



4-29-1937 10:00 AM

1937-04-29

Board of Regents, Murray State Normal School

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MINUTES OF BOARD OF REGENTS  
MURRAY STATE TEACHERS COLLEGE

April 29, 1937

The Board of Regents of Murray State Teachers College met at 10:00 A. M. Thursday, April 29, 1937, in the office of the President, as per the call of the Chairman. Dr. C. E. Crume, Judge Charles Ferguson, Mr. Joe Rogers and Senator T. O. Turner were present. In the absence of Chairman Harry W. Peters, Vice Chairman T. O. Turner presided.

Approval of Minutes

The minutes of the meetings of the Board of Regents on March 18, 1937 and March 30, 1937 were read.

Motion was made by Mr. Rogers that the minutes of the regular and adjourned meetings of March 18, 1937 and March 30, 1937 be approved and signed. This motion was seconded by Judge Ferguson, and was carried unanimously.

The minutes of April 12, 1937 were read.

Motion was made by Judge Ferguson that the minutes of the Board of Regents of the meeting on April 12, 1937 be approved and ordered signed. This motion was seconded by Dr. Crume and was carried unanimously.

President's Report

Dr. Richmond presented his Report as President, copies of which were distributed to the members of the Board, as follows.

REPORT OF THE PRESIDENT

April 29, 1937

The Honorable Board of Regents  
Murray State Teachers College  
Murray, Kentucky

Gentlemen:

I am submitting the following items for your consideration.

I. Request of Mr. John F. Key with reference to the Singing at Murray on the Fourth Sunday in June.

II. Arrangements with Mr. W. M. Caudill, Mr. B. J. Hoffman and Mr. R. L. Beale.

III. Change Orders on Physical Education and Home Economics Buildings

Under date of April 15, 1937, we received from Mr. Geo. H. Sager, Jr., State Director of the Federal Emergency Administration of Public Works, approved Change Orders Nos. 18-1-14 covering an addition of \$259.03 to the contract and 19-1-15 covering an addition of \$444.45 to the contract, as recommended by the Board in session March 18, 1937.

On April 21, 1937, we received from Mr. Sager approved Contract Change Order No. 20-1-16, covering an extension of Mr. A. E. (Jack) Cole's contract time to and including May 15, 1937.

IV. Contracts for Furnishing and Equipping Physical Education Building and Home Economics Building

In accordance with communications from Mr. Geo. H. Sager, Jr., State Director of the Federal Emergency Administration of Public Works, under date of April 7, 1937 and April 13, 1937, contracts for furnishing and equipping the Physical Education Building and the Home Economics Building have been prepared and submitted to the lowest bidders, as follows:

Home Economics Building

|                                       |            |
|---------------------------------------|------------|
| E. S. Diuguid & Son, Murray, Kentucky | \$1,462.70 |
| Norge Store, Murray, Kentucky         | 276.50     |

Physical Education Building

|  |            |
|--|------------|
| Fred Medart Company, St. Louis, Missouri       | \$2,030.25 |
| Kentucky School Equipment Co., Louisville, Ky. | 1,325.85   |
| Central School Supply Co., Louisville, Ky.     | 2,864.27   |
| Chicago Hardware Foundry Co., Chicago, Ill.    | 252.00     |

Likewise, in accordance with Mr. Sager's letter of April 7, 1937, Purchase Order has been prepared, submitted to Mr. Sager and approved by him, for the following award which was not large enough to require a contract:

Physical Education Building

|   |         |
|---|---------|
| A. S. Aloe Company, St. Louis, Missouri | \$14.00 |
|---|---------|

On April 16, 1937, Mr. Sager returned to us the contracts of E. S. Diuguid & Son, Murray, Kentucky, and Norge Store, Murray, Kentucky, which he had approved, conditioned upon our submitting a Request for Change, requesting the waiving of the Performance Bond and all insurance requirements as called for in Article 6, pages 38 and 39 of executed Contract Documents, and listing an equitable credit to the Owner for waiving of these items. These requests for Change Order waiving the requirement for all insurance and Performance Bond were mailed to Mr. Sager on April 15, 1937, but the approval of the Change Order has been delayed, pending the offer of an acceptable credit from the Contractors covering the premiums for same. It now appears from Mr. Sager's letter of April 27, 1937, that, inasmuch as these bidders did not include in their bids any sums to cover such charges for premiums, the waiver may be approved without any credit shown for these items, since no actual installation is necessary in order to complete their contracts.

V. Home Economics Building Equipment in Addition to Contract

Since, at the request of Mr. Sager, a great many items of necessary equipment for the Home Economics Building were not included in the contracts for furnishing this Building, Purchase Order for this equipment was prepared and forwarded to him for approval. Mr. Sager has approved this Purchase Order to E. S. Diuguid & Son, Murray, Kentucky, in the amount of \$371.46, with the understanding that all or a portion of the cost of the equipment covered by it may be found ineligible for the computation of grant, as stated in his letter of April 26, 1937.

VI. Report of Committee on Entrance, Credits, Certification and Graduation

VII. Physical Education Building and Home Economics Building Inspection Reported by Mr. H. A. Wortham

Mr. H. A. Wortham, State Engineer Inspector, Kentucky, for the Federal Emergency Administration of Public Works, came to our campus on April 22, 1937 for the purpose of making final inspection of our Physical Education Building and Home Economics Building, Docket No. Ky-1062-R. I am submitting to you now for consideration his Final Inspection Report dated April 26, 1937.

VIII. Agreement with Mr. A. E. (Jack) Cole To Occupy Home Economics House before Actual Completion

Respectfully submitted,

James H. Richmond,  
President

JHR:TB

John F. Key Requested Use of Auditorium for Singing

Dr. Richmond read to the Board Mr. John F. Key's request for the privilege of using the College Auditorium for the Singing which is scheduled to be held in Murray on the fourth Sunday in June, and said that, since the members of the Board are more familiar than he with the type of meeting this would be, he would like to have an opinion from them before giving Mr. Key an answer to his request.

The matter of the request of Mr. John F. Key was left to the discretion of the President since he already has authority to permit organizations to use the campus and buildings for public meetings, as he sees fit.

Mr. W. M. Caudill Elected Dean of Men

Dr. Richmond reported to the Board that he had been giving consideration to the appointment of Mr. W. M. Caudill as Dean of Men, and perhaps also add Student Adviser to the title, and he had decided to recommend that he be elected to this position at a salary of \$2,600.00 per year.

Motion was made by Dr. Crume that the Board accept the President's recommendation and elect Mr. W. M. Caudill as Dean of Men with certain other duties which shall be defined, at a salary of \$2,600.00 per year. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Letter from R. E. Broach, Business Manager

Dr. Richmond read to the Board a letter from Mr. R. E. Broach, which follows.

April 29, 1937

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

Gentlemen:

In the financial set-up, which was adopted at the last meeting of the Board of Regents, the expenditures on Exhibit E carries with it an expenditure of \$720.00 for fireman and caretaker of the Health Building. It also carried with it an item for \$720.00 for janitor and night-watchman. We can get Vernon Gresham, a senior in this institution, for \$50.00 a month, provided we give him the privilege of attending one class daily in order to complete his course next year. This will reduce the salary recommended in the budget to \$600.00 a year. The position of janitor and night-watchman can be filled for \$55.00 a month, which will save another \$60.00 a year. Mr. Ed Gibbs will take this position for \$55.00 per month and serve as combination janitor and night-watchman. I recommend, if it meets the approval of the President and the Board of Regents, that these two men be notified of their employment at the above mentioned prices.

Since our engineer, Mr. B. J. Hoffman, has been offered a proposition for much more than we have been paying him, he is considering accepting the other job. In my opinion, it would be a very great loss to us to lose Mr. Hoffman, since he knows the system so well and has done his work so well. I recommend that we add to his salary for next year the \$15.00 a month deducted from the two above mentioned jobs. This will increase his salary to \$115.00 a month, which I am sure he will accept and discontinue the other proposition.

Attached to this letter you will see a report of the Thomas P. Norris Student Loan Fund to March 31, 1937. On March 31, this account showed a balance of \$404.27. The loans that have been made the past two years have revolved very nicely, and we have collected a few of the accounts carried over so long. This loan fund has been very profitable to us in the last few months in making small loans to the needy students.

Very truly yours,

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

REB:OW

Vernon Gresham Elected Fireman and Caretaker Health Building

Dr. Richmond recommended the employment of Mr. Vernon Gresham at \$50.00 per month as Fireman and Caretaker, Health Building, beginning June 1, 1937 and continuing until June 30, 1938, with the privilege of attending one class.

Motion was made by Judge Ferguson that the Board approve the President's recommendation and employ Mr. Vernon Gresham as Fireman and Caretaker of the Health Building at \$50.00 per month beginning June 1, 1937 and continuing until June 30, 1938, with the privilege of attending one class. This motion was seconded by Mr. Rogers, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Ed Gibbs Employed as Janitor and Night Watchman

Dr. Richmond called the Board's attention to the fact that Mr. Ed Gibbs is a brother of Mr. Charlie Gibbs, who is already on the college pay roll, and stated that he did not want to recommend his employment if the members of the Board thought it would be unwise for the college to employ two members of the same family. He added that he made this statement because he had very definite ideas about the employment of both a man and his wife, or of married women who have husbands to support them.

Motion was made by Dr. Crume that the Board employ Mr. Ed Gibbs as Janitor and Night Watchman at a salary of \$55.00 per month. This motion was seconded by Mr. Rogers, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

B. J. Hoffman's Salary Increased

Dr. Richmond recommended that the Board increase the salary of Mr. B. J. Hoffman to \$115.00 per month and request him to prepare within the next sixty days a complete blue print of our heating and plumbing system in the college.

Motion was made by Judge Ferguson that Mr. B. J. Hoffman's salary be increased \$15.00 per month, making it \$115.00 per month, beginning July 1, 1937 and ending June 30, 1938. This motion was seconded by Dr. Crume, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Report on Thomas P. Norris Student Loan Fund

Dr. Richmond suggested that the report of Mr. Broach, as Custodian of the Thomas P. Norris Student Loan Fund, be received and made a part of the minutes. This report was unanimously accepted, and it follows immediately hereafter.

NORRIS STUDENT LOAN FUND ACCOUNT

QUARTERLY REPORT.

September 30, 1936

|   | Debit       | Credit      |
|---|-------------|-------------|
| Norris Loan Appropriation<br>(Amount of Notes received from<br>Mr. T. H. Stokes, November 1934) |             | 22,498.55   |
| Cash Account to June 30, 1936   | 4,503.86    | 3,360.94    |
| Cash Account for July, Aug. & Sept. 1936  | 262.73      | 856.50      |
| Notes Receivable June 30, 1936  | 24,915.55   | 3,950.03    |
| "    "    July, Aug. & Sept. 1936   | 478.50      | 217.00      |
| Interest June 30, 1936  | -- --       | 553.83      |
| "    July, Aug. & Sept. 1936  | -- --       | 45.73       |
| * Expenses June 30, 1936  | 943.94      | --- --      |
| * Expenses July, Aug. & Sept. 1936  | 378.00      |             |
|   | \$31,482.58 | \$31,482.58 |
| <hr/>   |             |             |
| Cash collected to Sept. 30, 1936  |             | \$4,766.59  |
| "    expended to Sept. 30, 1936   |             | 4,217.44    |
| Balance Sept. 30, 1936  |             | \$ 549.15   |
| Bank Balance Sept. 30, 1936   |             |             |
| Peoples Savings Bank  | \$ 67.39    |             |
| Bank of Murray  | 481.76      | \$ 549.15   |

|  |                    |
|--|--------------------|
| Amount of notes on hand June 30, 1936 .....                              | \$20,965.52        |
| Loans made July, August & Sept. 1936 .....                               | 478.50             |
|  | <u>\$21,444.02</u> |
| Amount collected on Principal of notes, July,<br>Aug. & Sept., '36 ..... | 217.00             |
|  | <u>217.00</u>      |
| Balance notes on hand September 30, 1936 .....                           | \$21,227.02        |

\* Items in expense include fees paid  
for Norris Heirs

(Signed) R. E. Broach  
Custodian

NORRIS STUDENT LOAN FUND ACCOUNT

SIX MONTHS REPORT

March 31, 1937

|   | Debit              | Credit             |
|---|--------------------|--------------------|
| Norris Loan Appropriation<br>(Amount of notes received from<br>Mr. T. H. Stokes November, 1934) |                    | \$22,498.55        |
| Cash Account to September 30, 1936  | \$4,766.59         | 4,217.44           |
| Cash Account for October, Nov. & Dec. 1936<br>and Jan., Feb. & March 1937                       | 738.12             | 883.00             |
| Notes receivable to September 30, 1936  | 25,394.05          | 4,167.03           |
| " " for Oct., Nov. & Dec.<br>1936 and Jan., Feb. & March 1937                                   | 533.00             | 662.61             |
| Interest to Sept. 30, 1936  | ---                | 599.56             |
| Interest for Oct., Nov., Dec., 1936 and<br>Jan., Feb., March 1937                               | ---                | 75.51              |
| *Expenses to Sept. 30, 1936   | 1,321.94           | ---                |
| *Expenses for Oct., Nov., Dec. 1936 and<br>Jan., Feb., March 1937                               | 350.00             | ---                |
|   | <u>\$33,103.70</u> | <u>\$33,103.70</u> |

|  |                  |
|--|------------------|
| Cash collected to March 31, 1937 ..... | \$5,504.71       |
| Cash expended to March 31, 1937 .....  | 5,100.44         |
| Balance March 31, 1937 .....           | <u>\$ 404.27</u> |

|                             |                  |
|-----------------------------|------------------|
| Bank Balance March 31, 1937 |                  |
| Peoples Savings Bank .....  | \$168.47         |
| Bank of Murray .....        | 235.80           |
|                             | <u>\$ 404.27</u> |

|  |                    |
|--|--------------------|
| Amount of notes on hand September 30, 1936 .....                       | \$21,227.02        |
| Loans made October, Nov., Dec., 1936 &<br>Jan., Feb., March 1937 ..... | 533.00             |
|  | <u>\$21,760.02</u> |

|   |               |
|---|---------------|
| Amount collected on principal of notes during<br>Oct., Nov., Dec., 1936 & Jan., Feb. & March 1937 | <u>662.61</u> |
|---|---------------|

|  |             |
|--|-------------|
| Balance notes on hand March 31, 1937 ..... | \$21,097.41 |
|--|-------------|

\* Items in expense include fees paid  
for Norris heirs

(Signed) R. E. Broach  
Custodian

Mr. R. L. Beale Elected House Director of Men's Dormitory

Next, Dr. Richmond reported to the Board that he had given consideration to the matter of selecting some member of the faculty, who is married but has no children, to live in the Men's Dormitory, supervise same and be responsible for the care of the building. Dr. Richmond then recommended that Mr. R. L. Beale, in addition to his other duties as a member of the faculty, serve as House Director of the Men's Dormitory, that he be provided with quarters there and that his salary be changed to \$1,800.00 per year.

Motion was made by Dr. Crume that Mr. R. L. Beale be elected House Director of the Men's Dormitory, in addition to his teaching duties, that he be furnished with quarters in that building and that his salary be changed from \$1,900.00 to \$1,800.00 per calendar year. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Report of Committee on Entrance, Credits, Certification and Graduation

Dr. Richmond presented the report of the Committee on Entrance, Credits, Certification and Graduation, and recommended that it be approved and the certificates renewed in accordance with the recommendations which follow.

April 29, 1937

To the Board of Regents  
Murray State Teachers College

Gentlemen:

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 his certificate was issued and has fulfilled all other requirements as set forth in the law.

Coyle, Mary Agnes  
Farris, Mildred Esther (Mrs. Joe Wilmurth)  
Phillips, Bob

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.

Chittenden, Alma Lois  
Darnell, Mrs. Gladys Adams  
McAtee, Martha Josephine  
Rash, Mrs. Vera Young

Yours truly,

Cleo Gillis Hester  
J. W. Carr  
Herbert Drennon  
G. T. Hicks  
Floy Robbins  
A. M. Wolfson  
Mayrell Johnson  
O. Don Edmonds



Motion was made by Judge Ferguson, and seconded by Mr. Rogers, that the Board authorize the renewal of the certificates, as recommended by the Committee. The roll was called on the adoption of this motion with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

#### Decoration of President's Home

Dr. Richmond reported that Mr. Kitty Collins is progressing nicely with redecorating the President's Home and is doing satisfactory work. He is very careful and painstaking with the job, Dr. Richmond added, and he hopes to complete it in time for the home to be occupied before the Commencement season.

#### Mrs. Annie H. Young Elected Dietitian for Month of June

Attention was called to the fact that Mrs. Annie H. Young was recently elected to the position of Dietitian to begin her work July 1, 1937, and that it is necessary that she assume her duties at the close of this semester. Dr. Richmond suggested that the Board correct the employment of Mrs. Annie H. Young and that she be employed for the month of June at the same rate as she was originally employed.

Motion was made by Dr. Crume that Mrs. Annie H. Young be employed for the month of June, 1937, at the same salary rate as she was originally employed, \$1,500.00 per calendar year. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

#### Board Recessed for Lunch

Dr. Richmond suggested that the Board recess for lunch and then go down to the Physical Education Building and the Home Economics Building for an inspection of these new buildings.

#### Inspection of Physical Education and Home Economics Buildings

The Board reconvened at 1:40 P. M., with the same members present as for the morning session, and made an inspection of the Physical Education and the Home Economics Buildings.

#### Home Economics Building To Be Corrected and Made Acceptable

Motion was made by Mr. Rogers that the placing of the basement floor of the Home Economics Building in acceptable condition, and the correction of all other complaints concerning this building, be referred to the Business Manager, Mr. R. E. Broach, and the Architect with instructions to work out with the Contractor the necessary adjustments and prepare the necessary Change Orders. This motion was seconded by Dr. Crume, and was carried unanimously.

#### Physical Education Building Adjustments To Be Made as Recommended by H. A. Wortham, State Engineer Inspector

Motion was made by Dr. Crume that the Business Manager, Mr. R. E. Broach, and the Architect work out with the Contractor the necessary Change Orders in the Physical Education Building, if any, and work out the necessary adjustments regarding partition of walls, window sashes and other items to which attention has been called,

consonant with the final report made by Mr. H. A. Wortham, State Engineer Inspector, Kentucky, on April 26, 1937, covering the inspection of the Physical Education Building and the Home Economics Building which he made on April 22, 1937. This motion was seconded by Judge Ferguson, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Senator Turner, aye.

Adjournment

Motion was made, seconded and unanimously carried, that the Board adjourn.

*J. H. Turner*  
✓

Chairman

*Alice Keys*

Secretary