Minutes of Board Meeting

May 21, 1938.

The Board of Regents met on the above date in the office of President Paul L. Garrett. The meeting was called for 11:00 o'clock and at that time there assembled of the Regents Mr. B. J. Borrone and Mrs. W. P. Drake of Bowling Green, and Judge F. J. Pentecost of Henderson. The State Superintendent of Education, Mr. Harry W. Peters, telephoned President Garrett it would be impossible for him to come. The meeting was called to order by the vice-chairman, Mr. Borrone, and a quorum was found to be present.

The minutes of the several past Executive Council meetings dated February 1, 1938, February 8, 1938, March 14, 1938, March 18, 1938, March 23, 1938, May 4, 1938, and May 14, 1938 were read and upon motion of Judge Pentecost with a second from Mrs. Drake they were upon roll call approved and the action of Committee ratified by the Board and ordered to be incorporated in the proceedings of the Board. The minutes follow here:

Minutes of Executive Committee

February 1, 1938.

A meeting of the Executive Committee of the Board of Regents of Western Kentucky State Teachers College was held in the President's office at 3:00 P.M. Tuesday, February 1, 1938. Present--Mrs. Drake, Mr. Borrone and President Garrett. Mr. Borrone presided.

Mr. Borrone stated that on a recent trip to Louisville he had conferred with Mr. Van Winkle relative to a settlement of the Rommel claim; that Mr. Van Winkle has stated that his clients (Geo. H. Rommel and Company) would accept a settlement of 55% of the award ($3,226.85) plus their expense incurred in arbitration of $200.00 or $3,426.85 as settlement in full with this institution.

After a full discussion the following motion was offered by President Garrett:

WHEREAS: The George H. Rommel Company of Louisville, through their Attorney, Mr. Van Winkle, has agreed to accept a settlement of $3,426.85 as a complete settlement of their claim against this institution, the same being
55% of the amount allowed them by the arbitration board plus the sum of $200.00 which represents the expense incurred by said Rommel due to the arbitration.

NOW BE IT RESOLVED; That this proposal be accepted and that President Garrett be authorized to settle this claim in full on that basis and that he be further authorized to have check drawn for the amount of $3,426.85 and delivered to said Rommel or their Attorney when approved by the officials of Public Works Administration.

The motion was seconded by Mrs. Drake and upon a vote being taken, Mrs. Drake, President Garrett and Mr. Borrone all voting in the affirmative, the motion was declared adopted.

President Garrett brought up the matter of claims filed against the Construction Fund by the Struck Construction Company. He stated that he had corresponded with Mr. Nickoll and on a recent trip to Louisville had consulted with Captain Davis and discussed the matter with Mr. Nickoll but was unable to come to any definite understanding. After discussion it was suggested that President Garrett continue to make an effort for an equitable settlement of this claim and if he found it advisable that he go to Atlanta and discuss this claim and all the business looking to a final settlement on the Classroom Building Project.

President Garrett also reported that he had employed Mr. Charles Massenger and Miss Clara Elledge as voice instructors in the Music Department and Miss Vida Wicks as an instructor in the Art Department.

Mrs. Drake moved that the action of President Garrett in employing Mr. Massenger, Miss Elledge, and Miss Wicks as instructors be approved. The motion was seconded by Mr. Borrone and upon roll call, Mrs. Drake, Mr. Borrone, and President Garrett, all voting in the affirmative, the motion was declared adopted.

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

Sterett Cuthbertson, Secretary
Executive Committee
Board of Regents
Western Kentucky State Teachers College
Minutes of Executive Committee

February 8, 1938.

A 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 afternoon of February 8, 1938. Present—Mrs. Drake, Mr. Borrone, and President Garrett. Mr. Borrone presided.

President Garrett reported that he had just returned from Atlanta where he had conferred with Mr. Cole, Mr. Carmichael, and Mr. Meuth, officials of the Public Works Administration, relative to matters looking toward the final settlement for the construction of the new classroom building, P.W.A. Project-Ky-1043-R. He stated that Mr. Carmichael had approved the tentative contract entered into with the Kentucky School Equipment Company of November 30th for the furnishing of certain specified items of equipment for the Chemical and Physics laboratories. President Garrett offered the following resolution:

WHEREAS: On November 30, 1937 bids were received by this institution, after having been legally advertised, for the furnishing of certain specified items of equipment for the Chemical and Physics laboratories in the building known as P.W.A. Project-Ky-1043-R and it appearing at that time that the bid of the Kentucky School Equipment Company of Louisville, Kentucky, of $12,094.68 was the lowest and best bid; that a tentative award of contract was made to this Company with the understanding that the contract would be consummated when it was ascertained that the money was available and also subject to the approval of the officials of the P.W.A.

NOW BE IT RESOLVED: It appearing that the funds are available and the contract having been approved by the officials of the P.W.A. that President Garrett be hereby authorized to notify the Kentucky School Equipment Company of Louisville, Kentucky, that their bid has been accepted and to have the proper documents drawn and to sign same for and on behalf of this Committee.

The resolution was seconded by Mrs. Drake and upon roll call, President Garrett, Mrs. Drake, and Mr. Borrone, all voting in the affirmative, the motion was declared adopted.
President Garrett also reported that Mr. Geo.H. Rommel Company of Louisville, Kentucky, had agreed on a compromise of their claim against the construction account and were willing to accept the sum of $3,426,85 as a settlement in full. He offered the following resolution:

WHEREAS: The George H. Rommel Company of Louisville, Kentucky, have agreed to compromise and were willing to accept the sum of $3,426,85 as a settlement full and complete of their claim allowed them through arbitration.

NOW BE IT RESOLVED: That the compromise of this claim be accepted by this Board and that President Garrett be authorized to notify said company of this acceptance and to instruct Miss Florence Schneider, Treasurer of the Special Construction Fund, to draw a check on this fund for the sum of $3,426,85 in favor of said George H. Rommel Company and deliver same to said Company.

This resolution was seconded by Mrs. Drake and after discussion a vote being taken and it being found that Mrs. Drake, Mr. Borrone, and President Garrett, all voting in the affirmative, the motion was declared adopted.

President Garrett also reported that Mr. Geo. W. Meuth, Attorney for P.W.A. had approved the legal fees in connection with P.W.A. Project-Ky-1045-R to the amount of $3500.00.

President Garrett also reported that it was his intention to write the Struck Construction Company of Louisville, Kentucky, and offer to make final settlement with them with the exception of items amounting to approximately $1800.00, which are in dispute and which he regarded as unjust, and, if the Struck Construction Company agreed, that he would waive our claim for their failure to install window stops and for liquidated damages; that he would request Captain Davis to prepare the proper documents necessary for the final settlement with this company, less the $1800.00 in dispute. That he would also request Captain Davis to execute the final papers necessary for complete settlement with Rommel Company.

The question of landscaping the grounds in proximity to the new building was discussed. President Garrett explained that it was his purpose to do as much of this work as was possible with our campus.
organization and using the equipment belonging to the college; that this work would start as soon as the weather permitted.

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

Sterett Cuthbertson
Secretary

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Minutes of Executive Committee

March 14, 1938.

A 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 March 14, 1938. Present--Mrs. Drake, President Garrett, and Mr. Borrone. Mr. Borrone presided.

President Garrett stated that Percy Bell, employed as janitor, had been receiving a compensation of $24.00 per month, that his services had been satisfactory but that he could not longer be retained at this salary which he considered too low and unsatisfactory. Mrs. Drake offered the following resolution which was seconded by President Garrett:

RESOLVED: That the compensation of Percy Bell be placed at $30.00 per month and that this rate become effective as of March 15.

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

President Garrett stated that the final settlement with Struck Construction Company for the construction of the new classroom building was predicated on prompt payment; that the P.W.A. had not yet remitted for their final settlement and for this reason he had only been able to remit approximately $20,000.00 leaving a balance of approximately $15,000.00. That if Struck became insistent on payment before P.W.A. settlement was received that it might become necessary to advance the payment from the College Construction Fund, to be replaced when the remittance from P.W.A. was received.
He also called attention to a letter received from Mr. Cole, Director P.W.A. relative to the agreed settlement with Struck Construction Company by the payment of $1500.00 for winter damages. Mr. Cole took the position that this matter should have been arbitrated. President Garrett explained that he would correspond further with Mr. Cole relative to this matter.

President Garrett called attention to the fact that it was now the season of the year when the trees and shrubs should be planted on the grounds of the new classroom building; that he had corresponded with several nurseries, especially Hillenmeyer of Lexington, Kentucky, and Howell of Nashville, Tennessee; at this time he had not heard from Howell but from present information it would be difficult to secure all the plantings from any one nursery. The following resolution was offered by Mrs. Drake and seconded by President Garrett:

RESOLVED: That President Garrett together with Miss Woods and Mrs. Garrett be hereby authorized to purchase and have planted trees and shrubs as may seem to them desirable and in keeping with landscape architect, Henry Kinney of Cincinnati, Ohio.

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

President Garrett offered the following motion, seconded by Mrs. Drake:

RESOLVED: That Miss Schneider, Bursar, be authorized and directed to draw and deliver check payable to Henry Kinney, Landscape Architect, to compensate him for a trip to Bowling Green and the execution of plans and specifications for the planting of the grounds of the new classroom building, to the amount of $85.00.

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

President Garrett discussed with the Committee the question of filling some vacancies which he anticipated would occur later in the organization. However, no action was taken and the matter was deferred until a later meeting.

There being no further business the Committee adjourned to meet in the President's office at 10:00 A.M. March 18, 1938.

Sterrett Cuthbertson
Secretary
Minutes of Executive Committee

March 18, 1938.

The Executive Committee of the Board of Regents of Western Kentucky State Teachers College met in the President's office at 10:00 A. M. Friday, March 18, 1938. President--Mrs. Drake, Mr. Borrone, and President Garrett. Mr. Borrone presided.

President Garrett stated that the Public Address Apparatus, which had been used for a number of years in the Auditorium was no longer effective and it was necessary that it be replaced with new apparatus. Also the portable apparatus which was used to report games and for other purposes was in need of repairs. That he had discussed this with Mr. Fornan of the Physics Department and wished to recommend that this replacement and repairs be done at once. After discussion Mrs. Drake offered the following resolution, seconded by President Garrett:

RESOLVED: That President Garrett be hereby authorized to investigate and purchase a Public Address System for use in the Auditorium at a cost not to exceed $500.00 and to have repaired the portable apparatus now used and owned by the College at a cost not to exceed $50.00.

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

President Garrett discussed with the Committee the resignation of Coach Anderson and the re-organization of the Physical Education Department. However, all action in this matter was deferred until later meeting.

President Garrett reported that he had received a communication from the Atlanta Office of P.W.A. in which they stated that they could not aid in the cost of landscaping the grounds adjacent to the Classroom Building.

There being no further business the Committee adjourned.

Sterett Cuthbertson
Secretary
Minutes of Executive Committee
March 23, 1938.

The Executive Committee of the Board of Regents of Western Kentucky State Teachers College met in the President's office on the afternoon of March 23, 1938. Present—Mrs. Drake, President Garrett, and Mr. Borrone. Mr. Borrone presided.

President Garrett discussed the opening of the Spring Term (April 4) and stated that due to the fact that a heavy enrollment for this term was anticipated that it would be necessary to employ some temporary instructors for this semester. He recommended that Mr. R. E. Hale be employed as instructor in the History Department at a salary of approximately $125.00 per month and that Mr. Kenneth Spaulding be employed as instructor in the Economics Department at a salary of approximately $135.00 per month and that these two men be employed for the Spring Semester only. The following resolution was offered by Mrs. Drake and seconded by President Garrett:

RESOLVED: That President Garrett be authorized to employ for the Spring Semester, Mr. R. E. Hale as instructor in History at approximately $125.00 per month, and Mr. Kenneth Spaulding as instructor in Economics, for the Spring Semester, at a salary of approximately $135.00 per month, and that President Garrett be further authorized to employ other instructors for this semester if he finds it desirable or necessary.

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

President Garrett also stated that Mr. H. E. Welborn was last year employed as a part time laboratory assistant; that at the beginning of this school year he had been given more work and his salary placed at $100.00 per month; that since February 1 he has been teaching one class in Hygiene. He further stated that Dr. Ford, Head of the Ogden Department of Science had recommended that his salary should be increased to $125.00 per month and that was his recommendation to the Committee. After discussion Mrs. Drake offered the following resolution seconded by President Garrett:
RESOLVED: That the salary of H.E. Welborn be placed at $125.00 per month and that same shall be effective from March 1 to July 1, 1938.

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

President Garrett further stated that the Times Journal, a local newspaper, was celebrating its Fiftieth Anniversary by publishing and distributing a Special Edition; that the publishers have asked that Western be represented in this Edition by an appropriate advertisement. After a full discussion the following resolution was offered by Mrs. Drake and seconded by President Garrett:

WHEREAS: The Bowling Green newspapers have been very generous in giving publicity to the affairs of this College and such publicity and cooperation of the local press with the administration of this institution is a valuable asset; and,

WHEREAS: The Times Journal, a local newspaper is preparing to celebrate the Fiftieth Anniversary of its publication by issuing a special Memorial Edition, which will have a broad distribution throughout Western Kentucky;

NOW BE IT RESOLVED: That Western be represented in this Edition by a suitable advertisement not to cost over the sum of $120.00, provided that this action is not in violation of previous rules and regulations adopted by the Board of Regents of this institution.

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

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

Sterett Cuthbertson
Secretary
Minutes of Executive Committee
May 4, 1938.

The Executive Committee of the Board of Regents of Western Kentucky State Teachers College met in the President's office on the morning of May 4, 1938. Present—President Garrett, Mrs. W. P. Drake, and Mr. B. J. Borrones. Mr. Borrones presided.

President Garrett stated that he was in receipt of a letter from Captain Brinton B. Davis, Architect, in which he asked that a resolution be adopted accepting the new building as completed. After discussion it was decided that this resolution should be referred to the Board of Regents and that a meeting of the Board be held as soon as practical.

President Garrett also stated that he would have prepared and would submit at the meeting of the Board a list of the personnel and salaries of the faculty and employees for the coming year.

President Garrett explained that the football practice field was much in need of replanting bermuda grass in order that it be in condition for use this fall. After discussion Mrs. Drake offered the following motion which was seconded by President Garrett:

RESOLVED: That President Garrett be authorized to have the necessary work done on the practice athletic fields and to have same placed in good condition at a cost not to exceed $200.00.

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

President Garrett stated that it now appeared that it would be necessary to retain some of the temporary members of the faculty, who had been engaged for the spring semester, through the first summer term; that it was his present intention to engage for the first summer term:

William Owsley to teach Biology
Dr. Watson " " Psychology
Miss Mary Asher " " " "
Dr. Orba Traylor" " Economics
Miss Lena Logan " " History
Dr. Solomon " " English
That Miss Perkinson intends to enter school this summer and he had decided to engage Miss Lockman to teach in her place for the summer at a salary of $125.00 per month;

That Miss Geraldine Stephan, Librarian at Training School would leave us at the close of this semester and he had about decided on employing Miss Winifred Wallace as Training School Librarian for the summer term.

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

Sterett Cuthbertson
Secretary

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Minutes of Executive Committee
May 14, 1938.

The Board of Regents of Western Kentucky State Teachers College was called to meet in the President's office at 11:00 A.M. May 14, 1938. However, shortly before this hour a message was received from Judge Pentecost in which he stated that he was not able to attend this meeting but would be able to be present at a meeting on May 21. The meeting of the Board was adjourned to that date; the members resolving themselves into a meeting of the Executive Committee. There were present Mrs. Drake, Mr. Borromeo, and President Garrett. Mr. Borromeo presided.

Captain Davis the Architect for the new classroom building came before the Committee and discussed with them matters pertaining to the construction, furnishing and landscaping of this project. He was of the opinion that a resolution should be adopted accepting the building and that a copy of said resolution should be filed with the P. W. A. authorities. After discussion it was decided to defer the matter and make it a matter of special business at the next meeting of the Board of Regents.

President Garrett explained that he had been in correspondence and consultation with Dean Graham and Mr. West of the Department of Engineering of the University of Kentucky relative to the enlargement of
the boiler and improvement of the heating facilities of the Hill; that blue prints of the entire system had been furnished these gentlemen and that they had made a detailed study of our requirements; that Mr. West would prefer to come before the Committee and explain their conclusions. Mr. West did come before the Committee and stated that he together with Dean Graham had made a careful survey of our plant and explained in detail their recommendations, which he had submitted to President Garrett.

Mr. West was of the opinion that the two small boilers should be removed and shipped to Murray State Teachers College (all expense incurred in this action to be borne by the Murray College); that a five hundred horse power boiler should be installed and this boiler together with the 400 horse power boiler now installed in the plant would furnish all the steam that the Hill would need. He proposed to use a 500 horse power boiler which until recently had been used at the Reformatory at Frankfort, to have this boiler thoroughly reconditioned and placed in our plant together with an "induced draft" system eliminating the necessity for larger smoke stack; to equip this boiler with an electric powered spread stoker system. Mr. West further stated that this boiler could be reconditioned at a cost not to exceed $7500.00 whereas a new boiler of like capacity would cost at least $25,000.00. Mr. West calculated that all cost in connection with this change and installation would not exceed the amount of $39,800.00 which amount included an item of $2500.00 for administration and engineering charge.

Mr. West also explained that they were making no percent charge for engineering but that the school would be expected to pay the salary and expense of the supervising engineer and any items of expense incurred in the supervising or arising from the administration of this project. Mr. West submitted a section of the flue of the boiler proposed for use and same was found to be in excellent condition.

After a discussion of the matter by the Committee it was decided to submit his report as a special matter of business to the Board of Regents at their next meeting.

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

Sterett Cuthbertson
Secretary

The minutes of the Board meeting of December 31, 1937, were read and approved by roll call upon motion of Mrs. Drake and a second from Judge Pentecost.
The noon hour having arrived at this time the Board decided to adjourn with the purpose of reconvening at 1:15.

At the specified hour the Board reconvened in the office of President Garrett and the first item taken up for discussion was the resolution recommending that the new classroom building be accepted by the Board. This resolution was introduced in line with a recommendation from the Architect, Captain Brinton B. Davis, as embodied in his letter. Copy of the contract, letter and the resolution follow:

CONTRACT

THIS CONTRACT, by and between the Board of Regents of the Normal School and Teachers College at Bowling Green, Kentucky, (known as the Western Kentucky State Teachers College located in Bowling Green, Kentucky) hereinafter called the College, and B. B. Davis, hereinafter called the Architect.

WITNESSETH: That the College has employed the said Architect for the purpose of the construction of a classroom and laboratory building on the Hill at Bowling Green, Kentucky, out of the proceeds of a loan now being applied for before the Federal Emergency Administration of Public Works at Washington, D. C.

The architect's services shall consist of the necessary conferences, the preparation of preliminary studies, working drawings, specifications, large scale and full-sized detailed drawings, the drafting of forms of proposals and contracts; the issuance of certificates of payment; the keeping of accounts; the general administration of the business and supervision of the work and such other architectural services as may be necessary to complete the planning and erection of said building, and in addition thereto the architect shall employ and pay a superintendent of construction or engineer who shall be a skilled and competent man for that purpose in accordance with the rules and regulations of the said Federal Administration of Public Works.

The College agrees to pay the architect from the proceeds of the P.W.A. loan when and if secured as follows:
A maximum amount of 6% of the total cost of the construction of the building of which, however, 3.5% shall be paid when the loan is secured and out of the first proceeds thereof and the balance as the work progresses, payment in full to be made upon the completion and acceptance of the building. Provided, however, that the Federal Emergency Board of Public Works shall approve the amount of the above-mentioned fee and the method or time of payment, and the architect's services as above set out as shall be approved said Federal Emergency Board of Public Works not exceeding 6% as above set out.

The architect shall pay his cost of transportation.

In the event that no loan is secured from said Federal Emergency Board of Public Works and the application is refused, the College agrees to pay the architect a sum equal to 1% of the estimated cost of construction of said classroom and laboratory building for all of his services relating to said loan or the application heretofore made and now pending therefor.

IN WITNESS WHEREOF, the architect has signed his name and by authority and direction of the Board of Regents its name has been affixed by the President of the College, H. H. Cherry, this June 25, 1936.

B. B. Davis, Architect

H. H. Cherry, President

WITNESSES:

R. C. P. Thomas
Mattie M. McLean

APPROVED:

Date: 1/22/36

Geo. H. Sager, Jr.
State Engineer P.W.A for Kentucky

LETTER

BRINTON B. DAVIS
Architect
Louisville, Kentucky
May 14, 1938
Re: Docket: No. Ky-1043-R
Classroom Building
W.K.S.T. College
Bowling Green, Ky.

To the Chairman, President and Members of
the Board of Regents, Western Kentucky
State Teachers College, Bowling Green, Ky.

All contracts in connection with your Class-
room Building having been completed, the entire work
having been inspected and approved by H. A. Wortham,
State Inspector, Federal Emergency Administration
of Public Works, Final Change Orders having received
the approval of Howard T. Cole, Regional Director,
Public Works Administration, thus complying with all
rules and regulations; and, furthermore all guarantee
having been placed in your hands as Owner. I herewith
recommend acceptance of the structure and its equip-
ment by your Board of Regents.

Respectfully,

B. B. Davis
Architect

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RESOLUTION

WHEREAS: Our architect, Brinton B. Davis,
has stated that all contracts and purchase orders
have been completed in accordance with the plans
and specifications and approved change orders for
the classroom building, Bowling Green, Kentucky,
known as P.W.A. Docket: Ky. 1043-R, and recommended
that the building in its entirety be accepted.

NOW BE IT RESOLVED: That the Board of Regents
of Western Kentucky State Teachers College do hereby
certify that all contracts and purchase orders have
been completed in accordance with the plans and
specifications and approved change orders for the
classroom building, Bowling Green, Kentucky, known
as P.W.A. Docket: Ky. 1043-R, and that the building
in its entirety is hereby accepted without reservation
as of this date.

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Upon discussion of the contract made with the Architect,
Captain Brinton B. Davis, for his fees and any other additional items
which he may think due him, the Board authorized President Garrett to write or to discuss the matter with Captain Davis referring to the contract and to his letter. It was also suggested that it might be well for him to write to Mr. Cole concerning the matter.

The next item brought up for discussion was the request of the American Legion (which will meet in the city of Bowling Green in July) for the use of dormitory space that might not be occupied by the students of the school at that time. Each member of the Board expressed himself as interested but doubted the advisability of granting this request. Following the discussion, a motion was made by Judge Pentecost with a second from Mrs. Drake that the Board of Regents decline to permit any of the dormitories to be used by any organization except on an educational occasion and except it be at such times as it will not inconvenience the conduct of the school. The motion was passed upon roll call.

The recommendation of Dr. Graham to the Board of Regents in his letter under date of May 9, 1938 and the suggestions of Mr. West, Head of the Department of Mechanical Engineering at the University of Kentucky, together with the estimate of the cost of the boiler and underground dispersing system which is being considered by the Board of Regents, is explained in the copy which follows:

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UNIVERSITY OF KENTUCKY

Lexington

College of Engineering
Department of Mechanical Engineering

May
ninth
Nineteen-thirty-eight

Dr. Paul L. Garrett, President,
Western State Teachers College,
Bowling Green, Ky.

Dear Dr. Garrett:

We are sending you under separate cover one print each of drawings Nos. 1, 3, 6, 7, 8, and 9 covering the proposed work in connection with your power house and underground system. Sometime this week we will send you a skeleton specification covering this work. Our estimate of this cost follows:
Weatern State Teachers College
Bowling Green, Kentucky

ESTIMATE OF COST FOR POWER HOUSE
AND UNDERGROUND DISTRIBUTION SYSTEM

Work at Frankfort

Removing old stack $300.00
Removing old setting & cleaning up 200.00 $500.00

Work at Bowling Green

Remodeling, transporting, and setting up 500 H.P. boiler from Frankfort 7000.00
Foundations 1000.00
Boiler setting (contract) 4200.00
Breechings 1500.00
Stokers and controls 7500.00
Induced draft apparatus 2800.00
Piping and Covering 2500.00
Ash handling 1000.00
Walkways and Ladders 500.00
Cutting and Patching 250.00
Sump and Sewage 50.00 $28,300.00
1200 ft. Underground piping 8,500.00
Drafting and Superintendence 2,500.00

$39,800.00

What we should like for you to do is to have Mr. Hines check these over with the drawings and the existing conditions and advise us of anything which he thinks will not work out all right.

You will be interested to know that we have had the metal in the boiler at Frankfort tested and find it in first class condition.

As soon as you have shut down one of your small boilers permanently we should like for Mr. Hines to have one of the tubes cut out of the bank next to the fire and then send us a piece about 4'-0" long of the worse section for examination and test.

We should like for you to advise us at your earliest convenience of anything in our plans or the estimate that will not work out with your plans.

I understand that there is no money available before July first, but I am going to Frankfort this week to see what can be done to start work June first.
Our plan of procedure would be about as follows:

(1) Dismantle two old boilers which are to be moved out. This would be done under contract as far as disconnecting, removing, trimmings, skidding, rigging, handling and otherwise removing the boilers proper are concerned.

(2) Removing old boiler settings and removing windows and doing cutting of building for the removal of these boilers. This would be done with W. P. A. labor under the direction of a general superintendent and a resident engineering graduate whom we shall have on the job.

(3) New foundation, ash pit, and underground ducts for the new boiler. This will be done with W. P. A. labor under the same supervision.

(4) New underground steam and return lines. This will be done with W. P. A. labor for ditch digging and laying of conduits, with a contract for the installation of the piping, valves, expansion loops, etc.

(5) Induced draft fan and turbine. (Under contract)

(6) Stokers and forced draft fan, including controls. (Under contract)

(7) Piping and covering. (Under contract)

(8) Platforms and ladders. (Under contract)

(9) Ash handling apparatus. (Under contract)

(10) Moving in, setting up, and trimming boilers. (Under contract)

When we send our resident engineer down we should like for you to arrange for his board and lodging.

Yours truly,

Perry West

Upon motion of Judge Pentecost with a second from Mrs. Drake it was agreed to accept the proposition made to the Western Kentucky State Teachers College as setforth in the letter and to
consent to the removal of the two 200-horse power boilers now in use to Murray for the use of the State Teachers College there, (Murray to pay all costs incident to the removal of same) and that any further business connected with purchase and installation of equipment mentioned be referred to the Executive Committee with power to act. The motion was unanimously passed upon roll call.

President Garrett next brought up the matter of a recent accident to one of the Ford pickup trucks owned by the institution which accident happened on May 12, 1938. Bids from various firms were presented for the repair of this truck and also prices submitted for the purchase of a new truck in the place of the damaged one.

After considerable discussion and careful consideration, Mrs. Drake moved that the matter be left to the judgment and discretion of President Garrett. Judge Pentecost seconded this motion and it was unanimously passed by roll call.

The next item presented was the question of paying a bill which has just been presented by the city of Bowling Green for paving the street in front of the plot of land formerly occupied by the Mt. Zion Church on the Russellville Road but now owned by the College, the bill amounting to $186.86. Upon motion of Judge Pentecost with a second from Mrs. Drake a motion was made and unanimously passed upon roll call that the bill be allowed and ordered paid.

The Board was then asked to consider the condition of wire screens in the home of the President since the ones that are installed at that place need repairing and this particular kind is not proving very satisfactory. It was the opinion of the Board that the screens should be of copper and upon motion of Judge Pentecost with a second from Mrs. Drake it was agreed upon roll call that Mr. L. T. Smith be asked to investigate the condition of the present screens and that the Board now authorize the purchase of new ones as the present ones shall become ineffective and that those purchased shall be of the most satisfactory type available.

President Garrett stated to the Board that certain changes in the faculty personnel would be necessary because of resignations, leave of absences, etc. for the summer term which begins on June 13.

Since Miss Geraldine Stephan, Librarian of the Training School, has resigned there will be needed some one to take her place for six weeks beginning June 6. Miss Winifred Wallace was nominated for her place.
Since Mr. Guy Forman has been given a leave of absence during the summer school, it was recommended that two assistants should be employed in his place—Mr. Ed Nelson to do the work of instruction, Mr. Rondle Wright to do the laboratory work.

Mr. Orba Traylor and Mr. H. E. McAlister were nominated to continue in their present positions for whatever amount of the summer term their services should be needed.

Since Miss Gladys Parkerson will be on a leave of absence during the summer term, it was recommended that Miss Evelyn Lockman fill her place.

Miss Mary Asher and Dr. Watson of the Psychology Department were nominated to continue.

Mr. William Owsley was named to continue in the Biology Department.

Miss Lena Logan was named to continue in the History Department.

Upon motion of Mrs. Drake with a second from Judge Pentecost the President was authorized to employ the above named individuals and he also was authorized to employ such other assistants as may be needed. Motion was unanimously passed by roll call.

The President then took up the question of employment of the regular teachers for the ensuing year. Upon motion made by Judge Pentecost with a second from Mrs. Drake it was moved that the faculty list as nominated and recommended by President Garrett be approved and that they be employed at the salary stated, subject to certain readjustments to be made later. Motion was unanimously passed by roll call. The list of recommendations follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Annual Salary</th>
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<tr>
<td><strong>ART</strong></td>
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</tr>
<tr>
<td>Ivan Wilson</td>
<td>2100.00</td>
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<td>Mary Ruth Lemons</td>
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<td><strong>CHEMISTRY</strong></td>
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<td>C. P. McNally</td>
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<td>J. T. Skinner</td>
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<td>W. M. Baker</td>
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### ECONOMICS & SOCIOLOGY

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<td>N. C. Taff</td>
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### EDUCATION

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<td>Horace McMurtry</td>
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<td>Bert R. Smith</td>
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<td>W. M. Willey</td>
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<td>Mary I. Cole</td>
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<td>Mabel Rudisill</td>
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### ENGLISH

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<td>Frances Richards</td>
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<td>James Cornett</td>
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<td>J. Reid Sterrett</td>
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<td>Emma Stith</td>
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<td>Mrs. Jennie Upton</td>
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### GEOGRAPHY

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### HOME ECONOMICS

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<td>Lotta Day</td>
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### HISTORY

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<td>Ercell Egbert</td>
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<td>Gabriella Robertson</td>
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<td>J. H. Potteet</td>
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<td>C. P. Denman</td>
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<td>Walter B. Nalbach</td>
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LATIN
Sibyl Stonecipher 2100.00

LIBRARY SCIENCE
Edna Bothe 1900.00

MATHEMATICS
H. M. Yarbrough 3600.00
Tryphena Howard 1700.00
Hugh F. Johnson 2800.00
M. E. Schell 3000.00
Elizabeth Strayhorn 2200.00
J. R. Alexander 1485.00

MILITARY SCIENCE
Haram Miller 720.00

MODERN LANGUAGES
Marjorie Clagett 2000.00
Ruth Moore 2000.00
H. F. McChesney 2400.00

MUSIC
John Vincent 3800.00
Chester N. Channon 1920.00
Mary Chisholm 1200.00
Roxie L. Gibbs 1200.00
Charles Messenger 2400.00
R. D. Perry 3200.00
Franz J. Strahm 3600.00
Mrs. Nelle G. Travelstead 2400.00

PEMANSHIP
G. G. Craig 2040.00

PHYSICAL EDUCATION
E. A. Diddle 3000.00
Wanda Ellis 3000.00
Gladya Perkerson 2000.00
E. B. Stansbury 2020.00
W. L. Terry 2100.00
Ted Hornbaek 2100.00
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<td>Sara Tyler</td>
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<td>C. H. Jaggers</td>
<td>3600.00 (12)</td>
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<td>Hayward Brown</td>
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<td>Mary Frances Eaton</td>
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<td>Lavinia Hunter</td>
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<td>Frank Lawrence</td>
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<td>Mrs. H. R. Matthews</td>
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<td>Ross McGehee</td>
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<td>Polly McClure</td>
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<td>Susie Pate</td>
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Nancy Reeder 1700.00
N. L. Ross 1900.00
Bertie Louise Redd 1500.00
Magnolia Scoville 2000.00
Carolyn T. Seward 1400.00
Sara Taylor 1700.00
Arnold Winkenhofer 2040.00 (12)
J. A. Bennett 1200.00 (9)
Martha Crendorf 1350.00
Mrs. Hazel Riggs 1575.00
Gertrude Raymond 1312.50
Betty Shemwell 1312.00

PRESIDENT'S OFFICE

Paul L. Garrett 5000.00
Mattie McLean 2500.00
Ellen Lewis 1200.00
Kelly Thompson 2400.00

BURSAR'S OFFICE

Florence Schneider 2500.00
Rex Myers 2300.00
Ward Sumpter 300.00

DEAN'S OFFICE

F. C. Grise 4800.00

REGISTRAR'S OFFICE

E. H. Canon 3600.00

PERSONNEL OFFICE

W. J. Craig 3000.00

EXTENSION OFFICE

W. M. Pearce 3500.00

MAINTENANCE BUILDINGS

J. Porter Hines 2300.00

MAINTENANCE CAMPUS

R. C. Woodward 1600.00
Elizabeth Woods 900.00
DORMITORY

Susie West McClanahan 1725.00
Mrs. D. T. Penick 1600.00
Helen C. Gwin 2400.00

In the Physical Education Department there was elected Mr. Vernon ("Teddy") Hornback, upon motion of Mrs. Drake with a second from Judge Pentecost the motion being unanimously passed by roll call.

Upon motion of Mrs. Drake with a second from Judge Pentecost the motion being unanimously passed by roll call, Miss Martha Crendorf (who expects to enter college this summer for further Library training) was elected to the position of Librarian in the Training School, her place as assistant in the College Library to be filled by Miss Eleanor Denhardt.

The President then discussed with the Board the status and the work of three present members of the faculty, Mrs. Mary Leiper Moore, Mr. Weldon Hart, and Miss Elizabeth Combs.

Upon motion of Judge Pentecost with a second from Mrs. Drake it was unanimously agreed upon roll call that in the event there occurs any resignation of the head of any department of the College before another meeting of the Board of Regents, President Garrett is authorized to designate some person who shall meet the requirements of the position and the law to fill the same upon the advice and cooperation of the Executive Committee. The motion was unanimously passed.

Concerning the matter of renewing certain insurance policies, the Board agreed upon motion of Judge Pentecost with a second from Mrs. Drake to authorize Miss Florence Schneider to renew the policies for personal liability and property damage now held by Judge Henry B. Hines of the Park City Insurance Company on automobiles and trucks, and also to see that other vehicles of the institution are covered by such insurance in other companies as well as this. The motion was unanimously passed by roll call.

President Garrett then discussed the employment of other members of the staff and asked that Miss Ellen Lewis be employed in the place of Miss Forsting, resigned, as stenographer to the President at a salary of one hundred dollars per month. The Board upon motion duly made, seconded and unanimously passed authorized her employment.

President Garrett discussed the status of the salary of Kelly Thompson and Will B. Hill.

After this upon motion of Mrs. Drake with a second from Judge Pentecost duly passed the meeting adjourned.

[Signature]
Secretary

[Signature]
Vice-Chairman