

The Board of Trustees, Arkansas State Teachers College, met in the President's office, Arkansas State Teachers College, Conway, Arkansas, Tuesday, February 7, 1956, pursuant to legal call of the meeting by the Chairman. The following members were present: Chairman James H. Flanagin; Secretary Mrs. Rufus W. Morgan, Jr.; Louie H. Polk; Dr. John W. Sneed, Jr.; Sam E. Adkisson. Trustee Ashmore and P were absent.

President Snow met with the Board.

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

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

Chairman Flanagin called for any items of old or pending business.

Trustee Morgan made a motion, seconded by Trustee Sneed that Trustee Louie H. Polk be elected Vice-Chairman of the Board of Trustees. The entire ballot of the group was cast for him and he was declared elected by acclamation.

The new Pontiac automobile purchased for the President's use from low bidder Milum Pontiac Agency, Harrison, Arkansas, for \$2045.00 and delivered on December 13, 1955, was formally accepted by the Board.

The following full report from the Housing and Home Finance Agency concerning the Student Union Building was read and discussed by the Board:

Region V  
300 W. Vickery Blvd.  
Fort Worth, Texas

Housing and Home Finance Agency  
Office of the Regional Administrator  
February 2, 1956  
Project Ark. 3-CH-18(s)  
The Ark. St. Teachers College  
Conway, Arkansas  
CONTROL: TWM:ew

Dr. Silas D. Snow, President  
The Arkansas State Teachers College  
Conway, Arkansas

Dear Dr. Snow:

We have just been advised that our Washington office has issued a preliminary approval and reservation of \$350,000.00 Federal funds to construct a student union building.

This preliminary approval and fund reservation is based only on eligibility of The Arkansas State Teachers College as an institution of higher learning within the meaning of the Act, and that the proposed facilities are not in excess of the needs of the institution at this time. Final approval will be dependent upon the submission and satisfactory reviews of your full application.

I am returning two copies of your application. You should now proceed to develop the engineering, financial, and legal data and exhibits called for in the instructions under Section II, Submission of Full Application, on page 4 of the application form. When this has been done, you should return two copied of the application and two copies of all the required data and exhibits (with the exception of audit statements; one copy will suffice) to this office for review and processing to Washington for final approval.

The preliminary approval and reservation of funds is subject to cancellation unless your full application is received within 90 days from this date. If you do not expect to be able to submit it by that time, you should let us know without delay, and furnish full explanations of the reason therefor. If you have questions or if we can be of assistance to you in any way, Please feel free to call on us.

Yours very truly,  
/s/ Emma E. Brown for  
Travis Wm. Miller, Assistant to Regional  
Administrator

cc! John C. Hazeltine, Field Engineer

The Board directed the President to proceed with all haste to comply with full requirements of the Agency.

The following athletic announcement was read:

A N N O U N C E M E N T

The following members of the Arkansas Intercollegiate Conference do not plan to schedule athletic events in the future with any member whom we believe not to be abiding by rules of the Conference regarding recruitment and subsidization. Since we have reason to believe that Southern State College and Arkansas Polytechnic College are violating conference rules regarding these matters we do not choose to schedule athletic events with them beyond the current school year until such time as we are convinced that they are abiding by conference regulations.

Ralph A. Phelps, President Ouachita College  
Horace Thompson, President Ark. A & M College  
D. D. McBrien, President Henderson State  
Teachers College  
Silas D. Snow, President Arkansas State  
Teachers College

There being no other items of pending business, the Chairman called for items of new business to come before the Board at this time.

Trustee Polk made the motion that the following year's schedule be adopted by the Board:

CALENDAR 1956-1957

FIRST SEMESTER

September 10 - January 26

Sept 6-7	Thursday, Friday	Petit Jean faculty retreat
Sept. 8	Saturday	Faculty & staff breakfast-Commons 7:30 A. M.
Sept. 10	Monday	Orientation program for all new students Auditorium 8:30 A. M.
Sept. 11-12	Tuesday, Wednesday	Registration, Administration Building, 8:00A.
Sept. 13	Thursday	Instruction begins
Sept. 15	Saturday	Registration for Sat. classes, Dean's Office
Sept. 22	Saturday	Late registration & change-of-class period
Oct. 15-18	Monday-Thursday	Religious Emphasis Week
Oct. 27	Saturday	Homecoming (Henderson)
Oct. 31	Wednesday	Recess for AEA Convention at end of day
Nov. 5	Monday	Instruction resumes
Nov. 12-17	Monday-Saturday	Mid-term examinations
Nov. 28	Wednesday	Recess for Thanksgiving begins at noon
Dec. 3	Monday	Instruction resumes
December 19	Wednesday	Recess for Christmas begins at end of day
January 2	Wednesday	Instruction resumes
Jan. 21-26	Monday-Sat.	Semester examinations

SECOND SEMESTER

January 28 - June 2

Jan 28	Monday	Registration of all students, Administration Building, 8:00 A. M.
Jan. 29	Tuesday	Instruction begins
Feb. 2	Saturday	Registration Sat. classes - Dean's Office
Feb. 9	Saturday	Late registration and change-of-class period
Feb. 11-14	Monday-Thursday	Religious Emphasis Week
March 25-30	Monday-Saturday	Mid-term examinations
April 9	Tuesday	Service Award Banquet
April 18	Thursday	Easter recess begins at noon
April 23	Tuesday	Instruction resumes
May 4	Saturday	Founder's Day
May 27-June 1	Monday-Saturday	Semester examinations

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June 2	Sunday	Commencement-Auditorium 2:30 P. M.
FIRST SUMMER TERM June 3-July 6		
June 3	Monday	Registration-Administration Building 7:30 A. M.
July 4	Thursday	Independence Day recess
July 6	Saturday	Examinations and end of term
SECOND SUMMER TERM July 8 - August 11		
July 8	Monday	Registration-Administration Building 7:30 A. M.
August 10	Saturday	Examinations
August 11	Sunday	Commencement-Auditorium, 2:30 P. M.

FIRST SEMESTER  
1957-58  
Registration on September 9, 1957

Trustee Sneed seconded the motion and it passed unanimously.

President Snow reviewed the scholarships in existence at this time. Two new scholarship plans were submitted: Dean A. E. Burdick's proposal for a \$50.00 scholarship to be awarded to an outstanding Sophomore Prospective Teacher was approved. The Dean was commended for this personal action. Upon the recommendation of President Snow, Trustee Adkisson made the motion, seconded by Trustee Polk and unanimously passed by the Board, that the college establish twenty-five \$100.00 scholarships for teachers of Arkansas to be awarded to twenty-five high school graduating seniors nominated by their local FTA Chapter.

Trustee Polk made the motion that the college purchase forty Choir robes at a total cost of \$987.50 from the Collegiate Cap and Gown Company, Champaign, Illinois. Trustee Sneed seconded the motion which was passed unanimously.

Trustee Sneed made the motion that the following resignations be accepted:

Mrs. Hugh Williamson, Assistant Hostess in McAlister Hall, as of January 18, 1956, because of illness.

Chester B. Ainsworth, Associate Professor of Industrial Education.  
(On leave without pay at the present time)

and that the following persons be employed:

Mrs. Marjorie Meyers, Co-Hostess in McAlister Hall at a salary of \$100.00 per calendar month plus room and board, as of Feb. 3, 1956.

Dr. Wilson Ashby to teach in Graduate School for the two summer terms of 1956 at \$120.00 per week - ten weeks - dept. of Business Education.

Miss Edna Joyce Seay, Secretary in the Dean's Office, at a salary of \$150.00 per calendar month as of February 6, 1956 - to be paid from Ford funds through June 30, 1956.

Trustee Morgan seconded the motion, which passed unanimously.

Trustee Adkisson made the motion that President Silas D. Snow of Arkansas State Teachers College be authorized in behalf of the college to sign a lease with the Corps of Engineers, U. S. Army, for the use of the old infirmary building up to five years at \$100.00 per month. Trustee Polk seconded the motion and it was passed unanimously.

Upon the motion of Trustee Polk, seconded by Trustee Sneed and subsequently passed by unanimous vote, the following criteria for faculty rank were formally adopted by the Board:

#### FACULTY RANK

To be promoted from instructor to assistant professor:

1. have an M.A. Degree and hold the rank of instructor for three years and earn a minimum of 12 semester hours of graduate credit above the M.A.
2. have an M.A. and hold the instructor's rank for two years and to have earned 30 hours above the M.A.
3. have a PhD and hold the instructor's rank for one year.
4. publication of professional articles may be accepted by the administration as just cause for promotion in rank.
5. shall give evidence of institutional usefulness and show ability to do scholarly work.

To be promoted from assistant professor to associate professor:

1. hold an M.A. degree and earn 30 additional hours and hold the rank of assistant professor for five years.
2. to have earned a doctorate and held the assistant professor's rank for 3 years.
3. to have produced a professional publication that is deemed worthy of special consideration of the college administration.
4. shall give evidence of institutional usefulness and show ability to do scholarly work.

To be promoted from associate professor to professor:

1. to have held the rank of associate professor for five years and to obtain the doctorate.
2. to attain the assignment as Head of a Department and have the doctorate.
3. to have produced a professional publication that is deemed worthy of special consideration by the college administration.
4. shall give evidence of institutional usefulness and show ability to do scholarly work.

Business Manager Harold Eidson presented the trial balance for the whole college; a report of the book store; and a report of the cafeteria as follows:

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ARKANSAS STATE TEACHERS COLLEGE  
CONWAY, ARKANSAS

T R I A L B A L A N C E

DECEMBER 31, 1955

<u>ASSETS</u>		<u>LIABILITIES</u>	
<u>CURRENT</u>		<u>CURRENT</u>	
Petty Cash	5,000.00	Reserve	139,974.28
State Treasury	72,185.50	Restr. Res. Bonds	60,000.00
Accounts Receivable	3,056.07	Din. Hall Inv. Res.	9,430.82
Bookstore	35,142.59		<u>209,405.10</u>
1st. Nat'l Bank	17,882.71		
1st. State Bank	11,822.47	<u>FIXED LIABILITIES</u>	
1st. Nat'l B. & I.	159.90	P.W.A. Series 1935	123,000.00
Dining Hall	9,430.82	Building Bonds	<u>842,000.00</u>
1st. State Bank - Ford	5,939.47		<u>965,000.00</u>
Bond Reserve	60,000.00		
	<u>220,619.53</u>	NET INV. IN PLANT	2,169,588.20
<u>FIXED ASSETS</u>		<u>INCOME</u>	
Land	35,920.00	State Taxes	237,013.34
Buildings	2,293,111.31	<u>AUXILIARY BANK FUNDS</u>	
Equipment	560,007.22	Bernard Hall	10,461.35
Improvements	216,996.08	Dining Hall Rent	3,000.00
Cottages	28,553.59	Doyne Hall	5,202.50
	<u>3,134,588.20</u>	McAlister	4,638.50
		Meadors	1,955.08
		Wingo	4,462.68
		Dining Hall Income	107,579.14
		Athletic	4,037.63
		Interest	423.07
		Bookstore	48,195.37
		Ford Foundation	17,626.40
		Building Fees	15,465.00
		Matriculation	17,901.70
		Adult Education	300.00
		Miscellaneous	139.87
		Building & Grounds	280.00
		President's Home	288.00
		Ford Center (5th Yr.)	935.00
		Nursery	971.02
		Tr. School Fees	1,139.75
		Tr. School Hot Lunch	2,648.05
		<u>STATE BANK FUNDS</u>	
		Cottages	3,129.48
		Home Management	420.00
		Graduate Program	3,607.00
		Packard Apartments	750.00
		Veterans	2,772.65
		Film Library	151.55
		Library Fines	259.58
		G. I. Income	528.22
		Matriculation	31,303.02
		Extension	24,981.31
		Special Fees	884.50
		Transcripts	630.40
		Korean Veterans	626.00
		Laboratory Fees	264.50
		Miscellaneous	8,655.03
			<u>563,627.70</u>
<u>TOTAL</u>	3,907,620.00	<u>TOTAL</u>	3,907,620.00

COLLEGE BOOKSTORE  
PROFIT AND LOSS STATEMENT

Below is an analysis of the College Bookstore operations for the period from July 1, 1955 through the close of the day December 31, 1955

Sales (including \$1929.90 accounts receivable)	\$ 50,879.80
Inventory 7/1/55	\$25,818.54
Purchases during period	40,568.22
Total good available	66,386.76
Less Inventory 12/31/55	26,722.88
Cost of goods sold during period	39,663.88
GROSS PROFIT	10,471.39

OPERATING EXPENSES:

Salaries	4,620.52
Student Help	1,251.80
Supplies	1,148.44
Equipment	
Travel	
O. A. S. I. Matching	47.83
Other -(Adv. & Audit)	406.25
Taxes - Excise	952.68
Total Operating Expenses	8,427.52

NET PROFIT FOR PERIOD 2,043.87

DINING HALL  
PROFIT AND LOSS STATEMENT

Below is an analysis of the Dining Hall operations for the period from July 1, 1955 through the close of the day December 31, 1955

Income	\$107,579.14
Inventory July 1, 1955	\$9,430.82
Purchases during the period	64,812.52
Total cost of groceries to date	74,243.34
Less, Inventory 12/31/55	10,732.35
Cost of sales during period	63,510.99
GROSS PROFIT	44,068.15

OPERATING EXPENSES:

Salaries	\$14,917.84
Student Help	4,222.35
Supplies	5,542.09
Equipment	
Travel	4.96
Mimeographing	5.77
Storeroom Supplies	16.11
Telephone & Telegraph	63.55
Printing	
Postage	15.00
Repairs	85.23
Rent	3,000.00
O. A. S. I. Matching	269.43
Room and Board	2,967.00
Laundry	475.67
Total Operating Expense	31,585.00
NET PROFIT FOR PERIOD	12,483.15

The following enrollment summary was presented by President Snow:

ENROLLMENT SUMMARY

February 7, 1956

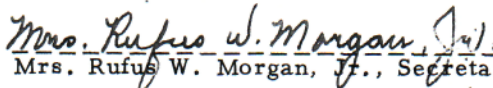
	1st Sem 1954-55	2nd Sem 1954-55	1st Sem 1955-56	2nd Sem 1955-56
Full time	966	935	1087	1048
Saturday	146	157	136	129
Graduate			34	31
Totals	1112	1092	1257	1208
Training School and Nursery			167	160
Veterans	166	192	225	248

New Students this semester - 140(52 freshmen)

A general discussion on the preparation of the appropriation request for the next General Assembly was held by the Board. President Snow was directed to continue to represent the college in all matters with other State Colleges and the University of Arkansas.

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

  
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James H. Flanagin, Chairman

  
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Mrs. Rufus W. Morgan, Jr., Secretary