

Minutes of the Meeting of the Executive Committee of the Board of Trustees, University of Kentucky, July 21, 1944.

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, July 21, 1944. The following members were present: Judge Richard C. Stoll, Chairman; H. D. Palmore, J.C. Everett, and R. P. Hobson. President H. L. Donovan and Comptroller Frank D. Peterson were also present.

A. Approval of Minutes.

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1. Upon motion duly made, seconded and carried, the minutes of June 6 and June 13, 1944, were approved as published.

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B. A. S. T. P. Contract with War Department.

The President submitted a renegotiated contract with the War Department for the termination of the A.S.T.P. program for the period ending April 30, 1944, stating that a new contract had been negotiated for May, June and July. It was also explained that the records and accounts as kept by the Comptroller's Office had been audited by accountants sent to the University by the War Department, and upon the basis of the audit, a settlement had been agreed to by the University and the contracting officer of the Fifth Service Command, representing the War Department. He stated that the records show that the War Department had overpaid the University a total of \$40,062.80, which amount the contracting officer of the Fifth Service Command requested be refunded to the Government. The Administration of the University agreed to this amount and it was recommended that the renegotiated contract be entered into and that the Comptroller be authorized to refund \$40,062.80 to the Government as a full and complete settlement of all obligations and liabilities of the contracting parties under the contract involved. It was further explained that the contracts made for various services considered the maximum number of trainees who might be stationed at the University and that we often served fewer than the number provided for in the contract, and that, since payment for the use of facilities, instruction, medical services, subsistence, maintenance and operations was based upon a monthly stipend, over-payments necessarily resulted. To illustrate, the government auditor's report indicated an over-payment of \$105,349.81, but, through renegotiation, a settlement was agreed to, subject to approval of the Executive Committee of the Board of Trustees, in the amount above stated.

Members of the Executive Committee further discussed the ASTP contract No. W-55 (SCV)-11 and made other examination of the auditor's report and the settlement as renegotiated by University officials, and took the following action:

* * * * *

2. On motion duly made, seconded and unanimously carried, the contract as submitted with the War Department is approved and the President is authorized to execute same, and the Comptroller is authorized to refund to the Federal Government the amount of \$40,062.80 as a full and complete settlement of all obligations and liabilities of the University under the contract involved.

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C. Contract with A. J. Meyer.

The President brought to the attention of the members of the Executive Committee the fact that he had with the approval of the Attorney General (as authorized by the Executive Committee at its last meeting) entered into a contract with Professor A. J. Meyer as director of the Aeronautical Research Laboratory, whereupon the Executive Committee approved the action of the President and directed that the contract be filed with the Secretary of the Board of Trustees, and that payments be made in accordance with the contract.

D. T. V. A. Contract.

President Donovan submitted Contract Project No. 2 (1945) under the Contract TV-1537, between Tennessee Valley Authority and University of Kentucky relating to fertilizer experiments.

CONTRACT PROJECT NO. 2 (1945)
UNDER CONTRACT TV-1537
 Between
TENNESSEE VALLEY AUTHORITY
 and
UNIVERSITY OF KENTUCKY
 Relating to
FERTILIZER EXPERIMENTS

THIS AGREEMENT is made and entered into the first day of July, 1944, between the TENNESSEE VALLEY AUTHORITY (hereinafter called "Authority") and the UNIVERSITY OF KENTUCKY (hereinafter called "Kentucky") under Contract TV-1537 between Authority and Kentucky, entered into on July 1, 1935.

W I T N E S S E T H

IN CONSIDERATION of the mutual covenants, agreements and undertakings, the parties hereto agree as follows:

1. The purpose of this project is to study the value, effect and best methods for the use of fertilizers, fertilizer constituents and/or by-products from the manufacture of fertilizers which are now manufactured, or may be manufactured, by Authority, for agricultural purposes on major soil types of the state under controlled experimental conditions.

2. The term of this project shall be for the fiscal year ending June 30, 1945, and thereafter from year to year until terminated by notice in writing by either party to the other not less than thirty (30) days before the effective date of such termination.

3. Kentucky, through its Agricultural Experiment Station, shall perform direct and supervisory services in connection with the studies provided for herein in conformity with the procedures hereafter outlined. It shall be the responsibility of Kentucky to

(a) administer this project in accordance with the terms as set forth herein and, in cooperation with its Agricultural Extension Service, recommend procedures for the application of useful information which may be obtained;

(b) provide direct, supervisory and consulting services, office and laboratory space and equipment, supplementary fertilizers, liming material, machinery, tools, work stock, land of Kentucky, privately-owned land required to be under control of Kentucky, and other supplies and materials necessary for the conduct of this project; provided, however, that the fertilizers, fertilizer constituents and/or byproducts from the manufacture of fertilizers shall be supplied by Authority to the extent hereinafter provided;

(c) deliver to Authority not more than thirty (30) days after the end of each calendar year

(1) a progress report indicating the extent to which the various items of the approved work plan for the preceding year were completed;

(2) a detailed work plan which shall contain a statement of the nature and scope of the experiments planned for the current calendar year, including the kind and number of tests contemplated and all additional pertinent information. The work plan adopted in the performance of this project shall be approved in advance by authorized representatives of the parties and may be changed at any time by the agreement of such representatives;

(3) an estimate of the amount of fertilizers, fertilizer constituents and/or byproducts from the manufacture of fertilizers which may be supplied by the Authority during the current calendar year; and

(4) an estimate of expenditures required for the performance of this project during the current calendar year;

(d) deliver to Authority not less than thirty (30) days before the end of each fiscal year an estimate of expenditures required for the performance of this project during the next fiscal year; and

(e) deliver to Authority a report of each specific study, together with the statistical analysis thereof, within a reasonable time after the conclusion of each such study proper, and deliver to Authority a final report within a reasonable time after the completion of the entire project.

4. Authority, through its Department of Agricultural Relations, agrees to:

(a) examine, for approval, the work plan and estimate of expenditures for any current calendar year and the estimate of expenditures for any succeeding fiscal year; and

(b) supply the fertilizers, fertilizer constituents and/or by-products of the manufacture of fertilizers in so far as they may be available from the operations of Authority.

5. Kentucky shall keep its books, records and accounts pertaining to the conduct of this project in a form satisfactory to Authority, and Authority shall, at all times during the usual hours of business, have access to and be permitted to examine all files, books, records and accounts of Kentucky pertaining to the conduct of such project for the purpose of verifying the statements of expenditures of Kentucky in connection therewith, and evaluating the work performed.

6. Authority shall reimburse Kentucky for expenditures for direct, supervisory and consulting services, telephone and telegraph expenses, travel expenses, subsistence or per diem in lieu of subsistence, shipping expenses, supplies and materials, and rentals for privately-owned land chargeable to the conduct of this project; provided, however, that the Authority shall not, in any event, be obligated to reimburse Kentucky for any such

expenditures on account of expenses incurred during the fiscal year ending June 30, 1945, in excess of the aggregate amount of Seven Thousand Five Hundred Dollars (\$7500); provided, further, that the Authority shall not, in any event, be obligated to reimburse Kentucky on account of expenses incurred during any subsequent fiscal year in excess of the aggregate amount hereafter agreed to by the authorized representatives of the parties; provided, however, that Authority shall not in any event be obligated to reimburse Kentucky for expenditures on account of travel expenses on any single trip in excess of the amount which would be allowable under travel regulations of Authority.

In order to effectuate the provisions of this agreement, Kentucky shall, not later than the fifteenth day of each calendar month, submit to Authority a properly certified statement of expenditures, in triplicate, in form approved by Authority, showing such expenditures made during the preceding calendar month, together with approved bills in support thereof. Subject to the limitations of this section, Authority shall reimburse Kentucky for such expenditures upon the receipt of such statements.

7. Any publication of the results obtained in the performance of this contract by Authority or Kentucky shall recognize in the text the cooperation of the other party.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their representatives thereunder duly authorized as of the day and year first above written.

TENNESSEE VALLEY AUTHORITY

(Signed)

By _____
Director, Department of
Agricultural Relations

UNIVERSITY OF KENTUCKY

By _____
Director, Kentucky Agri-
cultural Experiment
Station.

Whereupon the Executive Committee, after examination of the contract, took the following action:

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3. Upon motion duly made, seconded and unanimously carried, Dean Thomas Cooper was authorized to execute the contract on behalf of the University of Kentucky.

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E. Contract with War Department for Correspondence Courses.

President Donovan presented Contract No. W 47-043-Ms-68 with the United States of America War Department for offering correspondence instruction to military personnel through the United States Armed Forces Institute. President Donovan further explained that this is a renewal of an existing contract with the War Department for correspondence instruction. Whereupon the Executive Committee took the following action:

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4. Upon motion duly made, seconded and carried, the Contract No. W 47-043-Ms-68 is authorized and the action of the Comptroller in signing said contract is approved, and contract ordered filed with the Secretary of the Board of Trustees.

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F. Purchase of Property Adjoining Robinson Forest.

President Donovan presented a letter from Dean Cooper recommending the purchase of approximately 100 acres adjoining the Robinson Forest, which is a part of the Robinson Sub-Experiment Station:

July 7, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

Mr. R.W. Jones, Superintendent of the Robinson Substation, has, for some years, pointed out the necessity of obtaining certain land adjoining the Robinson Forest. This land has been a source of hazard, fires, etc., to our property. Its purchase is strongly recommended by our forester as necessary for the conduct and care of the University forest property. Mr. Jones has learned that it is now possible to purchase this property for \$500. It contains approximately 100 acres. The property has little real value, but a high value from the standpoint of eliminating hazards to our property. The tract contains no timber of value and likewise the buildings have little if any value. The property lies on the Laurel Fork of Buckhorn Creek, adjoining the forest property of the University of Kentucky.

In view of these circumstances, I wish to recommend the purchase of this property for the sum of \$500, payment to be made at such time as proper deed can be delivered, the purchase price to be charged to income of the Robinson Substation,

which, under the original agreement, was to be set up as a trust fund for the purchase of property and for carrying on work in the mountain area. This matter is urgent and I shall appreciate your authorization to proceed in the acquirement of the property, as soon as possible.

Sincerely yours,

(Signed) Thomas Cooper
Dean and Director.

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- 5. Upon motion duly made, seconded and carried, the Executive Committee authorized the purchase of approximately 100 acres for the amount of \$500 as recommended, this sum to be paid out of fund of Robinson Trust.

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G. Purchase of Elliott Property at South Limestone Street and Graham Avenue.

President Donovan related to the Executive Committee that the President and Comptroller were authorized informally at the meeting of June 13 to negotiate for the purchase of property located at 628 South Limestone Street. He read the following letter from the Comptroller.

July 18, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

The Executive Committee previously discussed, informally, the question of purchasing property located at 628 S. Limestone Street and two small residences on Graham Avenue, which are located on the lot facing Limestone Street and designated as 628 S. Limestone. This property belongs to Mrs. Lavina Elliott Graves and Mrs. Wilyah Elliott Barron and was inherited by Will probated February, 1930, from Mrs. Sally Boen Elliott.

The owners of this property have agreed to sell for a purchase price of \$16,000.00, on or before June 30, 1945,-- possession to be given June 30, 1945. They are willing for the 1945 taxes to be prorated as of the date of transfer. Insurance will be carried by the owners until June 30, 1945, or date of transfer. In case of loss of the property by

fire, the amount collected from insurance due to such loss will be deducted from the purchase price. There is at the present time insurance coverage on the large house (fire) \$6,000.00 (windstorm) \$2,000.00. Each of the small houses are insured (fire) \$2,000.00 (windstorm) \$1,000.00. The present owners agree to make a contract at this time to give possession as of June 30, 1945. They further agree to keep the property in a state of good repair, ordinary wear and tear excepted.

Yours very truly,

(Signed) Frank D. Peterson
Comptroller.

The Executive Committee discussed the purchase price of this property and expressed the opinion that the University should accept the offer, and took the following action:

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6. Upon motion duly made, seconded and unanimously carried, the Chairman of the Executive Committee is authorized to enter into a contract with the owners of the property, Mrs. Lavina Elliott Graves and Mrs. Wilyah Elliott Barron, for the purchase of the property at a purchase price of \$16,000, possession to be given June 30, 1945.

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H. Bond of Treasurer.

President Donovan related to the Executive Committee that the Executive Committee had appointed ~~the~~ Comptroller of the University as Treasurer of the University, and directed that the bond of the Comptroller be rewritten to cover the Comptroller as Treasurer also. He submitted the following correspondence to indicate that the bond now carried by the Comptroller was sufficient to cover him as Treasurer:

July 11, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

Recently, the Board of Trustees requested that the bond of the Comptroller be rewritten to include the Comptroller and Treasurer in the sum of \$50,000.00.

I have taken this matter up with the American Surety Company, which company wrote the original bond, and have talked with Mr. L. Y. Johnson, Manager of the Louisville Office. He has written the attached letter which states that the bond which I now have covers me in any capacity which the Board has elected me, or may choose to elect in the future. I have examined the bond and it so covers the principal so that I am of the opinion that the present bond is ample. I am, however, passing this information along that it may be submitted to the Board.

Yours very truly,

Frank D. Peterson
Comptroller.

July 14, 1944

Mr. Frank D. Peterson
University of Kentucky

My dear Mr. Peterson:

This is to acknowledge receipt of your letter in which you state the representative of American Surety Company has written you that your present bond covers your work as treasurer, as well as that of comptroller. I will report this to the Executive Committee at its meeting on July 21.

Cordially yours,

(Signed) H. L. Donovan
President.

AMERICAN SURETY COMPANY
of New York

Louisville, Ky. July 6, 1944

Mr. Frank D. Peterson,
University of Kentucky,
Lexington, 29, Kentucky.

Dear Mr. Peterson:

In re: 619194K-Frank D. Peterson, Comptroller of
the University of Kentucky.

I have your letter of June 28 requesting cancellation of your bond as Comptroller of the University and the execution of a new bond for you as Comptroller and Treasurer in the sum of \$50,000. As I explained to you when I was in Lexington yesterday it was not necessary to have a new bond as your present bond does not designate you as Comptroller but simply says you are bonded as an employe in any position. This of course would cover you as Comptroller and Treasurer just the same as it does as Comptroller only and the University is fully protected from any loss as named in the bond.

I trust this will be satisfactory to the Board as changing the bond would involve the question of continuity and other matters are fully eliminated when the present bond is allowed to remain in full force and effect.

Yours very truly,

(Signed) Lewis Y. Johnson
Manager.

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7. Upon motion duly made, seconded and carried, the Executive Committee authorized the acceptance of the present bond as being sufficient to cover the acts of the Comptroller as Treasurer and directed that all papers be filed.

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I. Check of Securities Held by the Comptroller.

The President called attention of the Executive Committee to the fact that the Comptroller of the University was also the Custodian of Securities, and read the following letter:

July 18, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

As Custodian of Securities, I respectfully request that a committee be appointed by the Executive Committee to check securities held by me, as evidenced by the Securities Ledger, and a report made to the Executive Committee.

(Signed) Yours very truly,
Frank D. Peterson, Comptroller.

* * * * *

- 8. Upon motion duly made, seconded and unanimously carried, the Chairman was authorized to appoint a committee to check securities held by the Comptroller-Treasurer; whereupon the Chairman did appoint Mr. J. C. Everett, member of the Board of Trustees, and Dr. Leo M. Chamberlain, Dean of the University, as a committee to check the securities held by the Comptroller-Treasurer and make a report to the Executive Committee or the Board of Trustees at the next meeting.

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J. Purchase of Government Bonds.

President Donovan stated to the Executive Committee that he and the Comptroller had conferred concerning the purchase of government bonds in the Fifth War Loan Drive and that he had communicated by telephone with each member of the Executive Committee relative to the purchase of bonds and that, after receiving approval from each by telephone, the Comptroller had purchased a number of bonds which are set forth in the following letter:

July 18, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

I have purchased, subject to the approval of the Executive Committee, of the Board of Trustees, the following Government bonds with the Fifth War Loan drive:

4	\$1,000.00	2½	Treasury Bonds of 1965-70	\$4,000.00
1	5,000.00	2½	Treasury Bonds of 1965-70	5,000.00
			Total	\$9,000.00

In the name of the University of Kentucky
Student Loan Fund.

5	\$ 5,000.00	2½	Treasury Bonds of 1965-70	\$25,000.00
1	10,000.00	2½	Treasury Bonds of 1965-70	10,000.00
			Total	\$35,000.00

In the name of the University of Kentucky -
Maggin Fund.

3	\$ 5,000.00	2½	Treasury Bonds of 1965-70	\$ 15,000.00
25	10,000.00	2½	Treasury Bonds of 1965-70	250,000.00
				<u>\$265,000.00</u>

In the name of the University of Kentucky.

All of these bonds are registered.

I recommend that approval be given to the purchase of two \$1,000.00 2½ Treasury Bonds due 1965-70 to be purchased in the name of the University of Kentucky - Student Loan Fund. These will be in addition to those already purchased.

Yours very truly,

(Signed) Frank D. Peterson
Comptroller.

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9. Upon motion duly made, seconded and unanimously carried, the purchase of government bonds as made by the Comptroller and set forth in the above letter is approved and authorized, and the Comptroller is further authorized to invest an additional amount of \$2,000.00, or approximate amount, belonging to the Student Loan Fund, in government bonds.

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K. Purchase of Supplies and Raw Materials from Mawen Motor Corporation.

President Donovan submitted to the Executive Committee a statement and a detailed list of raw materials and office supplies on hand in the Aeronautical Research Laboratory as of July 1, 1944, belonging to the Mawen Motor Corporation. He stated that these materials and supplies are greatly needed in the operation of the Laboratory by the University of Kentucky, and recommended that the University purchase all materials and supplies at cost prices. The list follows:

Supplies & Raw Materials as per attached list:

Raw Materials at Aeronautical Research Laboratory	\$	278.13
Raw Materials at Machine Shop (College of Engineering)		153.63
Drafting Supplies at Aeronautical Research Laboratory		42.92
Office Supplies at Aeronautical Research Laboratory		172.80
91 octane Gasoline at Aeronautical Research Laboratory		
		<u>944.70</u>
TOTAL		<u>\$1,592.18</u>

RAW MATERIALS IN LABORATORY:

1/2	- Pound	- 16-W Valve Grinding Compound	.94/lb.	.47
1/2	- "	- 16-O " " "	.62/lb.	.31
10	- "	- Hi-Lead Bearing Bronze	.44/lb.	4.40
4	- Boxes	- 3/8" Wraplock	2.83/box	11.32
1/2	- Can	- "Oil-Dag"	2.17/can	1.09
25	- Pound	- Welding Rod	.55/lb.	13.75
100	- "	- Steel: Sheet, Angle, Channel, Bar	.05/lb.	5.00
20	- "	- Aluminum Sheet	.50/lb.	10.00
50	- "	- Steel Tubing	.10/lb.	5.00
500	- "	- Pipe: Black & Galvanized	.05/lb.	25.00
50	-	- " Fittings: Ells, Tees, Couplings, Nipples, etc.	.15/ea.	7.50
100	- Pound	- Electrical Conduit	.05/lb.	5.00
12	-	- V-Belts	1.00/ea.	12.00
6	-	- Pulleys	6.00/ea.	36.00
6	- Dozen	- Glass Jars for Parts, Etc.	1.00/doz.	6.00
200	-	- AN Nuts	1.25/C	2.50
500	-	- AN Washers	2.00/M	1.00
1000	-	- AN Lock Washers	1.25/M	1.25
1	- Sheet	- Vellum	5.00/sheet	5.00
2	-	- Oil Pressure Gages	2.45/ea.	4.90
1	-	- Fuel " "	2.45/ea.	2.45
300	-	- AN Bolts	3.00/C	9.00
50	-	- Cap Screws (Heat Treated)	1.50/C	.75
50	-	- Hex. Nuts " "	.80/C	.40
200	-	- Elastic Stop Nuts	2.00/C	4.00
200	-	- Plugs (Red & Black)	6.50/C	13.00
200	-	- Jacks " "	6.10/C	12.20
25	-	- Flush Shells	10.00/C	2.50
25	-	- 10-32 Machine Screws	.50/C	.13
25	-	- 10-32 Nuts	.30/C	.08
100	-	- Thermocouple Connectors	.35/ea.	35.00
200	-	- Copper Tube Fittings	20.00/C	40.00
25	- Feet	- Copper Tubing	4.50/C	1.13
Total				<u>\$278.13</u>

RAW MATERIALS AT MACHINE SHOP:

Hot Rolled Steel					
2	- Rings	- 3/8" thick	x 15 1/2" ID	x 19 1/4" OD	11.27#
4	- Plates	- 3/4" "	x 15 1/2" Dia.		158.36
2	- "	- 3/8" "	x 15 1/4" "		37.46
1	- "	- 1/2" "	x 15 1/4" "		24.99
1	- "	- 1/4" "	x 15 1/2" "		12.49
1	- "	- 3 1/2" x 2" x 24"			47.60
3	-	- 1" Dia. x 2'-0" #1025			16.02
1	-	- 5 3/4" Dia. x 3'-0"			264.87
1	-	- 2 3/4" " x 5'-4"			107.75
1	-	- 2 3/4" " x 5'-10"			117.83
1	-	- 3 1/2" " x 4'-9"			155.35
1	-	- 3 3/4" " x 1'-6"			56.16
1	-	- 4" " x 3'-0"			128.19
1	-	- 4 1/2" " x 1'-0"			54.08

RAW MATERIALS AT MACHINE SHOP (Continued)

1	4"	Dia.	x 1'-2"	92.58
1	4 5/8"	"	x 2'-0"	116.00
1	5"	"	x 1'-3"	83.40
1	5"	"	x 3'-6"	233.52
1	5 1/2"	"	x 2'-6"	201.95
Total Pounds of Hot Rolled Steel				<u>1,919.87#</u>

Alloy Steel

1	- 3/4"	Hex.	x 5'-0"		8.30#
1	- 1"	"	x 4'-6"		13.25
1	- 5/16"	Dia.	x 4'-6"	#3140	1.17
1	- 3/4"	"	x 1'-9"	#4615	2.60
1	- 1 1/2"	"	x 2'-0"	#3140	12.02
1	- 2 1/4"	"	x 10"	#3140	11.20
1	- 2 3/4"	"	x 2"	#3140	3.36
1	- 2"	"	x 2'-0"	#1137	21.36
2	- 4 5/8"	"	x 8"	#3140	76.20
2	- 4 1/2"	"	x 8"	#3140	72.08
1	- 3 1/2"	"	x 8"	#3140	21.81
1	- 6 1/2"	"	x 8"	#3140	75.22
1	- 1 5/8"	"	x 3'-8"	#2317	28.20
1	- 1 5/8"	"	x 5'-8"	#4615	39.44
1	- 5/16"	"	x 4'-6"	#3140	2.34
1	- 5/8"	"	x 4"	#1112	.35
1	- 1"	"	x 8"	#1112	1.78
15	- 1"	"	x 2'-0"	#1112	80.10
1	- 1 1/4"	"	x 1'-4"	#1112	5.56
1	- 1 1/2"	"	x 10"	#1112	5.01
1	- 1 1/2"	"	x 1'-8"	#1137	10.02
2	- 1 3/8"	"	x 1'-10"	#1137	18.52
Total Pounds Alloy Steel					<u>509.89#</u>

2	- 1/2"	Dia	x 6'-0"	Gray Fibre Rod	\$ 2.42
2	- 3/4"	"	x 6'-0"	" " "	5.03
2	- 1"	"	x 6'-0"	" " "	9.40
1,919.87	Lbs.	Hot Rolled Steel		.05/lb.	95.99
509.89	"	Alloy Steel		.08/lb.	40.79
Total					<u>\$153.63</u>

DRAFTING SUPPLIES:

40	- #336 Polar Coordinate Sheets	.02/sheet	.80
7	- Pads #169A Vellum Sketching Pads	.15/pad	1.05
1	- Pint India Ink	2.75/pt.	2.75
1	- Roll #177 Velour Paper-54" Wide	5.00/roll	5.00
1/3	- " 38" Verdex	4.50/roll	1.50
8	- #372 Dixon Orange Pencils	.10/ea.	.80
10	- #865 Eberhard-Faber Blue Pencils	.10/ea.	1.00
100	- Log Paper	1.13/C	1.13
100	- Graph "	1.13/C	1.13
480	- Leads for Drafting Pencils	.045/ea.	21.60
1	- Bottle Liqui-Stick	.40/bottle	.40
1000	- Chisel Point Staples	.30/M	.30
7000	- Neva-Clog	.30/M	2.10

DRAFTING SUPPLIES (Continued):

2 - Pkgs. Yellow Paper	.25/pkg.	.50
7 - Art Gum Erasers	.05/ea.	.35
1 1/2-Rolls Coordinate Paper	1.67/roll	2.51
	Total	<u>\$42.92</u>

OFFICE SUPPLIES:

100 - Pads, General Stores Requisitions	.115/pad	\$ 11.50
2000 - Cards, Time Clock (Overtime & Weekly)	2.95/M	5.90
8 - Pendaflex File Folders	.144/ea.	1.15
45 - 3-Ring Notebooks	.30/ea.	13.50
7 - Clip Boards	.35/ea.	2.45
100 - Legal Size File Folders	1.50/C	1.50
115 - 9" x 12" Envelopes	.02/ea.	2.30
24 - Pkgs. 3-Ring Notebook Paper	.10/pkg.	2.40
1750 - Work Order Cards (White)	5.60/M	9.80
2600 - " Request " (Salmon)	5.60/M	14.56
1 - Pkg. Dividend Bond	1.05/pkg.	1.05
400 - Letter Size File Folders	2.05/C	8.20
3 - Boxes, Columbia Carbon Paper (Letter Size)	2.10/box	6.30
500 - 4" x 6" Ruled Cards	.20/C	1.00
1 - Set, Index (A-Z)	.18/set	.18
8 - Typewriter Erasers with Brushes	.10/ea.	.80
1 - Oz. Typewriter Oil	.10/oz.	.10
1 - Bottle Correction Fluid	.50/bottle	.50
700 - 3" x 5" Ruled Cards	.10/C	.70
4 - Rolls, Cellulose Tape-3/4" x 2592"	1.22/ea.	4.88
3 - " " " 2" x 2592"	3.17/ea.	9.51
500 - Gem Paper Clips	.10/C	.50
2500 - 3" x 5" Scratch Pad Sheets	2.00/lot	2.00
500 - Metal Paper Fasteners	2.10/C	10.50
70 - 6" x 9" Fifth Cut Index Cards	3.90/C	2.73
750 - Semi-Monthly Job Record Cards	11.75/M	8.81
8 - Pkgs. Engine Stop Reports	2.875/pkg.	23.00
33 - Dynamometer Operator's Journals	.81/ea.	26.73
1 - Bottle, Carter's Rytuff	.25/ea.	.25
	Total	<u>\$172.80</u>

GASOLINE:

4020 Gallons 91 Octane Gasoline in 4000 Gal Storage Tank	.235/gal.	\$944.70
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* * * * *

10. Upon motion duly made, seconded and unanimously carried, the Comptroller is authorized to purchase from the Mawen Motor Corporation the materials and supplies as detailed and on hand in the Aeronautical Research Laboratory as of July 1, 1944, amounting to \$1,592.18.

* * * * *

L. Development of Martin Wheel.

President Donovan stated that he had talked to Colonel James H. Graham concerning development work on the Martin Wheel, which he explained was an invention of Captain James V. Martin, and that the Office of Defense Transportation and the War Production Board had become interested in further developing the wheel for use by trucks, buses, and farm tractors. He stated that the tire was of the resilient, non-pneumatic type. He presented copies of letters of various members of the War Production Board, War Food Administration, and Office of Defense Transportation concerning the tire.

July 11, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

I submit hereto attached a proposal from the War Production Board that the University undertake to further develop the Martin Wheel along with three photographs, which show the wheel for passenger cars which has had a limited test.

While in Washington, I conferred with Mr. Gilbert Smith, an employee of the Office of Defense Transportation, and with Mr. C. D. Young, Deputy Director of the Office of Defense Transportation. They will send to the University a film which may be run showing various demonstrations of the tire as developed for passenger cars. They also expressed a willingness to send a sample wheel that may be submitted to the Board of Trustees on the 21st. If you think best, Mr. Smith will come to the University to answer any questions that you and the Board might care to ask concerning the proposed project.

Yours very truly,

(Signed) Frank D. Peterson
Comptroller.

- - - - -
July 14, 1944

Mr. Frank D. Peterson
University of Kentucky

My dear Mr. Peterson:

I think it would be well for you to invite the man from the Office of Defense Transportation to come here on Friday, July 21, to meet with the Executive Committee and to explain to us just what is involved in the proposal of the War Production Board regarding testing the wheel for

automobiles and trucks. We shall bring this matter to the attention of the Committee for its consideration at this time.

Cordially yours,

(Signed) H. L. Donovan
President.

- - - -

February 17, 1944

MEMORANDUM

TO: Guy A. Richardson, Director.

FROM: Frank H. Shephard.

SUBJECT: Substitute for Pneumatic Tires.

Office of Scientific Research & Development, Division 12, Transportation Section acted at the request of Quartermaster and later Ordnance Department of Army for the development of substitute for pneumatic tires. Request was made March 1942; \$50,000 was appropriated and has since been spent.

This development has been under the direction of S. M. Jones. Some 2,000 patents for flexible wheels were reviewed. There were built and tested 8 to 10 different types.

It was found that the elastic rubber spoke type of Capt. J. V. Martin developing during 12 years was the only one to show reasonable promise on test. Effort to substitute steel springs was unsuccessful due to fatigue with 8 combinations tested. Conclusion was reached that hickory for pins and tread hoop foundation avoided metal fatigue with less tendency for loss of bond to compound, and with greater area for bond and with less weight and cost.

The resulting test wheels at Aberdeen in June, 1943, had failures due apparently to improper technique in fabrication and assembly. The Ordnance Department in October, 1943, requested project to be discontinued. The reasons are understood to be: (a) Expectancy from synthetic rubber for all tire uses. (b) Complications from departure from standard pneumatics in replacements and maintenance at remote places. (c) Decision made by group naturally influenced by rubber tire production, in background and present relationship. (d) At this time, the general policy to defer all new development which required time for production.

The present development for 915 lbs. load requires for rubber link type with 20 spokes 10 lbs. of compound. The requirement for hickory ring type compound covered with 20

rings is 1.7 lbs. of compound. The requirement for rim with 3 sections of hickory or other wood rings with cover tread and linkage bosses or lugs is 11 lbs. of compound. Complete wheel permits interchange with pneumatic mountings and weighs 6 lbs. less than 600-16 pneumatic. The contact with road for solid wood ring is 11% more than 600-16 with 30 lbs. air. With rubber on test specimens cemented between laminations in ring the area was 100% more. This would be of value on soft surfaces to give added traction and support.

Rubber links take load in tension only. Lateral deflection is controlled by design configuration of links. Compression of links relieved by slots at the connection to the wheel rim and thus lessens folding.

Service has reached 10,000 miles on conventional rubber compound without deterioration evident except for faulty detail in some cases.

Tread wear 50% less than pneumatic is indicated. Assembled wheel is self ventilated by its fan action which ensures lower temperatures than pneumatic. Operation after the "firing pit test" at Aberdeen was not impaired. Fracture of hoop spokes spins did not prevent operation back to garage.

By reason of the comparatively lesser unit deflection of rim and rim structure synthetic compounds should last longer than on pneumatics.

Tests of neoprene links for the maximum extension of about 100% have shown it to be the practical equivalent of conventional rubber compounds. Normal operation with full load calls for 30% extension. Other synthetics have not been tested and tests are halting since withdrawal of Ordnance support.

The use of wood rings for spring members has distinct promise but endurance tests are lacking. Indications are that high frequency processing for the laminated structure will obviate the detail faults which have been present.

It may be assumed that service background with the light tires would be definitely applicable for multiple assembly for heavy tires with load capacity from 3 to 4000 pounds per wheel.

The advantage of recourse to this design may or may not be of inestimable value depending upon the degree of success realized from the synthetic program.

March 3, 1944

Mr. H. H. Kelly, Director
Divisions of Materials & Equipment
Office of Defense Transportation
Rm 2123 I.C.C. Building
Washington 25, D.C.

Dear Mr. Kelly:

In the matter of further prosecution of the development of the Martin wheel, it is my opinion that this should be expedited in every practical way.

1. The use of substitute for crude rubber for flexible and protective compounds is essential in the war effort.
2. The fabrication treatment and assembly of the wheel elements of the Martin wheel still require certain proving of technique.
3. The earliest development and proving of this technique can be realized by further assembly and road tests with wheels with moderate load-carrying capacity, comparable to the conventional 600-16 type.
4. This processing and assembly would be definitely applicable for processing and assembly with an added number of elements and increased dimensions for wheels of increased carrying capacity, necessary for buses and trucks.
5. It is understood and expected that private car need for tires will be met, even if deferred, by the synthetic program.
6. Assurance as to wholly synthetic tires for heavier use in trucks and buses is lacking in final and even approximate detail.
7. Tire compound using synthetic in combination with crude rubber still remains undetermined as to minimum crude required for the various services necessary to the war effort.
8. Replenishment and availability of crude stocks obviously depend on future conditions.
9. If wheels of the Martin type for the heavier loads are developed, the amount and characteristics of compound would be materially less exacting than for equivalent pneumatic design; also, the amount required would be from 25 to 50% less.
10. The substitution of wood for fabric eliminates use of rayon or long fiber cotton, both critical materials in the war effort.

Very truly yours,
/s/ Frank H. Shepard
Special Assistant to the Director,
Division of Local Transport.

March 6, 1944

MEMORANDUM

To: Director H. H. Kelly
 From: H. C. Arnot
 Subject: The Captain James V. Martin Wheel

Mr. Hicks, Chief, Farm Vehicle Section O.D.T. has advised me with reference to his having participated in an actual demonstration of the subject in company with members of the War Food Administration and on Thursday, March 2, 1944, of having attended a meeting in your office, which included, in addition to yourself, Dr. E.O. Malott, War Food Administration; Dr. L.A. Scipio, Office of Production, Research and Development, WPB; Mr. Frank H. Shepard and Mr. A.B. Cole of ODT.

From the information furnished me and in consideration of the conditions with which we are faced at the present time concerning pneumatic tires and tubes, it would appear advisable to recommend the implementation of the suggested program discussed at the meeting above referred to. Therefore, it is my recommendation that steps be taken to produce a sufficient number of Martin wheels to determine through road tests the practicability of this type tire and wheel.

I would appreciate your keeping me advised of any developments in connection with the subject and the program.

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WAR FOOD ADMINISTRATION

OFFICE of MATERIALS and FACILITIES

Washington 25, D.C.

March 7, 1944

Mr. Philip N. Youtz, Chief
 Consumers Products Branch
 Office of Production Research Development
 War Production Board
 Room 4106, New Municipal Bldg.
 Washington, D.C.

Dear Mr. Youtz:

We have considered the potential application of the Martin tire to agricultural use, particularly on the farm. We are very much interested in having the possibilities fully

explored and adequately tested.

We understand that one of the difficulties in the present tire production program is the lack of cord material. The Martin tire, of course, is free from this limitation. A common abuse of tires on the farm is under-inflation because air-pumping facilities are practically limited to the hand pump. Since the Martin tire requires no inflation it could be adapted to farm use. Many farm tires deteriorate with age rather than with use. Age deterioration of a pneumatic tire would probably be more rapid than that of the Martin tire.

We have no information on cost although it would appear that the relative cost of the Martin tire would be less than that for a comparable pneumatic tire. Particularly do we need to have tests of the Martin tire in operation under actual farm conditions.

Because of the uncertainty of the length of the war and the factors affecting pneumatic tire production we do not know how quickly or how urgently a development such as the Martin tire may be needed. We do know that it is vitally necessary to keep rubber-mounted farm transportation equipment in operation. We therefore feel that every effort should be made to secure the practical application of the Martin tire to actual conditions of operation. Anything which your committee is able to do toward this end will be a contribution toward the war effort.

Very truly yours,

E.O.Malott, Chief
Transportation & Storage
Branch

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WAR PRODUCTION BOARD

Washington, D.C.

March 7, 1944

Office of Production
Research & Development

General C.D. Young
Deputy Director
Office of Defense Transportation
Room 5136
Interstate Commerce Commission Bldg.
Washington, D.C.

Dear General Young:

We have looked into the substitute tire and wheel developed by Captain James V. Martin and believe that this invention has considerable merit. The Office of Scientific Research & Development has already carried out considerable research on this wheel so that it is nearly ready for application.

In view of the tire shortage in the civilian field, I am writing to ask whether your agency would be willing to sponsor further research on this tire with a view to carrying it to the point where it would be actually applied to civilian needs. In the event you desire that this further study be made, I shall be glad to recommend such a program to our director.

Sincerely,

/s/ Philip N. Youtz

Philip N. Youtz, Chief
Consumer Products Branch

March 9, 1944

Mr. Philip N. Youtz
Consumer Products Branch
Office of Production Research & Development
War Production Board
Washington 25, D.C.

SUBJECT: The Captain James V. Martin Wheel

Dear Mr. Youtz:

In response to your subject letter of March 7, 1944, we recommend that you undertake a program designed to furnish a number of passenger-car-type and truck-type wheels which can be subjected to road tests in actual service.

BACKGROUND

The background of our interest in this matter may be summarized as follows:

Early in the spring of 1942 the Martin wheel development first came to my attention. From the report of my consulting mechanical engineer, it was decided to pursue this wheel from the standpoint of protecting a transportation need that might eventually develop. The Office of Defense Transportation then proceeded to help Captain James V. Martin in the procurement of experimental materials, gasoline, a jeep, and other necessary arrangements incident to bringing forth several sets of test tires and wheels.

This experimental work eventually resulted in a contract being made between the U.S. Office of Scientific Research and Development and Captain Martin for further exploration of his device, with the objective of determining the possible use of this wheel by the Ordnance Department. Tests were conducted at Aberdeen Proving Ground and Camp Holabird, but the contract was permitted to terminate in November, 1943, after approximately \$50,000 had been expended by the Office of Scientific Research and Development.

Recommendation has been made to us by Mr. Marray Jones, of the Office of Scientific Research and Development, that this wheel, if at all possible, be developed at the earliest possible date so as to establish a pilot plant operation. Results from such an operation, it was thought, would determine whether this development could be seriously depended upon in the event of a complete break-down of some segment of truck or passenger car tire manufacture, thus providing a stop-gap in our war economy.

Several conferences and demonstrations have been held in recent weeks in which representatives of the War Food Administration, Office of Production Research and Development, and the Divisions of Local Transport, Motor Transport, and Materials and Equipment of this Office participated. All of those attending these discussions have agreed that this development should be undertaken.

To date the work that has already been done on the Martin Wheel covers only size 6.00-16, adaptable for use on passenger cars, light trucks and taxi-cabs. This size is also of special interest from the standpoint of farm vehicle use, and many applications around the farm can be found for both the 6.00-16 size and also that adapted to truck operation.

JUSTIFICATION OF PROGRAM

The justification of our request for this program is prompted by the following conditions:

1. Unprecedented demands for tires, and lack of evidence that these will shortly diminish.
2. The substitution of wood for fabric eliminates use of rayon or long fiber cotton.
3. This type of tire cannot "blow out", being non-pneumatic, and no tread separation can take place.

RECOMMENDATIONS

We recommend that the Office of Production Research and Development undertake a program with the following objectives:

Production of a sufficient number of Martin Wheels to determine by service road tests the practicability of using this type of wheel for:

1. Heavy duty trucks and trailers.
2. Farm vehicles, including trailers, subject to approval of the War Food Administration.

If this development is to be undertaken, the United States Government should receive rights to the use of this wheel without payment of royalty.

We will be interested in this development.

Very truly yours,

C.D.Young, Deputy Director
Office of Defense Transportation

cc.Messrs. C.L. Dearing
H.C. Arnot
F.B. Dow
R.A. Hicks
F.H. Shepard Dr. E.O. Malott

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WAR PRODUCTION BOARD

Washington, D.C.

April 27, 1944

Mr. James V. Martin
Martin Aeroplane Development Laboratory,
Rochelle Park, New Jersey

Dear Mr. Martin:

This is to acknowledge receipt of your letter of April 26 inquiring about the status of the resilient tire.

Mr. Jones came in yesterday and I introduced him to Mr. Youts. We had a brief conference after which the entire proposition was placed before Dr. Davis for signature. He was just on the point of leaving for Stevens Institute and took the material with him for consideration. We expect to hear from him within the next two or three days and are hoping that the papers will be returned with his signature.

As to contacting Princeton University, perhaps it would be better to wait for a few days until we actually have Dr. Davis' signature now that we have waited so long.

Very truly yours,

Sd/ L. A. Scipio

Head Engineer, Consumer Products Branch
Office of Production Research and Development
WPB Dept 4400.

Colonel Graham advises that the College of Engineering might undertake the further development work under a budget which would be set up for construction and testing of the Martin Wheel by the War Production Board. Colonel Graham is of the opinion that the tire can be developed especially for farm use and perhaps for heavy trucks and tractors. He further advised that the development of the non-pneumatic tire might serve as an infant industry in Kentucky.

Mr. Gilbert Smith, of the Office of Defense Transportation, was available and appeared before the members of the Executive Committee and related what he knew about the wheel. He also had a sample wheel which was inspected by each member of the Executive Committee.

After much discussion, the Executive Committee took the following action:

* * * * *

11. Upon motion, duly made, seconded and unanimously carried, the President was authorized to make further investigation as to the desirability of development of the wheel and to accept the development project from the War Production Board if, after further investigation, he thought the project was feasible.

* * * * *

M. Automobile Parking Fund.

President Donovan called attention of the Executive Committee to the fact that, for a number of years, the driveways of the campus had been divided into parking areas, and that small charges had been made to students for parking privileges during the regular school year, and that the money derived from this source had been used to augment the Student Loan Fund. He read the following letter from the Dean of Men and recommended approval of the transfer of the Parking Fund to the Student Loan Fund.

July 7, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

Until you came in as President, the Automobile Parking Fund had been transferred at the end of the fiscal year to the Student Loan Fund. The minutes of the Board of Trustees of August or September, 1941, authorized the continuance of this transfer. I am requesting you to direct the Comptroller to transfer the funds now in the Parking Fund - \$416.21.

Very sincerely yours,
(Signed) T.T. Jones
Dean of Men.

* * * * *

12. Upon motion, duly made, seconded and carried, the Comptroller is directed to transfer \$416.21 of the Parking Fund to the Student Loan Fund.

* * * * *

N. Government Bonds of Alumni Association.

President Donovan read the following letter from the Comptroller:

July 15, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

I have received from the University of Kentucky Alumni Association two bonds, series G; #C2 755 935G--\$100.00, and #D 1 408 896G -- \$500.00. Both bonds were issued July, 1944. They have been placed in the hands of the Comptroller for safekeeping. I would appreciate it if the Board would authorize me to accept same and place in the lock box of the University.

Very truly yours,
(Signed) Frank D. Peterson
Comptroller.

* * * * *

13. Upon motion duly made, seconded and carried, the Comptroller is authorized to accept bonds belonging to the Alumni Association as listed above, and place same in the lock box of the University for safekeeping.

* * * * *

O. Establishment of a Department of Geography.

President Donovan made the following statement to the members of the Executive Committee:

DEPARTMENT OF GEOGRAPHY

During the three years I have been President of the University I have not recommended the establishment of any new departments. When I came to this position I decided that what was most needed was to increase the support of those departments that had already been created. During the past three years this has been done. For a number of years the advisability of establishing a Department of Geography at the University has been under consideration. The only thing that has held the recommendation in abeyance has been a lack of funds with which to finance another department.

The war has made everyone conscious of the need of a knowledge of geography. The Army and Navy have recognized that it is essential that the soldiers and sailors know a great deal about peoples of other lands, their habits and customs, climate, land masses, resources, and many other things that are essential information for a citizen of the world. This subject has been regarded as so important by those officials of the Army and Navy that prepared the curriculum for soldiers and sailors who have been sent to the colleges and universities for instruction that geography has been made a required subject. This field of knowledge has become an essential part of the liberal education of an educated citizen. Students majoring in the fields of history, political science, sociology, economics, geology, and other allied subjects need some knowledge of human and physical geography as a background for their preparation in their field of specialization.

Many of our great universities have for a number of years maintained departments of geography. The University of Wisconsin, Johns Hopkins, Clark University, University of Chicago and many other institutions of higher education have well established departments of geography.

The University of Kentucky can no longer afford to delay the establishment of a department of geography. Our financial situation justifies us in setting up a budget and employing one professor to begin instruction of students in this field of knowledge. I, therefore, recommend the establishment of a department of geography in the Arts and Sciences College and the adoption of a budget to provide for the same.

Professor and Head, 12 mo. basis	\$4200
Secretary, one-half time, 12 mo. basis.	600
Non-personal Services	100
Materials and Supplies	500
Capital outlay	100

* * * * *

14. Upon motion duly made, seconded and unanimously carried, the recommendation made by the President as to the establishment of a Department of Geography, and the appropriation of funds recommended for operation and maintenance of same be approved.

* * * * *

P. Appointment of Board Member of the Council on Higher Education.

President Donovan related that Dr. Lee Kirkpatrick, while a member of the Board of Trustees, had been a member of the Council on Public Higher Education, representing the Board of Trustees of the University of Kentucky. He further stated that Dr. Kirkpatrick's term as a member of the Board of Trustees had expired and that there now existed a vacancy on the Council on Higher Education; whereupon the Executive Committee took the following action:

* * * * *

15. Upon motion, duly made, seconded and unanimously carried, Mr. H. D. Palmore, member of the Board of Trustees, was appointed to membership on the Council on Higher Education.

* * * * *

Q. Gifts:

From Joseph E. Seagram & Sons, Inc.
From The James F. Lincoln Arc Welding Foundation.
From American Potash Institute, Inc.
From United Service Organizations, Inc.

President Donovan presented correspondence concerning various gifts which had been presented to the University of Kentucky during June and July.

JOSEPH E. SEAGRAM & SONS, INC.
Louisville, Kentucky

June 13, 1944

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

Dear Dr. Donovan:

We are enclosing a check for \$600 for the fellowship in Physical Metallurgy which we have established in the College of Engineering at the University of Kentucky.

This Fellowship has been awarded to Mr. W. K. Reynolds, and the check is to cover his expenses for the period beginning June 12, 1944.

Very truly yours,

JOSEPH E. SEAGRAM & SONS, INC.

(Signed) Paul Kolachov
Technical Counselor

- - - - -

July
Seven
1944

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

My dear President Donovan:

I am enclosing herewith a copy of the letter from The James F. Lincoln Arc Welding Foundation. You will note from the letter that they propose to give us the sum of \$100.00 for the purpose of starting a special library on welding.

I see no reason why we cannot comply with the conditions as outlined in the letter.

Please advise if it is satisfactory for me to write them a letter, offering to accept the gift.

Yours very truly,

(Signed) D. V. Terrell
Assistant Dean of Engineering

THE
JAMES F. LINCOLN
ARC WELDING FOUNDATION

Cleveland, Ohio, U.S.A.

June 29, 1944

Dean James H. Graham
UNIVERSITY OF KENTUCKY
Lexington, Kentucky

Dear Dean Graham:

In 1936 The James F. Lincoln Arc Welding Foundation was established for the purpose of encouraging and stimulating scientific interest in, and scientific study, research and education in respect of, the development of the arc welding industry through advance in the knowledge of design and practical application of the arc welding process. The Trustees of the Foundation have conducted several programs for the purpose of stimulating research and study of the entire welding industry.

At their meeting June 7, 1944, they took a further step authorizing the officers to donate to certain universities, colleges and technical schools, of which yours is one, \$100.00 for the purchase of a collection of books on welding.

We have been especially fortunate in having J. R. Stitt, Professor of Welding Engineering at The Ohio State University, Columbus, Ohio, prepare a list of suggested books for this collection. Upon acceptance of this offer, we will forward our check to the order of University of Kentucky for the purchase of such a library. The list of books with their publishers and prices by Professor Stitt is attached. From this list you can select and order books from the publishers to the amount of the gift.

The Foundation requests that the following conditions be observed with respect to this library:

(1) You will please provide a place where the books may be kept together as a unit, the same to be either in your main library, the departmental library, or in such place as the Dean may designate but generally available to engineering students -- the exact location to be selected by your Dean.

(2) The funds furnished are to be used for purchasing the books direct from the publisher from the suggested list mentioned above.

(3) The Foundation desires the privilege of adding to the library in the future, new books on welding or its application. They will be selected and recommended by Professor Stitt but probably will be purchased directly by the Foundation and sent directly to your welding library.

(4) The Foundation will furnish to you gratis, suitable Foundation bookplates giving the name of the donor. The welding library is to be known as "The James F. Lincoln Arc Welding Foundation Welding Library."

(5) The Foundation will make arrangements for the delivery to the librarian at its expense, of technical welding journals, such as, The Welding Journal of The American Welding Society, The Welding Engineer, and Industry and Welding, as they are currently published.

We trust the foregoing will be approved by you and upon your advice will forward check.

It is our sincere hope that the library will be of aid to your students.

Yours very truly,

THE JAMES F. LINCOLN ARC WELDING FOUNDATION

(Signed) A. F. Davis
Secretary.

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July 7, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

I am submitting herewith check for \$1000, annual contribution from the American Potash Institute, Incorporated, for potash and boron studies in the Experiment Station. This contribution is made in accordance with the agreement approved by the Board of Trustees last June.

Sincerely yours,

(Signed) Thomas Cooper
Dean and Director.

UNITED SERVICE ORGANIZATIONS, INC.

July 10, 1944

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

Dear Dr. Donovan:

Thank you very much for your letter of July 7! The Council of the USO was very happy to present the large USO flag to the University of Kentucky. We are pleased to know that you have placed the flag in the Student Union Building.

Dr. Donovan, wherever I travel in central and eastern Kentucky, I hear favorable comments about the good work that you are doing as president of the University of Kentucky.

Cordially yours,

(Signed) Edgar Richardson

Edgar Richardson
President, USO Council.

16. Upon motion duly made, seconded and unanimously carried, the gifts were authorized accepted, and the President was directed to write a letter of appreciation to each of the donors.

R. Amended Budget.

President Donovan stated to the Executive Committee that the University of Kentucky had received an increase in State Appropriation through the enactment of a State Budget at the Special Session of the Legislature, amounting to \$192,250.00. He stated that it had been his desire for some time to take the summer school financially into the University, and that an increase of 10% of the appropriation for Colleges would enable faculty members not now on twelve months salary to be placed on a twelve months basis. He stated that he had conferred with the Dean of each of the Colleges, and all academic personnel above the rank of instructor had been recommended for a twelve months salary unless the individual involved requested otherwise. He read the following statement from the Comptroller, summarizing adjusted totals for the entire budget and giving detailed

break-down of increased state appropriations.

President H. L. Donovan
University of Kentucky

Dear President Donovan:

I am transmitting herewith an amendment to the budget for 1944-45. To facilitate presentation to the Board of Trustees for their approval, summaries have been attached showing the adjusted totals for the entire budget. Advices of change approved subsequent to the original budget have been excluded from this amendment.

Increased revenue from the State amounts to \$192,250.00. This amount consists of the following:

Colleges	\$99,700.00
Experiment Station	10,300.00
Agricultural Extension	15,500.00
Extraordinary Appropriations	66,750.00
Total	<u>\$192,250.00</u>

Estimated income has been reduced by \$100,000.00 of the \$140,000.00 budgeted from prior year's revolving balances. Therefore, the net increase in estimated income is \$92,250.00.

Departmental appropriations have been adjusted in accordance with the requests of the various deans and administrative officers. Summarized, the increases are as follows:

Colleges	
Equipment Appropriations	\$44,750.00
Salary Adjustments	10,895.00
Materials and Supplies	2,000.00
Addition to Social Work Budget	2,760.00
Agricultural Experiment Station and Extension	<u>25,800.00</u>
	\$86,205.00

The computation of the adjusted budget balance is as follows:

<u>Estimated Income (Original)</u>	\$2,968,359.36	
Less- <u>Revolving Balance</u>	<u>100,000.00</u>	
	\$2,868,359.36	
Plus-Increased State Revenue	<u>192,250.00</u>	
Adjusted Total		\$3,060,609.36
<u>Departmental Appropriations</u> (Original)	\$2,952,081.49	
Plus	<u>86,205.00</u>	
Adjusted Total		<u>3,038,286.49</u>
Unappropriated Balance		<u>\$ 22,322.87</u>

No changes were contemplated in Restricted (Trust) Funds.

Respectfully submitted,

(Signed) Frank D. Peterson
Comptroller.

The budget was examined by members of the Executive Committee, a copy having been made available to each, and various items of the budget amendments were explained by the President and the Comptroller, after which the Executive Committee took the following action:

* * * * *

17. It was moved, seconded and carried that the amendment to the budget as submitted for the year 1944-45 be accepted and made a part of the budget for the year 1944-45, as approved June 2, 1944, and that inclusion of the name of any person in the amended budget to the budget shall not be considered as a contract of employment, and the Board of Trustees or the Executive Committee will be authorized to make such changes in the original budget or the amended budget to the budget as may from time to time be deemed necessary or advisable. The Haggin-Keeneland budget was approved as relating to income and appropriations for administrative and instructional expenses. A copy of each budget was ordered filed with the Secretary of the Board. The Comptroller is authorized to borrow from one fund and repay that fund when funds are available.

* * * * *

S. Recess.

The Executive Committee recessed at 12:15 p.m. for lunch in the Student Union Cafeteria, and again took up the business of the agenda at 1:30 p.m.

T. Comptroller's Report.

The Comptroller read a prepared analysis of the year's operations and then took up the report page by page and went through the report with members of the Executive Committee, after which the Executive Committee took the following action:

* * * * *

18. Upon motion duly made, seconded and carried, the report of the Comptroller is authorized received, accepted and filed.

* * * * *

U! Authorized Payment of Joseph R. Giannini Bill.

President Donovan asked the Comptroller to read the following letter:

July 20, 1944

Dr. H. L. Donovan
President
University of Kentucky

Dear President Donovan:

You will recall that by authority of the Board of Trustees, the University of Kentucky, through the Division of Purchases, Frankfort, Kentucky, entered into a contract with Joseph R. Gianinni for the construction of a Coal Research Laboratory in the sum of \$18,000. Contract No. 2358 was issued during the year 1942-43. The building was primarily constructed during the past year. Various changes in the specifications were made, some of which were due to the requests of the architect, and some of which were due to wartime changes or shortages of construction material. The Laboratory was completed at a cost of \$18,902.85. The total payment of \$18,803.10 has been made to Mr. Gianinni against invoices submitted and approved.

There was one item, however, of \$99.75 which was caused by an additional charge for oak roof trusses, rather than long leaf yellow pine roof trusses, originally planned. This change was approved by the architect and supervising engineer, and Advice of Change was requested of the Division of Purchases at Frankfort. The Advice of Change was issued, but later cancelled by the Division of Accounts and Control without the knowledge of the University. When this cancellation was discovered, all funds of the capital outlay appropriation available for this building had been spent or encumbered for other purposes.

We still owe Mr. Gianinni \$99.75. If it is legal, the Executive Committee might authorize the Comptroller to pay this sum from funds available in one of the restricted accounts.

Respectfully submitted,

(Signed) Frank D. Peterson
Frank D. Peterson, Secretary

It was explained to the Executive Committee that this item could not be paid from State Appropriations since the authorities in Frankfort had declined to approve the payment of the obligation, incurred in a prior year. The Executive Committee took the following action:

* * * * *

19. Upon motion duly made, seconded and carried, the Comptroller is directed to pay Mr. Joseph R. Giannini, on construction contract for the Coal Research Laboratory the sum of \$99.75 from the College Collection Fund.

* * * * *

V. Petition for Eight Hour Day.

President Donovan submitted a petition from a few employees of the Department of Maintenance and Operations requesting an eight-hour day, 44-hour week, instead of a nine-hour day, 50-hour week. The Executive Committee discussed the petition at length and expressed the opinion that they were without authority to grant the request, since to do so would, in effect, increase the salaries of the people involved, which might be in violation of the regulations of the War Production Board. They also stated that it was the primary purpose of a nine-hour day to enable employees to have Saturday afternoons off from work.

The request of the petitioners was denied.

W. Room Rates, Men's Dormitories.

President Donovan read a letter from the Comptroller, which had been concurred in by Dean T. T. Jones and Dean Leo M. Chamberlain.

July 20, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

In connection with the new set-up for the Men's Dormitories, Dean T. T. Jones, Dean Chamberlain and I have discussed the question of charges for rooms. The rates at present are:

Suites	\$33.00 per boy per quarter
Doubles	\$25.00 and \$26.00 per boy per quarter
Singles	\$27.66 per boy per quarter

We recommend that an adjustment be made in the charges for rooms, and suggest the following rates:

Suites	\$38.00 per boy per quarter
Doubles	\$30.00 per boy per quarter
Singles	\$32.00 per boy per quarter.

The raises are approximately 15% of the old rates.

It is further suggested that a deposit be made with the reservation of a room by each student, and that this amount be raised from five dollars to ten dollars per student. This is the same amount that is now being charged for room deposits in the Girls' Dormitories.

The question of when the increased rates would become effective is not recommended. The catalogue stipulates that rooms in the Men's Dormitories may be had at a cost ranging from twenty-five to thirty-three dollars. An increase in the rates at this time would be affecting the published price to a certain extent. I am personally of the opinion that the raise should become effective at the beginning of a school year. We stated in the catalogue, or were supposed to state, that room and board charges were subject to change by the Board to meet rising costs due to the present emergency.

The recommendation for an increase in the rates charged for rooms in the Men's Dormitories is made for two reasons:

1. Increased service and supervision that will be made available at the beginning of the Fall quarter.
2. The old rates are not sufficient to make the Dormitory self-supporting.

This report is being made subject to whatever decision you and the Board of Trustees may make as to the effective date of any increase that may be deemed feasible.

Sincerely yours,

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

After some discussion, the Executive Committee took the following action:

* * * * *

20. Upon motion duly made, seconded and unanimously carried, the increased room rents as recommended are approved, effective at the beginning of the summer quarter, 1945, and a \$10.00 deposit shall be required of anyone reserving a room in any of the dormitories used for boys, effective for the fall quarter, 1944.

* * * * *

X. Use of Petty Cash Fund in Handling of Bi-Monthly Payroll.

The Comptroller read the following form letter received from the Deputy Commissioner of Finance:

PETTY CASH

In regard to petty cash funds, your attention is called to Section 45.280, Ky. Revised Statutes, providing that these funds are for the purpose of making disbursements which require prompt cash outlay. This law relates only to the manner of payment and, in no way, contradicts the provisions of Section 42.110-42.120 relating to personnel, or Section 42.060 relating to purchasing.

Under Section 42.060, all supplies, materials, and equipment, except library books and scientific equipment, shall be purchased by the Purchasing Division, or under its regulation.

In Section 42.120, the law is clear as to the function of the Personnel Division. All employees except specific exemptions, that are employed for more than three or four months should comply with the provisions of that Section.

The petty cash fund should not be used, in any case, in such a way as to violate, or render ineffective, the laws relating to personnel and to purchasing. Continued use of the petty cash fund in such a manner can not be approved and will necessitate the reduction of the fund authorized. In other words, it will be necessary to reduce the petty cash fund to the extent so used so that the amount of the fund authorized will not be in excess of legitimate requirements.

Your cooperation is earnestly solicited.

Respectfully,

(Signed) Warren M. Van Hoose
Deputy Commissioner of Finance

The Executive Committee requested Mr. J.C. Everett, President Donovan and Comptroller Peterson to go to Frankfort as a committee, in an effort to work out the necessary details.

Y. 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

William A. Muller, instructor in the Department of Zoology (10 months basis), effective September 1, 1944. Mr. Muller is appointed on a temporary basis to take the place of Dr. D.R. Lincicome, who is on military leave.

Mrs. Willie Prater Mills, appointment continued through July and August, in the Department of Music.

Mrs. Ida Dean, appointment as part-time library assistant continued for the month of June.

William T. Gormley, graduate assistant in Chemistry, for the month of July, 1944.

Jane Belwood Wigginton, student assistant in the Department of Sociology, effective September 1, 1944, through June, 1945.

Elizabeth Noble, student assistant in the Department of Sociology, effective September 1, 1944, through June, 1945.

Betty Gable, junior technician in the Department of Bacteriology, for the twelve months beginning July 1, 1944.

William M. Arnold, graduate assistant in the Department of Bacteriology, for the twelve months beginning July 1, 1944.

Christine Lancaster, secretary in the Department of Political Science, reappointed for 1944-45, effective July 1.

F.A. Rice, graduate assistant in the Department of Physics, reappointed for the year 1944-45, effective July 1, 1944, for July and August.

Mary Dale Sproul, student assistant in the Department of Sociology for the winter and spring quarters, effective with the beginning of the winter quarter, January 2, 1945.

Marjory McCabe, student assistant in the Department of Sociology, for the fall quarter, effective September 1, 1944.

Alberta Adams, student assistant in Bacteriology, twelve months basis, effective July 1, 1944.

Salary Adjustments

W. S. Webb, Professor and Head of the Department of Physics, adjustment in salary.

Mary Dale Sproul, student assistant in Sociology, continued for the month of June, with adjustment in salary.

Mrs. Lela Cullis, instructor, Department of Music, placed on part-time, with adjustment in salary.

Leaves of Absence

J. E. Reeves, Political Science, /extension of leave until September 1, 1944.

H. B. Holmes, Assistant Professor of Romance Languages, leave of absence for academic year 1944-45, effective September 1, 1944. Dr. Holmes desires to do research work.

Amry Vandebosh, Professor and Head of the Department of Political Science, leave extended until January 1, 1945.

Resignations

Margaret Hartman, student assistant, Art Library, effective June 1, 1944.

Charles K. Jones, student assistant in Art, effective June 1, 1944.

College of Agriculture and Home Economics

Appointments

Louis L. Duncan, Jr., assistant county agent (negro) in Christian-Todd Counties, effective June 14, 1944, to June 30, 1944.

Paul M. Pinney (temporary), assistant in Farm Management Studies in the Department of Farm Economics, effective July 1, 1944.

Paul D. Bailey, assistant in Agronomy, Department of Agronomy, effective July 1, 1944.

Herbert Patton, assistant veterinarian, in the Department of Animal Pathology, on a temporary basis, effective July 10, 1944.

List of County Agricultural Agents

Anderson, Shirley W.,	Jefferson County
Bach, John	Whitley County
Bell, Clarence S.	Anderson County
Berge, Harry A.	Owen County
Blue, John W., III	Barren County
Bohanan, Samuel C.	Ballard County
Brabant, Kenneth	Breckinridge County
Brabant, Stuart	Todd County
Brame, Forrest S.	Rowan County
Brown, John C.	Boyle County
Bryan, Charles V.	Taylor County
Burdine, Howard W.	Johnson County
Cochran, John T.	Gallatin County
Coleman, James V.	Muhlenberg County
Collins, William B.	Mason County
Colson, Clay A.	Estill County
Cook, Sherman M.	Leslie County
Coots, Woodrow	Simpson County
Craigmyle, Beach	Oldham County
Culton, Eugene, Jr.	Clark County
Day, Carl B.	Lawrence County
Dixon, Charlie	Clay County
Ellis, Justus L.	Monroe County
Elston, Charles B.	Nelson County
Ewing, John H., Jr.	Green County
Faulkner, Robert T.	Grayson County
Feltner, John C.	Breathitt County
Ford, Robert H.	Union County
Forkner, Holly R.	Boone County
Foy, Samuel V.	Calloway County
Gabbard, Charles E.	Wolfe County
Goebel, Nevin L.	Spencer County
Goff, Charles L.	Hancock County
Graham, John F.	Caldwell County
Griffin, Marshall C.	McCreary County
Grimwood, Phillip G.	Laurel County
Hafer, Fred C.	Meade County
Hager, Stanley	Edmonson County
Hayes, Henry J.	Wayne County
Heath, Robert M.	Franklin County
Henson, Hollis	Powell County
Holland, John W.	Shelby County
Hoover, Wilson R.	Graves County
Hopper, Ray C.	Warren County
Horning, Jess O.	Barren County

Howard, James S.	Casey County
Howell, William B.	Henry County
Hume, Robert C.	Grant County
Hurst, Hugh	Letcher County
Hurt, Joe	McCracken County
Irvine, John W.	Greenup County
Isbell, Samuel L.	Floyd County
Jackson, Homer R.	Henderson County
Johnson, Raymond O.	Garrard County
Jones, Thomas H.	Lee County
Karnes, Gilbert H.	Marion County
Kent, Samuel B.	Butler County
King, Prichard	Magoffin County
King, Roscoe H.	Carter County
Long, Henry S.	Scott County
McClure, John E.	Daviess County
McDaniel, Floyd	Montgomery County
McDowell, Glen D.	Pike County
Meade, Arnold J.	Martin County
Michael, J. William	Knott County
Miller, J. Homer	Fulton County
Miller, J. Lester	Madison County
Moore, James F.	Knox County
Morgan, Thomas W.	Hart County
Newman, William	Metcalf County
Northington, Leroy W.	McLean County
Nute, Raymond E.	Lewis County
Park, Curtis F.	Mercer County
Parker, J.E., Jr.	Fayette County
Perkinson, Ova D.	Menifee County
Pidcock, Justice L.	Pulaski County
Pope, Henry H., Jr.	Bell County
Porter, Samuel A.	Campbell County
Quisenberry, Henry A. (Assoc.)	Jefferson County
Rankin, Robert B.	Adair County
Redd, Obie B.	Lincoln County
Reynolds, Walker R.	Jackson County
Rice, Edgar	Elliott County
Ridley, Raymond D.	Ohio County
Rothwell, Herman E.	Marshall County
Routt, Grover C.	Jessamine County
Rudolph, Robert L.	Livingston County
Russell, Evan R.	Perry County
Salisbury, Durward E.	Clinton County
Sandefur, Richard M.	Bullitt County

Satterwhite, Frank L.	Woodford County
Scott, William Dale	Bracken County
Shelby, Oakley M.	Crittenden County
Spence, Robert F.	Rockcastle County
Stephens, James I.	Fleming County
Straw, William T.	Nicholas County
Talbert, William D.	Christian County
Thaxton, Andrew J.	Hardin County
Thompson, Herbert H.	Boyd County
Thompson, Joe R.	Bath County
Thompson, Warren C.	Hickman County
Tolbert, James D.	Trimble County
Trosper, R. V.	Russell County
Venable, Keith S.	Trigg County
Walker, Fletcher C.	Cumberland County
Warren, Aubrey M.	Lyon County
Watlington, John R.	Logan County
Watlington, Philip R.	Bourbon County
Watts, Clyde	Carroll County
Watts, John B.	Carlisle County
Wheeler, Jewell A.	Webster County
White, Robert W.	Pendleton County
Whittenburg, Harry W.	Hopkins County
Wicklund, Carl A.	Kenton County
Wigginton, Robert	Harrison County
Williams, Arthur A.	Robertson County
Williams, Gray H.	Harlan County
Williams, H. Maurice	Owsley County
Williams, J. B.	Allen County
Williams, Leonard B., Jr.	Larue-Washington-Mercer Counties
Wrather, Yandal	Morgan County
Young, Troll	Washington County

Assistant County Agents

Blair, Hewel	Warren County
Davenport, James W.	Hopkins County
Gardner, Warren H.	Nelson County
Lay, Carl H.	Christian County
Trimble, Vensil A. (Acting)	Lee County
Wallace, Free W.	Hart County
Bondurant, C.O. (Assoc.)	Calloway County
Hurley, George H.	Graves County
Kelley, Keith	Calloway County
Mabry, R. A.	McCracken County
Mason, Edgar L.	Marshall County
Netherland, Wm. E.	Trigg-Lyon Counties
Pirtle, Thomas L.	Livingston County

Colored County Agents

Brown, Bennett K.	Logan-Simpson Counties
Duncan, Louis L., Jr.	Christian-Todd Counties

Finch, John H.
Laine, Henry

Warren-Barren Counties

Home Demonstration Agents

Amburgey, Frances	Floyd County
Barlow, Miss Christine	Graves County
Binkley, Myrtle	Barren County
Bowles, Virginia	Jessamine County
Burnette, Laverne	Hopkins County
Byerly, Zelma	Kenton County
Campbell, Mrs. Sara T.	Madison County
Click, Nell Jones	Greenup County
Colley, Sunshine	Casey County
Collins, Mary Elizabeth	Fayette County
Cook, Dorothy J.	Lincoln County
Creech, Wilma	Laurel County
Davie, Mrs. Susan W.	Ballard County
Donnell, Elizabeth	Anderson County
Elswick, Mrs. Lucille S.	Perry County
Foree, Mrs. Bina B.	Henry County
Gee, Genevieve	S. Madison-Rockcastle Counties
Gentry, Dorothy	Hardin County
Gillaspie, Mary Hood	Boone County
Gillett, Leone	Henderson County
Grubbs, Mrs. Jennie C.	Boyle County
Gulley, Margaret	Scott County
Harralson, Mrs. Ruth S.	Jefferson County
Harory, Mrs. Dorothy H.	Union County
Hembree, Miss Lilah	Oldham County
Henning, Miss Alda	McCracken County
Johnson, Mrs. Fern R.	Breathitt County
Keaton, Alice Glenn	Bourbon County
Kelley, Mrs. Miriam J.	Warren County
Littrell, Mrs. Launa V.	Mason County
Lovelady, Miss Venice	Daviess County
Lytle, Pricilla	Grayson County
Meador, Mary E.	Todd County
Meredith, Thelma	Pike County
Minick, Mrs. Frances	Clark County
Morgerson, Frances	Nelson County
Morris, Mrs. Mary O.	Webster County
Murray, Mary Ellen	Christian County
Nall, Mrs. Mildred R.	McLean County
Nunnelley, Louise	Ohio County
Pennington, Heloise	Campbell County
Perkins, Mrs. Roxie C.	Harlan County
Pfrangle, Mrs. Mamie H.	Mercer County
Price, Vandilla	Bell County
Ray, Augusta	Hickman County
Rogers, Mrs. Mary Belle M.	Letcher County
Rowland, Rachel	Calloway County
Russell, Katherine	Carroll County
Sanderson, Roberta	Muhlenberg County
Scrugham, Nancy	Caldwell County
Sebree, Kathryn	Fleming County

Sharp, Mrs. Lois Husebo	Boyd County
Smither, Dorothy	Shelby County
Snider, Mrs. Pearl Steele	Simpson County
Soper, Mrs. Frances Poe	Franklin County
Stutzenberger, Margaret	Taylor County
Sullivan, Margaret	Logan County
Thompson, Mrs. Catherine C.	Fulton County
Van Arsdall, Margaret	Woodford County
Whittinghill, Eleanor	Trigg County
Williams, Marguerite	Garrard County
Word, Elizabeth	Hart County

Colored Agents

Davis, Rachel	Christian County
Peyton, Gladys Shields	Fulton-Hickman Counties

Assistant Agents

McNutt, Mary Angie	Ballard County
Clark, Edmonia Ella	Pike County

Salary Adjustments

Helen Elizabeth Hayes, clerk-stenographer on temporary basis, placed on full-time basis, with adjustment in salary, effective July 1, 1944.

Sophia C. Campbell, clerk in the Department of Farm Economics, made ~~secretary~~ in the same department, with adjustment in salary, effective July 1, 1944.

Isaac Jeter, farm laborer in Department of Horticulture, under provisions of the Board of Trustees for change of occupation at age of 70, adjustment in salary, effective July 1, 1944.

Leave of Absence

Ernest J. Nesius, Assistant in Farm Management, Department of Farm Economics, granted military leave, in accordance with the ruling of the Board of Trustees, October 16, 1942.

Death

George Lee, janitor, Experiment Station, died June 8, 1944.

Resignations

George D. Noble, assistant county agent at Russellville, Ky., effective June 30, 1944. Mr. Noble is resigning to enter the Navy.

L. F. Bailey, assistant chemist, effective July 24, 1944. Dr. Bailey has accepted a position with the Tennessee Valley Authority.

Jean S. Beiter, instructor in Home Economics, effective July 5, 1944.

Robert Taylor, clerk in the Department of Feed and Fertilizer Control, effective July 10, 1944.

College of Engineering

Reappointments

William S. Carley, instructor in Electrical Engineering on a temporary basis (ASTP), effective July 1, 1944.

Glenn W. Sellers, instructor in Electrical Engineering on a temporary basis (ASTP), effective July 1, 1944.

E. Everett Elsey, instructor in Electrical Engineering on a temporary basis (ASTP), effective July 1, 1944.

Salary Adjustments

E. A. Bureau, Head of the Department of Electrical Engineering, adjustment in salary, effective July 1, 1944.

C. S. Crouse, Head of the Department of Mining and Metallurgical Engineering, effective July 1, 1944, adjustment in salary.

Perry West, Head of the Department of Mechanical Engineering, adjustment in salary, effective July 1, 1944.

Fritz Mangelson, shop supervisor, Aeronautical Research Laboratory, adjustment in salary.

Robert Witt, Jr., adjustment in salary, effective July 1, 1944.

Change of Status.

A. J. Meyer, professor of Aeronautical and Mechanical Engineering, made director of the Aeronautical Research Laboratory.

College of LawAppointments

Rosanna Blake, student librarian, for the first summer term.

A. E. Funk, Jr., assistant student librarian, for the first summer term.

Salary Adjustment

Dorothy Salmon, secretary, adjustment in salary, effective July 1, 1944.

College of EducationAppointments

Floy Mullinaux, student assistant in the University School Office for a period of six weeks, effective June 12, 1944.

Helen Jane Truby, assistant secretary in the dean's office for two and a half months, effective June 15, 1944.

D. J. Carty, visiting instructor for two and one-half weeks, effective June 12-28, 1944.

Mrs. Anna Bruce Boone, fourth grade critic teacher, effective September 1, 1944. Mrs. Boone will fill the vacancy left by the resignation of Mrs. Rhea Beard Henson. This position was filled temporarily by Mrs. Lois Trimble.

Mrs. Bernice Naylor Calloway, first grade critic teacher, effective September 1, 1944. Mrs. Calloway will fill the vacancy left by the resignation of Miss Nell Walton.

Mrs. Esther N. Adams, seventh grade critic teacher, effective September 1, 1944. Mrs. Adams will take the place left vacant by the transfer of Miss Helen Belser to the fifth grade. Mrs. Adams' appointment for one year is requested under the emergency regulations passed by the Board of Trustees allowing the wives of faculty members to accept temporary appointment.

Resignations

Miss Nell Walton, critic teacher, first grade, effective July 1, 1944.

Miss Jeannette Molloy, critic teacher, fourth grade, effective July 1, 1944.

Vera W. Gillespie, secretary, effective July 1, 1944.

Mrs. Lois Trimble, critic teacher, fifth grade, effective July 1, 1944.

Miss Jean Elliott, home economics instructor, effective July 1, 1944.

Mr. Jim Beasley, physical education instructor, effective July 1, 1944.

Appointments - On a temporary basis

Carl Stinson, visiting instructor, in cannery workshop, effective June 12-24, 1944.

Mary Belle Vaughan, visiting instructor, in home economics education workshop, effective June 19 to July 1, 1944.

Belle Pollard, visiting instructor in the Department of Home Economics Education, effective June 19-July 1, 1944.

Elmo Head, visiting instructor in the Department of Home Economics Education, effective June 19-July 1, 1944.

A. O. Duncan, visiting instructor in the Department of Home Economics Education, effective June 19 to July 1, 1944. One-half of Mr. Duncan's salary is to be paid by the Division of Vocational Education at Frankfort.

Mary Lois Williamson, visiting instructor in the home economics workshop, effective June 19-July 1, 1944.

Fred Whitehead, critic teacher in chemistry, for the first summer term.

Sallie Adams Robinson, critic teacher in languages, for the first summer term.

Mary Ransdall, critic teacher in history, for the first summer term.

Esther N. Adams, critic teacher in English, for the first summer term.

D. Y. Dunn, visiting instructor in class in Supervision of Instruction, effective June 12-July 19, 1944.

Henry Grehan, general science and economics (critic teacher) for the first term of summer quarter.

Margaret Hicks, critic teacher, first, second and third grades for the first summer term.

Amanda Holladay, critic teacher in mathematics, for the first summer term.

Visiting Instructor in cannery workshop, effective June 12-24 1944.

Mary Owsley, librarian in University School, for the first summer term.

Mary Lou Reese, secretary, during the absence of Barbara Shipp, who is on sick leave. Mrs. Reese's appointment is effective July 10 to September 10, 1944.

Leaves of Absence

Dr. Maurice F. Seay, Director, Bureau of School Service, leave for one month without pay, effective June 1, 1944. Dr. Seay is being given leave in order to work on a survey of the Alabama School System.

Barbara Shipp, secretary, sick leave without pay from July 10 to September 10, 1944.

Mary West, critic teacher in languages, for the summer quarter.

Estelle Adams, critic teacher in the second grade, for the summer quarter.

Louise Galloway, librarian in the University School, for the summer quarter. Miss Galloway is doing graduate work at Columbia University.

College of Commerce

Claudine Mullinaux, secretary in the Bureau of Business Research, effective June 16, 1944.

Amanda Carolyn Miller, secretarial assistant, effective June 15, 1944.

Jeanne C. Dowry, part-time instructor in secretarial work, for the second summer term, effective June 12, 1944.

Goldie M. Wilson, part-time instructor in secretarial practice, for the first summer term, effective June 12, 1944.

Fred Dial, part-time instructor in secretarial work, for the first summer term, effective June 12, 1944.

Parker Liles, part-time instructor in secretarial work for the first summer term, effective June 12, 1944.

Dr. Ruth E. Thomas, Assistant Professor of Commerce, for the two summer terms, effective June 12, 1944. Dr. Thomas teaches secretarial subjects.

Margaret B. Humphreys, part-time instructor in secretarial work, for the second summer term, effective June 12, 1944.

Freda Witherow, research assistant in the Bureau of Business Research, effective September 1, 1944.

Lucia E. Peterson, research assistant in the Bureau of Business Research, effective September 1, 1944.

Vera Briscoe, research assistant in the Bureau of Business Research for 12 months, effective July 1, 1944.

Salary Adjustments

Parker Liles, part-time instructor for the first summer term, adjustment in salary, effective June 12, 1944.

Ruth E. Thomas, assistant professor of Commerce, adjustment in salary for the two summer terms, effective June 12, 1944.

Resignation

Mrs. Claire C. Herndon, secretary, effective June 15, 1944.

Graduate School

Fellowships, 1944-45.

	<u>Major</u>	<u>Home Address</u>
Katherine Palmer Daugherty	Education	Morehead
Margaret Cohen Montondo	Psychology	Lexington
Virginia Elizabeth Wesley	Education	Lexington
William Earl Buckler	Ancient Languages	Loretta
Angelina Maria Fabrizio	Bacteriology	Erie, Pa.
Loretta Christine Ellias	Bacteriology	Jacksonville, Fla.
Anna Lea Schoulties	Chemistry	Cold Spring
Mary Ann Macke	Mathematics	Newport
Harold Barnes Kuhn	Philosophy	Cambridge, Mass.
Marjorie Fingerhood Pfeffer	Psychology	Lexington
William W. Hummel	Economics	Jeffersontown
Jacqueline Page Bull	History	Lexington
<u>Scholarships, 1944-45</u>		
Betsy Worth Estes	Psychology	Lexington
Dewey Moore	Physics	Fallsburg
Bruce Kennelly	Chemistry	Covington

Department of University Extension

Salary Adjustment

Frances Smith, secretary, adjustment in salary, effective July 1, 1944.

Library

Appointments

Austell Beaton, order clerk, full time, beginning August 1, 1944, and part-time for July.

Juanita Warren, secretary, half time, on twelve months' basis, effective June 15, 1944.

Leave of Absence

Mrs. Daisy Taylor Croft, circulation librarian, leave without pay for July and August, 1944.

Office of the Dean of Men

Appointment

Mrs. T. W. Sweatt, housemother, effective July 1. Mrs. Sweatt is needed for July and August, as well as the rest of the year.

Men's Residence Halls

Appointments

Some months ago you authorized me to require all freshman boys entering the University to live in the Men's Dormitories, except those who commuted or those who might live with relatives. With a view to having the dormitories administered effectively, I have made a careful study of members of our staff with the view of choosing one who can render distinguished service in the position as Director of the Men's Halls. Dean Chamberlain, Dean Jones and I have decided that Professor William Smith Ward and Mrs. Ward are the couple that we wish to have reside in the dormitories and have charge of them. Dr. Ward is to have general supervision of the dormitories and is to carry his teaching load as usual. Mrs. Ward is to serve as housemother and hostess. I am recommending the appointment of Mrs. Ward as hostess at a salary of \$720 a year. Mr. and Mrs. Ward are to reside in the hall and receive their rent free for the service they are giving.

Women's Residence Halls

Appointments

Mrs. Gertrude M. Zemp, manager, effective June 15, 1944.

Mrs. Ballard Luxon, house director, for the month of July, 1944.

Mrs. C.V. Morgan, house director, for the month of July, 1944.

Mildred S. Turner (Mrs. W.B.), head resident, Patterson Hall, effective September 1, 1944, instead of August 1 as first planned.

Marguerite Arnold, acting director for the summer quarter.

Helen Crews, registered nurse, for the months of July and August.

Leave of Absence

Louise Harned Lund, assistant manager, for the months of July and August, without pay. Mrs. Lund was lent to the University Cafeteria for the period of her leave from the Women's Residence Halls, and will be paid by the Cafeteria.

Resignation

Mrs. Mary Hawkins, house director, effective June 15, 1944.

Office of the Dean of Women

Salary Adjustment

Anita Gardner, assistant to the Dean of Women, adjustment in salary, effective July 1, 1944.

University Health Service

Resignation

Mrs. W. B. Turner, clerk, effective July 15, 1944. Mrs. Turner is accepting a position at Patterson Hall.

University Commons

Resignation

Jane B. Hayes, assistant manager, effective July 20, 1944.

Personnel Office

Salary Adjustment

Mary Elizabeth Doyle, secretary, salary adjustment, effective July 1, 1944.

Alumni Association

Appointment

Jeannette Graves, secretary. Miss Graves' appointment is to fill the vacancy existing during the absence of Mrs. Rix, who is on leave. Her appointment is effective August 1, 1944.

Resignation

Lucille Smoot, on temporary appointment during the absence of Mrs. Rix, effective August 1, 1944. Miss Smoot expects to resume teaching.

* * * * *

21. 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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Z. Adjournment.

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22. Upon motion, duly made, seconded and carried, the Executive Committee adjourned at 2:30 p.m.

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