

Minutes of the Meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, July 17, 1934.

The Executive Committee of the Board of Trustees of the University of Kentucky met in President McVey's office at the University of Kentucky, July 17, 1934, at 10:30 a. m. The members of the Committee present were Judge R. C. Stoll, chairman; James Park and Miller Holland. President Frank L. McVey and Secretary D. H. Peak were also present.

1. Minutes Approved.

The Minutes of the meeting of the Executive Committee of June 30, 1934, were approved as published.

2. Financial Report.

The Business Agent stated that on account of the new laws relative to control of state finance and the consequent necessity of closing up old accounts, he would be delayed in submitting financial report for the month of June. It was ordered that, if the report is completed before publication of the minutes, it be inserted in the minutes of this meeting. The financial report for June is as follows:

EXHIBIT "B"

Statement of Income and Expenditures
Month of June 1934

	<u>Previously Reported</u>	<u>Current Month</u>	<u>Fiscal Year To Date</u>
General Fund Income			
Federal Appropriation	42,750.00		42,750.00
Vocational Ed. Board	20,416.16	2,421.73	22,837.89
Bureau of Min. & Top. Survey - Misc. Rec.	1,333.07	174.45	1,507.52
Bureau of Min. & Top. Survey - St. Appro.	30,000.00		30,000.00
Special Agr. Appro.	25,088.06		25,088.06
State Tax	540,592.21	44,276.50	584,868.71
Int. on Endowment Bonds	8,644.50	.	8,644.50
Int. on Liberty Loan Bonds	1,700.00		1,700.00

Student Fees	187,010.90	11,103.18	198,114.08
Student Fees - Sum. Sch.	37,487.37	88.65	37,576.02
Student Fees - Un. H. Sch.	11,529.75	2,440.00	13,969.75
Student Fees - El. Tr. Sch.	8,159.50	3,018.12	11,177.62
Student Fees - Un. Ext.	20,123.38	1,171.80	21,295.18
Miscellaneous Receipts	7,415.30	963.69	8,379.19
Rentals	2,902.40	334.70	3,237.10
Men's Dormitories	13,284.91	1,524.95	14,809.86
Total	<u>931,437.51</u>	<u>67,517.97</u>	<u>998,955.48</u>
Expenditures			
Instruction	671,401.79	67,700.40	739,102.19
Admin., Expense and Maint.	232,286.01	18,678.07	250,964.08
Additions and Betterments	10,676.59	343.99	11,020.58
Total	<u>914,364.39</u>	<u>86,722.46</u>	<u>1,001,086.85</u>
Excess of Expenditures over Income	<u>17,073.12</u>	<u>(19,204.49)</u>	<u>(2,131.37)</u>
Patterson Hall Income			
Board	39,133.18	1,422.68	40,555.86
Miscellaneous Receipts	314.09	57.30	371.39
Room Rent - Summer Sch.	2,936.65	1,993.25	4,929.90
Total	<u>42,383.92</u>	<u>3,473.23</u>	<u>45,857.15</u>
Expenditures			
Expense	33,747.75	4,861.71	38,609.46
Additions and Betterments	695.00		695.00
Total	<u>34,442.75</u>	<u>4,861.71</u>	<u>39,304.46</u>
Excess of Income over Ex- penditures	<u>7,941.17</u>	<u>(1,388.48)</u>	<u>6,552.69</u>
General Fund Income	973,821.43	70,991.20	1,044,812.63
General Fund Expend.	<u>948,807.14</u>	<u>91,584.17</u>	<u>1,040,391.31</u>
Excess of General Fund Income over Expend.	25,014.29	(20,592.97)	4,421.32
Accounts Payable - liqui- dated	(28,478.03)		(28,478.03)
Excess of Receipts over Expenditures for General Ledger accounts	<u>9,234.84</u>	<u>(6,139.13)</u>	<u>3,095.71</u>
Excess of Expenditures over Receipts for the fiscal year to date - General Fund	<u>5,771.10</u>	<u>(26,732.10)</u>	<u>(20,961.00)</u>
Excess of Expenditures over Receipts for the fiscal year to date - Gen. Fund			(20,961.00)
Cash in Bank July 1, 1933 - General Fund			<u>16,671.05</u>
Cash in Bank June 30, 1934 - General Fund			<u>(4,289.95)</u>

Experiment Station Income			
Hatch - Federal Appro.	15,000.00		15,000.00
Milk and Butter - Cash			
Receipts	9,324.90	1,630.73	10,955.63
Beef Cattle Sales	45.39		45.39
Dairy Cattle Sales	464.74	27.00	491.74
Sheep Sales	329.64	148.22	477.86
Swine Sales	573.75	220.41	794.16
Poultry Sales	1,599.56	566.24	2,165.80
Farm Produce Sales	1,250.66	286.92	1,527.58
Horticultural Sales	1,542.72	18.95	1,561.67
Seed Test	649.73	76.00	725.73
Seed Inspection	16,564.56	466.08	17,030.64
Rentals	5,581.66	264.34	5,846.00
Miscellaneous	483.16	290.01	773.17
Fertilizer - Fees	23,502.00	7,671.75	31,173.75
Public Service - St. Ap.	18,137.49	3,682.72	21,820.21
Public Service - Misc. Rec.	111.05		111.05
Feeding Stuffs - Fees	30,044.81	2,885.17	32,929.98
Adams - Fed. Appro.	15,000.00		15,000.00
Serum - Sales	869.46	114.97	984.43
Serum - Virus Sales	54.85	8.70	63.55
Serum - Live Stock Sales	200.00	10.00	210.00
Serum - Supply Sales	91.98	10.70	102.68
Serum - Misc. Receipts	5.05	6.00	11.05
State Appro.	45,449.11	4,550.89	50,000.00
Creamery - License Fees	6,574.50	886.50	7,461.00
Creamery - Testers' Lic.	2,427.85	557.00	2,984.85
Creamery - Glassware Tested	437.41	205.88	643.29
Robinson - State Appro.	10,701.82	4,298.18	15,000.00
Robinson - Misc. Receipts	1,449.62	420.72	1,870.34
W. Ky. - State Appro.	13,817.73	1,182.27	15,000.00
W. Ky. - Misc. Rec.	2,066.24	485.58	2,551.82
Purnell - Fed. Appro.	60,000.00		60,000.00
Nursery Inspection - Fees	1,300.00		1,300.00
Blood Test	634.50	53.88	688.38
Total	<u>286,285.94</u>	<u>31,025.81</u>	<u>317,311.75</u>
Expenditures			
Expense	263,071.30	44,991.44	308,062.74
Add. and Betterments	<u>3,468.41</u>	<u>5,612.33</u>	<u>9,080.74</u>
Total	<u>266,539.71</u>	<u>50,603.77</u>	<u>317,143.48</u>
Excess of Income over Ex-			
penditures	19,746.23	(19,577.96)	168.27
Excess of Expenditures over			
Receipts for General Ledger			
accounts	<u>(34,160.32)</u>	<u>31,123.77</u>	<u>(3,036.55)</u>

Excess of Expenditures over Receipts	<u>(14,414.09)</u>	<u>11,545.81</u>	<u>(2,868.28)</u>
Excess of Expenditures over Receipts for the fiscal year to date - Experiment Station			(2,868.28)
Cash in Bank July 1, 1933 - Experiment Station			<u>16,455.13</u>
Cash in Bank June 30, 1934 - Experiment Station			<u>13,586.85</u>
Extension Division Income			
Federal Smith-Lever	148,308.77		148,308.77
Federal Add. Co-op.	31,000.00		31,000.00
Federal Supplementary	53,091.04		53,091.04
Federal Capper-Ketcham	36,800.97		36,800.97
State Smith-Lever	118,285.29	1,714.71	120,000.00
County and Other	1,948.07	(1,595.55)	352.52
Total	<u>389,434.14</u>	<u>119.16</u>	<u>389,553.30</u>
Expenditures			
Expense	<u>339,790.72</u>	<u>54,248.56</u>	<u>394,039.28</u>
Excess of Expenditures over Income	49,643.42	(54,129.40)	(4,485.98)
1932-1933 Federal Smith-Lever balance transferred to Current Year's Income	<u>(5,163.15)</u>		<u>(5,163.15)</u>
Excess of Expenditures over Receipts	<u>44,480.27</u>	<u>(54,129.40)</u>	<u>(9,649.13)</u>
Excess of Expenditures over Receipts for the fiscal year to date - Extension Div.			(9,649.13)
Cash in Bank July 1, 1933 - Extension Division			<u>9,064.09</u>
Cash in Bank June 30, 1934 - Extension Division			<u>(585.04)</u>
Trust Fund Income			
Student Loan Fund	1,012.73	122.99	1,135.72
Student Notes Paid	1,989.02	368.55	2,357.57
Total Receipts	<u>3,001.75</u>	<u>491.54</u>	<u>3,493.29</u>
Expenditures			
Expense	433.00	38.00	471.00
Student Notes	142.00	51.50	193.50
Total	<u>575.00</u>	<u>89.50</u>	<u>664.50</u>

Excess of Receipts over Expenditures	<u>2,426.75</u>	<u>402.04</u>	<u>2,828.79</u>
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Excess of Receipts over Expenditures for the fiscal year to date - Trust Fund			2,828.79
Cash in Bank July 1, 1933 - Trust Fund			<u>994.93</u>
Cash in Bank June 30, 1934 - Trust Fund			<u><u>3,823.72</u></u>

Summary

General Fund Income	973,821.43	70,991.20	1,044,812.63
Experiment Sta. Inc.	286,285.94	31,025.81	317,311.75
Extension Div. Inc.	389,434.14	119.16	389,553.30
Trust Fund Income	1,012.73	122.99	1,135.72
Total	<u>1,650,554.24</u>	<u>102,259.16</u>	<u>1,752,813.40</u>

General Fund Expend.	948,807.14	91,584.17	1,040,391.31
Experiment Sta. Expend.	266,539.71	50,603.77	317,143.48
Extension Div. Expend.	339,790.72	54,248.56	394,039.28
Trust Fund Expend.	433.00	38.00	471.00
Total	<u>1,555,570.57</u>	<u>196,474.50</u>	<u>1,752,045.07</u>

Excess of Income over Expenditures	94,983.67	(94,215.34)	768.33
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Accounts Payable liquidated	(28,478.03)		(28,478.03)
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1932-1933 Federal Smith-Lever balance transferred to Current Year's Income	(5,163.15)		(5,163.15)
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Excess of Receipts over Expenditures for General Ledger accounts	(24,925.48)	24,984.64	59.16
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Student Loan Fund - Notes	<u>1,847.02</u>	<u>317.05</u>	<u>2,164.07</u>
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Excess of Expenditures over Receipts for the fiscal year to date - Combined Fund	<u>38,264.03</u>	<u>(68,913.65)</u>	<u>(30,649.62)</u>
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Excess of Expenditures over Receipts for the fiscal year to date - Combined Fund			(30,649.62)
Cash in Bank and on hand July 1, 1933 - Combined Fund			<u>45,185.20</u>
Cash in Bank and on hand June 30, 1934 - Combined Fund			<u><u>14,535.58</u></u>

3. Group Insurance Report.

The second annual report on Group Insurance was received and ordered inserted in the Minutes. Copy of report follows:

Second Annual Report on Group Insurance by the Insurance Committee

June 1, 1934

GROUP-INSURANCE ADMINISTRATIVE COMMITTEE

Dean Edward Wiest, Chairman
President Frank L. McVey
Dean Alvin E. Evans
Mr. D. Howard Peak
Mr. L. H. McCain
Mr. Lloyd B. Averett

Mrs. Francis Hankes in the Business Office has charge of group records and accounts.

Lloyd B. Averett renders service to the group. Applications for new insurance and beneficiary changes should be reported to him.

To the Employees of the University:

The second fiscal year of our group insurance system ended on June 1. Mortality, during the past year, greatly exceeded the normal expectation. The weighted-average age also increased substantially due to a sluggish turnover. But the system is nevertheless on a sound basis in that it has proved itself, almost at its inception, capable of withstanding the severest shocks.

THE PREMIUM RATE

Although the weighted average age increased materially during the past year the premium rate of eighty-four cents per month per \$1,000 is continued for the year 1934-35. As explained below, in view of the many deaths last year, the dividend received this year is too small to make possible any appreciable reduction in premium payments. It is, therefore, necessary to deduct \$2.52 per \$1,000 from salary due for June to those employed for ten months while the customary deduction of eighty-four cents per \$1,000 will continue for those employed on the twelve-months basis. The sum of \$2.52 includes

payments of eighty-four cents per month for June, July and August. Obviously, beginning with the September salary payments, the charge to those employed for ten months will continue as formerly at eighty-four cents per \$1,000 per month.

Because of administrative difficulties it has been deemed best to charge the two classes of employees the same rate during the academic year and to equalize the contributions of those in the College Division and others on a ten-month-pay basis by making the proper charges against the last salary payment of the school year.

EXPERIENCE RECORD

Four death claims in the amount of \$8,000 were met during the past year. All of these were paid within forty-eight hours following the insured's demise.

The number of lives insured has increased steadily. On June 1, 1932, the number in the group was 554, a year later the number was 577, and at the close of the last fiscal year the number was 591.

Cancellations since installation of the system have amounted to ninety-three, or fifty-five for the first and thirty-eight for the second year. These may be attributed almost wholly to employment termination.

Total insurance coverage is now \$1,060,000 which represents an increase of \$121,000 for the past two-year period, and \$53,500 since June 1, 1933.

While actual mortality was greater than expected mortality during the past year there should be no cause for concern. No deaths occurred during our first year and this offsets amply our recent claims. When mortality history at this University is taken into account there is no reason to believe that our future experience will be other than that originally predicted.

THE GROUP DIVIDEND

The total aggregate premium paid by the University to our insurer during the past fiscal year amounted to \$11,293.53. From this amount is deducted a sum sufficient to meet the reserve requirements, administrative expenses, and mortality claims. The remainder is the dividend, which this year amounts to \$482.19. This amount has been deemed too small to credit to the certificate holders' premium accounts. If returned to the members of the group it would pay only a fractional part of the premium per \$1,000 for one month. Further, the administrative effort which would be involved in the distribution of this dividend would be too great to justify the return of such a negligible sum to 591 persons.

Therefore, it is the judgment of the committee that this dividend should be entirely credited to the group's general contingency fund.

THE GENERAL-CONTINGENCY FUND

The Dividend-Equalization Fund set up last year will be henceforth designated as the General-Contingency Fund.

A realization of the need of a fund to stabilize the average gross premium rate in the event of a sharp increase in the weighted arithmetic mean has become apparent. The committee therefore proposes to increase gradually the size of a fund which in time will be used for the purpose of equalizing the dividends paid and of maintaining the average gross rate during periods of emergency. Inasmuch as this fund is to serve a double purpose it is best that it be styled as indicated above.

The amount carried over from last year, after payment of some incidental administrative expenses incurred by the committee, was \$546.22.* When this sum is added to the

*Expenses amounted to \$26.32; Cash Dividend Refunds equalled \$10.68.

dividend for this year, appropriated to this account, there will be a total of \$1008.41¹ in the General Contingency Fund after payment of group administrative expenses for this fiscal year.

It is impossible to state that there will be set aside in this fund any arbitrary per cent of the total dividend received from the insurer during any particular year. The size of the dividend will largely determine our action in this respect.

Accumulations in the General Contingency Fund should approximate \$2,000 before we cease to appropriate portions of the dividend for the purposes set forth. Obviously, if circumstances arise in the meantime which will require an equalization of the premium rate or of an established dividend scale the fund will be charged with the appropriate necessary amount.

The greater portion of the cash in this fund will be invested in conservative securities and the income therefrom will in turn be accumulated. Moneys entrusted with us last year were not invested due to the necessity of maintaining this amount in a highly liquid condition. For the same reason, a part will not be invested during the next fiscal period. For further explanation see SALARIES below.

1. Estimated.

GROUP ADMINISTRATIVE-COMMITTEE EXPENSES

An itemized list of credits to the General-Contingency Fund of expenses incurred by the group-administrative committee, and of cash-return dividends account of employment termination follows:

Credits to General Contingency Fund:

1933	\$583.25
1934	482.19
	<u>\$1,065.44</u>

Less:

Expenses

To Kernel for publishing 1933 annual report..	\$17.00	
To clerical hire and other assistance...	8.95	
To record book.....	40	
To total expenses.....	<u>\$26.35</u>	
Cash Dividend Refunds	<u>10.68</u>	
Total of expenses and cash dividend refunds.....		<u>37.03</u>

Total amount in General Contingency Fund.....\$1028.41*

*It is estimated that the expense which will be incurred in publishing the 1934 annual report will be \$20.00. This will leave a balance of \$1008.41.

**COMPULSORY MEMBERSHIP IN THE GROUP REQUIRED
OF CERTAIN EMPLOYEES**

The Board of Trustees adopted a rule making it compulsory on the part of new appointees to take group insurance as a condition of employment. The rule includes all employees who are reappointed from time to time.

All persons employed at least for a year are expected to take insurance. Those employed for a shorter period are not allowed to join the group in view of the possible disturbance this procedure could make to the rate and because of the clerical cost involved. Neither are fellows and scholars allowed to come into the group, but if departmental assistants become reasonably permanent they are expected to join.

Compulsory membership in the insurance group is justifiable because of the benefits that accrue to the individual through cooperative effort. Also it is placing an unnecessary burden on the shoulders of any one faculty man to ask him to struggle with staff members and see to it that they join.

WITHDRAWAL FROM THE GROUP SYSTEM

Subject to the ruling of the Executive Committee of the Board of Trustees of the University and the interpretation thereof, no one may withdraw from the group system while in his present position.

In case of employment termination at the end of the academic year an employee may make application within thirty days after expiration of service for a return of his pro rata portion of any dividend which may be allotted to the certificate holders. But in no case shall this be construed to mean that the aforesaid employee shall be entitled to a return of any portion of the local General Contingency Fund.

SALARIES

Salary checks may be drawn at Frankfort, instead of at the Business Office, in the future. In that event the University will be unable to deduct the amount of the insured's monthly premiums before payment for services. If this be so, certificate holders will be required to remit the amounts due for premiums, either personally or by mail, to Mr. D. H. Peak, the Business Agent. Failure on the part of anyone to make his premium payment promptly may, under these circumstances, cause delay in the issuance of subsequent salary checks until the delinquent account is paid.

As there will be excusable delay in forwarding premium payments in some instances, a portion of the General Contingency Fund will be employed to act as a Revolving Fund from which moneys will be advanced to meet deficiencies in the monthly premium due to the insurer. This method is devised because the University has no funds which could be used for such a purpose.

CALCULATION OF PREMIUM TO REMIT TO BUSINESS AGENT

In life insurance the unit is \$1,000. As indicated above the rate per \$1,000 per month is eighty-four cents. Premiums for amounts of insurance in excess of or less than \$1,000 are either multiples or fractions of eighty-four cents. Thus the rates for the various amounts of protection allowed by the insurer are:

<u>Insurance</u>	<u>Monthly Rate</u>
\$ 500	\$0.42
1,000	0.84
2,000	1.68
2,500	2.10
3,000	2.52

A special arrangement may be made with Mrs. Francis Hanks (Business Office) by those desiring to pay premiums annually, semi-annually, or quarterly instead of monthly. This is permitted for the convenience of the insured only, inasmuch as no saving will accrue from making less than twelve monthly installments.

INFORMATION FOR NON-MEMBERS

The Amount of Insurance Allowed

The amount of insurance permitted is partially dependent upon the size of the insured's salary. The schedule follows:

<u>Salary</u>	<u>Insurance</u>
Under \$800-----	\$ 500
Over \$800, less than \$2,000 -----	1,000
\$2,000 but less than \$4,000-----	2,000
\$4,000 and over -----	2,500

The maximum is \$3,000. Call Mr. Lloyd B. Averett at University 142 or write him (c/o College of Commerce) to determine whether you are entitled to this amount. No employee at time of admission to the group is entitled to an amount in excess of \$1,000 if he is aged 60 or over. No one aged 70 or over may be admitted into this group.

Medical Examination

Medical examinations are not generally required of new members. The group may, however, within its discretion, require satisfactory evidence of insurability.

Application for Membership

Notice of intention to become a member of the group should be given to any one of the following: Mr. D. H. Peak, Mr. L. H. McCain, Mrs. Francis Hanks, Mr. Lloyd B. Averett. The following data, in addition, should be submitted: (a) Your full name, such as John C. Doe or J. Caleb Doe, but never J. C. Doe; (b) the full name of your beneficiary, such as Mary Jones Doe but never Mrs. John C. Doe; (c) the relationship of your beneficiary; (d) your age and date of birth; and (e) the amount of insurance to which you are entitled.

Effective Date of Insurance after Receipt of
Notice of Intention to Become a Group Member

Upon receipt of notice of intention, on your part, to become a member of the group by any of those named above and in the paragraph just preceding, and provided that you have submitted the information required and have observed correctly the rules indicated herein, your insurance protection will take effect immediately.

Certificate of Insurance

After an employee is admitted into the group he is furnished an individual certificate of insurance, which refers to and identifies the policy issued by the underwriting company, by the terms of which the rights of the insured are defined.

Beneficiary

Each insured employee has the right at any time to change his beneficiary. In lieu of a lump-sum payment in event of death the insured may provide that the principal of his policy will be paid to his beneficiary in monthly installments.

Total and Permanent Disability Benefits

If a certificate holder becomes totally and permanently disabled, either physically or mentally, from any cause whatever, while he is less than sixty years of age, and after such disability has continued for a period of six months, further premiums will be waived, and the amount of insurance in effect at the time disability began will be paid in sixty equal monthly installments during the continuance of such disability.

Termination

The benefits of this plan cease upon termination of employment except for those who are retired.

Conversion Privilege

When the service of an employee terminates, the insurer, upon application of such employee within thirty-one days after such termination, will issue without evidence of insurability, any one of the policies customarily issued except Term Insurance, for the same amount as covered under the group certificate at the then current rates, at the attained age, and according to the occupation of the employee.

4. Norwood Fund Report.

At the request of President McVey, Dean W. E. Freeman made a report on the Charles Joseph Norwood Fund. The report, dated July 2, 1934, embraces the establishment, the history and the status of the fund at the time of the report. The report was received and ordered filed. See appendix.

5. Johnston Solar Laboratory Report.

President McVey stated he had appointed a committee, viz., Acting Dean Freeman, L. S. O'Bannon and Albert J. Olney, to determine the status of the Johnston Solar Laboratory, and to recommend a plan for its future use and control.

Dean Freeman submitted a report in part, stating that Professor O'Bannon had been named chairman of the committee. The report reviewed the condition of the equipment and went into some detail relative to its use and control. The report was received and ordered filed and the committee was continued. See appendix.

6. Egalite-Wilson Bill Against Solar Laboratory.

President McVey presented a letter from the Egalite-Wilson Fruit Company of Lexington, Kentucky, dated July 14, 1934, in which settlement of a claim of \$439.04 for balance claimed to be due on purchases made by Dean F. Paul Anderson for Johnston Solar Laboratory expense. Reference is made to the minutes of Executive Committee of May 8, 1934, which directed that this and other claims be filed away. The Business Agent is now directed to get together all data available in regard to the claim and to make report to next meeting of Executive Committee.

7. Appointment of Members of the Council on Higher Education.

President McVey stated that it was necessary to appoint three members of the Board of Trustees as members of the Council on Higher Education, as provided in the New Educational Code. Thereupon on motion duly seconded the following members of the Board of Trustees were named as members of the Council on Higher Education; viz., R. C. Stoll, R. G. Gordon and Miller Holland. By reason of their respective positions, Frank L. McVey, as President of the University of Kentucky, and W. S. Taylor, as Dean of the College of Education, are ex-officio members of the Council.

8. Widening Rose Street.

President McVey made the following report on the project to widen Rose Street. Letter of Dean Cooper is as follows:

July 21, 1934

President Frank L. McVey
University of Kentucky

Dear President McVey:

Mr. Paul Morton, City Manager, and Mr. White Guyn, Engineer, discussed with me the general question of the use of Experiment Station land in the widening of Rose Street. We have reached the following agreement, which is satisfactory to Mr. Morton and satisfactory to me as director of the Experiment Station. I therefore recommend its adoption.

1. The Experiment Station will run a line, which will represent a continuation of the outside curb line as it is at present on the east side of Rose Street at the corner of Washington Avenue and Rose Street. This line is to be extended until it reaches the present farm fence, at which point the inside curb line will be represented by the present fence line, continuing to the junction with Limestone Street. This line will be staked off by our engineer and will represent the outside curb line of the east boundary to the farm fence, the farm fence being the inside curb line thereafter.

2. With the base thus made of the east line, we agree to establish therefrom the west line -- sidewalk and street - of 50 feet, or as much less from the curb line on the east as is decided upon. This applies to our property on the west side of Rose Street.

3. Also, we have agreed that the Experiment Station shall furnish the cement and, if necessary, the gravel or sand, for sidewalks on the west side of the Station property, the city to put them in free of all other costs, in place of the present walks.

4. The city will build a retaining wall along the east line wherever it is necessary to protect the embankment.

Also, I wish to recommend that at the proper time, the Utilities Company be granted an easement on the inside of our fence for such lines as they now have on the east side, the location to be such as is satisfactory to the Experiment Station. It is not contemplated that the Utilities Company shall be given the privilege for the lines now located on the west side of Rose Street.

I trust that you will request that so far as possible an effort be made to save our trees. Several of them will have to be cut in front of Professor Olney's residence, and there are two or three that project in front of the

dairy building. I wish that special care would be used in keeping everything that we can. On the west side, there are trees in front both the Insko and the Wilford residences. I should like to have the sidewalk open, if necessary, so that they may be saved, rather than maintain a continuous walk. These trees add so much to the appearance and beauty of the place, it would be very undesirable to eliminate them.

Very truly yours

(Signed) Thomas Cooper
Dean and Director

9. Death of E. O. Robinson.

President McVey reported the death by automobile accident June 25, 1934, of Mr. E. O. Robinson, a member of the Board of Trustees from Fort Thomas, Kentucky. A number of the staff, including President McVey, Dean Cooper, Thompson Bryant and Rodger Jones, attended the funeral.

10. Approval of Budget for 1934-1935.

President McVey submitted his final report of the Budget for 1934-1935. It was accepted on basis of income as shown by State Appropriations subject to control of the State Finance Board, Federal Appropriations and on other estimated income from fees, sales, board, room rent and miscellaneous sources. The approval was made subject to changes that may be made by the Board of Trustees as necessity of such changes may arise. The original copy of the Budget was signed by R. C. Stoll, Chairman of the Executive Committee and D. H. Peak, Secretary of the Board of Trustees.

11. Extension Work -- University of Louisville.

President McVey referred to a proposed agreement with the University of Louisville in regard to Extension work in the City of Louisville. After some discussion it was decided to defer further consideration of the question to a later meeting of the Executive Committee or Board of Trustees.

12. Taxes Due Prior to July 1, 1934.

The question as to such claim as the University may have for per cent of general taxes and apportionment of inheritance taxes due prior to July 1, 1934, was deferred for consideration at a later meeting of the Executive Committee or Board of Trustees.

13. Storm Damage.

The damage caused by storm on the evening of June 16, 1934, was discussed. Many trees were destroyed in whole or in part, such damage being irreparable. The damage to chimneys and roof of campus and farm buildings was widespread and as a whole not inconsiderable. It is practically covered by tornado insurance.

14. Camp Site at Robinson Sub Station.

Reference is made to item 10, Minutes of the Executive Committee of June 30, 1934, as to renewal of the lease to Camp Site at Robinson Sub Station. Three copies of the lease were sent by the Secretary of the Board of Trustees as directed in that Minute. On July 9, the following communication was received:

Headquarters Fort Thomas
Office of the Post Commander

In reply refer to:
601.53/CCC

BCK:LG
July 9, 1934

Business Agent
University of Kentucky
Lexington, Kentucky

Dear Sir:

Receipt of signed copies of Renewal of Lease for our camp site at Robinson Forest is acknowledged.

It is noted from your letter of transmittal that the members of the Executive Committee did not consider it necessary to sign the Waiver Forms or NRA certificates enclosed therewith. For your information, it is necessary that the Waiver Forms be signed, and it is requested that you sign same for the University and return them to this office with the least practicable delay.

Very truly yours,

(Signed) A. O. Shoe
Captain, 10th Infantry
Adjutant.

17.

In accordance with the request in that letter, Chairman of the Executive Committee, Richard C. Stoll, was authorized to sign the waiver forms. Whereupon he signed the forms and the Secretary of the Board of Trustees was directed to forward them as requested in the letter copied above. They were mailed immediately.

Waiver form:

Lease No. W 55-qm- 192

WAIVER

The provisions of paragraph 5 of Lease, W55-qm-192 dated July 1, 1933, under which this Renewal is made, requiring _____ days Notice of Intention to Renew Lease, are hereby waived and Renewal of Lease for F. Y. 1935 is accepted and executed as of June 17, 1934.

University of Kentucky

By Richard C. Stoll
Chairman, Executive Com-
mittee

15. Handling of Federal Funds.

Reference is made to item 7, section d, Minutes of the Executive Committee of June 30, 1934, for order relative to the handling of Federal Funds. The question was brought up at this meeting and in the course of the discussion it was suggested that it might be well to ask the Secretary of Agriculture for an opinion relative to the question of the proper handling of the Federal Funds apportioned to University of Kentucky.

16. Lease of Home Demonstration House.

The report of Dean Cooper was accepted and is as follows:

July 9, 1934

President Frank L. McVey
University of Kentucky

Dear President McVey:

In accordance with the authority granted by the Board of Trustees at its recent meeting, I have signed for the University of Kentucky on July 7, 1934, a renewal of the lease for the property at 162 Bonnie Brae Avenue, for use as a home management house for one year, beginning August 1, 1934, at a rental of \$60 a month.

Very truly yours,

(Signed) Thomas Cooper
Dean and Director

17. Report on Special Work.

President McVey made the following report on Special Work assigned to those members of the faculty who have reached the age of seventy:

Name: Lyman Chalkley. Date of Appointment: July, 1931. Payment: \$2000. Assignment: Court decisions on land grants and other federal matters relating to land grant colleges and universities. Comment: Died May, 1934.

Name: M. L. Pence. Date of Appointment: July, 1929. Payment: \$2130. Assignment: History of University of Kentucky, 1792 to 1870. Comment: Written five chapters.

Name: A. M. Peter. Date of Appointment, July, 1929. Payment: 1959. Assignment: Editor of bulletins, Experiment Station, University of Kentucky. Comment: Full-time work.

Name: H. Garman. Date of Appointment: July, 1929. Payment, \$1728. Assignment: Inventory of materials, seeds, insects, Department of Entomology, Experiment Station.

Name: McHenry Rhoads, Date of Appointment: July, 1929. Payment, \$1224. Assignment: Educational Legislation in Kentucky. Comment: Written seven chapters.

Name: C. R. Melcher. Date of Appointment, July, 1933. Payment, \$2460. Assignment: Assisting in Department of German; work on Methods of Instruction. Comment: Select alumni groups.

Name: J. W. Pryor. Date of Appointment: July 1929. Payment; \$2438. Assignment: Research work in the field of Osteology, Department of Anatomy and Physiology. Comment: Now studying heredity.

Name: Glanville Terrell. Date of Appointment: July 1929.
 Payment: \$1440. Assignment: The federal legislation on land grants to states. Comment: Completed assignment. New assignment, federal legislation by Kentucky representation.

Name: J. T. C. Noe. Date of Appointment: July 1, 1934.
 Payment: \$1680. Assignment: Anthology of Kentucky writers and extension speaking.

Name: F. E. Tuttle. Date of Appointment: July 1, 1934.
 Payment, \$1728. Assignment: Research work in Chemistry department.

Name: J. M. Davis. Date of Appointment: July 1, 1934. Payment: \$1827. Assignment: Biographies of members of Board of Trustees.

Name: C. A. Zembrod. Date of Appointment: July 1, 1934.
 Payment: \$1680. Assignment: Study of Idioms, extension work.

18. Appointments and Other Staff Changes.

Appointments.

John V. Allcott, on recommendation of Professor E. W. Rannels, approved by Dean Boyd, was appointed instructor in Art for the year 1934-1935 at a salary of \$1500.00. Appointment was necessary on account of leave of absence granted Miss Lowry. He holds a Ph. B. in the History of Art, University of Wisconsin.

Amos H. Eblen, on recommendation of Dean Evans, was appointed instructor in Law, for the year 1934-1935, at a salary of \$2800. This temporary appointment was necessary on account of leave of absence granted Professor Forrest Black. He is a graduate of the University of Missouri, and for two years taught in the University of Missouri Law School.

Howard G. Tilson, on recommendation of Dean Cooper, was appointed nursery inspector in the department of Entomology and Botany, effective July 16, 1934, at a salary of \$1800 a year. He is a graduate of Berea and has taken advanced work in the University of Kentucky for the past two summers.

George M. Harris, on recommendation of Dean Cooper, was appointed assistant in the Department of Markets and Rural Finance, effective July 1, 1934, at a salary of \$1800 a year. He graduated from the University of Kentucky in 1932. He received his master's degree from the Iowa State College in 1934.

Professor Louis Clifton, acting Director of University Extension, was appointed for the year 1934-1935 at a salary of \$3,000.

On recommendation of Professor Louis Clifton, acting head of the Department of University Extension, approved by Dean Boyd, the following reappointments were made:

Dr. Marguerite Tyler, Owensboro, Instructor in Chemistry.
 Mr. J. B. Holtzclaw, Instructor in Political Science.
 Miss Elma Rood, of the State Board of Health, Instructor in Hygiene.

Robert K. Salyer, on recommendation of President McVey, was appointed Research Assistant in the President's office at a salary of \$1800 a year, effective August 1, 1934. He is a graduate of the University of Kentucky.

W. R. Sutherland, appointed one year as assistant professor of public speaking, at a salary of \$2600.00.

Leaves of Absence.

Miss Jean Lowry, instructor in the Department of Art, on recommendation of Professor Rannells, approved by Dean Boyd, was granted an extended leave of absence (without pay) during the year 1934-1935. She desires to finish her work for a Ph. D. at Columbia.

Professor J. W. Martin, director of the Bureau of Business Research, on recommendation of Dean Wiest, was granted a leave of absence (without pay) for one year, effective September 1, 1934. He will accept a position as Director of Research for the Commission on Conflicting Tax Legislation under the auspices of the American Legislators' Association.

Earl Mayhew, county agent, Knox County, granted leave of absence without pay for an indefinite period beginning approximately August 1, 1934.

James E. Wilkins, instructor in Engineering, on recommendation of Dean Freeman, was granted leave of absence for six months without pay.

Continuations of Employment, Extension Division.

O. B. Travis, County Agent for Russell County, July 1 to December 31, 1934. Salary per month \$133.33-1/3 from Federal Supplementary, \$10.00 from County funds.

Samuel B. Kent, County Agent for Butler County, July 1 to December 31, 1934. Salary per month \$133.33-1/3 from Federal Supplementary funds.

21.

Re B. Rankin, County Agent for Metcalf County, July 1 to December 31, 1934. Salary per month \$133.33-1/3 from Federal Supplementary funds.

On motion the Committee adjourned.

D. H. Peak
Secretary of Board of Trustees