

ture shall be for and on behalf of the Committee and exercise same power and authority as previously placed in the hands of Dr. H. H. Cherry.

The motion was seconded by Mr. Matthews and the vote being taken, all members voting in the affirmative, it was declared carried and the Secretary was instructed to certify to copies of same.

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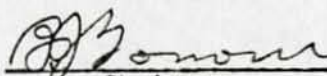
Mr. L. T. Smith, head of the Manual Arts Department, was asked to come before the Committee and give them information relative to the necessary repairs and maintenance of buildings which he regarded as urgent.

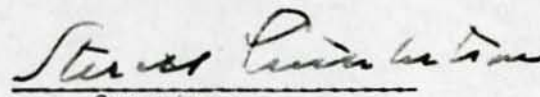
Mr. Smith explained that recently President Cherry instructed him to proceed with certain repairs on buildings which was urgent and necessary before the opening of the fall semester. Mr. Smith was instructed to proceed with this program.

Mr. Smith was also requested to submit a written report to the Committee as to repairs and renewals he regarded as necessary and urgent in the near future. He was told that his report would be considered in connection with the budget and that he would be given instructions after the matter had been more carefully studied, as far as budget will justify.

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There being no further business before the Committee it was declared adjourned to meet at the call of the Chairman.


Chairman


Secretary

Minutes of Executive Committee

August 11, 1937.

The Executive Committee of Western Kentucky State Teachers College met in the President's Office at 9:15 A.M. August 11, 1937.

Present: Dean Grise, Mr. Borrone, W. L. Matthews, and Dr. Lee F. Jones. Mrs. Drake telephoned that she would not be able to attend the morning session. Dr. Grise called the meeting to order.

Minutes of the meeting of August 5 was read to the Board by the Secretary and by unanimous vote were approved.

Mr. L. T. Smith, head of the Industrial Arts Department, was called before the Committee and submitted two written reports, which had been requested of him at the meeting of August 5.

His first report concerned repairs on buildings which he regarded as urgent and necessary and of immediate importance. He discussed these items in detail with the Board and stated that it was his purpose to proceed with this work on a time and material basis as far as possible. After discussion Mr. Matthews offered the following resolution and moved its adoption:

RESOLVED: That report No. 1 of Mr. L. T. Smith, dealing with repairs on the buildings of this College, which he regards as urgent and of immediate importance be accepted and his recommendations adopted. That Mr. Smith be authorized to proceed with these repairs, the most urgent repairs coming first, that the cost of these repairs must not exceed the sum of five thousand seven hundred dollars (\$5,700.00) and that he frequently confer with Mr. Borrone and Miss Schneider, as his work progresses.

The motion was seconded by Dr. Jones. A vote being taken Dr. Jones, Mr. Matthews, Mr. Borrone and Dean Grise all voting in the affirmative, the motion was declared carried.

Mr. Smith's second report was a copy of a report made by a committee of which he was chairman on December 23, 1936, and submitted to Dr. Cherry. This report was also filed at that time with Mr. Ulrich, Supervisor of the State Planning Board and relates to a six-year period of building and maintenance program. The report was ordered accepted and a copy filed with the papers and records of this committee.

The following motion was submitted by Dr. Jones who moved its adoption:

Be it ordered that our Architect, Captain Brinton B. Davis, be authorized to prepare and submit a change order to the Public Works Administration directing that the plaster be omitted from behind the blackboard panels in the new Classroom Building (P.W.A. project Ky-1043-R).

The motion was seconded by Mr. Borrone and was unanimously passed.

Dr. Jones submitted the following resolution and moved it's adoption:

WHEREAS: Our Architect, Captain Brinton B. Davis, has recommended to this committee that the time of completion of the new Classroom and Laboratory Building be extended to the 16th day of September, inclusive.

NOW be it resolved that Captain Davis be authorized to prepare a change order extending the time of completion of said Classroom and Laboratory (PWA project Ky-1043-R) to the Struck Construction Company and Montgomery Ward Company, and that he submit this change order to the Public Works Administration for their approval.

The motion was seconded by Mr. Matthews and a vote being taken, all members voting in the affirmative, the motion was declared carried.

Mr. Borrone read a letter from Mr. George H. Sager, Administrator of Public Works in which he asked that a committee come to Louisville to discuss some change orders, pending contracts, etc. After some discussion the Chairman appointed a committee consisting of Mr. Borrone, Dr. Lee Jones, Mr. L. T. Smith, and Mr. Cuthbertson to go to Louisville and discuss these questions with the Administrator. The Secretary was instructed to notify Mr. Sager and Captain Davis that they would call on the morning of August 13.

At this time Mr. Pearce came before the Committee and stated that Mr. Craig and himself had been engaged on the key men in the educational system of our natural territory and that Mr. Hill and Mr. Diddle were engaged in contacting the students in this field. That from all indications our fall enrollment would be satisfactory.

At this time the Committee adjourned to meet again at 2:30 in the afternoon.

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The Executive Committee re-convened in the President's Office at 2:30 in the afternoon of August 11, 1937. Present: Dean Grise, Mrs. W. P. Drake, Mr. B. J. Borrone, Dr. Lee Jones, and Mr. W. L. Matthews.

Dean Grise explained that at a meeting of the Board of Regents on March 20, 1937, President Cherry presented his nominations for executive force and faculty and salary which was accepted and adopted. However, Dr. Cherry was instructed to make any additions of personnel or change in salaries that he might think wise and to report this to his Executive Committee at a later date; that at a meeting of the Executive Committee on April 8, 1937, certain changes and additions were discussed and approved, but there were several items on the list on which Dr. Cherry had not fully decided and that these items were indicated by a question (?) mark or notation opposite the names on President Cherry's list. He explained that the time had come when these items must be settled and after a discussion it was agreed to take up the names on the list as indicated by the question mark or notation.

James Cornett--Dr. Jones offered the following resolution which was seconded by Mr. Matthews:

WHEREAS Mr. James Cornett who has been a regular member of the faculty at a salary of \$2000.00 per year, having recently completed the first step in Doctor's degree and who expects to be absent during the second semester of the year at which time he expects to obtain his Doctor's degree.

NOW be it resolved that Mr. Cornett be re-employed for the first semester at a salary at the rate of \$2400.00 per annum, or \$200.00 per month.

Dr. Jones, Mr. Matthews, Mrs. Drake, Mr. Borrone, and Dean Grise all voting in the affirmative the motion was declared carried.

Miss Bettie Shemwell--Mr. Matthews offered the following resolution which was seconded by Mrs. Drake:

WHEREAS: Miss Betty Shemwell was employed as a temporary teacher during the past year in the art department of the Training School with the understanding that her salary was to be increased if she was satisfactory.

NOW BE IT RESOLVED: that Miss Betty Shemwell be employed as a permanent teacher in the Training School at a salary of \$125.00 per month on a basis of a nine month year.

Upon roll call all voting in the affirmative the motion was declared adopted.

W. J. Edens--Dr. Grise announced that Mr. W. J. Edens, one of our regular instructors in the scientific department and who had been absent during the past year for the purpose of attending Cornell University had received his Doctorate and had returned to his work in this institution.

Upon motion of Dr. Jones, seconded by Mrs. Drake the following resolution was adopted:

WHEREAS: W. J. Edens, an instructor in our scientific department, has completed his advance work at Cornell University and has received his Doctorate from that institution.

NOW: Be it resolved that his salary be placed at the rate of \$3000.00 per annum and that he be employed on full time basis.

Upon roll call all voting in the affirmative the motion was declared adopted.

Lee Kelly--The following resolution was offered by Mr. Borrone, seconded by Mr. Matthews:

RESOLVED: That the salary of H. Lee Kelly be placed at \$1600.00 per annum and that the Bursar be instructed to deduct from his salary for all days on which he does not report for work.

Upon roll call all voting in the affirmative the motion was declared adopted.

Lillian Johnson--Dr. Grise reported that Miss Lillian Johnson, an instructor in the Psychology Department has asked for a further leave of absence in order to continue her advance work in the University of Chicago.

Dr. Jones moved that the request be granted, seconded by Mr. Matthews and upon vote being taken, all voting in the affirmative, the motion was declared adopted.

William Owsley and W. B. Youmans--Dr. Grise reported that Mr. William Owsley and Mr. W. B. Youmans had been teaching at intervals in the scientific department; that they were not being used now but were available when needed.

Mrs. Hazel Riggs--Mr. Matthews offered the following resolution and moved its adoption, the motion seconded by Dr. Jones:

WHEREAS: Mrs. Hazel Riggs was employed as a teacher in the Training School last year at a salary of \$145.00 per month with the understanding that her salary would be adjusted if she proved satisfactory; AND WHEREAS she has proven satisfactory in her present place.

THEN BE IT RESOLVED; that Mrs. Hazel Riggs be reemployed as a teacher in the Training School and her salary fixed at \$150.00 per month on the basis of 10 $\frac{1}{2}$ month year.

Dr. Jones, Mr. Matthews, Mrs. Drake, Mr. Borrone, and Dean Grise all voting in the affirmative, the motion was declared adopted.

Mary K. Davidson
Nettie Harrison

Sara Tyler--Mrs. Drake offered the following motion and moved its adoption. The motion seconded by Mr. Borrone:

WHEREAS: Misses Mary Katherine Davidson, Nettie Harrison, and Sara Tyler have been employed in the Library on an hourage rate of 35¢ per hour.

NOW BE IT RESOLVED: That Mary Katherine Davidson, Nettie Harrison, and Sara Tyler be employed as assistants in the Library and be placed on the regular force and that their salary be fixed at the rate of \$68.75 per month.

Dr. Jones, Mr. Matthews, Mrs. Drake, Mr. Borrone, Dean Grise all voting in the affirmative the motion was declared adopted.

Lee Runner--Mr. Borrone offered the following motion which was seconded by Mr. Matthews:

BE IT RESOLVED: That Lee Runner, janitor at the President's Home be re-employed at his present salary until further notice.

Mrs. Drake, Mr. Borrone, Dr. Jones, Mr. Matthews, Dean Grise all voting in the affirmative, the motion was declared adopted.

Will B. Hill, Assistant to Extension Department-- It was decided that his salary was to remain at the same rate as last year, i.e., \$175.00 per month.

B. C. Cole--Dr. Grise announced that Mr. B.C. Cole, who for several years has been an instructor in the scientific department of the college, has arranged to attend Wisconsin University during the fall and spring semesters, for the purpose of finishing work looking to his Doctorate, but would be with us to teach in the summer schools; that he had previously discussed the matter with Dr. Cherry and had secured his permission.

RESOLVED: That Mr. B. C. Cole of our scientific department be granted a leave of absence for one year, or from September 1937 to June 1938, in order that he may continue his studies at the University of Wisconsin.

A vote being taken, all members voting in the affirmative, the resolution was declared adopted.

W. M. Willey--Dr. Jones moved that W. M. Willey be re-employed as instructor in the Education Department at the same salary he had last year on the basis of a nine-months year, or \$225.00 per month from July 1, 1937 until the close of the second semester. Motion was seconded by Mr. Borrone and upon roll call Dr. Jones, Mr. Matthews, Mrs. Drake, Mr. Borrone, Dean Grise all voting in the affirmative, the motion was declared carried.

Miss Gertrude Raymond-- Mr. Matthews offered the following resolution and moved its adoption. Motion was seconded by Dr. Jones.

WHEREAS: Miss Gertrude Raymond, with a Master's degree, and who has been employed as laboratory assistant was called into the Training School last year to teach and has been carrying a regular teaching load, and

WHEREAS her salary (\$75.00) per month is out of line with other teachers with like qualifications.

NOW BE IT RESOLVED: That the salary of Miss Gertrude Raymond, as teacher in Training School be placed at \$125.00 per month.

Mrs. Drake, Mr. Borrone, Mr. Matthews, Dr. Jones, Dr. Grise, all voting in the affirmative the resolution was declared adopted.

Dr. Spriegel--Dr. Grise announced that Dr. William R. Spriegel had been granted a leave of absence for one year and that Mr. H. B. McAlister would act as substitute. Motion by Mr. Matthews that Dr. Spriegel be granted a leave of absence as previously recommended by Dr. Cherry and that Mr. McAlister be selected to substitute. Carried.

Miss Schneider called the attention of the Committee to the fact that when a substation postoffice was established on College Heights, Dr. Cherry was commissioned Postmaster and that the salary had been used to pay the three young men who worked in the postoffice. She further stated that the Postmaster of Bowling Green had notified her that it would be necessary, since the death of Dr. Cherry, that another person should be appointed and that this Committee should make a recommendation.

The following motion was offered by Mr. Borrone, seconded by Mrs. Drake:

WHEREAS: Several years ago when a substation postoffice was established on College Heights, President H. H. Cherry was appointed and commissioned as Postmaster and has served in that capacity until his death on August 1, 1937.

AND WHEREAS: The Board of Regents did, at a call meeting held on College Heights on the afternoon of August 3, 1937, appoint an Executive Committee, consisting of Dean F. C. Grise as chairman, B. J. Borrone, Mrs. W. P. Drake, Dr. Lee F. Jones and Mr. W. L. Matthew, and did empower this Committee as a governing body to transact any and all business in connection with the affairs of said College.

NOW BE IT RESOLVED: That we recommend to the postal authorities that Dean F. C. Grise, Chairman of the Executive Committee, be appointed and commissioned postmaster of the sub-station postoffice on College Heights, to succeed Dr. H. H. Cherry, and that a copy of this resolution be furnished the Bowling Green Postmaster with the request that he submit same to the proper postal authorities.

Upon roll call Mrs. Drake, Mr. Borrone, Dr. Jones, Mr. W. L. Matthews, Dean Grise all voting in the affirmative, the motion was declared carried.

Dr. Grise announced that the new catalog was being prepared and shortly would be ready to go to press.

Dr. Jones moved that Miss Schneider, Bursar, be authorized to make requisition for 5000 copies of the catalog. The motion was seconded by Mrs. Drake and upon roll call, Dr. Jones, Mr. Matthews, Mrs. Drake, Mr. Borrone and Dean Grise all voting in the affirmative the motion was declared carried.

Miss Schneider brought to the Committee's attention a requisition from Mr. Matthews for repairs and added equipment for the Training School. A motion was made by Dr. Jones, seconded by Mrs. Drake:

That the necessary repairs and equipment for the use of the Training School, a large part of which had been set out in Mr. Smith's report, be authorized and that Miss Schneider be instructed to handle the cost of same, whenever possible, through the classroom maintenance and supply fund.

Upon roll call Dr. Jones, Mr. Matthews, Mrs. Drake, Mr. Borrone, Dean Grise, all voting in the affirmative the motion was declared carried.

Mr. Matthews reported the urgent necessity of improvements to the Training School play grounds, before the opening of school; that he together with Mr. Woodward had made a careful inspection of the grounds and they estimated that the work could be done at a cost of \$496.00. Dr. Jones offered the following motion, which was seconded by Mr. Borrone:

That the officials be authorized to proceed with the necessary improvements of the playgrounds of the Training School and place them in proper condition, if possible before the opening of school, that Mr. Matthews, Mr. Woodward and Miss Schneider, as a committee, be authorized to proceed with same.

Upon roll call, Dr. Jones, Mr. Matthews, Mrs. Drake, Mr. Borrone and Dean Grise all voting in the affirmative, the motion was declared adopted.

Miss Schneider reported that the refrigerating plant in the Dining Room was in bad condition, that it had been installed for a number of years and the insulating material had given away, making the plant expensive to operate and

that it was urgent that this be remedied. That she had made an investigation and it would cost approximately \$350.00 to replace the material and put the plant in good condition. A motion was made by Mr. Borrone, seconded by Mrs. Drake.

That the work on the refrigerating plant necessary to put it in good working condition be authorized and that the sum of \$350.00 be appropriated for the work.

Upon roll call Mrs. Drake, Mr. Borrone, Mr. Matthews, Dr. Jones and Dean Grise all voting in the affirmative, the motion was declared adopted.

Miss Schneider was called upon for a statement as to the finances of the new building and submitted the following report, which was ordered incorporated into the minutes:

Class Room Building FWA Project Ky-1043-R

Amount of Project		\$561,000.00
	Amount of contracts plus change orders.	
George H. Rommel & Co.	33,611.86	
Struck Const. Co.	299,143.33	
Brinton B. Davis	26,655.00	
Henry Wright	2,500.00	
Preliminary Expenses	800.00	
Ky-Tenn Light & Power Co.	498.90	
Legal	5,600.00	
Interest during Construction	15,827.67	
Misc. Ins.	1,520.00	
Montgomery Ward Co.	50,940.63	
Central School Supply Co.	60,781.36	
Sup. Equip. (estimated)	4,200.00	
Landscaping "	25,000.00	
	Balance	\$527,078.75
		\$33,921.25
<u>Bank Balances</u>		
American National Bank	\$47,790.87	
Citizens " "	57,869.83	
Farmers Bank	22,419.67	
Total	\$128,080.37	

Miss Schneider also reported that Mr. Anderson, Head of the Physical Education Department, had requested that the practice football field should be planted in

grasses; that this would require a coating of soil, which could be done with the school trucks and with labor estimated at \$60.00 and the purchase of Nitrate of Soda at a cost of \$12.00.

Mr. Borrone moved, seconded by Mrs. Drake that the work as recommended by Mr. Anderson be approved and authorized at a cost not to exceed \$72.00. Upon roll call Mrs. Drake, Mr. Borrone, Dr. Jones, Mr. Matthews, Dean Grise, all voting in the affirmative the motion was declared adopted.

The following resolution was offered by Mr. Borrone who moved its adoption. The motion was seconded by Mr. Matthews:

WHEREAS: Our Architect, Captain Brinton B. Davis, has recommended to us, that for cause which he regards as sufficient and just that the time limit for the execution of the contract of Montgomery Ward and Company, for the installation of the heating and plumbing system in the new classroom building (PWA Project Ky-1043-R) be extended.

NOW BE IT RESOLVED: That the date for the completion of this contract be extended to and including the 16th day of September.

Upon roll call Mrs. Drake, Mr. Borrone, Dr. Grise, Mr. Matthews, Dr. Jones, all voting in the affirmative, the motion was declared carried.

Dr. Grise announced that Dr. John Vincent had been employed as Head of the Music Department on a basis of 46 weeks at a salary of \$3800.00 per annum. That Mr. Watson had been re-employed on a 9 months basis at a salary of \$175.00 per month. Mr. Watson will take the place of Miss Lillian Johnson, on leave.

He also announced that H. B. McAlister had been employed on a nine months basis at a salary of \$150.00 per month. Mr. McAlister will take the place of Dr. Spriegel, on leave.

He stated that Chester Channon had been re-employed on a nine months basis at a salary of \$160.00 per month.

That Miss Helen Hunt had been employed on a twelve months basis at a salary of \$2000.00 per annum plus living in Home Management House. Miss Church resigned.

He also announced that Miss Clara Lowenstein has been re-employed for nine months at \$158.33 per month.

After discussion Dr. Jones moved that the employment of the parties as stated in this report, for time and at salary stated be ratified. Motion was seconded by Mr. Matthews and upon roll call all voting in the affirmative the motion was declared adopted.

There being no further business the Committee adjourned to meet Wednesday morning, August 18, 1937.

D. Grise
Chairman

Mrs. Drake
Secretary

Minutes of the Executive Committee

August 18, 1937.

A regular meeting of the Executive Committee of the Western Kentucky State Teachers College met in the President's office on August 18, 1937 at 9:00 A. M. Present: Mrs. Drake, Mr. Borrone, Mr. W. L. Matthews, Dr. Jones, and Dean Grise. Minutes of last meeting read and approved.

Mr. L. T. Smith came before the Board and submitted a written report of the conference held with Mr. Sager and Captain Davis on August 13, 1937. Mr. Smith's report is copied below:

Mr. Smith's Report

The following items were discussed with Mr. Sager and Captain Davis and referred to the Executive Committee for consideration and action.

1. We were requested by Mr. Sager to secure bids on certain parts of the landscaping and submit them to him at once for consideration. The procedure as requested by him is being carried out.
2. The standard bronze name plate as approved by P.W.A. was discussed and the addition of a supplementary plate with the names of the state director and legal counselor is to be considered.
3. The committee is to consider the name of the