

May 6, 1932

President Cherry and Board of Regents:

I am submitting herewith a statement relative to our part in the retrenchment program of Western Kentucky State Teachers College.

For the year 1931-32, a period of 52 weeks, the salary for the regularly employed help will be \$8,470.00, and the student-help \$831.72, making a total of \$9,301.72.

We estimate that next year ^{our office} ~~we~~ can operate at a reduction of cost to the amount of \$2,300. This estimate is arrived at for the following reasons:

1. We are expecting some reduction in the number of students in attendance at the college.
2. Last year Western Teachers College issued 834 College Elementary Certificates. This entailed a considerable amount of clerical work. Beginning in September, this grade of certificate will be issued by the Department of Education at Frankfort.
3. We have trained the personnel in the office to the point where the work can be done with more dispatch because of additional experience on the job.
4. Each member of the staff is expected to increase slightly the amount of time to his task.

We are submitting herewith, also, a summary of the duties that devolve upon the Registrar's office:

To a casual observer the Registrar's office appears to be largely clerical, in reality, a great deal of time is spent in answering Correspondence from people in the field, in guiding the students in his program of studies, in work in Committees having to do with the Administration of the college, and even a greater part of the clerical work is of such a nature that one must have had college experience and an understanding of terminology and administrative procedure in the college field.