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MINUTES OF THE BOARD OF REGENTS

MURRAY STATE NORMAL SCHOOL

January 6, 1925.

The Board of Regents of the Murray State Normal School met in the office of the President of the school at 10:00 A. M. as per resolution of adjournment at the last meeting of the Board, T. H. Stokes presiding. Present: Mrs. Laurine Wells Lovett, Messrs. T. H. Stokes, J. F. Wilson and G. P. Thomas; absent McHenry Rhoads.

A letter was received from Mr. Rhoads stating that he was called to attend a meeting of the State Superintendents of the South at Gulfport, Mississippi.

Minutes.

The minutes of the meeting held November 12, 1924 were read and approved.

Communications

From G. P. Thomas, Attorney for the Board enclosing judgment of the Calloway County Circuit Court in the case A. E. Cole vs. Board of Regents of the Murray State Normal School. Communication received and filed.

Moved by Mr. Wilson, seconded by Mr. Thomas, That the judgment of the Court be spread in full in the minutes. Carried.

The judgment follows:

CALLOWAY CIRCUIT COURT.

A. E. COLE,	*****	PLAINTIFF,
))	JUDGMENT.
))	BOARD OF REGENTS OF MURRAY STATE NORMAL SCHOOL,
))	*****DEFENDANTS.

This cause coming on for hearing and having been submitted to the court by agreement of the parties to be tried in vacation the judgment to be filed as of the last day of October Term of the Calloway Circuit Court, to have the same effect as if filed in open court, and the court being sufficiently advised from the pleadings, exhibits and evidence herein,

It is ordered and adjudged that the bid of the plaintiff, A. E. Cole, made to the defendant, Board of Regents of Murray State Normal School, under which he proposed to construct a woman's dormitory mentioned in the pleadings, for the sum of \$207,787. and the purported acceptance of said bid by the defendant, be and the same are now hereby cancelled, set aside and held for naught, and the defendant, Board of Regents of Murray State Normal School, and the members thereof, McHenry Rhoades, Chairman, T. H. Stokes, Vice Chairman, G. P. Thomas, James Wilson and Mrs. Joe T. Lovett, be and they are hereby perpetually enjoined and restrained from collecting or presenting for collection the check of the plaintiff for Ten Thousand (\$10,000.00) Dollars, and they are hereby ordered and enjoined to surrender said check to the plaintiff or his attorneys of record, Mocquot and Berry, upon the conditions hereinafter set forth.

The court adjudges that the defendant, Board of Regents of Murray State Normal School, is entitled to recover from the plaintiff the sum of Two Hundred (\$200.00) Dollars with interest from October 21st 1924 and the costs of this action, and the mandatory injunction granted herein for the surrender of said check for Ten Thousand (\$10,000.00) Dollars shall not be carried out untill and unless the plaintiff shall pay off said judgment, interest and costs in full.

To all of which the defendants object and excepts and prays an appeal to the Court of Appeals which is granted.

From A. E. Cole advising Board that he had paid the costs in the above case and tendering check for \$200.00 "in conformity with a judgment of Calloway Circuit Court".

Letter received and ordered made a part of the records.

Appeal

Moved by Mr. Wilson, seconded by Mrs. Lovett, That the Attorney of the Board be instructed to take an appeal to the Court of Appeals in the case of A. E. Cole vs. Board of Regents of the Murray State Normal School and that the Vice Chairman of the Board be authorized to make all necessary bonds. Ayes, Mr. Wilson, Mr. Thomas, Mrs. Lovett, and Mr. Stokes; Noes none. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, That pending the appeal that Mr. Cole's check for \$200.00 tendered to the Board of Regents in satisfaction of the judgment of the Calloway County Circuit Court be returned to him. Carried.

Plans for Kitchen of Dormitory.

Architect Tandy Smith, Jr., presented plans for equipping the kitchen of dormitory. Plans received and referred to a special committee composed of Mrs. Lovett and Dr. Carr.

Accredited Junior College.

The following letter was received from Ezra L. Gillis, secretary of the Accrediting Committee of the University of Kentucky.

Lexington
November 25, 1924

President J. W. Carr
Murray Normal School
Murray, Ky.

Dear President Carr:

The Committee on Accredited Relations, University of Kentucky met yesterday and approved Murray Normal College as a fully accredited Junior College. Credit for two years of college work will be given for work done in Murray Normal College on the same basis as work done in the University of Kentucky. You are to be congratulated on the good work you are doing.

The only point in which you are short of the standard set is in the training of your faculty, and the plan adopted by your institution of requiring them to complete their work for an advanced degree in a given time has been accepted by the Committee, and the institution approved on condition that your plan will be carried out.

Very truly yours,

Ezra L. Gillis,
Secretary of the Committee.

Communication received and ordered spread in full on minutes.

Student Load

The following letter was received relative to student load in normal schools:

University of Kentucky
Lexington

December
Eighteen
1924

President J. W. Carr
Murray State Normal School
Murray, Kentucky

My dear Doctor Carr:

The following were the conclusions of the conference in Superintendent Rhoads' office on Tuesday, December 16, as I recorded them on that date:

1. For a six or a twelve-week summer session, the normal load shall be a semester hour a week.

For students presenting a standing of "2" (average of "B" or better) the maximum load shall be eight semester hours for a term of six weeks or fourteen semester hours for twelve weeks.

2. The average load for the regular year shall be sixteen semester hours for a semester of eighteen weeks. The maximum load shall be eighteen semester hours. No person shall be permitted to carry more than eighteen semester hours except by special permission of the faculty or other governing body.

3. On the secondary level, the normal load is five units for thirty-six weeks. One unit will be allowed for each six weeks term.

Very sincerely yours,

William S. Taylor.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That Dr. Taylor's letter be received and made a part of the minutes and the recommendations of the normal school presidents relative to student load be approved. Carried.

Income from Tax for Maintenance.

A communication was received from R. T. Wells setting forth that the estimated income from the tax for maintenance of the Murray State Normal School would be approximately \$132,927.78.

Communication received and ordered filed.

Leave of Absence

A letter was received from Miss Ruth Stephens, a member of the faculty requesting leave of absence to attend summer school and complete work for her master's degree.

Moved by Mr. Wilson, seconded by Mr. Thomas, That the request of Miss Ruth Stephens for the purpose of attending summer school be granted, effective at close of second semester, provided no salary is paid for time she is absent. Carried.

Chemical Laboratory Fee.

A letter was received from Mr. T. A. Sanford recommending that a laboratory fee be charged for chemistry, etc.

Moved by Mrs. Lovett, seconded by Mrs. Wilson, That Mr. Sanford's letter be received and that a fee of \$3.00 be charged in chemistry to cover breakage, effective the next semester; provided any part of the three dollars in excess of cost of actual breakage be returned to student at end of semester. Carried.

Men's Dormitory

After an informal discussion in reference to a practical way to secure funds for men's dormitory, it was moved by Mr. Wilson, seconded by Mr. Thomas, That the President be authorized to make any trip which he may deem advisable in order to promote a definite plan for securing funds for such a building. Carried.

The Board took a recess at 12:00 noon for lunch.

The Board reconvened at 1:50; the same members were present as at the forenoon session.

Financial Report of President.

The President presented a financial report showing receipts and expenditures for the first six months of the current school year.

Report received and ordered filed and the President directed to furnish a copy to each member of the Board.

Report of Custodian Student Loan Fund

Custodian's Report of

Thomas P. Norris Student Loan Fund,

By

T. H. Stokes

Amount received of Thomas P. Norris.....	\$2,500.00.	
Interest.....	69.30.	\$2,569.30
" " " " "	\$7,500.00.	
Interest.....	288.30.	7,788.30
" " " " "	\$5,000.00	
Less Interest to Feb. 1, 1925	16.67	4,983.33
Total.....		\$15,340.93

Notes to Students as follows:

Maurine Duncan.....	\$50.00
Olalia Chrisman.....	50.00
Charlie Bob Cochran.....	100.00
Beurlene Geurin.....	50.00
Eppie McCoy.....	50.00
Noble Outland.....	125.00
Mary Lout Vincent.....	100.00
Flora Beane.....	75.00
Prudye Adams.....	50.00
Eufaula Arnett.....	50.00
A. H. Hayden.....	190.00
Larue Nance.....	100.00
Irene Tinsley.....	150.00
Cromer H. Arnett.....	100.00
Dora Jean Skinner.....	150.00
Robbie Tinsley.....	300.00
Newton Melugin.....	175.00
Mrs. Carrie Hancock.....	200.00
Floyd Hall.....	150.00
Norman Galloway.....	200.00
Derward Hawks.....	25.00
Olalia Chrisman.....	25.00

Total \$2,465.00

Balance on hand.....\$12,875.93

\$15,340.93

The \$5,000 in Old United States Government bonds had coupons clipped that were due February 1, 1925 so the above \$5,000 in bonds will only be worth \$5,000 on that date, so the \$16.67 is the unearned interest on that, in other words the present worth of those bonds today amounts to \$4,983.30.

THOMAS P. NORRIS FUND,

By T. H. Stokes, Custodian.

Received and ordered spread in full in minutes.

Report of Auditing Committee.

Murray, Kentucky
January 1, 1925.

To the Members of the Board of Regents:

Audit of the books of the Murray State Normal School on January 1, 1925, beginning July 1, 1924 up to and including December 31, 1924, shows a balance in the Bank of Murray of \$41,833.13; balance in the First National Bank of Murray of \$40,281.50; also a deposit in the First National Bank on December 31, 1924 of \$52.34, making a total of \$82,166.97, balance cash on hand shown by the books of the Treasurers, First National Bank and Bank of Murray.

We find that there are outstanding checks as follows:

#740	\$.60
#741	3.00.
#776	1.50.
#777	74.35
#784	3.24.
#788	100.00.

This makes a total of outstanding checks of \$182.69, leaving an actual balance in the banks of \$81,984.28. This agrees with the books of the Murray State Normal School.

Further I wish to state that all bills were checked with checks attached to each bill and found to be correct. However, we found a bill of \$275.00 paid by check #329 with no bill attached. This seemed to be a bill which should have been delivered by Mr. I. H. Koffman.

We find further that the following bills have been paid and checks have been endorsed and have been returned without bills being on file in the office, however, we are satisfied that these bills are alright and have been sent out with the check attached to the bills to be receipted by the parties to whom the checks were made payable, and in some cases the bills have not been promptly returned. We wish to state that these bills should be placed on file as soon as convenient and the management states that this will be done.

Below you will find a list of all of the bills which are not on file and which have been paid, and also the check numbers that paid the different bills:

#747 Murray Motor Company, Murray, Ky.	\$61.60
#751 Harper & Brother, New York, N. Y.	52.48
#755 Macmillan Company, Chicago, Ill.	33.15
#763 J. S. Roark, Paducah, Ky.	23.00
#775 Geneve Wells, Murray, Ky.	13.62
#776 Hugh Lassiter, Murray, Ky.	1.50
#781 L. H. Purdom, Murray, Ky.	1.00
#784 John L. Jones, Murray, Ky.	3.24

We wish to congratulate the office on its splendid bookkeeping system and find the books kept in a very neat and accurate manner.

Very truly yours,

T. H. Stokes, Chairman
Auditing Committee.

Moved by Mr. Thomas, seconded by Mrs. Lovett, That the report of Auditing Committee be received and ordered spread in full in minutes. Carried.

President's Report.

MURRAY STATE NORMAL SCHOOL

January 6, 1925.

REPORT OF PRESIDENT

To the Board of Regents of the Murray State Normal School:

Honorable Members:

I have the honor to report and recommend the following for your consideration:

Outlook for next Semester.

There are now 355 students enrolled in the Murray State Normal School. This is an increase of 70% over the enrollment of the corresponding semester a year ago. Judging from the reports received from former students and from the numerous inquiries relative to the school, I estimate that we shall have from 600 to 700 students in attendance next semester. There will be approximately 75 in the graduating class. I, therefore, recommend that we increase our faculty and training school facilities to take care of at least 600 students next semester. We shall need to employ seven, possibly eight, additional members of the faculty, as follows:

One teacher of Education	Approximate cost	\$1250.00
" Supervisor of rural practice	" "	1000.00
Three critic teacher	" "	1833.00
One teacher of science	" "	1000.00
One Teacher of History and English	" "	1000.00
Total		<u>6083.00</u>

There will probably be need of an additional practice teacher for two and one half months, cost approximately \$625.00, or a total of \$6708.00 for additional teachers. There is sufficient money in budget to pay salaries of these teachers.

Training School.

The most important part of a normal school is a suitable and adequate training school for observation and cadet teaching. This part of the normal school is also the most difficult to organize and most expensive to maintain. We have begun the organization of the training school by the employment of a supervisor of teacher training and three critic teachers. But this will be inadequate for our needs during the next semester as we shall have approximately sixty students who must do cadet teaching. We need to double our facilities for observation and treble or quadruple our facilities for cadet teaching.

In order to provide sufficient training school facilities for next semester, I make the following recommendations:

a. That we employ three additional training school teachers to work in connection with the Murray City Schools in the same manner as the training school teachers are now employed.

b. That rooms be provided in the Administration building for four training school classes. This will necessitate the purchase of suitable desks and other equipment, and probably the transportation of approximately seventy-five pupils.

c. The establishment of from ten to twenty training centers in the rural and village schools of Calloway County to be used for cadet teaching alone.

Each center should be in session from seven to ten weeks each, and a cadet teacher under proper supervision in charge of each for a period of four weeks. While engaged in cadet teaching in a rural center, the student should not be required to perform any other duties.

In order that the cadet teaching may be done in a satisfactory manner it will be necessary to have a special supervisor for each group of eight or ten cadet teachers. The training centers would be established about April 1st. If a second supervisor is employed, it should be on the part time basis. It would be necessary to provide transportation for the supervisor.

The County Board of Education has informally agreed to furnish buildings and equipment free. The County Superintendent will render every assistance possible. He states that he believes that provision can be made for fuel and other incidental expenses.

Additional Equipment.

We shall need additional equipment for next semester as follows:

250 Recitation Charis at \$5.80 each	\$1450.00
10 Teachers Desks at 25.00 each	250.00
80 Adjustable desks for pupils \$9.00	720.00
16 " rears " " 7.50	120.00
40 Kindergarten Chairs at \$2.00	80.00
4 " Tables 15.00	60.00
Window shades for top floor approximately	220.00
20 Library tables (to be built)	140.00
120 Bent Wood chairs at \$__each	

Total

When all known claims against the fund for equipment and grounds have been paid, there will be \$3238.00 remaining in the fund. The recitation chairs and teachers desks have already been purchased. I recommend that the other items enumerated be purchased also.

Fire Proof Safe.

There is no satisfactory place to keep the records and other valuables belonging the school. I recommend that a fire proof safe be purchased at cost not to exceed \$508.00.

Cement Floor in Trench - Administration Building.

After consulting with a majority of the Board, I ordered a cement floor and drain put in trench containing pipes of the heating system, Cost \$242.00. I recommend that my action be approved.

Additional Janitor Force

The use of the top floor of Administration building will necessitate additional janitor force. I recommend that a fireman be employed for three months and two additional student assistants be employed from February at \$1.00 per school day each, and 20c per hour when they work over time.

Automobile.

During the time I have been President of this school, I have furnished and maintained my own automobile and used it for official purposes as well as private use. I am sure that I have used three times for official purposes to one for private purposes. The cost of operation for the last seventeen months has been \$221.76. I submit this matter to the Board for your information and without recommendation.

Gilbert Graves and Clovis Wallace

It is with profound sorrow that I report the death of Gilbert Graves, a member of the foot ball team. He had the sixth vertebra of his neck dislocated in a foot ball game on Thanksgiving Day. He was taken to the Hospital immediately and given the best attention, but on December 5, 1924 he died.

During the same game, Clovis Wallace wrenched his back and was in the Hospital for several days. It is my understanding that he has not fully recovered. He came to his rooming place last Sunday, but was not in his classes yesterday.

At the suggestion of some of the members of the Board of Regents, flowers were sent to both Gilbert and Clovis in behalf of the Board. Amount, \$10.00. As I had received no official direction relative to this matter, this bill has not been paid.

Inquiry has been made of me at different times by members of faculty and others as to whether or not these hospital bills should be paid by the school. I submit this matter for your consideration.

Extension Department.

The first correspondence classes were started in November. There are now Twenty nine students taking courses. Of these, twenty eight are taking college courses. Requests concerning these courses are coming in almost daily.

If teacher training centers are organized in the rural districts as recommended above, there is every reason to believe that classes in cadet teaching could be conducted as part of the extension work of the school to the great advantage of the teachers and to the Murray State Normal School. The cost would not be excessive to either the teachers or the school. I recommend that a definite program be developed for extension work and a full time director be employed for next year.

Transportation Problem

✓ We have not yet solved the problem of transportation of students in a satisfactory manner. The operators of the bus have only taken in about \$360.00 since school began. This is not sufficient remuneration for the service rendered. I recommend that this matter be referred to the Committee on Transportation for adjustment.

Diplomas to Persons Completing High School Course.

By vote of the Faculty yesterday, I was requested to bring the question of granting high school diplomas to students who have completed the high school course in this institution. I recommend that a committee of the Board be appointed to give consideration to this matter. The vote of the Faculty was not unanimous. I am not prepared to make a recommendation.

Respectfully,

J. W. Carr,
President.

Report received, ordered made a part of the record and the recommendations considered separately.

Moved by Mr. Thomas, seconded by Mrs. Lovett, That the hospital bills of Gilbert Graves and Clovis Wallace, the two boys who were hurt in a football game, be paid out of the student fund, likewise that the bill for flowers sent to these two boys be paid out of same fund. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, That the matter of readjusting the transportation problem be referred to the Committee on Transportation with power. Carried.

Moved by Mr. Thomas, seconded by Mrs. Lovett, That the question of granting diplomas to students completing the high school course in the Normal School was referred for investigation to a special committee consisting of Messrs. Carr and Wilson. Carried.

Moved by Mr. Wilson, seconded by Mr. Thomas, That the President be authorized to employ such janitors temporarily as he deems necessary. Carried.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That Mr. Stokes be authorized to purchase safe for the Normal School office at a cost not to exceed \$508.00. Carried.

Moved by Mrs. Lovett, seconded by Mr. Thomas, That the action of the President in ordering a concrete floor and proper drainage for the ~~xxxxx~~ heating trench of the Administration building be approved, additional cost \$242.00. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, That, in as much as the President had furnished his own automobile and used it primarily for official purposes for the last seventeen months that the expenses of operation amounting to \$221.76 be refunded to him. Carried.

Water Supply.

After an informal discussion of the water pressure on the normal school grounds, it was moved by Mrs. Lovett, seconded by Mr. Thomas, That a Committee composed of Messrs. Wilson and Carr appear before the Council of the City of Murray to urge that steps be taken immediately to provide adequate water pressure on the normal school grounds. Carried.

Bids and Proposals.

Bids and proposals were received as follows:

From Central School Supply Company of Louisville, Kentucky for adjustable desks and rears; kindergarten chairs and tables; tubular steel combination desks and rears.

From the Arlington Seating Company of Arlington, Ill. for semi steel desks and rears.

From Howard D. Happy Company of Mayfield, Kentucky for adjustable desks and rears; kindergarten chairs and tables; bent wood chairs; fire proof office safe.

From E. W. A. Rowles Company, Louisville, Kentucky for adjustable desks and rears; kindergarten chairs and tables; duplex window shades.

From Forse Manufacturing Company of Anderson, Indiana for Duo-Roll window shades.

(For bids of each firm see files)

Window Shades

Moved by Mr. Thomas, seconded by Mr. Wilson, That the contract for window shades for the top floor of the Administration building be awarded to Forse Manufacturing Company of Anderson, Indiana, for the sum of \$298.75, their bid being lowest and best. The shades are to be installed in accordance with their written purpose. Carried.

Bent wood chairs.

Moved by Mr. Thomas, seconded by Mrs. Lovett, That the purchase of bent wood chairs be referred to Committee of one, Mr. Wilson, with power. Carried.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That the construction of the necessary tables for the library be referred to the President with power. Carried.

Employment of Teachers

The President having recommended the employment of Miss Pearl Jordan and Dr. William R. Bourne as members of the faculty, it was moved by Mrs. Lovett, seconded by Mr. Wilson, That the President be authorized to tender Pearl Jordan a position on the faculty for the remainder of the school year at a salary of \$200.00 per calendar month, effective February 7, 1925 or as soon thereafter as she begins work. It is understood that she is to have transportation expenses in addition to her salary when in discharge of her duties out of the city. Carried.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That the President be authorized to tender Dr. William R. Bourne a position on the Faculty for the remainder of the school year, salary at the rate of \$3000.00 per calendar year, or \$250.00 per calendar month, effective February 1, 1925 and term ending June 30, 1925. Carried.

Report of Committee on Graduation and Certification

Murray, Kentucky,
January 6, 1925.

To the Board of Regents:

We, the Committee on certification in accordance with the law governing Morehead and Murray State Normal Schools, hereby recommend that the following students be granted at the end of this semester certificates of the class indicated below :

College Elementary Certificate

Daphin Carter
Mary Elizabeth Martin
Treva Rogers

Provisional Elementary, Second Class.

Rebecca Haley

Jas. H. Hutchinson, Chairman
Belle McMurry Walker
J. G. Glasgow
Committee on Graduation and
Certification

Moved by Mr. Wilson, second by Mrs. Lovett, That list of persons recommended for certificates above be endorsed as presented and recommended by Committee on Certification; that the President of institution and Secretary of the Board be authorized to sign and fix thereto the seal of this institution, after which, the State Department of Education will approve same. Carried.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That the payment of warrant #717 to Jack Cole for face brick he had purchased according to contract but which were later rejected by the Board be approved. Carried.

Moved by Mr. Wilson, seconded by Mr. Thomas, That the sale of the rejected face brick as common brick be approved. Carried.

Bills for Extras

Moved by Mr. Wilson, seconded by Mr. Thomas, That the miscellaneous bills presented by Forbes Mfg. Company for extras be referred to special committee, consisting of Messrs. Stokes and Carr with power to pay same if found correct. Carried.

Miscellaneous Reports

The following miscellaneous reports were received and approved and ordered placed on file:

From the President showing the distribution of \$85,000.00 of fire and tornado insurance on Auditorium; and \$44,000.00 fire and tornado (builder's risk) insurance on the Administration building.

From Con Frazier, showing sale of wood and sewer pipe; also amount of wood, sewer pipe, water mains, etc., on hand.

From Campbell Holt showing amount of fencing lumber, beaver board, etc., on hand.

From I. H. Koffman, director of Athletics, showing the amount of foot ball, volley ball, base ball, tennis and basket ball equipment on hand.

Salary Alice Keys.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That the salary of Alice Keys, stenographer, be fixed at \$125.00 per month instead of \$100.00, effective January 1, 1925. Carried.

Moved by Mr. Thomas, seconded by Mrs. Lovett, That the Board of Regents adjourn to meet at 9:30 A. M., Friday, February 6, 1925. Carried.


Vice Chairman


Secretary