

Edinboro, Pa.
November 8, 1940

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held in the College Board Room, Friday, November 8, 1940 at ten o'clock.

Members present were Messrs. Ritchie T. Marsh, J. K. Earp, Joseph Desmond, William P. Rose, N. A. Carlson and Hugh C. Lord.

Upon motion of Mr. Rose, seconded by Mr. Carlson, the minutes of the meeting held September 13, 1940 were approved and ordered placed on file.

Upon motion of Mr. Lord, seconded by Mr. Desmond, bills amounting to \$8,926.65 were approved.

September 1940

Pennsylvania Electric Company	Electric service	210.03
Atlantic Refining Company	Gasoline	34.53
C. F. Bonsor & Company, Inc.	Vinegar	11.08
City Market	Peaches	1.75
C. A. Curtze	Raisins, cocoanut	5.19
Erie Farm Products Company	Frozen vegetables, cheese	11.71
Erie Sea Food House	Fish	10.00
S. M. Flickinger Co., Inc.	Cookies	1.00
Joseph E. Frankle, Inc.	Radiator brushes	1.68
Jacob Haller Company	Groceries	52.20
Industrial Paint Company	Venetian Red	1.12
Jolleys Pharmacy	Chocolate	.75
Sam Katowitz and Son	Fruit and produce	68.75
Margaret Kline	Eggs	7.50
Libby, McNeill & Libby	Canned goods	156.42
Meadville Bread Company	Bread	18.22
Red and White	Dates	.90
Reeves, Parvin & Company	Canned goods	51.06
Remington Rand, Inc.	Stencils	63.00
Snyders Candies, Inc.	Chocolate	1.44
Felix Spatola & Sons	Corn oil	18.03
Swift & Company	Meat, butter, cheese, compound	273.00
Thompson and Company	Turpentine	19.25
Toledo Plate & Window Glass Co.	Glass	34.01
United Fruit & Produce Co.	Figs, dates	8.12
Yawman & Erbe Mfg. Co.	Folders	8.21
F. A. Owen Publishing Co.	Illustrated units - Library	11.75
Anchor Equipment Company	Glassware	8.40
Antrim Hardware Company	Art Dept. equip. & supplies	16.97
Appleby Bros. & Whittaker Co.	Files, ells, tees	25.39
A. L. Gahn and Sons	Plates	5.40
Victor V. Clad Company	Kitchen supplies	37.20
Cooperative Test Service	Tests	48.49
Cotterel Company	Lab. ink, masking tape	16.60
R. J. Crozier Company	Grass hooks, shears	1.85
Dep't. of Welfare-Prison Labor Div.	Sheets, pillow cases, sheeting,	
	Office supplies, coffee	119.57
Erie Sand & Gravel Co.	Fine sand	17.01

Fisher Scientific Company	Science supplies	5.40
The Fyr-Fyter Company	Acid bottles	2.64
W. J. Gilmore Drug Company	Infirmiry supplies	1.25
Hance Bros. & White Company	" "	.44
Harshaw Chemical Company	Science supplies	3.17
Hensel & Sons, Inc.	Alcohol	1.20
Roy Kahne	Kitchen supplies (mowers	8.58
LeJeal Automotive Service	Cutter bar, & repairs to lawn	89.47
Lincoln-Schluster Floor Machinery Co.	Parts for scrubbing machine	4.50
Mallinckrodt Chemical Works	Science supplies	5.44
Merck & Company	Infirmiry supplies	1.10
Pitman-Moore Company	" "	.70
Pittsburgh Plate Glass Company	Plate glass for ticket booth	30.00
Theodore Presser Company	Music	4.02
Ream's	Higgin's ink	3.32
Scheidemantel Tire & Battery Ser.	Gasoline	.90
Sharp and Dohme	Infirmiry supplies	2.50
Ghas. W. Speidel & Company	Thumb tacks	1.19
United Cut Rate Drug Company	Ice bag	.52
Zindel & Stauffer	Knob screws	.35
L. H. Van Houten	Traveling Expenses	62.37
Noel D. Harned	Repairs to truck & station wagon	4.50
Bell Telephone Co. of Penn'a.	Advertising	.75
Power Plant Supply Company	Repairs to vacuum pump	79.00
Blackstone Studios	Physic-Geology Models	18.20
Business Supply Company	Wall star charts	9.00
Germantown Electric Supply Co.	Electric fan	15.27
A. J. Nystrom & Co.	Climatic map	8.36
Penn'a. Lawn Mower Works	Lawn mowers	10.50
University Prints	Prints & lantern slides	11.05
Weldcraft Equipment Company	Welding & cutting apparatus	74.90
Williams, Brown & Earle	Instructional equipment	19.43
Highland Fuel Company	Coal	616.22
Larkins Company	Anthracite coal	356.11
Penn'a. State Sch. Dir. Assoc.	Advertising	4.37
United Oil Mfg. Company	Fuel oil	32.50
Alston-Lucas Paint Co.	Chrome green	1.84
Armour and Company	Meat	7.04
Atlantic Southwestern Brocm Co.	Brooms	8.90
Boyd and Schafer	Cement	15.96
Charley Brothers	Canned tomatoes	14.75
Dauphin Electrical Supplies Co.	Tumbler switches	9.73
Erie Farm Products Co.	Cheese	3.80
Erie Sea Food House	Fish	10.00
James Good, Inc.	Liquid toilet soap	1.39
Jacob Haller Co.	Groceries, toilet tissue (supply	49.30
Jolleys Pharmacy	Flashlight batteries, infirmiry	1.50
Sam Katowitz and Son	Apples	2.70
Kitsee Auto Store	Zerone	2.35
Margaret Kline	Eggs	30.00
Frank Liemer	Bread, yeast	16.84
Meadville Bread Co.	Bread	15.52
National Biscuit Co.	Cookies, crackers (cream	11.71
Sanitary Farms Dairy, Inc.	Buttermilk, cottage cheese, ice	37.90
Schaffner Bros. Co.	Meat	68.29
Schenck's	Potato chips	4.50
Swift & Co.	Butter, compound	32.11
Union Fruit & Produce Co.	Fruit & produce	28.40

Dep't. of Welfare-P.L.D.	Office supplies	15.38
Bruce Miller	Source list of teaching aids	1.00
Josiah Anstice & Co., Inc.	Trays for dishwasher	15.00
Appleby Bros. & Whittaker Co.	Valves	4.97
Austin Co.	Putty knives, drill	1.50
J. T. Baker Chemical Co.	Instructional supplies	13.07
Eastman Kodak Stores	" "	.55
Fort Pitt Chemical Co.	Floor seal	49.50
Harshaw Chemical Co.	Instructional supplies	6.23
Hensel & Sons, Inc.	Infirmiry supplies	1.15
Kurtz Bros.	Instructional supplies	9.36
LeJeal Automotive Service	Cable for power mower	1.10
Mills Hospital Supply Co.	Infirmiry supplies & equipment	4.55
H. B. Wiggins Sons Co.	Plaster of paris	4.49
Williams, Brown & Earle	Instruc. supplies & equipment	20.26
Wittich's	Records and needles	37.17
York Paint & Hardware Co.	Steel wool	.26
E. Leigh Mudge	Traveling expenses	6.10
Pennsylvania Telephone Corp.	Service & tolls	73.17
Highland Fuel Co.	Coal	341.63
Armor Electric Mfg. Co.	Repairs to motors	66.00
Noel D. Harned	Repairs to mowers & rollers	7.00
Forrest H. Harrison	Repairs to fire alarm	11.00
Warren Webster & Co.	Repairs to sylphon traps	118.19
State Workmen's Insurance Fund	Insurance	45.39
C. L. Haynes	Removing garbage	3.00
Poshlman's Key Shop	Duplicate keys	.50
William F. Gable Co.	Rug pads	6.93
C. Wilbur Billings	Ice	1.33
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Pennsylvania Electric Co.	Service	250.60
Charley Brothers	Fly swatters	1.50
Clifton Chemical Co., Inc.	Floor wax	22.05
Colgate Palmolive Peet Co.	Toilet soap	5.96
C. A. Gurtze	Groceries	68.81
Dep't. Property & Supplies	Twine & order blanks	3.09
Purchasing Fund		
Erie Farm Products Co.	Cheese	10.05
Graybar Electric Co., Inc.	Fuse links (door checks)	3.30
Hardware Supply Corp.	Packing glands & spindles for	13.98
E. M. Hill Lumber Co.	Lumber	113.25
Sam Katowitz & Son	Fruit and produce	84.18
Margaret Kline	Eggs	32.40
Kolbe Fisheries Co.	Fish	24.90
Frank Liemer	Bread	16.86
Meadville Bread Co.	Bread and rolls	23.85
Ontario Biscuit Co.	Cookies	8.87
Schaffner Bros. Co.	Meat	119.98
N. E. Schruers	Milk and cream	110.61
Swift & Co.	Meat, butter, compound, eggs	287.80
Dep't. of Welfare-Prison Labor	Office supplies	5.11
W. A. Maurer Co.	Instructional supplies	65.00
Josiah Anstice & Co., Inc.	Gear for potato peeler	9.21
Appleby Bros. & Whittaker Co.	Plumbing supplies	17.04
Avonmore Hardware & Supply Co.	Scythe, and scythe stones	1.96
Blue Ridge Biological Supply Co.	Instructional supplies	2.58
Chicago Apparatus Co.	" " & equip.	31.56

Compressed Industrial Gases	Tank of oxygen	2.20
William Dixon, Inc.	Instructional supplies & equip.	42.99
Feick Brothers Co.	Infirmiry supplies	8.45
Fisher Scientific Co.	Instructional supplies	5.50
William F. Gable Co.	Napkins & rugs	89.61
Harder Sporting Goods Co.	Basketballs & softballs	47.92
Hospital Supply Co.	Infirmiry supplies	1.45
Jacobsen Manufacturing Co.	Parts for mower	18.05
Keystone View Co.	Keymul plates	4.00
Lowe & Campbell	Basketball nets	12.24
Horace Partridge	Hockey balls	30.51
The Psychological Corporation 8	Mental Maturity Tests	5.48
Frank E. Ryan, Inc.	Infirmiry supplies	2.98
Williams, Brown & Earle	Instructional supplies	1.25
World Book Co.	Reading Tests	10.21
C. J. Christensen	Traveling Expenses	59.84
Clyde S. Knapp	" "	14.88
Sarah Pettit	" "	6.30
L. H. Van Houten	" "	19.00
Borough of Edinboro, Water Dep't.	Water rent	100.60
Underwood Elliott Fisher Co.	Repairs to typewriter	3.85
B. C. Kiehl Funeral Home	Rental of chairs	10.00
Fidelity & Deposit Co. of Md.	Bond premium	5.00
Indemnity Ins. Co. of N. Amer.	Insurance on station wagon	18.50
National Casualty Co.	Bond premium	28.00
General Exterminating Co.	Extermination service	5.00
Lawrence	Cleaning choir robes	31.85
Pennsylvania State College	Institutional laundry fees	12.50
J. P. Lilley	Sound film	45.00
Antrim Hardware Co.	Gland washers for door checks	1.44
Apt Shirt Company	Waiters coats	16.49
Central Scientific Co.	Instructional supplies	9.50
Chicago Apparatus Co.	" "	4.90
Duggan Rider Co.	Roller for mimeograph	6.00
J. L. Hammett Co.	Instructional supplies & equip.	40.70
Johnson Lumber Co.	Fir flooring	38.25
Theodore Presser Co.	Music	50.16
Shenk & Tittle	Instructional supplies	17.74
Snee & Sunday Co.	Sash lifts & drawer locks	6.10
John Wanamaker	Dishes	145.91
Waldo F. Bates, Jr.	Traveling Expenses	21.10
Charles W. Ellenberger	" "	29.80
F. S. Heinaman	" "	27.60
H. L. Offner	" "	34.10
Sarah Pettit	" "	10.50
Evelyn J. Strohecker	" "	29.50
L. H. Van Houten	" "	60.70
C. Frances Whitney	" "	37.76
Esther L. Wilson	" "	27.30
Pennsylvania Telephone Corp.	Service & tolls	72.02
Bell Telephone Co. of Pa.	Advertising	.75
Warren Radio Co.	Repairs to phonograph	3.75
State Workmen's Insurance Fund	Compensation insurance	16.10
General Exterminating Co.	Extermination service	5.00
Armour & Co.	Soap chips	50.70
Dep't. of Welfare-Prison Labor	Coffee	20.25
Erie Farm Products Co.	Butter	27.90
Alex C. Fergusson Co.	Trisodium phosphate	60.06
H. A. Gable Co.	Squeeges	3.60

Garlock Packing Co.	Packing	73.62
Jacob Haller Co.	Toilet paper	7.90
Hygrade Sylvania Corp.	Lamp bulbs	14.35
Sam Katowitz & Son	Fruit and produce	61.95
Keps Electric Co.	Solder	3.51
Margaret Kline	Eggs	15.60
Kolbe Fisheries Co.	Fish	26.70
Frank Liemer	Bread	14.40
Meadville Bread Co.	Bread and rolls (ice-cream	34.04
Sanitary Farms Dairy, Inc.	Buttermilk, cottage cheese,	79.40
Schenck's	Potatochips	7.50
N. E. Schruers	Milk and cream	177.85
Snyders Candies, Inc.	Candy	2.30
Swift & Co.	Meat, butter, compound, eggs	163.86
Union Fruit & Produce Co.	Peaches	1.50
Zindel & Stuaffer	Apples	1.25
E. Leigh Mudge	Traveling Expenses	30.50
Highland Fuel Company	Coal	872.94
<u>November 1940</u>		
Pennsylvania Electric Co.	Electric service	<u>377.03</u>
	Total	8,926.65

Upon motion of Mr. Lord, seconded by Mr. Desmond, the Board approved the plan for the road from Normal Street to the Power Plant, as presented by Dr. Bracken, Landscape Architect of the General State Authority.

Upon motion of Mr. Carlson, seconded by Mr. Marsh, the Board granted the Young Peoples Conference of the M. E. Church permission to hold their annual meeting during the summer of 1941 at the Edinboro State Teachers College. The meeting to be held during the vacation period when students are away. All expenses to be paid by the Conference. Duration of meeting ten days to two weeks.

The following report of the Acting President was explained in detail.

General State Authority

The seating for the new training school is now in place. Considerable equipment, such as maps, globes, and so forth, is also on hand. All of the lockers for both gymnasiums are here but not yet installed. This should be done in the next week. The firm which received the contract for window shades for all the new buildings had its representatives here this week checking on the order and it is now a matter of but a few days before they will all be in place. There seems to be some mystery in connection with the Auditorium seating. I have been trying to find out just when that will be in.

Dr. Bracken, landscape architect of the General State Authority, was here on October 11 and the members of the Board who were here at that time Mr. Earp and Mr. Knapp, went about with him looking over the plans. Since that time, under Mr. Fink, the General State Authority engineer, the surveyors have laid out the lines for the walks and roads. I have urged these men with the necessity of getting this road done from Normal Street to the Power Plant before winter.

Hours of Work of Non-Instructional Employees

For some years the standard number of hours of the non-instructional men has been 48 or six 8-hour days. In order that there might be a half-day off on Saturday afternoon, it was worked out that there be five 9-hour days and the balance on Saturday. Although I believe that the way it actually worked out was that they worked four hours on Saturday making it a 49-hour week. All of this is simply a matter of word-of-mouth information because I can find nothing either in the minutes of former Boards now in our files, nor in the Department at Harrisburg relative to the establishment of such a working schedule. Thinking that perhaps there might be a uniform working schedule for such employees throughout the state, I made inquiry at Harrisburg at the Department of Public Instruction and was told that it is a matter entirely up to the local Board of Trustees and administration.

The question of hours of work arose this fall because during the daylight saving period, the nine-hour day was shortened to eight. When that period was over the men were asked to go back on the old schedule and they did not wish to do it. They registered a considerable protest and indicated considerable dissatisfaction at having to go back to working on a schedule of former years. Mr. F. Steward Hartman, Executive Assistant in the Department of Public Instruction, who has charge of non-instructional members wrote me as follows: "However, I believe that matters of this kind are generally answered in terms of a policy approved by your Board of Trustees in connection with the needs of your institution. The administrative Code contains a requirement in connection with the minimum number of hours to be worked each week which, I believe, is thirty-five hours per week, but since the institution is under the control and management of its Board of Trustees, it would seem that the subject should be covered in the rules and regulations adopted by the Board of Trustees with the approval of the Superintendent of Public Instruction." This matter, therefore, seems to be turned back to the Board of Trustees. I inquired of several of the Presidents of the other Colleges while at Harrisburg and found that the 48 or 49 hour week was in vogue without exception for men. Janitor service is rather difficult to classify or to limit as to exact hours because often times through the day a man may have little or nothing actually to do except to be on call.

In one respect we differ from the other Colleges in that we have three firemen working 8 hours a day for seven days, making a 56-hour week. In every other College I found that they have a relief man coming on often enough so that each of the three firemen has a day off and, therefore, works only 48 hours per week. I believe it would be well if the Board could give consideration to the official setting of the schedule so that our workmen would know exactly what their hours of service were. In connection with this matter it would be well to investigate the hours of work for clerical help.

The Frame Cottages

The two houses which were on college property have been removed and in the process of removal some of the sidewalk was broken. We are taking this up with the owner of the houses in order to have the parties responsible make the repairs.

Then the third house, formerly the Welker property, in accord with the motion passed by the Trustees, is now rented by Mr. Tom Hall of our non-instructional staff. No contract was drawn up. We find that in outlining

the details of the rental terms, he pays \$20 per month under the present general agreement for the lower floor. The electric bill has been running pretty close to \$10 a month. The whole house is heated so that with light, heat, and water furnished, the \$20 does not cover operating expenses.

Of course, the idea is that the upper floor be used by those women of the non-instructional staff who receive maintenance as part of their compensation. At the present time one such person is occupying the house.

Enrollment in the Teachers College

At the last meeting of the Board of Presidents, October 1, we were handed a statement of the enrollment in the Teachers Colleges. Bloomsburg and California suffered the greatest numerical loss as well as the larger percentage of loss than Edinboro. On the other hand Clarion gained four students. The citizens of Clarion were hopeful to have their enrollment increased to 400 but they simply went up to 297. The entire faculty at Edinboro is making an effort to present the advantages of the College to the young people of this territory. We are not waiting until next spring for a spasmodic effort. I have written to the superintendents of the area offering the services of the faculty and all our various organizations. We have called attention to the shortage of elementary teachers which means that for some time to come young people who prepare for elementary teaching practically are certain of employment upon graduation. We have not been able to supply the demand for elementary teachers for well over two months.

Budget

The Bursar, Mrs. Sallee, and myself have worked over the Biennium Budget proposals, the features of which she will report. There are three requests for improvement of the school plant which we feel are absolutely necessary.

The present kitchen equipment is in very poor shape and for years past has been in need of rather major replacement. The laundry equipment is being used merely by careful handling and frequent repairs. It is entirely outmoded.

The infirmary is on the third floor of Haven Hall, the girls' dormitory, so that the boys have to go to the top floor and wait out in the hall which is not screened off nor separate from the rest of the corridor. The ward for boys and the ward for girls both open onto a common bathroom, a situation which certainly should not be allowed to exist.

Details concerning the finances for this academic year will be explained by Mrs. Sallee.

Oath of Allegiance

In compliance with the orders received from Governor James that all state employees take the Oath of Allegiance to the Constitution of the State and the United States, this Oath is being administered and will be completed by next Monday.

Consolidation of Washington Township and Edinboro Schools

Charges for Room with Private Bath

Upon motion of Mr. Lord, seconded by Mr. Earp, the Board voted to continue the previous arrangement of working hours for the non-instructional men until further instructions are received from Harrisburg.

Upon motion of Mr. Earp, seconded by Mr. Rose, Katherine H. Sallee was elected Treasurer of the Board of Trustees of the Edinboro State Teachers College for the balance of the school year.

The report of the Honorable Warren R. Roberts, Auditor General was read in detail.

Upon motion of Mr. Lord, seconded by Mr. Rose, the Board passed the following resolution.

RESOLVED, that the Chairman be authorized to appoint three members as a committee to study the report of the Department of the Auditor General and submit a reply in detail in writing, page by page, as to their findings in the following form:

<u>Page Number</u>	<u>Subject of Criticism</u>	<u>Answer to Criticism</u>
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Attaching thereto the written report of the President to this committee in like form and any other reports the committee deems necessary.

AND BE IT FURTHER RESOLVED that the committee shall make its reports as soon as possible in order that the committee's report together with the report of the Executive Officers may be forwarded in triplicate to the Department of Public Instruction for presentation to the Governor as soon after the next Board meeting as possible.

The following members were appointed as the committee:

N. A. Carlson
J. K. Earp
William P. Rose

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

Respectfully submitted,

Katherine H. Sallee

Katherine H. Sallee
Secretary