

Minutes of the Meeting of the Executive Committee of the Board of Trustees, University of Kentucky, October 17, 1945.

The Executive Committee of the Board of Trustees of the University of Kentucky met in the President's Office at 10:30 a.m., Wednesday October 17, 1945. The following members were present: Judge Richard C. Stoll, Chairman; H. S. Cleveland, and R. P. Hobson. President H. L. Donovan and Comptroller Frank D. Peterson, Secretary of the Board of Trustees, were also present.

A. Approval of the Minutes.

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1. Upon motion duly made, seconded and carried, the minutes of the Executive Committee of August 2, 1945, were approved as published.

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B. Report of the Comptroller.

The Comptroller submitted financial report for the period ending September 30, which report was examined in detail, approved, and ordered filed.

C. Meeting of Association of Governing Boards

President Donovan called the attention of members of the Committee to the 1945 Conference of the Association of Governing Boards. He stated that it would not be possible for him to attend the meeting and expressed the thought that it would be well if some of the members of the Board of Trustees could be present. The tentative program announced included some most highly important problems confronting the universities in this post-war period. The members of the Executive Committee present felt that they would be unable to attend.

D. President Donovan's Report on Securing Pre-Fabricated Houses.

President Donovan reported that, due to the acute housing shortage at the University, he had applied for four hundred small pre-fabricated houses owned by the Federal Housing Authority and now located at Charlestown, Indiana. He reported that the Authority had approved the granting of two hundred of the pre-fabricated houses, and that he had submitted another request to earmark one hundred additional two and three room houses for the University of Kentucky. He

further explained the Federal Housing Authority plan provides for a lease for these houses which includes equipment and furniture. The University will be required to pay all cost of moving and setting up the new housing division on the campus of the University. It was estimated that an expenditure of approximately one hundred thousand dollars would be required for the installation of two hundred of the houses on the campus, and that if the additional request should be granted, a proportionate increase would be necessary. It was estimated that more houses could be rented if made available. The report was heartily received, and the administration was directed to proceed with all details necessary.

E. Contract for Moving Pre-Fabricated Houses from Charlestown, Indiana.

Mr. Peterson reported that he had contacted six transfer companies requesting bids on moving pre-fabricated houses from Charlestown, Indiana, to Lexington. He stated that two bids had been received, proposing to move the houses "as is" and place on posts and level on the University site. Any damage done to any houses in moving is to be repaired by the contractor. The plumbing work required on the Lexington site and the post holes and posts used under each house are to be furnished by the University.

The low bid was received from the Yeary Transfer Company of Winchester, same being one hundred dollars per unit, and the second low bid was one hundred and ten dollars per unit, received from S. O. Graves, Jeffersonville, Indiana.

The Committee considered the bids and took the following action:

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2. Upon motion duly made, seconded and carried, the bid as submitted by the Yeary Transfer Company of Winchester is accepted, and the Comptroller is authorized to execute contract.

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F. Contract for Sewer Excavation on Housing Site.

The Comptroller reported that the work required on sewer lines, roadways, manholes, etc., was deemed to be of an emergency nature and that a negotiated unit base bid had been received from the Shely Construction Company, rather than asking for competitive bids on formal specifications. It was further stated that the negotiated unit base bid had been checked by the State Highway Engineer's Office.

COMMONWEALTH OF KENTUCKY
 Department of Highways
 Frankfort

October 22, 1945

Mr. Frank Peterson
 Comptroller
 University of Kentucky
 Lexington, Kentucky

Dear Mr. Peterson:

Reference is made to your recent request that I review the prices submitted by the Shely Construction Company covering work for the installation of sewers, waterlines, roadway excavation and surfacing in connection with the housing development on the university farm.

I have looked over the prices submitted as revised by negotiations and feel that they are reasonable in line with the quantities involved.

I am firmly convinced that they are as low as they would be if this job were let by advertisement.

Very truly yours,

(Signed) T. H. CUTLER
 STATE HIGHWAY ENGINEER

It was stated that the work should start immediately if the houses are to be available by the beginning of the winter quarter. The Committee discussed the unit base bid and took the following action:

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3. On motion duly made, seconded and carried, the negotiated unit base bid of the Shely Construction Company is approved, and the Comptroller is authorized to execute necessary contract and to issue such work orders as are required.

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G. Report on Meeting with Legislative Council.

President Donovan reported that members of the Legislative Council had spent most of one day on the campus of the University. He stated that he submitted a budget request of the University for the next biennium. The request was apparently favorably received. In addition to hearing the budget request of the University, members of the Legislative Council visited the Coal Laboratory, Aeronautical Research Laboratory, and the College of Engineering. Members of the party were guests of the University for luncheon.

H. Correction in Biennial Budget Request.

President Donovan stated that the request of Dean Thomas Cooper for appropriations necessary for the Extension Division of the College of Agriculture and Home Economics for the ensuing biennium had been misunderstood, and he desired to ask permission to request an appropriation of the sum of \$241,460 to match Federal funds available through the Bankhead-Flannagan Act for the second year of the biennium, instead of the sum of \$80,730. This misunderstanding occurred by the request of an increase of \$80,730 the second year of the appropriation over the first year, whereas it was thought to be the amount requested. The Committee took the following action:

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4. Upon motion duly made, seconded and carried, the budget request of the University of Kentucky for the Extension Division of the College of Agriculture and Home Economics for the second year of the biennium is raised from \$80,730 to \$241,460.

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I. Recess for Luncheon.

The Committee recessed at 12:30 for luncheon, which was served in the office of the President. The Committee re-convened at 1:30 and took up the remaining business on the agenda.

J. Lease of Eugene Simpson House.

The Comptroller submitted a lease for the Eugene Simpson house at 203 East Fourth Street, Lexington, to be used to house women students who were unable to be housed in the women's residence halls. It was explained that the lease mentioned two periods of nine months each, the first period being the school year 1945-46, and the second period being the school year 1946-47. The lease was read, and the Committee took the following action:

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5. Upon motion duly made, seconded and carried, the lease between Eugene Simpson and the University of Kentucky is approved, the action of the Comptroller is ratified, and a copy of the lease is ordered filed with the Comptroller.

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K. Contract with Office of Scientific Research and Development.

President Donovan submitted, with his approval, a recommendation of Dean Thomas Cooper for the continuation of Contract No. OEM cmr-18. It was stated that this contract represented the fourth continuation of the original contract executed in November, 1941. The Committee took the following action:

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6. Upon motion duly made, seconded and carried, Contract No. OEM cmr-18 is continued for one year, and the Director of the Experiment Station is authorized to sign same.

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L. Budget Changes.

President Donovan submitted a list of budget increases necessary to care for staff members returning from military leaves.

College of Arts and Sciences

Acct.400	German Language	\$1,800.00
410	History	8,284.00
480	Physical Education	1,620.00
500	Physics	2,100.00
540	Romance Languages	150.00
590	Geography	2,975.00

College of Engineering

Acct.620	Instruction	5,610.00
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Auxiliary Enterprises

1660	Women's Residence Halls	720.00
		<u>\$23,259.00</u>

The Committee took the following action:

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- 7. Upon motion duly made, seconded and carried, the Comptroller is authorized to make budget adjustments recommended in accordance with the list submitted by the President.

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M. Appropriation for Study on Descent and Distribution.

President Donovan submitted a request of Dean A. E. Evans for \$200 to make a study of the background of the statute on descent and distribution. He submitted letters from members of the Bar Association requesting that the work be done. The President recommended that the request be granted and the appropriation made from the Haggin Fund. The Committee discussed the request and took the following action:

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- 8. Upon motion duly made, seconded and carried, it is ordered that appropriation of \$200 from the Haggin Fund be authorized, for study on the background of the statute on descent and distribution.

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N. Sick Leave and Vacation Reports.

President Donovan submitted statement from the Comptroller concerning annual reports of sick leave and vacation records for general office personnel and general service personnel.

September 26, 1945

President H. L. Donovan
University of Kentucky

My dear President Donovan:

The Executive Committee of the Board of Trustees, at the meeting of June 6, 1944, approved the recommendation for vacation and sick leave policies for general office and general service personnel requiring that all departments keep record of the vacation and sick leave earned and used by each

general office and general service employee of the University. After conference with you, Bulletin #32, copy of which is attached, under date of September 15, 1944, was issued to all payroll divisions, stating that beginning July 1, 1944, vacation and sick leave records would be kept on a fiscal year basis, instead of on a calendar year basis. A recommendation was to be made to the Board to amend the statement of policy to a fiscal year basis. Such a recommendation was never submitted to the Board.

I am therefore making the recommendation, in accordance with your approval, that vacation and sick leave records be kept on a fiscal year basis, so as to be in accord with all other records maintained by the University.

Respectfully submitted,

(Signed) Frank D. Peterson
Comptroller

The President recommended that the records be reported on the fiscal year basis and the Committee took the following action:

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9. Upon motion duly made, seconded and carried, it is ordered that all records pertaining to sick leave and vacations for general office personnel and general service personnel be maintained and reported on a fiscal year basis, in accordance with the action of the Executive Committee of June 6, 1944.

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6. Resolution on Death of Mrs. Lydia Brown.

President Donovan reported the death of Mrs. Lydia Brown who, for many years, was a member of the staff of the Dean of Women. He submitted the following resolution, with recommendation that same be spread upon the minutes.

Resolutions on the Death of Mrs. James Brown

Mrs. James Brown, widow of the late James Brown of Sharpsburg, Kentucky, and former member of the staff of the Dean of Women, died at the home of her daughter, Mrs. Forbes Getty, on September 25, 1945.

Mrs. Brown was born in Sharpsburg, Kentucky, in 1860. She became a member of the Patterson Hall staff in 1915 and served as matron of the residence halls until she retired

in 1932. Few of the present members of the staff knew her during her active years, but they always looked forward to Mrs. Brown's summer visits.

Mrs. Brown was a staunch friend, a faithful and efficient staff member, a delightful companion, a wise counsellor, and a Christian gentlewoman. During her long service in Patterson Hall, she guided the destinies of hundreds of women students and through her influence the life in many Kentucky homes has been enriched.

To Mr. Paul Brown, Mrs. Leslie Jones and Mrs. Forbes Getty, the University of Kentucky staff and students owe a debt of gratitude in the sharing of their mother with others. The sympathy of the staff is extended to them in their personal loss.

Sarah B. Holmes
Anne W. Callihan
Sallie Pence
Faculty Committee

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10. On motion duly made, seconded and carried, it is ordered that the resolution, as read, be spread upon the minutes of the Executive Committee, and that a copy be sent to the family of the deceased.

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P. Lydia Brown House Named.

President Donovan reported that the apartment house at 343 Harrison Avenue is now used as an annex to the Women's Residence Halls. The house has never been officially named. He recommended that it be named "The Lydia Brown House", in memory of Mrs. Lydia Brown who, for thirty years, was connected with the staff of the Dean of Women. The Committee took the following action:

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11. On motion duly made, seconded and carried, it is ordered that the house located at 343 Harrison Avenue be known as "The Lydia Brown House" in honor of Mrs. Lydia Brown.

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Q. Appointments and Other Staff Changes.

President Donovan submitted staff appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes requested by deans and heads of departments.

College of Arts and Sciences

Appointments

Era Wilder Peniston, Instructor in the Department of Music for ten months, effective September 1, 1945.

Ernest Collins, Instructor in the Department of Political Science for the Fall Quarter, effective October 1, 1945.

Harold Black, part-time Instructor in the Department of Psychology, for six months, effective October 1, 1945.

Elsie Dotson, Graduate Assistant in the Department of Psychology, for ten months, effective September 1, 1945.

Harold G. Flanary, Graduate Assistant in the Department of Physics for nine months, effective October 1, 1945.

Frances Lamb, part-time Instructor in Mathematics for the month of October, 1945.

Mary Louise Osorio Rodriguez, graduate assistant in the Department of Romance Languages for the Winter Quarter, beginning January 1, 1945.

William Gunn, Graduate Assistant in the Department of Zoology for nine months, effective October 1, 1945.

Reba Marie Bennett, part-time secretary in the Department of Art for nine months, effective October 1, 1945 to July 1, 1946.

Julia Anne Waters, secretary part-time in the Department of Geography, effective October 1, 1945, to June 30, 1946; and secretary part-time in the Department of Sociology, effective October 1, 1945, to June 30, 1946.

Joe Gardner, student assistant in the Department of Zoology for nine months, effective October 1, 1945.

Adelin Stern Wichman, graduate assistant in English for the Fall Quarter, effective October 1, 1945.

William E. McCubbin, Instructor in Physical Education for nine months, effective October 1, 1945.

Revill Estill Shaw, Instructor in the Department of Physical Education for ten months, effective October 11 through June 30, 1946. Mrs Shaw succeeds Mrs. Marjorie P. Warren, resigned.

Arthur L. Cooke, assistant professor of English for the year on an 11 months, rather than, as stated previously, on a twelve months basis. The appointment was effective September 1, 1945.

Salary Adjustments

Wallace Briggs, Acting Director of the Guignol Theatre for the Fall Quarter during the absence of Professor Fowler, adjustment in salary, difference to be paid from the funds of the Guignol.

Truman A. Morris, Instructor in Political Science, adjustment in salary because of extra teaching duties, effective September 1, 1945.

W. R. Sutherland, Assistant Professor of English, adjustment in salary, because of increased teaching load, for second term of the Summer Quarter.

Donald Rose, temporary Instructor, adjustment in salary because of added class in mathematics.

Leaves of Absence

L. A. Pardue, Associate Professor of Physics, who was granted a leave of absence to work with the Office of Scientific Research and Development, returns to the University some time between October 1 and November 1, 1945, 12 months basis.

M. E. Potter, Professor and Head of the Department of Physical Education will be released from active duty with the Army Air Forces and return to the University October 1, 1945, 12 months basis.

Paul K. Whitaker, Assistant Professor of German, to return from military leave January 1, 1946, on a ten months basis.

Resignations

Eileen S. Hillenmeyer, secretary part-time in the Department of Geography, and secretary part-time in the Department of Sociology, effective September 30, 1945.

Marjorie P. Warner, instructor in Physical Education, effective October 10, 1945.

College of Agriculture and Home Economics

Appointments

Thelma Hollingsworth, clerk in the 4-H Club Department for twelve months, effective September 20, 1945.

Dr. Charles A. Evans, Assistant Chemist, effective November 1, 1945.

Hubert W. McFarland, Field Assistant in Plant Pathology, effective September 26, 1945.

Mary Belle Hall, clerk in the Department of Poultry Husbandry, effective October 1, 1945.

Betty Lou Mitchell, Assistant Home Demonstration Agent in Christian County, effective October 15, 1945 to June 30, 1946.

Otto H. Losch, Assistant County Agent in Fayette County, effective October 10, 1945, to June 30, 1946.

Juanita Hansen Noffsinger, clerk, Experiment Station, effective October 10, 1945. Mrs. Noffsinger replaces Miss Mildred McCarty, resigned.

Special Assignment - Change of Occupation

Willis G. Terrell, inspector in the Department of Feed and Fertilizer, changed to assistant in feed laboratory, effective October 1, 1945.

Salary Adjustments

Luzelle Williams, clerk in the Department of Feed and Fertilizer, Experiment Station, salary adjustment, effective September 16, 1945.

Lois Wagner, clerk, Agricultural Extension Division, salary adjustment, effective September 1, 1945.

Leaves of Absence

Donald W. MacLaury, returning from military leave of absence to take up his work in the Experiment Station, effective September 17, 1945. Mr. MacLaury is Assistant in Poultry Husbandry.

Alice Glenn Keaton, Home Demonstration Agent, granted leave without pay from September 22 to December 18, 1945.

Robert Griffith, Assistant in Tobacco Research, granted leave without pay from October 1, 1945 through June 30, 1946.

Resignations

R. O. Gustafson, Assistant Forester, effective September 11, 1945.

George T. Davis, Field Agent in Poultry Improvement, effective September 30, 1945.

Isaac Vernon Berry, temporary Food Production Assistant, effective August 31, 1945.

Robert Earl Cocanougher, temporary Food Production Assistant, effective August 18, 1945.

Robert E. Stevenson, temporary Food Production Assistant, effective August 25, 1945.

Frances Amburgey Rose, Home Demonstration Agent in Floyd County, effective September 30, 1945.

Lucy Guard Adams, Food Conservation Assistant, effective August 31, 1945.

John W. Gilreath, temporary Food Production Assistant, effective August 31, 1945.

Lucille S. Elswick, Home Demonstration Agent in Perry County, effective September 30, 1945.

Clay V. Watson, temporary Assistant County Agent at Owensboro, effective August 21, 1945.

Roy Ballard, temporary office and field assistant, effective September 30, 1945.

Mildred McCarty, clerk, effective October 10, 1945.

Bryan Mills, Emergency Farm Labor Assistant, Barbourville, Ky., effective September 30, 1945.

Catherine Heflin, Assistant in Rural Sociology, effective October 31, 1945.

J. T. Skinner, Assistant Chemist, effective November 8, 1945.

Termination of Appointment

Emma C. Loyall, Food Conservation Assistant, Green County, effective September 30, 1945.

College of Engineering

Appointments

Arthur S. Coffinberry, Associate Professor of Metallurgical Engineering, on a twelve months basis, effective September 10, 1945.

Ernst V. Johnson, Associate Professor of Architectural Engineering on a temporary, part-time basis, effective October 1, 1945.

Leave of Absence

Theodore C. Brown, Associate Professor of Mechanical Engineering, leave of absence without pay for the first quarter of 1945-46, October 1, to December 31, 1945.

College of Law

Appointments

Dorothy Salmon, law librarian. Miss Salmon's transfer is effective October 1, 1945.

Sarah McCormack, secretary to the Dean, effective October 1, 1945. Miss McCormack succeeds Miss Salmon. She has been serving as secretary and bookkeeper in the Women's Residence Halls.

Anne F. Noyes, Law Library assistant, during the Fall Quarter.

Fred B. Redwine, Law Library assistant, during the Fall Quarter.

Robert Preston, Law Library assistant, for the Fall Quarter.

Donald Bailey, Law Library assistant, for the Fall Quarter.

Leave of Absence

W. Lewis Roberts, Professor of Law, returned from leave of absence October 1, 1945.

College of Education

Appointments

C. Ruth Hillis, formerly with workshop on resource education, transferred as Research Assistant, Sloan Experiment, effective September 1, 1945.

Ruth Averitt, critic teacher in home economics, to succeed Miss Frances Brown at Lafayette school, effective September 1, 1945.

Evangeline Smith, critic teacher in home economics at Bryan Station School. Miss Smith is to fill the vacancy left by the resignation of Miss Anita Moore. Her appointment is effective September 1, 1945.

Mary Herrington, secretary, effective October 1, 1945. Miss Herrington succeeds Mrs. Reese, resigned.

Salary Adjustment

Miss Thelma Monical, critic teacher in home economics, effective September 1, 1945.

Resignations

Miss Frances Brown, critic teacher in home economics, effective September 1, 1945.

Mrs. Mary Louise Reese, secretary, effective October 16, 1945.

College of Commerce

Appointments

Herman Ellis, Research Assistant, from June 15 to September 15, 1945, continued from September 15 to October 1, 1945. Effective October 1, 1945, Mr. Ellis is to take the place vacated by Miss Lucia Peterson, Research Assistant, for nine months, through June, 1946.

Nell Briscoe, part-time teaching assistant, for October, November and December, 1945.

Wilimina Gramse, part-time teaching assistant, for October, November and December, 1945.

Virginia Lee Keen, secretarial assistant part-time, for eight months, effective October 1, 1945.

Janet Helsel, reading assistant, for eight months, effective October 1, 1945.

Edward A. Farris, reading assistant, for eight months, effective October 1, 1945.

Resignation

H. B. Moore, Associate Professor of Economics, who has been on leave of absence since February, 1942, effective September 1, 1945.

Graduate School

Resignation

Truman Morris, Scholar under the Haggin Fellowship Trust Fund, effective September 1, 1945. Mr. Morris has accepted a position as Instructor in Political Science.

University Extension

Appointments

Dr. W. H. Stephenson, editor of University of Kentucky Press, effective September 1, 1945.

Veral Peck Brooks, secretary in the Department of University Extension, effective October 1, 1945.

University LibraryAppointments

Betty Jean Pardo, part-time secretary, effective October 10, 1945.

Maureen Rose, part-time secretary, effective October 10, 1945.

Office of the Dean of the UniversityAppointment

Maxine Rodgers, secretary, effective October 1, 1945.

Resignation

Elizabeth S. Hunt, secretary, effective September 30, 1945.

Registrar's OfficeAppointment

Martha Robards, transcript clerk, effective October 8, 1945. Miss Robards will take the place formerly held by Miss Bess Cleveland.

Salary Adjustment

Anne Garrison, stenographer, adjustment in salary, effective October 1, 1945.

Resignation

Bess Cleveland, transcript clerk, effective October 1, 1945. Miss Cleveland is resigning because of physical disability.

Office of the Dean of MenAppointment

Mrs. T. W. Sweatt, housemother, Sigma Phi Epsilon Fraternity, effective October 1, 1945.

Office of the Dean of WomenAppointments

Mrs. John Hagan, transferred from position as housemother, to Elmside as head resident, with adjustment in salary.

The following housemothers:

Mrs. L. M. Hancock, Kappa Delta House
 Mrs. Robert Henry, Hamilton House
 Mrs. Will Hughes, Alpha Xi Delta House
 Mrs. Lillian Caldwell, Shelby House
 Mrs. A. M. Hale, Alpha Delta Pi House
 Mrs. Ethel Fish, Alpha Gamma Delta House.

Residence Halls for Women

Appointment

Mrs. Hettie Brown Schad, bookkeeper, effective October 1, 1945.

Resignation

Sarah McCormack, bookkeeper, effective September 30, 1945.

Death

Mrs. Lydia Brown, formerly housekeeper and matron at Patterson Hall and for the past few years on a change of occupation assignment, died September 25, 1945.

University Health Service

Transfer

Jane Neikirk, nurse in the Infirmary, transferred to position as nurse in the Health Service and at Jewell Hall, with adjustment in salary, effective October 1, 1945. Miss Neikirk is to live in the dormitory.

Department of Business Management and Control

Appointment

Sara M. Arnold, clerk-stenographer, effective September 24, 1945. Miss Arnold replaces Miss Edna Edwards, resigned.

University Commons

Salary Adjustments

Jennie Mae Trigg, manager, adjustment in salary, effective September 1, 1945.

Lawrence Roberts, manager of Grill, adjustment in salary, effective September 1, 1945.

Stenographic Bureau

Appointment

Mrs. Carol Hamilton, appliance operator, effective October 9, 1945.

Resignation

Mrs. Dora Boaz, appliance operator, effective November 1, 1945.

The Kentucky Kernel

Salary Adjustments

Frank Byron, linotype operator, adjustment in salary, effective October 1, 1945.

Joe S. Shropshire, linotype operator, adjustment in salary, effective October 1, 1945.

A. J. McFadden, pressman, adjustment in salary, effective October 1, 1945.

Karl Davis, pressman, adjustment in salary, effective October 1, 1945.

W. D. Grote, manager of printing plant, adjustment in salary, effective October 1, 1945.

Mary Louise Naive, secretary, adjustment in salary, effective October 1, 1945.

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12. It was moved, seconded and carried that on President Donovan's recommendation, the above appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes be concurred in and record made in the minutes.

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R. Adjournment.

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

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