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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

May 12, 1925.

The Board of Regents met at 9:30 A. M., as per resolution of adjournment on April 21, 1925, McHenry Rhoads presiding. Present: Dr. McHenry Rhoads, Mrs. Laurine Wells Lovett, Mr. James F. Wilson, Mr. G. P. Thomas and Mr. T. H. Stokes. Absent: None.

The members of the Board devoted the first hour to inspection of Administration Building and Wells Hall.

Minutes.

The minutes of April 21 were read and approved.

Deferred Business.

✓ The consideration of the appointment of Mr. Mills, Miss Stephens, Mr. Sanford and Mr. Koffman as members of faculty was taken up as deferred business. Each was invited to appear before the Board and make such statement as he chose to make.

The Board recessed at 12:20 P. M. for luncheon.

The Board reconvened at 1:30 P. M. All members present.

✓ Moved by Mr. Thomas, seconded by Mr. Stokes, That Miss Ruth Stephens be re-elected member of faculty for the ensuing year at same salary that she now receives. Carried.

✓ Moved by Mr. Stokes, seconded by Mrs. Lovett, That the election of Mr. Koffman be deferred indefinitely.

✓ Moved by Mr. Thomas, seconded by Mr. Wilson, That the above motion be amended by including the names of Mr. Mills and Mr. Sanford. Amendment lost.

✓ The original motion, that the election of Mr. Koffman be deferred indefinitely was carried.

✓ Moved by Mr. Wilson, seconded by Mr. Stokes, That the election of Mr. Mills be deferred indefinitely. Ayes, three; noes, two. Carried.

✓ Moved by Mr. Thomas, seconded by Mr. Rhoads, That the election of Mr. Sanford be deferred indefinitely. Ayes, three; noes, two. Carried.

✓ Moved by Mrs. Lovett, seconded by Mr. Stokes, That the vote for the election of Miss Stephens be reconsidered. Carried unanimously.

✓ Moved by Mr. Stokes, seconded by Mr. Rhoads, That the election of Miss Stephens be deferred indefinitely. Carried.

Communications.

From State Superintendent McHenry Rhoads advising that the State Department would furnish funds to the amount of \$1200.00 to the Murray State Normal School for carrying on summer school on certain conditions.

Communication received and filed.

From J. G. Glasgow and Mrs. Belle Walker requesting leave of absence to attend summer school.

Moved by Mr. Stokes, seconded by Mr. Thomas, That J. G. Glasgow and Mrs. Belle Walker be granted vacation without pay to attend summer school. Carried.

From W. E. Gore, Architect, advising that the Administration Building is completed and requesting that a date be set for accepting the building.

✓ Moved by Mr. Stokes, seconded by Mr. Thomas, That Friday, May 15, at 9 A. M., be set as date for accepting building and that the President be directed to notify the architect and contractors. Carried.

Insurance on Administration Building.

✓ Moved by Mr. Rhoads, seconded by Mr. Wilson, That the insurance committee be directed to cancel builders' risk insurance on the Administration Building, and that the Committee be authorized to place \$80,000.00 insurance on the building for three years; also, that the committee be authorized to insure the contents of the building at three fourths value. Carried.

Report of the President.

REPORT OF THE PRESIDENT

May 12, 1925.

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

Honorable Members:

I submit the following for your information and consideration:

Acceptance of Positions.

Each of the persons elected as members of faculty at the last meeting of this Board has accepted the position tendered except the persons listed below. These persons have not definitely declined the positions but they respectfully request that further consideration be given to terms of employment before giving final answer.

Dr. W. R. Bourne; head of the department of Education.
Miss Ada T. Higgins, demonstration teacher, third and fourth grades
Miss Bertie Manor, demonstration teacher, first and second grades
Miss Pearle Jordan, Supervisor of Rural Practice.

These persons rank among the most efficient members of the faculty and I make the following recommendations:

1. There is urgent need for a registrar for the school, some one who is competent to pass on the credentials of all students and who will see to it that the records are properly kept. No other member of the faculty is so well fitted for this work as Dr. Bourne. I recommend that, in addition to his other duties, he be appointed registrar and that he be allowed \$400.00 additional for his services as registrar.

2. No other member of faculty is better equipped to give courses in primary methods than Miss Higgins. Not only can she present these courses theoretically, but she can exemplify them in the school room in a highly satisfactory manner. She has taken her A. B. degree and has done some post graduate work. In addition to her other duties as teacher in the demonstration school, I recommend that she be appointed as instructor of primary methods and that she be allowed \$200.00 additional for added duties.

3. I further recommend that the salary of both Miss Manor and Miss Jordan be reconsidered and that Miss Manor's salary be increased \$100.00 and that Miss Jordan's be increased \$200.00. The excellent service of each warrant the salary recommended.

Recommendation of Members of Faculty.

I recommend the appointment of the following persons, members of faculty:

✓ Carlisle Cutchin, director of athletics for men and teacher in the departments of history and mathematics, salary at the rate of \$2500.00 per year, effective September 1, 1925, and ending June 30, 1926.

R. A. Johnston, teacher in the biological and physical sciences, salary \$2400.00 per calendar year, effective June 8, 1925, and ending June 30, 1926.

Robert E. Hale, teacher in department of history and geography for the summer session of 1925, salary \$150.00 per calendar month, effective June 8, 1925 and ending August 31, 1925.

Charles T. Canon, teacher in the departments of education, history, science for the summer session of 1925, salary \$200.00 per calendar months, effective June 8, 1925, and ending August 31, 1925.

Mrs. Clyde Vaughn, teacher of seventh and eighth grades in training school for eight weeks, salary \$37.50 per week, beginning June 15, 1925, and ending August 8, 1925.

Condition of Finance.

The monthly report for April showed a balance of \$41,058.11. Since then the sum of \$32,000.00 has been paid on buildings in addition to the current bills. The bank balances for today follows:

First National Bank	\$2933.02
Bank of Murray	<u>5956.99</u>
Total	8890.01

It may be possible to pay current bills without borrowing until June 1, 1925 but not for a longer period. We have paid on Wells' Hall \$121,736.38 and on Administration Building \$133,598.50. We have paid \$105,334.88 from maintenance funds in addition to the specific appropriation of \$150,000.00. This is for your information.

Prospective Students for Full College Course.

Three hundred sixty seven students have signified their intention to complete the four years' college course provided the Murray State Normal School is changed to a four year standard teachers' college. Of this number eighty one belong to the present graduating class and one hundred eighty to the Junior College Class. I believe that we could have a third year college class next year of at least one hundred students. By the spring of 1927, I estimate that we would have at least two hundred fifty students taking the third and fourth year's college work.

Thomas P. Norris.

Mr. Stokes and I visited Mr. and Mrs. Thomas P. Norris at their home on Wednesday, April 29th. We conveyed to Mr. Norris the thanks of this Board for his splendid gifts to the Thomas P. Norris Student Loan Fund. We also gave him a photograph of the first group of students who have received loans from this fund. He seemed greatly pleased with our visit and especially with the photograph of the students. After some persuasion, he gave us one of his photographs.

I recommend that this photograph be enlarged appropriately framed and placed in the Murray State Normal School. I also recommend that the following inscription be placed under the enlarged picture: "Thomas P. Norris, Philanthropist, Founder of the Thomas P. Norris Student Loan Fund."

Prospective Graduates.

Below is given the names of the persons who probably will complete the course for the Advanced Certificate before August 31, 1925. These persons will be allowed to participate in the Commencement exercises. The proper recommendations relative to each will be made when the course of study is completed. The total number completing the course will probably be 99.

Allcock, Mary ✓
 Allcock, Neta ✓
 Arnett, Cromer ✓
 Atkinson, Brocksie ✓
 Barnes, Maurine ✓
 Blalock, Esther ✓
 Brown, Dimple ✓
 Carter, Daphin ✓
 Cochran, Charlie Rob ✓
 Colley, Sunshine ✓
 Crawford, B. H. ✓
 Cox, J. B. ✓
 Crawford, Manaune ✓
 Crisp, Dwight ✓
 Darnell, Johnnie ✓
 Denham, Vanon ✓
 Derrington, Vergie ✓
 Dbbson, Grace ✓
 Farmer, Lucille ✓
 Farris, Charles ✓
 Ford, Geneva ✓
 Galloway, Jeffie ✓
 Galloway, Norman L. ✓
 Galloway, Mrs. Norman L. ✓
 Gatlin, Annie ✓
 Glasgow, Lucille ✓
 Graham, Carmon ✓
 Hall, Floyd ✓
 Hamilton, Mavis ✓
 Hayden, A. K. ✓
 Hicks, Emma ✓
 Holland, Jesse ✓
 Hopkins, Orene ✓
 Howard, Eron ✓
 Howard Nell C. ✓
 Howard, Willie B. ✓
 Huie, Meadow ✓
 Hutchinson, Nellie ✓
 James, Vernon ✓
 Jones, Hilda ✓
 Jones, Myrtle ✓
 Lassiter, Laurine ✓
 Lassiter, Oury ✓
 Lassiter, Rosemary ✓
 Latta, Bena ✓
 Lawrence, Mable ✓
 Lowry, Lucille ✓
 Wilcox, Eppie ✓
 Heflin, Wilford ✓

Mabry, Maurine ✓
 Mallory, Georgia ✓
 Martin, Mary Elizabeth ✓
 Mayer, Andrew ✓
 Mayer, Jacob ✓
 Melton, Marie ✓
 Miller, Paul ✓
 McDaniel, Eva ✓
 McGowan, Fray ✓
 Oliver, Mildred ✓
 Padgett, Sadie ✓
 Parker, Louisa ✓
 Powell, Juanita ✓
 Putman, Fleda ✓
 Rains, Bryan ✓
 Rains, Lowry ✓
 Redden, Lee ✓
 Robertson, Mary ✓
 Roark, Mrs. Ellen ✓
 Sale, Elsie ✓
 Sims, Opal ✓
 Stone, Helen ✓
 Swann, Ruby ✓
 Swor, Annette ✓
 Tapp, Gondee ✓
 Templeton, Rachel ✓
 Thweatt, Wilma ✓
 Tinsley, Robbie ✓
 Vance, Lillie ✓
 Vincent, Mary Lou ✓
 Wade, Esther ✓
 Waldrop, Mabel ✓
 Whitnell, Mayme ✓
 Waterfield, Mrs. Lois ✓
 Wrather, M. O. ✓
 Wrather, Mrs. M. O. ✓
 Crawford, Sylvia ✓
 Brandon, Mary ✓
 Adams, Gussie Wood ✓
 Nanney, Thelma ✓
 Rogers, Treva ✓
 Lassiter, Homer ✓
 Wadlington, Martha ✓
 Lawrence, Ruth ✓
 Swann, Rofane ✓
 Sisson, R. L. ✓
 Dishman, Ethel ✓
 Grogan, Mrs. Wm. ✓
 Miller, Roby ✓
 Peel, Helen ✓

Respectfully,

J. W. Carr,
President.

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

Moved by Mr. Stokes, seconded by Mr. Thomas, That the salary of Dr. W. R. Bourne as head of the department of education remain the same (\$3300.00) and that he be allowed \$400.00 extra as registrar of the school for the ensuing school year. Carried.

Moved by Mr. Wilson, seconded by Mr. Rhoads, That the salary of Miss Ada T. Higgins be increased \$100.00 for the ensuing school year, making her annual salary \$1800.00, and that the recommendation of the President relative to assignment be approved. Ayes, three; noes, two. Carried.

✓ Moved by Mr. Stokes, seconded by Mr. Wilson, That Carlisle Cutchin be elected coach of athletics for men and teacher in the departments of history and mathematics for the ensuing school year, salary at the rate of \$2500.00 per calendar year, payable at the close of each calendar month, effective September 1, 1925, and ending June 30, 1925. Ayes, four; noes, one. Carried.

Moved by Mr. Stokes, seconded by Mr. Wilson, That R. A. Johnston be elected teacher in the summer school, salary \$200.00 per calendar month, effective June 8, 1925 and ending August 31, 1925. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, That C. T. Canon be elected teacher in the summer school, salary at the rate of \$200.00 per calendar month, effective June 8, 1925, and ending August 31, 1925. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, That Robert E. Hale be elected teacher in the summer school, salary at rate of \$150.00 per calendar month, effective June 8, 1925 and terminating August 31, 1925. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, That Mrs. Clyde Vaughn be elected teacher in the summer demonstration school for eight weeks, beginning June 15, 1925, and ending August 8, 1925, salary \$37.50 per week, payable at end of each calendar month. Carried.

Thomas P. Norris.

Moved by Mr. Thomas, seconded by Mr. Wilson, That the recommendation of the President relative to the photograph of Mr. Norris be approved. Carried.

Mr. Rhoads withdrew at this time and Mr. Stokes, Vice Chairman assumed the chair.

Moved by Mr. Thomas, seconded by Mr. Wilson, That when the Board adjourns, it adjourn to meet in the office of the President at 9 A. M., Friday, May 15, 1925. Carried.

Certificates of Teachers.

March 28, 1925.

To the Board of Regents:

Mr. Cecil Lovett has asked that the Murray State Normal School grant him a certificate.

We have investigated his record and find that he is entitled to a Provisional Elementary Certificate, second class, therefore, we the committee on certification and graduation recommend that Mr. Cecil Lovett be granted a Provisional Elementary Certificate, second class.

Respectfully,

Jas. H. Hutchinson)	
Elbert R. Mills)Committee on
J. G. Glasgow)Certification
Susan Peffer)and Graduation
W. R. Bourne)

April 7, 1925.

To the Board of Regents:

Miss Vivian Samuel has asked that the Murray State Normal School grant her a certificate.

We have investigated her record and find that she is entitled to a Provisional Elementary Certificate, second class, therefore, we the committee on certification and graduation recommend that Miss Vivian Samuel be granted a Provisional Elementary Certificate, second class.

Respectfully,

Jas. H. Hutchinson	J. G. Glasgow
Elbert R. Mills	Susan Peffer
	W. R. Bourne

Moved by Mr. Thomas, seconded 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.

Campus Lights.

Bids on electric lights for campus were received as follows:

S. D. Dalbey Electric Company, Paducah, Kentucky.	\$1498.00
Lambert Grisham Electric Co, Owensboro, Kentucky.	1932.00

The committee on equipment recommended that the contract for electric lighting of campus be awarded to S. D. Dalbey Electric Company in accordance with specifications submitted for the sum of \$1498.00, their bid being the lowest and best bid.

Moved by Mrs. Lovett, seconded by Mr. Thomas, That the recommendation of the Committee be adopted. Carried.

Parlor Furniture.

By consent, the committee on equipment of Wells Hall was given power to buy suitable furniture for equipping a room for use of senior class.

Bids on Equipment.

The following bids were received:

Household Arts Equipment.

E. H. Sheldon & Company, Muskegon, Mich.

Window Shades.

Forse Manufacturing Company, Anderson, Ind.
E. W. A. Rowles Co., Louisville, Kentucky.

School Furniture.

Johnson Furniture Company, Murray, Kentucky.
Congress Manufacturing Company, St. Louis, Mo.
Office Equipment Company, Louisville, Ky.
E. W. A. Rowles & Co., Louisville, Ky.
A. J. Jolly, Mentor, Ky.
Kidd & Company, Paducah, Ky.
Detroit School Equipment Co., Detroit, Mich.
Beckley-Cardy Co., Chicago, Ill.
Central School Supply Co., Louisville, Ky.
Howard D. Happy Co., Mayfield, Ky.
Smith Specialty Co., Richmond, Ky.
Schildt & Co., Louisville, Ky.

Lockers.

Fred Medart Manufacturing Co., St. Louis, Mo.
Lych Metallic Manufacturing Co., Aurora, Ill.
Durant Steel Locker Co., Chicago, Ill.

Bids referred to committee on equipment of Administration Building for tabulation and recommendation.

Salary of Mrs. Pullen, Substitute Teacher.

✓ By common consent, it was agreed that Mrs. Pullen's salary while ill should be paid.

Adjourned.

[Signature]
Chairman

Laurine Wells Lovett
Secretary