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Board of Regents, Murray State Normal School

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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

June 19, 1925.

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

The minutes of the meeting of June 2 were read and approved.

Budget Submitted.

The President submitted the following tentative budget for the school year 1925-26.

TENTATIVE BUDGET 1925 - 26.

June 19, 1925.

Estimated Resources 1925 - 26.

Women's Dormitory	\$150,000.00	
Equipment & Grounds	50,000.00	
Tax Maintenance	136,000.00	
Specific App. - Maintenance	30,000.00	
State Dept. Ed. Summer School	1,200.00	
Interest of Bank Bal.	1,000.00	
Tuition, Special Fees and Student Fund	<u>6,800.00</u>	
		\$375,000.00

Summary of Expenditures

Operating Expenses	133,863.00	
Borrowed money repaid	67,000.00	
Balance on Wells Hall	117,121.00	
Balance on Admr. Bldg.	1,982.00	
Probable Amt. for Equip. & Grounds	<u>55,034.00</u>	
		\$375,000.00

<u>Operating Budget</u>	<u>Budget</u> <u>1924-25</u>	<u>Probable</u> <u>Expenditure</u>	<u>Proposed b</u> <u>budget</u> <u>1925-26</u>	
Stationery, Printing & Binding	500.00	425.00	800.00	Catalogues included
Postage, Frt. Exp. Cart.	1000.00	1240.00	1500.00	
Travel	2000.00	1700.00	2000.00	
Salaries	54319.00	53659.00	83363.00	
(a) See exhibit (a)				
Tel., Tel. Messages	500.00	500.00	500.00	
Renewals and repairs	500.00	302.00	500.00	
Misc. supplies	2000.00	2708.00	5000.00	
Sewerage, Fuel, Light and Water	1950.00	2400.00	12000.00	
Advertising	1500.00	1760.00	2500.00	
Library	2500.00	2750.00	3000.00	
Student Fund	4915.00	5275.00	6000.00	
Expense Bd of Regents	1200.00	1000.00	1200.00	
Insurance	5000.00	4328.00	10000.00	
Law Suit	200.00	28.00	500.00	
Interest, emergency fund covering possible losses on dormitory, dining hall, book store and rebates.			<u>5000.00</u>	
				\$133863.00

Equipment and Grounds

Probable amount available----- \$55044.00

1. Contracts awarded

a. Electric fixtures--Admr. Bldg.	1102.00
b. White Way--front campus	1952.00
c. Recitation chairs--Admr. Bldg.	1285.00
d. Bent wood chairs " "	817.50
e. Window shades " "	456.40
f. Lockers	494.56
g. Misc. Carpenters & Material	<u>1000.00</u>

7107.46

Contracts to be awarded

a. Teachers' desks - Admr. Bldg.
b. Pupils desks " "
c. Household Arts Equip. "
d. Gymnasium Equip.
e. Walks to Wells' Hall
f. Driveway "
g. Electric whiteway "
h. Elec. fixtures "
i. Window shades "
j. Parlor furniture " (no bids)
k. Kitchen Equip. "
l. Cafeteria
m. Dining room furniture Wells' Hall
n. Queensware, glassware, silver, table linens (no bids)
o. Refrigeration
p. Equipment dormitory rooms
q. Office equipment (no bids)
r. Miscellaneous Equip. No one has thought of.
s. Additional improvement of grounds

Total

Notes

- In making the above estimates, I have taken for granted that the income and outgo of the following activities would about balance.
 - Extension Courses including extension centers and correspondence courses.
 - Book Store
 - Women's Dormitory including cafeteria, dining room and all care of the same.
- In estimating the amount for fuel, light and water it is simply a guess. The present cost amounted to about \$2400.00. I estimated the cost for next year to be five times as great. The amount of heat and service is even greater.
- I made an estimate of \$30,000.00 additional for salaries for faculty. This is intended to take care of both the increase in number of students and the extension of the course to four years. If the increase of students is comparable at all with the increase of this year over last year this estimate may be too low.
- If the budget stands as indicated above, we would have used from maintenance fund the following amounts during last two years for permanent investments--buildings, equipment and grounds:

Administration Bldg.	\$19,000.00
Wells Hall	109,000.00
Equipment & Grounds (1924-25)	2,010.00
Equipment & Grounds (1925-26)	<u>5,044.00</u>

Total \$135,054.00

Budget received and held for further consideration.

President's Report.

Murray, Kentucky,
June 19, 1925.

Members of Board of Regents,
Murray, Kentucky.

Honorable Members:

I submit the following for your information and consideration:

Enrollment Summer School.

The enrollment for the first term of the summer school is 471. This is almost double the enrollment anticipated. Of those in attendance, 161 are high school students and 310 college. Seventeen counties are represented in Kentucky and three in Tennessee.

The enrollment for the first six weeks of summer session is 263; for the twelve weeks 208. A number of those attending first half of summer session may continue the last half also, but the exact number is not known.

Additional Teachers.

The large enrollment and the fact that the Board gave direction for Mr. E. H. Smith to go into the field made it necessary to add to the teaching staff.

I, therefore, recommend that Mr. J. M. Calvin, A. M., Peabody College, be employed for the entire summer session, salary rate of \$200.00 per calendar month, effective June 9, 1925.

The following persons are employed as substitute teachers at \$1.75 per recitation:

Miss Maryleona Bishop, A. B., Georgetown - 18 hrs. per week.

Miss Ruth Houston, B. S., Peabody - 14 hrs. per week.

Mr. W. J. Gibson, student but a high school principal and teacher of several years experience - two classes first year algebra - 10 hrs. per week.

As we may not need these substitutes the last term of summer school, I recommend that they be continued as substitute teachers.

Annual Meeting N. E. A.

The Annual Meeting of the National Education Association will be held in Indianapolis, Indiana, June 28 to July 4. I request permission to attend this association.

Vacations

I recommend that my secretaries each be allowed three weeks with full pay, the time to be arranged by the President.

I feel that I am sorely in need of a vacation. If this Board can see when and how I can have a vacation, please indicate it.

Four Years College Course.

Am I authorized to announce officially, a four year college prior to the official adoption of such a course by this Board?

Owing to my illness and the closing of one session and the opening of another, there has been a delay in the preparation of the course. The faculty is at work on the course and I shall give it precedence as soon as I am able for full work.

Respectfully submitted,

J. W. Carr, President.

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

Moved by Mr. Thomas, seconded by Mr. Stokes, That the action of the President in reference to the employment of teachers and substitutes for summer school be approved. Carried.

✓ Moved by Mr. Wilson, seconded by Mrs. Lovett, That the President be granted permission to attend the National Education Association to be held at Indianapolis, Indiana June 28 to July 4, and that his necessary expenses be allowed out of traveling expenses. Carried.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the President be authorized to grant vacations to his secretary and assistant secretary for a period of three weeks without loss of salary, the time of the vacation to be determined by the President. Carried.

✓ Moved by Mr. Stokes, seconded by Mr. Thomas, That the President be granted a vacation with pay for a period not to exceed four weeks, the exact time to be determined by the President. Carried.

Course of Study.

✓ The Board requests the Executive Council to prepare a four year college course of study and to submit same to the Board at an early date.

Moved by Mr. Thomas, seconded by Mr. Stokes, That when the Board adjourns it adjourn to meet Thursday, June 25 at 9:30 A. M. to consider the course of study and transact any other business which may come before the Board. Carried.

Certain Bids Returned.

All bids received on cafeteria equipment after 10 o'clock June 18 were ordered returned to the bidder unopened with the explanation that they were received too late for consideration.

Report of Committee on Certification and Graduation.

June 18, 1925.

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

The Committee on Certification and Graduation reports as follows:

1. We have examined the credentials in reference to age and moral character of each of the persons listed below and it is our opinion that each person fills the requirements in regard to age and moral worth.

2. We have examined the grades and official records of each person listed in this section of the report and recommend that the following persons be granted the Advanced Certificate, valid for three years and renewable for life after three years' successful teaching, on conditions set forth in the law, as each has completed the course of study for such certificate and has at least sixty four (64) semester hours of credit.

ADVANCED CERTIFICATES

✓ Allcock, Mary	✓ Mayer, Andrew	✓ Hayden, A. K.
✓ Allcock, Neta	✓ Mayer, Jacob	✓ Howard, Eron
✓ Arnett, Cromer	✓ McDaniel, Eva	✓ Huie, Meadow
✓ Arnett, Willie B. Howard	✓ Padgett, Sadie	✓ Hutchinson, Nellie
✓ Atkison, Brooksie	✓ Redden, Lee	✓ Waldrop, Mabel
✓ Barnes, Maurine	✓ Sale, Elsie	✓ Vincent, Mary Lou
✓ Blalock, Esther	✓ Swann, Ruby	✓ Templeton, Rachel
✓ Crawford, Manaune	✓ Tapp, Gondee	
✓ Crawford, Sylvia	✓ Tinsley, Robbie	
✓ Denham, Vanon	✓ Vance, Lillie	
✓ Jones, Hilda	✓ Farmer, Lucille	
✓ Lassiter, Rosemary	✓ Galloway, Jeffie	
✓ Lowry, Lucille	✓ Gatlin, Annie	
✓ Mallory, Georgie	✓ Graham, Carman	

3. We further recommend that each person listed in this section of the report be granted the College Elementary Certificate, valid for two years, as each has had at least thirty-two (32) semester hours of credit, and has fulfilled all other requirements for such a certificate.

Alexander, Gola	Murdock, Lucy
Arnett, Euva	Nance, Laburna
Atkins, Pauline	Nance, Larue
Beasley, Ella	Osburn, Johnnie
Bell, Hubert	Page, Mary
Bockman, Irene	Patterson, Katherine
Brandon, Helen G.	Pullum, Ruby
Brookshire, Alice	Redden, Carrie
Bruce, Cora	Roland, Ruth
Butterworth, Kathryn	Robertson, Annie Lee
Byron, Lois	Sedgwick, Lauraette
Cain, Lala	Smith, Mary E.
Chambers, Henry	Starks, Elma
Chester, Martha	Tinsley, Irene
Chrisman, Olalia	Thomas, Hazel
Cox, Clemmie	Tomlin, Christine
Coyle, Agnes	Vincent, Audrey ✓
Darnell, Carlisle	Waldrop, Rubye
Douglass, Thelma	Wiggins, Christine
Fisher, Elizabeth	Wells, Auburn
Flint, Thelma	Wells, Oren Victor
Fuqua, Birdie	Wilford, Iris
Green, Audie	Wilkerson, Gladys
Harris, Mattie	Wilkerson, Ira
Houston, Estelle	Wilford, Frieda Jo
Howard, Nelle	Williams, Dessie
James, Hallie	Woodall, Maud
Jones, Murl	Woods, Thelma
Key, Corinne	Burnett, Fannie
Lax, Leta	Tamer, Ethel
Morgan, Cleo	Young, Mirania
Miller, Claude	Reed, Robert
Lawrence, Monella	Parker, Fannie

4. We further recommend that each person listed in this section of the report be granted the Standard Elementary Certificate, valid for three years, as each has at least sixteen (16) units of credit, and has fulfilled all other requirements for such a certificate:

Lipford, Marelle

5. We further recommend that each person listed in this section of the report be granted the Provisional Elementary Certificate of the first class, valid for two years, as each has at least eight (8) units of credit, and has fulfilled all other requirements for such a certificate:

Brandon, Ollie	Page, Christine
Burd, Muriel	Paschall, Goldie
Carr, Elna	Roberts, Halline
Cook, Artie	Thurmond, Cleo
Dowdy, Pearl	Wilson, Cardelle
Doron, Trudie	Wilson, Gladys
Feltner, Charles	Wrather, Prentice
Gibson, Conna	Adams, Pauline
Hanes, Manamne	Arnett, Eufaula
Moody, Marie	Burk, Mary
Nanny, Ralph	Cox, Otis L.
Nichols, Lavonia	Diuguid, William
Nix, Mavis	Outland, Rhoda
Oliver, Tressie	Paschall, Wildy

6. We further recommend that each person listed in this section of the report be granted the Provisional Elementary Certificate of the second class, valid for two years, as each has at least four (4) units of credit, and has fulfilled all other requirements for such certificate.

Adams, Prudye	Jeffrey, Buron	Saltzgeber, Atlas
Allen, Carl	Jeffrey, Julia	Shelton, C. P.
Anderson, Mrs. T. D.	Johnson, Mary	Simms, Mable
Brann, Dumpy Love	Kaler, Louie	Story, Mayme
Brown, Otilia	Kendall, Paula	Tanner, Merle
Bryars, Anna	Lashlee, Rex	Terry, Abbie
Cain, Etoile	Lawson, Irene	Todd, Taylor
Creason, Guy H.	Lovett, Euel	Thomason, Louise
Downs, Edith E.	Lyles, Thelma	Tobbert, Tommie
Downs, Ora	Lyles, Palmore	Tucker, Brooks
Dunn, Maudena	Marine, Eva	Tyree, Opal M.
Evans, Lucilla	Marine, Lesby	Walker, Vernon A.
Evans, Pearl	Morton, Silla	Warren, Pauline
Farris, Maude L.	McCallom, Flossie	Webb, Opal Elizabeth
Filbeck, Lois	McClain, Beckham	Webb, Modelle
Freeman, Lyda Mae	McCuiston, Era	Whitlock, Gaylon
Futrelle, W. M.	McGowan, Milodean	White, Vivian
Goheen, Luther T.	Miller, Mable	Woodrow, Thelma
Graves, Marie	Montgomery, Charles	Wrather, Mavis
Gresham, Vernon	Nichols, J. Fairs	Wright, Mary
Gunter, Esco	Nichols, Roy	Filbeck, Trema
Hamilton, Iva	Nichols, Viola	Green, Earlie
Hanley, Manon	Outland, Vogel	Solomon, Bethel
Hanley, Opal	Parks, Zera	Hobson, Mable
Hargrove, Eva	Pate, Kathleen	Jones, Etta B.
Haworth, Avil	Pate, Pauline	Jones, Wyman
Haymes, Tessie	Patterson, Charlotte	Jones, Novee
Heath, Malcolm	Rains, Gladys	Parker, Helen
Henderson, Pansy	Ray, Rema	Pogue, Gladie
Hinton, Claryce	Redden, Roy	Roberts, Grogan
Hendrick, Myrtle	Trimble, Regina	Rogers, Chettie
Hendrick, Nelle	Rickman, Beulah	Story, Ortis
Iglehart, Violet	Robinson, Chester	Thurmond, Mabel
James, Katie	Robey, Rebecca	Davis, Lora
James, Nellie Gray	Rowland, Joe Anna	Graham, Joyce
		Nanney, Samuel

Respectfully submitted,

Jas. H. Hutchinson, Chairman
W. R. Bourne
Susan Peffer

Moved by Mr. Wilson, 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 the 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.

Vacation.

Letter was received from Miss Lillian Lee Clark asking for vacation from June 27, 1925 to the end of summer term.

Moved by Mr. Stokes, seconded by Mr. Wilson, That Miss Lillian Lee Clark be granted a vacation without pay from June 27, 1925 to the end of the summer school, August 28, 1925. Carried.

The Board recessed at 12:20 for luncheon.

The Board reconvened at 1:25. All members present.

Consideration of Bids.

The Committee on furniture and other equipment for the Wells Hall submitted the various bids on different items of furniture and equipment, together with tabulated statements for the use of the Board of the various articles under consideration. For bids and tabulations, see files of this meeting.

The representatives of various bidders were invited to appear before the Board and make such statement concerning their goods as they chose to make.

At 3 P. M., Mr. Rhoads withdrew from the meeting in order to take train for his office at Frankfort. Mr. Stokes assumed the chair.

Kitchen Equipment.

Moved by Mr. Wilson, seconded by Mr. Thomas, That contract for kitchen and cafeteria equipment be awarded to Scott-Lassiter Hardware Company, Murray, Kentucky, at the following price:

\$3380.75 installed and cafeteria counter at manufacturer's cost and carriage. Same not to exceed \$1390.00. Carried.

Items listed below:

Item # 1	Range	\$414.86
" # 2	Roasting Oven	157.30
" # 3	Kettle	134.81
" # 4	Compartment Steamer	325.16
" # 5	Drip Pan	22.00
" # 6	Bake Oven	194.42
" # 7A	Dish Washer	848.32
" # 8	Glass Washing Sink	31.81
" # 8A	Soiled Dish Table	55.00
" # 9	Clean Dish Table	194.60
" # 10	Cafeteria Counter	Not to exceed \$1390.00
" # 11	Urn Stand and Cup Warmer	257.86
" # 12	Urn Battery	148.73
" # 13	Mixer	376.38
		<u>3161.25</u>
Connections		<u>219.50</u>
		3380.75 + Calc. counter.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That we adjourn. Carried.

Adjourned.

McHenry Rhoads
Chairman

Laurine Wells Lovett
Secretary