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Minutes, July 10, 1940

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MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES
of
THE UNIVERSITY OF CONNECTICUT
held in Storrs, July 10, 1940

Present: Mr. Alsop	Mr. Mitchell
Mr. Buckley	Mr. McDonough
Mr. Hollister	Mrs. Noyes
Mr. Hook	Mr. Spencer
Mr. King	Dr. Wood
	Mr. Jorgensen

1. THE BOARD VOTED to approve the minutes of the meeting of May 6, 1940.
2. The following officers were unanimously reelected:

Harry G. Manchester, Vice President
George H. Hollister, Secretary

Messrs. Wood, Hollister, Spencer, Alsop and Buckley, Executive Committee
3. THE BOARD VOTED to accept the following resignations:
 - (1) Elaine Frappier, Assistant Instructor in Bacteriology, effective July 8, 1940
 - (2) Robert D. Gray, Assistant Professor of Economics, effective September 15, 1940
 - (3) Leslie Herbert, Assistant Professor of Mechanical Engineering, effective September 20, 1940
 - (4) Roberta Townsend, Assistant Professor of Social Case Work, effective June 30, 1940
 - (5) Charlotte Gove, Assistant County Club Agent, effective July 15, 1940
4. THE BOARD VOTED to approve the following appointments:
 - (1) James Bottomley, Instructor in Agricultural Economics, July 1, 1940-June 30, 1941, salary \$500 per year
 - (2) Erben Cook, Jr., Instructor in Mathematics, (Pratt and Whitney) September 16, 1940-June 15, 1941, salary \$2160 for nine months of service
 - (3) Neal Frank Doubleday, Instructor in English, salary \$2040 per year, effective September 16, 1940, new position
 - (4) Irving Fellows, Assistant Instructor in Agricultural Economics, June 16, 1940-June 30, 1940, salary \$150 per month

- (5) Kasten Gailius, Graduate Assistant in Agricultural Economics, July 1, 1940-June 30, 1941, salary \$780 per year
- (6) John Gopen, Graduate Assistant in Agricultural Economics, July 1, 1940-June 30, 1941, salary \$780 per year
- (7) Robert G. Hepburn, Assistant Professor of Agricultural Economics, May 6, 1940-June 30, 1940, salary \$300 per month
- (8) Harold R. Hutcheson, Instructor in English (Pratt and Whitney) salary \$2160 for nine months of service, effective September 16, 1940-June 15, 1941
- (9) Ruth Alice Jewett, Assistant County Club Agent, salary \$1060 per year (Miss Jewett's total salary is \$2000, but the balance is paid by Hartford County Farm Bureau), effective July 16, 1940, replacing Charlotte Gove
- (10) Edward Karpoff, Assistant Instructor in Agricultural Economics, salary \$150 per month, effective June 16, 1940-June 30, 1940
- (11) Richard King, Instructor in Civil Engineering, salary \$2400 per year, effective August 16, 1940, new position
- (12) Harriet Longley, Assistant Instructor in Agronomy, salary \$1200 per year, effective May 6, 1940
- (13) John B. Lucke, Associate Professor of Geology, salary \$3180 per year, effective September 16, 1940, replacing Richard E. Dodge
- (14) Elizabeth M. Macfarlane, Graduate Assistant in Education, salary \$500 per year, effective September 16, 1940-June 15, 1941, new position
- (15) Powers McLean, Instructor in English, salary \$1320 per year, effective September 16, 1940, replacing Robert Warnock, who is on sabbatic leave
- (16) Robert E. McNett, Graduate Assistant in Agricultural Economics, June 15, 1940-June 30, 1940; July 1, 1940-June 15, 1941, salary \$780 per year
- (17) Clarence J. Miller, Graduate Assistant in Agricultural Economics, salary \$65.00 per month, effective September 16, 1940-June 30, 1941, replacing Richard G. Wheeler
- (18) Milton Moss, Assistant Instructor in Sociology, salary \$150 per month, May 1, 1940-August 10, 1940 effective
- (19) Max Morgan, Graduate Assistant in Dairy, salary \$780 per year, effective July 1, 1940
- (20) Ross Powell, Graduate Assistant in Dairy Experiment, salary \$780 per year, effective September 1, 1940, replacing Earle E. Gray

- (21) Henry W. Riecken, Assistant Instructor in Sociology, salary \$125 per month, effective June 15, 1940-September 15, 1940
- (22) Morrill Vittum, Graduate Assistant in Agronomy, salary \$780 per year, effective July 1, 1940-June 30, 1941
- (23) William J. Haggerty, Director of Student Personnel and Assistant Professor of Education, \$3600 per year, effective September 1, 1940, new position
- (24) Miriam Wheeler, Assistant Instructor in Animal Diseases, salary \$1260 per year, effective June 1, 1940
- (25) Lorna Cunningham, Assistant Instructor in Animal Diseases, \$1200 per year, effective July 1, 1940, replacing Margaret Cleveland
- (26) Paul R. Nichols, Graduate Assistant in Economics, salary \$585 per year, effective September 16, 1940

5. THE BOARD VOTED to approve the following change in title:

- (1) Wesley J. Hansen, from Assistant Professor of Agricultural Economics to Instructor in Agricultural Economics, salary \$1800 per year, effective July 1, 1940, replacing Albert H. Fienemann

6. THE BOARD VOTED to approve the following requests for leave:

- (1) Ruth T. Russell, Home Demonstration Agent, New London County, six months, September 16, 1940-March 15, 1941
- (2) Garry A. Miles, Instructor in Poultry Husbandry, and Horticulture, 4-H Clubs, July 1, 1941-June 30, 1942
- (3) W. L. Slate, Vice Director of the Experiment Station, six months, September 1, 1940-March 1, 1941

THE BOARD VOTED to approve the appointment of Dr. Roger B. Friend as Acting Vice-Director of the Experiment Station during Mr. Slate's absence

7. THE BOARD VOTED to authorize Mr. Howard Newton, Professor of Chemistry, to sign reports on tax free alcohol.

8. THE BOARD VOTED to authorize Mr. Longley to sign a deed deeding to the Town of Mansfield a small strip of land bordering the North Eagleville Road, this strip of land to be used by the Town of Mansfield for the purpose of straightening and improving the town road. This action is in pursuance of House Bill 420 of the Special Laws of 1939

THE BOARD ALSO VOTED to authorize Mr. Longley to give an easement to the Town of Mansfield providing for a right of way over all roads in the residence areas known as Willowbrook and Ledgebrook. This action does not provide for deeding the actual land on which the roads have been constructed but to provide right-of-way privileges for which the Town of Mansfield agrees to maintain said roads. This action is in accordance with House Bill 420 of the Special Laws of 1939.

9. Tudor Holcomb of West Granby and Dwight J. Minor of Bristol were selected by the Board of Trustees to receive Honorary Recognition at Farm and Home Week, July 25, 1940. The Board discussed at some length the whole matter of Honorary Recognition and VOTED that the Board, beginning next year, prefers to recognize only one person each year and not more than two will ever be selected for Honorary Recognition in any year. The Farm and Home Week Committee on Honorary Recognition is to be instructed to submit to the Board not more than five names accompanied by all the necessary information. The Board will then select its candidate for recognition from this list. In those instances where a husband and wife are selected each is to receive individual certificates of recognition.

10. THE BOARD received and placed on file a communication from Epsilon Sigma Phi pertaining to the naming of the Home Economics Building.

11. The use of the President's car was reviewed by the members of the Board. It was the unanimous judgment of the Board members that the State regulations regarding the use of State owned automobiles was inconsistent with the policy of the Board regarding the use by the President of the car assigned to him. ✓

THE BOARD VOTED to appoint Mr. Alsop to confer with the Budget Department regarding the use of the car assigned to the President and to request that the President be permitted to make a monthly report indicating the total mileage covered during each month instead of the requested detailed report for each occasion when the President uses the car assigned to him.

12. THE BOARD VOTED to authorize Mr. Longley to sign a deed transferring to the State Highway Department a strip of land twenty feet wide at the Lee Farm. This strip of land to be used for the purpose of installing a power line. ✓

13. The President presented to the Board a report of a Committee which recently visited the campus representing the E. C. P. D. for the purpose of surveying our Engineering curricula, staff, laboratories, and equipment in connection with our request for accreditation. The Committee will recommend to the E. C. P. D. "to postpone without prejudice the accreditation of mechanical engineering, until such time as mechanical engineering laboratories are completely equipped." A member of the Committee has been delegated to visit and inspect the mechanical engineering laboratories as soon as the equipment has been installed. He will then report to the Committee the results of his inspection. The Committee will then report to the E. C. P. D. and recommend the approval of our mechanical engineering program.

The Board was greatly concerned about the matter and VOTED to instruct the President to see the proper State authorities regarding the deficiency in equipment for the several new buildings on the campus and urge that early attention be given to the whole matter. The failure to secure accreditation in mechanical engineering to be presented as an example of the difficulties encountered because of inadequately equipped buildings.

14. The President discussed with the Board of Trustees the relationship of the University to the several Federal agencies in the matter of national defense. The President informed the Board of Trustees that a bill recently passed by Congress appropriated nearly one billion dollars for the W. P. A.. This bill carries one important provision, namely, that projects approved by the Secretary of War or the Secretary of the Navy as essential to national defense will be constructed and waives a sponsor's share or contribution. Therefore if an Armory project at the University and a hangar project at the Willimantic airport for University use in connection with the training of pilots could be designated as essential to national defense, it would be possible to construct them entirely out of Federal funds. No sponsor's contribution by the State would be necessary.

THE BOARD VOTED to instruct the President to take this important matter up with the appropriate State officials and to do everything possible to secure Federal funds for the purpose of constructing an adequate armory at the University and a hangar for University use at the Willimantic airport.

15. The President reported to the Board on the matter of University owned busses for strictly University use. Mr. Alsop had arranged a meeting for the President with the Public Utilities Commission. The Commission approved the University's owning and operating busses without restriction on franchise controlled highways. Since the busses, if and when purchased, would be used directly for University activities, the Motor Vehicles Department, after considering the matter, stated that University owned and operated busses would be provided licenses without cost to the University and that the Department would prepare specifications for busses which would meet all requirements of the Department.
16. The President reported to the Board the status of applications and admissions as of July 1, 1940.
17. THE BOARD VOTED to authorize Mr. Longley to sign a deed deeding a piece of land not to exceed 1500 square feet to the Town of Mansfield, this land to be added to the site of the Town Hall to permit a satisfactory approach to the rear and to the back of the Town Hall.
18. THE BOARD VOTED to sell a piece of land to the Southern New England Telephone Company for the purpose of erecting a building to house a telephone exchange. The Committee on business building sites was authorized to approve the type of building to be constructed and also the type of equipment to be installed.
19. Mr. Hollister presented to the Board a progress report for the Committee on business sites. Mr. Hollister stated that the Landscape Department was being asked to prepare a plot plan showing the area selected by the Committee for the purpose of developing a business site for the University community. The Committee will prepare a statement of restrictions to cover the development of such a business center, and recommendations to be presented to the Board at a later meeting.
20. The Budget for the fiscal year 1940-41 was presented to the Board for consideration. The Board adopted the following budget for the year 1940-41.

Comparative Statement showing Appropriations and Expenditure for the fiscal year 1939-1940 and Appropriations and proposed budget for the fiscal year 1940-1941.

	Fiscal Year 1939-1940		Fiscal Year 1940-1941	
	<u>Appropriations</u>	<u>Expenditures</u>	<u>Appropriations</u>	<u>Allotments</u>
<u>Administration</u>				
Personal Services	67124.00	73801.61	67124.00	74749.00
Contractual Services	7585.00	8423.76	7585.00	8310.00
Supplies and Materials	5700.00	7462.74	5700.00	6975.00
<u>Resident Instruction</u>				
Personal Services	351156.00	329975.54	351156.00	338151.00
Contractual Services	11195.00	12831.10	11195.00	12206.00
Supplies and Materials	53650.00	45238.83	53650.00	41545.00
<u>Agricultural Extension</u>				
Personal Services	62510.00	(4) 69262.20	62510.00	(4) 69510.00
Contractual Services	3550.00	(5) 3151.31	3550.00	(5) 3550.00
Supplies and Materials	3000.00	2562.04	3000.00	3500.00
Promotion of Agricultural Interests	40000.00	40000.00	40000.00	40000.00
<u>Storrs Agricultural Experiment Station</u>				
Personal Services	36320.00	34070.96	36320.00	36320.00
Contractual Services	2415.00	2171.93	2415.00	2294.00
Supplies and Materials	8300.00	7429.38	8300.00	4885.00
<u>Operation and Maintenance</u>				
Personal Services	95170.00	90726.79	95170.00	83352.00
Contractual Services	14650.00	15603.12	15460.00	15345.00
Supplies and Materials	44100.00	49740.37	44100.00	40612.00
<u>Summary</u>				
Personal Services	612280.00	597837.10	(2) 612280.00	602082.00
Contractual Services	39405.00	(1) 42181.22	(3) 40205.00	41705.00
Supplies and Materials	114750.00	112433.36	(3) 114750.00	97517.00
Promotion of Agricultural Interests	40000.00	40000.00	40000.00	40000.00

- (1) An appropriation transfer was necessary to provide funds for increased cost of Electric Current consumed during 1939-1940 due to the addition to new building to the physical plant.
- (2) At the request of the Governor, \$10,000 has been set aside in the unallotted balance of the appropriation for personal services as a possible saving in the cost of personal services for the fiscal year 1940-1941.
- (3) A transfer of \$4700 from Supplies and Materials appropriation to the Contractual Services appropriation is anticipated to provide necessary funds for travel and increased maintenance costs.

- (4 & 5) A transfer of \$7000 has been made from the Resident Instruction Personal Services appropriation and \$500 from the Resident Instruction Supplies and Materials appropriation to Agricultural Extension to permit the Extension Division to carry on the same program as the one carried in 1937-1938.

The 1939 General Assembly reduced the appropriation to Agricultural Extension by approximately \$7000 for personal services and \$500 for supplies and materials.

21. The Board discussed the matter of budget requests to be presented to the 1941 session of the General Assembly. THE BOARD VOTED to instruct the President of the University to prepare budget requests for "annual recurring expenditures" for the biennium 1941-43. The President was instructed to prepare a budget which would provide for no expansion in the form of new types of services which would affect State appropriations. The President to instruct the Deans to prepare budget requests for their respective schools and colleges based on the actual personnel for the year 1940-41. An increase in the personal services item to be included to cover salary adjustments necessary to hold the most effective members of the staff. The following additions to the staff to be included in order to strengthen instructional programs now in operation.

Agriculture

One staff member in Poultry for the year 1941-42 (providing the retirement of the two members of the poultry resident staff has not been accomplished)

Home Economics

One in 1941-42, institutional management
One in 1942-43, foods and nutrition

Engineering (necessary to develop approved engineering program) 1941-42

One - mechanical engineer
One in mathematics
One in chemistry

1942-43

One in physics
One in electrical engineering

Business

One in 1941-42 - Merchandizing and Marketing
One in 1942-43 - In Accounting

Arts and Sciences

One in English

One in foreign languages

$\frac{1}{2}$ person in typing and secretarial studies

Adjustments to be included in the supplies and materials requests to meet the actual needs of existing program. Adjustments in the contractual services requests to meet the needs of existing program.

The budget request for the library to be the same as for the current year. The request for equipment to be the same as for the current year. The capital outlay program to be presented to the next session will depend largely on the equipment status of the buildings now under construction at the time the buildings are turned over to the Board of Trustees. The capital outlay program therefore is to be postponed for later consideration by the Board.

22. The President presented to the Board of Trustees the subject matter of a communication recently sent to the President's Office by Mr. George E. Pinckney, Alumni Secretary. One of the items contained in his communication had to do with the naming of the Home Economics Building, the name voted by the Alumni Association was that of Miss M. Estelle Sprague. The Alumni Association had also voted to recommend to the Board the naming of the new Mens' Dormitory for George H. Lamson.

THE BOARD VOTED to receive and to file these recommendations of the Alumni Association.

George H. Hollister,

Secretary