

CALLED MEETING OF THE EXECUTIVE COMMITTEE

OF THE BOARD OF TRUSTEES

August 27, 1917

The Executive Committee of the Board of Trustees met in President Barker's office, pursuant to call, to finish business interrupted by the meeting of the Board of Trustees, August 15. The following were present: Chairman Nichols, Messrs McKee, Johnston, and Doctor Marks.

The regular order of business was taken up. Under the heading "Unfinished business" a report made by Acting Dean Roberts, of the College of Agriculture, to the Executive Committee June 20, 1917, and at that time not acted upon, was taken up.

Recommendation 1 of Dean Robert's report, which asked for the transfer of E. J. Gott from the Experiment Station to the Teaching Division as Instructor in Bacteriology, to have full charge of this work, was adopted.

Recommendation 2, that Doctor R. L. Pontius be designated Acting Head of the Department of Diseases of Live Stock, was approved.

Recommendation 4, that J. O. LaBach be made Head of the Food and Drug Department, if by July 1st, R. M. Allen had not signified definite intentions to return to the Experiment Station work. The Board instructed Acting President Boyd to write further to Mr. Allen, asking for a definite reply to a former letter written by President Barker, on this point.

Recommendation 5, that J. B. Hutson be appointed as Instructor in Farm Management at a salary of \$1200, indicated in the schedule of salaries was referred to the Budgeting Committee and there acted upon.

Recommendation 6, that Miss Linda Purnell be appointed Instructor in Home Economics at a salary of \$750 per year, was adopted.

Number 8, recommending that the salary of Judge Lafferty (five hundred dollars), paid by the Experiment Station as Legal advisor thereof, be discontinued, was referred to the Budgeting Committee and there acted upon. The action of the Budgeting Committee upon said salary was that the same rule that obtained in last year's budget should continue in this year's budget; viz., that of Judge Lafferty's salary, the \$500 referred to be paid out of the Experiment Station funds, and the remainder out of the University funds.

Number 11, asking permission to fill the place held by Messrs. Roger Jones and Elmer Ingram, Inspectors in Feed and Fertilizer Control work; the Board authorized Dean Roberts so to fill these positions.

Number 12, recommending that \$5000 be appropriated from Station funds to building an implement barn, was discussed, but no action taken.

That paragraph of Recommendation 12 which referred to expenditure for macadam roads, fences, etc., on the Station Farm, was referred to the Budgeting Committee, whose action is set out in the budget.

Number 13, recommending an expenditure of about \$2500 for a stock judging pavilion, was discussed but no action taken.

That portion of Dean Robert's recommendation which affected his own salary was referred to the Budgeting Committee and the Secretary instructed to note merely the legends: "Attended to in the budget".

Acting President Boyd stated to the Board that in its meeting of August 15, had begun to read his report as Acting President but that the same had been interrupted by the adjournment of the Executive Committee to meet with the Board of Trustees at 1:30 o'clock. He asked permission to submit and did submit the following supplemental report; action upon which is noted as follows at the close of each paragraph:

To the Executive Committee
University of Kentucky

Gentlemen:

I wish to make the following report, to supplement that presented, but not acted upon, at the last meeting of the Executive Committee.

Professor F. E. Tuttle, Department of Chemistry, makes the following recommendation, under date of August 25:

"Doctor P. P. Boyd,
Acting President
Lexington, Ky.

"Dear Sir:

As a result of several consultations with you and with your approval, I have finally tendered positions in the Department of Chemistry for a period of one collegiate year, as follow:

Mr. C. C. Kiplinger, Asst. Professor of Chemistry,	Salary \$1200
Mr. A. W. Withrow, Instructor in Chemistry,	Salary \$1100
Mr. A. F. Hardman " " Chemistry	Salary \$ 900

"Under date of September 18, 1917, Doctor L. C. Daniels requested one year's leave of absence in order that he might carry on research work in the dye industry. This, with your concurrence, was granted and Mr. Kiplinger has agreed to come in his place at a saving of \$400 to the University.

"Up to the present time, I have not received acceptance from Messrs. Withrow and Hardman, but expect them Monday or Tuesday.

"I wish to state in conclusion, that in all my professional experience, I have never experienced so great difficulty in securing men for teaching, on account of the fact that the chemical industries are scouring the country for men at attractive salaries.

Respectfully,

(Signed) F. E. Tuttle"

I recommended that Mr. C. C. Kiplinger be made Assistant Professor of Chemistry for one year, at a salary of \$1200; that Mr. A. W. Withrow be made Instructor in Chemistry for one year at a salary of \$1100; that Mr. A. F. Hardman be made Instructor in Chemistry for one year at a salary of \$900.

On August 18, Doctor L. C. Daniels requested a year's leave of absence, in order to carry on research work in the dye industry. I took the liberty to grant this request, and ask that you add your confirmation. Mr. Kiplinger is appointed as Doctor Daniels' substitute for the year, at a saving of \$400 to the University.

These salaries are not exactly those set down in the budget, but Professor Tuttle states that it is absolutely impossible for him to secure men at a lower figure, because of the fact that the chemical industries are scouring the country for men at attractive salaries. If these salaries will be allowed as recommended by Doctor Tuttle, he agrees to do without one teaching fellow, which has been allowed in the budget. The net result of the appointments, \$200 then, is to save on the budget.

(Approved by the Executive Committee).

On August 20, Dean George Roberts, of the College of Agriculture, recommended that Mr. J. H. Martin, a graduate of Purdue University, be appointed to fill the vacancy made by resignation of Professor W. H. Wilkins, his services to begin September 1, at a salary of \$100 per month. This recommendation is seconded by Professor Hooper, Head of the Department of Animal Husbandry and Doctor A. M. Peter, Acting Director of the Experiment Station. I add my recommendation also. The budget as made out for presentation today, allows \$1000 for Chicken Expert. (Dean Roberts' letter follows);

"Doctor P. P. Boyd,
Acting President,
University of Ky.

My dear Doctor Boyd:

"Upon recommendation of Professor J. J. Hooper, Head of the Animal Husbandry Department, and Doctor A. M. Peter, Acting Director of the Experiment Station, I wish to present the name of J. H. Martin, a graduate of Purdue University, to fill the vacancy made by the resignation of Professor W. H. Wilkins, his services to begin September 1, at a salary of \$100 per month.

"Professor Hooper has made a thorough investigation of his qualifications and has seen him personally and is thoroughly satisfied that he is well qualified in every respect to fill this position. We are very anxious to have action on this nomination at the next meeting of the Executive Committee.

Yours very truly,

(Signed) George Roberts
Acting Dean

(Approved by the Executive Committee)

Under date of August 16, Dean Roberts recommended that leave of absence, until September 1, 1918, be granted Professor A. H. Gilbert of the Botany Department. Professor Gilbert desires to work with the U. S. Department of Agriculture. I have approved this recommendation and ask that the Committee grant final authority for it.

(Dean Roberts' letter follows:)

"Doctor P. P. Boyd,
Acting President,
University of Kentucky.

"My dear Doctor Boyd:

"Professor A. H. Gilbert of the Botany Department has asked for a year's leave of absence in order to work with the U. S. Department of Agriculture. I recommend that leave be granted him until September 1, 1918.

Yours very truly,

(Signed) George Roberts,
Acting Dean"

(Approved by the Executive Committee and Acting President Boyd authorized to act finally on the matter of appointing a temporary head of the Department of Botany.)

Two requests for permission to do special work have been received and granted:

Miss Margaret McLaughlin, of the Department of Journalism, was granted permission to do work in the nature of expert services not readily obtained elsewhere, on the Blue Farm Grass Supplement, issued by the Lexington Herald, on Monday morning. Professor Grehan, Head of the Department, recommended that this approval be given. (Mr. Stewart's letter follows:)

"Doctor P. P. Boyd,
City

Dear Sir:

"The Lexington Herald desires to secure the services of Miss Margaret McLaughlin, of the School of Journalism, to do special work on our Blue Grass Supplement, issued on Monday morning. The work required is in the nature of expert services which are not readily obtainable elsewhere under present conditions, and I believe within the regulations recently adopted by the Board of Trustees. Permit me to call attention also to the fact that there would be a mutual advantage in the arrangement, for the University and the Herald, since the special work in mind would bring Miss McLaughlin into intimate touch with the school of Agriculture and it should be the means of disseminating information of interest to the public that would be valuable to the University and in line with the University's extension work. We hope therefore that we may have the permission of the University authorities to secure Miss McLaughlin's services, with the understanding, of course, that her services to the Herald will in no way interfere with her duties at the University.

Very respectfully yours,

(Signed) Charles I. Stewart,
General Manager.

(Approved by the Executive Committee)

Professor Edward Tuthill, Head of the Department of History and Economics, has written, stating that on July 1, 1916 he entered into an agreement to supply certain historical and social material for a new encyclopedia, and asks that authority be given him to carry out this contract. (Professor Tuthill's letter follows:)

President Henry S. Barker,
Lexington, Kentucky.

My dear Sir:

"Since the July meeting of the Board of Trustees of the

University, I have learned that I am under contract to supply certain historical and social material for a new encyclopedia.

"This agreement was made about July 1, 1916. The enterprise was delayed by several circumstances, and I supposed it had been abandoned. A letter from the editor now states that the publication will go forward as planned originally.

"I am, therefore, writing to you a statement of the facts that I may not violate the rule adopted in June prohibiting outside employment of members of the faculty.

"With much regret, I am,

Very sincerely yours,

(Signed) Edward Tuthill.

(Approved by Executive Committee)

Acting President Boyd reported to the Committee that the Business Agent, D. H. Peak, and himself, had visited Washington at the instance of the Committee appointed to procure a commandant for the University for the session of 1917-18; that they had called in person upon Adjutant General Johnston, of the War Department, who assured them that he would make an appointment in due time, of a retired army officer to take the work of a commandant for the University, and that notice would be sent of that action in due season.

Acting President Boyd asked that some action be taken, authorizing proper announcement of the coming President Frank L. McVey, who formally accepted his election to the Presidency of the University in the following letter:

Mr. Enoch Grehan,
Secy. Board of Trustees,
University of Kentucky,
Lexington, Ky.

My dear Mr. Grehan:-

Your letter of August 16 has come to hand and I am acknowledging receipt.

I accept formally the presidency of the University of Kentucky under the conditions stated in your letter, namely, a salary of \$8500, and the use of the house recently purchased by the University for a residence.

I note that you say further that this house is to be put in proper condition, so that it will be a suitable and convenient place in which to live.

With appreciation, I remain,

Yours very truly,

(Signed) Frank L. McVey, Pres.

With reference to former action of the Board, establishing John Humphreys as Head of the Department of Markets, Mr. McKee moved that the language of the minutes of that action be changed so as to read: "Head of the Department of Markets in the College of Agriculture, with the title of Professor." Duly seconded, this motion was adopted by unanimous vote and the authorized change in said minutes thereupon made.

The Business Agent's report was taken up and acted upon as indicated herein:

SPECIAL REPORT

To President H. S. Barker, and
The Executive Committee,
University of Kentucky.

Gentlemen:

FINANCIAL STATEMENT

Owing to the fact that the Budget has not been completed, I can only make Financial Statement. I file it herewith.

STATE HALL

Some action should be taken at the present meeting concerning State Hall. Messrs. Wilson and Schaber, the students who had charge of it at the close of last year, say that they do not care to renew contract.

(Referred to Business Agent and Acting President Boyd for final action.)

PROFESSOR SCOTT'S EXPENSE

A traveling expense account for \$35.94 for expense of Professor C. H. Scott on his trip relative to employment by the University. It is recommended for payment by Professor Miller, but it seems proper to refer it to this Committee for its action before payment.

(On motion of Mr. Johnston, seconded by Mr. McKee, the amount was ordered paid, by unanimous vote on roll call.)

KENTUCKY MINING INSTITUTE

The Kentucky Mining Institute has sent a check for \$100 in part payment of amount due University Press. At the January meeting of this Committee, an order was made directing the Business Agent to make the best possible settlement of this debt: Accordingly settlement at one half the amount due was suggested. The check for \$100 is so written that if accepted it closes the agreement to settle at \$183.36, one half amount charged. I submit letter, exhibit No.3. Please make an order concerning this.

(Approved by Committee)

STUDENT FEES

I ask you to make some ruling as to what the Registrar and Business Agent shall do relative to collections of fees from County Appointees, in view of the fact that the Court of Appeals has not yet and probably will not make a decision in the pending litigation before time of matriculation.

Should not the question of possible refund to students be taken into account in the make up of this year's budget?

In order to avoid the trouble and loss caused by giving time to students, I believe this Committee should make some ruling concerning it.

(Business Agent and Registrar instructed to get advice of Attorney General as to how to proceed in the matter, and act in accordance with such advice.)

DOCTOR PATTERSON

Doctor Patterson insists that certain things be done in the way of repairs. It seems that it is an open question as to whether his request be granted, and I do not wish to go contrary to the will of this Board. Kindly advise. (Business Agent instructed to get advice on cost and extent of repairs.)

OLD CISTERN

Back of the site of Clay Hall is an old cistern. I did not know of its existence until the janitor told me of it after removing a pile of brush. I have had it covered with old post, nailed together with boards which can not be removed with ease. However, I think it proper to acquaint you with these facts.

(Report accepted.)

NIGHT WATCHMEN

It is the custom to have two students for night watchmen and to pay them \$20.00 each month. As the advisability of this is questioned, I think this Committee should discuss the question. (Business Agent authorized to continue arrangements as long as work is satisfactory.)

SUMMER SCHOOL

The minutes are uncertain as to appropriation for Summer School. Please make an order as to amount to be paid-Education, Law and Mechanical Departments. (Mr. Johnston moved that an appropriation of \$100 for the College of Law and \$300 for the College of Mechanical Engineering be made in addition to \$1500 appropriated to Department of Education, to meet these expenses. Duly seconded, this motion was adopted on roll call.)

ADVERTISING

There is no appropriation in the budget for advertising in periodicals. Some advertising was done last year both generally and by departments. I wish this Committee to be advised as to this, and that it make such ruling as seems proper. (No action taken.)

MULLIGAN PROPERTY

The Treasurer of the University, Mr. Downing, gave me the deed to the Mulligan property, suggesting that it be recorded. This was done, and I submit the deed and the abstract of title and certificate of Attorneys. (Deed and abstract ordered placed in bank box.) I call attention to the fact that provision must be made for necessary expense connective with this property. Items of expense are being presented. (Mr. Johnston moved, Mr. McKee seconding, that the expense of improvements to the Mulligan property be paid out of the funds for Building and Permanent Improvements. Adopted on roll call by unanimous vote.)

COAL

I submit Exhibit No. 6 correspondence sent by Kinkead Coal Company. By this it will be seen that an effort was made to get a reduction of contract price to correspond with probable Government regulation prices, and that mining company does not think proper to make concessions. Such reduction, according to Kinkead, might have amounted to as much as 75 cents per ton, but he adds that the main value of the contract is that it assures coal for the winter, which without contract he thinks would be very uncertain. Increased freight rates have increased our contract price to \$6.10. The University to date has received about 300 tons on the contract, and about all the coal bins are filled. (Report received and filed.)

AUDIT OF BOOKS

Mr. John Morris and his assistant Mr. Herman Anderson, began an audit of Patterson Hall books July 28. He worked about one day, completing the audit for one year. To complete the audit for the period of time Miss Hopper was in charge will take at least two more days. It will cost approximately \$25.00 per day, two men working.

The auditors began work on the Experiment Station books on July 30, and worked six days, completing one year's audit. Mr. Morris informed me that the books have been well kept, but I have not yet received his written report.

At the time Mr. Morris came, Mr. Miller, examiner of Federal Smith-Lever funds, was completing his examination of the books of Extension Division. As it was necessary for him to make a complete examination of all the books, I did not

deem it necessary to have further audit made. I submit Exhibit No. 7, a report that I requested him to make concerning this audit. (Action concurred in.)

VAULT

The vault in the Business Office has been completed and the rooms and vault will soon be ready for use. Your Committee on Vault thinks that wooden shelves will answer for all present purposes, and steel furniture may be put in when the financial condition of the University is better.

As the time for payment for construction of the vault and preparation of Business Office is at hand, an order should be made, stating from what funds such expenses should be paid.

(Moved by Mr. Johnston and seconded by Doctor Marks, that expense of building vault and making incidental changes be paid out of Extension, Experiment Station and University funds, equally divided. Adopted by unanimous vote.)

DISTRIBUTION AND REGULATION OF STUDENT FEES.

It has heretofore been the custom to make rules for distributing student fees and for refunding student fees. I submit Exhibit No. 8, the regulations in force last year, and a proposed regulation for this year, Exhibit No. 9, asking that you pass on this. Exhibit No. 9 follows:

DISTRIBUTION AND REGULATION OF STUDENT FEES YEAR 1917-18

1. Refund all fees to any student that fails in entrance requirements. No other refunds except by order of the Council.
2. The Incidental Fee of \$17.50 is pro-rated as follows:

Student Activities:

Athletic Association	7.50
Kentucky Kernel	1.00
Y.M.C.A. & Y.W.C.A.	.50
Lecturers & Sundries	<u>.50</u>
Total	9.50

(Approved by Board)

PATTERSON HALL REPORT

Cash Report

Paid expense Miss Crane	75.95
Cash transferred from Fayette National to Treasurer of University	2124.33
Deposited by Summer School	860.92

Cash received and expended Summer School	146.43	
Other Collections	<u>21.98</u>	
	\$3229.61	3229.61
Indebtedness reported	\$1249.25	
Estimated Indebtedness not reported	<u>250.00</u>	<u>1499.25</u>
		1730.36

This is incomplete, owing to the fact that total outstanding bills have not been reported. The expense includes only operating expense last year and summer expense.

BUSINESS OFFICE

I submit Exhibit No. 10, a report in part as to system in the Business Office. In connection, I would like for the Executive Committee to discuss the advisability of bonds for the employees in the Business Office. Exhibit No. 10, follows:

Business Office:

As systematizing the business office according to orders of this Committee, I wish to report in part as follows:

In arranging the business of the Experiment Station so as to give least inconvenience to the station, the following general outline appears advisable to the Business Agent and Director of the Station:

1. All books shall be kept in the Business Office, and all warrants or checks shall be issued from that office.
2. All money shall pass through the Business Office, and record shall be kept there, deposits with the Treasurer being made from that office. Systematic reports shall be made by all departments where money is collected, to the Business Office, showing amount collected and such other details as may be deemed advisable, each report being audited by Business Office when received.
3. An office shall be kept at the Experiment Station, with a competent person in charge, acceptable to the Director of the Experiment Station whose duties shall be such as are agreed on by the Director of the Station and Business Agent, such duties including following:
 - (a) Receiving requisitions and making orders therefrom on approval of Director of Experiment Station and Business Agent.
 - (b) Receiving all bills, including travelling expense statements, proving same and preparing for payment.
 - (c) Keeping and distributing such stores as may be required for convenience of departments.
 - (d) Receiving and distributing freight, express, etc.

(e) Making up of salary and payroll lists.

Such books and records may be kept as appear necessary, and such changes agreed to by Director and Business Agent as may appear necessary.

Respectfully submitted,

(Signed) D. H. Peak
Business Agent.

(Approved by Executive Committee)

FINANCIAL STATEMENT JULY 31 1917

Overdraft as per bank statement 7/1/17		\$15631.16	
Outstanding checks 7/7/17	\$8530.99		
Less canceled checks	<u>25.93</u>	<u>8504.96</u>	
Receipts:			
Federal Appropriation	42750.00		
Interest on Bond	4322.25		
Gen. Education Board	750.00		
Rent-Doctor Patterson	120.00		
Note-Phoenix & Third	5000.00		
Student Fees	72.99		
Sundries	<u>25.42</u>		
	53040.66		
Add balance from June	<u>2770.30</u>		\$55810.96
Checks issued on salaries:			
State Appropriation	5149.66		
General Education Board	250.00		
Other Funds	<u>800.00</u>	6199.66	
Checks issued on accounts:			
State Appropriation	2719.20		
Other Funds	<u>1475.13</u>	4194.33	
Outstanding checks July 31-1917			7198.93
Bal. as per bank statement 7/31/17	28404.78		
Add \$75 error in bank statement	<u>75.00</u>	<u>28479.78</u>	
		63009.89	63009.89

Doctor A. M. Peter, Director of the Experiment Station, appeared before the Board and asked for information with reference to recommendations made by the Experiment Station of increases in salaries of various instructors of the Station.

Doctor Peter gave the reasons why he had asked in various instances that increases be made.

In response to Doctor Peter, Mr. Johnston stated that the Budget Committee had been at work on the budget the entire summer, and had made every effort to meet the demands of the Station and the University, and stay within the limitations of the appropriation; that the Budget Committee was compelled this year, on account of unusual expenses and by reason of

the fact that the forthcoming year was uncertain of results on account of the war, not to adopt a policy in a general sense of raising salaries, and that the Budget as made out would have to stand in its present form.

After further discussion of Experiment Station work and the duties of various teachers, etc., Doctor Peter withdrew.

Mr. McKee moved that the Budget reported by Budget Committee as it affected the Experiment Station, be adopted. Seconded by Doctor Marks, the report of the Budget Committee was adopted by the following vote:

Yeas- Chairman Nichols, Doctor Marks, Mr. Johnston and Mr. McKee.

Nays- None.

After discussion of various items in the budget of the University, Mr. Johnston moved the adoption of the report of the Committee instructed to make out the Budget for the University. Seconded by Mr. McKee, the motion was adopted by the following vote:

Yeas- Chairman Nichols, Doctor Marks, Mr. Johnston and Mr. McKee.

Nays- None.

The report of the Budget Committee was then turned over to the Business Agent.

That portion of the report of Dean P. P. Boyd, College of Arts and Science, that had been unacted upon when the Executive Committee adjourned August 15, to meet with the Board of Trustees, was taken up.

The recommendation by Professor Tuttle, Head of the Department of Chemistry, that Mr. J. J. Owen be made a teaching fellow in the Department of Chemistry for the forthcoming year at a salary of \$350.00, which had been endorsed by Dean Boyd, was approved by the Committee.

The recommendation of Professor Noe, Head of the Department of Education, of Miss Marguerite Brown as teaching fellow in Education for the forthcoming session, at a salary of \$350, which had been endorsed by the Dean, was approved by the Committee.

The recommendation of Professor Killebrew, that Mr. Homer Reid be appointed a teaching fellow in Physics for the session of 1917-18, at a salary of \$380, was approved by the Committee.

The recommendation of Professor Dantler, that the Executive Committee be requested to alter the wording of its action in regard to a leave of absence for Professor Weaver, so as to read as follows:

"That Professor Weaver be granted leave of absence for next year at a salary of \$1000 unless prevented, for study in another University," was approved by the Committee.

Upon motion, duly seconded, the Committee adjourned.

Respectfully,

(Signed) Enoch Grehan
Secretary.