

Minutes of the Regular Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, June 29, 1939.

The Executive Committee of the Board of Trustees of the University of Kentucky met in President McVey's office at the University, Thursday, June 29, 1939, at 10:30 a.m. The members of the Committee present were Judge Richard C. Stoll, Chairman; James Park, R. P. Hobson and Lee Kirkpatrick. President Frank L. McVey and D. H. Peak, Secretary of the Board, were present.

1. Approval of Minutes.

Approval of minutes deferred until publication is made.

2. Financial Report.

The Business Agent filed financial report for month of May, 1939. The report was examined and ordered recorded in the minutes. The report reads as follows:

Statement of Income and Expenditures

Month of May 1939

	<u>Previously Reported</u>	<u>Current Month</u>	<u>Fiscal Year to Date</u>
General Fund Income			
Federal Appro.-Morrill- Nelson	\$42,750.00		\$42,750.00
Vocational Ed. Board	29,798.08	\$ 3,649.38	33,447.46
Athletics	35,346.42		35,346.42
State Appro.-Summer Sch.	8,000.00		8,000.00
Special Agr. Appro.	20,000.00	2,000.00	22,000.00
State Appro.-General	648,408.69	61,538.44	709,947.13
Bldg. Revenue Bond & Op- erations Fund	64,670.60	949.75	65,620.35
State Appro.-Repairs to Bldgs.	9,675.04	241.05	9,916.09
Federal Appro.-Bankhead- Jones	38,205.78	6,232.43	44,438.21
Student Fees	208,665.98	4,409.67	213,075.65
Student Fees - Sum. Sch.	63,553.09		63,553.09
Student Fees - U.H.S.	10,225.00	600.00	10,825.00
Student Fees - El. Tr. Sch.	7,280.00	340.00	7,620.00
Student Fees - Univ. Exten.	13,147.70	909.17	14,056.87
Miscellaneous Receipts	7,356.72	895.87	8,252.59
Rentals	1,842.65	207.00	2,049.65
Men's Dormitories	18,547.45	907.60	19,455.05
Library Equipment - Appro.	16,698.74	3,652.70	20,351.44
Scientific and Lab. Equip- Appro.	51,860.18	1,869.45	53,729.63

Engineering Equip.-Appro.	50,094.44	3,737.60	53,832.04
Interest on Endow. Bonds		8,644.50	8,644.50
Interest on Peabody Endow- ment-Appro.	500.00		500.00
Total	<u>1,346,626.56</u>	<u>100,784.61</u>	<u>1,447,411.17</u>
Expenditures			
Instruction	829,971.97	89,567.33	919,539.30
Adm., Expense and Maint.	339,476.80	28,178.66	367,655.46
Additions and Betterments	114,657.36	9,598.21	124,055.57
Total	<u>1,284,106.13</u>	<u>127,144.20</u>	<u>1,411,250.33</u>
Excess of Income over Expenditures	<u>62,520.43</u>	<u>(26,359.59)</u>	<u>36,160.84</u>
Patterson Hall Income			
Board	62,772.02	1,101.50	63,873.52
Misc. Receipts	101.80	25.00	126.80
Room Rent - Summer School	1,839.50		1,839.50
Total	<u>64,713.32</u>	<u>1,126.50</u>	<u>65,839.82</u>
Expenditures			
Expense	41,701.02	8,409.52	50,110.54
Additions and Betterments	2,841.98		2,841.98
Total	<u>44,543.00</u>	<u>8,409.52</u>	<u>52,952.52</u>
Excess of Income over Ex- penditures	<u>20,170.32</u>	<u>(7,283.02)</u>	<u>12,887.30</u>
General Fund Income	1,411,339.88	101,911.11	1,513,250.99
General Fund Expenditures	<u>1,328,649.13</u>	<u>135,553.72</u>	<u>1,464,202.85</u>
Excess of General Fund Income over Expenditures	82,690.75	(33,642.61)	49,048.14
Excess of Expenditures over Receipts for General Ledger accounts	(41,879.66)	22,877.63	(19,002.03)
Accounts Payable	(9,302.96)		(9,302.96)
Excess of Receipts over Ex- penditures for the fiscal year to date - General Fund	<u>31,508.13</u>	<u>(10,764.98)</u>	<u>20,743.15</u>
Excess of Receipts over Ex- penditures for the fiscal year to date - General Fund			20,743.15
Cash in Bank July 1, 1938 - General Fund			82,428.52
Cash in Bank May 31, 1939 - General Fund			<u>103,171.67</u>
Experiment Station Income			
Hatch - Federal Appro.	15,000.00		15,000.00
Milk and Butter - Cash Receipts	9,756.48	970.44	10,726.92
Beef Cattle Sales	1,215.16	371.94	1,587.10
Dairy Cattle Sales	1,115.00	438.28	1,553.28
Sheep Sales	946.95		946.95
Swine Sales	1,950.13	91.62	2,041.75
Poultry Sales	1,472.24	118.25	1,590.49
Farm Produce Sales	2,834.12	245.96	3,080.08
Horticultural Sales	904.70		904.70
Seed Test	1,395.71	14.75	1,410.46

Seed Inspection	27,030.39	571.73	27,602.12
Rentals	3,293.58	89.67	3,383.25
Miscellaneous	464.19	45.28	509.47
Fertilizer - Fees	41,398.25	11,878.75	53,277.00
Public Service - State Appro.	16,723.63	1,626.04	18,349.67
Public Service - Misc.	283.30	15.00	298.30
Feeding Stuffs - Fees	51,324.40	4,685.00	56,009.40
Adams - Federal Appro.	15,000.00		15,000.00
Serum - Sales	1,624.03	44.63	1,668.71
Serum - Virus Sales	65.00	1.95	66.95
Serum - Supply Sales	68.85		68.85
Horticultural Appro.	6,357.02	822.01	7,179.03
State Appro.	39,498.41	4,514.57	44,012.98
Creamery - License Fees	8,540.00	13.50	8,553.50
Creamery - Testers Lic.	2,339.66	32.50	2,372.16
Creamery - Glassware Tested	433.53	46.92	480.45
Robinson - State Appro.	10,913.51	1,455.08	12,368.59
Robinson - Misc. Receipts	3,107.92	333.32	3,441.24
West Ky.-State Appro.	11,488.25	1,481.76	12,970.01
West Ky.-Misc. Receipts	5,127.83	283.30	5,411.13
Purnell - Federal Appro.	60,000.00		60,000.00
Bankhead-Jones - Fed. Appro.	69,070.78		69,070.78
Nursery Inspection - State Appro.	1,574.98	191.66	1,766.64
Nursery Inspection - Fees	1,685.00	125.00	1,810.00
Total	<u>414,003.05</u>	<u>30,508.91</u>	<u>444,511.96</u>
Expenditures			
Expense	318,914.97	35,364.74	354,279.71
Additions and Betterments	3,398.07	251.40	3,649.47
Total	<u>322,313.04</u>	<u>35,616.14</u>	<u>357,929.18</u>
Excess of Income over Expenditures	91,690.01	(5,107.23)	86,582.78
Accounts Payable	(8,853.98)		(8,853.98)
Excess of Expenditures over Receipts for General Ledger accounts	<u>(21,217.08)</u>	<u>(7,628.73)</u>	<u>(28,845.81)</u>
Excess of Receipts over Expenditures	<u>61,618.95</u>	<u>(12,735.96)</u>	<u>48,882.99</u>
Excess of Receipts over Expenditures for the fiscal year to date - Experiment Station			48,882.99
Cash in Bank July 1, 1938 - Experiment Station			<u>31,519.75</u>
Cash in Bank May 31, 1939 - Experiment Station			<u>80,402.74</u>

Extension Division Income			
Federal Bankhead-Jones	405,170.68		405,170.68
Federal Smith-Lever	148,308.76		148,508.76
Federal Supplementary	13,272.77		13,272.77
Federal Capper-Ketcham	36,800.97		36,800.97
State Smith-Lever	100,021.56	10,209.95	110,231.51
County and Other	18,814.59	163.98	18,978.57
Total	<u>722,389.33</u>	<u>10,373.93</u>	<u>732,763.26</u>
Expenditures			
Expense	<u>591,480.06</u>	<u>59,826.72</u>	<u>651,306.78</u>
Excess of Income over Expenditures	<u>130,909.27</u>	<u>(49,452.79)</u>	<u>81,456.48</u>
Excess of Income over Expenditures for the fiscal year to date - Extension Division			
			81,456.48
Cash in Bank July 1, 1938 - Extension Division			<u>2,688.11</u>
Cash in Bank May 31, 1939 - Extension Division			<u>84,144.59</u>
Trust Fund Income			
Student Loan Fund	1,618.17	117.85	1,736.02
Student Notes Paid	<u>3,506.65</u>	<u>403.47</u>	<u>3,910.12</u>
Total Receipts	<u>5,124.82</u>	<u>521.32</u>	<u>5,646.14</u>
Expenditures			
Expense	427.94	116.16	544.10
Student Notes	1,150.00	103.20	1,253.20
General Ledger accounts	<u>10,500.00</u>		<u>10,500.00</u>
Total Expenditures	<u>12,077.94</u>	<u>219.36</u>	<u>12,297.30</u>
Excess of Expenditures over Receipts	<u>(6,953.12)</u>	<u>301.96</u>	<u>(6,651.16)</u>
Excess of Expenditures over Receipts for the fiscal year to date - Trust Fund			
			(6,651.16)
Cash in Bank July 1, 1938 - Trust Fund			<u>9,578.17</u>
Cash in Bank May 31, 1939 - Trust Fund			<u>2,927.01</u>
Summary			
General Fund Income	1,411,339.88	101,911.11	1,513,250.99
Experiment Station Income	414,003.05	30,508.91	444,511.96
Extension Division Income	722,389.33	10,373.93	732,763.26
Trust Fund Income	<u>1,618.17</u>	<u>117.85</u>	<u>1,736.02</u>
Total	<u>2,549,350.43</u>	<u>142,911.80</u>	<u>2,692,262.23</u>

5.

General Fund Expenditures	1,328,649.13	135,553.72	1,464,202.85
Experiment Station Expend.	322,513.04	35,616.14	357,929.18
Extension Div. Expend.	591,480.06	59,826.72	651,306.78
Trust Fund Expenditures	427.94	116.16	544.10
Total	<u>2,242,870.17</u>	<u>231,112.74</u>	<u>2,473,982.91</u>
Excess of Income over Expenditures	306,480.26	(88,200.94)	218,279.32
Excess of Expenditures over Receipts for General Ledger accounts	(73,596.74)	15,248.90	(58,347.84)
Accounts Payable	(18,156.94)		(18,156.94)
Student Loan Fund Notes	<u>2,356.65</u>	<u>300.27</u>	<u>2,656.92</u>
Excess of Receipts over Expenditures for the fiscal year to date - Combined Fund	<u>217,083.23</u>	<u>(72,651.77)</u>	<u>144,431.46</u>
Excess of Receipts over Expenditures for the fiscal year to date - Combined Fund			144,431.46
Cash in Bank and on hand July 1, 1938 - Combined Fund			<u>128,414.55</u>
Cash in Bank and on hand May 31, 1939 - Combined Fund			<u>272,846.01</u>

Abstract of item shown on Statement of Income and Expenditures as "Excess of Expenditures over Receipts for General Ledger accounts \$58,347.84"

	<u>Debit</u>	<u>Credit</u>
Accounts Receivable	\$ 53,957.97	
Sundry Accounts	<u>4,389.87</u>	
	<u>\$ 58,347.84</u>	

### 3. Finances of the Fiscal Year 1938-39.

The Business Agent reported that the income for the fiscal year 1938-39 was sufficient to meet expenditures. However, complete financial report will not be available until after September 30, 1939, three months being allowed by State laws for payment of outstanding accounts.

#### 4. Requisition Committee Report.

The Requisition Committee filed written report of its action each week from March 9, 1939, to June 29, 1939. The report showed orders 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. 6823 to No. 9792. 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 were approved: Remodeling Armory, \$776.36; Moving Bacteriology Laboratory, \$530.00; Grounds for seeding, \$25.00; Grounds, Roads and Walks, \$1500.11; Psychology, moving Department, \$306.30; Music, \$60.00; Biological Sciences Building, \$97.00; Music, travel, \$31.60; Grounds for sinkhole, work \$120.00.

#### 5. Advice of Allotments.

	<u>Total Appro-</u> <u>priation</u>	<u>Allotment First</u> <u>Quarter</u>
Division of Colleges	\$775,000	\$205,000
College of Agriculture	24,000	6,000
Summer School	8,000	8,000
Repairs to Buildings	8,000	6,000
Laboratory Equipment	60,000	40,000
Engineering Equipment	60,000	30,000
Experiment Station	48,000	15,000
Service Laboratories	21,000	4,975
Nursery Inspection	2,000	475
Princeton Sub-Station	14,000	3,775
Robinson Sub-Station	14,000	2,475
Horticultural Promotion	10,000	2,300
Agricultural Extension	120,000	30,000

#### 6. Uncollected Fees

##### a. Report of Business Agent.

#### UNCOLLECTED FEES 1938-1939

First Semester - - - - -	\$1954.10
Second Semester - Estimated - - - - -	3000.00
Total	<u>\$4954.10</u>

This is about 1.8 per cent of total of approximate collection of fees for the two semesters, \$278,696.00.

Old fees collected during the fiscal year amounted to a balance of \$1555.40 after deducting refunds, which amount is being transferred to the Building Revenue Fund.

D. H. Peak  
Business Agent

b. Resolution.

It was ordered, on motion and second, that the amount of uncollected fees for the year 1938-39 be charged off and not carried as assets on the books of the University, and that the part thereof distributable to General Fund of University that may hereafter be collected, be set aside for P.W.A. Building and Revenue account.

7. Insurance on Leased Buildings.

On motion and second it was ordered that the insurance on buildings held under lease from the Security Trust Company be renewed for a term of three years. Following is statement of the insurance:

SERVICE BUILDING

Renewals - Alfred G. Powell, Agent

Expiration	Company and Policy No.	Description	Amount	Premium
6-28-42	National Union 117	Building, 435-437 S. Limestone St. (Fire)	\$37,500	\$ 793.13
"	Travelers 86338	Same	\$37,500	<u>793.13</u>
				\$1,586.26

Policies delivered to Security Trust Company.

MEN'S HALLS

Renewals - Klair and Scott, Agents

Policy No.	Company	Amount	Property	Expiration	Debit
FT6067	A. A.	\$68750	Kinhead Hall	7/1/40	
GC163971	Scottish	68750	"	7/1/40	
FW110906	National	43750	Breckinridge Hall	7/1/40	
SFT126753	Yorkshire	43750	"	7/1/40	\$423.08

Fire and Wind insurance

Policies delivered to Security Trust Company. Premium three years.

8. Insurance - Fire and Tornado.

The following report of the Business Agent was ordered inserted in the minutes:

a. Report of Business Agent.

Insurance - State Division of Insurance

I have reported to the State Division of Insurance changes desired in insurance schedules. When the new schedule is received, it will be presented to the Executive Committee.

I have received the attached letter from State Division of Insurance regarding Tornado Insurance. If this is carried out, it will increase the premiums on University insurance approximately as follows: College \$1123.26, Experiment Station \$10.62, West Ky. Station \$802.49, Robinson Station \$50.42; total \$1986.79.

(Signed) D. H. Peak  
Business Agent

b. Letter from Assistant Director of Insurance.

DIVISION OF INSURANCE  
Sherman Goodpaster  
Director  
Frankfort

June 19, 1939

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

Dear Sir:

We have been advised by the Honorable Hubert Meredith, Attorney General, that this Division has no alternative or discretion in the certifying of premiums to be charged the various State Institutions for fire and tornado insurance; that the amount of coverage against tornado must cover 90% of the appraised value for replacement of all property in the same manner as such properties are insured against fire.



This letter is notice to you that premiums certified to the State Treasurer on July 1, will cover tornado insurance in the same amount that fire insurance is carried and that your cost of the insurance will necessarily be increased thereby. In the past you have been permitted to carry approximately 10% of the fire insurance as tornado coverage.

(Signed) Vernon D. Rooks  
Assistant Director of  
Insurance.

9. Protection Policy - Check Writer.

It was ordered that Policy No. 19331 on check writing machine No. 350224, written on the United States Guarantee Company, which expires July 25, 1939, be renewed.

10. Audit of University Accounts.

It was stated that an annual audit of University accounts, made by some competent accounting company is desired; that the right of the Board of Trustees of the University to employ such accountants has been questioned; that the question has been referred to the Attorney General; and that the Attorney General has not given an opinion on the question. Mr. R. P. Hobson was appointed to investigate the question of audit, and the Secretary of the Board was directed to furnish Mr. Hobson with the data and documents now in the files of his office.

11. Contract with Fayette Home Telephone Company - Right of University.

A letter of the Superintendent of Buildings and Grounds relative to the right of the University under the existing contract with the Fayette Home Telephone Company was presented. The agreement is set up in the minutes of December 24, 1924, Article 7, Page 10.

The matter was deferred for consideration at a future meeting.

12. Financing Men's Halls.

The resolution relative to financing improvements in Men's Halls, passed at the Board of Trustees meeting of June 2, 1939, was presented to the Committee. On that part of the resolution relative to improvements in Bradley Hall four bonds of \$1000.00 each, bearing four per cent per annum, interest payable semi-annually, dated June 15, 1939, and due respectively December 15, 1940; December 15, 1941; December 15, 1942 and December 15, 1943, payable to the First

National Bank and Trust Company.

The Chairman of the Executive Committee, Judge Richard C. Stoll, then signed the four named bonds, in open meeting of the Executive Committee, the seal of the University of Kentucky was placed thereon, and attestation was made by the Secretary of the Board.

The Business Agent was then authorized to receive and disburse the proceeds of said bonds as directed in Section 3 of the aforesaid resolution.

13. Proposed Budget for Biennial Period, 1940-1942.

President McVey presented proposed budget for biennial period 1940-42, which was examined and approved. He was directed to present the proposed budget, subject to such changes as may hereafter be made and approved to the State Legislative Council.

14. Fees - Applied Music.

President McVey recommended changes in fees for Applied Music as agreed on with the Department of Music, as follows:

1. That a fee of \$36 per semester for two half-hour lessons a week be charged; and a fee of \$22.50 per semester for one half-hour lesson per week.

2. That both the applied music fee and the practice room fee, which amounts to an additional \$5.00 per semester, be paid by students to the Business Office.

On motion and second, carried, the recommendation of President McVey was approved and it was ordered that the changes take effect at beginning of first semester 1939-40.

15. Grants-in-Aid in Music.

The following schedule of grants-in-aid in Music was approved:

1. Full Grant-in-Aid

(a) Resident Students

The students will receive \$43 per semester, in the form of tuition refund.

The students will pay: \$7.00 incidental fee  
6.00 general university deposit

(b) Non-Resident Students

The students will receive \$56 per semester, in the form of tuition refund.

The students will pay: \$7.00 incidental fee  
6.00 general university deposit

2. Half Grant-in-Aid

(a) Resident Students

The students will receive \$21.50 per semester, in the form of tuition refund.

The students will pay: \$21.50 half tuition  
7.00 incidental fee  
6.00 general university deposit

(b) Non-Resident Students

The students will receive \$28.00 per semester, in the form of tuition refund.

The students will pay: \$28.00 half tuition  
7.00 incidental fee  
6.00 general university deposit

16. Association of Governing Boards.

On motion and second it was ordered that membership in the Association of Governing Boards be continued and that the dues assessed for year 1938-39 be paid, the dues being \$35.00 based on number of students enrolled.

It was further ordered that Mr. Lee Kirkpatrick and President McVey be authorized to attend, as representatives of the Board of Trustees, the next annual meeting of the Association to be held at the University of Texas, beginning October 25, 1939. Their expenses in attending the meeting were approved.

17. Child Guidance Clinic.

The question of financial support by the University of the Child Guidance Clinic referred to the Executive Committee by order of the Board of Trustees at June meeting, 1939, was discussed. Mr. Kirkpatrick and Mr. Park stated that they were most favorably impressed with the work that is being done by the Clinic and that they believe it worthy of support.

President McVey, Mr. Kirkpatrick and Mr. Park were appointed to study the questions involved and to make advisory report to the Executive Committee.

18. Parker Portrait.

President McVey stated that a portrait of Dr. A. T. Parker, who was a member of the Experiment Station Staff in the eighteen-eighties, has been offered to the University. He was directed to accept the offer, the portrait to be hung in appropriate place in Experiment Station Building.

19. P. W. A. Construction.

a. Additional Application, Docket Ky. No. 1305-F.

The Business Agent was authorized to sign additional application, Docket Ky. No. 1305-F as follows:

July 10, 1939.

Mr. R. B. Scarpe  
Regional Finance Examiner  
Public Works Administration  
Hurt Building  
Atlanta, Georgia.

Re: Second Amendatory  
Application,  
Docket No. Ky-1305-F.

Dear Mr. Scarpe:

We propose to deposit \$15,000.00 in the Construction Account of P.W.A. Docket No. Ky-1305-F upon notification of approval of our application. This money will be taken from our general fund.

Yours very truly,

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

b. Report Building Revenue Fund Docket Ky.1013-R.

Business Agent's report was ordered inserted in Minutes.

#### BUILDING REVENUE FUND

There have been placed to this fund during the year from student fees as required by resolutions of the Board of Trustees, the following amounts:

Rental Engineering Buildings - - - - -	\$10,000.00
Rental Law Building - - - - -	1,400.00
Rental Heating Plant - - - - -	33,054.00
Law student fees at \$6.00 each - - - - -	547.50
Engineering student fees at \$2.00 each - - - - -	4,048.00
Students in other Colleges taking work in Law, 6 first semester and 4 second semester - - -	5.00
Students in other Colleges taking work in En- gineering, 51 first semester, 34 second semester - - - - -	25.00
Union Building - Rental - - - - -	7,000.00
	<u>\$56,079.50</u>

From this sum there has been transferred to the Bond Fund for payment of accrued interest and bonds maturing - - - - -	35,000.00
	<u>\$21,079.50</u>

This balance has been used and is being used for payment of expense and operation of the buildings.

Union Building Fees - - - - -	16,303.60
Rent to Building Revenue Fund - - - - -	7,000.00
Balance for Operation - - - - -	<u>9,303.60</u>

(Signed) D. H. Peak  
Business Agent

## c. Report of Bond Fund Docket, Ky.-1013-R.

Business Agent's report ordered inserted in Minutes.

REPORT OF BUILDING REVENUE BOND AND INTEREST  
REDEMPTION FUND

(P W A Project No. \$604,000.00)		Bond Issue
	Receipts	
Reserve July 1, 1939		\$3,375.10
Interest on Deposits January 1, 1939		89.86
Monthly Payments for year 1938-1939		<u>35,000.00</u>
		\$38,464.96
	Disbursements	
Interest January 1, 1939		<u>9,060.00</u>
		\$29,404.96
	Liabilities	
Bonds due July 1, 1939	15,000.00	
Interest due July 1, 1939	<u>9,060.00</u>	<u>24,060.00</u>
Reserve July 1, 1939		\$ 5,344.96

(Signed) D. H. Peak  
Business Agent

20. Petty Cash Fund.

Business Agent's report ordered inserted in Minutes.

It appearing from statements made by the President and Business Agent, that the "Petty Cash Fund" set up for the University by the Division of Accounts and Control in amount of \$5,000.00, is insufficient to care for cash disbursements necessary to be made by the Business Agent, and it being the sense of this Committee that each division and each fund

of the University may be considered a separate budget unit for purpose of setting up a petty cash fund; therefore, be it resolved,

That the Director of the State Division of Accounts and Control be requested to set up for the University of Kentucky the following petty cash funds:

From College General Appropriation . . . . .	\$5,000
From College Revolving Fund . . . . .	5,000
From Experiment Station Revolving Fund . .	5,000
From Agricultural Extension Appropriation .	5,000

and that a copy of this Resolution be certified by the Secretary of the Board of Trustees to the Director of Division of Accounts and Control.

#### 21. 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

Gertrude Straight, Graduate Assistant in Music and field worker in Community Music program, salary \$600.00 and addition equivalent to amount of fees for registration.

Coleman R. Smith, accountant in the Office of Financial Records and Appointments, Experiment Station, salary \$2100.00 a year, effective July 1, 1939.

Anna V. Albert and J.W. LaGrone, joint fellowship in Registrar's Office, for 1939-40 school year. Miss Albert's compensation was fixed at \$200.00, and Mr. LaGrone's compensation was fixed at \$300.00.

Miss Virginia Pettus, student assistant in the Business Office. She is to be acting secretary of the Organizations Fund. Her compensation during vacation periods is to be \$15.00 a week and during school sessions \$10.00 a week. She is to be paid in full from Organizations Fund expense budget.

Miss Nell Turner, temporary help during summer vacation period, at \$15.00 a week, payable from P. W. A. funds.

Student help may be employed in the Business Office as needed.

Reappointments.

Dr. Alexander Capurso, assistant to the Director of Carnegie Music Study, salary \$1000.00 a year on 12 months basis, payable from Carnegie Music Fund.

Fred Horlander, Observation Assistant in Department of Mathematics and Astronomy for year 1939-40, compensation \$15.00 a month, effective October 1, 1939 to May 30, 1940.

Mrs. Ray Murphy, Secretary, Department of Music, salary \$960 a year, full time basis, payable from General Fund.

Miss Bettie Dimock, Secretary to Department of Carnegie Music Study, salary increased to \$1200.00 a year, effective July 1, 1939, payable from Carnegie Music Fund.

Extension Division

Clyde H. Flannery, Assistant County Agent, Wayne County, salary \$1200, effective June 10, 1939.

Hugh Hurst, Assistant County Agent, Whitley County, salary \$1200, effective June 10, 1939.

Albert L. Isham, Assistant County Agent, Warren County, salary \$1200, effective June 15, 1939.

Kermit Mills, Assistant County Agent, Casey County, salary \$1200, effective June 10, 1939.

On motion, duly seconded, the Committee adjourned.

D. H. Peak  
Secretary, Board of Trustees.