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Board of Regents, Murray State Normal School

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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

September 21, 1925.

The Board of Regents of the Murray State Normal School met in the office of the President at 9:30 A. M., September 21, 1925, as per resolution of adjournment of previous meeting, Dr. McHenry Rhoads, presiding. Present: Dr. Rhoads, Mrs. Lovett, Mr. Stokes, Mr. Wilson. Absent: Mr. Thomas.

The Board recessed to attend Chapel exercises of the school and to inspect Wells Hall.

The Board reconvened at 1:30 P. M. with the same members present as at the forenoon session.

Acceptance of Wells Hall from General Contractor.

The architect of Wells Hall reported that the general contractor, A. E. (Jack) Cole had completed the Women's Dormitory, (Wells Hall) in accordance with the plans and specifications and recommended that the building be accepted by the Board.

Mr. Cole presented statement of account as follows:

Oct. 22	Contract	\$224,261.00	
	Black mortar color	1,322.00	
Nov. 15	Order No. 1 extra brick	628.23	
15	" " " " openings	157.20	
Sept. 14	Changing door in machinery room	25.00	
	Fire insurance according to policy attached	25.00	
			\$226,419.43

CREDITS

Dec. 2	By check	19,000.00	
Jan. 2	" "	11,000.00	
2	" "	10,000.00	
Feb. 2	" "	10,000.00	
2	" "	10,000.00	
Mar. 5	" "	6,000.00	
5	" "	7,000.00	
Apr. 6	" "	7,000.00	
6	" "	7,000.00	
May 5	" "	12,000.00	
5	" "	11,000.00	
June 3	" "	10,000.00	
3	" "	7,000.00	
July 3	" "	10,000.00	
3	" "	5,000.00	
Aug. 6	" "	21,000.00	
Sept. 5	" "	10,000.00	
5	" "	7,000.00	
12	" allowance hand rail brackets	10.00	
14	" " 201,000 brick @ \$8.00	1,608.00	
14	" " on hand rails	50.00	
			\$181,668.00
			\$ 44,751.43

Mr. Cole also presented a bill for \$26.00 for a builders risk fire insurance policy which he had carried on the store house containing building material. He also presented a bill for \$44.98 for excess on cost of hardware. In presenting this bill, he explained that the sum of \$1700.00 had been set aside for hardware according to contract, and that the Board was to receive credit if the cost was less than that amount and was to pay the excess if the cost exceeded \$1700.00.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the bill for \$44.98 the excess cost of hardware be allowed. Ayes, Mr. Stokes, Mr. Wilson, Mrs. Lovett, Dr. Rhoads. Noes, none. Carried.

Moved by Mr. Wilson, seconded by Mr. Stokes, That the item of \$26.00 for fire insurance be allowed. Ayes, Mr. Wilson, Mr. Stokes, Mrs. Lovett, Mr. Wilson, Noes, none. Carried.

As the item of \$26.00 had been included in the original bill presented, it was ordered deducted from the total of \$44,751.43 leaving a balance due on contract of \$44,725.43.

✓ Moved by Mr. Wilson, seconded by Mr. Stokes, That the balance due A. E. (Jack) Cole on contract for Women's Dormitory, \$44,725.43, be paid in accordance with contract and the building be accepted. Ayes, Mr. Wilson, Mr. Stokes, Mrs. Lovett, Dr. Rhoads. Noes, none. Carried.

Moved by Mr. Wilson, seconded by Mr. Stokes, That a committee consisting of Mr. Stokes, President Carr and Architect Smith be appointed with power to go over the receipted bills for material used in the Women's Dormitory, and if found satisfactory, that the committee be authorized to notify the President of the First National Bank of Paducah, Kentucky, to release the securities belonging to Mr. Cole but which are held by the Board of Regents as surety for the fulfillment of his contract. Carried.

Bills for Extra Painting.

Bills were presented for extra painting by Robert L. Tyree.	
Decorating lobby and parlors	\$167.40
Painting radiators (omitted from original contract)	\$200.00

Moved by Mr. Stokes, seconded by Mr. Wilson, That the bills of Robert L. Tyree amounting to \$367.40 be allowed and ordered paid. Ayes, Mr. Stokes, Mr. Wilson, Mrs. Lovett, Dr. Rhoads. Noes, none.

Extra Wiring.

Architect Smith reported that it is necessary to install a three phase power feeder for certain dynamos in kitchen of Wells Hall.

Referred to the Committee on electric lighting consisting of Mr. Stokes and Dr. Carr with power.

Telephones for Wells Hall.

Architect Smith reported that wiring had been provided for the installation of a system of telephones in Wells Hall, and gave estimate of the cost of installation and rental.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the installation of telephones be referred to the committee on electric lighting with power. Carried.

The matter of providing a glass shelf for ice water was referred to the same committee with power.

Bronze Tablets.

✓ Moved by Mr. Stokes, seconded by Mr. Wilson, That the architect, G. Tandy Smith, Jr., be directed to prepare a design for a bronze tablet of appropriate design for the Rainey T. Wells Hall, said tablet to contain the names of the members of the Board of Regents, the President of the school, the Architect and Contractor of the building. Carried.

✓ By common consent, he was also directed to prepare a suitable design for a bronze tablet for the Auditorium building, the tablet to contain the names of the Normal School Commission and the expression, "Citizens of Murray and Calloway County."

Approval of Minutes.

The minutes of August 31, 1925 were read.

Moved by Mr. Wilson, seconded by Mr. Stokes, That the minutes be approved. Carried.

President's Report.

Murray, Kentucky,
September 21, 1925.

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

Honorable Members:

I submit the following report for your information and consideration:

The Outlook.

The outlook is excellent for the fall semester. Three and possibly four college classes this semester will be in operation. I estimate that the enrollment will be about four hundred. A majority of these will be college students. Each member of the faculty is here save one, Miss Pennington. She has been ill but telegraphs that she will be here later in the week. Regular classroom work will begin Wednesday morning as per announcement.

Wells Hall and Administration Building.

Wells Hall will be occupied and the dining hall opened today, but there is a number of things unfinished. Below is given a partial list of incompletd contracts:

Walks and driveways not finished; refrigerating equipment not installed; no dishes, silverware or cooking utensils except what we had in old dining hall; boiler for kitchen not installed; wrong sort of wiring for one of the motors; cafeteria counter not here; only a part of the electric fixtures in building have been installed; campus lighting about the dormitory not completed; post office boxes not installed; bent wood chairs for dining hall not here. I have done everything possible to have these contracts completed but to no avail. I am not criticising these contractors, but simply reporting conditions.

With one exception, the equipment for the Administration building so far as ordered has been installed. The tables for the domestic science laboratory are here but are not installed. The minor equipment has not been received. Part of the equipment has not been received. Part of the equipment for the physical education department has not been ordered but bids have been received and contracts will be awarded soon.

Operating Force at Wells Hall.

With the exception of the adoption of general rules and the employment of a house director, no definite action has been taken in reference to the organization of the operating force for Wells Hall. I have done very little in reference to this organization because I did not know how to proceed.

The rules provide that the Adviser of Women shall reside in the dormitory. I, therefore, authorized Miss Moss to occupy a room and assigned her an office.

Mrs. Young, the dietitian does not wish to assume the duties of manager of dining service but has kindly consented to help out until some definite arrangements are made. I have asked Mr. Filbeck to help with management also until a director is found. I have asked Mrs. Henry to act as chief cook temporarily.

The regular janitor force has cleaned up the building, but a woman should be appointed as house maid and such assistants as may be necessary.

I most urgently recommend that the Board take action in reference to the organization of the dormitory force, either by the employment of persons to fill designated positions or by giving more specific direction to the President in reference to making a temporary organization.

Student Help.

✓ There is a large number of students, both men and women who say that they cannot attend school unless they can get work to help pay their expenses. I believe that we can use student help, not only as janitors and assistants in the dining service, but in a number of other positions. I have already made arrangements for the committee on Student Welfare to examine and classify these students as to the kind of work each is best fitted to do. That classification will probably be completed within a week.

I recommend that a Committee be appointed to prepare a schedule of positions which may be filled by students and to set forth the remuneration they may receive for each kind of employment and to make such other recommendations as seems advisable.

Bonds for Employee Handling Money.

✓ So far the President and Treasurer are the only persons under bond. The school has now developed to such an extent that a number of other persons should be bonded as thousands of dollars will pass through their hands.

I, therefore, recommend that all persons handling money be bonded. At present, those persons would be the secretary and assistant secretary to the President, the manager of the book store, and the manager of the dining service.

Book Store.

Floyd Hall, who has been manager of book store, is no longer connected with the school. I have appointed Pious Wilson temporary manager and recommend that my action be approved and the wages fixed at \$ _____ per month.

Practice Teaching.

The probabilities are that about one hundred and fifty persons will be applicants for the advanced certificate. Most of these persons must do practice teaching before he is eligible to receive this certificate. Our present facilities are inadequate to the task.

After talking over the situation with the Superintendent of the Schools of Paducah, a definite proposition was made which is set forth in the memo submitted. See Memo.

I recommend that the President be authorized to accept the offer on conditions mentioned.

Payment for Board and Room at Dormitory.

✓ The rules provide that room and board at dormitory be paid for a semester in advance. This means that a payment of \$90.00 be made at one time. Many persons are not able to make so large a payment in advance.

I recommend that the rule be modified so that students may pay for a shorter period than a semester.

Employment of Miss Bishop and Mr. Lowry.

At the last meeting of the Board of Regents, I was authorized to tender Miss Maryleora Bishop and Mr. C. S. Lowry positions on the faculty if Mr. Rhoads approved. When the matter was called to his attention, he took the position that the Board in session should decide matters before it. As I understand it, the members attending the meeting intended to employ these persons. I, therefore, tendered to each a position which has been accepted.

Foot Ball.

As school opens today, I recommend that the Board take definite action as to whether or not foot ball will be one of the sports sponsored by the school.

Dedication of Wells Hall.

I recommend that a definite date be set for the dedication of Wells Hall, that pro-

vision be made for preparing suitable program and bearing expenses of the dedication.

Biennial Report.

I submit herewith the biennial report of the Murray State Normal School to the Superintendent of Public Instruction. The law provides that such report be made. See report. I recommend that certain parts of the report be included in the minutes.

Hours for Lighting.

I recommend that the Board designate the hours which the campus shall be lighted. Also that a committee of the Board be appointed to enter into special contract with the City of Murray, relative to cost of electricity and water.

Financial.

The treasurer has of this date \$36,481.37 on hand. There is a balance of \$50,000.00 due from the State on Wells Hall. I have made several unsuccessful efforts to get this balance. We are hoping it will be received this week, but I have no assurance.

The Board has obligations amounting to approximately \$110,000.00 which must be paid almost immediately. I estimate it will be necessary to borrow money from time to time until the first of February, and that \$100,000.00 or more will be required to tide us over until that time.

This is for your information and for such action as you deem proper.

Respectfully submitted,

J. W. Carr,
President.

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The report was received, ordered made a matter of record and the recommendations to be considered separately.

Temporary Manager of Dining Service.

That Mrs. Young be employed manager of dining service temporarily with power to purchase food and employ necessary help as needed, and that she be allowed her room and board in dormitory in addition to her regular salary as member of faculty. Carried.

Chief Cook.

Moved by Mr. Stokes, seconded by Mr. Wilson, That Mrs. Laura Henry be employed as chief cook, salary \$2.00 per day and that she be given room and board in the dormitory, the term of service to end June 30, 1926. Carried.

Authorization to employ Student Help.

✓ Moved by Mr. Wilson, seconded by Mr. Stokes, That the employment of student help whenever feasible be authorized and that the President and the faculty committee on student welfare be authorized to prepare and present a definite plan for such employment. Carried.

Bond Required of all Employees handling Money.

Moved by Mr. Stokes, seconded by Mr. Wilson, That each employee of the Board of Regents handling money be required to give a trust company bond to the amount of \$1000.00, the cost of each bond to be paid by the Board. Carried.

Dormitory Fees paid Monthly.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That students living in dormitory be required to pay for room and board only monthly in advance. Carried. ✓

Foot Ball.

✓ Moved by Mr. Stokes, seconded by Mr. Wilson, That foot ball be one of the authorized sports of the school. Carried.

✓ Dedication of Wells Hall.

By common consent, October 27, 1925, was set as the tentative date for the dedication of Wells Hall. The President was authorized to make all necessary arrangements for the dedication and to change the date if it seemed advisable to do so.

Book Store.

By common consent, the matter of employing a manager for the book store was referred to the President with power.

Lectures and Entertainments.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That the President be authorized to arrange for suitable lectures, concerts, entertainments, the expenses to be paid out of the student fund. Carried.

Home Economics Fees.

✓ Moved by Mrs. Lovett, seconded by Dr. Rhoads, That special fees for Home Economics be \$2.00 for cooking and 50¢ for sewing, effective the second semester. Carried.

Office Furniture and Piano.

By common consent, the Committee on furnishing Wells Hall was given power to purchase office furniture and a piano.

Re: Adjournment.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That the next meeting of the Board be held in the office of the President, October 27, 1925. Carried.

Use of Athletic Field and Gymnasium.

The request of the Murray High School to use the athletic field and gymnasium for games and practice at such time as they were not in use by the Normal was referred to the President with power.

Adviser of Women.

✓ The Board consulted with Miss Moss in reference to the amount of work she was required to do, and whether or not her work as head of the English department would require all of her time without the added duties of Adviser of Women. After an informal discussion the matter was referred to the President with power to relieve Miss Moss of the duties of Adviser of Women, if such was her desire.

In case she was relieved, the President was authorized to appoint Miss Susan Peffer Adviser of Women temporarily and to make such adjustments of her schedules as he deemed advisable.

Extracts from Biennial Report - 1923 - 25.Table I. Attendance by Classes

	High school classes				College classes		Total	Total	Grand Total
	1	2	3	4	1	2	High School	College	
Attendance for 1923-24	92	60	86	73	337	30	311	367	678
Attendance for 1924-25	117	86	123	95	485	154	421	619	1040

Table II. Attendance by semesters

Year	First Semester	Second Semester	Summer School	Aggregate	Net Enrollment
1923-24	207	442	345	992	678
1924-25	359	742	505	1606	1040

Table VIII. Attendance by sexes.

	Men	Women	Total
1923-24	183	495	678
1924-25	302	738	1040

Table III. Distribution of Attendance by States and Counties.

STATE	COUNTY	1923-24	1924-25
Kentucky	Ballard	17	31
	Boone	0	1
	Butler	0	1
	Caldwell	1	4
	Calloway	411	553
	Carlisle	6	22
	Christian	4	3
	Crittenden	0	1
	Daviess	1	5
	Fulton	5	19
	Graves	82	140
	Hart	2	1
	Henderson	0	1
	Hickman	11	18
	Livingston	2	6
	Logan	0	1
	Lyon	4	7
	Marshall	70	117
McCracken	23	35	
Ohio	0	1	
Trigg	10	21	
Union	7	15	
Webster	4	3	
Missouri	New Madrid	2	0
Tennessee	Henry	10	22
	Lincoln	0	1
	McNairy	1	0
	Stewart	4	6
	Weakley	1	5
		678	1040

Certificates Issued.

The Legislature of 1924 enacted a law providing for five grades of teachers certificates. The Murray State Normal School was given the certificating privileges. Table IV below shows the kind and number of certificates issued each school year by this institution.

Table IV. Number and Kind of Certificates Issued.

	Advanced Certificates	College Elementary Certificates	Standard Elementary Certificates	Prov. El. Certif. 1st Class	Prov. El. Certif. 2d Class	Total
1923-24	7	24	71	36	12	150
1924-25	48	80	7	33	166	334
Total	55	104	78	69	178	484

Table V. Cost of Physical Plant

ITEMS	Original cost	Cost of additions	Cost of Equipment or improvements	Total
Auditorium Building	\$100,000.00	\$11,957.35	\$29,344.25	\$141,301.60
Administration "	155,054.00		(a) 15,643.84	170,697.84
Wells Hall	142,218.38		(b)	142,218.38
Campus	16,000.00		27,137.14	43,137.14
Total value of plant				497,354.96

(a) Only partly equipped.

(b) Not completed.

Board adjourned.

McHenry Rhoads
Chairman

Laurine Well Lovell
Secretary