

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

The Executive Committee of the Board of Trustees of the University of Kentucky met in the President's Office at 10:00 a.m., Saturday, October 21, 1944. The following members were present: R. P. Hobson, H. D. Palmore, J.C. Everett, and H. S. Cleveland. President H. L. Donovan and Comptroller Frank D. Peterson, Secretary, were also present.

President Donovan called attention of the members of the Executive Committee to the fact that Judge Richard C. Stoll was absent on account of illness. Whereupon, motion was duly made, seconded and unanimously carried that Mr. R. P. Hobson be appointed acting chairman.

A. Resolution on Illness of Judge Stoll.

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1. Upon motion duly made, seconded and unanimously carried, the following resolution was adopted and sent by special messenger to Judge Stoll.

RESOLUTION

The members of the Executive Committee, including President Donovan and Comptroller Peterson, have just learned that Judge Richard C. Stoll, the Chairman of the Committee, is in the hospital at Lexington. They express their profound regret at his temporary disability and the earnest hope that he may be very soon restored to his usual health and vigor, and be back in attendance at the next meeting of the Committee. We all express to him our best wishes for his speedy recovery.

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B. Word from John Cooper.

The members of the Executive Committee were pleased to hear from John Cooper, a member of the Board of Trustees who enlisted in the Service as a Private and is at the present time a Second Lieutenant, located in Lorraine, France.

C. Report of the Comptroller.

The Comptroller presented a written analysis of the financial report for the period ending September 30, 1944.

October 19, 1944

President H. L. Donovan  
University of Kentucky

My dear President Donovan:

I submit hereto attached financial report for the first quarter ending September 30th of the current fiscal year.

During the first quarter, we have realized 28% of state appropriations, 70% of budgeted federal funds, and 52% of the amount estimated from student fees. We have actually received 57% of the amount budgeted to be received from the group of items classified as student fees from all colleges during the first three months. We have received 61% of the amount budgeted to be received from the University Training School, Elementary and High School students.

We have received \$54,805.13 as room and board fees from students placed in the Men's and Women's Residence Halls, which represents 41% of the amount budgeted. The budget, however, will be revised upward due to the fact that two auxiliary houses have been rented and are now in operation. The total income from dormitories will be greater, and our total expenditures will be increased. A revised budget will be submitted at a later date.

We have actually received, during the first quarter, 35% of the year's budgeted income for the Division of Colleges and 28% of the budgeted income for the Experiment Station Division and 44% of the budgeted income for the Extension Division.

The total expenditures for the Division of Colleges are running slightly under the pro rata amount that may be expected. We have expended during the first quarter, 22% of the annual budget for the Division of Colleges and 22% for the Experiment Station Division, and 23% in the Extension Division. No department has spent more than one-fourth of the budgeted funds during the first quarter of the current fiscal year.

The restricted fund section shows that the Army program account has a balance in excess of \$70,000.00. I am recommending that \$21,000.00 of this account be invested in

government bonds. The ferritic steel account shows a balance of \$9,543.09. This is in the reserve account! I am recommending that the University submit a bid for surplus equipment purchased by the federal government in connection with the ferritic steel project. The University can make good use of the equipment. I also recommend that funds be taken from this balance to pay for same in the event the bid price is accepted. I further recommend that the balance of this reserve be invested in war bonds.

The Kentucky Kernel shows a balance, September 30, 1944, of \$12,762.00. It is suggested that \$5,000.00 of this balance be invested in war bonds and that the balance be held as working capital. The Campus Bookstore account shows a balance, September 30, 1944, of \$9,571.19. It seems that \$9,000.00 of this amount might well be invested in war bonds.

Respectfully submitted,

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

The detailed financial statement was examined by members of the Committee and the following actions were taken:

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2. Upon motion duly made, seconded and unanimously carried, the Comptroller's report was ordered received, accepted and approved.

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3. Upon motion of H. D. Palmore, seconded by H.S. Cleveland, the Comptroller is authorized to invest the following funds in Government Bonds: \$21,000 received from Army Program; approximately \$6,500, the balance in the Reserve Account received from Ferritic Steel Project; \$5,000 from funds of the Kentucky Kernel; and \$9,000 from Campus Book Store Account.

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D. Approval of Purchases Made by the Comptroller.

President Donovan submitted statement from the Comptroller listing State Requisitions, Advices of Emergency Purchases, Special Purchase Orders, Food Contracts and Departmental Purchase Orders made by the Comptroller since March 23, 1944. He read the following letter:

October 17, 1944

President H. L. Donovan  
University of Kentucky

My dear President Donovan:

I submit a list of state requisitions, advices of emergency purchases, special purchase orders, food contracts and departmental purchase orders which have been made by the Comptroller's Office since March 23, 1944, to July 1, 1944, and from July 1, 1944, to October 14, 1944. These purchases have not been approved by the Executive Committee of the Board of Trustees. The listing below gives the numbers of the documents requesting the purchases, or actually issued as purchase orders, which documents are made a part of this record and are held in the Office of the Comptroller for record, subject to inspection. These purchases have been made on properly drawn documents at the requests of the various departments and have been charged against available funds. The lists follow:

March 23, 1944, to July 1, 1944:

State Requisitions	Nos. 1013-1336 inclusive
Advices of Emergency Purchases	" 1239-1687 "
Special Purchase Orders	" 4724-6511 "
Food Contracts	" 23-29 "
Departmental Purchase Orders:	
Library	" 8437-8500 "
	" 8251-8275 "
	" 8301-8344 "
University General	" 8207-8250 "
	" 8276-8300 "
	" 8351-8362 "

Purchases made July 1, 1944, to October 14, 1944:

State Requisitions	Nos. 1-530 inclusive
Advices of Emergency Purchases	" 1-760 "
Special Purchase Orders	" 1-1246 "
Departmental Purchase Orders:	
Library	" 14075-14264 "
University General	" 14500-14650 "

The record of the above purchases is respectfully submitted with the request that they be approved by the Executive Committee of the Board of Trustees, thereby ratifying the action of the Comptroller in making such purchases.

Respectfully submitted,

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

The members of the Executive Committee discussed the various types of requisitions and purchases and took the following action:

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4. Upon motion duly made, seconded and unanimously carried, the purchases, contracts, requisitions and orders as enumerated in the above letter are ratified and approved for the period March 23, 1944, to and including October 14, 1944.

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E. Remission of Fees for Public Relations and Music Departments.

President Donovan read the following communication concerning an omission from the budget made for the University for the year 1944-45, and recommended that work scholarships be granted as requested.

October 13, 1944

President H. L. Donovan  
University of Kentucky

My dear President Donovan:

At the time that the general University budget was approved, there was omitted from the budget for the Division of Public Relations a request of the Director, which request was approved by the Dean of the University, for the remission of fees for thirty-two student quarters for resident students and sixteen student quarters for non-resident students.

There was also omitted from the general budget a request of the head of the Department of Music for the remission of fees for ten full tuition grants.

These are work scholarships.

I believe these should be brought to the attention of the Executive Committee at its next meeting, that same may be approved or disapproved.

Respectfully submitted,

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

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5. Upon motion made, seconded and unanimously carried, the remission of fees for 32 student quarters for resident students and 16 student quarters for non-resident student work grants for the Department of Public Relations; and remission of fees for 10 full-time quarter work grants for the Department of Music are approved.

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F. Increase in Department of Sociology Budget.

President Donovan read a communication from Irwin T. Sanders, Acting Head of the Department of Sociology, which contains a recommendation of Dean Paul P. Boyd, after which the Committee took action.

October 13, 1944

Dean Paul P. Boyd  
College of Arts and Sciences  
University of Kentucky  
Lexington, 29, Kentucky

My dear Dean Boyd:

This is to recommend the appointment of Dr. W. C. Bower as a Part-Time Professor of Sociology for the winter and spring quarters of 1944-45, at a salary of \$375 a quarter.

During the Winter Quarter he will teach Sociology 27 - Religion and Culture, 4 quarter hours, and during the Spring Quarter he will teach Sociology 28 - The Cultural Process and the Hebrew-Christian Religion, 4 quarter hours. The latter course is yet to be approved by the University Faculty.

I think we are unusually fortunate in having the services of Dr. Bower and am glad that arrangements have been made to finance his new course.

Very sincerely yours,

(Signed) Irwin T. Sanders  
Irwin T. Sanders  
Acting Head

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- 6. Upon motion duly made, seconded and unanimously carried, the Comptroller was authorized to transfer \$575 from the unappropriated surplus of the General Current Fund budget to the Department of Sociology for the fiscal year 1944-45.

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G. Contract for Art Exhibit.

President Donovan submitted a contract for an art exhibit entitled "What Is Modern Painting II." After explaining that the contract was subject to be renewed from time to time and that the art exhibit was held in connection with the Department of Art at the University of Kentucky, the Committee took the following action:

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- 7. Upon motion duly made, seconded and unanimously carried, the Comptroller is authorized to execute contract on behalf of the University of Kentucky for an art exhibit to be shown at the University of Kentucky on January 4-25, 1945.

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H. Ernst & Ernst, Auditors, Report on Accounts of Mawen Motor Corporation.

President Donovan submitted invoice from Ernst & Ernst, Accountants and Auditors, for services rendered in making an examination of operating accounts of Mawen Motor Corporation for the three years ended June 30, 1944. Preparation of the report, conferences, etc., amount to \$1,234.05. He also submitted the actual report which had been examined by each member of the Committee. The report shows an expense of the Mawen Motor Corporation for the preparation and submission of Proposal on Oil Test No. III, which expense was incurred by the Mawen Motor Corporation prior to the termination

of the Lease Agreement with University of Kentucky for the operation of the Laboratory. The contract, in accord with the proposal on Oil Test No. III, was, after the termination of the Lease Agreement, awarded to the University. The total expense involved, according to the audit, was \$4,559.93. This item was discussed at length.

The audit report also carried an item for instruction with the Army Specialized Training Program which grew out of employees of the Mawen Motor Corporation being assigned to teach certain Army Specialized Training classes composed entirely of soldiers assigned to the University of Kentucky for training.

After discussing these questions at length, the Committee took the following actions:

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8. Upon motion duly made, seconded and unanimously carried, the Comptroller is authorized and directed to pay Mawen Motor Corporation the sum of \$2058.72 as a reimbursement for money expended by Mawen Motor Corporation in the preparation of their submission of Oil Test III, this amount representing material and direct labor cost only.

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9. Upon motion duly made, seconded and unanimously carried, the claim in connection with Army Specialized Training Program was deferred, with the request that President Donovan get all the facts from Dean D. V. Terrell and Professor A. J. Meyer, Director of the Research Laboratory, and report to the Executive Committee at its next meeting.

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10. Upon motion duly made, seconded and unanimously carried, the Chairman was authorized to appoint a committee consisting of H.D. Palmore, member of the Executive Committee, Dean D. V. Terrell, and A.J. Meyer, to examine all equipment and machinery now located in the Laboratory which is the property of the Mawen Motor Corporation and is now being used in connection with tests and experiments, and to make a report to the Executive Committee at its next regular meeting as to the



worth of the property which might be needed and required by the University of Kentucky, in order to continue operation of the Laboratory, with a recommendation as to whether or not the University should purchase same.

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11. Upon motion duly made, seconded and unanimously carried, the Comptroller is authorized and directed to pay Ernst and Ernst one half of the amount shown upon the invoice for services rendered in connection with the audit of the Mawen Motor Corporation, same being in accordance with the terms of the cancellation agreement made by and between the University of Kentucky and Mawen Motor Corporation June 13, 1944; same to be paid from the Haggin Fund, and if and when a profit is realized from the operations of the Aeronautical Research Laboratory, the amount so expended for this audit shall be refunded to the Haggin Fund from operating receipts of the laboratory.

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I. Kentucky Ice Manufacturers Graduate Assistantship.

President Donovan submitted letter from Dean Cooper notifying the University of Kentucky of a graduate assistantship offered by the Kentucky Ice Manufacturers Association.

October 12, 1944

President H. L. Donovan  
University of Kentucky

Dear President Donovan:

The Kentucky Ice Manufacturers Association has offered to the College of Agriculture and Home Economics, for the coming year, a graduate assistantship, not to exceed \$1000.00. This contribution is for the purpose of supporting a study of the effect, if any, packing fresh fruits and vegetables in ice has on (1) ascorbic acid, (2) weight, (3) texture, (4) color, (5) flavor, (6) general palatability.

It is expected that the work will be completed by December 31, 1945. I wish to recommend that authorization be given me to accept this graduate assistantship.

Sincerely yours,

(Signed) Thomas Cooper  
Thomas Cooper  
Dean and Director.

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12. Upon motion duly made, seconded and unanimously carried, the President is authorized to accept the gift and write the donor a letter of appreciation on behalf of the University.

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J. Printing Comptroller's Report.

The Comptroller explained to the Executive Committee that the Comptroller's report was ready to be printed and requested authorization for the printing of the report and payment. The Executive Committee took the following action:

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13. Upon motion duly made, seconded and unanimously carried, the Comptroller is authorized to have the report printed by the Kentucky Kernel and to pay for same out of College Collection Fund.

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K. Purchase of Small Items.

President Donovan reported to the Committee that the Comptroller needed a fund for the purchase of small emergencies for the University and that he desired authorization to use College Collection funds not to exceed fifty dollars for the year. After hearing the explanation of the need for the fund, the Committee took the following action:

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14. It was moved by Mr. Palmore, seconded by Mr. Everett, that in accord with the request, the sum of fifty dollars (\$50.00) be allocated to the Comptroller's Office to be used for the purchase of small items deemed emergencies and so designated by the Comptroller.

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#### L. 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

Bennett Harrison Wall, instructor in the Department of History, effective September 1, 1944.

Mr. Murrell Salutsky, graduate assistant in the Department of Chemistry, effective October 1, 1944.

Marshall Hahn, student assistant in the Department of Physics, effective September 25, 1944, through June, 1945.

Evelyn Green, part-time student assistant in the Department of Art, effective October 1, 1944, through June, 1945.

Charles K. Jones, part-time student assistant in the Department of Art, effective October 1, 1944, through June, 1945.

James William Huffman, custodian, Men's Gymnasium, effective September 20, 1944.

Valva Midkiff, graduate assistant in the Department of Chemistry, effective September 1, 1944.

Anna Lea Schoulties, graduate assistant part-time, effective October 1, 1944. Miss Schoulties' services are needed on account of the extra enrollment in Nurses' Chemistry.

Jane Darnaby, part-time case secretary in the Department of Psychology, effective October 1, 1944, through June, 1945.

Jeanne Bureau, student assistant in the Department of Psychology, effective through October 1, November and December, 1944.

Mrs. J. Allan Smith, part-time instructor in the Department of History for October, November and December, effective October 1, 1944.

W. E. Buckler, graduate assistant in the Department of English, September through December, 1944.

### Salary Adjustments

Mrs. Ida Dean, assistant, Art Library, adjustment in salary, effective October 1, 1944 through June, 1945.

Mrs. J. C. Lamb, part-time instructor, given full-time teaching load in Department of Chemistry, with adjustment in salary, effective October 1, 1944, for as long as her services may be needed.

Lawrence Schneider, student assistant in the Department of Zoology, adjustment in salary, effective September 1, 1944.

Julia Leach, part-time case secretary in the Department of Psychology, adjustment in salary on account of lightened work, effective October 1, 1944.

### Leave of Absence

J. E. Reeves, assistant professor of Political Science, leave of absence extended from September 1, 1944, to July 1, 1945, to work in the Department of Revenue, Frankfort, Ky.

### Resignations

Laurence L. Quill, Professor and Head of the Department of Chemistry, effective January 1, 1945. Dr. Quill is resigning to accept the headship of the Department of Chemistry at Michigan State College.

Morton Dolin, instructor in Bacteriology in the summer quarter. Mr. Dolin was drafted. It is requested that the funds allotted for his salary be transferred to capital outlay for furnishing two laboratories.

### Deaths

George Oldham Johnson, custodian of the Men's Gymnasium, September 17, 1944.

Professor Ellery L. Hall, of the Department of History, on October 8, 1944.

Professor Edward Fisk, of the Department of Art, on October 8, 1944.

College of Agriculture and Home Economics

Appointments

Marietta Smith, assistant home demonstration agent in McCracken County, effective September 11, 1944, to June 30, 1945.

Mary Zella Smith, assistant home demonstration agent in Fayette County, effective September 1, 1944, to June 30, 1945.

Sarah Patterson Mason, assistant home demonstration agent in Todd County, effective September 1, 1944, to June 30, 1945.

James F. Moore, county agent in Lawrence County, effective October 1, 1944, through June 30, 1945.

Earnest T. Wightman, assistant professor in Poultry Husbandry, effective October 10, 1944, or such time as he reports for duty.

Charlotte Baugh, seed analyst in the Department of Entomology and Botany, effective October 2, 1944.

Bruce Haddix, laborer, Robinson Experiment Substation, effective October 1, 1944.

James Sizemore, fire warden, Robinson Experiment Substation, effective October 1, 1944.

Virginia E. Faulconer, clerk in the Division of Agricultural Extension, effective October 2, 1944.

Mrs. Jane E. Gilliam, instructor in Home Economics for three quarters October 1 through June 2, 1945.

Helen Martine Stevens, assistant home demonstration agent in Union County, effective October 16, 1944, to June 30, 1945.

John Bach, county agent in Whitley County, effective October 1, 1944, to June 30, 1945.

Hollis Henson, county agent in Powell County, effective October 1, 1944, to June 30, 1944.

Carl H. Lay, county agent in Johnson County, effective October 16, 1944 to June 30, 1945.

Glen D. McDowell, county agent in Pike County, effective October 1, 1944, to June 30, 1945.

Henry H. Pope, Jr., county agent in Bell County, effective October 1, 1944, to June 30, 1945.

Resignations

Jack D. Tiner, assistant veterinarian, effective September 23, 1944.

Marion Valleau, laboratory assistant in the Department of Home Economics, effective June 15, 1944.

Lois G. Crooks, stenographer, effective August 31, 1944.

Greenberry Sizemore, fire warden, Robinson Experiment Substation, effective October 1, 1944.

Logan Sizemore, fire warden, Robinson Station, to become watchman and laborer at the same place, effective October 1, 1944.

Wilton Bach, dairyman, Robinson Experiment Substation, effective October 1, 1944.

Wick Johnson, laborer, Robinson Experiment Substation, effective October 1, 1944.

Crockett Marshall, watchman and laborer, Robinson Substation, effective October 1, 1944.

James J. Rose, microscopist, Department of Feed and Fertilizer Control, effective November 1, 1944.

Salary Adjustments

Cecil McC. Bertram, adjustment in salary, during the absence of Mrs. Skidmore for the months of October, November and December.

Helen Louise Trapp, clerk-stenographer, adjustment in salary, during the absence of Mrs. Skidmore for the months of October, November and December.

Leave of Absence

Beatrice Skidmore, secretary, leave of absence for the period October 10, 1944, to January 10, 1945.

College of LawAppointments

The following persons have been appointed as Law Library assistants for eight months, October to May, inclusive: Gardner Reed, Anne F. Noyes, Robert Preston, Alvarado E. Funk, Jr.

College of EducationAppointments

Mrs. Mary Louise Reese, secretary, effective September 10, 1944.

Martha Mitchell Triplett, assistant instructor in the University School, effective September 11, 1944.

Salary Adjustments

Mrs. Mayme Shepherd, supervisor, adjustment in salary for eight months, effective August 1, 1944. The school system of Jackson County will pay a part of Mrs. Shepherd's salary.

Mrs. Louise Clark, kindergarten teacher, adjustment in salary for ten months, effective September 1, 1944. Mrs. Clark is to teach two college classes in addition to her work in the University School.

Estelle Adams, second grade critic teacher, adjustment in salary for ten months, effective September 1, 1944. Miss Adams is to teach one class on the college level in addition to her work as second grade critic teacher.

Resignations

Barbara Shipp, secretary, effective September 11, 1944.

G. Robert Boyd, research assistant, Bureau of School Service, effective October 9, 1944. Mr. Boyd has resigned to accept a position in the Comptroller's office. Mr. Boyd served also as research assistant with the Sloan project, and is resigning from that position, also, effective October 8, 1944.

Death

A. N. May, Professor Emeritus, September 20, 1944.

College of CommerceAppointments

Sarah Bogan, student assistant, effective October 1, 1944.

Henrietta Moore, secretary in the Bureau of Business Research, effective September 20, 1944.

Mollie Clayton, student assistant, effective October 1, 1944, through May, 1945.

Janet Helsel, student assistant, effective October 1 through May, 1945.

### Graduate School

#### Resignations

Marjorie Fingerhood Pfeffer, fellow, effective September 1, 1944.

William W. Hummel, fellow, effective September 1, 1944.

Bruce Kennelly, fellow, effective September 1, 1944.

### Personnel Office

#### Appointment

Anne Greene, clerk half-time, effective October 2, 1944.

#### Resignation

John E. Reeves, freshman faculty advisor, effective with the opening of the fall quarter.

#### Salary Adjustments

Adjustment in salary for the fall quarter for each of the following persons who will serve as freshman faculty advisors: Dr. O.T. Koppius, Professor R. E. Shaver and Professor W.S. Tucker.

Margaret Newell, clerk, a student who will be taking classes, on part-time work, with adjustment in salary, effective October 2, 1944.

### Library

#### Appointment

Juanita Cummins Moberly, assistant in the Cataloging Department, effective October 1, 1944.

#### Resignation

Mrs. Angeline Jett Williams, assistant in Cataloging Department.



University Health ServiceAppointments

Ruth Harper, registered nurse, effective September 1, 1944.

Helen Crews, registered nurse, effective September 1, 1944.

University Commons and Training School CafeteriaAppointments

Helen C. Gwin, director of the Training School Cafeteria, effective September 22, 1944.

Mary E. Neill, assistant manager, University Commons, effective September 18, 1944.

Resignation

Louise Harned Lund, assistant manager, University Commons, effective September 11, 1944.

Dean of WomenAppointments

Verna C. Henderson (Mrs. C. L.), housemother, Kappa Kappa Gamma Sorority, effective September 1, 1944.

Mrs. Nancy Gene Smith, house director for McDowell House, effective October 1, 1944.

## ROTC-AST (1548th SU)

Termination of Employment

Joseph J. Brown, guard, Breckinridge Hall, effective September 30, 1944.

Department of Business Management and ControlComptroller's OfficeAppointments

G. Robert Boyd, Purchasing Supervisor, effective October 9, 1944. Mr. Boyd will succeed Mr. Charles Hayes, who is resigning to accept another position.

Camilla Weathers, clerk-typist, to take the place of Miss McCormack, who is resigning.

### Resignations

Elizabeth V. Dennis, secretary to the Comptroller, effective October 20, 1944.

Jess C. Paris, Assistant Comptroller, effective October 31, 1944.

Pattie McCormack, account clerk-stenographer, effective October 27, 1944.

### Student Union Building

#### Appointment

Arkley Wright, bookkeeper, effective October 9, 1944. Mr. Wright will keep books and lock up building.

#### Salary Adjustment

Mackie Rasdall, assistant director, promoted to position of director, effective July 1, 1944.

#### Resignations

Bart N. Peak, acting director, effective July 1, 1944. Mr. Peak will devote full time to Y.M.C.A.

Ena Sellman, bookkeeper, effective July 1, 1944. Mrs. Sellman will devote full time to work in the Comptroller's Office.

### Kentucky Kernel (Student Newspaper)

#### Appointments

Doris Singleton, managing editor (student), effective September 29, 1944, on a nine months' basis.

Janet Edwards, editor (student), effective September 29, 1944, on a nine months' basis.

Mildred Long, news editor (student), effective September 29, 1944, on a nine months' basis.

Margaret Wharton, business manager, effective September 29, 1944, on a nine months' basis.

Maintenance and Operations

Salary Adjustments

Edna L. Edwards, clerk, adjustment in salary, effective October 1, 1944.

Lucille Day, secretary, adjustment in salary, effective October 1, 1944.

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15. 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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M. Adjournment.

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16. Upon motion duly made, seconded and carried, the Executive Committee adjourned at 12:15 p.m.

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