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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

October 27, 1925.

The Board of Regents of the Murray State Normal School met in the office of the President at 10:25 A. M. as per resolution of adjournment on September 21, 1925, McHenry Rhoads presiding. Present: Dr. Rhoads, Mr. T. H. Stokes, Mrs. Laurine Wells Lovett, Mr. James F. Wilson, Mr. G. P. Thomas. Absent: None.

Minutes.

The minutes of September 21 were read and on motion of Mr. Stokes, seconded by Mrs. Lovett were approved. Carried.

Financial Report

The President submitted a brief financial report which showed the receipts and disbursements since October 1, 1925 to date. Report was received and filed.

Report of Auditing Committee

Murray, Kentucky,
Oct. 24, 1925.

To the Members of the Board of Regents:

Audit of the books of the Murray State Normal School on October 24, 1925, beginning July 1, 1925 up to and including September 30, 1925 shows a balance in the Bank of Murray, Murray, Kentucky of \$13,914.18, balance in the First National Bank of Murray, Ky. of \$19,199.43, total \$33,113.61.

This is balance of 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:

Bank of Murray

1243	1.00	894	2.00	1086	150.00
1302	13.00	892	2.00	1087	75.00
1303	3.15	883	2.00	1088	86.65
1304	4.96	885	1.00	1089	108.80
1305	23.31	901	1.50	1090	83.33
1306	59.55	1054	105.00	1091	60.00
1307	33.00	1062	208.33	1092	76.56
1308	4.98	1063	133.33	1093	60.00
1309	53.11	1066	191.66	1094	208.33
1310	19.12	1068	241.67	1095	9.33
1311	36.00	1069	216.67	1096	7.00
1312	5.00	1071	216.67	1097	11.75
1313	12.25	1072	150.00	1098	22.50
1314	127.85	1074	66.66	1099	25.35
1315	1451.50	1075	200.00	1100	2.51
1316	623.00	1076	233.33	1101	5.99
1318	3391.50	1077	216.67	1102	535.93
1319	8000.00	1078	216.67	1103	250.00
	<u>13,862.28</u>	1080	200.00	1104	11.84
		1081	150.00	1105	8.55
		1082	66.60	1106	73.61
	<u>First Nat'l Bank</u>	1084	159.85	1107	11.45
887	2.00	1085	75.00	1108	4.95
				1109	5.45
				1110	34.77
				1111	10,000.00
					<u>14,988.26</u>
	Bank of Murray	\$13,862.28			
	First Nat'l	14,988.26			
	Total	<u>28,850.54</u>			

This makes a total of outstanding checks of \$28,850.54, leaving an actual balance in the banks of \$4,263.07. 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.

I find further that the following bills have been paid and checks have been endorsed and have been returned without bills being on file in the office, however, I am satisfied that these bills are all right and have been sent out with the check attached to the bills to be receipted by the parties to whom the checks were made payable and in some cases the bills have not been promptly returned.

Bank of Murray:

1275	Mary Roberts	-----	\$ 2.00
1306	Beaman Bros.	-----	59.55
1309	C. F. Blanks Coffee Co.	-----	53.11
			<u>114.66</u>

Very truly yours,

V. H. Clark.

Moved by Mrs. Lovett, seconded by Mr. Rhoads, That the report of Mr. V. H. Clark who was employed by the Auditing Committee be accepted as the report of the Auditing Committee, and that said report be received and made a matter of record. Carried.

Report of the President

Murray, Kentucky,
October 27, 1925.

Honorable Members:

I submit the following report for your information and consideration:

Operation of Plant.

I believe the time has come when we should have a Custodian of Buildings and Grounds devoting his entire time to his duties. This official should be responsible for the care of the physical plant and all janitors, firemen and other persons employed as caretakers should be under his immediate supervision. The faculty members now acting as Custodian of Buildings and Custodian of Grounds should be relieved of these duties as soon as the new man learns his job.

I, therefore, recommend that Custodian of Buildings and Grounds be employed at the earliest date possible.

Manager of Dining Service.

✓ Mrs. Young who agreed to take the management of the Dining Service at Wells Hall wishes to be relieved, so as to devote her time to her duties as instructor of Home Economics and Dietitian for the dormitory. On account of the delay of contractors, and the confusion incident to having workmen continually at work in the kitchen and dining rooms, it has been impossible to organize the dining service as it should be organized, but Mrs. Young has done well under the circumstances.

I doubt if there is sufficient number of persons in the dormitory to warrant the employment of a full time director of dining service at this time. I believe that we should make temporary arrangements for Mrs. Henry, Chief Cook, to act as temporary director and that we should assign Miss Mary Fulton, a student to assist her in ordering and serving. Mrs. Young would help them to get started in the management of the dining service.

Cafeteria.

The cafeteria has not yet been opened and I am not certain that it will be advisable to open it before the beginning of the next semester. At present, the one dining room is only partly filled. If the cafeteria is not opened at present, I recommend that meal tickets be sold at the rate of \$4.00 per week to regular boarders and \$4.50 for a twenty one meal ticket to persons wishing to purchase same.

Firemen and Janitors.

The opening of the dormitory makes it necessary to have steam in the boilers from five in the morning till ten at night, seven days in the week. The heating plant is too complicated and too expensive to put in the hands of inexperienced students. I, therefore, employed Frank White, an experienced fireman, temporarily as fireman at \$85.00 per month to attend to the boilers from 4:30 A. M. until 2:30 P. M., seven days in the week, until this Board makes some permanent arrangement. I recommend that my action be approved.

I find it necessary to have one full time janitor on duty in addition to Mr. Neale. I have, therefore, placed Ed Gibbs, a former student, janitor on duty temporarily at \$2.50 per day--twelve hours. He takes charge of the heating plant after Mr. White leaves. I recommend that my action be approved.

I am informed that it will require a full time janitor to operate the boiler and refrigerating machine and take charge of the firing of range of Wells Hall. I have not placed any one in charge so far, except a student assistant to look after building fires in ranges and doing some of the heavy work. I recommend that specific direction be given relative to a full time janitor for this work.

Insurance on Wells Hall

Since the completion of Wells Hall, I have been trying to get the building rated for insurance purposes. As there was no insurance on it except builders risk, I was advised that a "binder" should be placed on the building without delay. After consulting with Mr. Stokes, I had a "binder" of \$100,000.00 fire and \$200,000.00 tornado placed on the building.

The building will probably be rated in a week or two. I, therefore, recommend that specific direction be given in reference to insurance.

Extension Department.

✓ The Extension Department which was organized late last school year is being developed rapidly as shown by the following:

Courses outlined:

History	7
Education	9
English	5
Mathematics	6
Geography	4
Science	2
Total	<u>33</u>

Courses completed 57; partly completed 143.

Number of students now taking correspondence courses-----	120
Number of students doing practice teaching in their own schools under supervision-----	35
Approximate number in study centers-----	55
Total - approximately-----	<u>210</u>

✓ A study center has been organized at Kevil, Mr. Lowery in charge. One is in process of organization at Mayfield, Dr. Bourne in charge. A Saturday class in Science has been organized here, Mr. Johnston in charge. Two other Saturday classes are being organized--one in Education, Mr. Caplinger, and one in English, Miss Moss.

Leak in Roof of Administration Building

Leaks have developed again in the Administration Building. I have written to the Forbes Manufacturing Company, to Architect Gore, to the Barrett Roofing Company, and to their bondsmen. I have been given assurance that these leaks would be repaired promptly.

A representative of the Barrett Roofing Company was here yesterday. He made a preliminary report relative to conditions. See Exhibit A.

What will be done about this matter is still a question. I report this matter for your information and ask for instructions.

Adviser of Women.

✓ In order to devote her entire time to her duties as head of the English Department, Miss Mary Moss asked to be relieved as Adviser of Women. I granted her request and appointed Miss Susan Peffer, Adviser of Women, in her stead. Miss Peffer's schedule as teacher of English has been arranged so that she may perform her duties as Adviser of Women. I recommend that my action be approved and that Miss Peffer be allowed her room and board in dormitory in addition to her regular salary for the added duties.

Edward Filbeck.

✓ Mr. Edward Filbeck having been appointed Cashier of the Bank of Murray, he tendered his resignation, effective October 1, 1925. I accepted his resignation effective at time mentioned above. By readjusting the schedules, we were able to take care of his classes without employing another teacher. I recommend that my action be approved.

Very truly yours,

J. W. Carr,
President.

JWC:AK

Moved by Mr. Stokes, seconded by Mr. Wilson, That the report of the President be received, made a part of the minutes and that the recommendations be considered separately. Carried.

Balance on Plumbing Contract.

Architect G. Tandy Smith, Jr. reported that Ed D. Hannan had completed his plumbing contract on Wells Hall in accordance with the plans and specifications and was entitled to receive balance due, \$3358.00.

Moved by Mr. Thomas, seconded by Mr. Wilson, That Ed D. Hannan be paid \$3000.00 of the above amount and that the payment of \$358.00 be deferred until after all parts of the plumbing had been thoroughly tested. Ayes, Mr. Stokes, Mr. Thomas, Mr. Wilson, Mrs. Lovett, Dr. Rhoads. Noes, none. Carried.

Balance on Heating Contract.

Architect G. Tandy Smith, Jr. reported that the Redmon Heating Company had completed heating contract on Wells Hall in accordance with plans and specifications and were entitled to receive balance due on contract, \$4529.00.

Moved by Mr. Stokes, seconded by Mr. Thomas, That the Redmon Heating Company be paid \$4000.00 on balance due them on contract and that \$529.00 be retained until heating system had been thoroughly tested. Ayes, Mr. Stokes, Mr. Thomas, Mr. Wilson, Mrs. Lovett, Dr. Rhoads. Noes, none. Carried.

Plumbing Bill for Extras.

- Bills were presented by Ed D. Hannan for extras for plumbing-connecting science tables \$100.95; installing bath fixtures in guest room \$317.10; extra labor and material on plumbing and steam work cafeteria and kitchen \$758.62.

Moved by Mr. Wilson, seconded by Mr. Stokes, That payment of these bills be deferred until Architect reports as to the correctness of bills. Carried.

Bill of Mrs. Gardner.

Moved by Mrs. Lovett, seconded by Mr. Stokes, That the bill amounting to \$14.50 for board and room presented by Mrs. Gardner be paid. Ayes, Mrs. Lovett, Mr. Stokes, Mr. Wilson, Mr. Thomas and Dr. Rhoads. Noes, none. Carried.

Campus Lights

Moved by Mr. Stokes, seconded by Mr. Wilson, That the bill of S. D. Dalbey Electric Company of \$3570.00 for installing campus lights, and of \$5.75 for installing receptacle in Mrs. Young's room be paid on approval of Mr. Hire, Custodian of Buildings. Ayes, Mr. Stokes, Mr. Thomas, Mr. Wilson, Mrs. Lovett, and Dr. Rhoads. Noes, none. Carried.

Extra Wiring for Dormitory.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the bill of S. D. Dalbey Electric Company for extra wiring for Wells Hall amounting to \$546.25 be paid on approval of Architect. Ayes, Mr. Stokes, Mr. Thomas, Mr. Wilson, Mrs. Lovett, and Dr. Rhoads. Noes, none. Carried.

The Board recessed at 12:00 noon for luncheon.

The Board reconvened at 1:15 P. M. with all members present.

Kitchen and Cafeteria Equipment

Scott-Lassiter Hardware Company presented bills as follows:

For kitchen and cafeteria equipment -----	\$4770.75
Extra for cafeteria counter and installation-----	208.76
Total	\$4979.51

Moved by Mrs. Lovett, seconded by Mr. Thomas, That Scott-Lassiter Hardware Company be paid \$4500.00 on account, and that the remainder \$479.51 be retained until equipment was thoroughly tested and found satisfactory. Ayes, Mrs. Lovett, Mr. Thomas, Mr. Stokes, Mr. Wilson, Dr. Rhoads. Noes, none. Carried.

Bills for Installation of Equipment

Inasmuch as the bids of certain contractors for furnishing Wells Hall provided for the furniture and other equipment to be f. o. b., Murray, and whereas these contractors delivered their goods in the different rooms as requested in Wells Hall, it was moved by Mr. Stokes, and seconded by Mr. Thomas, That the following bills for installation of equipment be approved and ordered paid.

E. S. Diuguid & Son for installing 291 beds-----	\$56.35
Scott-Lassiter Hardware Company for installing 11 truck loads of dressers-----	35.00
Johnson Furniture Company for 14 hrs. labor putting up mattresses and pillows-----	4.90
A. W. Willard Transfer Co., drayage on Study Tables purchased from Denton-Ross-Todd Co., Lexington-----	28.00

Ayes, Mr. Stokes, Mr. Thomas, Mr. Wilson, Mrs. Lovett and Dr. Rhoads. Noes, none. Carried.

Refrigeration Plant.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the bill of R. H. Tait & Sons, Inc., St. Louis, Missouri, for refrigeration plant amounting to \$2643.75 be paid on approval of Mr. Hire. Ayes, Mr. Stokes, Mr. Thomas, Mr. Wilson, Mrs. Lovett, and Dr. Rhoads. Noes, none. Carried.

Moved by Mr. Wilson, seconded by Mr. Thomas, That the following bills of Armstrong Cork and Insulation Company, Pittsburgh, Pennsylvania, be paid.

Contract price for furnishing and applying cork board per contract-----	\$1000.00
471 lbs. extra regranulated cork-----	8.40
Total-----	\$1008.40

Ayes, Mr. Wilson, Mr. Thomas, Mr. Stokes, Mrs. Lovett, and Dr. Rhoads. Nones, none. Carried.

Communication. Re Assignment of Account.

A letter was presented from the Evansville Morris Plan Company stating that the French Lighting Fixture Company of Evansville, Indiana had assigned \$700.00 to them and asking that a check for that amount be sent to them.

Moved by Mr. Stokes, seconded by Mrs. Lovett, That a warrant for \$700.00 be drawn in favor of the Evansville Morris Plan Company of Evansville, Indiana, and charged to the account of the French Lighting Fixture Company of Evansville, Indiana, when the latter Company completes the installation of electric light fixtures in Wells Hall as per contract. Carried.

Insurance on Wells Hall

Moved by Mr. Stokes, seconded by Mr. Wilson, That the action of the President in placing a binder of \$100,000.00 fire and \$200,000.00 tornado insurance be approved, and that he be directed to place insurance for a period of three years on Wells Hall and equipment as follows:

Fire insurance on building	\$100,000.00
Fire insurance on equipment	30,000.00
Tornado insurance on building and contents	200,000.00
Carried.	

Mr. Con Frazier

Inasmuch as Mr. Con Frazier has been employed from month to month to supervise the construction of Wells Hall and the installation of equipment therein, and also to superintend the construction of walks and driveways on campus, and inasmuch as this work is practically completed, it was moved by Mrs. Lovett, seconded by Mr. Stokes, That Mr. Frazier be notified that his term of employment cease October 31, 1925. Carried.

Director of Dining Service

Moved by Mr. Thomas, seconded by Mr. Stokes, That the recommendation of the President, relative to the management of dining service of Wells Hall be approved. Carried.

Cafeteria

Moved by Mrs. Lovett, seconded by Mr. Wilson, That the recommendation of the President, relative to the cafeteria be approved, and that the cafeteria be not opened until the beginning of next semester, and that meals be served at \$4.00 per week to regular boarders payable in advance, and that a meal ticket good for twenty one meals be sold for \$4.50. Carried.

Fireman

Moved by Mr. Stokes, seconded by Mr. Wilson, That the action of the President in the temporary employment of Frank White, fireman at \$85.00 per calendar month be approved, and that he be employed at \$90.00 per month, seven days in the week, effective November 1, 1925, and ending June 30, 1926; that his assignment be that of fireman during time it is necessary to have fire and that as a member of janitor force when fire is not needed. Ayes, Mr. Stokes, Mr. Thomas, Mr. Wilson, Mrs. Lovett, Dr. Rhoads. Nones. Carried.

Edward Gibbs

Moved by Mr. Stokes, seconded by Mr. Wilson, That the action of the President in the employment of Edward Gibbs at \$2.50 per day temporarily be approved. Carried.

Adviser of Women

Moved by Mr. Thomas, seconded by Mr. Stokes, That the action of the President in

granting the request of Miss Mary W. Moss to be relieved of the duties of Adviser of Women and the appointment of Miss Susan Peffer Adviser of Women be approved. Carried.

Edward Filbeck

Moved by Mr. Stokes, seconded by Mr. Wilson, That the action of the President in accepting the resignation of Edward Filbeck be approved. Carried.

Re: Adjournment

Moved by Mr. Thomas, seconded by Mr. Stokes, That when this Board adjourns, it adjourn to meet November 6, 1925 at the school. Carried.

Mr. Rhoads withdrew at 3:05 P. M., and Mr. Stokes presided during the remainder of meeting.

Report of the Custodian of Thomas P. Norris Student Loan Fund.

Report of the Thomas Students Loan Fund as of October 26, 1925

Amount on hand as shown in our report

As of July 15, 1925 \$20,385.58

Received:

Aug. 29, 1925	Olala Chrisman		\$25.00
" " "	" " "	Int	1.00
" " "	Luisa Parker		15.00
" " "	" " "	"	.22
Sept. 5, 1925	Jewell Allen	Cr	20.00
" 8, 1925	Coy Andrus	Int	1.20
" 17, 1925	Opal Tyree	Cr	20.00
" " "	Otilia Brown		125.00
" " "	" " "		3.75
" 19, 1925	Jewell Allen	Cr	20.00
" 22, 1925	Maurine Duncan		50.00
" " "	" " "	Int	1.50
" " "	" " "		50.00
" " "	" " "	"	2.00
" 24, 1925	Euron Jeffrey	Cr	27.00
Oct. 3, 1925	Elizabeth Fisher		50.00
" " "	" " "		1.50
" 8, 1925	Norman Galloway	Cr	75.00
" 13, 1925	Taylor Todd		100.00
" " "	" " "		4.00
Oct. 17, 1925	Cromer Arnett		100.00
" 2 " "	" " "		6.00
Oct. 21, 1925	Opal Tyree	Cr	20.00
Sept 18, 1925	Atlas Saltzgeber		75.00
" " "	" " "		2.25

Int. 1.65
Int on Jewel Allen note 1.80

Notes paid	772.00		
Interest	26.87	26.87	
Total		\$20,412.45	

TOTAL RESOURCES

Cash open account \$1247.57
" on interest account 9983.33

Notes 9081.55
Total \$20,412.45 \$20,412.45

T. H. Stokes,
Custodian.

Report received and ordered made a matter of record.

Equipment of Student Rooms in Wells Hall.

Moved by Mrs. Lovett, seconded by Mr. Thomas, That the purchase of the necessary sheets, blankets, etc., for ten rooms in Wells Hall be authorized, and that women attending Murray State Normal School but not rooming in dormitory be furnished lodging at twenty five cents per night on request. Carried.

Shrubbery for Campus

By common consent, the President was authorized to purchase and have planted necessary shrubbery about buildings and grounds, the total cost not to exceed \$1000.00.

Adjourned.

McHenry Rhoads
Chairman

Laurine Wells Lovett
Secretary