

the Board of Regents could pay to Mrs. Cherry her husband's salary for the month of August.

There being no further business, the meeting adjourned.

Acting Secretary

Chairman

Minutes of Board Meeting

December 31, 1937

At a called meeting of the Board of Regents of the Western Kentucky State Teachers College on December 31, 1937, in the office of President Paul L. Garrett, there were present Vice-Chairman B. J. Borrone, Mrs. W. P. Drake, and Judge F. J. Pentecost, with President Garrett.

Regent Borrone called the meeting to order and upon investigation declared a quorum present. He then asked President Garrett for his recommendations as to the business to be transacted.

President Garrett called attention to the as yet unapproved minutes of the past several meetings of the Executive Committee of the Board of Regents and asked that they be acted upon.

They were read and upon motion of Judge Pentecost with a second from Mrs. Drake the minutes of the Executive Committee as presented for April 8, August 5, August 11, August 18, August 24, September 3, September 10, September 24, November 1, November 22, and December 3, 1937, were received and the action of the Committee was

ratified and approved and the minutes ordered made a part of the records of the Board. The motion was unanimously passed upon roll call. A copy of Each follows:

Minutes of Executive Committee

In Dr. Cherry's Office

April 8, 1937.

MEMBERS PRESENT: Mr. B. J. Borrone, Mrs. W. P. Drake,
and Dr. H. H. Cherry.

The Committee approved the following items (Mr. L. T. Smith was asked to explain the work) in connection with the new classroom building project.

1. The Connection of the roof drains with the old Potter College sink, thus saving a considerable sum in providing for carrying away of roof water.
2. Requisitions to Captain Davis, the architect, for change orders authorizing the purchase of equipment and connections for sewage disposal and heating facilities to the existing plant.
3. Approval of the change order for the gas connection and extension line which was removed when Potter College was razed.
4. Approval of the suggestion by Captain Brinton B. Davis, the architect that conduits leading to the tower to be used in installing chimes provided they are put in be authorized.
5. A proposed change order to take care of the equipment that was cut on the first list but is still within the \$65,000. This is now up as a proposed change order.
6. Change order of April 5 involving the extension of time to the Struck Construction Company for the completion of the classroom building to and including October 1, 1937.

The Committee agreed to pay Prof. J. H. Clagett's salary for the months of April and May. After that time, his name will be taken off the payroll.

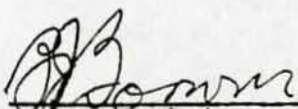
The Committee agreed to increase the rate of pay for Misses Tyler, Davidson, and Harrison from thirty cents to thirty-five cents per hour and to allow them the same vacation as the regular staff in the Library.

A statement was presented the Committee, made by Dr. Bert Smith, regarding the improvement on the Normal Boulevard. A movement is under way by the residents of the Boulevard, to obtain a W. P. A. project and rebuild the road. The Committee authorized the expenditure of approximately eight hundred thirty-six dollars (\$836.00) which would be for the property owned by the school, provided the project can be obtained.

The salary list for the next fiscal year was approved with the increases shown by Dr. Cherry. The Committee asked the President to fill the vacancies and make the necessary appointments in order to carry on the work for the next fiscal year.

Dr. Cherry made a statement about Mrs. Leiper's trip to Ann Arbor, Michigan, to see Dr. Adams about the McGregor Plan for the Kentucky Library. The Committee approved the payment of five hundred dollars (\$500.00), provided we were accepted on this plan. Mrs. Leiper was asked to make the necessary list of books.

Meeting adjourned.


Chairman


Secretary

Minutes of Executive Committee

August 5, 1937.

A call meeting of the Executive Committee of the Board of Regents of Western Kentucky State Teachers College was held on College Heights, Thursday morning, August 5, 1937. Present: Mr. Borrone, Mrs. Drake, Dean Grise, Dr. Lee Jones, and W. L. Matthews. The meeting was called to order by Dean Grise who stated that the meeting was to consider any and all business relative to the welfare of the

College, which should come before it.

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The following resolution was presented by Dr. Jones, who moved its adoption:

BE IT RESOLVED: That Brinton B. Davis, be empowered and is hereby requested to prepare specifications and to call for bids September 24, 1937, upon a supplementary list of equipment for the classroom building now under construction; the said list having an estimated cost of four thousand two hundred dollars (\$4,200.00).

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

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Mr. B. J. Borrone presented the following resolution and moved its adoption.

WHEREAS, at a former meeting of the Board of Regents of the Western Kentucky State Teachers College, President H. H. Cherry was authorized by resolution to sign all papers, i.e. calls, change orders, contracts, etc., relative to the construction and equipment of the classroom and laboratory building, known as P.W.A. project 1023;

AND WHEREAS: President H. H. Cherry passed away on the first day of August 1937 and the Board of Regents in a call meeting held on College Heights on the afternoon of August 3, 1937, a quorum being present and voting, did create this Executive Committee composed of F. C. Grise, Chairman; W. L. Matthews, Lee F. Jones, Mrs. W. P. Drake, and B. J. Borrone, as a governing body, and empowered it with full authority to act on all business concerning the affairs of Western Kentucky State Teachers College;

NOW BE IT RESOLVED: That Dean F. C. Grise, Chairman, be hereby authorized and empowered to sign all papers in connection with the construction and equipment and landscaping of the Classroom and Laboratory Building, now under construction and known as P. W. A. project 1023, and that his signa-

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

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

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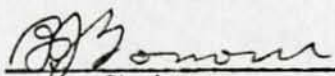
Mr. L. T. Smith, head of the Manual Arts Department, was asked to come before the Committee and give them information relative to the necessary repairs and maintenance of buildings which he regarded as urgent.

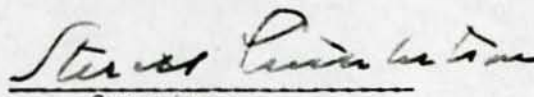
Mr. Smith explained that recently President Cherry instructed him to proceed with certain repairs on buildings which was urgent and necessary before the opening of the fall semester. Mr. Smith was instructed to proceed with this program.

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

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


Chairman


Secretary

Minutes of Executive Committee

August 11, 1937.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mary K. Davidson
Nettie Harrison

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Class Room Building FWA Project Ky-1043-R

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

Bank Balances

American National Bank	\$47,790.87
Citizens " "	57,869.83
Farmers Bank	22,419.67
Total	\$128,080.37

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

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

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

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

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

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

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

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

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

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


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

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

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

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


Chairman


Secretary

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Minutes of the Executive Committee

August 18, 1937.

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

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

Mr. Smith's Report

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

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

new building and the name to be placed across the front lintel above the entrance.

4. The matter of the heating connection is to be taken up by the Board and a change order authorized as per correspondence of March 26th. and 31st. inst.
5. The consideration of the installation of chimes should be brought before the Executive Committee.
6. The wood stops around the metal sash was discussed and this matter was taken up by L. T. Smith with Mr. Dodd, PWA supervisor, immediately upon his return to Bowling Green and a communication was forwarded at once to Captain Davis.

Item 1. In discussing the report of Mr. Smith, he stated that he had asked four contractors to bid on the items as suggested by Mr. Sager, that he had furnished drawings and gone over the site with three contractors who had reported that they were not in position to make bids, but hoped to have a bid from the fourth contractor and would submit same to Mr. Sager promptly.

Item 2. In discussing this item Mr. Smith explained that sketch had been submitted according to standard PWA form for the bronze plates, but that Dr. Cherry had been anxious to have the names of the State Administrator and Councilor included; that this would require a small supplementary plate, which must be paid for by the College. That the drawing as submitted named the building Recitation Hall and it would not be necessary to change the wording of this drawing.

The following motion was made by Dr. Jones and seconded by Mrs. Drake:

WHEREAS: A drawing submitted to P.W.A. for bronze tablets to be placed on the walls of the new Classroom Building carries the words "Recitation Hall" and,

WHEREAS: The Board of Regents has named the building "The Henry Hardin Cherry Hall",

NOW BE IT RESOLVED: That our architect be requested and authorized to prepare a new drawing which shall carry the words "HENRY HARDIN CHERRY

HALL", and that this drawing shall provide for a supplementary tablet upon which be placed the names of Mr. Sager and Mr. Meuth, and that this new drawing shall be substituted and in lieu of the first drawing.

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

Item 3. After discussion Mr. Matthews made the following motion which was seconded by Mrs. Drake:

WHEREAS: At a former meeting of the Board a resolution was adopted naming the classroom building "Henry Hardin Cherry Hall",

NOW BE IT RESOLVED that Captain Brinton B. Davis, Architect, be authorized and requested to prepare and submit a change order looking to carving the name of "Henry Hardin Cherry Hall" on the stone lintel over the entrance of the building.

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

Item 4. Mr. Smith explained that Dr. Cherry had carried on some correspondence with the P.W.A. office relative to a change order for having a connection made with the building from the heating system of the school, but that the order had never been issued and it was now necessary. Mr. Borrone offered the following resolution which was seconded by Mr. Matthews.

BE IT RESOLVED: That Captain Brinton B. Davis be requested and authorized to prepare and present a change order in order to have Montgomery Ward and Company make connection in the heating system for the new building with our heating system.

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

Item 5. The Secretary presented a copy of a letter from Captain Davis to Dr. Cherry relative to installation of tubular chimes in the tower of the new

building. He stated to the Board that at the time Dr. Cherry referred to communication to Dr. Moore and it was decided that Item 5 as outlined in the letter would best meet the needs of the institution. The Secretary was directed to correspond with Captain Davis and the foundries with the purpose of securing more information and to report to the Committee when this had been ascertained.

Mr. Smith also announced that he had prepared a list of material necessary to carry on the maintenance work of the institution and that the list had been submitted to Frankfort in regular form. He also reported that he was engaged in carrying out the repair program and was instructed to continue, giving attention first to those items which should be done before the opening of school.

Mrs. Drake called attention to the condition of the steps on the campus fronting and serving the Library, and requested that as soon as the concrete mixer could be used that these steps be replaced, preferably before the opening of school.

Dr. Grise reported that there was need for automobiles. That Mr. Taylor, whose duties carried him to the farm each day was without conveyance and suggested that the car now being used by the Extension Department be turned over to Mr. Taylor for farm use and that a new sedan of the Ford-Chevrolet-Plymouth type be purchased for the use of the Extension Department.

Mr. Borrone offered the following motion which was seconded by Mrs. Drake:

WHEREAS: It has become necessary to furnish an automobile to convey our supervisor to and from our farm properties, and;

WHEREAS: The car now being used by the Extension Department has been in use for several years and is not in condition for the work required of it, but is suitable for the short trips to and from the farm.

NOW BE IT RESOLVED: That the car now being used by the Extension Department be used by the farm supervisor and that the college purchase a new sedan of the Ford-Chevrolet-Plymouth type for the use of the Extension Department.

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

Dr. Grise reported that Dr. Ford had stated that the milk cooler now in use on the farm was not sufficient and that they were having a great deal of soured milk as a consequence. Dr. Ford was requested to submit a written report that could be submitted to Frankfort.

Dr. Grise reported that each year this college had participated in a program, known as "The Teachers College Institute of the Air" over WSM of Nashville; that this year we had been again invited to take part and put on a program.

Mrs. Drake moved, which was seconded by Mr. Matthews that the invitation be accepted and that this college participate in the program known as "The Teachers College Institute of the Air" and that Dr. Grise be authorized to make all arrangements for the broadcast over WSM at no expense for broadcast facilities.

On a vote being taken all members voting in the affirmative, the motion was declared adopted.

Dr. Grise also reported that for the past two years the college had broadcast a program one afternoon in each week over the WHAS Station in Louisville. That the Louisville Station had offered the same terms as last year.

Mr. Matthews moved, seconded by Dr. Jones that we enter into and carry on the Radio Program for the coming school year and that a contract be entered into on the same terms as was enjoyed last year. Upon roll call, Mrs. Drake, Mr. Borrone, Dr. Jones, Mr. Matthews, Dr. Grise, all voting in the affirmative, the motion was declared adopted.

After a discussion as to written notification of employees as to their employment or salary, it was decided not to mail or deliver any further written notifications until further consideration.

Dr. Grise announced that there was under consideration plans for the more thorough inspection and licensing of boarding houses, engaged in furnishing accommodations to our students. Dr. Grise was asked to make a more thorough study of the matter and later give his recommendations to the committee.

Mr. Whitmer came before the Committee with a statement relative to the bronze monument of Dr. Cherry. He stated that a committee of the faculty had for sometime engaged in the undertaking of collecting a fund for the purpose of having a statue of President Cherry modeled and cast; that they had engaged the services of one of our great artists, in the person of Lorado Taft; that Dr. Taft had modeled the cast and had completed same before his death several months ago; that a committee had gone to Chicago, visited the studio and inspected the model and arranged to have same cast and that the work of casting was now in progress and should be finished in the next sixty days; that the committee desired to have the official sanction of the committee as to this project and their permission to erect this statue on the campus at a point in front of the new Classroom Building. After discussion the following motion was offered by Mr. Borrone, seconded by Mr. Matthews:


WHEREAS: A committee from the faculty of this college, of which J. R. Whitmer is chairman, have engaged in the undertaking of raising funds and having a bronze statue of our late President, H. H. Cherry, modeled and cast; and

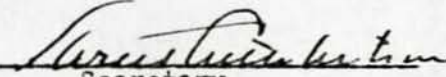
WHEREAS: This work will soon be completed and the statue ready for erection;

NOW BE IT RESOLVED: That the said committee be authorized to have erected this statue on the campus of the college, at a spot which is directly in front of the new Classroom Building and designated on the blue prints as prepared by our landscape architect.

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

There being no further business the committee adjourned to meet in the President's office at 9:15 A.M. August 25th.


Chairman


Secretary

Minutes of Executive Committee

August 24, 1937.

The Executive Committee of the Board of Regents of Western Kentucky State Teachers College met in President's Office, Tuesday morning, August 24th. Dr. Grise called the meeting to order. Present: Mrs. Drake, Dr. Grise, Mr. Borrone, W. L. Matthews. Minutes of last meeting read and approved.

Dr. Grise reported that Mr. L. T. Smith has succeeded in obtaining only one bid, from local contractors, on the landscape work and that same had been promptly mailed to Mr. Sager.

After some discussion it was ordered that the Secretary be instructed to write Mr. Sager and Captain Davis and request them to take the matter of landscaping up at once and to use their best judgment relative to the matter. That this should not be further delayed and the Board would concur in their judgment as to the best plan of procedure.

Dr. Grise also reported that he was in receipt of a letter from Mr. Peterson, Director of Accounts and Control, in which he stated that all of our recommendations as to change in salary and status, had been approved.

Dr. Grise also reported that he had written Captain Davis in regard to the bronze plates, heating connections, and the carving of Dr. Cherry's name over the entrance of the new building; that Captain Davis was in Bowling Green on Monday and talked these matters over with him. That Captain Davis stated that he was preparing the change orders as discussed in our last meeting and would file them with the P.W.A. office at once.

Dr. Grise presented a letter from Mr. Tanner, of the Department of Purchase, in which he stated that he had given an order to Allen Motor Company of Bowling Green for Plymouth Coach, which is to be used by the Extension Department. Also that the car which had been used by the Extension Department had been turned over to C. L. Taylor to be used for farm work.

Dr. Grise also reported that the old car which had been used by Mr. Woodward and Mr. Hoofnail for campus work and for policing the grounds had entirely given way and was of no further use. After discussion

Mrs. Drake offered the following resolution and moved its adoption which was seconded by Mr. Borrone:

WHEREAS: There appears an urgent need for a conveyance to be used by the Superintendent of the Campus and the night watchman;

NOW BE IT RESOLVED: That we recommend that a new pick-up truck of the Ford-Chevrolet-Plymouth type be purchased and that the Bursar be instructed to ask the Department of Purchase to make this purchase as soon as possible.

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

Dr. Grise also reported that he had requested the Committee on boarding and rooming houses, to make a study of the situation and make a report, which they had done. They recommended that the regulations now in effect and relative to freshman girls be continued; i.e. freshman girls required to have rooms in one of the dormitories or to have a written permission from parents or guardians if they were to room off the campus.

They also submitted a copy of the regulations which has been in effect in regard to the boarding and rooming houses giving accommodation to our students. After thorough discussion and the members expressing themselves on the subject, the following resolution was presented by Mr. Matthews, who moved its adoption and same was seconded by Mrs. Drake:

WHEREAS: Our late President, Dr. H. H. Cherry, died on the afternoon of August 1, and;

WHEREAS: Dr. Cherry had served this institution as President for thirty years and under the rules and regulations was due a summer vacation, of which he had not taken advantage,

NOW BE IT RESOLVED: That it is our opinion that the name of H. H. Cherry should appear on the August payroll and that the check for his monthly salary should be delivered to his widow, Mrs. H. H. Cherry; that the Bursar be instructed to call this resolution to the attention of the proper officials at Frankfort.

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

Dr. Grise also reported that "THE BRONZE STATUE" Committee of the faculty of which Mr. J. R. Whitmer is Chairman, had met and unanimously decided to place this statue directly in front of the new building.

Dr. Ford, Head of the Scientific Department, made his report in regard to the necessity of purchasing a new milk cooler for the school. He requested that a tubular milk cooler with sanitary cover to cost installed approximately \$135.00 for use at the Dairy Barn be provided. After discussion the following resolution was introduced by Mr. Borrone, who moved its adoption; same seconded by Mrs. Drake:

BE IT RESOLVED: That the Recommendation of Dr. Ford for the purchase of a tubular milk cooler, with sanitary cover to cost installed at the Dairy Barn, approximately \$135.00, be concurred in; that the Bursar be instructed to request the Purchasing Department to purchase same and have it delivered as soon as possible.

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

Dr. Grise brought up the matter of reorganizing the janitorial service of the college in order that the buildings may have more adequate janitorial service. He suggested that it would probably be necessary to employ one or more janitors, that an arrangement should be worked out as to their hours, allocation of work, etc. He was authorized to appoint a committee to report to the committee at a later date.

The question of employing an electrician to assist Mr. Hines in servicing and caring for the electrical equipment of the campus buildings was also discussed, but deferred for action to a later meeting.

It was ordered that the swimming pool be emptied of water and properly cleaned.

The Secretary called the attention of the Committee to the fact that recently Captain Davis had stated that the central electrical switch in the distribution center was not sufficient to take on the added load incident to

the use of the new building. After discussion the following resolution was offered by Mrs. Drake, who moved its adoption, same seconded by Mr. Borrone:


WHEREAS: Our architect, Captain Brinton B. Davis, has reported that the central electrical switch in the distribution panel is not of sufficient capacity to take on the added load, caused by the opening of the new building, and render adequate service.


NOW BE IT RESOLVED: That Captain Davis be authorized to draw the proper change order necessary to have a new and adequate switch installed.

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

The Secretary also reported that Miss Schneider, our Bursar, on a recent trip to Frankfort had conferred with the Insurance Commissioner as to the proper procedure in placing the insurance on the new classroom building. That the Commissioner had stated that he was uncertain as to the procedure and requested her to obtain a ruling from the P.W.A. authorities. That he, on a recent trip, to Louisville had conferred with Mr. George Meuth, Councillor for P.W.A. and that Mr. Meuth had rules that we were required to place this insurance with insurance companies, licensed to do business in Kentucky and this was provided for under Chapter 61 and 72 and could be found on page 181 Carrolls Reports, Acts of General Assembly 1936 session. The Secretary was instructed to write the Kentucky Actuarial Bureau and ask them to make an inspection of the building and rate same.

There being no further business the Committee adjourned to meet when called by the Chairman.


Chairman


Secretary

Meeting of the Executive Committee

September 3, 1937.

A meeting of the Executive Committee of the Board of Regents of Western Kentucky State Teachers College, was held in the President's Office, Friday morning, September 3rd at 9:00 A. M. Present: Mr. Borrone, Mrs. Drake, Mr. Matthews. In the absence of Dean Grise, Mr. Borrone presided.

The Secretary read a letter which he had just received from Mr. Sager, Administrator of Public Works, relative to a change order concerning the landscape work. After a discussion Mr. Matthews offered the following motion and moved its adoption, same seconded by Mrs. Drake:

WHEREAS: Our architect has drawn "Applicants Request for Change" in our contract with the Struck Construction Company and relating to the landscaping in connection with the new classroom and laboratory building, known as PWA Project(Ky-1043-R);

AND WHEREAS: Said request or application has been signed by our architect, Brinton B. Davis and by the Struck Construction Company,

NOW BE IT RESOLVED: That this application for change order be approved and that B. J. Borrone, Vice-Chairman of Board of Regents, be hereby authorized to sign said application for change, for and on behalf of this Executive Committee and that a copy of this resolution be filed with the Public Works Administrator.

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

A letter from Mr. Dodd to Mr. Kersting, dated September 1, 1937 and calling attention to the fact that the three-foot black boards installed in the new building were 17 feet short of specifications, was read to the Committee. After discussion the following motion was offered by Mrs. Drake and seconded by Mr. Matthews:

RESOLVED: That the installation of the three-foot blackboard panels in the new classroom building be accepted and that the contractor be called upon to make adjustment in his price, or credit allowance, for the seventeen-foot difference as shown in the specifications and the actual installation. That Mr. Dodd and Mr. Kersting be informed of this action.

A vote being taken and all voting in the affirmative the motion was declared adopted.

A copy of a letter dated September 1st from Mr. Harding to Captain Davis and relating to the finished hardware used in the new building was read to the Board. Also a copy of letter of Captain Davis to Mr. Harding in answer to his letter in which he states that the accepted bid for the hardware was at the exact price as set out in the specifications and that he was attending to the matter.

The Secretary was instructed to write Mr. Sager and obtain a clear statement as to the type of bronze tablet, and as to how it was to be paid for; to report the results of this correspondence at the next meeting or to the new President.

A letter from Mr. Shutler, Vice-President of Struck Construction Company, dated August 31st and relating to the installation of the window stops in the new building, which he suggested as unnecessary, was read to the Committee. After discussion the following resolution was offered by Mr. Matthews, seconded by Mrs. Drake:

RESOLVED: That the window stops as called for in plans and specifications of the new classroom building be installed. That Mr. Dodd and Mr. Kersting be informed of this action.

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

A letter of Captain Davis and relating to the installation of the tubular chimes was read to the Committee and the matter referred to the new President.

A letter from Captain Davis notifying us that the date for opening proposals for supplementary equipment had been changed to September 24th.

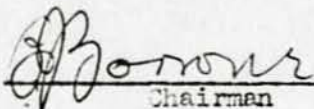
Mr. Matthews called the attention of the Committee to the fact that about one-half of the current issue of "College Heights" has been mailed and that each copy carried a detached letter as prepared by the Executive Committee. After discussion it was decided that no more of these letters should be mailed and that the balance of the current issue of the magazine should not carry this letter, due to the fact that the status had been changed by the election of a new President.

The Secretary was instructed to address a letter to the Struck Construction Company, Montgomery Ward and Company, and the Central School Supply Company to state that as we had been assured that the building would be completed on the 15th inst. that we had arranged our academic program to open the new semester in the building, and to ascertain if they were willing to grant a partial occupancy permit if we found it absolutely necessary to move into the building before the formal acceptance by P.W.A. and our architect.

A letter from Mr. Dodd referring to some broken stone and other defects in the construction of the new building which might delay the official acceptance of the building was read and discussed. Mr. L. T. Smith was called before the meeting and the matter was discussed with him. He was requested to take the matter up with Mr. Dodd and Mr. Kersting and to call upon Captain Davis for the proper procedure, if he thought best.

Mr. Borrone stated that at a recent meeting of the Board of Regents that Mr. Paul L. Garrett had been elected President of the College and that an executive order had been issued to the effect that this Committee would cease to operate as soon as the new President took over his office.

There being no further business the Committee adjourned.


Chairman


Secretary

Minutes of Executive Committee

September 10, 1937.

A meeting of the Executive Committee of the Board of Regents of the Western Kentucky State Teachers College was held in the office of the President at 9:00 A. M. Friday, September 10, 1937.

Present: President Garrett, Mrs. Drake, Mr. Borrone. Mr. Borrone presided.

Mr. Borrone called attention to the fact that work had not commenced on carving the name "Henry Hardin Cherry Hall" on the stone lintel of the new classroom building. The Secretary was instructed to correspond with Captain Davis and request that this work be hurried.

The Secretary was also instructed to communicate with Mr. Sager and with Captain Davis on the subject of the Bronze Tablets, to be placed in the corridors of the new building and to report the result to the President.

The matter of placing Insurance on the new building and contents was discussed and it was decided to refer action to a later meeting.

The matter of placing chimes in the new building was discussed and Mrs. Drake offered the following resolution and moved its adoption, the same was seconded by Mr. Borrone:

WHEREAS: It is most desirable that a set of tubular chimes be installed in the tower of the new classroom and laboratory building, known as PWA Project-Ky-1043-R; and,

WHEREAS: Our Architect, Brinton B. Davis, has made an investigation of the matter and recommends that a set of 20 tubular chimes, designated in his letter of April 22nd as item 5, be installed. That said installation will include all material and labor necessary for furnishing and installing a Time Actuated and Manually Operated time chime service, offering the automatic service for any combination of five notes and the Manual service for a console keyboard of twenty notes, at a price of \$4645.65. Said price to cover the entire cost and installation of said chimes, including the contractors profit and cost of bond premium.

NOW BE IT RESOLVED: That our Architect, Brinton B. Davis, be hereby authorized and

instructed to prepare the proper form of change order to be submitted to the proper officials of the Public Works Administration.

Upon roll call President Garrett, Mrs. Drake, and Mr. Borrone all voting in the affirmative the motion was declared adopted.

Mrs. Drake suggested that a bronze tablet placed in the corridors of the new building and reciting that this structure occupied the former site of Potter College, would be appropriate. Mrs. Drake was asked to have the proper reading matter prepared and present same at the next meeting.

Dr. Lee F. Jones, Chairman of the Faculty Committee on Equipment, was asked to come before the Committee and make a statement as to the needs of additional equipment for the new building. Dr. Jones stated that items of needed equipment amounting to approximately \$19,500.00 had been withdrawn from the original list of equipment for the reason that the cost of the project at that time could not be fully ascertained and as a matter of caution it was thought best to keep the cost of equipment in prescribed limits; however that these items were badly needed to fully equip the Physics, Chemistry, Psychology, and Geography Departments and if the funds were now available that this additional equipment should be purchased and installed. That if it was not purchased now it would be necessary to call on the budget for these items in the near future.

After discussion President Garrett offered the following motion and moved its adoption, same was seconded by Mrs. Drake:

RESOLVED: That Dr. L. F. Jones and Mr. Sterett Cuthbertson be instructed to go to Louisville Monday morning; present the matter of purchase of additional equipment to Mr. George H. Sager, Jr., and Brinton B. Davis, and request that the proper action be taken with the purpose of purchasing this additional equipment from funds available through the Construction Account of P.W.A. Project Ky-1043-R.

Upon roll call, President Garrett, Mrs. Drake and Mr. Borrone, all voting in the affirmative, the resolution was declared adopted.

Mr. Borrone announced that in view of the intricate electrical equipment installed in the new building and in use in other buildings and on the campus, that the services of an experienced and competent engineer was needed; that he had talked to Mr. E. G. Knauer, who had installed the equipment in the classroom building and in several of the buildings on the campus, and who he regarded as a competent electrical engineer, and was confident that his services could be had for \$1800.00 per year. After discussion the following resolution was offered by President Garrett, who moved its adoption, same seconded by Mrs. Drake:

WHEREAS: It has become necessary that a competent electrical engineer be employed to look after the electrical equipment of the college,

NOW BE IT RESOLVED: That B. J. Borrone be authorized to contact Ed G. Knauer and offer him the position at a salary not to exceed \$1800.00 per year.

Upon roll call, President Garrett, Mrs. Drake, and Mr. Borrone, all voting in the affirmative, the motion was declared adopted.

Mr. Borrone suggested that President Garrett take under consideration the re-organization of the Janitor Service, with the view of obtaining more efficient service for the several buildings on the campus.

President Garrett announced that he had received a letter from Dean Grise, recommending that Miss Mary Ruth Lemon be employed to fill the vacancy in the Art Department created through the resignation of Miss Martin at a salary yet to be agreed upon. After discussion Mrs. Drake offered the following motion and moved its adoption, seconded by Mr. Borrone:

RESOLVED: That President Garrett be authorized to employ Miss Mary Ruth Lemon as a member of the faculty to fill a vacancy in the Art Department created through the resignation of Miss Martin, at a salary to be agreed upon by the President and Miss Lemon.

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

The Secretary was instructed to ask Mr. Craig to furnish the President with a list of all special days, which have been agreed upon for the present fall-semester.

Mrs. Drake offered the following motion and moved it's adoption, the same was seconded by Mr. Borrone:

WHEREAS: At a former meeting a resolution was adopted authorizing President H. H. Cherry to sign all documents and papers relative to P.W.A. Project-Ky-1043R for and on behalf of this Board, and

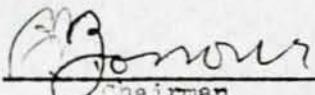
WHEREAS: Following the death of Dr. Cherry another resolution was adopted authorizing F. C. Grise, as Chairman of the Executive Committee to sign all documents and papers relative to said project, and

WHEREAS: The Board of Regents of Western Kentucky State Teachers College has recently elected Paul L. Garrett to succeed H. H. Cherry as President of this institution and said Paul L. Garrett has assumed the duties of his office,

NOW BE IT RESOLVED: That President Paul L. Garrett be hereby authorized to sign all documents and papers relative to the construction, equipment and landscaping of P.W.A. Project Ky-1043R., for and on behalf of this Committee, and that a copy of this resolution be filed in the office of the Public Works Administrator of Kentucky.

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

There being no further business the Committee adjourned.


Chairman


Secretary

Minutes of Executive Committee

September 24, 1937.

A meeting of the Board of Regents of Western Kentucky State Teachers College, having been called by the Chairman, Harry W. Peters, to meet in the City of Louisville, Kentucky, on Friday, September 24th at 2:30 P.M. in the office of Brinton B. Davis; it was found upon roll call that a quorum was not present, only Mr. Borrone and Mrs. Drake responding to their names. As there was business of importance to be considered and acted upon the meeting resolved itself into a meeting of the Executive Committee. Mr. Borrone, Vice-Chairman of the Board of Regents and Chairman of the Executive Committee, called the meeting to order. It was found upon roll call that President Garrett, Mrs. Drake and Mr. Borrone (all the members) were present. The Chairman announced a quorum and the meeting opened for all business which might come before it.

Captain Davis announced that he had received three sealed bids from parties who were interested in furnishing the equipment for Henry Hardin Cherry Hall, as described in a proposal prepared by him and agreed upon by the College officials and the Director of Public Works Administration, and advertised, according to regulations, to be opened in his office at 2:30 P.M. September 24th, 1937. Mr. Burke, representing the Public Works Administrator was asked to sit with the Committee during the consideration of the bids. The Secretary opened and read the bids in the presence of the Committee, Mr. Burke and Captain Davis.

It was found that the bid of the Central School Supply Company for the entire proposal amounted to \$26,329.59. That this bid was in detail except items relating to equipment for the Chemistry and Physics Departments.

A bid from the Royal Typewriter Company, for typewriters as called for in the proposal amounted to \$756.95.

A bid from Merchant Calculating Agency for calculating machines as called for in the proposal amounted to \$454.50.

Dr. Lee F. Jones, Chairman of the Faculty Committee on Equipment, was asked to come before the committee and he, together with President Garrett, made a careful examination of the bids. They announced that the bid of the

Central School Supply Company was the only complete and in their opinion the lowest and best bid. However that the amount of this bid was in excess of the funds appropriated for the purchase of equipment, and that due to the fact that a large portion of this bid, that is the items relating to Chemistry and Physics Departments, was not itemized and priced per item, making it impossible to intelligently consider the elimination of items in order to bring the bid within the appropriation. After a discussion between the members of the Committee and Mr. Burke, President Garrett offered the following resolution and moved its adoption, same was seconded by Mrs. Drake.

WHEREAS: The bid of the Central School Supply Company of Louisville, Kentucky, appears to be the only general and the lowest and best bid submitted. And that certain equipment, itemized and individually priced, in the said bid appears to be reasonable and within the price range as submitted in former bids for same or similar items.

NOW BE IT RESOLVED: That the Central School Supply Company of Louisville, Kentucky, be awarded the contract, subject to the approval of the Director of the Public Works Administration, for furnishing a portion of the equipment; that is those items set out in the architect's proposal under the headings of

Group A. Machines, Visual and Sound Equipment, Bulletin Files, Lockers, Studio couch, Eraser Cleaners, Freight Truck, Maps.

Group B. Weather Station Equipment, Venetian Blinds.

Items shown in Addenda. Furniture, Files, Window Shades, Maps, Psychological Equipment, Metal Counters and Furniture, Directory, Card Holders and amounting in all to \$7,673.97.

That there be added to the above the following items, which are the same but in addition to items called for in Group A.
3 Standard Royal, 10 inch Typewriters at cost of \$280.68.
1 Standard Royal, 14 inch Typewriter at cost of \$102.03.

And that if it is found after consulting the Director of Public Works Administration that these items can not be added except through the medium of a 'Change Order', then in that event our Architect, Brinton B. Davis, be hereby instructed to prepare and file with the P.W.A. the proper order looking to the purchase of these additional items.

Upon roll call, President Garrett, Mrs. Drake, and Mr. Borrone, all voting in the affirmative, the motion was declared adopted.

President Garrett offered the following motion and moved its adoption, the same being seconded by Mrs. Drake:

WHEREAS: After a careful examination of that portion of the bid of the Central School Supply Company of Louisville, Kentucky, relating to their proposal to furnish certain items of equipment for our Chemical and Physics Departments, and finding that the prices submitted is in excess of our appropriation for the purchase of these items, and,

WHEREAS: said Central School Supply Company failed to give the price of individual items making it practically impossible to reduce the total bid and bring it within our appropriation by the elimination of items.

NOW BE IT RESOLVED: That Dr. Lee F. Jones, Chairman of the Faculty Committee on Equipment, be authorized to carefully check this list and re-submit same to our Architect, Brinton B. Davis, eliminating such items as may be considered not absolutely necessary for the efficient equipment of these departments. And that our Architect be hereby authorized to prepare the proper documents, and having gained the approval of the Director of Public Works Administration, advertise for bids on proposals to furnish and install this equipment, at as early a date as permitted by the regulations.

Upon roll call, President Garrett, Mrs. Drake, and Mr. Borrone, all voting in the affirmative the motion was declared adopted.

Captain Davis advised that he had received bids for furnishing the bronze tablets to be placed in the corridors of the new building; that the low bidder had agreed to furnish one tablet size 24 by 10 and one tablet 24 by 32 showing the wording as submitted at a price of \$97.00 (which including erection and contractor's profit amounts to \$124.89). Also to furnish a third tablet size 24 by 10 showing the names and titles of Mr. Sager, Mr. Wortham, and Mr. Meuth at a price of \$23.00. After discussion Mrs. Drake offered the following resolution and moved its adoption, same was seconded by President Garrett:

RESOLVED: That Architect, Brinton B. Davis, be hereby authorized and instructed to draw such orders as necessary and having obtained the approval of the Director of Public Works Administration, to give contract for the furnishing of two bronze tablets, 1st size 24 by 10, 2nd size 24 by 32 and showing the wording as submitted, the cost of same to be charged against the Construction Account of FWA Project Ky-1043-R. That he be further instructed to purchase for the account of the college a tablet size 24 by 10 and bearing the names and title of Messrs. Sager, Wortham and Meuth.

Upon roll call Mrs. Drake, President Garrett, and Mr. Borrone all voting in the affirmative the motion was declared adopted.

Captain Davis advised that the lowest and best bid for furnishing the tubular chimes as authorized in resolution of September 10th was from the Gustave Hirsch Company of Columbus, Ohio, and that Mr. Russell Johnson representing that firm was in the outer office and desired to discuss the matter with the committee. Mr. Johnson was introduced and described the chimes and their installation in detail and suggested that a set of 25 chimes would more nearly meet the needs of this project, that it carried a standard keyboard and would furnish a wider range. After a lengthy discussion the following motion was introduced by President Garrett, who moved its adoption, the same being seconded by Mrs. Drake:

WHEREAS: It is most desirable that a set of tubular chimes be installed in the Henry Hardin Cherry Hall, known as P.W.A. Project Ky-1043R. AND WHEREAS: Our Architect, Brinton B. Davis, has made an

investigation of the matter and recommends that a set of 25 tubular chimes, designated in his letter of April 22nd as item 6, be installed. That said installation will include all material and labor necessary for furnishing and installing a Time Actuated and Manually Operated time chime service, offering the automatic service for any combination of five chimenotes and Manual Service for console keyboard of twenty-five notes at a price of \$5,310.98. Said price to cover the entire cost and complete installation of said chimes and including the general contractors profit and premium on bond.

NOW BE IT RESOLVED: That Brinton B. Davis, architect, be hereby authorized and instructed to prepare the proper form of change order and submit same to the Director of Public Works Administration for his approval and having secured his approval to award contract for said installation at said price and that a motion relative to installation of chimes and adopted at a meeting of September 10th be hereby rescinded.

Upon roll call, Mrs. Drake, President Garrett, and Mr. Borrone, all voting in the affirmative, the motion was declared adopted.

Captain Davis read portions of several letters he had received from the Struck Construction Company and relating to charges (additional charges) due to expense caused by Winter Weather and amounting to \$3186.23. He stated that a former claim for \$1050.26 had been submitted, that he regarded same as reasonable and was willing to approve it. He suggested that no action be taken at the present and he would discuss the matter further with the Construction Company.

Captain Davis also reported that his engineer had reported that during excessive wet spells that a seepage of water had been noticed in the trenches in the basement floor and that water had collected in the pit; that later it might become necessary to install an electric pump in the pit but that he did not regard it serious at the present time and suggested that no action be taken.

There being no further business the Committee adjourned to meet upon the call of the Chairman.

Struck Construction
Secretary

Borrone
Chairman

Minutes of Executive Committee

November 1, 1937.

The Executive Committee of the Board of Regents of Western Kentucky State Teachers College met in the office of the President at 4:00 P.M. Monday, November 1, 1937. Present--President Garrett, Mrs. Drake and Mr. Borrone. Mr. Borrone called the meeting to order and presided.

President Garrett reported that he had employed W. E. McPherson and M. A. Harrell as janitors, their services to be used in the Cherry Hall, at a salary of \$60.00 per month.

The following motion was offered by Mrs. Drake, seconded by President Garrett and unanimously passed:

WHEREAS: President Garrett has employed W. E. McPherson and M.A. Harrell as janitors at a salary of \$60.00 per month.

NOW BE IT RESOLVED: That said action of the President be approved and hereby affirmed.

President Garrett introduced the following resolution which was seconded by Mrs. Drake and unanimously passed:

BE IT RESOLVED: Since the construction and equipment of Henry Hardin Cherry Hall is nearing completion and has reached a point where the cost of the construction and equipment can be ascertained, that the amount due the attorneys, Rodes and Harlan and Rodes K. Myers, be paid in amount not to exceed 1% of the cost of construction and equipment and subject to a credit of \$3,080.00 which has been previously paid.

President Garrett also reported that he had been working on a Budget proposal for the coming bi-annual period and had requested through the Board of Higher Education a yearly appropriation of \$400,000.00, of which \$50,000.00 would be for capital improvements and \$10,000.00 would be for maintenance. That he would later call a meeting of the Board of Regents and make his report to them.

The following resolution was offered by Mrs. Drake, properly seconded and unanimously passed:

RESOLVED: That the action of President Garrett in requesting a state appropriation of \$400,000.00 per year be approved.

The following resolution was introduced by Mrs. Drake, seconded by President Garrett and, after discussion, was unanimously passed:

WHEREAS; The use of Vanmeter Hall by organizations not affiliated with the College would often interfere with college programs and add to the expense of the College by reason of light, heat, and extra janitor service; and,

WHEREAS; A former Board of Regents confronted with this question adopted a resolution setting a fee of \$50.00 per occasion, by organizations other than those connected with the College.

NOW BE IT RESOLVED; That this resolution and the terms set forth in it be adhered to.

President Garrett discussed with the members of the Committee the finances of the new building P.W.A. Project Ky-1043-R, and submitted a statement of the condition as of October 15, 1937. This being a statement of all the contracts entered into, including the change orders and items of contingent liabilities. The report is copies in full and as follows:

Cost of Project Ky-1043-R

October 15, 1937.

Contract No. 1 Rommel Brothers, including four change orders	\$ 33,611.86
Contract No. 2 Struck Co., including 11 change orders which accounts for chimes and tablets but not landscaping	305,367.09
Contract No. 3 Montgomery-Ward and 5 change orders	51,733.19
Contract No. 4 Central School Supply Co.	60,554.08
Contract No. 5 Central School Supply Co.	7,673.97
Landscaping, change order estimated	24,003.00
Total	<hr/> \$482,931.19

900116

Future Cost - Not yet adjudicated

Montgomery-Ward Co. excavations due to delay	\$1,936.00	
Struck Co. excavations due to delay	290.00	
Struck Co. winter damages claimed	3,186.00	
Montgomery-Ward,excavation on storm sewer	600.00	
Extra Equipment to be let shortly	11,500.00	
Misc.Letter drop,names on doors, equip. installation, etc. (estimated)	1,000.00	
Extra landscaping, roads, etc.(estimated)	2,205.00	20,717.00

Construction and equipment cost \$503,660.19

Brinton B. Davis, Architect	30,007.00	
Henry Wright, Architect	2,500.00	
Ky-Tenn.Light & Power Co.	498.90	
Interest during Construction	16,857.67	
Insurance	1,520.00	
Legal expense	5,600.00	
Preliminary expense	976.69	
		57,960.26

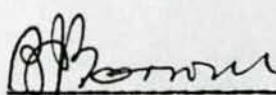
Total Cost to October 15 \$561,620.45

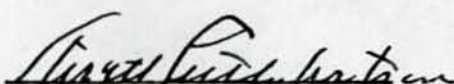
Contingent Liability.

Controversy with Geo. H. Rommel over contract No. 1.

President Garrett reported that due to the fact that the college was maintaining nine automobiles, including trucks in use on campus and farm, that gasoline and oil bill was quite an item. That this had previously been purchased from one firm in Bowling Green who had billed these purchases at straight retail price and the Frankfort officials had called his attention that this material should be bought at a less price; that other institutions either maintained their own tanks and bought at wholesale or bought from firms making the best price. After discussion the President was directed to arrange to make this purchase from a reputable firm, handling standard gasoline and oil and offering the best terms.

There being no further business the Committee adjourned.


Chairman


Secretary

Minutes of Executive Committee

November 22, 1937.

The Executive Committee of the Board of Regents of Western Kentucky State Teachers College met in the President's office on the afternoon of November 22, 1937. Present: President Garrett, Mrs. Drake, and Mr. Borrone. Mr. Borrone presided.

President Garrett explained that the road known as "Sumpter Avenue" and which bounds the south-eastern portion of the campus and which has been an inadequate gravel road, was being reconstructed and that a portion of the cost of this work and had been assessed against the property owners and that sum assessed against the college amounted to \$105.00. He offered the following resolution which was seconded by Mrs. Drake:

RESOLVED; That the sum of \$105.00 be allowed and ordered paid to the proper authorities. This being our portion of the assessment against property owners for funds to be used in the reconditioning of Sumpter Avenue.

Upon roll call Mr. Borrone, Mrs. Drake, and President Garrett, all voting in the affirmative the motion was declared carried.

President Garrett announced that the new building was now practically completed; that up to the present time the building had been protected against fire and storm through a "Builders Risk Policy" issued through the firm of Grider and Gardner of this City. However the time had now come when permanent protection should be provided. After a full discussion by the members of the Committee the following resolution was offered by Mrs. Drake and seconded by President Garrett:

WHEREAS; Our new building, known as P.W.A. Project-Ky-1043-R is now practically completed and is being used for the purposes for which it was intended and as a matter of precaution and good business it is desirable and necessary that this building and contents be protected by insurance against fire and storm, for the protection of both the college and the bondholders.

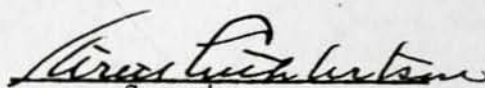
NOW BE IT RESOLVED; That Mr. B. J. Borrone, Vice-Chairman of the Board of Regents, be

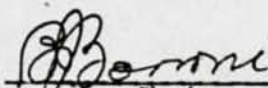
appointed and hereby authorized to place an adequate amount of insurance for the protection of said building and its contents both against fire and storm. And that these policies be distributed amongst the several underwriting firms in Bowling Green as he shall deem wise and shall direct.

Upon roll call Mrs. Drake, Mr. Garrett, and Mr. Borrone all voting in the affirmative, the motion was declared adopted.

President Garrett reported that in the past the College had been purchasing gasoline and oil from one firm which had charged straight retail prices for all gasoline and oil used by the College in their automobiles and trucks, that he had referred this matter to Mr. Tanner of the Purchasing Department at Frankfort; that he was in receipt of a communication from Mr. Tanner suggesting that the business be continued with the same firm who had agreed to allow the College 2 cents per gallon off the regular pump price for gasoline and a discount of 15% on all oil purchased by the College.

There being no further business the Committee adjourned subject to call of the President.


Secretary


Chairman

Minutes of Executive Committee

December 3, 1937.

A call meeting of the Executive Committee of the Board of Regents of Western Kentucky State Teachers College was held in the President's office on the morning of December 3, 1937. Present: Mr. Borrone, Mrs. Drake, and President Garrett. Mr. Borrone presided.

President Garrett reported that he had re-employed Mr. Kelly Thompson who has been on leave-of-absence. That Mr. Thompson would begin his duties with the College about the first of the year at his former salary of \$200.00 per month. The following resolution was offered by Mrs. Drake and seconded by Mr. Borrone:

RESOLVED; That the action of President Garrett in re-employing Mr. Kelly Thompson at his former salary of \$200.00 per month be approved and hereby conformed.

Upon roll call Mrs. Drake, Mr. Borrone, and President Garrett all voting in the affirmative, the motion was declared adopted.

President Garrett also reported that in conformity with an advertisement asking for bids to furnish certain specified items of equipment in the Physics and Chemistry Departments, that he had met in his office on the afternoon of November 30th with Captain Brinton B. Davis, Architect, and Mr. H. N. Dodd, representing the Public Works Administration; that two bids had been received, one from the Kentucky School Equipment Company of Louisville, Kentucky, and one from The Central School Supply Company, of Louisville, Kentucky; that these two bids were opened in the presence of Captain Davis, Mr. Dodd, Mr. Vincent of the Kentucky School Supply Company, Mr. Allen Bond of The Central School Supply Company, and himself; that after comparison and computation it was found that the bid of the Kentucky School Equipment Company amounted for all groups to \$12,094.18 and the bid of The Central School Supply Company for all groups \$14,735.50; that the bid of the Kentucky School Equipment Company was accompanied by a bid bond for \$1,000.00 and the bid of The Central School Supply Company has attached a certified check for \$736.78. President Garrett presented the two bids to the Committee for their examination.

After discussion President Garrett presented the following resolution which was seconded by Mrs. Drake:

WHEREAS; It is most desirable that certain items of equipment for the better furnishing of the Physics and Chemical Laboratories of our new Classroom Building, known as P.T.A. Project-Ky-1043R, be purchased, and

WHEREAS; An advertisement was duly and legally issued, asking for proposals to furnish certain specified items of equipment, which for convenience in bidding had been arranged in groups, and

WHEREAS; Two bids were filed in the office of the President in the City of Bowling Green, Kentucky, and the same were opened at 3:30 P.M. on November 30th, 1937 in the presence of President Garrett of Western Kentucky State Teachers

College, Mr. H. N. Dodd, representing the Public Works Administration, and Captain Brinton B. Davis, Architect, and

WHEREAS; It was then ascertained that the Kentucky School Equipment Company of Louisville, Kentucky (with bid bond attached for \$1,000.00) offers to furnish said equipment as follows:

Group A. for	\$3197.97
Group B. for	514.55
Group C. for	6158.55
Group D. for	1153.21
Group E. for	1069.90

Total \$12,094.18

And that the bid of The Central School Supply Company of Louisville, Kentucky (with a certified check for \$736.78 attached) offers to furnish the said equipment as follows:

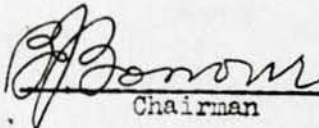
Group A. for	\$4,021.19
Group B. for	601.96
Group C. for	7,095.50
Group D. for	1,670.48
Group E. for	1,346.37

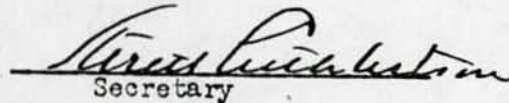
Total \$14,735.50

NOW BE IT RESOLVED; It appearing that the offer of the Kentucky School Equipment Company is the lowest and best bid both as to the groups and total amount; that said bid be accepted. However with the reservation and understanding that the amount of funds available for the purchasing of this equipment be first ascertained and that such monies that may be ascertained to be available for this purpose be used for the purchase of all or any part of this equipment from said Kentucky School Equipment Company under this bid and at prices specified in the bid; that this resolution is not to be effective until approved by the Public Works Administration.

Upon roll call President Garrett, Mrs. Drake, and Mr. Borrone all voting in the affirmative, the motion was declared adopted.

There being no further business the Committee adjourned subject to the call of the President


Chairman


Secretary

The Chairman then called for the reading of the minutes of the Board of Regents' meetings of May 17, August 3, and September 1, 1937; after which a motion was made by Mrs. Drake with a second from Judge Pentecost that these minutes be adopted as read. The motion was put and unanimously passed.

President Garrett then made a statement as to the budget for the biennium and the prospect for its allowance. He also made a statement concerning the bids for equipping the President's Home.

Judge Pentecost called the attention of the Board to the fact that no resolutions relative to the death of Dr. Cherry had been prepared by the Board and stated that he would like to know that this would be done. The Chairman requested that he prepare suitable resolutions and submit same to the Board for signature with a view of sending a copy to Mrs. Cherry and incorporating same in the minutes as of August 3, 1937. He was also asked to prepare suitable resolutions expressing the appreciation of the Board for the work done by the Executive Committee composed of the two local regents and three members of the faculty (Dr. F. C. Grise, Dean of the College; Dr. L. F. Jones, head of the Department of Education; and Mr. W. L. Matthews, Director of the Training School) appointed by the Board to act on all official matters of the college following the death of Dr. Cherry until a successor should be elected.

The next item for discussion concerned the legal right of the college to employ counsel for the night watchman, Mr. Aubrey Hoofnel, who on the night of September 12, 1937, in the discharge of his duty, accidentally shot and killed a Mr. Henderson "Peck" A. Daniels. After a somewhat lengthy discussion by the Board President Garrett was asked to write Attorney-General Hubert Meredith and request his opinion as to whether or not the Board has a right to spend any funds of the institution by way of a settlement in case a compromise is offered or for legal services rendered on account of suit, in event the College should be sued by the estate of Mr. Daniels and, if so, out of what fund it should be paid.

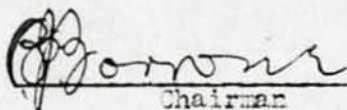
President Garrett then presented the matter of the need of additional teachers for the second semester, beginning January 31, the mid-term beginning April 4, and the summer school, beginning June 13. Upon motion of Judge Pentecost with a second from Mrs. Drake, the President was authorized to employ the following teachers: Orbra Traylor, for the Department of Economics and Sociology; Julia Neal, for the Department of English; Lena Logan, for the Department of History; and Mary Asher, for the Department of Psychology. He was also authorized to employ an assistant for the Art Department, the individual to be selected later, and any other necessary instructors who might be needed for the proper operation of the institution during these terms. The motion was unanimously passed upon roll call.

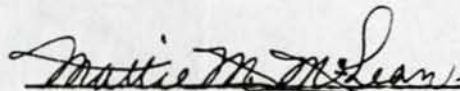
Next there was a general discussion of certain arbitration that is going on between the Struck Construction Company and the College, also the matter concerning payment of services due the landscape artist, Mr. Harry Wright.

Upon motion of Judge Pentecost with a second from Mrs. Drake, payment of the balance due Honorable John B. Rodes for legal services rendered was referred to the Executive Committee with power to act, and the Bursar was instructed to draw a warrant for same when the Executive Committee so agrees after receiving satisfactory information from the PWA authorizing the payment of same. This motion was unanimously passed upon roll call. The maximum is to be five thousand dollars.

Since there is needed additional equipment and supplies in the Chemistry and Physics Departments, amounting to the sum of eight hundred dollars or more, the Board agreed that the purchase should be authorized provided the funds in the treasury of the college will allow it; and, thereupon, Mrs. Drake moved that the Bursar's office be authorized to pay the amount necessary to purchase these general supplies for the second semester, the spring term, and the summer term in these science departments to such an amount not to exceed nine hundred dollars. The motion was seconded by Judge Pentecost and unanimously passed upon roll call.

Upon motion duly seconded and passed the Board adjourned.


Chairman


Secretary