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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

August 31, 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, Mr. T. H. Stokes, presiding. Present: Mrs. Laurine Wells Lovett, Mr. G. P. Thomas, and Mr. T. H. Stokes. Absent: Dr. McHenry Rhoads, and Mr. James F. Wilson.

The minutes of the meeting of August 11, 1925 were read and on motion by Mr. Thomas, seconded by Mr. Stokes, they were approved. Carried.

President's Report.REPORT OF PRESIDENT

Murray, Kentucky,
August 31, 1925.

Honorable Members;

I submit the following for your information and consideration:

Outlook for Fall Semester.

Judging from the letters of inquiry and the reports from the men in the field, we shall have a substantial increase in attendance this fall over the corresponding semester last year. I estimate that the attendance will be between four and five hundred.

The indications are that there will be not only a Junior Class but also a small Senior Class. This means the organization of more classes than had been anticipated. At least four additional teachers should be employed. Two teachers of history, one of science who is an expert in physics and one of French who can teach in at least one other department.

Expert Engineer.

We now have the following complex pieces of machinery which require expert knowledge and skill to keep them in repair and to operate them successfully:

- a. Heating system for the three buildings consisting of four large boilers, three electric motors, necessary connections of pipes and radiators.
- b. The plumbing system for three buildings and a booster pump driven by an electric motor. There are also special boilers and tanks for baths and for kitchen.
- c. The electric system for lighting the buildings and grounds and for driving motors for pumps and an exhaust fan. There is also an electric clock and signal system.
- d. A gasmachine with necessary attachments for physical, chemical and home economics laboratories.
- e. A refrigerating plant consisting of electric motors, pumps and other complex pieces of machinery which I cannot even name.

The cost of this machinery is tens of thousands of dollars. I recommend that the teacher of physics be also the responsible engineer of the school and custodian of buildings.

Women's Dormitory.

I make the following recommendations relative to the Women's Dormitory:

- a. That the rules relative to the dormitory which were submitted at the last meeting of Board be considered.
- b. That the personnel of the staff and helpers be determined at this meeting or some other meeting before the opening of school.
- c. That provision be made for the purpose of getting bids and purchasing of provisions and other supplies.
- d. That a date be set for dedicating the building; also that a committee be appointed to prepare a suitable program. If persons from a distance are to be invited, funds should be provided for paying their necessary expenses.

Physical Education.

Before the Committee on physical education can proceed intelligently, it is necessary to have instructions relative to the policy of the Board concerning physical education.

I, therefore, make the following recommendations:

- a. That the department be organized so as to provide facilities for the largest number of students possible to take part in various games and suitable athletic sports, and that all students be encouraged to participate in some form of athletics.
- b. That the athletic field be laid off in such manner as to provide suitable facilities for base ball, foot ball, soccer, track, and other field sports.
- c. That the space immediately north of the gymnasium be made into an outdoor gymnasium and equipped with suitable outdoor apparatus. This would necessitate the graveling of a strip the length of the building and about forty feet wide, and the construction of at least two hard surfaced courts. See plans. The cost of the outdoor gymnasium and equipment would not exceed the amount set apart for physical equipment.

Value of Physical Plant.

A complete inventory of the physical plant as of July 1, 1925 has been made and a copy sent to the Auditor of State as per his request. The summary follows:

Auditorium Building.

Original cost	\$100,000.00
Additional boilers, etc.	\$11,954.35
Equipment	\$29,344.25
Total	\$141,301.60

Administration Building.

Original cost	\$155,054.00
Equipment	\$15,643.84
Total	\$170,697.84

Wells Hall

Total payment on construction to	
July 1, 1925,	\$142,218.38
Total	\$142,218.38

Campus

Original cost	\$16,000.00
Improvements	\$27,137.14
Total	\$43,137.14

Total value of physical plant
as of July 1, 1925-----\$497,354.96

Postal Service.

✓ The Post Office Department has granted newspaper rates for the Murray State Normal School Quarterly. Heretofore, we have been paying seven cents a copy for mailing the catalogue. We can now send them out at a cent and a half per pound. Other issues of the Quarterly can be sent at same rate.

Application has been made for the establishment of a branch post office at the Normal School, the government to furnish an official to take charge. Even if that request is not granted, I believe that provision should be made for better postal service for the school.

I recommend that a committee be appointed to submit plan and probable cost of such service.

Respectfully submitted,

J. W. Carr,
President.

The President's report was received and ordered made a matter of record. The recommendations were reserved for later consideration.

The members of the Board made an inspection of Wells Hall and the progress of the work on the campus.

The Board recessed at 11:50 for luncheon.

The Board reconvened at 1:10 P. M. Members present were the same as at the forenoon session.

Employment of Members of Faculty.

✓ The President having recommended the employment of Charles Hire as a member of the faculty in charge of Physics and such other subjects as he may be assigned, it was moved by Mr. Thomas, seconded by Mrs. Lovett, That he be employed at the rate of \$2800.00 per calendar year, payable at the end of each calendar month, that his employment shall become effective at the date he reports for duty which shall not be later than September 19, 1925, and that his term expire June 30, 1926. In addition to his duties as a member of faculty, he was placed (in charge of all the machinery and mechanical appliances of the buildings and campus.) Ayes, Mrs. Lovett, Mr. Stokes, Mr. Thomas. Noes, none. Carried.

✓ The President having recommended the employment of G. C. Ashcraft as a member of the faculty assigned to the Department of History, ~~salary at the rate of \$2600.00 per calendar year, payable at the end of each calendar month, that his employment become effective September 19, 1925, and that his term expires June 30, 1926,~~ it was moved by Mrs. Lovett, seconded by Mr. Thomas, That he be employed at that rate of \$2600.00 per calendar year, payable at the end of each calendar month, that his employment shall become effective September 19, 1925, and that his term expires June 30, 1926. Ayes, Mrs. Lovett, Mr. Stokes, Mr. Thomas. Noes, none. Carried.

Report of Committee on Certification.

Murray, Kentucky,
August 31, 1925.

To the Board of Regents,
Murray State Normal School:

As per duties assigned to the Committee on Certification and Graduation, we report 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.

Adams, Gussie Wood ✓	↳ Latta, Bena
Brown, Dimple ✓	Lawrence, Mable ✓
Cochran, Charlie Rob ✓	McGough, Charles ✓
Colley, Sunshine ✓	McGowan, Fray ✓
Crutcher, Franklin ✓	Mabry, Maurine ✓
Derrington, Vergie ✓	Melton, Marie ✓
↳ Dishman, Ethel	Miller, Paul ✓
Dobson, Grace ✓	Miller, Robye Opal ✓
Fitz, Lalah Ruth ✓	Oliver, Mildred ✓
↳ Ford, Geneva	Powell, Juanita ✓
Grogan, Vada Douthitt	↳ Peal, Helen
Hargrove, Laurine ✓	Rains, Lowry ✓
↳ Hicks, Emma	Roark, Mrs. Ellen ✓
Hopkins, Orene ✓	Roberts, Mary Beale ✓
Hopkins, Troy ✓	Sisson, R. L. ✓
James, Vernon ✓	Swor, Annette Wear ✓
Jones, Pauline ✓	Wade, Esther ✓
Lassiter, Laurine ✓	↳ Whitnell, Mayme
↳ Lassiter, Oury	Brandon, Mary ✓
↳ Wrath, M. O.	Rogers, Treva ✓
↳ Wilkinson, Marie	
↳ Williamson, Eva ✓	

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.

Arnett, Crawford	Kennedy, Marion
Bradley, Frances	Lassiter, Hugh
Bruce, Cora (Duplicate)	Lawrence, Ruth
Boyd, Hyland	Morehead, Rachael
Crawford, B. H.	Parker, Louisa
Garnell, Carlisle (Duplicate)	Putman, Fleda
Darnell, Johnnie	Swor, Elvis E.
Grogan, William	Thompson, Robert
Hall, Floyd	Wilcox, Eppie
Householder, Lillian	

4. 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.

Adams, Addie
Bynum, Vera
McReynolds, Jessie

5. 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 certificates.

Arnett, Cord	Lovett, Kelley	Cherry, Lorena
Arnett, McKinley	Mullins, Edith	Williams, Bill
Beane, Lola	Nance, Sarah Jane	Harrell, Iona
Blanton, Effie	Pryor, Neal	Winters, Gladys
Bronough, Mrs. J. E.	Ryan, Lorena	Hill, Emma E.
Brooks, Anice	Shelton, Labe	Yates, Roy
Brown, Rex	Smith, Sula	Johnson, Gladys
Bruce, Gladys	Turner, Willie Ruth	Brann, Lillie

Rules Relative Staff - Women's Dormitory.

1. The Staff.

The staff of the Women's Dormitory shall be Adviser of Women, House Director, Dietitian, Manager of Dining Service and such assistants as the Board of Regents may direct.

2. Adviser of Women.

In addition to her other duties, the Adviser of Women shall be the official head of the Women's Dormitory and see to it that proper discipline is maintained at all times. She shall not only be responsible for the enforcement of the general rules of discipline but, with the approval of the President, she is authorized to make such additional rules as she may deem advisable.

b. She shall encourage the students to undertake approved forms of student government, and assist them in making such rules for their own guidance as maybe necessary. In case student government breaks down at any point, she must assert her authority and maintain proper discipline.

c. She shall direct the social affairs of the dormitory, arrange for parties, receptions, excursions, hikes, receiving of callers and perform such other duties as may be necessary to promote wholesome social relations.

d. She is not responsible for the performance of the duties assigned to other members of the staff, but it is her duty to familiarize herself with the rules and report to the President any remissness of duty on the part of any other member of the staff.

e. She shall reside in the dormitory, preside at meals in the dining hall, keep office hours and be subject to call at any time.

3. House Director.

a. The House Director shall have general supervision of the dormitory under such rules as the President may set forth. She shall be responsible for the general orderliness of the building and immediate campus, see that each girl keeps her room in proper condition, that house maids do their work properly, and that meals are prepared and served on time.

b. She shall receive each student assigned to the dormitory, see that she occupies the room to which she is assigned. She shall also keep a record of students occupying rooms at the dormitory. The record shall contain such data as the President may direct.

She shall receive either in person or through her representative, each person making a social or business call at the dormitory.

c. She shall keep an inventory of articles of furniture and other equipment, shall certify to the President as to the correctness of all bills for furniture, equipment and supplies for the dormitory. She shall be responsible for all furniture and equipment of the dormitory.

d. She shall see that all necessary details of arrangements are made for receptions, club meetings, parties, vesper services and all other special meetings held. She shall assist the Adviser of Women at all these functions and in her absence take charge.

e. She shall cooperate with the Adviser of Women relative to the discipline of students in the dormitory and on the grounds. She shall at all times use her best efforts to see that proper discipline is maintained and that the rules of the school are carried out. She shall report to the Adviser of Women any serious breach of discipline on the part of students. She shall report to the President any breach of discipline or neglect of duty on the part of any member of staff or any employee.

f. She shall assist the Adviser of Women in the supervision of the dining hall at regular meals. In the absence of the Adviser of Women, she shall be responsible for the discipline of dining hall.

g. In case of absence of any member of the staff, she shall assume her duties temporarily.

h. The janitors of the dormitory shall be under the immediate supervision of the House Director and she shall have power to suspend any one for cause but must report her action to the President as soon as possible for his approval.

i. She shall reside in the dormitory and be on duty during such hours as the President may designate, and subject to call at any time.

4. Dietitian.

a. The Dietitian shall prepare menus for both the dining hall and cafeteria. She shall take into consideration not only suitable rations from the standpoint of health but from that of the cost as well.

b. She shall give instruction relative to preparing and serving meals. She shall also visit the kitchen, dining room and cafeteria from time to time to see that her suggestions are carried out. She shall make reports to the President relative to the dining service.

5. Manager of Dining Service.

a. The Manager of Dining Service shall have immediate charge of kitchen, dining hall and cafeteria, and be responsible for the preparation and service of meals, the general cleanliness of parts of dormitory under her immediate control.

b. She shall be the custodian of all foods and kitchen supplies, make requisitions for same in accordance with rules of the school, receipt for same on delivery, and certify to the correctness of all bills for same.

She shall see to it that the foods are properly cared for, that there is no unnecessary waste, and that no person is allowed to take any away from the building.

She shall also be responsible for the care and prompt removal of garbage and to see that only persons authorized to do so are permitted to take away slops.

c. She shall be immediately responsible for the preparation and service of all meals, see that the food is properly cooked, served in good style and on time.

d. She shall have immediate control of all cooks, waiters, dishwashers and other kitchen employees, see that they are properly attired and perform their duties promptly and efficiently. She shall hold conferences with these employees from time to time and strive to develop a high type of service.

She shall have power to suspend any of these employees for cause and to fill any temporary vacancy from a list of eligibles, but she must report her action promptly to the President for approval.

She shall certify to the correctness of payroll of all kitchen and dining hall employees.

e. She shall be charged with the financial management of the dining service, sell meal tickets, collect cash for single meals, and remit to President or his representative daily except Sundays and take receipts for cash turned in.

She shall see that no persons are permitted to take meals except those paying for same unless the President or his representative certifies, (1) that the person is entitled to meals as full or part pay for services rendered or (2) he presents a guest ticket signed by the President. In no instance are members of family of any member of staff or other employee of dormitory to be given meals or food of any kind unless paid for at regular rates, or such person presents guest ticket, signed by the President.

f. She shall keep a permanent record on approved forms, showing cash receipts for each meal, the number of meals served to employees, also to guests of the school. She shall make a report to the President monthly containing such data as he may direct.

g. She shall cooperate with the Adviser of Women, the House Director and the Dietitian in the discharge of their official duties. She shall grant to each the right to inspect at any time the premises. She shall receive suggestions from each in accordance to rules above, and either carry out their suggestions or report to President why it is not feasible to do so.

h. She shall keep the time of each cook, waiter, and janitor employed in connection with the dining service.

6. Assistants.

If an assistant to any member of dormitory staff is appointed, she shall render such service as the President may direct. She shall cooperate with the member whose assistant she is, and in her absence, shall act in her stead.

Cooks, Waiters, Janitors, etc.

Unless employed by the Board of Regents for a definite time, each cook, waiter, janitor, etc., shall be employed by the President in a temporary capacity.

Adjourned.

[Signature]
Chairman

Laurine Wells Lovett
Secretary