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Board of Regents, Murray State Normal School

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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

August 11, 1925.

The Board of Regents met at 9:30 A. M. in the office of the President 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 meetings of June 19, 1925, June 25, 1925 and July 16 were read and on motion by Mr. Thomas, seconded by Mr. Wilson, they were approved. Carried.

Moved by Mr. Stokes, seconded by Mr. Thomas, That the name of Rainey T. Wells Hall be carved in the stone above the door of the main entrance of the Women's Dormitory. Carried.

Thomas P. Norris.

Letter from Thomas P. Norris concerning his niece, who wishes to attend the Murray State Normal School, read.

Moved by Mr. Thomas, seconded by Mr. Stokes, That the request of Mr. Norris be granted and the President authorized to make the necessary provision for board and room and incidental fee for Miss Pauline Wyman during the time she attends this institution and that the same be paid for out of the proceeds of the Thomas P. Norris Student Loan Fund. Carried.

Bids Opened.

At 10:00 A. M., according to previous announcement, bids were opened for the following equipment and supplies: For bids, see files.

Mail Boxes  
Janitor Supplies  
Office Equipment and Supplies  
Refrigeration  
Insulation

Moved by Mr. Wilson, seconded by Mr. Stokes, That the bids be referred to the President's secretary for tabulation. Carried.

President's Report.

August 11, 1925.

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

Honorable Members:

I submit the following for your consideration:

Rules for Dormitory.

In accordance with your direction, I submit tentative rules for the organization and management of the employees of Wells Hall, Exhibit A. You will note that I have provided for four members of the dormitory staff.

a. Adviser or Dean of Women, who shall be responsible for the discipline, and who shall be the responsible head of the dormitory.

b. House Director or Matron, who shall be responsible for the general oversight and care of the building.

c. The Dietitian who shall plan menus and advise in reference to preparation and serving of meals.

d. The Manager of Dining Service, who shall be responsible for the business management of the dining service.

The reasons for these divisions will be set forth in the discussions.

I recommend the following:

a. That rules be adopted either at this or the next meeting of the Board relative to dormitory.

b. That members of the faculty be designated to fill three of positions mentioned above—Mary W. Moss, Adviser of Women, the position she now holds; Mrs. Ammie H. Young, Dietitian, provided she is appointed director of Home Economics; Edward Filbeck, Manager of Dining Service. The Board can have the advantage of the experience of each of these persons during the period of organization of the personnel of the dormitory.

At a later date, other arrangements can be made, if it is deemed advisable to do so. Two of the members of faculty mentioned above, Miss Moss and Mr. Filbeck are perfectly willing to be relieved from special duties mentioned above at the pleasure of the Board.

✓ c. That only a House Director or Matron be employed from persons other than members of faculty at this time, and that she enter upon her duties not later than September 1, 1925.

Budget Expenditures.

I submit financial report for July, 1925 showing budget allowances and expenditures, Exhibit B. The Rules provide for payment of bills for all contracts including salaries awarded by this Board when approved by the President. It is my understanding that the President is authorized to approve for payment certain other bills, provided a budget has been provided by this Board for that purpose. But in order that the minutes may be definite on this point, I make the following recommendations:

a. That the President be authorized to pay all bills not in excess of the budget allowance for the following item: Printing, binding and stationery; postage, freight, express and cartage; traveling; telephone, telegraph and messenger service; renewals and repairs; sewerage, light and water (already given power to purchase coal); advertising; miscellaneous supplies; library; expenses Board of Regents; interest.

b. That he be authorized to approve for payment from the salary fund the wages of any substitute teacher, or other temporary employee which he is authorized to appoint.

c. That he be authorized to approve for payment from the "Student Fund" bills incurred for the purpose for which this fund was created, provided the total amount expended in any one year does not exceed the receipts.

d. That he be authorized to approve for payment, bills for books and supplies purchased for the book store, provided that amount does not exceed the receipts from sales and value of stock on hand.

e. That he be authorized to approve for payment bills for food and other supplies for dining hall and cafeteria, provided the amount does not exceed the receipts and value of supplies on hand.

Power to bring Suit against Forbes Mfg. Co.

✓ The leaks in the roof of the Administration building have not been repaired. When there is a hard rain, the water comes down by bucketfuls. The plaster has fallen in places and is discolored in others. Numerous requests have been made to the Company to make repairs, but so far, no repairs have been made. I recommend that this Board pass such resolution as it deems proper in order that legal proceedings may be brought against Forbes Mfg. Company and their bondsmen, if this roof is not repaired promptly.

Power to buy Additional Equipment.

No equipment has been purchased either for the department of Home Economics or Physical Education. Heretofore it has been impossible to prepare a suitable list of equipment for either department, but it is necessary for these departments to be equipped within the next five weeks.

From the very nature of the case, we shall find that we have omitted something from the necessary equipment of Women's Dormitory or the Administration building or both.

I, therefore, recommend that a committee be given power to purchase equipment as follows:

For Home Economics Department not to exceed \$2500.00  
 For Physical Education Department not to exceed \$1000.00.  
 For Miscellaneous Equipment for Dormitory and Administration Building  
 not to exceed \$\_\_\_\_\_.

Respectfully,

J. W. Carr,  
 President.

The President's report received and made a matter of record and recommendations to be considered later.

The Board recessed at 12:00 for luncheon.

The Board reconvened at 1:00 P. M. All members present.

Budget Expenditures.

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

Suit Authorized Against Forbes Mfg. Company, Hopkinsville, Ky.

✓ Moved by Mr. Thomas, seconded by Mr. Wilson, That the Attorney General of Kentucky be ordered and directed to bring suit against Forbes Mfg. Company and its bondsman to secure proper reparation for damage done to Administration building by reason of a leaky roof and to require it to put said roof in proper and good condition, and in the event that the Attorney General cannot give his personal attention to this litigation, then he is requested to approve the employment of counsel for that purpose by this Board. Carried.

Employment of Members of Faculty.

✓ The President having recommended the employment of Mrs. Annie H. Young as Director of Home Economics and Dietitian for the Women's Dormitory, it was moved ~~and~~ by Mrs. Lovett, seconded by Mr. Wilson, That the recommendation of the President for the employment of Mrs. Annie H. Young as Director of Home Economics and Dietitian for Women's Dormitory be approved, salary at the rate of \$2400.00 per calendar year, her services to begin as soon as she can report for duty after this meeting. The term for which she is employed expires June 30, 1926. Ayes, Mr. Stokes, Mrs. Lovett, Mr. Wilson, Dr. Rhoads, and Mr. Thomas. Noes, none. Carried.

✓ The President having recommended Miss Carrie Allison as Director of Physical Education, it was moved by Mr. Stokes, seconded by Mr. Wilson, That Miss Carrie Allison be employed as Director of Physical Education, salary at the rate of \$1800.00 per calendar year, or \$150.00 per calendar month, effective September 19, 1925, term for which she is employed is June 30, 1926. It is understood also that she is to be paid at the rate of her regular salary for the time devoted to her official duties prior to the opening of the school, also be allowed her necessary expenses. Ayes, Mr. Stokes, Mrs. Lovett, Mr. Wilson, Dr. Rhoads and Mr. Thomas. Noes, none. Carried.

✓ The President having recommended Miss Margaret Bailey as Librarian, it was moved by Mr. Wilson, seconded by Mr. Stokes, That Miss Margaret Bailey be appointed Librarian, salary at the rate of \$1800.00 per calendar year or \$150.00 per calendar month, effective as soon as she can report for duty. The term for which she is employed expires June 30, 1926. Ayes, Mr. Stokes, Mr. Wilson, Mr. Thomas, Mrs. Lovett, and Mr. Rhoads. Noes, none. Carried.

Miss Anna B. Peck having been recommended by the President as Head of the History Department, it was moved by Mr. Stokes, seconded by Thomas, That Miss Anna B. Peck be appointed Head of the History Department, salary at the rate of \$2600.00 per calendar year, effective September 1, 1925, the term for which she is employed expires June 30, 1926. Ayes, Mr. Stokes, Mr. Thomas, Mr. Wilson, Mrs. Lovett, and Dr. Rhoads. Noes, none. Carried.

#### Committee to Purchase Equipment.

The recommendation of the President of the appointment of a committee with power to purchase equipment for the Home Economics Department and the Physical Education Department and miscellaneous equipment for Wells Hall and Administration Building was approved by common consent. The President appointed the following committees to purchase equipment:

- Home Economics Department, amount not to exceed \$2500.00, Dr. Carr, Mr. Stokes and Mrs. Young.
- Physical Education Department, amount not to exceed \$1000.00, Dr. Carr, Mr. Stokes and Miss Allison.
- Miscellaneous equipment for Wells Hall and Administration building, Mrs. Lovett, Mr. Stokes and Dr. Carr.

#### Certificates.

August 11, 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 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

Cox, Jewel B. ✓	✓ Washam, Mary
Crisp, Dwight ✓	✓ Waterfield, Mrs. Lois
Brown, Thelma Lawrence ✓	Howard, Nell C. ✓
Grogan, Vada Douthitt ✓	✓ Nanney, Thelma
Swann, Lorene ✓	✓ Holland, Jesse
Galloway, Norman ✓	Hamilton, Mavis ✓

3. I 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.

Robey, Rebecca	Abbott, Dessie Mae
Iglehart, Violet	Brann, Myrtle

4. I 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:

Shelton, C. Pratt

5. I 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 certificates.

Brandon, Irene  
Dunn, Murrell  
Huie, Ruby

Neville, Cynthia  
Smith, Willie  
Springer, Iva Lee

Very truly yours,

W. R. Bourne,  
Registrar.

WEB:AK

Moved by Mr. Wilson, seconded by Mr. Thomas, That list of persons recommended for certificates above be endorsed as presented and recommended by ~~Committee~~ Registrar 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 Electric Light Fixtures for Wells Hall.

Mrs. Lovett for the Committee reported to award contract for electric lighting fixtures to The French Lighting Fixture Company, Evansville, Indiana, for the sum of \$2077.49. For terms of award, see files.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the report of the Committee be approved and contract awarded to The French Lighting Fixture Company, Evansville, Indiana, for the sum of \$2077.49, the fixtures to be installed. Carried.

Consideration of Bids for Equipment.

Bent Wood Chairs.

Moved by Mr. Stokes, seconded by Mr. Wilson, That all bids for bent wood chairs be rejected and that the Committee be authorized to readvertise for bids and given power to purchase chairs. Carried.

Window Shades.

Moved by Mr. Stokes, seconded by Mr. Wilson, That J. A. Rudy & Sons, Paducah, Kentucky, having the lowest bid on standard opaque material for window shades—two shades to the window as per specifications, that his bid be accepted and that the Board exercise its option of substituting Tontine cloth instead of that specified in the bid at an additional cost of \$87.00, making total cost of window shades installed on Hartshorn rollers in accordance with specifications \$925.00. Carried.

By common consent, the bids on refrigeration and insulation were referred to a Committee of one consisting of Mr. Wilson and to make investigation and with power.

Boilers and Traps.

Moved by Mr. Stokes, seconded by Mr. Thomas, That the bid of Ed. D. Haman, Paducah Kentucky of \$1626.00 for the installation of boiler and traps for Wells Hall in accordance with plans and specifications be accepted and contract awarded. Ayes, Mrs. Stokes, Mrs. Lovett, Mr. Wilson, Mr. Thomas, Dr. Rhoads. Carried.

Mail Boxes.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the bid for mail boxes be referred to a committee of one, Dr. Carr with power. Carried.

Moved by Mr. Stokes, seconded by Mr. Thomas, That the bid of Central School Supply Company for one double pedestal drop head typewriter desk for \$29.95; for one typewriter chair at \$9.35; for one model 5 Underwood typewriter with attachments, \$70.00 be accepted and contract awarded. Same to be F. O. B. Murray, Kentucky. Carried.

Moved by Mr. Stokes, seconded by Mr. Thomas, That the bid of Howard D. Happy Company for the installation of one counter height Art Metal file as per plans and specifications set forth in his letter be accepted and contract be awarded, price \$476.60. Carried.

Mimeograph.

Moved by Mr. Thomas, seconded by Mr. Stokes, That bid for mimeograph be referred to the President with power. Carried.

The President was authorized to continue the salary of Lamon Neale as Janitor at the rate of \$85.00 per month until such time as the Board chooses to employ the janitors and engineers for the ensuing year.

Matron - Wells Hall.

✓ After considering the written application of the various applicants for Matron for Wells Hall, an opportunity was afforded to all applicants applying in person to appear before the Board. Mrs. Mary Gardner and Mrs. Victoria Higgins appeared before the Board.

✓ Moved by Mr. Thomas, seconded by Mrs. Lovett, that Mrs. Mary Gardner be appointed Matron of Wells Hall, salary at the rate of \$1000.00 per calendar year, payable in monthly installments at the end of each calendar month, and that in addition to cash salary be allowed room and board in the Hall. Ayes, Mr. Thomas, Mr. Stokes, Mrs. Lovett, Mr. Wilson, Dr. Rhoads. Noes, none. Carried.

Moved by Mr. Stokes seconded by Mr. Wilson, That when the Board adjourn, it adjourn to meet in the office of the President at 9:30 A. M., August 31, 1925. Carried.

Additional Electric Lighting for Campus.

The Committee on lights for campus states that the bid of S. D. Dalbey Electric Company, Paducah, Kentucky, for the installation of eleven additional lights on campus is for the sum of \$1495.00, and that this bid be accepted.

By common consent, the action of the Committee in awarding this contract was approved.

Adjourned.

Mr. Henry Rhoads  
Chairman

Louise Wells Lovett  
Secretary