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Board of Regents, Murray State Normal School

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MINUTES OF THE BOARD OF REGENTSMURRAY STATE TEACHERS COLLEGE

September 16, 1930

The Board of Regents of the Murray State Teachers College met in the office of the President at 9:30 A. M., Tuesday, September 16, 1930, with the following members present: Mrs. William H. Mason, Mr. G. P. Ordway, Mr. Claude T. Winslow and Mr. S. J. Snook. Vice Chairman S. J. Snook presided.

Election of Additional Faculty

President Wells recommended the election of the following persons as members of the faculty at the salaries and for the periods of time stated:

Dr. W. Park Richardson at \$3,200.00 per calendar year, beginning September 18, 1930 and continuing until May 31, 1931

Miss Mary Graydon at \$208.00 per calendar month, beginning September 22, 1930 and continuing until May 31, 1931

Motion was made by Mr. Winslow, and seconded by Mrs. Mason, that these two recommendations made by the President be concurred in by the Board of Regents and that the above named persons be elected members of the faculty, as recommended. The roll was called upon the adoption of this motion with the following result: Mrs. Mason, aye; Mr. Ordway, aye; Mr. Winslow, aye; Mr. Snook, aye.

Report of Committee on Entrance, Credits, Certification and Graduation

President Wells presented the report of the Committee on Entrance, Credits, Certification and Graduation and recommended that it be accepted and the certificates be issued and renewed according to the following recommendations:

September 16, 1930

To the Board of Regents
Murray State Teachers College:

As per the duties assigned to the Committee on Entrance, Credits, Certification and Graduation, we report as follows:

We recommend that the COLLEGE CERTIFICATE of the person listed below be renewed for life as the holder has taught successfully for three years since his certificate was issued and has fulfilled all other requirements as set forth in Chapter 87 of the Acts of 1926:

Wrather, M. O.

We further recommend that the COLLEGE CERTIFICATE of the person listed below be renewed for life as the holder has taught successfully for two years and has been in graduate school at least thirty-six weeks since his certificate was issued, and has fulfilled all other requirements as set forth in Chapter 87 of the Acts of 1926:

Waggener, Virgil

Yours truly,

Cleo Gillis Hester
J. W. Carr
Rainey T. Wells

September 16, 1930

To the Board of Regents
Murray State Teachers College:

As per the duties assigned to the Committee on Entrance, Credits,

Certification and Graduation, we report as follows:

We recommend that the ADVANCED CERTIFICATE of the person listed below be renewed for life, as the holder has taught successfully for three years, since his certificate was issued, and has fulfilled all other requirements as set forth in the Acts of 1924:

Wrather, M. O.

Yours truly,

Cleo Gillis Hester
J. W. Carr
Rainey T. Wells

September 16, 1930

To the Board of Regents
Murray State Teachers College:

As per the duties assigned to the Committee on Entrance, Credits, Certification and Graduation, we report as follows:

We recommend that the STANDARD CERTIFICATE of the persons listed below be renewed for life, as the holders have taught successfully for three years, since their certificates were issued, and have fulfilled all other requirements as set forth in Chapter 87 of the Acts of 1926:

Potts, Harry
Roland, Ruth
Wrather, Mrs. M. O.

Yours truly,

Cleo Gillis Hester
J. W. Carr
Rainey T. Wells

September 16, 1930

To the Board of Regents
Murray State Teachers College:

As per the duties assigned to the Committee on Entrance, Credits, Certification and Graduation, we report as follows:

1. We have examined the credentials in reference to age and moral character of the person listed below and it is our opinion that she meets the requirements in regard to age and moral worth.

2. We have examined the grades and official records of the person listed in this report and recommend that she be granted the STANDARD CERTIFICATE, valid for three years, and renewable for life after three years successful teaching, on conditions set forth in the law, as she has completed the course of study for such certificate and has at least sixty-four semester hours of credit:

Linn, Frances Helen

Yours truly,

Cleo Gillis Hester
J. W. Carr
Rainey T. Wells

September 16, 1930

To the Board of Regents
Murray State Teachers College:

As per the duties assigned to the Committee on Entrance, Credits, Certification and Graduation, we report as follows:

1. We have examined the credentials in reference to age and moral character of the persons listed below and it is our opinion that each meets the requirements in regard to age and moral worth.

2. We recommend that the persons listed in this report be granted the COLLEGE ELEMENTARY CERTIFICATE, valid for two years as each has completed at least sixteen semester hours of credit and has fulfilled all other requirements for such a certificate:

Broach, Mary Helen
Maddox, Maurine
Moore, Hazel
Yeiser, Anna Lucille

Yours truly,

Cleo Gillis Hester
J. W. Carr
Rainey T. Wells

September 16, 1930

To the Board of Regents
Murray State Teachers College:

The records in the office of the Registrar show that Mozelle Holloway was granted a College Elementary Certificate January 31, 1930. She has requested the Certification Committee to recommend that she be issued a duplicate College Elementary Certificate as her certificate was destroyed. We recommend that she be granted a duplicate COLLEGE ELEMENTARY CERTIFICATE, bearing date January 31, 1930.

Yours very truly,

Cleo Gillis Hester
J. W. Carr
Rainey T. Wells

Motion was made by Mr. Winslow, and seconded by Mr. Ordway, that the certificates be issued and renewed as recommended by the President and the Committee. The roll was called upon the adoption of this motion with the following result: Mrs. Mason, aye; Mr. Ordway, aye; Mr. Winslow, aye; Mr. Snook, aye.

Resignation of Miss Vermonta Wilson

President Wells presented the resignation of Miss Vermonta Wilson as a member of the faculty, taking effect August 23, 1930, and recommended that it be accepted.

Motion was made by Mr. Ordway, and seconded by Mrs. Mason, that Miss Vermonta Wilson's resignation as a member of the faculty be accepted. This motion was unanimously carried.

Purchase of Spring Faucets for Wells Hall

Mr. R. E. Broach, Business Manager, was called before the Board to advise the results of investigations that he had made in reference to installing spring faucets in the lavatories in Wells Hall, to avoid overflows. He advised that he had asked for bids on the installation of these faucets and the best price he had been able to secure was \$2.98 each.

Motion was made by Mrs. Mason, and seconded by Mr. Ordway, that the Board accept the bid of R. H. Vandeveld Company for furnishing and installing spring faucets in the laboratories of Wells Hall at \$2.98 each, and that the contract be awarded to this company. This motion was unanimously carried.

Report of President and Business Manager

President Wells read to the Board of Regents a letter written by himself and the Business Manager, setting forth some existing conditions, and the methods and policies adopted in the successful and

economic administration of the business organization of the college. The letter follows:

September 15, 1930

Board of Regents

Esteemed Members:

By reason of your intention to consider especially a very thorough and practical organization of our business department and making a careful study of the business transactions, the methods now in vogue and our future intentions, I have consulted with the business manager, and we are pleased to present this communication to you in order that we may more briefly and definitely state to you our intention and that you may be advised in reference thereto.

As a policy, we should keep in mind that the prime object of a college is the training of its students. This chief interest should have our principal attention and thought in the arrangement of the curricula and the equipment of the college in order that the greatest results may be achieved at the minimum cost and in the least time. We believe that the policy in an educational institution should be to organize the administrative staff with the business department in order that it may best serve the main object of the institution. An educational institution of higher learning should not be thought of as a commercial institution, but all its activities should be directed toward the mental, physical and healthful development of its student body. No consideration should be given in the organization of the administrative staff than the successful accomplishment of the desired result. In the organization of an administrative staff of a college, there is one necessary element that should enter into its organization which is not essential in a commercial institution. This element is one of academic and cultural training. The administrative staff necessarily must come into close contact with the faculty and the student body, and should be of such training and cultural habits as to secure the highest respect of the faculty and the students. In addition to this most important element, every one connected with the administrative staff should be sufficiently efficient as to command the respect of every one connected with the college and be a living example of courtesy, promptness and accuracy in the discharge of their duties.

In the administration of a State educational institution, there should be a well established policy of economy, surpassing even that of a private institution, if possible to do so. A State college is necessarily supported from the State's revenues, contributed by all the citizenship of the Commonwealth. The most rigid economy with efficient service should be practiced in every transaction. To command the hearty respect, admiration and confidence of the citizenship of a Commonwealth, the greatest results should be obtained with the most economical and practical administration. This efficiency should be especially exemplified in the administrative staff. It should be the aim of the governing body and administrative staff to reach and maintain these ideals.

Each State educational institution is required to make itemized reports, annually, of its receipts, disbursements and financial transactions, to the State Superintendent of Public Instruction. The State Superintendent of Public Instruction is required to make full, complete and detailed bi-ennial reports to the General Assembly of the educational activities of the Commonwealth. The 1930 bi-ennial report of the State Superintendent showed that the administrative cost of this institution was less than either of the other State educational institutions and less per capita cost, based upon its student body. It is our intention and purpose to maintain this favorable comparative statement for each bi-ennium, if possible to do so, consistent with the individual needs of this institution. The rank and standard of a college should be measured by the consideration given to its faculty and essential academic equipment for thorough instruction rather than the cost of its administrative staff.

With this brief statement of the policy of this institution and the essential elements that enter into its organization, we are pleased to advise more definitely as to the application of these principles to the administrative organization. The State Inspector and Examiner carefully audited and verified all the financial transactions of this institution from its organization to July, 1929. In speaking of the business department of the administrative staff, the Examiner stated, "The system of accounting ** is to be commended especially for its simplicity. The method employed prevents the need of reconciliation statements to adjust discrepancies between the Treasurer's records and those of the institution." Further commenting upon the accounting system, the Inspector stated, "The records relating to the professional work of the institution deserve commendation. While no particular system has been installed, yet an unusual amount of information can be obtained without an extensive research, as in some of the other schools. The defect, however, is in the classification of accounts showing receipts and expenditures,** and in the distribution of receipts and expenditures among the various activities." Before the inspector made this examination and audit, we had a conference with the State Department, and requested any recommendations in this particular which this expert might be able to make. We are in hearty accord with his recommendations, and fully appreciate his commendations.

Our training and experience from a theoretical and practical viewpoint, has led us in our organization to the policy commended by the Inspector. We do not believe it to be essential, and in fact it would be erroneous and necessarily expensive, to install a complicated accounting system. Upon examination, you will observe that our bookkeeping and accounting system, which was commended by the Examiner, furnishes us sufficient detailed information as to the items of cost and the different strictly business activities. The principal addition which we desire to incorporate into our business office is the cost of professional work in the various departments. Under our present system, we do not show the total administrative cost of our dormitory, training school and other physical and professional units upon the campus. We are arranging additional bookkeeping units for the distribution of administrative and professional cost of the institution. When we have completed this installation, we will be able to show the total cost of administration and maintenance of each dormitory, the training school and each department with its laboratory equipment. After careful investigation, we find that only a few institutions, if any, maintain such a complete system of accounting. It is our purpose to incorporate this innovation into the policy of this institution in order that the governing body and the administration may be able to determine, daily, the cost of operation and maintenance of every department and unit of the college. By means of this information, we will be able to economize in many ways and at the same time improve the services to the State.

Under our policy, which we recommend should be continued, the President is consulted and advised with regarding the most minute financial transaction of the institution, and his judgment and direction is acceded to in the general administration of the institution. After his wishes and policies are ascertained, then the Business Manager is able without inconveniencing the President, to administer the business activities according to his wishes and with full respect to the value of his time and attention to more important matters. Since the employment of a Business Manager, a great advancement has been made in this particular and perfect harmony and cooperation with a full agreement is always in effect between him and the President. The Business Manager inaugurates, in his own good judgment, suggestions for economy and efficiency, and after thorough and careful examination of the cost, his suggestions are submitted to the President and in many instances he has been able to inaugurate many economic measures, which has proven the wisdom in his selection.

Requisitions are required to be submitted in writing to the Business Manager for every purchase that is made. If, in his judgment, it is consistent with the policy of this institution and the funds are immediately available, and necessity demands, immediate attention is given by him to this requisition. If it is an innovation,

his information and recommendations are submitted to the President for his consideration and action. By this method, business matters are given prompt attention, and careful consideration is made of every expenditure. All accounts for payment are approved by the Business Manager; whenever there is any question, in his judgment, it is submitted to the President for his advice. In this way, the strictest economy with efficient service is practiced in the administration of the institution. All expenditures and receipts emanate and pass through the business office under the direct eye of the Business Manager. It has been the policy of the institution, since its organization, for the President and a member of the Board of Regents, designated for that purpose, to, personally, sign all checks drawn upon the funds of the institution. In order to conserve the time of the President for more important duties and to relieve the member of the Board of Regents from this clerical duty, we recommend that all salary checks to regular members of the faculty and administrative employees be signed by the Business Manager only, except the salary check of the Business Manager, which should be signed as heretofore to fully protect the institution and the Business Manager, himself. The Business Manager should be required to execute bond with sufficient surety to guarantee against misappropriation or wrongful expenditure of funds, as well as the faithful discharge of all duties as such Business Manager.

Without definitely making recommendation, we desire to call to the attention of the Board, for its careful consideration, the policy of authorizing the Business Manager to make payment of accounts incurred for the immediate administration of the institution, such as accounts for daily provisions and other articles of commerce needed for the practical operation of the institution. Without enumerating, we will be pleased to give instances of the need of this regulation. If this should be adopted, he should be required to file daily itemized statements of expenses incurred in this manner.

Since the organization of this institution, it has been the policy to require all accounts presented for payment, to be receipted in duplicate. This method was inaugurated in the beginning at the request of the State Auditor. Since that time, the policy of the State administration has changed, which does not require that receipts be taken in duplicate and one copy filed with the State Auditor. For this reason, I recommend that, in the future, only one receipt be taken for an account presented for payment and that this receipt only be retained in our files with the check making settlement of the account. This will relieve our files and materially reduce the clerical duties devolving upon the business office.

So far as equipment is concerned, we recommend that the only additional equipment, necessary for efficient and careful administration will be two cash registers, suitable for the purpose for which used, one to be installed in the business office and one in the bookstore, in addition to the necessary files and equipment needful in the future to take care of valuable papers. After carefully considering the recommendations and policies in the administration of the business office in addition to the regular administrative staff, it is our judgment that when our records have been secured to show the results enumerated above, that we can successfully continue the administrative staff without any additional employees, in the near future. The growth of the institution may require additional assistance from time to time; but it is and should be our policy to have only the employees necessary for the economic and efficient administration of the institution, and at no time have regular salaried employees without the imperative necessity for their demand.

It is self-evident that no institution, collegiate or commercial, can maintain the most efficient and economic administration without perfect coordination in all departments and earnest cooperation among every individual connected with the institution. This policy is maintained in the business affairs of this institution as well as in the professional organization. The greatest latitude is given to the heads of the departments, of which the business office is one, consistent with practical coordination with the administrative

head. Every department is requested to consult and advise with the administration of the institution, and every consideration is given to such council as is offered; but the ultimate policy definitely determined, is agreed to by every one concerned, and as a result perfect harmony exists throughout the institution. The success of the professional departments of the institution is accredited to this one ultimate guiding policy; and it is the purpose of the business administration to follow this practical policy, already established.

Sincerely yours,

Rainey T. Wells
President

R. E. Broach
Business Manager

RTW:TB
REB:TB

Bond for Mr. R. E. Broach, Business Manager

Motion was made by Mr. Ordway, and seconded by Mrs. Mason, that the President be empowered to have Mr. R. E. Broach, Business Manager, bonded to the amount of \$10,000.00. The roll call upon the adoption of this motion resulted as follows: Mrs. Mason, aye; Mr. Ordway, aye; Mr. Snook, aye; Mr. Winslow, aye.

Change of Cement in Men's Dormitory

Mr. G. Tandy Smith, Jr., Architect, presented the request of W. M. Hill and Sons, Contractors for the Men's Dormitory, for permission to substitute U. S. Gypsum Company's cement for Best Brothers' Keene's cement, and recommended that this request be granted.

Motion was made by Mr. Ordway, and seconded by Mrs. Mason, that W. M. Hill and Sons, Contractors for the Men's Dormitory, be permitted to change from Best Brothers' Keene's cement to the U. S. Gypsum Company's Keene's cement of the same grade. This motion was unanimously carried.

Removal of Chimneys from Rear of Administration Building

Motion was made by Mr. Ordway, and seconded by Mr. Winslow, that the President be authorized to have the Architect draw plans and specifications for removing the chimneys from the rear of the Administration Building and extending the fire wall. This motion was unanimously carried.

Adjournment

Motion was made and carried that the Board adjourn to meet again at the call of the Chairman.

 

Chairman

Secretary