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Board of Regents, Murray State Normal School

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MINUTES OF BOARD OF REGENTS
MURRAY STATE TEACHERS COLLEGE

November 15, 1945

The Board of Regents of Murray State Teachers College met in the Office of the President at 2:00 P. M. on Thursday, November 15, 1945, as per the call of the Chairman. Dr. C. E. Crume, Judge Charles Ferguson and Mr. George Hart were present. In the absence of Chairman John Fred Williams, Vice Chairman Charles Ferguson presided.

Report of the President

Dr. Ralph H. Woods presented his report as President, as follows:

REPORT OF THE PRESIDENT

November 15, 1945

Honorable Board of Regents
Murray State Teachers College
Murray, Kentucky

Gentlemen:

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

- I. Report of the Committee on Entrance, Credits, Certification and Graduation
- II. Leave of Absence and Resignations
 - A. Mrs. Verna G. Broach Granted Leave of Absence
Mrs. Verna G. Broach, Assistant Librarian, has requested a leave of absence, beginning November 1, 1945 and extending through June 30, 1946, and this leave has been granted her.
 - B. Resignation of Miss Irva Bryant
Miss Irva Bryant submitted her resignation as Instructor in Home Economics, effective October 19, 1945, and it was accepted as of that date.
 - C. Resignation of Mr. W. H. Brooks, Critic Teacher
Mr. W. H. Brooks, Critic Teacher in Agriculture, has submitted his resignation as a member of the faculty, effective November 5, 1945, and it has been accepted.
 - D. Resignation of Mr. Grover Dunn, Janitor Dining Hall
Mr. Grover Dunn has submitted his resignation as Janitor at the Dining Hall, effective September 17, 1945, and it has been accepted.
 - E. Resignation of Mr. Galen West, Watchman
Mr. Galen West has resigned as Watchman, as of October 31, 1945, and his resignation likewise has been accepted.

F. Resignation of James Overby, Instructor USN

Mr. James Overby, Instructor USN, has submitted his resignation, effective September 30, 1945, and it has been accepted.

G. Resignation of Mr. Thomas I. Porter; Instructor USN

Mr. Thomas I. Porter has resigned as Instructor USN, effective October 31, 1945, and his resignation has been accepted as of that date.

III. Employment of Faculty and Administrative Staff and Salary Adjustments

A. Mr. Carlisle Cutchin Transferred from Navy back to College Faculty

Mr. Carlisle Cutchin who has been teaching for the Navy in the U. S. Navy Academic Refresher Unit, has been transferred from that assignment back to his original position in the faculty, Department of Health and Physical Education; and his salary will be paid at the rate of \$2,500.00 per year, beginning October 1, 1945.

B. Mr. W. J. Gibson Transferred from Navy back to College Faculty

Mr. W. J. Gibson has been transferred from his assignments as teacher for the Navy in the U. S. Navy Academic Refresher Unit back to his original position in the college faculty, Head of Department of Library Science, as of October 1, 1945, at the salary rate of \$2,500.00 per annum, effective on that date.

C. Miss Ann Herron Completed Duties as Acting Librarian; Salary as Assistant Librarian Adjusted

When Mr. Ellison L. Brown, Librarian, returned to his duties in our college faculty after having been officially discharged from service in the U. S. Army, Miss Ann Herron's duties as Acting Librarian were completed; and, in accordance with previous commitment, Miss Herron continued on the faculty in the capacity of Assistant Librarian, and, in keeping with the change in assignments, she will be paid at the salary rate of \$2,200.00 per year, effective November 1, 1945, instead of \$2,300.00 as heretofore.

D. Miss Roberta Whitnah Transferred from Navy back to Original Faculty Status, Critic Teacher in Training School

Miss Roberta Whitnah has completed her assignments as Instructor for the Navy in the U. S. Navy Academic Refresher Unit, so she has been transferred back to her original faculty status, full-time Critic Teacher in the Training School, effective October 1, 1945, and will be paid at the salary rate of \$2,000.00 per annum as of that date.

E. Mr. James Brandon Employed as Dishwasher

Mr. James Brandon has been employed as Dishwasher at a salary of \$93.20 per month, beginning October 1, 1945.

F. Salary of Mrs. Reba Henson, Dishwasher USN, Adjusted

Because of change in assignment, the salary of Mrs. Reba Henson, Dishwasher USN, will be paid at the rate of \$76.20 per month, effective October 1, 1945, instead of \$78.20 as heretofore.

G. Mrs. M. G. Carman Employed Member of Faculty

Mrs. M. G. Carman was employed as a member of the faculty, Instructor in Home Economics, to fill the position left vacant by the resignation of Miss Irva Bryant. Mrs. Carman will be paid a salary at the rate of \$215.00 per month until such time as a successor to Miss Bryant is selected, not to extend beyond the end of the college year, May 31, 1946.

H. Mr. Ben Cottrell Employed Member of Faculty

Mr. Ben Cottrell has been employed as Critic Teacher and Agriculture Teacher, and he will be paid a salary at the rate of \$242.50 per month, beginning November 8, 1945.

Mr. Cottrell fills the position left vacant by the resignation of Mr. W. H. Brooks.

I. Mr. Bert Deering Employed Grounds Caretaker

Mr. Bert Deering has been employed as Grounds Caretaker at the salary of \$75.00 per month, beginning October 1, 1945.

J. Mr. Hubert Jackson Employed Watchman

Mr. Hubert Jackson has been employed as Watchman at a salary of \$100.00 per month, beginning November 1, 1945.

K. Mr. Dale Melugin Employed Instructor USN

Mr. Dale Melugin has been employed as Instructor USN at a salary of \$250.00 per month, beginning October 30, 1945.

IV. Consideration of Employment of Additional Faculty NeededV. Cannery Equipment and Shop Tools and Equipment Accepted from State Board of Education

In connection with the operation of the college cannery and the shop, Murray State Teachers College has accepted from the State Board of Education, Frankfort, Kentucky, the following list of tools and equipment, and has accepted the responsibility for the proper care of same as long as the said tools and equipment remain in use at the college:

1	Wear-Ever Aluminum Cooking Utensil DK-3030
1	Acetylene Welder CW 105 Prestoweld Complete Welding and Cutting
1	Set Bits, drill 1/2 Shank 9/16ths #936 1" by 16th HS
1	Creeper, auto 4 castors 36", Smash Proof
1	Hydrometer, battery #55
2	Goggles, Welding #1105
1	Bar, wrecking one 26"
1	Countersink Bit 115A Cleveland
1	Can, gasoline 5 gal. #50 Eagle
1	Can, squirt #910 Eagle 1 qt.
2	Cutter, glass
1	Dresser, emery wheel
1	Set Ezy out #15A Screw Extractors Cleveland
2	Prs. Goggles Grinding #501 M Wide Vision
1	Gun, Alemite #1069 with hose
1	Hammer, handled sledge 10# with handle
2	Knife, putty
2	Mallet Wood

1	Pliers	side cutting #1950 7"
1	Pliers, water pump	#1520 WMS
4	Rule, folding	Lufkin 8616 6'
1	Saw, heyhold	hack or nail 10"
2	Saw, rip hand A2	Penn 5 pt.
1	Set, rivet	
3	Prs. Tongs Bolt	#351 20"
3	Prs. Tongs	straight lip #350 16"
2	Prs. Tongs	plowshare #354 22"
1	Tubing flaring	93F
2	Wrenches, open-end	(adjustable 1-8"
		(Crescent 1-15"
1	Set Wrenches	Williams Super Wrench
2	Wrenches, monkey	1-10"
		1-18"
1	Arc Welder	275 amp #350 BB Marquett
1	Electric Drill	1/2 Standard B&D Elect. Drill F1373664
1	Motor 1-HP	60cy 1 ph 1750 RPM Century Electric Motor
1	Saw, hack	#99 10"-12"
2	Hardies 2" shank	1 1/2" Blacksmith

VI. Acquisition of Fifty or a Lesser Number of Mobile Houses Located at Charlestown, Indiana

The Federal Public Housing Authority has agreed to let us have the use of fifty or a lesser number of mobile houses for a very nominal figure (\$1.00 per year or any portion thereof for each dwelling unit).

The houses are of two sizes, 13' x 25', and 13' x 33'. They are constructed of plyboard, inside and out, with walls, ceilings and roof insulated. They are supposed to be equipped with basic furniture which includes a coal stove, beds, springs and mattresses, a table and chairs, an ice box and an electric hot water heater. Closets and cabinets are built in. There is also an electric hot plate. The houses are wired for electricity, and plumbing facilities are installed. The overhead wiring from building to building is also included.

The following items concerning these houses should be considered at this time.

1. Number and size of houses to be secured.
2. Location of houses on the campus.
3. Estimated cost of moving and relocating the houses. (This should include walks, drives, sewers, grading, electrical connections and other expenditures of this nature.)
4. Estimated monthly rent per house to be charged to veterans.
5. Authority to sign lease with Federal Public Housing Authority.
6. Authority to let contract for moving houses.
7. Authority to expend funds to prepare location, build walks and drives, connect plumbing with sewers or build septic tanks and for such other expenses as are necessary to relocate the houses on the campus and have them available for veterans.

VII. Surplus Property Donated to College by Federal Government

Our request to secure a large amount of obsolete and surplus property from Kentucky Ordnance Works, near Paducah, and other places has been approved. The equipment that we have secured from Kentucky Ordnance Works is excellent. Included are machine shop

equipment, mechanical drawing and drafting equipment and supplies and equipment for the Chemistry Department. This equipment is very badly needed, and is conservatively valued at \$75,000.00. The only cost in securing it is that of removing it from Kentucky Ordnance Works to the campus. We are still working to get more of such equipment. Special effort is being directed toward securing hospital and cafeteria equipment.

VIII. Student Recreation Center for All Students Located in the Fine Arts Building Basement

In January of this year, you adopted a resolution stating that, when the basement of the Fine Arts Building was completed and ready for use for recreational purposes, a rental charge of \$200.00 per month would be paid out of the college Revolving Fund into the Fine Arts Building Revenue Fund. In my opinion, this college needs a recreational center for all students, and this is the best one available. I, therefore, recommend that, beginning December 1, 1945, a rental charge of \$200.00 per month be paid out of the college Revolving Fund into the Fine Arts Building Revenue Fund for the use of a recreation center for all students of the college in the Fine Arts Building basement. I further recommend that the college charge costs for insurance, heat, electricity and water, in addition to the services now being charged to this building.

IX. Fees for Veterans

It was brought out at the meeting of the Council on Public Higher Education, yesterday, that under the provision of the "G. I." bill, an institution which does not charge tuition is entitled to a minimum tuition charge of \$15.00 per month or, in our case, \$45.00 per quarter. This charge is in addition to the fees already being charged per quarter, which are: Incidental fee, \$22.50; Library and Laboratory Fee, \$2.00; Health Fee, \$1.00; Student Activities Fee, \$1.00; and certain course fees. The out-of-state fee will not be charged to veterans. It is my understanding that the other state colleges of Kentucky will make the above minimum tuition charge. I am submitting this for your special consideration.

It may be necessary to itemize the charges included in the incidental fee of \$22.50 for students. I am also asking that you give me authority to study and assign charges for specific services included in the over-all incidental fee.

X. Reservation Fee for Rooms in Men's and Women's Dormitories

Dean Weihing and Dean Yancey have recommended that a Reservation Fee of \$5.00 for rooms in the men's and women's dormitories be charged, and that such a fee be refunded if the reservation is cancelled any time before two weeks of the opening of a quarter. It is my understanding that thirty-eight girls for whom we had made room reservations failed to enter at the fall quarter, and never informed the college of their change of plans.

XI. Restoration and Reoccupation of Wells Hall as College Dormitory

See Miss Ella Weihing's letter.

XII. Dr. M. G. Carman Transferred back to College Faculty from Navy

Dr. M. G. Carman who has been teaching for the Navy in the U. S. Navy Academic Refresher Unit has been transferred back to the regular college faculty, but is doing some Navy work on a part-time basis; his salary status will, however, not be changed until further notice even though he did return to college teaching on October 1, 1945.

XIII. Dr. W. D. Lewis Transferred from Navy back to College Faculty

Dr. W. D. Lewis was also transferred back to regular college teaching on October 1, 1945; and since he is still doing some part-time teaching for the Navy in the U. S. Navy Academic Refresher Unit, his salary, likewise, will not be changed until further notice.

Respectfully submitted,

R. H. Woods
President

RHW:TB

Acquisition of Fifty or a Lesser Number of Mobile Houses, Located at Charlestown, Indiana, from Federal Public Housing Authority

Dr. Woods reported that a plan was under way whereby the college might be permitted to buy outright, for a nominal sum, the houses available through the Federal Public Housing Authority rather than to secure them on the rental basis, as originally offered. He recommended that the execution of the contract for houses available to Murray State Teachers College be delayed until it can be determined whether these houses may be purchased instead of leased.

At this point, and at the request of the President, Mr. R. E. Broach reported on the bids which had been requisitioned by the State Department of Finance for moving the houses from Charlestown, Indiana, to the college.

President Authorized to Execute Contract with Federal Public Housing Authority for Fifty, or Lesser Number, Houses, with Laundry Unit and Equipment

Motion was made by Mr. Hart that the President be authorized to execute a contract with the Federal Public Housing Authority for fifty or a lesser number of houses, with the laundry unit and equipment. This motion was seconded by Dr. Crume; and the roll was called on its adoption with the following result: Dr. Crume, aye; Mr. Hart, aye; Judge Ferguson, aye.

President and Business Manager Authorized to Make Contract for Moving Houses Secured from Federal Public Housing Authority, to Locate Houses on College Campus and Prepare Them for Occupancy

Motion was made by Mr. Hart that the President and Business Manager be authorized to make a contract for moving the houses secured from the Federal Public Housing Authority and to incur other necessary expenses incident to locating them on the college and preparing them for occupancy. This motion was seconded by Dr. Crume; and the roll was called on its adoption with the following result: Dr. Crume, aye; Mr. Hart, aye; Judge Ferguson, aye.

Report of Entrance, Credits, Certification and Graduation Committee

Dr. Woods presented the report of the Committee on Entrance, Credits, Certification and Graduation, as follows:

November 15, 1945

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:

The following students have applied for degrees to be granted in December, 1945. If they complete all the requirements for the degree for which they are applying by December 15 or December 31, 1945, we recommend that you grant their degrees as of December 15 or December 31, 1945.

Bachelor of Science in Home Economics

Betty Jane Wilson

Bachelor of Music Education

Helen Margueritte Brantley Watkin Prichard Jones
Marjorie Swenson Schmaus

Bachelor of Science

Charlene Thomas Martin Claude C. Wilson

We recommend that the Advanced Certificate of Lottie Suiter be renewed for life, as she has taught successfully for three years since her certificate was issued and has fulfilled all other requirements as set forth in the Acts of the General Assembly of 1924.

Very truly yours,

/s/ Cleo Gillis Hester

/s/ F. D. Mellen

/s/ G. T. Hicks

/s/ Alfred M. Wolfson

/s/ Price Doyle

Motion was made by Mr. Hart that the report and recommendations of the Committee on Entrance, Credits, Certification and Graduation be approved and the degrees be conferred and the certificate be renewed, as recommended. This motion was seconded by Dr. Crume; and the roll was called on its adoption with the following result: Dr. Crume, aye; Mr. Hart, aye; Judge Ferguson, aye.

Employment of Faculty and Administrative Staff and Salary Adjustments Approved

Motion was made by Mr. Hart that the employment of faculty and administrative staff members and the salary adjustments, in certain instances, as listed in Sections III, XII and XIII of the President's report, be approved as reported. This motion was seconded by Dr. Crume; and the roll was called on its adoption with the following result: Dr. Crume, aye; Mr. Hart, aye; Judge Ferguson, aye.

Consideration of Employment of Additional Faculty Needed

Dr. Woods indicated that since the college has acquired this valuable shop equipment from the federal government, an industrial arts course may be offered; and he stated that he had received a request for an additional instructor in the Commerce Department and in the Fine Arts Department.

The President added, also, that requests would be made through the Veterans Bureau for courses of sub-collegiate level, and that the Veterans Bureau representative who was on the campus a few days ago indicated that many veterans would ask for courses in machine shop, woodwork and electric repair work; and he stated that the college curriculum might easily be extended to offer such courses, if it meets the approval of the Board of Regents.

Acceptance of Cannery Equipment and Shop Tools and Equipment from State Board of Education Approved

Motion was made by Dr. Crume that the Board of Regents approve the acceptance of the cannery equipment and the shop tools and equipment from the State Board of Education, as listed in the President's report, and accept the custody of said equipment while it remains in use at the college. This motion was seconded by Mr. Hart, and was unanimously carried.

Securing of Surplus Property from Federal Government Approved

Motion was made by Mr. Hart that the Board of Regents approve the securing of surplus property from the government, and the payment of the necessary costs in moving it. This motion was seconded by Dr. Crume; and the roll was called on its adoption with the following result: Dr. Crume, aye; Mr. Hart, aye; Judge Ferguson, aye.

Purchase of USO (United Service Organizations) Property Authorized

Motion was made by Mr. Hart that the President, Mr. M. O. Wrather and Mr. R. E. Broach be authorized to negotiate with the Navy for the purchase of the USO (United Service Organizations) property needed by the college, and to purchase said property when the U. S. Navy Academic Refresher Unit at Murray State Teachers College is closed. This motion was seconded by Dr. Crume; and the roll was called on its adoption with the following result: Dr. Crume, aye; Mr. Hart, aye; Judge Ferguson, aye.

Student Recreation Center for All Students Located in Fine Arts Building Basement Approved; Rental of Fine Arts Building Basement Authorized

Motion was made by Mr. Hart that the Board of Regents approve the President's recommendation, and authorize the payment of \$200.00 rent per month, beginning December 1, 1945, for the basement of the Fine Arts Building, to be used for the operation of a recreational center, with the understanding that the expense of furnishing hostess for the recreational center be paid from the Fine Arts Building Fund. This motion was seconded by Dr. Crume; and the roll was called on its adoption with the following result: Dr. Crume, aye; Mr. Hart, aye; Judge Ferguson, aye.

Fees for Veterans Approved

Motion was made by Mr. Hart that the President's report and recommendations concerning Fees for Veterans, as stated in Section IX of his formal report to the Board be approved, and that a fee of \$15.00 a month, or \$45.00 per quarter, be charged for veterans attending Murray State Teachers College, in addition to the regular registration fees charged all students. This motion was seconded by Dr. Crume; and the roll was called on its adoption with the following result: Dr. Crume, aye; Mr. Hart, aye; Judge Ferguson, aye.

Reservation Fee for Rooms in Men's and Women's Dormitories Approved

Motion was made by Mr. Hart that a Room Reservation Fee of \$5.00 be charged students making reservations in the Men's and in the Women's Dormitories, effective at the opening of the fall quarter of 1946, with the provision that this fee may be refunded if reservations are cancelled not later than two weeks prior to the opening of a term. This motion was seconded by Dr. Crume, and was carried unanimously.

Restoration and Reoccupation of Wells Hall as College Dormitory

President Woods called attention to the necessity of making some repairs and renewals at Wells Hall in preparation for its use again as a Girls' Dormitory after the withdrawal of the naval unit; and, in this connection, he read Dean Ella Weihing's report and recommendations concerning the restoration of Wells Hall.

Motion was made by Mr. Hart that the President and Business Manager, working with the Executive Committee, be authorized to look into the matter, and make whatever repairs and adjustments are needed to make Wells Hall liveable as a Girls' Dormitory. This motion was seconded by Dr. Crume; and the roll was called on its adoption with the following result: Dr. Crume, aye; Mr. Hart, aye; Judge Ferguson, aye.

Inauguration of Dr. Ralph H. Woods, President

At this point, a letter from Dean William G. Nash with reference to arranging for the formal inauguration of our new President, Dr. Ralph H. Woods, was presented and read to the Board; and without official action, it was agreed that this matter be considered and discussed at the next regular quarterly meeting.

Adjournment

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

Charles Ferguson
Vice Chairman

Alice Keys
Secretary