

Edinboro, Pa.
September 13, 1940

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held in the College Board Room, Friday, September 13, 1940 at ten o'clock.

Members present were Messrs. Ritchie T. Marsh, J. K. Earp, F. L. LaBounty, N. A. Carlson, and Clyde S. Knapp.

Upon motion of Mr. Carlson, seconded by Mr. Marsh, the minutes of the regular meeting held June 14, 1940, the Executive Session held June 14, 1940, the regular meeting held August 9, 1940 and the Executive Session held August 9, 1940 were approved and ordered placed on file.

The following report was explained in detail by Dr. Van Houten.

"On the morning of August 16, I reported for duty as Acting President. That morning I called Dr. Ross, who came over and very kindly and courteously explained a number of things to me in order to enable me to start the work more intelligently. I have been busy taking care of matters as they have arisen from day to day. Naturally a great deal of time has been taken in the past four weeks with acquainting myself with various procedures. It has been my policy not to make any radical changes but to continue on the same basis as before, except where such change was deemed desirable in order to achieve better results.

I submit herewith a report of several activities in which I believe the Board is interested and on which I need counsel from the Board of Trustees.

General State Authority

Shortly after I took up my work Dr. John Bracken, landscape architect of the General State Authority, visited our campus in order to study the matter of building the road from Normal Street to the power house, landscaping and other matters in connection with making the new buildings serviceable. He made a preliminary survey and asked me to come to Harrisburg on Tuesday, August 27. I spent August 27 and 28th in Harrisburg consulting with Dr. Bracken and others at the General State Authority. He did not have a final draft of plans, but will soon have it ready for presentation to the Trustees for acceptance or suggestion for alteration.

While in the State Authority building, I also inquired about the orders for equipment. As you no doubt know already, all the new seats for the new Training School should be arriving any day. The fixed seating for all the buildings all over the State has not yet arrived and the bids will be opened in about three weeks. Some of the equipment for the Auditorium has already arrived, such as the rugs for the stage.

W. P. A. Project

At the time I was in Harrisburg, I visited the offices of Dr. Donald Davis and Mr. Frank Fish in connection with the W. P. A. Project which included much of the work which is now to be done by the State Authority. The fact that a large portion of the original authorization in the W. P. A. project is to be taken over by the State Authority necessitated the drawing of a new W. P. A. project. The amount of money originally included was something over \$17,000. In the remaining portion of the project were the items

of rewiring and painting Music Hall, interior painting of Reeder Hall, the removal of Recitation Hall and the building with the salvaged materials of a four-car garage for the use of College cars and trucks, of which we now have only two. This would also necessitate a great deal more expenditure than we have money available. We discussed the matter of using the old brick. Several men have seen the old Recitation Hall and they agree that the old brick would not be satisfactory for face brick and could be used only for filling. This would mean the purchase of face brick in order that the building might match the other new buildings.

When I informed Mr. Fish, who has the final disposition in the Department of Public Instruction of these W. P. A. projects of the small amount of money available in the budget, he thought we ought to abandon the whole project except for possibly the painting of Music Hall and the rewiring of Music Hall, which has been ordered by the Department of Labor and Industry. These are relatively small matters, because we have on hand nearly all the electrical equipment, such as wire, switches, and outlets necessary. We have nearly all the paint that would be necessary already on hand in our storeroom.

That leaves the portion of the W. P. A. project for the demolition of Recitation Hall. It was the suggestion of Mr. Fish that it would be better to advertise the building for bids and have it entirely removed and the removal contractor be given the responsibility of filling up the hole and leaving the site in first-class condition. We are not yet sure from the standpoint of classroom availability that it would be wise to demolish this building at present. It would certainly not be wise until the new Training School is ready for occupancy. We would gain from the removal of three classes of children from Normal Hall, three classrooms. In demolishing Recitation Hall, we would lose six classrooms. While Recitation Hall is an old building and not modern in its plan, it is still in very good condition for class purposes. Some repairs need to be made on the roof. I should welcome the expression of the opinion of the Board on the retention of this building.

Faculty Appointment

As you know, previously a leave of absence was granted Miss Hudson for the first semester of this year. This made necessary the appointment of a person to take her place for this semester and probably the entire year. Reports have indicated that her illness is so serious that it is very unlikely that she will ever return to teaching, although the last reports are that her illness is not quite so serious as first indicated.

After investigating a number of candidates, at the suggestion of Dr. Haas, I conferred with Dr. John C. Johnson who for ten years was professor of biology at West Chester State Teachers College and head of the Science Department there. He has his Ph. D. from the University of California. He can fill the requirements of the State Department in every way for a teacher in the State Teachers Colleges. I believe that there is no question but that Dr. Johnson is superior to any of the other people who presented themselves for consideration for the position. I recommend that the Board employ Dr. Johnson to fill the place as teacher of biology left vacant by Miss Hudson for the first semester with a further recommendation that in case she does not return, he be employed for the entire year at the same salary received by Miss Hudson, \$3360 for 36 weeks.

President's Home

Under the direction of the Bursar an inventory was made of the house-

hold equipment which is the property of the Commonwealth. A few items were reported as missing. I went over to inspect the property Tuesday, September 10. I found that the wall paper is in bad condition. The most of the rooms apparently have not been cleaned for six years. In some places it was loose. It would seem that before the building could be occupied again several rooms should be repapered, the downstairs woodwork repainted and the floors re-varnished. When I left I closed several windows that had been left open, latched all of the windows and disconnected an electric clock which had been left running. It is planned to keep the heating system in operation with the thermostat set at about 50 degrees in order to prevent the house from deterioration as well as the furniture. The garage is being used temporarily to house the college station wagon. Except in matters mentioned, everything seems in the best of repair.

The Tennis Courts

The finish coat of asphalt for the tennis courts is still waiting to be applied. We are depending upon a representative of the United Laboratories of Cleveland to come here to do this. It has rained almost continuously, thus keeping the courts from becoming sufficiently dry to apply this coat. He was due Wednesday, but owing to the wet condition could not do anything about it.

Motor Vehicles

In reporting to the State Department at the request of Dr. Davis on the condition of our motor vehicles, which include one station wagon and one truck, we stated that they are old models beginning to need extensive repairs and, therefore, very uneconomical to operate. These vehicles do not belong to the College, but are the property of the Department of Property and Supplies. We have requested that something be done to trade in these vehicles for current models.

Stanley Crawford

Stanley Crawford was employed by the Board of Trustees until October 1. The Superintendent of Buildings and Grounds says that he is needed to mow the grass and to do other tasks. It will be necessary to make a motion to extend this term of employment if the Board desires to keep Stanley Crawford at work.

Time of Board Meetings

As long as I am in the position of Acting President, I feel that the success of my work will depend to a large extent upon the advise and counsel of the Board of Trustees. It is my understanding that some years ago the Board used to meet monthly. Some times it was impossible to obtain a quorum but at least an attempt was made to hold such meetings. I believe that it is highly essential for the Board to be kept fully informed as to the handling of College affairs. If the Board agrees with this point of view, it will be necessary to pass a motion to that effect.

Civilian Pilot Training Program

An application was sent in to the headquarters of the Civil Aeronautics Authority for this district for the training of pilots to the extent of thirty hours of flight training. This is done in conjunction with the Erie County Airport at Fairview. The entire expenses of this are born by the Federal Government.

Student Accident Insurance

I found a supply of printed matter of which there is a sample for each of you and the letter which is self-explanatory. I found no correspondence in the files dealing with this matter and consequently took the matter up with Harrisburg. My attention was called to the handling of the matter by the Board of Presidents at their meeting Friday, May 17, 1940. The following is an extract from the minutes: "Dr. Noonan called the attention of the Board to a plan by a large insurance company which provides accident insurance to college students at the rate of \$10 a year. The members individually agreed to consider the plan on its merits." I have not made full inquiry of the other colleges but Dr. Chandler at Clarion tells me that they will not urge one insurance company more than another. It is very questionable whether or not the college authorities should be allowed to collect money as suggested on the blank. I should like an expression of opinion of the Board of Trustees on the matter.

The General Upkeep

The tin roofs are being repaired and repainted. The heavy snow and ice of last winter worked havoc on these roofs. There will be a certain amount of replacement of slate.

The tower in Music Hall has for many years been a pigeon roost due to the fact that it was not properly enclosed, but is now being cleaned out and the entire attic made bird and bat proof. Due to the rain pouring in through openings in this tower the plaster in one of the upstairs rooms fell this summer and we will have to replaster. This will be delayed until the rewiring mentioned above is completed.

The shrubbery on the campus is being trimmed by a man who has had long experience in such work. This has been neglected so long that at the present time some of the bushes look rather scrawny but the new growth will come in as it should so as to make our really excellent planting on the campus a thing of beauty.

Instruction Committee

If I recall correctly there was formerly an instruction committee which considered the selection of faculty members and general instructional problems with the President. There are a good many problems of this kind that are of considerable importance. As long as I have these matters to consider, I should appreciate very much having such a committee of the Board with which to work.

Faculty Adjustments

Members of the Board have spoken to me concerning the matter of carrying on my class schedule while Acting President. They seem to feel that the duties of the office are too numerous and time consuming to be properly attended to while handling even part of the teaching schedule.

Mr. LaBounty, who has just resigned from the Board, is on leave of absence from his position held prior to the meeting of the Board of Trustees on January 29, 1937. The motion read: "Mr. LaBounty was granted an indefinite leave of absence without pay." If Mr. LaBounty is returned to service, the Dean of Instruction informs me that classes can be re-arranged so that he

can teach the courses he formerly had. A re-adjustment can readily be made then to distribute my work among competent faculty people. The salary for this position cannot be greater, according to Mr. Klonower, than the minimum for the class which is \$2760 for 36 weeks."

Upon motion of Mr. Knapp, seconded by Mr. Carlson, bills amounting to \$1,689.14 were approved.

August 1940

Armour and Company	Corned beef	42.93
Charley Brothers	Olives	14.40
City Market	Meat	2.72
DeCosta and Company	Pickles	7.74
Erie County Milk Association	Ice cream	4.26
Graybar Electric Company, Inc.	Attachment plugs	4.58
N. M. Holden Company	Iron washers	1.19
Jersey Belle Food Products Co.	Vanilla	12.36
Margaret Kline	Eggs	8.10
Francis H. Leggett & Company	Canned goods, spices	28.59
Meadville Bread Company	Bread	2.05
L. H. Parke Company	Canned goods	107.64
Red and White	Fruit, produce, cheese, etc.	11.99
Rodgers Chemical Company, Inc.	Soda ash	9.05
Bill Schaaf's Produce Market	Fruit and produce	16.01
William V. Soder	Chicken	6.00
Southern Packing Company, Inc.	Spices	1.12
Felix Spatola & Sons	Syrup	22.98
Swift and Company	Meat, cheese (compound	29.13
Sybrant and Case	Fruit, produce, butter, meat,	20.85
R. C. Williams & Company, Inc.	Canned goods, spices	31.24
Zindel and Stauffer	Lemons, bananas	1.15
Dep't. of Welfare-Prison Labor D.	Toweling	15.25
LeJeal Automotive Service	Starter cable for mower	1.00
Regal Equipment Company	Towels	1.35
Zortman Flour & Feed Company	Cement	.75
Lee Tire and Rubber Company	Tires, tubes	20.24
Bell Telephone Co. of Penn'a.	Advertising	.75
Baker and Taylor Company	Library books	147.90
Pa. Branch Dep't. of Secondary School Principals	List of high school seniors	3.07
Meyers and Johnson	Architects Fees - Clock system	241.00
Dep't. Prop. & Supplies-Pur.Fund	Office supplies (nipples	2.32
Boyd Welding Company	Acetylene adapter, key & hose	2.50
Jarecki Manufacturing Company	Ells	1.65
A. G. Spalding & Bros.	Tennis balls	8.00
J. K. Earp	Traveling Expenses	34.46
A. G. Sallee	" "	3.95
Katherine H. Sallee	" "	29.80
Pennsylvania Telephone Corp.	Service charge	48.05
J. F. Anthony	Cleaning drapes	11.20
General Exterminating Company	Extermination service	5.00
Antrim Hardware Company	Panic bolts	48.80
Follett Book Company	Library books	123.48
Honus Wagner Company	Badminton rackets	34.20
Andrews Paper House of York	Twine	2.76
Appleby Bros. & Whittaker Company	Faucets	6.50
G. Wilbur Billings	Ice	2.67

Broad Electric Supply Company	Plug fuses	2.58
Harrisburg Hardware Company, Inc.	Wire, pliers, tongs	11.25
Johnston, Keffer & Trout	Paper towels	29.70
Margaret Kline	Eggs	5.40
Lake Shore Ice Cream Company	Ice cream	4.61
John C. Lower Company, Inc.	Tomato puree	15.50
Meadville Bread Company	Bread	2.26
Red and White	Butter, onions	2.02
Reeves, Farvin & Company	Tuna fish	62.64
A. Salus & Son, Inc.	Canned goods	8.43
Felix Spatola & Sons	Grated cheese	10.60
Swift & Company	Laundry powder	33.56
Thomas and Company	Canned peas	25.35
Westinghouse Electric Supply Co.	Flat iron plugs	5.40
Wyoming Valley Chemical Company	Sweeping compound	15.60
Bay Division Parke Davis Company	Infirmiry supplies	3.20
Victor V. Glad Company	Kitchen supplies	3.63
W. F. Dougherty & Sons, Inc.	" "	4.05
Lewis Manufacturing Company	Infirmiry supplies	44.01
Scholnick, Inc.	Kitchen supplies	5.10
Shenk and Tittle	Athletic supplies & equipment	91.14
Reed and Barton	Teaspoons	11.00
Gulf Oil Corporation	Oil	18.73
Frank Liemer	Bread, yeast	.67
N. E. Schruers	Milk and cream	89.98
	Total	1,689.14

Upon motion of Mr. Knapp, seconded by Mr. Carlson, it was voted to have the following old accounts written off as recommended in the Auditors Report.

<u>Name</u>	<u>Date of Account</u>	<u>Amount</u>
Frank DePoalis	1st semester 1929-1930	\$18.00
Carl Harnish	1st semester 1929-1930	15.25
Dorothy Holtzman	March 1931	1.00
Charles Richardson	1st semester 1929-1930	54.75
John Riley	2nd semester 1929-1930	114.00
John Sanders	2nd semester 1929-1930	117.50
Grace Shaffer	June 1931	1.00
Ernest Korn	2nd semester 1928-1929	.82
Robert Redmond	1st semester 1936-1937	50.00
Norman Erickson	January 1938	4.75
Max Young	January 1938	28.50
Weston Cox	September 1938	49.75
	Total	\$455.32

Upon motion of Mr. Earp, seconded by Mr. Knapp, the Board granted Dr. L. H. Van Houten an indefinite leave of absence without pay from his regular position as teacher in the Edinboro State Teachers College, beginning September 1, 1940.

Upon motion of Mr. Knapp, seconded by Mr. Earp, the Board elected Dr. John G. Johnson to fill the position made vacant the first semester of this year by leave of absence without pay granted to Miss Hudson. Dr. Johnson to be paid at the rate of \$3360. for nine months. Dr. Johnson to be

retained in this position for the school year if Miss Hudson is unable to return.

Upon motion of Mr. Carlson, seconded by Mr. Knapp, the Board voted that Stanley Crawford be retained as campus man as long as the President of the College and the Superintendent of Grounds and Buildings feel that he is needed.

Upon motion of Mr. Earp, seconded by Mr. Carlson, it was voted that the Board of Trustees of the Edinboro State Teachers College, hold their regular meetings the second Friday of each month at ten o'clock A. M.

Upon motion of Mr. Carlson, seconded by Mr. Earp, it was decided to give no consideration to the Students Medical Re-Imbursement Plan, sent by the Indemnity Insurance Company of North America, Philadelphia, Pa.

Upon motion of Mr. Earp, seconded by Mr. Carlson, the Board of Trustees of the Edinboro State Teachers College voted that women be not allowed to live in Reeder Hall, and that those now resident in Reeder Hall be asked to seek other quarters. The President of the College to take care of the discipline in Reeder Hall as he sees fit.

Upon motion of Mr. Knapp, seconded by Mr. Earp and Mr. Carlson, Mr. LaBounty was appointed Teacher in the Edinboro State Teachers College to take the place of Dr. L. H. Van Houten, who is now Acting President, and Dr. C. C. Crawford who is away on leave of absence without pay. Mr. LaBounty's salary to be \$2760. for 9 months.

There being no further business the meeting was adjourned.

Respectfully submitted,

Katherine W. Sallee

Katherine H. Sallee
Secretary