

Minutes of the Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, January 21, 1949.

The Executive Committee of the University of Kentucky met in the President's Office at 10:35 a.m., Friday, January 21, 1949. The following members were present: Guy A. Huguelet, Chairman; Harper Gatton, T. H. Cutler, and J. C. Everett. Absent: R. P. Hobson. President Donovan and Secretary Peterson met with the Committee.

A. Minutes Approved.

The minutes of the meeting of the Executive Committee of November 6, 1948, were approved as published.

B. Special Election from Alumni for Member of Board of Trustees.

President Donovan reported that he had a communication from the Secretary to the effect that the 1948 General Assembly enacted what is now known as Section 164.130, Kentucky Revised Statutes, changing the terms of members of the Board of Trustees of the University of Kentucky from six to four years. He stated that it was necessary, in complying with the new law, to hold a special election for Board member from among the alumni group, to fill the vacancy caused by the expiration of the term of Mr. Grover Creech, alumnus member.

The Executive Committee of the Alumni Association, having nominated six alumni, the Secretary of the Board of Trustees caused an election to be held by the alumni of the University, the ballots to be counted on February 1, 1949.

President Donovan recommended that the Executive Committee of the Board of Trustees authorize the Secretary of the Board to count the ballots and to certify to the Governor the names of the three alumni members who receive the largest number of votes, from which list the Governor may appoint a successor to Mr. Creech.

Upon motion duly made, seconded and carried, the recommendation of the President was concurred in.

C. Report of the Comptroller.

The Comptroller made the usual financial report, including balance sheet and operating statement of all funds. He read the following analysis of the report:

UNIVERSITY



OF KENTUCKY

L. EXINGTON

Office of the Comptroller

January 19, 1949

Dr. H. L. Donovan, President  
University of Kentucky  
Lexington, Kentucky

My dear President Donovan:

I attach hereto a balance sheet of the University funds as of December 31, 1948, together with supporting operating statements for the current year period then ended. The balance sheet reveals the true status of current, restricted, plant and other funds. Cash balances shown in the report are verified through reconciliation with bank statements. The unappropriated surplus to the credit of the Division of Colleges (current funds) is \$184,768.02 and for the Agricultural Experiment Station (current fund) is \$257,196.00. These are not large "cushion" funds for a budget of eight million dollars.

The operating statement shows that the state finance office has allotted and made available for current operations, including extraordinary appropriations (library, engineering and scientific equipment) 97.4% of the appropriations. The University has received from federal apportioned funds for college operations (Smith-Hughes-George Dean Act, Bankhead-Jones Act, and the Morrill-Nelson Teaching Act) 72% of the budget estimate of \$121,617.87.

The income estimated to be received from student fees was \$1,622,175.00. We have realized for the first six months 29% of this estimate. It should be noted, however, that a large part of veterans' tuition due from the federal government for the fall estimate is yet uncollected. We still believe that the budget estimate will be realized. The estimated income from Auxiliary Enterprises and Activities slightly exceeded \$545,000.00. Of this estimate, 57.6% has been received during the first half of the current fiscal year. The expenditures and encumbrances for Administration and General Expense of the University during the first half of the fiscal year amounted to 47.6% of the appropriations for these purposes. The obligations for Instruction and Related Activities represented by expenditures and encumbrances amounted to 42.4% as of December 31, 1948. It seems reasonable to state that the estimated income as reflected by the budget adopted for the fiscal year will be approximately realized and that over-all departmental appropriations for Administration and General Control, Instruction and various enterprises for the colleges division will not be exceeded. Some adjustments between departments are expected.

The budgeted income for the Experiment Station Division is anticipated from state appropriations, federal apportionments and sales and services from the operations of the Experiment Station and the Farm. Receipts based upon these estimates have been received during the first six months as follows:

State appropriations	75.3%
Federal apportionment	51.3%
Sales and services	55.4%

The combined expenditures for administration and the prosecution of all projects and activities during the first half of the fiscal year amounted to 51.1% of the total budget appropriation for the Experiment Station Division. The budgeted income for the Extension Division (county agriculture and home demonstration agents) including the work under the Hope-Flannagan Act, is all received from state and federal sources. Of the state appropriations made for the current fiscal year, 64.8% has been received, and of the federal apportionment, 50% has been realized. The combined expenditures for activities applicable to Extension Division work of the College of Agriculture and Home Economics aggregated 48.4% during the first six months of the current fiscal year.

The operations of the Experiment Station and the Agricultural Extension Division, as reflected by realized income and expenditures and encumbrances during the first half of the current fiscal year denote no operations not anticipated.

The current budget reflects an appropriation of \$218,540.40 for Service Building construction. This fund was received from insurance carried on the old service building and contents which were lost by fire February 15, 1946. Proper claim has been filed with the State Fire and Tornado Insurance Fund for the loss of Norwood Hall and contents (Kentucky Geological Survey and the Department of Botany only) in the amount of \$100,000.00. There will be a slight adjustment downward for salvage microscopes which are being repaired; otherwise a total loss of building and contents will be sustained. The payment of insurance of \$45,000.00 for the Guignol building and contents was received, appropriated and used in the construction of the Fine Arts Building.

The \$218,540.40 and \$100,000.00 listed above are the amounts realized on fire losses and are available for construction. It is suggested that you might want to consider the taking of bids for the replacement of the service building. I have talked to a number of contractors and businessmen and have been informed that the over-all construction program of industry has lessened. The Kentucky Building Commission recently received bids for construction of a science building at Murray State College at a cost of approximately 80¢ per cubic foot, as compared with the architects' and engineers' estimate of \$1.00 per cubic foot.

In view of the shortage of funds revealed at the business office of Western State College, I believe it fitting to report to you and the Board of Trustees concerning the safeguards presently employed at the University of Kentucky to prevent such an occurrence here. The system of accounting, including bookkeeping, reporting and internal auditing and control, conforms substantially with the recommendations of the Committee on Standard Reports for Institutions of Higher Education. The system provides measures and methods within the organization to protect the cash and other assets of the University, as well as to check the clerical accuracy of the bookkeeping. The safeguards take the form of definite segregation of staff duties and the use of mechanical devices and internal test auditing. The division of duties is designed to prevent defalcations unless there is collusion between two or more members of the staff. The use of mechanical devices gives publicity to many transactions and tends to prevent clerical error. Publicity serves the double purpose of lessening likelihood of misappropriation of funds and/or honest mistakes.

Even in the best system of internal control, there are weak points. The expense involved prevents the division of all duties and the use of all mechanical devices. Internal test-checking or auditing enters the picture at this point and seeks out the weak points of internal control for re-check and audit.

Part of the annual audit of the Auditor of Public Accounts is a survey of the internal control at the University of Kentucky. About two years ago, the Griffenhagen Associates of Chicago made an exhaustive survey of the internal control at the University and reported that conditions were very satisfactory. Monthly audits of self-sustaining enterprises and activities are made by the University Internal Auditor. There are other funds handled by various divisions of the University over which the business office has no direct supervision. Such funds are transmitted to and received by the business office without verification. The internal control over such funds might well be improved if such precaution is thought to be necessary and worth the added expense.

Respectfully submitted,

Frank D. Peterson  
Comptroller

President Donovan asked the Committee to give consideration to a recommendation in regard to construction of a Service Building to replace the one destroyed by fire. He stated that the report showed that approximately \$300,000 was available for the construction of this building. The building site is available, with no encumbrances. The plans and specifications are available. He recommended that authorization be given to the taking of bids for the construction of the building and the issuance of revenue bonds sufficient to supplement available funds.

The members of the Committee recalled that the construction of this building had been authorized and proposals had been received previously. Bids were rejected. They also took note that it now appeared to be an opportune time to request new proposals, and upon motion duly made, seconded and carried, the Comptroller was authorized to advertise for the construction of the building in accordance with revised plans and specifications, bids to be received on or before March 17, and the result reported to the Executive Committee at its March meeting.

Upon motion duly made, seconded and carried, the Comptroller was authorized to receive proposals for a proceedings contract on the issuance of revenue bonds for completion of the building.

#### D. Budget Adjustments.

President Donovan submitted the following budget adjustments and recommended their approval.

January 18, 1949

Dr. H. L. Donovan, President  
University of Kentucky

My dear President Donovan:

The following budget adjustments have been made subject to the approval of the Board of Trustees:

<u>Budget Unit</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
College of Arts & Sciences			
Physical Education	480-1		\$ 160.00
Psychology	520-4		1,050.00
Graduate School:			
Administration	1150-4		651.01
Total increase			<u>\$1,861.01</u>

In addition to the above adjustments, I would recommend the following changes:

<u>Budget Unit</u>	<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
Organized Activities Related to Instruction: Educational Conferences (O.D.)	1280		\$ 500.00
Plant Fund:			
Fieldhouse Construction (for advice of change)	7010		35.46
New Science Building (for survey)	7028		500.00
Total Increase			<u>\$1,035.46</u>

It is requested that these changes be submitted to the Executive Committee of the Board of Trustees for approval and authorization.

Sincerely yours,

(Signed) Frank D. Peterson,  
Comptroller

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January 19, 1949

Dr. H. L. Donovan, President  
University of Kentucky

My dear President Donovan:

I list below the equipment requested by the Kentucky Kernel as being necessary for its enlarged operations:

1. Steel strip material storage cabinet
- 1 All steel imposing table
- 8 Newspaper make-up turtles
- 1 80" work bench
- 4 Machine operators copy cabinets
- 2 Chase racks
- 1 Linotype
- 1 Ludlow machine for hand composition
- 1 Multipress
- 5M# Linotype metal
- 1 Book stitcher
- 1 Rotary slot hole perforating machine
- 1 Trim-O-Saw
- 1 Automatic letterpress
- 1 Vertical miterer

1 Proof Press  
1 Paper jogger  
1 Saddle gang stitcher

At current prices, this equipment will cost fifty-five thousand dollars. I recommend that sixty thousand dollars be approved, to give some flexibility in meeting changes in prices.

Respectfully submitted,

(Signed) Frank D. Peterson,  
Comptroller.

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January 19, 1949

President H. L. Donovan  
University of Kentucky

Dear President Donovan:

In our recent conference Mr. Clifton and I explained to you the budget problem with respect to the Extension Department. Because we have expanded the program of that department in line with plans formulated after the preparation of this year's budget, we have almost exhausted the budget item for instruction. On the other hand we have considerably increased the income and it now appears that instead of the estimated receipts of \$25,000 we should collect during the current year \$36,000. In order to continue our expanded program we are therefore recommending that \$10,000 be added to our Account No. 1310.

As also explained to you in our conference we desire to improve the music festivals which are held on our campus during the spring months. For this purpose we are recommending an addition of \$300 to Account No. 1300. This money will be used to pay adjudicators.

Sincerely,

(Signed) Maurice F. Seay  
Dean of the University

January 20, 1949

President H. L. Donovan  
University of Kentucky

Dear President Donovan:

On September 30, 1948, I submitted to you a proposal for the purchase and installation of a new photostat machine for the Registrar's Office. At that time you approved the proposal and stated that I should submit recommendations for a budget increase to care for the expense of the machine and the installation. The machine has now been purchased and I find that we will need \$7,554.00 for this purpose. I am therefore recommending that this amount be allocated to Account No. 80 - Capital Outlay.

Sincerely,

(Signed) Maurice F. Seay  
Dean of the University  
and Registrar

President Donovan recalled some of the difficulties which the University is experiencing in securing University printing through State channels, and stated that it seemed to be necessary, and an opportune time, to enlarge our Kentucky Kernel printing plant.

He also called attention to the increase in income from Extension Department classes, and recommended that budget increases requested be approved, and the necessary adjustments in estimated receipts reflected.

The Committee heard the recommendations, and upon motion duly made, seconded and carried, authorized the budget increases of \$2896.47 made, and appropriated \$60,000.00 from the unappropriated surplus of the University budget for purchase of equipment for the Kentucky Kernel printing plant; authorized increase in estimated income for Extension work, to the amount of \$10,000.00, and a like increase in appropriation for Account No. 1310, University Extension-Instruction, with an appropriation of \$300.00 for Account 1300, University Extension-Administration; and an increase of appropriation for Registrar's Office, in amount of \$7,554.00, to Account No. 80.



E. Membership in Oak Ridge Institute of Nuclear Studies Approved.

President Donovan recalled that the University, with the approval of the Board of Trustees, joined the Oak Ridge Institute of Nuclear Studies in 1947, and agreed to an annual membership fee of \$1,000.00. He presented the invoice for contribution for the fiscal year 1948-49, and recommended that same be appropriated and paid from the Haggin Fund.

Upon motion duly made, seconded and carried, the recommendation of the President was concurred in.

F. Interpretation of Section 164.480, Kentucky Revised Statutes, Authorized.

President Donovan stated that Section 164.480, Kentucky Revised Statutes, had been interpreted not to apply to any veteran eligible for Federal Government assistance under Public Law 346 or Public Law 16. He stated that this interpretation had been questioned by an individual. He requested approval of the Committee to stand by the interpretation heretofore placed upon this section, and, if necessary, to permit the case to go to the courts for interpretation.

The members of the Committee recalled the controversy and briefly discussed this section, and upon motion duly made, seconded and carried, authorized the administration to continue the policy under previous interpretation, and if necessary to permit the courts to interpret the section above referred to.

G. Small Fire in Cooperstown.

President Donovan read the following letter from the Comptroller reporting a small fire in Cooperstown and the action taken:

January 3, 1949

Dr. H. L. Donovan, President  
University of Kentucky

Dear Dr. Donovan:

I desire to report to you a fire in Cooperstown which occurred on the morning of December 28, 1948, at approximately 9:00 a.m. The fire broke out in the duplex trailer, No. 587-B Hilltop Street. The fire department was called and two fire trucks were rushed to the scene of the fire. The fire was extinguished in about twenty minutes after the first truck arrived. The walls, ceiling, cabinets and fixtures and furnishings were damaged by fire, smoke and water. A large part of the walls and ceilings had to be torn away

to get to the fire which had burned through to the insulation between the outer and inner walls. Some furniture and clothing of the occupants were destroyed or damaged.

The fire seems to have originated in a defective oil heater in the bathroom. The heater had been left burning while the occupants were away, in order to keep the water from freezing in the bathroom. Mr. James Long, Div. of Maintenance and Operations, assigned to the project, had inspected this particular house one hour before the fire was detected.

The University carries insurance of \$561.00 on each unit, 587-A and 587-B. University furnishings in the apartment are carried at \$207.00, for each apartment. The State Fire and Tornado Insurance Fund has been notified and we have been directed to repair the building and to submit invoice.

The occupants of 587-B Hilltop were Mr. and Mrs. Kenneth Bruckhart, who were visiting in Louisville at the time of the fire. The occupants of 587-A, which was slightly damaged by water and smoke, were Mr. and Mrs. Arthur L. Catterill.

Respectfully submitted,

(Signed) Frank D. Peterson,  
Comptroller.

Upon motion duly made, seconded and carried, the report was received and ordered filed.

#### H. Kentucky Geological Survey Truck Authorized Sold.

President Donovan stated that the Geology Department had a 1942 model,  $\frac{1}{2}$ -ton panel Ford truck which was damaged in an accident about a year ago. The truck has not been repaired. He stated that, upon recommendation of Doctor McFarlan, of the Geology Department, and the Comptroller, he wanted to concur in a recommendation that the truck be sold. He read the following letter from the Comptroller:

January 17, 1949

Dr. H. L. Donovan, President  
University of Kentucky

My dear Dr. Donovan:

The Kentucky Geological Survey has a 1942 Model 21c-82  $\frac{1}{2}$ -Ton Panel Ford Delivery Truck that is now beyond any further use by the University. The truck is now on storage at the Goodwin Brothers Garage.

Mr. Gabbard, of this office, has contacted the Gaidry Motor Company, Goodwin Brothers Garage and the Ford Used Car Lot regarding an offer for purchase of this truck. The only offer we received was \$200.00 from the Goodwin Brothers Garage.

It would cost approximately \$300.00 to put this truck in running condition. I do not think that it would be advisable to have this truck repaired for further use by the University. Therefore, I recommend that the truck be sold to the Goodwin Brothers Garage for \$200.00. I would like to have your approval on this recommendation.

Sincerely yours,

(Signed) Frank D. Peterson  
Comptroller.

Upon motion duly made, seconded and carried, the recommendation was concurred in, and the damaged truck was authorized sold to Goodwin Brothers Garage for \$200.00.

I. Appropriation for Secretary for Council on Higher Education.

President Donovan reported that, since the resignation of Dr. Jagers, the Council on Public Higher Education had been without the services of a secretary. He said that for a number of years the Director of Teacher Training and Certification, of the Department of Education, had served also as a Secretary of the Council on Public Higher Education. For some years, the salary of Dr. R. E. Jagers had been paid by the Department of Education and the Council on Public Higher Education jointly.

The President requested authority to enter into a similar arrangement with the Superintendent of Public Instruction, Boswell B. Rodgkin, when a new secretary is appointed to this position. A motion was duly made, seconded, and carried, authorizing the President to enter into such an arrangement with the Department of Education.

J. Oklahoma A. & M. College Bond Issues.

President Donovan called attention of the members of the Committee to a circular letter, No. 46, from the Association of Land-Grant Colleges and Universities, published by the Executive Secretary of that Association. He read the following excerpt:

"Items of Interest. Four revenue bond issues of the Oklahoma A. & M. College totaling \$11,360,000 were sold recently. They include \$3,000,000 for improvements in the utilities system; \$3,860,000 for a student union; \$3,310,000 for a dormitory for 1,100 men; and \$1,190,000 for a women's dormitory....."

K. University of Kentucky Film Authorized.

President Donovan recalled that the Board had previously authorized the printing of a University film entitled "The University of Kentucky in War and Peace." He stated that all reports indicated that the film was enthusiastically received wherever shown, and he desired to recommend the making of another film of about 20 minutes running time.

A general discussion ensued as to the merits of the project, and upon motion duly made, seconded and carried, the President was directed to cause to be made another film for the University at a cost of \$4,000, plus \$180.00 per minute of accepted film in addition to the first 20 minutes running time, if necessary. Additional prints are to be purchased at a cost of \$125.00 each. The funds were appropriated from the Haggin trust fund.

L. Gifts:

From Mr. and Mrs. Paul G. Blazer, Ashland, Kentucky,  
check for \$1,000.00.

President Donovan reported, with a great deal of gratification, the receipt from Mr. and Mrs. Paul G. Blazer, Ashland, Ky., of the gift of \$1,000 to be used in connection with the work of the Department of History, and with the benefit of the advice of Dr. T. D. Clark. He stated that spending the contribution would be under the supervision of Vice President Leo M. Chamberlain, president of the Kentucky Research Foundation, and that he hoped he would be permitted by Mr. and Mrs. Blazer to publicize this gift, with the hope that others might be inspired to make like donations, which would enable the University to bring to the campus some of the ablest people in the field of Social Studies today. He said that many of the great universities have a number of such funds, which they use as lecture funds, the use of which has proved stimulating to faculty and students in a particular field. He recommended acceptance of the gift.

Upon motion duly made, seconded and carried, the Committee authorized acceptance of the gift, and directed that the President write a letter to Mr. and Mrs. Blazer, expressing the gratitude of the Executive Committee and the University of Kentucky.

From the American Potash Institute, check for  
\$1,000.00.

President Donovan also reported receipt of a check for \$1,000.00 from the American Potash Institute, as a continuance of their contribution toward our experimental work in the use of fertilizers with tomatoes. He stated that Dean Cooper considered this support, over the years, as most helpful, and he recommended acceptance of the donation.

Upon motion duly made, seconded and carried, the Committee authorized acceptance of the gift, and requested the President to write a letter of appreciation to the donor.

#### M. Sale of Blankets.

The Comptroller reported that, about three years ago, we were activating veterans' housing projects, and thought at that time that it might be necessary to furnish blankets for veterans' housing in the dormitories. He stated that the University purchased some war surplus army blankets at a cost of \$2.70 each. These blankets were placed in storage. Some were used. However, we have been able to have the occupants furnish their own bedclothing and have not used many of the blankets. The Comptroller stated that he had received bids from four users of army surplus clothing in Lexington and Cincinnati, and recommended, with the approval of the Executive Committee, that the blankets be disposed of at the high-bid price of \$3.91 each. He further stated that the University has held the blankets for more than three years, that there is no question of our ownership, and that he did not know of any Government regulation prohibiting such sale. He stated that, subject to the approval of the Committee and the President, he had accepted the price for the blankets.

Some discussion ensued as to the price. The Comptroller informed the Committee that the fixed Government price on sale of blankets to all eligible consumers was \$3.50 each.

Upon motion duly made, seconded and carried, the action of the Comptroller in selling 2,000 blankets at \$3.91 each was approved.

N. Resolution on Death of W. G. Terrell.

President Donovan reported to the Committee the death of Mr. Willis Granville Terrell, and upon motion duly made, seconded and carried, the Committee passed the following Resolution:

"Willis Granville Terrell, the son of George and Mariah Terrell, was born in Bedford, Kentucky, October 2, 1875. He attended school in Trimble County and Asbury College, Wilmore, Kentucky.

"In 1913, Mr. Terrell became associated with the Kentucky Agricultural Experiment Station as an inspector in the Food and Drug Laboratory. Beginning in 1917, he served in the same capacity, and later as technician, in the Feed and Fertilizer Department. He was relieved of his regular duties upon attaining the age of seventy on October 2, 1945. He died January 13, 1949, after an illness of three months.

"Mr. Terrell ably fulfilled the duties assigned to him in his respective positions. He was a man of deep religious convictions; a warm and loyal friend, always willing to assist and advise; a valued staff member who by his industry, interest and loyalty contributed much to the progress of the department to which he was assigned.

"Be It Resolved, that a copy of these resolutions be sent to Mrs. Terrell as an expression of the high regard in which Mr. Terrell was held by his associates and as an expression to her of their deepest sympathy in her bereavement."

O. Control of Traffic on the Campus.

President Donovan reviewed for the Executive Committee some of the problems relative to the control of traffic on the campus of the University. He pointed out how the increase in the enrollment had resulted in more than doubling the number of cars coming to the campus each day. He said that practically all the veterans owned cars and necessarily had to have them. He also stated that many of the younger students brought cars to the University when they enrolled, and that this made for complicated problems not only with respect to parking but also with respect to their social life. He called attention to the previous action of the Committee authorizing the Dean of Men of the University to make rules and regulations governing the traffic on the campus and giving him full power to enforce these regulations. He reported that a young man had challenged the authority of the Dean of Men to exercise this function of his office, and that it had become necessary to suspend this young man from the University. He told the Committee that the young man had threatened to bring a suit and that he might take such action.

The President recommended that the Committee reaffirm its policy regarding this matter, in order that there might not be any doubt in the minds of students and others who bring cars to the campus relative to the authority of the Dean of Men to enforce the rules and regulations designed to safeguard the lives of students, protect property and avoid traffic jams which would certainly follow without the enforcement of some regulations.

The following action was taken:

It was moved, seconded and carried that the Executive Committee reaffirm previous actions giving the Dean of Men of the University of Kentucky authority to enforce all rules and regulations for the purpose of controlling the traffic on the campus of the University, and that he be authorized to expel or suspend any student who wilfully continues to disobey the dean's orders and instructions relative to any violation of the traffic regulations pertaining to the campus.

P. Taking of Bids for Addition to Stadium Authorized.

The question of extending the south section of McLean Stadium to increase the seating capacity an additional 4,000 seats, was discussed. It was reported that the plans and specifications could be made ready within a short time. It was recommended that bids be taken to add about 17 rows across the top of Sections L, M, N, O, P, and to construct a press box on the south side. The following action was taken: On motion duly made, seconded and carried, the Comptroller was authorized to advertise for bids for the construction of the addition and extension of the south side of the Stadium, the bids to be received on or before March 17, and results reported to the Executive Committee at its March meeting.

Q. Appropriation for Carpeting.

The Comptroller reported that the stairway at Maxwell Place has not been carpeted, and that a part of the hallway on the first floor is now covered with rugs that should be removed to the second floor and used there. He recommended that the downstairs hallway and the stairway be carpeted to match existing carpeting in Maxwell Place.

The Committee, being familiar with the situation, took the following action:

Upon motion duly made, seconded and carried, the Comptroller was authorized and directed to cause the stairway and first floor hall at Maxwell Place to be carpeted.

R. Dues to Association of Governing Boards Authorized.

President Donovan submitted invoice from the Association of Governing Boards of State Universities and Allied Institutions for annual dues in the Association for the calendar year 1949.

Upon motion duly made, seconded and carried, the Comptroller was authorized to pay the dues of \$120.00.

S. Dan Welch Injury.

President Donovan submitted invoice of Dr. Saul R. Rubin, M.D., for anesthetic administered during operation by Dr. Ernest Meyers, for \$30.00. Considerable discussion ensued, and upon motion duly made, seconded and carried, the Comptroller was directed to notify Doctor Rubin that they considered the invoice for services rendered to be unreasonable, and requested that a new statement be rendered for an adjusted amount.

T. Appointments and Other Staff Changes.

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

College of Arts and Sciences

Appointments

Mr. Janis Sternbergs, Instructor, Department of Art, effective July 1, 1949.

Mrs. Erika Sternbergs, Instructor, Department of Art, effective July 1, 1949.

Mr. Edmund Nosow, part-time Instructor, Department of Geology, for the second semester, effective February 1, 1949.

Mr. Frank H. Walker, part-time Instructor, Department of Geology, for the second semester, effective February 1, 1949.

Mr. John H. Given, Instructor, Department of Sociology, part-time, during the second semester, effective February 1, 1949.

Mr. Horace Lewis Sawin, part-time Instructor, Department of Radio Arts, for the months of July and August, 1949.

Mrs. Ruby K. Herald, Librarian, Department of Art, effective January 1, 1949.



Miss Helen Bridgman, Community Analyst for the Bureau of Community Service, reappointed for the period, January 1 to July 1, 1949, the funds being provided for in the budget of the Bureau of Community Service.

Mr. Dan K. Hamilton, Assistant Professor, Department of Geology, effective July 1, 1949, part of his salary to come from the Geological Survey account.

Miss June Baker, part-time Instructor in Journalism, for the five months beginning February 1, 1949. Miss Baker replaces Mr. N.B. McMillian, who has resigned to accept an instructorship in the College of Education.

Mr. Ray Davis, Visiting Professor, Department of Mathematics and Astronomy, for the five months beginning September 1, 1949.

Albert B. Brooke, Jr., part-time Instructor, Department of Journalism. Mr. Brooke replaces Mr. R. W. Wild, who will devote full time to the Department of Public Relations, effective February 1, 1949.

Mr. James E. Hopson, Graduate Assistant, Department of Physics, for the second semester, effective February 1, 1949.

Mr. Richard C. Ramsey, Graduate Assistant, Department of Physics, for the second semester, effective February 1, 1949.

Miss Jean Marie McConnell, part-time Instructor, Department of Music, effective February 1, 1949. Miss McConnell is employed in the Department of University Extension and her salary is to be paid without transfer from that department.

Mrs. Harriett M. Thomas, Curator of Paleontology, Department of Geology, effective February 1, 1949.

Dr. Wayne C. Hall, Assistant Professor of Botany, made Acting Head of the Department during the leave of Dr. Herbert P. Riley, Head of the Department.

Mr. Virgil A. Espenlaub, Graduate Assistant, Department of Art, for five months, effective February 1, 1949.

Floyd M. Carter, Instructor, part-time, reappointed at the same monthly salary, effective February 1, 1949 for five months. Mr. Carter is employed in the Department of Physics.

William C. Simpson, Graduate Assistant, Department of Physics, appointed Instructor, part-time, effective February 1, 1949, for five months.

Louis A. Rayburn, Graduate Assistant, Department of Physics, appointed Instructor, part-time, effective February 1, 1949, for five months.

Dr. Samuel Guy Inman, Visiting Professor, Department of Romance Languages, for the second semester of 1948-49, effective February 1, 1949.

Mr. Troy Lester Meyer, Graduate Assistant, Department of Physical Education, effective February 1 to June 1, 1949.

### Salary Adjustments

Mrs. Jean S. King, Clerk-Stenographer, part-time, Office of the Dean, placed on full-time, effective February 1 through June 30, 1949, with adjustment in salary.

Mrs. Bernadine Durrenberger, Secretary, part-time, Department of German, placed on full-time, with adjustment in salary, effective February 1 through May 31, 1949.

### Leaves of Absence

Dr. George K. Brady, Professor of English, returned from leave January 1, 1949.

Dr. Herbert P. Riley, Head of the Department of Botany granted leave of absence without salary for the second semester of 1948-49, to accept an offer from the Oak Ridge National Laboratory.

### Resignations

Miss Mary Frances Kelly, Curator of Paleontology, Department of Geology, effective February 1, 1949.

Mrs. Mary King Martina, Graduate Assistant, Department of Zoology, effective December 1, 1948.

Mrs. Ethel R. Lebus, Librarian, Department of Art, effective January 1, 1949.

Miss Nell H. Martin, Student Assistant, Department of Social Work, effective January 1, 1949.

Mrs. Amelia N. Henderson, Secretary-Technician, Department of Zoology, effective January 1, 1949.

### College of Agriculture and Home Economics

#### Appointments

Miss Evalyn Covington, Clerk, Scott County, effective January 1 to June 30, 1949.

Mrs. Pauline Ellis Freels, Assistant Instructor, Department of Home Economics, effective January 26, 1949.

Johnny Miller, Fire Warden, Robinson Substation, effective January 1, 1949.

Howard Bart Webb, Grading Inspector, Department of Animal Industry (Poultry), effective January 3, 1949.

Miss Helen Moore, Clerk, Green County, reappointed, effective January 1 to June 30, 1949.

Miss Susie Pendleton, Clerk, Oldham County, reappointed, effective January 1 to June 30, 1949.

Mr. James L. LeMaster, Teaching Assistant, effective February 1, through June 4, 1949. Mr. LeMaster is employed in the Department of Farm Economics.

Mrs. Ila Dane Atkinson, Clerk, Monroe County, reappointed, effective January 1 to June 30, 1949.

#### Salary Adjustments

Irene Beavers, Home Demonstration Agent, Franklin County, adjustment in salary, effective January 1, 1949.

Mae Kathryn Blackford, Home Demonstration Agent, Lyon County, adjustment in salary, effective January 1, 1949.

Edwina Jones, Home Demonstration Agent, Hickman County, adjustment in salary, effective January 1, 1949.

Fannie Scott Downing, Clerk, Department of Rural Sociology, adjustment in salary, effective January 1, 1949.

Juanita Barnhill, Clerk-Stenographer, Department of Rural Sociology, adjustment in salary, effective January 1, 1949.

Elsie James Madden, Clerk, Department of Rural Sociology, adjustment in salary, January 1, 1949.

Louise Welch, Clerk-Stenographer, Department of Rural Sociology, adjustment in salary, effective January 1, 1949.

J. A. Shrader, Assistant Microscopist, Feed and Fertilizer Department, adjustment in salary, effective January 1, 1949.

Mary Dolan, Secretary, Creamery License Section, who has been on leave without pay on account of illness, given adjustment in salary, effective March 1, 1949. Miss Dolan works only half time during January and February, with adjustment in salary for the two months.

Marie Mason, Technical Assistant, Department of Rural Sociology, half-time, placed on full-time, with adjustment in salary, effective February 1, 1949.

Earl Reynolds, truck driver, Experiment Station, adjustment in salary, effective February 1, 1949.

Mrs. Patsy Robinson, Clerk, Caldwell County, adjustment in salary, effective January 1 to June 30, 1949.

The following Technical Assistants, Department of Markets and Rural Finance, for full time, have been placed on half time, with adjustments in salary: Ulysses G. Grayson, Jr., Elliott S. Clifton, Joe L. Mobley, Thomas Brough.

Miss Mary Mumford, Assistant Professor of Home Economics, placed on part time, with adjustment in salary, effective January 1, 1949.

#### Leaves of Absence

Donald W. MacLaury, Assistant in Poultry, leave of absence without pay, extended through February 28, 1949.

Miss Cynthia Pearl Castle, Clerk, Public Information Department, granted leave of absence without pay for an indefinite period because of illness.

#### Death

Mr. Willis G. Terrell, Assistant in the Feed Laboratory, January 13, 1949.

#### Resignations

Lindsay Horn, Jr., Technical Assistant, Department of Animal Husbandry, effective January 1, 1949.

Thelma Macy Carter, Stenographer, Department of Markets and Rural Finance, effective December 15, 1948.

Jane Donaldson, Clerk, Scott County, effective December 31, 1948.

Richard D. Mason, general dairy helper, effective January 11, 1949.

James S. Howard, County Agent, Madisonville, Ky., effective January 15, 1949.

William B. Cropper, Technical Assistant, Department of Animal Husbandry, effective January 31, 1949.

College of Engineering

Appointment

Charles M. Stephens, Jr., Typist, part-time, effective January 5, 1949. Mr. Stephens is employed in the Aeronautical Research Laboratory.

Salary Adjustment

Sarah Shacklett Tinsley, Clerk-Stenographer, Engineering Experiment Station, adjustment in salary, effective January 1, 1949.

Resignation

Mrs. Mary P. Russell, Typist, effective January 1, 1949.

College of Education

Salary Adjustments

Mr. Nathaniel B. McMillian, Research Assistant, Foundations of Education, made Instructor, with adjustment in salary, effective February 1, 1948.

Mrs. Ruthe E. Henderson, Secretary, Bureau of School Service, adjustment in salary, effective January 1, 1949.

Resignation

Mr. Lyman V. Ginger, Director of the University School, from the Graduate School faculty, effective February 1, 1949.

Department of University Extension

Payments for Extension Instruction, for the following list: C. Hal Albro, Grace Anderson, Hager Bach, W. E. Beals, A. E. Bigge, Robert E. Bills, M. C. Brown, James S. Calvin, Cecil C. Carpenter, L. H. Carter, Robert Cojeen, William S. Connor, A. L. Cooke, John L. Cutler, W. Merle Carter, Jesse DeBoer, H. H. Downing, May K. Duncan, Alexander T. Edelmann, Herman A. Ellis, J. Merton England, Edward F. Farquhar, Ernest N. Fergus, Lyman V. Ginger, Ruby Evans Hart, Robert D. Haun, Wilbur A. Heinz, Sarah B. Holmes, Margaret Bell Humphreys, Herbert E. Humphreys, Walter W. Jennings, T. T. Jones, D. C. Kemper, Grant C. Knight, John Kuiper, Homer C. Lewis, Mildred S. Lewis, M. E. Ligon, R. G. Lunde, Joe L. Massie, Robert S. Maxwell, Shelby T. McCloy, Frank T. McFarland, N. B. McMillian, L. E. Meece, William M. Moore, Glenn D. Morrow, Edward Newbry, Anna B. Peck, E. B. Penrod, Ralph R. Pickett, J. E. Reeves, Willard E. Ruggles, Irwin T. Sanders, Blaine W. Schick, Joseph R. Schwendeman, A. W. Server, J. B. Shannon,

Margaret Shirley, Jonah W. D. Skiles, Charles R. Spain, Eldred C. Speck, Effie Starns, Rodman Sullivan, Rhea Taylor, Ruth Thomas, Chester Travelstead, and R. L. Tuthill.

University Personnel Office

Appointment

Mr. Leslie Leon Martin, Assistant Director of Personnel, effective February 1, 1949.

University Library

Appointments

Ruth Butrick, Card Searcher, effective January 1, 1949.

Martha Jane Livesay, Gifts and Exchanges Assistant, effective January 17, 1949.

University Research

Appointment

Mr. Irving Millman, Research Assistant, Bacteriology, effective January 1, 1949.

Office of the Registrar

Appointment

Helene K. Davis, Admissions Clerk, effective February 1, 1949.

Salary Adjustment

Mrs. Mary Queen Cunningham, Clerk-Stenographer, effective January 1, 1949.

Office of the Dean of Women

Appointment

Mrs. Esther M. Carver, Housemother, Delta Delta Delta Sorority, effective January 1, 1949.

Resignations

Mrs. Lucille S. Phillips, Housemother, Delta Delta Delta Sorority, effective December 31, 1948.

Mrs. Gertrude Zemp, Manager, Women's Residence Halls, effective January 8, 1949.

Office of the Dean of MenAppointment

Mrs. Lyda D. Wood, Housemother, Triangle Fraternity, effective January 1, 1949.

Resignation

Mrs. Jessie Anderson, Housemother, Triangle Fraternity, effective December 31, 1948.

Department of Public RelationsSalary Adjustment

Kenneth Kuhn, News Editor, made Sports Editor, and his salary adjusted, effective December 1, 1948.

Business Management and ControlAppointment

Mr. Clarence C. Todd, Storeroom Keeper, effective December 28, 1948.

University Little CommonsResignation

Mrs. Irene C. Green, Bookkeeper-Store Clerk, effective February 5, 1949.

Maintenance and OperationsAppointment

Mr. William C. Rice, Junior Engineer, effective January 1, 1949.

The Kentucky Kernel

Resignations

Allen Terhune, Business Manager (student), effective January 30, 1949.

Harry Green, Managing Editor, effective January 30, 1949.

On motion duly made, seconded and carried, on President Donovan's recommendation, the above appointments, reappointments, salary adjustments, leaves of absence, resignations, promotions and other staff changes were concurred in and record ordered made in the minutes.

U. Adjournment.

Upon motion duly made, seconded and carried, the meeting of the Executive Committee was adjourned at 12:45 p.m.

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