

Edinboro, Pa.
July 17, 1936

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held in Loveland Hall, Edinboro, Pennsylvania, Friday, July 17, 1936 at 1:00 o'clock P. M.

Members present were Messrs. John B. Brooks, F. A. Loveland, Dr. O. W. Renz, Ritchie T. Marsh, C. E. Bordwell, Albert L. Thomas, and Mrs. Bertha Winter Mahoney.

Upon motion of Mr. Marsh, seconded by Mr. Loveland, the reading of the minutes of the meeting held June 17, 1936 was dispensed with and the minutes were approved as sent out.

Upon motion of Dr. Renz, seconded by Mr. Bordwell, bills amounting to \$2,216.08 were approved for payment.

Penn'a. Electric Company	Electric service	20.18
Amer. Assoc. of Tea. Col.	Membership dues	25.00
Dep't. of Welfare-P.L.	Printing	6.27
B. E. Darrow	Lumber	1.70
Electrolux, Inc.	Brushes	7.00
Jolleys Pharmacy	Dusting brush	1.25
Zindel & Stauffer	Hardware	6.40
Gulf Oil Corporation	Gasoline	1.11
Blystone Mfg. Co.	Welding	2.50
Armour & Company	Meat	22.38
Consumers Chemical Co.	Laundry soda	14.53
Erie Fish Company	Fish	3.80
Graybar Electric Co.	Cutout fuses	.96
Lake Shore Ice Cream Co.	Ice cream	3.00
Loblaw Groceterias	Coffee	2.55
Loos & Dilworth	Turpentine	6.20
Red & White Stores	Groceries	13.12
Sterling Supply Corp.	Mangle covers	30.94
Sybrant & Case	Meat & eggs	24.37
Penn'a. Telephone Corp.	Tele. service & tolls	58.36
Edinboro Publishing Co.	Art Bulletins	49.50
Austin Company	Hardware	6.09
Binks Mfg. Co.	Washers	.47
Drake Hardware Co.	Nails	4.60
Edinboro Co-Op. Assoc.	Lawn grass seed	2.80
Erie Window Glass Co.	Paint & alfresco	16.56
Standard Sanitary Mfg.Co.	Brass plugs & bushings	4.83
Wagener Steam Pump Co.	Piston for steam pump	8.76
Clarence C. French	Repairing clock	7.50
Balduf Welding Co.	Welding	1.25
W. K. Cummings	Eggs	2.40
Iowa Soap Company	Laundry compound	90.00
Keps Electric Company	Fuses	14.88
Lake Shore Ice Cream Co.	Ice cream	5.00
John T. Lewis & Bros. Co.	Linseed oil	25.65
Loblaw Groceterias	Coffee & pecans	3.72
Porter Paint Co.	Powdered aluminum & bronze	5.81
Red & White Stores	Groceries	24.58
Schaffner Bros. Co.	Meat	2.80

Swift & Company	Butter & meat	38.49
Wetherill & Brother, Inc.	White lead in oil	83.70
Boyd & Schafer	Lath	7.30
Penn'a. Electric Co.	Electric service	259.67
Boyd & Schafer	Plaster	90.25
Florence May Kunkel	Traveling expenses	5.45
Carmon Ross	" "	21.50
Dep't. of Welfare-P.L.	Printing & shrubs	116.86
Library of Congress	Library supplies	29.13
Red & White Stores	Groceries	5.77
Austin Company	Hardware	.52
B. E. Darrow	Wall board	8.29
Erie City Iron Works	Bushings	27.20
Erie Window Glass Co.	White lead & paint	31.93
Palace Hardware House	Hardware	2.98
Zindel & Stauffer	Hardware & eggs	9.38
Park Motor Co.	Repairs to truck	32.88
J. E. Ball	Repairs to plumbing	83.41
W. K. Cummings	Eggs	1.54
Devoc & Reynolds Co.	Paint drier	1.30
Firch Baking Company	Bread	2.98
Keps Electric Company	Soldering flux	.24
Lake Shore Ice Cream Co.	Ice cream	4.50
Frank Liemer	Bread	9.32
Loos & Dilworth, Inc.	Turpentine	9.30
Rumsey Electric Co.	Fuses	1.38
Service Supply Corp.	Hacksaw blades	.89
Sybrant & Case	Eggs	1.00
York Paint & Hardware Co.	Screws	.60
B. E. Decker	Shrubs	12.00
Fairview Evergreen Nurseries	"	8.70
Red & White Stores	Groceries	6.47
Colorado State Col. of Ed.	Tests	26.56
Erie City Iron Works	Tube scraper	2.65
Erie Window Glass Co.	Liquid wax & paste filler	7.39
Jolleys Pharmacy	Instructional supplies	3.80
Palace Hardware House	Hardware	5.93
Standard Sanitary Mfg. Co.	Pipe cutter & reamer	7.25
Atlantic Refining Co.	Gasoline	1.14
Poehlman's Key Shop	Key	.25
Armour & Co.	Lard compound & meat	50.60
Certainteed Prod. Corp.	Mixing varnish	2.40
Driscoll Produce Co.	Produce	4.65
Electrolux, Inc.	Moth exterminator	2.25
Finnell System	Supplies - scrubbing machine	9.64
S. M. Flückinger Co.	Sugar	102.00
General Desserts Corp.	Baking powder & gelatin	11.49
M. Lee Goldsmith	Power house supplies	11.00
Industrial Paint Co.	Paint, oil	4.07
Sam Katowitz & Sons	Produce	9.08
Lake Shore Ice Cream Co.	Ice cream	24.00
Loblaw Groceries	Coffee	5.10
Office Equipment Co.	Mimeo ink	12.00
Swift & Company	Butter	10.08
Sybrant & Case	Meat	24.10
Appleby Bros. & Whittaker	Iron pipe & solder	51.41
C. Wilbur Billings	Sand & gravel	6.38

Erie Window Glass Co.	Paint & sand paper	18.91
Park Motor Company	Repairs to truck	1.90
Scheidemantel Tire & Battery Service	Service to truck	4.50
Borough of Edinboro, Water Department-	Water account	300.30
Keps Electric Company	Fuses	6.20
Frank Liemer	Bread	1.92
N. E. Schruers	Milk	21.45
Swift & Company	Butter	10.08
Sybrant & Case	Meat	10.05
Turco Paint & Varnish Co.	Stain	1.80
	Total	2,216.08

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

- I. Reading of Minutes of Last Meeting
- II. Approval of Bills

Report of President--Part A--Routine

- I. Summary of Meeting of Board of Presidents at Harrisburg, July 10
- II. Summer Session Data
 - A. Enrollment--145; 17% increase over 1935
 - B. Increase in State--12%
 - C. Two institutions decreased enrollments
 - D. Post-session prospects
 - E. Basis of compensation of instructors
- III. Comparative Data from Financial Report for 1935-36

	<u>1934-35</u>	<u>1935-36</u>
A. Total Expenditures	\$181,624.	\$152,313.
Unpaid Bills		1,390.
1. Salaries	121,175.	104,220.
2. Wages	5,051.	7,358.
3. Fees	1,387.	157.
4. Printing, Binding, and Stationery	2,368.	874.
5. Food and Forage	7,210.	8,243.
6. Materials and Supplies	4,387.	5,647.
7. Traveling Expenses	802.	1,593.
8. Motor Vehicle Supplies & Repairs	202.	207.
9. Postage	732.	582.
10. Telephone and Telegraph	542.	729.
11. Light, Heat, Water, Power, Fuel	12,107.	12,536.
12. Equipment and Machinery	4,228.	2,753.
13. Subsidies, Grants, Boun- ties, & Indemnities	2,933.	2,909.
14. Contracted Repairs	17,446.	4,102.

B. Available Funds		
1. Contingent Fees	27,880.	28,457.
2. Housing	24,017.	30,599.
3. Appropriation	117,535.	*101,500.
4. Cash Advancement Fund	3,000.	
5. Miscellaneous	3,123.	1,299.
6. Balance Previous Year	7,933.	
Total	<u>\$183,488.</u>	<u>\$161,856.</u>

*Includes \$7000 allocated for elimination of fire hazards.

- IV. Study of cost of power, fuel, etc., and purposes of study
- V. Depository for Cash Advancement Fund
- VI. Explanation of Confidential Personnel Data Sheets

Professional--Part B

- I. Some Factors That Determine Enrollments
 - a. Summer Session
 - (1) Number of teachers who need renewal of certificates and degrees
 - (2) Extension and part-time previous year
 - (3) Permanent certification
 - (4) Economic status of teachers
 - (5) Competing institutions
 - (6) Increasing standards
 - b. Regular Session
 - (1) Economic situation
 - (2) Supply and Demand
 - (3) "Saturation Point"--e.g., area requirements
 - Ratio in Pennsylvania--1 to 1193
 - Ratio in Edinboro Area--1 to 1365
 - Ratio in Slippery Rock Area--1 to 3650
 - Significance
 - (4) Competing, and nearby institutions
 - (5) Status of Art Department--enrollments in Art have decreased
 - (6) Standards set up; character of faculty
 - (7) Agitation to discontinue certain institutions in 1932. Result.
 - (8) The physical plant
 - (9) Local situation
 - (10) How area is served
- II. Plans for Improving and Increasing Services of the College to Our Area
 - A. Visiting our undergraduates, especially beginners
 - B. Continue Demonstration Lessons on Saturday
 - C. Extension courses in several centers
 - D. Encouraging school administrators to use our facilities
 - E. Developing Psychological Clinic, Speech Correction and Reading Remedies Equipment
 - F. Sponsoring of Certain Activities among Schools
 - G. High-class Lectures---Entertainment Course for the College Community
 - H. Developing a Placement Service that will function

- I. Extension of Professional Services such as testing programs, supervision of problem solving, furnishing of speakers, etc.
- III. Perfect our Guidance Program
- IV. Continue the Building of the Social Life of the Institution through its Dormitory Facilities
- V. Eliminate Useless "Extra Curricular" activities and add more worth-while forms and organizations
- VI. Continue to Improve and Develop the Practice Teaching Set-up at Edinboro, Erie, and Rural Schools.

Unfinished Business

Upon motion of Mrs. Mahoney, seconded by Dr. Renz, it was voted to have the President confer with the officials of the First National Bank of Edinboro regarding the necessary steps to be taken to become a State Depository, so the State Advancement Fund of the College can be placed in their bank.

Upon motion of Mr. Loveland, seconded by Mr. Thomas, the following salaries were approved for the coming school year, subject to the approval of the Department at Harrisburg.

Frank LaBounty	\$2,400.
Royce Mallory	2,300.
H. W. McNeas	2,400.
R. M. McCommons	2,100.
Esther Wilson	2,100.

Upon motion of Mr. Thomas, seconded by Mrs. Mahoney, it was voted to place the house of Miss Catherine McCarthy, 104 West 4th Street, Erie, Pennsylvania, on the approved list of houses for students doing practice teaching in Erie, if the place meets the requirements of the House Committee. The President to call the attention of students to this place, special recognition to be given for Miss McCarthy.

Upon motion of Mrs. Mahoney, seconded by Mr. Loveland, the following letter was referred to the President for consideration.

Springboro, Pennsylvania
July 13th, 1936

Mr. John B. Brooks, President,
Board of Trustees,
Edinboro State Teachers College,
1013 Erie Trust Building,
Erie, Pennsylvania

My dear Mr. Brooks:

At the next meeting of the Board of Trustees, will you kindly present my request for vacation with pay for the fiscal year, in accordance with the State Administration Code?

I thank you for this favor.

Very truly yours,
(Signed) (Miss) Harriet L. Chapman.

Upon motion of Mrs. Mahoney, seconded by Mr. Thomas, the meeting was adjourned until Friday, September 25, 1936 at 1:00 o'clock P. M.

Respectfully submitted,

Katherine H. Sallee

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Secretary