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Board of Regents, Murray State Normal School

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MINUTES OF THE BOARD OF REGENTSMurray State Normal School

September 23, 1924.

In accordance with resolution of adjournment at the meeting of September 11, 1924, the Board of Regents met in the Murray State Normal School building at 10:00 A. M., Tuesday, September 23, 1924, McHenry Rhoads, Chairman, presiding.

Present: Dr. McHenry Rhoads, Mr. Thomas H. Stokes, Mrs. Laurine Wells Lovett, Mr. James F. Wilson and Mr. G. Prentice Thomas. Absent, none.

The first order of business was receiving bids for the construction of a Woman's Dormitory, as per plans and specifications prepared by G. Tandy Smith, Jr., Architect.

Before opening any bids, the Chairman announced to bidders the method of procedure. He then directed the bids to be opened and read in open session of the Board.

The following bids were received:

Proposal No. 1. General construction of the building.

| | |
|----------------------------------------------------|--------------|
| Jack Cole, Paducah, Ky. | \$207,787.00 |
| George W. Katterjohn & Son, Paducah, Ky. | 241,000.00 |
| Tri-State Contracting Corporation, Evansville, Ind | 249,228.00 |
| Forbes Manufacturing Company, Hopkinsville, Ky. | 249,000.00 |
| Estes-Williams-Ragsdale Company, Memphis, Tenn. | 256,250.00 |
| B. E. Buffaloe & Company, Memphis, Tenn. | 261,470.00 |
| E. G. Holladay Company, Nashville, Tenn. | 255,948.00 |
| Memphis Construction Company, Memphis, Tenn. | 259,400.00 |
| King Lumber Company, Inc., Charlottesville, Va. | 328,000.00 |

(As no certified check was submitted with the King Lumber Company's bid, it was not considered)

Proposal No. 2. Steam Heating for Women's Dormitory.

| | |
|--------------------------------------------|-------------|
| Redmon Heating Company, Louisville, Ky. | \$10,779.00 |
| Fischer Heating Company, Memphis, Tenn. | 13,420.00 |
| Schnell & Elmore, Memphis, Tenn. | 13,371.00 |
| Jenkins & Neely, Greenville, Ky. | 11,276.00 |
| Chastine & Habacker, Paducah, Ky. | 14,083.00 |
| Ed. D. Hannan, Paducah, Ky. | 11,639.00 |
| Hiram Netoffsky & Company, Louisville, Ky. | 12,455.00 |

Proposal No. 3. Plumbing, Sewerage and Water Supply System -
Woman's Dormitory.

| | |
|--------------------------------------------|-------------|
| Ed. D. Hannan, Paducah, Ky. | \$14,358.00 |
| Redmon Heating Company, Louisville, Ky. | 14,728.00 |
| Schnell & Elmore, Memphis, Tenn. | 17,308.00 |
| Hiram Netoffsky & Company, Louisville, Ky. | 13,756.00 |
| Chastaine & Habacker, Paducah, Ky. | 17,654.00 |

After discussing the bids informally, the Board recessed at 12:10 P. M. for luncheon.

The Board reconvened at 1:20 P. M. All members present.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the President be directed to telegraph Mr. W. E. Gore, Architect of the Administration building to come to Murray immediately to consider matters relative to the Administration building. Carried.

Moved by Mr. Stokes, seconded by Mr. Wilson, That Bedford gray stone be used in dormitory and that a deduction of \$2611.00 be made from Mr. Cole's bid in accordance with alternate No. 1. Aye's, Mr. Rhoads, Mr. Stokes, Mr. Wilson, Mrs. Lovett, Mr. Thomas. Nay's, None. Carried.

Moved by Mr. Thomas, seconded by Mr. Stokes, That stone columns be accepted at \$1998.00 additional cost instead of wooden columns, in accordance with alternate No. 2 of Mr. Cole's bid. Aye's, Mr. Rhoads, Mr. Stokes, Mr. Wilson, Mr. Thomas, Nay's, Mrs. Lovett. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, That maple flooring be used instead of pine flooring at same price as pine flooring, that is without any additional cost to the Board, in accordance with alternate No. 3 of Mr. Cole's bid. Aye's, Mr. Rhoads, Mr. Stokes, Mrs. Lovett, Mr. Wilson, and Mr. Thomas. Nay's, none. Carried.

Moved by Mr. Stokes, seconded by Mr. Wilson, That alternate No. 4 of Mr. Cole's bid be rejected. Aye's, Mr. Thomas, Mr. Wilson, Mrs. Lovett, Mr. Stokes, and Mr. Rhoads. Nay's none. Carried.

Moved by Mr. Stokes, seconded by Mr. Thomas, That alternate No. 5 be accepted, that is that metal fire stops be omitted, deduction \$2400.00 as per Mr. Cole's proposition. Aye's, Mr. Thomas, Mr. Wilson, Mr. Stokes, Mrs. Lovett, Mr. Rhoads. Nay's none. Carried.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the general contract for the Woman's Dormitory be awarded to Jack Cole, Paducah, Kentucky, on his bid \$207,787.00 with alternates No. 1, No. 2, No. 3 and No. 5 accepted and alternate No. 4 rejected, making a net contract price of Two Hundred Four Thousand Seven Hundred Seventy Four Dollars (\$204,774.00). Aye's, Mr. Thomas, Mr. Wilson, Mrs. Lovett, Mr. Stokes, Mr. Rhoads. Nay's, none. Carried.

Mr. Cole was called before the Board and notified of the award in accordance with the above resolution. He verified the total amount at \$204,774.00 and said he was ready to enter into contract at once. Mr. G. Tandy Smith, Jr., Architect was instructed to draw up proper contract and present it to Mr. Cole and the Board of Regents of the Murray State Normal School for their signatures.

Moved by Mr. Stokes, seconded by Mr. Thomas, That United States bonds or their equivalent in market value to the amount of \$60,000.00 be accepted in lieu of a bonding company bond for Mr. Cole, the general contractor, for the faithful performance of his contract in the erection of the Women's Dormitory. Aye's, Mr. Thomas, Mr. Wilson, Mrs. Lovett, Mr. Stokes, Mr. Rhoads. Nay's, none. Carried.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That the First National Bank of Paducah be the custodian of the bonds put up by Mr. Cole, as surety and that Mr. Thomas be appointed to approve said contract and report same to the Board of Regents. Aye's Mr. Thomas, Mr. Wilson, Mrs. Lovett, Mr. Stokes, Mr. Rhoads, Nay's, none. Carried.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That the bid of Redmon Heating Company, Louisville, Kentucky, for steam heating system of the women's Dormitory be accepted at \$10,779.00. Aye's, Mr. Thomas, Mr. Wilson, Mrs. Lovett, Mr. Stokes, Mr. Rhoads. Nay's, none. Carried.

Moved by Mr. Thomas, seconded by Mr. Rhoads, That the bid of Ed. D. Hannan, Paducah, Kentucky, being the lowest and best bid on plumbing be accepted at \$14,356.00. Aye's Mr. Thomas, Mr. Wilson, Mrs. Lovett, Mr. Stokes, Mr. Rhoads. Nay's, none. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, That the certified checks be returned to the unsuccessful bidders. Carried.

The Board examined different kinds of face bricks and received prices on same as follows:

| | | | | |
|-------------------------------------------|----------------------|----------------|---|---|
| Hardison, Nashville, Tenn. | | \$25.00 per M. | | |
| Fischer Lime & Cement Co., Memphis, Tenn. | | | | |
| Do. | Rugby Mingled shades | 27.00 | " | " |
| Do | Velvet naps, red | 26.00 | " | " |
| Do | " " mingled shades | 25.00 | " | " |
| Do | Empire or red | 27.00 | " | " |
| Harker, Puryear, Tenn. | No. 525 | 26.50 | " | " |
| Do | " 520 full range | 24.00 | " | " |
| Do | " 522 | 25.00 | " | " |
| Do | " 220 | 30.00 | " | " |
| W. G. Bush & Co., Nashville, Tenn. | Rough texture | 27.00 | " | " |
| Do | Sand finish | 25.00 | " | " |

Moved by Mrs. Lovett, seconded by Mr. Thomas, That the general contractor be authorized to purchase of Fischer Lime and Cement Company, Memphis, Tennessee, mingled shades, "Velvet Nap" face brick at \$25.00 per thousand, F. O. B., Murray, Kentucky. Aye's, Mr. Thomas, Mr. Wilson, Mrs. Lovett, Mr. Stokes, Mr. Rhoads. Nay's none. Carried.

Moved by Mr. Thomas, seconded by Mrs. Lovett, That Mr. Frazier be assigned to superintend the women's dormitory and Mr. Holt to superintend the Administration building with the understanding that they will confer with each other. Carried.

Moved by Mr. Stokes, seconded by Mr. Rhoads, That when the Board adjourns, it adjourn to meet in the office of the President of the school at 9:30 A. M., October, 7, 1924. Carried.

Moved by Mr. Wilson, seconded by Mr. Thomas, That a committee consisting of Messrs. Wells, Stokes and Carr be appointed with power to take such steps as they deem necessary to raise the floor elevation of the Administration building. Carried.

The following letter was read from Mr. Thomas P. Norris.

Guthrie, Ky.
Sept. 18" 1924

Mr. J. W. Carr,
Murray, Ky.

My dear Sir:

Your kind letter of the 12 inst. has been received and contents noted, and will say that I think your plan of handling the Norris funds is good and don't know of any better plan. I am sorry that my health will not permit me to be with you on the 22d. I am sending to you 5 old U. S. Bonds for One Thousand Dollars each and due the first day of next February. I desire this added to the Thos. P. Norris fund. I hope this will benefit some poor boy or girl in the way of gaining an Education. I would like to keep this business out of the newspapers.

Yours Respectfully,

Thomas P. Norris.

Mr. Norris' letter was received, ordered made a part of minutes and the gift of \$5000.00 accepted as an additional amount to be placed to the credit of the Thomas P. Norris Loan fund. The President was directed to express the thanks of the Board to Mr. Norris.

Messrs. Wilson and Thomas were granted permission to retire at this time.

The resignation of Kathrine C. Hodge as a member of faculty was received. Effective August 31, 1924.

By common consent the President was directed to make temporary arrangements for managing the lunch room, and providing assistance for the janitor with the understanding that student help be employed as far as possible.

The President reported the receipt of \$70,000.00 in time warrants from the State Treasurer. \$25,000.00 for equipment and grounds, and \$45,000.00 for Administration building.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That G. Tandy Smith, Jr., Architect, be paid \$1000.00 on account. Carried.

The following report was received from the special auditor appointed to audit the President's accounts and make suggestions relative to system of book keeping.

POSEY AND COCKE
Audits and Systems

Paducah, Kentucky,
September 21st 1924.

Professor Jno. W. Carr, President,
Murray State Normal School,
Murray, Kentucky.

Dear Sir:

Enclosed herewith are triplicate copies of our report on the audit of the Murray Normal School accounts for the period from September 1st 1923 to June 30th 1924.

Also enclosed in same report is our comment on the system of accounts installed, together with a classified list of accounts carried under each fund. New accounts to cover expenditures for specific purposes, or to record receipts from sources other than those shown, can be supplied as the occasion requires. The system is elastic enough to be almost indefinitely extended.

Trusting this report meets your entire approval, and assuring you of my readiness to be of any possible assistance to you, I beg to remain,

Respectfully yours,

E. H. Cocke

REPORT ON AUDIT OF ACCOUNT

MURRAY STATE NORMAL SCHOOL;

MURRAY, KENTUCKY.

POSEY AND COCKE, PADUCAH, KY.

September 20th 1924.

To the Board of Regents,
Murray State Normal School,
Murray, Kentucky,

Gentlemen:

Pursuant to your instructions, we have audited the records of the Murray State Normal School for the period from September 1st 1923 to June 30th 1924, and herewith submit our report.

We found all receipts properly accounted for, and the disbursements supported by proper vouchers. The cash balance shown by the Cash Book as of June 30th 1924 was verified by certificates from the depositories.

On the following page is presented a classified statement of Receipts and Disbursements for the period under audit.

In addition to auditing the records for the period ended June 30th 1924, we verified the Cash balance on September 11th 1924 by certificates from the depositories as follows:

| | <u>1st National</u> <u>Murray, Ky.</u> | <u>Bank of</u> <u>Murray</u> | <u>Total</u> |
|-----------------------|-------------------------------------------|---------------------------------|-----------------|
| Balance shown by bank | 30436.81 | 32319.31 | 62756.12 |
| Less checks out | <u>181.27</u> | <u>15031.44</u> | <u>15212.71</u> |
| Balance by cash book | 30255.54 | 17287.87 | 47543.41 |

MURRAY STATE NORMAL SCHOOL, MURRAY, KENTUCKY.

RECEIPTS AND DISBURSEMENTS.

September 1st 1923 to June 30th 1924.

RECEIPTS:

| | |
|----------------------------|---------------|
| State Treasurer | 30129.05 |
| Incidental Fees | 4054.00 |
| Tuition | 180.00 |
| Book Store | 4844.15 |
| Refund-Freight and Express | 12.56 |
| Interest on Bank Balances | 252.39 |
| Student Fund | <u>175.45</u> |

Total Receipts \$39647.60

DISBURSEMENTS:

| | | |
|--------------------------------|---------------|-----------------|
| Stationery and Printing | 770.82 | |
| Postage, Freight, Express | 651.81 | |
| Travelling | 1315.61 | |
| Teachers' Salaries & Employees | 21739.62 | |
| Telephone and Telegraph | 364.63 | |
| Furniture and Fixtures | 1017.03 | |
| Building and Improvements | 27.32 | |
| Renewals and Repairs | 115.27 | |
| Miscellaneous Supplies | 1633.27 | |
| Fuel, Light and Water | 1011.80 | |
| Advertising | 377.19 | |
| Bond | 20.00 | |
| Rehabilitation | 99.70 | |
| Library | 1326.02 | |
| Book Store | 5345.19 | |
| Student Fund | 1329.73 | |
| Board of Regents-Expense | 200.29 | |
| Buildings and Grounds | <u>232.68</u> | |
| | | <u>37577.98</u> |

Balance in bank June 30th 1924 \$2069.62

For the purpose of supplying an adequate accounting system for the fiscal year beginning July 1st 1924, and for subsequent years, we were directed to install such records and accounts as would properly provide the data desired and required by the management of the School.

The primary object was to properly allocate all receipts and disbursements to the particular Funds to which they are applicable, and provide a means of readily determining the balance remaining in each Fund.

To meet these requirements, we have prepared the following set up of accounts, which were opened up in the General Ledger as of July 1st 1924, and to which have been posted all transactions covering the months of July and August 1924.

In addition to the Cash Book in use up to June 30th 1924, and the General Ledger previously mentioned, we have added a General Journal. These books of account we deem sufficient for the requirements of the School.

In conclusion we desire to express our appreciation of the courtesies extended us during the course of this audit.

Respectfully submitted,

POSEY AND COCKE, ACCOUNTANTS,

By E. H. Cooke

MURRAY STATE NORMAL SCHOOL, MURRAY, KENTUCKY.

CLASSIFICATION OF ACCOUNTS.

Cash

Bank of Murray, Murray, Ky.

1st National Bank, Murray, Ky.

Surplus

GENERAL MAINTENANCE FUND-CONTROL ACCOUNT.

REVENUE ACCOUNTS-General Maintenance Fund:

Book Store

Interest on Bank Balances

Miscellaneous Income

Refunds

Special Fees

State Treasurer-General Appropriation

State Treasurer-Tax Appropriation

State Treasurer-Special Appropriation

Tuition

EXPENSE ACCOUNTS-General Maintenance Fund:

Advertising

Board of Regents

Book Store

Miscellaneous Supplies

Postage

Sundry Expense

Teachers and Employees Salaries

Telephone and Telegraph

Travelling

ASSET ACCOUNTS-General Maintenance Fund:

Administration Building

Buildings and Grounds

Furniture and Equipment

Girls Dormitory

Library

STUDENTS FUND-CONTROL ACCOUNT.

REVENUE ACCOUNTS-Student Fund:

Incidental Fees

EXPENSE ACCOUNTS-Students Fund:

Athletic Goods

Sundry Expense

EQUIPMENT AND GROUNDS FUND-CONTROL ACCOUNT.

REVENUE ACCOUNTS-Equipment and Grounds Fund:

State Treasurer, Special Appropriation.

EXPENSE ACCOUNTS-Equipment and Grounds Fund:

Equipment

Grounds

ADMINISTRATION BUILDING AND CLASS ROOM FUND-CONTROL ACCOUNT

REVENUE ACCOUNTS-Administration and Class Rooms Fund:
State Treasurer-Special Appropriation.

EXPENSE ACCOUNTS-Administration Building and Class Rooms:
Administration and Class Rooms Building.

GIRLS' DORMITORY FUND-CONTROL ACCOUNT

REVENUE ACCOUNTS-Girls' Dormitory Fund:
State Treasurer-Special Appropriation.

EXPENSE ACCOUNTS-Girls' Dormitory Fund:
Girls' Dormitory Building.

The report was received, ordered made a part of the record, and referred to the Auditing Committee of the Board of Regents.

Board adjourned.

McHenry Rhoads

Chairman

Laurine Wells Lovett

Secretary