

Edinboro, Pa.
September 10, 1937

The regular meeting of the Board of Trustees, of the Edinboro State Teachers College was held Friday, September 10, 1937 at 10:00 o'clock in the office of Mr. Brooks, Erie, Pennsylvania.

Members present were Messrs. John B. Brooks, F. A. Loveland, Ritchie T. Marsh, O. W. Renz, C. E. Bordwell, and Mrs. Bertha Winter Mahoney.

Upon motion of Mr. Bordwell, seconded by Mr. Loveland, the minutes of the meeting held June 11, 1937 and the minutes of the Special Meeting held August 31, 1937 were approved and ordered placed on file.

Upon motion of Mrs. Mahoney, seconded by Dr. Renz, bills amounting to \$15,532.39 were approved for payment.

1935-37 Appropriation

Penn'a. Electric Company	Electric Service	16.98
Library of Congress	Library Cards	35.16
Garlock Packing Company	Packing	14.36
Harrisburg Hardware Co.	Door check liquid	23.75
Johns Manville	Packing	9.25
Johnston, Keffer & Trout	Paper towels	42.80
McCoys	Instr. Supplies	48.82
Ceylon Perry	Lumber	3.53
Star Electrical Company	Conduit bender	3.95
J. H. Troup Music House	Instr. supplies	32.76
Penn'a. Telephone Corp.	Service & tolls	18.12
Erie Hardware Company	Lawn mower	8.45
Martin W. Fager Company	Scaffold	46.00
Arthur H. Thomas Company	Micro projector	127.25
Forrest H. Nourse	Contract	4,422.60
Boro Surgical Company	Rubber tubing	.08
Hospital Supply Company	Hot water bottle	.50
Hygrade Sylvania Corp.	Lamps	40.36
Johnston, Keffer & Trout	Paper napkins	10.56
R. J. Crozier Company	Locks	63.57
Wm. F. Gable Company	Rugs, pads & chairs	339.23
Dept. of Welfare-P. L.	Printing	48.36
Milton Bradley Company	Instr. supplies	73.85
H. A. Gable Company	Saw blades, saws & knives	34.10
Model Auto Top & Trimming	Repairs to truck	10.00
E. A. Wright Company	Sheepskins	27.28
Royal Typewriter Co.	Typewriter	79.70
Bolin's Shade Shop	Repairs to shades	25.14
H. C. Boyd Lumber Co.	Lumber	1,306.00
David Linzer & Sons, Inc.	Paint brushes	38.74
York Paint & Hardware Co.	Files and sandpaper	3.02
Geo. P. Tillotson	Typewriter	92.80

7,047.07

1937-39 Appropriation

Austin Company	Caps & lantern glass	.52
W.A.Case & Son Mfg. Co.	Plumbing supplies	15.91
Drake Hardware Company	Screws & anchors	1.27
Erie Window Glass Company	Sandpaper, paint, glass	18.35
Fairview Evergreen Nursery	Shrubbery	15.25
Lyman Felheim Company	Lumber	65.88
General Electric Supply	Wiremold	.29
Jolley's Pharmacy	Stain (supplies)	1.75
Palace Hardware House	Steel, saw blades, instr.	4.22
Star Electrical Company	Electrical supplies	1.01
Zindel & Stauffer	Hardware	14.35
Drust & Company	Repairs to organ	476.56
Gust Krack & Son, Inc.	Rep. to roof-Normal Hall	97.06
Clougherty & Hilbert Co.	Labor	5.00
Faxson Mfg. Company	Sweeping compound	2.58
Red & White Store	Groceries	32.74
N. E. Schruers	Milk & cream	21.35
W.A.Case & Son Mfg. Co.	Plumbing supplies	20.53
Perry Lumber & Supply Co.	Wyolite insulation	29.90
Swaney Chevrolet Sales	Repairs to truck	2.90
Gust Krack & Son, Inc.	Rep. to roof Pres. Home	294.35
G. E. Sauner	Repairs to trees	474.46
Palace Hardware House	Plumbing tools	26.30
Austin Company	Plumbing supplies	1.72
Boston Store	Moth spray	2.70
Cooper Swift Company	Paint brushes	2.70
Erie Window Glass Company	Varnish	7.28
Palace Hardware House	Instr. supplies and tools	6.17
Standard Sanitary Mfg. Co.	Plumbing supplies	9.06
Star Electrical Co.	Locknuts	.48
Zindel & Stauffer	Trowel, batteries, ant spray	1.80
Gust Krack & Son, Inc.	Rep. to roof - Pres. Home	295.25
W.A.Case & Son Mfg. Co.	Labor cutting pipe	1.70
C.F.Bonsor & Co., Inc.	Canned goods	22.35
Hecker Products Co.	Soap	5.52
Iowa Soap Company	Soap	1.48
Frank Liemer	Bread	5.52
Red & White Store	Groceries	10.54
Seeman Brothers, Inc.	Canned goods	59.26
Gust Krack & Son, Inc.	Rep. to roof - Pres. Home	290.20
Firch Baking Company	Bread	2.99
Jacob Haller Company	Groceries	8.15
Sam Katowitz & Sons	Produce	16.50
Lake Shore Ice Cream Co.	Ice cream	13.15
Loblaw Groceterias, Inc.	Coffee	3.56
Sanitary Farms Dairy, Inc.	Dairy products	4.85
Scheidemantel Service Sta.	Lantern glasses	4.70
Schuler's Foods, Inc.	Potato chips	3.00
Swift & Company	Meat & cheese	154.41
Red & White Store	Groceries	.42
C. Wilbur Billings	Sand, gravel and ice	54.93
Erie Window Glass Co.	Varnish	7.28
Milloy Lumber Company	Lumber	22.50
Zindel & Stauffer	Roof paint	.75
Carmon Ross	Traveling expenses	63.00
J. E. Ball	Plumbing repairs	33.09

Gust Krack & Son	Repairs to skylight-N.H.	21.75
L. V. Sherwood	Labor-burning out pipes	5.00
Firch Baking Company	Bread	3.54
Lake Shore Ice Cream Co.	Ice cream	2.25
Frank Liemer	Bread	.48
N. E. Schruers	Milkand cream	27.28
Penn'a. Electric Co.	Service	18.22
Edward Eichenlaub	Meat	6.04
W.A.Case & Son Mfg. Co.	Plumbing supplies	58.93
B. E. Darrow	Base shoe	8.36
Drake Feed & Lumber Co.	Base shoe	10.00
Erie Window Glass Co.	Paint & guard rail triangles	13.52
Palace Hardware House	Keys & wardrobe lock	3.46
York Paint & Hdw. Co.	Oil measure	2.37
Gulf Oil Corp.	Gasoline	5.13
C. F. Burkhardt	Tuning piano	4.50
Johnson Service Co.	Rep. to temperature control	24.90
Gust Krack & Son, Inc.	Rep. to roof - Pres. Home	201.30
C. Wilbur Billings	Rental of mixer	30.00
Poehlman's Key Shop	Making keys	4.00
Armour & Company	Meat & butter	65.60
C. A. Curtze	Flour	10.50
Erie Fish Company	Fish	4.55
Firch Baking Company	Bread	5.05
Gabin Fruit & Produce Co.	Potatoes	5.30
Sam Katowitz & Son	Produce	20.50
Lake Shore Ice Cream Co.	Ice cream	11.05
Libby, McNeill, & Libby	Canned goods	85.70
Frank Liemer	Bread	6.02
Loblaw Groceterias	Coffee	4.43
National Milling & Chem.Co.	Scouring powder	9.11
Penn'a. Assoc. for Blind	Brooms	2.64
Sanitary Farms Dairy	Orangeade	1.60
Schuler's Foods, Inc.	Potato chips	3.00
Sterling Supply Corp.	Laundry compound	9.00
S. Strunz & Son, Inc.	Soap chips	12.90
Swift & Company	Meat, butter, and cheese	77.61
Swift Equip. Corp.	Snow shovels	4.92
L. V. Kupper	Photographs	22.50
Red & White Store	Groceries	21.02
American Art Clay Co.	Instr. supplies	4.50
Milton Bradley Company	Instr. supplies	3.75
Cooper Swift Company	Instr. supplies	2.40
Drake Hardware Company	Bolts	.15
Erie Window Glass Co.	Paint	11.88
Kurtz Bros.	Instr. supplies	3.70
Palace Hardware House	Hardware	1.78
Zindel & Stauffer	Wire	.84
Carmon Ross	Traveling expenses	34.00
Penn'a. Telephone Corp.	Service charge	46.35
Bor. of Edinboro, Water Dep't.	Water rent	299.70
Briggs-Hagenlocher, Inc.	Repairs to lawn mower	2.25
Depinet-Melhorn Co.	Repairs to wash room	71.85
Union Ice Corp.	Repairs to ice machine	19.08
Armour & Company	Meat	26.88
Lake Shore Ice Cream Co.	Ice cream	6.00
Frank Liemer	Bread	2.40
Loblaw Groceterias	Coffee	1.78

J. Jacob Shannon Co.	Stone rakes	11.94
Swift & Company	Butter & cheese	13.02
Union Fruit & Produce Co.	Produce	11.50
Dorothy Windsor	Chicken	12.50
W.A. Case & Son Mfg. Co.	Plumbing supplies	4.41
Edinboro Floral Company	Plants	3.75
Star Electrical Company	Locknuts	.75
York Paint & Hardware Co.	Blow torch	2.33
Zindel & Stauffer	Rope	.80
Swaney Chevrolet Sales	Repairs to truck	2.15
Penn'a. Telephone Corp.	Tolls	5.63
Gust Krack & Son	Repair to roof - Pres. Home	241.50
L. V. Sherwood	Welding	.35
Union Ice Corp.	Repairs to refrigerator	6.60
J. F. Anthony	Cleaning costumes	43.40
Dep't. of Welfare-P. L.	Sauer kraut canned	9.45
Firch Baking Co.	Bread	5.23
Hercules Powder Co.	Laundry compound	84.35
Frank Liemer	Bread	2.40
Sanitary Farms Dairy	Dairy products	3.50
Service Supply Corp.	Buckets & gasoline can	9.98
Sybrant & Case	Compound and coffee	9.35
Wetherill & Bro. Inc.	White lead	165.20
Edward Eichenlaub	Meat	3.60
C. Wilbur Billings	Ice	2.67
Drake Hardware Co.	Nails	5.00
Jolleys Pharmacy	Infirmary supplies	1.29
Armour & Company	Meat and cheese	24.82
Devoe & Reynolds	Shellac	11.09
Gillespie Varnish Co.	Shellac	6.60
Frank Liemer	Bread	6.96
L. H. Parke	Canned goods	143.45
Red & White Store	Groceries	17.64
Felix Spatola & Sons	Canned blackberries	18.12
H. M. Wagner & Co., Inc.	Canned plums and beans	40.86
Erie Window Glass Co.-	Paint & painting equipment	17.77
Gust Krack & Son	Repairs to roof - Pres. Home	290.10
Erie Window Glass Co.	Paint and stain	41.18
Cotterel Company	Carbon paper & guides	7.87
Andrews Paper House of York	Wrapping paper	5.38
Erie Fish Company	Fish	2.66
Firch Baking Company	Bread	2.02
J. E. Fricke Company	Twine	2.16
Hygrade Sylvania Corp.	Lamp Bulbs	21.52
Lake Shore Ice Cream Co.	Ice cream	22.55
Frank Liemer	Bread	4.56
Paper Products Co.	Paper drinking cups	9.00
Penn'a. Supply Company	Putty	1.25
Red & White Store	Coffee & tomatoes	4.65
Reeves, Farvin & Co.	Canned goods	77.88
Roberts & Meck, Inc.	Paper clips	1.08
Sanitary Farms Dairy, Inc.	Orangeade	1.60
N. E. Schruers	Milk	56.11
Sinclair Refining Co.	Gasoline	30.80
Swift & Company	Meat	29.06
John H. Walker Company	Baking cups, paper plates	9.20
Walton Corp.	Toilet tissue	59.34
Yawman & Erbe Mfg. Co.	Y & E Folders	15.02

Austin Company	Plumbing supplies	5.24
Bolin's Shade Shop	Repairs to window shade	2.65
Boyd & Schafer	Plaster & lime	38.60
W.A. Case & Son Mfg. Co.	Plumbing supplies	6.20
B. E. Darrow	Base Shoe	5.50
Departmental Supply Co.	Staples	1.41
Depinet Melhorn Co.	Asphalt Cement	1.25
Erie Window Glass Co.	Paint, stain, drop cloths	52.88
General Elec. Supply Corp.	Electrical supplies	4.07
Gimbel Brothers	China	28.92
Palace Hardware House	Hardware	9.38
Park Hardware Company	Nails	3.75
Milloy Lumber Company	Lath	44.00
Star Electrical Company	Electrical supplies	10.32
H.P. Weller Supply Co.	Rope & wire (blades)	20.92
Zindel & Stauffer	Bolts, washers, hack saw	4.28
Armor Electric Mfg. Co.	Repairs to ice machine	3.00
James N. Daugherty	Repair work	32.00
Charles P. Davis	Repair work	24.00
Thomas DiRienzo	Repair work	40.00
J. R. Durham	Repair work	14.00
John Freeman	Repair work	32.00
Clarence C. French	Repairs to stop watch	4.50
Will E. Klie	Repair work	77.35
Floyd Nichols	Repair work	59.00
R-M Radio Laboratory	Repairs to radio	68.75
Arthur F. Schultz Co.	Repairs to refrigerator	3.00
L. M. Stearns	Repair work	74.25
John Stratton	Repair work	32.00
Treman-King Athletic Goods	Repairs to tennis nets	21.50
Jolleys Pharmacy	Developing camera plates	2.90
Paul Altenberger's Sons	Signs	16.40
Meyers & Johnson	Architect's Fees	150.00
Edward Eichenlaub	Meat	4.15
Sybrant & Case	Meat	1.01
Boyd & Schafer	Brick	90.26
W.A. Case & Son Mfg. Co.	Plumbing supplies	2.30
Cotterel Company	Instructional supplies	.80
B. E. Darrow	Flooring & corner bead	9.79
Erie Concrete & Steel	Weld fabric	15.68
Erie Window Glass Company	Okene	27.45
Felheim Lumber Company	Molding & window sash	11.00
Milloy Lumber Company	Sand paper	8.87
C. M. Root	Nails	4.65
D. Schlosser Company	Flooring & celotex	154.50
O. C. Thayer & Son	Plaster, brick & elec. sup.	74.75
Zindel & Stauffer	Nails	3.00
Carmon Ross	Traveling expenses	32.00
Penn'a. Telephone Corp.	Service charge	86.20
J. E. Ball	Repairs to plumbing	128.46
Will E. Klie	Repair work	100.30
Gust Krack & Son, Inc.	Repairs to roof-Pres. Home	253.65
Max C. Williams	Repairs to boilers	204.00
Rand, McNally & Co.	Instr. equipment	25.00
Frank Liemer	Bread	2.76
Sanitary Farms Dairy, Inc.	Dairy products	2.30
City Market	Groceries	8.51
Red & White Store	Groceries	35.11

Boyd & Schafer	Brick	6.75
Erie Window Glass Co.	Okene & plaster sealer	42.44
Lyman Felheim Co.	Base board	12.50
Gust Krack & Son	Repairs to roof & gutter	R.H129.75
Jaegle Paint & Varnish Co.	Paint	240.00
Sims Visual Music Co.	Instructional equipment	<u>119.55</u>
		8,485.32

Summary

1935-1937 Appropriation	\$7,047.07
1937-1939 Appropriation	<u>8,485.32</u>
	\$15,532.39

Upon motion of Mrs. Mahoney, seconded by Mr. Loveland, the following Report of the Committee appointed to Study the Audit of the Edinboro State Teachers College was accepted and a copy ordered to be sent to the Hon. Frank E. Baldwin, Auditor General of the Commonwealth of Pennsylvania.

Report of Committee Appointed to Study Audit
of the
Edinboro State Teachers College, Edinboro, Pennsylvania
as of
June 1, 1935 to May 31, 1936
as presented by the Honorable Frank E. Baldwin, Auditor General

The Committee of the Board of Trustees of Edinboro State Teachers College, appointed to study the report of the audit of the books and records of the Edinboro State Teachers College as prepared and submitted by the Hon. Frank E. Baldwin, Auditor General of the Commonwealth of Pennsylvania, after careful study of said audit, respectfully reports:

1. Names of Offices, Page 9:
The Committee recommends that changes be made in the names of the office of President and Vice-president of the Board of Trustees because of the confusion caused in the filling of records in the use of the same title for the President of the Board of Trustees as is used for the President of the College.
2. Cash Shortage, Page 10:
The previous resolution of the Board of Trustees recommended that the cash shortage of \$213.72 be written off as an uncollectible item. The President of the College presented this recommendation to the Department of Justice, but without any action on the part of that Department.
3. Accounts Receivable, Pages 12-13:
The Committee calls attention to the fact that in the report of the committee authorized to review the last audit, it was definitely recommended that the accounts receivable and long past due be referred to the Department of Justice. The President of the College conveyed this information to

the Department of Justice, but without any action on the part of said department.

4. Assets, Page 15:

The Committee begs to renew the report of the last committee on study of audit that the recommendation of the auditors with reference to Fixed Assets cannot be carried out without adequate funds. However, the Committee desires to state that by means of a WPA project a very complete and very comprehensive inventory of the institutions equipment has been made. This survey was completed December 31, 1936, and has been developed further. On September 1, 1937 a complete file and inventory of all the institution's equipment is available. The Committee begs to report that contrary to the statement of the auditors, this survey was accurately dated and so marked on the frontispiece of the survey report.

5. Land Records, Page 15:

The Committee desires to report that records or data of deeds to the real property of the College are on file in the Bureau of Land Records, Department of Internal Affairs, Harrisburg. At the present time a surveyor appointed by the General State Authority is making a complete survey of all the land owned by the institution.

6. Registration of Students, Page 27:

The Committee begs to report that probably there were two or three students who were allowed to attend classes without having paid their fees in full. Because complete registration is not permitted until after the fees were paid, these students were not officially registered; however, during the past year no student was permitted to attend classes without registration. The Committee, however, begs to call attention to the fact that it was due to a financial situation in which the authorities had every assurance that the students would pay their fees. The Committee further begs to report that during the past three years all registration fees have been completely satisfied and that the State has not lost a cent. This would justify the confidence the authorities placed in the few students who absolutely required assistance and an extension of time in order to remain in college.

7. Operating Deficit, Page 36:

The Committee begs to point out in that the operating deficit reported by the auditors is the amount covered by the general state appropriation as allocated to this institution. The Committee desires to call attention to the fact that in spite of a slightly decreased enrollment that the receipts for the year audited exceed that of the previous year by \$4936.59. The Committee further desires to call attention to the fact that the operating expenses of this institution for the year audited were \$155,607 as against \$178,687 the previous year. This made necessary curtailments in salaries, personnel, and maintenance.

8. Movie Fund, Page 47:

The auditors suggested that the so-called movie fund should

be transmitted to the Department of Revenue and that all expenses should be paid from the appropriation allocation. The Committee begs to call attention to the extreme inconvenience that such a disposition of these movie funds would entail. Frequently the films rented have to be paid promptly, very often in advance. It would manifestly be very inconvenient for a strictly student activity to be financed in such a way. The Committee strongly recommends that the present method of handling this small movie fund be continued.

9. Student Activity Fund, Page 50-51:

The comment is made by the auditors on Pages 50-51 concerning the so-called Student Activity Fund. The Committee begs to report that the students at Edinboro have always paid this activity fund, not because they were compelled to pay it, but because the students realize that they are getting more than their money's worth and because the students themselves have voted for the present student activity fee. The management and the operation of the student activities at Edinboro State Teachers College is no different than it is in other state teachers colleges of the state. The Student Council exercises a large share of control over the approval of the budget for the spending of the fund. All bills are approved by the Council. Since the auditors did not look through the minutes of the Student Council, they failed to see that the student organization had authorized the President of the College to approve certain forms of expenditures.

10. Alumni Loan Fund, Page 49:

The Committee is advised that the President of the College had made many and strenuous efforts by personal letters to the debtors to collect outstanding loans of \$633.75 due the Alumni Loan Fund. These loans were made prior to the present administration. The President of the College during the past three years has succeeded in collecting \$190.47 now on deposit. The debtors have been written to frequently and threatened with civil suits, but without any avail. Most of the loans are guaranteed by faculty endorsers. An attempt will be made in 1937-38 again to collect. However, the Committee recommends that the proper authorities at Harrisburg initiate ways and means to collect these loans.

11. Haven Hall Fund, Page 46:

The Committee begs to report that Miss Kunkel who was the sponsor for this fund has since the audit turned into the Student Activity Fund the sum of \$5.88. The balance of this fund is on a restricted deposit in the First National Bank of Edinboro.

Upon motion of Mr. Marsh, seconded by Mr. Bordwell, the following refunds were granted.

Margaret Donovan	\$7.00	Housing Fee
Marie Pearce	15.00	Contingent Fee

Upon motion of Mr. Loveland, seconded by Dr. Renz, the matter of awarding contract for coal for the balance of this school year was left with the Executive Committee with power to act.

Upon motion of Mrs. Mahoney, seconded by Mr. Bordwell, the Board approved for graduation, the following students.

May 25, 1937

Bachelor of Science in Public School Art

Bahmermann, William Charles	Forrest, Anna Margaret
Boxx, Mary Henrietta	Howard, Bernice Idlet
Dinges, Minnie Leola	True, Marian Jessie

Bachelor of Science in Education

Andre, Merle Kenneth	Moorhead, Robert Slemmons
Cochanides, Frances M.	Peiffer, Neil Thomas
Ghering, Eleonora	Shepley, John Adair
Graham, Gill Henry	Simon, Edward
Halchin, John	Swift, Chalmer Charles
Hunter, Russell B.	Van Slyke, Raymond Chester
Korb, Lois	Zahniser, Jane
Legters, Charles Gordon	Zahorchak, Michael M.

July 31, 1937

Bachelor of Science in Public School Art

Ryder, Dorothy Louise

Bachelor of Science in Education

Boynton, Ellen Simmons	Mitchell, Alice E.
Durbin, Laura Alberta	Miles, Laura Albert
Edgerton, Esther Minerva	Sherman, Beach Theodore
Hildebran, Grace Roberta	

August 21, 1937

Bachelor of Science in Education

Donovan, Margaret Anne	Mitchell, Margaret Lillian
Micacchion, Richard	

Upon motion of Mr. Bordwell, seconded by Mr. Marsh, the Board authorized their Secretary to send copies of the resolution, passed by the old Board of Trustees, regarding the Culbertson Company Golf Course, to Mr. Maurice Coughlin, if requested to do so.

Upon motion of Mr. Loveland, seconded by Dr. Renz, the Board was adjourned.

Respectfully submitted,

Katherine H. Sallee
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Secretary