

Regent James moved that the Executive Committee be authorized to act upon these minor changes as suggested, following consideration of estimate of cost thereof. Seconded by Mr. Rhoads and passed.

After examination of samples and prices of brick submitted, and after hearing the opinion of the Architect, Regent Cuthbertson moved that the steel gray brick, known as "Number 240 Cowan", a sample of which was submitted by T. L. Herbert and Son of Nashville, Tennessee, should be used, the price not to exceed \$45.50 per thousand. The roll was called and each one of the Regents voted in the affirmative.

Upon motion of Mrs. James, with a second from Mr. Rhoads, the Executive Committee was authorized and empowered to make such disposition of the rock which has already been excavated as is best in their judgement. It was unanimously passed.

Upon motion of Regent Cuthbertson, with a second from Mrs. James, Regent, the Secretary was authorized to send a letter to the Mayor of the city of Bowling Green, calling attention to the urgent need of better water supply in the J. Whit Potter Hall, and to the fact that with about two extra hours of pumping added to the present daily effort, the supply of water on College Heights would be sufficient to give temporary relief.

Upon motion of Regent James, with a second from Regent Cuthbertson, the meeting adjourned.

*Secretary* *Chairman*  
*McHenry Rhoads*  
*James*

### Minutes of Board Meeting

On March 20th, 1925.

The Board of Regents met in the office of President Cherry on March 20th, there being present Superintendent McHenry Rhoads, Regents R. E. Cooper, Sterrett Cuthbertson, Mrs. James, and Judge H. H. Denhardt. The minutes of the previous meetings were read and approved after reading. The President then read his report which was adopted.

### The report follows:

Bowling Green, Kentucky.  
 March 17, 1925.  
 Messrs McHenry Rhoads,  
 H. H. Denhardt,  
 R. E. Cooper,  
 Sterrett Cuthbertson,  
 Mrs. J. W. James

Members of Board of Regents, Western State Teachers College and Normal School.



Estimated Friends: \$114,384.00 to be received from the

The institution is enjoying unprecedented success. The total

attendance of the different students during the present year will equal the attendance of last year and possibly be larger. The student-body is composed of the finest type of personality and the character of work that is being done is earnest and effective in nature. The last year's A.B. Class had seventy-seven graduates, and the class of this year will be as large, if not larger. There will be more graduates in the Life Certificate Course during the present year than at any time in the history of the institution. The students in the high school work and in the freshman and sophomore departments have educational objectives, and are looking forward to the completion of a higher course of study in the future. The personal and academic morale of the student-body is the best in the life of the school. The condition of the institution from every standpoint is most encouraging and interesting. The outlook for the future has never been so optimistic.

On account of having been confined to the bed with a severe case of "flu", I will be unable to embody in this report a written statement of many details I had in mind to include, but I give below a carefully prepared statement of the outstanding items you will be most interested in, and which should receive your consideration in the Board Meeting today. I call your special attention to the carefully prepared financial statements concerning the different activities of the institution and to the general statement showing the approximate financial condition of the institution at the end of the present fiscal year.

62.333.4	14. School
61.333.11	15. Farm Buildings
	16. Farm Residence
	17. THE APPROXIMATE CONDITION OF THE INSTITUTION AT THE END OF
	THE FISCAL YEAR
60.811.1	18. Manual Arts Building
58.018.8	19. Equipment Potter College
March 1, 1925 to June 30, 1925	20. Equipment P. C. 345261
02.834	21. Equipment Cafeteria Hall
March 1, 1925.	22. Administration Building--Equipment
	23. Equipment Battery Hall
Cash American National Bank	24. Equipment Tables 177361.77
Cash Citizens National Bank	25. Equipment J. Whit 126229.92
Federal Board tuition	26. Equipment Kitchen 12,000.00
State Treasurer, 07.333.04	27. Equipment Library 35,998.09
J. Whit Potter Hall	28. 3,159.00
Laboratory Fees	29. 400.00
Incidental Fees	30. 625.00
Musio	31. 650.00
Training School Fees	32. 800.00
Correspondence & Extension	33. 2,000.00
Rents	34. 500.00
	35. 1124,518.78
	36. Total Receipts
Accounts Payable Feb. 28, 1925	37. 11,438.06
Salaries 4 mos. at \$17,000.00	38. 68,000.00
Current Expenses 4 mos. at \$2000	39. 8,000.00
	40. Total Expenditures
	41. 87,438.06
	42. Balance June 30, 1925
	43. 25,218.08
00.000.04	44. U.S. Veterans Bureau
80.334.11	45. 1st Mortgage Bonds
	46. Accounts Payable



The above balance of \$36,580.72 will probably be insufficient to pay off the deficit on the Training School Building and purchase equipment and provide for other emergency needs.

Since the above statement was made, we have received \$15,830.09 from the State Treasurer and have paid a number of accounts. The balance at the American National Bank on March 17th is \$34,752.74 and at the Citizens National \$37,864.01.

February 28, 1925

1. Cash-American National Bank	22,236.77
2. Cash-Citizens National Bank	45,849.92
3. Cash American National Bank B.H.	4,403.33
4. Land	41,490.55
5. Landscaping & Roads	11,873.79
6. Potter College & Cabell Hall	96,795.24
7. Administration Building	147,032.54
8. Bailey Hall	4,500.00
9. Frisbie Hall	20,000.00
10. J. Whit Potter Hall	231,508.90
11. Library Building	10,910.61
12. Cherryton	11,933.89
13. Gymnasium	5,000.00
14. Rural School	4,333.49
15. Farm Buildings	11,624.16
16. Farm Residences	16,482.20
17. Training School	40,584.88
18. Manual Arts Building	1,178.99
19. Equipment Potter College	6,519.83
20. Equipment P. C. Science	13,582.44
21. Equipment Cabell Hall	495.20
22. Administration Building--Equipment	9,237.94
23. Equipment Bailey Hall	364.49
24. Equipment Frisbie Hall	2,313.28
25. Equipment J. Whit Potter Hall	39,510.43
26. Equipment Kitchen and Dining Room	9,834.02
27. Equipment Library Building	40,625.00
28. Equipment Gymnasium	432.80
29. Equipment Rural	338.52
30. Equipment Music Department	3,392.25
31. Equipment Home Economics	1,726.38
32. Equipment Manual Tr. Department	3,718.67
33. Equipment Farm	3,883.01
34. Equipment Live Stock	3,650.00
35. Equipment Dairy	3,295.00
36. Equipment Poultry Department	1,289.00
37. Auto Equipment	2,313.25
38. Boarding House Supplies	4,614.60
39. Class Room Supplies	528.61
40. Farm Supplies	1,807.52
41. U.S. Veterans Bureau	25,216.06
42. 1st Mortgage Bonds	40,000.00
43. Accounts Payable	11,438.06



44. Notes Payable--Banks		Board	75,000.00
45. Notes Payable Miscellaneous		Food Supplies	1,000.00
46. Donations--Citizens of B. G.		Postage	1,000.00
47. Trustees Investment Account		Postage	1,000.00
48. Surplus		Postage	1,000.00
49. Miscellaneous Expense	1,602.18	Postage	1,000.00
50. J. Whit Potter Hall	3,229.22	Postage	1,000.00
51. Printing	2,139.74	Postage	1,000.00
52. Advertising	860.27	Postage	1,000.00
53. Freight & Express	628.02	Postage	1,000.00
54. Traveling Expenses--Corres. Dept.	622.95	Postage	1,000.00
55. Traveling Expenses	2,224.84	Postage	1,000.00
56. Salaries	71,659.73	Postage	1,000.00
57. Salaries Temporary	9,866.03	Postage	1,000.00
58. Salaries Corres. Dept.	3,186.66	Postage	1,000.00
59. Office Administration Salaries	3,466.90	Postage	1,000.00
60. Salaries Office Educational	11,576.55	Postage	1,000.00
61. Salaries Janitors	5,263.80	Postage	1,000.00
62. Telephones	355.97	Postage	1,000.00
63. Telegrams	172.61	Postage	1,000.00
64. Renewals and Repairs	11,716.36	Postage	1,000.00
65. General Expenses	50.22	Postage	1,000.00
66. Water	2,383.13	Postage	1,000.00
67. Fuel	3,400.70	Postage	1,000.00
68. Ice	118.30	Postage	1,000.00
69. Auto Expenses	995.90	Postage	1,000.00
70. Interest	696.22	Postage	1,000.00
71. Insurance	2,512.63	Postage	1,000.00
72. U. S. Veterans Bureau	14,867.68	Postage	1,000.00
73. Typewriter Repairs	21.74	Postage	1,000.00
74. Office Supplies	527.85	Postage	1,000.00
75. Class Room Supplies	4,895.20	Postage	1,000.00
76. Auxiliary Agencies	6,735.59	Postage	1,000.00
77. Library Expenses	5,043.75	Postage	1,000.00
78. Farm Expenses--Poultry	1,108.96	Postage	1,000.00
79. Farm Expenses--Dairy	1,216.94	Postage	1,000.00
80. " " Garden	5,980.09	Postage	1,000.00
81. Farm & Auto Maintenance & Repair	548.14	Postage	1,000.00
82. Farm & Garden Receipts		Postage	1,000.00
83. Dairy		Postage	1,000.00
84. Poultry		Postage	1,000.00
85. Music		Postage	1,000.00
86. Laboratory Fees		Postage	1,000.00
87. Tuition--General		Postage	1,000.00
88. " U. S. Veterans Bureau		Postage	1,000.00
89. Rents		Postage	1,000.00
90. Correspondence		Postage	1,000.00
91. State Treasurer--Special Training School Building		Postage	1,000.00
92. " " Millage		Postage	1,000.00
93. Training School Tuition		Postage	1,000.00
94. J. Whit Potter Hall--Receipts		Postage	1,000.00
95. Miscellaneous		Postage	1,000.00
96. Light		Postage	1,000.00
97. Incidental Fee		Postage	1,000.00
98. Commencement Fee		Postage	1,000.00



## TRIAL BALANCE (cont'd)

99. Board	22,514.39	
100. Food Supplies	19,784.95	
101. Equipment B.H.	287.68	
102. Renewal & Repairs B.H.	400.07	
103. General Expense " "	823.39	
104. Salaries " "	3,872.33	
105. Refunds	81.308, f	
106. Freight & Express " "	517.26	
107. Hog House	74.71	
108. Poultry House	571.99	
109. Postage	1,628.62	
110. Discount	1,269.33	
111. Soaps & Cleaning Materials	3.85	
Total	1,248,571.10	1,248,571.10

Note: The balance at the American National Bank on March 17th is \$34,752.74 and at the Citizens National Bank is \$37,864.01.

TRAINING SCHOOL BUILDING

We give below the contract price of the Training School Building, plus architect fee and the amount that has been paid to the architect and contractor.

Base Bid Raymond Contracting Co.	186,926.00	
Extra on brick	2,673.00	
Extra on other things	5,719.00	
	195,318.00	
Architect Fee	11,719.08	
Total cost	207,037.08	
Paid Raymond Contracting Co.	31,608.10	
" A. Ten Eyck Brown	8,076.72	
Amount drawn State Warrants from State Treasurer	40,584.82	

RECEIPTS AND EXPENSES OF BOARDING HOME

Sept. 22, 1924 to Feb. 2, 1925.

Receipts

225 students for 6 weeks	\$5400.00	
200 students for 12 weeks	9600.00	
Single meals	341.82	
Training Table (Football)	120.34	
Football Teams	31.33	
Basket Ball Teams	25.67	
Training Table (Basketball)	23.88	
Total	\$15,643.04	



Expenses

Food Supplies	Sept. 22 to 28	Dinner	699.50	Br. Wheat
	29 " 10/6		703.78	
	6 " 12	Pork Chops	86.86	Oranges
	13 " 12	Canned Potatoes	80.89	Boiled Oats
	20 " 22	Buttered Potatoes	14.04	Butter
	27 " 2/1	Corn-bread	17.20	Coffee
	3 " 11	Chocolate	57.94	
	10 " 16		72.01	
	17 " 23		63.36	
	24 " 30		55.98	
	1 " 7	Veal Dinner	71.20	
	8 " 14	Washed Potatoes	53.16	
	15 " 21	Buttered Potatoes	60.60	
	5 " 11	Corn-bread	55.54	
	12 " 18		59.88	
	19 " 25		71.80	
	26 " 2/1		620.88	

Labor	2,449.32	Oranges
Coal	450.00	Butter
Lights	90.00	Coffee
Miss Reynolds Salary	675.00	
Laundry	176.10	
Refunds	11.25	

Expenses	1,123.77	Oranges
	2,449.32	Butter
	450.00	Coffee
	90.00	
	675.00	
	176.10	
	11.25	

The gain for this period is unusually small, but owing to the fact that we were paying fifty-two cents a dozen for eggs most of the time the increased cost of flour, coffee, lard, butter and canned goods, made it impossible to make a profit.

In addition to the number of students taking their meals at the boarding home is smaller than in former years. This is not on account of any lack of satisfaction with the board, for it is far more satisfactory than at any time since the organization of Potter Hall. A large number of people are giving table board in the Village as well as all over the city. There has grown up a real competition along this line. When considered from a fundamental standpoint, this is a fortunate condition to exist, notwithstanding the fact that it serves a hardship upon Miss Reynolds, the Dietitian, who is held responsible for the management of the dining room.

In this connection it should be said that Miss Reynolds is a real expert in her work, fine in spirit, personality, qualification, adaptability and otherwise.

M E N U

Below is given an accurate bill of fare that is typical of the average meal served at the Boarding Home.

Butter	Butter	Coffee
Butter	Butter	Coffee
Butter	Butter	Coffee
Butter	Butter	Coffee



Monday, Feb. 16, 1925.

Breakfast

Oranges	03.000
Rolled Oats	00.000
Biscuits-Butter	01.000
Coffee	01.000

Dinner

Pork Chops	01.000
Creamed Potatoes	01.000
Buttered Peas	01.000
Corn-bread-butter	01.000
Chocolate Pudding	01.000

Supper

Sausage	01.000
Baked Potatoes	01.000
Slaw	01.000
Biscuits-Butter	01.000
Milk-Preserves	01.000

Tuesday, Feb. 17, 1925.

Breakfast

Cream of Wheat	01.000
Bacon	01.000
Biscuits-Butter	01.000
Coffee	01.000

Dinner

Veal Birds	01.000
Mashed Potatoes	01.000
Stewed Tomatoes	01.000
Cornbread-Butter	01.000

Supper

Pork & Beans	01.000
French Fried Potatoes	01.000
Biscuits-Butter	01.000
Milk	01.000

Wednesday, Feb. 18, 1925.

Breakfast

Oranges	01.000
Hominy	01.000
Biscuits-Butter	01.000
Coffee	01.000

Dinner

Roast Veal	01.000
Browned Potatoes	01.000
Creamed Carrots & Peas	01.000
Fruit Jello	01.000

Supper

Scalloped Corn	01.000
Baked Fish	01.000
Cottage Cheese	01.000
Bananas-Milk	01.000

Thursday, Feb. 19, 1925.

Breakfast

Stewed Prunes	01.000
Cream of Wheat	01.000
Biscuits-Butter	01.000
Coffee	01.000

Dinner

Baked Ham	01.000
Mashed Potatoes	01.000
Head-Lettuce Salad	01.000
Bread-Butter	01.000
Cherries on Cake	01.000

Supper

Baked Potatoes	01.000
Croquettes-Catsup	01.000
Slaw	01.000
Biscuits-Butter	01.000
Preserves-Milk	01.000

Friday, Feb. 20, 1925.

Breakfast

Oranges	01.000
Rolled Oats	01.000
Biscuits-Butter	01.000
Coffee	01.000

Dinner

Baked Halibut-Lemon	01.000
Browned Potatoes	01.000
Tomato Salad	01.000
Bread-Butter	01.000
Cocoanut Custard Pie	01.000

Supper

Spanish Omelette	01.000
French Fried Potatoes	01.000
Slaw	01.000
Biscuits-Butter	01.000
Canned Peaches	01.000

Saturday, Feb. 21, 1925.

Breakfast

Cornflakes	01.000
Boiled Eggs	01.000
Toast-Butter	01.000

Dinner

Swiss Steak	01.000
Mashed Potatoes	01.000
Lettuce Salad	01.000
Cornbread-butter	01.000
Pineapple Bavarian	01.000

Supper

Irish Stew	01.000
Boiled Rice	01.000
Bread-Butter	01.000
Milk	01.000
Canned Pineapple	01.000

Sunday, Feb. 22, 1925.

Breakfast

Creamed Rice	01.000
Toast-Butter	01.000
Coffee	01.000

Dinner

Baked Chicken Gravy	01.000
Dressing	01.000
Mashed Potatoes	01.000
Potato Salad	01.000
Biscuits-Butter	01.000
Coffee	01.000
Ice Cream	01.000

Supper

Macaroni	01.000
Sliced Cheese	01.000
Bread-Butter	01.000
Milk	01.000



RECEIPTS AND EXPENDITURES FOR BOARDING HOME

Feb. 2, 1925 to March 1, 1925.

We give below a statement of the Boarding Home for one month which shows a much better financial condition since the opening of the semester on February 2, 1925.

Receipts

269 students for 4 weeks at \$16.00	\$4304.00
Single Meals	81.00
<b>Total Receipts</b>	<b>\$4,385.00</b>
<u>Expenses</u>	
Food Supplies	
Feb. 2 to Feb. 8	747.56
Feb. 9 to " 15	813.12
" 16 " " 22	782.46
" 23 " Mar. 1	767.83
<b>Total Expenses</b>	<b>3,110.97</b>

Labor	582.50
Coal 4 wks. at \$25.00	100.00
Lights 4 wks. at \$5.00	20.00
Miss Reynolds salary	150.00
Laundry	54.28
<b>Total Expenses</b>	<b>4,017.75</b>

Gain for 4 weeks

\$ 1,267.25

THE EXTENSION AND CORRESPONDENCE DEPARTMENT

The Extension Department was established June 1920. It is now in its fourth year and has had an unusually successful and profitable experience as is shown by the enrollment given below. Without doubt the greatest service it performs is in giving encouragement to teachers and prospective teachers in the field and offering them the opportunity to go on with their preparation. The records show that a great many students have come here for residence work because of the encouragement received from the Extension Department.

RECEIPTS AND EXPENSES

July 1, 1924 to March 1, 1925.

<b>Fees</b>	<b>4,961.45</b>
<u>Expenses</u>	
Salaries	3,186.66
Traveling Expenses	322.95
Office Supplies 8 Mos. at \$30.00	240.00
<b>Total Expenses</b>	<b>3,749.61</b>

Profit for 8 months

1,211.84



470 students are now taking work  
 261 " have completed work since July 1924  
 150 " enrolled but have not sent in work  
 238 " are enrolled in classes in Study Centers,  
 making a total of 1109 students enrolled July 1, 1924.

and to improve the conditions of the students which shows a much better financial condition than a year ago.

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### TEACHERS COLLEGE COMMISSARY

The Commissary is run by two students who pay their way through school by handling it. The Commissary finances itself without calling upon the State for anything. It is open only a few hours during each day. It sells to students only. Under no condition does it sell to anyone who is not a student. The student secures food supplies at almost a wholesale rate. The Commissary is helping many a boy and girl to reduce his expense and extend his course of study.

### FINANCIAL REPORT

#### Assets

Inventory 2/1/25	701.47
" 9/22/24	329.46
Accounts Receivable	181.48
Cash in bank	69.02
Cash & Accts. in office	69.00

Coal & wood	372.01
Light & water	15.00
Miss Reynolds salary	
Laundry	
Total Expenses	319.48
	891.49

#### Liabilities

##### Bills Payable

Riggs Refinery	21.62
Farm	26.00
Rob't. Orr & Co.	153.08
I. B. Willoughby	48.56
Parson & Scoville	75.56
Coca Cola Co.	2.20
Claggett & Covington	3.95
B. G. Pure Ice Cream Co.,	31.86
Brown Ice Cream Co.	10.39
Proctor & Gamble	10.75
M. DeSops & Co.	7.72
B. G. Milling Co.,	14.25
Davidson Bros.	150.00
Willoughby Gro. Co.,	29.90
National Biscuit Co.	12.79
Rochester Creamery	12.30
Swift & Co.	48.00
H. W. Mitchell & Co.	15.85
Roemer Bros.	55.25

Net Profit

Total Expenses

88.46

Profit for 8 months



THE COLLEGE HEIGHTS FOUNDATION

Below is given a report submitted to me by Mr. R. H. Seward, Secretary of College Heights Foundation. It explains itself.

**GENERAL STATEMENT:**--The Foundation was incorporated on September 27, 1923. It has been functioning since that time in the interest of needy students who needed financial assistance with which to remain in school. It has demonstrated by the results obtained a reason for its existence. The fund has grown steadily in size and extended its scope of usefulness.

The Teachers College and the Foundation are working hand in hand for the advancement of a greater community and State. They are indissolubly linked together in common bonds for the accomplishment of greater results. Students who are unable to attend school on account of a lack of financial means will more than likely grow up in ignorance and this state of ignorance will be visited upon the community. The Foundation recognizes this fact, and, by lending money to students at a reasonable rate of interest, is bestowing upon society and the institution a great favor. The Foundation has made it possible for a large number of students to remain in school who would otherwise have been unable to do so. Not only is the Foundation helping to build the attendance of the institution, but it is playing an important role in helping to eradicate illiteracy.

Practically all of the money that has been raised up to the present time has been contributed by students of the institution. At the last meeting of the Directors it was definitely decided, however, that a local campaign should be put on in the very near future for the purpose of raising the amount which Warren County is expected to give. A committee was appointed and this committee is now at work on the proposition. This campaign will be put on during the early Spring, depending upon local circumstances and conditions. The campaign will be launched in a systematic and professional way, and there seems to be no question that it will be a tremendous success. As soon as Warren County subscribes its quota, a series of campaigns will be put on in other counties. There will be no cessation of effort from now on until the first objective has been reached.

The vacancies of Mr. Lewis C. Humphrey and Hon. Thurston Ballard have been filled by two local men, Mr. O. G. Byrn and Mr. E. G. Dente. There are now eight local directors, and a quorum may be had at any time it is deemed advisable.

**FACTS AND FIGURES:**--It is estimated that \$125,000.00 have been subscribed, payable over a period of five years.

Since October 26, 1923, the Foundation has made 358 distinct student loans. These loans aggregate \$17,223.00. The average loan is \$48.00. The operating expenses amount to \$1257.18.

One hundred and eleven people have given security, one hundred and forty-five have pledged life insurance policies, and 101 have given their pledged work of honor as security. Only two out of the last 138 loans have given their word of honor, all of the rest having given security of pledged their policy. Life Insurance to the extent of \$100,000.00 has been assigned to the Foundation and these policies are in the safe.

From to remain a bit of aid to ill as, some things and some of them.



FOUNDATION STATEMENT

of the Foundation.

Seventy of the loans have been paid in full and forty have renewed their notes and paid the interest. The borrowers are manifesting a splendid attitude in regard to the payment of their notes and interest. Many students send in more interest than is due on their notes. One student sent in five dollars in interest when the amount of interest actually due on her note was only eighty-eight cents. This woman really needed the money, but was anxious that some boy or girl might be helped as she had been.

I submit below a financial statement of the Foundation as of date February 28, 1925.

Cash Book	\$21,990.66
Loans	\$17,223.00
Operating Expenses	1,257.18
Total	38,480.18
Balance in the treasury	\$3,510.48

THE LIBRARY:

The use of the Library is always a reliable test of the efficiency of a school; and the increased use of our Library attests to the advanced work of the Teachers College. In 1922 the year before we became a Teachers College, the circulation of Library books for home use was 54,000. The next year after we had begun to do advanced college work, our circulation jumped to 72,000. Last year, 1924, the circulation grew beyond all bounds and reached the figure of 102,000. Thus in two years the circulation has practically doubled due to the amount of research work now required of our college students.

The Library is greatly in need of more books. We are, however, pursuing the policy of providing for the emergency needs of the Library as they occur. It will be necessary to pursue this policy and possibly upon a little more liberal basis in the future, in order to make the instructional part of the institution effective. As soon as the finances of the institution will permit, a liberal allowance or appropriation from the funds of the institution should be made to the Library. In view of the other emergency needs, however, I would not recommend this for the present.

EQUIPMENT FOR TRAINING SCHOOL

The Manual Training Department is in a position to make a considerable amount of the equipment for the Training School by using student labor, purchasing material at wholesale prices and using the facilities of the Manual Arts Department. It will be able to make equipment at a saving of from 25% to 40%. This has been carefully worked out by Mr. L. E. Smith, Head of the Department, and this statement can be depended upon.

In addition to the above, by authorizing the Manual Arts Department to make this equipment, we will be able to aid a number of most



earnest and efficient students who desire to continue their education, to extend their course of study and to accomplish their educational objectives. We recommend that you authorize the Manual Training Department to make the following equipment and that this be authorized at the present meeting.

1. Double pedestal flat top desk
2. High School principal's desks
3. Departmental room desks
1. Stenographer's desk
- 7 Teachers (Home room kindergarten desks)
- 1 Practice Teacher's desks
- 15 Adjustable tables
- 15 Stools
- 2 Drawing cabinets
- 1 Instructor's laboratory lecture table
- 1 Book case
- 4 Library tables
- Sewing tables
- 6 Kindergarten tables
- 2 Kindergarten sand tables
- Lockers
- Book shelves for library
- Other needed equipment

#### FRISBIE AND BAILEY HALLS

The Board of Regents, at a former meeting authorized the Manual Training Department to overhaul and repair Frisbie and Bailey Halls that are located on the old site of the institution. Mr. Smith, Head of the Manual Training Department, makes the following report at the completion of the work:

Frisbie and Bailey Halls are in splendid condition for use, but do not have many student roomers. The main purpose is repairing these buildings was to get them in a salable condition and to provide free rooms for the Ex-Service men as authorized by the Kentucky Statutes.

The work of preparing these two buildings for occupancy was turned over to this department the first of November, 1924, with the request that it be ready February 2, 1925, the opening of the second semester.

It was decided that students from this department could do the general repair and painting at a much lower cost than it could be done by outside labor.

Both Frisbie and Bailey Halls were found to be in a very dilapidated condition and the following work was necessary to make them habitable.

#### STUDENT WORK

##### 1. Window glazing

Repair and paint window sash and frames

" window cords

Reputty all lights

##### 2. Repair wainscoting in rooms and halls

Rebuild stairs in Bailey



Repaired stairs in Frieble  
Refloor and repair floors  
Rehung doors  
Repaired locks and fitted keys

3. Cleaned and painted all woodwork and floors

NOTE: Except Bailey Hall exterior which is badly in need of paint

4. Repaired old and assembled new furniture  
Repainted beds.

In this work approximately thirty different students were employed at various times and an average of five students worked part time during the entire time. Practically the whole amount expended for this work was paid for board, fees, etc., and enabled many students to continue in school in addition to saving the State the difference in salary of the workmen, as students worked for twenty-five cents per hour and the prevalent price for painters and carpenters ranged from fifty to seventy-five cents per hour.

In addition to the above, this department supervised the following work but employed outside help.

Plumbing repaired throughout	\$405.93
Electric wiring overhauled	120.27
Replastering throughout (Material)	523.51

(Plasterer @ .65)	
(" helper @ .25)	219.80

Repapering throughout (Paper)	365.84
(Paper hangers @ .12 per roll)	370.93

Material	523.51
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This material includes not only plaster material but lumber, hardware, glass, etc., all material used in the repair except paint which amount to \$251.30

The approximate total expense on each of the two buildings was,

Bailey Hall	1200.00
Frieble Hall	1666.09

#### STUDENT BOOKSTORE

We give below a carefully prepared statement of the Students Bookstore showing its condition at this time. The Bookstore is the product of a student effort and management. The State loaned the students bookstore \$1700 at the time of its organization, that it might have a small capital to begin with. This has been paid off and the Bookstore is now able to finance itself. The Board of Regents at a former meeting donated the Bookstore to College Heights Foundation as a recognition of student effort and as an appreciation of the Foundation.

#### FINANCIAL REPORT

##### ASSETS

Cash on hand	17.28
Cash in Bank	47.23
Inventory	8711.45
Accts. Receivable--Veterans Bureau	1745.58



Accounts Receivable--Teachers College 1408.62

Students 146.52

12,077.22

# EQUIPMENT

Cash Register 202.50

Adding Machine 112.50

Safe 67.50

Show Case 70.20

Paper Punch 27.00

479.70

Less Depreciation 23.98

455.72

12,532.94

# LIABILITIES

Accounts Payable 3070.02

Freight & Express 93.42

3,163.44

Profit to date 9,369.50

Net profit since August 20, 1924 1236.02

NOTE: There is on hand dead stock amounting to \$1982.73 not entered on this report. This stock will not bring more than fifty cents on the dollar, and has been accumulating since September 1, 1920.

THE SCHOOL FARM

The School Farm is playing a very important part in the agricultural training of rural school and high school teachers. Approximately five-hundred rural school teachers pursue courses in agriculture each year. In addition to these, fifty men are pursuing courses in college agriculture preparatory to teaching this subject in the rural high schools of the state. Approximately six-hundred Kentucky boys, ex-service men, training under the U. S. Veterans' Bureau, have passed through the institution and have been trained for useful citizenship. A large majority of these exservice men now own their farms on which they live.

All farm operations have been projected on a practical basis to accommodate the needs of the above named groups.

A number of improvements on the farm have been necessary to provide adequate training facilities for those coming to the farm for instruction. All of the cost of these improvements, however, have been carried as a training cost against the U. S. Veterans' Bureau tuition account. They have not cost the State of Kentucky anything. Other improvements and repairs will be necessary from time to time as the demand for teachers of agriculture grows.

FARM LANDS

The Western Kentucky State Normal School and Teachers College owns sixty-five acres of agricultural land, twenty acres of which is a



rocky bluegrass pasture. Ten acres more is devoted to truck garden-  
ing and ten acres to barn lots and hog lots. The twenty-five acres  
remaining is a rocky area which is very difficult to cultivate  
profitably. This total area is only barely adequate for poultry plant,  
barn lots and hog plant, truck garden area and for pasture. The in-  
stitution has operated a sixty acre tract belonging to Mrs. Ruth Phillips.  
The grain crops have been grown on this tract. This lease expires  
January 1, 1926. This property is entailed and can only be held a  
short time.

As against the above area of agricultural lands described,  
Eastern Kentucky State Normal School and Teachers College owns and  
operates a very fertile two-hundred-acre farm adjoining campus.

ST. 334

LIVE STOCK

1. The poultry plant is well equipped and carries a flock  
of 900 hens. Pure bred eggs and baby chicks are shipped to many points  
of Kentucky.

2. The hog plant is adequately equipped. Twelve purebred  
Duroc-Jersey sows are due to farrow in March and April. The demand  
for pure-bred pigs will exhaust our supply and at a good profit.

One Hampshire sow and one Poland China sow should be added  
for purposes of using them in class instruction.

3. The dairy herd now consists of thirteen pure-bred  
Holstein cows and heifers and seven grade cows. The grade cows  
are old and should be disposed of during the summer. The  
dairy barn needs alterations and improvements to be mentioned later.  
Milk from this herd supplies the Boarding Home and Training School.

SUMMARY1. Students use of Farm for Instruction

Students in College Agriculture 50  
Rural and Grade Teachers (Approx) 500  
Veterans Trainees (period 3 yrs approx) 600

Hundreds of visitors inspect the farm each year.

2. Live Stock

Poultry 900 hens

Hogs 12 Brood sows

2 Boars

30 Pigs

Cattle 13 Pure-bred Cows

and Heifers  
7 grade cows

RECOMMENDATIONS ON THE FARM

1. That the farm barn be painted and such minor repairs be  
made as are necessary to provide for the increase in the dairy herd.  
This would cost approximately \$150.00



- 2. That the poultry and hog houses be painted to preserve them from decay. This would cost approximately \$100.00.
- 3. Due to the hazard incurred from the use of oil lanterns as a means of lighting at the farm barn and gas engine as the source of power, it is recommended that light wires be extended from the village for purposes of lighting the barn and that gas engine used in the barn to operate the milking machine be replaced with a motor. Sufficient poles are available for this purpose. This would cost approximately \$200.00.
- 4. Due to the limited area of agricultural lands owned by the school and the rocky condition of this land, rendering the growing of feed crops difficult, it is recommended that the school take a five-year lease on the 50 acre tract on the Nashville Pike, previously owned by H. J. Miller; that the school incur no financial obligation other than the annual rental of \$600.00 per year. If this is not done it will become necessary to sell off a large portion of the farm herds of live stock.
- 5. That a policy of efficiency and economy be pursued to the end that the farm may become self-sustaining.

COLLEGE HEIGHTS HERALD

On January 9, 1925, there came from the press the first issue of College Heights Herald, a full size eight-page newspaper published by the students of Teachers College, under the direction of the Bureau of Publicity. Professor Henry Clay Anderson, a member of the faculty is at the head of the Publicity Bureau.

College Heights Herald will be published two times each month of twenty-three times each year. The Herald is edited by a student staff elected from the student-body from nominations submitted to it by the Student Executive Council. A detailed financial report of College Heights Herald is attached hereto. College Heights Herald started with a bona fide subscription list of 1036. I might add in this connection that a special subscription price was offered the student-body at the start, which was fifty per cent. of the regular price, the regular price being \$1.00 per year. The advertising has practically taken care of the expense of the publication, and it is the opinion of the Bureau of Publicity that this will continue. The subscription list of College Heights Herald will increase rapidly, especially after it has had time to reach the thousands of former students who are in the field. The Herald has been self-sustaining and it is the purpose of the school and Publicity Bureau to make it continue so during its entire career. We give below a financial statement covering the short period of the existence of the paper.

FINANCIAL STATEMENT

COLLEGE HEIGHTS HERALD

Receipts				
Advertising			\$326.22	
Subscriptions			445.87	
Circulation			53.50	



Outstanding Accounts

Advertising 177.85  
Circulation 83.00

Expenditures

Printing 401.10  
Engraving 20.58  
Supplies 21.75  
Salary (Editor-in-chief) 20.00  
Circulation 18.38

Bills Payable

Printing 92.50  
Recapitulation 574.27

Assets

Liabilities 1086.24

Present Worth

511.97

On January 8, 1935, there came from the press the first issue of the PERSONNEL of the College of Teachers.

Every effort on the part of the College will be made to secure the right kind of personality to interpret and broadcast the principles and ideals of the more abundant democratic life, in the interest of which the taxpayers of Kentucky established, developed and maintain this institution. Our first duty is to employ only those who by their qualification, their character and spirit of service are capable of transmitting every dollar received by the institution from public and other sources into a dollar's worth of real life. With this in view, I have tried to use great care in making the following nominations. As far as I know, there is not an individual in the list from the bottom to the top who does not feel the responsibility of service.

H. H. Cherry	6000	12	Scholastic months
A. M. Stickles	3900	"	"
A. J. Kinman	3700	"	"
Alfred Crabb	4000	"	"
M. C. Ford	3400	"	"
F. C. Grise	3500	"	"
Guy Whitehead	3500	"	"
A. C. Burton	3400	"	"
M. A. Leiper	3400	"	"
J. E. Alexander	3400	"	"
W. J. Craig	3000	"	"
Bert Smith	2800	"	"
L. T. Smith	3000	"	"
Gordon Wilson	2900	"	"
H. M. Yarbrough	2700	"	"
Lotta Day	2700	"	"



Horace McMurtry	2700	0081	12	Scholastic months
N. O. Taff	2700	0080	"	"
George Page	2600	0080	"	"
Mattie Hatcher	2500	0087	"	"
C. W. Lindow	2600	0080	"	"
D. E. Theophilus	2600	0081	"	"
Gabie Robertson	2500	0081	"	"
L. Y. Lancaster	2200	0081	"	"
J. H. Claggett	2100	0080	"	"
Mrs. T. C. Cherry	2100	0087	"	"
Elizabeth Woods	2108	0087	"	"
Ella Jeffries	2000	0084	"	"
Mrs. Nell Travelstead	2000	0083	"	"
Nell Robins	2200	0083	"	"
Sue Bell Mason	1920	0081	"	"
Patsy Shobe	1800	0087	"	"
Mary Lee Taylor	1800	0080	"	"
Sue Howard	1800	0084	"	"
We guarantee Miss Howard, however			"	"
only 42 weeks work at \$150.00			"	"
a mo.			"	"
Errol Egbert	1800	0084	"	"
We guarantee Miss Egbert, how-			"	"
ever, only 42 weeks work at			"	"
\$150.00 per mo.			"	"
G. G. Craig	1600	0084	"	"
Ivan Wilson	1500	"	"	"
Geo. A. Hunter	820	"	"	"
Pat J. Strahn	3500	"	"	"
Lenore Wilson	1920	"	"	"
Ethel Clark	1900	101	"	"
Magnolia Scoville	1800	101	"	"
Norma Jones	1800	101	"	"
Miss Alma Wyckoff	1800	"	"	"
Sue Hill	1800	"	"	"
Mamie McCormick	1800	"	"	"
Hallie Gaines	1700	"	"	"
Inez Ellis	1100	101	"	"
Florence Schneider	2100	12	"	"
Rex Myers	1800	"	"	"
Mrs. Gussie Havard	1100	"	"	"
Lois Dickey	600	"	"	"
R. H. Seward	1200	"	"	"
Mary Stallard	1600	"	"	"
Kelly Clark	1000	"	"	"
Mattie McLean	2308	"	"	"
Marguerite Foresting	1300	"	"	"
Mrs. Anna Riley	1100	"	"	"
Mrs. Gus Brand	900	"	"	"
Mrs. P. B. Reynolds	900	"	"	"
Etta Runner	700	"	"	"
Roberta Moody	960	"	"	"
W. E. Allen	250	"	"	"
Ellice Prentice	1800	"	"	"
E. A. Diddle	2892	"	"	"
W. M. Pearce	3000	"	"	"
Lillian Hanley	1020	"	"	"



Margie Helm	1800	0078	12	scholastic months
Virginia Kerr	960	0078	"	"
Charles Yates	900	0088	"	"
Blanche Helm	780	0088	"	"
Hattie Funk	2064	0088	"	"
Mrs. W. A. Lee	1320	0088	"	"
Mildred Reynolds	1800	0088	"	"
Emmett Taylor	1200	0088	"	"
Joe McCarty	960	0108	"	"
C. M. Tarrants	780	0108	"	"
Delmer Hazel	780	0108	"	"
B. E. Harrison	420	0008	"	"
Royce Ladd	300	0008	"	"
Marvin Greer	300	0008	"	"
R. C. Woodward	1800	0081	"	"
J. N. Newton	780	0081	"	"
Aubrey Hoofnail	900	0081	"	"
Raymond Hoofnail	840	0081	"	"
Royce Finch	720		"	"
Church Hill	840		"	"
Jim Finch	720		"	"
Sylvia Bailey	540	0081	"	"
Cora Edson	480		"	"
Neal Taylor	480		"	"
Bettie Hill	480		"	"
Corrine Edwards	480	0081	"	"

" On the basis of the present monthly payroll for personality the total annual amount for all salaries including teachers, clerks, stenographers, janitors, etc., is \$188,750.00. This does not include special talent that must be employed through the Spring Term of nine weeks and during the Summer School and for the purpose of meeting other emergencies that arise from time to time.

" The total amount of salaries of those I have nominated today amounts to \$168,822. Of course, the faculty is not complete. Other teachers for the Junior High School, the County High School and for work in other departments of the institution, must be employed. There are likely to be a few resignations on account of one or more splendid women who have given the school a real service, deciding to become homemakers for some splendid man, rather than teach. In addition to the above, I am not nominating a few members of the faculty who are now with us in order that I may have more time to study the problem and arrive at a constructive and effective conclusion.

" This leaves a balance of \$19,928.00 to be used for instructional purposes on the basis of the present year. I trust the Board will authorize me to employ other regular and special teachers to the extent of the actual needs of the institution, not to exceed the expenses for personality for the present year.

" The Spring term of nine weeks begins on April 6th. Fully three hundred new students will enter at that time. Our present faculty is worked to the last inch of its time and energy. We will need eight or nine temporary teachers for this term of nine weeks. We will need them for the nine weeks only. I hope the Board will authorize the employment of these teachers.



The Summer School is becoming an outstanding educational effort on College Heights. It will in the future become about the biggest thing on the Hill. All Summer Schools need extra talent for work along special and specific lines in order to meet the demands of the educational public. I trust the Board will employ such talent as is needed as it has done heretofore.

I recommend that when the Board adjourns it will adjourn to meet on Thursday, June 4th, at which time it will authorize the expenditure of about \$30,000 for the emergency needs of the institution. I trust the Board will authorize the President to prepare a Bill of Material for equipment for the Training School, send this Bill of Material to school furnishing companies and others, and arrange for competitive bids on that day. I further recommend that the President of the institution, together with the local committee and co-workers on the Hill, be authorized to make such classification of the expenditure of \$30,000 or more that may be available in such a way as to meet the imperative and most vital needs of the institution.

I have included in the above salary list of the salaries of Professor Strahm, Miss Wilson, Miss Reynolds, Miss Funk, Mrs. Lee, Professor Pearce and Miss Hanley, aggregating a total amount of \$11,624.00 annually. All of the above salaries are paid for through funds created through the activities of the institution.

\* \* \* \*

County Superintendent White, of Warren county, together with Mr. S. B. Sublett, Chairman of the County Board of Education, were then invited into the room for the purpose of discussing a cooperative plan by which certain of the high school pupils from the county can attend the senior high school at Teachers College.

The next point for discussion was equipment to be made by the Manual Training Department for the new Training School building. It was moved by Regent Denhardt, and seconded by Regent Cuthbertson that opportunity be given the Manual Training Department to make such of the equipment that they are prepared to make. It was unanimously passed.

Upon motion of Regent Cooper, with a second from Mrs. James, the Board unanimously endorsed the action of the Executive Committee as reported by Regent Denhardt, Regent Cuthbertson and President Cherry in starting the publication of College Heights Herald.

Regent Denhardt moved that a committee be appointed to confer with the committee of the Board of Education for the purpose of sending certain county high school pupils to the new Training School with power to act. The committee as appointed is composed of President Cherry and Regents H. H. Denhardt and Sterrett Cuthbertson.

It was moved by Mrs. James and seconded by Regent Cooper that the Executive Committee prepare a bill of materials and secure bids for the necessary equipment of the Training School, to be presented at the next meeting of the Board on June 4th, 1925. All of the members, including State Superintendent Rhoads voted in the affirmative.

Regent Denhardt made a motion and Mr. Cooper seconded, that President Cherry be empowered and authorized to take care of the term beginning April 6th, and continuing for nine weeks.



Upon motion of Regent Cooper with a second from Regent Cuthbertson, the President was also authorized to employ such additional members of the faculty as needed for the Summer School. All voted in the affirmative.

Superintendent Rhoads stated that he could, from the funds appropriated by the legislature for conducting summer schools, set aside for the Summer School of Teachers College about \$1200.00.

Upon motion of Regent Cuthbertson, with a second from Mrs. James, the President and faculty were authorized to award certificates and degrees to such persons now in the institution as have completed different courses in the institution, when passed upon by the Graduation Committee. The motion was passed by a unanimous vote, including Superintendent Rhoads.

A resolution, approving and ratifying the act of the Executive Committee in the matter of payments of bills in the transaction of immediate business that has come up from time to time, was introduced and a motion made by Regent Cooper to adopt. It received a second from Mrs. James and was unanimously passed.

The meeting then adjourned until June 4th, 1925.

*Matthie M. McLean*  
Secretary

*McHenry Rhoads*  
Chairman

### Minutes of the Board Meeting

June 4th, 1925.

Complying with the call of the State Superintendent of Education, the Board of Regents met in the office of President Cherry at 9 o'clock, June 4th, there being present Mrs. James, Mr. Cooper, Mr. Cuthbertson, General Denhardt, Superintendent McHenry Rhoads, and President Cherry.

Mr. Cuthbertson brought before the Board the matter of a testimonial in recognition of the great interest shown and the effective services rendered by General Denhardt in securing appropriations for the erection of the Training School building. Mrs. James made a motion which received a second from Regent Cooper to the effect that a bronze tablet with inscription attesting his valuable work should be prepared and placed on the walls of that building. Also that another tablet showing the names of the Governor of the State, of the Board of Regents and the President of the institution, the contractor and architect should be prepared and erected on the walls of the building. Both motions were unanimously passed.

Upon motion of Mr. Cuthbertson with a second from Mr. Cooper, the chairman was requested to appoint a committee to draft suitable resolutions commending the splendid service which has been rendered by Dr. Gamble as Dean of the institution and that these resolutions be written into the minutes of the Board of Regents. President Cherry used the opportunity to add his hearty endorsement to this suggestion.