

Minutes of the Regular Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, July 25, 1941.

The Executive Committee of the Board of Trustees, University of Kentucky, met in the President's Office, University of Kentucky, Friday, July 25, 1941, convening at 10:30 a.m. The members of the Committee present were Judge Richard C. Stoll, Chairman; Lee Kirkpatrick, Robert P. Hobson and H. L. Cleveland. President H. L. Donovan, Secretary D. H. Peak and Comptroller Frank D. Peterson were present. The President presented agenda of business to be considered, stating that he was following the practice of his predecessor. He stated that in the future he expects to submit with the agenda a statement explaining the items thereon to be presented to the Board of Trustees.

1. Approval of Minutes.

The minutes of the meeting of the Executive Committee of June 20, 1941, were approved as published. All actions of the Committee taken and motions made and carried at that meeting were ratified and approved.

2. Financial Report.

D. H. Peak, Business Agent, submitted a statement regarding the financial report for June. It was ordered copied in the minutes as follows:

July 25, 1941

President H. L. Donovan
University of Kentucky

Dear President Donovan:

I regret that I am unable to submit the Financial Report for the year 1940-41 due to the fact that the books of the Business Office have not been closed. All the vouchers, especially those for traveling expense in the Agricultural Extension Division, have not yet been audited.

However, all state appropriations and federal funds in the general fund are in balance as nearly as possible. There will be a small balance in the Revolving Funds and Restricted Funds subject to use for general expense.

All the state appropriations and federal funds in the Experiment Station are in balance as nearly as possible. There will be a considerable balance in the Revolving Fund, a large part of which balance is proposed by Dean Cooper to be used in the construction of the Animal Pathology Building. All state appropriations and federal funds in the Agricultural Extension Division are in balance as nearly as possible. There will be a balance of general collections and funds not used as an off-set.

Very truly yours,

(Signed) D. H. Peak
Business Agent.

3. Requisition Committee Report.

The Requisition Committee filed written report of its action each week from June 17, 1941, to June 30, 1941, inclusive. The report shows that orders were made by the Business Office on authority of the Requisition Committee in the manner prescribed by the Board of Trustees and state laws, running from No. 10,364 to No.

The report was examined, and on motion and second the orders and budget additions named therein were ratified and approved, and payments on said orders were authorized and approved.

4. Comptroller's Report of Purchases.

Frank D. Peterson, Comptroller, made following report of purchases:

July 25, 1941

Dr. H. L. Donovan
President of U of Ky.
Lexington, Ky.

My dear Dr. Donovan:

Since July 1, 1941, the Comptroller's Office has made purchases as follows:

State Requisitions Numbers 1 - 223
 Special Orders Numbers 1 - 366
 Departmental Orders Numbers 15001 - 15024
 15076 - 15093
 15101 - 15107

and Emergency Requisitions Numbers 1 - 26,

all of which I desire the Executive Committee of the Board to approve.

Sincerely,

(Signed) Frank D. Peterson
 Comptroller
 University of Kentucky

The report was examined, and on motion and second the orders named therein were ratified and approved, and payment on said orders was authorized and approved.

5. Budget Additions and Changes.

President Donovan presented following request of the Comptroller for additions to and changes in the Budget:

July 24, 1941

Dr. Herman L. Donovan
 President of the University of Kentucky
 Lexington, Kentucky

Dear Dr. Donovan:

I am bringing to your attention several items which you may present to the Executive Committee of the Board.

Walter Penix has heretofore been assigned to Maxwell Place as janitor. We have reassigned him to Maxwell Place. However, his salary was \$15.00 a week when working with the regular crew of janitors. The usual salary of the janitor of Maxwell Place is \$16.00 a week. I recommend that the regular salary of \$16.00 a week be restored to Penix as regular janitor of Maxwell Place.

The transfer of Walter Penix to Maxwell Place leaves a vacancy in the regular crew of janitors, which has been filled. This makes one janitor in excess of the number approved by the Board. The Executive Committee should

authorize an increase in the budget of Maintenance and Operations in the amount of \$780.00.

The miscellaneous receipts of the West Kentucky Experiment Substation are not transmitted to Frankfort. The miscellaneous receipts of the Robinson Experiment Substation are not submitted to Frankfort due to the fact that when the substation was established the agreement with the donor was, in a measure, such as to restrict the miscellaneous receipts of the substation. Since, these receipts have been deposited locally and disbursed locally. I am asking permission of the Board to transmit the receipts of the Robinson Experiment Substation to Frankfort. There will not be any attempt on the part of Frankfort to restrict the use of these funds other than that authorized by the director of the substation. Such an arrangement will simplify procedure tremendously.

The University has, for the past year or two, paid what is known as a WPA foreman the sum of \$1650.00 a year to supervise WPA work on the campus. This amount has never been included in the budget. I am asking that the Executive Committee approve adding the sum, \$1650.00, to the budget of Maintenance and Operations.

The summary figures in the budget adopted by the Board fixed the total for Buildings and Grounds as \$122,221.00, which left out the charge for janitors for the new buildings of \$5265.00. I ask that the Board authorize this additional amount which was in the breakdown of the budget but not in the summary figures.

I suggest that the Board authorize an appropriation of \$9000.00 for the Dean of the University. This item could not have been in the budget when adopted.

Very truly yours,

(Signed) Frank D. Peterson
Comptroller

On motion of Mr. Cleveland, seconded by Mr. Kirkpatrick, the request of the Comptroller, copied above, was adopted and the recommendations of additions to and changes in the Budget were concurred in. The Comptroller was authorized to make changes in the original Budget in accordance with this resolution.

6. Transfer of Securities.

The President presented following statement, made by D. H. Peak, Business Agent, of transfer of securities to the Comptroller:

I am filing herewith copies of the transfer of securities to the Comptroller dated July 15, 1941.

A receipted copy was delivered to each of the Custodians of securities, James E. McFarland and D. H. Peak. I have also mailed to James E. McFarland a copy of the resolution which was recently passed by the Board of Trustees authorizing the delivery of these securities to the Comptroller, Frank D. Peterson

Copies of the transfers were received, ordered filed and copied in the minutes:

1. Transfer by Custodians of Securities.

Received of the Custodians of Securities, J. E. McFarland, of the First National Bank and Trust Company, Lexington, Kentucky, and D. H. Peak, Business Agent, University of Kentucky, the following securities belonging to the University of Kentucky and agencies operating within the University.

Peabody Fund -

4 - United States 2-1/2% Treasury Bonds of \$10,000.00 each, numbered 2586F, 2587H, 2588J, and 2589K; dated September 15, 1938; coupons due September 15 and March 15.

Student Loan Fund -

10 - United States 2-1/2% Treasury Bonds of \$1,000.00 each, numbered from 52257H to 52266F; dated September 15, 1938; coupons due September 15 and March 15.

3 - \$1,000.00, City of Louisville, Street Improvement Bonds numbered M6, M7, and M8, Series GO-90, due respectively July 15, 1946, 1947, and 1948, interest due semi-annually.

Haggin Fund -

10 - United States Savings (Baby) Bonds of \$1,000.00 each, numbered M963111C to M963120C; dated November 21, 1938.

Haggin Fund -

10 - United States Savings (Baby) Bonds of \$1,000.00 each, numbered M86366D to M86375D, dated January 9, 1939.

Haggin Fund -

10 - United States Savings (Baby) Bonds of \$1,000.00 each, numbered M1237892D to M1237901, dated January, 1940.

Student Loan Fund -

3 - \$500.00, City of Louisville, Street Improvement Bonds, numbered D6, D7, and D8, Series GO-90 due respectively July 15, 1946, 1947, and 1948, interest due semi-annually.

Student Loan Fund -

18 - \$1,000.00, City of Louisville, Street Improvement Bonds, numbered M1 to M18, Series GO-89.

7 - \$100.00, City of Louisville, Street Improvement Bonds, numbered C1 to C7, Series GO-89.

1 - \$190.12, City of Louisville, Street Improvement Bond, numbered C8, Series GO-89.

All above bonds dated June 24, 1940, interest due semi-annually

Student Loan Fund - Patterson -

\$5,000.00, Certificate No. 603, Lexington Federal Savings and Loan Association, Lexington, Kentucky, dated March 20, 1937.

Student Loan Fund -

\$5,000.00, Certificate No. 86, First Federal Savings and Loan Association, Lexington, Kentucky, dated January 8, 1938.

Meredith Fund -

\$700.00, Certificate No. 814, Lexington Federal Savings and Loan Association, Lexington, Kentucky, dated June 7, 1938.

Union Building -

5 - \$1,000.00, Certificates numbered 1041, 1042, 1043, 1044, and 1045 respectively in the Lexington Federal Savings and Loan Association of Lexington, Kentucky, dated March 25, 1939.

Union Building -

\$1,500.00, Account No. 382, First Federal Savings and Loan Association, Lexington, Kentucky, dated January 7, 1941.

Group Insurance -

\$2,500.00, Certificate No. 345, First Federal Savings and Loan Association, Lexington, Kentucky, dated February 14, 1941.

Group Insurance -

\$2,700.00, Certificate No. 905, Lexington Federal Savings and Loan Association, Lexington, Kentucky, dated October 14, 1938.

\$2,300.00, Certificate No. 1468, Lexington Federal Savings and Loan Association, Lexington, Kentucky, dated October 31, 1940.

Organizations Fund

\$5,000.00, Certificate No. 1149, Lexington Federal Savings and Loan Association, Lexington, Kentucky, dated August 10, 1939.

Organizations Fund -

\$2,500.00, Certificate No. 108, First Federal Savings and Loan Association, Lexington, Kentucky, dated August 8, 1938.

\$2,500.00, Certificate No. 130, First Federal Savings and Loan Association, Lexington, Kentucky, dated December 10, 1938.

(Signed) Frank D. Peterson
Comptroller
University of Kentucky

2. Transfer of Savings Accounts.

July 14, 1941

Frank D. Peterson, Comptroller
University of Kentucky

Dear Mr. Peterson:

Following are balances as of July 1, 1941, in Savings Accounts of University of Kentucky funds and Agency funds in the First National Bank and Trust Company, Lexington, Kentucky:

BRENT FUND - - - - -	\$1034.45
BUILDING REVENUE BOND AND INTEREST REDEMPTION FUND, 1955 ISSUE - - - - -	11002.84
BUILDING REVENUE BOND AND INTEREST REDEMPTION FUND, Project 1305F--1938 ISSUE - - - - -	6073.53
CHEMISTRY FUND - - - - -	142.25
GROUP INSURANCE - - - - -	157.33
ORGANIZATIONS FUND - - - - -	5037.50
ROBINSON SUB-EXPERIMENT STATION FUND - -	4450.72
STUDENT LOAN FUNDS - - - - -	0
SULLIVAN MEDALLION FUND - - - - -	240.15
UNION BUILDING FUND - - - - -	274.13
WESTERN KENTUCKY EXPERIMENT STATION - -	1500.64
ROBERT D. WADDY FUND - - - - -	2305.39

Following are funds controlled by Security Trust Company, Lexington, Kentucky:

BENNETT FUND, \$400.00, invested by Security Trust Company.
Savings Account of accrued interest as of
July 1, 1941 - - - - - \$ 258.59.

CRUM FUND, \$500.00, invested by Security Trust Company.
Savings Account of accrued interest as of July 1,
1941 - - - - - \$ 674.51.

I am delivering herewith the pass books of the above listed accounts.

(Signed) D. H. Peak
Business Agent.

Received the pass books of the above listed accounts.

(Signed) Frank D. Peterson
Comptroller.

3. Disposition of accounts in savings and loan associations.

Report of Business Office

The following withdrawals of funds from Federal Savings and Loan Associations were made and the funds were placed on account in the First National Bank and Trust Company, Lexington, Ky.

From the Lexington Federal Savings and Loan Association:

Student Loan Fund--Patterson
\$5,000.00, Certificate No. 603, dated March 20, 1937.

Union Building
5 - \$1,000.00, Certificates numbered 1041, 1042, 1043, 1044, and 1045 respectively, dated March 25, 1939.

From the First Federal Savings and Loan Association:

Student Loan Fund
\$5,000.00, Certificate No. 86, dated January 8, 1938.

Union Building
\$1,500.00, Account No. 382, dated January 7, 1941.

The following accounts were not withdrawn:

Organizations Fund

\$5,000.00, Certificate No. 1149, Lexington Federal Savings and Loan Association, Lexington, Ky., dated August 10, 1939.

\$2,500.00, Certificate No. 108, First Federal Savings and Loan Association, Lexington, Ky., dated August 8, 1938.

\$2,500.00, Certificate No. 130, First Federal Savings and Loan Association, Lexington, Ky., dated December 10, 1938.

The group insurance accounts were not withdrawn, but the certificates were changed as follows (reference is made to Sec. 14, Minutes of the Executive Committee, June 20, 1941):

First Federal Savings and Loan Association:

Certificate No. 343, for \$2,500.00, was surrendered and Certificate No. 380 for \$2,500.00 was issued as of July 1, 1941, in the name of the University of Kentucky Employees Insurance Committee.

Lexington Federal Savings and Loan Association:

Certificate No. 905 for \$2,700.00 and Certificate No. 1468 for \$2,300.00 were surrendered and Certificate No. 1656 for \$5,000.00 was issued as of July 1, 1941, in the name of the University of Kentucky Employees Insurance Committee.

The Meredith Fund Account, Certificate No. 814 in Lexington Federal Savings and Loan Association, was not withdrawn because of the difficulty of placing the amount in other securities so as to yield adequate income for the Meredith Prize.

(Signed) Frank D. Peterson
Comptroller

" D. H. Peak
Business Agent.

On motion, seconded and carried, the actions of the Comptroller and Business Agent reported above were approved, except as to the account of the Meredith Fund. This was ordered withdrawn at the next interest bearing period, and the fund was ordered otherwise invested, it being suggested that the fund be placed in a savings and loan association in some city in the State other than Lexington.

7. Report to Mutual Benefit Life Insurance Company--P. W. A. Bonds, 1935 Issue.

The President presented following statement received from Business Office, it being the annual report required on operation and maintenance of buildings erected under P. W. A. building project, of year 1935. The statement was ordered copied in the minutes, and a copy was ordered sent to Mutual Benefit Life Insurance Company of Newark, New Jersey.

Report to be made to Mutual Benefit Life Insurance Company
of Newark, New Jersey

BUILDING PROJECT -- P. W. A., 1935
1940-1941

Income

Collections from building rents	\$ 51,454.00
Collections from student fees	13,126.10
Additional Appropriation	12,636.45
Union Building Income	33,390.71
	<u>\$110,607.26</u>

Less Transfer to Bond Fund	<u>35,000.00</u>
	\$ 75,607.26

Expenditures

College Bldgs. and Heating Plant	\$30,723.03	
Union Building	40,528.11	<u>71,251.14</u>

Net balance	4,356.12
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8. Counterfeit Bill.

By request of the Comptroller, the President submitted the following communication from the Railway Express Agency:

RAILWAY EXPRESS AGENCY

Lexington, Ky.

July 17, 1941

Mr. Frank D. Peterson, Comptroller
University of Kentucky
Lexington, Kentucky

Dear Mr. Peterson:

Counterfeit \$20.00 Bill, #B01340501A,
New York Federal Reserve Bank Note

Referring to our conversation today concerning the above \$20.00 Counterfeit note. The facts in the case are as follow:

On Tuesday, July 15th, Vehicleman E. J. Ogden presented to Mrs. P. B. Lewis tickets for collection in amount of \$21.82. The amount was paid by Mrs. Lewis in Cash and in the following denominations:

1 ---- \$20.00 Note
1 ---- 1.00 Note
.82 in Change.

When Mr. Ogden settled with our Cashier, Mr. Jimmie Gulley, the latter detected the \$20.00 note which in his opinion did not seem to be genuine. This was the only \$20.00 note collected by Mr. Ogden on this date. The note was taken to the First National Bank & Trust Co. and was examined by Messrs. Beard & Latimer, who were of the opinion that the note was genuine. We then remitted to our Assistant Treasurer, F. W. Woods, Atlanta, Ga., who promptly returned with advice that the note was counterfeit. You were allowed to read Mr. Woods' letter in connection with his handling with the Federal Authorities at Atlanta.

In accordance with Federal regulations the note has been returned to the authorities at Atlanta and as there is no question but what the note was given to us by your Mrs. Lewis it will be appreciated if you will reimburse us for the amount involved.

We the undersigned certify that the above is a true statement of the facts in this case.

(Signed) O. E. Fisher
AGENT
" Jimmie Gulley
CASHIER
" E. J. Ogden
VEHICLEMAN

The Comptroller stated that the bill was pronounced good by officers of a local bank; however, it would not be accepted by the Railway Express Agency.

On motion, seconded and carried, it was ordered that the Comptroller and Cashier be exonerated from loss by reason of acceptance of the alleged counterfeit bill.

9. Payment of Bill for Injury to Workman.

The Comptroller stated that Arthur Black, an employee of Buildings and Grounds Department, claimed that he was injured in raising a window in Memorial Hall June 10, 1941, to such an extent as to cause a rupture. At the workman's request, the Comptroller purchased a truss from Hubbard and Curry, Druggists, Inc., at a cost of \$5.00.

On motion, seconded and carried, it was ordered that payment for the truss be made to Hubbard and Curry, Druggists, Inc., in the amount of \$5.00. It was expressly stated that action in this case is without commitment as to future action of the Board of Trustees on requests for payment of medical bills or other bills for expense incurred in cases of injury to employees.

10. Division of Maintenance and Operation Created.

The President presented following communication from the Comptroller:

July 24, 1941

Dr. Herman L. Donovan
President of the University of Kentucky
Lexington, Kentucky

Dear Dr. Donovan:

For the past ten months the Department of Buildings and Grounds has been directed by Mr. Thomas D. Boyd, acting superintendent. I believe that, since the Department of Buildings and Grounds was on April 1, 1941, by resolution of the Board of Trustees, transferred to the supervision of the Department of Business Management and Control, the division should be known as the "Division of Maintenance and Operations." I am definitely of the opinion that since the physical properties and grounds require specialized knowledge and care, and because of the nature of the construction, plumbing, electrical, and heating systems, above and beneath the ground, that we should have in charge of this important division of Business Management and Control, someone who holds a degree in engineering.

I am, therefore, asking a resolution to this effect and recommending the appointment of Mr. E. B. Farris, a graduate in the College of Engineering, who has had experience such as to apparently properly equip him for Chief Engineer of Maintenance and Operations here at the University. I recommend that he be paid a salary of \$3000.00 from the budget of the Division of Maintenance and Operations, and \$1000.00 for the current school year from the budget of the College of Engineering. He is to teach not to exceed five clock hours a week in the College of Engineering.

I further recommend that Mr. Thomas D. Boyd be made Assistant of Maintenance and Operations at a salary to be agreed upon between the Comptroller and Mr. Boyd.

I have conferred with Mr. Boyd concerning the above recommendation and it is satisfactory with him.

I am,

Sincerely yours,

(Signed) Frank D. Peterson
Comptroller.

The Committee approved and concurred in the recommendation of the Comptroller, and on motion of Mr. Cleveland, seconded by Mr. Kirkpatrick, adopted the following resolution:

Whereas the Board of Trustees of the University of Kentucky on April 1, 1941, by resolution established the Department of Business Management and Control of the University and designated various departments and units under the supervision of said department, and

Whereas the Department of Buildings and Grounds, as such, no longer exists, but was made a division of the Department of Business Management and Control, and

Whereas the maintenance and operations of the physical property of the University require a specialized knowledge and care because of the nature of the construction, plumbing, electrical, and steam systems, above and beneath the ground,

Therefore, Be It Further Resolved, that the Buildings and Grounds Department shall hereafter be known as the Division of Maintenance and Operations, and

Be It Further Resolved, that the head of this division shall be a person who holds a degree in engineering and shall be titled "Chief Engineer of Maintenance and Operations" under the control and direction of the Comptroller of the University.

11. Accident Insurance for Students.

The following letter of Mr. Hobson to President Donovan was presented for consideration of subject matter contained therein:

July 14, 1941.

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

Dear Dr. Donovan:

From time to time, since I have been on the Board, we have had claims presented where students were injured in various kinds of activities, and we have been asked to pay the expenses incurred as the result of these injuries. Some times we have done so. We realize there is no legal liability on the University for these expenses, but in view of the financial condition of the student injured, we have waived that immunity.

I have suggested several times that it would be a good thing for the University to offer a policy of insurance to each student by which medical expenses for accidents would be paid. The premium for this protection would be exceedingly small and it would serve a useful purpose to the student and the University.

I am in receipt of specific information from the Commercial Casualty Insurance Company, Newark, N. J., an outstanding company writing this kind of business, to the effect that, for \$5.00 for the women and \$10.00 for the men, it will cover them for hospital and medical treatment up to \$250.00 for any year, but it is required that 100% of the students join the plan. Of course, I know we cannot get 100%, but I believe we can get the Company to put the plan in force with a majority of the students accepting.

I would be glad for you to consider this plan, and possibly for us to discuss it at the meeting of the Executive Committee on July 25th.

Yours very truly

(Signed) R. P. Hobson

The question of accident insurance for students was referred to the Comptroller for investigation and report to the Executive Committee.

12. Accident Insurance for Employees.

In discussion of injury to a workman and the allowance therefor, made in Sec. 10 of these minutes, questions of compensation insurance and accident insurance for employees in the Department of Maintenance and Operation and for laborers in other departments of the University were discussed at length. The advisability and availability of such insurance was referred to the Comptroller for investigation and report to the Executive Committee.

13. Purchase of Property Adjoining Campus and Experiment Station Grounds.

The Comptroller stated that he was not ready to make report on the matter of purchase of property referred to him by minute of the Executive Committee of June 20, 1941, he desiring further conference with Dean Cooper, who is now on vacation. It was continued for report at a future meeting of the Executive Committee.

14. Wooley Property---Consideration of Purchase.

President Donovan presented a letter from the Acting Dean of Women regarding the desirability of obtaining ownership of the Wooley property at 342 South Limestone Street, adjoining the Patterson Hall grounds. The President said that he thinks the property desirable for University use, and that he is making investigation of the probable cost of the property and other matters pertaining thereto.

On motion, seconded and carried, the Comptroller was directed to make further investigation regarding the suggested purchase of the Wooley property, and to take an option on purchase of the property, if that is found to be advisable.

15. Home Management House---Release.

The President presented a proposed contract made through Dean Cooper of renewal of lease of Conn Terrace property now under lease for use as a Home Management house.

The proposed contract was referred to the Comptroller for revision and correction, it being stated that requests for such contracts should be made to the Comptroller and that the contracts should be prepared and presented by the Comptroller to the Board of Trustees.

16. Agricultural Adjustment Office Building Proposed.

The President presented correspondence with Dean Cooper regarding the request of the Agricultural Adjustment Administration that the University erect a suitable office building for rental to that Administration. In the correspondence with O. M. Farrington, Executive Assistant of the Administration, the proposal is set out in more or less detail. President Donovan stated that two questions are involved; first, policy of rentals by the University to organizations or individuals not connected with the University; second, the necessity of the College of Agriculture of keeping in close contact with the Agricultural Adjustment Administration.

In the course of discussion, it was the consensus of opinion that such rentals should always have close scrutiny. However, it was suggested that the Agricultural Adjustment Administration is probably a permanent institution of the Federal Government and that it is so closely connected with the work being done by the College of Agriculture and Experiment Station that it is desirable to keep the local unit of the Agricultural Adjustment Administration on the campus.

Therefore, on motion, seconded and carried, a further study of the erection and rental of a building for use as an office building for the Agricultural Adjustment Administration was approved; and President Donovan, Dean Cooper, Dean Graham, and Comptroller Peterson were named as a committee to investigate costs of, and prepare plans to be submitted to a call meeting of Executive Committee for further consideration.

17. Health and Recreation Center.

President Donovan stated that it may be possible through the Federal Works Agency of the Public Works Administration to get a grant for assistance in erecting a Health and Recreation Center at the University, further stating that action must be taken at once if at all.

On motion of Mr. Hobson, seconded by Mr. Cleveland, the filing of application for grant for the purpose of erecting a Health and Recreation Center was approved and the following resolutions were adopted:

Resolution for Filing Application

A resolution authorizing the University of Kentucky to file an application to the United States of America through the Federal Works Agency of the Public Works Administration for a grant to aid in financing the construction of a Health and Recreation Center at the University of Kentucky and designating Professor Elgan B. Farris of the College of Engineering to furnish such information as the Government may request.

Be it resolved by the Executive Committee of the Board of Trustees:

Section 1. That Elgan B. Farris be and he is authorized to execute and file an application on behalf of the University of Kentucky to the United States of America for a grant to aid in financing the construction of a Health and Recreation Center at the University of Kentucky.

Furnished by applicant	\$200,000.00
Grant Requested	<u>700,000.00</u>
Total	\$900,000.00

Section 2. That Elgan B. Farris is hereby authorized and directed to act as the official correspondent of the University of Kentucky and to furnish such engineering information as the United States of America through the Federal Works Agency of the Public Works Administration as may be requested in connection with the aforesaid application.

Resolution for Furnishing Legal Information.

A resolution authorizing Dean Alvin E. Evans of the College of Law of the University of Kentucky to furnish legal information to The Federal Works Agency of the Public Works Administration in connection with the application of the University of Kentucky for aid in construction of a Health and Recreation Center.

Be it resolved by the Executive Committee of the Board of Trustees:

Section 1. That Dean Alvin E. Evans of the College of Law of the University of Kentucky be and he is authorized to furnish such legal information as the United States of America through the Federal Works Agency of the Public Works Administration as may be requested in connection with the aforesaid application.

Resolution for Furnishing Financial Information.

A resolution authorizing Comptroller Frank D. Peterson of the University of Kentucky to furnish financial information to the Federal Works Agency of the Public Works Administration in connection with the application of the University of Kentucky for aid in construction of a Health and Recreation Center.

Be it resolved by the Board of Trustees:

Section 1. That Comptroller Frank D. Peterson of the University of Kentucky be and he is authorized to furnish such financial information to the United States of America through the Federal Works Agency of the Public Works Administration as may be requested in connection with the aforesaid application.

18. Highway Department Laboratory.

President Donovan presented following communication from Dean Graham:

July 25, 1941

President H. L. Donovan
University of Kentucky

My dear President Donovan:

I invite your attention to the attached letter, executed in duplicate by the Commissioner of Highways, wherein the Highway Department formally offers the terms and conditions for constructing, equipping, maintaining and operating a research laboratory upon the campus of the University.

The detailed plans and specifications and contract documents for this building are ready for advertising for contract bids and the Department is anxious that this may be done promptly as the need for the laboratory grows more pressing.

If this meets with your approval and that of the Executive Committee, the countersigning of the letter in duplicate by Judge Richard C. Stoll will translate the letter into an operating contract. I recommend that this be done.

Yours truly,

(Signed) James H. Graham
Dean.

On motion of Mr. Cleveland, seconded by Mr. Hobson, the following copied agreement was approved and the Chairman of the Executive Committee was authorized to sign it for the University; thereupon he signed the agreement in duplicate:

COMMONWEALTH OF KENTUCKY
Frankfort

July 23, 1941

The Board of Trustees
University of Kentucky
Lexington, Kentucky

Dear Sirs:

During the past two years this Department has explored and studied the important problem of conducting exhaustive research on highway materials, soils and sub-soils, and many other matters which may affect the initial cost of highway construction, and more especially reduce the cost of maintenance and lengthen the life of the future highways of the Commonwealth. Such studies as we have thus far made, disclose the possibility of great savings, and the advisability of separating the pure research program from the standard procedure of testing road construction materials.

Therefore, we have reached the definite conclusion that the surroundings on the Campus of the University will tend to greatly facilitate pure research, and that an association with the College of Engineering in this endeavor will be advantageous to all parties concerned. In accord with these conclusions, we have prepared building and equipment plans for such a research laboratory, sufficient in size and in detail of equipment to serve all our purposes and have submitted these for your approval.

This Department now offers to lease from the University the two adjoining lots upon Graham Avenue and described in the attached papers, at an annual rental of one dollar and other valuable considerations. The lease to be renewable each year for a period of ten years at the option of this Department.

The Department will construct and equip the laboratory in accord with the approved plans, and under the following terms and conditions:

(1) The Highway Department is to have the exclusive use of the laboratory and equipment for the necessary research work on highway materials.

(2) The State Highway Department will pay the servicing charges incurred in the operation of the building (such as electricity and

water) and the University will provide the steam necessary for heating of the building from the University's central heating plant.

(3) The State Highway Department will pay for necessary maintenance and operation of the building and laboratory. Title to all equipment will remain in the Highway Department and the Department will have all rights at its discretion to remove any such equipment either in whole or in part upon the termination of this agreement.

(4) The Highway Department will supply necessary technical staff for the operation of the laboratory which may include with the consent of the Dean of the College of Engineering such students of that college as in the Highway Department's opinion may be needed.

(5) There may be scheduled from time to time under supervision of the Dean of the College of Engineering, research and testing courses for the benefit of the College of Engineering of the University under the supervision and instruction of members of the faculty of the College and such members of the Highway Department's technical staff as may be selected, with the approval of the Chief Engineer of the Highway Department. Such training courses are to be limited to bona fide students or graduate students of the College of Engineering.

(6) As part consideration of this agreement to operate and maintain the research laboratory as set forth herein, the University agrees that the Highway Department shall have the privilege of the laboratory and shops of the College of Engineering in carrying on such research work, provided such use does not interfere with the use of such facilities for the purposes of the University, with the approval and under the regulations of the Dean of the College of Engineering.

(7) This agreement shall take effect on the completion of the building and on the date the laboratory and equipment are ready for operation and is to continue for a period of ten years, providing however that the Department may at any time upon six months' written notice to the University, cancel this agreement with the privilege

of removing all laboratory equipment which the Department has installed.

Sincerely yours

(Signed) J. Lyter Donaldson
Commissioner of Highways

The above proposition is
accepted July 25, 1941.

UNIVERSITY OF KENTUCKY

By (Signed) Richard C. Stoll
Chairman, Executive Committee
of the Board of Trustees

19. Air Cooling the Student Union Building.

At the President's suggestion, the matter of air cooling the Student Union Building was discussed. He commented on the necessity, the probable cost and other matters pertaining thereto, stating that he offered the suggestion for discussion only. The members of the Committee entered into the discussion, but as requested by the President, no action was taken thereon.

20. Association of Governing Boards.

The President submitted a letter from the Secretary-Treasurer of the Association of Governing Boards announcing the time and place of the Annual Meeting and Conference to be held October 16-18, 1941, at the University of Wyoming, Laramie, Wyoming, and asking that representative be sent to the meeting. The Chairman suggested that, as heretofore provided, any member or members of the Board of Trustees or the President may attend as such representative or representatives. The President was authorized to have further correspondence with the Secretary-Treasurer of the Association as he may deem necessary.

21. Degrees Summer Commencement--Committee for Approval.

On motion, seconded and carried, Mr. Kirkpatrick, as Chairman, Mr. Hobson and Mr. Cleveland were appointed as a Committee to represent the Board in approving candidates for degrees at the Summer Commencement to be held August 22, 1941.

22. Letters Acknowledging Board's Announcement of Appointment of President Donovan.

The secretary of the President presented letters of acknowledgment of the Board of Trustees' announcement of the selection of Dr. Herman L. Donovan as President of the University of Kentucky. The writers congratulated the Board of Trustees on the selection of Dr. Donovan and spoke highly of his fitness for the presidency.

On motion, seconded and carried, the President's secretary was directed to assemble the letters for binding and to deliver them to the Comptroller. The Comptroller was directed to have the letters bound and to place the bound volume in the University Library.

23. Founder's Day.

Mr. Hobson suggested that a day be set aside each year for observance of the University's origin and progress, to be known as Founder's Day. The President was asked to study the proposal and report to the Board of Trustees.

24. Secretary of the Board Selected.

The President recommended Mr. Gayle Starnes for appointment as Secretary of the Board of Trustees. On motion, seconded and carried, the recommendation was approved and Mr. Gayle Starnes was selected as Secretary of the Board, the appointment to be effective August 1, 1941.

25. Department of Public Relations.

The President recommended that the name of Publicity Bureau be changed to that of the Department of Public Relations and on motion, seconded and carried, the recommendation was approved.

26. Appointments and Other Staff Changes.

President Donovan presented staff appointments, reappointments and other changes requested by Deans and heads of departments, and on his recommendation, by motion and second, the following were approved and record ordered made in the minutes:

College of Arts and Sciences

Appointments and Reappointments

Dr. Carl Branson, Associate Professor in Geology, employed for two years, salary \$2800 a year, ten months basis. He comes from the University of Missouri.

Dr. Gerald F. Grillo, Instructor in General Chemistry, employed for year 1941-42, salary \$1500.00, ten months basis.

Melvin J. Astle, Instructor in Organic Chemistry, employed for year 1941-42, salary \$2000.00, on ten months basis.

Dr. Louise B. Freeman, Part-time Assistant Professor in Geology, for the five months of the second semester of 1941-42, salary \$200.00.

Joe Shepherd, Assistant Football Coach, Department of Athletics, on an eleven months basis, \$800 to be paid in eleven months as follows: \$100 in August, 1941, and \$100 in June, 1942, and \$66.66 $\frac{2}{3}$ for each of the intervening nine months.

Roy Steinfort, Publicity Man, Department of Athletics, salary \$750 to be paid as follows: \$150 a month for July and August, 1941, and \$50 a month for the following nine months.

Charles A. Ross, Laboratory Assistant in the Department of Health and Hygiene, salary \$50.00 a month, effective September 1, 1941, and continuing to June 30, 1942.

Maxine Shenk, Nurse in the Department of Health and Hygiene, salary \$50 a month with room and one-half her board bill; her appointment being effective July 10, 1941, and extending to June 30, 1942.

Helen Farmer, part-time secretary in the Department of Art, salary \$600, twelve months basis, effective July 1, 1941.

Harold Hill, custodian, Department of Physical Education, salary \$1200, effective July 1, 1941, twelve months basis.

Lee Powers, Custodian of University tennis courts, salary \$92.00 a month, five month period, beginning July 1, 1941.

George Boyd, Instructor in English, salary \$1400 for the year 1941-42, ten months basis.

Mildred Ellis, graduate assistant in English, salary \$500, for the year 1941-42.

Anne Lang, part-time secretary in Department of English for year 1941-42, salary \$600, ten months basis.

Bruce Rawlings, technician in Department of Botany, salary \$300, ten months basis.

Terrell Limuel Noffsinger, graduate assistant in Department of Physics, \$500 for the school year 1941-42.

Ida Mary Scharfschwerdt, graduate assistant in Bacteriology, salary \$400, for year 1941-42.

Kathryn Challinor, graduate assistant in Bacteriology, salary of \$400 for the year 1941-42.

Elmer R. Jones, Junior Technician in Department of Bacteriology, salary \$300, for year 1941-42.

L. C. Harrison, Instructor in Medical Technology without salary for year 1941-42. He is to take the place of Miss Harriett Hender-shot Smidt.

Martha Ailene Taylor, Nurse in Department of Hygiene and Public Health, salary \$50 a month and room in Dormitory and one-half her board bill, effective July 11, 1941.

Frances Heckathorne, graduate assistant in Department of English for the year 1941-42, salary \$500, ten months basis.

Carl Hicks, part-time Instructor in Department of History, salary of \$72.50 a month, for ten months.

Leo Ashby, part-time Instructor in Department of History, salary of \$72.50 a month for ten months.

Mrs. Lizzette Buchanan, part-time secretary in Department of History, salary \$50 a month for ten months, beginning September 1, 1941.

Gail Kirn, Art Library Assistant, quarter time, at \$200, for ten months, effective September 1, 1941.

Francis Weiland, Art Library Assistant, quarter time, salary \$200 for ten months, effective September 1, 1941.

Beatrice M_oretti, student assistant, Department of Art, quarter time, salary \$200, for ten months, effective September 1, 1941.

Captain Chauncey S. Johnstone, replacement for 1st. Lieut. James C. Smee, who has applied for foreign service. Appointment effective on or about August 18, 1941.

Leaves of Absence

Ben F. VanSant, Instructor in General Chemistry, who was called to active duty June 29, 1941, in the United States Army.

Joseph J. Huddleston, Instructor in Physical Education, was called to active duty, July 7, 1941, in United States Army.

Resignations

Robert Baker, Assistant Professor in Chemistry, effective September 1, 1941. He has accepted a position at Northwestern University.

Anna Fisher, Nurse in Women's Residence Halls, effective July 10, 1941. Accepted another position.

Robert Fielden, graduate assistant in Department of Physics, for school year 1941-42. Called to Army service. Appointment made at May meeting of Executive Committee.

Ruth Anders, graduate assistant in Bacteriology, for year 1941-42. Accepted as student in Medical School. Appointment made at May meeting of Executive Committee.

Doris Settle, Nurse in Department of Hygiene and Public Health, for year 1941-42, effective July 10, 1941. She has accepted another position.

Mrs. Collette Holmes, part-time secretary, Department of Social Work, effective July 15, 1941.

Miss Helen Wolf, Department of Social Work, effective at once. She has accepted a position with the American Red Cross.

Changes, Etc.

Vivien M. Palmer for summer work in administration and in the development of field centers. She is to be paid \$225 a month for the months of July and August, 1941. This item is provided for in the budget.

First Lieutenant James C. Smee, Military Department, has applied for foreign service and will leave the University during August, 1941.

Robert Ogle, status changed from instructor to part-time instructor in Voice, Department of Music, salary \$750.00, year 1941-42, ten months basis.

Robert Rouse, Department of Physical Education, salary changed from \$350.00 to \$700.00 on account of additional work, year 1941-42, ten months basis.

James Wadlington, Department of Physical Education, salary changed to \$1000.00, on account of additional work, year 1941-42, ten months basis.

College of Agriculture and Home Economics

Appointments

Mrs. Mary Louise Ellington, clerk in the Department of Animal Pathology, Experiment Station, salary \$75.00 a month, effective July 1, 1941.

Violette Aswerus, clerk in the Extension Division, State Agent's Office, salary \$75.00 a month, effective August 1, 1941.

Norman Estus Ball, graduate assistant, Department of Markets and Rural Finance, salary \$600.00, under grant of the General Education Board, effective September 1, 1941, to June 30, 1942.

Milton B. Borcharding, graduate assistant, Department of Markets and Rural Finance, salary \$600.00, under grant of the General Education Board, effective September 1, 1941, to June 30, 1942.

Sidney DeLong, Assistant County Agent in Barren County, called to military duty, July 14, 1941, granted military leave and allowed pay for 15 days, according to the provisions of the Board of Trustees.

John H. Bondurant, granted leave of absence without pay from November 1, 1941, through June 30, 1942. Leave is granted for the purpose of pursuing graduate work at Cornell University.

Martin Shearer, graduate assistant in the Department of Farm Economics under the grant of the General Education Board, effective August 16, 1941, and continuing to January 30, 1942, at a stipend of \$60.00 a month.

Robert Griffith, graduate assistant in the Plant Physiology Laboratory of the Department of Agronomy, his salary of \$600.00 to be paid as follows: \$100 a month for full time work from August 1 to September 15, 1941, and June 16 to June 30, 1942; and \$50 a month for half time work from September 16, 1941, to June 15, 1942.

Resignations

Dr. E. L. Taylor, Assistant Veterinarian in the Department of Animal Pathology, effective at the close of business June 30, 1941. He expects to engage in practice at Cynthiana, Ky.

Dr. H. T. Batt, recently appointed Assistant Pathologist, Department of Animal Pathology, effective August 1, 1941, has withdrawn his acceptance.

Dr. E. S. Conklin, recently appointed Assistant Pathologist, Department of Animal Pathology, Experiment Station, effective July 1, 1941, has withdrawn his acceptance.

Dorothy Joy Lewis, clerk in the Extension Division, State Agent's Office, effective with the close of Business, July 31, 1941.

Harry B. Gibson, Assistant County Agent in LaRue County, effective at the close of business June 30, 1941.

John G. Clore, graduate assistant under the grant of the General Education Board. Mr. Clore has been called for military duty.

Changes, Etc.

Irwin H. Reiss, Thomas E. Doak, Clay R. Moore, Scott Hathorn, Robert Booton, Edward Webster, Joseph Cates, appointed graduate assistants under the General Education Board grant, April 1, 1941, have withdrawn their acceptance, because of call to military service, or for other reasons.

Frank Winchester, graduate assistant, under grant of General Education Board, appointment extended through August 1941, stipend \$60.00.

College of EducationAppointments

Helen Belser, supervising teacher in the seventh grade of the University School, salary of \$1800 for the year 1941-42.

Virginia Pineur, secretary in the Department of Elementary Education for the year 1941-42, salary \$40.00 a month, effective September 15, 1941.

Leave of Absence

Professor A. N. May, leave on half pay from August 1, 1941, to February 1, 1942, on account of illness.

College of CommerceAppointments

Joe Logan Massie, reading assistant, College of Commerce, salary \$320 for the year 1941-42, ten months basis.

Raymond Dudley Johnson, graduate secretarial assistant, College of Commerce, salary \$300.00, effective September 1, 1941, ten months basis.

Graduate School

Awards - Fellowships and Scholarships -- Margaret Voorhies
Haggin Fellowship Fund.

Fellowships -- \$500.00.

Strither Wade Grise, Winchester
Julia Ray Nettles, Leo, South Carolina

Fellowships - \$400

Dallas Hubbard Candy, Lexington
 Willie Curtis Wright, Algood, Tennessee
 Martha Jane Woodbridge, Omaha, Nebraska
 Shirley M. Castle, Waynesburg
 Aughtum S. Howard, Lexington
 John T. Napier, Hazard
 Louise M. LeCornec, Quimper, France
 Fannie Belle Pirkey, Lexington
 Hubert Amos Moore, Altro
 John William Tuttle, Burnside

Scholarships - \$200

(Miss) Harold B. Connelly, Warsaw
 Arthur T. Gullette, Columbia
 Phoebe Marie Evans, Clairsville, Ohio
 Sam C. Beckley, Richmond
 Martha Lucille Cammack, Huntington, W. Va.
 John D. Rommell, jr., Louisville
 Nellie E. Deal, Hickory, North Carolina
 Daniel John Ryan, Cleveland Heights, Ohio
 Frank Lewis, jr., Goodwell, Oklahoma
 John S. Hannan, Huntington, W. Va.
 Hargis Westerfield, Georgetown
 Harriet G. Pusey, Wilmington, Delaware
 Mabel J. Thacher, Louisville
 Theodore Roosevelt Rice, Paintsville

Special Research Fellowship

J. D. Figgins, Special Research Fellowship in Department of Zoology, for one year, salary \$160 a month, under the Margaret Voorhies Haggin Scholarship Fund. Mr. Figgins will devote his full time to the preparation of a manuscript on the Birds of Kentucky for the Publication Committee of the Haggin Fund.

College of EngineeringAppointment

Gerald H. Backer, Assistant Professor in Applied Mechanics, salary of \$225.00 a month, to start September 1 and to extend to June 30, 1942.

Department of Business Management and Control

Elizabeth Dennis, Secretary, salary \$130.00 a month, effective August 1, 1941.

E. B. Farris, Chief Engineer of Department of Maintenance and Operations. He is also to teach not exceeding five clock hours a week in the College of Engineering. His salary is to be \$4,000.00 on 12 months basis: \$3,000.00 is to be charged to the budget of Maintenance and Operations, and \$1,000.00 is to be charged to the budget of College of Engineering.

Thomas D. Boyd, Assistant of Maintenance and Operations, at a salary subject to future adjustment.

Office of the Dean of WomenAppointments and Reappointments

Mrs. Sarah B. Holmes, Acting Dean of Women for the year 1941-42 at a salary of \$2700.00 for ten months, effective September 1, 1941.

Jane Haselden, Assistant Dean of Women, salary of \$2400, for the academic year of ten months, effective September 1, 1941. She comes from Murray State Teachers College.

Mrs. Bessie E. Bryson, housemother at the Chi Omega sorority house for the 1941-42 session.

Mrs. Lillian Caldwell, reappointed housemother at Shelby House, the cooperative house at 113 State Street, at \$100 a year, payable in ten installments of \$10 each.

Resignation

Mrs. Laura Pierson, housemother, effective as of June 15, 1941. She was appointed at June meeting of Board of Trustees.

YWCAAppointment

Anne Faw Morrow, Secretary, salary \$1200 and living in the Women's Residence Halls, ten months basis.

Union Building

Rondal J. Sharp, assistant director of Student Union Building, granted military leave of absence, he having been called to report for active duty in United States Army, effective July 14, 1941. Under provision of Board of Trustees, he is allowed fifteen days' salary after July 14, 1941.

Library

Virginia Michaelis, one month's extra leave of absence without pay, for travel, from August 18 to September 17.

Office of the Dean of the University

Elizabeth Hunt, secretary, salary \$95 a month, effective as of August 1, 1941.

On motion, properly seconded, the Committee adjourned.

D. H. Peak
Secretary of the Board of Trustees