



6-9-1937 10:00 AM

1937-06-09

Board of Regents, Murray State Normal School

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MINUTES OF BOARD OF REGENTSMURRAY STATE TEACHERS COLLEGE

June 9, 1937

The Board of Regents of Murray State Teachers College met in the President's office, as per call, at 10:00 A. M. Wednesday, June 9, 1937. Senator T. O. Turner, Dr. C. E. Crume and Judge Charles Ferguson were present. In the absence of Chairman Harry W. Peters, Vice Chairman T. O. Turner presided.

Approval of Minutes

Motion was made by Judge Ferguson that the minutes of the meetings of the Board of Regents held on April 29, 1937 and on June 3, 1937, copies of which had been mailed to each member of the Board, be approved and signed. This motion was seconded by Dr. Crume and was carried unanimously.

President's Report

Dr. Richmond submitted and read his report as President, copies of which were distributed to the members of the Board, as follows.

REPORT OF THE PRESIDENT

June 9, 1937

Honorable Board of Regents  
Murray State Teachers College  
Murray, Kentucky

Gentlemen:

I submit the following items for your consideration.

I. Home Economics Building and Physical Education Building

(a) Minimum Wage Rate for Sanding Machine Operator

Under date of May 11, 1937, Mr. Geo. H. Sager, Jr., State Director Federal Emergency Administration of Public Works, sent us the approved Schedule of Minimum Wage Rates for Sanding Machine Operator (Supplement No. 2). This Schedule was sent us in triplicate, and copies have been furnished to the Contractor and the Architect, as instructed.

(b) Change Orders

Under date of May 11, 1937, Mr. Geo. H. Sager, Jr., mailed us approved Change Order No. 22-Equipment-M, covering the contracts for equipment for the Physical Education Building and the Home Economics Building, in the sum of \$6,899.72. Under date of May 11, 1937, Mr. Sager also sent us approved Change Order No. 23-2-1, waiving for E. S. Duiguid & Sons, Murray, Kentucky, the requirements for the Performance Bond and for all insurance as called for in Article 6, pages 38 and 39 of the executed Contract Documents. These requirements were waived without making any

change in the contract price. Change Order No. 24-3-1 was also approved by Mr. Sager on May 11, 1937, waiving the same requirements for Performance Bond and for all insurance in connection with the Contract Documents of Norge Store, Murray, Kentucky. These requirements were also waived without change in price.

(c) Approval of Buildings

The chief purpose of this meeting is to consider the acceptance of the Health Building and the Practice House. The Home Economics Building has been in use for several weeks, and it is imperative that the Health Building be available for use not later than the middle of June, since our summer school begins on June 14. It appears that the Home Economics Building is ready for acceptance and, with the exception of two or three items in question, the Health Building is likewise ready. These items are recorded in a letter from Mr. Geo. H. Sager, Jr., State Director, Kentucky, Federal Emergency Administration of Public Works, under date of May 28, 1937, in reply to the request for certain Change Orders made by our Architect. I am recommending to this Board that the various questions in controversy between the Federal Government on the one hand, and our Architect and the Contractor on the other, be settled promptly without further quibbling. The most serious defect in the Health Building is the condition of the floors, and I am recommending to this Board that a sufficient sum of money be withheld from the Contractor for a sufficient period of time, as a protection against the continued buckling of the floors. The other items are of minor importance and, I think, can be adjusted today to the satisfaction of all parties.

II. Resignation and Leaves of Absence

Miss Nallie Kay Rudolph has tendered to me her resignation as stenographer in the Extension Office of the college, and I have accepted this resignation, effective June 1, 1937.

Miss Nadine Webb Overall has requested a leave of absence for the summer term, in order that she may follow her doctors' instructions and take a complete rest, because of a rather stubborn gastric ulcer. I have granted Miss Overall's leave of absence, as requested.

Mr. G. B. Pennebaker, who has been on leave of absence during the current year, working on his Doctor's degree in the University of Wisconsin, has reported to me that his dissertation cannot be finished before the end of the summer. Mr. Pennebaker has requested an extension of his leave of absence through the summer term, which extension I have granted.

Miss Clara Rimmer has requested a leave of absence for the summer term in order that she may take a much needed rest. I have granted this leave of absence to Miss Rimmer.

Miss Ola B. Brock has requested a leave of absence for the summer term in order that she may recuperate from a recent illness. I have granted Miss Brock this leave of absence which she desired.

Miss Margaret Campbell was granted a leave of absence on April 12, 1937 covering the period "from June 5 until September 1, 1937 in order to study at Peabody College". I recommend that the time of Miss Campbell's leave of absence be corrected to read "for the summer term" in order that it may be consistent with the other leaves of absence which have been granted.

### III. Nominations

Miss Mary Cunningham - I am recommending Miss Mary Cunningham to the position of Instructor in the Art Department, her work to start at the beginning of the fall semester. She will secure her Master's degree at Peabody College this summer and she is strongly recommended by Mrs. Mary Ed Mecoy Hall, the Head of our Art Department. I recommend that her salary be \$125.00 per month for nine calendar months.

Miss Ruth Ashmore - Under authority granted me by the Board, I have employed Miss Ruth Ashmore for stenographic work in the Extension Department during the summer at a salary of \$60.00 per calendar month.

Mr. G. A. Murphey - Under authority granted me by the Board, I have employed Mr. G. A. Murphey as assistant in the Commerce Department at a salary of \$125.00 per month for two calendar months. (Comment on Mr. Murphey's future status with the college)

Mr. Carl Hendricks - I am recommending the appointment of Mr. Carl Hendricks as janitor for the Liberal Arts Building and the Administration Building at a salary of \$50.00 per month. Mr. Hendricks has already started his work; I told him, however, that it would be only temporary until the Board had acted upon his nomination.

Mr. John Miller - I want to record a correction in the salary of Mr. John Miller. His salary should have been \$2,000.00 instead of \$1,950.00 when he was elected on April 12, 1937.

Rosalind Crass - I am recommending Miss Rosalind Crass, M. A., as Critic Teacher of French and English in the Training School for the summer session, her salary for the entire summer session to be \$200.00.

Fred Shultz - One of the most dynamic and popular school men in Western Kentucky is Mr. Fred Shultz, Superintendent of Schools at Sturgis. For sometime, I have had in mind to recommend him for a position in the faculty, and have discussed the matter with him informally on more than one occasion. Mr. Shultz has informed me that, with the assurance that he will be employed at the beginning of the school year of 1938-39, he is willing to resign his position at Sturgis and go to the University for the purpose of securing his Doctor's degree. I am nominating him, therefore, to be elected as a member of this faculty, compensation to be determined later and leave of absence to be granted now for an indefinite period. I am making this nomination at the present time in order that Mr. Shultz may be assured of a connection for 1938-39. He has not asked this, but, since he is willing to resign his position in order that he may secure advanced training for his future work, I think it is only fair and proper that we should elect him and then grant him a year's leave of absence.

IV. Auditorium Requested Again by Rev. Bruce B. Maguire for Use of Presbyterian Church

As you may recall, Rev. Bruce B. Maguire, Pastor of the Presbyterian Church of Murray, requested sometime ago the privilege of using the auditorium of the Administration Building of the college, or the Little Chapel as it is commonly known, for the services conducted by his church. Action on his request was deferred, and, now, he has written again, petitioning the privilege of using our building with the expectation of paying a rental fee. I am submitting his request to you for consideration.

V. Approval of the Minutes of April 29, 1937 and June 3, 1937

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

Respectfully submitted,

James H. Richmond,  
President

JHR:TB

Change Orders on Physical Education and Home Economics Buildings

Dr. Richmond called the Architect, Mr. G. Tandy Smith, Jr., and the Contractor, Mr. A. E. (Jack) Cole, into the meeting to discuss the necessary corrections and changes requested in the last Change Orders. These items in our last requests for Change Order which were questioned by Mr. Sager were considered separately, and the reports submitted to the Board indicated that all the necessary adjustments could be made promptly. Mr. G. Tandy Smith, Jr., Architect, offered to go to Louisville Thursday night so that he might be in Mr. Sager's office Friday morning to clear up all the matters with reference to Change Orders so that these buildings might be accepted and the Physical Education Building occupied at the opening of the Summer School. It was agreed that it was advisable for Mr. Smith to go to Louisville to complete the details in connection with these Change Orders.

Miss Mary Cunningham Elected Member Faculty

Motion was made by Dr. Crume that the Board accept Dr. Richmond's recommendation and elect Miss Mary Cunningham to the position of Instructor in the Art Department, her work to start at the beginning of the fall semester and her salary to be \$125.00 per month for nine calendar months. This motion was seconded by Judge Ferguson, and the roll was called on the adoption of this motion with the following result: Dr. Crume, aye; Judge Ferguson, aye; Senator Turner, aye.

Mr. G. A. Murphey Elected Member Faculty and Granted Leave of Absence

Motion was made by Dr. Crume that Mr. G. A. Murphey be elected to the position of Instructor in the Commerce Department and that he be given a leave of absence for a year, and, further, that the Board approve the action of the President in employing him for a period of two calendar months this summer at the salary rate of \$125.00 per month. 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; Senator Turner, aye.

Mr. Carl Hendricks Employed as Janitor

Motion was made by Dr. Crume that the Board approve the President's recommendation and employ Mr. Carl Hendricks as Janitor for the Liberal Arts Building and the Administration Building at a salary of \$50.00 per month. 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; Senator Turner, aye.

Mr. John Miller's Salary Corrected

Motion was made by Judge Ferguson that the Board approve the recommendation of the President and correct Mr. John Miller's salary and make it \$2,000.00 instead of \$1,950.00, as it was listed when he was elected on April 12, 1937. 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; Senator Turner, aye.

Miss Rosalind Crass Elected Member Faculty for Summer

Motion was made by Dr. Crume that the Board approve the President's recommendation and elect Miss Rosalind Crass as Critic Teacher of French and English in the Training School for the summer session, her salary for the entire summer session to be \$200.00. 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; Senator Turner, aye.

Mr. Fred Shultz Elected Member Faculty

Dr. Richmond nominated Mr. Fred Shultz, now Superintendent of Schools at Sturgis, Kentucky, to a position in the faculty of Murray State Teachers College; his compensation and definite work to be determined.

Motion was made by Dr. Crume that the Board accept the President's recommendation and elect Mr. Fred Shultz a member of the faculty and that his definite work and his compensation be determined later. 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; Senator Turner, aye.

Mr. Fred Shultz Granted Leave of Absence

Dr. Richmond recommended that Mr. Fred Shultz be granted an indefinite leave of absence for the purpose of securing his Doctor's degree.

Motion was made by Dr. Crume that the Board grant an indefinite leave of absence to Mr. Fred Shultz, as recommended by the President. This motion was seconded by Judge Ferguson and was carried unanimously.

Report of Entrance, Credits, Certification and Graduation Committee

Dr. Richmond presented and read to the Board the report of the Committee on Entrance, Credits, Certification and Graduation, as follows.

June 9, 1937

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. Records in the office of the Registrar show that Mary Frances Dunn received the degree of Bachelor of Science on May 31, 1934. Miss Dunn states that her diploma was destroyed in the recent flood and asks that she be granted a duplicate.

We recommend that Mary Frances Dunn be granted a duplicate BACHELOR OF SCIENCE DEGREE, bearing the date of May 31, 1934.

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

Hall, Lenon Silvester

Yours truly,

Cleo Gillis Hester  
Jas. H. Richmond

Motion was made by Judge Ferguson that the Board accept the Committee's report and grant the duplicate diploma and renew the certificate in accordance with the recommendations contained therein. 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; Senator Turner, aye.

Report of Business Manager - Repair and Decoration of Buildings

Mr. R. E. Broach, Business Manager, was called before the Board to submit his report. Mr. Broach read to the Board his statement with reference to the condition of the buildings and the funds available for the necessary repairs, as follows:

June 9, 1937

To Dr. J. H. Richmond and The Board of Regents  
Murray State Teachers College  
Murray, Kentucky

Gentlemen:

For your information I am giving you the approximate report of the financial standing of the allotment and estimated funds of the Murray State Teachers College for 1936-1937. This report is not accurate due to the fact that Mr. Ordway has the cash ledger with him today checking with the State Finance Department, but the report is accurate enough to give you an idea as to the approximate amount to be spent the remainder of this year.

State Funds

State allotment for the Murray State Teachers College and the expenses of the Murray State Teachers College for 1936 .....	\$180,000.00
Approximate amount collected to date .....	\$168,000.00
Leaves balance of state funds .....	\$ 12,000.00

## Revolving Fund

We have in the treasury collected and unobligated for this fund ..... \$ 7,000.00

This makes a total in the state treasury of .... \$19,000.00

Estimated receipts in the revolving fund in June will amount to approximately ..... \$ 6,000.00

If we receive the amount in June estimated, it will run the total for expenditures for the month of June to approximately ..... \$25,000.00

## Expenditures estimated for June 1937

Salaries and wages for employees ..... \$14,500.00

Accounts payable approximately ..... \$ 1,500.00

This will leave a balance of \$9,000.00 to be spent during the month of June.

During the year we have postponed many repair jobs due to the fact that we were exceptionally busy on completing the President's home, and due to the fact to safeguard our budget. Since the budget is in good condition, and we have these repair jobs still pending, I would recommend the following:

Interior decoration of the Boys' Dormitory. Approximate cost for paint and labor of \$2,000.00. This building has not been decorated on the inside since it was completed seven years ago. It is badly in need of paint and varnish.

Interior decoration of the Auditorium. Approximate cost of \$2,500.00 for materials and labor. This building has not been decorated on the inside since it was completed about ten years ago. It is badly in need of paint and varnish.

Recapping the roof on the Boys' Dormitory Lobby with an approximate cost of \$500.00 labor and materials.

There are also many other minor jobs such as painting the doors, repairing all doors, replacing all window lights, repairing all the furniture and equipment which will cost nothing except materials.

If the first three items mentioned in this recommendation are preferred by either Dr. Richmond or the Board, we will write up specifications and have them contracted. I think it will be necessary to do this in order to get the amount charged against this years budget. This cannot be completed by June 30, but if we have it contracted, it will be charged against this years budget and the budget is sufficiently strong to do this.

I have 75 gallons of wall primer already purchased and paid for. It was left from work done in the Girls' Dormitory. I would like to contract for this work with employed painters at a salary of 50¢ and 60¢ per hour until this material has been used. I quote this price due to the fact that Murray painters are getting this price now. We could probably get cheaper painters, but their work would be inferior.

This report is not for permanent record, but merely for the President's and the Board's information. It is only an approximate report, but it is perfectly safe to rely upon in making your plans.

Respectfully submitted,

REB:SH  
R. E. BROACH,  
Business Manager

Dr. Richmond recommended that Mr. Broach's report be accepted and that the President be authorized to direct the Business Manager to proceed with the repairs mentioned therein.

Motion was made by Judge Ferguson that the President's recommendation be accepted and the repairs, indicated, be made promptly. 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; Senator Turner, aye.

#### Special Fees

Dr. Richmond presented and read to the Board the following recommendations with reference to special fees.

June 9, 1937

Dr. James H. Richmond, President  
Murray State Teachers College

My dear Dr. Richmond:

I submit the following for your consideration:

#### SPECIAL FEES IN CERTAIN SUBJECTS

##### Home Economics:

I recommend that the fees for Home Economics courses remain the same as they are now listed in the catalogue. By taking off the fees of certain science courses, which has already been done, there will be saved for a major in Home Economics \$5.00, and for a B. S. Degree in Home Economics \$16.50.

##### Commerce:

I recommend that the fees for Art courses remain the same as they are now listed in the catalogue.

##### Music:

I recommend that the fees for Music remain the same as they are now listed in the catalogue.

##### Other Courses:

I recommend that all fees in education, biology, chemistry, physics, geography, and geology be taken off. These fees will be taken care of by the Library and Laboratory fee of \$2.50 which was adopted at the last meeting of the Board.

##### Health Building and Swimming Fees:

This leaves the fees for Health Building and Swimming courses to be determined.

Fees for Part-time Students in Summer:

The question has arisen as to what fee a student will pay if he is taking part-time. I would recommend that a student taking six hours or less be charged two-thirds of the regular incidental fee for the summer.

All fees to be charged in certain subjects are to become effective at the beginning of the Fall Semester 1937.

Respectfully submitted,

(Signed) R. E. Broach

R. E. Broach,  
Business Manager

Dr. Richmond recommended that the recommendations for special fees, as submitted to him by the Business Manager, be adopted by this Board.

Motion was made by Dr. Crume that the special fees be fixed and adopted in accordance with the recommendation of the President. 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; Senator Turner, aye.

Fees for Health Building for Summer To Be Determined by the President

Motion was made by Judge Ferguson that the Board leave to the discretion of the President the fixing of the fees for the Health Building for the summer term. This motion was seconded by Dr. Crume and was carried unanimously.

Physical Education and Home Economics Buildings Acceptance Considered

After an inspection of the Physical Education Building and the Home Economics Building, the Members of the Board and the President returned to the office of the President to discuss with the Architect and the Contractor some corrections which were considered necessary before these buildings were ready for acceptance by the Board of Regents. The items in question are listed, as follows:

1. Portland cement plaster in boxing room and ceiling over swimming pool, and painting the women's shower
2. Roof over the offices in the front of Physical Education Building - two flat roofs appear faulty in that they do not drain themselves. Mr. G. Tandy Smith, Jr., Architect, was instructed to take up this matter with Mr. Geo. H. Sager, Jr., State Director. Mr. Cole stated that there is nothing that can be done to improve on this roof and that it was built exactly in accordance with the plans and specifications.
3. Three little leaks in the basement of the Home Economics Building which should be stopped.
4. Drainage in reserve locker on the northeast side of Physical Education Building, where the floor is uneven to the extent that it does not drain. Mr. G. Tandy Smith, Architect, stated that Mr. H. A. Wortham, State Engineer Inspector, had checked this item off the list of things that needed to be completed or corrected.

5. Screws instead of nails on stops in window and door frames. Mr. G. Tandy Smith, Jr., was instructed to discuss this matter also with Mr. Geo. H. Sager, Jr., State Director.
6. Floors in the Physical Education Building. Mr. G. Tandy Smith, Jr., was directed, also, to consult with Mr. Geo. H. Sager, Jr., State Director, concerning these floors. Mr. Cole said that he would guarantee that the floors in the six little rooms would "come down", meaning settle to their original level and be firm and smooth after the humps and waves, caused by the swelling of the flooring, have dried out.

Dr. Richmond called the attention of the Board to the fact that, as yet, no provision has been made to bar the windows of the Health Building to keep the boys from getting into the building, and he recommended that these windows should be protected with some kind of bars or grating if we find we have sufficient money to do it.

Motion was made by Judge Ferguson that contract be made for the protection of the windows in the basement of the Health Building. 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; Senator Turner, aye.

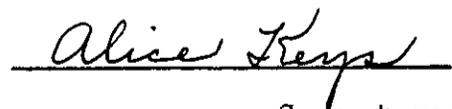
Board Recessed

It was suggested that if Mr. Geo. H. Sager, Jr., State Director of Federal Administration of Public Works, would agree to send some one from his office to discuss with the members of the Board, the Architect and the Contractor the items under question in connection with the acceptance of the Physical Education and the Home Economics Buildings, that procedure would be more satisfactory than for Mr. G. Tandy Smith, Jr., Architect, to go to Louisville to discuss the matters away from the building site. Dr. Richmond, therefore, immediately telephoned to Mr. Sager who told him that he would send Mr. H. J. Burt on Friday, June 11, 1937, to meet with our Board.

Upon the suggestion of President Richmond, motion was made, seconded and carried that the Board recess until 2:00 P. M. Friday, June 11, 1937, at which time further consideration will be given to the acceptance of the Physical Education Building and the Home Economics Building.



Chairman



Secretary