

Minutes of the Meeting of the Executive Committee of the Board of Trustees, University of Kentucky, January 5, 1945.

The Executive Committee of the Board of Trustees of the University of Kentucky met in the Director's office of the Student Union Building at 10:45 a.m., Friday, January 5, 1945. The office of the President was not available due to being repaired and redecorated. The following members were present: Judge R. C. Stoll, H. S. Cleveland, H. D. Palmore and R. P. Hobson. President H. L. Donovan and Comptroller Frank D. Peterson, Secretary of the Board, were also present.

A. Approval of Minutes.

The minutes of the meeting of the Executive Committee of November 22, 1944, were approved as published.

B. Report of the Comptroller.

The Comptroller made the regular monthly financial report. Each member of the Executive Committee was provided with a copy of the report detailing a complete statement of unrealized income, appropriations and expenditures for the period ended November 30, 1944. The report also included a complete list of Restricted and Agency funds showing receipts and expenditures for the same period. The report was examined by members of the Committee, discussed, and, upon motion made, seconded and passed, ordered received, accepted and approved.

C. Mawen Motor Corporation Contract Approved by Attorney General.

President Donovan reported that, pursuant to direction of the Executive Committee, at its meeting on November 22, 1944, he had submitted to the Attorney General a contract and lease agreement between the Mawen Motor Corporation and the University of Kentucky, and that the contract and lease agreement was approved by Attorney General Eldon S. Dummit.

D. University of Kentucky Coupon Bonds to be Registered.

It was called to the attention of the Executive Committee that the Comptroller had, in his position as Custodian of Securities, some United States Government Coupon Bonds. At the request of the Comptroller, the following action was taken:

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1. Upon motion duly made, seconded and carried, the Comptroller is directed to have all Government bonds registered, and report back to the Executive Committee.

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E. Contract with Kentucky Municipal League.

President Donovan submitted a letter from Dean Wiest in which he transmitted a contract between the University of Kentucky and the Kentucky Municipal League, under which it is proposed to carry out a research project concerned with the finances of Kentucky municipalities.

December 14, 1944

President Herman Lee Donovan
University of Kentucky

My dear President Donovan:

Attached hereto is a contract between the University of Kentucky and the Kentucky Municipal League under which it is proposed to carry out a research project concerned with Kentucky Municipal Finances. I recommend its approval by the University.

The investigation is to be conducted under the direction of Professor James W. Martin, Director of the Bureau of Business Research. The scope of the research is suggested in the contract. The Municipal League, it is understood, will pay the University \$3,000 in four installments, as indicated, for work done by the Bureau. The League also agrees to publish the report of the study, and will sell to the University any number of copies that may be ordered at a cost equal to the additional expense to the League of manufacturing such number of copies. It is expected that the study will be completed in August 1945 and that the report will be published a month later.

I understand that the Board of Trustees can not act on the proposal before January 19, 1945. However, you have been informed as to the general terms of the understanding with the League and Dean Chamberlain has examined the text of the contract. Some work has already been done on the project, and if the Board is to give its approval it is suggested that the appropriate official be authorized to execute the contract as of December 1, 1944. It is requested that the three copies of the contract be properly executed. The original, it is assumed, will be kept by the Secretary of the Board, and the two carbon copies should be returned to this office one of which will be turned over to the League officials. It may be noted that one of the carbon copies has not been completely executed by League officials.

Very sincerely yours,

(Signed) Edward Wiest, Dean
College of Commerce.

This agreement between the Kentucky Municipal League (hereinafter called the League) and the University of Kentucky (hereinafter called the University) witnesseth:

1. The University, with the assistance of the League staff to the extent of approximately half time of the secretary and of one clerical employee from December 1, 1944, to August 1, 1945, agrees to make, through its Bureau of Business Research (hereinafter called the Bureau), a general survey of the city finances of Kentucky. For this purpose the University will contribute the equivalent of about one-third of the time of the director of the Bureau, one-third of the time of one other professional worker or senior clerical employee, and the full time of one other professional employee from about December 1, 1944, to August 1, 1945. Also, the University will provide subsequently, to approximately September 15, 1945, the services usually made available to a book publisher by or in behalf of an author incident to production of the latter's book. The scope of the research is defined by the following outline unless the scope be modified by mutual agreement:

- I. The facts outlined and analyzed
 - A. Expenditures
 - B. Revenues
 - C. Debts
 - D. Financial management
- II. Expenditure readjustment proposals analyzed
 - A. Examination of city service obligations and possibilities of savings
 - B. Examination of state-city, county-city, and state-county-city cooperative arrangements and possibilities
 - C. Possibilities of state administrative assistance.
- III. Revenue readjustment proposals and possibilities examined
 - A. Independent sources of supplemental city revenue
 - B. Possible state aids
 - C. Suggested city-state, city-county, and state-county-city cooperation.

2. The director of the Bureau will be personally responsible for the research work. He, together with the person or persons who do the detailed investigation, will sign the report and will have final responsibility and discretion respecting its content. The staff of the League will assist by gathering statistics and other information regarding municipal finances and their management and by preparation of memoranda as the said director may request, subject to limitations already indicated.

3. As a part of the University's service, the director of the Bureau, throughout the period of the investigation and also subsequently through the calendar year 1945, will

assist the League as its technical consultant on municipal finance to whatever reasonable extent the League may desire. In this capacity the director will (a) informally advise the League or its committees or other agencies regarding finance policy decisions, (b) aid in the preparation of newspaper or journal articles, and (c) provide other consulting assistance in financial matters, including general, as distinguished from individual city, counsel respecting fiscal management. The League's officers and committees, however, will take full responsibility for policy decisions and in every other respect will seek to protect the University against any charge incident to discharging its obligations hereunder that the University or its agents are engaging in political activity in respect of the League or of its members.

4. The report of the survey of Kentucky municipal finances will be submitted between August 1, 1945 and August 15, 1945, unless the parties shall agree upon another time.

5. The regular Bureau staff members will contribute to the municipal finance survey as a part of their regular duties. To reimburse the University for the expense of employing additional workers and for the cost of materials, travel, etc., incident to this city finance survey, the League will pay the University three thousand dollars (\$3000) as follows: on or before January 1, 1945, nine hundred dollars (\$900); on or before April 1, 1945, nine hundred dollars (\$900); on or before July 1, 1945, nine hundred dollars (\$900); and, at the time the report is submitted, three hundred dollars (\$300).

6. The League agrees to publish the report of the study of city finances, and the University may purchase any number of copies (which it chooses to order before the study goes to the press) at a cost equal to the additional expense to the League of manufacturing the number of copies required by the University.

Executed at Lexington, Kentucky.

Date _____ Date Nov. 28, 1944

UNIVERSITY OF KENTUCKY

KENTUCKY MUNICIPAL LEAGUE

Signed

By _____
Title _____

By J. P. Arnold
Title President

Signed Wilson W. Wyatt

" Henry L. Nichols

" Winn Davis

" J. J. Moran

The contract was explained by President Donovan and discussed at length by members of the Committee, after which the following action was taken:

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2. Upon motion made, seconded and unanimously carried, the contract is approved, and the Comptroller is authorized to sign the contract on behalf of the University of Kentucky.

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F. Agreement for Extension Work in Farm Labor Supply and Distribution.

President Donovan submitted agreement between the War Food Administrator and the Extension Service of the College of Agriculture and Home Economics for work in farm labor supply and distribution in the State of Kentucky. It was explained that this was a continuation of a previous agreement approved by the Board of Trustees for this type of cooperative work with the War Food Administrator.

January 4, 1945

President H. L. Donovan
University of Kentucky

Dear President Donovan:

Enclosed are four copies of an agreement for extension work in farm labor supply and distribution in the State of Kentucky. Under this agreement, the work and funds will be extended through the calendar year 1945. I recommend its acceptance. If approved, please sign and return the four copies. A copy for your file is enclosed.

Sincerely yours,

(Signed) Thomas Cooper
Dean and Director

EXTENSION OF AGREEMENT FOR EXTENSION WORK IN
FARM LABOR SUPPLY AND DISTRIBUTION IN THE
STATE OF KENTUCKY

THIS AGREEMENT, made and entered into this 1st day of January, 1945, between the War Food Administrator, hereinafter called the "Administrator", and the Cooperative Agricultural Extension Service of the College of Agriculture, University of Kentucky, hereinafter called the "Extension Service,"

WITNESSETH:

WHEREAS, pursuant to an agreement dated April 29, 1943, and a Supplemental Agreement dated February 25, 1944, the Administrator agreed to apportion funds to the State of Kentucky and the Extension Service agreed to use such funds in furtherance of the purposes set forth in said agreements and authorized by the Act of April 29, 1943 (Public Law 45, 78th Congress) and the Farm Labor Supply Appropriation Act, 1944 (Public Law 229, 78th Congress), and

WHEREAS, the Congress having authorized continuance of the authorities, purposes and objects of the Farm Labor Supply Appropriation Act, 1944, for the calendar year 1945, the Administrator and the Extension Service desire to continue the cooperative program for providing an adequate supply of workers for the production and harvesting and preparation for market of agricultural commodities in the state of Kentucky in accordance with Section 2 of the Farm Labor Supply Appropriation Act, 1944, as supplemented:

NOW, THEREFORE, the Administrator and the Extension Service mutually agree as follows:

1. Clause 1 of the Supplemental Agreement referred to above is hereby amended by inserting the date "December 31, 1945" in lieu of the date "December 31, 1944", and by adding the words "as supplemented" at the end of the clause.

2. Clause 2 (2) of said Supplemental Agreement is hereby amended by inserting "Director of Extension Work" in lieu of "Director, Office of Labor."

3. Except as expressly modified in this Agreement, the terms of the Agreements referred to above shall continue in full force and effect.

WAR FOOD ADMINISTRATOR

(Signed)

By M. L. Wilson
Director of Extension Work

COOPERATIVE AGRICULTURAL EXTENSION
SERVICE

of College of Agr. & Home Ecs.
University of Kentucky

By _____
 President (or other appropriate
 official)

and _____
 Director of Extension

1656-44

After examination of the contract, the Executive Committee took the following action:

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3. Upon motion duly made, seconded and carried, the Director of the Experiment Station is directed to sign the agreement on behalf of the University of Kentucky.

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G. Authority to Dean Cooper to Sign Papers with American Jersey Cattle Club.

President Donovan submitted a request from the Registration Board of the American Jersey Cattle Club, New York 11, N.Y., suggesting that Dean Cooper submit for the record of that Club power of attorney authorizing him to sign on behalf of the University of Kentucky all applications for registry or transfer of Jersey cattle owned or bred by the University of Kentucky. After hearing the request and having same explained, the Executive Committee took the following action:

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4. Upon motion duly made, seconded and unanimously carried, the following power of attorney is granted to Dean Thomas P. Cooper:

KNOW ALL MEN by these Presents, that the University of Kentucky, a corporation organized and existing under and by virtue of the laws of Kentucky, has made, constituted, and appointed, and by these presents do make, constitute and appoint DEAN THOMAS COOPER its true and lawful attorney for it and in its name, place and stead, to sign for it all applications for registry or transfer of Jersey cattle owned or bred by it and to certify to service of any Jersey bull owned by it as may be required by the Rules of Entry of the American Jersey Cattle Club; and it does also ratify and confirm any and all documents signed by the above-named DEAN THOMAS COOPER for it in the past in connection with the above named association,

giving and granting unto its said attorney full power and authority to do and perform all and every act and thing whatsoever requisite are necessary to be done in and about the premises, as fully to all intents and purposes, as it might or could do if personally present, thereby ratifying and confirming all that its said attorney or his substitute shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, we have hercunto set our hand and seal the 13th day of January in the year one thousand nine hundred and forty-five.

UNIVERSITY OF KENTUCKY

(Signed) By Richard C. Stoll
Richard C. Stoll
Chairman of its Executive
Committee

SEALED AND DELIVERED IN THE PRESENCE OF

(Signed) Frank D. Peterson

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H. Recess for Luncheon

The Committee recessed at 12:45 p.m. for luncheon. It reconvened at 1:40 p.m. and continued with the agenda.

I. Adjustment in Room Rents, Men's Dormitories.

President Donovan submitted a letter from Comptroller Peterson concerning room rents, Men's Dormitories. The following letter was read to the Committee:

January 4, 1945

President H. L. Donovan
University of Kentucky

My dear President Donovan:

The Executive Committee of the Board of Trustees, at its meeting on July 21, 1944, adjusted the room rates of the Men's Dormitories in keeping with the recommendation concurred in by Dean Jones and Dean Chamberlain. The adjusted rates were to become effective at the beginning of the summer quarter, 1945.

Dean Jones is now of the opinion that single rooms (above the basement) are priced out of line with the adjusted prices for the suites, and doubles, and that the price per quarter per man should be raised from thirty-two to thirty-four dollars. The adjusted rates, effective at the beginning of the summer quarter, 1945, per man per quarter, will be

Suites	\$38.00
Doubles	30.00

It is our desire at this time to increase the rates for single rooms to \$34.00 per man per quarter. Dean Jones states that more men prefer single rooms than suites, and that the prices for suites and singles and doubles are too near together, and that if the price for the single rooms is advanced, the dissatisfaction felt in not obtaining one will be lessened somewhat. He is also of the opinion that a single room is worth more than two dollars above the price of a double room. Dean Chamberlain concurs in his recommendation, and we trust that you will see fit to request the Board to authorize the increase.

Very truly yours,

(Signed) Frank D. Peterson
Comptroller

The following action was taken:

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5. Upon motion duly made, seconded and unanimously carried, the rate for single rooms (above the basement) in the Men's Residence Halls, beginning summer quarter, 1945, shall be \$34.00 per man per quarter.

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J. The National Research Fund Overdrawn.

President Donovan submitted the following correspondence from Doctor Webb, head of the Department of Physics, and Comptroller Peterson, explaining an overdraft in the National Research Fund.

November 24, 1944

Mr. Frank Peterson
Comptroller
Department of Business Management
and Control

My dear Mr. Peterson:

Relative to the account of the National Research Fund, Number 3049, which is overdrawn to the amount of \$43.72, this overdraft seems to have occurred sometime after December 11, 1941. It was an attempt at that time to close the account by charging to it two requisitions of the Department of Anthropology and Archaeology, for a total of \$43.72.

If these requisitions had not been charged to this fund they would have been legitimate charges to the then current budget of the Department of Anthropology and Archaeology. There are no special funds in the hands of the Department to which this amount can now be charged. The Department received the benefit of this expenditure.

I regret very much the overdraft which occurred because of a misunderstanding of the amount of funds available.

Very sincerely yours,

(Signed) Wm. S. Webb
Head of the Department

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November 28, 1944

President H. L. Donovan
University of Kentucky

My dear President Donovan:

I attach hereto a letter from Dr. W.S. Webb, head of the Department of Physics, explaining an overdraft in a restricted fund called the "National Research Fund", account 3049.

Two requisitions of the Department of Anthropology and Archaeology, totalling \$43.72, were sent to this office from Dr. Webb to be charged against this fund. The office at the time honored the requisitions, thinking that Dr. Webb had additional funds which would be received and credited to this account. He now tells us that the account has been closed and that there are no additional funds to be received. In view of the fact that the original purchases

were for equipment used by the Department of Anthropology and Archaeology, and could have legitimately been charged to the department's budget, had they been so drawn, I am recommending that the overdraft be now charged to the current budget of the department, through appropriate transfers.

In order that there be no question about the transfers, I suggest that this be submitted to the Executive Committee for proper authorization.

Respectfully submitted,

(Signed) Frank D. Peterson
Comptroller.

After reading the correspondence and receiving explanation of the origin of the National Research Fund, the Committee took the following action:

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6. Upon motion duly made, seconded and carried, the Comptroller is authorized to transfer from the budget of the Department of Physics, for the current year 1944-45, to Restricted Fund, Acct. No. 3049, National Research Fund, the sum of \$43.72.

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K. Resolutions on Deaths of Dr. F. Carleton Thomas, Mrs. Shirley Beeler, Mr. Tollie Riddell, Mr. Raleigh V. Trosper, and Mr. Ralph Cundiff.

President Donovan reported to the Executive Committee the deaths of Dr. F. Carleton Thomas, physician in the Infirmary; Mrs. Shirley Beeler, hostess in Student Union Building; Tollie Riddell, truck driver, Experiment Station; Raleigh V. Trosper, County Agent in Breathitt County; and Ralph Cundiff, Agricultural Extension.

After expressing deep regret on learning of the untimely deaths of the persons above named, the members of the Executive Committee thought it highly appropriate that the following resolutions be spread upon the minutes, and copies sent to the families.

Dr. F. Carleton Thomas

Dr. F. Carleton Thomas, visiting physician to the University Health Service for fifteen years, died suddenly in his office at the University on the morning of December 2, 1944. Dr. Thomas brought to the students not only the highest type of professional service, but by his kind and courteous manner and his sterling qualities as physician and friend, he endeared himself to all who came to know him.

Dr. Thomas' professional attainments were of high order. He was a member of the Kentucky State, the American Medical, and the Southern Medical Associations. He was a fellow of the American College of Surgeons, and, in his chosen field of Ophthalmology, he was a diplomat of the American Board of Ophthalmology.

The University has sustained a severe loss in the passing of Dr. Thomas. The students have lost a devoted friend and physician; the Health Service has lost a colleague and friend.

Committee:

(Signed) Chas. McChord
" J. S. Chambers
" Wilbur A. Heinz

Approved by Board of Trustees

Chairman

Date _____

Approved by University Faculty

(Signed) Leo M. Chamberlain
Secretary

Date November 13, 1944
Dec. 11

Mrs. Shirley Beeler

The death of Mrs. Shirley Beeler, hostess, Student Union Building, came as a shock to faculty and students on December 30, 1944. Although she had been in declining health for many months, her cheerfulness and faithfulness in the performance of her duties belied the seriousness of her physical condition.

Mrs. Beeler came to the University as house-mother for Alpha Gamma Rho fraternity. While serving in this capacity, she won the love and respect of a group of young men whose unwavering loyalty was a source of joy to her. When the fraternity houses were closed, she became house director of Hamilton House, where she was equally popular and influential.

As hostess of the Union Building, she had the opportunity to serve a large number of students. Her sensitiveness to their needs and her sympathetic understanding of their problems endeared her to those who sought her counsel.

The impact of her death will be felt in many lands, wherever her boys and girls are serving their country. It was through her that they kept in touch with the University and with each other. In them and through them, her influence will continue to live.

Mr. Tollie Riddell

Those who knew Tollie Riddell were saddened by his sudden death the afternoon of December 23, 1944. Apparently, in his usual health, the end came while he was in the midst of work. For twenty-two years, Mr. Riddell was employed on the Experiment Station farm and performed faithfully and well the various duties assigned to him. He was obliging and willing to do not only his part but to assist others; conscientious and regular in the discharge of his work; kindly in his feeling for his fellowman; loyal to the institution and eager to promote its interests to the best of his ability. We record our regret in his passing and express to his family our sincere sympathy in their bereavement.

Mr. Raleigh V. Trosper

Raleigh V. Trosper became a member of the staff of the University of Kentucky in 1921. From that date until his untimely passing on October 17, 1944, he was a valued member of the staff of the Extension Division of the College of Agriculture and Home Economics, serving as county agent in Breathitt, Knox, Bell and Russell Counties successively.

He was born December 3, 1889, and received the degree B. S. in Agriculture from the University of Kentucky in 1930. In each of the localities where he had opportunity to serve, he was recognized as an able leader and a valuable citizen. He identified himself in each community with all movements for civic betterment and was active in the councils of his church both locally and state-wide.

It is resolved by the Board of Trustees of the University of Kentucky that in the death of Raleigh V. Trosper the University has sustained great loss, that his long period of service was of great benefit to the people of the State, that these resolutions be entered upon the permanent records of the Board of Trustees of the University of Kentucky, and that a copy be sent to his wife.

Mr. Ralph Cundiff

On the battle fields of France, in the summer of 1944, Ralph Cundiff gave that last full measure of devotion to his country. He was killed in action in France and in his death a valuable member of the staff of the University was lost. He was born January 2, 1911, and was graduated from Berea College in 1938. He became a member of the staff of the Extension Service of the College of Agriculture and Home Economics on July 1, 1938.

He was a conscientious and efficient worker who always placed duty and service before self. His devotion to duty, both as an Extension worker and as a soldier, may well serve as a challenge to us who are left behind, to carry on according to the high standards which Ralph Cundiff set for himself, and it is resolved that in the passing of this faithful worker, the University of Kentucky has suffered great loss, that his place will be difficult to fill and that these resolutions be made a part of the permanent record of the Board of Trustees of the University of Kentucky and that a copy be sent to his wife and to his parents.

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7. Upon motion duly made, seconded and unanimously carried, the resolutions on the deaths of Dr. Thomas, Mrs. Beeler, Mr. Riddell, Mr. Trospen and Mr. Cundiff are ordered spread upon the minutes of the Executive Committee and copy of the appropriate resolution is ordered sent to the family of each person named.

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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

Constance W. Gallant, departmental secretary, Chemistry, effective December 13, 1944.

Anna Newton, graduate assistant in Bacteriology, effective January 1, 1945.

Barbara Bachman, graduate assistant in Bacteriology, effective January 1, 1945.

Charles F. Isackes, visiting lecturer in the Department of Social Work, effective January 1, 1945.

Anna Lea Schoulties, graduate assistant part-time, effective January 1, 1945, Department of Chemistry.

Betty D. Crawley (Mrs. Clyde), instructor in the Department of Mathematics and Astronomy, for the winter quarter, effective January 1, 1945.

Mrs. Lydia R. Fischer, instructor in the Department of Mathematics and Astronomy, winter quarter, effective January 1, 1945.

Mrs. Leila Kilroy Harris, instructor in the Department of English, effective January 1, 1945, for winter and spring quarters.

Salary Adjustment

L. C. Harrison, instructor (part-time) in Bacteriology, adjustment in salary, effective January 1, 1945. Mr. Harrison will take on additional work in the department as a result of Dr. Thornton's resignation.

Leaves of Absence

Dr. Amry Vandenbosch, professor and head of the Department of Political Science, leave extended through the winter quarter. Dr. Vandenbosch is needed longer overseas and is unable to get transportation at the present time.

W. C. Tucker, associate professor of Journalism, leave part-time to assist Herald-Leader, continued through January 1, 1945, under the same arrangement as to salary, that has existed during his connection with the newspaper.

Dr. E. G. Trimble, associate professor of Political Science, leave without salary extended to September 1, 1945. Dr. Trimble will continue in Washington, D.C., with the Office of Price Administration.

Resignations

Mrs. Okla B. Doll, half-time secretary in the Department of Art, effective December 1, 1944.

William M. Arnold, graduate assistant in the Department of Bacteriology, effective December 31, 1944.

Ethel E. Wilner, secretary in the Department of Chemistry, effective December 30, 1944.

Helen Knott Thornton, assistant professor of Bacteriology, effective December 31, 1944.

College of Agriculture and Home EconomicsAppointments

Launa V. Littrell, home demonstration agent in Mason County, effective December 18, 1944, to June 30, 1945.

Helen M. Stevens, home demonstration agent in Union County, effective December 1, 1944, to June 30, 1945.

Margaret Virginia Howard, home demonstration agent, in Fulton County, effective December 1, 1944, to June 30, 1945.

Pleas B. Sams, Jr., field assistant in corn and small grain breeding, effective November 28, 1944.

Frances Ray Arnold, stenographer, Extension Division, effective November 20, 1944.

Charles L. McGriff, assistant county agent in Bell County, effective December 14, 1944, to June 30, 1945.

Bennett K. Brown, assistant county agent (negro) in Logan and Todd Counties, effective January 1, 1945, to June 30, 1945.

Louis L. Duncan, Jr., assistant county agent (negro) in Christian and Todd Counties, effective January 1, 1945, to June 30, 1945.

Philip B. Harrison, assistant county agent in Rockcastle County, effective November 16, 1944 to June 30, 1945.

Rowena I. Sullivan, assistant home demonstration agent in Simpson County, effective January 1, 1945 to June 30, 1945.

John W. Hubbard, county agent in Russell County, effective November 10, 1944, to June 30, 1945.

J. H. Finch, assistant county agent (negro), in Warren and Barren Counties, effective January 1, to June 30, 1945.

Salary Adjustments

Bernard M. Crigger, superintendent of poultry farm, adjustment in salary, effective January 1, 1945.

Flora Gray Taylor, clerk, adjustment in salary, effective January 1, 1945.

Florence G. Carney, clerk and stenographer, adjustment in salary, effective January 1, 1945.

Grace Jones, stenographer and clerk, adjustment in salary, effective January 1, 1945.

Resignations

David L. Estes, Jr., clerk, Department of Feed and Fertilizer, effective November 30, 1944.

George Jones, laborer at the Western Kentucky Substation, effective November 25, 1944.

John C. Coffman, farm mechanic, effective January 13, 1945.

J. J. Stocker, carpenter, Experiment Station, effective December 31, 1944.

Ethel Byron, clerk-stenographer, effective December 31, 1944.

Arnold J. Meade, county agent, effective December 15, 1944.

Department of University Extension

Salary Adjustments

Mary Ethel Denniston, clerk-stenographer, adjustment in salary, effective December 1, 1944.

Adjustment in salary for each of the following persons, because of night classes they are teaching under Extension Department: Grace Anderson, Brooks Hamilton, A. J. Lawrence, Alberta W. Server.

College of EducationAppointment

Mrs. Olive Terrell Briggs, research assistant, effective November 6, 1944.

Temporary Leave of Absence

Professor Maurice F. Seay, leave of absence from December 1 to 13, in order to work on the Alabama Survey.

Resignation

Huguette Balzola, assistant in French, University School, effective December 16, 1944.

College of CommerceAppointment

Vera Briscoe, research assistant in the Bureau of Business Research, effective December 11, 1944, through August, 1945.

Leave of Absence

Dr. C. C. Carpenter, leave expiring on January 1, 1945, extended to at least March 19, 1945, and authority granted to extend the leave by administrative action up to September 30, 1945, if circumstances warrant such action.

Department of University ExtensionSemi-annual Payment for Teaching

Semi-annual payment for teaching, to the following persons:
 Grace Anderson, E.J. Asher, Wendell Beals, A.E. Bigge, M.C. Brown, L.H. Carter, T.D. Clark, Louis Clifton, John L. Cutler, L.L. Dantzler, May K. Duncan, E.F. Farquhar, E.N. Fergus, Chloe Gifford, Lyman Ginger, D.V. Hegeman, W.A. Heinz, W.W. Jennings, T.T. Jones, M.D. Ketchum, Grant C. Knight, John Kuiper, A.J. Lawrence, M.E. Ligon, R.G. Lunde, Margery McCabe, Frank T. McFarland, Frank Murray, Edward Newbury, E.Z. Palmer, Anna Peck, Neil Plummer, V.R. Portmann, C.C. Ross, I.T. Sanders, Blaine W. Schick, Alberta W. Server, Rodman Sullivan, H.N. Sherwood, Mrs. D.H. Starns, W.S. Taylor, Rhea Taylor, David Young.

University Health ServiceDeath

Dr. F.C. Thomas died December 2, 1944. Dr. Thomas had served as a University physician, part-time, since September, 1929.

Appointment

Dr. Walter D. Frey, physician part-time, effective December 3, 1944. Dr. Frey is appointed to fill the vacancy caused by the death of Dr. F. Carleton Thomas.

Personnel OfficeAppointment

Floye Mullinaux, clerk, effective December 1-July, 1945, to replace Ann Greene, resigned.

Resignation

Ann Greene, clerk, effective December 1, 1944.

Maintenance and OperationsAppointments

Scudder Pearson, stores clerk, appointed janitor foreman to succeed Edward S. Heatt, resigned.

Evelyn Lee Weber, clerk, effective December 1, 1944.

Resignation

Edward S. Heatt, janitor foreman, effective January 1, 1945.

Department of Business Management and ControlAppointment

G. L. Mardis, storeroom keeper, Department of Purchases and Stores, effective December 18, 1944.

Resignation

Martha Langdon, clerk, effective December 20, 1944.

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

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Frank D. Peterson
Secretary, Executive Committee
Board of Trustees