

Minutes of the meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, October 12, 1922.

The Executive Committee of the Board of Trustees met in regular monthly session in the President's office at the University of Kentucky on Thursday, October 12, 1922. The following persons were present: Mr. Colvin, Senator Froman, Mr. Gordon, President McVey and Mr. Patrick, Secretary of the Board. In the absence of the chairman, Mr. Colvin presided.

(1) Approval of Minutes. The minutes of the previous meeting of the Executive Committee were approved as published.

(2) Report of the Business Agent. The report of the Business Agent was read and ordered incorporated in the minutes. The report was as follows:

Statement of Income and Expenditures
Month of September 1922.

	Previously Reported	Current Month	Fiscal Year To Date
General Fund Income			
Federal Appropriation	42,750.00		42,750.00
Vocational Educational Board	1,036.49		1,036.49
General Education Board	900.00		900.00
Special Agricultural Appro.		3,258.91	3,258.91
State Tax	5,359.06	1,941.54	7,300.60
Interest on Endowment Bonds	4,322.25		4,322.25
Student Fees	100.53	20,900.00	21,000.53
Student Fees - Summer School	7,025.00	15.00	7,040.00
Student Fees - University Extension	645.26	279.50	924.76
Student Fees - Practice School		1,680.00	1,680.00
Miscellaneous Receipts	71.56	373.95	445.51
Rentals	419.90	140.00	559.90
Total	62,530.05	28,588.90	91,218.95
Expenditures			
Instruction	37,304.73	34,004.41	71,309.14
Administration Expense	14,888.65	7,568.62	22,457.27
Additions and Betterments	6,497.83	463.27	6,961.10
	58,691.21	42,036.30	100,727.51
Excess of Expend. over Income.	3,938.84	(13,447.40)	(9,508.56)

	2. Previously Reported	Current Month	Fiscal Year To Date.
Patterson Hall Income			
Board		10,036.00	10,036.00
Room Rent - Summer School	1,791.00		1,791.00
Total	<u>1,791.00</u>	<u>10,036.00</u>	<u>11,827.00</u>
Expenditures			
Expense	2,332.90	1,710.65	4,043.55
Additions and Betterments		339.00	339.00
Total	<u>2,332.90</u>	<u>2,049.65</u>	<u>4,382.55</u>
Excess of Income over Expenditures	<u>(541.90)</u>	<u>7,986.35</u>	<u>7,444.45</u>
General Fund Income	64,421.35	38,624.90	103,045.95
General Fund Expenditures	<u>61,024.11</u>	<u>44,085.95</u>	<u>105,110.06</u>
Excess of General Fund Expenditures over Income	3,396.94	(5,461.05)	(2,064.11)
Excess of Receipts over Expenditures for General Ledger Accounts	<u>(3,188.85)</u>	<u>16,313.97</u>	<u>13,125.12</u>
Excess of Receipts over Expenditures for the fis- cal year to date - General Fund	<u>208.09</u>	<u>10,852.92</u>	<u>11,061.01</u>
Excess of Receipts over Expend. for the fiscal year to date - Gen. Fund			11,061.01
Cash in Bank July 1, 1922 General Fund			<u>(75,423.41)</u>
Cash in Bank Sept. 30, 1922 - General Fund			(64,362.40)
Trust Fund Income			
Bennett Prize	40.00		40.00
Crum Prize	60.06		60.06
Student Loan Fund	240.90	215.88	456.78
Special Scholarships	300.00	650.00	950.00
Total Income	<u>640.96</u>	<u>865.88</u>	<u>1,506.84</u>
Student Fees Paid	200.00	450.00	650.00
Total Receipts	<u>840.96</u>	<u>1,315.88</u>	<u>2,156.84</u>

	Previously Reported	Current Month	Fiscal Year To Date
Expenditures			
Expense	202.31	100.00	302.31
Student Notes	110.00	935.00	1,045.00
Total	<u>312.31</u>	<u>1,035.00</u>	<u>1,347.31</u>
Excess of Receipts over Expenditures	<u>528.65</u>	<u>280.88</u>	<u>809.53</u>
Excess of Receipts over Expenditures for the fiscal year to date - Trust Fund.			809.53
Cash in Bank July 1, 1922 - Trust Funds			<u>1,324.78</u>
Cash in Bank September 30, 1922 Trust Fund			<u>2,134.31</u>
Experiment Station Income			
Hatch - Federal Appro.	3,750.00		3,750.00
Milk and Butter - Cash Receipts	2,178.38	912.12	3,090.50
Beef Cattle Sales	240.00	355.00	595.00
Dairy Cattle Sales	120.00	25.00	145.00
Sheep Sales	35.00	72.10	107.10
Swine Sales	19.48		19.48
Poultry Sales	313.03	288.69	601.72
Farm Produce Sales	500.12	8.25	508.37
Horticultural Sales	262.58	282.45	545.03
Seed Test	9.00	1.00	10.00
Rentals	357.33	95.67	453.00
Miscellaneous	52.50	75.00	127.50
Fertilizer - Fees	5,190.00	4,721.25	9,911.25
Feeding Stuffs - Fees	7,476.50	4,196.50	11,673.00
Adams - Federal Appro.	3,750.00		3,750.00
Serum - Sales	1,339.10	865.85	2,204.95
" - Virus Sales	48.30	34.50	82.80
" - Live Stock	7.50		7.50
" - Supply Sales	18.35	6.00	24.35
State Appropriations		2,801.23	2,801.23
Creamery - License Fees	1,984.50	48.00	2,032.50
" - Testers' Li- censes	562.50	12.00	574.50
" - Glassware Tested	62.73	22.56	85.29
Total	<u>23,276.90</u>	<u>14,823.17</u>	<u>43,100.07</u>
Expenditures			
Expense	33,010.85	18,199.40	51,210.25
Additions and Betterments	307.17	597.59	904.76
Total	<u>33,318.02</u>	<u>18,796.99</u>	<u>52,115.01</u>
Excess of Expenditures over Receipts	(5,041.11)	(3,973.82)	(9,014.94)

	Previously Reported	Current Month	Fiscal Year To Date
Excess of Expenditures over Receipts for the fiscal year to date - Experiment Station			(9,014.94)
Cash in Bank July 1, 1922 - Experiment Station			<u>39,478.62</u>
Cash in Bank Sept. 30, 1922, Exper. Sta.			<u><u>30,463.68</u></u>
Extension Division Income			
Federal Smith-Lever	76,120.65		76,120.65
Federal Supplementary	22,550.46		22,550.46
State Smith-Lever		11,391.91	11,391.91
County and Other	<u>701.80</u>	<u>452.00</u>	<u>1,153.80</u>
	99,372.91	11,843.91	111,216.82
Expenditures			
Expense	<u>45,660.10</u>	<u>26,322.49</u>	<u>71,982.59</u>
Excess of Income over Expenditures	<u>53,712.81</u>	<u>(14,478.58)</u>	<u>39,234.23</u>
Excess of Income over Expenditures for the year to date - Extension Division			39,234.23
Cash in Bank July 1, 1922 - Extension Division			<u>615.31</u>
Cash in Bank Sept, 30, 1922 - Extension Div.			<u><u>39,849.54</u></u>
Summary			
General Fund Income	64,421.05	38,624.90	103,045.95
Trust Fund Income	640.96	865.88	1,506.84
Experiment Station Income	28,276.90	14,823.17	43,100.07
Extension Division Income	<u>99,372.91</u>	<u>11,843.91</u>	<u>111,216.82</u>
Total	<u>192,711.82</u>	<u>66,157.86</u>	<u>258,869.68</u>
General Fund Expenditures	61,024.11	44,085.95	105,110.06
Trust Fund Expenditures	202.31	100.00	302.31
Experiment Station Expend.	33,318.02	18,796.99	52,115.01
Extension Division Expend.	<u>45,660.10</u>	<u>26,322.49</u>	<u>71,982.59</u>
Total	<u>140,204.54</u>	<u>89,305.43</u>	<u>229,509.97</u>
Excess of Income over Expend	<u>52,507.28</u>	<u>(23,147.57)</u>	<u>29,359.71</u>
Excess of Receipts over Expenditures for Gen. Ledger Accounts	(2,988.85)	16,763.97	13,775.12
Student Notes	(110.00)	(935.00)	(1,045.00)
Excess of Receipts over Expend. Combined Funds	<u>49,408.43</u>	<u>(7,318.60)</u>	<u>42,089.83</u>
Excess of Receipts over Expend. for fiscal year to date - Combined Fund			42,089.83
Cash in Bank and on hand July 1, 1922 - Combined Fund			<u>(32,504.70)</u>
Cash in Bank and on hand Sept. 30, 1922-Combined Fund			<u>9,585.13</u>

(3) Docter Patterson's Will. President McVey brought to the attention of the Board the disposition of the will of the late Dr. James K. Patterson. The matter was discussed at length and deferred until the next meeting of the Executive Committee at which time Judge Stoll is expected to be present.

The following letter from Mr. Walter K. Patterson was read and ordered incorporated in the minutes:

Lexington, Kentucky
September 20, 1922

Wellington Patrick, Esquire
Secretary, Board of Trustees
University of Kentucky

My dear Mr. Patrick:

I am in receipt of the copy of the resolutions passed September 19, 1922 by the Board of Trustees of the University of Kentucky with reference to my brother, James Kennedy Patterson.

The resolutions are a generous and graceful recognition of my brother's life work. I desire through you to express my sincere appreciation to the Board of Trustees and ask you to convey my expression to them.

Very truly yours

Walter K. Patterson

(4) Transportation of Smith-Hughes Students to Picadome School. President McVey stated that a number of students in the Department of Vocational Teacher Training were required to report at Picadome School for practice teaching and that owing to the fact that the County Board of Education had failed to provide transportation it would be necessary for the University to make provision for these students. The following correspondence with respect to the matter was ordered incorporated in the minutes:

6.

Lexington, Kentucky
October 5, 1922

Dean P. P. Boyd
University of Kentucky
Lexington, Kentucky

Dear Dean Boyd:

Following appeal for bids herewith attached directed to six parties whom we had reason to believe would be interested, we have received only one bid. Dave Roberts, brother of Assistant Professor L. E. Roberts has made two proposals. The first naming the sum of \$390 for the services requested in our proposal, the second placing the car at the disposal of this Department at any time up to 3:00 o'clock p. m. for Teacher Training service, naming the sum of \$400.

Following interviews with yourself and Dr. McVey it appears that the better offering is the latter one and we have indicated to Mr. Roberts that service should begin at once. I am forwarding this communication in order that it may be used as an official record of the transaction for yourself and President McVey.

Many thanks for your assistance in the solution of this problem.

Very truly yours
L. J. Sindell
Head of Department of
Vocational Teacher Training

After discussion, the motion was made, seconded, and adopted approving the arrangement.

(5) Budget for Smith-Hughes Funds. The following communication from Professor L. J. Sindell was read and ordered incorporated in the minutes.

Lexington, Kentucky

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

Dear Dr. Boyd:

In view of the fact that the State Board for Vocational Education has accepted the Budget of the Department for the year 1922-23, and that any departure from the amounts apportioned in same should be made only after notice to the State Director, I believe it is essential that a careful record of expenditures under each of the nine heads indicated in the Budget, be kept in the office of this Department.

For example the sum of \$2685 has been allowed for travel. It would be an easy matter for us to keep duplicates of all salary accounts prepared for the Department personnel and the pink duplicate sent us by Mr. Peak. In Home Economics, however, there is a \$335 allowance for travel respecting which we have at the present time no means for periodical checking. It is easy to see that we lack, therefore, the following possibilities: first, that of preparing or checking a statement of the Smith-Hughes funds spent up to any given time; second, the probability of avoiding an unauthorized over expenditure in any one of the nine divisions indicated in the Budget.

My suggestion is that the subsidizable allotment of salaries in technical Home Economics be presented for the check of the head of this Department and of the Dean of the College of Arts and Science, a duplicate being retained in these two offices and the original thereafter being the Business Agent's authority for the payment of this portion of the monthly salary.

There will be not more than five occasions during the coming year when similarly prepared requisitions for travel by the technical Home Economics faculties should likewise be prepared. The only other items are two requisitions per year for rent and one each per year for summer school communications, summer school supplies and summer school janitor service.

An alternative and perhaps a better suggestion would be that the amounts apportioned to the Home Economics Department in the Budget presented by the Department of Vocational Teacher Training be indicated on one sheet which might be namely the Smith-Hughes Budget for the Department of Home Economics. This Budget with duplicate for the Department of Vocational Teacher Training and for your own and Mr. Peak's files to be the only paper required. It would then be the province of the Home Economics Department to keep within its own budget and to be able at any time to advise us respecting their expenditures to date.

This latter seems much the better course, and I believe would meet with the hearty approval of the head of Home Economics Department and the Dean of the College of Agriculture.

Respectfully submitted

L. J. Sindell
Head of Department of
Vocational Teacher Training

After discussion, a motion was made, seconded and adopted approving of the arrangement.

(6) Audit of University Books. President McVey reported to the Board that the books of the University had been audited by the Marwick, Mitchell Company, but that the report had been returned for certain changes and that it would be ready for the Executive Committee at its next meeting.

(7) Campaign for Funds for the University. The following communication from Tamblin and Brown was read and ordered incorporated in the minutes:

New York
September 29, 1922

President Frank L. McVey
University of Kentucky
Lexington, Kentucky

My dear President McVey:

We had the very great pleasure of having two of your Trustees call upon us. Both Mr. Grady and Mr. Lyle were of the opinion that it would be possible to raise a million dollars by our methods and that it was wise to bring this matter before the Board of Trustees.

We have gone over the situation and we are convinced that with a sufficient amount of time we shall be able to raise the Million for your University.

We are, therefore, enclosing a new estimate of expense and contract for One Million Dollars for your consideration. In the combined estimates of Sections I. and II. there is only an increase of fifteen thousand dollars over the amount necessary to raise a Half-Million. That is to say, Forty-Five Thousand Dollars for a One Million Dollar campaign in place of Thirty Thousand for a Half-Million Dollar Campaign. The contract which we are submitting allows us to conduct the intensive campaign at such time during 1923 as the University and Tambllyn and Brown believe advisable. This does not preclude the possibility of putting the entire campaign on before Commencement but it will allow us, if we should so decide, to run a campaign in Kentucky before Commencement and the balance of the campaign throughout the country.

A copy of this letter, together with copies of the estimate and contract, is being mailed by request to Messrs. Grady and Lyle.

Cordially yours

George O. Tambllyn

ESTIMATE OF EXPENSE FOR A MILLION DOLLAR CAMPAIGN

The firm of Tambllyn and Brown does not care to be identified with any campaign for a Million Dollars where the total expense is more than five per cent of the amount sought. However, they have studied with interest the University of Kentucky appeal and believe that the Million Dollars can be raised at a total cost of \$45,000.

SECTION I

Postage, printing, railroad fares, hotel, luncheons, conferences, and all other expenses not included in Section II.

Printing

Three special leaflets:
 Illustrated Leaflet,
 Contribution Leaflet,
 Campaign Leaflet.....
 Cards with facts for workers..... \$ 3,500.

Alumni Series - mailed to every alumnus..... 1,000.

Miscellaneous -

Other printing, letterheads, pledge cards,
envelopes, reports, etc..... 1,500.

Postage

For mailing the six numbers of the Alumni Series,
the illustrated leaflet, letters, campaign material,
parcel post, etc..... 2,000

Multigraphing and Mimeographing..... 300.

Listing and Addressing..... 300.

Travel (hotel expenses, railroad fares)..... 4,000.

Dinners, Luncheons..... 3,000.

Local Headquarters..... 2,000.

Miscellaneous - newspaper photography, stationery,
telegrams, telephone, petty cash..... 400.

Emergency Expense Fund..... 4,500.

TOTAL OF SECTION I..22,500.

SECTION II

Fee of Tamblin and Brown for direction of the cam-
paign, salaries of the campaigners, publicity men and wo-
men, stenographers and other associates employed for the
campaign.

Fee of Tamblin and Brown, for planning, directing
and assuming the responsibility for the campaign, in-
cluding the personal services of Mr. Tamblin in cam-
paign direction and of Mr. Brown in publicity, and of
all others not listed below..... \$ 10,000.

Salary of the associate director personally re-
sponsible to Tamblin and Brown for carrying out the
plan of the campaign..... 4,000.

One advance man for eleven weeks at \$50 per
week..... .550.

Salaries of four associates for field organ-
ization..... 3,000.

11.

Publicity direction, preparation of leaflets, newspaper work and all other publicity mentioned in the plan (one publicity director and two associates) 2,550.

Stenographic and clerical services, including one secretary for the entire period, six typists for seven weeks preceeding the intensive drive, and one mail clerk..... 2,400.

TOTAL OF SECTION II \$22,500.

Note 1. No charge is made for office manager or for telephone (except long distance calls).

Note 2. It is understood that if this plan and estimate is accepted, the expenses under Section II, \$22,500., will be exactly as suggested but the various items under Section I. may be either a trifle more or less although the grand total of \$22,500. will not be exceeded. We promise not to incur any bills beyond the estimate and if we do we will stand the loss. We shall finish under the \$22,500.00 if consistent with the dignity and success of the drive.

PAYMENT OF BILLS

In order to insure the payment of the salaries of the persons mentioned, to secure the dates and to provide a revolving expense fund, it will be necessary for the University of Kentucky to make an initial payment of \$5,000. to apply on account of Section II. Further payments on account of Section II may be made as follows:

\$2,000. November 1, 1922	\$2,000. February 1, 1923
2,000. December 1, 1922	2,000. March 1, 1923
2,000. January 1, 1923	2,000. April 1, 1923
	2,000. May 1, 1923

and the balance the last day set for the intensive campaign.

Payment of bills under Section I. is made directly by Tamblyn and Brown. A statement, with receipted bills, is rendered regularly to the University.

C O N T R A C T

THIS AGREEMENT made this day of 1922 between the UNIVERSITY OF KENTUCKY, Lexington, Kentucky, party of the first part, and TAMBLYN AND BROWN, Seventeen East Forty-second Street, New York, New York, parties of the second part, WITNESSETH:

WHEREAS; the said parties of the second part hereby agree to conduct for and in behalf of the UNIVERSITY OF KENTUCKY a campaign for One Million Dollars (\$1,000,000);

AND WHEREAS, the said party of the first part has and does agree to accept the services of said parties of the second part in directing the said campaign;

IT IS HEREBY AGREED that the said parties of the second part, or their representatives, shall have entire charge in directing the campaign and that the party of the first part hereto will not only give its hearty support of the organization itself, but will enlist the support and co-operation of friends, as far as the same can be done; and further, said party of the first part agrees that it or they will do everything reasonable to advance the interests of the campaign;

IT IS FURTHER AGREED that the said parties of the second part, through their associates, will devote the time necessary to the campaign and to the organization of the campaign committees of volunteer campaign workers, and that the general lines of publicity and organization work spread out in the sforesaid plan will be followed, and such others as from time to time the party of the first part, and the parties of the second part, shall agree will promote the best interests of the campaign;

IT IS FURTHER AGREED that the said party of the first part will pay all necessary expenses for such campaign, such as office expenses, printing, publicity, telephone and telegraph bills, stenographic service, cost of lunches for committees, traveling and hotel expenses of all directors, etc., such expenses not to exceed the sum of Twenty-two Thousand Five Hundred Dollars (\$22,500) as summarized in the plan and estimate heretofore submitted by the parties of the second part to the party of the first part, and to be paid upon presentation of statement accompanied by signed and receipted bills;

IN CONSIDERATION of the work that is to be performed by said parties of the second part, the said party of the first part does hereby agree to pay to the parties of the

second part the sum of Twenty-two Thousand, Five Hundred Dollars (\$22,500) of which the sum of Ten Thousand Dollars (\$10,000) is for the fee of the parties of the second part for planning, directing and assuming the responsibility for the campaign; and Twelve Thousand Five Hundred Dollars(\$12,500) is to cover the salaries of all persons employed, including publicity and organization.

IT IS UNDERSTOOD that this sum of Twenty-two Thousand Five Hundred Dollars (\$22,500) is to be paid as follows: Five Thousand Dollars (\$5,000) upon the signing of the contract; Two Thousand Dollars (\$2,000) November 1st, 1922; Two Thousand Dollars (\$2,000) December 1st, 1922; Two Thousand Dollars (\$2,000) January 1st, 1923; Two Thousand Dollars (\$2,000) February 1st, 1923; Two Thousand Dollars (\$2,000) March 1st, 1923; Two Thousand Dollars (\$2,000) April 1st, 1923; Two Thousand Dollars (\$2,000) May 1st, 1923; and the balance on the last day set for the intensive campaign;

IT IS UNDERSTOOD that the parties of the second part will begin active preparation of the campaign within one week after the contract is signed and the initial payment of Five Thousand Dollars (\$5,000) is received, and that they will run an intensive campaign at such time as shall be agreeable to the parties of the first and second parts hereto.

IN WITNESS WHEREOF the party of the first part hereto has caused these presents to be executed in its corporate name by its President and its corporate seal to be hereunto affixed, and the parties of the second part have hereunto set their hands and seals, all on the day and year first above written.

UNIVERSITY OF KENTUCKY
Lexington, Kentucky

TAMMELYN AND BROWN
New York, New York

WITNESSES: _____ (L.S.)

_____ (L.S.)

President McVey reported that he had had a discussion with the Committee and that Mr. Grady, a member of the Committee appointed to look into the matter, had called on Tembllyn and Brown in company with Mr. J. I. Lyle. The matter was discussed at length and it was requested that the Committee having the matter in charge make a written report for presentation at the next meeting of the Executive Committee. (See minutes of Board of Trustees for September 19, 1922.)

(8) Application by Ex-service Men for Free Tuition. Applications were received from Mr. Beckham A. Robinson and Thomas H. Oliver for free tuition and room rent in the dormitory. They claim that they had made application at the Registrar's Office but that no record of it had been made, and that under the regulations they ought to be entitled to the benefits of the law. On motion duly seconded the matter was referred to the President with power to act.

(9) Claim of Honorable Claude B. Terrell. A communication from the Business Agent with respect to the claim of Honorable Claude B. Terrell was presented to the Board. The statement was as follows:

University of Kentucky
Lexington

October 7, 1922

Dr. F. L. McVey

University of Kentucky

Dear Doctor McVey:

I am handing you herewith the claim of C. B. Terrell, deceased, as submitted to me by the executor of his estate. I think perhaps it will be better to present this to the Executive Committee before payment. The Attorney General has heretofore approved of the claim as it now stands, the items for which receipts were not filed being deducted.

Very truly

(Signed) D. H. Peak
Business Agent

Whereupon a motion was made, seconded, and adopted directing that inasmuch as the claim has heretofore been allowed, a check in payment of the bill be turned over to the executor of the estate.

(10) Bond of the Business Agent. A communication from the Business Agent was read, stating that he had paid the annual premium of \$37.50 on his bond, as Business Agent of the University of Kentucky, to the American Surety Company. He presented therefor a receipt of payment. On motion duly seconded it was ordered that the Business Agent's salary be increased by \$37.50 for the current year.

(11) The following communication from Mr. T. R. Bryant, Director of Extension, accompanied by a petition in equity in the Crittenden County Court was read and ordered incorporated in the Minutes. On motion duly seconded, the matter was referred to Mr. Gordon for report.

Lexington, Kentucky
October 10, 1922

Dear Dean Cooper:

In Crittenden County, Kentucky, we have an agent named John R. Spencer. The work in Crittenden County went along rather smoothly until last March when the County Attorney brought suit against our agent and against the County Treasurer, asking for an injunction to restrain the Court from paying any salary to Mr. Spencer.

County Judge Travis and others desire to defend themselves in this suit and wish to retain counsel, as they feel that the decision in this case is likely to be construed as a precedent. They wish the University to share the expenses of employing this counsel. The approximate cost will be \$200 of which they wish the University to pay \$100. I am not exactly sure concerning what action we should take in this matter, if any, and I am therefore asking you to transmit this information to the President and Board of Trustees for such action as they see fit to take or to instruct us to take.

The amount appropriated was \$1000, and since July 1, the County has paid no part of Mr. Spencer's salary. A copy of the petition filed by the plaintiff is attached hereto.

Very truly yours
(Signed) T. R. Bryant
Assistant Director.

(12) Appointments. On the recommendation of President McVey the following appointments were approved:

Appointment of Miss Mabel Thacker on a temporary basis as stenographer in the Stenographic Bureau on a salary of \$3.00 per diem, effective October 3, 1922.

Appointment of Miss Mary Royster as student assistant in the Department of Journalism from November 15, 1922 to May 15, 1923 at a salary of \$10.00 for the period.

Appointment of Miss Mary Johnston as stenographer in the Stenographic Bureau at a salary of \$75 a month, effective October 2, 1922.

Appointment of H. C. Smiser as instructor in Mechanical Drawing from October 15, 1922 to June 15, 1923 at a salary of \$1200 for the period.

Appointment of Benjamin Kievit as student assistant in the Department of Physics, at a salary of \$20 a month, effective with the beginning of the first semester.

Continuation of employment of R. H. Ford as county agent of McLean County at a salary of \$200 a month for a period of twelve months, effective October 1, 1922.

Continuation of employment of Laura Mae Seward as home demonstration agent, Ballard County, Kentucky, at a salary of \$125 a month, from October 10, 1922 to December 31, 1922.

Transfer of Miss Daisy Jordan, stenographer in the Stenographic Bureau, to the Department of University Extension, effective October 2, 1922, without change in salary.

(13) Resignations. The following resignations were presented by President McVey and on motion duly seconded, approved:

Resignation of L. A. Robertson, assistant county agent of Boone County, effective September 1, 1922.

Resignation of O. L. Cunningham, county agent of Fulton County, effective October 15, 1922.

Resignation of J. Stanley Pullen, county agent of Hart County, effective September 30, 1922.

Resignation of Miss Mary Desha, clerk in the Department of Farm Economics, effective September 1, 1922.

Resignation of Miss Ruth Chinn, stenographer in the Stenographic Bureau, effective September 30, 1922.

(14). Application for Leave of Absence for Professor L. E. Nollau. An application for leave of absence from Professor L. E. Nollau during the first semester of the Scholastic year 1922-23 was presented and on recommendation of President McVey, a motion was made, seconded, and adopted declining to approve the application because of the fact that at this particular time, it would involve a financial burden which the institution is not able to bear.

(15). Application of Professor F. Paul Anderson. A communication was read from Dean F. Paul Anderson asking that he be permitted to continue his relationship in advisory capacity in the Research Laboratories of the American Society of Heating and Ventilating Engineers. On motion, duly seconded, and adopted, the request was granted.

Respectfully submitted,

Wellington Patrick
Secretary of the Board.