

April 16, 1940

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

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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

1. Administration and General Control:

1. Salaries - - - - -	\$14,453.00	
a. President - - - - -		\$4000.00
b. Deans - - - - -		1365.00
c. Business Managers - - - - -		3408.00
d. Registrar and Examiner - - - - -		2040.00
e. Traveling Representative - - - - -		750.00
f. Secretaries - - - - -		2290.00
g. Stenographers - - - - -		600.00
2. Office Supplies and Expense - - - - -	\$6425.00	
a. Office Supplies - - - - -		200.00
b. Postage - - - - -		800.00
c. Freight and Express - - - - -		200.00
d. Telephone and Telegraph - - - - -		800.00
e. Travel Expense - - - - -		1450.00
f. Advertising - - - - -		150.00
g. Membership Dues - - - - -		125.00
h. Commencement Expense - - - - -		600.00
i. Equipment - - - - -		400.00
j. Other expense, Bank Exchange, Bond Prem. etc. - - - - -		200.00
k. Printing - - - - -		1500.00

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II. Instructional Services

1. Salaries - - - - -	\$74,790.00	
A. College - - - - -	61,380.00	
a. Agriculture - - - - -		4471.00
b. Art and Drawing - - - - -		1776.00
c. Biology - - - - -		4224.00
d. Education - - - - -		4968.00
e. English - - - - -		7961.00
f. Foreign Language - - - - -		3972.00
g. Geography - - - - -		2220.00
h. History - - - - -		6720.00
i. Home Economics - - - - -		4524.00
j. Mathematics - - - - -		4344.00
k. Music - - - - -		2040.00
l. Physical Education - - - - -		3900.00
m. Health - - - - -		1380.00
n. Physical Science - - - - -		4568.00
o. Economics and Sociology - - - - -		3012.00
p. Vocational Education (All Refunded)		
q. Additional Summer School - - - - -		300.00
r. Normal School of Ozarks - - - - -		1000.00
B. Training School - - - - -	\$13,410.00	
a. Director - - - - -		1926.00
b. Critic Teachers - - - - -		-11,484.00

2. Supplies, Equipment and

Student Help - - - - -	\$9320.00	
A. College - - - - -	8920.00	
a. Agriculture - - - - -		600.00
b. Art and Drawing - - - - -		500.00
c. Biology - - - - -		1000.00
d. Education - - - - -		100.00
e. Foreign Language - - - - -		100.00
f. Geography - - - - -		400.00
g. Home Economics - - - - -		1200.00
h. Music - - - - -		500.00
i. Physical Education - - - - -		1500.00
j. Physical Science - - - - -		2000.00
k. Speech and Expression - - - - -		200.00
l. Normal School of Ozarks - - - - -		100.00
m. Hospitalization - - - - -		720.00
B. Training School - - - - -	\$400.00	
a. Supplies and Equipment - - - - -		400.00

III. Library - - - - -	\$9,113.00
a. Salaries - - - - -	\$4988.00
b. Student Help - - - - -	1500.00
c. Books - - - - -	1500.00
d. Subscriptions - - - - -	650.00
e. Binding - - - - -	125.00
f. Supplies - - - - -	250.00
g. Equipment - - - - -	100.00

IV. Dept. of Public Relations - - - - -	\$11,840.00
a. Director of Extension 1/2 time - - - - -	1320.00
b. Traveling Representative 1/2 year - - - - -	750.00
c. Secretary - - - - -	720.00
d. Personal Services - - - - -	4500.00
e. Student Help - - - - -	450.00
f. Office Supplies - - - - -	350.00
g. Postage - - - - -	1000.00
h. Books - - - - -	1250.00
i. Printing - - - - -	500.00
k. Travel and Incidentals - - - - -	1000.00

V. Buildings and Grounds - - - - -	\$20,850.00
1. Salaries and Wages	
a. Heat Superintendent - - - - -	1350.00
b. Janitors (3 persons) - - - - -	1800.00
c. Nightwatchman - - - - -	400.00
d. Student Help - - - - -	2000.00
2. Fuel and Natural Gas - - - - -	4000.00
3. Current and Water - - - - -	4500.00
4. Janitor Supplies - - - - -	1000.00
5. Insurance - - - - -	4000.00
6. Repairs (Bldgs. and Equipment) - - - - -	1500.00
7. General Supplies - - - - -	200.00
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 - - - - -	\$4000.00
B. Deans	
A. J. Meadors - 1/2 time - - - - -	1365.00
C. Business Managers	
Guy E. Smith - - - - -	2208.00
Robt. S. Springer - - - - -	1200.00
D. Registrar and Examiner	
G. Y. Short - - - - -	2040.00
E. Traveling Representative	
Harry Kirshman - 1/2 year - - - - -	750.00
F. Secretaries	
President - - - - -	1200.00
Dean - - - - -	250.00
Registrar - - - - -	840.00
G. Stenographers - - - - -	600.00

INSTRUCTIONAL SERVICES

AGRICULTURE

O. D. Smith - - - - -	2610.96
Troy Jones - 2 Mos. @ \$170.00 - - - - -	340.00
Instructor in Agri. 10 Mos @ \$150.00 - - - - -	1500.00

ART AND DRAWING

Marie Schichtl - - - - -	1776.00
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BIOLOGY

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

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EDUCATION		
	C. C. Denney - - - - -	\$2568.00
	F. H. Harrin - 1/4 time - - - - -	624.00
	Daisy H. Dickerman - - - - -	1776.00
ENGLISH		
	Professor in English - 10 Mos. @ \$200.00 - - - - -	2000.00
	A. J. Meadors - 1/2 time - - - - -	1365.00
	Ora 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 - - - - -	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 E. Torson - - - - -	1860.00
	Edith Langley - - - - -	1776.00
	Mrs. Dollie R. Holl - 1/2 time - - - - -	888.00
MATHEMATICS		
	G. 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		
	Maude 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
	Mattie Sanders - - - - -	1776.00
	Verna Chrisler - - - - -	1680.00
	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 - - - - -	1824.00
	Mrs. Annie B. Gibson - - - - -	1332.00
	Evie Shaw - - - - -	1332.00

DEPARTMENT OF PUBLIC RELATIONS

H. L. Minton - 1/2 time - - - - -	1320.00
Harry Kirshman - 1/2 time - - - - -	750.00

HEALTH

Medical Examiner- - - - -	720.00
Nurse - - - - -	660.00

FACULTY RECOMMENDED 1940-41

H. L. McAlister, President	4000.00
A. J. Meadors, Dean of the College	2730.00
G. Y. Short, Registrar & Examiner	2040.00
Guy E. Smith, Business Manager	2308.00
Robert S. Springer, Asst. Business Manager	1200.00
Mrs. Florence B. McGlachlin, Librarian	1824.00
Evie Shaw, Assistant Librarian	1332.00
Mrs. Annie B. Gibson, Assistant Librarian	1332.00
D. D. McBrien, Hist. & Political Science	2640.00
O. D. Smith, Agriculture	2610.96
H. L. Minton, Geog. & Extension Dept.	2610.96
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
I. C. Thompson, History	2040.00
Homer F. Hess, Music	2040.00
Troy Jones, Agriculture	2040.00
A. E. Burdick, Geography and Sociology	1800.00
W. C. Ferguson, Physical Science	2000.00
Lary 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 R. Dickerman, Education	1776.00
Ora Blackmun, English	1776.00
Constance Mitchell, English	1776.00
L. M. Caraher, Mathematics	1776.00
Zona Ellen Smith, Physical Educ. and English	1776.00
Marie Schichtl, Art and Drawing	1776.00
Verna Chrisler, Supv. Training School	1680.00
Glenn Kirkland, Speech and English	720.00
Lucy Torson, Home Economics	1860.00
Edith Langley, Home Economics	1776.00
Mrs. Dollie R. Moll, 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
Harry Kirshman, Traveling Representative	1500.00
W. L. Gullette, Supt. Bldgs. and Grounds	1350.00
Hugh C. Brooke, Medical Adviser	720.00

Motion by Larey, seconded by Humphrey that the recommendations of President McAlister 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 McAlister 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.

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T. H. Alford
Chairman

J. C. Humphrey
Secretary