The Board of Trustees of the Arkansas State Teachers College met at the office of the Chairman of the Board, the State Commissioner of Education in the State Capitol at Little Rock at 10:00 a.m. Tuesday, April 16 with the following members present and voting: Alford, Page, Larey, Humphrey, Smith. Absent: Evans, Compere. President McAlister, Business Manager Smith and State Comptroller Goff were also present.

Minutes of the meeting December 5, 1939 read and approved.

The Insurance Committee reported that insurance in the amount and on the buildings approved at the meeting December 5, 1939 had been taken under one schedule as of January 1, 1940, and had been distributed to insurance agents in the proportion previously agreed upon.

Motion by Humphrey, seconded by Larey that the Board approve the recommendation of President McAlister that Carl Bird of Wilson, Arkansas be employed to work for one summer term this year in the Department of Education at a salary of $150.00 for the term.

Motion carried.

President McAlister explained the plans for the operation of the summer school at Harrison this year. The number of teachers answering the questionnaires was so small that it is thought advisable to reduce the school to about four teachers.

After a general discussion regarding an organization of the state supported educational interests it was the opinion of the Board of Trustees that there should be one organization of all state supported educational interests to include the University, all colleges, the two vocational schools, the negro school at Pine Bluff and the public schools.

Motion by Larey, seconded by Humphrey that if such an organization can be perfected that Trustee Smith be the official representative of the Board of Trustees of the Arkansas State Teachers College and that he with President McAlister attend such meetings and represent the college and its Board of Trustees.

Motion carried.

Motion by Humphrey, seconded by Larey that Troy Jones of the Department of Agriculture be granted one year leave of absence effective September 1, 1940 in order to do graduate work.

Motion carried.

Motion by Larey, seconded by Humphrey that H. L. McAlister be elected president for the year 1940-41 at a salary of $4000.00.

Motion carried.

President McAlister made the following recommendations with regard to the budget for 1940-41:

To: The Board of Trustees
Arkansas State Teachers College

I submit herewith my suggestions for budget and for the salary of the faculty for the fiscal year 1940-41. I desire to make the following recommendations:

1. That the budget of 1940-41 be approved; that a check on income be made in October and a reassignment of budget funds be made if necessary in light of the income from fees for the first semester; that department and activities operate within the budget allowance.

2. That salaries for 1939-40 be paid in full even if we must go into the cash funds in September to do it.

3. That a personnel committee composed of Trustee Alford, Trustee
Smith and President McAlister be authorized to fill whatever vacancies there are in the list for which places have been left in the budget; to employ additional helpers if 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 heating plant, laborers on the campus and farm -- always keeping within the budget allowance.

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

5. 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.

6. That President McAlister be authorized to work out with the Board of Directors of the Conway School District any plans for practice teaching next year.

ESTIMATED INCOME

Fees from Students:
Matriculation fees $23,000.00
Laboratory fees 12,000.00
Extension Dept. fees 11,840.00
Health fees 2,000.00
Diploma fees 1,200.00
Miscellaneous fees 1,000.00
Conway Public School 1,000.00
Normal School of the Ozarks 600.00 $52,640.00

From the State:
Ad Valorem Tax 80,000.00
Sales Tax (Homestead Exemption Loss) 13,500.00
Cigarette Tax (Net) 10,000.00
Cigarette Tax (Formerly going to the Normal School of the Ozarks) 7,000.00 $110,500.00

Total Estimated Income $163,140.00

ESTIMATED EXPENDITURES

Administration:
1. Salaries $14,453.00
2. Office Supplies and Expense 6,425.00

Instructional Services:
1. Salaries 74,790.00
2. Supplies, Equipment & Student Help 9,320.00

Library 9,113.00
Dept. of Public Relations 11,840.00
Buildings and Grounds 20,850.00
Capital Outlay 10,000.00

Total Estimated Expenditures $156,791.00
The Budget recommended is as follows:

**BUDGET 1940-41**

**I. Administration and General Control:**

1. **Salaries**
   - President: $4000.00
   - Deans: $1365.00
   - Business Managers: $3408.00
   - Registrar and Examiner: $2040.00
   - Traveling Representative: $750.00
   - Secretaries: $2290.00
   - Stenographers: $600.00

2. **Office Supplies and Expense**
   - Office Supplies: $200.00
   - Postage: $800.00
   - Freight and Express: $200.00
   - Telephone and Telegraph: $800.00
   - Travel Expense: $1450.00
   - Advertising: $150.00
   - Membership Dues: $125.00
   - Commencement Expense: $600.00
   - Equipment: $400.00
   - Other expense, Bank Exchange, Bond Prem., etc.: $200.00
   - Printing: $1500.00

**II. Instructional Services**

1. **Salaries**
   - College: $74,790.00
     - Agriculture: $4471.00
     - Art and Drawing: $1775.00
     - Biology: $4224.00
     - Education: $4989.00
     - English: $7861.00
     - Foreign Language: $3972.00
     - Geography: $2220.00
     - History: $6720.00
     - Home Economics: $4524.00
     - Mathematics: $4344.00
     - Music: $2040.00
     - Physical Education: $6720.00
     - Health: $1380.00
     - Physical Science: $4568.00
     - Economics and Sociology: $3012.00
     - Vocational Education (All Refunded)
     - Additional Summer School: $300.00
     - Normal School of Ozarks: $1000.00
   - Training School: $13,410.00
     - Director: $1926.00
     - Critic Teachers: $11,484.00

2. **Supplies, Equipment and Student Help**
   - College: $9320.00
     - Agriculture: $600.00
     - Art and Drawing: $500.00
     - Biology: $1000.00
     - Education: $100.00
     - Foreign Language: $100.00
     - Geography: $400.00
     - Home Economics: $1200.00
     - Music: $500.00
     - Physical Education: $1500.00
     - Physical Science: $2000.00
     - Speech and Expression: $200.00
     - Normal School of Ozarks: $100.00
     - Hospitalization: $720.00
   - Training School: $400.00
     - Supplies and Equipment: $400.00
III. Library  $9,113.00
   a. Salaries   4,988.00
   b. Student Help   1,500.00
   c. Books   1,500.00
   d. Subscriptions   850.00
   e. Binding   1,250.00
   f. Supplies   250.00
   g. Equipment   100.00

IV. Dept. of Public Relations  $11,840.00
   a. Director of Extension 1/2 time   1,320.00
   b. Traveling Representative 1/2 year   750.00
   c. Secretary   720.00
   d. Personal Services   4,500.00
   e. Student Help   450.00
   f. Office Supplies   350.00
   g. Postage   1,000.00
   h. Books   1,250.00
   i. Printing   500.00
   j. Travel and Incidents   1,600.00

V. Buildings and Grounds  $20,850.00
   1. Salaries and Wages
      a. Heat Superintendent   1,350.00
      b. Janitors (3 persons)   1,800.00
      c. Night Watchman   400.00
      d. Student Help   2,000.00
   2. Fuel and Natural Gas   4,000.00
   3. Current and Water   4,500.00
   4. Janitor Supplies   1,000.00
   5. Insurance   4,000.00
   6. Repairs (Bldgs. and Equipment)   1,500.00
   7. General Supplies   800.00
   8. Other Expense   100.00

VI. Capital Outlay  $10,000.00
   1. Improvements   10,000.00

The distribution of salaries by departments recommended for 1940-41 to be as follows:

ADMINISTRATION AND GENERAL CONTROL
A. President
   H. L. McAlister   $4,000.00
B. Deans
   A. J. Meadors - 1/2 time   1,365.00
C. Business Managers
   Guy E. Smith   2,208.00
   Robt. S. Springer   1,800.00
D. Registrar and Examiner
   G. Y. Short   2,040.00
E. Traveling Representative
   Harry Kirshman - 1/2 year   750.00
F. Secretaries
   President   1,200.00
   Dean   250.00
   Registrar   840.00
G. Stenographers   600.00

INSTRUCTIONAL SERVICES
AGRICULTURE
   C. D. Smith   2,610.96
   Troy Jones - 2 Mos @ $170.00   340.00
   Instructor in Agri. 10 Mos @ $150.00   1,500.00

ART AND DRAWING
   Marie Schichtl   1,776.00

BIOLOGY
   Flora A. Haas   2,112.00
   C. V. Robinette   2,112.00
### EDUCATION
- C. C. Denney - $2568.00
- F. H. Harrin - 1/4 time - 624.00
- Daisy R. Dickerman - - 1776.00

### ENGLISH
- Professor in English - 10 Mos. @ $200.00 - 2000.00
- A. J. Leaords - 1/2 time - 1365.00
- Ada Blackmun - - 1776.00
- Constance Mitchell - - 1776.00
- Zona Ellen Smith - 1/4 time - 444.00
- Glenn Kirkland - - 600.00

### FOREIGN LANGUAGE
- Ada Jane Harvey - - 2112.00
- Mary E. McKinney - - 1880.00

### 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. E. Higgins - - 2040.00
- L. G. Thompson - - 2040.00

### HOME ECONOMICS
- Lucy K. Torson - - 1860.00
- Edith Langley - - 1776.00
- Mrs. Dollie R. Hol - 1/2 time - 888.00

### MATHEMATICS
- C. D. Estes - - 2568.00
- L. M. Caraher - - 1776.00

### MUSIC
- Homer F. Hess - - 2040.00

### 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
- Meade Carmichael - - 2112.00
- A. E. Burdick - 1/2 time - 900.00

### VOCATIONAL EDUCATION (All Refunded)
- Kate Williams - - 2400.00
- Ross Walker - - 2160.00
- Anna Carroll Fults - - 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
- Kattie Sanders - - 1776.00
- Verna Chisler - - 1880.00
- Anna Carroll Fults - 1/2 salary - 900.00
- Supervisor in High School - - 1800.00

### ADDITIONAL SUMMER SCHOOL
- - - - - - - 300.00

### NORMAL SCHOOL OF OZARKS
- - - - - - - 1000.00

### LIBRARY
- Mrs. F. B. McGlachlin - - 1232.00
- Mrs. Annie B. Gibson - - 1332.00
- Evie Shaw - - 1332.00
### Faculty 1940-41

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary</th>
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<tr>
<td>H. L. Minton</td>
<td>1/2 time Medical Examiner</td>
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<td>Harry Kirshman</td>
<td>1/2 time Nurse</td>
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<tr>
<td>H. L. MacAllister</td>
<td>President</td>
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<td>A. J. Leaders</td>
<td>Dean of the College</td>
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<td>C. Y. Short</td>
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<td>W. N. Smith</td>
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<td>Robert S. Springer</td>
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<td>D. L. McBreen</td>
<td>Hist. &amp; Political Science</td>
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<td>J. D. Smith</td>
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<td>W. L. Linton, Geog. &amp; Ext.</td>
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<td>C. C. Denney</td>
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<td>F. H. Harris</td>
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<td>G. D. Bites</td>
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<td>W. E. Woodson</td>
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<td>C. V. Robinette</td>
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<td>Flora S. Haas</td>
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<td>Ma Jane Harvey</td>
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<td>Laude C. Carmichael</td>
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<td>I. C. Thompson</td>
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<td>Homer F. Hess</td>
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<td>Troy Joney</td>
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<td>A. B. Burdick</td>
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<td>W. C. Ferguson</td>
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<td>Laura Hayes</td>
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<td>Mrs. Jessie Boardman</td>
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<td>Lottie Sanders</td>
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<td>Ora Blackman</td>
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<td>Zona Ellen Smith</td>
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<td>Katie Schickel</td>
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<td>Verna Chrisler</td>
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<td>Glenn Kirkland</td>
<td>Speech and English</td>
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<td>Lucy Torson</td>
<td>Home Economics</td>
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<td>Adith Langley</td>
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<td>Ira. Della A. Hall</td>
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<td>Anna Carroll Fultz</td>
<td>Home Economics (1/2 time)</td>
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<td>Rosema Looper</td>
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<td>William Lattison</td>
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<td>Kay Williams</td>
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<tr>
<td>Connie Lee Springer</td>
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<td>Eleanor Holt</td>
<td>Stenographer</td>
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<td>Louise Hille</td>
<td>Stenographer</td>
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<td>Harry Kirshman</td>
<td>Traveling Representative</td>
<td>1500.00</td>
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<tr>
<td>W. L. Gulledge</td>
<td>Supt. Bldgs. and Grounds</td>
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<tr>
<td>Hugh C. Brooke</td>
<td>Medical Adviser</td>
<td>720.00</td>
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</table>
Motion by Larey, seconded by Humphrey that the recommendations of President McAllister be approved.

Motion carried.

Motion by Humphrey, seconded by Larey that the faculty recommended above be employed for the year 1940-41 or as long as their services are satisfactory to the Board.

Motion carried.

There was a general discussion of the finances of the college. Data concerning income and needs were submitted to the Board for their information. No official action was taken, except that President McAllister was instructed to not undertake at the present time any additional building program and that no purchases for material, equipment or supplies would be made that was not necessary for the operation of the college.

The Board adjourned, subject to the call of the President.

[Signatures]

Chairman

Secretary