

March 30, 1955

The Board of Trustees, Arkansas State Teachers College, met in the President's office, Arkansas State Teachers College, Conway, Arkansas, Thursday, March 31, 1955 pursuant to legal call of the meeting by the Chairman. The following members were present: Chairman James H. Flanagin; Vice-Chairman O. H. Parham; Louie H. Polk; Sam E. Adkisson and John W. Sneed, Jr. Trustees Morgan and Ashmore were absent.

President Snow met with the Board.

Chairman Flanagin directed roll call and announced a quorum present and called the meeting into formal session.

Minutes of the last meeting of the Board were approved as read.

Chairman Flanagin presented Dr. John W. Sneed of Conway, and welcomed him as a member of the Board of Trustees on behalf of the Board, faculty, and students of Arkansas State Teachers College. Dr. Sneed expressed his pleasure at the opportunity to serve as a member of the Board.

Chairman Flanagin stated that the election of officers for the Board of Trustees for the next year was in order. The Board unanimously reelected Dr. James H. Flanagin as Chairman; Mr. O. H. Parham, Vice-Chairman and Mrs. Rufus W. Morgan,

Jr., Secretary.

Chairman Flanagin called for items of old or pending business.

Mr. Bruce Anderson, Architect, presented a Campus Plot Plan and upon the motion of Trustee Parham, seconded by Trustee Adkisson, the Board unanimously accepted the plan as presented.

President Snow and Business Manager Eidson reported on the 1955 General Assembly as it would affect Arkansas State Teachers College.

There being no other items of pending business, Chairman Flanagin called for items of new business.

The Budget for 1955-56, submitted and recommended by the administration was unanimously approved and formally adopted. The budget is listed below:

Anticipated income from all sources - - - - - \$ 986,800.00  
Anticipated expenditures - - - - - 983,574.00

Trustee Sneed made the motion, seconded by Trustee Polk, that beginning first summer term, 1955, tuition be charged students in the Training School at the rate of \$2.50 per month per child for nine months and \$3.00 per student for five weeks summer term. The motion passed unanimously.

President Snow presented recommendations for the election of personnel for 1955-56 as follows:

**ADMINISTRATIVE STAFF**

Office of the President  
NAME

POSITION

MONTHLY  
SALARY

ANNUAL  
SALARY

Snow, Silas D.	President ( 24 calendar months)	708.33	8500.00
Nixon, Graham	Director of Publicity	400.00	4800.00
Amis, Frances	Director of Placement	350.00	4200.00
Calhoun, C. C.	Alumni Secretary (Ford Funds)	275.00	3300.00
Dunaway, Edwin L.	Medical Examiner	100.00	1200.00
Williams, Mrs. Eddie	College Nurse	200.00	2400.00
	(plus quarters)		
Springer, Mrs. Robt.	Secretary to the President	250.00	3000.00
Irby, Nolen M.	President Emeritus		
Office of the Dean			
Burdick, Alger E.	Dean	625.00	7500.00
Sylar, James	Director of Student Activities	346.50	4158.00
Minton, H. L.	Director of Field Services	481.25	5775.00
Jackman, L. B.	Registrar and Director of Mens' Activities	330.00	3960.00
	(plus quarters and meals)		
Canaday, Helen	Director of Women's Activities and Assoc. Prof. of Home Economics	333.33	4000.00
	(plus quarters)		
Short, G. Y.	Recorder	333.33	4000.00
Cantrell, Dorothy	Director of Testing (Ford Funds)	324.83	3898.00
Zimmerman, H. P.	Asst. Prof. and Director of Audio Visual Education (Ford Funds)	350.00	4200.00
Irby, Mrs. Nolen M.	Hostess of Wingo Hall	125.00	1500.00
	(plus quarters and meals for self and husband)		
Franklin, Mrs. Madge	Hostess of McAlister Hall	125.00	1500.00
	(plus quarters and meals)		
Williamson, Mrs. Hugh	Assistant Hostess of McAlister Hall	100.00	1200.00
	(plus quarters and meals)		
Reynolds, Mrs. Edith	Hostess of Bernard Hall	125.00	1500.00
	(plus quarters and meals)		
Ferguson, Mrs. W. C.	Asst. Hostess of Bernard Hall	125.00	1500.00
	(plus quarters and meals)		
Garrison, Mrs. Cecil	Hostess of Veterans Hall	115.00	1380.00
	(plus quarters)		
Henry, Mrs. J. D.	Hostess of Doyne Hall	115.00	1380.00
	(plus quarters)		

## Office of the Dean (Cont'd)

NAME	POSITION	MONTHLY SALARY	ANNUAL SALARY
Chick, Mrs. Ruby	Secretary to the Dean	\$ 237.50	\$ 2850.00
Hellums, Mrs. Laverne	Secretary, Dean's Office (Ford)	200.00	2400.00
Ethridge, Mrs. Herman	Secretary, Division of Field Serv.	175.00	2100.00
Dunn, Mrs. Mary	Secretary, Registrar's Office	175.00	2100.00
Graham, Mrs. Mareau	Secretary, Registrar's Office	191.66	2300.00
Office of Business Manager			
Eidson, Harold D.	Business Manager	541.66	6500.00
Montgomery, Howard	Director of Food Services	350.00	4200.00
			(Plus quarters and meals for family)
Christian, Bettie	Dietitian	125.00	1500.00
			(Plus quarters and meals)
Carter, Robt. H.	Manager of College book store	350.00	4200.00
Wimberly, Noble	Supvr. Buildings & Grounds	288.75	3465.00
Smith, Mrs. Virginia	Assistant Disbursing Officer	237.50	2850.00
Warren, Lewis	Assistant Purchasing Agent	237.50	2850.00
Hukill, Mrs. V. N.	Cashier	175.00	2100.00
Carter, Mrs. J. T.	Bookkeeper	175.00	2100.00
Harding, Mrs. Mary	Cashier, Dining Hall	117.00	1404.00
			(plus meals)
Woole, Roy	Asst. to Manager of Bookstore	250.00	3000.00
Womack, Mrs. Mary	Bookkeeper, bookstore	150.00	1800.00
Other staff			
Carter, Mrs. Robert	Post Office	50.00	600.00

## INSTRUCTIONAL STAFF

Adams, Horace	Prof. & Head of the Dept. of Hist. & Pol. Sci.	481.25	5775.00
Adams, Mrs. Horace	Instructor of Music	298.00	3576.00
Ainsworth, Chester B.	Assoc. Prof. of Ind. Educ.	361.00	4332.00
Allen, Dick M.	Assoc. Prof. & Head Library Sci.	416.66	5000.00
Atkinson, Thomas Ralph	Instr. of Music & Dir. of Band	375.00	4500.00
Basco, Frederick	Asst. Prof. of Bus. Educ.	361.00	4332.00
Behrens, Ralph	Assoc. Prof. of English	361.00	4332.00
Bradfield, Luther E.	Assoc. Prof. of Educ. & Dir. of Training School	385.00	4620.00
Bultman, William A.	Assoc. Prof. of History	385.00	4620.00
Burgess, Thomas J.	Instructor of Biology	289.00	3468.00
Calvert, Christine	Instructor of Home Economics	324.83	3898.00
Cantrell, Tilman M.	Asst. Prof. of Econ. & Sociology	361.00	4332.00
Chrisler, Verna	Assoc. Prof. of Educ. & Supvr. Pri. Grades	324.83	3898.00
Clay, Roberta	Assoc. Prof. of Eng. & Journal.	324.83	3898.00
Collier, Helen	Asst. Prof. of Home Economics	324.83	3898.00
DeCamp, Jacqueline	Asst. Prof. of Speech	289.00	3468.00
DeLoach, Will S.	Prof. of Chem. & Head Dept. of Physical Science	458.33	5500.00
Dunaway, Ruth	Instructor and Assistant Librarian	308.33	3700.00
Farris, Jeff	Prof. & Head Dept. Physical Ed.	433.16	5198.00
Fisher, Ophelia	Asst. Prof. of History	324.83	3898.00
Forsberg, Carl E.	Assoc. Prof. of Music	350.00	4200.00
Gale, Norman	Asst. Prof. of Psychology	350.00	4200.00
Garrison, Cecil M.	Coach & Asst. Prof. of P. E.	381.83	4582.00
Groth, Howard	Assoc. Prof. of Music	370.83	4450.00
Handley, John	Asst. Prof. of Speech (Ford)	354.16	4250.00
Hatfield, Gene	Asst. Prof. of Art	333.33	4000.00

Henry, J. D.	Assoc. Prof. of Mathematics	385.00	4620.00
Higgins, E. L.	Prof. of Hist. & Pol. Sci.	385.00	4620.00
Hightower, Estelle	Instr. of Educ., Conway Center Ark. Experiment in Teacher Ed. (Ford)	500.00	6000.00
Hileman, Mary L.	Asst. Prof. of Geography	324.83	3898.00
Hopkins, Estel R.	Assoc. Prof. of Educ. & Dir. of Student Teaching	366.66	4400.00
Hughes, O. L.	Prof. & Head Dept. of Math.	433.16	5198.00
Hukill, Viron N.	Assoc. Prof. of Ind. Educ.	361.00	4332.00
Koon, Frank	Director of Athletics & Assoc. Prof. of P.E.	481.25	5775.00
Lewis, Ben A.	Prof. & Head Dept. of Education & Director of Grad. Studies	481.25	5775.00
Little, Mrs. William	Instructor in Piano	Fees	Fees
Long, Dorothy	Assoc. Prof. of Mathematics	324.83	3898.00
Lowry, Fletcher	Instructor of Physical Educ.	333.33	4000.00
Lynch, Audie J.	Asst. Prof. of Education	370.83	4450.00
Melberg, M. E.	Assoc. Prof. of Education	370.83	4450.00
Moore, Jewel	Instructor & Supvr. Int. Grades Assoc. Prof. of Biology (Ford Funds)	289.00 324.83	3468.00 3898.00
Nolte, Eugene	Asst. Prof. of English	370.83	4450.00
Packard, E. W.	Professor & Head Dept. of Ind. Education	393.75	4725.00
Payne, John W.	Asst. Prof. of History	370.83	4450.00
Phelps, Mrs. Sue.	Instructor of Home Economics	311.00	3732.00
Powers, Glenn F.	Asst. Professor of Phys. Sci.	350.00	4200.00
Ramsey, Bess J.	Instructor of Business Educ.	309.83	3718.00
Robinette, C. V.	Professor & Head Dept. Biology	433.16	5198.00
Sachse, Gladys	Asst. Prof. & Asst. Librarian	305.66	3668.00
Sands, Mary K.	Prof. of Speech, & Dir. of Speech Clinic	416.66	5000.00
Schichtl, Marie	Prof. & Head Dept. of Art	385.00	4620.00
Scott, Leona	Assoc. Professor of Speech	324.83	3898.00
Scott, Mary Jane	Prof. & Head Dept. of Home Economics	416.66	5000.00
Selvidge, R. F.	Asst. Prof. of Physical Sci.	350.00	4200.00
Shapiro, Harold A.	Prof. & Head Dept. of Econ., Soc. and Business Education	458.33	5500.00
Shaw, Evie	Instructor & Asst. Librarian	250.00	3000.00
Shaw, Joe C.	Asst. Prof. of Sociology & Econ.	361.00	4332.00
Sixbey, George L.	Prof. and Head Dept. of Eng., Speech & Journalism	481.25	5775.00
Swift, Betty Mae	Asst. Prof. of Physical Educ.	324.83	3898.00
Terry, Frances	Assoc. Professor of Eng.	324.83	3898.00
Trusler, Milton S.	Prof. & Head Dept. of Music	481.25	5775.00
Turner, Mrs. Otto	Instructor of Educ. & Supvr. of Int. Grades	289.00	3466.00
Wachtendorf, Mrs. Ona M.	Instructor of Business Educ.	369.83	3718.00
Walters, Mrs. Opal	Instr. & Asst. Librarian	237.50	3450.00
Webb, Frances E.	Asst. Prof. of Home Ec. & Teacher Trainer Home Ec. Education	361.00	4332.00
White, Mrs. Esther E.	Instr. of Physical Educ.	300.00	3600.00
Williams, C. S.	Asst. Prof. of Geog. & Acting Head Dept. of Geog.	366.66	4400.00
Conway Public Schools			1500.00
-----	Head Dept. of Foreign Lang.	375.00	4500.00

Trustee Adkisson made the motion seconded by Trustee Polk and unanimously approved by the Board that personnel list as submitted be elected for the year 1955-56.

Trustee Adkisson made the motion, seconded by Trustee Parham that the following statement of policy governing faculty leave of absence with pay be approved:

#### STATEMENT OF POLICY GOVERNING FACULTY LEAVE OF ABSENCE WITH PAY

A regular member of the instructional staff may be granted a leave of absence with full pay during the second five-week summer term within the following limitations:

1. A new staff member cannot qualify until his fourth summer of service.
2. Staff members with more than four years of service may qualify every third summer.
3. Leaves of absence are not cumulative.
4. Institutional needs receive prior consideration in determining the number of staff members who may qualify. If such needs impose a limit upon the number who may qualify, priorities are assigned in the following order:
  - a. Faculty members who request leave to earn credits toward higher degrees for which they are candidates.
  - b. Faculty members who do not hold the doctorate and are not candidates for that degree, but who request leave to earn additional graduate credits.
  - c. Faculty members who hold the doctorate and who request leave for individual research on a project approved by the president and the dean.
  - d. Faculty members who request leave to pursue projects, approved by the president and the dean, which do not yield graduate credit.
5. A leave of absence with pay may be granted more readily where departmental offerings do not necessitate the employment of a replacement.
6. Leaves of absence should be planned with the long-range departmental offerings in view, with leaves staggered in a manner to permit a majority of department members to be available if needed.

The motion passed unanimously.

President Snow reviewed the work of the Graduate Committee, whose creation had been authorized by the Board of Trustees a year ago, and recommended that Arkansas State Teachers College jointly with Arkansas State College and Henderson State Teachers College announce the inauguration of a Fifth-Year Program of Teacher Education leading to the Degree of Master of Science in Education. The entire committee consisting of Dean A. E. Burdick, Chairman; Dr. Ben A. Lewis; Dr. H. L. Minton; Dick M. Allen and Harold D. Eidson, appeared before the Board and each spoke for its adoption. A motion by Trustee Polk, seconded by Trustee Sneed was made to establish a graduate program. The motion passed unanimously.

President Snow announced the Second Annual Service Award Banquet for all employees of Arkansas State Teachers College would be held Tuesday evening, April 5 and invited all members of the Board to attend.

The Trial Balance ending February 28, 1955 was presented by Business Manager Eidson.

There being no further items of business, the Board adjourned until legally called into session again.

*James H. Flanagin*  
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James H. Flanagin, Chairman

*Mrs. Rufus W. Morgan, Jr.*  
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Mrs. Rufus W. Morgan, Jr. Secretary

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