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Board of Regents, Murray State Normal School

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MINUTES OF THE BOARD OF REGENTS
OF MURRAY STATE TEACHERS COLLEGE

October 11, 1937

The Board of Regents of Murray State Teachers College met in regular quarterly session in the office of the President at 10:00 A. M. Monday, October 11, 1937. Dr. C. E. Crume, Judge Charles Ferguson, Mr. Joe Rogers, Senator T. O. Turner and Hon. H. W. Peters were present. Chairman H. W. Peters was not present at the beginning of the meeting, therefore, Vice Chairman T. O. Turner presided until his arrival.

Approval of Minutes

Motion was made by Judge Ferguson that the minutes of the meeting of the Board of Regents held on August 19, 1937 be approved and signed, copies of these minutes having previously been submitted to each member of the Board. This motion was seconded by Dr. Crume and was unanimously carried.

President's Report

Copies of the President's report were distributed to the members of the Board, and Dr. Richmond read this report, as follows.

REPORT OF THE PRESIDENT

October 11, 1937

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

Gentlemen:

I am transmitting to you the following information and recommendations.

I. Leave of Absence

Miss Beatrice Frye has requested a leave of absence for two months, beginning September 20, 1937, in order that she might take a rest in the interest of her health. I have granted Miss Frye the leave of absence which she desired.

II. Employment

- a. Miss Louella McDaniel - I am recommending the part-time employment of Miss Louella McDaniel as an Instructor in the Department of Commerce at the salary rate of \$85.00 per calendar month, beginning September 20, 1937 and continuing until the end of the spring semester of 1937-38.
- b. Mrs. Frances Ross Hicks - I am recommending the employment of Mrs. Frances Ross Hicks as Assistant Professor in the Department of Education at the salary rate of \$100.00 per calendar month, beginning September 20, 1937 and continuing until Dr. Geo. C. Poret is able to resume his duties but not to extend beyond the close of the spring semester of 1937-38.

- c. Mrs. Elizabeth L. Ordway - I am recommending the re-employment of Mrs. Elizabeth L. Ordway as Assistant Professor in the Home Economics Department beginning September 20, 1937 and continuing until the end of the spring semester of 1937-38 at a salary of \$150.00 per calendar month.
- d. Mrs. F. P. Inglis - I am recommending the re-employment of Mrs. F. P. Inglis as Instructor in the Department of Health and Physical Education on a part-time basis at a salary of \$35.00 per calendar month beginning September 20, 1937 and continuing until the end of the first semester of 1937-38.
- e. Miss Louise Davis - I recommend the employment of Miss Louise Davis as an Instructor in the Department of Languages and Literature beginning September 20, 1937 and continuing for a period of two months, during Miss Frye's leave of absence, at a salary of \$150.00 per calendar month.
- f. Mr. Joseph N. Garton - I am recommending the employment of Mr. Joseph N. Garton as Instructor in the Music Department at a salary of \$1,000.00 for the period beginning October 1, 1937 and ending June 1, 1938.

III. Home Economics Building and Physical Education Building

a. Change Orders

Mr. Geo. H. Sager, Jr., State Director of the Federal Emergency Administration of Public Works advised me on August 25, 1937 that our request for Change Order authorizing the building of concrete walks as per Alternate No. 3, for the installation of a stoker and for the installation of vent stack had been disapproved. He stated that the reason for this was the fact that the time limit for the completion of this project expired on May 15, 1937 and that the proposed extra work would necessitate a considerable additional extension of time, which his office was unwilling to grant.

Under date of September 28, 1937, Mr. Geo. H. Sager, Jr., mailed me Contract Change Order No. 37-1-25 which he had approved, which covered the Architect's interpretation of plans for construction of flat roof slabs on the Physical Education Building, involving no change in project cost.

Under date of October 7, 1937, I sent Mr. Sager a request for Change Order authorizing the Kentucky School Equipment Company, Louisville, Kentucky, to substitute on Group "H" Miscellaneous Work Equipment, Item 9, furnishing us a metal Treatment Cabinet in walnut finish instead of the walnut Treatment Cabinet, hand rubbed finish which was specified. The reason for requesting this change is that the manufacture of this type of cabinet in walnut has been discontinued.

b. Final Inspection

When some replacements of equipment for these buildings have been made, we will be ready to ask for final inspection of this entire project by the Federal Emergency Administration of Public Works. We hope to be able to do this in the immediate future.

c. Final Grant

The Board of Regents, at this meeting, should make a request of the Federal Government, through the Federal Emergency Administration of Public Works, for the payment of the Final Grant for this project, Docket No. Ky-1062-R, in order that we may be able to secure this final payment immediately after final inspection has been made and the buildings and furnishings and equipment approved by the proper authorities.

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

V. Business Manager's Report

VI. Discussion of Appropriation Request

VII. Mr. L. J. Hortin

On October 1, 1937, Mr. Hortin resumed his full-time services as a member of the college faculty.

VIII. College News

We have had a continuous contract with the Ledger & Times for the publication of the College News for the last two years. It may be that the Board will want to direct the Business Manager to secure new bids for the publication of our college newspaper, and submit these bids to the Purchasing Department at Frankfort for their disposition. Prior to the time we made our last contract, there was only one newspaper in Murray equipped to publish the College News. I am now informed that both papers are thus equipped. Of course, it will be necessary for the Business Manager in conjunction with the Head of the Department of Journalism to prepare specifications for such bids, in conformity, of course, with the requirements for the publication of this paper. I am asking your direction in this matter.

IX. Milk Contract

Some years ago, this Board passed a regulation limiting all bids for the purchase of milk to Pasteurized milk. The contract for the purchase of milk was awarded to Murray Milk Products Company at a price of $7\frac{1}{2}\text{¢}$ per quart. This concern has raised its price to $8\frac{1}{2}\text{¢}$ per quart. We are confident that we can secure good A grade milk for $7\frac{1}{2}\text{¢}$ per quart. Is it the desire of this Board to continue the present contract at the increase in price, or to annul the regulation which requires Pasteurized milk, and broaden our requirements to include grade A milk, and, on that basis, ask for new bids? Our Business Manager states

to me that if we are permitted to consider grade A bids, he is confident he can save from \$1.50 to \$2.00 a day on our milk purchases.

X. Depositories' Bonds

XI. Telephone Advertisement

✓ XII. Enrollment

The college has a satisfactory enrollment. There are 394 students in the training school and 656 students in the college. The training school has a somewhat larger enrollment than last year, but there is a slight decrease in the enrollment in the college. I was somewhat disappointed that our enrollment was not larger. The reasons for the slight drop in enrollment, in my judgment, are due to the increase in fees and to the improved economic condition of the country, which has attracted some prospective students into industry. As a matter of fact, we have made a check on a number of students who had planned to enter but failed to do so, and we found in practically every instance that they had gotten jobs, or could not come because of the amount of fees charged. If the other teachers colleges of the state had maintained or increased their enrollment over last year, and ours had dropped, then, one would have had reason to believe that some internal conditions were responsible for the loss; but, upon investigation, we have found that each of the teachers colleges has suffered some loss in enrollment, and all of the college presidents have agreed that the cause for this shrinkage is as I have above outlined.

The fall semester has started off in a satisfactory fashion. The classes are well organized, and the customary campus activities are in full swing. There is no problem of any consequence that needs to be presented to this Board. Every indication points to a successful year. Of course, our budget is "tight", and it will be necessary for us to exercise every possible precaution in conserving our money. This will be done.

XIII. Homecoming

The annual Homecoming Day for the college has been set for October 23, 1937. I trust that you and your family and friends can arrange to be with us on that occasion. The Alumni Association have been making some interesting plans for the day, and a football game between our college and Mississippi College will be played during the afternoon. In addition to having our alumni and friends as guests, we have invited the high school students of our section of the state to attend the football game as our guests.

We had fixed October 2 as High School Football Day, and quite a number of high school students attended the game; but the weather was so inclement on that day, thus preventing many high school students from coming, that we decided to have another High School Day to make possible the visits of those who did not come on October 2.

Respectfully submitted,

James H. Richmond,
President

JHR:TB

Miss Louella McDaniel Employed

Motion was made by Dr. Crume that Miss Louella McDaniel be employed as part-time Instructor in the Department of Commerce, as recommended by the President, at the salary rate of \$85.00 per calendar month, beginning September 20, 1937 and continuing until the end of the spring semester of 1937-38. 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.

Mrs. Frances Ross Hicks Employed

Dr. Richmond reported that Dr. Geo. C. Poret, who suffered a breakdown in his health sometime ago, is still unable to resume his work, and he recommended the continuation of the employment of Mrs. Frances Ross Hicks as outlined in his report to the Board.

Motion was made by Judge Ferguson that Mrs. Frances Ross Hicks be reemployed as Assistant Professor in the Department of Education at the salary rate of \$100.00 per calendar month, beginning September 20, 1937 and continuing until Dr. Geo. C. Poret is able to resume his duties but not to extend beyond the close of the spring semester of 1937-38. 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.

Mrs. Elizabeth L. Ordway Employed

Dr. Richmond called attention to the fact that he had endeavored to find a highly trained home economics teacher to serve in our faculty during the time that Miss Ruth Sexton is away securing her Master's degree, but that his efforts had come to naught, therefore, he had arranged for Mrs. Elizabeth L. Ordway to continue as Assistant Professor in the Home Economics Department as outlined in his report to the Board. He stated that he was recommending her in spite of his policy against employing married women who have husbands to support them.

Motion was made by Mr. Rogers that the Board ratify the President's recommendation, and employ Mrs. Elizabeth L. Ordway as Assistant Professor in the Home Economics Department at a salary of \$150.00 per calendar month beginning September 20, 1937 and continuing until the end of the spring semester of 1937-38. 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.

Mrs. F. P. Inglis Employed

Motion was made by Dr. Crume that the Board accept the recommendation of the President and continue the employment of Mrs. F. P. Inglis as an Instructor in the Department of Health and Physical Education on a part-time basis at a salary of \$35.00 per calendar month beginning September 20, 1937 and continuing until the end of the first semester of 1937-38. 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.

Miss Louise Davis Elected Faculty Member

Motion was made by Judge Ferguson that Miss Louise Davis be employed as an Instructor in the Department of Languages and Literature, as recommended by the President, at the salary rate of \$150.00 per calendar month, beginning September 20, 1937 and continuing for a period of two months, during Miss Frye's absence. 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.

Chairman H. W. Peters Arrived at Meeting

At this point in the meeting of the Board of Regents, Chairman H. W. Peters arrived and assumed his duties as presiding officer.

Mr. Joseph N. Garton Elected Member Faculty

Motion was made by Dr. Crume that the Board approve the recommendation of the President and elect Mr. Joseph N. Garton as Instructor in the Music Department at a salary of \$1,000.00 for the period beginning October 1, 1937 and ending June 1, 1938. 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; Mr. Peters, aye.

Mr. L. J. Hortin Resumed Full-Time Service October 1, 1937

Dr. Richmond called the attention of the Board to the fact that Mr. L. J. Hortin had resigned as Secretary of the Murray Chamber of Commerce, effective October 1, 1937, and that he is now serving as a full-time member of our faculty. He stated that Mr. Hortin had been regularly elected as a full-time member of the faculty but that temporarily, at the request of the Chamber of Commerce, he had been allowed to work on a part-time basis at the college and to make a separate arrangement for part of his time in the service of the Chamber of Commerce.

College News

Motion was made by Senator Turner that the Business Manager be instructed to prepare specifications for the publishing of the College News and to make some investigation of the local plants relative to securing bids for same, and to submit these specifications to the Board for their further information. This motion was seconded by Mr. Rogers, and was carried unanimously.

Milk Contract

In connection with the purchase of milk, Dr. Richmond suggested that the Board direct the Business Manager to attempt to get this milk at the contract price of $7\frac{1}{2}\phi$ per quart.

Motion was made by Mr. Rogers that the Board . . . authorize the President and Business Manager to enter into a new contract with the Murray Milk Products Company at $7\frac{1}{2}\%$ per quart. This motion was seconded by Judge Ferguson, and was carried unanimously.

Depositories' Bonds Reduced to \$15,000.00

Miss Alice Keys, Treasurer, called the attention of the Board to the fact that the Peoples Savings Bank and the Bank of Murray, both of Murray, Kentucky, Depositories for Murray State Teachers College, had requested that the amount of their bonds be reduced, since, under the present setup of the State Administration, the amount of money handled by these banks for the college has been materially reduced. The records disclose that, at present, these Depositories have furnished bonds as sureties for Murray State Teachers College funds, as follows:

Bank of Murray

A total of \$36,400.00 as reported to the Board of Regents on February 17, 1936 and on March 27, 1936, which bonds have not been exchanged since that date.

Peoples Savings Bank

\$30,000.00, as reported to the Board of Regents on August 19, 1937, when an exchange of securities was made by this bank.

In accordance with former action of the Board of Regents, the "Petty Cash" account is carried at the Peoples Savings Bank, the "Revolving Fund" account is deposited in the Bank of Murray, and the P. W. A. building fund is divided between the two banks.

Miss Keys stated that Mr. P. W. Ordway, Bookkeeper, and she had investigated this situation, and that it was their opinion that a \$15,000.00 bond for each of the banks would be sufficient to protect the college.

Motion was made by Senator Turner that the Board . . . reduce the amount of the depositories' bonds to \$15,000.00 each for the Bank of Murray and for the Peoples Savings Bank. 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; Mr. Peters, aye.

Telephone Advertisement

Dr. Richmond reported that Mr. F. H. Riddle, Manager, Directory Salesman, of the Southern Bell Telephone and Telegraph Company, had solicited an advertisement by the college in the Murray telephone directory, and had submitted their rates for same, which he in turn presented to the Board. No action was taken with reference to this matter.

Final Grant for Physical Education Building and Home Economics Building To Be Requested

Motion was made by Senator Turner that the President be instructed to request the Federal Government, through the Federal Emergency Administration of Public Works, to make payment of the Final Grant for the construction of the Physical Education Building and the Home Economics Building as soon as the final inspection of these buildings has been made and the buildings and equipment have been approved by the proper authorities. This motion was seconded by Mr. Rogers, and was carried unanimously.

Senator T. O. Turner Excused for Another Engagement

At this point and at his request, Senator T. O. Turner was excused from the meeting of the Board of Regents in order to fill another appointment.

Report of the Committee on Entrance, Credits, Certification and Graduation

The report of the Committee on Entrance, Credits, Certification and Graduation was submitted, and Dr. Richmond recommended its adoption and the conferring of the degrees and the renewal of the certificates in accordance with the recommendations of the Committee, as follows.

October 11, 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 have examined the credits and official records of the persons named below and it is our opinion that they have met all requirements for graduation as set forth in the catalogue of the Murray State Teachers College. We, therefore, recommend that they be granted the DEGREE OF BACHELOR OF SCIENCE:

Davidson, Rowena
Maddox, Anna Lee

If Douglas Laudell Atkison and Joseph Howard Coulter complete their work for the Bachelor of Science degree by October 31, 1937, may their degrees be granted and bear that date?

2. We recommend that the COLLEGE CERTIFICATE of the persons listed 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.

Bement, Maurice Deitsell
Bryant, Paul Payne
Thompson, Alma John

3. We recommend that the COLLEGE CERTIFICATE of the person named below be renewed for life as he has taught successfully and attended college for at least three years since his certificate was issued and has fulfilled all other requirements as set forth in the law.

Mason, James Hocker

4. We recommend that the STANDARD CERTIFICATE of the person named below be renewed for life as she has taught successfully and attended college for at least three years since her certificate was issued and has fulfilled all other requirements as set forth in the law.

Peeples, Mary Lucille

5. We recommend that the STANDARD 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.

Hawes, Nola Belle (Mrs. Oakley Klapp)
Kemp, Lucille
Peeples, Hallie Catherine
Scott, Chloris

6. The records in the Registrar's Office show that Miss Rowena Davidson was issued a Standard Certificate by the Murray State Teachers College on May 31, 1934. Miss Davidson states that her certificate has been lost and asks that she be issued a duplicate.

- a. We recommend that a duplicate STANDARD CERTIFICATE bearing the date of May 31, 1934 be issued to Miss Rowena Davidson.
- b. We recommend that the STANDARD CERTIFICATE of Miss Rowena Davidson be renewed as provided by law upon the completion of sixteen hours of college work, as she has completed at least sixteen semester hours since her certificate was issued.

Yours truly,

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

Motion was made by Judge Ferguson that the Board approve the recommendations of the Committee and of the President, and confer the degrees and renew the certificates in accordance therewith. 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; Mr. Peters, aye.

Contract with Mr. Lee Clark for Bookstore Operation

Dr. Richmond called attention to the fact that the Board had already authorized the renewing of the contract with Mr. Lee Clark for the operation of the college bookstore, but that this contract had never been signed. He presented the contract, as prepared by the Business Manager, and suggested that the Board direct the Chairman to sign this new contract.

Motion was made by Judge Ferguson that the Board authorize Chairman H. W. Peters to sign the contract with Mr. Lee Clark, Manager of the College Bookstore. This motion was seconded by Dr. Crume, and the roll was called upon its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Rogers, aye; Mr. Peters, aye.

Contract with Calloway County Board of Education

Dr. Richmond presented to the Board the contract with the Calloway County Board of Education, which had been prepared by the Business Manager, and which provides for the attendance at the Training School of Murray State Teachers College of the children from certain rural school districts of Calloway County. Dr. Richmond recommended that this contract be approved and signed.

Motion was made by Dr. Crume that the Board of Regents enter into contract with the Calloway County Board of Education

for the attendance at the Training School of Murray State Teachers College of the children from certain rural school districts, as indicated in the contract, and that Chairman H. W. Peters be authorized to sign the contract on behalf of the Board of Regents. 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; Mr. Peters, aye.

Tuition Rate for Training School

Dr. Richmond reported that we have a few students who desire to attend the Training School when they have no legal right to do so without paying tuition. He recommended that we fix the tuition rate for such students at \$6.00 per semester for the first six grades, and \$12.00 per semester for each grade above the sixth.

Motion was made by Dr. Crume that the Board approve charging training school tuition at the rate of \$6.00 per semester for the first six grades and \$12.00 per semester for each grade above the sixth, as recommended by the President, of all students who are not otherwise eligible to attend the Training School. 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; Mr. Peters, aye.

D. W. Wilkins' Request

Dr. Richmond read to the Board the request of Mr. D. W. Wilkins for the privilege of running his water line from the Boulevard across the college property to his lot instead of having to re-lay it across the vacant lot east of his lot. He stated that this privilege was promised him by Mr. Broach when he signed the right of way for the street in front of his house. Action on this request was deferred.

Appropriation Request Tentatively Approved

Dr. Richmond advised the Board of Regents with reference to the appropriation request for Murray State Teachers College for the next biennium which he presented at the meeting of the Council on Public Higher Education in Frankfort, Kentucky, on September 28, 1937. He asked Mr. P. W. Ordway, Bookkeeper, to explain to the Board the setup of this request which had been prepared on forms furnished by the Department of Finance, Frankfort, which he did, somewhat in detail.

Chairman H. W. Peters suggested that the Board approve this tentative appropriation request.

Motion was made by Dr. Crume that the Board approve the proposed appropriation request, as outlined. 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; Mr. Peters, aye.

Adjournment

Motion was made by Judge Ferguson that the Board adjourn. This motion was seconded by Mr. Rogers and was carried unanimously.

Charles Ferguson Alice Keys
Chairman Pro Tem Secretary