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 450.00
   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
1. 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 2044.00
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 2000.00
k. Physical Science 2200.00
l. Speech and Expression 185.00
m. Normal School of Ozarks 400.00

TOTAL - - - - - - - - - - - - - - - - $ 10575.00

B. Training School 500.00

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 550.00
f. Books 1000.00
g. Printing 155.00

TOTAL - - - - - - - - - - - - - - - - $ 8825.00

V. Plant Operation and Maintenance
1. Salaries and Wages
a. Supt. Bldgs. & Grounds 1350.00
b. Janitors (2 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
V. Income and Expenditure Statements:

**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

**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

**Grande Total: $140,125.00**

**Expenditures for Non-Budget Departments:**

- RFC Bonds and Interest $12,085.00
- FWA Apt. Dorm. Bonds and Interest 5,600.00
- FWA 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

**Dining Hall**
- 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

**Farm**
- Salaries, help, etc. 5,720.00
- Athletics 5,000.00

**Athletics**
- Equipment, etc. 5,000.00

**Total:** $98,900.00

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

**President**
- H. L. McAlister, President $3600.00

**(1)** Dean of the College ($3000.00)
- A. J. Meadors, Dean of the College 2580.00

**(1)** Dean of Women ($1900.00)

**(1)** Registrar and Examiner ($2200.00)
- G. Y. Short 1920.00
The following is a distribution of the faculty and salary to correspond to the budget recommended above:
### ADMINISTRATION AND GENERAL CONTROL

a. President  
H. L. McAlister $3600.

b. Deans  
Edith Langley - 1/2 time 840.  
E. E. Cordrey - 1/4 time 582.

c. Business Manager  
Guy E. Smith 2088.  
Robert Springer 1080.

d. Registrar and Examiner  
G. Y. Short 1920.

e. Secretaries  
President 972.  
Dean 360.  
Registrar 720.

f. Stenographers  
$15322.

### AGRICULTURE

O. D. Smith $2496.  
Troy Jones 1920.  
Ind. Arts Man - 1/2 time 960.

### ART AND DRAWING

Marie Schichtl $1680.

### BIOLOGY

TOTAL $4008.

### EDUCATION

C. C. Denney $2328.  
F. H. Harrin - 1/4 time 582.  
Daisy H. Dickerman 1680.  
TOTAL $4590.

### ENGLISH

P. R. Clugston $2496.  
A. J. Meadors - 1/4 time 645.  
Ora Blackmun 1680.  
Constance Mitchell 1680.  
Zona Ellen Smith - 1/4 time 420.  
TOTAL $6921.

### FOREIGN LANGUAGE

Mary E. McKinney 1764.  
TOTAL $3768.

### GEOGRAPHY

H. L. Minton - 1/4 time 600.  
Full time teacher 1920.  
TOTAL $2520.

### HISTORY

E. L. Higgin 1920.  
TOTAL $5715.

### HOME ECONOMICS

Lucy E. Torsen $1764.  
Edith Langley - 1/2 time 840.  
Dollie R. Roll - 1/2 time 840.  
Floy Wilson - 1/2 time 840.  
TOTAL $4284.

### INDUSTRIAL ARTS

1/2 time $960.

### MATHEMATICS

G. D. Estes - 3/4 time $1746.  
L. M. Caraher 1680.  
TOTAL $3426.

### MUSIC

Homer F. Hess 316.

### PHYSICAL EDUCATION

W. B. Woodson - 1/2 time $1164.  
Zona Ellen Smith - 3/4 time 1260.  
Hugh C. Brooke 350.  
TOTAL $2784.

### PHYSICAL SCIENCE

E. E. Cordrey - 3/4 time $1746.  
G. D. Estes - 1/4 time 682.  
TOTAL $2328.

### SOCIAL SCIENCE

Maude Carmichael 2004.

### SPEECH AND EXPRESSION

Glenn Kirkland 700.

### TRAINING SCHOOL

F. H. Harrin - 3/4 time $1746.  
Jessie E. Montgomery 1680.  
Laura Haynes 1680.  
Mrs. Jessie Boardman 1680.  
Matie Sanders 1690.  
Asst. Supvr. 1800.  
TOTAL $10266.

### ADDITIONAL SUMMER SCHOOL

$500.

### NORMAL SCHOOL OF THE OZARKS

$1510.

### LIBRARY

Mrs. Florence B. McGlachlin $1764.  
Mrs. Annie Gibson 1260.  
Swie Shaw 1260.  
Stenographer 420.  
Mrs. Laura Boggess 720.  
TOTAL $5424.

### DEPARTMENT OF PUBLIC RELATIONS

(Human Relations)  
TOTAL $2520.

### PLANT OPERATION

W. L. Gulledge 1200.  
3 Janitors 1800.  
Nightwatchman 480.  
5 Heat Plant Boys 1200.  
Labor $1.50 per hour 2000.  
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,

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 Waldron 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.
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.