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Board of Regents, Murray State Normal School

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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOLMAY, 9, 1924.Members Present

The Board of Regents of the Murray State Normal School met in the office of the President of the school in the High School building at 10:00 A. M., May 9, 1924. Present: McHenry Rhoads, Laurine Wells Lovett, T. H. Stokes, J. F. Wilson, and G. P. Thomas. Absent none.

Letter from Mr. W. E. Gore, Louisville, Ky.

May 8th - 1924.

Board of Regents,
State Normal School,
Murray, Kentucky.

Gentlemen:

When coming up on the train Tuesday night with Mr. Whiting, we talked over your proposition and he has several ideas in mind, none of which however, contemplates a companion building to the one now erected on your property.

Of course, this is not his official recommendation but we were both of the opinion that no feasible scheme could be secured on the basis of your former layout. We talked that over with Mr. Rhoads also and he seemed to consider it advisable to somewhat delay the preparation of preliminary sketches for the Administration Building until we can secure Mr. Whiting's recommendations.

Mr. Whiting will be in Louisville again in about a week or ten days and has assured me that he will probably have a tentative sketch in mind at that time, sufficient to take up with me so that I could proceed with this building.

However, as I had promised to have sketches to you immediately, I would not care to delay same without your authority but I feel sure that it would be much better to wait until we know exactly the location of this building, as I feel sure that you will be governed by the recommendations of Olmstead Brothers.

Will you please let me hear from you regarding this matter immediately?

Yours very truly

W. E. Gore

LEG:LOB.

Moved by Mr. Stokes, seconded by Mr. Thomas, That Mr. Gore's letter be made a part of the record and that Dr. Carr be instructed to notify Mr. Gore that his request for delay has been granted. Carried.

List of Applicants Read by President

The President read the complete list of applicants. For list see files for meeting of this date.

Consideration of the President's Nomination of Teachers

As unfinished business, the Board took up the President's nominations for members of the Faculty.

Moved by Mr. Stokes, seconded by Mr. Thomas, That all teachers when elected ~~when elected~~ be elected until June 30, 1925. Carried.

Moved by Mr. Thomas, seconded by Mrs. Lovett, That all increases in salary, unless otherwise indicated, become effective at termination of present contract. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, That formal contract be entered into between persons elected and the Board of Regents, to be signed by person elected and Vice-Chairman of the Board. Carried.

Election of Faculty

Moved by Mr. Stokes, seconded by Mr. Wilson, That G. A. Murphey receive a salary of \$2000.00 per year as Secretary to the President and \$400.00 additional as teacher of Penmanship. Carried.

Moved by Mr. Stokes, seconded by Mr. Rhoads, That G. A. Murphey's increase in salary becomes effective July 1, 1924. Carried.

Moved by Mr. Thomas, seconded Mr. Stokes, That Miss Mary W. Moss be granted a leave of absence from October 1, 1924 for nine months. Carried.

Mr. J. G. Glasgow having been nominated for membership in the Faculty by the President, it was moved by Mrs. Lovett, seconded by Mr. Thomas, That Mr. E. H. Smith be re-elected as a member of the Faculty at a salary at the rate of \$2500.00 per year, and that J. G. Glasgow be elected a member of the Faculty at a salary at the rate of \$2500.00 per year. Carried.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That Mr. J. G. Glasgow's services begin June 9, 1924. Carried.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That W. M. Caudill be re-elected as a member of the Faculty and Adviser of Men at a salary at the rate of \$2800.00 per year. Carried.

Moved by Mr. Stokes, seconded by Mr. Wilson, That Mrs. Belle Walker be re-elected as a member of the Faculty at a salary at the rate of \$2400.00 per year. Vote four to one. Carried.

Recess 12:00 o'clock. Reconvened 1:10 O'clock. All present.

Miss Geneve Wells having been nominated by the President as teacher of Instrumental Music, it was moved by Mr. Stokes, seconded by Mr. Wilson, That Miss Geneve Wells be elected a member of the Faculty at a salary at the rate of \$2000.00 per year. Carried.

Moved by Mr. Stokes, seconded by Mr. Wilson, That Miss Stella Pennington be re-elected as a member of the Faculty as teacher of public Music and Art at a salary at the rate of \$2000.00 per year. Carried.

Moved by Mr. Thomas, seconded by Mr. Stokes, That I. H. Hoffman be re-elected as a member of the Faculty at a salary at the rate of \$2000.00 per year. Carried.

Moved by Mrs. Lovett, seconded by Mr. Thomas, That Miss Katherine Hodge be re-elected as a member of the Faculty at a salary at the rate of \$2200.00 per year. Carried.

Moved by Mrs. Lovett, seconded by Mr. Stokes, That Mrs. Emma L. Carter be re-elected as a member of the Faculty at a salary at the rate of \$2200.00 per year. Increase in salary effective July 1, 1924. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, That Edward Dilbeck be re-elected as a member of the Faculty at a salary at the rate of \$2500.00 per year, effective July 1, 1924. Carried.

Report on Training School

The Committee on Training School made the following report:

REPORT OF COMMITTEE ON TRAINING SCHOOL

Murray, Ky., May 6, 1924.

To the Board of Regents of the Murray State Normal School,
Murray, Ky.

Honorable Members:

After consulting with the superintendent of schools of this city and some of the members of the city board of education, your committee submitted a tentative proposition to the city school board relative to the use of the city schools for training school purposes. The President of the Normal School appeared before the city board of education and explained the tentative proposition submitted to them. The city board received the communication for further consideration. A copy of the proposition is attached to this report.

It was not deemed advisable to take up the question of training school facilities with the county board of education until after some definite action had been taken by the city board of education. We make the following recommendations:

1. That a training school be organized and conducted during the summer session of the Normal School, the entire expense to be borne by this Board. This will enable the city and county boards of education to familiarize themselves with the operation of a training school.

2. That this Board advise this committee whether or not it approves the tentative proposition submitted to the city board of education.

3. That this committee be continued and authority be given it to submit any plan or plans for organizing and conducting a training school which it deems advisable.

Respectfully submitted,

...J. V. GARR.....) Committee.
...T. H. STOKES.....)

For proposition, see files of this meeting.

Moved by Mr. Stokes, seconded by Mr. Thomas, That we institute a training school during the summer session with not more than four teachers, beginning June 9, 1924. Carried.

The President having nominated Miss Ida T. Higgins, as a member of the training school faculty, it was moved by Mr. Stokes, seconded by Mr. Thomas, That Miss Ida T. Higgins be elected a member of the Faculty, salary at the rate of 1600.00 per year, effective June 9, 1924. Carried.

Moved by Mr. Stokes, seconded by Mr. Thomas, That action relative to the re-election of Mr. J. H. Hutchinson be deferred until it has been ascertained whether or not the city schools will be available as a training school for the Murray State Normal School. Carried.

Report of the President

The President made the following report and recommendations:

REPORT OF PRESIDENT

Murray, Ky., May 6, 1924.

To the members of the Board of Regents,
Murray, Ky.

Honorable Members:

I have the honor to submit the following report for your consideration:

Course of Study

Before the opening of the first semester, the State Board of Education adopted in outline a course of study for the Murray and Morehead State Normal Schools. The understanding was that each school should use the course for the present, making such minor changes and modifications as seemed necessary to meet the local conditions in each school. I submit herewith a copy of course now in use in the Murray State Normal School with the following recommendations:

A. That the course be recognized as the official course of study until a revised course is prepared and adopted by this Board.

B. That at the earliest date possible the president be directed to take up the subject of the revision of the course with President Patton of Morehead and State Superintendent Woods. The law provides that the State Superintendent of Public Instruction and the presidents of Murray and Morehead Normal Schools shall prepare the course and submit to the Board of Regents of each school for adoption or rejection.

Certification of Teachers

The laws of 1924 prescribe the manner of granting certificates by the Regents of the Murray and Morehead State Normal Schools. I recommend that this Board make necessary rules for carrying out the provisions of the law.

I further recommend that the necessary blank certificate be prepared, but this cannot be done until this Board has decided by whom the certificates are to be signed.

THOMAS P. MORRIS

On April 22d I visited Thomas P. Morris for the purpose of conveying to him our thanks for his splendid gift to the school. I found Mr. and Mrs. Morris greatly interested in the school. I gave them a description of the school as it is and of our plans for its development.

I told them of the suggestion which has been made, to set this fund aside as a loan fund, to be known as the Thomas P. Morris Student Loan Fund. I explained to them that such a fund would be of perpetual benefit to many worthy students and that the amount of the fund would increase from year to year. Mr. Morris seemed to think well of the plan, but said the matter was entirely in the hands of the Board of Regents. I recommend that Mr. and Mrs. Morris be invited to be the guests of the school sometime during the current month.

Official Seal

I recommend that the official seal of the Murray State Normal School shall be as follows: Between two concentric circles, there shall be inscribed the words,

"Murray State Normal School, Murray, Kentucky". Within the inner circle shall be inscribed the heraldic shield of the Murray family designed from the painting of the shield presented to the school. The cost would be about \$18.00.

I further recommend that the seal be placed in care of the President of the school to be used only under his direction or the direction of the Board of Regents.

Library and Librarian

The financial report for April shows an unexpended balance in the treasury on May 1 of \$10,685.86. I estimate that there will be an unexpended balance in the treasury at the close of the fiscal year of approximately \$4000.00.

I, therefore, renew my recommendation that the purchase of library books be authorized, the amount of the purchases not to exceed \$3000.00.

In order that these books may be properly selected and catalogued, I recommend that a librarian be appointed in the usual manner, effective from the date of entering upon her duties.

In order that the library books already purchased might be properly catalogued, I appointed Mrs. W. M. Caudill temporarily to catalogue the books already received at \$5.00 per day. I recommend that my action be approved and that Mrs. Caudill be retained as cataloguer until the books already purchased are catalogued.

Stenographer

In accordance with a resolution adopted of this Board, I appointed Alice Keys of this city, stenographer, salary at the rate of \$100.00 per calendar month. The length of term of Miss Keys is at the pleasure of the Board. She entered upon her duties regularly May 1, 1924. She worked three or four days prior to that time in order to assist us in an emergency.

I recommend that the employment of Miss Keys be approved.

Field Work

One of the urgent needs of the school is an efficient worker in the field. I have accepted several invitations to deliver commencement addresses, but some member of the faculty should devote practically his entire time to field work from the close of this semester until the opening of school in the fall. I recommend that E. H. Smith be assigned to this duty during the interval between the close of the present semester and the opening of the first semester in September, and that he be required to devote his entire time to this work except three weeks allowed for vacation. I recommend that he be allowed his actual traveling expenses. When he uses his own car, I recommend that he be allowed six cents per mile for distances actually traveled in discharge of official duties.

Purchase of Furniture and Supplies.

It takes usually from sixty to ninety days to purchase and install school furniture and other equipment. In order that all things may be in readiness for opening the fall semester, I recommend that a date be set for receiving bids and awarding contracts for furniture, furnishings and other equipment and supplies.

I further recommend that the president be authorized to furnish lists to bidders and the rules prescribed by this Board for receiving bids and awarding contracts.

Catalogue

There are calls almost daily for catalogues of the school, but none have ever been printed. I recommend that the president be authorized to prepare manuscript for a suitable catalogue, and when the revised course of study is approved by this Board that he be authorized to have 5000 copies printed.

I further recommend that the President be authorized to have the necessary circulars, and announcements printed for use of the school.

It is not necessary to receive bids for printing, as it must be done by the State Printer. There are frequently many vexations, delays, hence the importance of preparing the manuscript promptly.

National Association of State Normal Schools

There is a national association of State Normal Schools, and this school has been invited to become a member. Annual dues \$5.00. This is a worth while organization to which practically all State Normal Schools belong. I recommend that this school join the Association named above.

Meeting of National Education Association

The annual meeting of the National Education Association will be held in Washington, D. C., the first week in July. I respectfully request the privilege of attending this meeting on the same terms accorded to other state normal presidents of Kentucky.

Band and Orchestra Instruments

We have a small orchestra and have begun the organization of a band. We need to purchase some instruments at once. I recommend that the purchase of suitable instruments be purchased provided the amount to be expended does not exceed \$600.00— to be taken from student fund.

Emergency Equipment

We need an adding machine, additional filing cabinets, and some miscellaneous supplies for immediate use. The cost will not exceed \$400.00. I recommend that the president be authorized to purchase same.

Commencement Program

- Friday, May 30. Final examination of Graduating Class.
- Saturday, May 31
at 3:30 P. M. Faculty meeting.
- Sunday, June 1
at 3:30 P. M. Baccalaureate sermon by Rev. A. L. Wilson,
Superintendent of Graves County. High School
Auditorium.
- Monday, June 2
at 8:00 A. M. Regular school work.
3:30 P. M. Normal School picnic in honor of
graduating class on new Normal School
campus.
- Tuesday, June 3
at 8:00 A. M. Beginning of final examinations.
9:50 A. M. Meeting of Board of Regents.
9:40 A. M. Class Day Exercises in High School
Auditorium given by Class of 1924.
8:00 P. M. Reception of Class of 1924 by the Class
of 1925. High School Building.
- Wednesday, June 4
at 10:00 A. M. Commencement Exercises. High School
Auditorium.
2:30 P. M. Formation of Alumni Association by
Class of 1924.
- Thursday, June 5
at 8:00 A. M. Completion of final examinations.

Friday, June 6
 at 11:00 A. M. Awarding of Teachers' Certificates and closing of semester.
 2:00 P. M. Beginning of registration for summer session.

Saturday, June 7
 at 8:00 A. M. Registration for summer session.

Monday, June 9
 at 8:00 A. M. Beginning of summer session.

Roster Class of 1924

Kathleen Boyd	Julia Shemwell
Mayme Pagwell	Lillian Jones
Laurene Carter	Laurine Hargrove
Irene French	Mattie Lou Chambers
Ang Fuqua	Lucile Hicks
Margaret Woolridge	Clarence Gentry
Bernice Boughter	Lottie Suitor
Floie Ines	Roxie Sparkman

Respectfully submitted,

J. W. Carr,
 President.

For copy of course of study, see files of this meeting.

Moved by Mr. Wilson, seconded by Mr. Stokes, that the report be made a matter of record and that the recommendations be taken up separately for consideration. Carried.

Moved by Mr. Thomas, seconded by Mr. Stokes, that the recommendations of the president, relative to the course of study be approved. Carried.

Moved by Mr. Thomas, seconded by Mr. Stokes that certificates be signed by President of the School, Secretary of the Board of Regents and approved by the State Superintendent of Public Instruction. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, that Mr. and Mrs. Morris be invited to be guests of the school on Commencement day, June 7, 1924. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, that the official seal recommended by the President be adopted and that he be authorized to purchase official seal. Carried.

Moved by Mr. Stokes, seconded by Wilson, that we start a Library and that a sum not to exceed \$3000.00 be authorized to be expended for library books. Carried.

Moved by Mr. Stokes, seconded by Mr. Thomas, that Dr. Carr arrange for librarian and that Miss Inogene Greeraway be elected librarian for two months at a salary of \$150.00 per month. Carried.

Moved by Mr. Thomas, seconded by Mr. Stokes, that the action of the president in appointing Mrs. W. M. Cardill temporary cataloguer of the library at \$5.00 be approved. Carried.

Moved by Mr. Stokes, seconded by Mrs. Lovett, that the action of the President in the appointment of Miss Alice Keys, salary \$100.00 per calendar month, be approved, and that the term for her appointment be at the pleasure of the Board. Carried.

Moved by Mr. Thomas, seconded by Mr. Stokes, That on the afternoon of June 3, that the President of the school secure information concerning bids on school furniture. Carried.

✓ Moved by Mrs. Lovett, seconded by Mr. Stokes, That a Committee of two meet with Dr. Carr to formulate rules for receiving bids and awarding contracts. Committee appointed: Mr. Wilson, Mr. Stokes, and Dr. Carr. Carried.

✓ Moved by Mr. Thomas, seconded by Mr. Wilson, That a catalogue of the school be prepared and printed. Carried.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That we become members of the organization, National Association of State Normal Schools. Annual dues, \$5.00. Carried.

Moved by Mr. Stokes, seconded by Mr. Wilson, That Dr. Carr be granted the privilege of attending the National Education Association with expenses to be paid by the Board. Carried.

✓ Moved by Mr. Stokes, seconded by Mrs. Lovett, That band and orchestral instruments be purchased not to exceed \$600.00, and to be paid out of the regular fund. Carried.

Moved by Mr. Roads, seconded by Mr. Stokes, That the program for Commencement week be approved in general and that the President be authorized to make such changes as he may deem necessary. Carried.

Moved by Mr. Wilson, seconded by Mr. Stokes, That an adding machine, filing cabinets and miscellaneous supplies be purchased for the office. Carried.

Moved by Mr. Roads, seconded by Mrs. Lovett, That the roster of the graduating class of 1924 be approved and that advanced certificates be granted to each on the completion of the prescribed course of study. Carried.

✓ Moved by Mr. Stokes, seconded by Mr. Thomas, That the President be granted power to have stumps removed from the grounds of the Normal School. Carried.

Lecoon

✓ Moved by Mrs. Lovett, seconded by Mr. Stokes, That the student be given tickets to the White & Myers' Lecoon of six numbers. The President is authorized to make contract with these parties. Carried.

Deeds of the Mayor of Murray State Normal School

The following deeds were read in open meeting of the Board:

Know of All Members by These Presents, That First National Bank as principal and E. H. Stokes, Don Hays, W. E. Marberry, R. H. Falwell, J. D. Burdon, J. W. Wade, W. H. Wamey, H. B. Houston and as sureties of the County of Calloway, State of Kentucky, are held and firmly bound unto the Board of Regents of the Murray State Normal School, Murray, Kentucky, Calloway County in the sum of fifty thousand dollars, (\$50,000.00) good and lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves and our heirs, executors and administrators, jointly, severally and firmly by these presents.

Witness our hand and seals, this the 8th day of May, 1924. The condition of this obligation is such as, that whereas, the above bounden First National Bank was on the 6th day of May 1924 duly elected to the office of Treasurer of the Board of Regents of the Murray State Normal School for the term of two years ending May 6, 1926, is about to assume the duties of said office; now if the said First National Bank shall well and truly perform the duties of Treasurer during its term of office and shall

safely keep and truly account for all moneys, goods and chattels and other things coming to his hands as such Treasurer during its term of office, and at the expiration of its term of office, shall pay over to its successor in office, or any other person duly authorized by said Board of Regents to receive the same, all moneys, goods and chattels and other things received by said banks as such Treasurer and not otherwise lawfully paid out, and shall deliver to its successor in office, or other persons appointed to receive same, all property, books, papers and other things in its hands belonging to said office, and shall at the expiration of its term of office, or oftener if thereunto requested by the said Board of Regents, rendered a just and true account of its doings, as such, then this obligation to be void, otherwise to remain in full force, effect and virtue.

Ben B. Keys, President
 T. H. Stokes, Cashier
 T. H. Stokes
 E. B. Houston
 J. W. Wade
 W. H. Pinney
 Ben B. Keys
 R. H. Salwell
 J. D. Purdon
 W. E. Larberry

Approved this.....9.....day of...May..

A. D. 1924.

T. H. Stokes, V. C. Board of Regents.

Know of All Members by These Presents, That Bank of Murray as principal and J. E. Owens, Ben Grogan, E. S. Diuguid, W. S. Swann, T. L. Morris, W. L. Whitnell J. D. Sexton and as sureties of the County of Calloway, State of Kentucky are held and firmly bound unto the Board of Regents of the Murray State Normal School, Murray, Kentucky, Calloway County in the sum of fifty thousand dollars (\$50,000.00) good and lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves and our heirs, executors and administrators, jointly, severally and firmly by these presents.

Witness our hand and seals, the the 8th day of May, 1924. The condition of this obligation is such as, that whereas, the above bounden Bank of Murray was on the 5th day of May 1924 duly elected to the office of Treasurer of the Board of Regents of the Murray State Normal School for the term of two years ending May 6, 1926, is about to assume the duties of said office; now if the said Bank of Murray shall well and truly preform the duties of Treasurer during its term of office and shall safely keep and truly account for all moneys, goods and chattels and other things coming to his hands as such Treasurer during its term of office, and at the expiration of its term of office, shall pay over to its successor in office, or any other person duly authorized by said Board of Regents to receive the same, all moneys, goods and chattels and other things received by said banks as such Treasurer and not otherwise lawfully paid out, and shall deliver to its successor in office, or other persons appointed to receive same, all property, books, papers and other things in its hands belonging to said office, and shall at the expiration of its term of office, or oftener if thereunto requested by the said Board of Regents, rendered a just and true account of its doings, as such, then this obligation to be void, otherwise to remain full force, effect and virtue.

Bank of Murray
 J. E. Owen, V. President.
 Ben Grogan, Cashier
 J. E. Owen
 Ben Grogan
 E. S. Diuguid
 W. S. Swann
 T. L. Morris
 J. D. Sexton
 W. L. Whitnell

Approved this 9th day of May A. D. 1924

T. H. Stokes, V. C. Board of Regents.

Moved by Mr. Wilson, seconded by Mr. Thomas, That the Bonds of the two banks, Bank of Murray, Murray, Ky., and First National Bank, Murray, Ky., as Treasurer of the Murray State Normal School be accepted. The Secretary is authorized to notify the Treasurer of Kentucky of their appointment. Carried.

Moved by Mr. Wilson, seconded by Mr. Thomas, That the Vice Chairman of the Board of Regents, Mr. T. H. Stokes, be made Custodian of the bonds. Carried.

Adjournment

Board adjourned at 3:00 P. M. to meet again in Murray at 9:30 A. M., June 3, 1924.

McHenry Rhoads
Chairman

Laurine Wells Lovett
Secretary

Addenda

In approving the minutes as corrected June 23, 1924, the Board ordered that Mr. James F. Wilson be the custodian of bonds instead of Vice Chairman T. H. Stokes.