

Minutes of the Regular Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, March 21, 1941.

The Executive Committee of the Board of Trustees, University of Kentucky, met in the President's Office of the University Friday, March 21, 1941, at 10:30 a.m. The members of the Committee present were Judge Richard C. Stoll, Chairman; Robert P. Hobson, H. S. Cleveland and Lee Kirkpatrick. President Thomas Cooper and D. H. Peak, Secretary of the Board, were present.

1. Approval of Minutes.

The minutes of the meeting of the Executive Committee of February 21, 1941, were approved as published.

2. Financial Report.

The Business Agent submitted the financial report for February, 1941. The report was ordered filed, and the summary thereof, ordered published in the minutes, reads as follows:

FINANCIAL REPORT FROM JULY 1, 1940, TO FEBRUARY 28, 1941  
GENERAL FUND

Operating Accounts

Budgeted Income - - - - -	\$1,495,673.74
Estimated Reduction in Budgeted Income - - - - -	<u>13,000.00</u>
Balance - - - - -	1,482,673.74
Salaries and Other Commitments - - - - -	<u>1,113,260.19</u>
Available for Expense, Supplies & Equipment - - - - -	369,413.55
Expended to February 28, 1941 - - - - -	<u>270,621.92</u>
Unencumbered Balance - - - - -	98,791.63

Patterson Hall

Budgeted Income - - - - -	99,980.00
Salaries and Other Commitments - - - - -	<u>19,550.00</u>
Available for Expense, Supplies & Equipment - - - - -	80,430.00
Expended to February 28, 1941 - - - - -	<u>45,963.98</u>
Unencumbered balance - - - - -	34,466.02

Experiment Station Fund

Budgeted Income - - - - -	\$470,078.22
Salaries and Other Commitments - - - - -	<u>310,784.00</u>
Available for Expense, Supplies & Equipment - - - - -	159,294.22
Expended to February 28, 1941 - - - - -	<u>82,827.45</u>
Unencumbered balance - - - - -	76,466.77

Agricultural Extension Fund

Budgeted Income - - - - -	758,720.00
Salaries and Other Commitments - - - - -	<u>634,196.00</u>
Available for Expense, Supplies & Equipment - - - - -	124,524.00
Expended to February 28, 1941 - - - - -	<u>76,392.54</u>
Unencumbered balance - - - - -	48,131.46

Special Appropriations

Library Equipment - - - - -	10,000.00
Expended to February 28, 1941 - - - - -	<u>9,907.36</u>
Unencumbered balance - - - - -	92.64
Scientific Equipment - - - - -	20,000.00
Expended to February 28, 1941 - - - - -	<u>17,947.09</u>
Unencumbered balance - - - - -	2,052.91
Home Economics Equipment - - - - -	15,000.00
Expended to February 28, 1941 - - - - -	<u>14,923.33</u>
Unencumbered balance - - - - -	76.67
Engineering Equipment - - - - -	25,000.00
Expended to February 28, 1941 - - - - -	<u>23,854.13</u>
Unencumbered balance - - - - -	1,145.87

3. Requisition Committee Report.

The Requisition Committee filed written report of its action each week from February 13, 1941, to March 19, 1941, inclusive. The report shows that orders were made by the Business Office on authority of the Requisition Committee in the manner prescribed by the Board of Trustees and state laws, running from No. 6742 to No. 7810. The report was examined, and on motion and second the orders and budget additions named therein were ratified and approved, and payments on said orders were authorized and approved.

#### 4. Budget Discussion.

The President stated that he is preparing the Budget for the year 1941-42 to be presented to the April meeting of the Board of Trustees. He stated that there would be a probable reduction of income in the General Fund, compared to this year, due to the uncertainty of student enrollment, and stated that it is necessary to control expenditures so as to keep them within the income that may be realized. The Executive Committee concurred with him in the plans for budget as outlined.

#### 5. Refunds to Students.

The President stated that a voucher for reimbursement to petty cash of refunds made to students on fees, board and room rent had been returned to the Business Agent, by the State Division of Accounts and Control, noting certain requirements that heretofore had not been made in the instance of such refund vouchers, among these being the approval of the Attorney General. He presented a statement of the Business Agent giving the facts in the case presented, and explaining in detail the system and rules of the University in regard to student refunds.

After discussion of the questions raised, the President, Registrar and Business Agent were directed to revise the rules for making refunds to students and to present the revision to the Board of Trustees at its April meeting, 1941, for approval.

#### 6. Out-of-State Travel.

##### a. Dean Taylor's Request.

The Business Agent reported that he had submitted to the State Department of Finance for encumbrance and payment the request of W. S. Taylor for expense incurred in attendance at a meeting of the American Association of School Administrators, held at Atlantic City, February 22-27, 1941. This was done in compliance with the resolution passed by the Executive Committee at its February meeting, 1941, which resolution "granted, approved and ordered" attendance of the meeting and payment of the necessary expenses incurred. The request for payment was made to the State Division of Accounts and Control on Miscellaneous Encumbrance Requisition. In answer to that request, following letter was received:

DEPARTMENT OF FINANCE  
Frankfort

March 13, 1941

Mr. D. H. Peak, Business Manager  
University of Kentucky  
Lexington, Ky.

Dear Mr. Peak:

I have your miscellaneous encumbrance seeking to encumber money to pay Dean William S. Taylor for expenses incurred in attending meeting at Atlantic City.

It will be necessary for you to submit to this office an out-of-state travel request. I shall be glad, however, to make the information which you have already submitted a part of the out-of-state travel request.

Yours very truly,

(Signed) Frank D. Peterson  
Director  
Division of Accounts and  
Control.

The Business Agent was directed to submit out-of-state travel request, according to the suggestion made in said letter of the Director of the Division of Accounts and Control.

b. W. A. Price - Central State Plant Board and North Central State Entomologists meeting, Columbia, Missouri.

The President requested approval of out-of-state travel expense of Dr. W. A. Price, head of the Department of Entomology and Botany, Experiment Station, in the amount of \$54.00, to attend a meeting of the Central States Plant Board and North Central State Entomologists to be held at Columbia, Missouri, March 25-29, 1941. The President stated:

This Board consists of representatives of eleven states, of which Kentucky is one. It meets to determine the terms and requirements of inspection of plants and their interstate movements. The Board develops the rules governing these activities and the requirements basic to interstate movements of these important products.

The movement of plants inter-state affects a good many people in Kentucky and I feel it is of the utmost importance that Kentucky should have a representative of the Board present to deal with matters which may arise. Dr. W.A. Price is administrator of the Kentucky Nursery Inspection Act.

On motion and second the following resolution was passed:

President Cooper having recommended approval of the request of Dr. W. A. Price for expense to be incurred in the amount not to exceed \$54.00 in his attendance at the annual meeting of the Central States Plant Board and North Central State Entomologists to be held at Columbia, Missouri, March 25-29, 1941, and the Executive Committee being advised as to the necessity of the Agricultural Experiment Station of the University of Kentucky having a representative at said meeting in order to protect the interests of the state in determining terms and requirements of plants and their inter-state movement, and the development of rules governing such activities, the Executive Committee deems such attendance a necessary part of the business and operation of the University of Kentucky.

Therefore, the request for the expense of Dr. W. A. Price in attending the meeting aforesaid in the sum not to exceed \$54.00 is granted, approved and ordered and the Business Agent is directed to submit to the Attorney General for his approval the usual request for item of state travel required by the Division of Accounts and Control.

c. D. H. Peak - Central Association of University and College Business Officers, University of Wisconsin.

The President presented request of D. H. Peak, Business Agent, for permission to attend the Annual Meeting of the Central Association of University and College Business Officers to be held at the University of Wisconsin May 11, 12, and 13, 1941, and recommended approval by the Executive Committee of travel and other necessary expense to be incurred in attending the meeting in the amount of \$60.00.

The President stated that the University has been a member of the Association since about 1917, and that the Business Agent has attended most of the annual meetings during the period of membership. Membership in the Association and attendance of the meetings have proved of great value to the Business Administration of the University.

One of the studies to be reported at the coming meeting is that of "Financing Plant Additions from Borrowed Funds", assembled and compiled by R. B. Stewart, Controller of Purdue University, the data for the State of Kentucky having been assembled by D. H. Peak. The problem of National Defense in relation to schools and especially to State Universities, and the question of student enrollment during the coming year of political unrest and defense activities need the most careful attention of Administrative officers of Colleges and universities. These and similar questions will take up much of the time of the meeting, and the University of Kentucky should benefit by having a representative sit in on such discussions.

President Cooper having recommended the approval of the request of D. H. Peak for permission to attend, and allowance of expenses to be incurred in the amount of \$60.00, in attendance, the annual meeting of the Central Association of University and College Business Officers to be held at the University of Wisconsin, May 11, 12 and 13, 1941, and the Executive Committee being advised as to the necessity of the University of Kentucky having a representative attend the meeting in order that the important reports and studies to be made at that meeting may inure to the benefit of the administration of the University. The Executive Committee deems such attendance a necessary part of the business of the University of Kentucky;

Therefore, the request of D. H. Peak to attend the aforesaid meeting is granted and his expense in attending the meeting in the sum not to exceed \$60.00 is granted, approved, and ordered. The Business Agent was directed to submit to the Attorney General of the State of Kentucky the formal request by the State Department of Accounts and Control for approval of out-of-state travel.

#### 7. Insurance - Fire and Tornado.

The President presented schedules of Fire and Tornado Insurance on all University property as revised by the State Division of Insurance. It appeared from the statement of the Business Agent that a revision of these schedules may be necessary. The President and Business Agent were authorized to make investigation of the schedules and to submit to the Board of Trustees at its April meeting their suggestions as to changes.

#### 8. Gymnasium Note.

The report of the Business Agent, copy of which follows, was approved:

GYMNASIUM NOTE

Following orders of the Board of Trustees heretofore made, I paid on March 14, 1941, from Grants-in-Aid Funds on the Gymnasium Note due the First National Bank and Trust Company, Lexington, Kentucky, \$500.00 on principal and \$162.75 interest. A renewal note for the balance due was executed in the sum of \$4,925.00.

(Signed) D. H. Peak  
Business Agent

9. Change of Enrollment Fees - Law Students.

The President presented following correspondence:

a. Letter of Dean Evans.

February 17, 1941

President Thomas P. Cooper  
University of Kentucky

My dear President Cooper:

The law school staff desire to have the current issues of the Law Journal in the hands of students. The reasons are obvious. This cannot well be done without expense. It has been very difficult for the student business manager to collect the \$1.50 subscription price from students. Therefore, it is desired that the \$1.50 be added to student tuition. The students themselves desire this arrangement to be made. A request of this sort was presented to the President last year, but a somewhat different method from the one suggested was pursued, namely, it was provided that the \$1.50 should be taken out of the breakage fee. There is some objection to this method because: (1) the business office forgets to take it out; and (2) the sum is not received from the business office until after school is out.

Professor Moreland and the editor of the Law Journal wish to discuss the matter with you and see if it will not be convenient to put the \$1.50 on the tuition and have it collected in the regular way, as other fees are collected.

Very truly yours,

(Signed) Alvin E. Evans  
Dean

b. Recommendation of Dean Evans.

March 27, 1941

President Thomas P. Cooper  
University of Kentucky

My dear President Cooper:

In order that the Kentucky Law Journal may be distributed to the students of the Law College without loss, I hereby recommend that a \$1 charge be added to the regular tuition fee. The result of this would be that \$1 would be added to the \$53 tuition for students from Kentucky, making the total \$54, and the same amount would be added to the \$83 for out-of-state students, making the total \$84.

Very truly yours,

(Signed) Alvin E. Evans  
Dean

c. Recommendation of the President.

"In accordance with the recommendation of Dean Evans, members of the staff and students, I recommend that the fee for the College of Law shall be set at \$54.00 per semester for state and \$84.00 for out-of-state students, 75 cents of which from each student will be available through the budget of the College of Law for the purpose of covering student subscriptions to the Law Journal, effective for the coming school year 1941-42."

On motion, seconded and carried, it was ordered that the enrollment fee charged students in the College of Law be increased per semester for state students to \$54.00; for out-of-state students to \$84.00. It was further ordered that seventy-five cents of the increased fee shall be allocated each semester to the budget of the College of Law, to be used in assisting to pay the costs of publication of the Kentucky Law Journal, the student being entitled to copies of the Law Journal during his period of enrollment.

10. Deeds to Tatham Springs Property to be Sent to Secretary of State.

The Business Agent was directed to send the Deeds to the Tatham Springs property and such other papers as the law requires to the Secretary of State for record.



11. Paris Newspaper Files -- Offered as Loan.

The President presented for consideration on the suggestion of Professor T. D. Clark a proposal to place in the University Library on an agreement loan, files of the Kentuckian-Citizen and Bourbon News. Consideration of the proposal was deferred for purpose of making changes and corrections therein.

12. Buell Armory - Request for Use.

The President submitted following:

March 10, 1941

Dr. Thomas Cooper, President,  
University of Kentucky,  
Lexington, Kentucky

Dear Doctor Cooper:

The commanding officer of the Lexington State Guard Company, Captain J. Cabell Breckinridge, requests your permission to drill and train his unit in Buell Armory until it is organized, and until better weather permits his training out-of-doors. It appears that the armory on Henry Clay Boulevard is unsuited for training foot troops in drill.

I recommend that permission be granted him.

Sincerely yours,

(Signed) Howard Donnelly,  
Lt. Col., Inf.,  
PMS&T.

President Cooper asked for approval of the Executive Committee of the request of Captain Breckinridge. The President was authorized to permit the use of Buell Hall for the purpose stated in the request, it being recommended by Colonel Howard Donnelly. It was suggested that, due to the problem of national defense, requests for use of the Armory and equipment under control of the Military Department may be granted by the President if deemed advisable by him and if approved and advised by the Commandant.

13. Engineering Courses - National Defense.

a. Dean Graham's Statement.

March 13, 1941

President Thomas Cooper  
University of Kentucky

My dear President Cooper:

I invite your attention to the attached "plans for short engineering courses of college grade", prepared in due form and authorized in preliminary form by the United States Commissioner of Education for this College. You will note that we have designated Professor D. V. Terrell as Institutional Representative.

I can state that Professor Terrell has carefully prepared the proposed courses, to-wit:

Applied Mathematics  
Heating and Ventilating Engineering  
Fundamentals of Electricity  
Engineering Drawing  
Concrete Technology

and I have checked the estimates of costs therefor, which I believe to be ample to cover all expenses. These costs are to be paid to the University by the United States of America, by and through the Commissioner of Education in due course and are to be disbursed by and through the Business Agent of the University. Furthermore, the required quota of matriculation has been secured.

Therefore I request and recommend that these courses receive your approval on behalf of the University.

Yours truly,

(Signed) James H. Graham  
Dean

b. President's Recommendation.

"At previous meetings the Executive Committee had authorized the undertaking of special educational efforts that would contribute to defense. The College of Engineering has had under consideration a plan for engineering courses of college grade in connection with national defense. Following the recommendation of Dean Graham, I have approved the offering of the courses and have signed this plan for the University of Kentucky. Through the Office of Education certain contributions of funds are made so that the work may be carried without cost to the State. I ask approval."

On motion, seconded and carried, the "Plan for Short Engineering Courses of College Grade", authorized and approved for this College by the United States Commissioner of Education, are approved and the action of the President in signing the form of acceptance of the said Commissioner's plan is ratified and approved. The funds received from the Federal Government for costs of conducting these courses are to be carried on the books of the Business Office as Federal Trust Funds and disbursed by the Business Agent, on certification and approval for payments made by the Dean of the College of Engineering or the Institutional Representatives named in the plan.

14. Survey of Facilities of R.O.T.C. Unit by the United States War Department.

The President presented to the Executive Committee a request of the War Department to obtain information for possible use of R.O.T.C. facilities during summer months. He informed the Executive Committee that, subject to its consent, he had approved of the Professor of Military Science giving this information to the War Department. It was understood that this does not commit the War Department nor the University of Kentucky, nor are commitments implied.

The action of the President as stated above was approved.

15. State-wide Music Project - W. P. A.

President Cooper presented following letter from Dr. Capurso, the President stating that this is a sub-project under the State-wide W.P.A. Recreation project heretofore granted.

February 25, 1941

Dr. Thomas P. Cooper  
Acting President  
University of Kentucky

My dear Sir:

I am inclosing the Project Proposal submitted by Miss Grace F. Whitney, State Supervisor of the State-Wide Music Project, to the effect that the Music Department of the University of Kentucky is co-sponsor of the project designed to service the army camps and defense areas with musicians and music teachers who will have charge of the music, recreational, and educational activities in this project. You will note that there is included in the Sponsor's Certificate and Agreement the following statement:

It is understood that the University of Kentucky will not be responsible for any cash contributions, but will be able to furnish consultative services from time to time by its Department of Music.

Since this statement has been written into the agreement and the University is under no financial obligation to the project, I feel that the Music Department of the University could cooperate with the W.P.A. in this undertaking.

Sincerely yours,

(Signed) Alexander Capurso  
Executive Director.

On motion, seconded and carried, President Cooper and Secretary D. H. Peak were authorized to sign for the University the agreement to sponsor proposed project named above with the following clause inserted therein:

"It is understood that the University of Kentucky will not be responsible for any cash contributions, but will be able to furnish consultative services from time to time by its Department of Music."

16. Contract for Pilot Training.

The President presented the contract for Pilot Training. President Cooper was authorized to sign the contract by order made at the meeting of the Executive Committee February 21, 1941 (Sec. 12, Minutes of that meeting). The contract with accompanying instructions was ordered copied in the minutes.

Department of Commerce  
CIVIL AERONAUTICS ADMINISTRATION  
Washington

FORM ACA  
740 (CPT-40)  
Revised January 1,  
1941

January 27, 1941  
(Date of Order)

Order No. 41-12480

University of Kentucky  
Lexington, Kentucky

Contract Number Cea- 8934, for ground instruction under the Private Course, Collegiate Phase (Spring Session) of the Civilian Pilot Training Program is accepted and one fully signed duplicate of the contract is enclosed for your files.

It is imperative that when submitting vouchers (Form 1034) for payment under this contract you clearly indicate thereon the contract number as well as the order number and date shown above.

(Signed) L. W. Lawrence  
Assistant Chief, Office Service Division

Form ACA-724 (CPT-40)  
Revised January 1, 1941

DEPARTMENT OF COMMERCE  
CIVIL AERONAUTICS ADMINISTRATION  
Washington

Contract No. Cca- 8934

CONTRACT FOR PILOT TRAINING  
(Ground Instruction)  
PRIVATE COURSE COLLEGIATE PHASE  
(SPRING SESSION)

THIS CONTRACT, entered into this 27th day of January, 1941, by the United States of America, hereinafter called the Government, represented by the contracting officer executing this contract, and University of Kentucky, a corporation organized and existing under the laws of the State of Kentucky,

a partnership consisting of \_\_\_\_\_

an individual trading as \_\_\_\_\_

hereinafter called the Contractor, whose place of business is located at Lexington, Kentucky, witnesseth that the parties hereto do mutually agree as follows:

ARTICLE 1. Services to be performed. The Contractor shall, in accordance with the procedure to be specified by the Administrator of Civil Aeronautics, or his duly authorized representative (hereinafter referred to as the Administrator), select for participation in the pilot training program, pursuant to the Civilian Pilot Training Act of 1939 (53 Stat. 855) such number of qualified students not to exceed ten, as may be allocated to the Contractor by the Government. The Contractor shall exercise general supervision over each such student in all matters pertaining to his participation in such program except at such times as such student may actually be receiving instruction from his flight instructor. The Contractor shall provide and maintain a ground school course

consisting of seventy-two (72) classroom hours of instruction which shall include twenty-four classroom hours in each of the subjects of Navigation, Meteorology, and Civil Air Regulations in accordance with the curriculum prescribed in the "Outline For Controlled Private Ground School Course (College Phase)" attached hereto and made a part hereof, and shall provide in connection therewith such textbooks and other informative material as are not supplied by the Administrator, such instructors approved by the Administrator, and such classrooms and other facilities and equipment as may be necessary adequately to conduct such course of instruction.

**ARTICLE 2. Student payment.** The Contractor may require each student participating in the pilot training program to pay an amount not exceeding ten dollars (\$10.00) as a course fee.

**ARTICLE 3. Insurance and Medical Examination.** It shall be the responsibility of the Contractor, prior to the beginning of instruction under this contract; (a) to ascertain that each student has purchased insurance coverage in the amount of \$3000.00 accidental death and dismemberment and \$1000.00 hospitalization and medical reimbursement for injuries sustained by the student as a student pilot under the requirements of the Civilian Pilot Training Program while flying, going directly to, being at, or returning directly from classes, airports, or places of forced landings, which coverage shall remain in force for one year or until the student completes the courses and receives a Civil Aeronautics Private Pilot's Certificate, or is discontinued, whichever occurs first; (b) to ascertain that each student has taken the required Civil Aeronautics flight physical examination, given by the flight surgeon approved by the Administrator, and possesses a student pilot certificate of commercial CPT grade.

The Contractor shall be responsible for filing with the Administrator, prior to the initiation of instruction under this contract, evidence, in such form and manner as the Government may require, that the above provisions have been complied with.

**ARTICLE 4. Transportation.** The Contractor shall make suitable arrangements for the transportation of the students from the campus to and from the airport where the flight instruction is to be given.

**ARTICLE 5. Procedures and forms.** The Contractor shall comply with such procedures, make such reports to the Administrator, and submit to such inspections and examinations by officers or employees of the Government as the Administrator shall require, and shall comply with all applicable rules or regulations promulgated by the Administrator pursuant to the Civil Aeronautics Act of 1958 (52 Stat. 973) or the Civilian Pilot Training Act of 1939 (53 Stat. 855).

**ARTICLE 6. Duration.** All services under this contract shall be completed on or before June 30, 1941, unless the contract time is extended by the Government.

ARTICLE 7. Payment. (a) The Government shall pay the Contractor forty dollars (\$40.00) for each student successfully completing the ground school course subjects of navigation, meteorology, and Civil Air Regulations and passing the final Civil Aeronautics written examinations in these subjects.

(b) In the event that a successfully enrolled student is inducted into the military services of the United States during the course of instruction, and in the event that sufficient time is not available, previous to such induction, to allow for the completion of the course and the required CAA final written examination, then the Contractor shall be paid at the rate of \$.55 for each hour of instruction the student received prior to his withdrawal from the course. Provided that, in no event shall the payment exceed the sum of \$40.00. This basis of settlement shall not apply to students withdrawing from the course for any other reason.

Except as provided in Article 2, the Contractor shall not receive any other compensation for the performance of this contract.

ARTICLE 8. Disputes. Except as otherwise specifically provided in this contract, all disputes concerning questions of fact arising under this contract shall be decided by the contracting officer, subject to written appeal by the contractor within 30 days to the Administrator, whose decision shall be final and conclusive upon the parties hereto. In the meantime the contractor shall diligently proceed with performance as directed.

ARTICLE 9. Covenant Against Contingent Fees: The Contractor warrants that he has not employed any person to solicit or secure this contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Government the right to annul the contract, or, in its discretion, to deduct from the contract price or consideration the amount of such commission, percentage, brokerage or contingent fees. This warranty shall not apply to commissions payable by Contractors upon contracts or sales secured or made through bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

ARTICLE 10. Officials not to benefit. No Member of or Delegate to Congress or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract, if made with a corporation for its general benefit.

ARTICLE 11. Assignment. This contract shall not be assigned: Provided, however, That claims for moneys due or to become due under this contract may be assigned in accordance with the provisions of the Assignment of Claims Act of 1940 (Pub. No. 811 - 76th Congress), approved October 9, 1940.

ARTICLE 12. Alterations. The following changes were made in this contract before it was signed by the parties hereto:

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the day and year first above written.

THE UNITED STATES OF AMERICA

By L. W. Lawrence  
Assistant Chief, Office Service  
Division, Civil Aeronautics Admin-  
istration.

UNIVERSITY OF KENTUCKY )  
(Institution

By Thomas Cooper ) Contractor  
(Signature)

Acting President )  
(Official Title)

Two Witnesses:

Jane J. Nichols

Lucy R. Hogan

NOTE: THE FOLLOWING CERTIFICATE SHALL BE EXECUTED AND THE SEAL OF THE CONTRACTOR AFFIXED THERETO. THIS CERTIFICATE SHALL NOT BE SIGNED BY THE SAME OFFICIAL WHO SIGNED THE CONTRACT. IF THE CONTRACTOR HAS NO SEAL THAT FACT SHOULD BE SO STATED:

I, David H. Peak, certify that I am the Business  
Agent of the institution named as Contractor herein; that  
Thomas P. Cooper, who signed this contract on  
behalf of the Contractor, was then Acting President of said in-  
stitution; that said contract was duly signed for and in behalf of  
said institution by authority of its governing body and is within  
the scope of its corporate powers.

D. H. Peak (Corporate  
(Signature) Seal )

(This contract is required to be executed by the Contractor in quintuplicate and submitted to the Civil Aeronautics Administration for acceptance on behalf of the United States).



PC-41-Sp  
No. 3

DEPARTMENT OF COMMERCE  
CIVIL AERONAUTICS ADMINISTRATION  
Washington

- - - - -

Civilian Pilot Training Program - Spring Session - 1941

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Outline for

CONTROLLED PRIVATE GROUND SCHOOL COURSE

(COLLEGE PHASE)

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### GENERAL REQUIREMENTS

Instructors - Instructors in the required ground school subjects (Meteorology, Navigation, and Civil Air Regulations) must be regular faculty members of the institution or must possess Civil Aeronautics certificates of competency as ground instructors in the subjects they are to teach.

Scope of Course - A total of 72 hours of classroom instruction will be given each student as follows:

Meteorology. . . . .	24 hours
Navigation . . . . .	24 hours
Civil Air Regulations . . .	24 hours

Texts - The textbooks for the course are described in "Courses of Study" following. As an aid to the instructor, the C.A.A. will furnish him with "Ground Instructor's Manual" (Bulletin No. 30) and a copy of Chapter III, "Civil Air Regulations", of the "Flight Instructor's Manual" (Bulletin No. 5).

Examinations - The final ground school examination in the subjects Meteorology, Navigation, and Civil Air Regulations, will be that given for the Private Pilot certificate of competency. The examination will be under the supervision of the Inspection Service, Civil Aeronautics Administration.

### COURSES OF STUDY

Meteorology - The 24 hours of classroom instruction will be devoted to a theoretical and practical treatment of the subject as applied to the requirements of the pilot engaged in contact flight. Such instruction shall cover: elements of weather; meteorological instruments; heating of the atmosphere; pressure; humidity; cloud types, precipitation; circulation of the atmosphere; cyclones and anticyclones; air masses and frontal analysis; weather phenomena and their effect on flying; and the use of meteorological facilities and information in planning flights.

The subject material is covered in the new C.A.A. publication "Meteorology for Pilots" (Bulletin No. 25) which will be the textbook for the course. Delivery of this publication is expected early in January, 1941. Pending delivery, instructors making preparation for the course may find helpful the material in Chapter VI, Meteorology, of the U.S. Coast and Geodetic Survey's Special Publication No. 197, "Practical Air Navigation".

Navigation - The 24 hours of classroom instruction will be devoted to study of: navigation of aircraft by the systems of pilotage, dead reckoning, and the use of radio aids; navigational instruments; map reading; variation, deviation; wind drift; heading and track; solution of problems; and the use of the computer.

The subject material is covered in the new C.A.A. publication "Practical Air Navigation" (Bulletin No. 24), which will be the textbook for the course. Delivery of this publication is expected in January, 1941. Pending delivery, instructors making preparations for the course may find helpful the material in Chapters I, II, and III of the U. S. Coast and Geodetic Survey's Special Publication No. 197, "Practical Air Navigation."

Civil Air Regulations - The 24 hours of classroom instruction will be devoted to explanation and clarification of the Civil Air Regulations as they affect the private pilot. A basic understanding of the privileges and responsibilities of the aircraft owner and the private pilot as set forth under the regulations is to be developed in this study. Special emphasis should be placed on air traffic rules, particularly in regard to weather minima.

The subject material is covered in the C.A.A. publication "Digest of Civil Air Regulations for Pilots" (Bulletin No. 22), which will be the textbook for the course.

#### 17. Map of the Campus.

Mr. Hobson suggested that a map of the campus and adjoining Experiment Station property be made, noting the conveyances that are embraced in these areas by showing the lines of each conveyance by courses and distances. The President was authorized to confer with Dean Graham in regard thereto, and to report the possibility and advisability of having such a map made.

#### 18. Additions to Armory - W. P. A.

President Cooper presented for information the following letter from Dean Graham:

March 3, 1941

President Thomas Cooper  
University of Kentucky

My dear President Cooper:

This is merely to inform you that we have started the preparation of the detailed plans for the addition to the University Armory. As soon as these are complete (about ten days) we will prepare the application in due form for the W.P.A. grant for your signature.

The small costs of this preparation will be absorbed by the College of Engineering as a routine matter.

Yours truly

(Signed) James H. Graham  
Dean

19. Animal Pathology Building.

a. President's Report.

Excerpt from the minutes of the Executive Committee meeting -- October 18, 1940.

"Statement of the President:

'There has long been needed an Animal Pathology Building. We have attempted to secure the necessary funds for this building from the last two legislatures. We had previously drawn tentative plans. Recently I asked Mr. Frankel to give me an estimate of the cost of the front and one wing. He estimates a cost of approximately \$118,584.00.

'I wish to recommend that the Executive Committee give authority to investigate the possibility of securing the cooperation of the W.P.A., and that if it may be constructed within \$65,000 of the funds from the Experiment Station, Frankel and Curtis may be employed as architects and the necessary arrangements made for the construction of the Animal Pathology Building.'

"On motion, seconded and carried, the President was authorized to proceed with the development of plans by architect, and to investigate the availability of W.P.A. cooperation for purpose of construction, and to report at the next meeting of the Executive Committee."

In accordance with this authorization the matter has been carried through and plans have been completed and have been approved by the W.P.A. The estimated cost completed will be \$103,146, of which amount the W.P.A. is to pay \$41,342, and \$61,804 to be assumed by the sponsor, payable from the funds of the Agricultural Experiment Station. It has been arranged with Mr. Peterson, Director of the Division of Accounts and Control, State Department of Finance, to have the necessary funds to meet this expenditure set up from the revolving funds of the Kentucky Agricultural Experiment Station.

I recommend that the Executive Committee authorize that the signature of the President and that of the Business Agent be accepted as recognition of the sponsorship of the Kentucky Agricultural Experiment Station.

b. On motion, seconded and carried, the President and Secretary of the Board were authorized to sign for the University of Kentucky the agreement to sponsor the proposed project named above.

#### 20. Easement Granted to Lexington Telephone Company.

On motion, seconded and carried, the easement copied below was granted to the Lexington Telephone Company. The chairman of the Executive Committee and the Business Agent were authorized to sign the instrument, and the Business Agent was instructed to have it recorded in the Fayette County Clerk's Office.

This easement, executed this 26th day of March 1941, by and between the University of Kentucky, an institution having its place of business at Lexington, Kentucky, party of the first part, and Lexington Telephone Company, a Delaware Corporation, having its office at Lexington, Kentucky, party of the second part.

#### WITNESSETH

That in consideration of \$1.00 received from the party of the second part, the party of the first part, for its successors and assigns, does hereby grant unto the party of the second part, its successors and assigns, the right, privilege, easement and authority to construct, operate and maintain its underground conduit structure consisting of the necessary ducts, manholes and similar equipment, and to place, operate, and maintain in the aforesaid underground conduit structure its cables, with the right to permit the placing of the cables of any other Company, upon, over and across the property which the party of the first part owns or in which it has an interest in the

County of Fayette, State of Kentucky, formerly used as a right-of-way by the Kentucky Traction and Terminal Company in providing interurban service between Lexington and Nicholasville, said property lying along and immediately adjacent to the road generally known as U. S. Highway No. 27; provided that this easement is granted upon the following terms and conditions, and not otherwise, to wit:

1. That the party of the second part shall to the satisfaction of the party of the first part restore to the condition in which they existed prior to trenching operations any driveway entrances crossed by the trench.

2. That the party of the second part shall to the satisfaction of the party of the first part repair any damage caused to underground utilities service pipes as a result of the laying of the underground structure hereinbefore referred to.

3. That the party of the first part reserves the right to cross the easement herein granted and to use it in conjunction with the second party in such manner and so long as the party of the second part's use is not interfered with.

This instrument is executed in quadruplicate, each copy to have the full force and effect of an original, this the day and year first above written.

UNIVERSITY OF KENTUCKY

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

WITNESSES:

(Signed) John L. Davis  
Frances C. Johnson

ATTEST

D. H. Peak  
Secretary, Board of  
Trustees.

ACCEPTED:

LEXINGTON TELEPHONE COMPANY

BY \_\_\_\_\_

DATE \_\_\_\_\_

## 21. Pardee-Howe - Controversy.

The President asked further advice as to employment of attorney at Jackson, Ky., to assist Assistant Attorney General J. W. Jones in prosecution of the case in Breathitt Circuit Court growing out of Pardee-Howe claim to Robinson Sub-station forest lands. After discussion, the President was advised to secure a local attorney.

## 22. Appointments and Other Staff Changes.

President Cooper 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

Francis T. McGuire, Assistant Professor of Physical Metallurgy, effective July 1, 1941, at a salary of \$2,500 for the 10 month period September 1, 1941 to July 1, 1942, and \$400 for the two months of July and August, 1941.

Sarah McCormack, secretary-bookkeeper, Women's Residence Hall, at \$80 a month, effective April 1, 1941. She is appointed in place of Mildred Wallerstein, resigned.

Mrs. J.S. Mitchell, temporary part-time clerk in the University Schools, salary at rate of \$50.00 a month.

B. F. Van Sant, instructor in Department of Chemistry, appointed for remainder of scholastic year to fill vacancy made by the resignation of D. E. Waters, salary at rate of \$150.00 per month.

M. B. Naff, student assistant in Department of Chemistry, from March 24 to June 30, 1941, salary at rate of \$50.00 a month.

### Resignations

Dr. Lester Tarnapol, Associate Professor of Metallurgy, effective June 30, 1941.

Jane Dudley Murray, Clerk in the Department of Markets and Rural Finance, effective with the close of business March 8, 1941. She has accepted a position with the War Department, Washington, D.C.

Noel Watson, Field Agent in Cream Grading, Experiment Station, effective with the close of business March 10, 1941. He has accepted a position with the Sugar Creek Creamery Company.

D. E. Waters, Instructor in General Chemistry, who has been ordered by the War Department to report for a position as Junior Chemist in powder munitions on March 19, 1941. Under the ruling of the Board of Trustees, as to men drafted into service, Mr. Waters is to receive extra pay for 15 days.

Mildred Wallerstein, secretary-bookkeeper, Women's Residence Halls, effective March 31, 1941. She has accepted a position at Fort Knox.

### Leaves of Absence

James S. Shropshire, without pay for five months, beginning April 1, 1941.

Dr. Robert Griffin, called for Army service February 20, absent from the University until March 5, and leaving March 20 for a full year of duty. On the basis of the half month's pay allowed to staff members entering the service, his salary for the time served in March is \$247.31.

Paul K. Whitaker, leave for one semester without pay and sabbatical leave for one semester with half pay for the year 1941-42. He expects to complete his work for the Doctor's Degree.

### 23. Adjournment.

Lunch was served in the President's Office and, after further consideration, on motion and second, the meeting was adjourned.

D. H. Peak  
Secretary, Board of Trustees