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Board of Regents, Murray State Normal School

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## MINUTES OF THE BOARD OF REGENTS

## MURRAY STATE TEACHERS COLLEGE

January 19, 1948

The Board of Regents of the Murray State Teachers College met in regular quarterly session in the office of the President at 10:00 a. m., Monday, January 19, 1948, with the following members present: Mr. Claude Winslow, Mr. Maxon Price, and Mr. Hollis C. Franklin. In the absence of Chairman Boswell B. Hodgkin, Mr. Claude Winslow, Vice Chairman, presided.

Agenda for Meeting Presented by President Woods

## AGENDA FOR MEETING OF THE BOARD OF REGENTS

## OF MURRAY STATE TEACHERS COLLEGE

January 19, 1948

1. Approval of Minutes - meeting held on October 20, 1947
2. Report of the Committee on Entrance, Credits, Certification, and Graduation
3. Resignations:

The following resignations have been received and I have accepted them:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Jess Gibbs	Dishwasher	10-31-47
John Goodrich	Janitor-Dining Hall	10-18-47
Dessie Shekell	Dishwasher	10-31-47
Gillis Knight	Dishwasher	11-16-47
Kelly Burton	Farm Laborer	11-26-47
Perry Wilkerson	Farm Laborer	11-30-47
Robert Mayfield	Farm Supervisor	12-31-47
Mrs. Jesse Holley	Dishwasher	12-31-47

## Termination of Employment:

Jewell Melugin	Dishwasher	10-22-47
Lamar White	Laboratory Assistant	12-31-47
Evelyn Honchell	Laboratory Assistant	12-31-47
W. H. Brooks	Instructor	12-31-47

4. Employment, Changes and Adjustments in Salary

The following persons have been employed and certain changes and adjustments in salary have been made. I am asking for your approval.

<u>Name</u>	<u>Assignment</u>	<u>Salary per Calendar Month</u>	<u>Effective</u>
Oma Jackson	Dishwasher	\$85.00	11-4-47
Louise Cothran	Inst. - Pt. Time	30.00	9-25-47
Mrs. Roman Prydatkevych	Inst. - Pt. Time	125.00	11-4-47
Gillis Knight	Dishwasher	93.00	11-1-47
Ruth Lassiter	Cook	78.00	10-3-47
Mrs. Callie Jones	Cook	78.00	10-4-47
Mrs. Lorene Rushing	Dishwasher	78.00	11-1-47

<u>Name</u>	<u>Assignment</u>	<u>Salary per Calendar Month</u>	<u>Effective</u>
W. H. Brooks	Instructor	\$250.00	11-19-47
Rupert Story	Dishwasher	93.00	12-1-47
Mary Boyd	Dishwasher	78.00	11-8-47
Hubert Henry Heck	Asst. Professor	250.00	1-1-48
Mrs. Herbert Halpert	Inst. Pt-Time	140.00	1-5-48
J. L. Franklin	Farm Supt	200.00	1-1-48
Noel Melton	Farm Laborer	65.00	1-1-48
Warren Melton	Farm Laborer	65.00	1-1-48
Helen H. Kinney	Inst. Pt-time	75.00	1-5-48

Change in Rate of Pay      Effective

P. W. Ordway	Business Manager	\$320.00 to \$350.00	1-1-48
M. O. Wrather	Dir. of Pub. Rela.	320.00 to 350.00	1-1-48
Truman Turner	Instructor	225.00 to 235.00	11-1-47
Leonard V. Ottway	Instructor	225.00 to 235.00	11-1-47
Dorothy Holland	Clerk- Vet. Accts.	130.00 to 140.00	11-1-47
Mrs. W. C. Garrison	Dishwasher	78.00 to 93.00	11-8-47
Blanch Henson	Dishwasher	93.00 to 100.00	11-1-47
Mrs. Callie Jones	Cook	78.00 to 85.00	11-1-47
Fay W. Sledd	Asst. to Bus. Mgr.	190.00 to 200.00	12-1-47
Lorene Rushing	Dishwasher	78.00 to 85.00	12-1-47
Ryan Hughes	Janitor-Dining Hall	85.00 to 92.50	12-1-47
Carlisle Cutchin	Asst. Prof. & Coach	250.00 to 283.33	1-1-48
Tennie Breckenridge	Secretary	175.00 to 190.00	1-1-48
Paul Bryant	Inst. Pt. Time	70.00 to 100.00	1-1-48
Mrs. Mary Boyd	Dishwasher	78.00 to 85.00	1-1-48
Rupert Story		93.00 to 100.00	1-1-48
Fred Shultz, Jr.	Vet. Test.-no teaching	105.00 to 65.00	1-1-48

5. Enrollment

6. Federal Works Agency - Advanced Planning

7. Contract with Graves County Library Board

8. Roof Repair on Training School

9. Report on Boilers

10. Boiler House, Project No. 15-V-526, Building materials Transferred to College and Accepted

The United States of America through the Federal Works Agency, Veterans Educational Facilities, transferred to the college certain items of building material and was accepted by me as President acting by and through the Board of Regents. The formal Transfer and Receipt (BCF Form 305) which listed the items was signed by Mr. R. C. Ashton for the Government and by me as President for the Board of Regents on December 10, 1947.

11. Science Building - One Story and Foundation: Deductions Made in Bid Proposal of George W. Katterjohn & Son in Order to Keep Within Available Amount of Money

12. Analysis of Griffenhagen Report filed with Governor

13. Budget Request to Legislature

14. Chapel Attendance and Penalties

15. Report of Business Manager

16. Report of Veterans Housing Manager

17. Report of Norris Student Loan Fund

18. Rules and Regulations of the Board of Regents

19. Fees for Organization on Semester Basis

20. Leave of Absence for Miss Halene Hatcher

Miss Halene Hatcher has requested a leave of absence for the remainder of this school year in order to do some special work in her particular field of study with the U. S. Office of Education. I have granted this leave to her and ask for your approval of my action.

Ralph H. Woods  
President

RHW:AK

Approval of Minutes

Motion was made by Mr. Price that the Minutes of the Board of Regents for the meeting held on October 20, 1947, copies of which were mailed to the individual members of the Board by the Secretary, be approved and signed. This motion was seconded by Mr. Franklin and was carried unanimously.

Report of Committee on Entrance, Credits, Certification, and Graduation

Dr. Woods submitted the report of the Committee on Entrance, Credits, Certification, and Graduation and recommended that it be approved in accordance with the recommendations of the Committee.

January 19, 1948

To the Board of Regents  
Murray State Teachers College

Gentlemen:

As per the duties assigned to the Committee on Entrance, Credits, Certification and Graduation and the recommendation of the Graduate Committees, we recommend that you grant degrees as of December 20, 1947, to the following:

Bachelor of Science in Agriculture

Thomas Owen Walker

Bachelor of Music Education

William Walton Chunn, Jr.  
Billy Crosswy

Bachelor of Science

Margaret Nell Brady  
Charles Fred Broach  
Hewlett Cooper  
Johnnie Owen Carter  
Frances Suiter Carlton  
Edith Rowland Jennings  
Paul William Hall

Charles Neal Hobart  
Chester Thomas Kerth  
Charles Finley Mann  
Catherine Buchanan Owens  
Emma Jane Russell  
John David Thompson

Bachelor of Arts

Martha Hazel Rowland

Master of Arts in Education

R. L. Cooper

Very truly yours,

/s/ Cleo Gillis Hester  
/s/ Wm. G. Nash  
/s/ Price Doyle  
/s/ F. D. Mellen  
/s/ A. M. Wolfson

Motion was made by Mr. Price that the report and recommendation of the Committee and the President be approved and that diplomas be awarded and degrees be conferred upon the candidates completing requirements for college degrees. This motion was seconded by Mr. Franklin and was carried unanimously.

Resignations Accepted by the President Approved

Motion was made by Mr. Franklin that the resignations accepted by President Woods and listed on the Agenda, Item 3, be approved. This motion was seconded by Mr. Price and was carried unanimously.

Employment, Changes, and Adjustments in Salary Approved

Motion was made by Mr. Price that the Board approve the action of President Woods in employing certain persons and making certain changes and adjustments in salaries as reported on the Agenda, Item 4. This motion was seconded by Mr. Price and the roll was called on its adoption with the following result: Mr. Price, aye; Mr. Franklin, aye; Mr. Winslow, aye.

Advanced Planning Funds Received from Federal Works Agency in Amount of \$8,000.00 Authorized to be Returned

As actual construction on the Science Building had already started, President Woods recommended to the Board that the Advanced Planning Funds in the amount of \$8,000.00 which was received through the Federal Works Agency on March 26, 1946, in connection with the preparation of plans for a Science and Mechanical Arts Building, Application No. Ky. 15-P-79, be returned to the Federal Works Agency, Bureau of Community Facilities, Chicago. Dr. Woods stated that this money had been deposited with the Department of Finance, Frankfort, on April 15, 1946, and that authorization should be made to this department to return these funds.

Motion was made by Mr. Price that the Board authorize the President to return the Advanced Planning Funds in the amount of \$8,000.00 which was received through the Federal Works Agency on March 26, 1946, in connection with the preparation of plans for a Science and Mechanical Arts Building, Application No. Ky. 15-P-79, and that proper authorization be made to the Department of Finance, Frankfort, to return the Advanced Planning Funds in the amount of \$8,000.00 to the Federal Works Agency, Bureau of Community Facilities, Chicago. This motion was seconded by Mr. Franklin and the roll was called on its adoption with the following result: Mr. Price, aye; Mr. Franklin, aye; Mr. Winslow, aye.

President Authorized to Make Application and Contract with Federal Works Agency for Advanced Planning Funds for Proposed Student Union Building

President Woods reported to the Board that the need for a Student Union Building was urgent. He also stated that the Alumni Association of the college, being cognizant of this need, is planning a fund-raising campaign in order to assist in the construction of a Student Union Building. The possibility of receiving Advanced Planning Funds through the Federal Works Agency in connection with the preparation of plans for the proposed Student Union Building was discussed.

Motion was made by Mr. Price that the President be authorized to make application and to contract with the Federal Works Agency and endeavor to secure Advanced Planning Funds for the preparation of plans for the proposed Student Union Building. This motion was seconded by Mr. Franklin and the roll was called on its adoption with the following result: Mr. Price, aye; Mr. Franklin, aye; Mr. Winslow, aye.

Contract with Graves County Library Board Approved

President Woods reported to the Board that he had signed the contract with the Graves County Library Board. He also reported that the period of agreement stated in this contract was from July 1, 1947,

through June 30, 1948, and that the Graves County Library Board agreed to pay the sum of \$1350.00 for certain library services provided by the college during this period of time.

Motion was made by Mr. Price that the Board approve the action of the President in signing the contract with the Graves County Library Board for the period, beginning July 1, 1947, and ending June 30, 1948, in which the Graves County Library Board agrees to pay to the college the sum of \$1350.00 for certain library services provided by the college during this period of time. This motion was seconded by Mr. Franklin and the roll was called on its adoption with the following result: Mr. Price, aye; Mr. Franklin, aye; Mr. Winslow, aye.

Replacement of Training School Roof Reported by Mr. Ordway

For the information of the Board, Mr. Ordway, Business Manager, reported that the Division of Purchases and Public Properties, Department of Finance, Frankfort, Kentucky, awarded contract No. CT 3792 for a twenty year bonded built-up asphalt felt roof with gravel surface to W. H. Webb Tin Shop, Paducah, Kentucky, in the amount of \$2,086.00. He also reported that the roof had been replaced and was put on according to specifications.

Expenditures Necessary for Installing Boilers Approved

President Woods reported that the two boilers and accessories requested by the college had been secured without cost to the college through the Federal Works Agency. He also stated that the State Division of Engineering and Construction would pay for dismantling and hauling these boilers to the campus and prepare plans for installing them in relation to our present heating plant.

Mr. Ordway, Business Manager, reported that the Division of Purchases and Public Properties, Department of Finance, Frankfort, Kentucky, had awarded contract No. CT 4336 to M. J. Rahiya & Company, Louisville, Kentucky, to tear down, transport and re-erect at the college heating plant one 252 h. p. Titusville boiler now located at Bowman Field, Kentucky, and to tear down, transport, and store, in place designated by the college, one 72 h. p. Kewanee boiler now located at Bowman Field, Kentucky. He also stated that this contract amounts to \$12,631.00 and the contractor agrees to complete the work within seventy days, and that the work order was issued on January 13, 1948.

Motion was made by Mr. Price that the President be authorized to make the necessary expenditures for installing the above named boilers. This motion was seconded by Mr. Franklin and the roll was called upon its adoption with the following result: Mr. Price, aye; Mr. Franklin, aye; Mr. Winslow, aye.

Boiler House, Project No. 15-V-526, Building Materials Transferred to College and Accepted by President Approved

President Woods reported that the United State of America through the Federal Works Agency, Veterans Educational Facilities, transferred to the college certain items of building material for Boiler House, Project No. 15-V-526, and were accepted by him as President acting by and through the Board of Regents, and asked for approval of his action.

Motion was made by Mr. Price that the action of the President, accepting for and in behalf of the Board of Regents certain items of building material for Boiler House, Project No. 15-V-526, through the Federal Works Agency, Veterans Educational Facilities, be approved by the Board. This motion was seconded by Mr. Franklin and was carried unanimously.

Deductions Made from Original Bid of George W. Katterjohn & Son for One-Story Science Building Approved

Dr. Woods reported that, in accordance with a resolution passed at the last meeting, he had conferred with Mr. Katterjohn and the following deductions were made in his bid proposal which

would bring the bid within the amount of money available for the construction of the One-Story Science Building, and asked for approval of his action.

The deductions are as follows:

GEO. W. KATTERJOHN & SON  
Contractors  
Building Materials  
Paducah, Ky.

October 24, 1947

Geo. W. Katterjohn, Jr.

Dr. R. H. Woods, Pres.  
Murray State Teacher's College  
Murray, Kentucky

Dear Dr. Woods:

We offer the following deductions from our original bid for the erection of a one story Science Building. By acception all of these deductions our net bid will total \$176,865.00.

Alternate No. 1, omit plastered ceilings .....	\$2,300.00
Alternate No. 2, omit accoustical ceilings ....	\$ 700.00
Alternate No. 6, change partition material from clay tile to cinder "KATTER-BLOX" .....	\$1,358.00
Omission of all wall plaster .....	\$6,100.00
Omission of all painting specified on pages 20 - 1 thru 20 - 4 .....	\$ 850.00
Omission of all asphalt tile and mastic floors.	\$2,340.00
Omission of all terrazzo work .....	\$5,100.00
Omission of all blackboards and bulletin boards .....	\$1,200.00
Omission of all metal trim, except window stools, metal base, metal door bucks and access panel trim .....	\$ 770.00
Omission of four display cabinets .....	\$ 280.00
Omission of hand rails and stair rail cap .....	\$ 180.00

If transformers are omitted and the school furnishes and installs 3-25KVA transformers, electrician to start his work on secondary side of transformers, deduct the sum of \$2,300.00

If clock system, fire alarm system and D. C. system we omitted, with the exception that all conduct therefore as called for in the plans and specifications for the one-story portion is installed, deduct the sum of .....\$10,300.00

The main distribution panel shall be as shown on the drawings and specified, with the exception that the following breakers shall be left blank; spaces shall be provided for these breakers so that they can be installed at a later date. Breakers to be left blank are lighting panels "G", "H", "E", "F", "C", "D", breakers sewing laboratory panels 1, 2, 3, 4, and 5, power panel in attic and motor generator set. For this change deduct the sum of \$500.00 (Minimum)

If surety bond is omitted, deduct the sum of \$2,187.00

If inspection of electrical work by the Kentucky Electrical Inspection Bureau, Louisville, Kentucky is waived deduct the sum of ..... \$ 400.00

Alternate No. 5, omit temporary roof..... \$6,640.00

Overall deduction ..... \$ 571.00

Respectfully submitted,

GEO. W. KATTERJOHN & SON

By /s/ P. M. Clement

Perce M. Clement, Manager

jm

Motion was made by Mr. Price that the action of the President in making the above deductions in the bid proposal of George W. Katterjohn & Son for the construction of the One-Story Science Building be approved. This motion was seconded by Mr. Franklin and was carried unanimously.

Analysis of Griffenhagen Report Filed with the Governor

For the information of the Board, President Woods reported that last September the Governor appointed a Commission, composed of the presidents of all the colleges to study and report on the survey made by Griffenhagen and Associates. He also stated that the members of the Commission had met and agreed to submit to the Governor an analysis of the report as it applied to their respective institutions. This analysis as it applied to Murray has been filed with the Governor.

Budget Request Submitted to Legislature

President Woods reported to the Board that the Budget Request in the amount of \$579,000.00 for the next biennium was submitted to the Legislature for approval. The Legislature made an appropriation of \$400,000.00.

Penalty for Excessive Chapel Absences Approved

President Woods reported to the Board that Chapel attendance had been required of all students this school year, the penalty being dismissal from college if students had four absences during a quarter, and asked for approval in enforcing this penalty.

Motion was made by Mr. Franklin that the action of the President in enforcing the penalty, dismissal from college if students had four absences from Chapel during a quarter, be approved. This motion was seconded by Mr. Price and the roll was called on its adoption with the following result: Mr. Price, aye; Mr. Franklin, aye; Mr. Winslow, aye.

Lot on North Fifteenth Street Owned by Mr. and Mrs. Otry Paschall Authorized to be Purchased

Motion was made by Mr. Franklin that the President be authorized to make the necessary transactions and to purchase from Mr. and Mrs. Otry Paschall a lot 58½ feet wide and 138 feet deep located and fronting on North Fifteenth Street between Ordway Hall and the Health Building and adjacent to property already owned by the Murray State Teachers College for the sum of \$2275.00 and to pay for same out of Revolving Fund Account, Number 5070. This motion was seconded by Mr. Price and the roll was called upon its adoption with the following result: Mr. Price, aye; Mr. Franklin, aye; Mr. Winslow, aye.

Report of the Business Manager Accepted and Approved

Mr. Ordway, Business Manager, presented his report to the Board. Motion was made by Mr. Price that the Report of the Business Manager be accepted and approved. This motion was seconded by Mr. Franklin and the roll was called on its adoption with the following result: Mr. Price, aye; Mr. Franklin, aye; Mr. Winslow, aye.

Report of Custodian of Norris Student Loan Fund Approved

President Woods presented the Report of the Norris Student Loan Fund. Motion was made by Mr. Price that the Report of the Norris Student Loan Fund be accepted and approved. This motion was seconded by Mr. Franklin and the roll was called on its adoption with the following result: Mr. Price, aye; Mr. Franklin, aye; Mr. Winslow, aye.

Report of Veterans Housing Manager Approved

President Woods presented the Report of the Veterans Housing Manager. Motion was made by Mr. Price that the Report of the Veterans Housing Manager be accepted and approved. This motion



was seconded by Mr. Franklin and the roll was called on its adoption with the following result: Mr. Price, aye; Mr. Franklin, aye; Mr. Winslow, aye.

#### Rules and Regulations of Board of Regents

President Woods discussed the matter of adopting governing regulations for the Board of Regents and Murray State Teachers College.

Motion was made by Mr. Price that the President be authorized to prepare a statement of governing regulations for the Board of Regents and Murray State Teachers College so that it could be studied and as soon as feasible adopted by the Board. This motion was seconded by Mr. Franklin and was carried unanimously.

#### Fees for Organization on Semester Basis Approved

President Woods discussed with the Board the fees for organization on the semester basis, beginning September 16, 1948, and recommended that the following fees be charged:

#### FEEES FOR ORGANIZATION ON SEMESTER BASIS

	Semester Effective Sept. 1948	Summer (8 wks) One-half semester Effective June, 1949
Incidental Fee	\$35.00	\$17.50
General Laboratory Fee	3.00	1.50
Health Fee	1.50	1.00
Activity Fee	1.50	.50
Non-Resident Fee	20.00	10.00
<u>Students registering for less than 12 hours</u>		
Incidental Fee (per cr. hr.)	3.00	3.00
General Laboratory Fee	3.00	1.50
Health Fee	1.50	1.00
Activity Fee	1.50	.50
Non-Resident Fee (per cr. hr.)	1.50	1.50
<u>Graduate Students</u>		
Incidental Fee (per cr. hr.)	3.00	3.00
Health, Library, and Laboratory	2.25	1.50
Non-Resident Fee (per cr. hr.)	1.50	1.50
Student Activity Ticket (optional)	1.50	.50

#### Other Course Fees

That President be authorized to set the amount of fees charged for certain other courses.

Motion was made by Mr. Price that the above named fees for organization on the semester basis, beginning September 16, 1948, recommended by the President be approved. This motion was seconded by Mr. Franklin and was carried unanimously.

#### Miss Halene Hatcher Granted Leave of Absence

Motion was made by Mr. Franklin that the action of the President in granting a leave of absence for the remainder of this school year to Miss Halene Hatcher be approved. This motion was seconded by Mr. Price and was carried unanimously.

President Ralph H. Woods' Salary Increased

In the light of increasing prices and in the light of the recent action of the Kentucky Court of Appeals, motion was made by Mr. Price that the salary of President Ralph H. Woods be increased to \$7,500.00 per annum, this increase to become effective April 1, 1948. This motion was seconded by Mr. Franklin and the roll was called on its adoption with the following result: Mr. Price, aye; Mr. Franklin, aye; Mr. Winslow, aye.

Adjournment

Motion was made by Mr. Franklin that the Board adjourn. This motion was seconded by Mr. Price and was carried unanimously.

*R. H. Winslow*  
Vice Chairman

*Alice Keys*  
Secretary