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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

July 31, 1924.

The Board of Regents of the Murray State Normal School met in the office of the President of the school at 9:40 A. M., Vice Chairman Stokes presiding. Present: Mr. T. H. Stokes, Mrs. Laurine Wells Lovett and Mr. James F. Wilson. Absent Dr. McHenry Rhoads and Mr. G. P. Thomas.

Mr. G. Tandy Smith, Architect, appeared before the Board and presented a number of tentative sketches for the women's dormitory, which were carefully considered by the Board.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That the Board of Regents authorize Plans for a fireproof brick and stone building which will accommodate approximately three hundred women. Carried unanimously.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That the general form of the building shall be that of a hollow square with wings extending west from the main portion of the building; that the outside entrances to wings be from the court; that the design be colonial with portico over the main entrance; that general design as shown on sketch # 6 - R be accepted with alternate sketches for steps; that front windows be as sketch # 2 - R. Carried unanimously.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That the design of dormitory rooms, toilets and baths be the same as shown on sketch # 1 - S, with the following exceptions, the stairs in each wing shall be changed from the end of each to the center nearest the court. Carried unanimously.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That the arrangement of kitchen, dining room, cafeteria, serving rooms, laundry, etc., be the same as shown on sketch # 2 - S with the understanding that additional trunk space shall be provided under the terrace of the main entrance. Carried unanimously.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That the arrangement of parlors, offices, post-office, waiting room, reading room and men's room be the same as shown on sketch # 3 - S. Carried unanimously.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That the Architect be instructed to present finished plans and specifications to the Board on August 21, 1924 at the office of the President at 9:30 A. M. Carried unanimously.

The Board recessed at 12:10 P. M. for luncheon.

The Board reconvened at 2:20 P. M. with the following members present. Mrs. Lovett, Messrs. Stokes and Wilson.

The contract with G. Tandy Smith, Jr., Architect, was read. On motion of Mr. Wilson, seconded by Mrs. Lovett, the contract was approved and ordered signed by the Vice Chairman and Secretary in behalf of the Board. Carried.

The contract of Ed D. Hannan, plumbing contractor was received but no action was taken in reference to same.

The president presented the following report:

REPORT AND RECOMMENDATIONS OF THE PRESIDENT.

Murray, Kentucky,
July 31, 1924.

To the Honorable Members, Board of Regents:

I submit the following for your consideration:

Driveways, Walks, Athletic Field, etc.

Seven weeks from next Monday, the Fall Semester begins. We have made no driveways nor walks. Neither have we laid any sewer pipe nor water pipe. No work has been done on the athletic field. All of these things should be completed before the opening of school, September 22, 1924. We have waited, and are still waiting for Olmsted's plans and specifications. A letter has been received to the effect that it will be several days yet before they will submit plans. I do not believe that we should wait longer. I, therefore, recommend the following:

1. That a Committee be given power to build the following drives, using gravel:

a. An eighteen foot driveway along the east side of property extending as far north as the Committee deems advisable.

b. An eighteen foot driveway in front of Administration building and present building, extending from east side of property to the Coldwater road. This should follow in the main the drive indicated in Olmsted's plan #11 and extend through the north end of Mr. Wells' orchard. The exact location should be determined by this Committee.

c. A driveway of appropriate width from the Coldwater road to heating plant.

2. That a Committee be given power to construct such concrete walks as it deems advisable.

3. The sewer Committee already appointed be given power to lay such water mains and make such connections as it deems advisable, likewise sewer connections.

4. That a Committee be given power to secure plans and construct the following parts of an athletic field--grade the field, enclose it with suitable fence, provide bleachers, lay off foot ball, base ball fields, basket ball, volley ball and tennis courts and do such other work as it deems advisable in order that the field may be used this fall. It seems to me that the building of a grand stand, the tiling of the field and the building of a track can be delayed until a later date.

5. I also recommend that this Board employ or authorize a Committee to employ Mr. Lockett or some other competent person to lay out and give necessary grades for the construction of the driveways, walks, water mains, sewer pipes and the athletic field.

6. I further recommend that this Board employ, or authorize a Committee to employ Mr. Cons Frazier or some other competent person to superintend the construction of the work indicated above.

Advertising.

The time has arrived when we need to do effective advertising for the next semester. I recommend that the president be authorized to do such advertising as he deems advisable provided the amount expended during the school year does not exceed \$

Summer Training School.

On account of the warm weather, and the fact that the city school begins the first week in September, I recommend that the summer training school close Friday, August 8th.

Transportation for Students to the Normal School.

When the Normal School is removed from the high school building to the Normal campus, one of the problems to be solved is the transportation of students from the railroad station and down town section to the Normal School at cheap rates. I believe that bus fare to students and members of faculty should not exceed five cents, and that it may be possible for this Board to secure such rate. It may also be possible to secure taxi cab rates to students and members of faculty for ten cents one way.

I recommend that this matter be considered by this Board and that definite arrangements be made at the earliest date possible.

State Aid for Summer School.

A letter has been received from the State department to the effect that the salaries of two teachers will be paid for a six weeks summer session. The letter did not state what particular teachers would be paid, but I suppose it means that this Board should pay the teachers and the State would reimburse the Board.

As Mrs. A. D. Butterworth has never been formerly employed by this Board but allowed to teach with the understanding that funds would be provided by the State to pay her salary. I recommend that she be employed for the summer school, effective June 19, 1924.

Library.

The work of cataloguing the library is almost completed. There will be more than 2000 volumes of well selected books, ranging from sets of costly reference books to small single volumes. This is sufficient for a fully accredited Junior College provided a suitable annual appropriation is made to keep it up. I recommend that at least \$1000.00 be set aside annually for the next two years for books and periodicals.

Application has been made to the Superintendent of Public Documents to have the library of the Murray State Normal School made a depository for government publications. A letter was received from the officer in charge, denying this privilege, because the library was not open to the public.

I, therefore, recommend that the library of the Murray State Normal School be made a free public reference library.

I also recommend that Miss Greenaway be retained as librarian for such part of August as may be necessary to complete the work of cataloguing the library.

Respectfully submitted,

J. W. Carr,
President.

The President's report was received and ordered spread in full in the minutes.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That Messrs. Stokes and Carr be appointed a committee with power to carry out recommendation No. 1, relative to driveways. Carried unanimously.

After discussion it was decided to defer action on recommendation No. 2 relative to walks until after plans and specifications have been received from Olmsted Brothers.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That recommendation No. 3 relative to water mains and sewer connections be referred to the special committee on sewers - Stokes, Wilson and Carr - with power. Carried unanimously.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That a committee consisting of Messrs. Stokes, Wilson and Carr be authorized to have plans and specifications prepared for an athletic field. Carried unanimously.

In as much as Committees had been given power to carry recommendations one and three and to prepare plans for athletic field, it was not deemed necessary to take any further action on recommendation five.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That Con Frazier be employed by the month at a salary of \$150.00 per month to superintend the construction of buildings, roadways, walks, sewers, and any other work as directed by the Board of Regents and to certify to payrolls of laborers employed by the day, see to it that plans and specifications for buildings, walks, etc. are carried out faithfully. He is also authorized and directed to approve or disapprove any materials purchased by the Board of Regents and to see to it that the amount and quality of materials are in accordance with specifications. He is also authorized to employ laborers at current wages when directed by the Board of Regents or their representative or representatives to do so, and to discharge any laborer for loafing, doing inferior work, or for other causes which he deems advisable. He shall make such reports as he may be directed to make. He shall be allowed for work already done at the rate specified above and the time of his regular employment shall begin August 1, 1924. Carried unanimously.

✓ Moved by Mr. Wilson, seconded by Mrs. Lovett, That the recommendation of the President relative to advertising be approved and that the sum of \$1500.00 be provided for that purpose for the school year 1924-25. Carried unanimously.

✓ By common consent, the recommendation of the president relative to closing summer training school on August 8th was approved.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That a committee consisting of Messrs. Stokes and Carr be appointed to devise suitable plan for providing cheap transportation for the students of the Normal School from railroad station and down town section to the State Normal School. Carried.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That Mrs. A. D. Butterworth be employed as a teacher in the summer school at a salary of \$150.00 per month, effective June 19, 1924. Carried unanimously.

✓ Moved by Mrs. Lovett, seconded by Mr. Wilson, That a sum not to exceed \$500.00 be authorized to be expended for books and periodicals for library during the school year 1924-25. Carried.

✓ Moved by Mrs. Lovett, seconded by Mr. Wilson, That the Murray State Normal School library be made a free public reference library for all persons desiring to use the same as a reference library. Carried.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That Miss Imogene Greenaway be retained as librarian for such part of August as may be necessary to complete her work as cataloguer of the library. Carried.

The President presented the following course of study as prepared in accordance with the direction of the Executive Council of the Murray and Morehead State Normal Schools:

COURSE OF STUDY

Course of High School Level

Students completing the course of high school level are entitled to all privileges of graduates of a n accredited high school.

First YearFirst Semester

English 1, Literary Interpretation	5	periods	$\frac{1}{2}$	unit.
Mathematics 1, Algebra 1	5	"	$\frac{1}{2}$	"
Music 1, Public School Music	2	"	$\frac{1}{8}$	"
Select two of the following subjects:				
Latin 1, Beginning Latin 1	5	"	$\frac{1}{2}$	"
History 1, World History 1	5	"	$\frac{1}{2}$	"
Science 1, General Science 1	5	"	$\frac{1}{2}$	"

Second Semester

English 2, Oral and Written English	5	"	$\frac{1}{2}$	"
Mathematics 2, Algebra 2	5	"	$\frac{1}{2}$	"
Penmanship 1, drill (Note 1)	2	"	$\frac{1}{8}$	"
Select two of the following subjects:				
Latin 2, Beginning Latin 2	5	"	$\frac{1}{2}$	"
History 2, World History 2	5	"	$\frac{1}{2}$	"
Science 2, General Science 2	5	"	$\frac{1}{2}$	"

Second YearFirst Semester

English 2, American Literature and Composition	5	"	$\frac{1}{2}$	"
Mathematics 3, Advanced Arithmetic	5	"	$\frac{1}{2}$	"
Physical Education	2	"	$\frac{1}{8}$	"
Select two of the following:				
Latin 3, Second Year Latin 1	5	"	$\frac{1}{2}$	"
Science 3, Biology 1	5	"	$\frac{1}{2}$	"
History 3, U. S. History 1	5	"	$\frac{1}{2}$	"

Second Semester

English 4, American Literature and Composition	5	"	$\frac{1}{2}$	"
Science 4, Physiology and Hygiene (Including Physical Drill)	5	"	$\frac{1}{2}$	"
Drill - Elective	2	"	$\frac{1}{8}$	"
Select two of the following:				
Latin 4, Second Year Latin, Caesar	5	"	$\frac{1}{2}$	"
Science 5, Biology 2	5	"	$\frac{1}{2}$	"
History 4, United States History 2	5	"	$\frac{1}{2}$	"

Third YearFirst Semester

English 5, English Literature and Composition	5	"	$\frac{1}{2}$	"
Mathematics 4, Plane Geometry 1	5	"	$\frac{1}{2}$	"
Science 6, Physical Geography	5	"	$\frac{1}{2}$	"
Drill (Elective)	2	"	$\frac{1}{8}$	"
Select one of the following:				
Latin 5, Cicero 1	5	"	$\frac{1}{2}$	"
French 1, Beginning French 1	5	"	$\frac{1}{2}$	"
Science 7, Physics	6	"	$\frac{1}{2}$	"
History - European background of American History	5	"	$\frac{1}{2}$	"
Domestic Science - Elementary cooking	6	"	$\frac{1}{2}$	"

Second Semester

English 6, Recent Literature and Composition	5	"	$\frac{1}{2}$	"
Mathematics 5, Geometry 2	5	"	$\frac{1}{2}$	"
Education 1, Rural School Management	5	"	$\frac{1}{2}$	"
Drill (Elective)	2	"	$\frac{1}{8}$	"
Select one of the following:				
Latin 6, Cicero 1	5	"	$\frac{1}{2}$	"
French 2, Beginning French 2	6	"	$\frac{1}{2}$	"
Science 8, Physics 2	6	"	$\frac{1}{2}$	"
History, Rural Community Life	5	"	$\frac{1}{2}$	"
Domestic Science, Elementary sewing	6	"	$\frac{1}{2}$	"

Fourth Year

First Semester

Education 2, Psychology	5 periods	$\frac{1}{2}$ unit
Science 9, General Agriculture	5 "	"
History 5, Community-Civics	5 "	"
Drawing 1	2 "	$\frac{1}{8}$ "
Select one of the following:		
Latin 7, Vergil 1	5 "	$\frac{1}{2}$ "
French 3, Intermediate French 1	5 "	"
Science 9, Chemistry 1	6 "	"
Science 7, Physics 1	6 "	"
History , Problems of Democracy	5 "	"

Second Semester

Education 3, Primary Method - Reading	5 "	$\frac{1}{2}$ "
Education 4, Observation and Participation -	5 "	"
English 7, Grammar	5 "	"
Drill - Elective	2 "	$\frac{1}{8}$ "
Select one of the following:		
Latin 8, Vergil 2	5 "	$\frac{1}{2}$ "
French 4, Intermediate	5 "	"
Science 10, Chemistry 2	6 "	"
Science 8, Physics 2	6 "	"
History , Recent World History	5 "	"

COLLEGE COURSE

Freshman Year

	hrs.		hrs.
*Psychology	3	*Aims and Principles of Education	2
*English, Composition & Grammar	2	Observation and Participation	2
*Teachers Arithmetic	3	*English - Interpretation	2
*Drills	2	*Teachers Geography	3
Select required additional hours from the following and the general list of electives.		*Drills	1
College Chemistry 1	3	Select required additional hours from following and the general list of electives.	
College Algebra	3	College Chemistry 2	3
Latin Prose Writers	3	Plane Trigonometry	3
Project Method	2	Latin Poetry	3
Medieval History	3	Tests and Measurements	2
		World War and After	3

*See list of general electives

Sophomore Year

Classroom Management	2	Cadet Teaching	4
Special method - Reading and Spell.	2	Political Science - Federal Gov.	3
Recent U. S. History	3	Agriculture	3
Problems of Health & Disease	3	Select six hours from the following and general electives:	
Select required additional hours from the following and general electives:		Types of Literature	3
Literature for Children	2	College Physics 2	3
College Physics 1	3	Political Science - State and Nat'l	3
Historical Development of U. S.	3	Economic Geography	3
Biology	3	Government Making	2
Food Preparation	2	Intermediate French	3
Beginning French	3		

See list of general electives

After discussion, the President agreed to change Education 3, Primary Reading from a required to an elective subject in the fourth year of the high school course, and to change "Types of Literature" in the second year of the college course from an elective to a required subject.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That the course of study as submitted with changes noted above be approved. Carried unanimously.

Bids for furnishing three pianos to the school were opened and read. Bids were received from the following houses:

McLaughlin "The Music Man" Inc., Paducah, Ky.
 E. O. Jackson Music Company, Paducah, Ky.
 Johnson Furniture Co., Murray, Ky.
 R. L. Johnson & Company, Clinton, Ky.

(See files for bids)

Representatives of different houses were given an opportunity to be heard in reference to the merits of their pianos. Mr. McLaughlin stated that if given the contract he would furnish suitable bench for each piano free and deliver pianos by September 1, 1924, and see that each is properly tuned without expense to the Board. Other representatives made same statement in reference to benches, delivery and tuning.

The bids were referred to Misses Stella Pennington and Geneve Wells, teachers of music for their advise as to best bids.

The special committee reported verbally to the Board recommending that the contract be awarded to McLaughlin of Paducah for one grand piano, and two upright pianos, suggesting three makes which would be satisfactory.

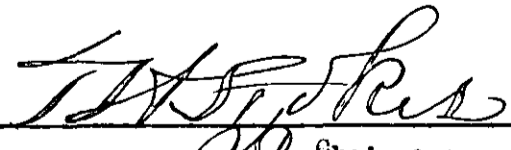
Moved by Mr. Wilson, seconded by Mrs. Lovett, That Misses Pennington and Wells be given power to purchase a grand piano and two upright pianos from McLaughlin provided the aggregate cost does not exceed \$1105.00. Carried unanimously.

The president for informal discussion submitted the names of several applicants. By consent, it was agreed to postpone the election of teachers until the next meeting.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That when this Board adjourns, it adjourns to meet Tuesday, August 12, 1924 at 9:30 A. M. in the office of the President of the school. Carried.

Mr. M. D. Holton presented the bond of Fischer Heating Company for the sum of \$16,751.00 signed by the Maryland Casualty Company but as no written contract had been received from the Fischer Heating Company, no action was taken in reference to the matter.

Adjourned.


 T. H. Fisher
 Chairman


 Laurie Wells Lovett
 Secretary