

May 26, 1941

The Board of Trustees of the Arkansas State Teachers College met in the President's office in the Administration Building at the Arkansas State Teachers College, Conway, Arkansas at 1:00 p.m. Monday, May 26, 1941. Present and voting: Bachelor, Kendall, McKinney, Bateman, Cox, Elton and Maze. Absent: None. President McAlister was also present.

Minutes of the meeting April 26, 1941, read and approved.

Mr. Bryan Sims of the State Comptroller's office presented to the Board an audit of the books of the college for the information of the Board. Each member of the Board was presented with a copy. Motion by McKinney, seconded by Kendall that the audit report made by Mr. Sims, Mr. Clerget and Mr. George be accepted, and made a part of the record of the college. Motion carried.

The committee on teacher retirement made the following report:

The committee delegated to consider the possibility of the teaching staff of the Arkansas State Teachers College entering the Teacher Retirement program would like to submit the following report and recommendations:

It was found that practically all of the teaching staff would like to come in on the Teacher Retirement System provided the college budget would bear the expense of the retroactive feature, which would require back payment of three years. This would cost the college about \$3000.00 a year.

It was found that approximately three-fourths of the faculty would come in on the program if the teachers were required to pay the back payments and the school budget would bear the school's part in the future.

It was found that only thirteen would be interested if they would be required to pay the back payments and the future ones, also.

Therefore, based on the above findings, the committee would like to recommend that the college go into the Teacher Retirement System on a plan for the faculty to pay the back payments and the college budget to bear its part of the future payments. It is the feeling of the committee, however, that in cases where staff members withdraw from the profession or leave the state, a plan should be worked out whereby the member would be re-imbursed for the funds put into the system.

Signed by

Bruce Kendall, Chairman
Dr. A. M. Elton
R. A. Cox

Motion by Maze, seconded by McKinney that teacher retirement as recommended by the committee be accepted. Motion carried.

The committee on finance presented the following income and budget report for the fiscal year July 1, 1941, to June 30, 1942.

ESTIMATED INCOME:

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|---------------------------|-----------|
| Ad Valorem Tax | 74,021.43 |
| Sales Tax - Homestead Ex. | 14,700.00 |
| Cigarette Tax | 29,500.00 |
| Matriculation Fees- | 21,745.20 |
| Laboratory Fees | 11,000.00 |
| Extension Dept. Fees | 11,200.00 |
| Health Fees | 2,000.00 |
| Diploma Fees | 1,100.00 |
| Miscellaneous Fees | 750.00 |
| Dormitory Rents | 33,000.00 |
| Building Fees | 18,000.00 |
| Dining Hall | 51,000.00 |
| Farm | 10,000.00 |
| Gate and Student Activity | 10,000.00 |
| C. A. A. Fees | 2,000.00 |

TOTAL ESTIMATED INCOME 290,016.63

ESTIMATED EXPENDITURES:

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|---|-------------------|
| Debt Service Requirements | 55,280.00 |
| Administration - Salaries | 14,453.00 |
| Administration - Expense | 5,375.00 |
| Instructional - Salaries | 72,746.20 |
| Instructional - Expense | 7,870.00 |
| Library Expense | 8,613.00 |
| Dept. of Public Relations | 11,090.00 |
| Buildings and Grounds | 19,850.00 |
| Capital Outlay | 1,000.00 |
| Dining Hall Expense | 49,000.00 |
| Farm Expense | 10,000.00 |
| Gate and Student Activities | 14,000.00 |
| Transfers--Assessors & Auditorial | 4,239.43 |
| Dormitory Expense | 13,500.00 |
| Retirement Expense | 3,000.00 |
| Total Expenditures & Decrease in Deficit | <u>290,016.63</u> |

Motion by Cox, seconded by Kendall that the budget recommended by the committee be adopted with the expenditures being cut in keeping with the plans to eliminate the deficit. Motion carried.

Motion by Elton, seconded by Kendall that the resignation of Miss Jessie B. Montgomery as supervisor in the Junior High School be accepted, to be effective August 31, 1941. Motion carried.

Motion by Maze, seconded by Elton that the Board discontinue the services of the following staff members at the close of their present contract, August 31, 1941, that President McAlister be instructed to inform them of this action.

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| Lucy Torson, Home Economics | Mrs. T. B. McNeely, Hostess Bernard Hall |
| Edith Langley, " " | Mrs. Mabel Caraway, Hostess Doyne Hall |
| Dollie R. Holl, " " | Laura Haynes, Supvr. Training School |

Motion carried.

Upon the recommendation of the Personnell Committee of the Board, motion by Kendall, seconded by Cox that the faculty listed below be elected for the ~~current~~ year 1941-42, for the position and at the salary set opposite each name. ~~Motion carried~~ changes *JKM* in salary to be effective Sept. 1, 1941. Motion Carried.

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| H. L. McAlister, President | |
| A. J. Meadors, Dean of the College and Professor English | 2730.00 |
| G. Y. Short, Registrar & Examiner | 2040.00 |
| Mrs. Nelson Smith, Jr., Dean of Women | 1776.00 |
| Connie Lee Springer, Secty to President | 1200.00 |
| Constance Mitchell, Librarian | 1824.00 |
| Evie Shaw, Asst. Librarian | 1332.00 |
| Mrs. Annie B. Gibson, Asst. Librarian | 1332.00 |
| D. D. McBrien, Head, Dept. of History | 2610.96 |
| O. D. Smith, Prof. & Head Dept. of Voc. Education | 2610.96 |
| H. L. Minton, Prof. & Head Dept. of Geography & Director of Public Relations | 2610.96 |
| Leslie P. Bigelow, Prof. & Head Dept. of English | 2610.96 |
| Witt Blair, Dept. of Education | 2500.00 |
| F. H. Harrin, Prof. of Education | 2568.00 |
| G. D. Estes, Mathematics | 2568.00 |
| E. E. Cordrey, Chemistry | 2568.00 |
| L. T. Roberts, Physical Education | 2100.00 |
| C. V. Robinette, Biology | 2040.00 |
| Flora A. Haas, Biology | 2112.00 |
| Ada Jane Harvey, Foreign Language | 2112.00 |
| Maude Carmichael, Econ. & Sociology | 2112.00 |
| E. L. Higgins, History | 2040.00 |
| L. C. Thompson, History | 2040.00 |
| Homer F. Hess, Music | 2040.00 |
| Troy Jones, Agri. & Dean of Men | 2040.00 |
| J. B. Wilson, English | 2040.00 |
| W. C. Ferguson, Physical Science | 2040.00 |

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| A. E. Burdick, Geog & Sociology | 1800.00 |
| Lewis Cooper, Supvr. Training School | 1800.00 |
| Mary E. McKinney, Foreign Language | 1860.00 |
| Mrs. A. J. Boardman, Supvr. Tr. School | 1776.00 |
| Mattie Sanders, Supvr. Tr. School | 1776.00 |
| Daisy H. Dickerman, Education | 1776.00 |
| Ora Blackmun, English | 1776.00 |
| J. M. Caraher, Mathematics | 1776.00 |
| Zona Ellen Smith, Phys. Educ. & English | 1776.00 |
| Marie Schichtl, Art & Drawing | 1776.00 |
| Verna Chrisler, Supvr. Tr. School | 1776.00 |
| Glenn Kirkland, Speech & English | 720.00 - |
| Anna Acrol Fults, Home Ec. ($\frac{1}{2}$ time) | 900.00 |
| Ted R. Worley, Supvr. Practice Teaching English (12 mos. \$1800.00 - \$1000.00 pd. by Conway High School) | 800.00 |
| Fowell Whitfield, Supvr. Practice Teaching Hist. ($\frac{1}{2}$ mos. \$1400.00 - \$1000.00 pd by Conway High School) | 400.00 |
| Louise Kline, Stenographer | 840.00 |
| Dr. Louis Dunaway, Medical Adviser | 480.00 |
| Nadine Hallman, Nurse | 420.00 |
| Roscoe Looper, Janitor | 600.00 |
| William Mattison, Janitor | 600.00 |
| Evans Williams, Janitor | 600.00 |
| Mrs. B. W. Torreyson, Hostess McA. Hall | 1215.00 |
| Nell McGregor, Hostess Commons Bldg. | 540.00 |
| Mrs. Mary Richardson, Hostess Bernard Hall | 540.00 |
| Mrs. Edith M. Reynolds, Hostess Wingo Hall | 600.00 |
| Betty Christian, Dietitian | 900.00 |
| Arthur Williams, Cook | 720.00 |
| Frank Hampton, Cool | 540.00 |
| Teedie Mattison, Maid | 300.00 |
| Bernice Wesley, Maid | 300.00 |
| G. C. Turner, Farmer | 819.00 |

Motion by Cox, seconded by Kendall that:

- Salaries for next year be guaranteed for eleven months and if the enrollment is kept up to a point to justify same (above 600) salaries be paid for twelve months.
- A check on income be made in October and if necessary a rearrangement fo budget be made in light of the income from fees for the first semester.
- The President of the college and the chairman of the board of trustees be authorized to work out the State Commissioner of Education and representatives of the State Vocational Board plans for Agriculture, Home Economics and Industrial Art in Faulkner County and the Central District.
- The present plans for practice teachers in the Conway High Schhol be approved and the President of the college and Chairman of the Board be authorized to enter into contract with the Board of Directors of the Conway School District for the same.
- The personnell committee composed of Trustee Bachelor, Trustee Cox, Trustee Kendal and President McAlister be authorized to fill the vacancies on the faculty for which places have been left in the budget and which have not been approved by the poard previously.
- The President of the college and Chairman of the Board be authorized to employ whatever helpers are need for the operation of the dormitories, dining hall, Janitors in the buildings, firemen at the heat plant, laborers on the campus, at the farm, stenographers in the offices, always keeping within the budget allowance.
- All matters pertaining to school policies in hich staff members are interested be presented to the proper administrative head and then in turn to he toard.

Motion carried.

Motion by Kendall, seconded by Cox that Mr. Guy E. Smith be employed as business manager of the college at a salary of \$2208.00 per year on a monthly basis with the board reserving the right to discontinue his services at the end of any month on proper notice. Motion carried.

The board instructed President McAlister to discuss this matter with Mr. Smith and call to his attention reports with reference to the gruff way in which he handles financial matters with students, and to inform him that unless there is a change his services will be discontinued.

Motion by Kendall, seconded by McKinney that the name Ida Baridon Hall be given to the NYA Dormitory and that the plans for operation of same as set up by Mrs. B. W. Torreyson and Mrs. Nelson Smith be approved. Motion carried.

Motion by Kendall, seconded by Bachelor that Mr. G. Dan Estes be elected Coordinator for the C. A. A. Program and be authorized to sign all legal papers in connection with contracts with the C. A. A. Motion carried.

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

Geo. L. Bachelor

Chairman

Bruce Kendall

Secretary

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