

Irregularities

Minutes of the Meeting of the Executive Committee of the Board of Trustees, University of Kentucky, February 15, 1946.

The Executive Committee of the Board of Trustees of the University of Kentucky met in the President's Office at 10:30 a.m., Friday, February 15, 1946. The following members were present: Judge Richard C. Stoll, Chairman; H. S. Cleveland, R. P. Hobson and H. D. Palmore. President H. L. Donovan and Comptroller Frank D. Peterson, Secretary of the Board of Trustees, were also present.

A. Contract with Federal Public Housing Administration.

President Donovan announced that representatives from the Federal Public Housing Administration in Cleveland were present, and he introduced a Mr. Johnston, Mr. Westlake and Mr. Meredith from the Cleveland office; and Mr. Jack Bryan, director of the local Federal Housing Administration.

President Donovan outlined briefly the purpose of the meeting with representatives of the Cleveland office. He stated it was to make a contract between the University and the Federal Public Housing Administration, to fulfill a request previously made by the University to place dormitory barracks on the campus of the University adequate to house 300 single ex-service men.

The contract was presented to the Committee, was discussed, and the following action was taken:

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1. Upon motion duly made, seconded and carried, the Comptroller is authorized to sign the contract on behalf of the University of Kentucky with the Federal Public Housing Administration, and a copy of said contract is to be filed with the secretary of the Executive Committee.

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B. Correction of the Minutes.

The Secretary stated that he had been notified by Dean W. D. Funkhouser that the name of James Marion Stamper was shown in the minutes of the Executive Committee of January 19, 1946, under the Graduate School section of the Appointments and Other Staff Changes, as being appointed instead of showing that he had resigned from the Graduate School, and suggested that the minutes of January 19, 1946, be corrected to record Mr. James Marion Stamper, Scholar, as resigning from the Graduate School, and same was ordered corrected.

C. Approval of Minutes.

The minutes of the Executive Committee of January 19, 1946, were approved as published and corrected.

D. Termination of Leave of Dean James H. Graham.

The President stated that he had heretofore reported to the Executive Committee on November 17, 1945, that Dean James H. Graham had terminated his services with the War Department and had returned to the University on November 16, 1945, and was performing his duties as Dean, and other special assignments made by the President, and the Executive Committee had directed, at that time, the Comptroller to certify and pay his salary, beginning November 16, 1945.

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2. Upon motion duly made, seconded and carried, the President's report was concurred in and approved, and the action in directing the Comptroller to certify and pay the salary of the said James H. Graham, and the action of the Comptroller in certifying and paying the salary of said Graham on and after November 16, 1945, be and it is hereby approved and ratified.

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E. Report of the Comptroller.

The Comptroller submitted financial report for the period July 1, 1945 to January 31, 1946. He read an analysis of income and expenditures for the current period, as compared with similar period during the year 1944-45.

February 14, 1946

President H. L. Donovan
University of Kentucky

My dear President Donovan:

I submit herewith the financial report for the period from July 1, 1945, and ended January 31, 1946.

Four statements have been prepared as a further analysis of Realized Income and Expenditures. These statements are exhibited below:

Income

Comparison of Realized Income with Revised Budget Estimates

Source	Revised Budget Estimates	Realized Income	Per Cent Realized
State Appropriations	\$1,506,022.50	\$1,112,822.28	73.9%
Federal Funds	1,122,167.46	1,051,651.34	93.7
Student Fees (Gross)	329,300.00	191,821.58	58.4
Endowment Income	1,000.00	500.00	50.0
Sales and Services	272,767.00	213,745.56	80.2
Auxiliary Enterprises (Gross)	262,051.00	173,210.71	66.0
Totals	<u>\$3,492,507.96</u>	<u>\$2,748,731.47</u>	<u>78.7%</u>

Comparison of Current Year Realized Income with Income Realized during the Corresponding Period of the Preceding Fiscal Year

Source	Realized Income		Increase	Per Cent of Increase
	1944-45	1945-46		
State Appropriations	\$1,109,921.48	\$1,112,822.28	\$ 2,900.80	.3%
Federal Funds	839,402.07	1,051,651.34	162,229.27	19.3
Student Fees (Gross)	156,209.86	191,821.58	35,611.72	22.8
Endowment Income	500.00	500.00		
Sales & Services	199,050.21	213,745.56	19,695.35	9.9
Auxiliary Enterprise	113,945.14	173,210.71	59,265.57	52.0
Totals	<u>\$2,439,028.76</u>	<u>\$2,748,731.47</u>	<u>\$279,702.71</u>	<u>11.3%</u>

Expenditures
Summary of Departmental Appropriations and Expenditures

<u>Budget Divisions</u>	<u>Revised</u> <u>Appro-</u> <u>priations</u>	<u>Encumbrances</u> <u>& Expendi-</u> <u>tures</u>	<u>Per Cent</u>
<u>General Fund</u>			
Admin. & General Expense	\$ 160,400.13	\$ 91,677.70	57.2%
Instruction & Related Activities:	1,201,147.50	588,361.07	49.0
Operation & Maint. of Phys. Plant	258,752.00	191,924.72	74.2
Auxiliary Enterprises	189,759.75	87,544.57	46.1
Agr. Experiment Stations	569,000.00	344,909.35	60.6
Agr. Extension Division	994,599.59	559,951.67	56.3
Total General Fund	<u>\$5,375,658.97</u>	<u>\$ 1,864,349.08</u>	<u>55.3%</u>
<u>Plant Fund</u>			
College Division	\$ 123,721.17	\$ 106,296.81	85.9%
Agr. Experiment Stations	20,000.00	19,365.61	96.8
Total Plant Fund	<u>\$ 143,721.17</u>	<u>\$ 125,662.42</u>	<u>87.4%</u>
Combined Totals	<u>\$3,517,380.14</u>	<u>\$ 1,990,011.50</u>	<u>56.6%</u>

Comparison of Current Year Expenditures with Expenditures
for the Corresponding Period of the Preceding Fiscal Year

<u>Budget Divisions</u>	<u>1944-45</u>	<u>1945-46</u>	<u>Increase</u>	<u>Per Cent</u> <u>of In-</u> <u>crease</u>
<u>General Fund</u>				
Admin. & Gen. Expense	\$ 88,134.67	\$ 91,677.70	\$ 3,543.03	4.0%
Instruction & Related Activities	552,445.03	588,361.07	35,916.04	6.5
Operation & Maintenance of Phys. Plant	155,540.18	191,924.72	36,384.54	23.4
Auxiliary Enterprises	62,150.47	87,544.57	25,394.10	40.9
Agr. Exper. Stations	315,947.90	344,909.35	28,961.45	9.2
Agr. Exten. Division	465,592.74	559,951.67	94,358.93	20.3
Total General Fund	<u>\$ 1,659,810.99</u>	<u>\$1,864,349.08</u>	<u>\$224,538.09</u>	<u>13.7%</u>
<u>Plant Fund</u>				
College Division	\$ 24,137.93	\$ 106,296.81	\$ 82,158.88	340.4%
Agr. Exper. Stations	571.85	19,365.61	18,793.76	3286.4
Total Plant Fund	<u>\$ 24,709.78</u>	<u>\$ 125,662.42</u>	<u>\$100,952.64</u>	<u>408.6%</u>
Combined Totals	<u>\$ 1,684,520.77</u>	<u>\$1,990,011.50</u>	<u>\$325,490.73</u>	<u>19.6%</u>

The balance of Restricted Funds on July 1, 1945 amounted to \$1,094,805.29. During the period there were additions to the fund aggregating \$1,589,518.82. Authorized expenditures were \$1,385,494.66, leaving a balance on January 31, 1946, consisting of \$432,881.45 cash in bank and funds invested amounting to \$867,948.00.

A summary statement of Restricted Funds is exhibited below:

	College Division	Agricultural Experiment Station	Agricultural Extension Division	Totals
Fund Balance, July 1, 1945	\$ 991,366.13	\$ 60,670.19	\$ 42,768.97	\$1,094,805.29
Additions	<u>1,316,146.32</u>	<u>55,949.67</u>	<u>217,422.83</u>	<u>1,589,518.82</u>
	\$2,307,512.45	\$116,619.86	\$260,191.80	\$2,684,324.11
Expenditures	<u>1,150,799.46</u>	<u>\$ 25,534.31</u>	<u>\$207,160.89</u>	<u>1,383,494.66</u>
Fund Balance, Jan. 31, 1946	<u>\$1,156,712.99</u>	<u>\$ 91,085.55</u>	<u>\$ 53,030.91</u>	<u>\$1,300,829.45</u>
Consisting of Cash in Bank	\$ 303,764.99	\$ 76,085.55	\$ 53,030.91	\$ 432,881.45
Investments	<u>852,948.00</u>	<u>15,000.00</u>	<u> </u>	<u>867,948.00</u>
Total	<u>\$1,156,712.99</u>	<u>\$ 91,085.55</u>	<u>\$ 53,030.91</u>	<u>\$1,300,829.45</u>

Respectfully submitted,

Frank D. Peterson
Comptroller.

The Committee examined the financial report and took the following action:

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3. Upon motion duly made, seconded and carried, the financial report of the Comptroller is ordered received and filed.

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F. Cancelled PWA Building Revenue Bonds Ordered Destroyed.

President Donovan read the following letter from the Comptroller concerning PWA Building Revenue Bonds dated January 1, 1936.

February 4, 1946

President H. L. Donovan
University of Kentucky

My dear President Donovan:

The Board of Trustees approved the refunding of PWA Building Revenue bonds dated January 1, 1936. The original bonds were serial bonds and would have matured July 1, 1965. When the refunding was properly approved, signed and delivered to the purchasers, I took up the original 3% bonds. These bonds are numbered from 135 to 634 inclusive, and are dated July 1, 1945, serially through July 1, 1965. Coupons are attached to all bonds. Each bond has been cancelled.

I submit a list of the cancelled bonds, showing the coupons attached to each, with the request that a record be authorized to be made in the minutes by the Executive Committee at its next meeting. Also, I request that I be authorized to destroy the cancelled bonds, since they consume quite a bit of filing space. If this meets with your approval, I shall appreciate its being submitted to the Board.

Respectfully submitted,

(Signed) Frank D. Peterson
Comptroller.

UNIVERSITY OF KENTUCKY
3% UNIVERSITY BUILDING REVENUE BONDS

<u>DUE</u>	<u>BONDS NOS.</u>	<u>COUPONS ATTACHED INCLUSIVE</u>
July 1, 1945	135 - 154	19
July 1, 1946	155 - 174	19 - 21
July 1, 1947	175 - 194	19 - 23
July 1, 1948	195 - 214	19 - 25
July 1, 1949	215 - 234	19 - 27
July 1, 1950	235 - 254	19 - 29
July 1, 1951	255 - 274	19 - 31
July 1, 1952	275 - 294	19 - 33
July 1, 1953	295 - 314	19 - 35
July 1, 1954	315 - 334	19 - 37
July 1, 1955	335 - 354	19 - 39
July 1, 1956	355 - 374	19 - 41
July 1, 1957	375 - 399	19 - 43
July 1, 1958	400 - 424	19 - 45
July 1, 1959	425 - 449	19 - 47
July 1, 1960	450 - 479	19 - 49
July 1, 1961	480 - 509	19 - 51
July 1, 1962	510 - 539	19 - 53
July 1, 1963	540 - 569	19 - 55
July 1, 1964	570 - 599	19 - 57
July 1, 1965	600 - 634	19 - 59

The Committee discussed the desirability of destroying the cancelled bonds referred to in the letter, giving the number of each bond and the coupons attached thereto, which had been cancelled, and took the following action:

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4. Upon motion duly made, seconded and carried, R. P. Hobson, John C. Everett, Dean Leo M. Chamberlain, and Comptroller Frank D. Peterson were authorized to serve as a committee to destroy by burning the PWA Building Revenue Bonds listed above.

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G. Easement Requested by the Kentucky and West Virginia Power Company.

President Donovan reported that he had received a letter from Dean Cooper stating that the Kentucky & West Virginia Power Company had requested easement to cross the property of the Robinson Sub-Station with their power line. Dean Cooper reported that the proposed location of the line would not damage the University property and that he saw no objection to granting the easement. In fact, it might be an advantage to the institution, and he recommended that the President give his approval to the easement. The President stated that he was recommending to the Committee that the easement be granted. The Committee discussed the matter and took the following action:

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- 5. Upon motion duly made, seconded and carried, the Chairman of the Executive Committee is authorized to sign the easement on behalf of the University of Kentucky as requested by the Kentucky and West Virginia Power Company.

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H. Haggin Funds Assigned to Kentucky Research Foundation.

President Donovan stated that \$31,200 had been received as gifts to the Kentucky Research Foundation. He further stated that the Kentucky Research Foundation had certain minor expenses incident to the successful and efficient operation of the offices of the Kentucky Research Foundation, and recommended that an advance be made from the Haggin Fund to the Foundation. He suggested a sum of \$2500. The Committee discussed the recommendation of the President, and the need of the Kentucky Research Foundation and the fine work that is being done through the Foundation, and took the following action:

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- 6. Upon motion duly made, seconded and carried, the Comptroller is directed to issue a check payable to the Treasurer of the Kentucky Research Foundation from the Haggin Fund, as an advance from said fund.

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I. Report on Need for Additional Room for Music Department.

President Donovan reported on the crowded conditions in the Music Department. He stated that there were far more students applying for courses in Music than were able to be cared for in available space assigned to the Music Department. He reviewed the possibility of securing additional room for the Music Department and recommended that the Comptroller be authorized to ask occupants of certain houses on South Limestone Street and Graham Avenue to vacate these houses, that the space may be used for the Music Department as practice rooms and other University purposes. The Committee heard the report, and took the following action:

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7. Upon motion duly made, seconded and carried, the Comptroller is authorized to ask the occupants of the houses located at 628 South Limestone Street and 111 and 115 Graham Avenue to vacate these houses on or before August 1, 1946.

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J. Gifts:

Graves-Cox Company
Baynham Shoe Company
Clifton L. Thompson, Jr.

President Donovan reported three gifts to finance teaching of religion and sociology during the spring quarter of 1945-46 by Professor W. C. Bower. He read the following communication:

January
 28
 1946

President H. L. Donovan
 University of Kentucky

Dear President Donovan:

I am sending you checks amounting to \$500 which are contributions secured through Mr. Bart Peak to finance teaching of religion and sociology during the spring quarter of 1945-46 by Professor W. C. Bower. Professor Bower is budgeted to receive a salary of \$375 plus \$25 for books and supplies,

a total of \$400. The additional \$100 is to be held by Mr. Peterson to be applied to a similar salary for teaching during the spring quarter of 1946-7.

The gifts are as follows:

From Graves Cox and Company -	\$350
From Baynham Shoe Company -	100
From Clifton L. Thompson, Jr.--	<u>50</u>
	\$500

Sincerely yours,

(Signed) Paul P. Boyd
Dean

January 29, 1946

Dean Paul P. Boyd
University of Kentucky

My dear Dean Boyd:

This communication is to acknowledge receipt of checks in the amount of \$500, which Mr. Bart Peak has secured to finance the teaching of religion and sociology during the Spring Quarter by Professor W. C. Bower. I shall request Mr. Peterson to see that the gifts are used as outlined in your letter.

Will you write letters of appreciation to the firms which have made these contributions? Someone from the University should express our gratitude for these gifts.

Cordially yours,

(Signed) H. L. Donovan
President.

The Committee took the following action:

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8. Upon motion duly made, seconded and carried, the gift of Graves-Cox Company, \$350; the gift of Baynham Shoe Company, \$100; and the gift of Clifton L. Thompson, Jr., \$50; are accepted and the President is authorized to write a letter of appreciation to each donor on behalf of the University and the Board of Trustees.

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K. Policy Controlling Enrollment in the University of Kentucky.

President Donovan stated that it seemed desirable to establish a policy to govern admission of students to the University of Kentucky designed to keep the enrollment within the facilities of the institution. He read the following statement of policy:

Policies Governing Admission of Students to the University of Kentucky Designed to Keep the Enrollment within the Limits of the Facilities of the Institution.

1. The enrollment of non-resident students shall be limited to approximately 15 per cent of the estimated total enrollment for a particular quarter. The limitation shall not apply to non-resident students who have previously attended the University and have maintained satisfactory records, nor shall it apply to the children of graduates of the University. However, all such students shall be included in the quota. In filling the non-resident quota, preference will be given to superior students, particularly those applying for admission to the Graduate School. Graduate students, named as graduate assistants, fellows or scholars, shall be admitted provided they meet in all respects the institution's admission requirements, and they shall not be counted in the quota.
2. Early in the Spring Quarter all students, irrespective of residence, enrolled in the University shall be asked to signify their intention of enrolling or not enrolling for the Fall Quarter. The same request will be made of all new students enrolled in the first term of the Summer Quarter. This procedure should enable the institution to estimate with a fair degree of accuracy the number of enrolled students that will continue in the Fall.

3. Publicity on a statewide basis will urge all applicants, both new students and those expecting to re-enter, to notify the Registrar of their intentions and to complete their applications at the earliest date possible. It will be suggested that applications received after August 1 can probably not be approved. It will be emphasized that all former students not in attendance in the Spring Quarter or in the first term of the Summer Quarter, who plan to re-enter the University, must give the institution notice of this intention in writing.

4. A continuing record will be maintained which will show the number of students, old and new, to whom commitments have been made. At the same time an effort will be made to ascertain the capacity of the institution in terms of housing or in terms of any other factor that may indicate a need for limiting the enrollment.

5. When it is agreed that commitments have been made to the maximum number of students that the University can accommodate, all future applicants, including former students seeking to re-enter, will be informed that their admission cannot be given approval beyond assignment to a waiting list. Should additional facilities become available, applicants will be accepted from the waiting list in order of application. Publicity will again be given the situation, with stress on the fact that no student will be permitted to register for the Fall Quarter unless he qualifies in one of the following ways:

a. A student enrolled in the Spring Quarter or the Summer Quarter who has signified in writing, not later than August 1, his intention to enroll in the Fall.

b. A former student, not in the above category, who has signified in writing that he intends to re-enter and has had his application approved.

c. A new student whose application has been received and approved.

6. Beyond the limitations outlined for non-resident students, the policy will be to accept qualified students in order of application. It is understood, however, that if students are assigned from a waiting list, former students will be given first consideration, and freshman applicants will be given preference over those seeking admission on transfer from another institution.

7. If housing is the only limiting factor when the waiting list is established, local and commuting students who live in their own or parents' homes, may be admitted on application and approval of credentials.

The Committee discussed the policy recommendation at length and took the following action:

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9. Upon motion duly made, seconded and carried, the above statement of policy governing admission of students to the University of Kentucky designed to keep the enrollment within the facilities of the institution is approved, and the above stated policy is ordered to become effective on March 21, 1946.

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L. Policy Concerning Request of Ex-service Man to Erect House on University Property.

President Donovan reported a letter received from the Comptroller setting forth request of an ex-service man to be assigned University ground upon which a pre-fabricated house may be erected. He read the following communication:

February 8, 1946

President H. L. Donovan
University of Kentucky

My dear President Donovan:

Mr. Raymond Boggs, Jr., Blaine, Lawrence County, Kentucky, desires to enter the University of Kentucky in September to work toward degrees of A.B. and LL.B. He requests of the University a lot on which he can place a personally constructed pre-fabricated house 16' x 20'. He desires that the lot be accessible to water and sewer mains. He proposes to pay all costs and monthly operating bills. At the end of the period, presumably when he has obtained his degrees, in lieu of paying the University for the use of the land on which the house will have been placed, he desires to permit the University to retain the house without cost to the University.

I have explained to Mr. Boggs the difficulty of his request; that it does not mean one lot for his house, but that it means establishing a policy of what the University proposes to do for married veterans who may make similar requests.

The Comptroller desires a statement of policy for his guidance in dealing with this and future requests.

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

The members of the Executive Committee discussed the question at length and took the following action:

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10. Upon motion duly made, seconded and carried, the request of Mr. Raymond Boggs, Jr., Blaine, Lawrence County, Ky., is denied on the basis that the University does not have available suitable building lots adequate to care for this request and all similar requests that may be submitted to the University.

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M. Report on Aeronautical Research Laboratory.

President Donovan read the following communications received from Frank D. Peterson, Comptroller of the University, and Professor A.J. Meyer, Director of the Aeronautical Research Laboratory.

February 13, 1946

President H. L. Donovan
University of Kentucky

My dear President Donovan:

I attach hereto a letter received from Prof. A. J. Meyer, Director of the Aeronautical Research Laboratory, which letter is self-explanatory. I also attach hereto a copy of the financial report of the records of the Aeronautical Research Laboratory as of December 31, 1945. This report shows the result of the operations of the Laboratory for the six months ended January 1, 1946.

Very truly yours,

(Signed) Frank D. Peterson
Comptroller

February 11, 1946

University of Kentucky
Lexington 29, Kentucky

Attn. Mr. Frank D. Peterson, Comptroller.

The business transacted by the Aeronautical Research Laboratory thus far has been almost exclusively with Pratt & Whitney Aircraft and the Army Air Forces. At this time still a substantial amount of work is scheduled for P & W (\$4500.00 per mo.), but the Army business is tapering off. The AAF is still planning a considerable amount of research and development but the process of obtaining contracts, which always was complicated and slow has become even more so.

Although Army contracts have not been unprofitable the delays caused by their complicated procedure have usually resulted in losses which offset any profits made. Therefore and in view of the fact that delays are steadily becoming worse it appears that we must either look for other business or curtail our activities.

During the first 15 months of operation by the University the laboratory has shown a small profit after making adequate reserves for depreciation and after allowing 3% for administrative overhead. The following 3 months however have shown a loss so that on January 1, 1946 no profit or loss remained for the period of 18 months. However reserves for depreciation made during this period amount to \$12600.00.

At this time the staff of the laboratory includes a total of 18 men, 12 of whom have special training and may be classed as highly skilled in their professions and trades. Ten men are needed to take care of the P & W program while 3 are needed for bookkeeping, janitor and night watchman. This leaves a crew of 5 mechanics for emergencies on P & W, maintenance and other work. If these men are gainfully employed the laboratory can do a little better than break even. If they are laid off we will be short in emergencies, the overhead becomes too heavy and there will not be enough left to take care of the depreciation we have thus far been able to allow for. Also in case additional business develops it will be necessary to break in new men which is always expensive.

Under these circumstances it appears desirable that a determined effort be made to secure work from other sources. In my opinion it should be possible to obtain substantial contracts for research and development work from private industry if a salesman could be sent on the road to make direct contact with prospective customers.

We have in mind engaging for this purpose Capt. R. J. Eschborn, who has been and still is head of the Engine Unit

of the Equipment Laboratory at Wright Field. He is a graduate of our Engineering College, has unusual ability, a good personality and a wide circle of friends and acquaintances in the industry. He has no sales experience but has supervised for the government very many new developments all over the U. S. He also knows what manufacturers are weak on engineering.

Capt. Eschborn is scheduled to leave the Army on April 1st, 1946, but he believes that he can obtain an earlier release if he so desires. He has several offers for employment in the industry and I know at least of one made to him by Continental Motors at a salary of \$6000.00 in an executive position. However he would prefer starting a small business of his own.

I have discussed our problem with him and found him interested provided we can offer the following terms:

1. A fixed salary of \$250.00 per month.
2. A 5% commission on the gross value of any contract he brings in to be paid out of the proceeds.
3. In case a contract brought in by him will be repeated or extended for the same type of work as it was originally made for, the commission will be 1%. If however a new contract is obtained for different work even though it might be for the same manufacturer the commission will be 5%.
4. The commission will be paid for any contract he brings in whether or not he is still employed by the University. This will not apply to repeated contracts obtained after the employment is discontinued.
5. The employment will be for a period of 3 months after which time either party can terminate the employment, with the understanding that the commission will be paid on any contract that may materialize as the result of his efforts after such termination.

We submit the above proposal for your consideration and recommend that the appointment will be approved under the terms outlined above.

(Signed) A. J. Meyer

AERONAUTICAL RESEARCH LABORATORY
Statement of Profit and Loss
For the Period July 1, 1945 thru December 31, 1945

	December 1945	% of Revenue	Cumulative	% of Revenue
Revenue:	\$ 4,811.24	100%	\$42,481.90	100%
Operating Expense:				
Salaries-Administrative	\$ 1,140.00	.2369	7,414.17	.1745
Wages - Regular	2,740.92	.5697	19,843.32	.4671
Wages - Watchman & Janitor	272.60	.0567	1,705.67	.0402
Maintenance & Repair	268.08	.0557	1,195.55	.0281
Light and Power	169.07	.0351	2,025.22	.0477
Water	24.90	.0052	801.86	.0189
Heat	71.05	.0148	426.70	.0100
Insurance	14.69	.0031	88.16	.0021
Laundry	0		20.42	.0005
Telephone & Telegraph	43.55	.0091	217.51	.0051
Janitorial Supplies	7.66	.0016	117.08	.0028
Office and General Supplies	42.15	.0087	299.21	.0070
Subsistence	200.00	.0416	1,190.00	.0281
Travel	12.22	.0025	51.80	.0012
Raw Material	760.86	.1581	4,473.62	.1053
Machine Shop Overhead	110.30	.0229	634.18	.0149
Miscellaneous Expense	0		33.99	.0008
Total Operating Expense	\$ 5,878.05	1.2217	\$40,538.46	.9543
Other Expense:				
Provisions for Replacements:				
Building - 2%	\$ 161.67	.0336	\$ 969.98	.0228
Equipment - 6% (Average)	567.94	.1180	3,324.54	.0783
Administrative Overhead-3%	176.34	.0367	1,216.15	.0286
Total Other Expense	\$ 905.95	.1883	\$ 5,510.67	.1297
Total Expense	\$ 6,784.00	1.4100	\$46,049.13	1.0840
Deficit for the Period	\$ 1,972.76	.4100	\$ 3,567.23	.0840

The President asked the Comptroller to make financial report on the operations of the Aeronautical Research Laboratory from July 1, 1945, through December 31, 1945. The Committee discussed the financial report and the communication of Professor Meyer and took the following action:

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11. Upon motion duly made, seconded and carried, President Donovan and A. J. Meyer are authorized to negotiate with and employ Captain R. J. Eschborn for the period of three months as suggested by Professor A. J. Meyer.

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N. President Donovan Authorized to Sign Papers to the Federal Communications Commission.

President Donovan stated that it was necessary from time to time to secure authorization for signing application or applications to the Federal Communications Commission made necessary through the operation of the University-owned radio station WBKY.

The Committee took the following action:

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12. Upon motion duly made, seconded and carried, the Executive Committee of the Board of Trustees, a quorum being present, unanimously authorizes its president, H. L. Donovan, to execute such application or applications to the Federal Communications Commission as may be expedient and desirable, in reference to University-owned radio station, WBKY.

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O. Policy Regarding Building on the Campus of the University for Religious Purposes.

President Donovan stated that, some time ago, he had brought to the Board of Trustees a request from Mr. Bart Peak, to be permitted to solicit funds for the erection of a building on the campus of the University to be used by religious bodies, and that he had received another request joined by the Inter-faith Council, an organization composed of students, for the establishment of a building at the University, according to this request. The Committee discussed the request and, since the original request was submitted to the Board of Trustees, decided that the question involved should finally be decided by the Board of Trustees, and took the following action:

* * * * *

13. Upon motion duly made, seconded and carried, the question is referred to the Board of Trustees at its April meeting, 1946, for action.

* * * * *

P. Authorization for Advertisement for Bids for Residence Hall for Men.

President Donovan and members of the Committee discussed the advisability of advertising for bids on the residence hall for men. After general discussion, the Committee took the following action:

* * * * *

14. Upon motion made by R. P. Hobson, seconded by H.D. Palmore, and carried, it is directed that the Comptroller advertise for bids for the construction of the Residence Hall for Men, bids to be received in the office of the Comptroller not later than 10:00 a.m., April 1, 1946, and tabulated bids submitted to the Board of Trustees on April 2, 1946.

* * * * *

Q. Contract between Lexington Telephone Company, Inc., and University for Dial Private Branch Service and Special Equipment.

President Donovan submitted the agreement between the Lexington Telephone Company, Inc., and the Board of Trustees of the University of Kentucky for dial private branch service and special equipment to be erected on the campus of the University of Kentucky. He stated that the contract had been approved by the Attorney General and that certain suggestions made by the Attorney General had been incorporated in the contract, and recommended that it be approved by the Executive Committee. The Committee recalled that the Board of Trustees, at a previous meeting, had authorized the installation of such dial private branch service and special equipment, and took the following action:

* * * * *

15. Upon motion duly made, seconded and carried, the Chairman of the Executive Committee is authorized to sign the contract on behalf of the University of Kentucky and a copy of said contract is ordered filed with the Secretary.

* * * * *

R. Recess for Luncheon.

The Committee recessed at 1:00 p.m. for lunch, which was served in the office of the President. The Committee again reconvened and took up the matters on the agenda at 1:50 p.m.

S. Injury of J. E. Abrams.

President Donovan submitted a letter from the Comptroller regarding an injury to Mr. J. E. Abrams, together with invoices from the Good Samaritan Hospital, the Sageser Pharmacy, and Dr. H. G. Herring. He read the following communication:

February 13, 1946

President H. L. Donovan
University of Kentucky

My dear President Donovan:

Mr. E. B. Farris, chief engineer of the Division of Maintenance & Operations, has reported to this office an accident to J. E. Abrams, shop foreman, age fifty-four.

Mr. Farris stated that Mr. Abrams climbed a ladder in order to pull some lumber that was stored approximately ten feet above

floor
 /level in the right hand storage cage of the Service Building. In pulling long dimension lumber, he lost his balance, falling approximately eight feet to the floor below.

The victim sustained a fracture of the right elbow, also fractures of the pelvis bone of the right side and a small head injury. An ambulance was hurried to the scene of the accident; the victim was not moved until the ambulance arrived, when he was put into the ambulance and taken to the Good Samaritan Hospital. Dr. Harry G. Herring was summoned to treat the victim, and X-rays confirmed the fractures above stated. Mr. Abrams was ordered to remain in the hospital until such time as the doctor saw fit to remove him to his home. Mr. Farris states that there were no witnesses to this accident but that Mr. Carey Burns, who passed the scene of the accident shortly afterward, reported the accident to him. Mr. Farris immediately summoned the ambulance that took Mr. Abrams to the hospital. The accident occurred December 10, 1945.

I attach hereto statement from the Good Samaritan Hospital in the amount of \$345.70; Sageser Pharmacy \$22.45 and H. B. Herring, M.D., \$250.00.

Respectfully submitted,

(Signed) Frank D. Peterson
 Comptroller.

* * * * *

16. Upon motion duly made, seconded and carried, the Comptroller is authorized and directed to pay the Good Samaritan Hospital in the amount of \$345.70; Sageser Pharmacy \$22.45; and Dr. H. G. Herring, \$250.00. It is the expressed understanding that the action on this claim is without commitment as to future action of the Executive Committee on request for payment of medical and other bills incurred in case of injury to employees and that the Committee does not establish a precedent and does not admit negligence or liability in paying these hospital and doctor's bills.

* * * * *

T. Hire of Employees' Cars for Special Work.

President Donovan read the following memorandum received from Chief Engineer E. B. Farris:

February 13, 1946

Memorandum

To: Mr. Frank D. Peterson
Comptroller

From: E. B. Farris
Chief Engineer

You will recall my conversation with you regarding issuing a certain amount of gasoline to some of our employees who use their cars in the course of their University duties. Of course, the ideal situation would be for us to have sufficient trucks to handle this work, but as of this writing, we have had no satisfaction in obtaining Surplus trucks. We have two men who are using their car transporting men and materials to the Housing Project site which at its extreme end is about 1½ miles from the Warehouse. The plumbing, painting, carpentry and electrical foremen use their cars all day long in order to supervise the widespread work. Our refrigerator mechanic also uses his car in his daily checking and repairing of the refrigerators. Other employees use their cars to a lesser extent especially when trucks are not available.

In all fairness to these employees I would like the authority to issue an employee up to 10 gallons of gasoline per week for these purposes. I believe that you thought this a suitable matter for Board action and I hope you can find time to get it on the agenda.

I would like to have it understood that I do not consider this a satisfactory permanent arrangement and that this is to be eliminated when it becomes possible.

President Donovan and members of the Committee discussed the emergency that exists and took the following action:

* * * * *

17. Upon motion duly made, seconded and carried, it is directed that arrangements be made with certain workmen employed at the University to pay each \$2.00 per week for the use of their automobiles in transporting workmen, materials and

supplies to and from jobs on the campus of the University, and that a record be kept of the services rendered by the cars so engaged.

* * * * *

U. Parking Regulations on the Campus.

President Donovan read the following communication from Dr. T.T. Jones, Dean of Men:

February 15, 1946

President H. L. Donovan
University of Kentucky

Dear President Donovan:

At your request I am making a statement about restoring our parking regulations. We have put this matter off as long as we can. Several complaints have come to me this week; people driving in the wrong way, parking in forbidden places (red lines), obstructing walks. We also need to set aside a visitors area so that our visitors will not get parking tickets.

I have discussed the proposal with Mr. Farris. We shall have stickers prepared and whatever else we need. We want to refuse parking privileges to students living near by, such as Maxwellton Court. We shall question all applicants for parking space as to their need of driving to the University.

For the first week Mr. Farris will station men at all entrances to hold up the drivers until they get permits. Thereafter we think two campus policemen can handle the traffic - one in front, the other in rear of the campus.

We suggest that professors and other staff members be allowed to register free; that students be charged \$1.00 each. This may deter them somewhat from registering cars. We have always had more cars than parking places on the campus.

We had a fairly successful parking system from September 1933 to June 1942. Our campus is divided into areas according to location. Around the front circle is area 1; back of White Hall and around the Law School is area 2; in the rear of the Physics Building is an area. In all there are about a dozen areas. Any student who does not want to park on the campus will find ample space in front on Limestone, along Euclid, on Graham Avenue and on Rose Street.

Each area is marked off in spaces large enough for a car. A person registered in area 1 may park in any space in that area but he may not park in any other area. At registration we assign him to the area of his choice.

We cannot enforce parking regulations without imposing fines. I have made very few enemies by imposing fines. Students know when they are violating a regulation and they are willing to pay if the regulations are enforced impartially. Often students have come in voluntarily and paid a fine, saying they were late and had a quizz and so they parked in the area nearest the classroom. But unless they are sure they will be fined for violations they will not observe the regulations.

Very sincerely,

(Signed) T. T. Jones
Dean of Men

The question of regulated parking of cars on the campus was discussed at length and the following action taken:

* * * * *

18. Upon motion duly made, seconded and carried, the recommendation of Dean T.T.Jones and concurred in by President Donovan is approved, effective March 21, 1946.

V. Keeneland Budget Amendment.

President Donovan submitted a report on the Keeneland budget and recommended amendment thereto. The Committee examined the report and amendment and took the following action:

* * * * *

19. Upon motion duly made, seconded and carried, the Keeneland budget as amended is authorized approved and a copy directed to be filed with the Comptroller of the University and the Secretary of the Executive Committee.

* * * * *

7. 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

Charles H. Riggs, Instructor in the Department of Mathematics and Astronomy, effective January 18 through June, 1946.

Donald Rose, Instructor in Mathematics (AST) reappointed to teach civilian classes effective February 1 through June, 1946.

Miss Loretta Ellias, part-time instructor in the Department of Bacteriology, effective January 1, 1946, for the winter and spring quarters.

Miss Julia Macedo, part-time Instructor in Spanish, Romance Languages Department, for the winter quarter, effective January 1, 1946.

Miss Irene Russell, student assistant in History, for the Winter quarter, 1946.

Clinton Stanley Adams, student assistant in History for the Winter quarter, 1946.

Ruth Kelly, student assistant in History, for the Winter quarter, 1946.

R. Miller Holland, student assistant in Physical Education for the months of February and March, 1946.

Clarence Wyatt, graduate assistant in the Department of Physical Education for the months of February and March, 1946.

Henry Gullett, caretaker of Downing Tennis Courts for the period February 1 through June 30, 1946.

Miss Virginia Callos, Art Library Assistant, effective February 1 through June 30, 1946. This is in addition to her work as assistant in the Department. She succeeds Mrs. Ida Dean, resigned.

William C. MacQuown, Assistant Professor of Geology (12 months' basis) effective March 25, 1946. Professor MacQuown succeeds Dr. Carl Branson, resigned.

Fannie Bell Pherigo, secretary in the Department of Military Science, effective February 11, 1946. Miss Pherigo transferred from the Experiment Station where she was serving on temporary appointment.

Ernest Collins, reappointed instructor in Political Science for the Spring Quarter, April through June, 1946.

Truman Morris, graduate assistant, reappointed for the spring quarter, April through June, 1946.

William Stout, graduate assistant, reappointed for the spring quarter, April through June, 1946.

Elizabeth Doyle, secretary full-time in the office of the Associate Dean, effective March 1. The offices of Associate Dean and Personnel are to be separated about March 1, 1946.

Salary Adjustment

Miss Dorothy Meyers Smith, graduate assistant in Physical Education, adjustment in salary, effective January 1, 1946 through June 30, 1946.

Leave of Absence

Harry Best, Professor of Sociology, leave of absence to serve with the Federal Security Agency for the Winter Quarter, extended through the Spring Quarter, 1946.

Resignations

Mary Dunne, Secretary in the Department of Military Science, effective January 30, 1946.

Peter Kurachek, part-time instructor in Physical Education, on military leave, effective February 1, 1946. Mr. Kurachek is resigning to work toward an advanced degree.

✓ Mrs. Ida Dean, Art Library Assistant, effective February 1, 1946.

College of Agriculture and Home Economics

Appointments

Mrs. Josephine Turner, Clerk in the Department of Farm Economics, effective January 14, 1946.

Miss Jessie Phillips, Clerk in Administration, effective January 14, 1946.

Joseph S. Wilder, Assistant County Agent in Rockcastle county, effective January 23, 1946, to June 30, 1946.

James H. Miller, County Agent in Marshall County, effective January 16, 1946 to June 30, 1946.

James W. Kidwell, Assistant County Agent, in Pulaski County, effective January 1, 1946 to June 30, 1946.

Virginia Hill, Assistant Home Demonstration Agent in Fayette County, effective January 1, 1946 to June 30, 1946.

William A. Davis, Assistant County Agent in Boone County, effective January 2, 1946 to June 30, 1946.

Corbett Lovely, County Agent in Letcher County, effective January 1, 1946 to June 30, 1946.

Jones Reeves Davis, Assistant County Agent, Fayette County (orientation), effective January 1, 1946 to June 30, 1946.

Paul Lester, Field Agent in Farm Labor, effective February 1 to June 30, 1946.

Eddie Chester Pasco, Assistant Inspector, Department of Feed and Fertilizer Control, effective February 11, 1946.

Euell Fralick, laborer, Western Kentucky Substation, effective February 1, 1946.

Charles M. Stagner, Assistant County Agent, Fayette County (orientation), effective January 23 to June 30, 1946.

Anna K. Evans, Home Demonstration Agent (reappointed), Jefferson County, effective February 1 to June 30, 1946.

Salary Adjustments

Salary Adjustments for the following:

Harry R. Allen, Chemist, Department of Feed and Fertilizer Control, made Chief Chemist in Charge of Fertilizer Analysis, effective February 1, 1946.

Stacy B. Randle, Chemist, Department of Feed and Fertilizer Control, made Chief Chemist in Charge of Feed Analysis, effective February 1, 1946.

Venice Lovelady, Home Demonstration Agent, made Field Agent in Home Economics, effective February 1, 1946.

Mrs. Frances Ray Arnold, stenographer, effective February 1, 1946.

Grace Hardman, stenographer, effective February 1, 1946.

Lynn Phelps, clerk, effective February 1, 1946.

Mary Griffith West, Bacteriologist, effective February 1, 1946.

Mrs. Mary Ward Hicks, Clerk, effective February 1, 1946.

Harold Barber, head herdsman, effective February 1, 1946.

Garla Long, assistant herdsman, effective February 1, 1946.

John Frason, Beef Cattle herdsman, effective February 1, 1946.

Jake Long, Swine herdsman, effective February 1, 1946.

Reappointments

Laymon Miller, Assistant County Agent, Fayette County, (orientation), called for military service May 16, 1941, is re-entering work, effective January 28, 1946 to June 30, 1946.

Charles E. Griffy, Jr., Assistant County Agent, Fayette County (orientation), called for military service April 30, 1942, is re-entering extension service, effective February 1, 1946 to June 30, 1946.

Joe N. Howard, County Agent, Anderson County, called for military service May 16, 1941, is re-entering extension service, effective December 20, 1945, to June 30, 1946.

Walker E. Reynolds, Jr., County Agent, Martin County, called for Military Service April 16, 1942, is re-entering extension work, effective January 1, 1946, to June 30, 1946.

Hollis Henson, County Agent, Fayette County (orientation), called for military service February 24, 1945, is re-entering extension work, effective January 1, 1946 to June 30, 1946.

Leslie Holmes Ellis, Fayette County (orientation) called for military service, is re-entering Extension work, effective January 29 to June 30, 1946.

Leaves of Absence

Harold F. Miller, Assistant in Agronomy, has returned from military leave granted in January, 1942, and resumed his duties in the Experiment Station February 1, 1946.

Glynn E. Williamson, County Agent in Graves County, has returned from military leave granted March 6, 1942, and returned to his duties January 7, 1946, the present appointment expiring June 30, 1946.

Wallace Coffey, County Agent in Fayette County (orientation), for the period January 1, 1946 to June 30, 1946. Mr. Coffey was granted military leave October 9, 1941.

James Maurice Drake, County Agent in Fayette County (orientation) for the period January 1, 1946 to June 30, 1946. Mr. Drake was granted military leave June 26, 1942.

Sidney W. DeLong, Assistant County Agent in Fayette County (orientation) for the period January 14, 1946 to June 30, 1946. Mr. DeLong was granted military leave July 14, 1941.

Resignations

James D. Tolbert, County Agent at Bedford, Ky., effective February 28, 1946.

Bernard M. Crigger, Superintendent of Poultry Farm, effective December 31, 1945.

Peggy Oliver Owens, Stenographer in the Department of Farm Economics, effective January 8, 1946.

Adeleen G. Bangs, Clerk in the Department of Administration, effective January 31, 1946.

Roberta Sanderson, Home Demonstration Agent, Greenville, Ky., effective January 31, 1946.

Christine Barlow, Home Demonstration Agent, Mayfield, Ky., effective January 31, 1946.

Lynn Copeland, Field Agent in Dairying, effective February 14, 1946.

Leslie Barbara Lamb, clerk in the Department of Horticulture, effective February 15, 1946.

Geneva Carpenter, clerk in the Department of Home Demonstration, effective February 4, 1946.

Florence G. Carney, stenographer and clerk in administration, effective January 31, 1946.

Fannie Bell Pherigo, stenographer, Department of Farm Labor, Experiment Station, effective February 9, 1946. Miss Pherigo transferred to the Department of Military Science, College of Arts and Sciences.

College of Engineering

Appointments

William J. Drummy, III, temporary appointment as assistant instructor, due to emergency caused by the death of Professor Jett.

Herbert H. Davies, Instructor in Engineering Drawing, effective February 4 to June 30, 1946.

Leave of Absence

Theodore C. Brown, Associate Professor of Mechanical Engineering, leave of absence extended from January 1 to May 31, 1946.

Death

Carter C. Jett, Professor of Machine Design, Jan. 21, 1946.

College of Education

Appointments

Mark Maynard Botto, Instructor in Agricultural Education, effective January 21, 1946.

Blanton Collier, part-time instructor in Physical Education, University School, effective January 1 to June 1, 1946.

Miss Patsy Lowe, Secretary part-time in the Department of Elementary Education, effective January 16, 1946.

Stanley Wall, instructor in Agricultural Education, 12 months basis, effective February 1, 1946.

Virginia Withers, Assistant Secretary in the Office of the Dean, effective February 6, 1946.

Promotion

Lyman V. Ginger, Acting Director of the University School, effective January 1, 1946, made Director.

Leave of Absence

C. C. Ross, Professor of Educational Psychology, returned to his duties February 1, 1946, instead of January 16, as reported in the minutes of January 19, 1946. Dr. Ross was unable to reach Lexington by the earlier date.

Dean of the University

Resignation

Maxine Rogers Price, secretary, effective February 9, 1946. Mrs. Price resigned to join her husband.

Department of Athletics

Resignation

Lew Bostick, assistant football coach, February 1, 1946.

Dean of Women's Office

Resignation

Miss Margaret O'Connell, Secretary, effective January 24, 1946.

Residence Halls for Women

Appointment

Miss Frances Kendall, Assistant in Foods Department, effective February 1, through June, 1946.

Resignation

Mrs. Edith Potts, Housekeeper, effective March 1, 1946.

University Health Service

Appointment

Dr. Edward C. Humphrey, Physician in the University Health Service, on 12 months' basis, effective March 1, 1946. He will succeed Dr. Robert Griffin, who expects to enter private practice.

Leave of Absence

Dr. Robert J. Griffin, Physician, returned from military leave to the University, effective January 10, 1946.

Business Management and Control

Purchases and Stores

Appointment

John Hennessey, Senior Account Clerk, effective January 30, 1946.

University Commons

Salary Adjustments

Mary E. McNeill, Assistant Manager, effective January 1, 1946.

Thelma Thompson, Assistant Manager, effective January 1, 1946.

Kentucky Kernel

Appointment

Nathaniel Bowles McMillian, compositor-impositor, effective February 4, 1946.

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20. 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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X Adjournment.

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21. Upon motion duly made, seconded and carried, the Executive Committee adjourned at 3:50 p.m.

* * * * *

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