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1924-10-21

Board of Regents, Murray State Normal School

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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

October 21, 1924.

The Board of Regents of the Murray State Normal School met in the Normal School building at 9:30 A. M., Tuesday, October 21, as per resolution of adjournment at the last meeting, McHenry Rhoads, presiding. Present: McHenry Rhoads, Mr. T. H. Stokes, Mrs. Laurine Wells Lovett, Mr. J. F. Wilson and Mr. G. P. Thomas. Absent none.

Bids Opened.

At 10:00 o'clock, bids were opened and read for the construction of the Women's Dormitory of the Murray State Normal School as follows :

✓ George W. Katterjohn & Son, Paducah, Ky.	\$241,000.00
Forbes Manufacturing Company, Hopkinsville, Ky.	234,975.00
Jack Cole, Paducah, Ky.	227,766.00

(For bids and alternates, see files).

The Board went into executive session to consider alternate proposals.

After brief consideration, it was decided to postpone further consideration of bids until the afternoon session.

Minutes Approved.

The minutes of October 7, 1924 read and approved.

President's Report.REPORT OF PRESIDENT

October 21, 1924.

Honorable Members Board of Regents:

I have the honor to submit herewith the following report for your consideration:

Budget:

In order that you may have basis for consideration of amount which may be available for Woman's dormitory from the current maintenance fund, I submit budget for the current school year. In making up this budget, you will observe that I have made the minimum allowance for salary for faculty, counting the actual salary to be paid to each teacher and under estimating rather than overestimating the number of additional members which should be added to the faculty. It may require \$2000.00 more for faculty than the amount indicated.

There is not sufficient clerical help to take care of the work of the office. The records of each student needs to be carefully inspected and corrections made where necessary. The budget calls for \$800.00 for this amount which may or may not be sufficient, depending on the number of students and other things which cannot be foreseen.

Under the heading, "other employees", you will note that no provision has been made for a superintendent of buildings and grounds and only \$600.00 for additional janitor service for new building. I do not think it will be necessary

to occupy more than ten rooms of that building, perhaps only six including the gymnasium. I also wish you to note that I have provided for salary for Mr. Holt for only three months.

Under the heading, miscellaneous expenses, you will note that \$35,845.00 have been suggested as the proper amount to take care of these items. It is difficult to make estimates on a number of items and it may be advisable to charge the amounts for some items.

You will note that there will be comparatively little money left in the funds for equipment and grounds (\$3,827.39) when certain miscellaneous items are provided. If considerable is spent for ornamental shrubs and plants, it will practically exhaust this fund, leaving nothing to equip the Administration building, before July 1, 1925, except money which may be taken from maintenance fund or borrowed for that purpose.

You will note that the cost of the Administration building will be \$168,794.00 which leaves \$18,794.00 which must be taken out of maintenance fund for current year.

According to the estimated receipts and disbursements, there will be \$63,438.72 which may be applied on Dormitory during the current school year.

I have made no attempt to make a budget for 1925-26, but if it is necessary to do so, we can get along very comfortably with the Administration and dormitory only partly equipped. About half of the rooms of the Administration building can be equipped for \$8000.00 to \$10,000.00. We need not expend more than a like amount on grounds. This will leave from \$30,000.00 to \$35,000.00 of our \$50,000.00 to apply on equipment of dormitory.

I recommend that this budget be carefully considered before awarding contract for dormitory.

Clerical Help.

There is urgent need for some additional clerical help now, and will be at the beginning and close of each semester. There is also need of some help in library. For the most part, we can use student help. I recommend that the President be authorized to employ such help, provided the amount expended does not exceed the budget allowances for these purposes.

Respectfully submitted,

J. W. Carr,
President.

BUDGET

GENERAL MAINTENANCE FUND - 1924 - 25

October 13, 1924.

	Actual Amount Received to date	Estimated Amount to be received	Total

Estimated Resources:			
1. Balance from 1923-24	2069.62		2069.62
2. State Appropriation for Maintenance	30000.00		30000.00
3. Millage Tax for Maintenance	4453.69	120546.31	125000.00
4. Tuition	204.00	300.00	504.00
5. Special fees	78.90	150.00	228.90
6. Interest on Bank deposits	94.18	400.00	494.18
7. Incidental fees	1824.00	4000.00	5824.00
8. Book Store	1787.75	4300.00	6087.75
9. Lunch Room	35.30	1500.00	1535.30
10. Miscellaneous-Student Fund	152.97	500.00	652.97
	<u>\$40700.41</u>	<u>\$131696.31</u>	<u>\$172396.72</u>

	Actual Amount Received to Date	Estimated Amount to be received	Total
Estimated Expenditures:			90164.00
Administration		9600.00	
Faculty		39839.00	
Janitor and other employes.		4880.00	
Miscellaneous expenses		35845.00	
Estimated balance to apply on building and equipment and grounds			82232.72
Amount to be applied on Administration and Class building			<u>18794.00</u>
Balance for dormitory and equipment			\$63438.72

OPERATING EXPENSES

		Total of Items	Grand Total
<u>Salaries</u>			54319.00
<u>Administration</u>		9600.00	
President's Salary	5000.00		
Secretary to President	2000.00		
Librarian and Helper	600.00		
Stenographer	1200.00		
Extra Clerical Assistants	800.00		
<u>Faculty</u>		39839.00	
Mr. Hutchinson, Supervisor practice	1800.00		
Miss Higgins, Practice School	1600.00		
Miss Helm (½ Sal.)	622.00		
Miss Mulligan (Summer only)	200.00		
Mr. Caudill	2800.00		
Mr. Smith	2500.00		
Miss Moss (From July 1 to Sept. 20)	700.00		
Mrs. Walker	2300.00		
Miss Pennington	1950.00		
Mr. Koffman	1950.00		
Mrs. Carter (Till August 31)	350.00		
Miss Hodge " " "	367.00		
Mr. Filbeck	2500.00		
Mr. Mills	1867.00		
Mr. Sanford	2017.00		
Miss Clark	1867.00		
Miss Peffer	1632.00		
Miss Wells	2000.00		
Miss Stephens	1417.00		
Mr. Murphey	400.00		
Mrs. Klyde Vaughan (Summer)	200.00		
Mr. Glasgow	2500.00		
Mrs. Butterworth (Summer)	300.00		
Four extra teachers (2d Sem.)	4000.00		
Substitute teachers	500.00		
<u>Other Employees</u>		4880.00	
Laymon Neal, Janitor (9 mos.)	630.00		
Four part time janitors	800.00		

Other Employees - Con't.

Con Frazier - Salary	1800.00
C. Holt (3 mos).	450.00
Floyd Hall - Book Store	200.00
Two Helpers - Lunch Room	400.00
Extra Janitor work (New bldg)	600.00

Miscellaneous Operating Expense

35845.00

Stationery, Printing, Binding and Advertising	2000.00
Postage, freight, express and cartage	1000.00
Traveling expenses - Pres. \$1500.00, Faculty \$500	2000.00
Telephone, telegraph and messenger service	500.00
Renewals and Repairs	500.00
Fuel	1000.00
Light	150.00
Water	400.00
Sewage	400.00
Bonds	80.00
Library - \$2000.00 from last year plus \$500.00	2500.00
Student Fund	4000.00
Book Store	6000.00
Board of Regents	1200.00
Lunch Room	1500.00
Insurance	5000.00
Interest	4500.00
Miscellaneous Supplies	2000.00
Transportation of Students	915.00
Lawsuit	200.00

Total Operating Expenses

\$90164.00

FURNITURE, SEWER AND GROUNDS - 1924 - 25

October 13, 1924.

RESOURCES:

Specific Appropriation

TOTAL

\$50,000.00

	Bills paid	Contracts awarded but not paid	Estimated- additional amounts to be paid	Total for each item	Grand Total
<u>Expenditures:</u>					
A. <u>Equipment</u>					\$24,491.75
1. Auditorium Seats	4620.42	.	.	4620.42	
2. Students desks	1830.00	.	.	1830.00	
3. Recitation Chairs		1950.00		1950.00	
4. Teachers desks		405.00		405.00	
5. Bentwood and fold- ing chairs		505.80		505.80	
6. Stage Curtain and Scenery		1190.00		1190.00	
7. Window Shades	319.36	.	.	319.36	
8. Electric Lights & Fixtures		776.91		776.91	
9. Chemistry & Phys- ics Lab.	1261.15	4814.56	800.00	6875.71	
10. Steel Lockers		2883.00		2883.00	
11. Filing Cabinets	670.68			670.68	
12. Pianos	1105.32			1105.32	
13. Miscellaneous	459.55		800.00	1359.55	

Furniture, Sewer and Grounds - 1924 -25, Cont'd.

	Bills paid	Contracts awarded but not paid	Estimated additional amounts to be paid	Total for each item	Grand Total
B. <u>Grounds</u>					16,886.99 ✓
1. Plan		1000.00		1000.00	
2. Walks	2472.32	576.97	700.00	3749.29	
3. Athletic Field	925.78	1436.12	3100.00	5461.90	
4. Water System	1086.72	168.83	50.00	1245.55	
5. Ornamental Plants					
6. Diveways & Miscel.	4330.25		1100.00	5430.25	
C. <u>Sewerage</u>					4,793.87
1. Sanitary Sewer	2740.85			2740.85	
2. Storm Sewer	2053.02			2053.02	
					Total..... 46,172.61

Administration and Classroom Building.

Resources:

Specific Appropriation	\$150,000.00
Amount to be taken from Maintenance Fund for Administration Building	18,794.00
	\$168,794.00
Forbes & Co., General Contractor	\$135,950.00
Hannan	11,176.00
Fischer	16,751.00
	163,878.00
Total for building without Architect Architect's fees	4,916.00
	Total for building without furnishing.....\$168,794.00

Report received and ordered made a part of the minutes and the recommendations considered separately.

✓ Moved by Mr. Stokes, seconded by Mrs. Lovett, That the president be authorized to employ temporarily such clerical help as may be necessary, and also such temporary assistants in the library as may be necessary, provided the amount expended for these purposes does not exceed the budget allowances for these purposes. Carried.

✓ Moved by Mr. Stokes, seconded by Mr. Thomas, That the budget submitted by the president be adopted as the tentative budget for the current school year. Carried.

Report of Sewer Committee.

The Committee on sewers, Messrs. Wilson, Stokes and Carr, made a verbal report on sewers to the effect that sewers had been constructed in accordance with the authority granted to the Committee by the Board, cost as follows:

Sanitary sewer	\$2740.85
Storm sewers	2053.02
Total for sewers	4793.87

The Committee also recommended that the following contract with the Murray Sewerage Company be approved.

Contract.

This Contract, or Agreement, this day made and entered into by and between the Murray Sewerage Company; a corporation existing and operating under the laws of the State of Kentucky, postoffice address being Murray, Ky., by and through its board of directors, Tremon Beale, President, J. D. Sexton, Secretary-Treasurer, M. T. Morris, J. D. Rowlett, and J. E. Owen, hereinafter called party of the first part, and the Murray State Normal School, of Murray, Ky., by and through its board of Regents, McHenry Rhoads, Prentice Thomas, James Wilson, Mrs. Laurine Lovett, and T. H. Stokes, hereinafter called party of the second part:

WITNESSETH: That, whereas, the Party of the First Part has at the instance and special solicitations of the Party of Second Part extended its sewer pipe line from the West End of Olive street, being the West boundary line of the City of Murray, to or near, the buildings on the school grounds owned and controlled by the said party of the Second Part.

Now for and in considerations of the fact that the Party of the First part has, at the instance and suggestion of the Party of the Second Part, so extended their sewer pipe line to, and on, the property of the said party of the Second part, in order that said Party of the Second Part might have sewer connections within their easy reach, it is therefore agreed that the party of the Second Part shall pay to the Treasurer of the party of the First Part, as follows:

First: The entire cost that the party of the First Part has paid, or will pay, to build and construct the said sewer pipe line from the West boundary line of the city of Murray, Ky., or from the West end of Olive Street, to the West end of said sewer line at, or near, the said Normal school buildings, being a distance of over two thousand feet; And the further consideration that the said party of the Second part shall pay to the said party of the First Part for the use and benefit of said sewerage line the sum of Four Hundred Dollars per year beginning from the date the party of the First part completed said sewer line and continuing until January 1st. 1926, and that the payment of the said sum shall be made quarterly in advance, a pro rata amount to be paid each quarter, and after January 1st. 1926 party of the Second Part shall pay a rental sum of Five Hundred Dollars per year, payable quarterly in advance in the same way as above named.

However it is understood and agreed that the rental prices of \$400.00 and \$500.00 per year as named above shall be only for the privileges of making sewerage connections by party of the Second part to building now completely erected, the building now being erected, and the other large building soon to be erected, called the Girls' Dormitory, and that as other buildings are erected then there shall be added to the yearly rental above stated a sum that will make the total yearly rental be in the same ratio per building as the three building named above bear to the yearly rental above named.

Payments at all time to be made in the way and manner named above.

It is agreed to and made a part of this contract that the cost of the said sewer pipe line from the West end of Olive street to the West end of the said line at, or near, said Normal School buildings shall be arrived at as follows:

Party of the First Part shall total the entire cost of their newly constructed lines all of which were built, or constructed in connection and on the same expense account as the sewer line to said Normal, and the said party of the Second part shall pay to the party of the First part an amount that will be in the same ratio that the total number of feet from the West end of Olive Street to the said Normal School buildings is to the entire total number of feet of newly constructed sewer lines, constructed by party of the First Part on the same expense account as the said line to said Normal School. Prices all based on 10 inch sewer pipe.

It is further understood and agreed to by party of the Second Part that party of the First Part shall have the full and free rights and privileges, and without

cost, to connect to the sewer line built and constructed by party of the Second part to the West property line of the said Normal School, and that the said party of the First Party may conduct for themselves or for their patrons sewerage matter through said Second Party's sewer line to said First Party's connecting lines.

It is further understood and agreed to by both parties hereto that all the said sewerage lines, or sewerage system, on and in the grounds of the said Normal School is the exclusive property of the said Murray State Normal School, and that said party of the second part shall keep their sewer lines in good and perfect condition, and shall use utmost diligence in keeping their said lines fully open. But should their said lines over, in, or through, their said property become stopped up or clogged so as to prevent the full and free passage of sewerage matter then in that event the said party of the First part shall in no way be held responsible. But in the event said line become stopped up or clogged then the said party of the second part agrees to promptly unstop or repair same at its own expense under the supervision of party of the First Part.

It is further agreed to by both parties hereto that the party of the First Part does own, in their own name and free right, all that part of said sewer lines lying and being outside of the said Normal School grounds, and that the said party of the Second Part has no part, nor interest, in said line, or lines. And that said party of the First Part may make connections of either lateral or customers lines and collect all rentals as they see fit from any and all lines outside of said Normal School grounds.

Party of the First part agrees that should they fail to keep their lines, outside of the Normal School property, in repairs so as to take care of the sewerage matter of the said party of the Second Part, or that is should the First Party's lines become stopped up and thereby fail to take care of said Second Party's sewerage matter, then there may be deducted from second party's regular rental payment an amount for the number of days said line was stopped up that said days might bear to the whole number of days in the quarter. Provided however that the stoppage of said line was altogether on the outside of the Normal School property.

It is further agreed by both parties hereto that this contract, or agreement, shall be, and remain, in full force and effect until the expiration of said first party's franchise, granted by the city of Murray, Ky., and expiring on or about 1933. It being provided, however, that should the said city of Murray take advantage of an agreement with said Murray Sewerage Co., as stated in said franchise, whereby they take over all the said Sewer Co' interests, then and in that event all the obligations and agreements herein set forth and agreed to by said party of the First Part shall become of no effect, and null and void.

Now in witness of all of which each party does hereunto set their hand on this the 21st day of ~~September~~ ^{October} 1924.

McHenry Rhoads
T. H. Stokes
G. P. Thomas
Laurine Wells Lovett
J. F. Wilson

Moved by Mr. Thomas, seconded by Mrs. Lovett, That the recommendation of the Committee be approved, and that the members of the Board be authorized to sign the contract with the Murray Sewerage Company. Ayes, Mr. Thomas, Mr. Wilson, Mrs. Lovett, Mr. Stokes, Mr. Rhoads. Nones, none. Carried.

President's Bond.

✓ Moved by Mr. Stokes, seconded by Mr. Wilson, That the President's bond be fixed at \$15,000.00, and that the Board pay the premium for his bond, and also the premium of the \$10,000.00 bond of the custodian of the Thomas P. Norris Student Loan Fund. Carried.

Insurance.

Moved by Mr. Thomas, seconded by Mr. Wilson, That the President be authorized to place fire and cyclone insurance as follows:

✓ . Murray State Normal School Building (First Unit) \$70,000.00
Furniture and other equipment of school 15,000.00

Also, that he be directed to place this insurance with the local agents of the different companies in proportion as these agents contributed to the fund to purchase ground and erect normal school building:

Also that the premiums on President's and Custodian's bonds be considered in making said apportionments. Carried.

The Board recessed at 12:30 P. M. for luncheon.

The Board reconvened at 1:30 P. M. All members were present.

Jack Cole and representatives of Forbes Manufacturing Company were invited before the Board and allowed to make such explanations in reference to their bids as they chose to make.

At 3:10 P. M., Mr. Rhoads was excused in order that he might take train for Bowling Green. The Board continued its session, Vice Chairman Stokes, presiding.

The consideration of Jack Cole's bid was considered.

Moved by Mrs. Lovett, seconded by Mr. Wilson, That alternate No. 1 be rejected. Carried.

✓ Moved by Mr. Wilson, seconded by Mr. Thomas, That alternate # 2 be accepted, that is that Bowling Green stone columns be used instead of wooden columns at a cost of \$2295.00. Carried.

Moved by Mr. Wilson, seconded by Mrs. Lovett, That maple flooring instead of pine flooring be used wherever pine flooring is specified at no additional cost. Carried.

Moved by Mr. Thomas, seconded by Mrs. Lovett, That alternate No. 4 be rejected. Carried.

Moved by Mr. Wilson, seconded by Mr. Thomas, That alternate No. 5 be accepted, that is that fire doors be omitted, and that \$2400.00 be deducted from bid. Carried.

Moved by Mr. Thomas, seconded by Mr. Wilson, That when the Board adjourns it adjourns to meet tomorrow, Wednesday, October 22, 1924, at 9:00 A. M., in the office of the President. Carried.

Bids on Fence for Athletic Field.

The following bids were received for lumber, labor or both for fence for athletic field as per plans and specifications submitted for athletic field.

Wilson, Nanny & Graham - labor only -	\$298.00
Hughes-Houston Lumber Company - lumber only -	1375.00
✓ Key Brothers - lumber and labor	1671.50
Otis Churchill - lumber and labor -	1729.00
R. M. Langston - lumber and labor -	1537.50
Hood-Moore Lumber Co. - lumber and labor -	1750.00
Hood-Moore Lumber Co. - lumber only -	1117.00
(For bids see files)	

Moved by Mrs. Lovett, seconded by Mr. Wilson, That the Board adjourn. Carried.

Mr. Henry Rhoads
Chairman

Laurine Will Lovett
Secretary