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Board of Regents, Murray State Normal School

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MINUTES OF BOARD OF REGENTS
MURRAY STATE TEACHERS COLLEGE

May 15, 1936

The Board of Regents of Murray State Teachers College met in the office of the President at 2:00 P. M. Friday, May 15, 1936, as per the call of the Chairman. Mr. T. H. Stokes, Mr. B. L. Trevathan, Dr. C. E. Crume and Mr. H. W. Peters were present. Chairman H. W. Peters presided.

Reading of the Minutes

The minutes of April 13, 1936, were read, approved and signed.

Brick for Physical Education and Home Economics Buildings

Dr. Richmond called the attention of the Board to the report of the Committee on Brick and the recent correspondence with reference to the brick for the Physical Education and Home Economics Buildings. He, then, asked Mr. R. E. Broach, a member of the Committee, to advise the Board of his contacts with the Bush Brick Company of Nashville, Tennessee. Mr. Broach reported that, when the Owensboro Clay Products Company of Owensboro, Kentucky, declined to sign the contract and bond which had been prepared by Judge John W. McDonald, he had again taken up the matter of purchasing the brick from W. G. Bush and Company of Nashville. Mr. Broach stated that it is his recommendation that the brick be purchased from W. G. Bush and Company provided they will sign a contract and bond similar to the one prepared for the Owensboro company.

Motion was made by Mr. Stokes that W. G. Bush and Company of Nashville, Tennessee, furnish the face brick for the Physical Education Building and the Home Economics Building at a price of \$19.00 per thousand, F. O. B., Murray, Kentucky, that W. G. Bush and Company sign a bond guaranteeing in substance the outline prepared by Judge McDonald, that the Murray Lumber Company or some other approved person or persons be surety on their bond, and that this contract and bond be approved by the President, the Dean and the Business Manager of Murray State Teachers College. This motion was seconded by Mr. Trevathan, and the roll was called on its adoption with the following result: Mr. Stokes, aye; Mr. Trevathan, aye; Dr. Crume, aye; Mr. Peters, aye.

Peabody College Offers Two Scholarships to Member Faculty and Alumni

Dr. Richmond read to the Board a letter from President Bruce R. Payne, George Peabody College, Nashville, Tennessee, offering two scholarships for the school year beginning September 22, 1936 and ending June 6, 1937, one for \$200.00 to a member of our college faculty and one for \$150.00 to a graduate of Murray State Teachers College. This letter was received and filed and the President was directed to nominate the persons to receive these scholarships.

Air Marks for Roofs of College Buildings

Dr. Richmond reported to the Board of Regents that Murray Post # 73, The American Legion, has offered, through Joe T. Lovett, Commander, to air mark the roofs of Murray State Teachers College buildings, this work to be done under the auspices of The American Legion and the cost borne by the W. P. A.

Motion was made by Mr. Trevathan, and seconded by Mr. Stokes, that the Board have the college buildings air marked in accordance with the offer made by Joe T. Lovett, Commander Murray Post # 73, The American Legion, and the President be instructed to notify Mr. Lovett. This motion was carried unanimously.

Report of Entrance, Credits, Certification and Graduation Committee

Dr. Richmond read to the Board the report of the Committee on Entrance, Credits, Certification and Graduation, as follows, and recommended that the recommendations of the Committee be accepted.

May 15, 1936

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 recommend that the COLLEGE CERTIFICATE of the persons named below be renewed for life, as each has taught successfully for three years since her certificate was issued and has fulfilled all other requirements as set forth in the law.

Jones, Thelma Laurine
Smith, Rubie Eudora

2. We recommend that the STANDARD CERTIFICATE of the persons named below be renewed for life, as each has taught successfully for three years since her certificate was issued and has fulfilled all other requirements as set forth in the law.

Allbritten, Mrs. Maurine H.
Grogan, Mrs. Virgil Childress
Hart, Celia Ann (Mrs. B. H. Crawford)
Scott, Mrs. Gladys Sweezy

3. We recommend that the STANDARD CERTIFICATE of the persons named below be renewed for life, as each has taught successfully for two years and has attended college for at least one year since her certificate was issued and has fulfilled all other requirements as set forth in the law.

Karnes, Lucille
McNeely, Mary Elizabeth

Very truly yours,

Cleo Gillis Hester
Alfred M. Wolfson
Floy Robbins
G. T. Hicks
Herbert Drennon
J. W. Carr

Motion was made by Mr. Trevathan, and seconded by Dr. Crume, that the recommendations of the Committee and the President be accepted and the certificates be renewed. The roll was called on the adoption of this motion with the following result: Mr. Stokes, aye; Mr. Trevathan, aye; Dr. Crume, aye; Mr. Peters, aye.

Library Books Lost in Kirby Fire Charged off Records

Next, Dr. Richmond read to the Board a letter from the Business Manager and submitted the report of the Librarian with reference to books destroyed in the fire at the Kirby home,

where a number of college students were living. Dr. Richmond recommended charging off the record these college library books which were so destroyed, as he said that he did not think that the students were responsible for loss under such conditions.

Motion was made by Mr. Stokes, and seconded by Mr. Trevathan, that the recommendation of the Business Manager and the President be approved and the college library books, lost in the Kirby fire, be charged off the library lists. This motion was carried unanimously.

Change Order No. 1 for Docket No. Ky-1062-R, Physical Education and Home Economics Buildings

Dr. Richmond requested Dr. Carr and Mr. G. Tandy Smith, Jr., Architect, to explain to the Board with reference to Change Order No. 1 on the Murray State Teachers College building program, Docket No. Ky-1062-R, Physical Education and Home Economics Buildings. Mr. Smith reported that the Owner's request for the Change Order and all information concerning it had been forwarded to the Louisville P. W. A. office, then, Dr. Carr stated that he had received communication from Geo. W. Meuth, Legal Counsel for the Administrator, to the effect that they were awaiting final approval from the Washington office, which was expected to be received within a few days.

Framing Lumber for Docket No. Ky-1062-R, Physical Education and Home Economics Buildings

Next, Dr. Richmond read to the Board a carbon copy of a letter from Mr. G. Tandy Smith, Jr., Architect, to Mr. W. L. Bruner, Resident Engineer Inspector of the P. W. A., with reference to the framing lumber for the Physical Education and Home Economics Buildings. Mr. Smith explained to the Board that this lumber was a good grade of No. 1 Common short leaf yellow pine and had been purchased at a reduction by the contractor which would enable him to use it where a cheaper grade of lumber had been specified, thereby giving the college a better quality than required at a saving to him. This letter was received and filed.

Bank Balances and Securities for Deposits

At the suggestion of President Richmond, Dr. J. W. Carr, Treasurer, gave the Board of Regents a statement of college bank accounts and the securities put up by the banks, as follows:

Statement of bank balances as of May 14, 1936:

Peoples Savings Bank, Murray, Kentucky

State Appropriation Account (Regular Acct.)	\$-----
Construction Account, P. W. A. Docket No. Ky-1062-R	\$92,960.80
Interest and Bond Retirement Account, Ky-1062-R ...	\$ 32.22
Total	\$92,993.02

Bank of Murray, Murray, Kentucky

Revolving Fund Account (Regular Acct)	\$ 546.80
Petty Cash Fund (Regular Acct.)	\$ 1,289.33
Construction Account, P. W. A. Docket No. Ky-1062-R	\$92,960.80
Interest & Bond Retirement Account, Ky-1062-R	\$ 32.22
Total	\$94,829.15

Peoples Savings Bank, Murray, Kentucky

\$10,000.00 transferred to the First National Bank, Louisville, Ky.
\$19,450.00 in the First National Bank of Louisville, Kentucky

Bank of Murray, Murray, Kentucky

\$11,400.00 transferred to the Citizens Union National Bank,
Louisville, Kentucky

\$25,000.00 in the Citizens Union National Bank, Louisville, Ky.

Dr. Carr, also, read to the Board some correspondence with the First National Bank, Louisville, Kentucky, and the Citizens Union National Bank of Louisville, Kentucky, with reference to the validity of receipts for bonds which have been placed in these Louisville banks by our depositories as security for college funds. This correspondence was received and filed.

Purchase of Rainey T. Wells Property

Motion was made by Mr. Stokes that the Board of Regents recommend to the Board of Public Property the purchase of the Rainey T. Wells property at \$20,000.00 and that the deed be made at the earliest possible moment. This motion was seconded by Mr. Trevathan, and the roll was called on its adoption with the following result: Mr. Stokes, aye; Mr. Trevathan, aye; Dr. Crume, aye; Mr. Peters, aye.

Home for the President To Be Remodeled

Dr. Richmond reported to the Board that the Governor had given him assurance that sufficient money would be set aside to remodel and equip this home for the President. He added that this Board must know what it is going to cost to remodel it so that we can put before the Board on Public Property the recommendation of this Board as to what this remodeling will cost.

Motion was made by Mr. Trevathan that our architect, G. Tandy Smith, Jr., draw the detailed plans and specifications for the remodeling of the home for the President and submit them at the next meeting of the Board. This motion was seconded by Mr. Stokes and was carried unanimously.

Student Organization Constitution Approved

Dr. Richmond called the attention of the Board of Regents to the Constitution which was adopted a few days ago by the Student Organization of Murray State Teachers College and stated that this Constitution is a product of the students, themselves, working through a committee made up of representatives elected from the four classes and three faculty co-workers, appointed by the President. He added that this Constitution is a worthy document. Dr. Richmond, then, called on Dr. Carr to discuss this Constitution more in detail. Dr. Carr commended Dr. Richmond's statement that this Constitution is a worthy document, then, stated further that, heretofore, the College News has been under the direct control of the Department of Journalism but that, under this new plan, we tried to protect the paper but at the same time arrange it so that the students should have more freedom in submitting articles for publication in the College News. Dr. Richmond, then, recommended to the Board the approval of the Constitution of the Student Organization.

Motion was made by Mr. Trevathan, and seconded by Mr. Stokes, that the Board approve the adoption of the Constitution of the Student Organization and the organization which is set up therein. This motion was carried unanimously.

Resignation of W. M. Angell; Election of Clair R. McGavern

Dr. Richmond reported to the Board that Mr. W. M. Angell had resigned as a member of our college faculty, effective May 20, 1936, and, on the recommendation of Mr. Doyle, he recommended that Mr. Clair R. McGavern be appointed to teach

piano for the summer term, beginning June 8, 1936 and ending August 15, 1936, the salary for the entire summer school to be \$325.00.

Motion was made by Mr. Trevathan, and seconded by Mr. Stokes, that Mr. Clair R. McGavern be employed for the summer term of ten weeks and that he be paid \$325.00 for this period of time, beginning June 8, 1936 and ending August 15, 1936. The roll was called on the adoption of this motion with the following result: Mr. Stokes, aye; Mr. Trevathan, aye; Dr. Crume, aye; Mr. Peters, aye.

Report of President

Dr. Richmond presented to the Board of Regents his report with reference to the employment of faculty, administrative staff and other employees. The President set forth the fact that it was impossible, at this time, to make specific recommendations for employment. He stated, however, that it is right and proper that the faculty should know whether or not they will be offered employment for the coming year and requested authority to inform those members of the faculty about whom there is no question in the mind of the President, that they will be recommended to the Board for employment and that the financial arrangements will be worked out later, after they have been submitted to the Board and approved by them.

Motion was made by Mr. Trevathan that the Board accept the communication of Dr. Richmond with reference to the employment of the faculty, administrative staff and other employees. This motion was seconded by Mr. Stokes and carried unanimously.

Report of Business Manager

The report of the Business Manager was, next, submitted to the Board, as follows:

May 14, 1936

Dr. James H. Richmond, President
Board of Regents
Murray State Teachers College

Gentlemen:

I am listing below a number of items for your consideration and action.

1. Renewal of Insurance

At the advice of Dr. Richmond, by telephone, I have renewed the \$290,000.00 fire insurance and the \$300,000.00 wind storm insurance for a period of one year. I had this insurance renewed with the same companies that were carrying it with the exception of the \$15,000.00 policy which was carried by an Owensboro company. This policy was placed with that company through the influence of Mr. Bell when he was State Superintendent. This is the close of the three year contract on this policy and since we are renewing it for only one year, with the expectation of the state taking it over, I did not go to the trouble of getting in touch with the Owensboro company, and permitted R. H. Falwell to take \$5,000.00, E. C. Jones \$5,000.00 and C. M. Hood \$5,000.00. I permitted Frazee and Company to renew the \$30,000.00 worth of insurance which expired by retired agents. This retired agent business was purchased by K. C. Frazee and Company and not by Frazee, Berry and Melugin. All of these renewals are made subject to the approval of the Board of Regents.

I did not take up the matter of redistributing this insurance on the basis that we started more than a year ago due to the fact that it was taken for a period of only one year with the expectation of it being taken over by the state.

By renewing this insurance for a period of one year, the premiums total \$2,233.96 instead of \$5,700.00 which amounts to an approximate saving of \$3,500.00 on the estimated amount to be paid for insurance. This saving may be applied to the operating expenses for the remainder of this year.

2. Lights and Water Contract

Attached is the proposed contract between the Kentucky-Tennessee Light and Power Company and the Murray State Teachers College. The contract carries a flat rate of $2\frac{1}{2}\%$ for each KWH consumed. This flat rate of $2\frac{1}{2}\%$ per KWH on electricity is without any demand charge. The contract calls for 12¢ per thousand gallons on all water consumed.

This contract is similar to that of other institutions of the commonwealth. It will save the college approximately \$1,200.00 per year over last year's contract.

I recommend that the Board of Regents approve this contract and that the proper authorities sign same at once. By signing this contract immediately, it will save \$100.00 for the month of May on lights and water. In other words, the contract will become effective May 1.

3. Registration Fees

Within a few weeks, registration for the summer school will be held. The question of collecting fees should be determined. Shall we collect fees for the first term of the summer school only (five weeks) on June 8, or shall we collect fee for the entire term of the summer school (ten weeks) on that date? It has been the custom to collect the entire fee from those who wanted to enroll for both summer terms, and the budget for 1935-36 was prepared on that basis. The collection of the entire fee from those desiring to enroll for the full summer school will not affect the budget for next year on account of the fact that we will collect in the same manner for the summer school of 1937, and it will lessen the work in the business office. If we collect fee for only the first term of the summer school, it will necessitate a second registration of all students desiring to remain the two terms. About 75% of the enrollment would pay for the entire summer school on June 8.

Since it will not affect the budget for next year, and will lessen the work in the business office, I recommend that we follow the custom of the past and register each individual for the entire summer school if they so desire.

4. Book Store Contract

The book store contract expires in June. I recommend the renewal of the contract of last year - the college to receive 10% of the gross sales. This should be given attention at once as it is near time for the taking of inventory for the annual settlement.

Respectfully submitted,

(Signed) R. E. Broach
R. E. Broach, Business Manager

REB:OW

Insurance

Motion was made by Mr. Stokes that the Board approve Item 1 of Mr. Broach's report, the action taken with reference to insurance. This motion was seconded by Dr. Crume, and the roll was called on its adoption with the following result: Mr. Stokes, aye; Mr. Trevathan, aye; Dr. Crume, aye; Mr. Peters, aye.

Kentucky-Tennessee Light and Power Company Contract Approved

Dr. Richmond recommended that Item 2 of Mr. Broach's report be approved.

Motion was made by Mr. Trevathan that the Board approve the contract with Kentucky-Tennessee Light and Power Company, as submitted by Mr. Broach in Item 2 of his report. This motion was seconded by Dr. Crume, and the roll was called on its adoption with the following result: Mr. Stokes, aye; Mr. Trevathan, aye; Dr. Crume, aye; Mr. Peters, aye.

Registration Fees

Dr. Richmond recommended that Mr. Broach's recommendation with reference to registration fees be accepted, as outlined in Item 3 of his report.

Motion was made by Mr. Trevathan that the Board approve Item 3 of Mr. Broach's report. This motion was seconded by Mr. Stokes and carried unanimously.

Bookstore Contract Approved

Dr. Richmond recommended the approval of the bookstore contract in accordance with Item 4 of Mr. Broach's report.

Motion was made by Mr. Trevathan that Item 4 of Mr. Broach's recommendations be approved and contract for the operation of the bookstore be made as recommended. This motion was seconded by Mr. Stokes and carried unanimously.

Budget

Dr. Richmond, next, presented the suggested budget for 1936-37 and stated that he had gone over this estimated budget with Mr. Broach. He said that it was worked out very carefully and conservatively and he wanted to recommend the adoption of this budget.

Motion was made by Mr. Trevathan that the budget be adopted as recommended by Mr. Broach and Dr. Richmond. This motion was seconded by Dr. Crume, and the roll was called on its adoption with the following result: Mr. Stokes, aye; Mr. Trevathan, aye; Dr. Crume, aye; Mr. Peters, aye. The motion was unanimously carried, and the budget follows:

MURRAY STATE TEACHERS COLLEGE
Murray, Kentucky

May 14, 1936

Dr. James H. Richmond, President
Members of the Board of Regents
Murray State Teachers College
Murray, Kentucky

Gentlemen:

Attached is a proposed budget for the Murray State Teachers College for the fiscal year beginning July 1, 1936, and ending June 30, 1937.

Exhibit "C" is an itemized estimate of receipts for the fiscal year.

1. My conclusion on these figures was determined by taking an average of the past two years, less 15% reduction in attendance due to increasing the Incidental Fee from \$15.00 to \$25.00 per semester.

2. I also made my calculations upon the present set-up of rules and regulations relative to the giving of Scholarships, Incidental Fees, etc.

Exhibit "D" is an itemized estimate of expenditures for the fiscal year.

1. Figures were derived by calculating the average expenditures of the last two fiscal years. In making these estimates, I took into consideration the 15% decrease in attendance and the increase in the cost of maintenance and operation due to enlarging the physical plant which will be in operation during the last half of the fiscal year.

2. You will note that I have added one item to previous budgets, namely Liquidating Bonds.

3. The items of Rent and Liquidating Bonds increase expenditures for maintenance and operation approximately \$14,000.00 over the 1935-36 budget. This increase necessitated a reduction in some other items, but I believe it can be met by being very careful in maintaining and operating this institution.

4. You will note that the total sum for salaries and wages is \$174,477.00 against \$195,565.00 in the 1935-36 budget, making a reduction of \$21,088.00 from the 1935-36 budget for salaries and wages. Approximately \$5,000.00 of this reduction may be cared for by reorganizing the janitor service. If we reorganize the janitor force and student employment, it will be necessary to employ three full time cooks for the kitchen and three full time janitors. By changing the student employment policy, the number of student employees will be reduced from 106 to 69. I feel definitely assured that we can have much more efficient work and will save approximately \$5,000.00 by making these changes. However, this change will handicap the Athletic and Music Departments to some extent due to lessening the number of student employees. More students in the Athletic Department and Music Department receive employment than any other departments. By making this change in the janitor service; it will still be necessary to reduce Salaries and Wages approximately \$15,000.00. This may be done by reducing salaries or reducing the number of employees.

Note: -- After a very careful study and close comparison, I feel definitely sure that these figures are perfectly safe and are a fair estimate. Therefore, I present this budget for your consideration and recommend its adoption.

Respectfully submitted,

(Signed) R. E. Broach
R. E. Broach, Business Manager

REB:OW

Exhibit "C"

ESTIMATED REVENUES OF MURRAY STATE TEACHERS COLLEGE

1936-37

A. State Appropriation \$180,000.00

B. Revolving Fund Receipts

Incidental Fees (Maintenance & Operation).....	\$28,530.00
Incidental Fees (Liquidating Bonds)	8,097.00
Tuition, College	2,100.00
Tuition, Training School	3,500.00

Laboratory & Special Fees	\$ 5,500.00	
Extension Department Income	3,000.00	
Dormitory Room Rent	8,500.00	
Dining Halls	34,000.00	
Book Store	850.00	
Miscellaneous Income	500.00	
Auxiliary Funds:		
a. Athletics	3,000.00	
b. College News	1,000.00	
c. Home Management House	500.00	
TOTALS	\$180,000.00	\$99,077.00

Summary

State Appropriation	\$180,000.00
Revolving Fund	99,077.00
GRAND TOTAL	\$279,077.00

MURRAY STATE TEACHERS COLLEGE
ESTIMATED EXPENDITURES

Exhibit "D"

1936-37

A. <u>Salaries, wages, fees and other personal services</u>	\$174,477.00
B. <u>Services other than personal</u>	
B-1 Traveling Expenses	2,500.00
B-2 Freight, Drayage & Express	600.00
B-3 Communication - Postage, Telephone and Telegraph	3,000.00
B-4 Printing, Binding & Advertising	2,000.00
B-5 Lights, Water, Power & Electricity	9,500.00
B-6 Sewerage Rent	850.00
B-7 Training School Transportation	600.00
C. <u>Supplies and Materials</u>	
C-1 Office Supplies and Equipment	1,500.00
C-2 Fuel and Power Plant Supplies	9,000.00
C-3 Cleaning Supplies and Equipment	1,150.00
C-4 Plumbing and Electrical Supplies	750.00
C-5 Scientific and Technical Supplies	4,800.00
C-6 Renewals, Repairs & Replacements	5,000.00
C-7 Unforeseen Emergencies	1,000.00
D. <u>Other Current Charges and Obligations</u>	
D-1 Insurance	6,000.00
D-2 Interest	---
D-3 Registration, Subscriptions & Awards	200.00
D-4 Rents	6,000.00
D-5 Refunds	800.00
E. <u>Auxiliary Agencies</u>	
E-1 Library - Books, Supplies, Periodicals, etc.	3,000.00
E-2 Athletics, Contracts, Games, Equipment, etc.	9,000.00
E-3 Dining Hall & Dormitories - Food, Supplies etc.	25,500.00
E-4 Chapel Programs and Commencement	600.00
E-5 Debating	250.00
E-6 College News	2,500.00
E-7 Home Management House	500.00
F. <u>Capital Outlay</u>	
F-1 Land	---
F-2 Buildings (Liquidating Bonds)	8,000.00
F-3 Other Structural and Non-structural Improvements	---
F-4 Equipment (including live stock)	---
TOTAL	\$279,077.00

Grade Line for Street in Front of Physical Education Building

Dr. Richmond reported to the Board that he had taken up with Highway Commissioner Robert Humphreys the matter of lowering the grade line of the street in front of the Physical Education Building, and that Mr. Humphreys had advised him that this grade line would be lowered in accordance with our wishes.

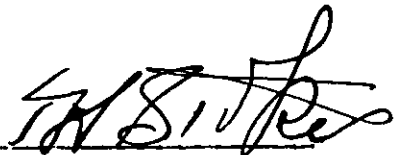
Adjournment

Dr. Richmond recommended that, when we adjourn, we adjourn to meet at 9:00 A. M. May 26, 1936, which is the date of our commencement exercises. He added that he should be very much pleased and honored to have every member of the Board of Regents present at our commencement exercises.

Motion was made, seconded and carried unanimously that the Board adjourn to meet at 9:00 A. M. Tuesday, May 26, 1936.



Chairman



Secretary