

Minutes of the Regular Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, March 15, 1939.

The Executive Committee of the Board of Trustees of the University of Kentucky met in President McVey's office at the University Wednesday, March 15, 1939, at 10:30 a.m. The members of the Committee present were Judge Richard C. Stoll, Chairman; James Park and H. S. Cleveland. President Frank L. McVey and D. H. Peak, Secretary of the Board, were present. Dean James H. Graham met with the Committee in order to report on P. W. A. construction.

1. Approval of Minutes.

The minutes of the meeting of the Executive Committee of February 17, 1939, were approved as published.

2. Financial Report.

The Business Agent filed financial report for month of March, 1939. The report was examined and ordered recorded in the Minutes. The report reads as follows:

Statement of Income and Expenditures
Month of February 1939

	<u>Previously Reported</u>	<u>Current Month</u>	<u>Fiscal Year to Date</u>
General Fund Income			
Federal Appro.-Morrill- Nelson	30,591.65	6,118.33	36,709.98
Vocational Education Board	18,851.23	3,963.41	22,814.64
Athletics	35,346.42		35,346.42
State Appro.-Summer Sch.	8,000.00		8,000.00
Special Agr. Appro.	14,000.00	2,000.00	16,000.00
State Appro.-General	445,868.99	44,154.70	490,023.69
Bldg. Revenue Bond & Opera- tions Fund	43,255.40	15,694.68	58,950.08
State Appro.-Repairs to Buildings	9,675.04		9,675.04
Federal Appro.-Bankhead	19,505.46	6,233.44	25,738.90
Student Fees	99,813.94	102,993.35	202,807.29
Student Fees - Sum. Sch.	63,617.59		63,617.59
Student Fees - U.H.S.	5,380.00	3,510.00	8,890.00
Student Fees - El.Tr.Sch.	4,000.00	2,480.00	6,480.00
Student Fees - Univ.Exten.	9,472.60	1,276.05	10,748.65
Miscellaneous Receipts	4,122.48	2,253.94	6,376.42
Rentals	1,113.65	240.00	1,353.65
Men's Dormitories	10,821.40	6,035.40	16,856.80
Library Equipment Appro.	9,510.28		9,510.28
Scientific and Lab. Equip. Ap.	21,734.10		21,734.10
Engineering Equipment Ap.	24,594.60	1,944.29	26,538.89
Total	<u>879,274.83</u>	<u>198,897.59</u>	<u>1,078,172.42</u>

Expenditures			
Instruction	568,871.97	85,509.69	654,381.66
Adm., Expense & Maint.	242,361.58	27,323.02	269,684.60
Additions and Betterments	56,769.64	3,029.97	59,799.61
Total	<u>868,003.19</u>	<u>115,862.68</u>	<u>983,865.87</u>
Excess of Income over Expenditures	<u>11,271.64</u>	<u>83,034.91</u>	<u>94,306.55</u>
 Patterson Hall Income			
Board	31,767.92	15,597.45	47,365.37
Misc. Receipts	92.15		92.15
Room Rent - Summer School	1,839.50		1,839.50
Total	<u>33,699.57</u>	<u>15,597.45</u>	<u>49,297.02</u>
 Expenditures			
Expense	23,165.04	6,500.99	29,666.03
Additions and Betterments	2,431.69	215.00	2,646.69
Total	<u>25,596.73</u>	<u>6,715.99</u>	<u>32,312.72</u>
Excess of Income over Expenditures	<u>8,102.84</u>	<u>8,881.46</u>	<u>16,984.30</u>
 General Fund Income	912,974.40	214,495.04	1,127,469.44
General Fund Expenditures	<u>893,599.92</u>	<u>122,578.67</u>	<u>1,016,178.59</u>
Excess of General Fund Income over Expenditures	19,374.48	91,916.37	111,290.85
Excess of Expend. over Receipts for General Ledger Accounts	(232.27)	(22,903.56)	(23,135.83)
Accounts Payable	<u>(9,302.96)</u>		<u>(9,302.96)</u>
Excess of Receipts over Expenditures for the fiscal year to date-General Fund	<u>9,839.25</u>	<u>69,012.81</u>	<u>78,852.06</u>
Excess of Receipts over Expenditures for the fiscal year to date - General Fund			78,852.06
Cash in Bank July 1, 1938-General Fund			<u>82,428.52</u>
Cash in Bank February 28, 1939-General Fund			161,280.58
 Experiment Station Income			
Hatch - Federal Appro.	11,250.00		11,250.00
Milk and Butter - Cash Rec.	6,651.42	728.63	7,380.05
Beef Cattle Sales	945.16		945.16
Dairy Cattle Sales	1,085.00		1,085.00
Sheep Sales	842.71		842.71
Swine Sales	1,425.05	363.22	1,788.27
Poultry Sales	1,058.97	158.60	1,217.57
Farm Produce Sales	1,402.28	1,114.67	2,516.95
Horticultural Sales	740.75	163.95	904.70

Seed Test	1,036.53	166.68	1,203.21
Seed Inspection	11,170.68	4,802.35	15,973.03
Rentals	2,932.07	50.00	2,982.07
Miscellaneous	375.55		375.55
Fertilizer - Fees	9,327.00	8,618.75	17,945.75
Public Service - State			
Appro.	11,707.21	1,491.64	13,198.85
Public Service - Misc.Rec.	268.30		268.30
Feeding Stuffs - Fees	31,014.47	8,833.00	39,847.47
Adams - Federal Appro.	11,250.00		11,250.00
Serum - Sales	1,399.44	209.64	1,609.08
Serum - Virus Sales	51.90	.75	52.65
Serum - Supply Sales	49.40	9.75	59.15
Horticultural Appro.	4,285.55	468.10	4,753.65
State Appro.	27,807.57	3,943.69	31,751.26
Creamery - License Fees	8,416.00	27.00	8,443.00
Creamery - Testers Lic.	2,221.16	38.50	2,259.66
Creamery - Glassware Tested	355.74	27.31	383.05
Robinson - State Appro.	7,389.35	508.33	7,897.68
Robinson - Misc. Receipts	2,471.10		2,471.10
West Kentucky - State			
Appro.	7,682.57	721.66	8,404.23
West Kentucky - Misc.Rec.	2,188.01		2,188.01
Purnell - Federal Appro.	45,000.00		45,000.00
Bankhead-Jones-Fed.Appro.	51,803.08		51,803.08
Nursery Inspection-State			
Appro.	1,000.00	191.66	1,191.66
Nursery Inspection - Fees	1,400.00	145.00	1,545.00
Total	<u>268,004.02</u>	<u>32,782.88</u>	<u>300,786.90</u>
Expenditures			
Expense	222,641.84	29,385.58	252,027.42
Additions and Better-			
ments	2,524.97	164.00	2,688.97
Total	<u>225,166.81</u>	<u>29,549.58</u>	<u>254,716.39</u>
Excess of Income over Ex-			
penditures	42,837.21	3,233.30	46,070.51
Accounts Payable	(8,853.98)		(8,853.98)
Excess of Expenditures			
over Receipts for General			
Ledger accounts	(514.70)	(6,097.05)	(6,611.75)
Excess of Receipts over			
Expenditures	<u>33,468.53</u>	<u>(2,863.75)</u>	<u>30,604.78</u>
Excess of Receipts over			
Expenditures for the fiscal			
year to date - Experiment			
Station			30,604.78
Cash in Bank July 1, 1938 -			
Experiment Station			<u>31,519.75</u>
Cash in Bank February 28, 1939 -			
Experiment Station			<u>62,124.53</u>

Extension Division Income			
Federal Bankhead-Jones	202,585.54	202,585.54	405,170.68
Federal Smith-Lever	74,154.38	74,154.38	148,308.76
Federal Supplementary	6,636.39	6,636.38	13,272.77
Federal Capper-Ketcham	18,400.48	18,400.49	36,800.97
State Smith Lever	70,149.37	10,186.45	80,335.82
County and Other	11,784.09	3,369.69	15,153.78
Total	<u>383,710.05</u>	<u>315,332.73</u>	<u>699,042.78</u>
Expenditures			
Expense	<u>407,611.42</u>	<u>62,694.26</u>	<u>470,305.68</u>
Excess of Income over Expenditures	<u>(23,901.37)</u>	<u>252,638.47</u>	<u>228,737.10</u>
Excess of Income over Expenditures for the fiscal year to date - Extension Division			228,737.10
Cash in Bank July 1, 1938 - Extension Division			<u>2,688.11</u>
Cash in Bank February 28, 1939 - Extension Division			<u>231,425.21</u>
Trust Fund Income			
Student Loan Fund	1,005.77	82.19	1,087.96
Student Notes Paid	1,761.83	531.89	2,293.72
Total Receipts	<u>2,767.60</u>	<u>614.08</u>	<u>3,381.68</u>
Expenditures			
Expense	33.00	36.16	69.16
Student Notes	350.00	235.00	585.00
General Ledger accounts	10,500.00		10,500.00
Total Expenditures	<u>10,883.00</u>	<u>271.16</u>	<u>11,154.16</u>
Excess of Expenditures over Receipts	<u>(8,115.40)</u>	<u>342.92</u>	<u>(7,772.48)</u>
Excess of Expenditures over Receipts for the fiscal year to date - Trust Fund			(7,772.48)
Cash in Bank July 1, 1938 - Trust Fund			<u>9,578.17</u>
Cash in Bank January 31, 1939 - Trust Fund			<u>1,805.69</u>
Summary			
General Fund Income	912,974.40	214,495.04	1,127,469.44
Experiment Station Income	268,004.02	32,782.88	300,786.90
Extension Division Income	383,710.05	315,332.73	699,042.78
Trust Fund Income	1,005.77	82.19	1,087.96
Total	<u>1,565,694.24</u>	<u>562,692.84</u>	<u>2,128,378.08</u>
General Fund Expenditures	893,599.92	122,578.67	1,016,178.59
Experiment Station Expend.	225,166.81	29,549.58	254,716.39
Extension Division Expend.	407,611.42	62,694.26	470,305.68

Trust Fund Expenditures	33.00	36.16	69.16
Total	<u>1,526,411.15</u>	<u>214,858.67</u>	<u>1,741,269.82</u>
Excess of Income over Expenditures	39,283.09	347,834.17	387,117.26
Excess of Expenditures over Receipts for General Ledger accounts	(11,246.97)	(29,000.61)	(40,247.58)
Accounts Payable	(18,156.94)		(18,156.94)
Student Loan Fund Notes	1,411.83	296.89	1,708.72
Excess of Receipts over Expenditures for the fiscal year to date - Combined Fund	<u>11,291.01</u>	<u>319,130.45</u>	<u>330,421.46</u>
Excess of Receipts over Expenditures for the fiscal year to date - Combined Fund			330,421.46
Cash in Bank and on hand July 1, 1938 - Combined Fund			<u>128,414.55</u>
Cash in Bank and on hand February 28, 1939 - Combined Fund			<u>458,836.01</u>

Abstract of item shown on Statement of Income and Expenditures as "Excess of Expenditures over Receipts for General Ledger accounts \$40,237.58".

	<u>Debit</u>	<u>Credit</u>
Accounts Receivable	42,014.59	
Sundry accounts		1,777.01
	<u>42,014.59</u>	<u>1,777.01</u>
	1,777.01	
	<u>40,237.58</u>	

3. Requisition Committee Report.

The Requisition Committee filed written report of its action each week from January 5 to March 8, 1939. The report showed orders 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. 5071 to No. 6822. The report was examined and on motion and second, the orders named therein were ratified and approved and payments on said orders were authorized and approved. The following budget additions were approved: Publicity Radio Station, \$127.49; Men's Dorm, \$610.40; Registrar \$3.80; Grounds (Wells) \$459.74.

4. Depository Bonds Substitution.

a. Letter of First National Bank & Trust Company.

6.

FIRST NATIONAL BANK AND
TRUST CO.

Lexington, Ky.

February 20, 1939

Mr. D. H. Peak, Secretary
Board of Trustees
University of Kentucky
Lexington, Ky.

In re: Depository Agreement of University
of Kentucky with First National Bank
and Trust Co. dated March 5, 1935.

Dear Sir:

This will confirm our telephone conversation in which we have requested that you authorize the Guaranty Trust Company of New York to permit us to withdraw \$100,000.00 United States Treasury 3% Bonds of 1946-1948 held under the above referred to Depository Agreement and to accept in lieu thereof a like amount of United States Treasury 2s of 1947.

You have very kindly consented to authorize this exchange of collateral and we want to thank you for your cooperation in this matter.

The Guaranty Trust Company have previously been requested by ourselves to make the said substitution of collateral and they will forward to you advice of the change made after receiving your authorization.

Yours very truly,

(Signed) M. J. Sellers
Cashier

b. Letter to Guaranty Trust Company

Guaranty Trust Company of New York
New York, N.Y.

February 21, 1939

Dear Sirs:

Reference: X 921-1284 SS
In re: University of Kentucky, Lexington, Ky.,
Account First National Bank & Trust Company
Lexington, Kentucky #BC-13477.

As required under terms of the above referred to Depository Agreement dated March 5, 1935, you are hereby requested and authorized to deliver to the First National Bank and Trust Company of Lexington, Kentucky, \$100,000 U S Treasury 3% bonds 1946-1948 held as collateral under said agreement and to accept in lieu thereof \$100,000 U S Treasury twos 1947. It is our understanding that the bank has requested you to permit withdrawal of bonds as authorized herewith and has offered to substitute the bonds aforesaid. You will please make delivery and substitution accordingly, reporting to us advice, giving description of the bonds placed in this account as substitute collateral.

Yours very truly,

D. H. Peak, Secretary
Board of Trustees,
University of Kentucky

c. Report of Guaranty Trust Company.

GUARANTY TRUST COMPANY OF NEW YORK

Custody Division

New York February 25, 1939

University of Kentucky, Lexington, Kentucky
(a/c First National Bank & Trust Co.
Lexington, Kentucky).

ACCOUNT NO. BC 13477

Refer letter 2/21/39

IN ACCORDANCE WITH YOUR INSTRUCTIONS WE HAVE DELIVERED THE SECURITIES STATED BELOW FOR THE PURPOSE OF exchange with First National Bank & Trust Co. Lexington, Ky., for \$100,000 U S A Treas. 2% 1947. "Which will be held in safekeeping subject to the terms of agreement dated March 5, 1935"

\$100,000. United States of America
 3% Treas Coupon Bond of 1946-48
 due 6/15/48 with 6/15/39 s c a
 #2587. \$100,000.

AND HAVE RECEIVED IN LIEU THEREOF UNDER DATE OF FEBRUARY 23,
 1939 mif.

20 @ \$5,000. - The United States of America.
 2% Treasury Coupon Bond of 1947.
 Dated December 15, 1938.
 Due December 15, 1947.
 Interest payable June and Dec. 15.
 Nos. 552/71, with June 15, 1939 and
 subsequent coupons attached. \$100,000.

GUARANTY TRUST COMPANY OF NEW YORK

By _____
 Authorized Signature

d. Resolution of Approval.

When request was made by the First National Bank and Trust Company to withdraw depository bonds lodged with the Guaranty Trust Company of New York and substitute others therefor, the minutes of the Executive Committee of February 12, 1935 and of March 13, 1935, in regard to bond of depository were examined. It was found that the resolutions in these minutes did not give authority to anyone to approve of change of securities by the depository. Therefore, J. M. Sellers, Cashier of the First National Bank and Trust Company; and D. H. Peak, Business Agent of the University of Kentucky, met with Judge R. C. Stoll, Chairman of the Executive Committee of the University of Kentucky, in his office in Lexington, Ky., and it was decided that the depository should have the privilege of withdrawing U. S. Government Bonds and substituting other U. S. Government Bonds of like par value therefor. It was suggested that the Business Agent of the University of Kentucky notify the Guaranty Trust Company of New York to that effect, reporting the entire transaction to the Executive Committee of the University of Kentucky for approval.

Therefore, on motion, duly seconded and carried, it was ordered that the withdrawal and substitution of bonds as set out above in Sub-Sections a, b and c, be ratified and approved, and that the action of the Business Agent in consenting that the change be made be ratified and approved.

e. Business Agent Authorized to Approve Withdrawal and Substitution of Bonds.

It was then moved, seconded and motion carried that the Business Agent of the University of Kentucky be authorized to approve withdrawal of bonds lodged with the Guaranty Trust Company of New York by the University of Kentucky Depository, the First National Bank and Trust Company of Lexington, Ky., as security for deposits made by the University of Kentucky in that institution, under the resolutions of the Executive Committee of the University of Kentucky, passed at its meetings of February 12, 1935 and of March 13, 1935, respectively; provided substitution be made in U. S. Government Bonds of par value in amount of bonds withdrawn.

5. Fire and Tornado Insurance.

The Business Agent presented schedules of fire and tornado insurance of College and Experiment Station properties. These were referred to a committee consisting of President F. L. McVey, Dean James H. Graham, Dean Thomas P. Cooper, Superintendent M. J. Crutcher, and Business Agent, D. H. Peak. The committee is asked to examine the schedules and report suggestions as to changes, modifications, increases and new insurance.

6. Peace Officers.

Commissions as Peace Officers for the campus for the following appointees were presented:

J. C. Keesling
L. D. Heatt
E. O. Kelly
W. M. Underwood.

It was ordered that the commissions be delivered to the appointees, together with statement as to duties as such officers.

7. House at 612 South Limestone Street - Razed.

Superintendent of Buildings and Grounds' Report.

March 1, 1939

Memo:-President McVey
Administration Building
Campus

Re: House at 612 South Limestone.

It appears that Mrs. Mullins is having difficult task paying rent on this place. I would suggest that she be notified to give the house up at some reasonable

future date. We still have W. P. A. funds for wrecking purposes, so why not tear the place down, clear the site and thus improve the approach to Memorial Hall. Salvaged material could be used to build work shop addition to Guignol which is sorely needed.

If the place is to be rented for a period of years, a great deal of repair work will have to be done to the outside, namely, a new roof, gutters and a paint job.

This thought has occurred to me and I am passing it along for consideration.

Sincerely yours,

(Signed) M. J. Crutcher
Supt.

On motion and second, carried, it was ordered that steps be taken by the Business Agent to secure possession from renter of the house at 612 South Limestone Street and that the Superintendent of Buildings and Grounds be authorized to have the house torn down when possession has been obtained.

8. Work Shops - Rear of Theatre Building.

Request of Professor Fowler.

March 8, 1939

Dr. Frank L. McVey
University of Kentucky
Campus

Dear President McVey:

In confirmation of our conversation of last week, I am making formal request for a work-shop to be built at the rear of the theatre building in accord with plans which have already been approved at the W. P. A. headquarters in Louisville.

This workshop is most necessary to us as the theatre is badly overcrowded, and is without storage room or work space of any kind. At present we are continually being reprimanded by the fire inspectors for our crowded conditions, and reported by them as a fire hazard of the first degree.

If the material from the University-owned house on South Limestone Street, and W. P. A. labor were to be used as planned, we understand the cost to the University will be very little. The Guignol Theatre is willing to pay \$250.00 toward the building of the workshop.

I shall be very glad if you will submit this request to the committee at its next meeting.

Sincerely,

(Signed) Frank Fowler

It appearing that such a workshop is badly needed and that fire hazards will probably be reduced, on motion and second following order was made;

Privilege is given to Professor Frank Fowler, Director of the Guignol Theatre, to have erected back of that theatre a work shop for use of the theatre. Plans are to be approved by President McVey and construction is to be under direction of Superintendent Crutcher. Material salvaged from the house at 612 South Limestone Street may be used in the construction, but all other costs and expense are to be paid from funds of the Guignol Theatre.

9. State Compensation and Holiday Schedules.

The President presented copies of schedules of compensation of State employees and schedule of Holidays for State employees. The schedules are to be filed in the Business Office.

10. Taxation of Distilled Spirits and Wines in Kentucky - Proposed Study Withdrawn.

The request of the Distillers' Association of Kentucky that the University of Kentucky make a comprehensive study of the taxation of distilled spirits and wines in Kentucky, referred to the regular April 1939 meeting of the Board of Trustees, at the February 1939 meeting of the Executive Committee (Sec. 6), was reported by President McVey as having been withdrawn by The Distillers' Association of Kentucky.

11. Housing Men Students.

Report of progress on the question of improvement of Bradley Hall for the purpose of providing additional rooms for students, continued from the meeting of January 18, 1939, Sec. 11, was made by President McVey.

On motion and second, Dean Graham was authorized to develop and to report the possibilities for financing the renovations needed and planned within the basement space of the Men's Dormitories.

12. Wells on Campus.

Dean Graham reported that the drilling for the 250-foot well back of the Armory had been completed and that tests showed the well could be depended upon to supply 60 gallons of water per minute. Dean Graham recommended that two additional wells be drilled, at approximately 100 feet from the first, to a depth of 100 feet each, in order to increase this water supply to 180 gallons per minute.

Upon motion duly made and seconded, Dean Graham was authorized and instructed to arrange for the drilling of the two additional wells to a depth of 100 feet each at the same cost per foot.

13. Remodeling Armory.

President McVey presented request by requisition of Colonel Howard Donnelly for remodeling Armory, the estimate expense being \$776.36. On motion, seconded and carried, it was ordered that the proposed remodeling of Armory be made by Superintendent Crutcher, the cost to approximate \$776.36, provided funds are available in General Fund that may be used for that purpose. The budget for Barker Hall is to be increased in amount expended.

14. Organ - Radio Studios.

President McVey reported progress of investigation of proposed purchase and installation of organ in Radio Studios, and presented estimate as to cost of installation. This was not intended as final report; further study is to be made under the resolution passed at the February 1939 meeting (Sec. 10, minutes) of the Executive Committee.

15. Addition to Armory Completed.

The President reported that the addition to the Armory under W. P. A. project has been completed. He was asked to have Superintendent Crutcher make report on the construction and its costs.

16. World's Fair Request.

The President reported that the World's Fair Management at New York had made request for a University of Kentucky flag. He said that the flag used by the Military Department is the only one the University has, and that it is not suitable nor available for the purpose. Making of a flag for the purpose will entail an expense of \$30.00 or more. No action was taken on the request.

17. Photostatic Work.

The President stated that frequent requests are made for photostatic work for individuals and for public purposes. It was suggested that photostatic work should not be done by the University of Kentucky in competition with business; that in some instances the work may be done for public purposes and otherwise, when not in competition with business, and such work may be done at the discretion of the President.

The President presented copies of work done by the University in copying the original minutes of the Constitutional Conventions of the District of Kentucky from 1788 to 1792. His suggestion that copies be distributed as follows was approved: 1 copy each sold to Louisiana State University, Eastern State University, Eastern State Teachers College, Western State Teachers College; 2 copies given University of Kentucky Library; 2 copies to be given to Mrs. Cromwell and City of Danville; 1 copy kept by Professor Gillis for the Bureau of Source Materials.

This was commended, this being the character of work that comes within the scope of University business.

18. Storage of Records.

The President stated that the storage of records is becoming a problem to the University. He suggested a solution in photographic films, and said study is being made to that end.

19. Law Students Petition - Payment for Law Journal.

The following petition signed by Louis Rives and 103 other students in the Law College was filed:

To the President of the University of Kentucky:

We, the undersigned students of the College of Law, respectfully petition that the subscription price of \$1.50 for the Kentucky Law Journal be collected through the

business office of the University by means of a deduction of the aforementioned amount from the general deposit of \$6.00, beginning with the school year 1939-1940. We feel that this is the most pleasant way of handling this matter.

The Business Agent stated that it has been the custom of the Business Office to accept similar requests from students to apply in whole or in part the general deposit to some specific payment. Such requests are required to be made in writing similar to the request made by law students. It was the opinion of the Committee that such requests may be granted in cases of balances on deposits due students.

20. P. W. A. College Docket 1304.

Receipt of Bids and Award of Contract.

w. Report of Dean Graham

March 15, 1939

President Frank L. McVey
University of Kentucky

My dear President McVey:

Contract bids were received and publicly opened in your office at 3:00 p.m. of March 2, 1939, for furnishing and installing an elevator in the Women's Dormitory, Contract No. 1050, P. W. A. Docket No. KY-1305-F.

I hand you herewith an authenticated tabulation of all bids received, together with the bid documents. You will note that of the four bids received that of the American Elevator and Machine Company of Louisville, Kentucky, was the lowest, in the sum of \$7,560. In accord therewith, we have prepared and attach hereto resolutions, drawn in accord with the regulations of the Public Works Administration and recommend that these be approved in due form, thus awarding this contract to the lowest bidder in the aforestated sum.

Yours truly,

(Signed) James H. Graham
Dean

x. Base Bids

American Elevator and Machine Company, Louisville, Ky. - - - - -	\$7,560.00
Otis Elevator Company, Louisville, Ky. - - - - -	8,515.00
The Shepard Elevator Company, Cincinnati, Ohio - - - - -	8,100.00
The Warner Elevator Mfg. Company, Cincinnati, Ohio - - - - -	7,945.00

y. Resolution Ordering Filing of Bids.

WHEREAS, pursuant to advertisement, bids for the furnishing and installation of the Elevator for the Women's Dormitory have been filed by the following bidders:

- American Elevator & Machine Company, Louisville, Kentucky
- Otis Elevator Company, Louisville, Kentucky
- Shepard Elevator Company, Cincinnati, Ohio
- The Warner Elevator Manufacturing Company, Cincinnati, Ohio.

NOW, THEREFORE, BE IT RESOLVED that the bids listed in the preamble hereof be filed and presented to Col. James H. Graham, Chief Engineer, University of Kentucky, and that the said Chief Engineer is hereby directed forthwith to tabulate said bids, and at the earliest practicable moment, report to this Executive Committee of the Board of Trustees of the University of Kentucky his findings as to the lowest and best bid.

Passed this fifteenth day of March, 1939.

Executive Committee
Board of Trustees
University of Kentucky.

By Richard C. Stoll
Chairman

z. Resolution Awarding Contract.

WHEREAS, James H. Graham, Chief Engineer, University of Kentucky, pursuant to a Resolution heretofore adopted, has tabulated and considered all bids heretofore received for the furnishing and installation of the Elevator at the Women's Dormitory and has duly made his recommendation to this Executive Committee of the Board of Trustees, University of Kentucky, and it appearing from said recommendations and report that the American Elevator and Machine Company, Louisville, Kentucky, is the lowest and best Bidder for the furnishing and installation of the Elevator at the Women's Dormitory, in the sum of \$7,560.00; and that this Executive Committee of the Board of Trustees, University of Kentucky, after considering said report and recommendations and all bids heretofore filed, finds that the bid of the American Elevator & Machine Company, Louisville, Kentucky, is the lowest and best bid;

NOW, THEREFORE, BE IT RESOLVED BY the Executive Committee, of the Board of Trustees, University of Kentucky, AS FOLLOWS:

Section 1: That the bid of the American Elevator & Machine Company for the furnishing and installation of the Elevator at the Women's Dormitory in the sum of \$7,560.00; is hereby accepted, determined and declared to be the lowest and best bid; however, this award shall not be effective until the awardee shall have been notified in writing of such award by the Chief Engineer, the authorized representative of the Board of Trustees, University of Kentucky. That upon the awardee being so notified in writing a contract for the construction of said work, as heretofore prescribed by the plans, specifications and contract documents, shall be forthwith executed for said construction.

Section 2: That Richard C. Stoll is hereby authorized and directed to execute said contract in the name of and for and on behalf of the Board of Trustees, University of Kentucky.

21. Appointments and Other Staff Changes.

President McVey presented staff appointments and other staff 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:

Appointments

Miss Patty McCormick, student assistant in secretarial work, Bureau of Business Research, for the months of April, May and June, 1939, at salary of \$25.00 a month.

Captain A. R. C. Sander, Infantry, reported February 28, 1939, for duty as assistant professor in Military Science, appointment approved.

M. C. Meyer, instructor in Department of Zoology, for school year 1939-40, salary \$1600.00. He will come from the Graduate School, University of Illinois.

Max Tharp, assistant in Farm Management, Experiment Station, effective March 16, 1939, through September 15, 1939. For two years he has served as part-time graduate assistant in the Department.

Paul Pinney, clerical and statistical supervisor, Department of Farm Economics, Experiment Station, effective April 1, 1939; salary \$1500.00 a year, payable from Purnell funds. He is now clerk in same Department.

Leaves of Absence

Miss Mildred Roberts, Home Demonstration Agent, McLean County, granted the usual 30 days leave of absence with pay from June 1 to June 30, 1939, and leave from July 1 to July 15, 1939, without pay.

Mrs. Alma Moore, Home Demonstration Agent in Muhlenberg County, granted the usual annual leave of absence, and 25 days additional leave with pay, effective May 22 to July 15, 1939. She expects to attend the triennial meeting of the Association of Country Women of the World to be held in London, England.

W. H. Hansen, Department of Physical Education, on leave of absence during his appointment as State Safety Commissioner, was granted extended leave of absence to December 31, 1939, the leave to be finally terminated on that date.

Resignations

James H. Clarke, assistant in Marketing, resigned, effective at close of business February 28, 1939. He accepted a position as Assistant Extension Economist at West Virginia University.

Andrew M. Harris, County Agent in Marshall County, effective February 28, 1939.

Sam K. Crawford, Assistant County Agent in Fayette County, effective February 28, 1939.

Agricultural Extension AgentsAppointments and Changes

Herman E. Rothwell, County Agent, Marshall County, effective February 15, to June 30, 1939, salary \$166.66-2/3 a month, payable from Bankhead and Offset to Federal Funds. Changed from Assistant T. V. A. to regular agent in same County. \$200 increase in salary.

Yandal Wrather, County Agent, Morgan County, effective January 1 to June 30, 1939, salary \$183.33-1/3 a month, payable from Bankhead-Jones and Offset to Federal Funds. \$100 increase on County.

Marshall H. Sasser, County Agent, Casey County, effective January 1, 1939 to June 30, 1939, salary \$166.66-2/3 a month, payable from Bankhead-Jones Funds. Change in method of payment.

Joe M. Howard, County Agent, Bracken County, effective March 1, 1939 to June 30, 1939, salary \$171.66-2/3 a month, payable from Bankhead Funds and Offset to Federal Funds. \$200 increase. Changed from Robertson to Bracken.

William B. Collins, County Agent, Mason County, effective March 1, 1939 to June 30, 1939, salary \$216.66-2/3 a month, payable from Bankhead-Jones and Offset to Federal Funds. \$150 increase on county.

James G. Dye, County Agent, Robertson County, effective March 1, 1939 to June 30, 1939, salary \$150.00 a month, payable from Bankhead and Offset to Federal Funds. Changed from assistant to County Agent. \$200 increase in salary.

John E. Parsons, Assistant County Agent, Casey County, effective March 8, 1939 to June 30, 1939, salary \$125.00 a month, payable from Bankhead Funds. Changed from regular agent to assistant. No change in salary.

Paul W. Estes, Assistant County Agent, Hart County, effective March 1, 1939 to June 30, 1939, salary \$100.00 a month, payable from Bankhead-Jones Funds. Original appointment.

Morton Henshaw, Assistant County Agent, Ohio County, effective March 1, 1939 to June 30, 1939, salary \$116.66-2/3 a month, payable from Bankhead-Jones Funds. Original appointment.

Herschel B. Drake, Assistant County Agent, Boone County, effective March 20, 1939 to June 30, 1939, salary \$125.00 a month, payable from Bankhead-Jones Funds. Original appointment.

Ralph Cundiff, County Agent, effective March 1, 1939 to June 30, 1939, salary \$125.00 a month, payable from Bankhead Funds. \$300 increase in salary.

On motion, properly seconded, the Committee adjourned.

D. H. Peak, Secretary
Board of Trustees