

is not level, causing most of the seats to tilt.

7. Three doors in the Boys' toilet (adjoining room 15) cannot be locked. There is a leak in the water line overhead-- This leak is coming down through the plaster and will cause trouble presently.

8. In room 9, 2 windows cannot be locked.

9. In room 10, 1 window cannot be locked.

10. In Boys' Showers, the windows do not open properly. Curbing in both Boys' and Girls' Showers placed too near showers, causing water to form in a pool in one corner of the Dressing Room in which there is no drainage.

11. In room 21, 2 windows do not lock. In room 22, 2 windows do not lock; room 23, 3 windows; room 31, 1 window; room 33, 1 window; room 30, 1 window; room 29, 4 windows; room 28, 2 windows; room 26, 5 windows; room 25, 5 windows; room 24, 2 windows.

12. The second slab of concrete outside of the north side of the building is low, and allows water to collect in a pool every time it rains. The children have to wade through this to get inside the building.

The Board upon motion duly seconded and passed adjourned.

Walter M. McLean
Secretary

McHenry Rhoads
Chairman

Minutes of the meeting of the Board of Regents
April 2, 1926.

The Board assembled in a called meeting at 8 o'clock in the office of President Cherry, there being present Dr. McHenry Rhoads, ex-officio Chairman of the Board, Mr. Sterrett Cuthbertson, Vice Chairman, General H. H. Denhardt, Mrs. J. W. James. There was also present besides President Cherry, Mr. Charlie Nahm, the Treasurer of the Board.

Since the meeting of the Board a few months ago, the terms of two members namely, Mr. Sterrett Cuthbertson and Mr. R. E. Cooper, expired. Governor Fields reappointed Mr. Cuthbertson to succeed himself and Col. Henry J. Stites of Louisville, was appointed to fill the place of Mr. Cooper.

Miss Florence Schneider, notary public, was called into the office to administer the oath which was properly subscribed to by Mr. Cuthbertson and Mr. Stites:

Upon motion of General Denhardt with a second from Mrs. James, the Board again elected Mr. Cuthbertson as Vice Chairman, the capacity in which he had previously been acting.

The minutes of the previous meeting were read and approved upon motion of General Denhardt and a second by Col. Stites.

The Chairman then called on General Denhardt to make a report of the recommendations as made at a preliminary meeting of the Board of Regents relative to employment of an architect for the erection of new buildings. General Denhardt reported that he and Col. Stites were united in recommending as the Architect, Captain Brinton B. Davis of Louisville.

Mr. Cuthbertson moved that the action of the committee in recommending Captain Brinton B. Davis as the Architect be approved and that he is hereby elected at an initial cost of 3 $\frac{1}{2}$ % with \$25.00 per trip for necessary inspection during the erection of the building, he to pay all his individual traveling expenses and to furnish any expert engineering advice necessary in the planning and erecting of the said building; he also is to draw a prospectus of the KENTUCKY BUILDING with a general outline of the plans and specifications. Seconded by Col. Stites and passed.

Regent Cuthbertson moved that the Chairman appoint a committee of three to draw up the contract with Mr. Davis for the construction of the entire proposed building program. Seconded by Col. Stites, and passed. The Chairman appointed General Denhardt, Col. Stites and Mr. Cuthbertson.

The architect, Capt. Brinton B. Davis, was then invited into the meeting and informed of the action of the Board, and asked to sit with the Board in counsel.

The President, Dr. H. H. Cherry, was then asked to give his report, which he did. It was then approved unanimously.

* * * *

Bowling Green, Ky.
April 2, 1926.

Messrs. McHenry Rhoads,
Henry Denhardt,
Sterrett Cuthbertson,
R. E. Cooper,
Henry Stites,
Mrs. J. W. James,

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

Esteemed Friends:

General Statement

The Western Kentucky State Teachers College and Normal School is enjoying unusual success. The spirit was never better, the work of a higher grade, and the outlook more optimistic. Perfect unity and cooperation exist in all parts of the institution. If there is any friction and dissatisfaction that could be avoided anywhere in the school I have been unable to find it. The only source of disappointment which we experience comes from a lack of sufficient class and dormitory rooms, books in the library and other needs of a physical nature.

We are trying at this time to solve how we are going to handle the 350 or 400 new students who will enter here next week for the mid-semester. All students who are now in school will continue until the 6th of June, and the present very large attendance will be reinforced by the number indicated above.

THE INSTITUTION AND THE FACULTY

After all, the greatness of a school is not so much in school systems, organizations, buildings, grounds and equipment, as it is in the life behind these things. We may have modern school plants, but without the vitalizing touch of qualified personality they will become dead matter. Our educational effort on the Hill will never rise above the faculty of the institution. In its last analysis, our success in transmitting every dollar appropriated by the Commonwealth to this institution depends upon those men and women employed to offer instruction.

I am glad to report that the instruction of the students of the Western Teachers College is in good hands. We have a great staff of earnest, consecrated, qualified workers. The staff measures with the best Teachers Colleges in the country in scholarship and personality. There are at present six instructors holding the doctor's degree, an evidence of the highest professional training offered in this country. There are twelve who hold the M.A. degree, and, with the exception of special subjects--music and the like--no one is teaching in the institution with less training than that indicated by the A.B. degree. The addition of other outstanding educational leaders who hold the Ph.D. and who are strong in personality, should be added to the faculty as soon as possible.

If the present plans of the various members of the teaching staff are achieved, there will not be less than three of the present group raised to the M. A. degree at the opening of the school next September.

A rigid division of college and secondary work has been made, and at present no teacher is instructing in both types of classes. After a careful examination, the institution has been admitted to the Association of Kentucky Colleges and Associations. This admission carries with it the obligation to maintain the highest instructional staff possible and to observe diligently the standards that obtain in the highest institutions of the State and country. Application has been made for admission to the Southern Association of Colleges, and the institution will be examined by a visiting committee either this Spring or early in the Fall. The Southern Association of Colleges is probably the most exacting in the country, and admission to the Association makes heavy demands upon the institution which enters. We are or will be in a position to observe those demands to the letter.

ATTENDANCE

1924-1925

At the close of the year business firms usually make an inventory of their accomplishments during the year. It is not unfitting that state educational institutions should do likewise, that the public may appreciate and be informed about their work and growth.

In the school year ending with the Summer School in August 1925, the Western Kentucky State Teachers College and Normal School in its various departments gave instruction to almost 4,500 students, the exact number being 4,366. Of these 2,693 were students enrolled in the Teachers College and Normal School. The Extension Department in its correspondence courses and extension classes had an enrollment of 1,404, which was a great increase in number and service over the previous year. In the Training School 229 students received instruction in all the grades from the first to the twelfth. With the addition of the kindergarten work which

was begun in September and the opening of the new Training School Building, the present year will see a great expansion in our Training School both in character of work and in number of students served. The record of the students' attendance for the year 1924-1925 may be shown thus:

No. of students in Teachers College.....	2,693
No. of students in Correspondence Courses.....	1,088
No. of students in Extension Classes.....	316
No. of students in Training School.....	229
No. of students in Rural School.....	40

Total number of students instructed 4,366

The Teachers College turned out its first degree class in June, 1924. In this class there were seventy-two. The second class, which graduated in June, 1925, numbered seventy-one. The institution is very proud of this remarkable record made in the first two years of its life. Most teachers colleges in the South and Middle West have been glad to have classes of twenty-five or under the first two or three years of their life.

The institution has also been performing a far-reaching service in sending out teachers with certificates that lead them largely to teaching in rural and small-town schools. In the year 1923-1924 467 teaching certificates were issued. In the year 1924-1925 the number was 728, distributed among various types of certificates as follows:

Life Certificates.....	234
Elementary College.....	169
Provisional, First Class.....	113
Provisional, Second ".....	201
Standard Elementary.....	11
Total.....	<u>728</u>

ATTENDANCE

1925-26

Notwithstanding the institution enrolled more students during the scholastic year of 1924-1925 than ever before, it will during the present year exceed that attendance by several hundred students. It might be interesting to know that the increase in attendance has been most marked, notwithstanding the fact that the institution lost about 250 Veteran Trainees who were assigned to this institution for instruction. As no doubt you know, this work has been closed by the government and is not being carried on at this time in any of the institutions of the country.

Not only does the attendance for the present year show an increase, but the quality and the type of student is the best we have ever had. The number doing work in the college field is very large. It is conservative to say that more than 300 will finish the Life Certificate Course, which is equivalent to the Junior College work, during the present year and that fully will receive A.B. and B.S. degrees.

NINETEEN YEARS OF ATTENDANCE AND INCOME

In order that you may have some idea of the growth of the institution and the amount of money received from the State for special and current purposes, I am submitting the following:

Number of DIFFERENT STUDENTS enrolled for first seven months January 1907 to July 1907	762	Amt. received each year for current expense.	\$20,000.00
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Number of DIFFERENT STUDENTS enrolled for Scholastic year of:		
1907-1908.....	1024	20,000.00
1908-1909.....	1140	50,000.00
1909-1910.....	1400	50,000.00
1910-1911.....	1326	50,000.00
1911-1912.....	1552	50,000.00
1912-1913.....	1660	50,000.00
1913-1914.....	1707	75,000.00
1914-1915.....	1665	75,000.00
1915-1916.....	1821	75,000.00
1916-1917.....	1770	75,000.00
1917-1918.....	1241	75,000.00
1918-1919.....	1408	106,982.75
1919-1920.....	1559	123,893.49
1920-1921.....	1834	139,330.28
1921-1922.....	2616	131,717.58
1922-1923.....	2382	174,900.47
1923-1924.....	2139	159,354.29
1924-1925.....	2693	250,202.16

The above does not include the students inattendance at the Training School and Junior High School and the students who are taking work by Correspondence.

The present scholastic year is not included in the above, notwithstanding it promises to be the most outstanding and successful in the

experience of the institution. No single student is counted twice in the above estimate.

VALUE OF BUILDINGS AND EQUIPMENT

The following estimate on the value of the buildings and equipment was made in 1925 by a committee composed of Mr. W. H. Raymond and Mr. Chas. Smith of Bowling Green, at the time a new set of books were opened by Escott Barnett & Company, Public Accountants and Auditors of Louisville, Kentucky.

BUILDINGS

Potter College & Cabell Hall	\$ 96,795.24
Administration Building	147,032.54
Bailey Hall	4,500.00
Frisbie Hall	20,000.00
J. Whit Potter Hall	231,508.90
Library Building	10,910.81
Cherryton	41,933.69
Gymnasium	5,000.00
Rural School	4,333.49
Farm Buildings	11,624.16
Farm Residences	16,482.20
Training School	134,214.02
Manual Arts Building	1,178.99
Poultry House	1,628.62
Hog Houses	571.99
TOTAL BUILDINGS	727,714.65
The above does not include the	
New Training School Building which cost	
	243,678.34
PRESENT TOTAL	971,392.99

EQUIPMENT

Potter College	5,519.83
Potter College-Science	13,682.43
Cabell Hall	495.20
Administration Building	9,294.94
Bailey Hall	364.49
Frisbie Hall	2,314.28
J. Whit Potter Hall	39,510.43
Kitchen & Dining Room	9,834.02
Library Building	40,625.00
Gymnasium	432.80
Rural School	338.52
Music Department	3,687.25
Home Economics	1,726.38
Manual Training	3,718.67
Farm	4,064.85
Boarding Home	273.58

Furniture & Fixtures--Training School 1,339.14

TOTAL EQUIPMENT

137,221.81

TRIAL BALANCE

February 28, 1926

Cash-American Nat'l Bank	23,119.43	
" Citizens "	56,105.62	
" B.H.-American Nat'l Bank	3,134.79	
Land	41,490.55	
Landscaping & Roads	17,001.47	
Potter College & Cabell Hall	96,795.24	
Administration Building	147,032.54	
Bailey Hall	4,500.00	
Frisbie Hall	20,000.00	
J. Whit Potter Hall	231,508.90	
Library Building	10,910.81	
Cherryton	41,933.69	
Gymnasium	5,000.00	
Rural School	4,333.49	
Farm Buildings	12,234.54	
Farm Residences	16,482.20	
Training School	212,704.36	
Manual Arts Building	1,178.99	
Equipment--Potter College	5,519.83	
Equipment Potter College Science	13,682.43	
Equipment Cabell Hall	495.20	
Equipment Administration Building	10,129.12	
Equipment Bailey Hall	364.49	
Equipment Frisbie Hall	2,314.28	
" J. Whit Potter Hall	39,682.93	
" Kitchen & Dining Room	9,834.02	
" Library Building	40,625.00	
" Gymnasium	432.80	
" Rural School	338.52	
" Music Department	3,687.25	
" Home Economics Dept.	1,726.38	
" Manual Tr. Dept.	3,718.67	
" Farm	5,993.48	
Live Stock	4,290.00	
" Dairy Dept.	4,259.07	
" Poultry Dept.	1,410.50	
Auto Equipment	2,978.25	
Boarding House Supplies	3,295.57	
Class Room Supplies	526.61	
Farm Supplies	1,807.52	
U. S. Veterans Bureau	5,571.79	
First Mortgage Bonds I.O.-1912		35,000.00
Accounts Payable B.H.		3,033.33
" Gen'l.		4,792.05
Notes Payable--Banks		
" Miscellaneous		

Donations-Citizens of B. G.	75,000.00
Trustees Investment Accounts	761,568.10
Surplus	65,201.99
Miscellaneous	1,099.57
J. Whit Potter Hall	3,319.00
Printing	1,374.02
Advertising	1,008.01
Freight & Express	1,803.19
Traveling Expense-Corres. Dept.	3,008.96
Salaries	84,971.34
Temporary	6,774.58
Correspondence Dept.	3,308.87
Office Administrative	3,533.28
" Educational	11,550.31
Janitors	5,752.64
Telephones	476.99
Telegrams	163.06
Renewals and Repairs	10,713.00
General Expense	
Water	704.85
Fuel	5,733.46
Ice	260.40
Auto Expense	926.53
Interest	495.50
Insurance	4,966.87
U.S. Veterans Bureau	5,524.28
Typewriter Repairs	25.80
Office Supplies	897.08
Class Room Supplies	6,389.18
Auxilliary Agencies	7,437.62
Library Expense	4,963.90
Farm Expense--Poultry	955.96
Dairy	1,509.87
Garden	7,082.30
Auto Maintenance	453.82
Farm and Garden Receipts	1,170.36
Dairy	544.10
Poultry	492.05
Music	1,727.00
Laboratory Fees	3,808.22
Tuition--General	136.00
U.S. Veterans Bureau	
Rent	1,803.62
Correspondence	6,016.34
State Treasurer--Special	100,000.00
Training School	244,677.30
J. Whit Potter Hall	2,977.75
Miscellaneous	8,732.00
Light	11.41
Incidental Fees	3,175.78
Commencement Fees	13,318.00
Board	27,370.21

Food Supplies	20,953.00	
Equipment--B. Home	727.55	
Renewal & Repairs B. Home	269.31	
General Expense "	277.52	
Salaries B. Home	4,523.58	
Refunds "	208.75	
Freight & Express B. Home	308.90	
Hog House	571.99	
Poultry House	1,628.62	
Postage	1,644.73	
Discount		67.91
Soaps and Cleaning Materials	449.71	
Furniture & Equip.-New Tr. Sch. Bldg.	26,979.88	
Clinic	394.07	
	<u>1,357,447.74</u>	<u>1,357,447.74</u>

THE NEW TRAINING SCHOOL BUILDING AND EQUIPMENT

Below is given an itemized statement of the total cost for constructing the new Training School Building and equipping the same.

Amount of Contract	186,926.00	
No. 1. Extra on face brick	2,673.00	
No. 2. " brickwork, marble, etc.	5,719.00	
No. 3. " changes in Science Lab.	2,595.98	
No. 4. " Additional radiators in basement	247.60	
No. 5. " lighting fixtures basement	78.00	
No. 6. " retaining wall	937.00	
No. 7. " sewer connecting down spouts	474.67	
No. 8. " area wall	90.00	
No. 9. " change windows Girls shower	24.95	
No. 10. " concrete footing	488.40	
No. 11. " labor and material putting additional braces under roof	409.89	
Total		200,664.49
Raymond Contracting Co.	200,664.49	
A. Ten Eyck Brown (Architect)	12,039.87	
Thos. J. Murphy (Septic tank and concrete drives)	2,701.63	
Chas. Goodrum (Sod)	144.67	
Labor--Landscaping	1,148.02	
Furniture and Equipment	26,979.66	
Total		\$243,678.34
Special Appropriation		200,000.00

ESTIMATED RECEIPTS AND EXPENDITURES

March 1, 1926 to June 20, 1926.

The following statement shows that all of the obligations of the institution will be met at the end of the present fiscal year, and that there will be a balance amounting to \$9,367.00 to the credit of the institution. This estimate has been carefully made. The balance may be a little more or it may be a little less.

Receipts.

Cash American National Bank 3/1/26	23,119.43
Cash Citizen " " 3/1/26	56,105.62
Music	650.00
Laboratory Fees	1,000.00
Rent	1,000.00
Correspondence & Extension Dept.	1,500.00
State Treasurer	21,484.00
Training School	800.00
J. Whit Potter Hall	5,000.00
Incidental Fees	1,500.00
Total	112,269.05

Expenditures

Accounts Payable 3/1/26	4,792.05
Salaries 4 mos. at \$18,500	74,000.00
Current expenses 4 mos. at \$6,000	24,000.00
Total	102,792.05
Balance on hand June 30, 1926,	\$ 9,367.00

Since the above statement was made, we have drawn from the State Treasury \$22,081.19, which is more than we have estimated above. This still leaves four months for which we have not estimated anything from the State Treasury.

ESTIMATED RECEIPTS AND EXPENDITURESFOR SCHOLASTIC YEAR 1926-1927Receipts

Music	2,500.00
Laboratory Fees	4,000.00
Rent	5,000.00

Correspondence & Extension	7,500.00	
State Treasury	260,000.00	
Training School	3,000.00	
J. Whit Potter Hall	12,000.00	
Incidental Fees	<u>14,000.00</u>	
Total		308,000.00

Expenses

Salaries 12 mo. \$18,600	222,000.00	
Expenses 12 mo. 6,000	<u>72,000.00</u>	
Total		<u>294,000.00</u>
Balance		14,000.00

J. WHIT POTTER HALLReceipts

Room rent 7/1/25 to 3/1/26	8,732.00	8,732.00
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Expenses

Salary--Miss Funk 8 mos.	1,366.00	
" Mrs. Lee	880.00	
" Church Hill	280.00	
" Bettie Hill	320.00	
Laundry and supplies	637.00	
Telephone	40.00	
Ice	<u>80.00</u>	
Total		3,639.00
Balance		<u>5,093.00</u>

This does not include lights, water, heat, janitor supplies or repairs to the building.

FRISBIE HALL

The statement below shows that Frisbie Hall is being operated at a loss. In addition to this, it can never be operated in a satisfactory way to the institution. I am thoroughly convinced that it would be to the interest of the State to sell this property as soon as possible and turn the proceeds into the new plant on College Heights.

Receipts

Room rent 8 mos.
 14 Ex-Service men
 (No room rent collected
 from Ex-Service men)

543.50

258.00

Total

801.50

Expenses

Salary--E.W. Wilcox
 Lights
 Water
 Telephone
 Laundry

400.00

110.55

48.14

17.00

47.69

Total

623.38

Balance

178.12

This does not include heat, janitor supplies
 and repairs.

FINANCIAL REPORTNORMAL HEIGHTS BOOKSTORE--SEPT. 15, 1926

Five years ago College Heights asked the Board of Regents to loan the student-body \$1,700.00 for the purpose of establishing a Students Bookstore. The Board of Regents very generously loaned College Heights the \$1,700.00, which was returned to the State several years ago. Under the management of the institution, the student-body has established and paid for a real bookstore. The bookstore has not only made enough to pay off the \$1,700.00, but it has made a contribution of \$1,000.00 in cash to College Heights Foundation, and has at the same time enabled two or three students to remain in school who would not otherwise be able to do so. In view of these statements, the financial statement below will be interesting to the members of the Board.

Assets

Cash on hand
 Cash in bank

250.08

1,310.13

Inventory	8,549.37	
Accts. Receivable (Students)	38.39	
" " (Veterans Bureau)	605.31	
" " (Teachers College Trainees)	570.80	
" " (Teachers College)	89.69	
" " (Teachers College State of Ky.)	38.82	
Cash to Foundation	<u>1,000.00</u>	12,450.59

Equipment

Cash Register	192.38	
Adding Machine	106.88	
Safe	64.12	
Show Case	66.69	
Paper Punch	25.65	
	<u>455.72</u>	
Less 5% depreciation	22.79	432.93
		<u>\$12,883.52</u>

Liabilities

Accts. Payable	2,338.98	
Net profit to date	<u>\$10,544.54</u>	
Donation to Foundation	<u>1,000.00</u>	
Balance		9,544.54
Profit since February 28, 1925	\$ 1,175.04	

FARM REPORT
JULY 1, 1924 TO JANUARY 1, 1926

During the period of this report the farm shows an operating deficit of \$5,975.03. This is the closing period of the Veterans Bureau training program. This deficit is completely covered by the income from tuition paid by the Veterans Bureau. Charges incident to the conducting of this training program are not entered in this report.

It is the policy of the institution to operate the farm on a self-sustaining basis. The Veterans Bureau training program has now terminated, the extra costs of conducting the farm are thus removed. The farm is now being operated on a self-supporting basis.

Assets

Cash Receipts--Farm & Garden	3,505.13	
" " Dairy	1,130.57	
" " Poultry	2,298.71	
Boarding Home--Farm & Garden	3,842.73	
" " Dairy	4,050.64	
" " Poultry	<u>311.10</u>	15,138.88

Inventory--July 1, 1924	39,242.34	
" Jan. 1, 1926	<u>46,000.20</u>	
		6,757.86

Total 21,896.74

Liabilities

Poultry Expense	2,700.97	
Dairy	2,661.77	
Farm & Garden	8,794.21	
Salaries (Monthly)	3,758.07	
" (Payrolls)	2,108.85	
Auto & Tractor	1,135.05	
Live Stock purchases	479.57	
Farm Buildings	757.73	
" Residences (Bailey Property \$2,000.00)	2,232.20	
" Equipment	1,042.74	
Farrowing House	571.99	
Poultry House	<u>1,628.62</u>	

Total 27,871.77

Net loss-- 5,975.03

INVENTORY

JANUARY 1, 1926

Below is given an inventory of the supplies on the farm at this time.

Farm Supplies--

1500 bu. corn @ .90	1,350.00	
15 tons hay @ 24.00	360.00	
125 " silage @ 8.00	1,000.00	
15 " mill feed @ 39.00	585.00	
30 bu. (seed potatoes, Sw.) @ 3.00	90.00	
7 tons Omilco @ 42.30	<u>296.10</u>	
		3,681.10

Dairy--

2 Grade Cows	@ \$150.00	300.00
8 Registered Cows	@ 300.00	2,400.00
2 Heifers	@ 150.00	300.00
1 "	@ 100.00	100.00
4 Beef cattle		<u>350.00</u>

3,450.00

Poultry--

800 Chickens @ \$1.50

1,200.00

Work Stock--

1 Mule	175.00
1 "	125.00
1 Horse	<u>125.00</u>

425.00

Hogs--

8 Sows	@ \$150.00	1,200.00
1 Boar	@ 150.00	150.00
15 Pigs	@ 10.00	<u>150.00</u>

1,500.00

Farm Buildings--(Raymond & Smith
estimate)

11,476.81

Improvements on Dairy Barn
Silo and Base

510.38

247.35

12,234.54

Farm Residences (Raymond & Smith
estimate)

14,250.00

Bailey Property

2,028.75

McCartey House (Bathroom)

203.45

16,482.20

Farm Equipment (Inventory
7/1/24)

3,784.01

Belt for Silage Cutter--

39.00

DeLavel

60.00

Corn Planter & Tools

181.84

Dairy Barn (equip.)

497.60

Tractor Plow & Disc. Blades

164.30

Pulverizer (4 Payment)

100.00

4,826.75

Hog House

571.99

Poultry House

1,628.62

2,200.81

Total Inventory 1/1/26

\$46,000.20

COLLEGE HEIGHTS POSTOFFICE

College Heights Postoffice is a very important institution of College Heights. The Government pays \$50.00 per month for its maintenance. It is now under the management of H. A. Ward and his wife, students of the institution. I requested the Government to increase the amount for maintenance. The entire \$50.00 is turned over to Mr. and Mrs. Ward and their assistance, all of whom are students in the institution. Jno. Morris and A. A. Page, students, will be assistants next year. The following gives some idea of the amount of business transacted. Of course, the thousands and thousands of letters mailed and received at this place are not included in the following statement.

SEPTEMBER 1925 TO MARCH 1926

Money orders.....	633
Registered mail.....	473
Insured packages.....	1858
Packages received for delivery....	5000
Packages out-going.....	3000
C.O.D. packages received.....	100
C.O.D. out-going.....	200
Amount of stamps sold.....	\$4,376.58

BOARDING HOME--1925Receipts

Sept. 21	232--4 wks. at \$4.00	\$ 3,712.00
October	221--4 "	3,536.00
November	216--5 "	4,320.00
1926		
January 4	206--4 "	3,296.00
	Single Meals	281.50
November 30	Athletic table & visiting teams	326.25
	Picnic	48.00
	Visitors	9.20
	Sandwich Shop	636.76

Total

\$16,165.71

Expenses

Food Supplies	9/21/25 to 1/31/26	12,736.87
Labor		2,631.03
Coal--17 wks. @ 25.00		425.00
Lights--17 wks. @ 5.00		85.00
Laundry		150.92
Total		16,028.82
Balance.....		136.89

Note--It has been impossible to show a large gain during the Fall Semester, due to the fact that we do not have as many students in the dining room and the overhead expense is nearly as large as during the spring. We have also had to pay a much larger price for food supplies such as flour, potatoes, etc., than we did last spring.

Monday, March 8, 1926Breakfast

Puffed Wheat
Scrambled Eggs
Biscuits--Butter
Coffee

Dinner

Pork Chops
Br. Potatoes
Peas
Cornbread--Butter
Apple Br. Betty

Supper

Navy Beans
French fried potatoes
Celery
Biscuits--Butter
Canned Peaches
Milk

Tuesday March 9

Oranges
Cream of Wheat
Biscuits--Butter
Coffee

Roast Beef--Gravy
Dressing
Stewed Tomatoes
Buns--Butter
Mince Meat Pie

Sliced Ham
Candied Sw. Potatoes
Slaw
Cocoa
Biscuits--Butter
Preserves

Wednesday March 10

Stewed Prunes
Hominy
Biscuits--Butter
Coffee

Swiss Steak
Mashed Potatoes
String Beans
Cornbread--Butter
Fruit Jello

Sausage
Boiled Rice
Lettuce Salad
Biscuits--Butter
Milk
Canned Pears

Thursday March 11

Branflakes
Bacon
Biscuits--Butter
Coffee

Meat Loaf--Catsup
Baked Potatoes
Carrots & Peas
Cornbread--Butter
Ice Cream

Boiled Eggs
Fried Potatoes
Slaw
Biscuits--Butter
Cocoa
Preserves

Friday March 12Breakfast

Oranges
Rolled Oats
Biscuits--Butter
Coffee

Dinner

Fried Fish
Br. Potatoes
Lettuce Salad
Buns--Butter
Chocolate Pie

Supper

Cr. of Tomato Soup
Crackers
Baked Hash
Cottage Cheese
Biscuits--Butter
Canned Apricots

Saturday March 13

Fried Apples
Cream of Wheat
Biscuits--Butter
Coffee

Roast Veal--Gravy
Baked Sw. Potatoes
String Beans
Cornbread--Butter
Caramel Pudding

Ham Omelet
Fr. Fried Potatoes
Buns--Butter
Cocoa
Canned Peaches

Sunday March 14

Oranges
Rolled Oats
Toast--Butter
Coffee

Baked Chicken--
Gravy
Mashed Potatoes
Perfection Salad
Biscuits--Butter
Ice Cream--Wafers

Macaroni & Chicken
Pickles
Bread--Butter
Apple Butter
Cocoa

THE SANDWICH SHOP

The Sandwich Shop is operated in J. Whit Pötter Hall in the interest of the school. It is self-supporting. While this is not an extensive effort, it is a most vital one in the management of the institution. It provides for a fundamental need and avoids dissatisfaction that would otherwise exist. Below is given a statement covering the business of the Sandwich Shop from September 19, 1925 to February 20, 1926.

Receipts

Sept. 19 to Oct. 16	322.74
Oct. 17 to Nov. 13	342.65
Nov. 14 to Dec. 11	374.78
Dec. 12 to Jan. 23	383.22
Jan. 25 to Feb. 20	536.07

Total

\$1,959.46

Supplies for 5 mos.	1,185.38
Salary--Mrs. Howell 5 mos.	232.03
" Miss Lynn 5 mos.	257.02

Total

1,674.43

Balance

285.03

CHERRYTON

In Cherryton, we have 67 houses and two bath houses. The students are able to secure two or three rooms and do light housekeeping at a very reasonable rate. The cost of these houses, including the water line and wiring amounted to \$41,933.69. We have all ready collected enough to more than pay the original cost of the Village. In the beginning the shingle houses were leased for a period of eight years and the box houses for four years. The four-year leases have expired and we have leased these houses again for a period of from one to four years. The rent from the 51 box houses will average \$5,000 a year. The cost of the repairs of the Village has been very small as all of the repair work has been handled through our Manual Training Department. These houses were overhauled last summer. All of them were repainted and new roofs put on and many of the roofs rebuilt from flat top to gable roofs. All hardware checked over and replaced and repaired where necessary. The houses were beaver-boarded inside and the walls painted with wall-tint. All screens were overhauled and replaced. The plumbing in the bath houses was repaired. The total cost of the repairs was \$3,769.00. The houses are all in first class condition and there will be very little expense for the next two or three years.

REPORT OF EXTENSION DEPARTMENT

JULY 1, 1925 TO JANUARY 1, 1926

The enrollment in the Extension Department has grown from year to year since its establishment six years ago. There are many evidences that it is one of the most helpful agencies in the institution in matters of service and field work. A great number of students who have found it impossible, because of financial reasons to continue their work in residence, have been able to continue by correspondence and in study centers. Many other very splendid young men and women have been able to complete courses for certificates and degrees and begin teaching sooner by reason of opportunities offered in this department. Another class of students who have never been connected with the institution for residence work have begun and completed correspondence courses and later enrolled for residence study.

All these classes of students are made up of those who are ambitious and persevering. They have fully appreciated the advantages offered and the services extended. In many cases they have become enthusiastic and have mentioned the advantages of the work to their friends. On the whole the results have been most satisfactory.

There are two distinct purposes of this work. In the first place it is intended to give a service to those who are temporarily unable to attend school. In the second place an attempt is made to carry the institutional with its aims and ideals to every community and teacher and thus enlarge its usefulness. The report given below indicates so far as numbers are concerned the extent of the work done for the first six months of this fiscal year. It will be observed that the enrollment of those actually engaged in this work is a little more than one-half the number enrolled for residence study.

Number of students enrolled in Corres. Study	960
" " " " " Study Centers	485
Total Enrollment	1445

Note.-- Of those enrolled for correspondence study 164 have not begun any work.

FINANCIAL REPORT

<u>Expenses</u>		<u>Receipts</u>
Salaries	\$2,379.68	\$4,391.25
Postage	188.36	
Traveling Expense	112.50	
Total		2,680.54
		Profit \$1,710.71

THE COLLEGE HEIGHTS FOUNDATION

PRELIMINARY STATEMENT.--The College Heights Foundation is one of the functioning units of the institutional life of the Hill.

All that the Foundation has done, is doing, and hopes to do, has been done, has been done, is being done, and will be done with an eye single to the upbuilding of the attendance of the

Teachers College and the enlarging of its scope of usefulness that it may continue to be, not potentially but actually, indeed and in truth, one of the outstanding educational forces of the Country.

It is not amiss or egotistical to say that the Foundation is playing no small part in aiding the Teachers College in the realization of its ideals. In making this claim, we are not unmindful of, nor are we trying to detract from or minimize the importance of the various other agencies for good that are also operative on the Hill. Except to those who come in contact with it through the borrowing of money, the Foundation is, in a sense, isolated from the daily activities of the school, and the student-body and the public generally may lose sight of what it is doing toward contributing to community uplift and social betterment unless a statement of its work is brought occasionally to their attention.

FACTS AND FIGURES.-- The Foundation has made 870 distinct student loans since it became operative. These loans aggregate \$36,311.00, the average loan value being \$42.00. The number of loans being made by the Foundation is in the neighborhood of 500 per scholastic year, or fifty per month. The number of loans will greatly exceed 1000 before the end of the present school year.

Let us bring the Student Loan feature up to the beginning of the present school year. Since the opening of the first semester on September 22, 1925, 225 loans have been made. These loans aggregate approximately \$10,000.00. The average loan value is \$44.00.

A distribution of the number and amount of these loans follows:

Sept. 22, 1925.....	\$ 835.00
Oct. 6, 1925.....	425.00
Oct. 20, 1925.....	595.00
Nov. 3, 1925.....	490.00
Nov. 17, 1925.....	345.00
Dec. 1, 1925.....	655.00
Jan. 5, 1926.....	1,035.00
Jan. 19, 1926.....	1,175.00
Feb. 2, 1926.....	1,505.00
Feb. 16, 1926.....	925.00
March 16, 1926.....	2,115.00
Total.....	\$9,800.00

We are encouraging the pledging of life insurance policies where it is not possible for the student to get someone to go on his note. One hundred forty-seven thousand dollars of life insurance has been pledged and assigned to the Foundation as collateral security. Twenty-seven life insurance companies are represented.

The loans granted to students have been instrumental in helping all types of students, ranging from those doing high school work to those who are doing graduate work. The help offered by the fund is confined to no particular group as no discrimination is being made as between those who are doing work in the secondary field and those doing work in the collegiate field.

The beneficiaries of the fund have manifested a very fine attitude in the payment of their obligations. Most of these obligations have been paid punctually. Some have been delinquent but this delay on their part, in most cases, has been unavoidable. The income from outstanding notes has been adequate to take care of all demands thus far during the present school year. More notes have been paid in full at maturity than have been renewed. This is a salutary sign and encourages the officers of the Foundation very much.

These loans have been vital in the lives of students for they have been able to make out of their financial stumbling blocks stepping stones to higher educational achievements. Many students would have had to withdraw from school had it not been for the availability of this fund. Besides this, the Foundation has operated as an incentive to induce many new students to enter. Students look upon these loans as way-marks in their educational careers, for through them they have been able to finish definite courses of study. Through the instrumentality of these loans many have been able to avoid the "detours" that would have taken them away from their main objectives, graduation; and, as a result, have been able to go straight ahead instead of having to go to school awhile and then quit and teach for awhile.

Based upon a careful check-up in the disbursement of the fund, we think it would be a conservative estimate to say that at least 400 students have been able to remain in school who otherwise would have had to withdraw.

Below is given a complete financial statement of the Foundation as of March 17, 1926:

FINANCIAL STATEMENT

<u>Debits</u>		<u>Credits</u>	
Student Loan Fund.....	\$24,598.49	Loans.....	\$36,311.00
Notes Receivable.....	14,550.02	Op. Expenses....	2,412.95
Interest.....	<u>1,247.29</u>		
Total.....	40,395.80	Total.....	38,723.95
		Balance in banks...	1,671.85
	<u>\$40,395.80</u>		<u>\$40,395.80</u>
Total loans.....	\$36,311.00	Notes Receivable	\$14,550.02
		Notes Outstanding	21,760.98
	<u>36,311.00</u>		<u>\$36,311.00</u>

PERSONNEL DEPARTMENT

This Department is under the direction of Professor W. J. Craig and one stenographer. Only one-half of the time of the stenographer is used. One room on the ground floor of Potter College Building, furnished with a desk, table, typewriter, filing case and cabinet, is used for the work.

The duty of this Department is to recommend and place student-teachers in positions in the State, and carry on an organization similar to a teachers agency. No charge is made for the securing of a position for any student. College Heights regards this as a most fundamental piece of work. Nothing helps the institution more and advances education more than placing a worthy teacher in a good position. The Department also does field work by visiting communities and aiding schools in working out their programs. It solicits the attendance of students while in the field and develops organizations in the different sections of the State making them a part of the College Heights organization. The Director of the Department does much field work and delivers many addresses in sections where the community desires the same. He also works with the class and county organizations on the Hill.

The Director also has charge of the Senior Society of the school. He is also expected to be in touch with every county organization which exceeds fifty in number. He looks after the homesick student, the student who is having financial troubles, who is discouraged and who needs help and counsel in the work of advancing his life's program. Through personal touch, conference and advice, he aids greatly in the matter of discipline. I regard this department as one of the most important on College Heights. It is doing an outstanding piece of work, and, I think, a vital work.

The Department has been in existence one year. I give below a summary of some of the things that have been accomplished by it.

5400 letters were written. Of this number approximately 3600 related to the work of placing teachers in positions; 1200 concerned the matters of attendance, and the remaining 600 concerned personal matters connected with the institution.

Professor Craig delivered thirty-seven public addresses of an educational nature in different parts of the State, and visited fifty-five graded and high schools during the year. He also spent seven weeks in the field.

402 student-teachers were placed in positions. These salaries aggregated \$391,392.00. No charge or commission was made. By not charging a commission, the students were saved at least \$19,569.00.

MANUAL ARTS DEPARTMENT

This Department has since April, 1925, carried an average classroom load in courses covering bench work, mechanical and architectural drawing and farm shop work, preparing a number of young men to go out as teachers of these special subjects or to work in the several industries. The department greatly supplemented other courses offered in the institution.

In addition, many of the students of the institution have been enabled to earn a part or all of their expenses through the school maintenance classes conducted by the Manual Arts Department. Such work has been done during the past year by the group of students as follows:

aidstahlees need and over.

(1) The construction of furniture for the new Training School building includes:

- 12 teachers desks
- 8 practice teachers tables
- 8 classroom storage cabinets
- 2 sand tables
- 24 children's study tables
- 2 see-saws for Kindergarten
- 3 cloakroom racks for 30 children
- 2 storage chests
- 4 Home Economic tables for 16 girls
- 18 steel stools for Home Economics Department
- 3 laboratory tables
- 1 kitchen cabinet
- 2 storage cabinets
- 8 cutting tables
- 1 fitting stand
- 1 display and storage cabinet
- 6 tables for reading room
- 1 set of shelves for reading room
- 4 pedestals
- 10 laboratory tables for Chem. and Biology labs.
- 2 " demonstration desks
- 6 " desks to accommodate 48 students
- 2 lunch tables and seats combined
- 1 typewriter desk
- 1 desk for Clinic (white)
- 1 cabinet for Clinic

and know the entire list relative to the school building.

(2) Refinished floors throughout new Training School building with shellac and varnish.

(3) Constructed Physics laboratory furniture for Potter College laboratory to accommodate 24 students.

(4) Constructed Advanced Chemistry laboratory equipment in Potter College building to accommodate 48 students.

(5) Constructed 4 Chem. laboratory hoods and desks.

(6) Repaired and refinished Rock house before and since fire, including:

- plumbing
- oak floors
- painting
- varnish
- plastering
- papering
- Construction of wardrobes.

In addition to the above a group of students are continually kept busy repairing hardware, indoor sash, replacing bolts and screws in chairs, tables, etc.

The department has made a special effort to keep the mechanical equipment of the institution

in good condition. There has been considerable work during the past year that could not be handled by students because of lack of time in many cases and in some cases because of insufficient experience. However, this work was done under the supervision of the Manual Arts Department with outside labor. The following is a summary of such work:

- (1) Installation of gymnasium equipment
- (2) Construction and installation of 8 sections of bleachers
- (3) Erection of all playground equipment
- (4) Construction of lockers and offices in old gymnasium
- (5) Construction of office and classroom in Potter College Building for French Department
- (6) Remodeling of Chemistry and Art rooms
- (7) All repairs in the Village
- (8) Construction of new Village bath house
- (9) Remodeling of Home Economics practice house
- (10) Laying of oak floor on state in Administration Building
- (11) Remodeling and repairing of laundry room in J. Whit Potter Hall

A considerable saving has been effected in handling the above mentioned work both through student-labor and outside help since all work has been done by the hour and closely supervised by the Department.

Extreme care has been exercised in the purchase of materials and supplies and the overhead expense has been greatly decreased because of the utilization of the equipment of the Manual Arts Department for both classroom work and production work.

The Manual Arts Department desires to continue operating its plant during the entire year, thus affording many worthy students employment as well as assisting in keeping the equipment and maintenance costs of the institution as low as possible.

Should it meet with the approval of the Board of Regents, this Department proposes to design and build as much of the furniture and equipment for the proposed Library and Museum as time will permit as well as to construct any equipment necessary for other buildings included in the future building program.

Much of the supervision of construction and repair work may consistently be done through this Department should it be deemed advisable.

COLLEGE HEIGHTS HERALD

The College Heights Herald was established January 9, 1925, as a student newspaper to cover all school news and news of the alumni. It is a standard size paper of eight full columns and an average minimum of six pages per issue.

The paper is published by a student staff consisting of twenty-one editors, reporters, circulation and advertising managers.

The members of the staff are regularly enrolled in the department of English and are given credit for their work.

The publication is under the direction of The Bureau of Publicity, of which a regular member of the faculty is director.

Twenty-two issues per school year are published at intervals of two weeks.

The Herald is admitted as second class matter at the Postoffice at Bowling Green, Kentucky.

Fifteen hundred copies per issue is the minimum and the average distribution is classified as follows: 450 out of town, 539 in Bowling, 124 to Potter Hall, 45 in Warren County, 76 in Cherryton, 45 to advertisers, 70 to faculty, 82 exchanges, 42 complimentary to Board of Regents, State Department of Education and state officials, and 9 for the office files.

There have been several special issues, beginning with the Rural Life Conference Number in February, 1925; the K.E.A. Number in April, 1925, of which 5000 copies were distributed; the number dealing with the dedication of the Training School, and others.

The enterprise is self-sustaining and not a dollar is donated by the institution. The Teachers College has used the regular advertising columns of the Herald for announcements of special programs, semester openings and so forth. Extra copies of these issues are furnished at a cost of 1 cent per copy; which is the cheapest medium of advertising open to the institution.

The financial statement follows for the first fiscal year ending February 1, 1926:

STATEMENT

RECEIPTS

Subscriptions.....	555.72
Advertising.....	1,472.23
Accounts due February 1, 1926.....	439.85
Total Receipts	2,467.80

DISBURSEMENTS

Printing.....	1,789.94
Circulation.....	178.79
Salaries--Editor-in Chief (Student).....	120.00
Engraving.....	91.76
Equipment.....	58.25
Supplies.....	48.75
Advertising Department.....	60.50
Feathres.....	33.30
Incidentals.....	9.47
Total Disbursement	2,342.01

Balance..... 125.79

THE BUILDING AND CAPITAL IMPROVEMENT FUND FOR

THE BIENNIAL PERIOD

1926-1927

I have assembled below a brief statement of the amount of money that can be used for permanent improvement covering a period of two years. I have included in this statement, the approximate value of twenty-two lots owned by the State and located outside of the school plant. I have also included Frisbie Hall, which is located on the present site of the Bowling Green Business University and cannot be used to any advantage by the institution on account of its distance from College Heights. I have also included one-sixteenth of the inheritance tax. This was added to our current funds by an act of the General Assembly. The institution can meet progressive standards and put over a real educational program without including its current funds, the items I have named.

STATEMENT OF THE BUILDING FUND

Special Appropriation made by the last
General Assembly.....\$320,000
One-sixteenth of the Inheritance Tax.. 52,000
Twenty-two lots valued at.....13,000
Frisbie Hall valued at..... 15,000
Making a total of..... 400,000

CAPITAL IMPROVEMENT PROGRAM FOR THE
BIENNIAL PERIOD

I give below a tentative expenditure of the capital improvement fund. I desire to emphasize that this is only a suggestion. It, however, has been prepared with a view of meeting, what seems to the President and Faculty of the institution, the most urgent needs of the institution. I have listed these items in the order of emergency needs.

For a Library and Classroom Building, including steel stacks, cabinets and all needed furniture.....\$175,000

For the first unit of Heating, Light and Power Plant, which should connect with the J. Whit Potter Hall, the Administration Building, Cabell Hall, Potter College, the Community Building known as the Cedar House and other new buildings that will be constructed under this program..... 75,000

For the remodeling and improvement of what is known as Recitation Hall or Potter College building..... 25,000

For the development of the Athletic Grounds and equipment, including the stadium in the side of the hill, ect., an explanation of which appears elsewhere in this report..... 16,000

For the improvement of grounds, building of walks, constructing roads and drives, etc..... 15,000

For the building of the first unit of a Physical Education, Social and Religious Building, which should include a gymnasium-auditorium that would seat 3000 people.....	\$ 45,000
For books for the Library.....	6,000
For architect's commission and other unknown expenses.....	12,000
For the improvement of J. Whit Potter Hall, construction of an entrance and proper approach on the side next to the railroad, the facilities for handling the garbage, and giving architectural design and attractiveness to the building.....	15,000
For the establishment of a public address system.....	1,250
For the improvement of the Administration Building making the great auditorium attractive; in line with the physical standards of the Hill, and in keeping with the ideals and principles disseminated in this great hall.....	12,000
Total.....	\$396,250

THE PUBLIC ADDRESS SYSTEM

The Public Address System as put out by the Western Electric Company complete will cost about \$1,250.00. With this system in operation a weak voice can be made perfectly audible in any part of the auditorium, and if the school should decide to use it for outdoor work, it will be an easy matter to arrange to use it in this way. If used in the outdoors, ten thousand or more people can hear any speaker from any outdoor platform. The Summer School of the institution especially needs the use of this system in its effort to broadcast the greatest speeches and programs that are brought here during the Summer. The Hill offers an exceptional opportunity for the development of a great Summer School, built upon the idea of an educational chautauqua. We had with us in

actual attendance during the last Summer School 1682 different student-teachers. At that time we could have used the system to a very great advantage for outdoor programs. This system is greatly needed in our big auditorium. The average speaker cannot be heard in the back and in the balcony of the Hall. This creates a confusion, has a tendency to break the morale and the spirit of Chapel and cause students not to attend. Even if the system were not used for outdoor purposes it is most essential for it to be established for use in the auditorium.

THE BUDGET LAW

I give below an exact copy of the Budget Law which was enacted by the last General Assembly. The same language is used for the second year, or in the second Budget Bill. I give this in order that the Board may have it for the purpose of studying the expenditures of the funds.

SECTION 39. Western Kentucky State Normal School and Teachers College.

(a) There is appropriated out of the General Expenditure Fund for the fiscal year ending June 30, 1927, for the use and benefit of said institution for the payment of one-half the cost of the construction, furnishing and equipment of a general classroom and library building, in the sum of \$100,000.00.

(b) There is also appropriated out of the General Expenditure Fund for the fiscal year ending June 30, 1927, for the use and benefit of said institution for the payment of one-half the cost of the remodeling of the present recitation building and the construction of additional classrooms and the furnishing and equipment thereof, in the sum of \$20,000.00.

(c) There is also appropriated out of the General Expenditure Fund for the fiscal year ending June 30, 1927, for the use and benefit of said institution for the payment of one-half the cost of the construction, equipment and installation of heating and power plants and for the extension and installation of light, water and sewerage systems and improvement of grounds, in the sum of \$40,000.00.

THE REPAIR OF POTTER COLLEGE OR RECITATION HALL

I asked Mr. L. T. Smith, head of the Department of Manual Arts, to make a study of the needed improvements of this Hall and report the same to me. I give the same below.

* * * * *

At your request I have carefully checked over Potter College Building and recommend the following improvements:

- (1) Pointing of all outside walls with mortar.
- (2) Replastering inside
- (3) New floors throughout
- (4) Thorough inspection of wiring and plumbing and any repairs necessary
- (5) Careful examination of all window sash, frames, and doors and repair or replacement where necessary.

NOTE:--Many frames are rotted out and the doors in a number of cases are not adapted to their use.

- (6) Construction of a wall enclosing stair with a fire door at each landing, thus making building more easily heated and less susceptible to fire.
- (7) Construction of fire escapes.
- (8) Any alterations deemed advisable that will improve the architectural beauty of the building.

* * * * *

It will be necessary to have a working organization ready to begin work the day the Summer School is out. We have only five weeks vacation. It will be impossible to do without the building when the school is in session. The inside work must be done within a period of five weeks. It would be better if all the work could be done within the same time. The Summer School will close on August 13. With the exception of the changes in the architectural design of this building and some other outside work, this entire building can be repaired in a most efficient way and at a nominal cost by the Department of Manual Arts. I hope the Board will consider this while in session today.

The Department of Manual Arts can do much other work that will come under the proposed building program for the next two years. It is also in a position to make much of the equipment for the different departments and buildings.

THE KENTUCKY BUILDING

I prepared two years ago the following bill with a view of introducing it in the General Assembly, but did not introduce it two years ago, not during the last General Assembly because the appropriations to our institution and the finances of the State did not justify the act. In view of the amount given to us, it would have seemed out of place to present the bill. I am, however, greatly interested in the construction of The Kentucky Building. I believe now that it can be done through private subscription and in view of the nature of the building, it no doubt would be better to secure the money in this way. I am really greatly interested in the construction of this building, for I believe it is a fundamental thing, and will have a tremendous influence in the work of advancing education, developing College Heights and the Commonwealth. As indicated in the bill below, we hope to construct the building, using practically all kinds of material that is produced in Kentucky and making the building headquarters for the interpretation and illumination of Kentucky life, resources and opportunities. College Heights believes that with little effort all of the material that goes into the building can be secured through donations.

I trust the Board will give the effort to construct this building its moral support and authorize the architect to prepare a picture of the proposed building.

THE BILL

WHEREAS, The Western Kentucky State Normal School and Teachers College conceives that it was established for the exclusive purpose of giving service in the training of the teachers of Kentucky and, whereas, it recognizes that its service is effective only as it is founded upon a consciousness of existing needs and, whereas,

it conceives further, that it can best adjust itself to its proper function in the life of the state by the help of certain and appropriate items of equipment, and

WHEREAS, It is manifestly evident that one of the proper studies for Kentuckians is Kentucky, that the achievements, resources and potentialities of the state are not adequately taught, and

WHEREAS, It is conceived that a building located on a noble Kentucky hill overlooking a typical Kentucky landscape, constructed from the different materials from Kentucky's forests and mines, manifesting in its architecture the spirit of Kentucky, would be an ideal environment for the promulgation of the story of Kentucky's life and the evaluation of Kentucky's resources, and

WHEREAS, the students and friends of the institution, being acquainted with its present inadequacy of equipment to meet their needs in connection with their educational efforts in the study of Kentucky and the teaching of Kentucky Geography, History and Conservation, and being willing and ready to inaugurate a movement and be responsible for the same, which has for its objective the raising of \$50,000 by voluntary contributions made by citizens living in the Commonwealth, which amount is to be used in the construction and equipping of a building known as the "Kentucky Building".

THEREFORE, be it enacted by the General Assembly of the Commonwealth of Kentucky, that there be an appropriation of the funds not otherwise appropriated the sum of \$50,000 for the purpose of erecting a building on the grounds and for the use of the Western Kentucky State Teachers College to be known as the "Kentucky Building," which sum shall be appropriated only if and when the Western Kentucky State Normal School and Teachers College shall have collected by voluntary contributions from citizens of Kentucky for said purposes the sum of \$50,000 in cash and materials, provided that \$50,000 in cash and materials shall be subscribed and paid by the Western Kentucky State Normal School and Teachers College on or before the first day of June 1927.

A resolution of the Board of Regents setting forth that the sum of \$50,000 or a larger sum has been paid to the Western Kentucky State Normal School and Teachers College by voluntary contributions in the form of money or materials for the construction and equip-

ing of the "Kentucky Building" shall be sufficient authority for the payment of this appropriation.

FACULTY

Every effort on the Hill will fail unless we succeed in securing a faculty who succeeds. Our first duty is to employ only those who by their qualifications, their character, and spirit of service, are capable of rendering the highest order of instruction. With this in view I have tried to take 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 rendering real service.

SALARY LIST MARCH 1, 1926.

Name	Months	Monthly	Annually
H. H. Cherry, L.L.D. President	12	\$500.00	\$6,000.00
A.L. Crabb, B.S., M.A., Ph.D.	12	333.33	4,000.00
A.M. Stickles, A.B., A.M., Ph.D. History & Economics	12	325.00	3,900.00
F. C. Grise, B.S., A.M., Ph.D.	12	300.00	3,600.00
Chr. Entrance & Credits.			
M.C. Ford, B.S. (Agr.) Agriculture	12	283.33	3,400.00
J.R. Alexander, A.B., A.M. Mathematics	12	283.33	3,400.00
A.C. Burton, B.S. Rural Education	12	283.33	3,400.00
M.A. Leiper, A.B., A.M., Ph.D. English	12	300.00	3,600.00
Bert Smith, B.S., M.A. School Adj. & Supervision	12	266.66	3,200.00
W. J. Craig, A.B. Dir. Personnel Work	12	266.66	3,200.00
L. T. Smith, Manual Arts	12	266.66	3,200.00
Gordon Wilson, A.B., A.M. English	12	250.00	3,000.00
H.C. Anderson, A.B., L.L.B. Publicity	12	233.33	2,800.00

Name	Months	Monthly	Annually
H.M. Yarbrough, A.B., A.M., Mathematics	12	225.00	2,700.00
Lotta Day, Ph.B., M.S. Home Economics	12	225.00	2,700.00
Horace McMurtry, B.S., M.A. Rural Education	12	241.66	2,900.00
N. O. Taff, A.B., M.A., Economics & Sociology	12	241.66	2,900.00
George V. Page, B.S. Physics	12	225.00	2,700.00
D.R. Theophilus, B.S., M.S. Animal Husbandry	12	216.66	2,600.00
C. W. Lindow, B.S. (Agr.) Chemistry	12	216.66	2,600.00
Gabie Robertson, A.B., A.M. History	12	208.33	2,500.00
L.Y. Lancaster, B.S. (Agr.) Agri. & Biology	12	191.66	2,300.00
Nell Robins, A.B., B.S. Physical Education	12	183.33	2,200.00
J. H. Clagett, A.B. English Literature	12	175.00	2,100.00
Mrs. T.C. Cherry, B.O. English	12	175.00	2,100.00
Elizabeth Woods, A.B. Modern Languages	12	150.00	1,800.00
E.H. Canon, A.B., A.M. Registrar	12	200.00	2,400.00
Ella Jeffries, B.S. Geography	12	166.66	2,000.00
Mrs. Nellie G. Travelstead A.B. Public School Music	12	183.33	2,200.00
Patsy Shobe, B.S. Home Economics	12	150.00	1,800.00
Mary Lee Taylor, B.S. Home Economics	12	150.00	1,800.00
Frances Richards, A.B. English	12	150.00	1,800.00
Sue Howard, A.B. Mathematics	12	150.00	1,800.00
Ercell Egbert, A.B. History	12	150.00	1,800.00
G.G. Craig, B.S.S. Penmanship	12	133.33	1,600.00
Ivan Wilson Drawing & Penmanship	12	125.00	1,500.00
Elizabeth Thomas, A.B. Latin	12	125.00	1,500.00
Chas. L. Taylor, B.S. (Agr.) Plant Husbandry	12	216.66	2,600.00
Franz J. Strahm Dir. of School of Music	12	291.66	3,500.00
Lenore Wilson Vocal Music	12	160.00	1,920.00

Name	Months	Monthly	Annually
Sally Rodes Piano	12	125.00	1,500.00
Nellie B. Wright School Nurse--Health	12	150.00	1,800.00
Ethel Clark Model Rural School	12	158.33	1,900.00
Magnolia Scoville, B.S. 4th Grade Trainins Sch.	9	222.22	2,000.00
Norma Jones, B.S. Kindergarten	12	150.00	1,800.00
Addie Lee, B.S. 1st Grade Training School	12	150.00	1,800.00
Dorothy Pickard, B.S. 2nd Grade Training Sch.	12	150.00	1,800.00
Alma Wyckoff, A.B. 3rd Grade Training Sch.	12	150.00	1,800.00
Mamie McCormick, B.S. 5th Grade Training Sch.	12	150.00	1,800.00
Hallie Gaines, A.B. Mathematics, Training School	12	150.00	1,800.00
Inez Ellis 6th Grade Training Sch.	10	110.00	1,100.00
Marie Adams, B.S. Home Economics Tr. Sch.	10	125.00	1,250.00
C.P. Morris, A.B. Athletics & Social Science Training Sch.	12	150.00	1,800.00
Mrs. H. R. Matthews, A.B. Language Training Sch.	12	150.00	1,800.00
Lowe Johnson, A.B. English & History	12	158.33	1,900.00
Warner W. Willey, B.S., A.M. Education & Tr. School	12	200.00	2,400.00
W.J. Edens, B.S. (Agr.) Agriculture Training School	12	191.66	2,300.00
E.A. Diddle, A.B. Athletics	12	216.00	2,592.00
W.M. Pearce, A.B., B.S. Director of Extension	12	266.66	3,200.00
Lillian Hanley Sec. Extension Dept.	12	100.00	1,200.00
Margie Helm, A.B. Librarian	12	150.00	1,800.00
Charleen Yates, Library	12	100.00	1,200.00
Mrs. A. C. Burton Library	12	55.00	660.00
Ruth Hines Temple, A.B. Library	12	80.00	960.00
Florence Schneider Bursar	12	183.33	2,200.00

The statement
 - Transmitted -
 - Subscribed -
 - James -
 - S. -

TESTING UNIT

Name	Month	Monthly	Annually
Rex Myers Bookkeeper	12	150.00	1,800.00
Mrs. Gussie Havard Asst. Bookkeeper	12	91.66	1,100.00
Lois Dickey Stenographer	12	50.00	600.00
R.H. Seward, B.S. Sec. College Heights Foundation	12	100.00	1,200.00
Mary Stallard, Asst. Registrar	12	133.33	1,600.00
Kelly Clark Stenographer	12	83.33	1,000.00
Bessie Phillips Stenographer	12	80.00	960.00
Mattie McLean, A.B. Sec. to President	12	192.33	2,308.00
Marguerite Forsting Stenographer	12	108.33	1,300.00
Mrs. Anna E. Riley Stenographer	12	91.66	1,100.00
Mrs. Gus Brand Stenographer	12	75.00	900.00
Etta Runner M Stenographer	12	66.66	800.00
Mrs. Lillian Thompson Stenographer	12	65.00	720.00
Roberta Moody Stenographer	12	80.00	960.00
Hattie Funk Social Director, J. Whit Potter Hall	12	172.00	2,064.00
Mrs. W.A. Lee Asst. Director	12	110.00	1,320.00
Mildred Reynolds Dietitian	12	158.33	1,900.00
Emmett Taylor Poultry Farm	12	100.00	1,200.00
Joe McCarty Farm	12	80.00	960.00
Delmer Hazel J. Farmison	12	60.00	720.00
J.E. Wilson Farm	12	50.00	600.00
O.C. Cuthbert Farm	12	50.00	600.00
W.J. Board	12	50.00	600.00
Royce Ladd Farm--Dairy	6	72.00	432.00
B.E. Harrison Farm Hogs	12	25.00	300.00
R.C. Woodward Supt. of Bldg. & Grounds	12	133.33	1,600.00
Aubrey Hoofnail Night Watchman	12	75.00	900.00
Raymond Hoofnail Truck Driver	12	70.	840.00

Church Hill	12	65.00	780.00
Fireman			
J.W. Newton	12	65.00	780.00
Janitor--P.C.Bldg.			
Grider Hall	12	65.00	780.00
Janitor Tr. Sch.			
Ross Finch	12	65.00	780.00
Janitor, Admr. Bldg.			
Jim Finch	12	65.00	780.00
Janitor & Fireman			
W.E. McPherson	12	65.00	780.00
Janitor			
Sylvia Bailey	12	45.00	540.00
Janitress--Cabell Hall			
Cora Edson	12	40.00	480.00
Janitress--Admr. Bldg.			
Matilda Taylor	12	40.00	480.00
Janitress--Library			
Bettie Hill	12	40.00	480.00
Janitress--J. Whit Potter Hall			
Cherry Edson	12	40.00	480.00
Janitress. Tr. Schl.			
Ozetta Hayden	10	12.00	120.00
Library			
Virginia Elliott	12	50.00	600.00
Physical Education			
J. Felts	12	50.00	600.00
Music			
J. T. Skinner	12	150.00	1,800.00
Chemistry			
W.H. Allen	10	25.00	250.00
Supply Officer R.O.T.C.			
D.F. Nisbet	12	16.00	192.00
Meeting Trains			

SPECIAL

In addition to the above it will be necessary to employ the Head of the Department of Geography. Functionally, no department can serve to a better advantage than the Department of Geography. It has possibilities that demand a far wider exploitation than we are now giving. We are anxious to secure an expert who has had successful experience and wide training for this work.

You authorized us to employ a Principal for the new Training School about this time last year to take the position made vacant by the resignation of Miss Hatcher. We offered the position to five or six different people but were unable to secure the ones we wanted. It will be necessary to secure this Principal just as soon as possible. The Training School has done good work this year and I believe it is operating on a safe and sane policy, but it has been neglected to some extent on account of not having a Principal. The man who Heads this school should be one of the most outstanding men

on the Hill, whose interest is in both the elementary and high school field; one who is tactful and able to cooperate with the other units of the institution so as to throw the whole into one cooperative movement.

The institution is also in serious need of a teacher to supervise the six grades of the Training School. One who will be able to develop in service and primary teaching such talent as she may have.

We shall need a Head for the Department of Psychology. For the Headship of this we need a man of scholarship recognized throughout the country. The condition of this Department at the present time makes it imperative to employ two teachers, the Department having grown far beyond the limits of one instructor.

Miss Reynolds, the Dietitian who has charge of the Culinary Department at the J. Whit Potter Hall, is thinking of being away in school next year. She has not fully decided. If she should leave it will be necessary to get a trained person to take her place.

It usually takes a few extra teachers at the beginning of the nine-week mid-semester term and during the two Summer Schools to handle the incoming student-body. For an example, every teacher on the Hill is at this time worked to the limit, notwithstanding four hundred additional students will enter here next week. We have employed eight additional teachers to begin work next Monday to continue over the period of nine weeks. It was necessary to add two new teachers to the faculty in February. Quite a number will be employed along special lines for the Summer Schools, but all of these teachers are employed only for short terms, sometimes only for a day or a week. I trust the Board will authorize me to employ such additional help and members of the faculty as we absolutely need to carry on the work of the institution.

SPECIAL RECOMMENDATIONS AND SUGGESTIONS

The Library has at no time during the life of the school had sufficient books to meet the demands of the institution. In fact, no appropriation has ever yet been made for books for the Library. We have been forced to buy a few dollars worth occasionally when the emergency need was great, and when we could get a few dollars to pay for them.

I am hoping the Board will authorize an appropriation of \$2,000.00 for the purchase of books for the Library out of the current funds for the present scholastic year.

The School of Domestic Arts and Science should have at once at least \$500.00 for the purchase of equipment and the improvement, including stoves, building of sinks and other things. A statement presented to me by the head of this Department, shows the need of at least \$2,000.00, but the real emergency needs for the present time can be met for the amount mentioned above. I am hoping the Board will see its way clear to authorize the expenditure of at least \$500.00 out of the current funds of the present year.

The big stage in the auditorium should be made in every way attractive. The curtains should be rearranged, the woodwork at the back of the stage given a color design and the wall frescoed or painted. I trust this can be done at the earliest possible date. It will not in any way interfere with the improvement of the entire auditorium, which will no doubt be done in the future.

The Board should by resolution today authorize the issuing of certificates and degrees, provided for in the law. No certificate or degree is ever issued except on the recommendation of the faculty and upon evidence that the entire work has been done.

I have in my possession a copy of the Central Purchasing Agency Bill, which was passed by the last General Assembly. It seems to me that it will be necessary for the Board to consider this proposition at the meeting today.

The United States Veteran Bureau owns approximately \$1800.00 worth of training equipment, consisting of Manual Training tools, Dairy and Poultry equipment, etc., which is now in possession of this institution. This equipment has been used for the purpose of training ex-service men. Since the program terminates June 30, 1926, the Bureau has requested that this institution enter into negotiations with a view of purchasing this equipment. This equipment is all needed for the various departments to which it has been assigned, and would have to be replaced if removed by the Bureau. The estimated price for which this equipment can be purchased is approximately \$500.00. I recommend that the institution and the local executive committee, be authorized to negotiate with the government with a view of making the purchase of this equipment.

Report on the Athletic Field

The Committee appointed by me a month ago consisting of the following:

L. T. Smith, Chairman Athletic Committee
E. A. Diddle, Athletic Coach, and
M. C. Ford,

for the purpose of making a detailed study of the quarry with a view to developing an Athletic Field reported the following:

1. On the basis of a previous survey furnished by J. R. Alexander, engineer, on 50 ft. contours, the committee finds that the project is entirely feasible.

2. That a regulation size football field, base ball field and quarter mile track can be placed on this area.

3. A prospectus is herewith submitted.

4. The approximate estimated costs are as follows:

Excavation of field, 5000 yds. \$1.00 per. yd.....	\$5,000.00
Grading and facing cliff for bleachers, excavating and filling, 1000 yds. \$1.60 per yd....	1,600.00
Concrete bleachers, 300 yds. 10.00 "	3,000.00
Form lumber and labor (L.T. Smith).....	1,000.00
Sodding 6500 yds. 20¢ a yd.....	1,300.00
Dirt fill 3000 yds \$1.00 topping for sod.....	3,000.00
10% margin pending detailed survey.....	<u>1,400.00</u>

Total estimated cost \$16,300.00

CERTIFICATES ISSUED AND DEGREES CONFERRED

Submitted by the **WESTERN KENTUCKY TEACHERS COLLEGE AND NORMAL SCHOOL**

From 1908 to 1926

Dr. Finley Grise, Chairman of the Committee on Credits and Graduation, submits the report on certificates issued and degrees conferred by the Western Kentucky State Normal School and Teachers College from 1908 to 1926. The figures for 1926 are based on the number of applications filed to March 30, 1926. The list of applicants for the degree is essentially complete. The number applying for the certificates of all grades will be considerably increased by June or August.

YEAR	C E R T I F I C A T E S						DEGREES
	LIFE	ELM. COL.	STANDARD ELE.	PROV. 1ST GRADE	PROV. 2ND GR. (16 S.H.)	PROV. 2ND GR. (UNITS)	
1908	13						
1909	19						
1910	45						
1911	32						
1912	26						
1913	26						
1914	49						
1915	70						
1916	82						
1917	80						
1918	69						
1919	66						
1920	22						
1921	75						
1922	74						
1923	130						
1924	164						73
1925	287	174	13	113	114	89	75
1926	248	88	3	38	44	103	118

Note: Total number of Life Certificates 1908-1925 1279 (Data for
 Total number of certificates of all grades 1925 740 other cer-
 Total number of Certificates & degrees 1925 815 tificates
 Total number of applications for certificates not available)
 and degrees 1926, 642.

It was moved by Gen. Denhardt that the Chairman appoint a committee of five to build the Athletic Field and that there be appropriated \$16,500 for that purpose, and that all contracts for that purpose and orders for supplies should be awarded by competitive sealed bids. The motion was seconded by Mr. Cuthbertson and passed by roll call unanimously.

It was moved by Gen. Denhardt with a second from Mrs. James that to the original three of the committee on Athletics there be added the name of Prof. J. R. Alexander as a representative of the Board of Regents. The roll was called and this was unanimously passed. The original committee was composed of L. T. Smith, E. A. Diddle and M. C. Ford.

Upon motion of Gen. Denhardt and seconded by Col. Stites, the Chairman was asked to appoint a committee to advertise for bids for the sale of Frisbie Hall, Bailey Hall, the Davidson Lot on College Street and all lots on the Normal Drive owned by the institution, and that the Committee be authorized to accept or reject all bids for any of said property or to sell at public outcry any or all of such property as may seem proper at the price offered and shall also be authorized and empowered to execute the deed of sale to any or all of said property for and on behalf of the Board of Regents. This was unanimously passed by roll call. NOTE: Mr. Cuthbertson was appointed to act as a committee.

At this time Dr. Rhoads was called from the room and, Vice-Chairman, Mr. Cuthbertson, presided in his absence.

Col. Stites moved and Gen. Denhardt seconded that the Manual Arts Department be instructed to industrialize themselves along the line of furniture and equipment for Library and Museum and to make as much as is possible with their present equipment.

Col. Stites moved that the President be authorized to purchase and install a Public Speaking System (an Amplifier) and that a sum not to exceed \$1250 be set aside for this purchase, which purchase shall be made upon the submission of sealed bids. The motion was seconded by Mr. Cuthbertson and upon roll call, it was unanimously passed.

Regent Stites moved that a committee of General Denhardt, Mrs. James and Mr. Cuthbertson be given power to act by and with the advice of the Architect at thier discretion in expending as much as is needed of the appropriation available for that purpose in repairing and improving the Potter College building. It was seconded by Mr. Cuthbertson and the roll was called all voting in the affirmative.

Upon motion of General Denhardt with a second by Mrs. James there was set aside \$2,000 of the last Legislative appropriation for the purchase of books for the Library. Upon roll call the motion was unanimously adopted.

Upon motion of Mr. Cuthbertson with a second from Col. Stites, five hundred dollars was appropriated for the immediate needs of the Home Economics department. The roll was called and all voted in the affirmative.

It was moved by General Denhardt that the President and faculty be given the authority to issue certificates and degree to those students who will be entitled to them under the provisions of the law and the regulations of the institution. The motion was seconded by Mr. Cuthbertson and passed.

Upon motion of General Denhardt and seconded by Mrs. James, the President was instructed to purchase at the best price possible the training equipment now owned by the United States Veteran Bureau and that the Board hereby authorize the expenditure of a sum not to exceed five hundred dollars for this purpose. The roll was called and the motion was unanimously passed.

The salary schedule was then read and attention called especially to the few teachers and employees whose salaries should be increased. The list was endorsed as given with the following special action taken.

The President was authorized to offer Miss Reynolds the Dietitian two thousand dollar per year, or more if necessary to keep her.

Motion that the janitors and other workmen shall be employed by the month instead of by the year. Motion by General Denhardt and second by Mrs. James, Passed.

Motion that Dr. Kinnaman be retained on the regular faculty list at this usual salary. The President was also authorized to employ a head of the Geography Department at a salary of \$3,000 and if possible the head of the Psychology Department at a salary of \$3,600, and a Supervisor of the first six grades of the Training School.

Motion by General Denhardt that the President be authorized to secure such emergency teachers for the next Spring term and for the Summer term as may be needed to take care of the situation as has been done heretofore. Seconded by Mr. Cuthbertson and unanimously passed.

The Board then adjourned for lunch.

* * * * *

Upon reconvening the Vice-Chairman, Mr. Cuthbertson, presided as Dr. Rhoades was temporarily absent.

Upon motion of General Denhardt with a second of Mrs. James, the Architect, Mr. Brinton Davis, was instructed to communicate with the David Moving Company of St. Louis or other similar companies that he may deem best and have a representative come to Bowling Green with a view of determining

the advisability of moving the Potter College Building, we to do meet the actual expenses of the trip. Passed.

Mr. Cuthbertson then reported progress on his investigation and efforts to secure a better water supply on the Hill and asked for more time. This was given.

Mr. Cuthbertson also reported that a committee of citizens had called on him, protesting against the erection of cheap type of house on the lots on Normal Boulevard. General Denhardt moved that Mr. Cuthbertson be given the authority to take proper steps in the matter with Mr. Carpenter in order to secure a suitable solution to the matter. Seconded by Mrs. James and passed.

Mr. Cuthbertson opened and presented the sealed bids for furnishing and putting on the stone wall coping for the new Training School building. Upon motion of Col. Stites the bid of W. F. Ennis which was the lowest and best bid--\$875--was accepted. The second was made by Mrs. James and unanimously passed.

General Denhardt was asked to prepare a suitable resolution on behalf of the Board giving their endorsement to the proposed erection of a building on College Heights to be known as the Kentucky Building and that the resolution be introduced into the minutes at this place. Below is a copy of the resolutions. (Embodied in the preceding report instead).

Motion was made by Mr. Cuthbertson that the Chairman be authorized to appoint a committee to study the plans and specifications for the drive around the hill and improvements of the grounds, and that they be authorized to expend an amount not exceeding \$10,000, which sum is hereby appropriated for that purpose. The motion was seconded by Regent Stites and passed unanimously upon roll call. The Chairman appointed Mrs. James, General Denhardt, Mr. Cuthbertson and Col. Stites.

Upon motion duly made and seconded the Board then adjourned.

Walter M. McLean
Secretary

McHenry Rhoads
Chairman