

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.

1934-35 Appropriation

Art Metal Construction Co.	Art Metal files (cabinet)	\$422.45
Corry-Jamestown Mfg. Corp.	Steel wardrobe & storage	59.93
Cotterel Company	Globe Wernicke files	90.95
Upton-Lang Company	Contracted repairs	2,076.80
	Total	\$2,650.13

1935-36 Appropriation

Appleby Bros. & Whittaker Co.	Stepladder & hardware	41.90
Erie Window Glass Co.	Paint	6.79
Hajoca Corp. Iron Works	Hardware	37.97
Hoover Mfg. & Sales Co.	Uniforms	18.00
David Linzer & Sons	Paint brushes	12.06
Palace Hardware House	Bushing & welding rods	.52
Raub Supply Company	Plumbing supplies	2.90
F. A. Loveland	Traveling expenses	22.45
Atlantic Refining Co.	Gasoline	48.68
Park Motor Company	Repairs to truck	10.00
Don H. Cornell	Painting	36.40
L. S. Starrett Company	Repairing tape	.77
Blystone Mfg. Company	Welding	.25
Walker Bros.	Welding	.50
Armour & Company	Cleansing powder	11.07
C. Wilbur Billings	Ice	3.33
N. Brittingham & Sons	Drain pipe solvent	3.18
Cochran & Allen	Hasps & hinges	5.52
Cotterel Company	Metal waste baskets	2.70
Crandall Packing Company	Packing	12.28
Crystal Soap & Chem. Co.	Turpentine	8.97
B. E. Darrow	Cement	28.00
Durkee Famous Foods	Ground sage	1.00
Garlock Packing Company	Packing	7.11
Hygrade Sylvania	Electric lamps	84.29
Iowa Soap Company	Soap	4.96
John Lucas & Company	Paint & varnish remover	1.26
Office Equipment Company	Office supplies	6.95
Red & White Stores	Groceries	9.09
R. A. Abbey Company	Ink	.90

Appleby Bros. & Whittaker Co.	Plumbing repairs	10.28
Briggs-Hagenlocher, Inc.	Parts for lawn mower	2.60
N. Brittingham & Sons	Lard oil	.83
Chicago Apparatus Co.	Instr. supplies	1.08
Edinboro Co-Op. Assoc.	Cement	8.73
Erie Window Glass Co.	Paint	13.00
Palace Hardware House	Hardware	1.35
Star Electrical Company	Buzzers & wire	1.80
Joseph Woodwell Company	Window weights	14.00
Zindel & Stauffer	Trowels	.40
Mabel M. Burton	Traveling expenses	2.00
Gust Kract & Son, Inc.	Rep. bake oven (in boiler	90.65
Max C. Williams	" arches & side walls	119.45
Service Supply Corp.	Extension ladder	10.08
Rochester Germicide Co.	Germicide	82.50
Seeman Bros.	Salmon	8.88
Edward Eichenlaub	Meat	20.78
Jolleys Pharmacy	Ice cream & telegrams	6.52
Red & White Stores	Groceries	53.01
Appleby Bros. & Whittaker Co.	Hardware	28.74
Baer Brothers	Paint	6.15
Boyd & Schafer	Plaster & finishing lime	206.15
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	Painting-Haven & Normal Hall	89.20
Lufkin Rule Co.	Instr. equipment	3.99
Albro Packing Co.	Canned produce	8.46
Armour & Company	Cheese	8.66
Crandall Packing 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	Groceries	22.55
Hilker & Bletsch Company	Baking powder	5.40
J.S. Hotchkiss & Bros. Co.	Flour & salt	86.40
James W. Houston Company	Canned produce	44.12
Kemp, Day & Company	" "	22.56
Loblaw Groceries	Coffee	5.10
Ontario Biscuit Company	Crackers	1.90
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.	Produce	28.82
Wilson & Co.	Soap flakes	64.35

Total \$1,852.07

1934-35 Appropriation	\$2,650.13
1935-36 "	<u>1,852.07</u>
	\$4,502.20

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 Roof
 - (3) Gymnasium:-
 - a. Improvements to basement 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 Public 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
- IX. Economies Affected
- | | |
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| Four instructors | \$9,516. |
| One instructor one-half year | 773. |
| Dietitian. | 2,160. |
| Reduction in salary. | 400. |
| Saving in new set-up in Practice School. | 1,000. |
| Combining janitorial work. | 1,000. |
| | <u>\$14,849.</u> |
- X. Budget of Student Activity Fund
 How operated
- XI. 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

	<u>Enrollment</u>	<u>% Less</u>	<u>Freshmen</u>	<u>-% Loss</u> <u>+% Gain</u>
1932-33	497		144	
1933-34	396	-20	83	-42
1934-35	300	-32	79	- 5
1935	275	- 8	93	+16

Resident Dormitory Students

	<u>First Semester</u>	<u>Percent total</u>
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 Government
- XV. Standing Committees of Faculty (See attached sheet)

Part E - Further Changes

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

STANDING FACULTY 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
- (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. Mallory, 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
- (12) Research
Dr. Van Houten, Mr. Stillings, Mr. Offner, Mr. Heinaman
- (13) Social
Miss Kunkel, Mrs. Van Houten, Mrs. Stillings, Miss Ludgate,
Mr. Bates, Mr. McNees
- (14) Records and Reports
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 a 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 Public 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 Power 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,

Katherine H. Sallee

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Secretary