

August 13, 1942

The Board of Trustees, Arkansas State Teachers College, met in the office of the President, 1:30 p.m. August 13, 1942 pursuant to written notice of the meeting authorized by Chairman Bachelor.

The following members of the Board were present: George Bachelor, chairman; Bruce Kendall, secretary; Mrs. Geo. F. McKinney; R.A.Cox; and J.T.Bateman. The following members were absent: Charles Maze, and Dr. A. M. Elton.

President Irby was also present.

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

President Irby asked for Board action upon his recommendations for the election of certain teachers. After the presentation of credentials and discussion of the particular type of teachers needed, the motion was made by Trustee Kendall and seconded by Trustee Cox that Miss Alma Whitaker be elected teacher trainer in home economics to succeed Miss Jessie Mae Parker, resigned, at a salary of \$153.33 per calendar month, the contract beginning September 1, 1942 and ending June 30, 1943. The motion carried.

The motion was made by Trustee Kendall and seconded by Trustee McKinney that Miss Frances Terry be elected assistant professor in English at a salary of \$148.00 per calendar month, the contract beginning September 1, 1942 and ending June 30, 1943. The motion carried.

The motion was made by Trustee Kendall and seconded by Trustee McKinney that Miss Dicie Mae Cassady be elected as teacher in the Training School at a salary of \$100.00 per calendar month, the contract beginning September 1, 1942 and ending June 30, 1943. The motion carried.

The motion was made by Trustee Kendall and seconded by Trustee Bateman that Dr. J.B.Wilson be named as Head of the English Department to succeed Leslie P. Bigelow, drafted, at a salary of \$217.58 per calendar month, the contract beginning September 1, 1942, and ending June 30, 1943. The motion carried.

The motion was made by Trustee Cox and seconded by Trustee Bateman that Milton S. Trusler be elected as Head of the Department of Music at a salary of \$170.00 per calendar month, the contract beginning September 1, 1942 and ending June 30, 1943. The motion carried.

The motion was made by Trustee Kendall and seconded by Trustee McKinney that the Personnel Committee be authorized to employ additional staff members as needed and at salaries specified in the accepted budget.

President Irby explained the occasional necessity for out of State travel by authorized agents or employees or students of the college. After a general discussion, Trustee Kendall offered a resolution with a motion that it be adopted, which motion was seconded by Trustee McKinney, and upon roll call unanimously adopted. Chairman Bachelor announced that the Board of Trustees had adopted said resolution which is as follows, to-wit:

Whereas, Arkansas State Teachers College has engaged with the federal government to provide ground school training in the CAA program necessitating certain travel expense in and out of the State of Arkansas by instructors in the CAA program, and

Whereas, the Governor of the State of Arkansas asked that Arkansas State Teachers College send an official representative to the meeting of the National Library Association meeting in Milwaukee, June 22-26, 1942, and

Whereas, the reputation and needs of Arkansas State Teachers College will occasionally demand that students regularly enrolled in the College attend National Collegiate events,

It is Unanimously Resolved that the Business Manager of the college be directed to pay the expenses of:

G. Dan Estes, Conway to College Station, Texas and return, July 12-14, 1942	\$16.12
W. C. Ferguson, Conway to Dallas, Texas and return	24.88
Constance Mitchell, Conway to Milwaukee, Wisconsin, and return	36.55
Barbara Shuffield, Little Rock to Nashville, Tennessee and return	15.50

President Irby made the report of the financial status of the College for the fiscal year July 1, 1941 to June 30, 1942 and reported a cash surplus of \$1661.78.

Trustee Kendall made a motion which was seconded by Trustee Cox that President Irby be extended a vote of thanks and appreciation for his success in his efforts to put the college on a cash basis. The motion carried.

President Irby reported that the CAA program on the campus has increased the duties and labor of certain employees of the college and that some adjustments in salaries should be made.

Trustee Kendall made a motion which was seconded by Trustee Cox that the monthly salaries of the following employees be raised as indicated and effective July 1, 1942 to June 30, 1943:

Betty Christian, Dietitian from \$75.00 to \$85.00
H.D. Baldrige, grounds keeper from \$100.00 to \$125.00
G.Y. Short, Examiner from \$175.00 to \$184.00

The motion carried.

President Irby was authorized, on motion by Trustee Kendall, seconded by Trustee Bateman, and by unanimous vote of the members present to grant Leslie P. Bigelow a three year leave of absence, beginning August 1, 1942 and to Dr. O.L. Dunnaway, beginning August 1, 1942. The conditions of salary and academic ranking in both cases to be determined by conditions at the college upon their return.

After a general discussion of the status of the Newport cattle housed at the college farm, it was informally agreed that Trustee Bachelor, Dr. O.D. Smith, and President Irby would act as a committee with authority to close out the Newport herd as rapidly as possible without loss to Fred Newport and to the college.

The matter of reestablishing the department of industrial education was discussed at some length. It was the agreement of the Board that the department should be reestablished as soon as it is found that enrollment will justify it.

On motion by Trustee Kendall, seconded by Trustee McKinney, President Irby was directed to inform Professor Mikita that his salary for the summer would end with and including August 12, 1942; Professor Frank Harrin that, by reason of the Comptroller's ruling, his salary at the College would cease on the date he entered the employ of the United States; and Ted Worley, that his salary would end on the date he enters the armed services.

Chairman Bachelor called upon the President to make the report of the Committee appointed by action of the Board, September 9, 1941, to investigate the spread of Extension funds as additional salary to faculty members and the spread of CAA funds among faculty members. After discussion of the report read by President Irby, upon motion of Trustee Cox, seconded by Trustee McKinney, the report was accepted and approved and it's recommendation written into the minutes of the Board, to-wit:

1. No instructor nor employee of the college will receive in addition to base salary more than \$800.00 from the College for any labor or teaching activity.
2. That extension work and salary be distributed among all faculty members who qualify and who wish to participate in the instructional program of the Department of Extension.
3. That one half of all funds received from the CAA program be placed in a special fund to the credit of the college.
4. That from the other half of the CAA funds all expenses of the CAA program will be met and that the remainder of this half of CAA funds be distributed among all college employees at the end of the fiscal year upon some fair basis to be determined by the Board, and in proportion to base salaries or wages.
5. That G. Dan Estes, coordinator of the CAA program will be allowed from CAA receipts \$100.00 as additional payment for extra services to the college.
6. That employees of the college who engage in other major activities than those for which they are employed or paid by the college secure permission from the President before accepting such employment and that any bonus paid such employees by the college be determined for each individual by action of the Board at the end of the fiscal year.
7. That the President be provided a residence free, beginning July 1, 1942.

The motion carried.

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

Walter Kendall

Secretary

George I. Bachelor
Chairman