

Edinboro, Pa.
June 17, 1936

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held in Loveland Hall, Edinboro, Pennsylvania, Wednesday, June 17, 1936 at 2:00 o'clock P. M.

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

Upon motion of Mr. Loveland, seconded by Dr. Renz, the reading of the minutes was dispensed with and the minutes were approved as sent out.

Upon motion of Dr. Renz, seconded by Mr. Bordwell, bills amounting to \$4,578.66 were approved for payment.

Penn'a. Electric Company	Electric service	277.07
Lyman Felheim Company	Beaver board	11.55
Dep't. of Welfare-Prison L.	Poster cards	2.46
Joseph Ruzicka	Binding	1.00
N. E. Schruers	Milk	8.88
F. A. Drakes Sons	Celotex and lumber	58.60
Keuffel & Esser Company	Instructional supplies	.85
Palace Hardware House	Hardware	6.76
Zindel & Stauffer	Bolts	.65
H. L. Offner	Traveling expenses	10.00
Carmon Ross	" "	33.00
J. H. Petre	Repairing & tuning organ	20.03
Jacobsen Mfg. Company	Repairing lawn mower	113.94
American Council on Education	Library book	3.50
Book Supply Company	" books	143.42
Armour & Company	Meat & compound	37.49
N. Brittingham & Sons	Brooms	3.97
Firch Baking Company	Bread	10.67
Garlock Packing Company	Manhole gaskets	22.09
Harrisburg Grocery Company	Tuna fish	9.34
Hygrade Sylvania	Electric lamps	18.65
Keps Electric Company	Conduit	15.10
Lake Shore Ice Cream Company	Ice cream	28.95
Frank Liemer	Bread	6.56
Swift & Company	Meat & butter	49.00
Sybrant & Case	Meat & eggs	30.95
Penn'a. State Educ. Assoc.	Adv. in Pa. Sch. Journal	89.28
Red & White Stores	Groceries	7.42
General Electric Supply Corp.	Electrical supplies(Mower	1.80
Jacobsen Mfg. Company	Starter cable for lawn	1.18
Florence May Kunkel	Traveling expenses	9.90
Frank LaBounty	" "	31.00
E. Leigh Mudge	" "	10.70
Blystone Mfg. Company	Welding	.40
Ginn & Company	Library book	2.09
Frank Liemer	Bread	6.40
N. E. Schruers	Milk	94.75
Union Fruit & Produce Co.	Produce	9.27
Pennsylvania Electric Company	Electric service	22.78

Dep't. of Welfare-Prison L.	Printing	4.00
Crane & McGlenen	List of H. S. Seniors	5.00
Erie Window Glass Company	Denatured alcohol	.95
Scheidemantel Tire & Bat. Ser.	Hi-test gasoline	.19
Theilman Seed Company	Clover & sweet pea seed	8.35
Zindel & Stauffer	Wire	.60
Atlantic Refining Company	Gasoline & oil	7.90
Depinet-Melhorn Company	Patching tile floor	25.50
Pittsburgh-Erie Saw Corp.	Saw rental	3.00
W. A. MacDougall	Library book	2.65
Armour & Company	Meat & eggs-	90.89
Dauphin Electrical Supplies	Wiremold	12.99
Erie Dairy Products Co.	Cottage cheese	2.80
Erie Farm Products Company	Butter	17.92
Firch Baking Company	Bread	3.61
Gabin Fruit & Produce Co.	Produce	12.50
Hock Paint & Chemical Works	Floor paint	17.10
James W. Houston Company	Soap chips	61.40
Sam Katowitz & Sons	Produce	30.58
Lake Shore Ice Cream Co.	Ice cream	19.00
Frank Liemer	Bread	3.20
Loblaw Groceterias	Coffee	6.80
Paper Distributors	Mimeo paper	22.45
Red & White Stores	Lemons	.60
A. Salus & Son, Inc.	Molasses	6.50
Sybrant & Case	Eggs	6.30
Carmon Ross	Traveling expenses	40.92
Penn'a. Electric Company	Electric service	134.31
Dep't. of Welfare-Prison L.	Receiving records	3.04
Atlantic Refining Company	Cylinder oil	25.55
Austin Company	Faucet	.95
Cooper Swift Company	Paint	1.50
F. A. Drakes Sons	Lumber	10.00
N. M. Holden Company	Pipe wrenches	3.40
Jacobsen Mfg. Company	Tire & tube-lawn mower	6.00
Jolleys Pharmacy	Wall sealer	.80
Palace Hardware House	Hardware	2.85
Trask, Prescott & Richardson	Kitchen utensils	1.28
Zindel & Stauffer	Hardware & seeds	2.30
C. C. Crawford	Traveling expenses	24.00
Frank K. Foster	" "	102.00
H. L. Offner	" "	12.00
W. V. Zahniser	" "	12.50
Domestic Fuel Company	Coal	962.20
J. E. Ball	Plumbing	1.50
John Bielak	Catches for oven door	5.75
Noel Harned	Repairs to lawn mowers	3.50
Blystone Mfg. Company	Welding	.40
Book Supply Company	Library book	1.93
Appleby Bros. & Whittaker Co.	Plumbing supplies	45.86
Armour & Company	Lard compound	6.23
John Duer & Sons, Inc.	Wood dowels	.72
Erie Fish Company	Fish	6.80
Firch Baking Company	Bread	12.02
Gabin Fruit & Produce Company	Potatoes	34.65
Jacob Haller Company	Groceries	42.44
Johnston, Keffer & Trout	Mimeo paper	21.04
Sam Katowitz & Sons	Produce	13.71

Kellogg Sales Company	Cereals	21.36
Lake Shore Ice Cream Co.	Ice cream	38.62
Frank Liemer	Bread	6.40
Loblaw Groceterias	Coffee	3.40
Red & White Stores	Brillo	2.16
Rumsey Electric Company	Bushings	.50
Swift & Company	Butter	24.99
Sybrant & Case	Meat	100.88
Dep't. of Welfare-Prison L.	Printing	10.08
Edinboro Publishing Company	Printing catalogues	240.00
Joseph Ruzicka	Binding	1.00
Sybrant & Case	Meat	5.29
A. W. Dice Company	Tennis balls (floor sealer	4.02
Huntington Laboratories	Cleaning crystals & wood	20.26
St. Johns Service Station	Flagstone	2.50
E. A. Wright Company	Diplomas	94.60
Poehlman's Key Shop	Repairs to lawn mowers	3.50
C. E. Ward Company	Rental of caps & gowns	24.75
C. Wilbur Billings	Ice	.67
Hygrade Sylvania	Electric lamps	50.22
Sam Katowitz & Sons	Produce	1.80
Keps Electric Company	Attachment plugs	1.51
Lake Shore Ice Cream Company	Ice cream	4.38
Frank Liemer	Bread	16.00
N. E. Schruers	Milk	80.60
Florence May Kunkel	Traveling expenses	9.25
Frank La Bounty	" "	32.00
F. A. Loveland	" "	12.95
Rowena MacBride	" "	26.00
Bertha Winter Mahoney	" "	8.00
E. Leigh Mudge	" "	11.45
Rusell D. McCommons	" "	50.00
L. H. Van Houten	" "	32.30
W. V. Zahniser	" "	9.00
Nettie Mai Ruttle	" "	30.00
Domestic Fuel Company	Coal	453.20
J. E. Ball	Plumbing (ck. liquid	12.12
N. Brittingham & Sons	Silver polish & door	2.31
Cochran & Allen	Corrugated fasteners	.98
W. H. Coon Company	Coffee urn bags	3.25
	Total	4,578.66

Upon motion of Dr. Renz, seconded by Miss MacBride, the following refunds were approved.

Nina Miller	9.00	Contingent Fee
	<u>21.00</u>	Housing Fee
	30.00	Total
Eileen Yeager	8.00	Contingent Fee
	<u>28.00</u>	Housing Fee
	36.00	Total
Ruth Diffenderfer	3.00	Contingent Fee
Guy Cummings	15.00	Contingent Fee
Gilberta Bartoo	12.00	Contingent Fee

Edith Parker

4.00	Contingent Fee
<u>14.00</u>	Housing Fee
<u>18.00</u>	Total

Upon motion of Dr. Renz, seconded by Mr. Loveland, the Board accepted the bid of the C. D. Norris Coal Company to furnish approximately 1800 tons, 1½" x 2½" nut coal, shaker screened, delivered in the bin at Edinboro State Teachers College, for \$5.60 per ton, subject to the approval of the Department at Harrisburg.

Upon motion of Mrs. Mahoney, seconded by Mr. Marsh, it was voted that the President be authorized to appoint a Committee to represent various interests and to organize a campaign for securing improved building facilities for the college, and particularly a new Campus Training School and Gymnasium.

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

- I. Reading of Minutes of Last Meeting
- II. Approval of Bills
- III. Requests for Refunds
- IV. Awarding Contract for Coal

Report of President - New Business

- I. Statement of Status of Finances
 - a. 1935-36
 - b. 1936-37
- II. Maintenance Plans for Year 1936-37 (In addition to WPA projects in III)
 1. Normal Hall--new floors in five rooms; repaint five rooms; take down tall brick chimney in tower; repaint metal work on roof; repair toilet room; paint and general repairs to offices. Repairs and prepare for Dean of Instruction's Office and Faculty Conference Room, large unused room on first floor. (Largely a WPA project)
 2. Haven Hall--Complete repainting of a number of students' rooms; patch and paint vestibule; paint outside doors; repair and paint porch floor; repair and paint halls to basements; paint Y.W.C.A. quarters; repair and paint laundry rooms.
 3. Reeder Hall--Continue repair of rooms and complete painting of students' rooms.
 4. Gymnasium--Continue plans for its "clean up" begun last summer. This includes cleaning of paint, another coat of "Alfresco" water paint in basement, painting of interior of shed. Remodel radiation by raising side wall radiators to permit of installing of bleacher seats.
 5. Old Dormitory (Office Building)--Complete repairs and painting; repairs to porch, etc.
 6. Loveland Hall--paint exterior woodwork
 7. Two houses used by employees--Paint maids' house; general repair and repapering house rented by Mr. Sallee

8. Campus--Begin trimming and repair to trees
9. President's Home--Repair cornice now badly rotted; possibly paint brick work white.
10. Paint all fire escapes

Note: Much of the above will be done by college employees. Much WPA help will be used in all this work. College furnishes materials.

III. WPA Projects

Group One:

1. Supplementary Allocation to complete repairs to buildings and campus--\$3880. (Granted)
2. To build two-car garage at President's Home--\$1255. (Granted)
3. To repair furniture--\$500. (Granted)
4. To complete inventory and appraisal. Supplementary project. (Granted)

Group Two: Eight projects, totalling \$60,000. These cover Transmission lines and Transformers; Emergency Lighting in Haven Hall, Reeder Hall, Gymnasium; Fire Alarms in Reeder Hall, Gymnasium, Music Hall, Recitation Hall; Water Mains; Sewerage Mains; Several Exit Doors.

- IV. Equipment--Furnishings--Recreation Center in Reeder Hall
- V. Discussion of Building Needs and Plans for Materializing Same. How can the Board of Trustees Help?

- a. Publicity and opinion
- b. Organization to reach Harrisburg

VI. Reorganization of Personnel--Improving Professional Services

1. Acting Dean of Instruction--W. A. Wheatley--fix salary
2. Assistant Registrar and Clerk--Gertrude E. Shaffer--fix salary
3. Private Secretary to the President--Nellie M. Ellenberger--fix salary
4. Supervising Principal of Edinboro Schools and Supervisor of Practice Teaching at Edinboro--Charles W. Ellenberger
Approve Contract with Edinboro School District
5. Director of Teacher Training Situation
6. Need for woman to supervise entire field of Elementary Education and Practice Teaching in this field--recommendation for same
7. Continue combination of Dean of Women and Dietitian because of need to curtail expenses, although not very desirable. Will be changed if fall enrollment will permit it.

8. Need for Practice Reading in Rural Education

- VII. Recommend resolution to instruct President to re-apply for special curricula in Industrial Arts and Commercial Education

VIII. Summer School Data

1. Enrollments not complete
2. Compensation
3. Faculty Personnel
Approve employment of Dr. May Hall James and Clarissa Randall for summer
4. Leave of Absence during Summer
Misses Ludgate, Ruttle, Wilson, Forness. Messrs. Harrison, McCommons, Zahniser, and Foster (July and August).

IX. Miscellaneous

Unfinished BusinessElection of officers for 1936-37
Miscellaneous

Upon motion of Mrs. Mahoney, seconded by Dr. Renz, the following six items, listed in the President's Agenda under "Reorganization of Personnel--Improving Professional Services," were approved as recommended by Dr. Ross.

1. Mr. Wheatley to be Acting Dean of Instruction and Instructor at a salary of \$3500. for 12 months.
2. Gertrude E. Shaffer - Assistant Registrar and Clerk with a raise in salary of \$10. per month.
3. Nellie M. Ellenberger - Private Secretary to the President with a salary of \$65. per month and full maintenance
4. Charles W. Ellenberger - Supervising Principal of Edinboro Schools and Supervisor of Practice Teaching at Edinboro - Salary to be \$1000. per year, 12 payments.-- Approval of Contract with Edinboro School District.
5. Mr. Offner - Director of Teacher Training - Salary \$2600. for 36 weeks - 9 payments.
6. C. Frances Whitney - Supervisor of entire field of Elementary Education and Practice Teaching in this field - Salary \$1800. for 36 weeks - 9 payments.

Motion made by Mr. Marsh that Miss Kunkel be called before the Board to show cause why she should not be dropped from the list of College Employees. Motion not seconded, lost.

Motion made by Mr. Marsh that Miss Kunkel be dropped from further service for the College. No second, lost.

Upon motion of Mrs. Mahoney, seconded by Dr. Renz, the employment of Dr. May Hall James, at a salary of \$250. for the Summer Term, and the employment of Clafissa Randall for the Summer Term, to take the place of Miss Wilson, who is away on leave of absence, Miss Randall to receive the same salary Miss Wilson would have received, was approved.

Letters from E. C. Stillings regarding vacation with pay were read.

Upon motion of Dr. Renz, seconded by Mr. Bordwell, the Board voted to have Dr. Ross advise the Superintendent of Public Instruction regarding the 6½ days of vacation for Mr. Stillings.

Upon motion of Mr. Loveland, seconded by Mr. Marsh, the following officers were re-elected for the ensuing year.

John B. Brooks - Chairman
Bertha Winter Mahoney - Vice Chairman
Katherine H. Sallee - Secretary

Upon motion of Mr. Bordwell, seconded by Dr. Renz, the meeting was adjourned until Friday, July 17, 1936 at 1:00 o'clock P. M. in Loveland Hall. Luncheon to be served in the dining room at 12:30 o'clock.

Respectfully submitted,

Katherine H. Sallee

Katherine H. Sallee
Secretary