

Minutes of the Meeting of the Executive Committee of the Board of Trustees, University of Kentucky, February 25, 1944.

The Executive Committee of the Board of Trustees of the University of Kentucky met in the President's Office at 10:30 a.m. Friday, February 25, 1944. The following members were present: Judge Richard C. Stoll, James Park, H. S. Cleveland and H. D. Palmore. President H. L. Donovan and Comptroller Frank D. Peterson were also present.

A. Approval of Minutes.

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1. Upon motion duly made and seconded, the minutes of January 21, 1944, were approved as published.

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B. Report of the Comptroller.

The Comptroller made the usual monthly financial report concerning income and expenditures for the various funds of the University of Kentucky. He discussed the report in detail with the members of the Executive Committee, after which the Committee took the following action:

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2. Upon motion duly made and seconded, the report of the Comptroller is ordered received, accepted and filed with the records of the Secretary of the Board.

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C. Budget of the Student Union Building.

President Donovan explained that a budget for the Union Building had not been formerly submitted to the Board of Trustees or to the Executive Committee because it was not possible to determine the type of program that would be operated in the Union prior to the beginning of the current fiscal year. He read a letter received from the Comptroller which recommended approval of the budget as submitted, in which it was stated that it was impossible to estimate the receipts of income from the Union Building, and that, since the Army Specialized Training Program had been in operation on the campus of the University of Kentucky for some few months and that a program for the soldiers had been carried on in the Union Building, he felt that it was now possible to actually project a budget for the Union. President Donovan read the proposed budget to the Executive Committee and recommended its approval, after which the Committee took the following action:

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3. It was moved and seconded that the budget for the Student Union Building as submitted for the year 1943-44 be accepted as a basis of maximum expenditures and the Board of Trustees or the Executive Committee shall be authorized to make such changes in the budget as may from time to time be deemed necessary or advisable. A copy of the budget adopted was ordered filed with the Secretary of the Board.

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D. Lease of the Beauty Salon.

President Donovan read a letter regarding lease of the Beauty Salon and asked the Comptroller to explain its provisions. The Comptroller explained the lease to the satisfaction of the Executive Committee, after which the Committee took the following action:

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4. Upon motion duly made and seconded, the lease agreement between the University of Kentucky and Lillian Hodge for the operation of the beauty salon owned by the University of Kentucky is approved, and the action of the Comptroller in signing said lease is approved and the lease is ordered filed with the records of the Secretary of the Board of Trustees.

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E. Report of the Wenner-Gren Laboratory.

President Donovan presented to the Executive Committee a report on the Wenner-Gren Aeronautical Research Laboratory operated in connection with the College of Engineering which summarizes the activities of the Laboratory since the start of operations to March, 1944. He further stated that the report was written by A. J. Meyer, head of the Aeronautical Research Laboratory, and approved by James H. Graham, dean of the College of Engineering, under date of February 12, 1944. The report was also read to the Executive Committee, after which, upon motion duly made and seconded, it was ordered that each project be approved and the report be received and incorporated into the minutes of this meeting.

Construction of the Wenner-Gren Aeronautical Research Laboratory was started in August, 1940. The building was completed in December of that year, but it was not until March of 1941 that all major equipment was received. Two months later the installation was completed and operations were started.

The activities of the Laboratory may be classified in:

- A. Instruction and training.
- B. Research and development.
- C. Consulting services.

A summary of these activities is listed below.

A. INSTRUCTION AND TRAINING.

1. At the request of the Materiel Division of the Air Corps, Wright Field, Dayton, Ohio, a special training course was organized for 10 young graduate engineers in their employ. This course was of 12 weeks duration and included 24 hours of lecture and 20 hours of laboratory work each week. It was sponsored by the Office of Education, Washington, D. C.

2. This course was repeated twice thereafter for graduate engineers previously employed in non-essential industries. Through our efforts all these students, 10 in each class, were placed with aircraft engine manufacturing organizations throughout the country.

3. At the request of the Lexington Signal Depot, a course was organized for training their Civil Service personnel in the maintenance and operation of gasoline and Diesel engines. This course was of 6 weeks duration and included 16 hours lecture and 24 hours laboratory work each week. It was also sponsored by the Office of Education.

The course was repeated eight times and each class consisted in the average of twenty students. These men have been transferred to various Army bases. Many have become foremen, some instructors.

4. Under the Army Specialized Training Program all students in Mechanical Engineering are scheduled for 4 hours and those in Civil Engineering for 3 hours per week in the Engine Laboratory. A special group of soldiers known as the BE group spends also 4 hours per week in the Laboratory. All these courses are of 12 weeks duration.

Thus far four sections averaging twenty-four students have completed their term. At present five sections averaging eighteen students are taking this course.

5. Twenty-four of the regular undergraduate students desirous to join either the Air Forces or the aircraft industry after graduation have been given special laboratory training during the last quarter of the Senior year at the rate of sixteen hours per week.

In tabular form the instruction and training program appears as follows:

<u>GROUP</u>	<u>NO. OF STUDENTS</u>	<u>WKS.PER COURSE</u>	<u>HRS.PER WEEK</u>	<u>STU.HRS. PER COURSE</u>
1. Graduates Air Corps	10	12	20	2400
2. Graduates Civilians	20	12	20	4800
3. Signal Corps	160	6	24	15360
4. ASTP-Mechanical	50	12	4	2400
5. ASTP-Civil	42	12	3	1512
5. Undergraduates	24	12	16	4608
Total	306			31080

B. RESEARCH AND DEVELOPMENT

1. Cooperative Lubricating Oil Research Program.

At the request of the Power Plant Branch of the Materiel Division of the Army Air Forces we are conducting the full scale engine test part of this program.

The object is to improve aircraft power plant lubricating oils in general and thus increase our resources. A particular object at the moment is to improve oil, made from other than Pennsylvania crude, by means of additives to the point where such oils can be approved for general use in airplane engines.

The work consists of running an engine under severe load conditions for 100 hours, making chemical and physical tests of the oil during the run, measuring the quantity and composition of carbon and sludge deposits at the end of the run and evaluating the amount of wear in the various engine parts. Thus far eight samples of 5 barrels each have been tested. Contracts for work on 12 additional samples are pending.

2. Auxiliary Type Test.

At the request of the Equipment Laboratory of the Materiel Division of the Army Air Forces we have assisted them in type testing small auxiliary gasoline electric power plants for use in large aircraft.

After a type test is satisfactorily concluded the unit stands approved for production. One such test was completed in our laboratory and this power plant is now being produced in quantity.

3. Fuel Research Project for Pratt & Whitney Aircraft.

One object of this work is to determine the engine response and combustion characteristics of a full scale 1200 HP engine, when supplied with various commercial and experimental fuels.

Further objects are to correlate the results with single cylinder work being done at the same time in Hartford, Connecticut, and finally to improve and develop laboratory procedure for this purpose.

This project has been in operation for one year during which time 75,000 gallons of various fuels have been tested. A number of improvements in the technique of testing have been made, notably:

- a. A novel method for ventilating the testroom was developed in which the energy of the engine exhaust is utilized to induce an air circulation of 15,000 CFM in the room. As a result test room temperatures have been lowered from the usual 350°F to a temperature only 10°F above that of the outside atmosphere.
- b. Control systems have been developed and installed to permit the automatic control of engine speed, carburetor air, oil and cylinder head temperatures.

4. High Altitude Coolant Pump.

A coolant pump impeller was designed and made to reduce cavitation encountered at high altitude with liquid cooled engines. The principles of this impeller have been incorporated in modified form in an experimental high power aircraft engine being developed by Continental Aviation & Engineering Corporation, Detroit, Michigan.

5. Piston Studies.

For the same company studies were made of thermal flow in pistons and distortions of cylinder bore and pistons under operating conditions. These studies have contributed to substantial improvements in piston design permitting a decided increase in power output over conventional practice.

6. Mawen Slide Valve.

The Mawen slide valve was developed to a point where long continued operation under severe load was accomplished with negligible wear. This valve permits construction of an engine with higher specific output and lower fuel consumption.

7. Mawen 100 HP Aircraft Engine.

An engine intended for use in small private airplanes was designed, built, tested and developed utilizing the Mawen slide

valve. Nearly all of the many difficulties encountered in work of this sort have been overcome.

8. Mawen Auxiliary.

A gasoline-electric power unit of large size has been designed on the Mawen valve principle to meet Air Corps specifications. The engineering work for two units has been completed.

9. Supercharger.

A novel type supercharger has been designed.

C. CONSULTING SERVICES.

1. Lexington Signal Depot.

The Lexington Signal Depot in taking acceptance of a series of 1000 large Diesel electric power units discovered that after a brief run the engine main bearings were in bad shape. Upon being consulted in this matter we succeeded in determining the cause of the trouble and recommended a small change in design.

After a meeting with the manufacturer these changes were adopted and put through at the expense of the purveyor.

Subsequent tests have given complete satisfaction.

2. Continental Aviation & Research Corporation.

For a period of 2½ years we have been engaged by this company as a consultant on the development of a large aircraft engine of extremely high output. Details of this work cannot be divulged.

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F. Proposal of the War Production Board on the Ferritic Steel Project.

President Donovan presented the following correspondence of James H. Graham, dean of the College of Engineering, and certain other members of the College of Engineering concerning a proposal for contract between the University of Kentucky and the War Production Board for another Ferritic Steel Project. The following correspondence was read:

January 26, 1944

President H. L. Donovan
University of Kentucky

My dear President Donovan:

I invite your attention to the attached correspondence and proposal of the Consumer Products Branch, War Production Board. The form of proposal and contract is under the same terms and conditions as the contract between the University and War Production Board on the Ferritic Steel Project, except that it is for a larger sum.

You will note from the correspondence that (a) the ceiling salary which we can pay for technical service on this contract is \$6,000 per year; that (b) technical assistance is estimated at \$27,000; (c) non-technical employment at \$20,400, and (d) that the contract allows 50% of the sum total of the payroll to be paid to the University as overhead, or \$27,300.

I think the \$10,000 estimated for new equipment is sufficient as we also have available the Coal Laboratory, the Civil Engineering Laboratory, and the Highway Materials Laboratory. You will note the sum total is estimated at \$100,000 and the time for completion is set at one year.

There are many thousands of materials that are now broadly termed plastics. This particular work involves using phenols, which may be derived from Professor Crouse's Coal Laboratory, with various materials and aggregates thereof, which may be tested in many prescribed ways in Professor Terrell's laboratory. There is no chemistry involved in this particular piece of research.

I recommend that this contract receive your approval.

Yours truly,

(Signed) James H. Graham
Dean.

WAR PRODUCTION BOARD
Washington, D.C.

January 12, 1943

Mr. C. S. Crouse
School of Engineering
University of Kentucky
Lexington, Kentucky

Dear Mr. Crouse:

I was interested to learn that the School of Engineering of the University of Kentucky and its associates has in mind developing a building plastic of low cost that might be applied to a wide variety of war-time construction. As I understand it, the plastic which you have in mind will be one which can be molded, extruded, milled, or sawed so that it will be adapted for application to almost any structural purpose.

Your proposed product might be used for low cost war housing and it might have particular application to prefabrication. A number of prefabricators have told me that mass production of high standard housing depended not so much on new manufacturing processes as on the availability of a new plastic material which could be used throughout a building.

Enclosed are copies of our standard contract form. You will note that the University is at the liberty to sub-contract or hire outside consultants. The only limitation in this connection is a ceiling salary of \$6000 per year for technical service of any kind. While this is not a rigid rule, it would be rather difficult to increase this and most of our projects are carried out by personnel receiving considerable less than this.

It is the policy of this office to write its contracts in rather general terms because we know from experience that the most valuable results from research are often due to discoveries or developments which are rather different from the original objective of the study. What we try to do is find men of high technical ability and give them a maximum amount of freedom.

After you have had time to look over this contract, I should be glad to hear from you more details regarding your building plastic program at this time. Please let me have an estimate of costs and a general description of your proposal.

In conclusion, I should add that all of our projects are undertaken for the war effort. We do no post-war work whatever. Most of our contracts run from four months to a year and we have no long range studies.

I am particularly happy that there's a prospective of having a project at your University particularly because we do not have any research sponsored by this office going on in your area.

Sincerely,

(Signed) Philip N. Youtz, Chief
Consumer Products Branch.

REPUBLIC STEEL CORPORATION
116th Street and Burley Ave.
Chicago, Illinois

January 18, 1944

Mr. Clyde Williams, Chairman,
War Metallurgy Committee
2101 Constitution Avenue
Washington 25, D.C.

Dear Mr. Williams:

As you know, I left the University of Kentucky on completion of the work on Project NRC-526 to take a position with Republic Steel. Your letter of December 20 regarding patent possibilities was sent to me here and I had an addendum added to the stencils of the final report to the effect that in my opinion none of the discoveries warrant patent application.

Mr. Strickland wrote regarding a meeting to talk over this phase of the work; and I answered his letter and told him of my present location. Unfortunately the metallurgists working with me on the program have left the University. Professor Crouse would prefer that Mr. Strickland see me on the matter if details must be discussed, since he was unable because of other duties to keep informed on more than the general trend of the work.

Please advise me if more than the addendum to the final report is necessary in order to have final settlement of the contract.

Yours truly,

(Signed) Francis T. McGuire

January 27, 1944

Dean James H. Graham
University of Kentucky

My dear Dean Graham:

This letter is to confirm my approval, which I gave you in conference yesterday, regarding the proposal of the Consumers Products Branch, War Production Board. I shall gladly recommend that the Board of Trustees approve a contract with the Government for this research.

Cordially yours,

(Signed) H. L. Donovan
President.

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5. Upon motion duly made and seconded, the proposal for the contract with the War Production Board for a study regarding ferritic steel, as outlined, is authorized accepted, and the Chairman of the Executive Committee authorized to sign such a contract when presented in proper form.

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G. Supplemental Agreement for Extension Work in Farm Labor Supply and Distribution in Kentucky.

President Donovan submitted the supplemental agreement for extension work in farm labor supply and distribution of farm labor in Kentucky. He stated that this was an extension of contract dated April 29, 1943, regarding farm labor program, and recommended its approval for the coming year. Upon recommendation of President Donovan, the Executive Committee took the following action:

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6. Upon motion duly made and seconded, the supplemental agreement for extension work in farm labor is approved, and the proper administrative officer is authorized to sign contract in behalf of the University of Kentucky.

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H. Gifts to Experiment Station:

- a. For carrying on dairy fieldmen's short course;
- b. For forwarding the work of Experiment Station in the welfare of farm crops.

President Donovan presented the following letters from Dean Cooper concerning gifts which have been received:

February 12, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

I thought you would be interested to know of the receipt of a check for \$147 from the dairy industry to aid us in carrying on the Dairy Fieldmen's Short Course held February 2 and 3 at Lexington. This has been turned over to the Comptroller.

Sincerely yours,

(Signed) Thomas Cooper
Dean & Director.

January 21, 1944

President H. L. Donovan
University of Kentucky

Dear President Donovan:

I am transmitting herewith check for \$500 from the Kentucky Seed Stocks, Incorporated. This is contributed for the purpose of forwarding the work of the Kentucky Agricultural Experiment Station in promoting the welfare of farm crops in Kentucky in such a manner as the Director may determine. I am sending the check to you since these funds are contributed to the Experiment Station subject to the understanding that they are to be available upon order of the Director, for the purpose stated, and without restriction upon the part of the University of Kentucky or the State of Kentucky. It is further specified that this fund shall be treated as a trust fund, the money or unexpended balance thereof to be returned to Kentucky Seed Stocks, Incorporated, in the event expenditures cannot be made for the general purpose indicated or that the contribution is not acceptable as a trust fund. If you approve of the conditions which, it seems to me, are wholly acceptable, will you please pass the check to Mr. Peterson.

Sincerely yours,

(Signed) Thomas Cooper
Dean and Director.

The Executive Committee took the following action:

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7. Upon motion duly made and seconded, the gifts as outlined are ordered received and the President is directed to write letters to the donors expressing the appreciation of the Executive Committee on behalf of the Board of Trustees of the University of Kentucky for these gifts.

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I. Restoration of the Department of Social Work.

President Donovan reported to the Executive Committee that the Board of Trustees, at a meeting on January 12, 1943, ordered that the Department of Social Work be discontinued after June 30, 1943. He outlined to the Committee the desirability of the University of Kentucky re-establishing the Department of Social Work and called attention to the great demand for social workers that now exists through the United States. He stated that he and Dean Boyd had collaborated on the question of re-establishing the Department, and both agree that the Department should be re-established, and that they had also been able to secure, subject to the approval of the Board of Trustees, the services of Dr. Harold E. Wetzel of Ohio State University to head the department. The President also read the following correspondence:

February

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President H. L. Donovan
University of Kentucky

Dear President Donovan:

Mr. Harold E. Wetzel of Ohio State University has written, accepting our offer of the position of Professor and Head of the Department of Social Work for the year 1944-45, beginning September 1, 1944, on a twelve months' basis. I recommend this appointment.

Mr. Wetzel has been an instructor in sociology at Ohio State University for several years while working on his Ph.D. degree. This, he expects to receive in June, 1944. He received the B. S. in Social Administration from Ohio State University School of Social Work and his M.A. in Sociology. His dissertation is in the field of public housing. He was employed for over a year as case worker and supervisor in the Federal Transient Service and was assistant city supervisor on the U.S. Department of Labor study of consumers' purchases in 1935-6 in charge of from fifty to one hundred and twenty-five field agents. In connection with his teaching, he has conducted field trips to local welfare institutions and has made studies of Workman's Compensation and the care of the insane. He has been consultant with the Board of Classification at Ohio Penitentiary and with the local housing project. He has worked with the local Division of Social Statistics.

Mr. Wetzel is forty-three years of age, is married, and has two children.

Sincerely yours,

(Signed) Paul P. Boyd
Dean.

THE OHIO STATE UNIVERSITY

Columbus

February 18, 1944

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

Dear Dean Boyd:

As I intimated in my last letter to you I greatly appreciate the opportunity you offer me in your letters of Jan. 31 and Feb. 14th to participate in the development of social work preparation at your school. You may be interested in knowing that the reaction of my friends and colleagues has been uniformly favorable and that their general opinion is that Lexington is a friendly and pleasant place to live and work.

Accordingly, I accept your proposal and look forward with anticipation to joining your staff next fall.

Sincerely yours,

(Signed) H. E. Wetzel.

The Executive Committee took the following action:

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- 8. Upon motion duly made, seconded and unanimously carried, it is ordered that the Department of Social Work be established as of September 1, 1944, and that Dr. Harold E. Wetzel of Ohio State University be employed to head the Department.

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J. Letter of Appreciation from Former Governor Keen Johnson.

President Donovan called attention of the Executive Committee to the fact that at a meeting in December, a resolution of appreciation for the loyal support and generous service rendered by Former Governor Keen Johnson to the University of Kentucky while a member of the Board of Trustees was properly enscrolled and presented to Former Governor Keen Johnson, and that he had received a letter acknowledging same, whereupon the Executive Committee authorized the letter spread upon the minutes of the Executive Committee:

WASHINGTON, D. C.

Feb. 7, 1944

Dear Dr. Donovan:

I appreciate immensely the generous expression contained in the resolution of the Board of Trustees. I derived much personal satisfaction from that which I was able to do for the University while Governor.

I was bitterly disappointed because we were frustrated in other plans for the University because of the War. I had wanted so much to get the Field House well on the way to completion.

I enjoyed my association with members of the Board very much and have an exalted esteem for them.

I am finding my new job as assistant to the President of Reynolds Metals Co. very interesting. I've gotten completely relaxed. I am again sleeping soundly. My nerves are again steady and I feel extremely well.

The parchment containing the resolution will always be a treasured possession. I am deeply touched by this gracious action of men whose friendship I cherish.

Be assured again of my affectionate regard for you.

Cordially yours,

(Signed) Keen Johnson.

K. Gifts:

- a. From Mr. Bonnyman for the purchase of books for the University Library.
- b. From Mrs. George Edwin Smith, manuscript of her novel, "She Came to the Valley."

President Donovan read the following letter concerning the gift of Mr. Bonnyman, and also his letter to Mrs. George Edwin Smith concerning her gift of the original manuscript of the novel, "She Came to the Valley."

Knoxville, Tennessee
January 27th, 1944.

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

Dear Doctor Donovan:

I told you the other day when I had the pleasure of meeting you and charming Mrs. Donovan, of whom I know you are proud, that when somebody said some nice things about my giving books to your library this would cost me a hundred dollars, and here it is.

I shall appreciate it if you will endorse it over to the proper person or committee you have in charge of the purchase of books. I never got rid of a hundred dollars with more pleasure.

When Mrs. McVey said we would stop and see President and Mrs. Donovan I did not know what a great treat she was giving me.

When I left Kentucky, after having worked in the mountains of Kentucky on different engineering projects for about two years, I was twenty-two years old and went to be Resident Engineer on what is now the Seaboard Air Line between Savannah and Columbia. I did not get back to Kentucky, except for a few hours visit on professional matters, for over twenty years, and at that time I called on President James K. Patterson, then President Emeritus of the University of Kentucky. I asked him if he remembered me and he surprised me by saying he remembered me with affectionate remembrance.

I asked some one later how a President of a University could remember a student twenty-five years with affectionate remembrance, and he stated - "You must have been an outstanding student." The only way I was an outstanding student was that I never went unprepared for any lesson. Therefore, if that is the basis of being a good student I can claim that; but it often took midnight or some later work on some difficult propositions.

Then I got acquainted with Doctor and Mrs. McVey and fell in love with them. They are numbered among my dearest friends.

It was a great joy to me to see such a fine lady and gentleman in charge of our great Kentucky University.

Sincerely yours,

(Signed) Alex Bonnyman.

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9. Upon motion duly made and unanimously carried, the above gifts are accepted and the President is directed to write a letter of appreciation to each of the donors expressing to them, on behalf of the Board of Trustees of the University of Kentucky, its appreciation.

L. Waiver of Employment of Relatives Policy.

President Donovan explained to the Board of Trustees the difficulty in securing staff members for the University of Kentucky at this time, and stated that it has been necessary to employ as laboratory assistant Miss Marian Valleau, daughter of Professor W. D. Valleau, plant pathologist in the College of Agriculture and Home Economics; and Mrs. Lois H. Trimble, wife of Professor E. G. Trimble, at present on leave from the Department of Political Science, to teach in the University School, College of Education. President Donovan recommended that the policy regarding the employment of relatives of staff members previously adopted by the Board of Trustees be waived in these instances only for the duration of the present emergency.

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10. Upon motion duly made and seconded, the recommendation of the President was approved as it applies to Miss Marian Valleau and Mrs. Lois H. Trimble, for the present emergency only.

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M. Appreciation of the Alumni Association.

Mr. James Park presented to the Executive Committee a letter of appreciation received from the Executive Secretary of the Alumni Association for the support given by the University in making possible the publication of the Alumnus magazine. The Executive Committee ordered the letter received and copied in the minutes.

February
Twenty-fourth
1944

Mr. James Park
602 Bank of Commerce Building
Lexington, Ky.

My dear Mr. Park:

At the meeting of the Executive Committee of the University of Kentucky Alumni Association on Monday night, the group requested that you extend to the University's Board of Trustees its deep and sincere appreciation for the assistance of the Board in making possible the newly enlarged and improved Alumnus magazine, which has just come from the press.

We realize that there is still room for improvement in the publication, but we have every hope of making it entirely worthy of the confidence which the Board has expressed in our group by the allocation of funds for the larger publication.

Thanking you for conveying this message to the Board of Trustees, I am

Cordially yours,

(Signed) Marguerite McLaughlin
Executive Secretary
Alumni Association.

N. 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 SciencesAppointments

Rhea Taylor, instructor in the Department of History, for the remainder of the Winter Quarter, effective February 1, 1944. The assistance of Mr. Taylor is necessary partly because of the help the Department of History is rendering the Department of Political Science.

Frederick E. Whitehead, part-time instructor in Chemistry, on a temporary basis (ASTP) for February, March and April, 1944.

Mrs. Willie Prater Mills, acting secretary in the Department of Music, for the month of February, 1944.

Glenn D. Morrow, reappointed part-time instructor in Physics, effective March 1, 1944, for as long as his services may be needed. Mr. Morrow is to care for the remaining class which Mr. L. M. Allison will drop March 1.

Salary Adjustments (Due to reduction in enrollment in ASTP and resulting reduction in teaching load).

Charles B. Wooldridge, instructor in Physics, adjustment in salary, effective February 1, 1944.

Virgil D. Roberts, instructor in Physics, adjustment in salary, effective February 1, 1944.

William Gormley, instructor in Chemistry, salary adjustment and adjustment in rank. Also transferred from ASTP teaching to his original assignment in Department of Chemistry.

Valva C. Midkiff, part-time instructor in Chemistry, adjustment in salary and rank. He is to be transferred from ASTP teaching to his original assignment in the Department of Chemistry.

Transfer

E. Everett Elsey, instructor in Physics (ASTP) transferred to College of Engineering, due to reduction in enrollment in ASTP.

Termination of Temporary Employment in ASTP

Glenn D. Morrow, part-time instructor in Physics, due to reduction in enrollment in ASTP, effective February 1, 1944.

Leave of Absence

Mrs. Ruby H. Murphy, leave of absence for one month, February 1 to March 1, 1944.

Resignations

Angelo Eagon, instructor in the Department of English, effective January 1, 1944. Mr. Eagon resigned to accept an assistant consulship in Washington.

L. M. Allison, instructor in the Department of Physics, ASTP, effective March 1, 1944. Mr. Allison's resignation is due to the withdrawal of men from the ASTP.

College of Agriculture and Home EconomicsAppointments

Roberta Sanderson, home demonstration agent in Muhlenberg County, effective February 1 to June 30, 1944.

Margaret Ellen Sullivan, home demonstration agent in Logan County effective February 1 to June 30, 1944.

Mrs. Ione Ramey, clerk in Home Economics Extension, effective February 7, 1944.

Miss Marian Valteau, laboratory assistant in the Department of Home Economics, effective February 15, 1944. The duties of this position will require approximately 24 hours a week.

Salary Adjustments

Jeff Stocker, carpenter on the Experiment Station Farm, adjustment in salary, effective January 1, 1944.

Nancy J. Ratcliff, clerk in Department of Agronomy, Experiment Station, adjustment in salary, effective February 1, 1944.

George T. Davis, assistant field agent in Poultry Husbandry, promoted to Acting Field Agent in Poultry Husbandry, with adjustment in salary, effective February 1, 1944.

A. Bruce Poundstone, Farm Labor Supervisor, Extension Division, adjustment in salary, effective March 1, 1944.

Resignations

E. A. Baute, Field Agent in Poultry Improvement, effective January 31, 1944.

William O. Hubbard, County Agent at Murray, Kentucky, effective December 31, 1943.

College of Engineering

Appointments

Glenn W. Sellers, temporary instructor in the Department of Electrical Engineering, ASTP, effective February 1, 1944.

E. Everett Elsey, temporary instructor in the Department of Electrical Engineering, ASTP, effective February 1, 1944.

College of Law

Appointment

Gardner Reed, Law Library assistant, effective February 1, 1944. Mr. Reed replaces Winston Hendrickson, who withdrew from the University.

Resignation

Winston Hendrickson, Law Library assistant, effective February 1, 1944.

College of Education

Appointments

Mrs. Lois H. Trimble, fifth grade teacher on a temporary basis, effective February 1, 1944, for four months. Mrs. Trimble is filling the vacancy left by the resignation of Mrs. Rhea Beard Henson.

Alta Marie Osburn, kindergarten assistant, on temporary basis, effective January 24, 1944. Miss Osburn is appointed to fill the vacancy left by resignation of Alma Jean Bach.

James Allen Beazley, instructor in physical education, effective February 7, 1944.

Leave of Absence

Ethel L. Parker, Professor of Home Economics Education, effective February 1 through March 31, 1944, to complete research work for her dissertation.

Salary Adjustment

Barbara Shipp, secretary in the Department of Industrial Education, effective February 1, 1944.

Resignations

Mrs. Eleanor K. Short, appointed fifth grade teacher in January, to fill vacancy left by resignation of Mrs. Henson. Mrs. Short is unable to serve on account of illness. Her resignation is effective January 25, 1944.

Alma Jean Bach, kindergarten assistant, effective January 1, 1944. Miss Bach was taking graduate work while assisting Mrs. Clark with the kindergarten. She has now finished her course and is leaving the University.

Robert Tice, instructor in Physical Education, effective February 7, 1944.

University ExtensionSalary Adjustment

Frances C. Smith, secretary, effective February 1, 1944.

Resignation

Edith Riggs, stenographer-typist, effective February 1, 1944.

Department of Business Management and ControlAppointment

Martha Landon, clerk-typist, effective February 1, 1944.

Division of Maintenance and OperationsSalary Adjustment

Lucas Walters, campus policeman, adjustment in salary, effective February 1, 1944.

University Station Post OfficeAppointment

Edmund Smith (colored), mail carrier, to take place of Adrian Bradshaw, who has entered the Navy.

Military Leave of Absence

Adrian Bradshaw, mail clerk and carrier, effective February 22, 1944. Mr. Bradshaw is granted the customary leave of absence for the duration of his service in the Navy, with pay for fifteen days.

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11. It was moved and seconded 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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O. Adjournment.

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12. Upon motion duly made and seconded, the Executive Committee adjourned at 12:30 p.m.

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