6-29-1917

Board of Trustees Meeting Minutes 1917-06-29

Bowling Green State University

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Diploma in Music

Winifred Louise Barr
Bernadine Fuchs
Ethelyn M. McGill
Jacie M. Sargent

Gladys Luella Siggens
Luluveme Jenifer Swan
Pauline Barbara Ward
Lillian Marie Witte

Candidates for Diplomas, and Degree, August 3, 1917
(Graduation dependent upon completion of Summer Term.)

Diploma in Elementary Education

Ethel L. Atkinson
Grace Bearse
Elvena Blaney
Myrtle C. Houston
Florence Gertrude Kutz

Alice Margaret Roth
Mabel Stewart
Mary Loretta Sugrie
Jessie I. Todd

Diploma in Home Economics

M. Esther Sullivan

Degree—Bachelor of Science in Education

Margaret L. Grant

Moved by Shatzel and seconded by Collins that the Board accept Dr. Williams' invitation and that the Board hold a meeting after the Commencement Exercises, if a meeting is necessary; otherwise, that the next meeting of the Board be held on Friday, June 29, 1917, at 10 o'clock A.M. All members present voted aye. Motion declared carried.

Meeting adjourned.

Attest: [Signature] Secretary

[Signature] President

Minutes of meeting of Board of Trustees of Bowling Green State Normal College held in the administrative office of the Board, on Friday, June 29, 1917.

Members present: President E. H. Ganz, Vice President J. E. Collins, and F. E. Reynolds. Absent: Treasurer J. D. McDonald and Secretary J. B. Shatzel. President of the College, Dr. Williams, also present.

Mr. Reynolds was chosen to act as Secretary pro tem.

The reading of minutes of previous meeting dispensed with.

Louis Brandt, of Cleveland, Ohio, present, on invitation of the Board, to submit a contract for preparation of plans for landscape work on Normal College grounds. After general discussion the following contract was agreed upon, to-wit—

June 23rd, 1917.

Agreement between the Board of Trustees of the Bowling Green State Normal College, Bowling Green, Ohio, and Louis Brandt, Landscape Architect, Cleveland, Ohio.

The Board of Trustees hereby commissions Louis Brandt to prepare studies, plans, specifications, reports, and estimates in connection with the landscape development of the college grounds.

The landscape architect will prepare studies and evolve a plan for development which provides not only for immediate development but also for whatever future development can be foreseen today. This general scheme for development would serve as a guide for the location of future buildings, roads, etc. for the entire property.

The landscape architect will obtain the necessary data, elevations, measurements, etc., on which to base his studies, and will present to the board, studies, plans, specifications, details, reports and estimates, constituting a "program for development." These studies, plans, specifications, etc., are to be as complete as possible and adequate for submission to contractors for purposes of bidding on the various work outlined.

The landscape architect will prepare the following program:

1. Preliminary studies for development, showing alternate or various possible schemes. (These studies to be presented to the Board by July 10th, and subject to revision until a scheme is evolved which is satisfactory to the Board.)
2. Finished plan of arrangement. (To be presented to the Board by August 10th, if possible.)

3. Grading plans about existing buildings, and for areas where existing grades will be affected.

4. Profiles and sections on new roads or reconstructed roads.

5. Drainage plans where necessary. Extension of water-mains, location of street-washers, etc. for sprinkling purposes.

6. Plan showing positions of standards for campus illumination, conduits, etc.

7. General Planting Plan.

8. Detailed planting plan for existing buildings and such areas which require a larger scale drawing than the "General Planting Plan".

9. Planting lists to accompany all planting plans, giving botanical and common names of all plant material specified with sizes and quantities.

10. Specifications for roads, grading, planting, drainage, etc., to accompany working drawings.

11. Estimates of probable costs of the various items of proposed development, as outlined in the plans.

12. A report on the condition of the trees and recommendations for the preservation of their beauty and health.

The landscape architect agrees to obtain the necessary information and to prepare plans, specifications, etc., as outlined above and whatever further detailed plans that may be found necessary during a period of not more than two years from date, for the sum of sixteen hundred dollars, ($1600.00), payable as follows:

$200.00 in hand.
$500.00 on completion and acceptance of preliminary studies for arrangement.
$500.00 on completion of finished plan of arrangement.
$400.00 on completion of general and detailed planting plans, planting lists, profiles of roads, specifications and estimates.

THE BOARD OF TRUSTEES.

Louis Brandt
R. H. Ganz, Pres.

R. W. Hoffman
J. B. Collins, Sec'y pro tem.

Moved by Collins and seconded by Reynolds that the contract submitted by Louis Brandt be accepted and that the President and Secretary of this Board be authorized to sign the same on behalf of the Board. Voting aye: Ganz, Collins, Reynolds. Nays, none. Motion declared carried.

Moved by Reynolds and seconded by Collins that Dr. Williams be authorized to arrange with the Auditor of State to set aside an additional sum of $350.00 for brick to be used in Teachers' Training School Building, the same to be taken from the unincumbered balance of the appropriation for said building. Voting aye: Ganz, Collins, Reynolds. Nays, none. Motion declared carried.

Moved by Collins and seconded by Reynolds that Dr. Williams be authorized and directed to let contracts to exhaust balance of appropriation for Training School building. Voting aye: Ganz, Collins, Reynolds. Nays, none. Motion declared carried.

Dr. Williams presented for action by the Board the following nominations, to-wit:

June 29, 1917

To the President and Members of the Board of Trustees

Gentlemen:

I hereby nominate the following named persons to the position
on the summer school staff at the salary set opposite the name of each.
The salaries herein given are for the term of six weeks beginning June
25th and ending August 3rd:-

<table>
<thead>
<tr>
<th>Name</th>
<th>Position or Role</th>
<th>Salary</th>
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<tbody>
<tr>
<td>E. G. Walker</td>
<td>Dean</td>
<td>$329.16</td>
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<tr>
<td>G. W. Beattie</td>
<td>Instructor</td>
<td>300.00</td>
</tr>
<tr>
<td>C. J. Biery</td>
<td></td>
<td>300.00</td>
</tr>
<tr>
<td>R. A. Cammins</td>
<td></td>
<td>300.00</td>
</tr>
<tr>
<td>W. L. Spencer</td>
<td></td>
<td>285.00</td>
</tr>
<tr>
<td>J. W. Talbot</td>
<td></td>
<td>300.00</td>
</tr>
<tr>
<td>W. P. Shaw</td>
<td></td>
<td>300.00</td>
</tr>
<tr>
<td>W. P. Holz</td>
<td></td>
<td>300.00</td>
</tr>
<tr>
<td>J. W. Zeiler</td>
<td></td>
<td>225.00</td>
</tr>
<tr>
<td>J. H. Chapin</td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>Nancy J. Church</td>
<td></td>
<td>150.00</td>
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<tr>
<td>L. L. Winslow</td>
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<td>265.00</td>
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<tr>
<td>August P. Gompf</td>
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<td>200.00</td>
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<tr>
<td>J. R. Overman</td>
<td></td>
<td>300.00</td>
</tr>
<tr>
<td>E. G. Hesser</td>
<td></td>
<td>270.00</td>
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<tr>
<td>Ruth McConn</td>
<td></td>
<td>150.00</td>
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<tr>
<td>F. G. Beyermann</td>
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<td>270.00</td>
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<tr>
<td>K. L. Moseley</td>
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<td>300.00</td>
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<tr>
<td>Marie Timmons</td>
<td>Librarian</td>
<td>121.30</td>
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<tr>
<td>Rosa Wensinger</td>
<td>Asst.</td>
<td>114.28</td>
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<tr>
<td>Effie Alexander</td>
<td>Critic &amp; Pt. Time Inst.</td>
<td>175.00</td>
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<td>Lucy Hageman</td>
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<td>175.00</td>
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<tr>
<td>Ruby Minor</td>
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<td>175.00</td>
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<tr>
<td>Margaret K. Roberts</td>
<td></td>
<td>175.00</td>
</tr>
<tr>
<td>Maude Coltingham</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>H. H. Heeter</td>
<td>Instructor</td>
<td>300.00</td>
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<tr>
<td>J. E. Selles</td>
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<td>250.00</td>
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<tr>
<td>B. G. Grim</td>
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<td>200.00</td>
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<tr>
<td>Nettie Fenn</td>
<td></td>
<td>150.00</td>
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<tr>
<td>J. H. R. Moore</td>
<td></td>
<td>250.00</td>
</tr>
<tr>
<td>Matilda Fenberg</td>
<td></td>
<td>200.00</td>
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<tr>
<td>W. F. Starkey</td>
<td></td>
<td>225.00</td>
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<tr>
<td>C. E. Rogers</td>
<td></td>
<td>240.00</td>
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<tr>
<td>Cora Purdy</td>
<td></td>
<td>100.00</td>
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<tr>
<td>Margaret Lehmann</td>
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<td>225.00</td>
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<tr>
<td>Dr. R. J. Powell</td>
<td></td>
<td>75.00</td>
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<tr>
<td>Hazel Rex</td>
<td></td>
<td>100.00</td>
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<tr>
<td>Time Breese</td>
<td></td>
<td>151.25</td>
</tr>
<tr>
<td>Jane Boone</td>
<td>Critic &amp; Pt. Time Inst.</td>
<td>181.25</td>
</tr>
<tr>
<td>Anna Macelwane</td>
<td>Asst. Librarian</td>
<td>50.00</td>
</tr>
</tbody>
</table>

To the President and Members of the Board of Trustees

Gentlemen:-

I hereby nominate Miss Laverne Ellsworth to the position of
stenographer at $60.00 per month effective June 9th. Miss Ellsworth
has been certified by the Civil Service Commission and her nomination
is in accordance with civil service regulations.

Very truly yours,
H. B. Williams

Moved by Reynolds and seconded by Collins that the nominations of Dr. Williams be
confirmed and approved. Voting aye: Ganz, Collins, Reynolds. Nays, none. Motion declared
carried.

Dr. Williams presented the specifications for 120 ecru shades and 5 black shades, sub-
mitted by The Lasalle & Koch Co. of Toledo, for use in the Teachers' Training School Building,
and the bid of said Company to furnish and put same in place for $220.00.

Moved by Collins and seconded by Reynolds that Dr. Williams be authorized to close a
contract with The Lasalle & Koch Co. for the shades above specified at and for the sum of
$220.00; that said contract should be paid out of balance of fund designated "Training School
carried.

Dr. Williams presented for action of the Board the following pay rolls, to-wit:-
August P. Gompf, Instructor
J. R. Overman
E. G. Nesser
Ruth McCann
F. G. Beyermann
W. L. Hoeley
Marie Simpson
Rosa Wenzinger, Librarian
Lucy Macha
Ruby Minor
Margaret K. Roberts
Maude Cottingham
H. H. Helter, Instructor
D. M. Sellers
B. O. Grim
Nettie Fehn
J. M. H. Moore
Mattilda Tenberg
W. F. Starkey
C. R. Rogers
Cora Purdy
Margaret Lehman
Dr. H. J. Powell
Hazel Hess
Ione Breese
Jane Bome, Asst. Librarian

$321.44

A. C. Abaugh
John Weyer
M. G. Campbell
C. M. Whitacre
Lavilla Milsworth
Mrs. J. H. Wilkens
Roy Graf, Farm Laborer
Ralph Neyman
R. B. Simons
Dale Tricee
Edward Stump
Fred Noller
C. R. Roberts
C. F. Moore
J. E. Dick
H. H. Williams
P. Antoine
H. F. Schooley
Archie Campbell
H. H. Troyer
C. Haberding
G. F. Guthrie
E. L. Armstrong
E. H. Evans
N. J. Schimmoller
Thos. Burke
Anna Carpenter
Thomas Burke
Esther Sullivan
Glenna Stafford
T. W. Roberts
C. H. Moses
Betelle Pedersen
Anna Maeiwane
Elzie Meyer

$50.00

Extra Pay Roll (Acc. temporary transfer to position of Financial Secretary)
Marion Griffeth, Financial Clerk

Dr. Williams presented for action of the Board the following claims and expense accounts,

1915-16 Appropriations

C-1
T. A. Cook, City
Normal College Farm
Maas Bros., City
Lehmann Bros., City
Engler Bros., City
A. E. Hughes & Co., City
A. E. Hughes & Co., City

Milk, etc.
Groceries
Ment
Groceries
Ice Cream for Reception
Milk, etc. for Dom. Sci. Dept.

$4.71
3.36
7.49
2.70
5.00
12.90
2.20

C-2
Lincoln & Diriam, City

Surgical supplies

9.25

C-3
A. E. Hughes & Co., City

Ice

6.40
Proceedings, Trustees Bowling Green Normal College

June 29, 1917

1.

**Hopper Hardware Co., City**

Paint, etc. $11.10

**Steinle Const. Co., Fremont**

Plate glass 5.66

2.

**McManus-Troup Co., Toledo**

Letter files 30.66

**Frank L. Osborne, Ann Arbor, Mich.**

Directory 3.87

**Hankey Lumber Co., City**

Window screens, office 32.00

3.

**Ohio State Reformatory, Mansfield**

**Crowell Publ. Co., Springfield, O.**

Chair & Stand for Math. 10.50

**Campbell Bros., City**

Magazines for Eng. Dept. 2.25

**Frank L. Osborne, Ann Arbor, Mich.**

Horse shoeing 1.63

**Hankey Lumber Co., City**

Printing 4-page folders 12.00

4.

**Wayne & Coon Grain Co., City**

Grinding 1.57

**Democrat Co., City**

Pltg. Reg. Blanks & Com. Programs 10.00

**Home Steam Laundry, City**

Laundry for Dom. Sci. Dept. 1.46

**O. J. Petty, City**

Horse shoeing 1.00

**The Sentinel-Tribune, City**

Printing 4-page folders 12.00

5.

**Campbell & Coller, City**

Repairing toilet, Pres.'s Home .60

6.

**J. R. Collins, Lima, O.**

Expense account 13.10

(Continued)

**T. G. Deane, City**

Robbins 3.72

**Crane's Music Store, City**

Victrola records 40.00

**National Ass'n. of Audubon Societies, New York City**

Field Glasses 18.00

**Kauffman-Lattimer Co., Columbus**

Water Still 12.00

**H. R. T. Radcliffe Co., Toledo**

Jap vases 10.00

101-17 Appropriations

A-2

**John F. Gallier, City**

To lines, grades, etc., for tile 6.00

**W. J. Baldwin, City**

Labor - Tiling 51.00

**Lawrence Kidd, City**

" " 44.63

**Thomas Pratt, City**

" " 41.13

**E. C. Patterson, City**

Man and team 85.50

**A. H. Hughes & Co., City**

Man and team 97.30

A-3

**E. G. Doane, City**

Veterinary services 7.00

**Crane's Music Store, City**

Adv. to Dr. Bagley for com. address 100.00

A-4

**A. M. Hughes & Co., City**

Coal 224.71

**McManus-Troup Co., Toledo**

Guides and folders 22.00

**McManus-Troup Co., Toledo**

Carbon paper & rubber bands 5.60

**Remington Typewriter Co., Toledo**

Paper 23.93

**Wendt & Hunsd Co., Toledo**

Stencils 11.73

A-6

**Majalis's Store, City**

Needles .63

**Bolles Drug Store, City**

Ink 1.00

**Clevenger's Store, City**

Crinoline and pins 1.40

**Dobson-Brans Co., Columbus, O.**

Needles 2.16

**Ohio State Reformatory, Mansfield**

Library blanks 11.10

**Roeamer & Feinacker Chem. Co., N. Y. City**

Supplies for Ind. Arts 5.17

**Ransom & Randolph Co., Toledo**

Supplies for Red Cross class 17.19

**The Forez Co., Chicago, Ill.**

Paint, brushes, etc., for Ind. Arts 12.40

**Hankey Lumber Co., City**

Lumber 46.32

**Favor, Suhl & Co., Chicago, Ill.**

Water colors, etc., for Ind. Arts 13.00

**Hopper Hardware Co., City**

Wood filler, etc. 30.72

**A. E. Hughes & Co., City**

Dyed, brushed, etc. for Ind. Arts 19.00

**Calvin Tomkins, New York City**

Supplies for Red Cross Class 12.40

**A. Froncy & Co., City**

Blotters and folders 5.95

**Sentinel-Triume, City**

5.

**McManus-Troup Co., Toledo**

Letter files 15.33

**Creamery Pkg. Mfg. Co., Toledo**

Stirrer, milk scale, etc. 6.90

**W. G. Nagel Electric Co., Toledo**

Electric fan 26.00

**Glan & Co., Columbus**

Boots 1.14

**Remington Typewriter Co., Toledo**

Typewriters 150.00

**Hopper Hardware Co., City**

Files .50

**Macmillan Co., Chicago**

Book 30.69

**Manual Arts Press, Peoria, Ill.**

Books 1.20

**Henry Holt & Co., New York City**

Books 20.52

**F. H. Serteur, City**

Mower pole and shears 9.50

**Harper & Bros., N. Y. City**

Books 5.34

**Houghton Mifflin Co., Chicago**

Books 2.18

**J. B. Lippincott Co., Philadelphia**

Books 6.40

**Ransom & Randolph Co., Toledo**

Bandage scissors 9.00

**W. B. Saunders Co., Philadelphia**

Books 17.10

**B. Treasirgo & Co., Chicago**

Punches & Tubes 17.66

**Charles Scribner's Sons, N. Y. City**

Books 5.20
Minutes of meeting of Board of Trustees of Bowling Green State Normal College, held in Athletic Club Building, Columbus, Ohio, on Tuesday, July 3, 1917.


F. E. Reynolds selected Secretary pro tem.

Reading of minutes of previous meeting dispensed with.

Dr. Williams presented the following statements with respect to balances from 1915-16 appropriations, to wit:

**BALANCES FROM 1915-16 APPROPRIATIONS NEEDED FOR COMPLETING EXISTING CONTRACTS AND PAYING OUTSTANDING ORDERS AT THE close of BUSINESS ON JUNE 30, 1917**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies C-9, Balance</td>
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<td>$109.67</td>
</tr>
<tr>
<td>Prieur Hdwe. Co., Bowling Green</td>
<td></td>
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</tr>
<tr>
<td>Harley Riley, Thornton, Ind.</td>
<td></td>
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</tr>
<tr>
<td>Hoyle &amp; Coon Grain Co., Bo. Green</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creamery Package Co., Toledo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. E. Avery, Bowling Green</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Material D-3, Balance</td>
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<tr>
<td>Hopper Hdwe. Co., Bowling Green</td>
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<td>8.45</td>
</tr>
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Meeting adjourned.

Attest: F. E. Reynolds, Acting Secretary

[Signature]

President

Columbus, Ohio, July 3, 1917