

April 27, 1937

The Board of Trustees of the Arkansas State Teachers College met in the office of the President of the college in Conway at 10 a.m. Tuesday, April 27, 1937. The following members were present and voting: Phipps, Humphrey, Page, Smith, Laney, Compere. President McAlister, Business Manager Smith and George Wittenberg of the firm Wittenberg and Delony, Architects, were also present.

The minutes of the last meeting were read and approved.

President McAlister took the ratings of the institution made by the American Association of Teachers Colleges and by chart explained to the Board how the institution was rated.

The following recommendations for the year of 1937-38 were made by President McAlister:

To the Board of Trustees,
Arkansas State Teachers College:

I herewith submit my recommendations for the year 1937-38.

It has been suggested by the State Comptroller that our accounts in the future be carried under the headings of budget and non-budget, placing in the budget group such items as administration and general control, instructional services, library, extension department, plant operation and maintenance, and capital outlay and placing in the non-budget group such items as bonds and interest, operation of dormitories, dining hall and farm, and student activities. Some of the accounts placed on the non-budget list will have insufficient income to balance with the expenditures. It is recommended that 25% of all matriculation fees paid in be credited to the non-budget departments, leaving 75% to go to the credit of the departments operated under the regular budget.

The following budget set-up is recommended for 1937-38:

BUDGET FOR EXPENDITURES FOR FISCAL YEAR, ENDING JUNE 30, 1938

I. Administration and General Control

1. Salaries

a. President	\$ 3600.00
b. Deans	3982.00
c. Business Manager	3168.00
d. Registrar and Examiner	1920.00
e. Secretaries	2052.00
f. Stenographers	600.00
TOTAL - - - - -	\$ 15322.00

2. Office Supply and Expense

a. Office Supplies	150.00
b. Postage	500.00
c. Freight & Express	300.00
d. Telephone and Telegraph	400.00
e. Travel Expense	500.00
f. Advertising	500.00
g. Membership dues	100.00
h. Commencement Expense	480.00
i. Equipment	200.00
j. Other Expense	100.00
TOTAL - - - - -	\$ 3230.00

II. Instructional Service

1. Salaries

a. Agriculture	5378.00
b. Art and Drawing	1680.00
c. Biology	4008.00
d. Education	4590.00
e. English	6921.00
f. Foreign Language	3768.00
g. Geography	2520.00
h. History	5715.00

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i. Home Economics	\$ 4284.00
j. Industrial Arts	960.00
k. Mathematics	3426.00
l. Music	2235.00
m. Physical Education	2784.00
n. Physical Science	2328.00
o. Social Science	2004.00
p. Speech and Expression	700.00
q. Vocational Education	5640.00
r. Additional Summer School	500.00
s. Normal School of Ozarks	1660.00

TOTAL - - - - - \$ 61099.00

B. Training School	
a. Director of Training School	1746.00
b. Critic Teachers (4)	6720.00
c. Assistants (2)	1800.00

TOTAL - - - - - \$ 10266.00

2. Supplies and Equipment for Instruction

A. College	
a. Agriculture	600.00
b. Art and Drawing	800.00
c. Biology	1300.00
d. Education	350.00
e. Foreign Language	150.00
f. Geography	200.00
g. Home Economics	1000.00
h. Industrial Arts	350.00
i. Music	100.00
j. Physical Education	3000.00
k. Physical Science	2200.00
l. Speech and Expression	125.00
m. Normal School of Ozarks	400.00

TOTAL - - - - - \$ 10575.00

B. Training School	500.00
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GRAND TOTAL - - - - - \$ 11075.00

III. Library

a. Salaries (5 persons)	5424.00
b. Assistants	1800.00
c. Books	2500.00
d. Subscriptions	550.00
e. Binding	200.00
f. Supplies	300.00
g. Other Expense	

TOTAL - - - - - \$ 10774.00

IV. Extension Department

a. Director of Extension	1800.00
b. Secretary	720.00
c. Personal Services	3740.00
d. Office Supplies	730.00
e. Postage	480.00
f. Books	1000.00
g. Printing	155.00

TOTAL - - - - - \$ 8625.00

V. Plant Operation and Maintenance

1. Salaries and Wages	
a. Supt. Bldgs. & Grounds	1350.00
b. Janitors (3 persons)	1620.00
c. Nightwatchman	480.00
d. Heat Plant	1200.00
e. Hour Laborers	2000.00
2. Fuel - Natural Gas	3000.00
3. Current and Water	3000.00
4. Janitor Supplies	1000.00

5. Insurance	3500.00
6. Repairs (Bldgs. & Equip.)	1000.00
7. General Supplies	200.00
8. Other Expense	500.00
TOTAL - - - - -	\$ 18850.00

VI. Capital Outlay	
1. Equipment	500.00
TOTAL - - - - -	\$ 500.00

GRAND TOTAL - - - - - \$139,711.00

Income for Budget Departments:

1. State Funds	\$ 93,000.00
2. Matriculation fees	19,000.00
3. Laboratory fees	8,500.00
4. Ext. Dept. fees	8,625.00
5. Diploma Fees	1,000.00
6. Vocational Subjects	8,500.00
7. Summer Sch. of Ozarks	1,000.00
8. Misc'l. fees	500.00
	<u>\$ 140,125.00</u>

Income for Non-Budget Departments:

Board	42,000.00
Room Rents	25,000.00
Gate Receipts	1,500.00
Store Rents	900.00
Farm Receipts	8,500.00
Student Activity	6,000.00
Building Fund fees	15,000.00
	<u>\$ 98,900.00</u>

Expenditures for Non-Budget Departments:

RFC Bonds and Interest	\$ 12,085.00
PWA Apt. Dorm. Bonds and Interest	5,600.00
PWA Buildings Bonds and Interest	9,800.00
Salaries and Wages	3,195.00
Fuel	3,000.00
Current and Water	3,000.00
Insurance	2,400.00
Student Help	3,360.00
Janitor Supplies	1,000.00
Telephones	180.00
	<u>Dining Hall</u>
Groceries	35,000.00
Wages and Help	6,660.00
Supplies	1,000.00
Sales Tax	900.00
Equipment	500.00
Misc'l items	500.00
	<u>Farm</u>
Salaries, help, etc.	5,720.00
	<u>Athletics</u>
Equipment, etc.	5,000.00
TOTAL - - - - -	\$98,900.00

The following recommendations for faculty and salaries are made for 1937-38:

(27) President	
H. L. McAlister, President	\$ 3600.00
(37) 1 Dean of the College (\$3000.00)	
A. J. Meadors, Dean of the College	2580.00
(38) 1 Dean of Women (\$1900.00)	
(39) 1 Registrar and Examiner (\$2200.00)	
G. Y. Short	1920.00

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1 Business Manager (\$2400.00) (40)	
Guy E. Smith	2088.00
1 Director of Extension (2400.00) (41)	
H. L. Minton	2400.00
1 Librarian (\$2000.00) (42)	
Mrs. Florence B. McGlachlin	1764.00
2 Assistant Librarians (\$1440.00 each) (43)	
Evie Shaw	1260.00
Mrs. Annie Gibson	1260.00

Teachers

D. D. McBrien		2500.00
P. R. Clugston		2496.00
O. D. Smith		2496.00
C. C. Denney	} (44) - 10	2328.00
F. H. Harrin		2328.00
G. D. Estes		2328.00
E. E. Cordrey		2328.00
W. B. Woodson		2328.00
Flora A. Haas		2004.00
Ada Jane Harvey		2004.00
Maude Carmichael		2004.00
C. V. Robinette		2004.00
E. L. Higgins	} (45) - 10	1920.00
L. C. Thompson		1920.00
Homer F. Hess		1920.00
Troy Jones		1920.00
Geography Man (to be selected)		1920.00
Industrial Arts Man (to be selected)		1920.00
Lucy E. Torson		1764.00
Mary E. McKinney		1764.00
Jessie B. Montgomery		1680.00
Laura E. Haynes		1680.00
Mrs. Jessie Boardman		1680.00
Mattie Sanders	} (46) - 15	1680.00
Daisy H. Dickerman		1680.00
Ora Blackmun		1680.00
Constance Mitchell		1680.00
L. M. Caraher		1680.00
Zona Ellen Smith		1680.00
Marie Schichtl		1680.00
Dollie R. Holl ($\frac{1}{2}$ time)		840.00
Edith Langley		1680.00

One Superintendent of Buildings and Grounds (\$1500.00)	
W. L. Gullledge, Supt. Bldgs. and Grounds (47)	1350.00

Alvin Flynt (Watchman)		480.00
Roscoe Looper (Janitor)	} (48)	600.00
William Mattison (Janitor)		600.00
Mrs. Estelle Powers (Stenographer)		420.00
Lucile Wanamaker (Stenographer)		300.00
Connie Lee Springer (Secretary)		972.00
Robert Springer (Clerk)		1080.00
Eleanor Holt (Secretary)	} (50)	720.00
Louise Kline (Clerk)		720.00
Hugh C. Brooke (Medical Adviser)	} (51)	360.00
Nurse (to be selected)		720.00

The following is a distribution of the faculty and salary to correspond to the budget recommended above:

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ADMINISTRATION AND GENERAL CONTROL		MATHEMATICS	
a. President		G. D. Estes - 3/4 time	\$ 1746.
H. L. McAlister	\$ 3600.	L. M. Caraher	1680.
b. Deans		TOTAL	\$ 3426.
A. J. Meadors - 3/4 time	1935.		
D. D. McBrien - 1/4 time	625.	MUSIC	
Edith Langley - 1/2 time	840.	Homer F. Hess	\$ 1920.
E. E. Cordrey - 1/4 time	582.	Ensemble	315.
c. Business Manager		TOTAL	\$ 2235.
Guy E. Smith	2088.		
Robert Springer	1080.	PHYSICAL EDUCATION	
d. Registrar and Examiner		W. B. Woodson - 1/2 time	\$ 1164.
G. Y. Short	1920.	Zona Ellen Smith - 3/4 time	1260.
e. Secretaries		Hugh C. Brooke	360.
President	972.	TOTAL	\$ 2784.
Dean	360.		
Registrar	720.	PHYSICAL SCIENCE	
f. Stenographers	600.	E. E. Cordrey - 3/4 time	\$ 1746.
	\$15322.	G. D. Estes - 1/4 time	582.
		TOTAL	\$ 2325.
AGRICULTURE			
O. D. Smith	\$ 2496.	SOCIAL SCIENCE	
Troy Jones	1920.	Maude Carmichael	\$ 2004.
Ind. Arts Man - 1/2 time	960.		
TOTAL	\$ 5376.	SPEECH AND EXPRESSION	
ART AND DRAWING		Glenn Kirkland	\$ 700;
Marie Schichtl	\$ 1680.	VOCATIONAL EDUCATION	
BIOLOGY		S. D. Mitchell	\$ 2400.
Flora A. Haas	\$ 2004.	Kate Williams	2400.
C. V. Robinette	2004.	Floy Wilson - 1/2 time	840.
TOTAL	\$ 4008.	TOTAL	\$ 5640.
EDUCATION		TRAINING SCHOOL	
C. C. Denney	\$ 2328.	F. H. Harrin - 3/4 time	\$ 1746.
F. H. Harrin - 1/4 time	582.	Jessie B. Montgomery	1680.
Daisy H. Dickerman	1680.	Laura Haynes	1680.
TOTAL	\$ 4590.	Mrs. Jessie Boardman	1680.
ENGLISH		Mattie Sanders	1680.
P. R. Clugston	\$ 2496.	Asst. Supvr.	1800.
A. J. Meadors - 1/4 time	645.	TOTAL	\$ 10266.
Ora Blackmun	1680.	ADDITIONAL SUMMER SCHOOL	
Constance Mitchell	1680.		\$ 500.
Zona Ellen Smith - 1/4 time	420.	NORMAL SCHOOL OF THE OZARKS	
TOTAL	\$ 6921.		\$ 1510.
FOREIGN LANGUAGE		LIBRARY	
Ada Jane Harvey	\$ 2004.	Mrs. Florence B. McGlachlin	\$ 1764.
Mary E. McKinney	1764.	Mrs. Annie Gibson	1260.
TOTAL	\$ 3768.	Evie Shaw	1260.
GEOGRAPHY		Stenographer	420.
H. L. Minton - 1/4 time	\$ 600.	Mrs. Laura Boggess	720.
Full time teacher	1920.	TOTAL	\$ 5424.
TOTAL	\$ 2520.	DEPARTMENT OF PUBLIC RELATIONS	
HISTORY		(Extension Department)	
D. D. McBrien - 3/4 time	\$ 1875.	H. L. Minton - 3/4 time	\$ 1800.
E. L. Higgins	1920.	Secretary	720.
L. C. Thompson	1920.	TOTAL	\$ 2520.
TOTAL	\$ 5715.	PLANT OPERATION	
HOME ECONOMICS		W. L. Gullede	\$ 1350.
Lucy E. Torson	\$ 1764.	3 Janitors	
Edith Langley - 1/2 time	840.	2 @ \$50	1200.
Dollie R. Holl - 1/2 time	840.	1 @ \$35	420.
Floy Wilson - 1/2 time	840.	Nightwatchman	480.
TOTAL	\$ 4284.	5 Heat Plant Boys	1200.
INDUSTRIAL ARTS		Labor @ 15¢ per hour	2000.
1/2 time	\$ 960.	TOTAL	\$ 6650.

It is recommended that the faculty on the list be elected at the salary set opposite each name; that the President be authorized to fill whatever vacancies there are in the list for which places have been left in the budget; to employ whatever additional teachers are needed for the summer terms; to employ whatever help is needed in the dormitories, in the dining hall, as janitors in the buildings, as firemen in the heat plant, and laborers on the campus and farm, always keeping within the funds available.

Since I became President we have had no one as director of extension. Connie Lee Springer, who was my secretary for a number of years, has been running the department and coming to me for advice when needed. We have now reached the point where it is necessary that we coordinate the work of the extension department, the placement bureau, the alumni office, the publicity office and the visitation to high schools. It is recommended that we create a department of public relations with one man who will devote one half of his time to work in the field and the other half to coordinating these agencies on the campus. Mr. H. L. Minton, who is head of the department of geography, has been acting as alumni secretary and during the present semester has been visiting high schools as he had spare time from the work on his Doctor's thesis. He expects to receive the Ph.D. degree from the University of Chicago by the time school opens this fall. It is recommended that he be placed in charge of this new department. During the fall term he will teach half time, devoting the remaining time to the coordination of the work on the campus. In the spring he will spend his time visiting high schools.

It is recommended that Chairman Phipps and President McAlister be authorized to work out with Mr. Matthews, representing the Vocational Board, Judge Harper, representing Faulkner county, and Superintendent B. A. Short, representing the Conway School Board, the arrangements for the employment of vocational teachers and supervisors.

The matriculation fees charged students during the regular session is \$25 per semester, \$10 of which goes into the building fund and \$15 into the cash fund of the college. A number of students enter at the middle of the semester and object to paying the full \$15 for the matriculation fee when they will get only one half credit. It is recommended that those students entering at the middle of the semester be required to pay the full building fee but only one half of the matriculation fee (\$7.50) for the remainder of the semester.

Respectfully submitted,

H. L. McAlister
H. L. McAlister
President

Motion by Humphrey, seconded by Laney that the budget for next year as submitted be approved, that the faculty for 1937-38 as recommended be elected, that all of the recommendations made be approved. Motion carried.

A request signed by twenty-five members of the faculty was made to the Board of Trustees that the new auditorium be named for Miss Ida Waldran who came to the institution on the first day that it opened and remained with it as a member of the staff until her death March 14, 1937. Motion by Laney, seconded by Humphrey that the auditorium be so dedicated and named. Motion carried. The Chairman of the Board appointed a committee of Board Members Laney and Smith to work with a like committee to be appointed from the faculty to secure a proper marker or tablet and place on the wall of the auditorium.

The Board recessed to make an inspection of the buildings and reassembled at the President's Home during lunch for further business.

It was decided that the Board of Trustees would participate in the dedication services on May 23 and would wear caps and gowns. At this time the dedication of the new buildings will be made.

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An explanation of the new NYA program and how the Arkansas State Teachers College might cooperate was presented by President McAlister.

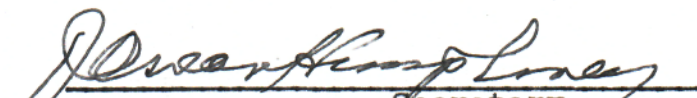
Motion by Page, seconded by Humphrey that the action of the Board on January 14, 1937 employing Judge Archer Wheatley as attorney to file an additional application with the PWA be amended to read as follows: "that the Attorney General be requested to employ and assign Judge Archer Wheatley as attorney to file application at such time as it was deemed by the committee advisable for it to be filed." Motion carried.

After a discussion of additional buildings needed on the campus of the institution, motion by Humphrey, seconded by Laney that Wittenberg and Delony, Architects, be employed to draw plans for an apartment dormitory for faculty members not to exceed in cost \$40,000 and also a girls dormitory including dining hall not to exceed in cost \$250,000; that the Attorney General be requested to employ and assign Judge Archer Wheatley as attorney to file application with the PWA; that the Chairman and Secretary be authorized and instructed to sign said application and file with the PWA if there is any possibility of securing a 45% grant. It being understood that no fee is to be paid to either the architects or the attorney unless the application is approved. Motion carried.

Motion by Page, seconded by Humphrey that President McAlister be elected treasurer of the Board of Trustees for the year 1937-38. Motion carried.

The Board adjourned subject to the call of the Chairman.


Chairman


Secretary