

Edinboro, Pa.  
December 8, 1939

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held in the Board Room at the College, Friday, December 8, 1939 at 10:00 o'clock A. M.

Members present were Messrs. Ritchie T. Marsh, J. K. Earp, F. L. LaBounty, Joseph J. Desmond, William P. Rose and N. A. Carlson.

Upon motion of Mr. Rose, seconded by Mr. Carlson, the minutes of the meeting held October 27, 1939 were approved.

Upon motion of Mr. Earp, seconded by Mr. Carlson, bills amounting to \$10,726.60 were approved.

1937-1939 Appropriation

October 1939

L. Buchman Co., Inc.	Feather pillows	20.58
Hyde Park Bedding & Mfg. Co., Inc.	Mattresses	48.36
Foster Bros. Mfg. Co.	Beds and springs	129.60
Reed and Barton	Silverware	24.48
	<b>Total</b>	<b>223.02</b>

1939-1940 Appropriation

October 1939

Colorado St. Col. of Ed. Tests		28.75
Dauphin Elec. Sup. Co.	Electric heating pad	4.50
Dep't. of Welfare-P.L.D.	Printing, coffee, furniture	88.62
William Dixon, Inc.	Supplies, Art Department	15.60
Erie Drug Company	Commercial vanilla	2.35
Thomas C. McNamara	Stone screenings	22.75
Milloy Lumber Company	Cement	115.00
Noel D. Harned	Repairs to Station Wagon	7.60
Scheidemantel Tire & Battery Service	Tire repairs & inner tube	9.64
Swaney Chevrolet Sales	Repairs to Truck	9.64
United Oil Mfg. Co.	Fuel oil	42.25
J. E. Ball	Connecting water main	6.40
Samuel H. Wanger	Insurance, Station Wagon	12.50
Arthur L. Stone Company	Connecting dishwasher	5.13
J.H.Troup Music House	Music	25.20
Armour and Company	Meat, compound	70.86
William Barnett & Sons	Laundry starch	10.94
Continental Baking Co.	Bread	15.38
Erie Farm Products	Butter, cheese, frozen vegetables	49.68
Erie Sea Food House	Fish	10.00
Jacob Haller Company	Groceries	24.10
N.M.Holden Company	Corbin hardware	35.70
Jersey Belle Food Prod.	Vanilla extract	9.36
Johnston, Keffer & Trout	Baking cups, paper	3.30
Sam Katowitz & Son	Fruit & produce	42.01
Kolbe Fisheries Co.	Fish	7.20
Meadville Bread Co.	Bread	16.21
Red and White	Frozen vegetables, eggs	40.60
Roberts & Meck, Inc.	Pencil sharpeners	10.95

Schenck's	Potato chips & styx	16.25
Sinclair Refining Co.	Gasoline	55.40
Sterling Supply Corp.	Washing compound	71.13
Swift and Company	Meat, butter, compound	114.93
Sybrant and Case	"101", chicken, eggs	33.50
Impervious Paint & Var- nish Company	Orange shellac	.83
Shenk and Tittle	Instructional supplies	28.81
Volkwein Bros., Inc.	Music	2.85
C. J. Christensen	Traveling Expenses	66.42
Chas. W. Ellenberger	" "	17.54
Alfred J. Haller	" "	25.82
C. S. Knapp	" "	9.76
E. Leigh Mudge	" "	22.55
H. L. Offner	" "	11.20
Sarah Pettit	" "	12.60
Esther Wilson	" "	22.20
B.F. Goodrich Co.	Tire tubes	1.88
Pa. Telephone Corp.	Telephone service & tolls	52.80
Brydon Coal Co.	Coal	702.98
Virgil Crandall	Rental of truck	66.75
Plack and Crandall	" " "	28.50
H. C. Perleberg	Library books	117.91
Hygrade Sylvania Co.	Lamp bulbs	71.02
Lake Shore Ice Cream	Ice cream	66.00
Frank Liemer	Bread, yeast, friedcakes	18.90
Sanitary Farms Dairy,	Buttermilk, cottage cheese	5.40
N. E. Schruers	Milk and cream	175.05
<u>November 1939</u>		
Pa. Electric Co.	Service	361.38
United Laboratories	Premix for tennis courts	1,350.00
C. W. Billings	Top soil, rental of shovel & cement mixer	208.70
(Co.		
Crawford Sand & Gravel	Sand & gravel	89.91
Hangen's Music House	Music	43.81
Joseph Lieberman	Varnish brushes	.95
Wittich's	Music	31.58
Evelyn Bergstrom	Traveling Expenses	13.22
J. K. Earp	" "	7.36
Carmon Ross	" "	57.25
Evelyn J. Strohecker	" "	23.70
C. Frances Whitney	" "	14.48
Bowers Battery Mfg. Co.	Battery	5.32
Lee Tire & Rubber Co.	Tire for truck	28.04
Plack and Crandall	Fan belt for truck	1.00
Armor Elec. Mfg. Co.	Rewind coil for gas machine	3.11
Duggan Rider Co.	Repairs to mimeograph	6.30
Raymond Loper	Rental of truck	21.45
Josiah Anstice & Co.	Dishwasher	396.00
Artistic Iron Prod. Co.	Etching Press	281.00
Eastman Kodak Co.	Instructional films	30.00
Austin Company	Wire	3.15
Boyd and Schafer	Cement, sewer pipe, etc.	308.69
Chicago Apparatus Co.	Instructional supplies	27.00
Cotterel Company	Calendar pads	25.50
Matthews Gas Machine Co.	Gas for machine	56.82
Jesse J. Tarbell	Gravel	28.60
Volkwein Brothers, Inc.	Music	7.35

Firestone Tire & Rubber Co.	Tire & tubes for Station Wagon	15.72
Pa. Telephone Corp.	Tolls	24.68
Bell Telephone Co.	Advertising	.75
Pittsburgh-Erie Saw Co.	Saw rental	3.00
Poehlman's Key Shop	Duplicate keys	2.25
The Handcrafters	Looms	21.05
J. P. Lilley	Film slides	17.05
Appleby Bros. & Whittaker	Jenkins valves	20.91
Armour and Company	Soap and soap chips	30.31
Cochrane Corporation	Instrument charts & ink	18.75
Continental Baking Co.	Bread	9.66
Erie Farm Products Co.	Cheese, eggs, frozen vegetables	38.58
S.M. Flickinger Co.	Frozen spinach	5.44
Garlock Packing Co.	Spool packing	6.66
Garrett-Buchanan Co.	Mimeo paper	50.56
Germantown Elec. Supl. Co.	Renewable fuse links	2.59
Jacob Haller Company	Groceries, matches	50.68
Sam Katowitz & Son	Fruit & produce, cider	60.73
Fred LeSuer	Potatoes	93.75
Frank Liemer	Bread	1.26
S.B. Marks Co., Inc.	Cheesecloth	4.08
Meadville Bread Co.	Bread	16.84
Sanitary Farms Dairy	Buttermilk, cottage cheese	2.70
Wm. V. Soder	Turkey	57.90
Swift and Company	Meat, butter, compound	248.24
Sybrant and Case	Eggs	9.90
United Fruit & Produce	Fruit and produce	22.93
Westinghouse Elec. Sup.	Renewable fuses	12.40
Zindel & Stauffer	Lemons	1.40
Universal Pub. Syndicate	Binding magazines	78.31
Boyd and Schafer	Cement	116.00
Crawford Sand & Gravel	Sand & gravel	16.27
Erie Sand & Gravel Co.	Topstone & dustone	591.41
Ream's	Inkstands	12.15
Scrivener Lumber Co.	Cement	115.00
Schenk and Tittle	Instructional supplies	88.69
United Laboratories	Breakage of supplies	6.83
Alfred J. Haller	Traveling Expenses	47.68
Hazel Mae Ketcham	" "	9.30
Royce R. Mallory	" "	13.60
H. L. Offner	" "	34.70
Sarah Pettit	" "	7.90
Carmon Ross	" "	118.25
W. V. Zahniser	" "	6.30
United Oil Mfg. Co.	Fuel oil	32.50
Armor Elec. Mfg. Co.	Rewinding motor	24.00
Balduf Welding Co.	Welding conveyor parts	3.00
Joseph Nicosia	Tuning & repairing pianos	43.50
General Exterminating Co.	Extermination service, roaches	5.00
Chicago Apparatus Co.	Instructional supplies & equip.	25.25
A. J. Nystrom & Co.	Instructional equipment	24.44
Arthur H. Thomas Co.	" "	40.00
Armour & Co.	Butter, eggs, meat	44.44
C.F. Bonsor & Co.	Canned goods	15.88
Chef Boiardi Food Prod.	" "	16.25
Continental Baking Co.	Bread	5.88
Dep't. of Welfare-P.L.D.	Coffee, canned goods, beds, chairs, bedside tables	132.39

Enterprise Paper Co.	Wax paper, paper cups	26.10
Erie Farm Products Co.	Eggs, cheese, frozen vegetables	24.57
S.M. Flickinger Co., Inc.	Groceries	11.63
Kenneth Gardner	Cabbage	20.00
Garlock Packing Co.	Coil packing	6.56
Germantown Elec. Sup. Co.	3/4" bushings	.54
Jersey Belle Food Prod.	Baking Powder	7.74
Sam Katowitz & Son	Produce	9.66
Lake Shore Ice Cream	Ice cream	25.50
Francis H. Leggett & Co.	Canned goods	11.50
Frank Liemer	Bread & yeast	14.61
Meadville Bread Co.	Bread	13.40
National Biscuit Co.	Cookies	5.17
L.H. Parke Company	Canned goods	44.52
Sanitary Farms Dairy	Buttermilk, cottage cheese	2.95
Schenck's	Potato chips	3.00
Scott Paper Company	Paper towels	33.50
Seeman Brothers, Inc.	Canned goods	37.14
Felix Spatola & Sons	" "	8.74
Swift & Company	Cheese	16.40
Sybrant & Case	Turkey	13.20
Thomas and Company	Canned goods	17.96
United Fruit & Prod. Co.	Fruit and produce	20.71
R.C. Williams & Co.	Canned goods	53.25
Zindel & Stauffer	Celery	2.55
Brydon Coal Co.	Coal	1,102.60
Edward Eichenlaub	Meat, mush, apples	3.10
Malarkey's Music Store	Music	.69
Charles W. Ellenberger	Traveling expenses	15.44
Pa. Telephone Co.	Service	48.50
Denoyer-Geppert Co.	Geography maps	11.49
Erie Concrete & Steel Supply Co.	Erection supervision - fence	86.63
Enterprise Paper Co.	Paper plates	12.35
Erie Sea Food House	Haddock	6.84
Germantown Elec. Sup. Co.	Renewable fuse links	2.59
Libby, McNeill & Libby	Canned milk	31.02
Red and White	Onions, groceries	1.67
Schaffner Bros. Co.	Meat, butter	91.11
N. E. Schruers	Milk, cream	138.13
William V. Soder	Turkey	3.30
	<b>Total</b>	<b>10,503.58</b>
	1937-1939 Appropriation	223.02
	1939-1940 Appropriation	<u>10,503.58</u>
	<b>Total</b>	<b>10,726.60</b>

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

#### Part I

- I. Reading and approval of minutes of last meeting.
- II. Recording warranted bills.
- III. Refunds to students.
- IV. Approval of plans and specifications for W.P.A. projects:
  1. Rewiring Music Hall
  2. Four car garage

3. Extension of service lines to cottages on new road
4. Completion of campus developmental improvements, (a) Athletic Field, (b) Roads, (c) Parking Space
5. Social and Recreation Room in basement Haven Hall.
- V. Renewal of Resolution requesting demolition of Recitation Hall and old Power Plant.
- VI. Landscaping - secure landscaping services - Department of Internal Affairs.

### Part II - President's Report

- I. The Christmas Dinner - Old Ceremonial Program
- II. Operation of rule on late registration fee
- III. Application for Curriculum in Business Education
- IV. Status of Equipment Requisitions
- V. Publications - Procedures
  - Summer Session Catalogue
  - Regular Session Catalogue
  - College Year Book
  - The Spectator
- VI. Proper publicity for the College
  - College fortunate in having several experienced newspaper men on its Board of Trustees.
- VII. Department of Health Education and Service
  1. Statement of policy
  2. Cost
  3. Inventories
- VIII. Budget Control - statement
- IX. The Middle States Association of Colleges and Secondary Schools - Preparation to apply for recognition and attendant problems - See Standards
- X. Incomplete items in the building program.
  - Training School Auditorium - Heating Plant
  - To be taken care of in Corrective Program of General State Authority.

Upon motion of Mr. Rose, seconded by Mr. LaBounty, the following refunds were granted:-

Shirley Artman	Contingent Fee	\$22.00
	Housing Fee	77.00
	Total	\$99.00
Wilber Rose	Contingent Fee	\$36.00

Upon motion of Mr. Desmond, seconded by Mr. Earp, the Board approved the plans and specifications for a four car garage, a W. P. A. Project, as recommended by Dr. Ross.

Upon motion of Mr. Carlson, seconded by Mr. LaBounty, the Board approved the plans for rewiring Music Hall, a W.P.A. Project, as recommended by Dr. Ross.

Upon motion of Mr. Earp, seconded by Mr. Rose, the Board approved the plans for the completion of (a) Athletic Field, (b) Roads, (c) Parking Space, W.P.A. Projects, as recommended by Dr. Ross.

Upon motion of Mr. Earp, seconded by Mr. Carlson, the Board authorized Dr. Ross to have plans made and cost figured, by Mr. Johnson, for the Social and Recreation Room in the basement of Haven Hall.

Upon motion of Mr. Rose, seconded by Mr. LaBounty, the Board authorized Dr. Ross to secure from the proper authorities at Harrisburg, the necessary authorization for the demolition of the old power plant and Recitation Hall, in accordance with the plans heretofore approved: that authorization be secured for the demolition of Recitation Hall as a W.P.A. Project in order to use the materials contained therein for the construction of a four car garage on the campus.

Upon motion of Mr. Desmond, seconded by Mr. Rose, the Board authorized Dr. Ross to take up the matter of landscaping with the proper Department.

Upon motion of Mr. Desmond, seconded by Mr. LaBounty, the report of Mr. Marsh and Mr. Carlson, regarding Mr. Carl Arris, was accepted and the appointment of Mr. Carl Arris as Chief Operating Engineer A was confirmed, salary as per State Schedule.

The Board adjourned at 12:30 P. M. for luncheon.

The Board re-convened at 2:00 o'clock P. M. with Mr. Earp presiding.

Upon motion of Mr. Carlson, seconded by Mr. Desmond, the Board authorized Dr. Ross to again make application for the Special Curriculum in Business Education.

Upon motion of Mr. Carlson, seconded by Mr. LaBounty, the President of the College was instructed to see if he could secure from the proper authorities at Harrisburg the necessary authorization for the demolition or removal of the two frame houses known as Cottages, on the eastern edge of the Campus. The President was further authorized to secure estimates for the cost of the complete restoration and improvement of these houses in order to determine the final disposition of these buildings.

Upon motion of Mr. Carlson, seconded by Mr. LaBounty, the meeting was adjourned.

Respectfully submitted,

*Katherine H. Sallee*

Katherine H. Sallee  
Secretary