

Edinboro, Pa.  
March 24, 1936

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held in the Chamber of Commerce Rooms, Erie, Pennsylvania, Tuesday, March 24, 1936 at 11:00 o'clock.

Members present were Messrs. C. C. Eaton, F. A. Loveland, Judge McLaughrey, J. K. Earp, Mrs. Mabel Burton and Mrs. Helen Schluraff.

Upon motion of Mr. Loveland, seconded by Mrs. Burton, the minutes of the regular meeting held January 29, 1936 were approved and ordered placed on file.

Upon motion of Mrs. Burton, seconded by Mr. Earp, bills amounting to \$5,598.62 were approved for payment.

1933-34 Appropriation

Upton-Lang Company

Contracted Repairs 28.05

1935-36 Appropriation

|                               |   |        |
|-------------------------------|---|--------|
| Dep't. Prop. & Sup. Pur. Fund | Office supplies                                 | 1.05   |
| Dep't. Welfare-Prison Labor   | Printing  | 2.30   |
| Chas. W. Speidel & Co.        | Blue print paper                                | 1.85   |
| Appleby Bros. & Whittaker     | Hardware  | 1.80   |
| Austin Company                | Hardware  | 2.49   |
| Bowman, Mell & Co.            | Infirmiry supplies                              | 1.50   |
| Boyd & Schafer                | Lath  | 15.36  |
| Edinboro Co-Op. Assoc.        | Plaster retarder                                | 2.57   |
| Jolleys Pharmacy              | Infirmiry supplies                              | .65    |
| Lyman Felheim Company         | Shingles & lumber                               | 42.47  |
| Palace Hardware House         | Hardware  | 9.61   |
| Scheidemantel Tire & Bat.     | Instructional supplies                          | 5.50   |
| Zindel & Stauffer             | Ivory flakes                                    | .50    |
| C. C. Crawford                | Traveling expenses                              | 13.80  |
| Hazel Mae Ketcham             | " "   | 6.00   |
| Frank LaBounty                | " "   | 10.00  |
| Carmon Ross                   | " "   | 33.25  |
| Park Motor Company            | Repairs to truck                                | 20.70  |
| Springs Oil Service           | Furnace oil                                     | 33.48  |
| C. F. Burkhardt               | Tuning pianos                                   | 7.00   |
| Clougherty & Hilbert Co.      | Changing radiator valves & repairing thermostat | 17.00  |
| Gust Krack & Son, Inc.        | Repairs to Normal Hall                          | 48.66  |
| Standard Sanitary Mfg. Co.    | Repairs to radiator                             | 9.91   |
| Smith Bros., Inc.             | School Code Digest                              | 26.67  |
| N. Brittingham & Sons         | Plastic wood                                    | 1.80   |
| R. J. Crozier Company         | Sandpaper                                       | .56    |
| Hygrade Sylvania              | Electric lamps                                  | 38.38  |
| Industrial Paint Company      | Flatting oil                                    | 7.40   |
| Iowa Soap Company             | Laundry compound                                | 15.55  |
| Office Equipment Company      | Mimeo ink                                       | 12.00  |
| Royal Electric Supply Co.     | Attachment plugs                                | 1.56   |
| E. J. Rutherford & Co.        | Laundry bleach                                  | 18.00  |
| York Paint & Hardware Co.     | Sash cord                                       | 3.94   |
| B. E. Darrow                  | Hard coal                                       | 531.00 |

|                               |                            |          |
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| J. A. McLaughrey              | Traveling expenses         | 7.20     |
| Domestic Fuel Company         | Coal                       | 1,069.20 |
| Cotterel Company              | Office supplies            | 6.08     |
| Dep't. Prop. & Sup. Pur. Fund | " "                        | 2.00     |
| Duggan Rider Company          | Calendar base & pads       | 1.98     |
| Telegraph Printing Co.        | Office supplies            | .60      |
| Boyd & Schafer                | Neat plaster               | 78.00    |
| Cooper Swift Company          | Paint & glue               | 4.20     |
| Wm. Dixon, Inc.               | Instruc. supplies & equip. | 129.92   |
| Roy Kahne                     | Kitchen supplies           | 5.40     |
| Laboratory Materials Co.      | Stoneware jar              | 4.70     |
| Wittichs                      | Instruc. supplies          | 1.58     |
| F. A. Loveland                | Traveling expenses         | 6.95     |
| Russell D. McCommons          | " "                        | 37.21    |
| E. C. Stillings               | " "                        | 23.25    |
| L. H. Van Houten              | " "                        | 17.40    |
| William A. Wheatley           | " "                        | 20.70    |
| Walker Bros.                  | Repairs to truck           | .50      |
| Dispatch-Herald               | Advertising for bids       | 4.50     |
| Erie Daily Times              | " " "                      | 5.40     |
| Armor Electric Mfg. Co.       | Repairs to radiator        | .75      |
| J. E. Ball                    | Flumbing                   | 10.87    |
| J. H. Petre                   | Repairing pipe organ       | 10.00    |
| Wendell F. C. Morgenthaler    | Truck insurance            | 20.00    |
| John Bielak                   | Making bolts               | 1.45     |
| Drake Hardware Co.            | Stove                      | 8.00     |
| Atlantic Refining Co.         | Gasoline & engine oil      | 23.55    |
| Autocall Company              | Fire alarm glasses         | 1.08     |
| Johnson Lumber Company        | Lumber                     | 172.64   |
| Johnston, Keffer & Trout      | Mimeo paper                | 26.83    |
| Michigan Wire Cloth Co.       | Galvanized wire            | 20.90    |
| Office Equipment Co.          | Stencils                   | 59.94    |
| Oleum Products Company        | Window squeegees           | 1.87     |
| Penn General Supply Co.       | Nails                      | 9.48     |
| Pittsburgh Plate Glass Co.    | Glass                      | 9.35     |
| Royal Electric Supply Co.     | Electrical supplies        | 9.17     |
| Edward Eichenlaub             | Meat                       | 4.71     |
| Red & White Stores            | Groceries                  | 16.88    |
| General Electric Supply Co.   | Electrical supplies        | 1.80     |
| Russell D. McCommons          | Traveling expenses         | 12.80    |
| William A. Wheatley           | " "                        | 12.65    |
| Freeman & Acker Co.           | Repairs to truck           | .91      |
| Cassius Haynes                | Flowing snow from walks    | 29.60    |
| Armour & Company              | Compound & eggs            | 21.05    |
| C. Wilbur Billings            | Potatoes                   | 37.50    |
| N. Brittingham & Sons         | Cheesecloth & dust pans    | 4.09     |
| Erie Co. Milk Assoc.          | Ice cream & cottage cheese | 6.20     |
| Erie Farm Products Co.        | Butter & cheese            | 24.70    |
| Firch Baking Company          | Bread & yeast              | 10.66    |
| Jacob Haller Company          | Groceries                  | 27.89    |
| Johnston, Keffer & Trout      | Desk blotters              | 1.39     |
| Sam Katowitz & Sons           | Produce                    | 50.64    |
| Frank Liemer                  | Bread                      | 6.40     |
| Loblaw Groceterias            | Coffee & pecans            | 12.15    |
| National Biscuit Co.          | Crackers                   | 1.75     |
| Swift & Company               | Meat                       | 100.85   |
| Sybrant & Case                | Eggs                       | 8.10     |
| Theodore C. Ulmer, Inc.       | Wood screws                | 2.65     |
| Red & White Stores            | Groceries                  | 8.26     |

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| Domestic Fuel Company      | Coal                       | 1,657.00 |
| Armour & Co.               | Meat                       | 73.09    |
| Francis Davis              | Eggs                       | 8.70     |
| Driscoll Produce Co.       | Produce                    | 10.52    |
| Duggan Rider Company       | Souffle cups               | 1.89     |
| Erie Co. Milk Assoc.       | Ice cream                  | 8.00     |
| Erie Dairy Products Co.    | Cottage cheese             | 1.40     |
| Erie Fish Company          | Fish                       | 8.02     |
| Firch Baking Company       | Bread & yeast              | 10.42    |
| Jacob Haller Company       | Groceries                  | 9.80     |
| Lake Shore Ice Cream Co.   | Ice cream                  | 13.80    |
| Frank Liemer               | Bread                      | 14.40    |
| Loblaw Groceterias         | Coffee                     | 3.40     |
| National Biscuit Co.       | Crackers                   | 1.64     |
| Swift & Company            | Meat                       | 111.20   |
| Sybrant & Case             | Eggs                       | 8.10     |
| F. W. Faxon Co.            | Dispatch-Herald sub.       | 2.25     |
| H. W. Wilson Co.           | Library periodicals        | 70.95    |
| Austin Company             | Hardware (paris)           | 1.29     |
| Boyd & Schafer             | Hardwall plaster & plaster | 10.55    |
| B. E. Darrow               | Lumber                     | 2.47     |
| Erie Window Glass Co.      | Flatting oil & white lead  | 21.63    |
| General Electric Sup. Co.  | Electrical supplies        | 12.38    |
| Jolleys Pharmacy           | Infirmery supplies         | 3.92     |
| Palace Hardware House      | Hardware                   | 8.30     |
| E. H. Sargent & Co.        | Repairs-instruc. equip.    | 8.46     |
| Scheidemantel Tire & Bat.  | Instructional supplies     | .20      |
| Standard Oil Co. of Pa.    | Kerosene                   | 11.81    |
| Talens School Prod. Inc.   | Instructional supplies     | 1.95     |
| Winter Company             | " "                        | .75      |
| Zindel & Stauffer          | Hardware                   | 2.90     |
| Florence May Kunkel        | Traveling expenses         | 8.75     |
| Frank LaBounty             | " "                        | 36.00    |
| E. Leigh Mudge             | " "                        | 15.85    |
| H. L. Offner               | " "                        | 10.00    |
| Atlantic Refining Co.      | Gasoline                   | 1.55     |
| Springs Oil Service        | Furnace oil                | 33.48    |
| Standard Sanitary Mfg. Co. | Repairs to steam valves    | 16.93    |
| Youngs Radiator Shop       | " " heating rad.           | 1.00     |
| State Workmens Ins. Fund   | Insurance premium          | 73.53    |
| Julius C. Poehlman         | Making keys                | 1.50     |
| American Art Clay Co.      | Electric kiln              | 16.15    |
| William Dixon, Inc.        | Instruc. equipment         | 1.80     |
| N. E. Schruers             | Milk                       | 94.90    |
| Service Supply Corp.       | Hardware                   | 2.35     |

Total 5,598.62

|                       |          |
|-----------------------|----------|
| 1933-34 Appropriation | 28.05    |
| 1935-36 "             | 5,570.57 |
|                       | 5,598.62 |

The following report was read by Mrs. Burton.

Report of Committee

The Committee, consisting of Mabel M. Burton, Helen

Schluraff and C. C. Eaton, appointed January 29, 1936, by the Board of Trustees of Edinboro State Teachers College to open bids for the work relative to the wiring at the college, met at the office of C. C. Eaton, Erie, Pennsylvania, on March 3, 1936, at 11 o'clock, A. M.

There were present at this meeting besides the above names committee, the following:

Dr. Carmon Ross  
 William P. Johnson, Architect  
 Mr. Marvin, of Marvin Electric Co.  
 New Castle, Pa.

Bids from Marvin Electric Company, New Castle, Pa., Northwestern Electric Construction Co., of Erie, Pa., Garvin Bros. Electric Company, and Bloss & Schauble, of Erie, Pa., were received and opened. Bids were as follows:

MARVIN ELECTRIC COMPANY, base bid, \$18,596.00, with deduction of No. 5 Alternate, \$3500.00, net, \$13,096.00.

NORTHWESTERN ELECTRIC CONSTRUCTION CO., base bid \$17,620.00 deduct No. 5 Alternate, \$5175.00, net \$12,445.00.

GARVIN BROS. ELECTRIC COMPANY, base bid, \$18,074.00, deduct No. 5 Alternate, \$4744.00, net \$13,330.00.

BLOSS & SCHAUBLE, base bid, \$16,825.00, deduct No. 5 Alternate, \$4880.00, net \$11,945.00.

Further deductions for various items amounting to \$1485.00 could be made leaving lowest bid of \$10,460.00 from Bloss & Schauble.

Mr. Johnson was instructed by the committee to tabulate the bids, make inquiry as to the responsibility of the lowest bidder, Bloss & Schauble, and make report to the Department at Harrisburg.

The committee accepted no bid and made no recommendation as the lowest bid was in excess of the amount said to be available for the work.

(Signed) Mabel M. Burton  
 Secretary

Upon motion of Mr. Earp, seconded by Mr. Loveland, Mrs. Burton's report was accepted and ordered placed on file.

Upon motion of Mrs. Burton, seconded by Mr. Loveland, the following refunds were granted.

|                        |              |                |
|------------------------|--------------|----------------|
| Sarah Jeanette Bonnell | 49.00        | Housing Fee    |
|                        | 14.00        | Contingent Fee |
|                        | <u>63.00</u> | Total          |

|            |       |                |
|------------|-------|----------------|
| Mary Cramm | 10.00 | Contingent Fee |
|------------|-------|----------------|

|                 |              |                 |
|-----------------|--------------|-----------------|
| Audrey Clayton  | 6.00         | Contingent Fee  |
|                 | <u>21.00</u> | Housing Fee     |
|                 | <u>27.00</u> | Total           |
| Ruth McFadden   | 6.00         | Contingent Fee  |
|                 | <u>21.00</u> | Housing Fee     |
|                 | <u>27.00</u> | Total           |
| Chester Gutzler | 9.00         | Special Art Fee |
| Paul Millspaw   | 5.00         | Degree Fee      |

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

- I. Recent Inspection re Fire Hazards  
Communications from Dept. Public Instruction
- II. Status of Bids on Repairing Transmission Lines  
Recent Inspection Property and Supplies  
Recent Inspection by Construction Engineer  
Request WPA Projects  
Funds short \$5000. including WPA project for \$4880
- III. Finances - new budget being prepared at request of Dept.  
Total Allocation this year \$94500 - Refunds  
Total Expenditures current year about \$150,000, compared with \$165,000 last year, exclusive \$17,000, for contracted repairs last year, or \$32,000 less.
- IV. Catalogs - Summer Session ready; Regular on press; Art Bulletin in preparation. Compare several years back.
- V. Seventy-fifth Anniversary plans matured  
April 23rd plans  
April 24 - Rural School Conference  
Bacc. Sermon by Bishop John Gannon  
Comm. Address by Frank Baker, May 26  
Resolutions by Board to cover Comm. etc. Expenses (Budgeted) For Comm. Orchestra - \$42.  
Traveling Expenses Dr. Baker  
Fee of \$25. for Dr. J. E. Butterworth, Rural School Conference  
Trustees urged to participate in Anniversary Plans
- VI. Problems the Administration is working on:
  1. Adequate and efficient contacting of teaching material (selective) in order to build up a quality enrollment.
  2. Stimulation of Alumni interest - a very difficult task because of lack of funds and help.
  3. Building a Loan Fund for students.
  4. Systematic placement of students versus "the free-for-all" used heretofore. This would be a real service to school boards and school men.
  5. Creating proper attitudes for good schools at Edinboro in order to provide the College with good practice facilities.
  6. Breaking down the narrow point of view that Edinboro is a purely local institution.
  7. Continued repairs to present plant in spite of a lack of means.
  8. Restoring low salaries to a decent higher level.

9. Improving the quality of instruction - our biggest and most difficult goal.
  10. Stabilization all along the line.
- VII. Study Data re Enrollment and Student Faculty Ratio - Significance
- VIII. Specific Recommendations for the beginning of a program of re-adjustment.

Upon motion of Mr. Loveland, seconded by Mrs. Schluraff, the Board approved commencement, etc. expenses as follows:

|   |       |
|---|-------|
| Orchestra                                       | 42.00 |
| Dr. J. E. Butterworth - Rural School Conference | 25.00 |
| Traveling expenses of Dr. Frank E. Baker        |       |

Upon motion of Mrs. Burton, seconded by Judge McLaughrey, the Board recommended that the office of the Dean of Instruction be abolished temporarily and the work be taken over by members of the faculty, including the President, Dean Stillings to be released. The Board also approved the action of Dr. Ross in notifying Dean Stillings that he would be released May 31, 1936. This action had been agreed upon by the Education Committee prior to the regular meeting of the Board. Mrs. Schluraff did not vote on the above question.

Upon motion of Mrs. Schluraff, seconded by Mr. Loveland, the Board approved the action of the President in retiring Miss Chapman May 31, 1936.

Upon motion of Mr. Loveland, seconded by Mr. Earp, the meeting was adjourned.

Respectfully submitted,

*Katherine H. Sallee*

Katherine H. Sallee  
Secretary