

Minutes of the Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, Thursday, July 23, 1936.

The Executive Committee of the Board of Trustees of the University of Kentucky met in President McVey's office at 10:30 a.m. on Thursday, July 23, 1936. The members of the Committee present were James Park, R. Miller Holland and Robert G. Gordon. President Frank L. McVey, D. H. Peak, secretary of the Board, and James H. Graham, Dean of the College of Engineering, were present. In the absence of Richard C. Stoll, Mr. Park was elected chairman of the meeting.

1. Approval of Minutes.

The minutes of the meeting of June 16, 1936 were approved as published.

2. Financial Report Deferred.

Business Agent's Statement:

We are unable to make complete financial report for June and the fiscal year ending June 30, 1936, because under the state laws books are not closed until September 30, 1936.

Total income, however, is as follows: General Fund, \$1,232,655.97; Patterson Hall Funds, \$58,559.50; Experiment Station Funds, \$401,319.34; Agricultural Extension Funds, \$694,526.51; Trust Funds, \$4,965.54.

Practically the entire amount of funds was expended.

3. Requisition Committee Report.

The Requisition Committee filed written report of its action each week from May 21, 1936, to July 23, 1936, inclusive. The report shows that orders had been made by the Business Office on the authority of the Requisition Committee in the manner prescribed by the Board of Trustees and state laws, running from No. 7293 to No. 7779, year 1935-36, and from No. 1 to No. 204, year 1936-37. The report was examined, and on motion and second the orders named therein were ratified and approved and payments on said orders were authorized and approved. The following budget additions, shown in the report, were approved: Library stacks, \$1374.03; Administration Building, \$76.80; Business Office files, \$89.26; Library room, \$725.00; Building materials, \$2665.91; Building repairs, \$193.20; Library construction, \$812.50.

4. Allotments.

The Board of Finance and Budgetary Control at its meeting, 1936, made allotments for the University of Kentucky for the first three months of the fiscal year 1936-1937 as follows:

	Appropriation	Allotment
Division of Colleges	\$660,000.00	\$ 156,750.00
College of Agriculture	24,000.00	4,000.00
Summer School	8,000.00	8,000.00
Experiment Station	48,000.00	11,400.00
Service Laboratories	21,000.00	6,500.00
Nursery Inspection	2,000.00	600.00
Princeton Substation	14,000.00	3,325.00
Quicksand Substation	14,000.00	3,325.00
Agricultural Extension	120,000.00	28,500.00
Repairs	8,000.00	6,000.00

5. Interest on Land Grant Bonds.

President McVey reported that the amounts due the University by the State as interest on the Land Grant bonds, amounting to \$12966.75 had been credited to University account by the Auditor of Public Accounts as Morrill-Nelson Revolving Fund and that the fund is available for expenditure under terms of the grant. There was due July 1, 1936, interest for six months, \$4322.25. The Business Agent was directed to take proper steps for collection thereof.

6. Audit of Business Office Accounts.

President McVey referred to the question of annual audit of Business Office accounts. The Business Agent stated that under the state law the books may not be closed until September 30, 1936. It having been suggested at a previous meeting of the Board of Trustees that Kentucky accountants be given an opportunity to consider making the audit and to bid thereon, it was decided that the matter be called to the attention of Lexington, Louisville, and other accounting concerns by members of the Committee and the Business Agent. Further action was deferred to the September meeting of the Board of Trustees.

7. Student Deposits.

President McVey presented a statement by the Business Agent in which he stated that the operation of the General Deposit plan had not proved as satisfactory as was contemplated. The members present were not willing to authorize return to the system of special deposits, stating that such system would be too great a burden on many students. However, on motion and second, it was

ordered that a room deposit of \$5.00 may be required of applicants for residence in the residence halls, this to be in addition to the general deposit of \$6.00 to be required of each student registering for eight or more hours.

8. Sundry Ledger Accounts: Revolving, Trust and Federal Funds.

On motion, duly seconded and carried, it was ordered that all orders of the Board of Trustees and Executive Committee heretofore made and recorded in the Minutes, relative to Sundry Ledger accounts, Revolving, Trust and Federal Funds, be reaffirmed and approved. This order is to apply especially to the order made by the Executive Committee at meeting of June 30, 1934, Sec. 10, and to the order made by the Executive Committee at meeting of October 23, 1934, Sec. 7. It was further ordered that the amount collected for post office box rental be classed as a student activity collection, to be credited for each fee for eight or more hours. It was further ordered that a student activity fee of 50 cents be deducted from each summer school fee, this latter to be used for the purpose of providing lectures and entertainment for summer school students.

9. Uncollected Student Fees.

The Business Agent made the following report:

I have had checked the unpaid fees for the year 1935-1936. The total amount for the first semester is \$1,241.18; the total amount for the second semester is \$2,732.12, making grand total of \$3,973.30. Of this amount approximately \$1,000.00 is due to the N.Y.A. The total amount of fees collected for the year was \$232,425.50. That makes the unpaid amount .013 per cent of the amount of paid fees.

Part of these fees will be collected this year so that I think the percentage will be reduced possibly to one per cent. It is my opinion that the above amount of unpaid fees should be charged off and not carried as an asset.

It was ordered that all unpaid student fees and student accounts for fiscal year ending June 30, 1936, be charged off and not carried as assets on the books of the Business Office.

10. Fire and Tornado Insurance.

Report of Business Agent:

I have taken up with the Insurance Department the problem of insurance on University property and I submit herewith the blanks that the department has sent us, showing what insurance has been placed on buildings and contents. The amount for Experiment Station and College combined is \$16,789.46; Experiment Station being \$3,605.29 and College being \$13,184.16.

I am informed that the State Insurance Department has had the excess of insurance over \$200,000 on any one building insured in old line companies, the cost of which is included in the above.

Klair and Scott has written part of the insurance on the dormitories and another company has been given \$15,000.00 of this insurance. The bill of Klair and Scott is \$194.14. While I do not have bill from the other company, according to Klair and Scott's charges, this should be approximately \$12.00.

Alfred G. Powell has written the insurance on the Service Building, bill for which I am submitting amounting to \$634.50.

11. Sales Tax -- Not Applicable to Educational Institutions.

The Business Agent reported that he had received the communication that follows regarding tax on certain sales. He stated, however, that in a letter to Mr. James Morris, manager of the Campus Book Store, that the ruling in the letter seems to have been qualified so as to apply only to sales made during the service of meals.

Letter:

June 23, 1936

Mr. D. H. Peak
Business Agent
University of Kentucky

Dear Mr. Peak:-

We have just completed a conference with the Attorney General, as a result of which we are ruling that sales of commodities subject to tax under House Bill 59 of the Extraordinary Revenue Session are not subject to tax if made by an educational or charitable institution.

The fact that the Commons and High School Cafeteria is operated by the University would render it exempt.

(Signed) James W. Martin
Commissioner of
Revenue

12. New State Financial Control.

Report of Business Agent:

The Business Office is endeavoring to adjust its accounting to the new financial system of the state. The new system seems right in theory but changes may have to be made in actual practice.

All purchases must be made through the State Division of Purchases. This is causing some difficulty and delay, due largely to the necessary reorganization of that office.

It is proposed that the State Treasurer make checks for all salaries and all bills of the University. The salary checks have been made in this way for the first summer school. On the whole, it is causing considerable difficulty, but it is expected that difficulties will disappear as State and University employees become familiar with the system.

13. Head Janitor's House.

President McVey presented the following communication from the Superintendent of Buildings and Grounds:

Memo:-President F. L. McVey

Re: Heckler House

During the past few weeks Mr. Heckler has been spending his own money and time painting and fixing the house up. He has asked me to request he be given free rent until the University needs the ground for building purposes. It is understood that all maintenance and upkeep expense is to be borne by him. He is asking this in lieu of salary increase.

I am recommending this arrangement and trust it meets with your approval.

(Signed) M. J. Crutcher
Supt.

Mr. Heckler is head janitor and is living in one of the cottages on Graham Avenue belonging to the University. The proposal by Mr. Crutcher was approved, Mr. Heckler to bear the expense of maintenance, upkeep, and desired improvements of the property. The Superintendent of Buildings and Grounds was directed to see that this is done without expense to the University.

14. Board of Commerce Membership.

President McVey stated that he (as president of the University) has been a member of the Lexington Board of Commerce for years and has been paying the dues from his own funds. Wherefore, it was ordered that the University make application for membership in the Lexington Board of Commerce and that the dues, \$25.00 per annum, be paid from University funds.

15. Bonds of Business Agent.

It was ordered that the bond of the Business Agent as custodian of petty cash fund, filed with State Finance Board, be renewed in the sum of \$5,000.00, and that the premium, \$20.00, be paid to Klair and Scott, Lexington, Kentucky.

It was ordered that the bond of the Business Agent be renewed in the sum of \$15,000.00 and that the premium, \$60.00, be paid to Bedford (Ky.) Insurance Agency.

16. Bills for Insurance.

Under contract with the Security Trust Company, the fire and tornado insurance on the men's dormitories, Kinkead and Breckinridge Halls, and the Service Building, must be carried in old line companies and not under state insurance control. Therefore, the bill of Klair and Scott, Lexington, Kentucky, for \$194.14, premium on \$225,000.00, fire and tornado insurance on Kinkead and Breckinridge Halls, was approved and ordered put in line for payment. Also the bill of Alfred G. Powell, Lexington, Kentucky, for \$634.50, premium on \$75,000.00, fire and tornado insurance on Service Building, was approved and ordered put in line for payment.

17. Frigidaire System, Patterson Hall.

President McVey presented a request of Mrs. Sarah B. Holmes, Assistant Dean of Women, for repair of the Frigidaire system in Patterson Hall. Mr. Crutcher suggested that new equipment be purchased.

On the recommendation of the President, it was ordered that new equipment be purchased, the cost being estimated at \$456.00.

18. Report of Athletic Council.

The following report of the Treasurer of the Athletic Council was received and ordered inserted in the minutes:

ATHLETIC ASSOCIATION - UNIVERSITY OF KENTUCKY

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR MONTH OF JUNE 1936

Cash Balance - May 31, 1936 ----- \$3,623.11

Receipts

Football Program Ads ----- 42.50

Cash Balance and Receipts ----- \$3,665.61

Disbursements

Track ----- \$ 53.59

Laundry ----- 216.39

Publicity ----- 11.65

Telephone and Telegraph 25.15

Water ----- 6.00

Field ----- 26.91

Freight ----- 17.93

Office ----- 14.88

Tennis ----- 77.18

Golf ----- 25.00

Basketball ----- 26.12

W. P. A. ----- ~~1,334.69~~

Basketball Tournament --- 12.24

Correction on Ck #350 --- .01

Total Disbursements ----- 1,847.74

Balance - June 30, 1936 ----- \$1,817.87

Note - First National Bank & Trust Company - \$7,975.00
Due September 14, 1936

Note - First National Bank and Trust Company - \$6,000.00
Due November 1, 1936

19. Student Loan Fund Report.

The following report of Dean Jones was received and ordered inserted in the minutes:

Report of Student Loan Fund - May 14, 1935 to June 20,
1936.

Number of Loans -----	5
Of a total value of -----	\$153.25
Number of collections on principal -----	377
Of a total value of -----	\$4,719.00
Total amount of interest collected -----	1,816.48
Notes outstanding, May 14, 1935 -----	\$26,547.16
Notes outstanding, June 20, 1936 -----	21,901.42
Cash on hand May 14, 1935 -----	2,559.39
Cash on hand June 20, 1936 -----	3,840.33
Amount from All-Campus Dances -----	1,273.09
Total Cash on Hand -----	\$5,259.89

Addendum:

Collections on principal and interest from June 20 to July 1, 1936 -----	\$55.31
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20. Group Insurance Committee Report.

Dean Edward Wiest, Chairman, made annual report of Group Insurance Committee. This report has been printed and is ready for distribution. The following excerpt was ordered inserted in the minutes:

To the Employees of the
University of Kentucky:

The Group Insurance Committee submits below its Fourth Annual Report covering the status of our group insurance system for the fiscal year ending May 31, 1936. The Group is insured by the Prudential Insurance Company and has been operating since June 1, 1932.

EXPERIENCE RECORD

Mortality and disability claims paid from the time the Group was organized to the present have been as follows:

<u>Year</u>	<u>No. of Claims</u>	<u>Amount of Claims</u>
1932-1933	0	0
1933-1934	4	\$8,000
1934-1935	3	3,000
1935-1936	3	2,500

The growth of the Group as shown by the number of lives insured and the amount of insurance in effect at the close of each fiscal year is as follows:

<u>Year</u>	<u>No. Insured</u>	<u>Amount of Insurance</u>
1932-33	575	\$1,003,500
1933-34	591	1,060,000
1934-35	649	1,158,500
1935-36	744	1,283,500

THE PREMIUM RATE AND GROUP DIVIDEND

The premium rate continues for the present at eighty-four cents per month per \$1,000 of insurance. This rate resulted in the payment by the University during the last fiscal year of a total aggregate premium of \$11,390.56 and in the payment of a dividend by the Prudential Insurance Company to the group amounting to \$5,686.63. As already stated, the Company also paid us mortality claims amounting to \$2,500. The dividend payable to the Group is the amount that remains after a sum sufficient to meet reserve requirements, administrative expenses, and mortality claims, is deducted from the total aggregate premium.

The Committee decided to assign \$350 of the group dividend to the General Contingency Fund and to use the remainder in paying a portion of the premiums during the eight months from October to May inclusive. This means that for those who have been in the group for a year the regular rate of 84 cents will be reduced to 52 cents resulting in a net premium rate of 32 cents per \$1,000 per month from October to May inclusive. For those who have been in the group for a shorter period than a year, the premium reduction will be proportionately less

THE GENERAL CONTINGENCY FUND

The General Contingency Fund is being accumulated gradually out of relatively small portions of the annual dividend received from the Company. The sums so set aside during the past four years are as follows:

1932-33	-----	\$733.82
1933-34	-----	482.19
1934-35	-----	365.64
1935-36	-----	350.00

The purpose of this fund is two-fold. First, it is drawn upon to meet any administrative expenses that have to be incurred by the Committee. Second, it can serve to equalize dividends and stabilize the average gross premium rate in periods of emergency.

The balance of the Fund at the close of the present fiscal year, as shown below is \$1,837.62 but a correct statement of the balance requires a deduction of the cost of printing this report, because this is an expense properly chargeable to the fiscal year, 1935-36. The fund will be invested in approved bonds.

LOCAL ADMINISTRATIVE EXPENSES FOR THE YEAR

The following statement shows the expenses paid out of the General Contingency Fund during the fiscal year, 1935-1936, and the amount of the Fund at the close of the year:

Balance of the Fund at beginning of year	\$1,505.62
Less Expenses:		
To Kernel for printing 1935 report.....		18.00
		<u>\$1,487.62</u>
Add Dividend allocation		350.00
Balance of Fund at end of year		<u>\$1,837.62</u>

21. Summer School Session - Eight Weeks.

President McVey stated that he had appointed a committee to make plans for the Summer Session of 1937, a change from two sessions of five weeks each to one session of eight weeks being contemplated. The committee, by its chairman, Dean Boyd, made report of its action at meeting of July 3, 1936. The appointment of the committee was approved, and the President was authorized to act on approval of the committee's suggestions.

22. Advertising.

President McVey brought up the question of advertising in papers, publications, etc., stating that it has been his policy to avoid it but that in some instances circumstances arise that make avoidance difficult. The value of such advertising was questioned by the Committee members. The question for the present, however, was left to the President's judgment.

23. Lease of Home Management House.

Letter of Dean Cooper.

July 10, 1936

President Frank L. McVey
University of Kentucky

Dear President McVey:

The lease on the property at 162 Bonnie Brae Avenue which is occupied as a home management house expires July 31, 1936. I recommend that it be re-released from Mrs. May K. Duncan, the owner, for the period of one year, namely August 1, 1936 to July 31, 1937, at a rental of \$60 per month. The item for this is provided in the budget of Home Economics teaching division of the College of Agriculture.

(Signed) Thomas Cooper
Dean and Director.

Dean Cooper was authorized to renew the lease.

24. City Street Right of Way over Experiment Station Farm.

No action was taken inasmuch as the matter was closed as shown by the following memorandum:

President's Memorandum:

Memorandum relating to the inquiry made by Commissioner James J. O'Brien proposing a right-of-way through University property from Rose Street to the Tate's Creek Pike.

I made an appointment to see Commissioner James J. O'Brien at 10 o'clock on Wednesday morning, June 24. Dean Cooper went with me. I stated to Commissioner O'Brien that there was a fundamental principle involved in the request that came from his office. It was very important. This principle is to the effect that the taking of Experiment Station property for City improvements would result in time in the Farm being materially reduced and that once this started there would be attempts to move the Experiment Station and Agriculture College to some other place. I called to the attention of Commissioner O'Brien the fact that proposals have been made to build service roads across the Experiment Station Farm.

Dean Cooper indicated the effect upon the property as it now stands and the resulting loss of experiments carried on the existing lots.

It is pointed out that a connection between the Tate's Creek Pike and Limestone Street could be secured through Columbia Avenue, and that in the construction of this road of approximately two blocks, a communicating road would be secured to the two parts of the City. Mr. O'Brien indicated that the matter had been brought to his attention and so far as he was concerned, nothing would be done about it.

(Signed) Frank L. McVey
President of the University

25. Tobacco Research Laboratory.

On motion duly seconded, it was ordered that the minutes of the meeting of the Executive Committee of May 5, 1936, be corrected so that section 11 may read as follows:

11. Tobacco Research Laboratory - Contract.

On April 23, 1936, President F. L. McVey, Dean Thomas Cooper and the architects, Frankel and Curtis, met in President McVey's office for the purpose of opening sealed proposals for the construction of the Tobacco Research Laboratory for the Kentucky Agricultural Experiment Station.

The proposals were opened in the presence of representatives of the contractors that made the proposals.

The Committee that opened and tabulated the bids recommended that the base bid of Smith-Haggard Lumber Company, Inc., Lexington, Ky., \$15,895.00; the electric wiring bid of Allen-Harper Company, Lexington, Ky., \$855.25; the plumbing and heating bids of J. J. Fitzgerald, Lexington, Ky., \$3,633.00 be accepted.

After construction of the bids as tabulated, on motion of Mr. Park, seconded by Mr. Andrews, the Executive Committee accepted the proposal of the Smith-Haggard Lumber Company, base bid; the proposal of the Allen-Harper Company, electric wiring bid; the proposal of J. J. Fitzgerald, plumbing and heating bid. Contracts with the contractors; Smith-Haggard Lumber Company for \$15,895.00; Allen-Harper Company for \$500.00 in part of base bid; J. J. Fitzgerald \$1,100.00 in part of base bid; were signed in open meeting by R. C. Stoll, Chairman of the Executive Committee.

Contracts for the remaining amount of base bid of Allen-Harper Company and the base bid of J. J. Fitzgerald were authorized when properly certified by Frankel and Curtis, architects.

The action of R. C. Stoll, Chairman of the Executive Committee in signing contracts, dated July 2, 1936, made in accordance with the minutes as corrected was approved and ratified.

26. W. P. A. - Proposed Projects.

a. Field House.

The proposed project for a field house or athletic practice court prepared by request by Professor D. V. Terrell, the cost being estimated at from \$8,000.00 to \$10,000.00 was presented. The need, the location, the cost and other features of the enterprise were discussed at length. The conclusion was that funds not being available to cover costs of construction, no action should be taken on the proposed project, at this time.

b. Dean Graham's Proposals.

Applications for following projects proposed by Dean Graham were authorized and approved:

1. The construction of a concrete lined trench through the entire length of the East Engineering Building or machine shop. This trench is designed to carry the return-water conduit of the "steam distribution system", electric conduits

for this and other buildings, steam lines for this building, water and compressed air pipes for the machine shop itself. This trench will be an integral part of this east building and if included in contract for this building, it would have added at least \$4,000 to the contract cost. Our out-of-pocket material expense on this project will be less than \$1,000.

2. A project for removing present equipment in the Wendt Shop and storing same and preparing present floor for future use. No materials necessary.

3. Laying of electric conduit. This is the first step or leg in the study and reconditioning of the electric light and power system of the campus. The Utility Company has agreed to supply the recording meter for this proposed system, and we believe the plan will afford a considerable saving in power costs. This particular part of the general plan is needed because of the power requirements of the boiler-house of the Central Heating Plant and new buildings such as the Student Union, etc. The out-of-pocket cost will be approximately \$3,000 mainly for the electric cable involved. To perform this work under contract with P.W.A. will cost near \$10,000.

4. A project for removing equipment and wrecking the West Engineering Building if and when this may be desirable. No out-of-pocket expense for materials -- a labor job only.

You may remember that we negotiated a contribution of \$5,000 from the College of Agriculture, as part payment of cost for extending heating system to the experimental farm. I suggest the use of this fund to aid in the financing of the materials needed in these projects. Mr. Peak now holds this \$5,000 in separate account.

c. Superintendent Crutcher's Proposals.

Applications for following projects proposed by Superintendent Crutcher were authorized and approved:

1. Room 303, Frazee Hall

(a) Remove old plastered ceiling which is in dangerous condition and replace with 1" celotex.

(b) Remove stage and erect 8 x 10 platform on east side of room.

(c) Install additional Radiation.

(d) Cut door through wall between rooms 303-A and 304.

University Materials cost ----- \$165.00.

2. Extension of W. P. A. Road and Sidewalk Project.

They are prepared to furnish all labor and \$1500.00 in materials to finish the entire road system consisting of 33000 sq. yds. The University's share of Material costs would be \$1780.00. If such roads as Euclid Avenue Entrance and those around Dairy Products Building, Stock Pavilion and Agricultural Engineering Building are eliminated the total area to be paved would be reduced to 24000 sq. yds., which lowers University Materials Cost to \$1296.00. I am strongly in favor of finishing the entire job now while the opportunity is here. To finish the 9000 sq. yds. left off by contract would cost \$5400.00.

[Approved as to 24,000 sq. yds. cost estimated at \$1296.00. Consideration of the remaining part of the proposed project was continued).

3. Service Building.

(.) Building second floor in present locker room to provide more space for new lockers purchased by Physical Education Department, to be ready at beginning of first semester.

27. P. W. A. Construction. College Docket Kentucky 1013.

a. Contracts:

The President stated that at 11:00 a.m. on July 22, 1936, bids had been received in his office and there publicly opened and read in accord with the advertisements therefor under date of July 8 and July 15, 1936.

"The University of Kentucky will receive proposals from reputable contractors for

Contract No. 1
Central Heating Plant Buildings excluding Electrical Work

Contract No. 2
Pulverized Fuel Burning Steam Generating Unit

Contract No. 3 a
Spreader Type Stoker and Forced Draft Fan

Contract No. 4
Coal Handling and Storage Equipment

Contract No. 5

Ash Conveyor System, Hoppers and Storage Tank

Contract No. 150Movable Partitions for South and East Units,
College of Engineering BuildingsContract No. 160Heating and Ventilating System
South and East Units, College of Engineering."

The President then presented all the bids, which had been received and opened, together with a summary sheet for each group of bids and read the report of Dean Graham thereon.

After the reading of the report, the Committee decided to consider each group of bids separately as set forth upon the several summary sheets.

1. The bid of the Babcock and Wilcox Company of Cincinnati, Ohio, to furnish and erect one pulverized coal steam generating unit, as specified and bid on July 22, 1936, for the sum of \$27,825.00 was discussed and upon motion duly made and seconded, it was resolved that this bid be and is hereby approved and accepted, subject to the final approval of the State Director, P. W. A.; and the acting Chairman of this meeting is hereby authorized to execute the contract therefor in behalf of the University.

2. The bid of the Hoffman Combustion Engineering Company of Detroit, Michigan, to furnish and erect two stokers as specified and bid on July 22, 1936, for the sum of \$10,740.00, was discussed and upon motion duly made and seconded, it was resolved that this bid be and is hereby approved and accepted, subject to the final approval of the State Director, P.W.A.; and the acting Chairman of this meeting is hereby authorized to execute the contract therefor in behalf of the University.

3. The three lowest bids for the construction of the boiler-house of the Central Heating Plant were next considered and discussed; Clark, Stewart and Wood in the sum of \$33,700.00; H. S. Van Arsdell in the sum of \$36,733.00 and F. T. Justice and Company in the sum of \$40,454.00, all of Lexington, Kentucky. After discussion and upon motion duly made and seconded, it was resolved that the bid of Clark, Stewart and Wood of Lexington, Kentucky, as specified and bid in the sum of \$33,700.00 be and is hereby approved and accepted, subject to the approval of the State Director, P. W. A.; and the acting Chairman of this meeting is hereby authorized to execute the contract for this building in behalf of the University.

4. The bids of W. E. Caldwell and Company of Louisville, Kentucky, in the sum of \$16,130.00 and of the Link Belt Company of Chicago, Illinois, in the sum of \$14,495.00 for furnishing and erecting all materials and equipment for coal storage bins, coal handling and weighing equipment within the boiler-house

of the Central Heating Plant were next discussed; and upon motion duly made and seconded, it was resolved that the bid of the Link Belt Company of Chicago, Illinois, be and is hereby approved and accepted as specified and bid in the sum of \$14,494.00, subject to the approval of the State Director, P.W.A.; and the acting Chairman of this meeting is hereby authorized to execute the contract in behalf of the University.

5. The bid of the United Conveyor Corporation of Chicago, Illinois, in the sum of \$10,010.00 for furnishing and erecting all materials and equipment for the conveying and handling of soot and ashes within the boiler-house of the Central Heating Plant was examined. It was stated that while six sets of the plans and specifications for this equipment were sent to possible bidders, this was the only bid received. Therefore, upon motion duly made and accepted, it was resolved that this bid of the United Conveyor Corporation of Chicago, Illinois, be and is hereby approved and accepted, in the sum of \$10,010.00 as specified and bid, subject to the approval of the State Director, P.W.A.; and the acting Chairman of this meeting is hereby authorized to execute the contract therefor in behalf of the University.

6. The bids of the Sanymetal Products Company, Inc., of Cleveland, Ohio, in the sum of \$4,885.00 and of E. F. Hauserman in the sum of \$5,487.00 for furnishing and erecting metal partitions within the South Building of the Engineering Group were next considered and upon motion duly made and seconded, it was resolved that the bid of the Sanymetal Products Company, Inc., of Cleveland, Ohio, as specified and bid in the sum of \$4,885.00 be and is hereby approved and accepted, subject to the approval of the State Director, P. W. A.; and the acting Chairman of this meeting is hereby authorized to execute the contract therefor in behalf of the University.

7. The bids of the Montgomery, Ward and Company of Chicago, Illinois, in the sum of \$9,990.00 and of the Meyer Heating and Plumbing Company of Louisville, Kentucky, in the sum of \$11,496.00 for furnishing, erecting and installing materials and equipment for the heating and ventilating of the South and East Buildings of the Engineering Group were next considered. It was stated in the meeting that while the Montgomery Ward and Company was the low bidder, many items of materials and equipment listed therein might or might not qualify under the published specifications; and that samples of these materials and equipment should be obtained and tested in order to ascertain if these meet said specifications. Therefore, upon motion duly made and seconded, it was resolved that the bid of the Montgomery Ward and Company of Chicago, Illinois, be and is hereby approved in the sum of \$9,990.00, subject to the receipt of samples of materials and equipment and the testing and final approval of these by Dean Graham as to their quality and efficiency within the published specifications and subject to the approval of the State Director, P. W. A. It was resolved further: - that if the quality of the materials and equipment

listed or offered by the Montgomery, Ward and Company be found by Dean Graham to be the equal in quality and efficiency to the similar materials and equipment specified within the published specifications; and if approved by the State Director, P. W. A., then the acting Chairman of this meeting is hereby authorized to execute said contract in behalf of the University, but if any of said materials and equipment should fail in the opinion of Dean Graham to qualify under the published specifications, or Montgomery, Ward and Company should refuse to substitute materials and equipment which will so qualify; then authority is hereby given for the award and the execution of a contract by the acting Chairman of this meeting with said Meyer Heating and Plumbing Company of Louisville, Kentucky, in the sum of \$11,496.00 being the next lowest bid and known to be fully within the published specifications.

b. Beaumont Brick Company's Bid.

The President then presented a sealed bid of the Beaumont Birch Company of Philadelphia, Pennsylvania, for the coal storage and handling equipment and stated to the Committee that this bid had been received by the University at 2:00 p.m. on July 22, 1936, or three hours after the advertised closing hour for receipt of such bids and two hours after the public opening of all bids and that because of this irregularity the bid had not been opened and he requested, therefore, the wishes of the Committee as to its disposition. After discussion and on motion duly made and seconded, it was resolved that said bid could not be considered in the circumstances and must be returned unopened to the said Beaumont Birch Company of Philadelphia.

c. Report of Dean Graham.

The following report of progress was ordered incorporated in the minutes:

July 13, 1936

President Frank L. McVey
University of Kentucky

My dear President McVey:

1. On the 3rd day of March, 1936, we distributed for the benefit of our bankers the estimated costs of the several projects to be constructed upon this campus as follows:

Estimated cost of College of Engineering Buildings..	\$150,000
" " " College of Law Building	50,000
" " " Student Union Building	200,000
" " " Central Heating Plant	250,000
Reserve for contingencies, equipment and miscellaneous costs	<u>116,000</u>
Total fund available -(bond and grant)	\$766,000

2. Subsequent to the making of this statement, we applied to the Public Works Administration for an addition to the grant so as to bring it into the 45-55 relation to the total of our bond funds, or an increase of the grant in the sum of \$327,000, and by this act we automatically separated our bond funds as follows,-

(a) P.W.A. Docket No. KY-1013-R

Bond funds	\$201,000
Grant	<u>165,000</u>
	\$366,000

(b) Bond funds in the sum of \$400,000 which might be expended by the University free and clear of P.W.A. supervision, unless the additional grant was received.

3. Therefore, we proceeded to plan and to let contracts under Docket No. KY-1013-R as follows:

Engineering South Unit	\$50,000
Engineering East Unit	44,000
Estimated cost of Heating and Ventilating for these two buildings.....	15,000
Total integrated cost of Heating Plant and Distributing System	<u>250,000</u>
	\$359,000

4. In these circumstances and failing to receive a further grant, we planned to expend the \$400,000 of unrestricted bond funds as follows:

Student Union Building	\$200,000
Law Building	60,000
West Engineering Building or Home Economics Building as might be hereinafter decided	70,000
Reserve for contingencies and equipment	<u>70,000</u>
Total	\$400,000.

NOTE: The \$70,000 reserve in this case would be the equivalent of the \$115,000 reserve noted in Paragraph No. 1, because of the freedom from P. W. A. regulations in these items of construction.

5. We have been in negotiation with P. W. A. for the additional grant of \$327,000 to match the free bond funds of \$400,000. They have required us to make a new set of plans and estimates and these were filed on June 13 and included buildings as follows:

Engineering Buildings to include	
West Engineering Building	\$70,000
Engineering Equipment	40,000
Building for use of Department of Science	<u>140,000</u>
	\$250,000
Student Union	235,000
Law Building	60,000
Home Economics	45,000
Addition to Education Building	25,000
Art Building	<u>50,000</u>
	\$665,000

This leaves for contingencies, interest during construction period and reserve, as follows:

\$727,000
<u>665,000</u>
\$ 62,000

NOTE NO. 1: The actual reserve is greater than this \$62,000 for to it may be added the \$40,000 set up for engineering equipment and the \$35,000 added to the cost of the Student Union, or

\$ 62,000
40,000
<u>35,000</u>

Total Reserve\$137,000

NOTE NO. 2: We have planned to construct the buildings for the Home Economics and Science under one roof, so therefore there would be available for this a total of \$135,000 or \$140,000 plus \$45,000.

As the matter stands at this writing, the University holds on deposit the sum of \$400,000 which it may expend free from all P.W.A. restrictions and bound only by such restrictions as are set forth in the bond and by the will of the Board of Trustees. There is also the application for a grant from P. W. A. of \$327,000 to match this \$400,000.

Therefore it must be decided shortly whether to (a) proceed with the construction as set forth in Paragraph No. 4 and thus forfeit the chance of obtaining the additional grant, or (b) to defer this construction for a time and await the decision of

P. W. A. concerning the grant.

I can say that the application for the grant is viewed with favor by the P. W. A. authorities in Washington; but any forecast as to the date of a final action thereon, would be a mere guess, -- it might be within a few weeks or a few months. The funds recently appropriated to P. W. A. by Congress are not yet available for allotment, and the broad policies of their disposition have not yet been formulated. It is my suggestion that we await the return of the President to Washington and that shortly thereafter, I be allowed to investigate the status of our application and other circumstances on or about August 10 and report my findings for your further guidance as to future policy.

If and when we receive the additional grant the gross available construction funds will be as follows, -

Derived from bond sale	\$501,000
First Grant - Docket KY-1013-1	165,000
Second Grant - Docket KY-1013-2	327,000
Total	<u>\$1,093,000</u>

A consolidated distribution of these funds (under Docket KY-1013-1 & 2) will be approximately as follows,-

1. Total integrated cost of Heating Plant and Steam Distributing System	\$ 250,000
2. Student Union Building	200,000
3. South Engineering Building	50,000
4. East Engineering Building	44,000
5. Heating and Ventilating, etc., of these two buildings	15,000
6. West Engineering Building	70,000
7. Combined Home Economics and Science	185,000
8. Art Building	50,000
9. Law Building	60,000
10. Addition to Education Building	25,000
11. Equipment for Engineering and Student Union Buildings	75,000
Total	<u>\$1,024,000</u>

Reserve for Contingencies	69,000
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NOTE: If the West Engineering Building be not built, the Home Economics-Science Building might be increased to \$255,000.

You will note that I have allotted herein the sum of \$250,000 as the total integrated cost of the Central Heating Plant and Steam Distributing System. You will remember that the Executive Committee has approved an expenditure of \$259,000 in accord with my

recommendations thereon. Further detailed study has convinced us that the added cost for installing an underfeed stoker within this plant was not warranted in the circumstances -- hence the reduction from \$259,000 to \$250,000.

(Signed) James H. Graham
Dean

d. Other Buildings.

Action on the projects not connected with Heating Plant and Engineering Building was deferred to later meeting.

28. Appointments and Other Staff Changes.

Laborers' Wages

Superintendent Crutcher recommended that the wages of certain craftsmen be raised to a higher payment per hour basis. The attitude of the committee was that this may be done, care being taken as to effect on other laborers in the department. The President was authorized to act in the matter.

Appointments

Mrs. Sheldon Vance as part-time secretary in the Department of English, salary \$600 a year, 1936-1937.

Dorothy Doerr as assistant professor of Library Science for the year 1936-1937, salary \$2,200 a year, ten months basis. She was formerly in the Department of Library Science, University of Tennessee.

Willie Hughes Smith as librarian-secretary-reviser in the Department of Library Science, salary \$1100 for the year 1936-1937.

George Gaines Leckie as assistant professor of Philosophy for the year 1936-1937, salary \$2000 a year.

Dr. Jasper B. Shannon as assistant professor of Political Science, salary \$2600 a year.

Raymond C. Barnhart as instructor in the Department of Art for 1936-1937, salary \$1350 a year.

Mr. E. H. Huffman as instructor in Chemistry, for the year 1936-1937, salary \$1500.

Iva Dagley, as part-time Instructor in Music, for the first semester of the year 1936-1937, salary \$100 a month. This appointment is to fill the vacancy caused by the leave of Mildred Lewis.

R. M. Bertram, graduate assistant in the Department of English, for the year 1936-1937, at salary of \$400.00

Roy G. Bossert, Instructor in Chemistry, for the year 1936-1937, salary \$1600.00

Julian Cox, part-time Instructor in Anatomy and Physiology, for the year 1936-1937, salary of \$800.00.

Roswell Harrison, as graduate assistant in the Department of English, for the year 1936-1937, at a salary of \$400.00

Rosemary Schoopman, as graduate assistant in the Department of English, for the year 1936-1937, at a salary of \$400.00.

Mary King Montgomery, graduate assistant and pianist in Physical Education, 1936-1937, salary \$ 500.

Robert M. Logan, as graduate assistant in Chemistry, for the year 1936-1937, salary of \$500.00.

Margaret Hoskins, as graduate assistant in Sociology, year 1936-1937, salary \$500.

Gino Arturo Ratti, as graduate assistant in Chemistry, for the year 1936-1937, salary of \$500.00

David Fritzlan, as graduate assistant in Political Science, year 1936-1937, salary \$400.00.

Frank B. Willis, as graduate assistant in English, for the year 1936-1937, salary \$400.00.

John Harris Ubben, graduate assistant in German, for year 1936-1937, salary \$400; succeeds Guenther Smalz.

Grace Birge, as graduate assistant in Anatomy and Physiology, for the year 1936-1937, salary \$400.00.

Emma McClanahan, as Laboratory Assistant in Botany, year 1936-1937, salary \$300.00.

D. K. Jackson, as Instructor in English, salary \$1600 a year. He is to succeed Miss Elizabeth Gay, resigned.

Dr. Ruth T. Melcher as instructor in the Nursery School, Department of Home Economics, salary \$1500 a year, twelve months basis, effective July 20, 1936, the opening date of the second term of summer school.

Paul Phillippe as Instructor in Crops and Assistant in Agronomy in the Experiment Station, salary \$1500 a year, effective July 15, or as soon thereafter as he may report for duty. He has taken his M. A. degree at Iowa State College.

Dr. James H. Bywaters, temporary appointment as instructor in Animal Husbandry in the Experiment Station, effective August 1, 1936, and continuing through June 30, 1937, salary \$175 a month. The appointment is to fill the vacancy during the leave of Professor W. J. Harris. Doctor Bywaters received the Ph. D. degree in 1936 from Iowa State College.

Dr. Lee Townsend, as Instructor in Entomology, Teaching Division, College of Agriculture, salary of \$2000 a year on a 12-months basis, effective September 1, 1936.

Miss Edna Brumagen, as clerk in the Department of Entomology and Botany in the Experiment Station, salary \$75.00 per month, effective August 3. This appointment is to fill the vacancy caused by the transfer of Miss Katherine Fried from the clerical force to the seed laboratory.

Everett P. Hilton, as teacher of Vocational Agriculture, salary \$53.50 a month, effective August 1, 1936.

Earl G. Robbins, as critic teacher in charge of practice teachers at Bryan Station high school, salary \$20.00 a month, effective September 1, 1936.

Mildred King, as Instructor in the Kindergarten of the Elementary School, College of Education, salary \$1800 for the year 1936-1937.

Fred B. Beatty, as Instructor in Electrical Engineering for the year 1936-1937, salary \$1600. This appointment is to fill vacancy during the leave of absence of Professor Brinkley Barnett and the continued absence of Mr. Wilkins.

Amos Eblen, Acting Professor in College of Law, for the year 1936-1937, at a salary of \$3200.

Lillian Holmes, stenographer in the Bureau of Government Research, at a salary of \$70 a month, effective September, 1936.

Mrs. Kate Washington as manager of the Residence Halls during the leave of Mrs. Giles, beginning September, 1936, salary of \$100 a month for ten months.

Mary Cooper, as clerk in the Registrar's Office, for the remainder of the year 1936-1937, salary of \$100 a month, effective August 1, 1936. Eight months of her time is to be charged to the projects authorized by the Board, and three months to money provided for the salary of Mrs. Grable, who is on leave.

Resignations

Miss Elizabeth Gay, Assistant Professor in Department of English, effective June 24, 1936.

Guenther Smalz, as Graduate Assistant in German, for year 1936-1937.

Mrs. Virginia Boyd Cox, Secretary in Department of Music.

Miss Gertrude Wade, Associate Professor of Home Economics, effective June 30, 1936.

Miss Frances Martin, Kindergarten Supervisor in the College of Education, effective at once.

Leaves of Absence

Miss Mildred Lewis, leave of absence for the first semester of the year 1936-1937, with pay of \$500.

Dr. W. W. Dimock, leave of absence for thirty days without pay, in addition to his annual leave, for the purpose of accepting an invitation to go to London to consult with the British Blood Stock Agency.

Dr. G. D. Buckner, leave of absence with pay for 20 days beginning August 9, to accept official appointment as delegate of the United States Government to the Sixth World's Poultry Congress at Leipzig.

Dr. Ralph Woods, leave of absence from July 1, 1936, to July 1, 1938. Transferred to Vocational Education, Frankfort, Kentucky.

Changes

Watson Armstrong, changed to Instructor in Agricultural Education, salary of \$225 a month, effective August 1, 1936.

Professor L. S. O'Bannon was transferred from the College of Engineering to the College of Agriculture. His salary is to be \$4200 a year. Under the agreement of transfer \$2450 of this is to be paid from Experiment Station Funds and \$1750 from College fund, the charge of \$1750 to be made to Engineering budget.

Mr. Paul K. Whitaker, promoted from Instructor to the rank of Assistant Professor of German Language and Literature.

On motion, properly seconded, the Committee adjourned.

D. H. Peak
Secretary, Board of Trustees