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1925-07-16

Board of Regents, Murray State Normal School

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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

July 16, 1925 - Frankfort, Kentucky.

As per resolution, the Board met in the office of State Superintendent, McHenry Rhoads, Frankfort, Kentucky, at 11:20 A. M., July 16, 1925, 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.

President's Report.REPORT OF THE PRESIDENT.

July 16, 1925.

To the Board of Regents,
Murray State Normal School:

Honorable Members:

I submit the following for your information and consideration:

Financial Report for Year ending June 30, 1925.

I submit herewith financial report for school year 1924 - 5, marked Exhibit A. This report shows in detail the balances, receipts and disbursements. I summarize as follows:

Receipts for year.

Balance on hand July 1, 1924	\$ 2069.62
Received from State Treasurer	365862.43
Miscellaneous receipts	21989.36
Borrowed money	<u>67000.00</u>
Total receipts	456,921.41

Disbursements.

Operating expenses	72,158.39
Student activities (funds provided by students)	13,931.46
Permanent Improvements	<u>361,313.24</u>
Total disbursements	447,403.09
Balance on hand June 30, 1925	<u>9,518.32</u>
Total disbursements and balance	456,921.41

I wish you to note the following:

a. That the receipts from student activities exceeded the expenditures \$2651.73.

b. That \$103,321.56 was expended for permanent improvements out of the receipts for maintenance after deductions are made for borrowed money.

COMPARISON OF BUDGET WITH EXPENDITURES 1924 - 5.

Items	Budget	Expended	Overdrawn	Unexpended
Stationery, printing and binding	500.00	465.15		34.85
Postage, frt. exp. cart.	1000.00	1199.06	199.06	
Traveling	2000.00	1600.28		399.72
Teachers salaries & other employees	54319.00	53165.88		1153.12
Tel. Tel. Mes. Service	500.00	493.49		6.51
Repairs and renewals	500.00	301.50		198.50
Miscellaneous supplies	2000.00	2800.00	800.95	
Sewer. Fuel, light, water	1950.00	2379.02	429.02	
Advertising	1500.00	1652.66	152.66	
Library	2500.00	2736.95	236.95	
Board of Regents	1200.00	964.95		235.05
Insurance	5000.00	4328.27		671.73
Law Suit	200.00	27.50		172.50
	<u>73,169.00</u>	<u>72,115.64</u>	<u>1,818.62</u>	<u>2871.98</u>

Net amount in budget unexpended \$1053.36.

By resolution of the Board in April, 1925, expenditures were authorized, "provided the total expenditures did not exceed the total budget allowances." You will note that there was still in the budget \$1053.36 at close of school year.

RECOMMENDED BUDGET 1925 - 6.

Since ascertaining the exact expenditures and balances for the school year which has just closed, I submit the following budget for the school year 1925 - 6.

Estimated Resources 1925 - 26.

Balance on hand July 1, 1925	9,518.32	
Women's Dormitory	150,000.00	
Equipment and Grounds	50,000.00	
Tax Maintenance	136,000.00	
Specific App. - Maintenance	30,000.00	
State Dept. Ed. Summer School	1,200.00	
Interest on Bank Balances	1,000.00	
Tuition, Special Fees, extension courses and balance of student fund	<u>3,500.00</u>	
		381,218.22

Summary of Expenditures

Operating Expenses	127,863.00	
Borrowed money repaid	67,000.00	
Balance on Wells Hall	117,121.00	
Balance on Admr. Bldg.	1,982.00	
Probably amt. for Equip. & Grounds and extras on buildings	<u>67,232.22</u>	
		381,218.22

Operating Budget

<u>Operating Budget</u>	<u>Budget</u> <u>1924-25</u>	<u>Expenditures</u>	<u>Proposed</u> <u>budget</u> <u>1925-26</u>	
Stationery, Printing and Binding	500.00	465.15	800.00	Catalogues Inclu
Postage, Frt. Exp. & Cart.	1000.00	1199.06	1500.00	
Travel	2000.00	1600.28	2000.00	
Salaries	54319.00	53165.88	83363.00	
(a) See exhibit (a)				
Tel. Tel. Messages	500.00	493.49	500.00	
Renewals and repairs	500.00	301.50	500.00	
Misc. Supplies	2000.00	2800.93	5000.00	
Sewerage, fuel, light, water	1950.00	2379.02	12000.00	
Advertising	1500.00	1652.66	2500.00	
Library	2500.00	2736.95	3000.00	

Operating Budget - Cont'd	Budget <u>1924-25</u>	<u>Expenditures</u>	Proposed budget <u>1925-26</u>
Expense Bd. of Regents	1200.00	964.95	1200.00
Insurance	5000.00	4328.27	10000.00
Law Suit	200.00	27.50	500.00
Interest, extras on buildings and other unforeseen items of expense.			<u>5000.00</u>
Total			127,863.00

In submitting this budget, I have allowed only \$5000.00 to take care of interest, extras on buildings and other expenses which cannot be anticipated.

I have taken for granted that the following activities would be self supporting:

- a. Dormitory and Cafeteria.
- b. Book Store.
- c. Extension department.
- d. Student activities - athletics, plays, entertainments, lectures, etc.

I recommend that budget of \$127,863.00 be authorized for operating expenses for school year 1925 - 6, and that it be apportioned as indicated above.

REASONS FOR AN INCREASED BUDGET

The principal reasons for recommending an increase of \$55,704.61 in the budget for this year over last year follows:

a. The college department is to be changed from a Junior to a Senior College with a four years' course. This will necessitate not only extra teachers but additional equipment—library, laboratories, etc.

b. The school will continue to grow. The increase in attendance has been approximately 50% over last year. With the addition to course, the increase next year should be at least 20 per cent, or an enrollment of 1200.

c. The expense of operating the plant will be at least four times the cost for this year. Only the smallest building has been used the entire year and a few additional rooms the last half of the year.

d. The school has been undermanned during the year. This has been due to lack of room and large increase in attendance. The best interest of the school demands a larger number of persons to carry on the business of the school as well as additional members of faculty.

Course of Study.

Synopsis of course of study was given to each member of faculty and suggestions requested. A faculty meeting was held for consideration of the course. In accordance with these suggestions, I recommend the following changes be made:

a. That "Public Speaking 1, Literary Interpretation" be required of all high school students unless excused by the President for cause.

b. That "English 6, Grammar" be given in the second semester of the first year instead of the second semester of fourth year and that other English courses be adjusted in accordance with this change.

c. That the hours of credit in the following courses be changed as follows:

English 105, Children's Literature,	3	hours	instead	of	2	hours.
" 110, Modern Drama,	2	"	"	"	3	"
" 112, The Essay,	2	"	"	"	3	"

Clerical Help.

It is impossible for the clerical help to do the work of the school properly. I therefore recommend that an additional stenographer be employed.

I further recommend that Miss Erie Keys be appointed to fill the position, salary \$100.00 per calendar month, effective Monday, July 20, 1925. Miss Keys is a competent stenographer and typewriter; she has been a teacher for several years before taking up office work. She has been a substitute from time to time for about one year and I vouch for her efficiency.

Mr. Con Frazier.

I recommend that Mr. Con Frazier be directed to supervise the construction of walks, drives and the installation of lights on campus, furniture in dormitory and such other work as the President may direct.

Furniture for Training School.

The following furniture is needed for training school immediately.

35 # 3 Adjustable Desks and 7 rears
 50 # 2 " " " 7 "
 36 Kindergarten chairs, 12 inches high
 18 " " " 14 " "
 6 Folding Kindergarten tables, 30" X 72" - 20 inches high
 2 " " " 30" X 72" - 22 " "

Bids have already been received for this furniture. I recommend that the above named furniture either be purchased at this meeting or the bids be referred to a committee with power.

Additional Electric Lights for Campus.

Contract has been awarded for electric lights for the front campus, but not for the part of the campus adjacent to Wells Hall. It is necessary for these lights be installed before September 21, 1925. I recommend that the installation of these lights be referred to a committee with power.

Electric Light Bulbs.

By purchasing \$600.00 worth of electric light bulbs within a period of one year, a discount of 24% from regular price is given and a further discount of 2% if bill is paid in ten days. This is as good discount as the city is able to get for light bulbs. At the suggestion of Mr. Stokes, I signed contract for these bulbs and recommend that my action be approved.

I estimate that we shall need to expend that amount for bulbs within the year.

Coal.

Coal is low at this time. I am receiving letters from various dealers offering to sell at \$1.60 to \$1.70 per ton at the mine. This would be from \$4.35 to \$4.55 in the bin. Some of the dealers are offering to furnish it approximately at price mentioned above and deliver as needed.

I recommend that this Board set a time to buy coal or appoint a Committee with power to do so.

Miscellaneous Equipment and Supplies.

The following miscellaneous items should receive consideration at an early date:

- a. Queensware, glassware, silverware, table linen, etc., for Wells Hall.
- b. Refrigeration, Wells Hall.
- c. Office equipment - Wells Hall and Administration Building.
- d. General supplies for school.

I recommend that a date be set for purchase of items enumerated above.

Personnel for Dormitory.

It is desirable for the persons who are to be responsible for the management of the dormitory to be chosen at an early date.

I recommend that the Board set a date for consideration of this matter and for the adoption of rules defining the duties of these persons when employed.

Urgent Need of Money.

On July 13, funds were received from the State Treasurer as follows:

Specific appropriation - Maintenance	\$30,000.00
Equipment and grounds	<u>50,000.00</u>
Total	80,000.00

A letter was received from the Auditor of Accounts to the effect that no money would be sent for Women's Dormitory at this time, but that part of the appropriation might be sent next month. I wish to call attention to the fact that \$157,218.38 have already paid on this building and that check has already been drawn for payment of \$5000.00 more, making a total of \$162,218.38. This building will be completed in thirty days and a balance of \$96,670.71 will be due.

This is for your information.

Respectfully,

J. W. Carr,
President.

MURRAY STATE NORMAL SCHOOL EXHIBIT A

FINANCIAL REPORT 1924 - 5.

RECEIPTS FROM JULY 1, 1924

Balance on Hand, July 1, 1924		\$ 2,069.62
State Treasurer		
Administration Building	\$150,000.00	
Equipment and Grounds	50,000.00	
Specific Appropriation - Maintenance	30,000.00	
Millage Tax	135,855.23	
Rehabilitation	<u>7.20</u>	
		365,862.43
Miscellaneous Receipts		
Student Fund (Incidental fees, receipts from games, etc.)	7,660.78	
Tuition Fees	498.00	
Special Fees	350.00	
Extension Fees	938.75	
Travel - Rebate	221.76	
Insurance - Rebate on Cancelled Policies	534.39	
Renovals and Repairs - Sale of old material	3.00	
Grounds - Sale of sewer pipe	225.20	
Grounds - Sale of wood	40.00	
Refund on lecture	50.00	
Women's Dormitory - Resale of brick	1170.42	
Refund on light and water	271.63	
Interest on daily bank balances	1062.52	
Cafeteria and dining hall	1893.10	
Book Store	7029.31	
Sundry Items	40.50	
Borrowed Money	<u>67000.00</u>	
		<u>88,989.36</u>
		456,921.41

EXPENDITURES FROM JULY 1, 1924 to June 30, 1925.

General Operating Expenses.

Salaries - President, Faculty, secretaries, janitors, extra help	53,165.88	
Stationery, printing and binding	465.15	
Postage, freight, express and cartage	1,199.06	
Traveling expenses - President and members of faculty	1,600.28	
Telephone, telegraph and messenger service	493.49	
Renewals and repairs	301.50	
Miscellaneous supplies	2,800.93	
Sewerage, fuel, light and water	2,379.02	
Advertising	1,652.66	
Library - Books and periodicals	2,736.95	
Board of Regents	964.95	
Insurance	4,328.27	
Law Suit	27.50	
Rehabilitation	7.20	
Special fees returned	<u>55.55</u>	
		72,158.39

Permanent Improvements.

Equipment and grounds	52,282.86	
Administration Building	166,812.00	
Wells Hall - Women's Dormitory	<u>142,218.38</u>	
Total permanent improvements		361,313.24

Student Activities, (Funds provided by students themselves)

Student Fund - Athletics, entertainments, lec- tures, school bus, refunds for incidental fees	5,191.96	
Book Store	6,629.19	
Cafeteria and dining hall	<u>2,110.31</u>	
		<u>13,931.46</u>

Total expenditures for school year 1924 - 25

447,403.09

Balance on hand July 1, 1925

9,518.32

NOTES AND COMMENTS.1. Receipts and Expenditures for Student Activities.

The receipts for student activities are derived from the students themselves directly and indirectly—directly from incidental fees, sale of books and supplies, and money paid for food in dining hall and cafeteria; indirectly from receipts for admission of the general public to games, plays and other forms of entertainment given by the students under the auspices of school. The expenditures are athletics, plays, concerts, lectures, entertainments, receptions, school bus, books and supplies handled in book store and food and operating expenses of cafeteria and dining hall.

Receipts from various forms of student activities	\$16,583.19
Total Expenditures	<u>13,931.46</u>
Amount transferred to general funds of school	2,651.73

2. Amount Invested in Permanent Improvements.

Amount invested in permanent improvements during the year	361,313.24
Amount appropriated by State	200,000.00
Amount borrowed less balance on hand	57,481.68
	<u>257,481.68</u>

Amount invested out of current funds of the school during the year.

103,321.56

The report was received and order made a matter of record and the items considered separately.

Report of the Executive Council.

July 16, 1925.

TO BOARD OF REGENTS MURRAY STATE NORMAL SCHOOL:

✓ The course of study submitted to the Executive Council of the Murray and Morehead Normal Schools in galley proof with suggested changes, later made by the committee of the faculty preparing said course of study, indicated as suggestions a, b, and c, is hereby approved by the Executive Council, and the Board of Regents of the Murray State Normal School is hereby under the law authorized to adopt, use and promulgate said course of study in conformance with the privileges granted them under the Acts of the Legislature of 1924 relating to the Murray and Morehead Normal Schools.

F. C. Button
J. W. Carr
McHenry Rhoads

Members of Executive Council

McHR/GTW

Report received and ordered made a matter of record.

Course of Study.

✓ Moved by Mr. Wilson, seconded by Mrs. Lovett, That the course of study recommended by the Executive Council be adopted as the course of study for the Murray State Normal School. Ayes, Mr. Rhoads, Mr. Stokes, Mr. Thomas, Mr. Wilson and Mrs. Lovett. Nocs, none. Carried.

Budget. 1925-26

Moved by Mr. Thomas, seconded by Mr. Wilson, That the budget recommended by the President for 1925 - 26 be approved. Carried.

Report of Auditing Committee.

July 13, 1925.

To the Members of the Board of Regents;

Audit of the books of the Murray State Normal School on July 13, 1925, beginning April 1, 1925 up to and including June 30, 1925, shows a balance in the Bank of Murray, Murray, Kentucky, of \$1791.33; balance in the First National Bank of Murray, Kentucky, of \$8,927.25, making a total of \$10,718.58, balance cash on hand shown by the books of the Treasurers, First National Bank and Bank of Murray.

I find there are outstanding checks as follows:

First National Bank.				Bank of Murray	
#724	\$ 48.60	742	153.33	#1193	3.75
728	46.66	747	178.88		
729	48.60	749	70.00		
730	133.34	750	52.50		
734	200.00	684	14.60		
737	250.00				
	Total		\$1200.26		

This makes a total of outstanding checks of \$1200.26, leaving an actual balance in the banks of \$9,518.32. 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, and that all bills were on file in office.

Very truly yours,

V. H. Clark.

Moved by Mr. Thomas, seconded by Mr. Wilson, That the report of the auditing committee be received and made a part of the record. Carried.

Stenographer.

Moved by Mr. Wilson, seconded by Mr. Thomas, That Miss Erie Keys be elected stenographer subject to assignment by the President during the remainder of the summer term of 1925, salary at the rate of \$100.00 per calendar month. Carried.

Attorney's Fee.

A bill for \$500.00 for legal service in the case of A. E. (Jack) Cole vs Board of Regents of the Murray State Normal School was presented by Mr. G. P. Thomas, Attorney for the Board.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the bill of G. P. Thomas, Attorney, for the amount of \$500.00 be received and that it be referred to the Attorney General of the State of Kentucky as to his written opinion as to the reasonableness of the bill and the legality of paying same. Carried.

Con Frazier.

Moved by Mr. Wilson, seconded by Mr. Thomas, That the President's recommendation that Mr. Con Frazier be employed superintendent of the construction of walks, driveways, etc., be approved. Carried.

Furniture for Demonstration School.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That a committee consisting of Mr. Stokes and Dr. Carr be authorized to purchase necessary furniture for the demonstration school. Carried.

Additional Campus Lights.

Moved by Mr. Wilson, seconded by Mr. Thomas, That a committee consisting of Mr. Stokes, Dr. Carr, and Mrs. Lovett, be appointed with power to locate and purchase additional campus lights. Carried.

Electric Light Bulbs.

Moved by Mr. Wilson, seconded by Mr. Thomas, That the action of President Carr in contracting for the purchase of electric light bulbs to the amount of \$500.00 be approved. Carried.

Coal.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the President be authorized to purchase coal for the current school year. Coal to be delivered from time to time in the bins. Carried.

Additional Equipment.

Moved by Mr. Stokes, seconded by Mr. Rhoads, That the purchase of necessary queens-ware, glassware, silver ware, table linens, etc., for Wells Hall be referred to a committee composed of Mrs. Lovett and Dr. Carr with power. Carried.

Moved by Mr. Stokes, seconded by Mr. Thomas, That when this Board adjourns to meet August 11 at 9:30 A. M. in the office of the President of the school and that Dr. Carr

be instructed to get bids on refrigeration for Wells Hall, office equipment for Wells Hall and Administration Building, and supplies for the school prior to the next meeting of the Board of Regents August 11, 1925:

Election of Mr. R. A. Johnston.

✓ The President having recommended the appointment of R. A. Johnston member of the faculty, salary at the rate of \$2400.00 per calendar year, it was moved by Mr. Stokes, seconded by Mr. Wilson, That the recommendation of the President be approved and that Mr. Johnston be elected a member of the faculty and assigned to the Science Department, salary at the rate of \$2400.00 per calendar year, effective September 1, 1925. Term to expire June 30, 1926. Ayes, Mr. Rhoads, Mr. Wilson, Mr. Thomas, Mr. Stokes and Mrs. Lovett. Noes, none. Carried.

Moved by Mr. Thomas, seconded by Mr. Stokes, That the appointment of Mr. Joe T. Lovett, as an advisory member of the committee to buy furniture for the parlors of Wells Hall be approved and his necessary expenses while serving in this capacity be allowed. Carried.

Mr. Wilson withdrew from the meeting at 3:45 P. M. on account of business engagements.

Moved by Mr. Thomas, seconded by Mr. Stokes, That the President be directed to collect the necessary data relative to the different employees for the Women's Dormitory and to submit tentative rules governing each employee. Carried.

Report of Thomas P. Norris Student Loan Fund.

Report of the Norris Student Loan Fund as of July 15, 1925.

Cash on hand.....\$ 12,332.33

Loans as follows:

Fredonia Adams	\$ 30.00	Robert Thompson.....	\$ 30.00
Prudy Adams.....	50.00	Robbie Tinsley.....	300.00
Jewell Allen.....	60.00	Taylor Todd.....	100.00
Coy Andrews.....	40.00	Opal Tyree.....	50.00
Cromer H. Arnett.....	100.00	" "	50.00
C. H. Arnett.....	100.00	Mary Lou Vincent.....	100.00
Cromer H. Arnett.....	100.00	" " "	100.00
Eufaula Arnett.....	50.00	Atlas Saltzger.....	75.00
Flora Beane.....	25.00	Elizabeth Fisher.....	50.00
Flora Beane.....	75.00	Vera Bynum.....	50.00
Otilia Brown.....	125.00	Olalia Chrisman.....	50.00
Vera Bynum.....	40.00	Derwood Hawks.....	25.00
H. S. Chambers.....	125.00	Olalia Chrisman.....	50.00
Martha Chester.....	50.00	Juanita Powell.....	100.00
Olalia Chrisman.....	25.00	Noble Outland.....	128.75
Charlie Rob Cochran.....	100.00	Harry Coles.....	75.00
Wilmuth Colley.....	15.00	Irene Tinsley.....	30.00
D. D. Crisp.....	300.00	Nelle Rue Fuqua.....	60.00
Franklin Crutcher.....	50.00	Opal Tyree.....	50.00
Maurine Duncan.....	50.00	E. Bryan Rains.....	200.00
Maurine Duncan.....	50.00	Fredonia Adams.....	20.00
Normah Galloway.....	200.00	Larue Nance.....	150.00
Beurlene Geurins.....	50.00	Gola Alexander.....	75.00
Derwood Hawks.....	50.00	Noble Outland.....	75.00
" "	25.00	Ira Wilkerson.....	100.00
A. K. Hayden.....	190.00	Henry Chambers.....	50.00
Mabel Lawrence.....	100.00	Zera Parks.....	100.00
Edna Lee.....	40.00	Franklin Crutcher.....	60.00
C. M. Luter.....	100.00	Holman Jones.....	200.00
Betty W. Outland.....	5.00	J. Francis Allen.....	50.00
" " "	25.00	Jewell B. Cox.....	300.00
Noble Outland.....	75.00	Robert Thompson.....	50.00
Juanita Powell.....	50.00	Wilma Thweat.....	60.00
Dora Jean Skinner.....	100.00	Lowery Rains.....	200.00
" " "	150.00	Buron Jeffery.....	35.00
E. E. Swor.....	300.00	Fred Phillips.....	200.00

Nell Fuqua.....	\$60.00
Irene Tinsley.....	154.50
Fredonia Adams.....	15.00
Terrell Johnson.....	100.00
Waylon Rayburn.....	25.00
Newton Malugin.....	175.00
Louisa Parker.....	15.00
Mable Lawrence.....	75.00
Henry Chambers.....	50.00
Vera Bynum.....	15.00
C. M. Luter.....	50.00
Vergie Derrington.....	75.00
Mrs. Elvis Swor.....	200.00
Cord Arnett.....	100.00
Marell Lipford.....	25.00
Ferry Oliver.....	25.00
Charlie Rob Cochran.....	100.00
Franklin Crutcher.....	75.00
Roy Willoughby.....	50.00

Total.....8,053.25

\$8,053.25
20,385.58

Received from the Thomas P. Norris Fund \$20,000.00, less \$16.67 which was explained in our statement of Jan. 6, 1925, and we have received interest to date \$402.28, making a total of \$20,385.58.

Report received and made a matter of record.

Certification of Teachers.

July 15, 1925.

To the Board of Regents,
Murray State Normal School:

As per duties assigned to the Registrar, I report as follows:

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

2. I 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.

Duncan, Maurine
Wadlington, Martha
Darnell, Johnnie
Nall, Lillian

3. I 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.

Calhoun, Wilma

4. I further recommend that each person listed in this section of the report be granted the Provisional Elementary Certificate, 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.

Farris, Farie
Downs, Zelna
Clark, Retha

5. I further recommend that each person listed in this section of the report be granted the Provisional Elementary Certificate, 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.

Ross, Marjorie
Combs, Laurine
Hopson, Rozella
Nanny, Hugh
Skimer, Dora Jean
Collie, Wilmuth
Jeffrey, Julia
Barker, Hazel
Colson, Emma
Cook, Essie
Montgomery, Ruth
Motheral, Jetta
Haner, Mrs. John
Phillips, Evelyn

Very truly yours,

W. R. Bourne,
Registrar.

AK

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 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.

Report of Committee on Furniture and Furnishings for Parlors of Dormitory.

Mrs. Lovett, the Chairman of the Committee, submitted an oral report to the effect that the committee carried out the instructions of the Board by visiting the manufacturers' exhibit in Chicago and purchased furniture and furnishings amounting to approximately \$3198.00 at the factory. To this amount must be added the freight and 3% for the dealer through whom the purchases were made.

Moved by Mr. Rhoads, seconded by Mr. Thomas, That the report be received and the action of the Committee be approved. Carried.

Nellie May Wyman.

The President having recommended the appointment of Miss Nellie May Wyman as a member of the faculty, Education Department, salary at the rate of \$2300.00 per calendar year, it was moved by Mr. Stokes, seconded by Mr. Thomas that Miss Nellie May Wyman be elected as member of the faculty in accordance with resolution of the President, salary at the rate of \$2300.00 per calendar year, payable at the end of each calendar month, effective September 21, 1925. Her term of employment to end June 30, 1926. Ayes, Mr. Thomas, Mr. Stokes, Mrs. Lovett, and Mr. Rhoads. Noes, none. Carried.

Bids Opened.

Bids were opened for the following equipment.

Bent Wood Chairs
Window Shades
Boiler and Traps

Moved by Mrs. Lovett, seconded by Mr. Stokes, That the bids be tabulated and samples arranged for inspection prior to the meeting of August 11, 1925 and that action in reference to bids be deferred until that date, and that all bids for boiler and traps be rejected. Carried.

Communications.

Class of 1925. A letter was received from the members of the graduating class of 1925 expressing appreciation for the many kindnesses rendered in their behalf.

Moved by Mr. Rhoads, seconded by Mr. Stokes, That the communication be received and the President be authorized to thank the committee in behalf of the Board. Carried.

Forbes Manufacturing Company. Communication from Forbes Manufacturing Company requesting the payment of \$96.66 for the extra finish of floors of four office rooms of Auditorium Building was presented.

Moved by Mr. Stokes, seconded by Mr. Thomas, That the bill for \$96.66 is hereby authorized to be paid. Carried.

Ed. D. Hannan. Communication received from Ed. D. Haman, plumber, requesting payment in full for \$1,176.75, balance on contract on Administration Building.

Letter was also received from W. E. Gore, Architect, to the effect that the plumbing work had been completed in accordance with plans and specifications.

Moved by Mr. Thomas, seconded by Mrs. Lovett, That the balance in full due Ed. D. Haman on contract for plumbing for Administration Building amounting to \$1,176.75 be paid. Carried.

Also letter was received from Ed. D. Haman requesting payment for extra work, amounting to \$23.20. Letter was also received from W. E. Gore explaining that this item was authorized by him and that it was necessary.

Moved by Mr. Stokes, seconded by Mr. Thomas, That the amount of \$23.20 for plumbing extra on Administration Building be authorized. paid. Carried.

W. E. Gore. Communication was received from W. E. Gore, Architect, requesting payment of balance of his account as Architect, and that in case the Board did not feel disposed to pay the account in full that he be allowed at least \$500.00 on account.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That W. E. Gore be allowed \$250.00 on account and the balance be retained until final settlement. Carried.

Adjourned.

McHenry Rhoads
Chairman

Laurine Wells Lovett
Secretary