

April 26, 1938

The Board of Trustees of the Arkansas State Teachers College met in the office of the President of the College, Administration Building, Conway, Arkansas, Tuesday, April 26, 1938 at 10:30 a.m. The following members were present and voting: Alford, Laney, Humphrey and Smith. Board member Compere was represented by proxy help by Mr. Smith. Absent: Andrews, Page. President McAlister and Architect George Wittenberg were also present.

The minutes of the last meeting read and approved.

Motion by Humphrey, seconded by Smith that H. L. McAlister be reelected president for 1938-39 at a salary of \$4000.00 per year. Motion carried.

The following recommendations for the year 1938-39 were made by President McAlister:

To: The Board of Trustees
Arkansas State Teachers College

I herewith submit my recommendations for the year 1938-39. The total revenue anticipated has been approved by the State Comptroller's office

The following recommendations are for the budget department only:

Estimates income for the budget departments:

1. State Funds - - - - -	\$100,000.00
2. Miscellaneous Fees - - - - -	45,000.00
	<u>\$145,000.00</u>

Estimated expenditures for the budget departments:

BUDGET 1938-39

I. Administration and General Control

1. Salaries - - - - -	\$15,851.50
a. President - - - - -	\$4000.00
b. Deans - - - - -	3823.50
c. Business Manager - - - - -	3288.00
d. Registrar and Examiner - - - - -	2040.00
e. Secretaries - - - - -	2100.00
f. Stenographers - - - - -	600.00

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2. Office Supplies and Expense - - - -	\$5000.00	
a. Office Supplies - - - - -		\$200.00
b. Postage - - - - -		600.00
c. Freight and Express - - - - -		300.00
d. Telephone and Telegraph - - - - -		600.00
e. Travel Expense - - - - -		800.00
f. Advertising - - - - -		300.00
g. Membership Dues - - - - -		200.00
h. Commencement Expense - - - - -		150.00
i. Equipment - - - - -		350.00
j. Other Expense - - - - -		500.00
k. Printing - - - - -		1000.00

II. Instructional Service

1. Salaries - - - - -	\$61,714.25	
a. Agriculture - - - - -		\$4671.00
b. Art and Drawing - - - - -		1776.00
c. Biology - - - - -		3696.00
d. Education - - - - -		4986.00
e. English - - - - -		7969.50
f. Foreign Language - - - - -		3972.00
g. Geography - - - - -		1557.75
h. History - - - - -		6720.00
i. Home Economics - - - - -		5424.00
j. Industrial Arts - - - - -		1800.00
k. Mathematics - - - - -		3702.00
l. Music - - - - -		2310.00
m. Physical Education - - - - -		4380.00
n. Physical Science - - - - -		3738.00
o. Social Science - - - - -		3012.00
p. Speech and Expression - - - - -		
q. Vocational Education - - - - -		
r. Additional Summer School - - - - -		500.00
s. Normal School of Ozarks - - - - -		1500.00

B. Training School - - - - -	\$12,630.00	
a. Director of Training School - - - - -		1926.00
b. Critic Teachers (4) - - - - -		10704.00
c. Assistants (2) - - - - -		

2. Supplies and Equipment for Instruction

A. College - - - - -	\$10,900.00	
a. Agriculture - - - - -		600.00
b. Art and Drawing - - - - -		800.00
c. Biology - - - - -		1300.00
d. Education - - - - -		350.00
e. Foreign Language - - - - -		150.00
f. Geography - - - - -		200.00
g. Home Economics - - - - -		1000.00
h. Industrial Arts - - - - -		500.00
i. Music - - - - -		100.00
j. Physical Education - - - - -		3000.00
k. Physical Science - - - - -		2200.00
l. Speech and Expression - - - - -		200.00
m. Normal School of the Ozarks - - - - -		500.00

B. Training School - - - - -	\$400.00	
a. Supplies and Equipment - - - - -		400.00

III. Library - - - - - \$9348.00

a. Salaries (5 persons) - - - - -	4848.00
b. Assistants - - - - -	1500.00
c. Books - - - - -	1500.00
d. Subscriptions - - - - -	600.00
e. Binding - - - - -	300.00
f. Supplies - - - - -	200.00
g. Other expense - - - - -	400.00

IV. Extension Department - - - - - \$9568.25

a. Director of Extension - - - - -	1973.25
b. Travelling Representative 1/4 Yr - - - - -	375.00
c. Secretary - - - - -	720.00
d. Personal Services - - - - -	3500.00
e. Office Supplies - - - - -	500.00
f. Postage - - - - -	1000.00
g. Books - - - - -	1000.00
h. Printing - - - - -	500.00

V. Plant Operation and Maintenance - - - - -	\$16,510.00
1. Salaries and Wages	
a. Supt. Buildings and Grounds - - - - -	\$1350.00
b. Janitors (3 persons) - - - - -	1680.00
c. Nightwatchman - - - - -	480.00
d. Heat Plant - - - - -	1200.00
e. Hour Laborers - - - - -	2000.00
2. Fuel - Natural Gas - - - - -	3000.00
3. Current and Water - - - - -	2500.00
4. Janitor Supplies - - - - -	500.00
5. Insurance - - - - -	2000.00
6. Repairs (Buildings and Equipment) - - - - -	1500.00
7. General Supplies - - - - -	200.00
8. Other Expense - - - - -	100.00

VI. Capital Outlay - - - - -	\$1500.00
1. Equipment - - - - -	1500.00

Personal Service - - - - - \$101,142.00

Supplies, Repairs, Equipment
and Maintenance - - - - - 42,280.00
\$143,422.00

ADMINISTRATION AND GENERAL CONTROL	MATHEMATICS
A. President ^{paid opposite each term.} G.D.Estes 3/4 time - - - - -	1926.00
H.L. McAlister by ^{supplement} L.M. Caraher - - - - -	1776.00
B. Deans	MUSIC
A. J. Meadors 3/4 time - - - - -	2047.50
Dean of Women - - - - -	1776.00
C. Business Manager	Homer F. Hess - - - - -
Guy E. Smith - - - - -	2208.00
Robt. S. Springer - - - - -	1080.00
D. Registrar and Examiner	Mrs. W.C. Thompson - - - - -
G. Y. Short - - - - -	2040.00
E. Secretaries	(Ensemble)
President - - - - -	1080.00
Dean - - - - -	300.00
Registrar - - - - -	720.00
F. Stenographers - - - - -	600.00
AGRICULTURE	PHYSICAL EDUCATION
O. D. Smith - - - - -	2631.00
Troy Jones - - - - -	2040.00
ART AND DRAWING	W.B. Woodson - - - - -
Marie Schichtl - - - - -	1776.00
BIOLOGY	Zona Ellen Smith 3/4
Flora A. Haas - - - - -	2112.00
C.V. Robinette 3/4 time - - - - -	1584.00
EDUCATION	Hugh C. Brooke - - - - -
C. C. Denney - - - - -	2568.00
F. H. Harrin 1/4 time - - - - -	642.00
Daisy H. Dickerman - - - - -	1776.00
ENGLISH	PHYSICAL SCIENCE
P. R. Clugston - - - - -	2631.00
A. J. Meadors 1/4 time - - - - -	682.50
Ora Blackmun - - - - -	1776.00
Constance Mitchell - - - - -	1776.00
Zona Ellen Smith 1/4 time - - - - -	444.00
Glenn Kirkland - - - - -	660.00
FOREIGN LANGUAGE	ECONOMICS AND SOCIOLOGY
Ada Jane Harvey - - - - -	2112.00
Mary E. McAnney - - - - -	1860.00
GEOGRAPHY	Maude Carmichael - - - - -
H.L. Minton 1/4 time - - - - -	657.75
A.E. Burdick 1/2 time - - - - -	900.00
HISTORY AND POLITICAL SCIENCE	A.E. Burdick 1/2 time - - - - -
D.D. McBrien - - - - -	2640.00
E.L. Higgins - - - - -	2040.00
L.C. Thompson - - - - -	2040.00
HOME ECONOMICS	VOCATIONAL EDUCATION
To be arranged	S.D. Mitchell - - - - -
INDUSTRIAL ARTS	Kate Williams - - - - -
To be arranged	Floy Wilson 1/2 time - - - - -
	TRAINING SCHOOL
	F.H. Harrin 3/4 time - - - - -
	Jessie B. Montgomery - - - - -
	Laura Haynes - - - - -
	Mrs. Jessie Boardman - - - - -
	Mattie Sanders - - - - -
	Verna Chrysler - - - - -
	George Moore - - - - -
	LIBRARY
	Mrs. F.B. McGachlin - - - - -
	Mrs. Annie Gibson - - - - -
	Evie Shaw - - - - -
	Stenographer - - - - -
	DEPARTMENT OF PUBLIC RELATIONS
	(Extension Department)
	H.L. Minton 3/4 time - - - - -
	Eleanor Holt - - - - -
	Mrs. Merlin Moore 1/4
	year 375.00
	PLANT OPERATION
	Supt. (To be selected) 1350.00
	3 Janitors
	2 @ \$50.00 - - - - -
	1 @ \$40.00 - - - - -
	Nightwatchman - - - - -
	5 Heat Plant boys - - - - -
	Labor @ 15¢ per hour - 2000.00

It is recommended that the faculty listed below be elected at the salary set opposite each name. This carries an increase of approximately 5 percent in salary over this year. It is suggested that these increases begin September 1, 1938 and that the present schedule of salaries continue during July and August.

FACULTY RECOMMENDED
1938-1939

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A. J. Meadors, Dean of the College - - - - -	\$2730.00
G. Y. Short, Registrar and Examiner - - - - -	2040.00
Guy E. Smith, Business Manager - - - - -	2208.00
Robert S. Springer, Assistant Business Manager - - - - -	1080.00
Mrs. Florence B. McGlachlin, Librarian - - - - -	1824.00
Evie Shaw, Assistant Librarian - - - - -	1332.00
Mrs. Annie Gibson, Assistant Librarian - - - - -	1332.00
D. D. McBrien, History and Political Science - - - - -	2640.00
P. R. Clugston, English - - - - -	2631.00
O. D. Smith, Agriculture - - - - -	2631.00
H. L. Minton, Geography and Extension Department - - - - -	2631.00
C. C. Denney, Education - - - - -	2568.00
F. H. Harrin, Director Training School - - - - -	2568.00
G. D. Estes, Mathematics and Physics - - - - -	2568.00
E. E. Cordrey, Chemistry - - - - -	2568.00
W. B. Woodson, Physical Education - - - - -	2568.00
C. V. Robinette, Biology and Physics - - - - -	2112.00
Flora A. Haas, Biology - - - - -	2112.00
Ada Jane Harvey, Foreign Language - - - - -	2112.00
Maude Carnichael, Economics and Sociology - - - - -	2112.00
E. L. Higgins, History - - - - -	2040.00
L. C. Thompson, History - - - - -	2040.00
Homer F. Hess, Music - - - - -	2040.00
Troy Jones, Agriculture - - - - -	2040.00
George Moore, Supv. Training School - - - - -	1920.00
A. E. Burdick, Geography and Sociology - - - - -	1800.00
Mary E. McKinney, Foreign Language - - - - -	1860.00
Jessie B. Montgomery, Supv. Training School - - - - -	1776.00
Laura Haynes, Supv. Training School - - - - -	1776.00
Mrs. Jessie Boardman, Supv. Training School - - - - -	1776.00
Mattie Sanders, Supv. Training School - - - - -	1776.00
Daisy H. Dickerman, Education - - - - -	1776.00
Ora Blackmun, English - - - - -	1776.00
Constance Mitchell, English - - - - -	1776.00
L. M. Caraher, Mathematics - - - - -	1776.00
Zona Ellen Smith, Physical Education and English - - - - -	1776.00
Marie Schichtl, Art and Drawing - - - - -	1776.00
Verna Chrysler, Supv. Training School - - - - -	1680.00
Glenn Kirkland, Speech - - - - -	660.00
Mrs. W. C. Thompson, Ensemble - - - - -	270.00
Roscoe Looper, Janitor - - - - -	600.00
William Mattison, Janitor - - - - -	600.00
Evan Williams, Janitor - - - - -	480.00
Connie Lee Springer, Secretary to President - - - - -	1080.00
Eleanor Holt, Stenographer Extension Department - - - - -	720.00
Louise Kline, Stenographer Registrar's office - - - - -	720.00
Hugh C. Brooke, Medical Adviser - - - - -	480.00
Lucy Jane Brannon, Nurse - - - - -	660.00
Mrs. Merlin Moore, Travelling Representative 1/4 year - - - - -	375.00

RECOMMENDATIONS

1. It is recommended that the President be authorized to fill whatever vacancies there are in the list for which places have been left in the budget; to employ whatever additional helpers are needed for the summer school; and to employ whatever help is needed in the dormitories and dining hall, janitors in the buildings, firemen at the heat plant, laborers on the campus and farm, always keeping within the funds available.
2. That the President be authorized to work out with representatives of the State Vocational Board plans for Agriculture, Home Economics and Industrial Arts, same to be submitted at a later meeting.
3. That the President be authorized to work out with Mr. Matthews and Judge Harper plans for reimbursement on salaries of supervisors of Agriculture and Home Economics in Faulkner County.
4. That contracts be approved with the Conway School District for practice teaching - the District to pay the College \$1800.00 per year.
5. That room and board be listed by the calendar month instead of by the school month and that the charges for next year be \$24.00 and \$25.00 per month - \$7.00 and \$8.00 for room rent and \$17.00 for board.

That rent for rooms in the Apartment Dormitory be \$19.00 for a single apartment and \$32.00 for a double apartment.

6. That an examination and hospitalization fee of \$1.50 per semester and 50¢ for each term in summer session be charged all students, to cover:
 1. Cost of physical examination by a physician at least once each year.
 2. Hospitalization, which will include room and board and general nursing and expense of the operating room for emergency operations, for one week.

This is necessary on account of the new regulations passed this year by the American Association of Teachers Colleges.

7. That the President be authorized to enter into contract with the Faulkner County Hospital for the hospital services mentioned above.

H.L. McAlister

H.L. McAlister, President

Motion by Humphrey, seconded by Laney that the budget for 1938-39 as submitted be approved and that the faculty as recommended be elected and that all the recommendations made be approved. Motion carried.

President McAlister, acting as Treasurer of the Board of Trustees submitted final report of the distribution of funds for the construction completed under the provisions of PWA Docket No. 1092-R.

To: The Board of Trustees
Arkansas State Teachers College

As Treasurer of the Board of Trustees I desire to make the following report on the completion of the construction carried on under the provisions of PWA Docket No. Ark. 1092-R. The work has been completed, bills have all been paid and a statement of the finances involved is made below:

INCOME

Bond Sale - - - - -	\$245,000.00
Federal Grant - - - - -	200,454.00
Refund Posey and Edwards - - - - -	655.86
Transfer from cash fund college (Interest) - - - - -	4,900.00
Donations (on name plate)	
Posey and Edwards - - - - -	\$10.00
Gravier and Harper - - - - -	10.00
I. K. Electric Company --	10.00
Wittenberg and Delony - - - - -	10.00
H. L. McAlister - - - - -	5.91
	45.91
	451,055.77

DISBURSEMENTS

Administrative - - - - -	323.35
Land - - - - -	2,510.00
Attorney Fee - - - - -	2,000.00
Architects Fee - - - - -	24,723.40
Contractors:	
Stewart - - - - -	1,687.87
Posey and Edwards - - - - -	280,991.25
Gravier and Harper - - - - -	82,883.30
I. K. Electric Company	19,255.00
Sheldon - - - - -	20,261.65
Oklahoma Scenic - - - - -	1,447.85
Henson - - - - -	4,000.00
Pence - - - - -	1,023.18
	411,550.10
Arkansas Foundry (2 name plates) - - - - -	148.92
Interest paid Federal Reserve Bank - - - - -	9,800.00
	\$451,055.77

AAD468

H. L. McAlister
H. L. McAlister
Treasurer

Motion by Humphrey, seconded by Smith that the report be filed and made a part of the permanent record of the Board. Motion carried.

An explanation by President McAlister was made of the meeting with the Board of the Reconstruction Finance Corporation in Washington on March 1 with reference to reducing the interest on RFC Bonds from 5½ percent to 4 percent.

Motion by Smith, seconded by Laney that the expenses incurred by Attorneys Wheatley and Williamson be paid. Motion carried.

Motion by Humphrey, seconded by Smith that the Board of Trustees approve the appointment by the President of a board to raise funds for a portrait of Miss Waldran to be placed in the chapel. The Board is as follows:

- Mrs. B. W. Torreyson, Chairman
- Miss Mattie Sanders, Representing the faculty
- Miss Leona Scott, Representing the alumni
- Mrs. S. G. Smith, Representing the town of Conway

That the college donate \$100.00 to this memorial. Motion carried.

Motion by Laney, seconded by Humphrey that upon recommendation of President McAlister the following leaves and appointments for the summer school faculty be approved:

- Dr. D. D. McBrien be given leave of absence to teach the first term at the University of Arkansas.
- Dr. Granville D. Davis be employed the first summer term at a salary of \$150.00.
- Miss Grace Cunningham be employed for the first summer term at a salary of \$125.00

Motion carried.

Motion by Humphrey, seconded by Smith that the State Forestry Commission be granted permission to extend telephone lines from their look-out station near Conway to their office on the campus, the President and Secretary authorized to sign lease for such right of way. Motion carried.

President McAlister made a report on the provisions made for the summer school at Harrison, Arkansas.

Motion by Humphrey, seconded by Laney that the Board reaffirm its former action with reference to PWA program for dining hall and kitchen, a new dormitory, heat plant and other building. Motion carried.

Motion by Humphrey, seconded by Smith that Chairman T. H. Alford be elected to succeed Mr. W. E. Phipps as a member of the Building Committee. Motion carried.

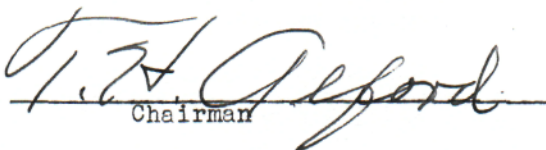
Motion by Humphrey, seconded by Smith that travel out of the state made by members of the staff under the direction of President McAlister be approved. Motion carried.

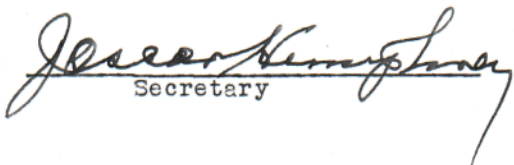
Motion by Humphrey, seconded by Smith that in the future the Board meet in regular quarterly meetings - the first Tuesday in September, December, March and June, the next regular meeting being the first Tuesday in September. Motion carried.

Motion by Humphrey, seconded by Smith that the Athletic Committee of the College be instructed to investigate the advisability of constructing permanent bleachers to seat 3000 on the athletic field and to install lights for night games of athletics. That the Building Committee of the Board be given authority to pass upon and make the necessary financial arrangements for such installation, if in their opinion it is advisable. Motion carried.

President McAlister explained the situation with regard to W. L. Gullledge who has been superintendent of buildings and grounds up to the first of March. Without formal action from the Board, but by personal expression from each member of the Board, President McAlister is authorized to give Mr. Gullledge another chance and the Board will back him in whatever action is taken.

The Board adjourned subject to the call of the Chairman.


Chairman


Secretary