1-6-1917

Board of Trustees Meeting Minutes 1917-01-06

Bowling Green State University

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Minutes of meeting of Board of Trustees of Bowling Green State Normal College held, in pursuance to call of President Ganz, at Fremont, on Saturday, December 16, 1916, convening at 7 o'clock P. M.

Members present: President E. H. Ganz, Treasurer J. D. McDonel, Secretary J. E. Shatzel, and J. P. Sharkey. Absent: Vice-President J. E. Collins. President of the College, Dr. H. B. Williams, and Contractor Steinle also present.

Minutes of previous meeting read and approved.

Dr. Williams read letters from Pres. McGilvray of the Kent Normal School and Member J. E. Collins of this Board with reference to the proposed visit to Kent, but no definite action was taken.

Dr. Williams reported the collection of $47.74 from the sale of farm products and that same had been turned over to Treasurer McDonel.

A general discussion with reference to the employment of a landscape architect was had but it was the sense of the Board that all propositions so far received are too indefinite as to expense and terms of employment, and the matter was passed to next meeting of the Board.

Contractor Steinle informed the Board that he had communications from structural steel manufacturers indicating that there is much uncertainty as to when material can be had unless ordered at once, and asked the Board if an estimate in sufficient amount to justify advance purchase of this material would be allowed by the Board. An assurance was given by the Board that proper estimates would be allowed, inasmuch as it is desirable that work on the Training School building may proceed as rapidly as possible.

Moved by Shatzel and seconded by Sharkey that the Board now adjourn to meet at the call of its President. All members voting aye.

Meeting adjourned.

Attest: J. E. Shatzel, Secretary

E. H. Ganz, President

Bowling Green, Ohio, January 6, 1917

Minutes of meeting of Board of Trustees of Bowling Green State Normal College, held at the Administrative office of the Board, on Saturday, January 6, 1917, in pursuance to call of the President.

Members present: President E. H. Ganz, Treasurer J. D. McDonel, Secretary J. E. Shatzel, and J. P. Sharkey. Absent: Vice-President J. E. Collins. President of the College, Dr. H. B. Williams, Contractor Carl Steinle, and Mr. Edwards, representing Howard & Merriam, architects, also present.

Minutes of previous meeting were read and approved.

Dr. Williams presented and read a letter from Howard & Merriam, as follows:

Dec. 15, 1916

Dr. H. B. Williams, Pres. Bowling Green State Normal College, Bowling Green, O.

Dear Sir:-

In connection with the work of the Huffman-Conklin Co. and the Bryce Heating & Ventilating Co. at the Normal College Building, we would suggest that you have the Board allow the final estimates on the above contracts and hold the checks pending the carrying out of our instructions. Our reason for suggesting this is that Miss Morrison called the office the other day and seemed very anxious to close these old accounts.
We are this day writing Mr. Strong asking him to report to you the exact condition of the incomplete contract in connection with the Power House. If there is no disposition shown to complete this contract or some items of same, we would suggest that your Board notify them of their intention of forfeiting the contract and completing the work at their expense.

Very truly yours,

Howard & Merriam, Archts.

ODH/B
By O. D. Howard

President Williams presented and read the following letter from The Industrial Commission of Ohio, to-wit:-

Dec. 30, 1916

Mr. H. B. Williams,
Superintendent of Bowling Green Normal College,
Bowling Green, Ohio.

Dear Sir:-

On Dec. 18th an inspection was made of the new College of Science by Deputies W. A. Devoss and A. E. Hule, and they report the building constructed and equipped in accordance with plans and specifications, which were approved by this Department.

The heating system in this building is working splendid except there was some adjusting to be done on the automatic control, which we were informed was to be done very soon.

Very truly yours,

Geo. H. Hamilton
Chief Deputy

By unanimous vote of the Board the foregoing letter was incorporated in the minutes and made a part of the records.

President Williams presented and read a list of resignations and appointments as follows, to-wit:-

President and Members of the Board of Trustees Gentlemen:-

I beg to announce the following resignations and appointments since my last report on Nov. 4, 1916:-

Resignations:

C. L. Derby, Janitor, effective Nov. 3, 1916
P. E. Hampshire, Fireman, " * 30, *
Miss Agnes Dodson, 6th Grade Critic, effective Dec. 15, 1916

Appointments:

John Mayers, Janitor, effective Nov. 4, 1916 @ 50.00 per mo.
Geo. H. Beckman, Fireman, effective Nov. 15, 1916, @ 50.00 per mo.; change in salary from 50.00 to 60.00, effective Nov. 30, 1916
Malphon C. Campbell, Engineer, effective Dec. 7, 1916, at 75.00 per mo.
Miss Maude Cottingham, 5th Grade Critic, effective Dec. 18, 1916, at 111.11 per mo.

I wish also to report the transfer of Miss Margaret Roberts from the position of 5th Grade Critic to 6th Grade Critic, effective Dec. 18, 1916, at no change in salary.

Very truly yours,

H. B. Williams

HBW/MG
Proceedings, Trustees Bowling Green Normal College

January 6

Moved by McDonel and seconded by Sharkey that the resignations reported by Dr. Williams be accepted and that the appointments recommended by him be approved and that the list be entered on the minutes.

All members, on roll call, voted aye and motion was declared carried.

President Williams presented and read a tabulated report of returns from sales of farm products for the month of December, 1916, as follows, and that same had been paid in to the hands of Treasurer McDonel, to-wit:-

COLLEGE FARM RECEIPTS

December, 1916.

DAIRY

Dec. 30, Dormitory, 126 Gal. milk @ .24 $30.24
C. M. Ireland 16 Gal. 19% Cream 14.40

Farm Sales

Chas. South, 7 hogs, 1020 lbs. @ $9.50 96.90
H. J. Heinz Co., 19,045 tomatoes @ $9.00T 171.62
Less 2600 plants 74.72
216.26

Summary

Hay, etc. $74.72
Milk 104.64
Poultry 11.07
Hogs 96.90
252.26
202.48
45.12
216.26

Cash $186.02 and Check for $30.24, total $216.26, turned in January 5, 1917 by Prof. G. W. Beattie. President Williams also reported freight rebate of 6½.

Moved by Sharkey and seconded by McDonel that said report be entered on the minutes. All members voted aye and motion declared carried.

Dr. Williams reported a further valuable contribution of pedagogical books by

Prof. J. P. Sharkey, as follows:-

Graham's Arithmetic - Eaton
Transactions of the Eighth Annual Meeting of the Western
Literary Institute and College of Professional Teachers - Allbanch
Ogden's The Science of Education - Van Antwerp, Bagg & Co.
Hailman's Lectures on Education - "
West's Alcain and the Rise of the Christian Schools - Scribners
Butterfield's Chapters in Rural Progress - Univ. of Chicago Press
Venable's John Hancock, Educator - Ruggles & Co.
Gilbert's The School and Its Life - Silver Burdett & Co.
Sherman & Reed's Essentials of Teaching Reading - Univ. Publ. Co.
Hart's National Ideals Historically Traced - Harpers
Webster's English for Secondary Schools - Houghton Mifflin
Stevie's American History and its Geographic Conditions - Houghton Mifflin
Bowen's Froebel and Education through Self-Activity - Scribners
Currie's Common School Education - Robert Clarke & Co.
Hindale's Teaching the Language-Arts - Appleton
Spalding's Things of the Mind - McClurg & Co.
Aiken's Methods of Mind-Training - Harpers
O'Shea's Education as Adjustment - Longmans
O'Shea's Dynamic Factors in Education - Macmillan
Fleshman's The Educational Process - Lippincott
Seeley's A New School Management - Hinds, Noble, Eldridge
Young's The Teaching of Mathematics - Longmans
Briggs & Coffman's Reading in Public Schools - Row, Peterson & Co.
James' Psychology - Holt & Co.
Puffer's Vocational Guidance - Rand McSally & Co.
Ladd's Primer of Psychology - Scribners
Campyare's Psychology Applied to Education - Heath
Howland's Practical Hints for Teachers - Appleton
Browning's Educational Theories - Harpers
Redway's Teacher's Manual of Geography - Heath
Parke's Talks on Teaching - A. B. Nates Co.
Tenner's The Child - Rand McSally & Co.
Je Garmo's Interest and Education - Macmillan
Moved by McDonel and seconded by Shatzel that the Board extend a vote of thanks to Prof. Sharkey for his generous contributions to the College library. All members, excepting Mr. Sharkey, voted aye and motion declared carried.

Dr. Williams reported that in pursuance to the request of the Board, he had caused the reducing valve to be removed from the gymnasium to the tunnel and had ordered the bases of the columns in the corridor of the Administration building to be covered with terrazzo, both being necessary improvements.

Dr. Williams stated that he had not given Dr. McGilvrey, President of Kent Normal School, any definite reply to the letter inviting this Board to visit Kent. After discussion it was moved by Shatzel and seconded by McDonel that this Board and Dr. Williams visit the Kent Normal School on Wednesday, January 24th, 1917, leaving here on the afternoon of January 23rd and going by way of Akron, and that Dr. Williams so notify Dr. McGilvrey and make all necessary preparations. Voting aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none. Motion declared carried.

Treasurer McDonel presented the following receipt from the Treasurer of State for the $47.74 by him received from Dr. Williams as reported at the meeting of the Board on Dec. 16, 1916, and by motion, duly carried, was made a part of the record, to-wit:-

DEPARTMENT OF TREASURER OF STATE
Columbus, Ohio, Dec. 18, 1916 No. 1694

Received of ................................................. $47.74
Forty-seven and 74/100 Dollars
arising from ..............................................
to be credited to the .....................................Fund
L. C. Hayes, Cashier
For Treasurer of State

The matter of giving the bronze tablet, bearing the names of the Board of Trustees, etc., a permanent place was discussed and it was moved by McDonel and seconded by Sharkey that it be placed on the front wall of the Administration building at north side of main entrance. All members voted aye and motion was declared carried.

Moved by McDonel and seconded by Shatzel that the Board proceed at once to determine definitely who is responsible for deficiencies and omissions on the Administration building and Dormitory contracts, such as height of slate in toilets and showers, and supply pipes, drains, faucets, and whatever else is lacking as per report of Dr. Williams and observations of the Board, and that the matter be referred to Dr. Williams and J. P. Sharkey for investigation and report. Voting aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none. Motion declared carried.

Mr. Edwards, representing the firm of Howard & Merriam, architects, stated that he had ruled, with reference to the height of slate in Dormitory toilets, that the brass rails at the top were to be considered as an extension of the slate and that measurement was to be made to top of rails in computing height of slate.

Final Estimate No. 10 in favor of The Bryce Heating & Ventilating Co., for work done on the Administration building, amounting to $514.10, duly certified and approved by Howard & Merriam, architects, was presented for payment.

Moved by McDonel and seconded by Sharkey that the above estimate No. 10 be allowed and paid from the funds provided for the payment thereof, fund designation to be made by President Williams. Voting aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none. Motion declared carried.
Claim of Howard & Merriam for balance of commission on final estimate to The Bryce Heating & Ventilating Company, amounting to $23.89, was presented for payment. Moved by Sharkey and seconded by McDonel that this claim be paid, fund designation to be made by Dr. Williams. Voting aye: Ganz, McDonel, Sharkey, Shatzel. Nays none. Motion declared carried.

The final estimate No. 11 in favor of The Huffman-Conklin Co. for work done on Science Hall, amounting to $1042.00, duly certified by Howard & Merriam, architects, was presented for payment.

Moved by McDonel and seconded by Sharkey that above estimate in favor of The Huffman-Conklin Co., amounting to $20.85, was allowed and paid from fund provided therefor, fund designation to be made by President Williams. Voting aye: Ganz, McDonel, Sharkey, and Shatzel. Nays, none. Motion declared carried.

Claim of Howard & Merriam for commission due on above final estimate allowed The Huffman-Conklin Co., amounting to $1042.00, was presented for payment. Moved by Sharkey and seconded by McDonel that this claim be paid, fund designation to be made by Dr. Williams. Voting aye: Ganz, McDonel, Sharkey, and Shatzel. Nays none. Motion declared carried.

Claim of Howard & Merriam for commission on estimate No. 3 in favor of the Steinele Construction Co., amounting to $14.17, was presented for payment. Moved by Sharkey and seconded by McDonel that this claim be allowed and paid from fund provided for the payment thereof, fund designation to be made by Dr. Williams. Voting aye: Ganz, McDonel, Sharkey, and Shatzel. Nays none. Motion declared carried.

President Williams presented the following pay rolls for month ending January 15, 1917, to-wit:-

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. B. Williams</td>
<td>President</td>
<td>1 mo.</td>
<td>$</td>
<td>316.66</td>
</tr>
<tr>
<td>W. G. Walker</td>
<td>Instructor</td>
<td>1</td>
<td>$</td>
<td>77.77</td>
</tr>
<tr>
<td>G. W. Beattie</td>
<td></td>
<td>1</td>
<td>$</td>
<td>222.22</td>
</tr>
<tr>
<td>E. L. Moesley</td>
<td></td>
<td>1</td>
<td>$</td>
<td>222.22</td>
</tr>
<tr>
<td>J. R. Overman</td>
<td></td>
<td>1</td>
<td>$</td>
<td>222.22</td>
</tr>
<tr>
<td>L. L. Winslow</td>
<td></td>
<td>1</td>
<td>$</td>
<td>211.11</td>
</tr>
<tr>
<td>Rea McCain</td>
<td></td>
<td>1</td>
<td>$</td>
<td>106.66</td>
</tr>
<tr>
<td>John W. Talbot</td>
<td></td>
<td>1</td>
<td>$</td>
<td>211.11</td>
</tr>
<tr>
<td>Ernest G. Hesser</td>
<td></td>
<td>1</td>
<td>$</td>
<td>200.00</td>
</tr>
<tr>
<td>Mary T. Chapin</td>
<td></td>
<td>1</td>
<td>$</td>
<td>156.66</td>
</tr>
<tr>
<td>Harriet J. Hayward</td>
<td></td>
<td>1</td>
<td>$</td>
<td>200.00</td>
</tr>
<tr>
<td>J. W. Zeller</td>
<td></td>
<td>1</td>
<td>$</td>
<td>222.22</td>
</tr>
<tr>
<td>Wm. F. Holt</td>
<td></td>
<td>1</td>
<td>$</td>
<td>222.22</td>
</tr>
<tr>
<td>F. G. Meyermann</td>
<td></td>
<td>1</td>
<td>$</td>
<td>200.00</td>
</tr>
<tr>
<td>C. J. Berry</td>
<td></td>
<td>1</td>
<td>$</td>
<td>222.22</td>
</tr>
<tr>
<td>August F. Gompf</td>
<td></td>
<td>1</td>
<td>$</td>
<td>86.86</td>
</tr>
<tr>
<td>Ruth McConnell</td>
<td></td>
<td>1</td>
<td>$</td>
<td>116.66</td>
</tr>
<tr>
<td>Marie Simpson</td>
<td>Librarian</td>
<td>1</td>
<td>$</td>
<td>100.00</td>
</tr>
<tr>
<td>Robert A. Cummins</td>
<td>Extension Teacher</td>
<td>1</td>
<td>$</td>
<td>222.22</td>
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<tr>
<td>William L. Spencer</td>
<td></td>
<td>1</td>
<td>$</td>
<td>222.22</td>
</tr>
<tr>
<td>W. N. Owen</td>
<td>Instructor</td>
<td>1</td>
<td>$</td>
<td>133.13</td>
</tr>
<tr>
<td>Nancy J. Church</td>
<td></td>
<td>1</td>
<td>$</td>
<td>111.11</td>
</tr>
<tr>
<td>R. C. Cline</td>
<td></td>
<td>1</td>
<td>$</td>
<td>150.00</td>
</tr>
<tr>
<td>Rosa Wensinger</td>
<td>Asst. Librarian</td>
<td>1</td>
<td>$</td>
<td>76.19</td>
</tr>
<tr>
<td>Effie Alexander</td>
<td>Critic Teacher</td>
<td>1</td>
<td>$</td>
<td>111.11</td>
</tr>
<tr>
<td>Grace M. Poorbaugh</td>
<td></td>
<td>1</td>
<td>$</td>
<td>111.11</td>
</tr>
<tr>
<td>Lucy Meacham</td>
<td></td>
<td>1</td>
<td>$</td>
<td>111.11</td>
</tr>
<tr>
<td>Maude Cottingham</td>
<td></td>
<td>1</td>
<td>$</td>
<td>111.11</td>
</tr>
<tr>
<td>Margaret K. Roberts</td>
<td></td>
<td>1</td>
<td>$</td>
<td>111.11</td>
</tr>
<tr>
<td>Ruby Minor</td>
<td></td>
<td>1</td>
<td>$</td>
<td>111.11</td>
</tr>
</tbody>
</table>

**$1927.80**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>R. W. Treber</td>
<td>Bpt. Blads. &amp; Grds.</td>
<td>1 mo.</td>
<td>$</td>
<td>75.00</td>
</tr>
<tr>
<td>Marion Griffith</td>
<td>Clerk-Stenographer</td>
<td>1</td>
<td>$</td>
<td>60.00</td>
</tr>
<tr>
<td>Roscoe E. Seever</td>
<td>Financial Clerk</td>
<td>1</td>
<td>$</td>
<td>100.00</td>
</tr>
<tr>
<td>A. C. Albough</td>
<td>Custodian</td>
<td>1</td>
<td>$</td>
<td>60.00</td>
</tr>
<tr>
<td>John Meyers</td>
<td>Janitor</td>
<td>1</td>
<td>$</td>
<td>50.00</td>
</tr>
<tr>
<td>Geo. H. Beckham</td>
<td>Fireman</td>
<td>27</td>
<td>$</td>
<td>54.30</td>
</tr>
<tr>
<td>W. L. Campbell</td>
<td>Engineer 1 mo.29 days @ 75.00</td>
<td>1</td>
<td>$</td>
<td>56.76</td>
</tr>
<tr>
<td>C. B. Shaver</td>
<td>Laborer (Merng.) 39 hrs. @ 25$</td>
<td>1</td>
<td>$</td>
<td>24.75</td>
</tr>
<tr>
<td>Floyd South</td>
<td>Farm Laborer</td>
<td>1 mo.</td>
<td>$</td>
<td>50.00</td>
</tr>
<tr>
<td>J. Loomis</td>
<td></td>
<td>95 1/2 hrs. @ 25$</td>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>Estella Pedersen</td>
<td>Stud. Asst. (Library) 25 hrs @ 15$</td>
<td>1</td>
<td>$</td>
<td>3.75</td>
</tr>
<tr>
<td>Stella Carright</td>
<td></td>
<td>26</td>
<td>$</td>
<td>1.90</td>
</tr>
</tbody>
</table>

**$502.85**
Moved by Sharkey and seconded by McDonel that the pay rolls, as presented, be allowed and paid from the funds respectively provided therefor and that Dr. Williams make fund designations. Voting aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none. Motion declared carried.

President Williams presented the following bills and accounts, to-wit:

**1916 Appropriations**

- J. W. Fish, Bowling Green, O. Hay............................ $61.13
- The Sentinel Tribune Co., Bowling Green, O. Paper................... 4.45

- C-8 The Franklin Printing and Engraving Co., Toledo, O. 
  Calendar Pads.................................................. 2.00
  Crayon and Erasers.............................................. 9.56
- Beckley-Cardy Co., Chicago, Ill. 
  Training School Supplies............................... 109.73
- The Hanson & Van Winkle Co., Chicago, Ill. 
  One Qt. Zapan.................................................. 2.00
- A. O. Spalding & Bros., Cleveland, O. 
  Basket Balls and Nets...................................... 21.78
- Central Scientific Co., Chicago, Ill. 
  Agriculture Supplies................................. 1.65
- The Gross Photo Supply Co., Toledo, O. 
  Supplies for Ind. Arts Dept....................... 11.91
- The Mass Brothers, Bowling Green, O. 
  Domestic Science Dept.................................. 13.62
  Chemical Supplies.................................. 179.16
- D. D. Dukes, Findlay, O. 
  Periodicals........................................ 250.00

- C-9 W. W. Milnor, The Florist, Bowling Green, O. 
  Flowers for Greenhouse................................ 8.50

- D-3 Hankey Lumber Co., Bowling Green, O. 
  Lumber for Power House......................... 2.90
- The F. A. Keil Lumber Co., Bowling Green, O. 
  Lumber............................................ 7.70

  Books for Training School........................... 5.50
  Books........................................ 6.71
  Equipment for Psychology Dept........................ 8.40
- Silver, Burdett & Co., Chicago, Ill. 
  Books for Training School.......................... 11.62
- Central Scientific Co., Chicago, Ill. 
  Equipment for Math. Dept........................... 11.26
- The University Publishing Co., Lincoln, Nebr. 
  Books for Training School.......................... 25.31
- The American Book Co., Cincinnati, O. 
  Books for Training School.......................... 4.47
- Charles Scribner's Sons, New York City 
  Books for Training School........................ 2.24
  Equip. for Training School.......................... 15.41
  Books for Library................................... 5.18
- Ginn & Co., Columbus, O. 
  Equipment for Geog. Dept....................... 33.09

  Central Scientific Co., Chicago, Ill. 
  Equipment for Agriculture....................... 68.56
  Chemical Lab. Equipment........................... 491.94
- Wm. T. Philipp & Co., Toledo, O. 
  Agriculture Equipment............................... 14.30
  Training School Library.......................... 105.82
- The Kaufman-Lattimer Co., Columbus, O. 
  Agriculture Equipment......................... 93.06
- The Hamsacher, Schlemer Co., New York City 
  Equip. for Ind. Arts Dept...................... 16.60
- The Geography Supply Bureau, Ithaca, N. Y. 
  Equip. for Geog.................................. 136.90
  Three Anvil Blocks................................. 28.50
- William Dixon, Inc., New York City 
  Agriculture Equipment......................... 6.25
- Beckley Cardy Co., Chicago, Ill. 
  Training School Equipment..................... 63.80
Proceedings, Trustees Bowling Green Normal College
January 6     1917

F-4
The N. W. O. Natural Gas Co., Bowling Green, O.
Gas for Mo. of Dec. ........................................ 15.05
The L. E. B. & N. R. Co., Bowling Green, O.
Light and power ........................................ 69.64

F-6 - Extension Teachers
E. L. Mosley, Bowling Green, O.  Expense Account .......................... 12.20
Rea McCain, Bowling Green, O. ......................................... 13.30
Robert A. Cummins, Bowling Green, O. ......................................... 45.13
W. L. Spencer, Bowling Green, O. ......................................... 30.85
W. L. Spencer, ........................................ 12.40

F-6 - Bd. of Trustees
E. H. Ganz, Fremont, O. ........................................ 7.55
J. P. Sharkey, Van Wert, O. ........................................ 17.10
J. E. Shatzel, Bowling Green, O. ........................................ 6.65

F-7
The Wood Co. Telephone Co., Bowling Green, O.
One Month Service ........................................ 3.00
Central Union Tel. Co., Bowling Green, O.
One Month Service ........................................ 3.50

F-9
Chas. M. Lorenzen, Bowling Green, O.
Horse Sloping ........................................ 1.90
Campbell & Coller, Bowling Green, O.
Repairs ........................................ 41.75

1916-17 Appropriations
A-3
S. W. Bailey, Bowling Green, O.
Veterinary Services ........................................ 6.00
C-3
A. E. Hughes & Co., Bowling Green, O.
Coal ........................................ 845.76
C-6
The Ohio State Reformatory, Mansfield, O.
Christmas Bulletins ........................................ 44.00
C-11
The Standard Oil Co., Cleveland, O.
10 gal. engine oil ........................................ 2.20
E-6
Hopper Hardware Co., Bowling Green, O.
Equipment for Ag. Dept. ........................................ 11.15
F-3
The City Water Co., Bowling Green, O.
One Month Water Rent ........................................ 57.00
F-6 - Freight & Drayage
Fred Cook, Bowling Green, O.
Drayage ........................................ 2.25
The T. & O. C. Ry. Co., Bowling Green, O.
Freight ........................................ .44

Moved by McDonel and seconded by Sharkey that the bills and accounts, as presented, be allowed and paid from the funds respectively provided therefor, fund designation to be made by Dr. Williams. Voting aye: Ganz, McDonel, Sharkey, Shatzel. Nays, none. Motion declared carried.

Mr. Swan was present with plans for the improvement of the College grounds, which were examined and discussed by the Board. The necessity of proceeding with this work was admitted by all but it was the sense of the Board that no satisfactory landscape plans or proposition had yet been presented and that it is advisable to defer action until a practical and satisfactory scheme is presented.

Moved by Shatzel and seconded by Sharkey that the Board now adjourn to meet in the offices of the Board on Saturday, February 3, 1917, at 1 o'clock P. M. All members voted aye.

Meeting adjourned.

Attest:  

Secretary  

President