

4-21-1925 12:00 AM

**1925-04-21**

Board of Regents, Murray State Normal School

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MINUTES OF THE BOARD OF REGENTSMURRAY STATE NORMAL SCHOOL

April 21, 1925.

The Board of Regents met in regular session in the office of the President of the school at 9:30 A. M., McHenry Rhoads presiding. Present: Dr. McHenry Rhoads, Mr. T. H. Stokes, Mrs. Laurine Wells Lovett, Mr. James F. Wilson, Mr. G. P. Thomas. Absent: None.

The minutes of the meeting of April 10, 1925 were read and approved.

Salary Schedule.TENTATIVE SALARY SCHEDULE FOR FACULTY

April 21, 1925.

To the Board of Regents,  
Murray State Normal School.

Honorable Members:

I submit the following salary schedule with comments on the same for your consideration:

CLASS I. INSTRUCTORS OF ACADEMIC AND PROFESSIONAL SUBJECTS IN THE NORMAL SCHOOL.

a. Instructors holding the bachelor's degree or equivalent with no work on the master's degree:

Initial salary to be determined at time of employment giving due consideration to experience and fitness, provided the initial salary is not less than \$1800.00 except for substitute teachers.

The annual increase to be determined by efficiency and funds available.

Maximum salary \$2800.00.

A diploma from a school of recognized merit in music, art, oratory, physical education, household arts, or manual arts will be regarded as equivalent to the bachelor's degree for salary purposes.

Instructors taking work for their master's degree may receive salary in excess of \$2800.00 but not in excess of \$3000.00 before the work for the master's degree is completed.

b. Instructors holding the master's degree.

Initial salary to be determined at time of employment.

Annual increase to be determined by the efficiency of the instructor and funds available. Maximum salary \$3200.00.

If the instructor is taking work for the doctor's degree, he may receive a salary not in excess of \$3400.00 prior to receiving that degree.

c. Instructors holding the doctor's degree.

Initial salary to be determined at time of employment.

Annual increase to be determined by the efficiency of the instructor and the funds available. Maximum salary \$3600.00.

I recommend that persons holding the higher degrees be given preference in the employment of members of faculty.

**CLASS II. TRAINING SCHOOL TEACHERS.**

Initial salary to be determined at time of employment.

Annual increase to be determined by the efficiency of the instructor and the funds available.

Maximum salary not to exceed \$1800.00 unless the holder has a degree. Holders of degrees may receive maximum salary of \$2000.00.

I further recommend that teachers holding degrees be employed as training school teachers provided other qualifications are equal to those of non-holders of degrees.

**PROBABLE RESOURCES.**

Under the present laws we can safely count on the following resources for maintenance:

State Tax-----	\$136,000.00
Specific Appropriations*****	30,000.00
Tuition and miscellaneous-----	<u>4,000.00</u>
Total-----	\$170,000.00

The number of members of faculty will necessarily be increased from time to time.

If the school becomes a standard four years teachers college, it will be necessary to increase the number of instructors with higher degrees.

The cost of maintenance this year will approximate \$73,000.00. About \$53,000.00 of this amount will be expended for salaries. This amount will probably be doubled within the next five years.

**CHIEF FACTORS TO BE CONSIDERED IN FIXING SALARIES.**

There are four main factors to be considered in fixing the salaries of faculty:

1. Scholarship. A high <sup>er</sup> grade of scholarship than we now have will be required for a four years college.
2. Successful Experience. We cannot develop this institution properly with inexperienced teachers.
3. Ability and Willingness to work effectively for the school out of the class room as well as in the class room.
4. Results. We must send from this institution men and women who are highly efficient as teachers.

**EXTRA PAY FOR EXTRA DUTIES.**

It is the uniform custom to pay members of faculty for extra duties in addition to their classroom and committee work. I, therefore, recommend that in addition to their salaries, that members of faculty be paid for teaching extension classes, managing dining hall, care of grounds, administrative work as deans, etc. The amount of compensation for these extra duties should be determined at time of employment and adjusted from time to time.

**SALARIES OF INSTRUCTORS IN OTHER STATE NORMAL SCHOOLS.**

I submit with this report a study of salaries in 136 different State Normal Schools in 36 different States. Table VI, in this report shows the salaries for 5394 normal school instructors. You will note that the salaries recommended above are neither the highest nor the lowest paid in other institutions but approximate average salaries paid elsewhere.

J. W. Carr,  
President.

Report received and made a part of the record.

Moved by Mr. Thomas, seconded by Mr. Wilson, That the salary schedule as set forth in Class I and Class II be adopted. Carried.

REPORT OF THE PRESIDENT.

Murray, Kentucky,  
April 21, 1925.

To the Board of Regents,  
Murray State Normal School.

Honorable Members:

I submit the following for your information and consideration:

Nomination of Members of Faculty:

In accordance with the Rules, I nominate the following members of faculty for re-employment. I have set forth the salary now received opposite the name of each and also the recommended increase in salary. I recommend that the persons nominated be elected for the ensuing school year, effective July 1, 1925 and ending at the term ending June 30, 1926.

	Rate of present salary	Increase Recommended	Salary Recommended	Remarks.
W. R. Bourne	\$3000.00	\$400.00	\$3400.00	Head of Ed. Dept.
J. H. Hutchinson	1800.00	-	1800.00	Part time
Pearle Jordan	2400.00	400.00	2800.00	
Lillian Lee Clark	2400.00	200.00	2600.00	
Mary W. Moss	On leave		3000.00	Head of Eng. Dept.
Susan Peffer	2100.00	300.00	2400.00	(and Adviser of Women)
E. H. Smith	2500.00	100.00	2600.00	
J. G. Glasgow	2500.00	100.00	2600.00	
Stella Pennington	2000.00	300.00	2300.00	
Geneve Wells	2000.00	300.00	2300.00	
W. M. Caudill	2800.00	100.00	2900.00	
Belle Walker	2400.00	200.00	2600.00	
J. Stanley Pullen	3000.00	-	3000.00	
Edward Filbeck	2500.00	100.00	2600.00	
Ada T. Higgins	1600.00	100.00	1700.00	
Bertie Manor	1600.00	100.00	1700.00	
Emma J. Helm	1600.00			

I recommend that Emma J. Helm be reelected to a position in the training school at a salary of \$1600.00 per year provided the City School Board pays \$720.00 of this amount in accordance with agreement between the Board of Regents and the Murray City Board of Education.

I submit the names of the following members of faculty for discussion withholding my recommendations pending the discussion:

Theo. A. Sanford	\$2200.00	Present salary	Chemistry & Physics.
Ruth Stephens	2000.00	" "	History
E. R. Mills	2400.00	" "	Education
I. H. Koffman	2000.00	" "	Various subjects including athletics.

In accordance with the rules, I reappoint Mr. G. A. Murphey, Secretary to the President for the ensuing school year and I recommend that his salary as Secretary remain the same as at present \$2000.00. I nominate him as a member of faculty and teacher of penmanship at a salary of \$500.00 instead of \$400.00, the amount he now receives.

I nominate Alice Keys as Assistant Secretary to the President for the ensuing year and recommend that her salary be \$1600.00 per year instead of \$1500.00, the amount she now receives.

I nominate Mr. W. J. Caplinger, teacher in summer school, salary \$250.00 per calendar month, effective June 8, 1925, and ending August 31, 1925. I further nominate him as supervisor of teacher training part time salary at the rate of \$1800.00 per calendar year, effective September 1, 1925, and ending June 30, 1926, his election to be on condition of his election by the Board of Education of the Murray City Schools as Superintendent of Schools.

I also nominate Laymon Neale, Janitor for the ensuing year, salary \$1140.00 for the calendar year or \$95.00 per calendar month. He now receives \$85.00 per calendar month.

#### Applicants.

In accordance with the rules, I submit list of applicants together with lists of degrees and such other data as I have collected concerning each. This list marked Exhibit A.

#### Demonstration School.

I recommend that the demonstration school be transferred from the High School building to the New Administration building, effective June 15, 1925. I further recommend that an additional demonstration teacher be employed for the seventh and eighth grades for eight weeks during the summer session.

#### Additional Members of Faculty.

I recommend that the President be authorized to recommend the following additional members of faculty: A director of physical education, a director of household arts and a librarian.

#### Leave of Absence.

The following persons have requested leave during all or part of the summer for the purpose of attending summer school :

Pearle Jordan, five weeks to complete work for Master's degree.  
W. M. Caudill, for summer to take graduate work.  
Edward Filbeck, " " " " " "

I recommend that these requests be granted and that the President be authorized to grant leave to other members of faculty making similar request.

I also recommend the granting of the request of leave of absence of James H. Hutchinson from September 1, 1925 to June 30, 1926 be granted.

#### Teachers Certificates.

The law provides that "a provisional elementary certificate of second class, valid for two years in any elementary school of the State, given on the completion of at least four units of prescribed work, two of which must be earned in residence, the remaining two may be completed during summer sessions or equivalent credits to be accepted from approved high schools of the State".

There seems to be some misunderstanding in reference to the meaning of this law. I have interpreted to mean exactly what the law says. That is, if a student comes to this school with two or more units of high school work and makes two more units of prescribed work he is entitled to receive the provisional elementary certificate, second class, provided he is eighteen years old and remains here for eighteen weeks or longer. If I am in error in this interpretation, I wish to be corrected.

Dedication of New Buildings.

✓ I recommend that June 1, 1925, Commencement Day, be set as the time for the dedication of the Administration building.

✓ I also recommend that September 21, 1925, the date for the opening of the fall semester be the day for the dedication of the Rainey T. Wells Hall.

Purchase of Furniture.

In order that the Administration building may be fully furnished at the time of dedication, I recommend that furniture be purchased at the next meeting of this Board. In order that this may be done, I recommend that a Committee be authorized to receive bids and tabulate same prior to the meeting of the Board of Regents.

Respectfully submitted,

J. W. Carr,  
President.

Report received and made a part of the record.

By unanimous consent, the Board went into Committee of the whole with Mr. Stokes as Chairman to consider the President's report.

On rising the Committee of the whole reported progress.

At 12:10 P. M., the Board took a recess for luncheon.

The Board reconvened at 1:30 P. M., all members present.

Election of Faculty.

The Committee of the whole report and recommend that the following persons be appointed members of the faculty of the Murray State Normal School for the ensuing school year, beginning July 1, 1925 and ending June 30, 1926 at salaries set opposite the name of each person. It is understood that each one is to fill the position he now holds except in instances noted.

W. R. Bourne	\$3300.00	✓ Head of Education Department.
J. H. Hutchinson	1800.00	✓ Part time
Pearle Jordan	2600.00	✓
Lillian Lee Clark	2600.00	✓
Mary W. Moss	2800.00	✓ Head of English Department and Adviser of Women.
Susan Peffer	2400.00	✓
E. H. Smith	2600.00	✓
J. G. Glasgow	2600.00	✓
Stella Pennington	2300.00	✓
Geneve Wells	2300.00	✓
W. M. Caudill	2900.00	✓
Belle Walker	2600.00	✓
J. Stanley Pullen	3000.00	✓
Edward Filbeck	2500.00	✓
Ada T. Higgins	1700.00	✓
Bertie Manor	1700.00	✓
Emma J. Helm		

Moved by Mrs. Lovett, seconded by Mr. Wilson, That the report of the whole be adopted with the exception of part referring to Mr. J. H. Hutchinson, and that the portion of the report referring to him be reserved for special consideration. Ayes, Mr. Thomas, Mr. Wilson, Mrs. Lovett, Mr. Stokes, Dr. Rhoads. Noes, none.

Moved by Mrs. Lovett, seconded by Mr. Stokes, That Mr. J. H. Hutchinson be elected to the position he now holds in the Murray State Normal School for the months of July and August, 1925, salary at the rate of \$1800.00 per year or \$150.00 per calendar month. Carried unanimously.

The President submitted a special report relative to Theodore A. Sanford, Ruth Stephens, E. R. Mills and I. H. Koffman, members of faculty.

✓ Moved by Mr. Wilson, seconded by Mr. Stokes, That action relative to the election of the above named persons be deferred until some future meeting of the Board and that the President notify each of the action of the Board. Carried.

#### Election of Secretaries.

Moved by Mr. Rhoads, seconded by Mr. Wilson, That the salary of G. A. Murphey, secretary to the president be \$2000.00 as secretary and that he be elected teacher of penmanship for the ensuing year, salary of \$500.00. Carried.

Moved by Mr. Stokes, seconded by Mr. Wilson, That Alice Keys be elected Assistant Secretary to the president for the ensuing school, salary \$1600.00. Carried.

#### W. J. Caplinger.

Moved by Mr. Stokes, seconded by Mr. Wilson, That the recommendation of the President relative to the election of W. J. Caplinger for the summer school and also for the ensuing school years be adopted. Carried.

#### Janitor.

Moved by Mr. Wilson, seconded by Mr. Stokes, That the recommendation of the President relative to the appointment of Laymon Neale as Janitor for the ensuing year be deferred. Carried.

#### List of Applicants.

The President submitted a list of applicants for various positions. The list was received and filed and the President was directed to have copies of same sent to each member of the Board of Regents.

#### Demonstration School.

✓ Moved by Mr. Stokes, seconded by Mr. Thomas, That the recommendation of the President relative to the demonstration school be adopted. Carried.

#### New Positions.

✓ Moved by Mrs. Lovett, seconded by Mr. Stokes, That the President be directed to recommend suitable persons for the following positions--director of physical education, director of household arts, and librarian. Carried.

#### Vacation.

✓ Moved by Mr. Thomas, seconded by Mrs. Lovett, That the following persons be given vacation without pay in order to attend school between now and the opening of the fall semester, the exact time to be left to the discretion of the President. Carried.

Mr. W. M. Caudill, Mr. Ed Filbeck and Miss Pearle Jordan.

#### Interpretation of Law Re Certification of Teachers.

The request of the President for an interpretation of the law relating to the certificating of teachers was discussed informally.

By common consent, action relative to the matter was postponed until after the meeting of the K. E. A. at Louisville next week.

Re New Buildings.

Moved by Mr. Thomas, seconded by Mr. Wilson, That the following dates be set for dedication of the new buildings:

Administration building on Commencement day, June 2, 1925.

The Rainey T. Wells Hall, September 21, 1925, the day for opening the fall semester of the normal school. Carried.

Committees on Furniture.

Moved by Mr. Thomas, seconded by Mr. Stokes, That the Chairman appoint a committee to secure bids on the furniture of the new buildings and to open and tabulate same and make recommendations to the Board at its next meeting. Carried.

The Chairman appointed the following committees:

For the Administration building -- Mr. Wilson, Mr. Thomas, and Dr. Carr.

For the Rainey T. Wells Hall -- Mrs. Lovett, Mr. Stokes, and Dr. Carr.

Report on High School Diplomas.

Murray, Kentucky,  
April 10, 1925.

To the Board of Regents,  
Murray State Normal School,  
Murray, Kentucky.

Honorable Members:

Your Committee to whom was referred the question of granting high school diplomas to students completing sixteen units of the course of study of high school level beg leave to report that after due consideration we deem it inadvisable to grant formal diplomas of graduation but to issue instead an official statement addressed to whom it may concern, setting forth the fact that the student has completed the equivalent of a high school course and is entitled to all the privileges of any other high school graduate in Kentucky.

Such statement would be submitted as evidence for entrance to college, medical schools, law schools, etc.

Respectfully,

J. F. Wilson, ) Committee on granting  
J. W. Carr ) High School diplomas

Moved by Mr. Stokes, seconded by Mr. Rhoads, That the report be received and recommendation adopted. Carried.

Report of Custodian of Grounds.

Mr. J. Stanley Pullen, Custodian of grounds submitted a brief report relative to grounds.

Report received and filed. By common consent, the following were authorized:

30 seats for campus.

Woodland to be cleared of leaves, brush, fallen trees, etc., with student help, provided the expense does not exceed \$50.00.

Flower beds were to be planted in ovals, in walks and elsewhere as approved by Mr. Stokes and the President.



Report of Director of Extension Department.

Murray, Kentucky,  
April 10, 1925.

To the Board of Regents:

The following is the report of the work done by the Extension Department of the Murray State Normal School :

Subjects	No. of Students	Finished.
English	16	3
Education	12	
Science	20	10
Mathematics	10	3
History	9	2
Total	<u>67</u>	

Very truly yours,

E. H. Smith,  
Director of Extension.

EHS:AK

Vacation.

Moved by Mrs. Lovett, seconded by Mr. Stokes, That school be dismissed Thursday and Friday of this week in order that members of Faculty may attend the annual meeting of the K. E. A. at Louisville. Carried.

Excursion Rates to students.

A communication was received from the Chairman of the Southern Passenger Association, authorizing excursion rates to students attending the summer session of the Murray State Normal School.

The communication was received and ordered filed, and the President was authorized to order ~~\$1000.00~~ 1000 certificates.

Bills.

By common consent, the following bills were disposed of:

The salary of Campbell Holt for March was ordered paid--\$150.00.

Extras of Nanny, Wilson and Graham for fencing athletic field ordered paid--\$30.50.

Bill of Miss Pearle Jordan, expense for gas, oil, etc., and one taxi fare \$25.50 and 6¢ per mile for 700 miles \$42.00. Total \$67.50 was allowed.

The official bills were referred to the Architect, Mr. W. E. Gore:

F. W. Burkhardt, for removing Pumps, Pipe, etc.-----\$50.00  
Fischer Heating Co., Memphis, Tenn.-----3401.00

The medical bills were referred to Mr. James F. Wilson:

C. A. Wright, M. D., Fulton, Ky.-----	\$6.40
Drs. Keys, Houston & Covington-----	175.00
William Mason Memorial Hospital-----	42.00

The Board adjourned to meet at 9:30 A. M., in the office of the President on May 12, 1925.

McHenry Rhodes  
Chairman

Laurine Wells Lovett  
Secretary