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Board of Regents, Murray State Normal School

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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

February 6, 1925.

The Board of Regents of the Murray State Normal School met in the office of the President of the school at 9:30 A. M., as per resolution of adjournment at the last meeting of the Board, McHenry Rhoads presiding.

Present: Dr. McHenry Rhoads, Mrs. Laurine Wells Lovett, Mr. T. H. Stokes, and Mr. G. P. Thomas. Absent: Mr. J. F. Wilson.

The members of the Board attended the Chapel exercises at 9:40 o'clock, and brief addresses were made by Messrs. Rhoads and Stokes.

Minutes of the meeting of January 6, 1925 were read and approved.

Kitchen for Dormitory.

Mr. Tandy Smith, Jr., Architect, appeared before the Board and presented tentative plans for equipment of kitchen for Women's dormitory.

Moved by Mr. Thomas, seconded by Mr. Rhoads, That the arrangement of kitchen and cafeteria of the Women's Dormitory as submitted be approved and that the architect be directed to prepare plans and specifications for ranges, steam tables, dough mixers, kettles, steamers, and what is technically known as cafeteria service. Carried.

Hardware for Women's Dormitory.

The Architect presented catalogues showing different designs of hardware for Women's Dormitory.

Moved by Mrs. Lovett, seconded by Mr. Stokes, That plain wrought steel plated sanded dull brass hardware be used for doors and windows of Women's dormitory with plain heavy design; and with cylinder locks on all exterior doors; inside doors to have mortised locks with plain round knobs with roses and key hole escutcheons. Carried.

Bids for Electric Fixtures.

The following bids were received for electric fixtures for the Administration building in accordance with specifications per plans submitted.

|  |          |
|--|----------|
| S. D. Dalbey Electric Company, Paducah, Ky.          | \$765.00 |
| French Lighting and Fixture Company, Evansville, Ind | 1926.42  |
| Burdorf Company, Louisville, Ky.                     | 785.00   |
| Beardslee Chandelier Mfg. Co., Chicago, Ill.         | 1094.84  |
| (For bids, see files)                                |          |

After the bids were opened and read, the representative of each Company was given an opportunity to show samples of goods and make any explanations he chose to make in reference to his bid. Action was postponed until the afternoon session.

Board recessed at 12:00 noon for luncheon in the new dining hall of the school.

Board reconvened at 1:15 P. M. with the same members present as at the forenoon session.

President's Report.REPORT OF PRESIDENT

Murray, Kentucky,  
February 6, 1925.

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

Honorable Members:

I report the following for your information and consideration:

1. Attendance.

The second semester began February 2, 1925. Enrollment at the close of fourth day is 530. This is an increase of 60 per cent over the enrollment for the first week of the corresponding semester last year. If this per cent of increase continues, the enrollment for current semester will exceed 700. A majority of those in attendance are college students. There will be about seventy five members in the graduating class.

2. Additional Teachers.

At the last meeting of this Board, I was directed to investigate the qualifications of Stanley Pullen for a position in the faculty. After completing this investigation and consulting with four members of the members of the Board, I tendered him a position as teacher of science and custodian of grounds, salary at rate of \$3000.00 per year, effective at time he begins work, the contract to terminate June 30, 1925. Mr. Pullen has completed his work for his master's degree at Peabody College and has had eight years experience as a member of faculty and custodian of grounds of the Eastern Kentucky State Normal School at Richmond. He has had successful teaching experience elsewhere.

I recommend that my action be approved.

We are in need of at least one other teacher to assist in the English department. As Miss Moss is absent on leave but will be available after June 1, 1925, I do not deem it advisable to employ a regular teacher in that department at this time. I, therefore, recommend that a substitute teacher be employed for the remainder of the current semester. I understand that Mrs. Stanley Pullen is available for substitute work. She is an experienced teacher and has almost completed the required work for her master's degree.

3. Classes in Observation and Cadet Teaching.

There are about 120 students in classes taking observation and participation and about 60 students for cadet teaching. We have three teachers for this group to observe and teacher to supervise rural practice. We shall do the best we can with the facilities available, but I deem them inadequate.

4. Library.

The library now contains 2400 volumes in addition to magazines, pamphlets and the books at the Training School. It is constantly in use during school hours. It will be moved into the new Administration building next week where there will be room for two hundred students to use it at one time. We need an efficient librarian to take charge of the library and to assist the students in using it properly. We have tried management by a faculty committee with students in charge, but plan is not satisfactory. Students do not receive the assistance they should have, neither is the care of books nor the discipline satisfactory.

During the last two weeks, I have placed Mrs. Caudill in charge for the purpose of maintaining proper discipline, also to check up the books and to catalogue new books. The check shows that fifty one books have been lost. First class discipline has been maintained and the usefulness of the library greatly increased.

I recommend that my action be approved and that Mrs. Caudill be continued as substitute librarian until a regular librarian is employed. The remuneration she receives is \$5.00 per day.

#### 5. Dining Hall.

✓ For a number of reasons it seemed desirable and necessary to establish a dining hall in connection with the lunch room. After consulting with all members of the Board who could be reached by telephone, the necessary equipment was installed under the supervision of Mr. Leslie Smith. The cost of equipment was about \$600.00. Most of this can be used in the new dormitory.

The dining hall was opened with Mr. Smith as temporary manager at \$6.00 per day and board; Mrs. Laura Henry as chief cook at \$2.00 per day and board; Miss Neta Allcock, assistant cook at 25¢ per hour and Misses Thelma Flint, Wilma Collie, Bettie Outland as general assistants at 20¢ per hour. If the assistants work only three hours per day they were to receive their board, or sixty cents per day if they board themselves.

The rates charged follows:

|                                      |        |
|--------------------------------------|--------|
| Board by the week,                   | \$4.00 |
| Meal ticket (21 meals)               | 4.50   |
| Single Meals                         | .25    |
| Individual dishes at popular prices. |        |

It has not been in operation long enough to enable us to know what our gain or loss is, but Mr. Smith says he believes it can be conducted without loss to the Board.

I recommend that my action be approved, and that the present management be continued at least long enough to demonstrate whether or not it can be made self-supporting.

#### 6. Janitor Service.

On August 27, 1924, I was authorized to employ a temporary janitor. I employed Laymon Neale at \$70.00. He has demonstrated his fitness for the position. I, therefore, recommend that he be employed til June 30, at \$100.00 per calendar month, effective February 1, 1925.

As authorized by this Board, I have employed E. G. Neale as fireman and assistant janitor for a period not exceeding three months, salary \$70.00 per calendar month, effective January 28, 1925.

I have also employed Fred Phillips and Clovis Wallace at twenty cents per hour as part time janitors at 20¢ per hour. It will be necessary to employ others.

#### 7. Program Clock.

The program clock has been installed, cost \$175.00 for making the connections between the two buildings and the necessary changes in the wiring systems. The clock was originally to be installed in the Administration building. As I was appointed a Committee to have this work done, I recommend that the action of the Committee be approved and the Committee discharged.

#### 8. College Annual.

✓ The Senior Class is engaged in preparing the material for "The Shield" which will be the first College Annual of the school. This publication will compare favorably with others of the sort. It will contain half tone cuts of the buildings, members of faculty, students, etc. The management requests a picture of the members of this Board and a brief statement relative to the policy of the school. I recommend that this request be granted.

I believe that a copy of "The Shield" should be placed in every high school in the first and second Congressional Districts. I doubt if any more valuable material

concerning the school will be available to present to the members of the General Assembly than this Annual.

I call your attention to this matter in order that you may give the subject such consideration as you deem advisable. The cost for these extra copies would be about \$600.00.

9. National Association of Normal Schools.

The National Association of State Normal School officials will be held in connection with the Department of Superintendence of the National Education Association. I request permission to attend these meetings.

10. Administration Building.

Through the courtesy of the general contractor, Forbes Manufacturing Company, we were able to occupy some of the rooms on the top floor of the Administration building February 3rd. We have the promise of the use of the entire top floor including the library rooms on February 10th.

11. Financial.

Owing to the reorganization of the school this week, it has been impossible to prepare the financial report for the month of January. This report will be prepared next week and a copy sent to each member of the Board.

Unofficial information from Frankfort has been received which shows that the amount already received from the State for maintenance plus the amount now in the State Treasury to the credit of the school totals \$155,137.55. There will be other amounts available for maintenance during the school year. As the budget was made on the basis of \$155,000.00 from the State for maintenance for the year, it is evident that our estimates were made on a conservative basis.

Respectfully submitted,

J. W. Carr,  
President.

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

✓ Moved by Mr. Thomas, seconded by Mr. Stokes, That the President's action in the employment of Stanley Pullen as a member of faculty and custodian of grounds be approved. Carried.

✓ Moved by Mr. Stokes, seconded by Mr. Thomas, That the President be authorized to employ Mrs. Stanley Pullen as a substitute teacher for the current semester. Carried.

✓ Moved by Mr. Rhoads, seconded by Mr. Stokes, That students who had had two or more years successful teaching experience as teachers may be excused from cadet teaching at the option of the President and allowed to take some other subject instead, but that all applicants for the Advanced Certificate must take the course in observation and participation. Carried.

✓ Moved by Mr. Stokes, seconded by Mr. Thomas, That the recommendation of the President relative to the employment of Mrs. William Caudill as substitute librarian at \$5.00 per day be approved. Carried.

Moved by Mr. Stokes, seconded by Mr. Thomas, That the action of the President relative to the establishment of the dining hall be approved and that he be authorized to continue the management as outlined and recommended. Carried.

Moved by Mr. Stokes, seconded by Mr. Thomas, That the action of the Committee in reference to the installation of program clock be approved and the committee discharged. Carried.

Moved by Mr. Thomas, seconded by Mr. Stokes, That the salary of Lamon Neale, janitor, be \$85.00 per calendar month instead of \$70.00 as heretofore, effective February 1, 1925, and that his term expire June 30, 1925. Carried.

Moved by Mr. Thomas, seconded by Mr. Stokes, That E. G. Neale be employed as fireman for three months beginning January 28, 1925 at a salary of \$65.00 per calendar month. Carried.

✓ Moved by Mr. Stokes, seconded by Mr. Thomas, That the President be authorized to attend the meeting of the National Association of State Normal School officials and the Department of Superintendence of the N. E. A. at Cincinnati, Ohio, February 20 and following and that he be allowed his necessary expenses. Carried.

Moved by Mr. Thomas, seconded by Mrs. Lovett, That G. Tandy Smith, Jr., Architect, be allowed \$700.00 on account as per bill rendered. Carried.

Certificates Granted.

Murray, Kentucky,  
February 6, 1925.

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

Honorable Members:

We have checked the records of the following students and find that they are entitled to the certificates indicated below:

|                         |                      |
|-------------------------|----------------------|
| > Daphin Carter         | Advanced Certificate |
| > Mary Elizabeth Martin | " "                  |
| > Myrtle Jones          | " "                  |
| > Opal Sims             | " "                  |
| > Lucille Glasgow       | " "                  |

Signed,

J. H. Hutchinson, Chairman  
Elbert R. Mills  
J. G. Glasgow  
Susan Peffer

Committee on Certification  
and Graduation.

Moved by Mr. Stokes, seconded by Mr. Thomas, That list of persons recommended for certificates and diplomas 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.

Contract for Electric Fixtures.

After hearing representatives of different electric fixture companies, and examining drawings, inspecting goods, and considering specifications submitted, it was moved by Mr. Stokes, seconded by Mr. Thomas, That the alternate bid of the Beardslee Chandelier Manufacturing Company of Chicago, Illinois as submitted after modifications and eliminations had been made be accepted for the sum of \$1100.00, that bid being the lowest and best bid when design and quality of goods and guaranteed candle power are taken into consideration. Carried.

Blackboard.

A representative of the Forbes Manufacturing Company appeared before the Board and stated the difficulties the firm was having to secure slate black boards. He was also given an opportunity to state the merits of a composition board.

Moved by Mr. Stokes, seconded by Mr. Thomas, That there be no change made in the specifications in black boards of the Administration building. Carried.

Lyceum Course.

A committee from the Woman's Club submitted a written proposition whereby the Club would cooperate with the Normal School in providing a Lyceum Course for season 1925-1926 for both the citizens of Murray and the Students of the Normal School, provided the Normal School would bear \$500.00 of the expenses.

After due consideration, it was unanimously decided by common consent that action relative to the proposition be postponed.

Insurance.

The President presented list of builders' risk insurance placed since the last meeting. For list and amounts, see files.

By common consent, the Committee was authorized to place boiler insurance on the heating plant, but no other kind except as previously authorized.

Request of the President.

President Carr made the following request:

"At your last meeting, I made a statement to this Board to the effect that I had furnished my own car and used it chiefly for official purposes during the last seventeen months, and that the cost of maintenance for the car during that period was \$221.76. This subject was not brought before you in the form of a claim but for your information. Your honorable body deemed it proper to authorize the payment to me of the amount mentioned above, and in due course payment was made.

I appreciate your action in this matter and believe that the use of the car was worth the money paid, but I prefer that this service be donated to the school. I, therefore, request permission to have placed to the credit of the Murray State Normal School my personal check for \$221.76".

Moved by Mr. Stokes, seconded by Mr. Thomas, That the request of President Carr for permission to have his personal check to the amount of \$221.76 placed to the credit of the Murray State Normal School be granted.

Moved by Mrs. Lovett, seconded by Mr. Thomas, That when we adjourn, we adjourn to meet at 9:30 A. M. Tuesday, April 10 1925 in the office of the President of the school. Carried.

Adjourned.

W. C. Henry Rhodes  
Chairman

Laurine Wells Lovett  
Secretary