Edinboro, Pa. September 26, 1935

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held in the Chamber of Commerce Rooms, Erie, Pennsylvania, Thursday, September 26, 1935 at 10:00 o'clock, C. C. Eaton, Chairman presiding.

Members present were Judge McLaughrey, Mr. C. C. Eaton, Mr. J. K. Earp, Mrs. Mabel M. Burton, Mrs. Annette Grumbine, and Mrs. Helen Schluraff.

Upon motion of Mrs. Burton, seconded by Mrs. Grumbine, the minutes of the meeting held August 2, 1935 were approved and ordered placed on file.

Upon motion of Mr. Earp, seconded by Mrs. Burton, bills amounting to \$4,502.20 were approved for payment.

| Art Metal Construction Co. Corry-Jamestown Mfg. Corp. Cotterel Company Upton-Lang Company | Art Meta Steel wa Globe We Contract |
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| op our saing company | OOH STAGE |

| Upton-Lang Company |
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| 1935-36 Appropriation Appleby Bros.&WhittakerCo Erie Window Glass Co. Hajoca Corp. Iron Works Hoover Mfg. & Sales Co. David Linzer & Sons Palace Hardware House Raub Supply Company F. A. Loveland Atlantic Refining Co. Park Motor Company Don H. Cornell L. S. Starrett Company Blystone Mfg. Company Walker Bros. Armour & Company C. Wilbur Billings |
| N. Brittingham & Sons |
| Cochran & Allen |
| Cotterel Company Crandall Packing Company |
| Crystal Soap & Chem. Co. |
| B. E. Darrow |
| Durkee Famous Foods |
| Garlock Packing Company Hygrade Sylvania |
| Iowa Soap Company |
| John Lucas & Company |
| Office Equipment Company |
| Red & White Stores |
| R. A. Abbey Company |

| Art Metal files(cabin | et \$422.45 |
|-----------------------|-------------|
| Steel wardrobe & stor | age 59.93 |
| Globe Wernicke files | 90.95 |
| Contracted repairs | 2,076.80 |
| Total | \$2,650.13 |

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| Stepladder & hardware Paint | 41.90 |
| Hardware | Control of the Contro |
| | 37.97 |
| Uniforms | 18.00 |
| Paint brushes | 12.06 |
| Bushing & welding rods | |
| Plumbing supplies | 2.90 |
| Traveling expenses | 22.45 |
| Gasoline | 48.68 |
| Repairs to truck | 10.00 |
| Painting | 36.40 |
| Repairing tape | .77 |
| Welding | .25 |
| Welding | .50 |
| Cleansing powder | 11.07 |
| Ice | 3.33 |
| Drain pipe solvent | 3.18 |
| Hasps & hinges | 5.52 |
| Metal waste baskets | 2.70 |
| Packing | 12.28 |
| Turpentine | 8.97 |
| Cement | 28.00 |
| Ground sage | 1.00 |
| Packing | 7.11 |
| Electric lamps | 84.29 |
| Soap | 4.96 |
| Paint & varnish remover | |
| | |
| Office supplies Groceries | 6.95 |
| | 9.09 |
| Ink | .90 |

| Appleby Bros. & Whittaker Co-Flumbing repairs Briggs-Hagenlocher, Inc. N. Brittingham & Sons Chicago Apparatus Co. Edinboro Co-Op. Assoc. Erie Window Glass Co. Falace Hardware House Star Electrical Company Joseph Woodwell Company Zindel & Stauffer Mabel M. Burton Gust Kract & Son, Inc. Max C. Williams Service Supply Corp. Rochester Cermicide Co. Seeman Bros. Edward Eichenlaub Appleby Bros. & Whittaker Co. Kauffman-Lattimer Co. Larkin Company Rend Monally & Co. Warren Webster Co. Albro Facking Co. Albro Facking Co. Albro Facking Co. Brit Straifer Cammour & Company Grandall Facking Go. Donaldson Faper Co. Brit Straifer Donaldson Faper Co. James W. Houston Company R. C. Williams & Company R. C. Williams & Company Service Supply Corp. Sybrant & Case United Fruit & Produce Co. Wilson & Co. Edinboro Co-Op. Assoc. Gent tax supplies Lota wire lawn mower 1.08 Instr. supplies 2.00 Instr. | | | |
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| N. Brittingham & Sons Chicago Apparatus Co. Edinboro Co-Op. Assoc. Erit Window Glass Co. Palace Hardware House Star Electrical Company Joseph Woodwell Company Zindel & Stauffer Mabel M. Burton Gust Kract & Son, Inc. Max C. Williams Service Supply Corp. Rochester Cermicide Co. Seeman Bros. Edward Eichenlaub Jolleys Fharmacy Red & White Stores Gyd & Schafer Erit Window Glass Co. Kauffman-Lattimer Co. Bay Early Window weights Extension ladder Traveling expenses Extension ladder 10.08 Rep. bake oven (in boiler 90.65 Extension ladder 10.08 Rep. bake oven (in boiler 90.65 Rep. bake oven (in | Briggs-Hagenlocher, Inc. | Parts for Lawn mower | 2.60 |
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| Max C. Williams Service Supply Corp. Rochester Germicide Co. Seeman Bros. Edward Eichenlaub Jolleys Pharmacy Red & White Stores Boyle & Schafer Erie Window Glass Co. Kauffman-Lattimer Co. Larkin Company Rand McNally & Co. Warren Webster Co. Zindel & Stauffer Carmon Ross Don H. Cornell Lugkin Rule Co. Albro Facking Co. Armour & Company Crandall Packing Co. Donaldson Paper Co. Enie Fish Company J. SRotchkiss & Bros. Co. James W. Houston Company R. C. Williams & Company R. C. Williams & Company R. C. Williams & Company Service Supply Corp. Salmon Serice Side walls Ilo.08 Extension ladder 10.08 Extension ladder 20.78 Salmon Sermicide Sc. Salmon Sc. Salmo | Gust Kract & Son, Inc. | Rep. bake over (in boiler | 90.65 |
| Service Supply Corp. Rochester Germicide Co. Seeman Bros. Edward Eichenlaub Jolleys Pharmacy Jolleys Pharmacy Red & White Stores Appleby Bros. & Whittaker Co. Baer Brothers Boyd & Schafer Erie Window Glass Co. Kauffman-Lattimer Co. Larkin Company Rand McNally & Co. Warren Webster Co. Dinstr. supplies Carmon Ross Don H. Cornell Lufkin Rule Co. Albro Facking Co. Albro Facking Co. Cruikshank Bros. Co. Donaldson Paper Co. Donaldson Paper Co. Erie Fish Company J.S.Hotchkiss & Bros. Co. James W. Houston Company R. C. Williams & Company R. C. Williams & Company Service Supply Corp. Salmon Salmon Sermicide Sermic dermicties Sermon Sermic Stlmon Service Supply Corp. Service Supply Corp. Spyrant & Case United Fruit & Froduce Co. Extension ladder Sermic dermic telegrams Sermic Stlmon Sermic Stlmon Sermic Stlmon Sermic Stlmon Service Supply Corp. Service Supply Corp. Spyrant & Case United Fruit & Froduce Co. Salmon Service Supply Corp. Service Supply Corp. Spyrant & Case United Fruit & Froduce Co. Series Supply Corp. Spyrant & Case United Fruit & Froduce Co. Series Supply Corp. Spyrant & Case United Fruit & Froduce Co. Series Supply Corp. Service Supply Corp. Spyrant & Case United Fruit & Froduce Co. | Max C. Williams | " arches & side walls | 119.45 |
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| Seeman Bros. Edward Eichenlaub Jolleys Pharmacy Red & White Stores Appleby Bros.&Whittaker Co. Baer Brothers Boyd & Schafer Erie Window Glass Co. Kauffman-Lattimer Co. Kauffman-Lattimer Co. Larkin Company Rend McNally & Co. Warren Webster Co. Justr. supplies Warren Webster Co. Dirt strainers Don H. Cornell Lugkin Rule Co. Albro Packing Co. Albro Packing Co. Crandall Packing Co. Crandall Packing Co. Donaldson Paper Co. Donaldson Paper Co. Fish Jacob Haller Company Hilker & Bletsch Company J.S.Hotchkiss & Bros. Co. James W. Houston Company R. C. Williams & Company Bervice Supply Corp. Sybrant & Case United Fruit & Produce Co. Produce Selmon Reat telegrams 10.078 20.774 20.7 | Rochester Germicide Co. | | |
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| Red & White Stores Appleby Bros.&Whittaker Co. Hardware 28.74 Baer Brothers Boyd & Schafer Paint 6.15 Erie Window Glass Co. Alfresco 6.50 Kauffman-Lattimer Co. Instr. supplies 3.44 Larkin Company Varnish 2.10 Rand McNally & Co. Instr. supplies 3.15 Warren Webster Co. Dirt strainers 8.64 Zindel & Stauffer Putty knives & wash tub 2.45 Carmon Ross Traveling expenses 32.75 Don H. Cornell Packing Co. Instr. equipment 3.99 Albro Packing Co. Ganned produce 8.46 Armour & Company Cheese 8.66 Cruikshank Bros. Co. Preserves 10.50 Donaldson Paper Co. Packing 2.56 Cruikshank Bros. Co. Preserves 10.50 Donaldson Paper Co. Paper towels 70.00 Erie Fish Company Fish 7.70 Jacob Haller Company Fish 7.70 Jacob Haller Company Fish 7.70 James W. Houston Company Fish 7.70 James W. Houston Company Fish 7.70 Loblaw Groceterias Contario Biscuit Company R. C. Williams & Company Tuna fish 8.96 Service Supply Corp. Asphalt roofing 9.32 Sybrant & Case Meat, butter, eggs 173.71 United Fruit & Produce Co. | | | |
| Appleby Bros.&Whittaker Co. Hardware Baer Brothers Boyd & Schafer Plaster & finishing lime206 .15 Boyd & Schafer Plaster & finishing lime206 .15 Erie Window Glass Co. Kauffman-Lattimer Co. Instr. supplies 3.44 Larkin Company Varnish 2.10 Rand McNally & Co. Instr. supplies 3.15 Warren Webster Co. Dirt strainers 8.64 Zindel & Stauffer Putty knives & wash tub 2.45 Carmon Ross Traveling expenses 32.75 Don H. Cornell Painting-Haven&NormalHall 89.20 Lugkin Rule Co. Instr. equipment 3.99 Albro Packing Co. Canned produce 8.46 Armour & Company Cheese 8.66 Crandall Packing Co. Canned produce 8.46 Armour & Company Cheese 10.50 Donaldson Paper Co. Paper towels 70.00 Erie Fish Company Fish 7.70 Jacob Haller Company F | | | |
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| United Fruit & Produce Co. Produce 28.82 | | | |
| | | | |
| Wilson & Co. Scap flakes 64.35 | | | |
| | Wilson & Co. | Scap flakes | 64.35 |
| | | | |

Total \$1,852.07

1934-35 Appropriation \$2,650.13 1935-36 " \$2,650.20 Upon motion of Mrs. Grumbine, seconded by Mrs. Schluraff, the Chairman of the Board of Trustees was authorized to sign the contract with R. T. Brenneman for fuel oil to be used in the President's Home. Contract period to end May 31, 1936.

The President explained in detail the following agenda.

Part A - Routine

I. Minutes of last meeting.

II. Items from the meeting of the Board of Presidents, Sept.20.

(1) Possibility of 9 weeks Summer Session

(2) Fire Panic Status and Emergency Fire Alarms

(3) Development strong minors in some special fields, e.g. Physical Education, Music, Art, Business Education In hands of curricular committee for study and report at next meeting.

(4) Fees, Special Curricula

(5) Status of non-public school teachers, re work at State Teachers Colleges.

III. Coming Meetings

- (1) Board of Trustees see letter from Mr. Sherts (2) Educational Congress, Oct. 9 10. The Theme
- (3) Joint Meeting Liberal Arts Colleges and State Teachers Colleges Oct. 23

(4) Schoolmen's Club of N. W. Pa., at Edinboro, Oct. 5

(5) Northwestern Convention PSEA, Erie, Oct. 18

(6) Annual Parents' Day, Oct. 12.

Part B - Plant

IV. Improvements to Physical Plant

(1) Normal Hall - Classrooms, Repair to Roof

(2) Recitation Hall - Repairs to Rocf

(3) Gymnasium:-

a. Improvements to besement and boys dressing rooms b. Painting hall and gymnasium

c. Repairing showers and toilets

(4) Haven Hall - Painting and renovating third floor

(5) Reeder Hall

a. Plastering and painting ten rooms

b. Resetting six showers

(6) Boys Old Dormitory - Plastering and painting for service as a faculty office building and student activities

(7) Overhauling Steam Lines

V. Status of Electric Wiring on the Campus

(1) Report by Mr. Johnson

(2) Recommendation - Authorize Mr. Johnson to prepare plans and specifications and authorize advertisement for competitive bids if Department of Fublic Instruction approves plans and authorizes College to proceed.

(3) Cost cannot be met out of present funds allocated to

the College - Special Allocation

VI. Plans for Management of Dormitories

(1) Miss Kunkel - Dean of Women and Dietitian

(2) Miss Gillis - Management of Laundry and Sanitation

(3) Housekeeper for Reeder Hall (4) Student Janitor for Reeder Hall

VII. Status of PWA Projects and WPA Projects

Part C - Finances

VIII. Status of the Budget - A four year comparison -Study of Receipts and Expenditures

Read Dr. Ade's letter insisting upon further economies

Economies Affected One instructor one-half year 773. 2,160. 400. Saving in new set-up in Practice School. . 1,000. 1,000. Combining janitorial work. \$14,849.

I. Budget of Student Activity Fund How operated

Request for Refunds Richard Metz - 9 weeks Housing and fees Leona Flick - Fees - one quarter

Part D - Miscellaneous

XII. Comparative Enrollments Four Year --- Oct. 15

| 1932-33 | Enrollment 497 | % Less | Freshmen | -% Loss +% Gain |
|---------|-------------------|--------|----------|--------------------|
| 1933-34 | 396 | -20 | 83 | -42 |
| 1934-35 | 300 | -32 | 79 | - 5 |
| 1935 | 275 | - 8 | 93 | +16 |

Resident Dormitory Students

| | First Semester | Percent total |
|---------|----------------|---------------|
| 1932-33 | 117 | 23 |
| 1933-34 | 80 | 20 |
| 1934-35 | 77 | 26 |
| 1935 | 109 | 40 |

XIII. Recommendations for appointment new employees

> (1) Gordon Harned as Janitor to take place of Joseph Tucker and Merrit Sherwood - Salary

(2) Housekeeper for Reeder Hall Salary per week and maintenance

XIV. Functioning of New Student-Faculty Co-Operative Covernment XV. Standing Committees of Faculty (See attached sheet)

Part E - Further Changes

XVI. Desirable and under consideration Economies - Morale - Solidarity - Confidence - Loyalty

STANDING RACULTY COMMITTEES - 1935-36

Faculty Meeting First Monday of Each Month at 4:00 o'clock or whenever necessary

Committees should be prepared to make a report at any regular faculty meeting.

(Chairman named first)

- (1) Alumni Homecoming and Organization
 Mr. McCommons, Mr. Haller, Miss Ludgate, Miss Ruttle,
 Miss Hermine Bauschard
- (2) Parents Day
 Mr. Bates, Miss Kunkel, Miss Hudson, and two students from
 Council -- Isabelle Crawford, John Streit
- (3) Public Relations
 Mr. Zahniser, Dr. Van Houten, Mr. Bates, Mr. Doucette
 Dr. Ghering
- (4) Publications
- Mr. La Bounty, Miss Skinner, Mr. Mallory

 (5) Extra-Curricular -- (Faculty Representatives)

 Mr. Wheatley, Mr. Doucette, Miss Ludgate, Mr. Stillings,

 Miss Ruttle. Dr. Foster
- Miss Ruttle, Dr. Foster

 (6) Seventy-fifth Anniversary
 Dr. Mudge, Dr. Crawford, Mr. Stillings, Mr. LaBounty,
 Miss Hudson, Mr. Bates, C. C. Eaton, F. A. Loveland, Grant
 Waddle, '25, Hermine Bauschard, '27, H. L. Cooper, '90,
 R. T. Marsh, '94, N. H. Goodell, '91, Earle D. Bruner, '01.
- (7) Athletics
 Dr. Crawford, Mr. Harrison, Miss Ruttle, Miss Hudson,
 Mr. McCommons
- (8) Library Mr. Wheatley, Miss Hudson, Miss Forness
- (9) Assembly Programs
 Mr. Zahniser, Miss Ludgate, Miss Wilson, Miss Baron, and
 two students to be appointed by President of Council
- (10) NYA Projects and Assignments
 Mr. Mallory, Mr. Wheatley, Miss Hudson
- (11) Housing
 Miss Kunkel, Dr. Crawford, Miss Ketcham
- Dr. Van Houten, Mr. Stillings, Mr. Offner, Mr. Heinaman
- (13)Social
 Miss Kunkel, Mrs. Van Houten, Mrs. Stillings, Midd Ludgate,
 Mr. Bates, Mr. McNees
- Dr. Foster, Mr. Stillings, Miss Kunkel, Dr. Van Houten, Mr. Haller

(The President is an ex-officio member of all committees)

Mr. Johnson, Architect, gave a verbal report of the changes in wiring, proposed by the Department of Labor and Industry, at ag cost of approximately \$7,000.00

Upon motion of Mrs. Schluraff, seconded by Mrs. Grumbine, Mr. Johnson was authorized to prepare plans and specifications for the proposed electrical work, and to advertise for competitive bids, if the Department of Fublic Instruction approves the plans and authorizes the College to proceed.

Upon motion of Mr. Earp, seconded by Mrs. Burton, the Board authorized Mr. Johnson to request a survey of power and steam at the college providing there is no expense to the institution. Mr. Johnson to take up the matter with the Fower Company and keep Dr. Ross informed.

Upon motion of Mrs. Burton, seconded by Mrs. Grumbine, Dr. Ross was authorized to secure the services of Mrs. Ernestine Forness as Housekeeper of Reeder Hall. Mrs. Forness to be paid five dollars per week and maintenance. Also, Dr. Ross to secure the services of a student at \$15.00 per month to do the janitor work in Reeder Hall.

Upon motion of Mrs. Schluraff, seconded by Mrs. Burton, the Board approved the request for refund of \$72.00, Contingent and Housing Fees made by Richard A. Metz.

Upon motion of Mrs. Grumbine, seconded by Mrs. Burton, the Board approved the request for refund of \$18.00, Contingent Fees, made by Leona I. Flick.

Upon motion of Mr. Earp, seconded by Mrs. Grumbine, Gordon Harned was employed as Janitor at a salary of approximately \$80.00 per month. Dr. Ross to put this janitor on the regular salary payroll as soon as he thinks best.

Upon motion of Mrs. Burton, seconded by Mrs. Grumbine, the Board approved the action of Dr. Ross in discharging Joseph Tucker as janitor.

Upon motion of Mrs. Burton, seconded by Mrs. Schluraff, the meeting was adjourned.

Respectfully submitted,

atherine & Salle

Katherine H. Sallee Secretary