

September 9, 1941

The Board of Trustees of the Arkansas State Teachers College met in regular session in the President's office at the college in Conway, Arkansas at 1:00 p.m. Tuesday, September 9, 1941. Present and voting: Bachelor, Kendall, Cox, Bateman, McKinney. Absent: Maze, Elton. President Irby was also present.

The minutes of the preceeding meeting were read and approved.

Motion by Kendall, seconded by Cox that the following be employed:

Andrew Mikita, Professor and Head of Department of Music, September 1, 1941 to July 1, 1942 at a salary of \$165.00 per month with an increase of \$5.00 per month for the following year if his services are satisfactory.

Martha Greene, Supervisor of Upper Primary Grades, September 1, 1941 to July 1, 1942 at a salary of \$125.00 per month. Contract for oneyear only and to fill vacancy caused by Miss Chrisler's leave of absence.

H. D. Baldrige, Supervisor of Buildings and Grounds, August 25, 1941 to July 1, 1942 at a salary of \$100.00 per month.

Mrs. Ethelyn Dollar, Secretary, September 1, 1941 to July 1, 1942 at a salary of \$60.00 per month for twelve months.

The motion carried.

Motion by Kendall, seconded by McKinney that the Chairman appoint a committee to work with the President and other members of the faculty to study extension salaries to determine the most effective plan of distributing extension salaries among the faculty members. The motion carried. Whereupon Chairman Bachelor appointed the Personnel Committee, composed of Bachelor, Cox and Kendall, to work with President Irby, and make report to a future meeting of the board.

Motion by Kendall, seconded by McKinney that all contracts be made in keeping with the state's fiscal year and that adjustments be made when service of an individual teacher terminates if original contract calls for termination as of September 1. The motion carried.

Motion by Kendall, seconded by Cox that fees for the Scroll be collected for all pupils, because of increased costs of printing. The motion carried.

Upon recommendation of President Irby, that verbal agreements now outstanding with certain faculty members and other school employees be made a matter of record, the motion was made by Kendall and seconded by McKinney in addition to contract salaries,

that all utilities for the president's home, except telephone, will be paid by the college, but that President Irby will pay the college \$40.00 per calendar month for rent;

that Mrs. B. W. Torreyson, Hostess, will receive in addition to contract salary an apartment, utilities and board for the calendar year;

that Miss Betty Christian, Dietitian, will receive in addition to contract salary, an apartment, utilities, and board for the calendar year;

that Mrs. Mary Richardson, Hostess, will receive in addition to contract salary, an apartment, utilities and board for the calendar year;

that Mrs. Edith M. Reynolds, Hostess, will receive in addition to contract salary, an apartment, utilities, but not board, for the calendar year;

That Majorie Richardson will be permitted to share an apartment, but will not receive board, for the calendar year;

that Mr. and Mrs. L. T. Roberts, and son, Tommie, will receive in addition to his contract salary, an apartment, utilities, and board for the calendar year;

that Mrs. Brom Ridley, Dean of Women, in addition to her contract salary, will receive for herself and two sons the noon meal from Monday thru Fridays during the time school is in session, but not during vacation period;

that Mrs. Duke Trice, Nurse, will receive in addition to her contract salary, an apartment, utilities, and board for the calendar year;

that G. C. Turner, farmer, will receive in addition to contract wages, house rent and utilities for the calendar year;

that cooks and cook helpers will receive in addition to their present wages two meals per day during their days of employment;

that "Calendar Year" as used in this motion is interpreted as the fiscal year, July 1, 1941 to July 1, 1942.

The motion carried.

Motion by Kendall, seconded by Bateman that the proper authorities be contacted asking for an NYA project to raze the old heating plant, to clean the bricks and to use broken bats for walks. The motion carried.

Motion by Kendall, seconded by Cox that the Board reaffirm its action of July 26, 1941 concerning Mr. Denney. "Mr. C.C. Denney be given an opportunity to complete all of his correspondence courses registered for prior to September 1, 1941". The motion carried.

Motion by Kendall, seconded by Cox that the Board confirm the action of the committee composed of Mrs. Torreyson, Mrs. Ridley and Miss Keys appointing Mrs. E. L. Sullivan as matron of Ida Baridon Hall. Her salary to be no charge against the institution and her term of employment be from September 1, 1941 to July 1, 1942. The motion carried.

Motion by Kendall, seconded by McKinney that a committee composed of Guy E. Smith and C.C. Calhoun be appointed to make an audit of the College Book Store and work with President Irby and Mr. Bachelor in determining future policies and make a report of findings at the next meeting of the Board.

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

George L. Bachelor
Chairman

Paul Kendall
Secretary