

Edinboro, Pa.
December 13, 1940

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

Members present were Ritchie T. Marsh, J. K. Earp, Joseph Desmond, William P. Rose, Hugh C. Lord and Merle M. Davis.

Upon motion of Mr. Rose, seconded by Mr. Earp, the minutes of the meeting held November 8, 1940 were approved and ordered placed on file.

Upon motion of Mr. Lord, seconded by Mr. Earp, bills amounting to \$4,358.15 were approved.

November 1940

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| Johnston, Keffer & Trout | Adding machine paper | 1.18 |
| Universal Publishing Syndicate | Binding | 44.92 |
| Josiah Anstice & Co., Inc. | Curtains for dishwasher | 5.00 |
| Compressed Industrial Gases, Inc. | Oxygen, acetylene & demurrage chg. | 15.27 |
| Erie Automotive Parts Co. | Compression rings | 1.12 |
| Erie Sand & Gravel Co. | Sand | 26.27 |
| Lock Haven State Teachers College | Glass creamers | 5.00 |
| Lowe & Campbell | Target faces | 3.78 |
| Lowry Electric Co., Inc. | Light shades | 1.85 |
| Palace Hardware House | Leather belting | 1.68 |
| Ream's | Art Dep't. supplies | 14.04 |
| C. J. Christensen | Traveling Expenses | 41.62 |
| Royce R. Mallory | " " | 14.20 |
| W. V. Zahniser | " " | 9.60 |
| Atlantic Refining Co. | Gasoline | 1.55 |
| Dep't. Prop. & Supplies -Pur.Fund | " | 1.10 |
| Swaney Chevrolet Sales | Repairs to truck | 2.06 |
| Bell Telephone Co. of Pa. | Advertising | .75 |
| Armor Electric Mfg. Co. | Repairs to bearings on motor | 4.30 |
| J. E. Ball | " " roofs | 225.67 |
| The A. Gottfried Company | " " organ | 3.77 |
| Pittsburgh Erie Saw Corp. | Rental of saw | 3.00 |
| State Workmen's Insurance Fund | Insurance | 39.18 |
| Keystone View Company | Map slides | 8.58 |
| Andrews Paper House of York | Paper bags | 14.61 |
| Appleby Bros. & Whittaker Co. | Auger bit files | 1.92 |
| Armour & Company | Cheese, meat | 74.91 |
| Bond Electric Corp. | Flash lights | 2.47 |
| Broad Electric Supply Co. | Drop cord, soldering flux | 10.68 |
| Gotterel Company | Metal waste receptacles | 5.28 |
| C. A. Curtze | Marshmallows, nuts | 5.05 |
| George S. Daugherty Co. | Canned figs (goods) | 6.24 |
| Dep't. of Welfare-Prison Labor | Letterheads, bid forms, canned | 66.40 |
| Erie Farm Products Co. | Cheese | 10.24 |
| S. M. Flickinger Co., Inc. | Groceries | 20.98 |
| Gabin Fruit & Produce Co. | Potatoes | 5.25 |
| General Hardware & Supply Co. | Blackboard paint (tissue) | 1.54 |
| Jacob Haller Co. | Bouillon powder, sugar, toilet | 27.15 |
| Harris & Co. | Blotting paper | 1.00 |
| James W. Houston Co. | Flour | 50.67 |

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| International Book Co. | Attendance records | 8.90 |
| Sam Katowitz & Son | Fruit & produce | 30.38 |
| Margaret Kline | Eggs | 54.60 |
| Kolbe Fisheries Co. | Fish | 11.20 |
| Lasting Products Co. | Metal Paint | 4.89 |
| Frank Liemer | Bread, friedcakes, yeast, rolls | 13.99 |
| Meadville Bread Co. | Bread, rolls | 27.34 |
| Miller-Bryant-Pierce | Carbon paper | 4.17 |
| Oleum Products Co., Inc. | Water pails | 5.84 |
| Ontario Biscuit Co. | Cookies, crackers | 8.34 |
| Penberthy Injector Co. | Parts for automatic sump pump | 43.81 |
| Penn Equipment & Supply Co. | Rubber bands | .74 |
| Pennsylvania Assoc. for the Blind | Mops | 21.48 |
| Sanitary Farms Dairy, Inc. | Ice cream | 12.00 |
| Schaffner Bros. Co. | Meat | 30.60 |
| M. L. Snyder & Son | Fire ext. hoses & connections | 7.20 |
| Swift & Co. | Meat, butter, compound | 172.18 |
| Thomas & Co. | Canned goods | 55.68 |
| Union Fruit & Produce Co. | Fruit & produce | 69.18 |
| United Fruit & Produce Co. | Squash | 12.73 |
| Wyoming Valley Chemical Co. | Sweeping compound | 16.00 |
| Snyders Candies, Inc. | Candy | 1.90 |
| Sybrant & Case | Lemons | 1.92 |
| Antrim Hardware Company | Castings for floor checks | 2.40 |
| William Dixon, Inc. | Instr. supplies & equipment | 201.54 |
| Drake Hardware Co. | Toggle bolts | 1.20 |
| J. B. Hoffman | Candle holders | 10.00 |
| Roy Kahne | Glassware | 92.78 |
| Scheidemantel Service Station | Gasoline | .90 |
| James P. Smith | Instructional supplies | 5.30 |
| Waldo F. Bates, Jr. | Traveling Expenses | 14.00 |
| F. L. LaBounty | " " | 74.28 |
| H. L. Offner | " " | 36.65 |
| Evelyn J. Strohecker | " " | 24.30 |
| C. Frances Whitney | " " | 22.88 |
| Boston Store | Utility bag, sewing machine needles & peanuts | 5.09 |
| Charley Brothers | Canned goods | 39.95 |
| Dauphin Electrical Supplies Co. | Electrical supplies | 8.97 |
| Dep't. of Welfare-Prison Labor Div. | Coffee, office & library printing | 24.10 |
| Jacob Haller Co. | Groceries | 58.12 |
| Johnston, Keffer & Trout | Mimeo paper | 79.34 |
| Margaret Kline | Eggs | 9.60 |
| Frank Liemer | Bread, friedcakes, yeast | 7.65 |
| Meadville Bread Co. | Bread | 17.56 |
| National Coffee Distributors, Inc. | Tea (cream | 15.89 |
| Sanitary Farms Dairy, Inc. | Buttermilk, cottage cheese, ice- | 40.10 |
| Schenck's | Potato chips | 6.00 |
| N. E. Schruers | Milk and cream | 139.78 |
| Wally Turkey Farm | Turkey | 68.48 |
| F. S. Heinaman | Traveling Expenses | 16.88 |
| Brydon Coal Company | Coal | 418.95 |
| Highland Fuel Company | Coal | 1,008.61 |
| Penn'a. State Education Ass'n. | Advertising | 89.28 |
| <u>December 1940</u> | Electric service | <u>422.62</u> |
| Pennsylvania Electric Co. | | |
| | Total | 4,358.15 |

The following report was explained in detail:

Sale of Junk and Other Useless Materials

In order to help in cleaning up our campus, it is desirable to dispose of piles of old metal and certain other items for which we have no further use but which have some value as junk or second hand materials. I recommend that the Board of Trustees authorize the disposal of this material. The procedure requires a motion by the Board authorizing such disposition which is sent to the Department of Public Instruction who in turn forward it to the Department of Property and Supplies who will issue the necessary order for the sale.

Equipment

The equipment for the new buildings is coming in and, as perhaps you have read in the public press, most, if not all, of the fixed equipment for the new buildings is advertised for bids to be opened December 20. The state has now inspected the new seating in the training school and the lockers in the gymnasium so they are ready for use. We have received instructions, however, not to use any of the material until we have been permitted to by the General State Authority. I have written for information to the General State Authority to see if we could not go into the new training school at once since we have enough teachers desks and chairs to supply the various rooms. I have not yet received a reply to this inquiry.

Contract with the Edinboro School District

It is necessary that there be a contract between the Teachers College Board of Trustees and the local Board of Education for the use of the new training school building. At the request of Dr. Klonower, I have forwarded the old contract to him and am expecting suggestions for the new contract so that we may know what special desires the Department of Public Instruction may have in this matter.

An erroneous report appeared in the daily press to the effect that consolidation was being arranged between Edinboro and Washington Township. There has been nothing official done along this line. I hope that satisfactory arrangements may be worked out whereby we may have all of the children in this area enjoying the advantages of the new training school. This, of course, will afford the much needed additional facilities for practice teaching. I hope that the necessary arrangements can be completed so that the building may be occupied immediately after the Christmas holidays.

Financial Statement

We have just completed and forwarded to Harrisburg the budget for the last 6 months of the Biennium. I have asked the Bursar to make a brief report to the Board on the state of our finances. By rigid economy and curtailment of W.P.A. projects, the lessening of free meals in the dining room, we have been able to present a budget for the next six months which will not leave a deficit. This does not mean that manythings which ought to be attended to will receive attention. We are operating for the balance of the year on a rather narrow margin. Part of the reason that we are able to overcome our severe financial handicap is that we are saving on one entire instructor's salary and \$1300 which represents the difference between the salary drawn by the original incumbent and his successor. My work has been distributed among different faculty members so that a substitute instructor was not necessary.

We have also prepared our budget request for the next Biennium. This was forwarded to the Department of Public Instruction which in turn takes it up with the budget director. We have just received a letter from the finance officer of the Department asking us to notify the Department which of the proposed expenditures are for the continuance of our ordinary work and what additional is required for the operation of the new buildings. In our case we are in a rather fortunate position. We, no doubt, will need an extra janitor to take care of the Auditorium or at least part of the time of a new man will be required for this building. At that we will have a smaller force than was on the grounds ten years ago. The new Training School building will cost us very little if anything in addition to our present expenses, because the local school district will pay such a large share of the operating expenses. The building will be kept clean by the janitor employed by the local school district. Our new Power Plant is a replacement of the old one and for that reason will require no additional help because of the newness of the building. The efficiency of the new heating plant will offset to a considerable extent any additional cost made necessary by the heating of the new Gymnasium and the Auditorium. Our new Gymnasium has required the employment of a new janitor and the operation of a swimming pool entails certain additional expenses but after all it will not be a large sum.

The College simply could not have continued to operate with such antiquated equipment as our old heating plant, gymnasium and auditorium. Many people fail to realize that our building program did not to any considerable extent increase our capacity for students. These buildings are replacements and represent necessary modernization. Considerable criticism has been voiced in certain quarters against the increased equipment of the State Teachers Colleges. Edinboro, in particular, has received only what other colleges received many years before out of the regular appropriation of State funds. For example, Slippery Rock received a new gymnasium years before the P. W. A. out of a building appropriation for Teachers Colleges which yielded us Loveland Hall. Had Edinboro received the buildings it should have received then, nothing would have been thought of the cost of operating the Institution as a result of new buildings at this time. The Teachers Colleges have not for the last ten or fifteen years been lavishly supported by the Legislature.

Upon motion of Mr. Rose, seconded by Mr. Davis, the Board approved the sale of the following:

1. As junk, metal consisting of old pipe, an old dish washing machine, broken and discarded steel lockers, and various other items.
2. Of certain used materials to the highest bidder consisting of a pile of cement blocks, an old enameled sink, and certain discarded articles of wooden furniture now in storage in the basement of Haven Hall.

Upon motion of Mr. Rose, seconded by Mr. Earp, the Board appointed the following committee to proceed with the new Edinboro Training School contract.

Mr. Marsh
Mr. Lord
Mr. Van Houten

Upon motion made by Mr. Earp, seconded by Mr. Davis, the Board added Mr. Rose to the above committee.

Upon motion of Mr. Desmond, seconded by Mr. Lord, the Board of Trustees of the Edinboro State Teachers College unanimously elected Dr. L. H. Van Houten to the post of President of Edinboro State Teachers College, to begin his duties January 1, 1941, subject to the approval of the Superintendent of Public Instruction and the Governor of the Commonwealth. Salary to be the maximum provided in the State Regulations.

Upon motion of Mr. Lord, seconded by Mr. Desmond, the meeting was adjourned.

Respectfully submitted,

Katherine H. Sallee

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Secretary