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Board of Regents, Murray State Normal School

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MINUTES OF BOARD OF REGENTS
MURRAY STATE TEACHERS COLLEGE

April 23, 1941

The Board of Regents of Murray State Teachers College met in the office of the President at 10:00 A. M. Wednesday, April 23, 1941, as per the call of the Chairman, with the full membership present, as follows: Dr. C. E. Crume, Judge Charles Ferguson, Mr. Claude Winslow, Mr. George Hart and Honorable J. W. Brooker. Chairman J. W. Brooker presided.

Report of the President

Dr. James H. Richmond presented and read his report as President, as follows:

REPORT OF THE PRESIDENT

April 23, 1941

Honorable Board of Regents
Murray State Teachers College
Murray, Kentucky

Gentlemen:

I am submitting the following items for your information and consideration:

I. Approval of the Minutes of the Board of Regents for the meeting held April 10, 1941

The National Youth Administrator, Washington, D. C., has urged me to come to his office for a conference on April 28 and 29, therefore, it was necessary that the date for the regular quarterly meeting of the Board of Regents be moved up, and for this reason the Minutes of the Board for the meeting held on April 10, 1941 are not yet copied in the Minute Book ready for approval.

II. Fine Arts Building

The instructions of the Board of Regents in connection with the proposed construction of the Fine Arts Building have been carried out as rapidly as possible. As you know, \$60,000.00 of 3% Fine Arts Building Revenue Bonds have been sold, subject to the approval of the application of the college for W. P. A. funds to aid in the construction of this building. This application is still in the hands of W. P. A. officials, but we hope soon to be able to start actual construction.

a. Division of Funds for Construction of Bldg.

III. Renewal of Contract with Tennessee Valley Authority and Kentucky Library Extension Division for Regional Library Service

As the present contract with the Tennessee Valley Authority and the Kentucky Library Extension

Division for regional library service in this area will soon expire, I am submitting for your consideration a proposed contract for the continuation of this service throughout the coming fiscal year, beginning July 1, 1941 and ending June 30, 1942. This contract, which is substantially the same as the one now in effect, meets the approval of the college librarian, and I am recommending that it be approved by the Board of Regents.

IV. Commencement

I have made arrangements for Dr. Wm. J. Hutchins, former President of Berea College, who is now associated with the Danforth Foundation, to preach our Baccalaureate Sermon on Sunday, June 1, 1941, and Dr. Charles W. Welch, Pastor of the Fourth Avenue Presbyterian Church, Louisville, Kentucky, will deliver our Commencement Address on Thursday, June 5, using as his subject, "Spiritually Understanding a Disordered World".

V. Length of Summer Session of 1941

Over my objection, the Council on Public Higher Education has ruled that the length of the 1941 summer session of Kentucky colleges shall be ten weeks, therefore, our summer school will be composed of two terms of five weeks each, the first one beginning June 16 and continuing through July 18, and the second opening July 21 and closing August 22. Under present conditions, I think this is too long, but our plans and announcements have been made in accordance with the decision of the Council.

VI. Leaves of Absence

- a. Miss Mayrell Johnson has asked for a leave of absence from her duties in the Social Science Department, beginning June 16 and continuing through August 22, 1941, in order that she may do graduate work at the University of Kentucky. Under authority granted me by the Board of Regents, I have granted this leave of absence in accordance with Miss Johnson's request.
- b. Miss Carrie Allison has requested a leave of absence for the second term of the summer session, beginning July 21 and continuing through August 22, 1941, and I have granted the leave as requested.

VII. Employment of Faculty and Staff; Budget for 1941-42

In submitting my recommendations for the employment of the faculty and staff, I am recommending that the various individuals be employed to the positions indicated at the salaries and for the periods of time specified in the attached report.

I am submitting a tentative budget for the operation of this college during the fiscal year beginning July 1, 1941 and ending June 30, 1942.

In case it becomes necessary to modify this budget between now and July 1, further recommendations will be submitted to the Board of Regents at a later meeting. I am recommending the adoption of this tentative budget which is herewith attached.

VIII. College Post Office

IX. Report of Thomas P. Norris Student Loan Fund

X. Report of Business Manager

Respectfully submitted,

James H. Richmond
President

JHR:TB

Approval of the Minutes

The reading and approval of the Minutes of the Board of Regents for the meeting held on April 10, 1941 were postponed for the reason explained by the President.

Division of Funds for Construction of Fine Arts Building between Bank of Murray and Peoples Savings Bank

Dr. Richmond called attention to the fact that heretofore the funds for the construction of building projects at the college had been divided between the two local banks and the Board of Regents might want to authorize such a division of funds in connection with the Fine Arts Building.

Motion was made by Mr. Winslow that the funds for the construction of the Fine Arts Building be divided equally between the two local banks, the Bank of Murray and the Peoples Savings Bank. This motion was seconded by Mr. Hart and was carried unanimously.

Contract for Regional Library Service in Cooperation with the Tennessee Valley Authority and the Kentucky Library Extension Division Approved

Motion was made by Mr. Hart that the contract for regional library service in cooperation with the Tennessee Valley Authority and the Kentucky Library Extension Division be approved, as submitted, and that the President be authorized to sign this contract. 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. Winslow, aye; Mr. Hart, aye; Mr. Brooker, aye.

College Post Office

Dr. Richmond called attention again to the post office situation here at the college, explaining that the federal government is paying only \$780.00 toward the cost of operating the college post office (postmaster's salary), whereas the college spends \$543.00 to supplement the postmaster's salary and provide a student assistant for him in addition to furnishing the space and equipment for the post office and the water, light and heat. Dr. Richmond reported that

he had taken up this matter with Congressman N. J. Gregory with the idea of getting a more equitable arrangement for handling the mail, that at first he was encouraged to think a better plan could be worked out, but that later communications from Mr. Gregory did not indicate much chance for making a change in the present system of operation here. He suggested that when he went to Washington he might see the various authorities there and find out what can be done about our post office situation so that he would be in position to make a definite recommendation at a later meeting of the Board of Regents.

Motion was made by Mr. Hart that the President be authorized and directed to take up the post office situation at Murray State Teachers College with the proper authorities in Washington and see what improvement can be worked out. This motion was seconded by Dr. Crume and was carried unanimously.

Report of Thomas P. Norris Student Loan Fund

At this point, Dr. Richmond called on Mr. R. E. Broach, Custodian of the Thomas P. Norris Student Loan Fund, to report on the condition of this fund, which he did, as follows:

REPORT OF NORRIS STUDENT LOAN FUND
FOR QUARTER ENDING MARCH 31, 1941

Cash for quarter

Receipts:

Cash on hand January 1, 1941		\$755.97
Collected on principal of notes	\$700.10	
Collected on interest on notes	71.43	
Total collections		<u>771.53</u>
Total collections and cash on hand		\$1,527.50

Expenditures:

Loans to students	\$692.25	
Fees and board for Norris Heirs	475.50	
Expense (Mrs. Sledd, \$12.00; stamps \$5.00)	17.00	
Total expenditures		<u>1,184.75</u>

Balance cash on hand March 31, 1941 \$ 342.75

Bank balance March 31, 1941		
Bank of Murray	\$257.66	
Peoples Bank	85.09	
		<u>\$342.75</u>

Notes Receivable for quarter

Notes on hand January 1, 1941	\$18,480.43	
Loans made during the quarter	692.25	
		<u>\$19,172.68</u>
Collected on principal of notes	700.00	
Notes on hand March 31, 1941		<u>\$18,472.58</u>

R. E. Broach
Custodian Norris Student Loan Fund

Report of the Business Manager

Next, Mr. R. E. Broach submitted and read his report as Business Manager, which was received and filed. Mr. Broach also read the proposed tentative budget of receipts and expenditures for the fiscal year beginning July 1, 1941 and ending June 30, 1942, as follows, and explained some of the items.

ESTIMATED RECEIPTS FROM JULY 1, 1941
TO JUNE 30, 1942, INCLUSIVE

A. State Appropriation \$239,000.00
B. Revolving Fund Receipts

Incidental and Registration Fees	36,000.00
Laboratory and Special Fees	11,000.00
Activity Fee	2,800.00
Tuition, College	4,500.00
Tuition, Training School	6,000.00
Extension Income	2,000.00
Rents	13,280.00
Board or Cafeteria	62,000.00
Farm and Experimental Work	7,360.00
Bookstore	1,000.00
Miscellaneous Income	500.00
Swann Memorial Dormitory	20,000.00
TVA Library Project	8,340.00
Auxiliary Funds:	
a. Athletics	6,500.00
b. College News	1,500.00
c. Home Management House	960.00
d. Refund-Electricity & Water- Health Building	3,000.00
e. Vocational Agriculture	1,325.00
f. Vocational Home Economics	500.00
	<u>\$427,565.00</u>

ESTIMATED ANNUAL BUDGET OF EXPENDITURES
JULY 1, 1941 TO JUNE 30, 1942, INCLUSIVE

	State Appropriation	Revolving Fund	Total
A. <u>Salaries & Wages</u>			
A-1 Salaries & Wages	\$227,940.00	\$26,325.00	\$254,265.00
A-2 Extension Grading		1,000.00	1,000.00
B. <u>Services Other Than Personal</u>			
B-1 Traveling Expenses		4,000.00	4,000.00
B-2 Freight, Drayage & Express ...		750.00	750.00
B-3 Postage, Telephone & Telegraph		3,500.00	3,500.00
B-4 Printing, Binding & Advertising		2,500.00	2,500.00
B-5 Lights & Water.....	11,060.00	2,940.00	14,000.00
B-6 Sewerage Rent		860.00	860.00
B-7 Training School Transportation		820.00	820.00
C. <u>Supplies and Materials</u>			
C-1 Office Supplies and Equipment		1,400.00	1,400.00
C-2 Fuel & Power Plant Supplies ..		11,000.00	11,000.00
C-3 Cleaning Supplies & Equipment		1,400.00	1,400.00
C-4 Plumbing & Electric Supplies .		500.00	500.00
C-5 Scientific & Technical Supplies		5,000.00	5,000.00
C-6 Renewals, Repairs & Replacements		10,000.00	10,000.00
C-7 Capital Outlay		2,000.00	2,000.00

	<u>State</u> <u>Appropriation</u>	<u>Revolving</u> <u>Fund</u>	<u>Total</u>
D. Other Current Charges and Obligations			
D-1 Insurance		\$ 4,700.00	\$ 4,700.00
D-2 Association Memberships		350.00	350.00
D-3 Rents		9,700.00	9,700.00
D-4 Refunds		800.00	800.00
E. Auxiliary Agencies			
E-1 Library Books & Supplies		7,500.00	7,500.00
E-2 Athletics - Contracts & Equipment		14,000.00	14,000.00
E-3 Dining Hall & Dormitories - Foods and other Supplies		50,000.00	50,000.00
E-4 Chapel Programs & Commencements		1,500.00	1,500.00
E-5 Debating		300.00	300.00
E-6 College News		2,500.00	2,500.00
E-7 Home Management House		900.00	900.00
E-8 Swann Memorial Dormitory		17,500.00	17,500.00
E-9 TVA (included in Library)		--- --	--- --
E-10 Farm		4,820.00	4,820.00
	<u>\$239,000.00</u>	<u>\$188,565.00</u>	<u>\$427,565.00</u>

Recommendations for Employment of Faculty and Administrative Staff

Dr. Richmond submitted and read his recommendations for the employment of the faculty and administrative staff and recommended that the various individuals be elected to the positions indicated at the salaries specified, beginning July 1, 1941 and continuing through June 30, 1942 unless otherwise indicated, as follows:

FACULTY AND ADMINISTRATIVE STAFF RECOMMENDED FOR EMPLOYMENT

From July 1, 1941 - June 30, 1942

<u>Name</u>	<u>Assignment</u>	<u>Annual Salary</u>
James H. Richmond (\$5,000.00 to be paid from State Appropriation) (\$2,500.00 to be paid from Revolving Fund)	President	\$7,500.00
John W. Carr	President Emeritus	1,200.00
Wm. G. Nash	Dean of College	4,150.00
Tennie Breckenridge	Secretary to President	1,440.00
Alice Keys	Executive Secretary	2,100.00
Cleo G. Hester	Registrar	2,800.00
Suzanne Snook	Asst. Registrar	1,620.00
Bettie Hays	Recorder	900.00
R. E. Broach	Business Manager	3,300.00
P. W. Ordway	Asst. Business Manager and Bookkeeper	2,500.00
Oneida Wear	Cashier	1,200.00
Charles Hoskins	Asst. Bookkeeper	1,320.00
	Stenographer	720.00

<u>Name</u>	<u>Assignment</u>	<u>Annual Salary</u>
E. H. Smith	Extension Director	\$2,300.00
M. O. Wrather	Asst. Extension Dir.	2,200.00
	Stenographer	780.00
Glin Jeffrey	Postmaster	480.00
<u>Wells Hall & Dining Hall (Revolving Fund)</u>		
Annie H. Young	Dietitian	1,620.00
Ruth Ashmore	House Director	840.00
Jessie Powell	Cook (11 months)	600.00
Callie Outland	Cook (11 months)	495.00
<u>Buildings & Grounds</u>		
B. J. Hoffman	Engineer	1,800.00
J. W. Strader	Carpenter	1,300.00
Herman Cathey	Carpenter	1,260.00
R. T. Parker	Night Watchman (monthly basis)	1,000.00
Wesley Kemper	Grounds Keeper	1,500.00
Carl Hendricks	Janitor Foreman	900.00
Charles Gibbs	Janitor & Bus Driver	840.00
Ed Gibbs	Janitor & Night Watchman	840.00
J. W. Shelton	Fireman	600.00
Jewell Hackett	Fireman	700.00
Rudy McDougal	Fireman	600.00
<u>Agriculture Department</u>		
A. Carman	Head of Department	3,200.00
E. B. Howton	Agriculture Department	2,500.00
Robert Mayfield	Farm Superintendent	600.00
Ernest Mayfield	Farm Laborer	480.00
<u>Biology Department</u>		
A. M. Wolfson	Head of Department	3,300.00
Liza Spann	Biology Department	2,300.00
Grace Wyatt	Biology Department (9 mo.)	1,800.00
<u>Commerce Department</u>		
F. M. Gingles	Head of Department	2,300.00
L. C. Fowler	Commerce Department	2,000.00

<u>Name</u>	<u>Assignment</u>	<u>Annual Salary</u>
G. A. Murphey	Commerce Department	\$1,800.00
Vernon Anderson	Commerce Department	1,800.00
<u>Education Department</u>		
G. T. Hicks	Head of Department	3,500.00
Fred Shultz	Education Department	3,000.00
W. D. Lewis	Education Department	2,800.00
Nellie May Wyman	Education Department	2,250.00
<u>Geography Department</u>		
Floy Robbins	Head of Department	2,900.00
W. M. Caudill	Geography Department Dean of Men	2,800.00
<u>Health and Physical Education</u>		
Roy Stewart	Head of Department	3,000.00
Carlisle Cutchin	Health Department	2,500.00
John E. Miller	Health Department	2,500.00
James W. Moore	Health Department (10 mo.)	2,500.00
Carrie Allison	Health Department	2,150.00
Rice Mountjoy	Health Department (Sept. 1, 1941 through 6-30-42)	2,700.00
	Physician	1,800.00
Ann Brown	Nurse	1,200.00
	Health Department	700.00
<u>Home Economics Department</u>		
Ruth Sexton	Head of Department	2,300.00
Caroline Wingo	Home Economics Dept.	2,000.00
Mrs. Roberta Rudd	Home Economics Dept.	2,000.00
<u>Fine Arts Department</u>		
Price Doyle	Head of Department	3,400.00
W. H. Fox	Music	2,500.00
Marjorie Palmquist	Music	1,800.00
F. P. Inglis	Music	2,100.00
C. R. McGavern	Music	1,800.00
L. R. Putman	Music	2,300.00
J. N. Garton	Music	1,800.00

<u>Name</u>	<u>Assignment</u>	<u>Annual Salary</u>
Marion Beers	Music (9 mo.)	\$1,500.00
One Student	Music	135.00
Helen Thornton	Dramatics	1,800.00
Mary E. Hall	Art	2,300.00
Emily Wilson	Art (Sept. 22, 1941 through June 5, 1942)	1,800.00
Mrs. Dorothy Rowlett	Art	900.00
<u>Languages and Literature Department</u>		
	Head of Department	3,400.00
F. D. Mellen	Lang. & Lit. Dept.	2,750.00
L. J. Hortin	Lang. & Lit. Dept.	2,300.00
Lillian Hollowell	Lang. & Lit. Dept.	2,200.00
Nadine Overall	Lang. & Lit. Dept.	2,300.00
Ella R. Weihing	Lang. & Lit. Dept.	2,200.00
A. C. LaFollette	Lang. & Lit. Dept.	2,100.00
Jane Haselden	Lang. & Lit. Dept. Dean of Women	2,250.00
Beatrice Frye	Lang. & Lit. Dept.	2,300.00
<u>Mathematics Department</u>		
M. G. Carman	Head of Department	3,300.00
Evelyn Linn	Mathematics Department	2,200.00
<u>Physical Science Department</u>		
Charles Hire	Head of Department	3,800.00
A. F. Yancey	Physics	2,400.00
R. A. Johnston	Chemistry	2,400.00
W. E. Blackburn	Chemistry	2,550.00
<u>Social Science Department</u>		
C. S. Lowry	Head of Department	3,400.00
Forrest C. Pogue	Social Science Dept.	2,900.00
G. C. Ashcraft	Social Science Dept.	2,500.00
Rue L. Beale	Social Science Dept. House Director Men's Dorm.	2,300.00
Mayrell Johnson	Social Science Dept.	2,000.00
<u>Library Science Department</u>		
W. J. Gibson	Head of Department	2,400.00

<u>Name</u>	<u>Assignment</u>	<u>Annual Salary</u>
<u>Library</u>		
E. L. Brown	Librarian	\$2,100.00
Etta Beale Grant	Asst. Librarian	1,890.00
K. Inez Poe	Asst. Librarian	1,620.00
	Asst. Librarian	2,750.00
Mary E. Cress	Stenographer	820.00
<u>Training School</u>		
W. J. Caplinger	Director (part time)	1,650.00
C. M. Graham	Principal	2,400.00
Margaret Campbell	Critic Teacher	2,050.00
Lora Frisby	Critic Teacher	1,900.00
Clifton Thurman	Critic Teacher	2,100.00
Robertta Whitnah	Critic Teacher	1,900.00
Clara Rimmer	Critic Teacher	1,900.00
Mattie S. Trousdale	Critic Teacher	1,900.00
Annie Ray	Critic Teacher	1,900.00
Rubie E. Smith	Critic Teacher	1,800.00
Ola B. Brock	Critic Teacher	1,900.00
Bertie Manor	Critic Teacher	1,900.00
Ethel Johnston	Critic Teacher (Sept. 15, 1941 through 6-5-42)	1,440.00
W. H. Brooks	Critic Teacher	2,400.00
Mayme Whitnell	Librarian (11 mo.)	825.00
Frances Jones	Stenographer (11 mo.)	660.00
<u>Swann Memorial Dormitory (Revolving Fund)</u>		
Leslie Pogue	Clerk (monthly basis)	1,020.00
Ray Kuykendall	Cook (monthly basis)	700.00
Allotment for Student Employees		20,000.00
Vocational Agriculture and Home Economics		480.00
Unallotted balance for salaries		90.00
		<u>\$254,265.00</u>

SALARIES FOR EMPLOYEES AT THE PHYSICAL EDUCATION BUILDING
(Paid from the Building Revenue Fund)

Neal Brooks	Caretaker	\$1,020.00
A. G. Murray	Janitor	600.00
Fannye Whayne	Janitress (11 mo.)	550.00
		<u>\$2,170.00</u>

Mr. R. E. Broach Reelected Business Manager for Four Years

Dr. Richmond recommended that Mr. R. E. Broach be reelected Business Manager at a salary of \$3,300.00 per calendar year for a period of four years beginning July 1, 1941 and continuing through June 30, 1945, instead of for one year only, as set up in the report of formal recommendations.

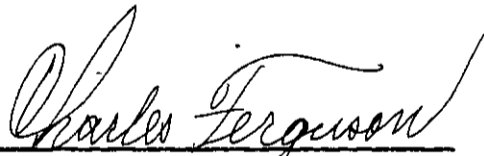
Motion was made by Dr. Crume that Mr. R. E. Broach be reelected Business Manager at a salary of \$3,300.00 per calendar year for a period of four years beginning July 1, 1941 and continuing through June 30, 1945. This motion was seconded by Mr. Hart, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Winslow, aye; Mr. Hart, aye; Mr. Brooker, aye.

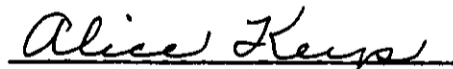
Budget for 1941-42 Approved; Faculty and Administrative Staff Employed

Motion was made by Mr. Winslow that the recommendations of the President with reference to the adoption of the proposed tentative budget for 1941-42 and the employment of the faculty and staff be accepted, the tentative budget for 1941-42 be approved and the various individuals be elected to the positions indicated at the salaries and for the periods of time specified. This motion was seconded by Mr. Hart, and the roll was called on its adoption with the following result: Dr. Crume, aye; Judge Ferguson, aye; Mr. Winslow, aye; Mr. Hart, aye; Mr. Brooker, aye.

Adjournment

Motion was made by Dr. Crume that the Board adjourn. This motion was seconded by Mr. Hart and was carried unanimously.


 Vice Chairman


 Secretary