

Minutes of the Regular Meeting of the Board of Trustees, University of Kentucky, April 1, 1941.

The regular April meeting of the Board of Trustees, University of Kentucky, was held in the President's Office, Tuesday, April 1, 1941, 9:30 a.m. The members of the Board present were Governor Keen Johnson; Judge Richard C. Stoll; Mrs. Paul G. Blazer, Harper Gatton; H. S. Cleveland; Louis Hillenmeyer; Lee Kirkpatrick; Robert P. Hobson; Judge John Cooper; W. H. May; J.W. Brooker; Robert Tway and Judge Harry W. Walters. President Cooper and Secretary D. H. Peak were present.

Governor Johnson announced the appointment of Judge Harry W. Walters of Shelbyville to fill the vacancy caused by the resignation of John Newcomb whose term expired January, 1940; and the appointment of Mr. Robert Tway, of Louisville, to fill the vacancy caused by the resignation of D. D. Stewart, whose term expires January 1942. The new members are appointed from the Board of Agriculture. He then gave to the appointees their commissions and introduced them to the Board members.

1. Approval of Minutes. The minutes of the Board of Trustees of December 10, 1940, and the minutes of the meetings of the Executive Committee of January 17, 1941, February 21, 1941, and March 21, 1941, were approved as published.

2. Financial Report.

The Business Agent submitted following report:

Owing to the early date of this meeting, I am unable to make the usual financial statement for the preceding month. However, there has been little change in the financial situation and our expenditures are running consistently with the original budget appropriations. Collections of fees do not indicate that there will be any change in the estimate I heretofore made of a reduction in the budgeted income of \$13,000. I think on the whole that, if we keep expenditures within the budget, we will be able to live within the reduced income.

3. President's Quarterly Report.

President Cooper presented and read the quarterly report of the President on the state of the University. On motion, seconded and carried, the report was received and ordered published in the minutes. It is copied as follows:

QUARTERLY REPORT OF THE PRESIDENT

April 1, 1941

Since the meeting of the Board of Trustees in December, rapid changes have taken place in the nation, and these changes are reflected in many ways here at the University of Kentucky. A program such as the nation has undertaken brings many problems to a university, its staff and student body. The importance, as well as the necessity of maintaining a full educational program, despite the demands for services and time, is paramount if standards are to be upheld. With increased industrial activity there arises an opportunity for staff members to obtain positions which pay higher salaries than those they receive at an educational institution, and the institution also feels the effects of calls on its staff by the National Guard and Reserve Officers Training Corps.

I wish to comment to the Board on the fine attitude of the student body. I believe we may well be proud of the manner in which they have conducted themselves. They have maintained a wholesome outlook toward their duties as citizens. On the whole, they have approached their work in the ROTC, as well as the Civil Pilot Training Program, in such a way as to prepare themselves for military service in the best way possible.

The appeal of higher wages which many could secure in industry has affected the enrollment, and I anticipate that in the future more students may be inclined to take advantage of positions that are offered. However, it seems apparent that men and women who are capable of carrying college work to advantage would be in the best position to meet future demands and responsibilities, whether in defense activities or in civil life, if they continued their University work.

Civil Pilot Training Program

The members of the Board will recall that this matter has been brought to their attention a number of times, and now I am able to report that arrangements were completed for flying training the first of March. Instruction was started March 3 under the provisions of the contract received from the Civil Aeronautics Administration. The contract provides for the training of ten students as pilots, and each student participating is to pay a course fee of \$10. He must also purchase insurance coverage against accidents, and take the Civil Aeronautics flight physical examination. These provisions were noted by the Board, I am sure, in the minutes of March 21, where the contract appears in full.

There were 75 applicants, including four girls. Nine men and one girl were selected, with two men alternates. The ground instruction required under the contract calls for 72 hours of classroom instruction: 24 hours each, in Meteorology, Navigation and Civil Air Regulations. It is expected that the course will be completed before June 30.

Defense Activities of Women Students

The young women of the University are engaged in defense activities. They have a Bundles for Britain committee, and are working hard and enthusiastically on their project. There is a large group of girls knitting for the Red Cross, a first aid class, and a radio and code class. Their program is essentially the same as that of Russell Sage College, which is said to be a model program.

The Defense Council

A council has been set up to which are referred many matters dealing with participation in the Defense Program.

Enrollment

The total enrollment for the second semester is 3505, as compared to 3601 for the second semester of last year. This represents a decrease of approximately 2.7 per cent. While I do not have the figures from other institutions, it is my opinion, and that of the Registrar, that this decrease is probably representative of what is happening over the country.

A further analysis shows that the number of men enrolled this semester is 4.4 per cent smaller than the number for the second semester of last year. The number of women, on the other hand, is very slightly larger. The Graduate School, the College of Agriculture, and the College of Engineering, have had small increases over the second semester of last year. The Colleges of Arts and Sciences, Law, and Commerce have decreased, while the College of Education is approximately the same. When the figures are analyzed by classes, we find that there have been slight increases in the Graduate School and the junior class. The heaviest decrease is found in the sophomore class.

The enrollment for this semester is 6.4 per cent less than it was for the first semester. Last year the second semester enrollment was 5.4 per cent smaller than the first semester.

While it is somewhat difficult to draw definite conclusions from these figures, it appears probable that our losses have been for the most part occasioned by the defense program. The decrease in the number of men indicates this, and the fact that the sophomore enrollment suffered the largest decrease of any class, suggests that a good many boys who may not have been doing particularly satisfactory work have found it advisable to enter military service, or seek employment.

The Summer Session

Summer Session plans have been completed and every effort has been made to provide an educational program that will be useful and appeal to students. As has been pointed out heretofore, the enrollment during the summer will probably be affected by the graduate work being offered by the four State Teachers Colleges.

There are also governmental activities, as well as openings in industry that will prevent some persons from taking work in the Summer Session.

Sponsorship of WPA Projects

The University of Kentucky, through its sponsorship of WPA projects, has provided for many activities that otherwise could not have had these benefits. As an example, I refer to the recent report on WPA Recreation Program for Kentucky, sponsored by the University of Kentucky. In this project, the University does not supply actual funds, but does furnish cooperation and consultation. The report states:

"The number of people employed by the project has varied in the past from 650 in the winter to 850 in the summer. At present, due to drastic quota reductions, total employment has been reduced to 484."

"Activities are conducted in the arts and crafts, social recreation, folk dancing, drama, puppetry, nature study, instrumental music, vocal music, playground community center games, rhythmic, hobbies, therapeutic recreation in institutions, pre-school centers for children from 2 to 5 years of age, and radio dramatics.

"For all of the activities given above, leadership is furnished, supervision, training, consultation, and some equipment. The local co-sponsors furnish facilities, i.e., playground-community centers, equipment, rentals, light, heat, water, and some supervision. The state sponsor furnishes consultation, assistance in training, use of training facilities, and faculty for supervisory conferences.

"Apparently, betterment of the State-Wide W.P.A. Recreation program will result in the following:

- (a) The establishment of adequate standards for leadership personnel and leadership training.
- (b) Permanent year-round financing of community recreation programs.
- (c) A larger per cent of non-relief supervision, particularly in rural areas.
- (d) Active assistance from the State Department of Education enabling the use for recreational purposes of public school buildings.
- (e) Assistance from the University of Kentucky through its Extension Division for the provision of in-service training of recreational workers for rural areas in the state.
- (f) Assistance from the University in the planning and functional design of inexpensive but adequate small recreation buildings suitable for rural community needs.

"The University has been able to give considerable help to the State-Wide Recreation Project without inhibiting in any way the regular University program. In turn, the University has benefited by its sponsorship of this project in several ways. One very appreciable benefit has been that resulting from employment opportunities for our graduates. There are several young men and young women graduates from the University of Kentucky who are now employed as recreation directors at salaries ranging from \$125.00 to \$165.00 per month plus certain expense allowances. Moreover, since the W.P.A. Recreation Project is state-wide, it has enabled the University to build up a wholesome contact and appreciation in many communities and areas of the state, which in turn should be beneficial.

"With the emphasis being placed on training for leisure time pursuits plus the development of an adequate civilian morale, there is obviously a great need for a comprehensive and adequate recreation program in most communities throughout the state. By serving as state sponsor for the W.P.A. Recreation program, the University is assisting in this work with a minimum expenditure from its appropriated funds."

Budget for the Year 1941-42

The setting up of the budget of the University of Kentucky for educational work as paid for from the General Fund of the University, has been difficult because of the uncertainties involved in the future. It seems essential that education shall be maintained as the objective of first importance to the University. Therefore, particular consideration has been given to the requirements for teaching.

The income, as provided by appropriation by the State for the coming year, has been fixed. However, in the past year's budget approximately one-fourth of the costs of operation under the General Fund has been received from student fees. The student enrollment for the present year, as translated into income according to the Business Agent, is \$23,000 less than the income represented in the present budget. I have estimated that the decrease in the coming year will represent ten per cent, thus estimating the student fees for the regular session at \$257,500, and the student fees from special sources at \$95,598.

The student fees and special income of the Summer Session is estimated at \$62,458.25, a decrease of about \$3,500 from the estimate of last year. Certain other sources of income will probably decrease. It has been necessary to set up a budget providing for \$67,000 less than the present year; this has been done by:

1. Severe cuts in the administration budget.
2. Heavy cuts in Buildings and Grounds budget, eliminating the new items provided for last year.
3. Reduction of all college budgets in amounts varying somewhat in proportion to probable decline in students.
4. The elimination of all proposed increases in salaries.
5. Failure to adjust salaries which are now out of line.

While these various steps described may involve certain inequalities, it appears that with the uncertainties before us, they represent a sound method of meeting the situation. In addition to the above, if the student decrease is larger than estimated, it is proposed (1) such teachers as may be dispensed with will not be reemployed, and (2) as certain members of the staff will probably be called into military service, either the entire amount of the unused salary will be impounded or such proportion of it as may not be required for the employment of a temporary substitute, (3) such percentage of assigned budgets will be impounded, as may be required. It is probable that rather substantial amounts may be accrued in this manner.

In the event the decrease does not take place and the income of the University should exceed that set up in the budget, it is proposed that (1) the reduction in the budget as applies to the respective colleges shall be credited to them in such proportion as the income of the University may be increased, and (2) that consideration shall be given to salary increases requested in the present budget, and that they shall be allowed as of the year.

It is imperative that it shall be kept in mind that the decreased budget represents a temporary method of meeting the situation. I trust that it will be the purpose of the Board to seek the fund required for the proper maintenance of educational functions and of the various services of the University.

Death of Mr. Mitchell

Mr. John S. Mitchell, Assistant Principal of the University School and Instructor in the College of Education, died February 23 of a heart attack. Mr. Mitchell had been a member of the University staff since 1928. He was known as an able and inspiring teacher. He was much beloved by the students in the University School and his colleagues at the University. It will be difficult to find anyone to fill his place.

The Mid-Year Commencement.

Excerpt from the Minutes of the University Senate, Meeting of February 10, 1941:

"The Senate voted to recommend to the Board of Trustees that the mid-year commencement hereafter be discontinued."

4. Insurance - Fire and Tornado.

On report of the Business Agent that a check of the revised schedules of fire and tornado insurance had not been completed, consideration of the schedules was deferred to the April meeting of the Executive Committee.

5. Refunds.

The President presented a statement of rules and policies governing refunds compiled by the Business Agent. The statement was examined and discussed. On motion of Mr. Brooker, seconded by Mr. May, the rules and policies set out in the statement were approved, and the statement was ordered made a part of the minutes:

Refunds of Student Fees

Rules and policies governing refund of college student fees:

The printed rules of the University Senate, published in June, 1936, contain the following statement:

"The registration fee is not refunded and no other fees are refunded after the ninth week of the semester. Students leaving during the first nine weeks of the semester will receive a refund, the amount of which will depend upon the date of withdrawal."

In accordance with this statement of principle, the following policies are now in force with respect to refunding student fees:

1. Refunds are made in full when registration and classification are not completed.

2. The registration fee (\$5.00 for full-time and \$4.00 for part-time students) is not refunded to any student who actually completes his registration and classification. Late registration fee and deferred payment fee are not refunded.

3. Students who withdraw from the University during the first nine weeks of the semester receive refunds in accordance with the following regulations:

Residents of Kentucky

An amount of \$5.00 per week is retained for each week that a full-time student remains in school during the nine-weeks' period.

For a student not carrying a full schedule, the registration fee of \$4.00 is retained for the first week, and one-eighth of the remaining amount (to the nearest dollar) for each week thereafter during the nine-weeks' period.

For a student, not withdrawing from school, but dropping only a part of his work, the refund made is the proportional amount for that part of the program dropped, less \$1.00 for each week that the original program was carried.

Non-Residents

An amount of \$9.00 per week is retained for each week that a full-time student remains in school during the nine-weeks' period.

For a student not carrying a full schedule, the registration fee of \$4.00 is retained for the first week and one-eighth of the remaining amount (to the nearest dollar) for each week thereafter during the nine-weeks' period.

For a part-time student, not withdrawing from school but dropping only a part of his work, the refund made is the proportional amount for that part of the program dropped less \$1.00 for each week that the original program was carried.

Rule Governing Refunds of Summer School Fees

During the first week after the opening of either term of the Summer Session, students withdrawing from the University may receive a refund on the amount paid in fees, not to exceed 70 per cent of all fees paid. During the second week a refund of 50 per cent may be secured and during the third week a refund of 30 per cent. In no case shall the amount refunded exceed 70 per cent and in no case will refunds be made after the first three weeks.

Rules Governing Refunds of University of Kentucky Extension Fees

1. Application for refund made within six weeks after registration entitles the applicant to a refund of 75 per cent of the fees paid. For each assignment recorded 30 cents is deducted from the amount to be refunded.

2. If the student registers for a correspondence course and later decided to take the course in residence, refund of total fee is made except 30 cents is deducted for each assignment recorded.

3. If an instructor finds that a student is not prepared to take a course for which he is registered the student is required to drop the course and the fee is refunded less 30 cents for each course recorded.

Rules Governing Refunds
of University School Fees

1. A student is entitled to a refund of two-thirds of his fee at the end of six weeks, one-half of his fee at the end of nine weeks. No refund is made for absences within a semester. Refunds are made only in instances where families move away, where change of school is made, and in cases of illness.

2. Refunds are made in full when registration and classification are not completed.

Rules Governing Refunds
of Room and Board in Women's Residence Halls

1. Refunds on room and board are ordinarily not granted unless the vacancy caused by withdrawal can be filled by a student on the waiting list. In such case, the unused amount is refunded in full.

2. In all other cases the Board of Control must pass on the request for a refund. In case of illness where the student is compelled to withdraw, the refund is eighty per cent of the unused portion of the quarter's board.

3. No refunds are allowed for temporary absences from the halls.

Rules Governing Refunds
of Room Rent in Men's Dormitories

Residence in men's halls is granted on written agreement of occupancy for at least one semester. The agreement shall bind the occupant for a full semester's rent unless release therefrom is given by the Dean of Men. A refund of eighty per cent of the rent remaining at the time of departure is made, if the student gives satisfactory reason for leaving the hall and is granted the release aforesaid.

General Rules Governing Refunds

1. Application for the refund must be official, that is it must be made to the head of the department authorized to certify the request for refund to the Business Office.

2. Refunds must be claimed within the fiscal year for which the payment of the fee is made.

3. The department responsible for authorization of the refund shall certify to the Business Office the request for the refund. The certificate shall be in duplicate and

statement shall be made of the reason for the refund, and the amount to be refunded.

4. Special fees and locker rents are refunded if the purpose for which the payment is made fails to materialize.

5. When cases arise that do not classify precisely under the rules stated, the determination of right to a refund and the amount thereof, shall be made by the head of the department authorized to certify the refund and the Business Agent.

Rules Governing Refunds of Deposits

1. The student is entitled to a refund of the general deposit of \$6.00 when he has stopped school before the end of the second semester, provided he is clear of indebtedness to the University. Otherwise the refund is made as soon after the close of the second semester as the Business Agent may determine the amount of indebtedness of the student to the University.

2. The student is entitled to a refund of deposit for room reservation in Men's Dormitories when the term for which the reservation is made expires, after payment of charges made for damage to room and furniture. The deposit is forfeited if a room is reserved and not occupied, unless notice of cancellation is given to the Dean of Men ten days before the beginning of the semester for which the reservation is made.

3. The student is entitled to a refund of deposit made for reservation of room in Women's Residence Halls when the term for which the reservation is made expires, after payment of charges made for damage to room and furniture. The deposit is forfeited if a room is reserved and not occupied, unless notice of cancellation is given to the Director of Women's Residence Halls ten days before the opening of the semester for which the reservation is made.

4. The student is entitled to refund in all other cases of deposit when the time for which the deposit is made expires.

5. The student is not entitled to a refund of any deposit until he is clear of all indebtedness to the University.

Rules Governing Refunds in the Experiment Station

1. Feed and Fertilizer Department - No refunds are made by this department on money collected for feed and fertilizer tags. Above tags are replaced for the company by exchanging them for new tags and they are charged the actual cost of printing.

2. Seed Department.- The Seed Department does not make cash refunds on tags. Since seed tags do not become obsolete they are exchangeable for tags of other denominations upon the proper explanation. No money is involved in this exchange and no refunds are made.

3. Nursery Inspection - Nursery Inspection fees pay for license for one year's operation. No refunds are allowed on these licenses. The only necessity where a refund could possibly be needed in cash in this department would be where two licenses were issued to one concern in error, thus necessitating the refund of the cost of one license.

4. Creamery License Section - No refunds are provided in the Creamery License Section for unused portion of license. The only necessity of refunds in this department comes up when the individual tester and the company both purchase a license for this tester, thus necessitating the refund and cancellation on one of these licenses. In this department this duplication of license issuance occurs quite often since such companies as Swift & Company often find it necessary to purchase the license for the tester and take it from his fees so that they are complying with the law. The tester sometimes applies for the license at the same time.

6. Offer to Purchase Lot on Euclid Avenue.

A letter from the real estate agency of W. C. Lawwill & Company, Lexington, Ky., made inquiry as to the possible sale by the University of a lot on Euclid Avenue. The lot is 15 feet wide on Euclid Avenue and runs back 100 feet, adjoining Lexington Avenue. The letter stated that a group of lots in area about 27,000 square feet, adjoining the University lot, has been sold, and that the purchasers expect "to build a handsome business structure to cover the entire lot, in which they contemplate conducting a high-type bowling alley business, improvements estimated to cost \$25,000.00."

It was the unanimous conclusion that University property should not be sold, and on motion of Mr. Gatton, seconded by Mrs. Blazer, the sale of the lot on Euclid and Lexington Avenues was disapproved. The President and Mr. Hillenmeyer were appointed to inquire into zoning in the vicinity in which the lot is located.

7. Budget for Year, July 1, 1941, to June 30, 1942, Adopted.

President Cooper presented the proposed budget for the University of Kentucky for fiscal year July 1, 1940, to June 30, 1941. The budget shows the income appropriated and estimated and the estimate of expenditures in the aggregate to be for the Division of Colleges (General Fund) income, \$1,386,225.96, expenditures \$1,371,953.53, reserve not allocated, \$14,272.43; Experiment Station, income \$435,706.00, expenditures, \$435,706.00; Extension Division, income, \$771,184.00, expenditures \$771,184.00; service funds (dormitories and cafeteria), income \$194,750.60, expenditures \$183,195.46, balance \$11,557.14.

The budget was carefully examined by the members of the Board, the items therein being explained and commented on by President Cooper. On motion and second, which motion carried by unanimous vote, the proposed budget was adopted, subject to future modifications by the Board of Trustees or Executive Committee, and the following endorsement was made thereon:

Action on the Budget

Budget accepted as the basis of maximum expenditures for the year 1941-42, and provision for income and expenditures approved. The inclusion of the name of any person in the budget shall not be considered as a contract of employment, and the Board of Trustees or Executive Committee shall be authorized to make such changes in the budget as may from time to time be deemed necessary.

(Signed) Keen Johnson
Chairman of the Board of
Trustees

(Signed) D. H. Peak
Secretary of the Board
of Trustees

April 1, 1941

8. Executive Session.

After consideration of the budget, a motion was made by Mr. Hobson, seconded by Mr. May, that the meeting go into Executive Session. The motion was carried and President Thomas Cooper and Secretary D. H. Peak retired from the meeting. The Board then made J. W. Brooker secretary of the Executive Session and the following resolution was offered:

RESOLUTION

BE IT RESOLVED, that the Department of Business Management and Control of the University of Kentucky is hereby created and the head of such Department shall be designated as Comptroller of the University and under the President and Board of Trustees of the University, he shall be charged with the management and control of all the finances, accounting and operation of the several service departments, including, among others, the Department of Buildings and Grounds, Student Union Building, all dining halls and cafeterias, all dormitories, the University Press, Campus Book Store, all publications of the University and the radio, and all other service departments of the University whether herein named or not. He shall also be charged with the accounting and control of all funds from whatever source derived of every department and activity of the University and with the control, under

the law, of all requisitions and purchases and all budgetary matters thereof, and shall report such matters in due form through the President to the Board of Trustees of the University. He may delegate any of the functions of business management and operation, with the approval of the President and the Board of Trustees of the University, but he shall not delegate the function of finance, accounting and control.

BE IT FURTHER RESOLVED, that the office of Dean of the University is hereby created and under the President and Board of Trustees of the University he shall be charged with the management and general supervision of the office of Dean of Men, Dean of Women, of the Registrar and of the personnel of the University Library. He shall have direct supervision of all academic personnel not specifically allocated and charged to the several colleges or departments of the University, its Graduate School or Summer School. He shall name and appoint all committees, with the approval of the President, which relate to the activities of the University as a whole or to the activities of two or more Colleges of the University and he shall be an ex-officio member of all committees so appointed.

BE IT FURTHER RESOLVED, that the Dean of each of the several colleges of the University and the Director of the Summer School and the head of any Department of the University shall, under the President and Board of Trustees of the University, be charged with the operation and management of his College, School or Department in all matters not specifically charged to the Department of Business Management and Control or to the office of Dean of the University.

The Dean of each of the several colleges, the Director of the Experiment Station and the Summer School shall report directly to the Comptroller in all matters pertaining to budgets, requisitions, purchases, finance and property inventories of and for his college, department or school, and each Dean and Director shall be charged with the efficient operation of his college, standards of curricula, the quality of the instruction given thereunder, and the service rendered by the faculty of the college, either in whole or in part.

BE IT FURTHER RESOLVED:

Section I. That the faculty of the University shall consist of the President, the Comptroller, Dean of the University, the Deans of the several colleges, the Dean of the Graduate School and the Director of the Summer School, and as such shall be the final authority of the University in all matters pertaining to the curricula and the recommending of the granting of degrees by the University, subject only to the Board of Trustees.

Section II. The faculty of each of the several colleges, of the Graduate School and the Summer School shall consist of their respective deans or directors who shall be the presiding officer and all faculty personnel having the rank of professor, associate professor or assistant professor specifically assigned to such college by the President and Board of Trustees of the University.

Section III. The faculty of the several colleges, of the Graduate School and of the Summer School under its Dean or Director shall adopt such regulations and standards for conducting the curricula and instruction of the affairs of the college or school, but no such regulations or standards shall become effective until and unless approved by the faculty of the University and by the President.

All the details of this plan as set out in the aforesaid resolutions not specifically covered shall be considered by the Executive Committee and by the President of the University, when a president is elected, and shall be submitted to the Board of Trustees for its consideration and approval. These regulations as to the duties of the Comptroller shall become effective when he is elected and assumes office. The other regulations shall become effective when the President of the University is elected and assumes the duties of his office.

ADOPTION OF RESOLUTION

Judge Stoll then moved the adoption of the resolution and Mr. May seconded the motion. After a thorough discussion of the resolution, it was adopted on roll call vote, all voting "Aye", and it was so ordered by the chairman.

It was moved by Judge Hobson and seconded by Mr. Cleveland, that Frank Peterson be elected as Comptroller of the University of Kentucky, at a salary of Five Thousand (\$5,000.00) Dollars per year, effective May 1, 1941. The chairman put the motion; all voted "Aye" on roll call, and Mr. Peterson was declared elected.

Judge Stoll then reported on behalf of the Nominating Committee that said Committee desired to recommend that Dr. H. L. Donovan, Richmond, Kentucky, be elected as President of the University. After a full discussion, in which various members of the Board of Trustees participated, it was moved by Judge Stoll and seconded by Mr. May, that Dr. H. L. Donovan be elected as President of the University of Kentucky, at a salary of Eight Thousand Five Hundred (\$8,500.00) Dollars per year, effective July 1, 1941. The chairman then put the motion and all voted "Aye" on roll call, and Dr. H. L. Donovan was declared elected unanimously as President of the University of Kentucky.

It was then moved by Mr. May, seconded by Judge Hobson, and unanimously carried, that the chairman, Governor Johnson, be asked by the Board of Trustees to notify Dr. Donovan, by telephone, of his election as President. The chairman immediately called Dr. Donovan and reported to the Board that Dr. Donovan deeply appreciated the confidence shown in him by the Board of Trustees and desired to accept the position as President of the University of Kentucky.

After adjournment of the Executive Session, the President and Secretary were recalled and the Chairman, Governor Johnson, announced the selection of Dr. H. L. Donovan, President of Eastern State Teachers College, as President of the University of Kentucky; and Mr. Frank D. Peterson, Director of the State Division of Accounts and Control, as Comptroller of the University of Kentucky.

9. Mid-year Commencement.

During temporary absence of the Chairman and Vice-Chairman from the meeting, Mr. Gatton acted as chairman and called for action on the item in the agenda "Mid-Year Commencement". Action on this question was deferred for presentation by the newly elected President.

10. Admission Policies and Rules.

At this point the Vice-Chairman, Judge Stoll, was given charge of the meeting, and President Cooper offered the following:

At a meeting of the University Senate March 10, there was presented to the Senate the "Rules and Administrative Policies Observed in the Admission of Students to the University of Kentucky." At that meeting, the Senate approved the rules and policies as follows:

"Pending this report (report of revision) and the action thereon, the Senate hereby approves the 'Rules and Administrative Policies Observed in the Admission of Students to the University of Kentucky' as they have heretofore been followed by the Registrar."

RULES AND ADMINISTRATIVE POLICIES OBSERVED IN THE ADMISSION OF STUDENTS TO THE UNIVERSITY OF KENTUCKY

I. FRESHMAN ADMISSIONS

The rules of the University Senate provide that the applicant for admission to the freshman class must present 15 acceptable high school units, including three in English, one in algebra, and one in plane geometry. Not more than four units may be offered from the vocational or miscellaneous group. This is equivalent to saying that at least eleven

units must be offered from the six major fields of study; English, foreign language, social studies, mathematics, and the natural sciences. Certain limitations are placed on the number of units that may be accepted in a particular subject. (See catalog or Senate rules).

1. Resident freshmen.

a. Graduates of accredited high schools who live in Kentucky and whose work conforms to the above pattern are admitted irrespective of the quality of their work. (Senate Rule) However, some effort is made to discourage students of unusually low ability in attempting college work.

b. Kentucky applicants who present fifteen acceptable units, but who have not graduated from high school, must pass the entrance examinations. (Senate Rule) The examinations referred to here and in subsequent paragraphs are the three placement tests given all new students. They cover general scholastic aptitude, English, and mathematics. By passing these tests is meant the attainment of a decile rank of seven or better on each, or an average approximating this standard.

c. Kentucky graduates of non-accredited schools must pass the entrance examinations in addition to submitting the fifteen acceptable units. (Senate Rule)

2. Nonresident freshmen.

In order to be admitted without examination, an out-of-state applicant must rank in the upper two-thirds of his high school class. Applicants who have not attained this rank are given an opportunity to take the entrance examinations where it is convenient for them to do so. They are not encouraged to come to Lexington from any great distance to take these examinations. The practice of sending the examinations away to be given by school officials has proved unsatisfactory and has been abandoned. (Administrative Policy).

With the exception noted in the preceding paragraph, non-resident applications are handled in all respects in the same way as those from resident students.

3. Conditional admissions to the freshman class.

In a few cases, where all factors seem to warrant such a procedure, applicants are given conditional admission to the freshman class even though they do not meet completely the requirements outlined above. The type cases are as follows:

a. The student who lacks either the unit of algebra or the unit of plane geometry, but otherwise presents a satisfactory application. Such a student is admitted provisionally, on the basis of high school graduation and fifteen acceptable units, and is given one year in which to make up the deficiency. He is not readmitted at the beginning of the second year unless the deficiency has been cleared. A provisional admission of this kind may be allowed when either the algebra or geometry unit is lacking, and in very exceptional cases, when both are lacking. (Senate Rule)

b. The student who presents the basic units, but who cannot submit fifteen acceptable units, even though he has graduated from high school. A case of this kind is usually the result of an excess amount of work in the vocational or miscellaneous group. Where all other factors are favorable, an application of this kind may be accepted with a deficiency of from one-half to one and one-half units. Against this deficiency is charged from 2 to 6 credits of college work per unit, depending on the quality of work done by the student in the University. (Council Interpretation, September 16, 1932, and Administrative Policy).

c. The student who takes the examinations for entrance and does not make a clear case for either admission or failure. If other factors seem to warrant, such a student may be given a conditional admission to the freshman class. In order to be readmitted, the student must do satisfactory college work. (Administrative Policy).

The general policy covering these provisional admissions to the freshman class is never to approve one with more than one type of deficiency, and to insist that the student return for additional high school study whenever the deficiency approximates or exceeds a half-year of high school work. (Administrative Policy).

II. ADMISSION WITH ADVANCED STANDING.

1. Residents of Kentucky.

a. No student is accepted on transfer who has been dropped from, or is on probation at another institution, nor is a student accepted unless he can show an honorable discharge. (Administrative Policy).

b. In general the transfer student is expected to present a standing of 1.0 in all college work taken elsewhere. (Administrative Policy).

c. In some cases, when other factors seem to warrant, a Kentucky applicant is admitted on transfer with a standing below the 1.0 standard. Such admissions are always provisional, with readmission depending on the attainment of a satisfactory standing. (Administrative Policy).

2. Nonresidents with advanced standing.

A nonresident student is not admitted on transfer unless he has maintained a 1.0 standing on all college work taken elsewhere. Otherwise, the nonresident transfer is handled according to the same policies as the Kentucky student. (Administrative Policy since February, 1940).

3. All transfer cases not covered in the above paragraphs are admitted to the University more or less automatically and their advanced standing determined in accordance with the following policy: A transfer student is given only as many advanced credits as he can present quality points. (A Senate rule provides that advanced credit will not be counted in computing the student's standing for graduation.) Otherwise, work done at a fully accredited college or university is recognized credit for credit. (Administrative Policy).

4. In order to be classified as fully accredited, a college must be a member of a regional accrediting association or it must be on the approved list of the state university of the state in which it is located. Advanced standing from a college not fully approved will be determined by the policy of the state university or equivalent institution in which the college is located. Advanced standing from an unaccredited college may be obtained at the University of Kentucky only by special subject examinations. (Administrative Policy).

III. ADMISSION TO PARTICULAR COLLEGES

1. Colleges of Arts and Sciences and Agriculture.

Any student admitted to the University in accordance with the above policies is eligible to enroll in either of these colleges.

2. Colleges of Engineering and Commerce.

Any student admitted to the University in accordance with the above policies is eligible to enroll in either of these colleges, provided his standing on the three entrance examinations is not in the two lower deciles. (College Rules).

3. College of Education.

Admission to the freshman class of the College of Education is limited to students ranking in the upper eighty per cent on the three entrance examinations. In order to transfer to the College of Education from another institution or from another college of the University, a student must have a standing of 1.0 or higher. (College Rule).

4. College of Law.

In order to be admitted to the College of Law, a student must offer sixty semester hours, exclusive of physical education and military science, six of which must be in English. (Senate Rule)

Records are evaluated carefully in terms of the following regulations of the Association of American Law Schools:
 "A candidate shall present at least sixty semester hours of college work taken in a school, approved by standard regional accrediting agencies, and exclusive of credit earned in non-theory courses in military science, hygiene, domestic arts, physical education, vocal or instrumental music, or other courses without intellectual content of substantial value." (Administrative Policy).

The minimum qualitative requirement for admission to the College of Law is a 1.0 standing in all previous work. However, in accordance with a request of the College, applicants are not ordinarily accepted unless they can offer a standing of 1.3 or higher in all previous work. (Administrative Policy).

IV. ADMISSION TO THE GRADUATE SCHOOL

Graduates of fully accredited institutions of higher learning are admitted to the Graduate School upon evidence of graduation and an official transcript of undergraduate courses. (Senate Rule) However, such admission does not obligate the University to accept all credit granted by the undergraduate school. When full credit is not granted, the student is required to do more than the normal amount of work to complete requirements for a graduate degree. (Administrative Policy).

Applications from schools not fully accredited are individually evaluated. If all factors seem to warrant, the student may be admitted with extra credit required, the exact amount depending upon his subsequent record in the Graduate School. (Administrative Policy).

V. ADMISSION AS A SPECIAL STUDENT.

The rules of the University Senate provide that a graduate of another university or college may enter the University to pursue any special work, and that other persons may be admitted as special students provided they are prepared to do the work desired and provided they are at least twenty-one years of age. (Senate Rule).

In the administration of this rule, the following policies are observed:

1. No special student is permitted to count his credit thus earned as graduate work. It is assumed that graduate credit should be given only to those students who have established their admission to the graduate school. Credit earned as a special student may be applied toward an undergraduate degree whenever the student has satisfied the University's admission requirements. (Administrative Policy)

2. All applications for admission as special students are rather carefully investigated. If a student can qualify as a regular student, he is urged to do so by filing the necessary credentials. One reason for the investigation is that persons planning to operate the "commercial credit racket" usually enroll as specials. Another reason is that students who do not wish to bother with getting the credentials necessary for admission to the graduate school will enroll as special students and later protest when they are not allowed graduate credit for the work.
3. After completing the first three years of the course a special student may, if recommended by the faculty of his college for the privilege, be graduated as a regular student upon either of the following conditions:
 - a. If he has a standing of 1.5, his extra credits may be substituted for entrance deficiencies at the rate of two semester credits for each entrance unit not yet satisfied. (Senate Rule)
 - b. If he has made a standing of 2.4 for the course, he will be graduated without being required to make up his entrance deficiencies. (Senate Rule)
 - c. In any event, at least thirty credits, whether used to satisfy entrance conditions or for graduation, must be selected from the subjects taught in the College of Arts and Sciences. This must include twelve credits in College English. (Senate Rule)

Note: A distinction should be made between the part-time student and the special student. A special student may be and usually is a part-time student. The part-time student, on the other hand, may be either a special or regular student, depending upon whether or not he has met the regular requirements for admission.

VI. ADMISSION AS AN AUDITOR

By payment of the required fees, any person may be admitted to a class or classes as an auditor. According to the Senate rule, a student regularly enrolled in any college must apply to the Dean of the college in which he is registered in order to be an auditor. Other persons should apply to the Registrar's Office for admission. (Senate Rule).

No credit is ever given for a class audited, nor is the student permitted an examination for credit. (Senate Rule).

VII. ADMISSION AS A TRANSIENT STUDENT

Students who are candidates for degrees in other institutions are, under certain conditions, admitted to the University for a particular term or semester as transients. Under such conditions, the student does not submit his credentials and establish himself as a regular student. Instead, he offers a letter from his institution showing that he is a regular student in good standing. If his record is poor, the letter must include the permission of his institution to take the desired work at the University of Kentucky. (Administrative Policy).

Note: The transient student is, in a sense, a special, but he is classified differently because he cannot in all cases meet the minimum age requirement for admission as a special student.

On motion of Mr. Kirkpatrick, seconded by Mr. Gatton, the above copied statement was received and the rules and policies set out therein were approved and accepted as the rules and policies of the University of Kentucky governing admissions of students to the University of Kentucky.

11. Retirement Plan for Agricultural Extension Employees.

The President presented following plan of retirement for certain Agricultural Extension employees:

In accordance with an act of the Congress of the United States entitled "An Act to aid the States and Territories in making provisions for the Retirement of employees of the land-grant colleges, and which provides that, pursuant to the recognized obligations of governments to guarantee the social security of their employees and in order to provide for the retirement on an annuity, or otherwise, of all persons being paid salaries in whole or in part from grants of Federal funds to the several States and Territories pursuant to the terms of the Act approved July 2, 1862, for the endowment and support of colleges of agriculture and mechanic arts, and Acts supplementary thereto, providing for instruction in agriculture and mechanic arts, for the establishment of agricultural experiment stations, and for cooperative extension work in agriculture and home economics, all States and Territories hereafter authorized, notwithstanding any contrary provisions in said Acts, to withhold from expenditure, from Federal funds advanced under the terms of said Acts, amounts designated as employer contributions to be made by the States and Territories to retirement systems established in accordance with the laws of such States

Territories, or established by the governing boards of colleges of agriculture and mechanic arts in accordance with the authority vested in them, and to deposit such amounts to the credit of such retirement systems for subsequent disbursement in accordance with the terms of the retirement systems in effect in the respective States and Territories:"

It is the purpose of the Board of Trustees of the University of Kentucky, to establish a retirement plan for agricultural extension. Such plan may be modified from time to time, but at present it is to apply to the agricultural extension field force.

The general conditions for the establishment of the plan are as follows:

1. There is hereby created by the Board of Trustees of the University of Kentucky, a retirement system comprising all the regularly appointed full-time employees of the Division of Agricultural Extension who are not located permanently at the University of Kentucky campus. This plan may be expanded, contracted or modified from time to time as the Board of Trustees may order.

2. Membership and participation in this retirement system shall be required, for all such employees, present and future, designated by the Board, and for such additional employees as the Board may from time to time order.

3. All management and direction of this retirement system and relations with the insuring company, shall be vested in the Board of Trustees of the University of Kentucky, and shall by them be delegated to the Insurance Committee of the University of Kentucky. A subcommittee composed of members of the retirement system and Director of the Division of Agricultural Extension shall advise with the Insurance Committee on matters pertinent to the system.

4. Each member of the retirement system shall pay, in the form of a deduction from his monthly salary check, the amount of five per cent of his salary from funds of Federal origin, if he shall have attained the age of 40 years at the time he becomes a member of the system. Each member who shall not have attained the age of 40 years when he becomes a member shall pay a percentage of his salary equal to one-eighth the age attained at the time he becomes a member.

5. All payments by members of the system shall be matched equally from funds appropriated to the Division of Agricultural Extension, and in accordance with the aforesaid act.

6. The Board of Trustees of the University of Kentucky shall contract with an insurance company to receive all payments made by the members of the system and the Division, and to provide for the members annuities payable after retirement from the employ of the Division.

7. All members of the system shall be retired from employment at the age of 70 years. Members may retire at an earlier age upon recommendation of the Director of Extension and with the approval of the Board of Trustees. All members who retire from employment shall receive the annuities payable according to the tables at present in use by the insurance company. Such annuities shall be payable monthly during the lifetime of the retired employee, or according to such options as may be provided by the insurance company and selected by the retired employee.

8. Any member of the system who is granted a leave of absence from his employment with the Division may continue his membership by the payment of the same contribution as during the year before such leave of absence, if he also receives pay from the Agricultural Extension Division.

9. The age of each member of the system shall be computed according to the rules of the insurance company.

10. The salary of any member of the system shall consist of only his regularly stated monthly remuneration, exclusive of temporary or special additions or deductions. Any salary of over \$4,000 per year shall be counted as \$4,000 per year only.

11. The University of Kentucky and the Division of Agricultural Extension reserve the right to discontinue their contributions to this retirement system at any time.

12. The effective date of the plan shall be July 1, 1941.

On motion of Mr. Gatton, seconded by Mr. Cleveland, the plan was approved, ordered copied in the minutes and ordered put into effect.

12. Publication of Wildcat Ordered Discontinued.

On motion and second, the following resolution was unanimously passed:

The Board of Trustees of the University of Kentucky hereby orders the discontinuance of publication of the Wildcat, heretofore a student publication. It is directed that the Head of the Journalism Department take charge of any equipment, cuts and other items that may have been used in connection with the publication of the Wildcat, and if claims of ownership are made, to distribute them to such owners as appear.

Hereafter no student publication may be undertaken without the sanction and approval of the Board of Trustees.

13. Tobacco By-products.

There was presented to the Board a brief comment as to the progress that had been made in the investigations in the uses of by-products of tobacco, and examples of the products which had been developed in the laboratories of the Experiment Station, University of Kentucky.

14. Appointments and Other Staff Changes.

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

Appointments

Dr. E. S. Conklin as Assistant Pathologist, in the Experiment Station, at a salary of \$2,000 a year, effective August 1, 1941. He is a graduate of Michigan State College.

Graduate Assistants in Markets and Rural Finance

Stoy Witten, Graduate of the University of Kentucky, B. S. in Agriculture, 1941, September 1, 1941-June 30, 1942, at \$60 a month.

John G. Clore, Graduate of the University of Kentucky, B. S. in Agriculture, 1941, September 1, 1941-June 30, 1942, at \$60 a month.

Ben H. Parham, Graduate of University of Georgia, B. S. in Agriculture, 1937, September 1, 1941-June 30, 1942, at \$60 a month.

Irwin H. Reiss, Graduate of University of Missouri, B. S. in Agriculture, 1941, September 1, 1941-June 30, 1942, at \$60 a month.

Julian L. Smith, Graduate of University of Kentucky, B. S. in Agriculture, 1941, July 1, 1941-September 30, 1941, at \$60 a month.

Graduate Assistants in Farm Management

Scott Hathorn, Graduate of Louisiana State University, B.S. in Agriculture, 1941, July 1, 1941-June 30, 1942, at \$60 a month.

Steen C. Lemon, Graduate of Oklahoma A. & M. College, B. S. in Agriculture, 1930, September 1, 1941-June 30, 1942, at \$60 a month.

Clay R. Moore, Graduate of University of Arkansas, B. S. in Agriculture, 1941, August 1, 1941-June 30, 1942, at \$60 a month.

Harry M. Young, Graduate of University of Kentucky, B. S. in Agriculture, 1941, August 1, 1941-June 30, 1942, at \$60 a month.

Carl Allen, Graduate of University of Kentucky, B. S. in Agriculture, 1939 - to complete work for Master's degree, July 1-August 31, 1941, at \$60 a month.

Robert Booton, Graduate of University of Kentucky, B. S. in Agriculture, 1940 - to complete work for Master's degree, one month, July 1, 1941, at \$60 a month.

Edward Webster, Graduate of Iowa State College, B. S. in Agriculture, 1940, to complete work for Master's degree, two months, July 1-August 31, 1941, at \$60 a month.

Frank Winchester, Graduate of University of Kentucky, B. S. in Agriculture, 1938, to complete work for Master's degree, one month, July, 1941, at \$60 a month.

Graduate Assistants in Rural Sociology

Joseph R. Cates, Graduate of Oklahoma A. & M. College, B. S. in Agriculture, 1941 - September 1, 1941-June 30, 1942, at \$60 a month.

Irving Spaulding, Graduate of Iowa State College, B. S. in 1941 - September 1, 1941-June 30, 1942, at \$60 a month.

Education

Miss Helen Belser, first grade critic teacher in the University School, during the leave of absence of Miss Nell Peerson, at \$190 a month, beginning April 1 and ending May 31.

Administration

Professor Niel Plummer, temporary manager of Student Publications, appointment effective April 1, 1941.

Mr. Bart N. Peak, Acting Director of the Student Union Building, effective April 1, 1941, at a temporary addition to his salary of \$50 a month, for a period of five months, payable from Student Union Building funds.

Other Appointments

D. H. Canby, Graduate Assistant in Psychology, effective for months of April and May, 1941, at a temporary addition to his salary of \$25.00 a month. For purpose of payment of this salary, transfer of \$50.00 from budget of Dean of College of Arts and Sciences to budget of Department of Psychology.

Professor M. M. White, of the Department of Psychology, as Acting Assistant Dean of the College of Arts and Sciences, for the months of April, May and June, to substitute for Assistant Dean Lysle W. Croft, who has been called to military service. Professor White is to have a temporary addition to his salary of \$100 a month for April and May, and \$125 for June, for his work in the Dean's Office.

Miss Margaret Lester is appointed to take Lysle Croft's class in Guidance in the Department of Psychology, at a temporary addition to his salary of \$2.00 a week, effective March 28, 1941, until the end of this semester.

Mrs. Lizzette S. Buchanan, part-time secretary in Department of History for months of April and May, 1941, to fill vacancy made by the resignation of Sarah McCormack; salary \$50.00 a month, effective April 1, 1941.

Leaves of Absence

Miss Nell Peerson, first grade critic teacher in the University School for the remainder of the current year because of illness, effective April 1, 1941.

John Shelby Richardson, instructor in piano, leave of absence for the school year, 1941-42, without pay. He expects to take work toward degree of Master of Music.

Lysle W. Croft, Assistant Dean, College of Arts and Sciences, and Executive Secretary of Personnel Office, called for Army service March 27, 1941, for one year. On the basis of half month's salary allowed to staff members entering U. S. Military Service, he is entitled to full pay for month of March, 1941, and for payment for ten days in April, 1941.

Resignations

W. R. Rogers, Department of Botany, effective April 7, 1941. He is to be paid \$10.16 for his service in April. A transfer of the unexpended part of his salary, \$139.84, is ordered from salary budget to expense budget in Botany. The amount so transferred is to be expended for microscopes.

Sarah McCormack, part-time secretary, Department of History, resigned to accept position of secretary-bookkeeper in Women's Residence Halls; effective March 31, 1941.

Other Staff Changes

Miss Frances Seeds was taken ill suddenly and it was necessary to provide for the care of her classes. Temporarily, Mrs. Mary Carolyn Wooldridge, who is employed as a graduate assistant, was assigned to the classes for the month of December at a total payment of \$125; and for the month of January at a total payment of \$200. This temporary assignment was terminated with the close of business January 31, 1941.

Assistant Professor Edith Grundmeier of the Department of Home Economics, entered the hospital March 6 for an operation and it was necessary to make provision for her classes during her absence. Mrs. Marian Allen was employed for the morning classes at the rate of \$28 a week; and Mrs. Mary Carolyn Wooldridge was assigned for the afternoon classes with the payment of \$15 a week in addition to her present duties as graduate assistant. This arrangement to continue for the period of the emergency.

15. Lunch and Campus Tour.

At one o'clock p.m., luncheon was served in the Football Room, Student Union Commons where, on invitation of the President, the members of the Board of Trustees were joined by the deans and administrative department heads. After luncheon, the group, led by President Cooper, inspected buildings on the campus, new and old. Old buildings visited were Miller Hall, the old Science building, and Neville Hall, now occupied by the Department of Psychology, formerly known as the "New Dormitory". New buildings visited were the Engineering Quadrangle, the Biological Science Building, the Home Economics Building, the Wenner-Gren Laboratory and Tobacco Laboratory. The tour ended at the Experiment Station Building about 4:00 o'clock p.m.

On motion and second, the meeting adjourned just prior to the hour of luncheon.

D. H. Peak

D. H. Peak
Secretary, Board of Trustees