

April 29, 1936

The Board of Trustees of the Arkansas State Teachers College met pursuant to the call of the Chairman at the office of the Chairman in the State Capitol at Little Rock, Arkansas, on April 29, 1936, and on the call of the roll at the direction of the chairman, the following answered present to-wit:

W.E. Phipps, Chairman, Earl Page, E.L. Compere, J.H. Andrews, Duval Furkins, S. Theodore Smith, and Charley Parker, Secretary.
Absent - none.

• The minutes of the last meeting were read and approved.
(Smith, Compere)

The Chairman announced that the purpose of the meeting was to receive and consider the bids which had been received for the construction of an Auditorium and Commons Building, Physical Education Building, Addition to Boys' Dormitory Building (with the exception of the excavation, footings and foundations, which has been let under previous contract) a President's Home and the Reconstruction of Science Building.

There being a large number of bidders and other interested persons present, including Messrs. Mitchell, Brooks, Scott, and Sneary as representatives of the Federal Emergency Administration of Public Works, the Board adjourned for the receiving of bids to the Chamber of the House of Representatives where bids were publicly opened as follows:

	<u>General Construction</u>	
	<u>Bid A.</u>	<u>Bid B.</u>
1. Posey & Edwards	- \$283,983.00	270,994.00
2. William Peterson	- 297,840.00	277,150.00
3. Manhattan Const. Co.	- 300,800.00	280,525.00

<u>Plumbing, Heating & Ventilating</u>	
1. Russellville Plbg. & Htg. Co.-	92,400.00
2. C.A. Hooper Company	- 92,430.00
3. John Patton & Son	- 93,735.76
4. Brooks Turner	- 87,564.00
5. Gravier & Harper	- 79,794.00
6. Armstrong & Company	- 82,600.00

Electric Wiring

1. Conway Electric Company	-	20,777.00
2. I.K. Electric Co.	-	19,782.00

The Board of Trustees then reconvened in the executive session in the office of the Chairman for the purpose of considering said bids, whereupon Mr. George H. Wittenberg, Architect, reported the low bids received to be as follows:

GENERAL CONSTRUCTION CONTRACT

Posey & Edwards, Monticello, Arkansas, Bid B	\$270,994.00
plus Alternate No. 7	300.00
	<u>\$271,294.00</u>

Plumbing, Heating & Ventilating Contract

Gravier & Harper, Alexandria, Louisiana	79,794.00
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Electric Wiring Contract

I.K. Electric Company, Little Rock, Arkansas	19,782.00
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Said Architect further reported the estimated cost of other items necessary for the completion of said project to be as follows:

Advertising & Printing of Bonds	250.00
Land	2,500.00
Footings for Boys' Dormitory under award previously made	1,899.00
Architectural Fees	24,237.03
Legal Fees	2,000.00
Interest during Construction	9,800.00
Equipment & Contingencies	<u>33,897.97</u>

TOTAL \$445,454.00

Following a general discussion of the matter a resolution was offered by Trustees Compere with the motion that it be adopted, which motion was seconded by Trustee Smith, and on the calling of the roll, the following voted in favor thereof:

W.E. Phipps, Chairman, Earl Page, E.L. Compere, J.H. Andrews, Duval Purkins, S. Theodore Smith and Charley Parker.

The vote being unanimous in favor thereof, the Chairman announced that the board had adopted said Resolution, which is as follows to-wit:

R E S O L U T I O N # 8

BE IT RESOLVED by the Board of Trustees of the Arkansas State Teachers College that, subject to the approval of the Federal Emergency Administration of Public Works, the award be made to low bidders for the general construction, the plumbing, heating and ventilating, and the electric wiring work in connection with Auditorium and Commons Building, Physical Education Building, Addition to Boys' Dormitory Building (with the exception of excavation, footings and foundations, which has been let under previous contract) a President's Home, and the Reconstruction of the Science Building, (constituting the project known as P.W.A. Docket No. Ark. 1092-R) as follows:

General Construction - Posey & Edwards, Monticello, Arkansas, on Bid B plus Alternate No. 7.....	\$271,294.00
Plumbing, Heating & Ventilating - Gravier & Harper, Alexandria, Louisiana.....	79,794.00
Electric Wiring - I.K. Electric Company, Little Rock, Ark.	19,782.00

The Chairman and Secretary of this Board of Trustees be and they are hereby authorized and directed (subject to the approval of the Federal Emergency Administration of Public Works) to execute contracts with said low bidders in behalf of the Board of Trustees of the Arkansas State Teachers College.

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BE IT FURTHER RESOLVED THAT subject to the execution of the necessary contract documents by said low bidders, the bidders and bonds of the second and third low bidders be held in reserve.

9. Motion by Andrews, seconded by Compere that the Building Committee of the Board of Trustees be authorized to purchase for \$2,500.00 the lots on which to construct the President's Home, same to be paid for from funds derived from sale of bonds to PWA under Docket No. Ark. 1092-R.

All voted Aye except Purkins who voted No. Motion carried.

10. Motion by Page, seconded by Parker that President H.L. McAlister be re-elected Treasurer of the Board of Trustees for next year July 1, 1936 to June 30, 1937. Motion carried.

11. President McAlister made the following recommendations for next year.

To: The Board of Trustees
Arkansas State Teachers College

I submit herewith my recommendations for 1936-37.

That we

1. Pay all salaries and wages in full up to July 1, even if we have to go into next year's revenue in order to do so.
2. That all funds derived from the State, during the next year, be used to pay utility bills, insurance, and salaries. That \$6,500.00 from the cash fund of the College be used in paying part of the utility bills and insurance. If savings can be made in the budget and disbursing of the cash fund of the College, it will be used to further reduce the utility bills and make available additional funds from the State for salaries.
3. Elect faculty for next year as on attached schedule (same salary as this year) with the understanding that each will share in amounts available in the same proportion. That the salary warrants for 1936-37 be issued in regular numerical order, first in the numerical order of the code numbers, with the following month in the reverse order of the code numbers. When funds are not available in the Treasury to cover the faculty payroll, the President and Disbursing Agent be authorized to issue, in lieu of salary warrant, a certificate of indebtedness at the end of each month, up to April 1, 1937. These certificates of indebtedness to be issued upon application of faculty member. That when the salary warrant is issued to retire the Certificate of Indebtedness, the original Certificate of Indebtedness be cancelled and placed in the files of the Business Office.
No Certificate of Indebtedness will be drawn for April, May and June, 1937, but after all salaries have been paid in full, the salaries for these three months shall be paid, until the funds are exhausted, in the same proportion as the monthly salary. (See attached copy of Certificate of Indebtedness, approved by the State Comptroller.)
4. That the budget attached be adopted, that it be checked against the collections at least each three months and revised if necessary in order to stay within the income.
5. That the matriculation fee for next year be \$25 each semester and \$15 for each six weeks summer term. \$10 from the fees for each semester and \$5 from the fees for each summer term to be placed in a sinking fund to liquidate the buildings to be constructed under PWA Docket Ark. 1092-R. The remaining fees to be credited to the Incidental Fund of the College and used to pay for Maintenance and Operating expenses of the Institution. Provided that since all the buildings will not be ready for occupancy until the second semester that only \$5 of the fees for the first semester

be credited to said sinking fund and the other \$5 credited to the Incidental Fund.

6. That laboratory fees to be charged students be fixed by a committee of the faculty, appointed by the President of the College, and that laboratory fees be charged each student taking courses in which such fees are customarily charged, provided that no charge for laboratory fees will be in excess of \$1.50 per semester hour. Funds derived from such fees will be deposited in the cash funds of the College and used to pay for laboratory assistants, supplies, equipment or any other expense necessary to carry on the work of the Department.
7. That no student be permitted to register any semester without the payment of at least \$10 on the matriculation fee, this being the amount to go to the Building Sinking Fund. That all fees for one semester must be paid before a student for whom credit has been granted will be allowed to enroll for a new semester. That, if granted credit on fees, a penalty of \$3.00 be charged for the semester, but a reduction of the penalty be given to those paying by the end of the first or the second six-weeks period. In no case shall the penalty be reduced below \$1.00. That no transcript be issued by the registrar till all such fees are paid. That the whole matter of the extension of credit, including the making, keeping, and collecting of the accounts be left in the hands of the Disbursing Officer of the College, allowing him to ask whatever assistance he may need in determining the cases worthy to receive such extensions.
8. That a graduated scale of charges for rooms in the dormitories be made depending on the desirability of the room. That a committee, composed of the Chairman of the Board of Trustees, the President and the Disbursing Officer of the College, be authorized to work out such schedule of rates for room rent and that whatever rates are agreed upon shall be in force for next year. That the price of board be \$15 for each four weeks. That we print in the catalog that we reserve the right to increase these prices if we find it necessary.
9. In making reservation for a room in any of the Dormitories, a \$5 deposit will be required. This deposit will be returned if the student does not enter college. This deposit will be held by the College as a breakage fee and whatever balance remains will be returned to the student upon leaving or it may be credited on the last month's room rent or board.
10. That no refund be made on payment of fees after two weeks. If refund is made before the end of two weeks, that laboratory fees and \$5 of the matriculation fee be returned. That no refund, on account of absence, be made on room rent unless the room is vacated and given up for at least one month. That no refund, on account of absence, be allowed on board unless the student is absent at least one week.
11. That students appointed to work must send in a deposit of \$10 to apply toward first semester fees within 10 days after the notice of appointment is mailed and a \$5 deposit to reserve a room, if living in one of the dormitories. This latter deposit will be returned when the student leaves College except that amounts due for any damage or breakage or for extra use of electricity will be deducted.

Students, appointed to work for all or part of room and board, must complete payment in full of all fees at the time of their registration and are not to ask for extension of credit. They are also to pay remainder of amount due on board and room on dates due without asking for credit extension.

The President of the College is hereby authorized to appoint a committee of the faculty to make whatever rules or regulations it is thought best regarding the appointment of, scholarship requirements, etc. of students on student jobs.
12. That the President of the College be given authority to enter into contract with the Board of Directors of the Conway School District for the use of part of the High School for training school purposes.

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13. That the Chairman of the Board of Trustees and the President of the College be authorized to make agreements regarding the part time employment of members of the faculty by Federal agencies; also the payment of teachers of Smith-Hughes Agriculture, and Home Economics, for Conway and Faulkner County, reimbursements for same to come from Federal, State, County and Conway School District Funds.
14. That the President of the College be authorized to employ stenographers, janitors and such other help as may be needed for the operation of the school, keeping within the budget.
15. That the President of the College be authorized to employ such students for work as may be needed on the campus, in the buildings, in the library, as laboratory assistants etc., keeping within the budget. The regular rate of pay for student labor will be 15¢ per hour. (Recommendations of these students will be made by a Faculty Committee.)

SALARY BUDGET FROM STATE FUNDS

President - - - - -	\$3,600.00
Dean of the College - - - - -	2,580.00
Dean of Instruction - - - - -	2,328.00
Dean of Women - - - - -	1,500.00
Registrar and Examiner - - - - -	1,920.00
Disbursing Officer - - - - -	2,088.00
Head Librarian - - - - -	1,764.00
Two Assistant Librarians (@ \$1,260.00 each) - - - - -	2,520.00
One teacher @ \$2,500.00 - - - - -	2,500.00
Two teachers @ \$2,496.00 each - - - - -	4,992.00
Four teachers @ \$2,328.00 each - - - - -	9,312.00
One teacher @ \$2,100.00 - - - - -	2,100.00
Four teachers @ \$2,004.00 each - - - - -	8,016.00
Five teachers @ \$1,920.00 each - - - - -	9,600.00
One teacher @ \$1,800.00 - - - - -	1,800.00
One teacher @ \$1,764.00 - - - - -	1,764.00
Ten teachers @ \$1,680.00 each - - - - -	16,800.00
One teacher, 10 months @ \$1,680.00 - - - - -	1,400.00
One teacher, one-half time, @ \$1,680.00 - - - - -	840.00
	<u>\$77,424.00</u>
Superintendent Buildings & Grounds - - - - -	1,350.00
Two janitors @ \$600.00 each - - - - -	1,200.00
Secretary Extension Department - - - - -	972.00
Recorder - - - - -	1,080.00
Farmer - - - - -	720.00
Physician - - - - -	360.00
Secretary to the President - - - - -	600.00
	<u>\$ 6,282.00</u>
	<u>\$83,706.00</u>

SALARY BUDGET FROM CASH FUNDS

Matron, McAlister Hall - - - - -	1,215.00
Matron Doyne Hall - - - - -	540.00
Matron Apartment Dormitory - - - - -	600.00
Housekeeper McAlister Hall - - - - -	420.00
Stenographers (Library and Dean) - - - - -	685.00
Teacher of Ensemble - - - - -	350.00
Teacher of Speech - - - - -	720.00
Teacher Trainer (Home Economics Department) - - - - -	1,680.00
Summer School (Extra) - - - - -	450.00
Normal School of the Ozarks - - - - -	1,500.00
	<u>\$ 8,160.00</u>
	<u>\$91,866.00</u>

SUGGESTED BUDGET
1936-1937

INCOME:	
From State - - - - -	\$90,000.00
Fees and Other Income - - - - -	50,000.00
	<u>\$140,000.00</u>

DISBURSEMENTS:

Salaries - - - - -	\$91,866.00
Utilities - - - - -	9,600.00
Insurance - - - - -	3,900.00
Student Help - - - - -	7,000.00
Administration Expense and Printing - - - - -	6,500.00
Library - - - - -	4,000.00
Instructional Supplies and Equipment - - - - -	4,000.00
Physical Education - - - - -	4,500.00
Janitors' Supplies - - - - -	2,000.00
Repairs - - - - -	1,000.00
Echo and Alumni - - - - -	1,500.00
Debate - - - - -	200.00
Equipment, Office and Buildings - - - - -	500.00
Miscellaneous - - - - -	1,000.00
	<u>\$137,566.00</u>

INSTRUCTIONAL SUPPLIES AND EQUIPMENT:

Agriculture - - - - -	\$330.00
Home Economics \$300 \$150 - - - - -	450.00
Industrial Arts - - - - -	350.00
Physical Science - - - - -	1,000.00
Training School - - - - -	200.00
Art - - - - -	300.00
Foreign Language - - - - -	130.00
Geography - - - - -	200.00
Biology - - - - -	300.00
Music - - - - -	140.00
Education - - - - -	225.00
Play Production - - - - -	75.00
Lyceum - - - - -	500.00
	<u>\$4,000.00</u>

Recommendations on faculty for 1936-37 will be submitted to the Board at the meeting on May 25th.

Respectfully submitted,

H.L. McAlister,
President.

Motion by Parker, seconded by Smith that the communication from President McAlister be accepted, that the budget suggested for 1936-37 be adopted, and the recommendations approved.

Motion carried.

2. Motion by Purkins, seconded by Compere that we place the Home Economics Department on a standard basis, making our graduates eligible to teach in federally aided high schools. That the Chairman of the Board of Trustees and the President of the College take up the matter of personnel and submit report to the Board at the next meeting.

Motion carried.

3. Motion by Compere, seconded by Parker that a committee composed of Trustee Purkins, President McAlister and Faculty Member, E.E. Cordrey make a study of the Agriculture Department, conferring with the State Director of Vocational Agriculture, with the University of Arkansas, and any other agency, to see if it is possible to get this Department accredited for the training of Agriculture teachers in federally aided positions, and make a report to this Board as soon as it can be done.

Motion carried.

Trustee Purkins suggested that President McAlister investigate the advisability of employing a firm of public accountants to

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check and audit our records, this to be in addition to the audit now made by the office of the State Comptroller.

The Board adjourned subject to the call of the Chairman.

W. E. Phipps
Chairman

Harley Pascal
Secretary

Copy of

CERTIFICATE OF INDEBTEDNESS

ARKANSAS STATE TEACHERS COLLEGE, CONWAY, ARKANSAS

Conway, Arkansas

No.----- 1936.

The Arkansas State Teachers College hereby certifies that there is due and payable to _____ the sum of \$ _____ for _____%, for which voucher for warrant on the state treasurer will be issued, upon the surrender of this certificate, to the above named payee and the holder of this certificate, as soon as this amount has accumulated to the credit of the Arkansas State Teachers College fund in the State Treasury. The first income from said fund being pledged to the payment of the amount due under this certificate. All like certificates of indebtedness issued on this day shall have the same priority.

ARKANSAS STATE TEACHERS COLLEGE

By _____ Its President

By _____ Its Disbursing Officer hereunto duly authorized.