

Minutes of the Regular Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky July 20, 1938.

The Executive Committee of the Board of Trustees at the University of Kentucky met in President McVey's office at the University Wednesday, July 20, 1938, at 10:30 a.m. The members of the Committee present were Judge R. C. Stoll, Chairman; James Park and H. S. Cleveland. Judge John Cooper, member of the Board of Trustees, met with the Committee. President Frank L. McVey and D. H. Peak, Secretary of the Board, were present. Notices were sent to the members for a called meeting of the Board of Trustees as of this date, but the notices did not comply with the law, and it was decided to hold the regular monthly meeting of the Executive Committee instead of a Board meeting.

1. Approval of Minutes.

The minutes of the meeting of the Executive Committee of June 29, 1938, were approved as published.

2. Financial Report.

The Business Agent stated that delays in closing the year's business prevented the completion of the June financial report in time for submission at this meeting.

3. Meeting Called for July 28, 1938.

It being impossible to act at this meeting on the question of refinancing the indebtedness on the lease on Kinkead and Breckinridge Halls held by the Security Trust Company of Lexington, Kentucky, it was decided to call a meeting of the Executive Committee for July 28, 1938. Therefore, the Chairman issued the following call:

July 20, 1938

A special meeting of the Executive Committee of the Board of Trustees of the University of Kentucky was called for Thursday, July 28, at 10:30 a.m. in the office of the President of the University of Kentucky.

The purpose of the meeting is

(a) to take such action as may be deemed advisable on the refinancing of a lease agreement now in force, between the University and the Security Trust Company of Lexington, upon the Men's Dormitories, made and executed under the Act of the General Assembly of 1928.

(b) to consider such miscellaneous business as may be called to the attention of the Committee.

(Signed) Richard C. Stoll
Chairman of Executive
Committee.

4. Out of State Fees - Children of Graduates.

The President stated that the Registrar had by communication to him (which communication was read to the Committee) raised a question as to a practice of charging resident fees to children of non-resident graduates of the University. According to the Registrar's statement this practice has been in use since 1934, on an understanding between the Registrar and the President, but without announcement thereof in the catalogue. It seems that in some instances non-resident fees have been charged to such students, and that refunds have been asked by at least two students.

It appearing that the practice was not authorized by the Board of Trustees and that under present financial control refunds may not be made after the close of the fiscal year, on motion and second it was ordered that no exception be made in charging to and collecting from students, who are children of non-resident graduates of the University of Kentucky, non-resident fees; that any practice of charging such students resident fees only be discontinued, and that no refunds to such students of non-resident fees heretofore charged be made, unless approved by the Board of Trustees.

5. Lease of Cooperative House.

A lease of residence property at 657 South Limestone, Lexington, Ky., from Mr. H. J. Frantz to the University of Kentucky for use as a Cooperative House for girl students of the University of Kentucky, under control of the Dean of Women, was presented. The rental is for a twelve months period beginning September 12, 1938, at \$100.00 per month, the rent to be paid by the students occupying the house.

The lease was approved and was signed in open meeting by the Chairman of the Executive Committee.

6. Plan for Renting Visual Films -- University Extension.

President McVey presented the following proposal for rent and distribution of visual films by the Department of University Extension.

a. Letter from Head of the Department.

July 15, 1938

President Frank L. McVey
University of Kentucky
Lexington, Kentucky

My dear President McVey:

Attached is a proposed plan for distributing the films in our film library for the coming year. It seems to us that this is a reasonable charge from the standpoint of the University and the user. We shall be glad to have your approval of the plan or to have you suggest changes.

In making the plan we anticipated the addition of fifty sound films to our library within the near future. We are proposing this plan of rental subject to modification at the end of the year. From our conversation with you a few days ago we understand that we may deposit the rentals received from the films in a special account with the business office so that they may be applied on the cost of equipment.

(Signed) Louis Clifton.

b. Plan

COST OF SERVICE

Service Number One

For a service charge of \$45.00, a school or organization will be permitted unlimited use of our sound and silent 16mm film library for one year except for any special films where separate rentals are indicated. The user is required to pay all transportation charges on film both to and from Lexington.

Service Number Two

For a rental charge of \$25.00, a school or organization that does not have a 16mm sound projector may secure unlimited use of our 16mm silent library for one year except for special films where separate rentals are indicated. The user is required to pay all transportation on films both to and from Lexington.

The charges for Services One and Two apply to a single school. Information concerning special prices for two or more schools in the same system will be sent upon request.

Those who do not subscribe to either of the two services may secure the films at the rental prices indicated in the catalog.

On motion and second the plan offered by the head of the Department was approved.

7. Report on Finances of Patterson and Boyd Halls.

President McVey presented a statement of finances of Patterson and Boyd Halls for year 1937-38. The statement was accepted and ordered inserted in the minutes. However, the statement is incomplete as the receipts and expenditures for June are not included or are included as estimates. For that reason the publication of the report is deferred until it may be completed, after the close of the accounts of the Business Office for the fiscal year.

8. Lease for Spaces in Student Union Building.

President McVey presented copy of form of lease for space in building for beauty salon. At a former meeting of the Executive Committee it was ordered that the spaces in the building be leased at flat monthly rates. However, it seems that it may be to the advantage of the lessor as well as the lessee to make the rental at a flat rate plus percentage on gross income.

On motion and second the form of lease was approved, with exception that cancellation be made on 60 days' notice. The former order of the Executive Committee meeting of June 29, 1938, was amended so that the rate of rental may be made on a flat monthly rent plus per cent on gross income.

9. Peace Officers.

The President stated that he had received a notice from the office of the Adjutant General of the State stating that employment and payment of peace officers is under control of the State Military Department. Plan for approval of employment of such officers and transfer of funds to State Military Department for payment of salaries, accompanied the notice.

As this seems to be a circular form of notice, and the application of the law governing employment of peace officers, to the University, is in doubt, President McVey was authorized to write the Attorney General, asking an opinion in regard thereto.

10. Donation to University by James B. Haggin Estate.

President McVey stated that he had received a letter from Mrs. James B. Haggin in regard to a donation by the J. B. Haggin estate to the University and that he had answered the letter. He was not advised as to amount of the donation nor was he given any particulars. He was directed to inquire further.

11. Boyce Thompson Mineral Collection.

At suggestion of President McVey, the Boyce Thompson mineral collection now stored in the Science Building was ordered transferred to the Geology Museum on second floor of Administration Building.

12. Department of Social Work.

a. Recommendation by President McVey

Realizing Kentucky's need for trained social workers, I recommend that the University of Kentucky establish a Department of Social Work in the College of Arts and Sciences. The field of social work has been materially expanded by the enactment of legislation which provides for old age pensions, the care of children, and the enlargement of state functions in the field of delinquent persons. The need for well-trained individuals who can fit into this work is very great and it is unquestionably the duty of the University to make provision for their training.

Such Department will give orientation courses for undergraduates and a curriculum of technical graduate courses meeting the standards of the American Association of Social Workers and approved by them. I recommend that Dr. Vivien M. Palmer be placed in charge of the Department.

b. On motion and second, duly passed, the recommendation of President McVey was approved and the Department of Social Work was ordered established with the following budget set up of personnel and financial allotment.

Department of Social Work

Dr. Vivien M. Palmer, head - - - - -	\$2400.00
Graduate Assistant - - - - -	400.00
Equipment, supplies and travel - - - - -	300.00
Total	<u>3100.00</u>

13. P. W. A. Construction - College.

a. Whittenberg Construction Company - Arbitration

1. Report of Dean Graham

July 20, 1938

President Frank L. McVey
University of Kentucky

My dear President McVey:

This letter concerns the matter of arbitration of the penalty to be assessed against the Whittenberg Construction Company, under the terms of the contract, between that Company and the University, awarded and executed as a part of and under the regulations of P. W. A. Docket No. KY-1013-2-D.

I can report that I have discussed this matter further with Mr. Whittenberg and together we have chosen Mr. Hermann Wischmeyer of Louisville, Kentucky, as sole arbiter of the questions involved, and that Mr. Wischmeyer has consented to act.

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(Signed) James H. Graham
Dean

2. Resolution

On motion duly made and seconded, the following resolution suggested by Dean Graham was approved:

In accord with the reports and recommendations of Dean Graham heretofore made to the Board of Trustees

of the University, be it resolved that Mr. Hermann Wischmeyer of Louisville is approved as sole arbiter of the question of the delinquency and penalty of the Whittenberg Construction Company of Louisville, Kentucky, in executing Contract No. 300, P.W.A. Docket No. KY-1013-2-D, it being understood and accepted that the arbitration process and the findings of the arbitrator shall be confined to and shall be predicated solely upon the contract documents and written records involved in the execution of the aforesaid contract and that the former offer of the University for a settlement of the question of delinquency and penalty therefor shall have no part therein.

b. Request for Report on Bond Fund

1. Report by Business Agent

The Business Agent was directed to make the following answer in response to communication from the Mutual Benefit Life Insurance Company of Newark, New Jersey.

"It has required all of the period from January 1, 1936, to June 30, 1938, to bring the project for which the bonds were issued to practical completion. For that reason it has been impracticable to follow to the letter the requirements of the resolutions creating the project and authorizing the loan, in particular to charge rents for the use of the buildings and to collect additional fees from students. During that period the following amounts have been set aside to the "Interest and Bond Redemption Fund" account carried in the First National Bank and Trust Company of Lexington, Kentucky: \$9,510.00 for the fiscal year ending June 30, 1936; \$34,020.00 for the fiscal year ending June 30, 1937; \$33,570.00 for the fiscal year ending June 30, 1938 and \$3,375.00 balance of amount to meet requirements of the fund for the periods named, making a total of \$80,475.00, and leaving, after payment of interest and bonds falling due, a bank balance of \$3,375.00.

"For the same reason of partial completion of buildings, there has either been no expense of operation or a partial expense in some instances for the buildings in the project. It has been necessary to meet all this expense from the general expense funds of the University as allocated in the budgets for the respective years for care and maintenance of the buildings and the heating plant.

"The buildings and the heating plant are now practically completed and are being used for the purposes contemplated. The Engineering Building is being equipped from funds appropriated by the last session of the State Legislature. Beginning with the fiscal period ending June 30, 1939, funds will be provided to meet rentals and fees will be collected from students as contemplated in the resolutions passed at the meeting of the Board of Trustees January 14, 1936. Reports will be made to your Company at the end

of each six months thereafter.

(Signed) D. H. Peak
Business Agent

2. Resolution

On motion duly made and seconded, it was ordered that the amount shown in the above copied report, \$3375.00, be transferred from Surplus (Campus Book Store Funds) to the Bank Account "Interest and Bond Redemption Fund."

14. Refinancing Debt on Men's Dormitories.

See resolution under Article 15.

15. Proposed Federal Project and Loan for New Construction.

President McVey then stated that general information concerning the proposed refinancing of the existing lease upon the Men's Dormitories and the possible sale of additional University Revenue Bonds to finance the needed additions to the Boyd Hall, etc., had been furnished all such security bankers as might be interested, with the further information that bids for the purchase of these bonds, might be presented to the meeting of the Executive Committee Thereupon the representatives of the several security banking firms were invited into the meeting. After a general discussion, the Committee agreed to receive such bids as might be made and to hold the contents of these confidential, pending their presentation to the Board of Trustees for consideration.

Thereupon two sealed bids were presented, one by the J. D. Van Hooser and Company of Lexington, Kentucky, W. E. Hutton and Company; Weil, Roth and Irving Company, Charles A. Hinch and Company, all of Cincinnati, Ohio, and Holton, Foster and Company of Lexington, Kentucky, and the other bid by the Security and Bond Company of Lexington, Kentucky, and Almstedt Brothers, Bankers Bond Company, J. J. B. Hilliard and Sons and Stein Brothers and Boyce, all of Louisville, Kentucky. Both of these bids were then deposited with the secretary, Mr. D. H. Peak, for safekeeping.

After further discussion, it was decided that the Chairman of the Executive Committee should call a special meeting of the Committee to meet at 10:30 a.m. July 28, 1938, and that a report of the circumstances be made to Governor Chandler with the suggestion that he issue a call for a special meeting of the Board of Trustees to meet in the office of President McVey at 10:30 a.m., August 3, 1938, to consider the matter further.

16. Appointments and Other Staff Changes.

President McVey presented staff appointments and other changes requested by deans and heads of departments, and, on his recommendation, by motion and second, the following were approved and record ordered made in the Minutes:

Appointments

Charles F. Kolb, graduate assistant, Department of History, academic year 1938-39, salary \$500.00; appointed in place of James F. Hopkins who failed to accept his recent appointment.

Jack Mohney, graduate assistant in Department of Anatomy and Physiology, academic year 1938-39, salary \$500.00.

Francis J. Smith, Senior assistant in Department of Anatomy and physiology, academic year 1938-39, salary \$100.00 per year.

Wellington Cochran, half-time instructor in Department of Physics, for academic year 1938-39, salary \$750.00 per year.

Martin Sweets, graduate assistant in Department of Physics, academic year 1938-39, salary \$500.00. This appointment is to fill vacancy created by change from graduate assistant to half-time instructor of Eugene Smith.

William Cox, appointment as mimeograph operator, Stenographic Bureau, salary \$75.00 per month, effective July 1, 1938.

Helen Elizabeth Fry, appointment as assistant in the Circulation Department of the Library; salary \$1200 a year, effective September 1, 1938. She has served as Librarian of the Athens High School for four years.

Evelyn McAllister, Order Clerk and Bookkeeper, Library, to serve for three months, October, November and December, during the temporary absence of Mrs. Mary Ada Sullivan; salary \$90.00 per month.

John Martin, instructor in Chemistry, for the academic year 1938-39, salary \$1500.00. He comes from South Dakota State College.

Robert Korngard, graduate assistant in Physical Education, salary \$600.00, for the academic year 1938-39, He comes from the University of Illinois.

Samuel Nuckols, instructor in English for the academic year 1938-39, salary \$1500.00. He has a master's degree from the University of Kentucky.

Don Murray, graduate assistant in English, for academic year 1938-39, salary \$500.00. He comes from Syracuse University.

S. B. Wallace, instructor in the College of Engineering; work in thermodynamics to be assigned by the Dean, for academic year 1938-39, salary \$1800:00. He has a master's degree from the California Institute of Technology.

C. E. Pike, graduate assistant in Department of Markets and Rural Finance, salary \$60.00 a month, payable from the grant made by the General Education Board, effective September 1, 1938, for a period of ten months. He is a graduate of Clemson College.

James H. Clarke, assistant in Department of Markets and Rural Finance, Experiment Station; salary \$150.00 per month for remainder of year, effective September 1, 1938, or as soon thereafter as he may report for duty. He has a master's degree from the University of Kentucky.

Albert J. Eads, graduate assistant in Department of Farm Economics, Experiment Station, effective July 7, 1938, or as soon thereafter as he may report. His salary will be \$900.00 per year, payable at rate of \$100.00 per month when full time is devoted to the work, proportionate amount for part-time service. He is a graduate of the University of Missouri.

Mildred G. Kidd, Clerk in Department of Public Service, Experiment Station, salary \$75.00 a month, effective August 1, 1938.

Reappointments

Mrs. Effie Cox Starnes, as University Extension instructor in History and English.

G. W. Fithian, instructor in Department of English for academic year 1938-39, salary \$1000.00.

Eugene Smith, changed from graduate assistant to half-time instructor in Department of Physics, academic year 1938-39, salary \$750.00.

Leave of Absence

Mrs. Mary Ada Sullivan, University Library, temporary leave of absence for months of October, November and December, 1938, without pay.

Agricultural Extension

John B. Watts, Assistant County Agent, Fayette County, effective July 1, 1938 to June 30, 1939, salary \$100 per month, payable from Bankhead Funds.

Ralph Cundiff, Assistant County Agent, Wayne County, effective July 1, 1938 to June 30, 1939, salary \$100.00 per month, payable from Bankhead-Jones Funds.

Charles B. Elston, County Agent, Nelson County, effective July 1, 1938, to June 30, 1939, salary \$245.83 $\frac{1}{2}$ per month, payable from Bankhead-Jones and Offset to Federal Funds.

Blumie W. Fortenberry, County Agent, Garrard County, effective July 1, 1938 to June 30, 1939, salary \$200.00 per month, payable from Bankhead and Offset to Federal Funds.

Hubbard K. Gayle, County Agent, Union County, effective July 1, 1938, to June 30, 1939, salary \$262.50 per month, payable from Bankhead-Jones and Offset to Federal Funds.

Raymond E. Nute, Assistant County Agent, Mason County, effective July 1, 1938 to June 30, 1939, salary \$166.66 $\frac{2}{3}$ per month, payable from Bankhead-Jones Funds.

Robert S. Reed, County Agent, Marshall County, effective July 1, 1938 to June 30, 1939, salary \$200.00 per month, payable from Bankhead and Offset to Federal Funds.

Ervan R. Sparks, County Agent, Clay County, effective July 1, 1938 to June 30, 1939, salary \$147.50 per month, payable from Bankhead and Offset to Federal Funds.

Robert Wigginton, County Agent, Boyd County, effective July 1, 1938, to June 30, 1939, salary \$216.66- $\frac{2}{3}$ per month, payable from Bankhead-Jones and Offset to Federal Funds.

Glynn E. Williamson, County Agent, Graves County, effective July 1, 1938 to June 30, 1939, salary \$166.66- $\frac{2}{3}$ per month, payable from Bankhead and Offset to Federal Funds.

Frank D. Winchester, Assistant County Agent, Pike County, effective July 1, 1938 to June 30, 1939, salary \$100.00 per month, payable from Bankhead-Jones Funds.

Mrs. Jennie C. Grubbs, Home Demonstration Agent, Boyle County, effective July 1, 1938 to June 30, 1939, salary \$150.00 per month, payable from Bankhead and Offset to Federal Funds.

Jeanne Taylor Ireland, Home Demonstration Agent, Shelby County, effective July 15, 1938 to June 30, 1939, salary \$150.00 per month, payable from Bankhead and Offset to Federal Funds.

Wallace L. Campbell, Assistant County Agent, Garrard County, effective July 19, 1938 to June 30, 1939, salary \$100.00 per month, payable from Bankhead Funds.

Albert Bruce Poundstone, Assistant in County Program Work and Field Agent in Farm Management, Kentucky, effective July 1, 1938 to September 30, 1938, salary \$250.00 per month, payable from U. S. Department of Agriculture Funds and Offset to Federal Funds.

Resignations

B. B. Claghorn, assistant county agent, Garrard County, effective July 15, 1938.

Robert S. Reed, county agent, Marshall County, effective July 15, 1938.

On motion, duly seconded, the Committee adjourned.

D. H. Peak
Secretary, Board of Trustees