

April 25, 1939

The Board of Trustees of the Arkansas State Teachers College met pursuant to the call of the Chairman in the office of the President of the College at Conway, Arkansas on April 25, 1939 at 10:00 o'clock a.m. The following members were present and voting:

Alford, Smith, Humphrey, Larey, Compere and Evans.  
Absent: Page.

Minutes of the meeting of March 15th read and approved.

The following recommendations for the year 1939-40 were made by President McAlister:

The proposed budget for 1939-40 is submitted herewith. The estimated income and expenditures for 1939-40 is as follows:

ESTIMATED INCOME

Fees from Students:

Matriculation - - - - -	\$23,000.00
Laboratory - - - - -	10,500.00
Extension Dept. - - - - -	11,740.00
Diploma Fees - - - - -	1,200.00
Conway Public School - - - - -	1,800.00
Music - - - - -	850.00
Miscellaneous - - - - -	1,000.00
Health - - - - -	1,850.00
Normal School of Ozarks - - - - -	750.00
	<u>\$52,690.00</u>

From the State:

Millage Tax - - - - -	\$100,000.00
Cigarette Tax - - - - -	8,000.00
	<u>\$108,000.00</u>

Total estimated Income - - - - - \$160,690.00

ESTIMATED EXPENDITURES

1. Administration	
1. Salaries - - - - -	\$14,435.50
2. Office Supplies & Expense - - - - -	6,325.00
11. Instructional Services	
1. Salaries - - - - -	\$76,351.50
2. Supplies, Equipment & Student Help-	13,505.00
111. Library - - - - -	9,408.00
IV. Extension Department - - - - -	11,740.00
V. Buildings and Grounds - - - - -	16,350.00
VI. Capital Outlay - - - - -	9,500.00
	<u>\$157,615.00</u>

The Budget recommended is as follows:

BUDGET 1939-40

1. Administration and General Control

1. Salaries - - - - -	\$14,435.50
a. President - - - - -	\$4000.00
b. Deans - - - - -	2047.50
c. Business Managers - - - - -	3408.00
d. Registrar and Examiner - - - - -	2040.00
e. Secretaries - - - - -	2340.00
f. Stenographers - - - - -	600.00

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2. Office Supplies and Expense - - - -\$6,325.00

a. Office Supplies - - - - -	\$ 200.00
b. Postage - - - - -	600.00
c. Freight and Express - - - - -	200.00
d. Telephone and Telegraph - - - - -	700.00
e. Travel Expense - - - - -	1450.00
f. Advertising - - - - -	350.00
g. Membership dues - - - - -	125.00
h. Commencement Expense - - - - -	600.00
i. Equipment - - - - -	400.00
j. Other expense, Bank exch. Bond pre. etc. - - - - -	200.00
k. Printing - - - - -	1500.00

II. Instructional Services

1. Salaries - - - - - \$76,351.50

A. College - - - - -	62,821.50
a. Agriculture - - - - -	\$4671.00
b. Art and Drawing - - - - -	1776.00
c. Biology - - - - -	4224.00
d. Education - - - - -	4986.00
e. English - - - - -	8719.50
f. Foreign Language - - - - -	3972.00
g. Geography - - - - -	2220.00
h. History - - - - -	6720.00
i. Home Economics - - - - -	4524.00
j. Industrial Arts - - - - -	(To be refunded)
k. Mathematics - - - - -	4344.00
l. Music - - - - -	2985.00
m. Physical Education - - - - -	3900.00
n. Health - - - - -	600.00
o. Physical Science - - - - -	4368.00
p. Economics and Sociology - - - - -	3012.00
q. Vocational Education - - - - -	(All refunded)
r. Additional Summer School - - - - -	300.00
s. Normal School of Ozarks - - - - -	1500.00
B. Training School - - - - -	\$13530.00
a. Director of Training School - - - - -	\$1926.00
b. Critic Teachers - - - - -	11604.00

2. Supplies, Equipment and Student Help

A. College - - - - -	\$13,105.00
a. Agriculture - - - - -	600.00
b. Art and Drawing - - - - -	800.00
c. Biology - - - - -	1500.00
d. Education - - - - -	200.00
e. Foreign Language - - - - -	140.00
f. Geography - - - - -	300.00
g. Home Economics - - - - -	1000.00
h. Industrial Arts - - - - -	500.00
i. Music - - - - -	1225.00
j. Physical Education - - - - -	3000.00
k. Physical Science - - - - -	2500.00
l. Speech and Expression - - - - -	200.00
m. Normal School of the Ozarks - - - - -	500.00
n. Hospitalization - - - - -	1140.00
B. Training School - - - - -	\$400.00
a. Supplies and Equipment - - - - -	400.00

III. Library - - - - - \$9408.00

a. Salaries - - - - -	4908.00
b. Student Help - - - - -	1500.00
c. Books - - - - -	1500.00
d. Subscriptions - - - - -	600.00
e. Binding - - - - -	300.00
f. Supplies - - - - -	200.00
g. Other Expenses - - - - -	400.00

IV. Extension Department - - - - -	-\$11,740.00	
a. Director of Extension 1/2 time - - - - -		\$1320.00
b. Traveling Representative 1/2 yr. - - - - -		750.00
c. Secretary - - - - -		720.00
d. Personal Services - - - - -		4500.00
e. Student Help - - - - -		450.00
f. Office Supplies - - - - -		500.00
g. Postage - - - - -		1000.00
h. Books - - - - -		1000.00
i. Printing - - - - -		500.00
j. Travel and incidentals - - - - -		1000.00
V. Buildings and Grounds - - - - -	-\$16,350.00	
1. Salaries and Wages		
a. Heat Supt. - - - - -		-1350.00
b. Janitors (3 Persons) - - - - -		-1800.00
c. Nightwatchman - - - - -		400.00
d. Student Help - - - - -		3000.00
2. Fuel and 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 - - - - -	-\$9500.00	
1. Equipment - - - - -		1500.00
2. Improvements - - - - -		8000.00

The distribution of salaries by departments is as follows:

#### ADMINISTRATION AND GENERAL CONTROL

A. President		
H. L. McAlister - - - - -		\$4000.00
B. Deans		
A. J. Meadors (3/4 time) - - - - -		2047.50
C. Business Managers		
Guy E. Smith - - - - -		2208.00
Robt. S. Springer - - - - -		1200.00
D. Registrar and Examiner		
G. Y. Short - - - - -		2040.00
E. Secretaries		
President - - - - -		1200.00
Dean - - - - -		300.00
Registrar - - - - -		840.00
F. Stenographers - - - - -		600.00

#### AGRICULTURE

O. D. Smith - - - - -		2631.00
Troy Jones - - - - -		2040.00

#### ART AND DRAWING

Marie Schichtl - - - - -		1776.00
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#### BIOLOGY

Flora A. Haas - - - - -		2112.00
C. V. Robinette - - - - -		2112.00

#### EDUCATION

C. C. Denney - - - - -		2568.00
F. H. Harrin (1/4 time) - - - - -		624.00
Daisy <sup>u</sup> . Dickerman - - - - -		1776.00

#### ENGLISH

P. R. Clugston - - - - -		2631.00
A. J. Meadors (1/4 time) - - - - -		682.00
Ora Blackmun - - - - -		1776.00
Constance Mitchell - - - - -		1776.00
Zona Ellen Smith (1/2 time) - - - - -		444.00
Glenn Kirkland - - - - -		600.00
Additional Teacher (1/2 time) - - - - -		810.00

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FOREIGN LANGUAGE

Ada Jane Harvey - - - - - \$2112.00  
Mary E. McKinney - - - - - 1860.00

GEOGRAPHY

H. L. Minton (1/2 time) - - - - - 1320.00  
A. E. Burdick(1/2 time) - - - - - 900.00

HISTORY AND POLITICAL SCIENCE

D. D. McBrien - - - - - 2640.00  
E. L. Higgins - - - - - 2040.00  
L. C. Thompson - - - - - 2040.00

HOME ECONOMICS

Lucy Torson - - - - - 1860.00  
Edith Langley - - - - - 1776.00  
Mrs. Dollie R. Holl - - - - - 888.00

MATHEMATICS

G. D. Estes - - - - - 2568.00  
L. M. Caraher - - - - - 1776.00

MUSIC

Homer F. Hess - - - - - 2040.00  
Music Assistant - - - - - 945.00

PHYSICAL EDUCATION

W. B. Woodson - - - - - 2568.00  
Zona Ellen Smith (3/4 time)- - - - - 1332.00

PHYSICAL SCIENCE

E. E. Cordrey - - - - - 2568.00  
W. C. Ferguson - - - - - 2000.00

ECONOMICS AND SOCIOLOGY

Maude Carmichael - - - - - 2112.00  
A. E. Burdick (1/2 time)- - - - - 900.00

VOCATIONAL EDUCATION (all refunded)

S. D. Mitchell - - - - - 2400.00  
Kate Williams - - - - - 2400.00  
Rosa Walker - - - - - 2160.00  
Anna Carroll Fults (1/2 salary) - - - - - 900.00

TRAINING SCHOOL

F. H Harrin (3/4 time) - - - - - 1926.00  
Jessie B. Montgomery - - - - - 1776.00  
Laura Haynes - - - - - 1776.00  
Mrs. Jessie Boardman - - - - - 1776.00  
Mattie Sanders - - - - - 1776.00  
Verna Chrysler - - - - - 1680.00  
George Moore - - - - - 1920.00  
Anna Carroll Fults (1/2 salary) - - - - - 900.00

ADDITIONAL SUMMER SCHOOL - - - - - 300.00

NORMAL SCHOOL OF OZARKS - - - - - 1500.00

LIBRARY

Mrs. F. B. McGlachlin - - - - - 1824.00  
Mrs. Annie B. Gibson - - - - - 1332.00  
Evie Shaw - - - - - 1332.00  
Mrs. Laura Boggess (1/2 salary) - - - - - 420.00

## DEPARTMENT OF PUBLIC RELATIONS

H. L. Minton(1/2 time) - - - - -	\$1320.00
Eleanor Holt - - - - -	720.00
Harry Kirshman (1/2 year) - - - - -	750.00

## HEALTH

Hugh C. Brooke - - - - -	600.00
Lucy Jane Brannon (to be paid by dormitories)	660.00

It is recommended that the faculty listed below be elected at the salary set opposite each name.

## FACULTY RECOMMENDED

1939-40

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 Mg. - - -	1200.00
Mrs. Florence B. McGlachlin, Librarian - - - - -	1824.00
Evie Shaw, Assistant Librarian - - - - -	1332.00
Mrs. Annie B. Gibson, Assistant Librarian - - -	1332.00
Mrs. Laura Boggess, Assistant Lib. (1/2 salary)	420.00
D. D. McBrien, History and Political Science - -	2640.00
O. D. Smith, Agriculture - - - - -	2631.00
P. R. Clugston, English - - - - -	2631.00
H. L. Minton, Geography and Ext. Dept. - - - -	2631.00
C. C. Denney, Education - - - - -	2568.00
F. H. Harrin, Director Training School - - - -	2568.00
G. D. Estes, Mathematics - - - - -	2568.00
E. E. Cordrey, Chemistry - - - - -	2568.00
W. B. Woodson, Physical Education - - - - -	2568.00
C. V. Robinette, Biology - - - - -	2112.00
Flora A. Haas, Biology - - - - -	2112.00
Ada Jane Harvey, Foreign Language - - - - -	2112.00
Maude Carmichael, 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
W. C. Ferguson, Physical Science - - - - -	2000.00
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 Eng. -	1776.00
Marie Schichtl, Art and Drawing - - - - -	1776.00
Verna Chrisler, Supv. Training School - - - -	1680.00
Glenn Kirkland, Speech and English - - - - -	600.00
Lucy Torson, Home Economics - - - - -	1860.00
Edith Langley, Home Economics - - - - -	1776.00
Mrs. Dollie R. Holl, Home Economics (1/2 time)-	888.00
Anna Carroll Fults, Home Economics (1/2 time) -	900.00
Roscoe Looper, Janitor - - - - -	600.00
William Mattison, Janitor - - - - -	600.00
Evan Williams, Janitor - - - - -	600.00
Connie Lee Springer, Secretary - - - - -	1200.00
Eleanor Holt, Stenographer - - - - -	720.00
Louise Kline, Stenographer - - - - -	840.00
Hugh C. Brooke, Medical Adviser - - - - -	600.00
Lucy Jane Brannon, (to be paid by dormitories)-	660.00

## Further Recommendations:

1. 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 additional helpers as needed for the summer school; for the operation of the summer school of the Normal School of the Ozarks at Harrison; 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 budget of funds available.

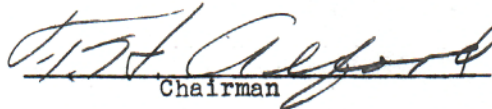
2. That the President be authorized to work out with the State Commissioner and representatives of the State Vocational Board plans for Agriculture, Home Economics and Industrial Arts.

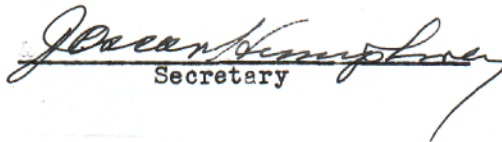
3. That the President be authorized to work out with Mr. Smith and Judge Harper plans for reimbursement on salaries of supervisors of Agriculture and Home Economics in Faulkner County.

4. That contracts be approved with the Conway School District for practice teaching - the District to pay the College \$1800.00 per year.

Motion by Smith, seconded by Humphrey that the suggested budget be adopted; that the faculty be elected at the salary set opposite each name for the year 1939-40 or so long as their services are satisfactory to the Board; and that the recommendations be approved. Motion carried.

The Board adjourned subject to the call of the Chairman.

  
Chairman

  
Secretary