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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

April 10, 1925.

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

Present: Dr. McHenry Rhoads, Mrs. Laurine W. Lovett, Mr. T. H. Stokes, Mr. J. F. Wilson, Mr. G. P. Thomas. Absent: none.

The members of the Board attended the Chapel exercises at 9:40 A. M. A brief address was made by Dr. Rhoads and other members of the Board were introduced to the students.

The minutes of February 6, 1925 were read and corrected and approved.

Financial Report.

The President made a brief financial report calling attention to his financial report for March, 1925. On March 31, his books showed a balance of \$63,783.53. Since then, \$14,000.00 had been paid on the Women's Dormitory and current bills. There was in bank on April 10, 1925 a balance of \$51,717.81.

W. E. Gore's Claim.

Mr. W. E. Gore appeared before the Board and asked for \$1200.00 on account as part pay for his remuneration as architect. A discussion followed as to whether or not he had fulfilled the terms of his contract. After examining the terms of the contract the following motion prevailed:

Moved by Mr. Thomas, seconded by Mr. Wilson, That W. E. Gore, Architect, be allowed \$1000.00 on account. Ayes, Mr. Thomas, Mr. Wilson, Mrs. Lovett, Mr. Stokes, Mr. Rhoads. Noes: none. Carried.

Request for acceptance of Administration Building.

Mr. Gary of the Forbes Manufacturing Company, Contractors, came before the Board and stated that the Administration building was almost completed, and that a balance of about \$29,000.00 would be due the firm when building is completed and accepted. He requested payment at this time of \$20,000.00.

After consultation with the architect as to work still remaining to be done before the building is completed, the following motion prevailed:

Moved by Mr. Stokes, seconded by Mr. Wilson, That the terms of the contract relative to final payment be carried out, and that the request for payment of \$20,000.00 at this time be not approved. Carried.

Lyceum Bill.

Mrs. O. J. Jennings appeared before the Board, relative to a balance of \$139.20 due for lyceum course. After examining terms of contract, the bill was allowed by common consent and ordered paid.

Appointment.

✓ The President having recommended the appointment of Miss Anna B. Peck, as a teacher of history during the summer session of the Murray State Normal School, the following motion prevailed:

Moved by Mr. Stokes, seconded by Mr. Wilson, That Miss Anna B. Peck be appointed a teacher of history and related subjects in the summer school, salary \$200.00 per calendar month, beginning June 8, 1925 and ending August 31, 1925. Carried.

Women's Dormitory Named.

✓ Moved by Mr. Stokes, seconded by Mr. Wilson, That the Women's Dormitory be named the Rainey T. Wells Hall. Carried by four-fifths majority of Board, Mrs. Lovett not voting.

Services Recognized by the Governor.

In recognition of the unselfish and distinguished services of the members of the Board of Regents, Honorable Rainey T. Wells, in behalf of Governor W. J. Fields, presented an autographed admission card to each member and also one to the wife or husband, entitling each to free admission for life to all games, lectures and entertainments given under the auspices of the Murray State Normal School.

The cards were enclosed in beautiful seal skin cases, and signed by the Governor of Kentucky, and also by the President of the school.

The compliments were received with due appreciation by each member of the Board.

The Board recessed at 12:10 P. M. for luncheon.

The Board reconvened at 1:20 P. M. with all members present except Mr. Wilson.

Re: Women's Dormitory.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That G. Tandy Smith, Jr., Architect be authorized to have the necessary steam, water and other pipes placed in the kitchen of the Women's dormitory. Carried.

Moved by Mr. Stokes, seconded by Mr. Thomas, That the cost for room and board in the Women's dormitory be \$5.00 per week per student, payable for the semester of term in advance; that two students occupy the same room, and take care of same; also that each be required to furnish necessary pillow cases, sheets, spreads, blankets, bed covers, towels, table napkins and napkins rings. Carried.

Moved by Mr. Stokes, seconded by Mr. Thomas, That other than persons employed to manage the dormitory and special guests of the school, only women who are students shall be permitted to room in the Women's dormitory. Carried.

By unanimous consent, the architect was authorized to provide for a guest room on the second floor immediately over the matron, this room to have private bath, toilet and lavatory.

Moved by Mr. Stokes, seconded by Mr. Thomas, That the President be directed to write to the Redmon Heating Company, directing them to proceed with the installation of heating pipes in trenches immediately, so that ground floor may be constructed. Carried.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That local sand be used in the mortar for the first coat of plaster on the dormitory and that the architect see that proper credit be given to the Board for the difference in cost between local sand and that specified. Carried.

Report of Auditing Committee.

Murray, Kentucky,
April 9, 1925.

To the Members of the Board of Regents:

Audit of the books of the Murray State Normal School on April 9, 1925, beginning January 1, 1925 up to and including March 31, 1925, shows a balance in the Bank of Murray of \$32,436.00; balance in the First National Bank of Murray of \$34,455.45, making a total of \$66,891.45, balance cash on hand shown by the books of the Treasurers, First National Bank and Bank of Murray.

I find that there are outstanding checks as follows:

#910	\$18.74	961	\$ 5.35
#945	25.62	962	8.75
946	48.21	963	2.60
947	8.40	964	1.35
949	1.94	965	16.09
950	6.50	966	4.77
951	102.30	967	1.70
952	6.55	969	9.56
954	12.50	974	208.34
955	8.41	976	150.00
956	1.21	977	166.67
957	28.58	978	200.00
958	13.24	979	166.67
959	11.08	981	133.34
960	14.72	982	133.34
995	25.00	983	133.34
996	100.00	984	166.67
997	129.50	986	200.00
998	49.00	987	200.00
999	82.90	988	175.00
1000	15.00	991	250.00
		992	65.00

Total \$3,107.92

This makes a total of outstanding checks of \$3,107.92, leaving an actual balance in the banks of \$63,783.53. 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.

I 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, I am 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.

#474 John C. Winston Co.	\$16.39
956 Lyon & Healy	1.21
957 John C. Winston Co.	28.58
966 Rand McNally Co.	4.77
	<u>\$50.95</u>

Very truly yours,

V. H. Clark.

Report received and made a part of the minutes.

Report of Custodian of the Thomas P. Norris Student Loan Fund.

Treasurer's Report of

Thomas P. Norris Student Loan Fund,
by

T. H. Stokes,

April 10, 1925.

2: 19123

Amount on hand at last report, Jan. 6, 1925.....	\$12,875.93
Received from Mr. Thomas P. Norris, March 19, 1925.....	5,000.00
Received interest on Charlie Rob Cochram note.....	3.00
Note paid by Eppie McCoy, \$40.00 and int. \$1.00.....	51.00
Note and interest paid by Carrie Hancock.....	203.55
Note paid and interest by Noble Outland.....	128.75
Credit on note Floyd Hall.....	75.00
Credit or balance on note and int. Floyd Hall.....	<u>77.80</u>
Total.....	\$18,415.03

Notes to students as follows:

Fredonia Adams.....	\$ 30.00
Jewell Allen.....	60.00
Coy Andrus.....	40.00
C. H. Arnett.....	100.00
Cromer H. Arnett.....	100.00
Flora Bean.....	25.00
Otilia Brown.....	125.00
Vera Bynum.....	40.00
H. S. Chambers.....	125.00
Martha Chester.....	50.00
Charlie Rob Cochram.....	100.00
Wilmuth Colley.....	15.00
D. D. Crisp.....	300.00
Franklin Crutcher.....	50.00
Maurine Duncan.....	50.00
Derwood Hawks.....	50.00
Derwood Hawks.....	25.00
Mable Lawrence.....	100.00
Edna Lee.....	40.00
C. M. Luter.....	100.00
J. Farris Nichols.....	25.00
Bettye Wells Outland.....	25.00
Bettye Wells Outland.....	5.00
Noble Outland.....	75.00
Juanita Powell.....	50.00
Dora Jean Skinner.....	100.00
E. E. Swor.....	300.00
Robert Thompson.....	30.00
Taylor Todd.....	100.00
Opal Tyree.....	50.00
Opal Tyree.....	50.00
Mary Lou Vincent.....	100.00
Atlas Saltzgiver.....	75.00
Elizabeth Fisher.....	50.00
Vera Bynum.....	50.00
Olalia Chrisman.....	50.00
R. T. Hutchens.....	200.00
Derwood Hawks.....	50.00
Juanita Powell.....	100.00
Noble Outland.....	128.75
Shelby Linton.....	<u>20.00</u>

Total.....\$3158.75

Paid for Discount Register..... 6.00 \$3,164.75

Balance on hand..... 15,250.28 \$18,415.03

T. H. Stokes,
Custodian.

FIRST NATIONAL BANK

Murray, Ky.
April 10, 1925

Murray State Normal School
Murray, Ky.

Gentlemen:

T. H. Stokes, Treasurer of Thomas P. Norris
Student Loan Fund has on deposit with this bank
\$15,250.28.

Yours truly,

FIRST NATIONAL BANK,

By...V..H..Clark....
Cashier

VHC:EW

Additional Gift to the Thomas P. Norris Student Loan Fund.

The following letter relative to the Thomas P. Norris Student Loan Fund was received:

Guthrie, Ky.
March 18, 1925.

First National Bank,
Murray, Ky.

Dear Sir:

Enclosed please find my check for \$5000.00 that I wish placed to the fund of the Thomas P. Norris in the State Normal School of Murray, Kentucky, and hope that it will assist some poor girl or boy to get an education. I have had the flu and was very sick. I am able to sit up but I am very weak and feeble. Was sorry that I couldn't see Mr. J. W. Carr when he was in our vicinity.

Yours very truly,

Thomas P. Norris.

By unanimous consent, the additional gift of \$5,000.00 was accepted by the Board and added to the Student Loan Fund.

The President was directed to express the appreciation of the members of the Board to Mr. Norris for this additional gift and to convey to him their best wishes and earnest hopes for his speedy recovery.

President's Report.

REPORT OF PRESIDENT.

Murray, Kentucky,
April 10, 1925.

To the Members of Board of Regents,
Murray, Kentucky.

Honorable Members:

I report the following for your information and consideration:

1. Attendance. The mid-semester enrollment shows that one hundred eighteen new students have enrolled in the Murray State Normal School this week, making a total enrollment for the semester of seven hundred twenty eight. The total enrollment for the two semesters to date is seven hundred ninety five. If the percent of enrollment continues through the summer session, we shall pass the one thousand mark for the second year.

The large enrollment makes it extremely difficult for us to continue the school with our present faculty. We have urgent need for another substitute teacher. I recommend that I be authorized to employ one, provided a suitable person can be found. At present, there seems to be no one in this city available.

2. Mrs. Walker's illness. Mrs. Belle Walker, a member of the faculty, is ill here and is now confined to the William Mason Memorial Hospital. Her physicians state that it will probably be some weeks before she is able to resume her official duties. So far, I have been able to make arrangements for her classes. Max Hurt, a student, has taken one class and Mrs. William Mason has agreed to be responsible for three other classes. Other work is being carried on by the members of the staff.

The Board of Regents has never taken any action in reference to the pay of an absent teacher. Heretofore, teachers have been paid while ill. I bring this matter to the attention of the Board for your consideration with the recommendation that if the illness does not exceed _____ days that the member of the faculty receives salary.

3. Cadet Teaching in Rural Schools. In accordance with the resolution of the Board, cadet classes were organized and conducted in the following schools:

Wells, Martin's Chapel, Gunter's Flat, Steelyville, Providence, Cherry, Outland, New Concord, Almo, Kirksey and Lynn Grove.

The plan has been to put a teacher in charge of a school for four weeks under close supervision. I visited each of these schools personally and observed the teaching. In my opinion, it is one of the best plans for teacher training for rural schools yet devised. The cadet teachers rendered good service. The children have made progress and the patrons of the schools have been pleased.

4. Observation Classes. Inasmuch as the Administration building will be completed within a few weeks, I recommend that observation classes be conducted in this building during eight weeks of summer session instead of the public school building as heretofore. There is ample room for these classes and it will save the expenses and loss of time in transportation from the normal school to the public school building. There will be a large number of students who will need to take the work in Observation and Participation and some students for practice during the summer school. These classes should be conducted indefinitely on the normal school grounds, and any provision that is made in the way of equipment will be used indefinitely. I, therefore, recommend that the necessary desks, teachers desks and other equipment be purchased and the forty school desks now at the high school belonging to the Board of Regents be removed to the Administration building.

5. Dining Hall. In accordance with the direction of this Board, Mr. Leslie Smith was retained during the month of February as Manager of the Dining Hall and Lunch Room. The report at the end of the month showed that the dining hall and lunch room would pay expenses for the provision and the help but not the Manager's salary, the deficit being almost exactly the amount paid the Manager. I, therefore, appointed Mr. Ed. Filbeck Manager of the Dining Hall and Lunch Room without any stipulation, in reference to salary. The report for the month of March showed that the Dining Hall had been conducted at a profit of \$3.20.

I recommend that Mr. Filbeck be continued as Manager of the Dining Hall, salary \$_____ per month, effective March 1. I further recommend that in case there is any deficit at the end of the school year that the same be charged to the Student Fund.

6. Budget. Last summer, a tentative budget was adopted for the current school year but as we had no basis for estimating the actual amount of funds required for the various items, the amounts set aside for the various items were necessarily approximations. The report for the month of March shows the expenditures for each item of the budget.

From a study of this report, I believe that the total amount set aside in the budget is sufficient to conduct this school for the current school year but there should be a transfer of certain items in the budget. I, therefore, recommend that expenditures be made as may be necessary, provided the total amount does not exceed the total budget allowance.

7. Library. The library was moved into permanent quarters on March 14. The books placed in one of the stacker rooms and the large room used exclusively as a reading room. There are accommodations for 150 students at one time. The library is patronized by the students and members of the faculty.

8. Lightning. On February 22, 1925, the lightning struck the East stack of the Auditorium building, damage estimated at \$330.00. The loss was pro rated among the various insurance companies as follows:

Home Insurance Company	\$ 9.90
Scottish Union	29.94
Western Assurance	33.47
L & L & Globe	34.89
Lafayette	49.50
Aetna	66.00
Rhode Island	28.29
Globe & Rutgers	23.57
Firemens Ins. Co.	47.14
Fidelity-Phenix	7.30
Total	<u>\$330.00</u>

The only Company that has not yet paid is the Lafayette Company. We are expecting this amount any day. The stack has been repaired and in due course, the bill will be presented which will not exceed the amount received from the Insurance Companies.

Mr. Pullen, Custodian of the grounds, has suggested the importance of installing lightning rods on the normal school building and has submitted a Government Bulletin on this subject. I bring this matter to your attention for such action as you deem favorable.

9. Thomas P. Norris Student Loan Fund. On March 19, a gift of \$5000.00 additional was received from Mr. Thomas P. Norris to be added to the Thomas P. Norris Student Loan Fund. This makes a total of \$20,000.00 given to this fund. Letters of appreciation have already been sent to Mr. Norris, both from the Custodian of the Fund and the President. A personal visit would have been paid Mr. Norris but on account of illness he has not been able to receive visitors. I bring this matter to your attention for such action as you deem favorable.

10. Commencement. The date set for the annual Commencement is Monday, June 1. I recommend that the President be authorized to engage a speaker and make all necessary arrangements for appropriate Commencement Exercises.

11. Book Store. Mr. Floyd Hall, Manager of the Book Store, resigned last February to accept a position of teacher in the public schools of Paducah. Mr. Pratt Shelton was appointed in his stead at the same salary, namely, \$15.00. I recommend that my action be approved.

12. The Kentucky Educational Association. The Kentucky Educational Association meets in Louisville April 22-25 inclusive. A number of the members of the faculty have expressed a desire to attend. I recommend that they be given leave of absence to attend this meeting without loss of salary, provided they pay their own expenses.

A musical contest has been arranged by the K. E. A. The Murray State Normal School has been invited to send representatives to enter this contest. Each of the other State normal schools will be represented. I recommend that we send four representatives and pay the expenses of the same from the Student Fund. The amount would be approximately \$100.00.

13. Salary Schedule. According to the rules, the recommendation of the members of the faculty for re-employment must be submitted at the regular meeting in April which according to the rules will be held April 21. If a salary schedule is to be adopted, the data concerning the same should be collected in advance. I bring this matter to your attention for such consideration as you deem advisable.

Respectfully,

J. W. Carr,
President.

JWC:AK

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

By common consent, the President was authorized to employ an additional substitute teacher for remainder of current semester.

Pay of Teachers who are ill. By common consent, it was agreed to pay the salary of regular members of faculty who are ill, provided the duration of absence was not unduly prolonged.

Dining Hall. Moved by Mr. Thomas, seconded by Mr. Stokes, That dining room service be limited to students, members of faculty and their families and to invited guests. Carried.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That Edward Filbeck be allowed one dollar per day and meals for himself for managing the dining hall and lunch room. Carried.

Commencement. Moved by Mr. Rhoads, seconded by Mr. Stokes, That the President be authorized to make all necessary arrangements for Commencement exercises on June 1, 1925. Carried.

Manager Book Store. By common consent, the action of the President in the appointment of Pratt Shelton, Manager of Book Store, effective February 1, 1925, was approved.

Budget. Moved by Mr. Thomas, seconded by Mr. Stokes, That the President be authorized to readjust the budget for 1924-25 in accordance with his recommendation, provided the total miscellaneous budget allowance for the current school year be not exceeded. Carried.

✓ Course of Study. Moved that Mr. Thomas, seconded by Mr. Stokes, That the Normal Executive Council be requested to consider the preparation of a four year course of study of college level, leading to the bachelor's degree. Carried.

Adjourned to meet on the third Tuesday in April which is the time fixed by the rules for next regular meeting.

Mr. Henry Rhoads
Chairman

Laurine Wells Lovett
Secretary