Board of Trustees Meeting Minutes 1916-04-08

Bowling Green State University

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knowledge of the Board that any extra work had been done by Fitzpatrick & Hoepfner on said contract, and without any authority from the Board authorizing any extra work to be done on the contract and without any notification from the Architects that any extra work was contemplated or done on said contract, should first be submitted to the Architects for their examination and recommendation. Voting Aye: Ganz, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.

Mr. Merriam, of the firm of Howard & Merriam, was present and exhibited detailed pencil drawings of the Training School Building. The plans were examined and discussed by the Board, particular inquiry being made as to the cost of a building such as projected by the plans as submitted. It was the sense of the Board after careful examination and inquiry that the building as shown on the plans of Howard & Merriam could not be completed within the appropriation and that it would be necessary to make eliminations before approval of the plans.

Moved by McDonel and seconded by Collins that Mr. Merriam confer further with President H.B. Williams with a view to furnishing plans which would bring the cost of the Training School within the appropriation of $100,000.00, including architects fees, and that the revised plans be prepared and submitted at the earliest possible date. Voting Aye: Ganz, Collins, McDonel, Shatzel. Nays, none.

Motion declared carried.

Moved by McDonel and seconded by Collins that the meeting adjourn to re-convene on the call of the President and Secretary. Voting Aye: Ganz, Collins, McDonel. Nays, none.

Motion declared carried.

Meeting adjourned.

Attest: 

Secretary.

Bowling Green, Ohio, April 8, 1916.

Minutes of meeting of the Board of Trustees of the Bowling Green State Normal College, held at the Administration Building, Bowling Green, Ohio, on Saturday, April 8, 1916, convening at 2 o’clock, P.M.

Members present: President E.H. Ganz, Treasurer J.D. McDonel, Secretary J.E. Shatzel and J.P. Sharkey.

President H.B. Williams also present.

J.P. Sharkey presented his commission as a member of this Board.

Minutes of previous meeting read and approved.

The Secretary reported that he had followed the directions of the Board wherein it was requested that he mail to Howard & Merriam, Architects, the correspondence by him received from Fitzpatrick & Hoepfner, of Columbus, Ohio, with reference to the balance claimed to be due on contract for extras.

President Williams reported the collection of $290 extension fees and that same had been paid to Treasurer McDonel.

President Williams reported having had a conference with the State Auditor and others at
Columbus with respect to the transfer of funds and that an order had been issued granting the transfer from P-4 to C-1 the sum of $1500 and that through the good offices of the proper officers of the State, had arranged to pay all extras on the buildings.

President Williams also read a letter from the State Emergency Board announcing that $929.42 had been granted the Bowling Green State Normal College for the purpose of installing two motors for the fire pumps.

President Williams reported a bid from The McKeever Electric Co. of Columbus, Ohio, by which said company agreed to furnish and put in place the two motors for the fire pumps, above referred to for the sum of $929.42, said bid being in writing and in words and figures as follows, to-wit:

The McKeever Electric Company
Columbus, Ohio

April 4, 1916.

Mr. H. E. Williams, Pres.,
State Normal School,
Bowling Green, Ohio.

Dear Sir:

We are pleased to quote you prices on the items of work which are indicated below for the completion of the electric work in the State Normal School Buildings at Bowling Green, Ohio.

We are pleased to quote you a price of TWO HUNDRED EIGHTY DOLLARS ($280.00) for the wiring to two 75 HP Motors on the fire pumps in the Power House. This will consist of the proper size feeds installed in iron conduits beginning at the main switch board and terminating at the motors and will include a 3-pole knife at the motor.

We are pleased to quote you a price of FIFTY-FIVE DOLLARS ($55.00) for installing feeders in iron conduits to the 15 HP motor on the domestic pump. These feeders will begin at the main switch board and will end at the motor. This figure includes the controlling knife switch at the motor.

We are pleased to quote you a price of SIXTY-SIX DOLLARS ($66.00) for installing feeders to the 3 HP ash lift motor and the 3 HP motor for the water softener plant. These circuits will begin at the main switch board and end at the motor and will include a motor starting switch at the motor location.

1 - 75 HP motor for centrifugal fire pump. This motor will be 3-phase, 60 cycle, 220 volts, 1750 RPM, complete with star delta starter. Price FOUR HUNDRED FIFTY-NINE AND 67/100 DOLLARS ($459.67). This price is for the motor which will be located at the extreme end of the pump room.

1 - 75 HP motor for centrifugal fire pump. This motor will be exactly the same as the above 75 HP motor and is to be located on the fire pump near the center of the pump room. Price FOUR HUNDRED SIXTY-NINE AND 75/100 DOLLARS ($469.75).

Yours very truly,

THE McKEEVER ELECTRIC CO.
per R. C. Grant

Moved by Shatzel and seconded by McDonel that President Williams be authorized and directed to purchase two motors for the fire pumps from The McKeever Electric Co. for the sum of $929.42 and also pay for the switch board heretofore purchased, inasmuch as, the Board is informed that funds are available for these purchases. Voting Aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none.

Motion declared carried.

President Williams reported that the outlook for the Spring and Summer terms is very gratifying, that there are many more applications for dormitory accommodations than can be taken care of and inquiries are also coming in for the Fall term.
President Williams submitted a copy of the preliminary announcement for the Summer terms of 1916.

Moved by McDonel and seconded by Sharkey that same be approved and entered on the minutes of the Board. Voting Aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none.

Motion declared carried.

The Bowling Green State Normal College Bulletin

Preliminary Announcement

November 1915

Summer Terms, 1916

First Session, May 8 to June 16
Second Session, June 19 to July 28

Special Advantages

Favorable Climate
Free Tuition
No Overcrowded Classes
Regular Faculty

Bowling Green State Normal College
Summer Term Announcements

The Normal College maintains a summer school consisting of two six weeks' terms. The regular faculty, supplemented by instructors from other institutions of recognized standing, will be in charge of the summer school classes. The First Session of six weeks for the accommodation of teachers whose schools close early in the Spring will open on May 8 and close on June 16. The Second Session, or regular summer term of six weeks, will open on June 19 and close July 28. By taking the work of the two summer sessions it will be possible for teachers to secure twelve weeks of instruction during the summer.

LOCATION

Bowling Green, the seat of the Normal College, is a city of six thousand inhabitants, situated near the center of the Northwestern Ohio Normal School district, in a beautiful and healthful location, easily accessible from all parts of the district. It is a substantial business city in the center of a prosperous agricultural community and combines all the characteristics of a model school town.

BUILDINGS AND GROUNDS

The Normal School grounds are located in the eastern part of the city at the end of Court Street. The campus of eighty-two and a half acres affords ample space for agricultural experiments, school gardens, and nature study excursions. Three new buildings will be available for the Summer Terms, among the best of their kind in the entire country. They are the Administration Building, the Science Building, and the North Dormitory.

The Administration Building, in addition to a large auditorium, gymnasium, and offices, contains over twenty-five class rooms. The Science Building contains lecture rooms, laboratories, shops, and equipment for agriculture, industrial arts, and the physical and biological sciences.

The North Dormitory affords rooming accommodations for over a hundred women students. It is provided with a large dining room with facilities for furnishing meals on the self-serving plan during the summer term for at least eight hundred students.

EXPENSES

Tuition
Tuition is free, but students are required to pay the cost of materials used in laboratory courses.

Board and Room
Rooms for women on the new fire-proof dormitory, two in a room with separate beds, $1.25; single rooms, $1.50. Students living in the dormitory will be expected to furnish sheets, pillow cases, and towels. During the Second Session an excellent cafeteria will be conducted at the dormitory where meals may be obtained at moderate prices. Nicely furnished rooms in private homes may be rented from $1.25 to $1.50 per week including everything needed by the roomer. Good board may be secured for $3.50 per week.

FOR WHOM COURSES ARE PLANNED

Three classes of students will be considered in the organization of the courses for the Summer Terms:


II. Graduates of First Grade High Schools, or persons possessing equivalent scholarship, and students 21 years of age or over.

III. Students under 21 years of age with less than four years' high school training.
## COURSES OFFERED

In the following lists of courses **A** signifies the first half of a regular course and **B** the last half. Do not simply underline headings, such as Agriculture, Education, Economics, etc. Underline the separate courses desired.

### First Session May 6 to June 16

**AGRICULTURE**
- Elementary School Agriculture, **A**.

**DRAWING**
- Blackboard drawing.

**EDUCATION**
- School Management and School Law, **A**; Elementary Psychology, **A** and **B**; Principles of teaching, **A** and **B**.

**ENGLISH**
- Composition, **A**; Grammar, Reading for Grades I-II; Current Methods in Reading; Stories and Story Telling.

**GEOGRAPHY**
- Geography, **A**; The Teaching of Geography.

**HISTORY**
- United States History, **B**; The Teaching of History.

**INDUSTRIAL ARTS**

**MATHEMATICS**
- Arithmetic, **A** and **B**; The Teaching of Arithmetic in the Primary Grades; The Teaching of Arithmetic in the Grammar Grades.

**OBSERVATION**
- Observation and Practice Teaching.

**PENMANSHIP**
- The Teaching of Penmanship.

**PHYSICAL EDUCATION**
- Sanitation and Health, **A** and **B**; Play and Playgrounds.

**SCIENCE**
- Biology, **A**; Nature Study.
- Classes will be formed, so far as the facilities of the institution will permit, in other subjects for which there is a sufficient demand.

### Second Session, June 19 to July 28

**AGRICULTURE**
- Elementary Agriculture, **A** and **B**; Soils, Orchard and Garden, **A**; Secondary School Agriculture, **B**; The Teaching of Elementary Agriculture.

**DRAWING**
- Blackboard Drawing.

**EDUCATION**
- School Administration, School Management and School Law, **A** and **B**; County, District and Village Supervision; Elementary Courses of Study; Elementary Psychology, **A** and **B**; Principles of Teaching, **A** and **B**; Educational Sociology; Rural Sociology; Educational Psychology; History of Education; Principles of Teaching for Secondary Teachers; Observation and Practice Teaching.

**ENGLISH**
- English Literature; American Literature; Grammar; Elementary Composition; Language for Grades I-II; Language for Grades III-IV; Reading for Grades I-II; Reading for Grades III-IV; Current Methods in Reading; Stories and Story Telling; Tennyson and Browning; The Teaching of Secondary English.

**GEOGRAPHY**
- The Principles of Geography, **A** and **B**; Geography of North America; Geography of Eurasia; The Teaching of Geography; Local and State Geography.

**HISTORY**
- European History; United States History, **A** and **B**; The Teaching of History.

**HOME ECONOMICS**
- Elementary Cooking; Elementary Sewing; Home Economics for Rural Schools.

**INDUSTRIAL ARTS**
- Elementary Handwork, **A** and **B**; Freehand Drawing; Shop Drawing; Woodworking; Composition and Designs; Art Appreciation and History; **A** and **B**; Industrial Arts Education.

**MATHEMATICS**
- Arithmetic, **A** and **B**; History of Arithmetic; Algebra beyond Quadratics; Plane Geometry; Solid Geometry; Analytic Geometry; Trigonometry; College Algebra; Teaching of Arithmetic in the Primary Grades; Teaching of Arithmetic in the
Grammar Grades; The Teaching of Secondary Arithmetic.

MUSIC
Elementary Music, a and b; Music Appreciation, a and b; Choral Literature;
The Teaching of Public School Music.

PENMANSHIP
The Teaching of Penmanship.

PHYSICAL EDUCATION
Sanitation and Health, a and b; Play and Playgrounds; Practical Courses for
Men - Baseball, Tennis; Practical Courses for Women - Elementary Gymnastics, Folk
Dancing, Tennis.

SCIENCE
Elementary Physics; Chemistry, b; Biology; Nature Study.

President Williams announced the meeting of the Northwestern Ohio Superintendents and
Principals Round Table to be held at the Bowling Green State Normal College on April 14 - 15,
1916 and extended an invitation to the members of this Board to be present at some or all of
the sessions.

The claim of Howard & Merriam for 2% of Estimate No.8 issued to the Bryce Heating &
Ventilating Co., amounting to $11.53, was presented for allowance.

Moved by McDonel and seconded by Sharkey that the claim of Howard & Merriam for $11.53
be allowed and paid from the fund for "Completing Normal School Building". Voting Aye: Ganz,
McDonel, Sharkey, Shatzel. Nays, none.

Motion declared carried.

President Williams presented the following claims, to-wit:

1914 Appropriations

The Lockeever Electric Co., Columbus, Ohio. Uses and Purposes Installing service feeds in Administration
building, and dormitory, lighting and power cables in Power house and wiring to motor
generator set in Power house $1128.00

Bryce Heating & Ventilating Co., Toledo, Ohio
Current Expenses Extension of heating and ventilating
system to basement room in northeast
corner of Administration building 85.50

Steinle Construction Co., Fremont, Ohio.
Current Expenses Vase glass, 52 mirrors, replacing wood
door, cement corridor base, 39 lock
sets master-keyed 668.19

Hal Phillips, Prairie Depot, Ohio
Current Expenses 450 feet tile laid in rock 284.26

A. Froncy & Co., Bowling Green, Ohio
App. for Agr. etc. Dry Goods 113.94

A.C. McClurg & Co., Chicago, Ill.
Equipment Library Books 3.37

A. Froncy & Co., Bowling Green, Ohio
Equipment Rug 521.38

Short Budget Appropriations

A. Froncy & Co., Bowling Green, Ohio
K-8 Fitting Forms, etc. for Domestic Science 33.56

The Steinle Construction Co., Fremont, Ohio.
E-8 130 lock sets master-keyed 78.00

1915-16 Appropriations

The Royce & Coon Grain Co., Bowling Green, Ohio
C-2 Cracked corn, etc. 11.45

E. Jones, Bowling Green, Ohio
C-3 Coal 320.85

P. W. Davidson, Bowling Green, Ohio
C-3 Coal 41.50

Remington Typewriter Co., Toledo, Ohio
C-4 Carbon paper and typewriter ribbons 6.15

P. W. Davidson, Bowling Green, Ohio
C-7 Ice .24

F. A. Kell Lumber Co., Bowling Green, Ohio
C-8 Lumber and cement 2.42

Maas Bros. Bowling Green, Ohio
C-8 Groceries for Domestic Science Department 12.78

Lehman Bros. Bowling Green, Ohio
C-8 Meat for Domestic Science Department 7.32

P. W. Davidson, Bowling Green, Ohio
C-8 Silk and cream for Domestic Science Dept. .67

George South, Bowling Green, Ohio
C-8 Groceries for Domestic Science Dept. 18.97
<table>
<thead>
<tr>
<th>Store/Company</th>
<th>Item Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Froncy &amp; Co., Bowling Green, Ohio</td>
<td>Dry Goods</td>
<td>$12.43</td>
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<tr>
<td>Library Bureau, Chicago, Ill.</td>
<td>Adhesive paper</td>
<td>$.66</td>
</tr>
<tr>
<td>Ohio Agricultural Experiment Station, Wooster, Ohio</td>
<td>5 bushels oats</td>
<td>$5.00</td>
</tr>
<tr>
<td>English Bros, Bowling Green, Ohio</td>
<td>Seeds</td>
<td>$7.10</td>
</tr>
<tr>
<td>Rust's Department Store, Bowling Green, Ohio</td>
<td>Square pans and Auto caps for Industrial Arts Department</td>
<td>$8.40</td>
</tr>
<tr>
<td>Coen Bros., Bowling Green, Ohio</td>
<td>1 Stack Shaw-Walker</td>
<td>$30.80</td>
</tr>
<tr>
<td>A.C. McClurg &amp; Co., Chicago, Ill.</td>
<td>Library Books</td>
<td>$1.95</td>
</tr>
<tr>
<td>The Toledo Chandelier Mfg. Co., Toledo, Ohio</td>
<td>Lighting fixtures for Science Building</td>
<td>$98.22</td>
</tr>
<tr>
<td>The Lasalle &amp; Koch Co., Toledo, Ohio</td>
<td>Furn. and equipment for Science Building, Cork Linoleum</td>
<td>$14.62</td>
</tr>
<tr>
<td>The City Water Co., Bowling Green, Ohio</td>
<td>Water for Administration Building from Dec. 15 to March 15</td>
<td>$105.76</td>
</tr>
<tr>
<td>Northwestern Ohio Natural Gas Co.</td>
<td>Gas for Power house and Administration Building for one month</td>
<td>$22.05</td>
</tr>
<tr>
<td>Robert A. Cummins, Bowling Green, Ohio</td>
<td>Extension Teacher Expense Account</td>
<td>$11.00</td>
</tr>
<tr>
<td>Robert A. Cummins, Bowling Green, Ohio</td>
<td>Extension Teacher Expense Account</td>
<td>$12.70</td>
</tr>
<tr>
<td>J.P. Sharkey, Van Wert, Ohio</td>
<td>Expense account</td>
<td>$5.60</td>
</tr>
<tr>
<td>J.K. Shatzel, Bowling Green, Ohio</td>
<td>Expense account</td>
<td>$10.70</td>
</tr>
<tr>
<td>The Wood County Telephone Co., Bowling Green, Ohio</td>
<td>Telephone service for April</td>
<td>$3.00</td>
</tr>
<tr>
<td>Receivers, Central Union Telephone Co., Bowling Green, Ohio</td>
<td>Telephone service for April</td>
<td>$3.50</td>
</tr>
<tr>
<td>T. &amp; O.C. Ry. Co., Bowling Green, Ohio</td>
<td>Freight on furniture from Mansfield</td>
<td>$17.70</td>
</tr>
<tr>
<td>J.J. Netz, Bowling Green, Ohio</td>
<td>Draying furniture in cars from Mansfield, Ohio and Grand Rapids, Mich.</td>
<td>$22.18</td>
</tr>
<tr>
<td>Home Steam Laundry, Bowling Green, Ohio</td>
<td>Laundry for Domestic Science Dept.</td>
<td>$1.94</td>
</tr>
<tr>
<td>H.E. Williams, President</td>
<td>Express bills</td>
<td>$11.34</td>
</tr>
<tr>
<td>H.E. Williams, President</td>
<td>Expense account</td>
<td>$54.58</td>
</tr>
<tr>
<td>H.E. Williams, President</td>
<td>Postage</td>
<td>$9.93</td>
</tr>
<tr>
<td>Pay Roll</td>
<td>Personal Service.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>President</td>
<td>$16.66</td>
</tr>
<tr>
<td></td>
<td>2 Extension teachers</td>
<td>$44.44</td>
</tr>
<tr>
<td></td>
<td>Other Instructors and employees</td>
<td>$660.20</td>
</tr>
<tr>
<td></td>
<td>Superintendent buildings &amp; grounds</td>
<td>$75.00</td>
</tr>
<tr>
<td></td>
<td>Clerk Stenographer</td>
<td>$2.50</td>
</tr>
<tr>
<td></td>
<td>Janitor</td>
<td>$5.00</td>
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<tr>
<td></td>
<td>Other Instructors and employees</td>
<td>$125.00</td>
</tr>
<tr>
<td></td>
<td>Farm Laborer</td>
<td>$50.00</td>
</tr>
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</table>

Moved by Sharkey and seconded by McDonel that the above claims including the pay roll be allowed and paid from the funds respectfully provided therefor, President Williams to make the fund designation. Voting Aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none.

Motion declared carried.

Treasurer J.D. McDonel reported the receipt of $290.00 from President Williams, the same being extension fees above referred to by President Williams as having been paid into the treasury of the Board.

Mr. Merriam, of the firm of Howard & Merriam, Architects, presented plans and specifications for the proposed Training School building and they were examined by the Board and President Williams. President Williams stated that he had not had time to examine either the plans or specifications in detail but that he would recommend a preliminary approval of same with the proviso that both plans and specifications shall be made by the Architect in detail and made complete and satisfactory.

Moved by McDonel and seconded by Shatzel that the preliminary plans and specifications presented by Mr. Merriam be approved on the recommendation of President Williams and that Mr.
Minutes of meeting of the Board of Trustees of the Bowling Green State Normal College
held in the Colonial Savings & Trust Bank, Fremont, Ohio, on Saturday, April 29, 1916, convening at 3 o'clock, P.M.

Present: President E.H. Ganz, Vice President J.E. Collins, Treasurer J.D. McDonel, Secretary J.S. Shatzel and J.P. Sharkey.

President H.B. Williams also present.

Reading of the minutes of previous meeting dispensed with for lack of time.

President Williams presented and read a letter from the Auditor of State as follows, to-wit:

Department of Auditor of State
Columbus

April 22, 1916.

Board of Trustees,
Bowling Green State Normal College,
Bowling Green, Ohio.

Gentlemen:
At a meeting held on April 19, 1916, of what is known as
the Building Commission, consisting of the Governor, Secretary of
State and Auditor of State, the following resolution was unani-
mously adopted:

"Resolved, That the sense of this Commission is, that all departments and institutions having
appropriations for permanent improvements, before having plans prepared, expending or obligating any
part of such appropriation or appropriations, shall
first consult the Building Commission in relation
to the interpretation of their appropriation or
appropriations for such purpose."

"Resolved, That the Auditor of State be and is
hereby directed to forward a copy of the foregoing
resolution to each department, bureau, commission
and various boards having appropriations for perma-
nent improvements, of the action of this commission."

Very truly yours,
A.V. Donahoe
Auditor of State

President Williams also presented and read a communication from W.L. Tobey which was as
follows, to-wit:

The Republican Publishing Co.
Hamilton, Ohio

April 25, 1916

President Williams,
Bowling Green State Normal School,
Bowling Green,
Ohio.

Dear Pres. Williams: