

Edinboro, Pa.  
June 19, 1935

# COLLEGE ARCHIVES

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held in Loveland Hall, Edinboro, Pennsylvania, Wednesday, June 19, 1935 at 1:30 o'clock, C. C. Eaton, Chairman, presiding.

Members present were Messrs. C. C. Eaton, F. A. Loveland, J. K. Earp, L. E. Torry, Mrs. Mabel M. Burton, Mrs. Annette Grumbine and Mrs. Augusta B. Fleming.

Upon motion of Mrs. Burton, seconded by Mrs. Grumbine, the minutes of the meeting held May 15, 1935 were approved and ordered placed on file.

Upon motion of Mrs. Fleming, seconded by Mr. Earp, bills amounting to \$2,919.64 were approved for payment.

Journal Publishing Co.	Annual Catalogues	\$554.70
Red & White Stores	Groceries	12.77
N. E. Schruers	Milk	16.51
Johnston, Keffer & Trout	Mailing tubes	9.40
Jolleys Pharmacy	Infirmery supplies	1.55
Keystone Coat & Apron Co.	Waiters coats	21.60
Remington, Rand Inc.	Files & book supports	15.66
Dan W. Zeber	Water glasses	10.80
Zindel & Stauffer	Loom boxes & covers	.40
Armor Electric Mfg. Co.	Bolts for truck	1.80
Noel Harned	Repairs to truck	6.45
Don Cornell	Fainting	27.00
Dumore Company	Repair instructional equip.	3.24
Electrolux, Inc.	Repair brush	1.00
F. F. Harrison	Rental of potted plants	4.50
Duggan Rider Company	Desk tray	4.50
Walter S. Schell, Inc.	Jacobsen twin mower	434.00
Armour & Company	Meat	28.50
Atlantic Refining Co.	Cylinder oil	25.76
Dep't. Property & Supplies		
Purchasing Fund	Envelopes	3.68
Enterprise Poultry Co.	Poultry	26.30
Erie Dairy Products Co.	Cream & ice cream	6.06
Firch Baking Company	Bread	7.94
Jolleys Pharmacy	Ice cream	4.80
Keystone Brush Company	Scrub brushes	3.30
Lake Shore Ice Cream Co.	Ice cream	3.60
Frank Liemer	Bread	2.72
Loblaw Groceries	Coffee	5.40
Mamolith Carbon Faint Co.	White lead	4.05
Pa. Working Home-Blind Men	Mops	9.00
Roberts & Meck	Pencil sharpeners	6.18
Thompson & Company	Linseed oil	7.90
United Fruit & Produce	Produce	68.47
Swift & Company	Meat & butter	63.36
Sybrant & Case	Eggs	7.80
John Caldwell	Repairing lawn mowers	3.00
Pa. State Educ. Assoc.	Advertising-Pa. School Jr.	57.14

Duggan Rider Company	Office supplies	.85
Tribune Publishing Co.	Summer catalogues & Art	
	Bulletins	360.70
Red & White Stores	Groceries	13.55
N. E. Schruers	Milk	17.94
C. W. Billings	Material & labor	61.55
Boston Store	Ribbon for diplomas	2.21
E. R. Buchanan	Gasoline	.20
Cooper Swift Company	Wire brushes & decorations	1.19
Edinboro Co-Op. Assoc.	Cement & sewer connections	4.41
Palace Hardware House	Chain & valves	5.50
Park Motor Company	Spark plug for mower	.65
Flack & Crandall	Oil drums	7.50
State Nursery Sales	Shrubs	8.00
F. Weber Company	Instructional supplies	10.24
E. A. Wright Company,	Diplomas	92.88
C. C. Crawford	Traveling expenses	6.90
Florence May Kunkel	" "	8.40
Frank La Bounty	" "	10.00
E. Leigh Mudge	" "	10.00
W. A. Wheatley	" "	15.25
Dispatch-Herald	Advertising	3.00
Times Publishing Co.	"	3.00
Springs Oil Service	Furnace oil	33.48
John Bielak	Making bolts & clevice	1.40
Clougherty & Hilbert	Repairing radiator valve	6.85
Underwood Elliott Fisher	Co. Repairs to typewriter	15.50
Walker Bros.	Welding	.50
Technical Supply Co.	Chairs	117.00
Atlantic Refining Co.	Gasoline	21.53
Ba-Bee Pastry Shoppe	Wafers	6.32
Erie Co. Milk Assoc.	Ice Cream	5.40
Erie Dairy Products Co.	Cream	7.04
Federal Bake Shop	Wafers	4.00
Firch Baking Company	Bread	12.82
K. Hawkins	Punch	2.00
Lake Shore Ice Cream Co.	Ice cream	30.00
Frank Liemer	Bread	10.88
Brady Pratt	Milk	81.00
Pulakos	Nuts & wafers	6.60
Swift & Company	Meat	22.58
Sybrant & Case	Eggs & lard	10.60
United Fruit & Produce	Produce	7.84
Dep't. of Welfare-P. L.	Printing	18.26
Library of Congress	Library cards	93.45
Tribune Publishing Co.	Summer school bulletins	47.50
Red & White Stores	Groceries	.39
Sybrant & Case	Meat	8.28
Crane & McGlenen	List of Pa. H. S. Seniors	5.00
Edinboro Co-Op. Assoc.	Cement	.72
Zindel & Stauffer	Hardware	1.19
Julius C. Poehlman	Making keys	.50
Maurice A. Knight	Instructional equipment	26.25
Garlock Packing Co.	Gaskets	22.94
Jno. E. Graybill & Co.	Conduit	15.66
Jacob Haller Company	Sugar	105.00
H. Perilstein	Glass	56.40
	Total	<u>\$2,919.64</u>

The President explained the following Agenda in detail:

I. Status of Enrollments

- (1) Regular Session - 1934-35
- (2) Summer Session - 1935
- (3) Dormitories - 1934-35
- (4) Dormitories - 1935 Summer Session
- (5) Predictions Enrollments 1935-36
- (6) Significance - Revenue - Personnel

II. Personnel

- (1) No decrease possible in Maintenance and Operation personnel
- (2) Instructional Staff  
Retirement or leave of absence necessary for at least 3 unless enrollment reaches 325 in September. Leave of absence given one instructor for 1935-36.
- (3) Instructors on leave of absence in Summer Session
 

Miss Ludgate	Miss Smith
Mr. Harrison	Miss Ruttle
Miss Skinner	Miss Forness
Miss Wilson (Substituted by Miss Randall)	
Miss Graham	

III. Changes in organization - 1935-36 (Beginning with Sept.)

- (1) Practice School - The set up
  - (a) Director Teacher Training
  - Supervisor Practice Teaching in Secondary Field
  - " " " " " Elementary " &
  - " " " " " Rural Schools
  - " " " " " Art Education
  - (b) Personnel Officer - Duties, Some Teaching and Personnel work
  - (c) Elimination of Ass't. Dean of Women in accordance with Auditors Report
  - (d) Members of Faculty in charge of FERA Projects and Assignments
  - (e) Specific Public Relations Contacts
  - (f) Stenographic Services for Several Departments

IV. Salaries - Dependent upon State Appropriations

- (1) Restoration of Schedule on basis of 1932 salaries
- (2) All Maintenance and Operation employees on 52 weeks basis: all others on 36 weeks, plus six weeks for Summer Session
- (3) Dietitian, Librarian, Nurse will be given leave of absence for August without pay.
- (4) Economies must come from elimination of employees rather than reduced salaries  
Further reductions are dangerous, unfair, and will result in inefficiency.
- (5) Schedule of salaries will be impossible without adequate State Appropriation

V. Improvements to Plant Recommended

- (1) Dean of Instruction's room

- (2) Draft Control for Power House
- (3) Steam Pipe and Radiators - Survey
- (4) Plaster patching, painting, showers rebuilt
- (5) Patching of walks
- (6) Building of curb and gutter on College property along Normal Street. Very necessary
- (7) Making use of the old Dormitory for instructors' offices

VI. An Annual Report by the President  
Desires of Board of Trustees  
Character of Report

VII. Awarding of Coal Contract

VIII. Status PWA Projects  
Architects drawing preliminary sketches  
Authority Legislation necessary  
Location Problems

Upon motion of Mr. Earp, seconded by Mr. Torry, the Board voted to re-advertise for bids for alterations to the room to be used for the Dean of Instructions Office.

Upon motion of Mr. Loveland, seconded by Mrs. Fleming, the Board fixed the salary of Dr. Ross for the school year 1935-1936 at \$6,000.00 cash and full maintenance for self and family.

Upon motion of Mr. Loveland, seconded by Mr. Torry, the Board accepted the bid of the Domestic Fuel Company to furnish approximately 1,800 tons, 1 1/4" x 2 1/4" nut coal, delivered in the bin at the Edinboro State Teachers College, for \$4.00 per ton, subject to the approval of the Department at Harrisburg.

Upon motion of Mr. Torry, seconded by Mrs. Fleming, the following officers were re-elected for the school year 1935-36:

C. C. Eaton	- Chairman
F. A. Loveland	⊕ Vice Chairman
Katherine H. Sallee	- Secretary
J. K. Earp	- Treasurer

Upon motion of Mrs. Fleming, seconded by Mr. Torry, the meeting was adjourned.

Respectfully submitted,

*Katherine H. Sallee*  
Katherine H. Sallee  
Secretary

KHS/WO