

May 25, 1942

The Board of Trustees, Arkansas State Teachers College, met in the office of the President at 11:00 a.m. Monday, May 25, 1942 pursuant to written notice authorized by Chairman Bachelor.

The following members of the Board were present: George Bachelor, Chairman; Bruce Kendall, Secretary; Mrs. George F. McKinney; ~~ASH~~ Chas. Maze; R.A.Cox. Absent: J.T.Bateman; Dr. A.M.Elton

President Irby was also present.

Chairman Bachelor announced a quorum and after the reading and approval of the minutes of the previous meeting of the Board, declared the Board ready for business.

Trustee Cox made a motion which was seconded by Trustee Kendall that the employees of Arkansas State Teachers College will not actively participate in political campaigns. The motion carried.

Trustee Kendall made a motion which was seconded by Trustee Maze that no additional insurance upon either buildings or equipment will be added until later in the fall. The motion carried.

Trustee Kendall reported the result of a study of the insurance needs on the campus by Coates and Raines, Inc. and upon motion by Trustee Kendall, which was seconded by Trustee Maze the report of their study will be incorporated in the minutes of this meeting. The motion carried.

Coates & Raines, Inc  
Little Rock, Ark.  
May 18, 1942

Mr. Bruce Kendall, Secretary  
Board of Trustees  
Arkansas State Teachers College  
Conway, Arkansas

Dear Mr. Kendall:

In accordance with your request, we have carefully examined the property insurance coverages as they are written at present

on the Arkansas State Teachers College at Conway.

From our investigation we found that all the buildings on the campus and the president's home adjoining the campus are covered by policies to which are attached forms showing a total coverage of \$993,600, being \$914,320 on buildings and \$79,280 on contents.

These policies are all written for a term of three years and protect the assured against loss of this property from fire and the perils as set forth in the extended coverage endorsement attached. They are so arranged that one-third of the total amount of the schedule expires each year.

The policies are written subject to the 80% Contribution Clause contained in the form applicable to all buildings and contents except the president's home, which is not subject to contribution rate credit. The forms are correctly drawn, and from our investigation and check of the rate make-ups on each building, we were unable to make any practical recommendations for lowering the rates.

The recommendations which have been made to the college in the past have been to install soda and acid extinguishers in certain buildings in order to obtain first aid fire protection credit in the rate. On account of priority ratings that now apply to extinguishers, it is impossible to purchase these; therefore, it is not practical to give further consideration to this feature at this time.

We found that the values have been checked at regular intervals with proper authorities, and it is our opinion that the insurance to value substantially complies with the Contribution Clause in the policies.

We were informed that in the last few months two complete surveys, showing recommendations regarding the insurance on the boilers, have been submitted to the college authorities. These recommendations were prepared by a boiler insurance expert and, doubtless, reveal all of the essential information in order for the Board to determine just which objects they wish insured.

It has been customary for a good many years for the insurance on this Institution to be handled, as far as servicing this insurance is concerned, by one agency in Conway, although the business has been divided among various agencies in the town. Doubtless, this arrangement results in the fact that we found the entire insurance program for the college to be in splendid shape, and it would be our recommendation that the insurance in the future continue to be handled in this manner.

Yours very truly

/s/ Geo. Hawbecker  
Special Agent  
Fidelity & Guaranty Fire Corp.

/s/ R. C. Bird  
Assistant General Agent  
Coates & Raines, Inc.

Trustee McKinney made a motion which was seconded by Trustee Maze that Mrs. Robert Springer, secretary to the President, be granted a leave of absence for three months beginning June 1 to September 1, without pay. The motion carried.

Trustee Kendall made a motion which was seconded by Trustee Cox that during the emergency faculty members will not be granted vacations with pay so long as their services on the campus are needed. The motion carried.

Trustee Cox made a motion which was seconded by Trustee McKinney that Miss Leona Scott be elected as Assistant in English at a salary of \$148.00 per month beginning July 1, 1942 and ending June 30, 1943. The motion carried.

Trustee Cox made a motion which was seconded by Trustee McKinney that Miss Fay Warbritton be elected high school supervisor at a salary of \$800.00 for nine months beginning September 1, 1942 and ending May 31, 1943. The motion carried.

Trustee McKinney made a motion which was seconded by Trustee Kendall that President Irby write Mrs. Bigelow a letter of appreciation for her services as Acting Dean of Women since January 26, 1942. The motion carried.

President Irby reported on the financial situation of the institution to date and informed the Board that all faculty members would be paid total salary to June 1 and that according to the Business Manager's office this is the first time that has been true in five years.

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

George L. Bachelor  
Chairman

Paul Kendall  
Secretary

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