

Edinboro, Pa.
October 4, 1939

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held in the Board Room at the College Wednesday, October 4, 1939 at 10:00 o'clock A.M.

Members present were Messrs. Ritchie T. Marsh, Frank L. LaBounty, Joseph J. Desmond, John K. Earp, N. A. Carlson, William P. Rose, Prof. Clyde C. Knapp.

Upon motion of Mr. Desmond, seconded by Mr. Earp, Mr. Marsh was re-elected Chairman of the Board of Trustees.

Upon motion of Mr. LaBounty, seconded by Mr. Knapp, Mrs. Sallee was re-elected Secretary of the Board of Trustees.

Upon motion of Mr. Desmond, seconded by Mr. Knapp, Mr. Earp was elected Vice-Chairman of the Board of Trustees.

Upon motion of Mr. Carlson, seconded by Mr. Desmond the minutes of the meeting held August 16, 1939 were received and ordered placed on file.

Edinboro, Pa.
August 16, 1939

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held in the Board Room at the College, Wednesday, August 16, 1939 at 1:20 o'clock.

Members present were Messrs. John Brooks and Ritchie Marsh, Miss Rowena MacBride and Mrs. Bertha Winter Mahoney. A quorum not being present, it was decided to meet as a Committee. The following business was transacted.

Upon motion of Mrs. Mahoney, seconded by Mr. Brooks, the minutes of the meeting held June 14, 1939 were approved and ordered placed on file.

Upon motion of Mr. Brooks, seconded by Miss MacBride, bills amounting to \$8,109.34 were approved for payment.

1937-1939 Allocation

June 1939

Dep't. of Prop. & Sup.	P.F. Office supplies (ment programs)	.39
Dep't. of Welfare, P.L.D.	" " & commence-	30.65
Johnston, Keffer & Trout	" "	4.90
Pennsylvania Railroad Co.	Freight	.86
Times Tribune Company	Line cuts	13.99
Addressograph Multigraph Co.	Addressograph supplies	20.29
G. W. Kepler, Treas.	Ashes	189.35
Ideal Restaurant Supply Co.	Syrup pitchers	2.95
Henry F. Mitchell Co.	Grass seed	300.00
William Paravano	Sheepskins	55.20
Progressive Coat & Apron Co.	Waiters coats	18.00
Park Motor Company	Repairs to Station Wagon	1.75
Socony-Vacuum Oil Co.	Gasoline & oil	1.04
Swaney Chevrolet Sales	Repairs to truck	28.73

Penn'a. Telephone Corp.	Tolls	15.50
C. E. Ward Company	Rental of caps & gowns	7.00
William M. Bains	Library books	32.46
Business Supply Company	Storage cupboards	165.11
William F. Gable Company	Rugs & table padding	273.37
R. C. A. Mfg. Co., Inc.	Victrola	109.10
<u>July 1939</u>	(ing & chairs	
Dep't. of Welfare-P.L.D.	Printing, toweling, sheet-	62.97
Lincoln-Schlueter Floor		
Machinery Company	Brushes for Sphinx machine	33.00
Strauss Brothers	Napkins, table cloths, bed	
	spreads	471.63
American Optical Company	Repairs to Opthalmograph	14.52
Erie Concrete & Steel	Tennis court wire fence	874.00
Supply Company		
	Total	2,726.67

1939-1941 AllocationsJune 1939

Edward Eichenlaub	Meat	6.22
Brenneman Service Station	Empty drums	2.50
Palace Hardware House	Oars and oar locks	3.75
Zortman Flour & Feed Co.	Cement	2.75
Rowena MacBride	Traveling Expenses	5.84
Hazel Ober	" "	7.91
Carmon Ross	" "	27.25
Bell Telephone Co. of Pa.	Advertising	.75
Blystone Mfg. Company	Welding	.35
Forrest H. Harrison	Repairs to Fire Alarm	5.00
Virgil Crandall	Rental of truck	84.00
Raymond Loper	" " "	75.40
Flack & Crandall	" " "	75.00
Beadle & Company	Canned goods	14.28
N. Brittingham & Sons	Bowl cleaner	16.64
F. J. Cronan & Son	Sweeping compound	3.60
R. J. Crozier Company	Rakes	7.40
Crystal Soap & Chemical Co.	Laundry bleach	12.70
Dep't. of Welfare-P.L.D.	Canned goods, & coffee	42.84
Doldge Company	Alto-Co	23.50
Erie Farm Products Company	Spinach	4.00
Erie Sea Food House	Halibut	12.00
H.J.W. Foster Brush Co.	Squeegees	9.70
General Elec. Supply Corp.	Campus light panels	5.67
Jacob Haller Company	Groceries (powder	66.70
Imperial Products Company	Silver polish, scouring	14.40
Lake Shore Ice Cream Co.	Ice cream	26.00
Francis H. Leggett & Co.	Canned goods	42.56
Meadville Bread Company	Bread	13.02
Morgan Chemical Company	Furniture polish	3.00
Paper House of Penna.	Mimeograph paper	43.89
L. H. Parke Company	Canned goods	42.82
Pittsburgh Gage & Supply Co.	Hasps & strap hinges	2.28
Pittsburgh Plate Glass Co.	Figured glass	16.40
Red and White	Groceries, fruit & produce	114.95
Sanitary Farms Dairy	Buttermilk, cottage cheese	4.40
Schenck's	Potato chips & styx	6.50
Seeman Brothers, Inc.	Canned goods	23.24
Harry Shapiro & Sons	Corbin door checks	95.09
Felix Spatola & Sons	Canned goods	28.10

Standard Brands, Inc.	Chili and black pepper	2.73
York Paint & Hardware Co.	Slim taper files	1.07
Zindel & Stauffer	Scythe, stone, Climax	3.45
Zortman Flour & Feed Co.	4" elbows	1.00
Penn'a. Telephone Corp.	Service and tolls	57.05
Austin Company	Filing saws	1.25
C. Wilbur Billings	Rent of truck & ice	65.92
Charley Brothers	Canned goods	18.80
Erie County Milk Assoc.	Ice cream	5.00
International Salt Co.	Salt	4.44
Jersey Belle Food Prod.Co.	Celery seed and paprika	7.34
Francis H. Leggett & Co.	Canned goods	9.00
Frank Liemer	Bread	3.02
National Peanut Corporation	Peanuts	3.30
Red and White	Cream & melons	2.24
Reeves, Farvin & Company	Canned goods	11.10
Felix Spatola & Sons	" "	17.74
Sybrant & Case	Meat, eggs, cheese	134.94
<u>July 1939</u>		
Penn'a. Electric Company	Service	142.88
Zindel & Stauffer	Tacks	.50
Sarah Pettit	Traveling Expenses	5.54
Carmon Ross	" "	32.00
A. G. Sallee	" "	5.70
Penn'a. Telephone Corp.	Tolls	26.68
Bell Telephone Co. of Pa.	Advertising	.75
Borough of Edinboro, Water Department	Water rent	246.20
Penna. Electric Company	Electric service	4.38
Zortman Flour & Feed Co.	Anthracite coal	22.50
J. E. Ball	Plumbing repairs	64.40
Joseph Nicosia	Tuning piano	4.00
Underwood Elliott-Fisher	Repairing typewriter	15.34
Lawrence	Cleaning drapes	26.00
Atlantic Refining Company	Oil	26.07
Andrews Paper House of York	Wrapping paper	8.38
Charley Brothers	Canned goods	8.20
Jersey Belle Food Prod.Co.	Gelatin	10.70
Frank Liemer	Bread	3.83
Meadville Bread Co.	"	11.21
Red and White	Fruit & produce	84.73
N. E. Schruers	Milk and cream	39.19
Sinclair Refining Co.	Gasoline	35.67
Sybrant & Case	Meat, butter, eggs, cheese	120.38
Toledo Plate & Window Glass	Figured glass	16.40
Cotterel Company	Index tabs	3.60
A. L. Cahn and Sons	Kitchen supplies-dishes	221.86
Palace Hardware House	Deep fat fryer	5.50
Solvay Sales Corporation	Calcium chloride	9.25
Zindel and Stauffer	Hasps	.36
H. L. Offner	Traveling Expenses	23.30
Carmon Ross	" "	28.00
Atlantic Refining Company	Gasoline and oil	6.07
Park Motor Company	Repairs to Station Wagon	2.25
W. W. Cummings	Sharpening tools	2.90
Arden Billings	Rental of truck	45.63
C. W. Billings	" " " , shovel, mover, plow, cement mixer	491.62

K. M. Boylan	Rental of truck	69.35
Virgil Crandall	" " "	75.01
B. E. Darrow	" " "	48.00
Raymond Loper	" " "	73.78
S. McLallen	" " "	54.75
Plack & Crandall	" " "	87.01
Joseph Sherwood	" " "	60.75
Underwood-Elliott-Fisher	Typewriters	229.89
Armour and Company	Soap	2.22
C.F. Bonsor & Company	Canned goods	24.54
Boston Store	Thread, needles, nuts	3.94
N. Brittingham & Sons	Twine	2.93
Charley Brothers	Canned goods	47.75
C. A. Curtze	Breakfast food	5.10
Dep't. of Welfare-P.L.D.	Coffee	15.00
Erie Farm Products Co.	Frozen vegetables	10.72
Erie Fish Company	Fish	4.50
Erie Sea Food House	Fish	6.25
S. M. Flickinger Co.	Dates, pecans	4.74
James W. Houston Co.	Canned goods	8.08
Hygrade Sylvania	Lamp bulbs	21.52
Kolbe Fisheries Company	Shrimp	5.50
Lake Shore Ice Cream Co.	Ice cream	29.25
Francis H. Leggett & Co.	Canned goods	15.58
Libby, McNeill & Libby, Inc.	" "	35.72
Meadville Bread Company	Bread	13.61
N. G. Mitcheltree	Chicken	15.51
Pulakos	Wafers	1.20
Red and White	Fruit and produce	147.72
Reeves Parvin & Company	Canned goods	62.23
Sanitary Farms Dairy, Inc.	Cottage cheese, buttermilk	4.80
Schenck's	Potato chips & styx	9.50
N. E. Schruers	Milk and cream	85.37
Sinclair Refining Co.	Insecticide	13.34
Wm. V. Soeder	Chicken	15.12
Sybrant & Case	Meat, butter, eggs, cheese	200.22
Thomas and Company	Canned goods	40.15
United Fruit & Produce Co.	Cauliflower	2.50
Wesson Oil & Snowdrift Sales	Corn oil	17.50
R. C. Williams & Co.	Canned goods	22.34
<u>August 1939</u>		
Pennsylvania Electric Co.	Electric service	205.52
Dep't. of Welfare-P.L.D.	Library printing	4.50
Remington Rand	" supplies	10.58
Winter Company	Victrola needles	1.50
Zindel & Stauffer	Pick & sledge hammer handles	1.50
Penn'a. Telephone Corp.	Telephone service & tolls	52.16
Bell Telephone Co. of Pa.	Advertising	.75
Zortman Flour & Feed Co.	Anthracite coal	45.00
Gust Krack & Son, Inc.	Erecting copper hood	111.54
Senator Projector Devices	Coil for movie machine	3.12
C. Wilbur Billings	Ice	32.67
Charley Brothers	Vinegar	6.24
Erie County Milk Assoc.	Choco-pops	9.00
Jaburg Brothers	Dill pickles	5.35
Lake Shore Ice Cream Co.	Ice cream	8.50
Frank Liemer	Bread & yeast	1.98
Meadville Bread Co.	Bread	3.98

Red and White	Fruit & produce	38.67
Schenck's	Potato chips	1.50
Sinclair Refining Co.	Gasoline	56.20
Sybrant & Case	Butter, eggs, fish, meat	41.26
United Fruit & Produce Co.	Tomatoes	4.40
	Total	5,382.67

Total 1937-1939 Allocation	2,726.67
" 1939-1941 "	5,382.67
Total	8,109.34

The following Agenda was explained in detail by Dr. Ross.

Part I

- I. Reading and Approval of Minutes of Last Meeting
- II. Presentation of Bills
- III. Resolution re Late Registration Fee
- IV. Passing on Graduates--Summer Session and Post Session
- V. Disposal of State Audit

Part II - President's Report

- I. (a) Enrollments for Summer Session and Post Session
(b) Cost of Summer Session and Post Session
(c) Enrollment Prospects, 1939-40
- II. State Allocation, 1939-41 -- Comments
- III. Status of New Buildings -- Completion and Equipment
- IV. Campus Improvements
 - A. Status of Athletic Field, Track, Tennis Courts, Grading, Walks
 - B. Funds lacking to complete
- V. Proposed W.P.A. Projects
- VI. Use of Relief Workers
- VII. Personnel Changes
 - A. Acting Dean of Instruction -- Mr. Offner
Recommended increase of two increments
 - B. Dean of Women
 - C. Miss Strohecker--Assistant Supervisor of Student Teaching
 - D. Do not plan to use Dr. Atkinson
- VIII. Status of Bonding -- Cost \$325
- IX. Promotional Work
 - A. During Summer Session
 - B. June Record
 - C. September Record
 - D. Follow-up Letters to Prospective Students
 - E. News Letters
- X. Placements
 - A. Organization Placement Service
 - B. Placement of Teachers

Upon motion of Mr. Brooks, seconded by Mrs. Mahoney, the following resolution was adopted:

"RESOLVED, That each student registering after the date officially set for registration, shall pay an additional

fee of \$1.00 per day until the student is in regular attendance in accordance with the regulations of the Board of Presidents, provided that the total amount of the Late Registration Fee shall not exceed \$5.00, except when permission for late registration has been secured in advance from the President because of illness or any other unavoidable causes. The same regulations shall apply to approved inter-semester payments, effective September 1, 1939."

Upon motion of Mrs. Mahoney, seconded by Mr. Brooks, the Committee approved for graduation, the following students:

July 1939

Bachelor of Science in Public School Art

Kirkpatrick, Priscilla E.	Lingenfelter, Jeannette A.
Kuhns, Miriam	McAuley, Carol R.
Purdie, Maud	Gibson

Bachelor of Science in Education

Berman, Beatrice	Hull, E. Wayne
Borton, Orval B.	Peterson, Lithner Allen
Gross, Norman Wilson	Rhodes, Harry Kenneth
Hall, Merle LeRoy	Sellers, Roland Anthony

Bachelor of Science in Education

Collum, Ruth Mildred	Huebner, Mildred Harriet
Hirsch, Evelyn Frances	Morgan, Mary Irene
Wallace, Helen Virginia	

August 1939

Bachelor of Science in Education

Bilski, Walter John	Rhodaberger, Virginia Louise
Brown, Mary Teresa	Rohleder, Ernest W.
Davis, Harvey Augustus	Rough, Mabel Leona

Bachelor of Science in Education

Drezner, Bertha Theresa	Evans, Edna Florence
Joles, Florence M.	

The report of the Honorable Warren R. Roberts, Auditor General, was read in detail.

Upon motion of Miss MacBride, seconded by Mr. Brooks, the Committee approved the appointment of the Committee of three made by the Chairman of the Board, to study the report of the Honorable Warren R. Roberts, Auditor General and to submit statement in detail, in writing, as to their findings.

The following members were appointed as the Committee:

Mrs. Bertha Winter Mahoney
Miss Rowena MacBride
Mr. John Brooks

Upon motion of Mr. Brooks, seconded by Miss MacBride, the Committee approved an increase in salary of two increments of \$120.00 each, for Mr. Offner.

Upon motion of Mr. Brooks, seconded by Mrs. Mahoney, the committee approved the appointment of Miss Evelyn Bergstrom as Dean of Women at a salary of \$2160. for 9 months.

Upon motion of Mrs. Mahoney, seconded by Mr. Brooks, the president was authorized to take up the matter of Bonds with the proper authorities at Harrisburg to see if any bonds may be reduced or limited.

Upon motion of Mrs. Mahoney, seconded by Mr. Brooks, the meeting was adjourned.

Respectfully submitted,

Katherine H. Sallee
Secretary

Upon motion of Mr. Desmond, seconded by Mr. Earp it was voted that the regular meetings of the Board of Trustees be held the second Friday of the following months: September, November, January, March and June. Such other meetings as necessary to be called by the Chairman of the Board.

The following Agenda was explained in detail by Dr. Ross.

Part A-- Pertaining to Organization

- I. Meeting called to order by Chairman of the Board, Ritchie Marsh, of Erie.
- II. Status of present officers--Chairman of the Board and Secretary--Do they continue to serve until successors chanted or appointed? (See Constitution and By-Laws)
- III. Minutes of previous meetings, June 14 and August 16, 1939.
- IV. Executive Committee of the Board--appointment previously authorized by the Board; must have at least 5 members; its function (See Constitution and By-Laws)
- V. Present status of meeting dates--the third Wednesday of the following months: September, November, February, April, May or June.
 - (a) Day, Wednesday, not very satisfactory.
 - (b) Suggest second Friday of following months; August, October, December, February, May and whatever special meetings the Chairman may call, and meetings of the Executive Committee.
- VI. Suggest slight change in order of business today--President's Report and then unfinished and new business.

Part B--The President's Report

Introduction--Nature of report today largely informative for new members; covers backgrounds, functions, progress, present status, and future goals.

- I. Brief historical sketch:
 - (1) Significant dates: 1861- 1892- 1914- 1927- 1931- 1934- 1936- 1938

- (2) Gradual change in scope and purposes of similar institutions--"Normal Schools" to full fledged colleges granting degrees; greater state support and control; evolution of state's teacher program from quantity to quality; lengthening period of preparation for certification; friction between the State Institution and liberal arts colleges has caused a fundamental problem of functions in the teacher education program.
- II. Present organization of the State Teachers Colleges
(Typical in the state)
- (1) Board of Trustees appointed or removed by the Governor.
 - (a) President of the College executive officer of Board, duties powers, responsibilities prescribed by Administration Code and School Laws.
 - (b) Board of Trustees covered by Administration Code and own Constitution and By-Laws.
 - (3) Department of Public Instruction, directing and controlling agency of the State; Superintendent of Public Instruction, President of the Board of Presidents of State Teachers Colleges.
 - (4) Board of Presidents of State Teachers Colleges--powers definitely prescribed by Law in rather general terms. State control important to bear in mind.
Examples of Control:

Purchases	Contracts	Allocation of Aig
Personnel	Standards	Printing
Plant	Salaries	Foods
Budgets	Curriculum	Coal
Employees	Architectural Services	
Stationery	Disposing of Equipment	
 - (5) The co-operative schools relationship with Erie and Edinboro School Districts.
 - (6) Personnel
 - (a) Instructional staff - Regular College 27; Cooperative Teachers 31
 - (b) Non-instructional professional staff - 8
 - (c) Maintenance employees - 15.
 - (d) Miscellaneous employees--student help, temporary employees paid by the hour for special purposes.
 - (7) Student Body -- "Student-Faculty Co-operative Government. (See Handbook for Constitution)
 - (8) Internal Faculty Organization through faculty committees --24 in number. (Listed in Regular Catalogue)
- III. Financial Support: (1) State Aid; (2) Local Fees; (3) The Student Activity Fee
Explain each--how determined
See Table I--Statement of Finances.
The Budget--how made and approved; two year period; lapsing Budget Control Statement Monthly.
No deficits permitted.
Student aid sadly missing except through H. Y. A.
See Statement of Revolving Fund.
- IV. The Curricula--State Wide and Uniform
Organized by Board of Presidents, subject to approval of State Council of Education.
- (1) At Edinboro--Elementary, Secondary, and Art, each four years.

- (2) The Special Curricula--how allocated.
- (3) Shift in time and contents.
- V. The Student Body--requirements for admission--the pledge.
- VI. Data bearing on enrollments
 - (1) Tables 2, 3, 4, 5, 6, 7, 8, 9, 10
 - (2) Interpretation of data.
- VII. Factors that influence enrollments:
 - (1) The law of supply and demand
 - (a) The depression
 - (b) The Tenure Law
 - (2) Competition for students
 - (a) Area situation
 - (b) Erie
 - (c) Erie Branch discontinued
 - (3) Lengthening the curriculum in Elementary Education
 - (4) Psychological Factor--the threat to close Edinboro, 1932
 - (5) Effect of the Depression on Art Education
 - 129 Art students in 1931
 - 46 in 1936
 - (6) Natural limitation of population--the saturation point
 - (a) See Analysis Enrollment Data 1934-35. The Index Number
 - (b) See Distribution of Students in State Teachers Colleges in this Area (Table 11).
Unless special curricula or features are added, enrollment cannot increase much beyond 350.
 - (7) The Erie teacher employment situation
 - (8) The Contingent Fee means that tuition is no longer free
 - (9) Service rendered Area important
 - (10) Better teaching and higher professional standards are finest aid to larger enrollments
 - Quality, service paramount
 - versus
 - Mere Quantity
 - (11) Improved plant facilities will help enrollments in time.
 - (12) Should we prepare more teachers than can be absorbed? Would this be fair to young people who desire to make teaching a career?
- VIII. Brief statement of policy of present administration
 - (1) To educate (not train) and prepare teachers for the schools of the state, with special emphasis on Northwestern Pennsylvania by providing:
 - (a) An improved and constantly improving instructional service.
 - (b) More adequate and improved materials and plant facilities. This is not an expansion, but an improvement program--in the case of Edinboro--a restoration program.
 - (c) An integration of all the instructional forces and other related forces so that they may work together for the common goal in one co-operative enterprise.
 - (d) Larger units of pupil organization in the Training School.
 - (e) Encouragement to greater student participation in organizing, managing, and controlling more

and more their own student life activities through a well-organized and functioning student-faculty co-operative campus government, and an extra-curricular program that meets major interests. This is a step towards a full development of the American Way of democratic government. This will be a slow process but one worth trying.

(2) To extend the service of the College off the campus through its Extension Courses, services of faculty to communities in civic and educational matters, testing programs, etc. In brief, how can the College make itself felt in the adult life of the area? (See Table 6)

(3) Edinboro is a State and not local institution. Significance of this conception of the new Edinboro.

IX. Improving the Physical Plant--A Means not an End
For many years this Institution was sadly neglected by the State. Why? Funds were never made available for improvements, much less for new buildings, except Loveland Hall, 1931.

- (A) Opportunities through W. P. A. taken advantage of to make the following improvements since 1934, the College and State furnishing all materials:
- (1) Replastering and painting the auditorium
 - (2) Painting interiors of both dormitories
 - (3) New hardwood floors in all rooms of Haven Hall
 - (4) Replastering, requiring, repainting interior of Reeder Hall
 - (5) New fixtures in both dormitories
 - (6) All other buildings on Campus painted inside and outside
 - (7) All electric lines placed underground
 - (8) New transmission lines and transformers
 - (9) Four and six inch water mains built, extended, and fire hydrants placed at convenient points on campus (No fire hydrants prior to this)
 - (10) New and modern inter-communication telephone system
 - (11) Fine recreation lobby in basement of Reeder Hall
 - (12) More adequate storm and sanitary sewers built
 - (13) Terrace built at Reeder Hall
 - (14) Property around President's home beautified and brick house painted
 - (15) Shrubbery and trees planted
 - (16) Administrative and business offices remodelled and equipped
 - (17) Offices for Dean of Instruction provided
 - (18) Faculty Room built in Normal Hall
 - (19) Three Cottages repaired, two moved
 - (20) About 1500 feet of curbing and 1500 linear feet of wide pavements built
 - (21) Fire alarm and emergency lighting system built
 - (22) Seven buildings required.
- (B) Clerical Projects through W. P. A.
- (1) Library Cataloguing (\$3000)
 - (2) Alumni Register (\$1200)
 - (3) Book Repairing (\$1500)
 - (4) Inventory Project(\$2000)

- (5) Maid service in girls' dormitory
Estimated outlay for A and B about \$200,000.
State and College furnished materials and equipment.
- (6) Building Program Under General State Authority
- (1) Short history--basis of program was a report filed with Department of Public Instruction in 1934 several months after present administration came into office
 - (2) Plans made in fall of 1935 under first set-up of G. S. A. The Court Ruling's effect.
 - (3) Plans revived and proposed in the spring of 1937 when Supreme Court reversed itself.
 - (4) Architects selected by Board and G. S. A.
 - (5) Four buildings approved at cost of \$754,000. How financed.
 - (6) Buildings an improvement and not an expansion program. Important item to remember. Purpose and need of each.
 - (7) Equipment for new plant will cost about \$70,000. How to be provided.
- (D) Campus and other improvements now under way
- (1) Refrigeration plant--completed at a cost of \$4000. (Local College Budget)
 - (2) Electric Signal System, and new tower clock (\$3900)
 - (3) New Athletic Field
 - (4) New Athletic Field, completed
 - (5) Quarter-mile track, partly completed
 - (6) Painting by
 - (7) Six Tennis Courts, partly completed
 - (8) Grading and re-seeding of parts of the campus
 - (9) System of new hard roads leading to new power plant and athletic fields (Provided for in new equipment requisition)
- (E) Additional contemplated improvements--goals
- (1) Improvements to old Gymnasium
 - (2) Demolishing of old heating plant and Recitation Hall
 - (3) Improvements and remodelling of old Auditorium for auxiliary services--library, dramatics, music, etc.
 - (4) Improvements in class room facilities in Normal Hall
 - (5) Need for Library Building or improvements in present Library Room on second floor of Normal Hall
 - (6) Very necessary changes to sanitary facilities in Normal Hall
 - (7) Recreational Center for Student Body, possibly in basement of Haven Hall
 - (8) Modern electrical cooking equipment for college kitchen
 - (9) Urgent need for fire-proof storeroom and laundry building
 - (10) Modern plumbing and heating in the three cottages
 - (11) Appropriate fencing for parts of the campus, particularly the athletic fields
 - (12) Definitely planned and engineered landscaping around new buildings and various parts of the campus
 - (13) Possibility of the acquisition of a track of wooded stream land for construction of a nature camp and private recreational ground for students and faculty.

- (14) Haven Hall--the girls' dormitory--already well filled. Within a few years the need for additional dormitory facilities will be apparent.
- (15) Improvements to front of Haven Hall and landscaping of rear into a flower garden and outdoor dining space.

The above are practical and not beyond the bounds of financial possibilities.

- X. Development of the ideal of Service Function of the College. What has been done under this administration (Examples).
 - (1) Organization of Northwestern Schoolmen's Club
 - (2) Offering of services of various types through a service bulletin in 1935
 - (3) Visiting the beginning teacher at work
 - (4) The Extension Service--bringing the College to teachers in the field--growth from 46 teachers second semester 1934-35 to 561 in 1938-39
 - (5) Over 400 addresses delivered by members of faculty and the President
 - (6) Demonstration Lessons on the campus Saturdays and plans made to extend this service
 - (7) Travelling Art Exhibit--its use and values
 - (8) New type of Extension Service at Franklin, Stoneboro, Union City, Oil City, etc.
 - (9) Organization of a Rural School Music Festival in 1935, expanding from 11 schools to 45, and 100 pupils to 600 (April 13, 1940)
 - (10) Rural School Conference organized in 1936 and an annual meeting since (April 5, 1940)
 - (11) Annual Parents' Day at the College (October 7, 1939)
 - (12) Annual High School Guest Day organized in 1936; held annually (May 11, 1940)
 - (13) Child Clinic for Reading, Speech, and Auditory difficulties
 - (14) Frequent Service Bulletins and contacts with administrators
 - (15) Regular publication of College paper, "The Spectator," mailed to all High School Libraries and Principals
 - (16) Frequent "news releases" on pertinent and timely college matters
 - (17) Outstanding Lecture-Entertainment Course for students and general public. Eight Hundred Dollars worth of tickets sold to general public last year. Patronized by persons from all nearby communities.
- XI. Looking Forward--"The improvement of Edinboro's Service to future teachers"
 - (1) Possible expansion of its curricular offerings to meet the needs of its area; e.g., - Business Education, possibly Home Economics
 - (2) Improvement of its instructional service--always possible in the best institutions
 - (3) Extension of its influence to our area thru the service of faculty and student body
 - (4) Disseminating an accurate knowledge of the function of this college and thru this the creation of a better understanding and good will

- (5) Expansion of the recreational facilities of the college to all and not merely a few. This means a system of athletics from the participating point of view rather than the "side-line"
- (6) Making Edinboro a center for scholastic events, intellectual and athletic--possible thru its new facilities of field, track, gymnasium, auditorium
- (7) Developing an enlarged and modern laboratory (training) school so that this feature shall be truly the "heart" of the institution
- (8) Development of a Placement Service that will encourage administrators and school boards to come to the College for teacher personnel.

Part C--New Business

- I. Approval of appointment of
 - (a) Miss Evelyn Bergstrom--Dean of Women
(Had been approved by Executive Committee)
 - (b) Miss Louise Schneider--Supervising Stenographer
(Pre-approval secured at Harrisburg)
- II. Leave of absence for one year to
 - (a) Miss Nellie M. Ellenberger--Secretary to President
- III. Care of new buildings--2 methods
 - (a) By using D. P. A. relief workers
 - (b) By employing one chief operating engineer and one janitor. Discuss each method.
- IV. Status of equipment for new buildings
- V. Sound film library
- VI. Action on State Audit
 - (a) Committee report ready
 - (b) How dispose of the review of the audit?
- VII. Status of new buildings
 - (a) Heating plant--stokers
 - (b) Training school--metering
 - (c) Auditorium--fan
 - (d) Gymnasium
- VIII. W. F. A. Projects proposed
 - (a) Wiring Music Hall
 - (b) Building four-car garage
 - (c) Repairing three cottages
 - (d) Demolishing Recitation Hall
 - (e) Toilets, etc., in Normal Hall
 - (f) Painting

STATEMENT OF EMERGENCY LOAN FUND--Created October, 1934 (Revolving Fund) August 10, 1939

ASSETS		
Balance in Bank		\$528.98
Accounts Receivable		422.02
(23 Students--see attached list)		
Protested Check Paid		2.20
Ledgers		3.50
Check Book		1.53
		958.23
LIABILITIES		
Accounts Payable		27.40
(Due 8 Students--see attached list)		

Due Dr. Crawford for Loan to Student	40.00		
Check (Bilski)	<u>6.00</u>	<u>73.40</u>	<u>884.83</u>
Net Assets			884.83
Original Contribution Funds			854.83
Surplus Over Original Fund			<u>30.00</u>
(Due to small deposits from bank dividends and inactive accounts)			

Fund as of October 3, 1939

Cash in Bank	\$501.61		
Less Outstanding Checks	<u>9.95</u>		
	491.66		
Accounts Receivable (21)	<u>403.14</u>		
Total		894.80	
Accounts Payable (4)		<u>17.20</u>	
		877.60	
Protested Check, Check Book, Ledgers		<u>7.23</u>	
			884.83
Original Fund			854.83
Surplus Over Original Fund			<u>30.00</u>

Out of the original fund of \$854 then has been a grand total of 537 transactions--loans and advancements on earnings--for a total of \$6853.45.

Table 1

Summary Statement of Finances

<u>Year</u>	<u>Total Expenses</u>	<u>State Aid</u>	<u>Local Receipts</u>
1932-1933	272,692.00*	552,711.00**	72,976.70
1933-1934	159,359.09	107,865.00	62,404.33
1934-1935	181,624.01	117,535.00	55,020.70
1935-1936	152,313.26	101,500.00	59,955.29
1936-1937	171,293.09	97,552.00	65,688.77
1937-1938	182,701.63	118,835.00	66,548.70
1938-1939	200,962.80	116,603.00	81,930.87
1939-1940	186,991.00(Estimate)	113,996.00***	72,995.00(Estimate)

*Plus following amounts paid by Department of Property and Supplies:

458.23 - for Loveland Hall

11,000.00 - for President's Home

**For 1931-1933 Biennium - (Earnings not returned to College).

General Appropriation cut to \$3,000,000 for 1935-1936

In 1937-1939, Salary restoration (18%) made.

***To this will be added an additional sum for the emergency and equalization fund.

Table 2TOTAL ENROLLMENTS--REGULAR SESSIONS

<u>Year</u>	<u>Edinboro</u>	<u>Percent Gain or Loss</u>	<u>All State</u>	<u>Percent Gain or Loss</u>
1931-1932	570		10408	
1932-1933	535	L. 7	9659	L. 9
1933-1934	459	L. 18	8549	L. 11
1934-1935	519	L. 28	8124	L. 8
1935-1936	504	L. 5	8561	G. 5
1936-1937	512	G. 3	8622	G. 5
1937-1938	266	L. 14	8072	L. 6
1938-1939	514	G. 19	8796	G. 9

Note: Edinboro generally has followed State Trends in gain or loss.

Table 3SUMMER SESSION

1933	200	L. 41	L. 50
1934	158	L. 21	L. 5
1935	124	L. 21	0
1936	145	G. 17	G. 14
1937	196	G. 55	G. 5
1938	221	G. 15	G. 13
1939	203	L. 8	L. 8

Table 4POST SESSIONS

1937	51		1370	
1938	75	G. 48	1415	G. 5
1939	91	G. 52	1479	G. 4

Table 5

FIRST YEAR--NEW STUDENTS
As of October 15 Each Year

<u>Year</u>	<u>Elementary, Secondary, and Art</u>	<u>Art--First Year</u>	<u>Total Art</u>
1931	182		
1932	144	23	129
1933	85	14	111
1934	79	10	80
1935	101	11	47
1936	115	20	46

1937	66	18	60
1938	101	22	76
1939*	84	35	91

*September 28

Note decrease first year new students from 1931 through 1936 and then an increase. In 1937 Teacher Tenure Law was passed followed by a large decrease in number of new students.

Table 6

As of September 18, 1939

<u>Loss of New Students</u>		<u>Gain in New Students</u>	
Bloomsburg	48	Cheyney	5
California	18	East Stroudsburg	19
Clarion	38	Indiana	16
Eminboro	17	Lock Haven	14
Kutztown	14	Mansfield	20
Millersville	10		
Shippensburg	20		
Slippery Rock	47		
West Chester	53		

Table 7

*Extension and Saturday Campus Students

(Teachers in Service)

<u>Year</u>	<u>Eminboro Extension</u>	<u>State Extension</u>	<u>Eminboro Saturday</u>	<u>State Saturday</u>
1933-1934	0	237	0	
1934-1935 (2nd Semester)	49	354	46	1504
1935-1936	161	561	51	1452
1936-1937	185	436	47	1586
1937-1938	326	1001	80	875
1938-1939	561	1504	72	2159
1939-1940	700 (Estimate)			

*85% of all Elementary Teachers in the Eminboro area were without college degrees in 1936-1937. The same situation exists through the State.

Table 8RESIDENT (DORMITORY) STUDENTS AT EDINBORO

Total Number for Year

<u>Year</u>					
1932-1933	164	Percent	Student	Body	50
1933-1934	74	Percent	Student	Body	17
1934-1935	112	Percent	Student	Body	50
1935-1936	130	Percent	Student	Body	43
1936-1937	130	Percent	Student	Body	45
1937-1938	129	Percent	Student	Body	48
1938-1939	152	Percent	Student	Body	50
1939-1940	130 (1st Semester)	Percent	Student	Body	48

Table 9TOTAL ENROLLMENTS OF ALL CLASSES OF STUDENTS

As a Measure of Service
1938-1939

<u>College</u>	<u>Total</u>	<u>Class I Full Time</u>	<u>Class II Extension</u>	<u>Class III Saturday Campus</u>	<u>Summer Session</u>	<u>Post Session</u>
Bloomsburg	1517	700	0	214	470	133
Clarion	662	280	0	156	210	16
Cheyney	188	188	0	0	0	0
California	1740	712	17	297	530	184
East Stroudsburg	1022	617	55	7	253	87
Edinboro	1245	514	561	72	221	75
Indiana	2628	1554	80	365	636	193
Kutztown	1292	506	0	339	345	102
Lock Haven	908	405	196	46	223	38
Mansfield	887	585	0	51	237	16
Millersville	1261	551	0	214	380	136
Shippensburg	1266	505	176	152	318	119
Slippery Rock	1315	587	85	67	416	158
West Chester	2687	1620	158	159	632	158
Totals	18615	8796	1304	2189	4864	1415

Edinboro has 4.5% of State population.

Edinboro has 6.6% of total enrollments.

Table 10

ADJUSTED TOTAL ENROLLMENTIn Terms of Class I Students

<u>College</u>	<u>Total</u>	<u>Class I Full Time</u>	<u>Class II Extension</u>	<u>Class III Saturday Campus</u>	<u>Summer Session</u>	<u>Post Session</u>
Bloomsburg	838	700	0	49	78	11
California	878	712	3	59	88	16
Cheyney	188	188	0	0	0	0
Clarion	347	280	0	31	35	1
East Stroudsburg	678	617	10	1	45	7
Edinboro	477	314	112	14	37	6
Indiana	1565	1354	16	73	106	16
Kutztown	641	506	0	68	58	9
Lock Haven	493	405	39	9	37	3
Mansfield	653	583	0	10	39	1
Millersville	648	531	0	43	63	11
Shippensburg	651	503	35	30	53	10
Slippery Rock	699	587	17	13	69	13
West Chester	1794	1620	23	28	105	13

Class I - Number full time students.

Class II - Extension students divided by 5 (Semester students).

Class III - Saturday campus students divided by 5.

Post Summer Session - Post session students divided by 12.

Summer Session - Summer session students divided by 6.

Edinboro has 4.3% total population

Edinboro has 4.5% total adjusted enrollment.

Table 11

DISTRIBUTION OF ENROLLMENTS IN SERVICE AREA

1934-1935 and 1938-1939

<u>From County of</u>	<u>Years</u>	<u>Total</u>	<u>To</u>				
			<u>Edinboro Spec. Educat.</u>	<u>Slippery Rock Spec. Physical Education</u>	<u>Indiana Spec. Commercial & Home Economics</u>	<u>Clarion Spec. Library Science</u>	<u>Others</u>
Crawford	1934-35	73	47	10	14	2	0
	1938-39	79	56	8	5	7	3
Erie	1934-35	208	191	8	5	0	4
	1938-39	207	167	13	14	3	10
Mercer	1934-35	77	5	59	10	1	2
	1938-39	83	9	44	22	3	5
Venango	1934-35	59	9	23	9	17	1
	1938-39	58	9	15	11	22	1
Warren	1934-35	29	10	4	2	6	2
	1938-39	<u>38</u>	<u>16</u>	<u>4</u>	<u>7</u>	<u>9</u>	<u>2</u>
Total	1934-35	435	262	104	40	26	9
	1938-39	465	257	85	59	44	21

Interpretation: Of the 435 students who attended some teachers college in 1934-35, 262 or 63% went to Edinboro; in 1938-39, 257 or 55% went to Edinboro. Slippery Rock lost 19 students, Indiana gained 19, Clarion gained 18, Edinboro lost 5. Edinboro gained or held its own in every county except Erie. This shows the inroads of the three Colleges in Erie City and the teacher situation in Erie City. Business Education, Home Education, and Physical Education have drawn students to Indiana and elsewhere.

ANALYSIS ENROLLMENT DATA STATE TEACHERS COLLEGES
1934-35

College	Population of Area (1)	Ratio of Enrollment to Pop. (2)	Enrollment (3)	Enrlmt. to be expected (4)	Enrlmt. in all S.T.Cs. from Area (5)	Enrlmt. from Area at (6)	Service Area Enrollment Index (7)	Area Ratio S.T.Cs. Enrollment (8)
Bloomsbury	499292	1-865	577	419	465	409	.88	1-1070
California	484111	1-760	637	416	585	496	.847	1-828
Clarion	250721	1-973	267	218	424	221	.52	1-612
Milbore	412222	1-1292	319	345	416	262	.63	1-991
E. Stroudsbury	752379	1-1400	514	630	819	457	.558	1-921
Indiana	703300	1-570	1234	589	955	760	.80	1-737
Kutztown	640115	1-1407	455	536	655	370	.565	1-977
Lock Haven	300765	1-735	408	252	413	224	.536	1-719
Mansfield	245221	1-402	610	205	550	422	.767	1-446
Millersville	456351	1-800	573	382	545	425	.78	1-852
Shippensburg	486917	1-1193	408	409	534	331	.62	1-912
Shippery Rock	1701210	1-2674	636	1425	832	467	.56	1-2044
West Chester	1031393**	1-1621						
	2720381	1-2424	1122	2278	879	670	.75	1-3093
	869420***	1-840	1035	730	762	583	.76	1-1490
State	9633350	1-1194	8068		*3077	5514	.682	1-1194

*Includes 141 at Cheyney and distributed among above.

**Excluding Pittsburgh--Data for columns 3-8 inclusive not available.

***Excluding Philadelphia.

How to Read This Table

- Column 1--Represents the population in 1930 in the counties or area served by the College.
- Column 2--One out of every 865 persons from somewhere in Pennsylvania attend Bloomsburg, etc.
- Column 3--The actual enrollment from Pennsylvania for 1934-35 in each State Teachers College.
- Column 4--The enrollment that may be expected in the State Teachers Colleges from the area on the basis of the State Average.
- Column 5--This column is the total number of State Teachers College students from any particular area attending all the State Teachers Colleges in the State, but not from the entire State. The service area comprising Bloomsburg sends 465 ~~teachers~~ State Students to all the State Teachers Colleges in the State, etc.
- Column 6--This column indicates the number of students attending the State Teachers College of their own area; e.g., 409 of the 465 Teachers College Students attending all these colleges, attending Bloomsburg, etc.
- Column 7--This is column 6 divided by Column 5, or the extent to which students of any area attend their own college. The explanations for the Service Area Index are numerous, such as roads, accessibility, special types of curricula, opportunities for education, etc. This index, however, shows in a general way to what extent the students from any particular area attend their own State Teachers College. In the State approximately 2 out of 3 do attend their own designated State Teachers College, while 1 out of 3 does not.
- Column 8--In the case of Bloomsburg one out of every 1070 persons in the Bloomsburg Area attend some State Teachers College, etc. Various plausible causes for the several ratios may be given, but each case bears its own special cause. The economic, racial, and social causes are the most common. Why does one out of every 466 persons attend a Teachers College in the tier counties of Mansfield, while only one out of 3093 in the wealthy area of West Chester, turns to teaching?

The Board adjourned at 12:45 P.M. for luncheon.

The Board re-convened at 2:10 P. M.

Upon motion of Mr. Desmond, seconded by Mr. Marsh, Miss Evelyn Bergstrom was appointed Dean of Women of Edinboro State Teachers College at a salary of \$2160.00 for 9 months.

Upon motion of Mr. Earp, seconded by Mr. LaBounty, Miss Louise Schneider was appointed Supervising Stenographer at a salary of \$1260.00 for 12 months.

Upon motion of Mr. LaBounty, seconded by Mr. Carlson, Nellie Ellenberger was granted a leave of absence of one year without pay as recommended by Dr. Ross.

Upon motion of Mr. Earp, seconded by Mr. LaBounty, Mr. Carl Arris, 3143 Peach Street, Erie, Pennsylvania was appointed Engineer, subject to the investigation of Mr. Marsh and Mr. Carlson.

Upon motion of Mr. Desmond, seconded by Mr. Carlson, Arthur M. Cox was appointed Janitor as recommended by Dr. Ross.

Upon motion of Mr. Rose, seconded by Mr. Knapp, the President was authorized to proceed at his own discretion on the sound film library.

Upon motion of Mr. LaBounty, seconded by Mr. Rose, the Board approved a raise for the following, as recommended by Dr. Ross:

Justina Baron	\$120.00
Mildred Forness	85.71
Esther Wilson	120.00

Upon motion of Mr. LaBounty, seconded by Mr. Desmond, the Board approved the Report of the Committee on the Audit and recommended that it be sent to the proper authorities at Harrisburg with the following resolution:

RESOLUTION ON TRANSMITTAL OF REVIEW OF BUDGET

WHEREAS, the State Audit of the Edinboro State Teachers College for 1936-1938 was received August 3; and

WHEREAS, the Board as then constituted met August 16 to act on the report; and

WHEREAS, a Committee of Three was appointed to review the Budget; and

WHEREAS, the Committee made its report on August 21; and

WHEREAS, a few days later, all except one member of the Board was displaced making it impossible for the Board as then existent to pass finally on the report of the Reviewing Committee, be it, therefore,

RESOLVED, that the Board at its meeting October 4 transmits the report of the Reviewing Committee as appointed by the Board, August 16, with its recommendation that the report be accepted as the judgment of the Board.

Signed R. T. Marsh
 J. K. Earp
 N. A. Carlson
 F. L. LaBounty
 C. S. Knapp
 Wm. P. Rose
 J. J. Desmond

Report of Committee
 Appointed to Review the Auditors' Report
 Edinboro State Teachers College

The Committee of Three appointed by the President of the Board of Trustees of the Edinboro State Teachers College on August 16, 1939, to review the audit for the two years beginning June 1, 1936, and ending May 31, 1938, beg leave to make the following report:

Page 2 Summary, Page 9 Report--Delinquent Accounts

The Board has repeatedly made this request from the Department of Justice, but without any action. The Board again urges this action and will formally make this request.

Page 2 Summary, Page 21 Audit--Advance Registration Fee of \$10.00

This institution is following the general practice of the other State Teachers Colleges in the matter of the \$10 advance registration fee. As a matter of fact, Edinboro State Teachers College does not regard the mere filing of the three entrance forms as a registration. No registration is "complete" until the \$10 fee is paid. The Board and the Administration, while appreciating the advantage of collecting this \$10 registration fee, realizes that it is very hard to collect, particularly in the case of many students who are financially unable to meet the fee months in advance of actually reporting to the college in September. The Committee believes that this is a technical distinction. The College has done the best it can to collect this fee in advance. To insist upon its payment would in many cases debar a student from actually enrolling at the proper time. The Committee and the Administration agree that advance payment of registration fee of \$10 is desirable, but it is in many cases impractical of enforcement.

Page 2 Summary, Page 21-22 Audit--Permission to Attend Classes

In a few cases students were allowed to attend classes on the President's permit without actually paying the necessary contingent fees. The Committee believes that the Administration used the method better calculated to bring about the prompt payment of the fees. The Audit suggests that students be permitted to attend classes on a "Charge account" basis. The

President believes that morally and psychologically it is better for the student and the final payment of the fees to permit a student, in rare cases, to attend classes on his promise to pay on a certain day under penalty of exclusion from classes. A receipted card from the Bursar on a charge basis, we believe, is not good business. In passing it may be said that in the five years of the present administration only two students have actually failed to live up to the promise implied in the President's permit. However, the plan recommended by the Audit will be followed in 1939-40.

Page 2 Summary, Page 23 Audit--Canadian Singers

The auditors apparently did not have all the information with reference to the housing of a number of Canadian Guild Singers who gave a concert on a Saturday evening which was fully paid out of the funds of the Student Activity Fund. The Singers agreed to give a Sunday Morning Church Concert provided the College would house and feed the group over Saturday night. In other words, their services before a regular College Church service were paid in terms of their maintenance over night. This was their compensation. The service was College function and not a student affair.

The committee feels that the College should be permitted to take care of distinguished speakers and musical talent when not paid by the Student body.

Page 2 Summary, Page 25 Audit--Registry in Reeder Hall

The committee is advised reliably that the total amount involved in this "delinquency" is \$2.50. A complete and satisfactory register of guests has been properly kept in Haven Hall, the girls' dormitory. Very few guests stay in Reeder Hall. However, occasionally, one or two guests of the students may stay over night. Because of the lack of a Dean of Men in this hall, there was a dual responsibility for housing guests between the Dietitian who lived there and the House Matron of the dormitory. However, soon after this dual responsibility became apparent, the House Matron was held responsible for collecting the fifty cent rental per night. It appears that five or six guests stayed in Reeder Hall over the Commencement eve. Because the Dietitian left the day after Commencement on a western trip, the House Matron claims that she left a small sum of money in the Dietitian's room, which seems to have disappeared. The House Matron did not keep a regularly accepted form of house registry, but did keep a notebook or memorandum. A number of collections of rental were made and paid to the Business Office, but unfortunately a sum amounting to about \$2.50 left in the Dietitian's room disappeared.

The House Matron has since been provided with a regular house registry book and she will pay directly to the Bursar any rentals for over night guests.

However, the Committee feels that the college has the right to permit the parents of students to remain in either dormitory as guests of the college, although this practice is not followed.

Page 2 Summary, Pages 34-36 Audit--Operating Deficit

The Committee is at a loss to understand why any emphasis has been placed upon the "operating deficit" of the College. All the State Teachers Colleges have "operating deficits". None of them can be or should be self-supporting. The deficit technically represents the amount of state aid the institution should have. The Board would be more interested in an analysis of such a deficit in order to point out the State's obligations to these institutions.

The Committee desires to point out that the increase in the operating deficit in 1937-38 over 1936-37 represents the 18% state wide restoration in salaries, capital outlays to remove serious fire hazards, and badly needed improvements carried on through W.P.A. This increase was \$24,479 made up largely by the following items:

Restoration of Salaries	\$11,956
Return of Ass't. Librarian to service	1,927
Housing	5,198
Plant and Grounds	1,072
Repairs and Upkeep	5,213
Total	\$25,266
Less increased receipts	862

More than 50% of this increase was due to the restoration of salaries and the salary paid the assistant librarian who had been on a leave of absence. The balance was due to the necessity of restoring the plant and of making urgently needed improvements neglected over a period of years. This institution could easily use \$25,000 more per year on general repairs and restoration of plant.

Page 3 Summary, Pages 44-56 Audit--Special FundsThe Student Activity Fund

The only criticism of the management of the Student Activity Fund concerns the lack in a few cases of trifling purchases by students without approved invoices, although the cancelled checks in every case coincided with the bill and item purchased. The lacking itemized invoices were usually only a trifling amount, representing the purchase of flowers, merchandise for special organization parties, e.g. Y.M.C.A., Y.W.C.A., and W.A.A. (Women's Athletic Association). Students would ask for certain small sums to purchase necessary articles for their parties. Usually the President issued a formal requisition for the expenditure of such small sums. The auditors did not ask to see these purchase authorizations. It appears to the Committee that faith and confidence must be placed in those student officers who make these purchases for their little social gatherings, usually covering items like ice cream, cakes, frankfurters, etc. Faculty sponsors usually oversee these expenditures.

Specific reference is made (p.47) to the purchase of four sections of bleachers for the athletic field at a cost of \$135.

These were duly authorized by the Student Council who thought that this money was well spent in view of the convenience afforded the students themselves at their own games. Likewise, the Student Council approved the purchase of a set of drums for \$50. The auditors apparently are not familiar with departmental regulations over the purchase of musical instruments. These cannot be purchased out of regular state funds. What is there to do if the student body desires an orchestra or a band? The Committee feels that the expenditure of a small sum of money for bleachers is just as justifiable as the purchase of buses out of Student Funds.

Page 3 Summary, Pages 44-56--Emergency Loan Fund

This fund was provided by citizens, faculty members, and trustees at the earnest urging of the President of the College when he assumed his duties at Edinboro in September, 1934. There was no fund in the college to assist worthy and needy students. There were a number of prospective students who could be assisted to Edinboro if some help could be given them. The sum of \$854 was provided, about half of it by the college personnel. There was no intent by the donors or contributors that this fund was to be used as a Loan Fund. Rather it was a fund out of which small sums were to be actually given to students. However, it soon became apparent that this sum would not go very far, and during the first year when nearly one-half had been given to about thirty students, it was decided to use the balance as a revolving fund in order to help those students who had F.E.R.A., or later N.Y.A., or State jobs. Small sums were advanced against checks that were due students in order that they might pay their fees or use small sums for maintenance.

The history of this very small fund indicates that it was always regarded as a strictly private fund and its auditing never requested. Until this year the account was not audited. Upon the request of the auditors, the account was audited.

Criticism is made not of the actual status of the fund which is somewhat larger than it was when created, but in the way the accounts were kept. Because the fund was regarded strictly as a private one, the simplest method was employed in keeping the account. The check stubs had a complete record of each payment or loan, together with the record of payments made to the fund. In addition to this there was kept a day book and a ledger account. Unfortunately, because of the serious illness of the President in a Cleveland hospital, the posting of the account was about six weeks late. Had there been any indication that the account would be audited, the ledger would have been up-to-date.

At the time of the audit the total fund was actually \$25 larger than when created in 1934. This was due to the donation of several small unclaimed deposits in the local bank in the name of local college organizations long discontinued. At the time of the audit the outstanding loans amounted to \$430.94. Practically all of these are protected by notes and will in nearly every case be paid. Most of these students have been

out of college only a short time.

The actual cash in bank was \$476.41, which when added to loans or accounts receivable, and overpayment or credits for students deducted, leaves \$878.50 in the fund, or about \$25 more than was in it when created.

The amount overpaid by students through checks deposited to their credit, \$28.85, is substantially correct, except that Frank Brown owes the Fund \$3.00 instead of the amount credited to him. Seven of the ten students who made overpayments are still in college and their small overpayments are being held to their credit for payments on their fees. The balance of \$14.25 will be refunded at once.

The Committee and the Board are thoroughly familiar with the operation of this fund. It has really been an example of frugal financing and has done a great deal for worthy and needy students. Its function has been unique. Out of the original fund of \$854, a total of 532 ~~six~~ transactions have been made involving the sum of \$6843. Of these transactions all but \$430 has been repaid, and this is practically fully protected by endorsed or personal notes. All this has been done without the loss of a single cent.

On August 10, 1939, the fund showed an actual bank cash balance of \$528.98 and accounts receivable of \$422.02 from twenty-two students. Of these loans to twenty-two students, ten persons owe \$333.97 represented by notes. The balance of \$88.05 is owed by twelve, five of whom are still in college and owe the fund \$20.38. The seven others are out of college and owe the fund \$67.67. These have been out only a short time. There is every chance that they will pay their indebtedness.

This revolving fund is posted up-to-date and every transaction clear.

Page 3 Summary, Pages 44-56 Audit--"Movie Fund"

The Committee cannot subscribe to the thought of the Auditors that this small fund of \$102.87 should be turned over to the Department of Revenue. This fund is in the same category as the Student Activity Fund. It is a practical impossibility to secure films on a rental basis in the same manner as regular college requisitions are made. We need ready cash on hand to secure films, pay transportation charges, etc. The operation of "movies" for students would be seriously handicapped were there no small petty cash account to provide for emergencies. At any rate, the operation of motion pictures is in reality a student activity.

Conclusion

The Committee appreciates the thorough and complete picture of the institution's finances and other operations as presented in the audit. The Committee does feel that at times the strict letter of the technical accounting requirements must be tempered with the spirit of local situations. The most thorough

search of the auditors reveals the highest integrity of those entrusted with the administration of the institution.

Respectfully submitted,

(Signed) R. T. Marsh
John B. Brooks
Bertha Winter Mahoney
Reviewing Committee

August 21, 1939

Upon motion of Mr. LaBounty, seconded by Mr. Desmond, bills amounting to \$11,433.62 were accepted and ordered placed on file.

1937-1939 Appropriation

Meyers & Johnson	Architect's Fees, refri- (erator	278.67
Upton Lang Company	Remodeling & repairing refrigerator	3,981.00
Roy Kahne	Kitchen supplies	2.15
Dan W. Zeber	" "	6.40
Dep't. of Welfare, P.L.D.	Chairs, student's tables	104.85
William F. Gable Company	Rugs, water glasses	233.74
Galperin Music Company	Records for speech dep't.	11.87
Walter C. Garwick	Record duplicator for electrograph	29.50
	Total	4,648.18

1939-1941 Appropriation

August 1939

Remington Rand, Inc.	Library supplies	3.67
Shaw Walker Company	Filing cards for infirmary	8.80
Edward Eichenlaub	Meat	7.32
Acme Cotton Products Co.	Infirmary supplies	12.04
Cotterel Company	Library paste	.99
Erie Hardware Company, Inc.	Scraper blades	1.25
Erie Paint Company	Sand paper	4.36
Harrisburg Stencil Works	Eyelets	.78
Penn'a. Liquor Control Bd.	Infirmary supplies	2.00
Seabury, Inc.	" "	23.40
H.P. Waller Supply Co., Inc.	Sand paper	5.80
Zindel and Stauffer	Flashlight batteries & bulbs	.87
Atlantic Refining Company	Gasoline	1.87
Penn'a. Telephone Corp.	Service & tolls	52.30
Harry W. Nelson	Repairs to furniture	97.75
City Fuel & Supply Co.	Coal, stove	378.00
Arden Billings	Rental of truck	65.63
C. W. Billings	Rentals, truck, shovel, etc.	451.84
Kenneth M. Boylan	Rental of truck	109.25
Virgil Grandall	" " "	111.38
Raymond Loper	" " "	72.48
Scott McLallen	" " "	86.25
Plack and Grandall	" " "	91.13 206.50
Joseph Sherwood	" " "	106.50
Business Supply Company	Paper napkins & Dixie cups	29.90

Charley Brothers	Tuna fish (coffee	57.60
Dep't. of Welfare-P.L.D.	Instructional supplies &	16.18
Enterprise Paper Company	Paper napkins	11.34
Erie County Milk Assoc.	Ice cream	2.75
Erie Farm Products Co.	Frozen peas & beans	4.48
Lake Shore Ice Cream Co.	Ice cream	4.25
Francis H. Leggett & Co.	Mince meat	16.40
Meadville Bread Company	Bread	5.10
Red and White	Fruit & produce	71.46
Sanitary Farms Dairy, Inc.	Cottage cheese, buttermilk	2.20
N. E. Schruers	Milk and cream	27.68
Atlantic Refining Company	Motor oil	11.73
Sybrant & Case	Meat, butter, fish, cheese	73.28
R.C.Williams & Co., Inc.	Peanut butter, cinnamon	11.67
Pa. State School Dir. Ass'n.	Advertising	5.88
<u>September 1939</u>		
Rowena MacBride	Traveling Expenses	5.84
Sarah Pettit	" "	10.50
Atlantic Refining Company	Gasoline	2.38
Pennsylvania Telephone Corp.	Tolls	27.43
Bell Telephone Co. of Pa.	Advertising	.75
Gust Krack & Son, Inc.	Ash bucket	28.00
Lawrence	Cleaning drapes	51.00
Armour and Company	Meat, compound	85.34
Dep't. of Welfare-P.L.D.	Printing, & coffee (butter	27.35
Erie Farm Products Co.	Frozen vegetables, cheese,	51.58
Erie Fish Company	Fish	8.00
Erie Sea Food House	"	5.50
General Electric Company	Campus light panels	3.49
Jacob Haller Company	Groceries	98.04
Sam Katowitz & Son	Fruit & produce	28.69
Kolbe Fisheries Co.	Fish	6.60
Libby, McNeill & Libby, Inc.	Canned goods	158.76
Frank Liemer	Bread, yeast	1.23
Meadville Bread Company	Bread, donuts	14.54
Meadville Lumber Company	Lumber	526.20
National Peanut Corporation	Nuts	6.25
Office Equipment Company	Mimeo ink	7.13
Red and White	Eggs, fruit & produce	40.37
Reeves, Parvin & Company	Canned goods	39.09
Swift & Company	Meat, butter, compound	149.93
Sybrant and Case	Butter, lettuce	32.72
United Fruit & produce Co.	Fruit and produce	38.99
Shaw Walker Company	Filing supplies for Dietitian	5.23
Andrews Paper House of York	Instructional supplies	4.31
J.T.Baker Chemical Co.	" "	4.04
Business Supply Company	Erasers, pencils	8.70
A. L. Cahn & Sons, Inc.	Stone crocks for kitchen	21.00
Drake Hardware Company	Pad locks	2.00
Richard DuFree Company	Infirmary supplies	6.57
S.F.Durst and Company	" "	6.55
Erie Hardware Company, Inc.	Scraper blades	.68
Heyl Physicians Supply Co.	Infirmary supplies	8.31
Kelly Studios	Developing film	.75
McFayden Drug Company	Infirmary supplies	4.65
William Paravano	Sheepskins	26.45
Sharp and Dohme	Infirmary supplies	2.70
Trask, Prescott & Richardson	Bias tape	2.16
J. H. Weil & Company	Eyelet punches	4.80

W.M.Welch Mfg. Company	Instructional supplies & equipment	39.00
Williams, Brown & Earle	Instructional supplies & equipment	8.47
United Oil Mfg. Company	Furnace oil	32.50
W. W. Cummings	Repairs to kitchen cart	4.50
A. H. Doucette	Painting	74.40
Forrest H. Harrison	Electrical repairs	162.35
Harry W. Nelson	Repairs to furniture	266.00
Thomas F. Sheets	Painting	60.00
J. P. Lilley	Sound films	90.00
Arthur H. Thomas Company	Compound microscope	135.00
Westinghouse Electric Supply Co.	Lamp	7.94
Penn'a. State Sch. Dir. Assn.	Advertising	3.88
Brydon Coal Company	Coal	847.00
Antrim Hardware Company	Glue	5.70
Cotterel Company	Pencils	.83
Marsales Company, Inc.	Infirmery supplies	1.81
North Amer. Fibre Prod.Co.	Boiler compound	448.50
William Paravano	Sheepskins	31.05
Star Electrical Company	Fusetrons	1.35
Zindel & Stauffer	Flashlight batteries	.60
Carmon Ross	Traveling Expenses	85.25
Armor Electric Mfg. Co.	Repairs to pump	5.50
J. E. Ball	Plumbing repairs	111.64
Baumann Brothers	Cleaning & repairing rugs	42.18
Forrest Hl Harrison	Repair electric lines to movie booth	6.00
Onley Kline	Plastering - Reeder Hall	179.70
C. W. Billings	Rent of cement mixer	6.50
Virgil Crandall	Rent of truck	23.25
Raymond Loper	" " "	32.83
Flack & Crandall	" " "	53.25
Upton-Lang Company	" " cement buggies	9.00
Poehlman's Key Shop	Making keys	3.00
Keuffel & Esser Company	Slide rules & indicators	7.20
Williams, Brown & Earle	Film slides	1.60
Continental Baking Co.	Bread	8.00
C. A. Curtze	Sugar, flour, corn meal	38.28
Enterprise Mill Soap Works	Tri sodium phosphate	52.70
Erie Sea Food House	Halibut	10.00
S. M. Flickinger Co., Inc.	Frozen vegetables & nuts	20.03
N. M. Holden Company	Padlocks	6.00
James W. Houston Company	Gelatine	13.68
Sam Katowitz & Sons	Fruit & produce	37.44
Meadville Bread Company	Bread & donuts	14.45
New York Feather Duster Co.	Toilet bowl brushes	3.03
Paxson Mfg. Company	Sweeping compound	9.14
Penn'a. Ass'h. for Blind	Brooms, & mops	14.65
Pulakos	Mints	2.00
Red and White	Potatoes & eggs	18.80
Sanitary Farms Dairy, Inc.	Buttermilk & cottage cheese	7.35
Schenck's	Potato chips, & potato styc	6.50
Arthur F. Schultz Company	Semi sweet chocolate	1.41
Sterling Supply Corporation	Felt for mangles	29.00
Swift & Company	Meat, butter, compound, cheese	110.81
Sybrant & Case	Meat	4.23

Total

6,785.44

Total 1937-1939 Appropriation	\$4,648.18
" 1939-1941 "	<u>6,785.44</u>
Total	\$11,433.62

Upon motion of Mr. LaBounty, seconded by Mr. Desmond, the Board adjourned at 4:30 o'clock.

Respectfully submitted,

Katherine H. Sallee

Katherine H. Sallee
Secretary