Board of Trustees Meeting Minutes 1917-12-27
Bowling Green State University

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then prepared in due form by the Secretary and mailed to Hon. A. V. Donahoe.

Moved by Reynolds and seconded by Collins that the Board now adjourn to meet on call of President Ganz. All members voted aye.

Motion declared carried.

Meeting adjourned.

Attest: \[Signature\] Secretary

\[Signature\] President

Columbus, Ohio, December 27, 1917

Minutes of meeting of the Board of Trustees of The Bowling Green State Normal College, held at The Neil House, Columbus, Ohio, on Thursday, December 27, 1917, convening at 1 o'clock P.M.

Members present: President E. H. Ganz, Vice President J. S. Collins, Secretary J. S. Shatzel, and P. B. Reynolds. President of the College, Dr. H. S. Williams, Architect O. D. Howard, and Contractor Carl Steinle also in attendance.

Minutes of previous meetings read and approved.

Preliminary to attending to various matters at the State House, on account of which the meeting was held at Columbus, the Board disposed of the following business.

Dr. Williams reported the collection of the following sums in the month of November, to-wit:-

- From the sale of farm products for November: $119.12
- A. C. Albach's rent for Nov. & Dec.: $30.00

Dr. Williams presented the receipt of the Treasurer of State for certain money received from Treasurer McDonel, of this Board, the same being in words and figures following, to-wit:-

DEPARTMENT OF TREASURER OF STATE
COLUMBUS, OHIO Dec. 1, 1917 No. 1306

To the Payer:
State Normal College has paid into the State Treasury Bowling Green General Revenue Fund $805.17 Dollars collected from sources detailed in the above account.

Wm. H. Hiler, Cashier
For Treasurer of State

Dr. Williams presented and read the resignation of Prof. W. F. Shaw, which was as follows:-

Bowling Green, Ohio, Nov. 23, 1917

President H. S. Williams
State Normal College,
Bowling Green, Ohio
Dear Dr. Williams:

I hereby tender my resignation as High School Inspector for the Bowling Green State Normal College, the resignation to become effective January 1, 1918. Will you kindly present this to our Board of Trustees at the proper time?

I wish to convey to you, personally, and to the Board of Trustees, my appreciation of generous and thoughtful consideration which has been extended to me during my period of service. I leave the Bowling Green State Normal College with the kindest personal regards for all who serve her interests and with confidence anticipate for her a glorious future.

Respectfully submitted,

W. F. Shaw

Moved by Reynolds and seconded by Collins that the resignation of Prof. Shaw be accepted, the same to become effective January 1st, 1918, and that the Board extend to him their best wishes in the new work to which he has been called. All members voted aye and
motion declared carried.

Dr. Williams presented and read the resignation of Roy Graf, as farmer in the Department of Agriculture, which was as follows:-

Bowling Green, 1-10-16

Board of Education
Bowling Green Normal College

Gentlemen:-

Please accept my resignation from the position which I occupy, to take effect at the pleasure of the Board as soon after February Ist as possible.

Yours Truly
LeRoy W. Graf

H. B. Williams, Pres.

Moved by Collins and seconded by Reynolds that said resignation be accepted. All members voted aye and motion was declared carried.

Dr. Williams presented and read the resignation of C. B. Whitacre, as Assistant Engineer, which was as follows:-

Bowling Green, O. 12-5-1917

Dr. H. B. Williams

Sir:

I wish to tender my resignation as Engineer at Bowling Green State Normal College, to take effect at once.

Yours res.
C. B. Whitacre

Moved by Shatzel and seconded by Collins that the resignation be accepted. All members voted aye and motion was declared carried.

Dr. Williams spoke of the advisability of beginning proposed landscape work on College grounds as early in the coming spring as possible and suggested that Mr. Brandt, landscape architect in charge, be notified to complete his detail drawings, plans and specifications without delay. On motion duly seconded and carried by unanimous vote the secretary was instructed to take up this subject with Mr. Brandt at once.

Dr. Williams announced that in his opinion, it is advisable on account of the present shortage of teachers, to hold three sessions of summer school in 1918 instead of two, as heretofore, and that there are funds available for the purpose. Moved by Reynolds and seconded by Shatzel that the three session plan be adopted as per the suggestion of Dr. Williams. Voting aye: Ganz, Collins, Reynolds, Shatzel. Nays, none. Motion declared carried.

Dr. Williams read into the record the following statement with respect to the difficulty he had experienced in getting coal for the College, to-wit:-

Since the beginning of the firing season up to December 7th, we obtained our supply of fuel from the Higlyvania Coal Company of Columbus with the exception of a car which was reconsigned to us by the George M. Jones Coal Co. On November 24th with a two weeks' supply on hand, we placed an order for a car with the Higlyvania Coal Co. During the week ending December 6th, the T. & O. C. R. R. Co. placed an embargo on coal, and OC Car #16136, ordered on November 24th, was not shipped until December 7th. On December 6th, after conferring with Secretary Shatzel, I went to Columbus and ordered another car TAM #6862 which was shipped the same day. Realizing that these cars could not reach us in time, I secured a car of OC fuel coal #25994 which was started from Columbus on December 8th on train #95. At 3:30 P. M. December 8th, the following telephonic message was received at the college office by Mr. Toan from W. H. Smith, local agent of the T&OC:

"T&OC Car #25994 will be in tonight and will be spotted so it can be unloaded if necessary."

On account of the severe storm which tied up freight traffic for several days, this car only got as far as Marysville on December
I telephoned J. B. Duran, Chief Inspector of the Utilities Commission, at Kenton, on December 9th and 10th and at Columbus on the 12th and 13th, advising him of the grave danger threatening our plant, and urging immediate relief, and on December 13th I telegraphed Gov. Cox as follows:

"State Normal closed until Monday for lack of fuel.
Fighting to save plumbing.  T&O Car number 25994 shipped from Columbus December 6th not received.
No trace of cars number 0026138 and K&M number 6662 shipped from Glouster on December 7th and 8th respectively. College will suffer great loss unless relief is promised."

Gov. Cox replied as follows: "Will do all we can to help you."

Fire was kept up in the power plant by means of small supplies of coal obtained from local dealers through the County Fuel Committee, but it was impossible to obtain fuel in sufficient quantities to fully insure the safety of the remainder of the plant. Every possible effort was made to protect the exposed parts of the plant, and I am glad to report that no serious loss resulted.

The college was closed during the week of December 9th.

The three cars of coal which were on the way when the storm broke were received as follows:

- OC #25994 - 55 tons - December 15th
- K&M #6662 - 42.55 " - December 16th
- OC #18138 - 41.75 " - December 28th

With this amount of fuel on hand I would recommend that the college open on January 2nd at 1:00 P. M.

Moved by Shatzel and seconded by Collins that the recommendation of Dr. Williams be adopted and that college work be resumed on January 2nd, 1918. All members voted aye and motion declared carried.

In this same connection it was reported by Dr. Williams that he, with President Ganz and Secretary Shatzel, had discussed the coal situation with State Auditor Donahay, particularly with reference to the needs of the Bowling Green State Normal College, and that the Auditor advised that it is the business and duty of the Board of Trustees to keep the College supplied with fuel so long as the same may be had at any reasonable price.

Dr. Williams read into the record a statement with reference to the accident to Janitor William M. Frost, which was as follows:-

On Oct. 3, 1917 at about 10:00 A. M., Janitor Wm. E. Frost met with an accident while raising the heavy asbestos curtain on the Auditorium stage, which resulted in the fracture of three bones of his left hand. Proper notification of the accident was made to the Industrial Commission, and he was dropped from the payroll pending action by the Commission, since any compensation received by him for temporary disability from the Commission and endorsed to the College would necessarily have to be turned into the general revenue fund of the State and thus lost to the Institution. On Dec. 11th he received an award of $79.11 being two-thirds of his wages, excepting the first week after the accident, from Oct. 3rd to Dec. 9th. The full amount of his wages for the period is $132.50. This less the compensation received from the Commission is $53.45, and I would recommend that voucher be issued to him for this amount.

Moved by Collins and seconded by Reynolds that this matter be referred to Dr. Williams with power to act. Voting aye: Ganz, Collins, Reynolds, Shatzel. Nays, none. Motion declared carried.

Dr. Williams presented for action of the Board the following pay-rolls, to-wit:-

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>F. W. Toan</td>
<td>Financial Clerk</td>
<td>1 mo.</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Marion Griffith</td>
<td>Clerk</td>
<td>1</td>
<td>66.66</td>
<td></td>
</tr>
<tr>
<td>A. C. Albaugh</td>
<td>Chief Engineer</td>
<td>1</td>
<td>90.00</td>
<td></td>
</tr>
<tr>
<td>John Meyers</td>
<td>Janitor</td>
<td>1</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>Levis W. Kilworth</td>
<td>Stenographer</td>
<td>1</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>M. O. Campbell</td>
<td>Engineer</td>
<td>1</td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td>C. E. Whitacre</td>
<td>Asst. Engineer</td>
<td>5 days</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>Roy Graf</td>
<td>Farmer</td>
<td>1 mo.</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>C. M. Kistner</td>
<td>Janitor (Substitute)</td>
<td>1</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>Mrs. J. H. Wilkins</td>
<td>Janitress</td>
<td>12 da.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Helen Case</td>
<td>Stud Librarian</td>
<td>10 hrs.</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>Gladys Risden</td>
<td></td>
<td>23</td>
<td>15#</td>
<td>3.45</td>
</tr>
<tr>
<td>A. L. Boyer</td>
<td>Farm Laborer (Emerg.)</td>
<td>40#</td>
<td>30#</td>
<td>12.15</td>
</tr>
</tbody>
</table>
Dr. Williams also presented the following claims and expense accounts for action of the Board, to-wit:-

### 1915-16 Appropriations

**E-6**
- Thomas M. Earl, Columbus, Ohio - Goat $22.49

### 1916-17 Appropriations

**E-8**
- The Kay-Scheerer Corp., N.Y. City - Exhibition cases $22.50

**E-9**
- Ft. Wayne Oil & Supply Co., Ft. Wayne, Ind. - Chimels $1.60

### 1917-18 Appropriations

**A-1-Other Inst. & Emp.**
- Wm. E. Frost, City - Balance of salary $53.45

**C-2**
- Royce & Coon Grain Co., City - Bran, etc. $11.50

**C-3**
- T. & O. C. Ry., Co., City - Freight on coal $311.27
- Hiawynia Coal Co., Columbus - Coal $112.73

**C-4**
- A. E. Hughes & Co., City - Hauling coal $37.80
- A. E. Jones Co., Toledo - Coal and hauling coal $141.00
- A. E. Avery, City - $27.60

**C-5**
- Hopper Hardware Co., City - Twine $1.00
- Remington Typewriter Co., Toledo - Paper $21.20
- Franklin Printing & Eng. Co., Toledo - Carbon paper $3.00
- Bolles Drug Store, City - Blank books $2.60

**C-6**
- Maas Bros., City - Groceries $2.10
- Normal College Farm, City - Vegetables $2.60
- A. E. Hughes & Co., City - and milk $3.89
- Beckley-Dankin Co., Chicago - Milk $2.65
- Conrow Bros., N.Y. City - Paper, blotters, etc. $17.97
- Bolles Drug Store, City - Chemicals $1.90
- Sentinel-Tribune, City - Manilla envelopes $1.50
- Plain Dealer Pub. Co., Cleveland - Newspaper 6 mo. $2.05
- Franklin Ptg. & Eng. Co., Toledo - Ruled cards $5.00

**C-9**
- Hopper Hardware Co., City - Screws, etc. $10.28
Moved by Reynolds and seconded by Collins that the above pay rolls, claims and expense accounts be allowed and paid from the funds respectively provided for payment of the same, fund designation to be made by Dr. Williams. Voting aye: Ganz, Collins, Reynolds, Shatzel. Nays, none. Motion declared carried.

Secretary Shatzel reported that he had expressed to Dr. H. J. Powell, in writing, the appreciation of the Board for gift of books heretofore reported by Dr. Williams.

Secretary Shatzel reported that in response to a request made upon Lyman Strong for a statement with respect to the work of Fitzpatrick and Hoepfner on the Power Plant the following letter had been received, to-wit:-

Portland, Ind.
Nov. 26, 1917

Bowling Green State Normal Trustees
Bowling Green, Ohio
Att: J. E. Shatzel,

Gentlemen:

This is to say that I have been interviewed by Mr. R. F. Piatt, representative of the Fitzpatrick & Hoepfner Company of Columbus, with reference to the final payment, on the Power House.

Mr. Piatt advises that he cannot get very much satisfaction...
from Messrs Howard & Merria, and in view that I was on the work at the time, he is asking me to give my opinion on the several items, which are as follows.

The total distance of the constructed tunnel is about 45 feet more than shown on plans, however this route was chosen by their foreman preference to the location shown on plans, therefore no extra should be allowed.

Change of water and gas mains from Wooster to their present location in Wayne Street, was agreed upon.

Specifications call for Motors for centrifical pumps, but it seems that a letter from the Architects before the contract was let, is an acknowledgement that they have been omitted.

The two inch water line from the tunnel to front of administration building was installed. Plans show line stopping at rear of building and specifications calls for connecting up with all lines in present building.

The extra stone work was installed in stack where breeching enters same. An error in the plans, however stone cap was reduced enough to make the difference.

With reference to the extra foundations to go to rock and the extra rock to be excavated the writer can verify this amount as he checked it at the time of excavation and confirmed the quantities. This is in addition to the plans as the rock is very abnormal and could not be ascertained by few soundings, but as to this work being an extra, the specifications must be interpreted as well as the plans.

Yours very truly,
Lyman Strong

In this same connection Secretary Shatzel also reported that he had notified Fitzpatrick & Hoepfner of this meeting and that Mr. Piatt was present to speak for the company. Mr. Piatt, however, stated that he is a new man in the employ of this firm and would require a little time for investigation before making a definite statement to the Board of the claims of his employer.

Secretary Shatzel reported that, by direction of the Board at the former meeting, he had written Auditor of State Donahey concerning an inspection of the Teachers' Training School Building now under construction and that the following letter had been received in reply, to-wit:-

Columbus, Ohio, December 7, 1917.

Mr. J. E. Shatzel, Secretary,
Board of Trustees of Bowling Green Normal College,
Bowling Green, Ohio.

Dear Sir:

Referring to the resolution passed on November 24th by your board concerning the matter of the inspection of the Teachers' Training School Building now under construction, we beg to advise you that we will be in Bowling Green on next Tuesday, December 11th, to make such inquiry and investigation as you desire.

Yours very truly

BY Paul R. Murray
State Examiner

The Secretary also stated that Mr. Murray had made an inspection of said building, but, so far, had made no report.

Contractor Steinle addressed the Board with reference to an estimate claimed by him to be due for work done on the Training School building, claiming that more money is justly due him than he has received. He stated that he could not be blamed for delaying the work, because it had been impossible to get brick to match those already in the walls. It was the sense of the Board that no action should be taken on further estimates until after Mr. Murray reports and that the Board, or members of it, should accompany Mr. Steinle to the offices of The Hydraulic Press Brick Company, Cleveland, Ohio, to attempt to make definite arrangements for brick to finish the building.

Moved by Reynolds and seconded by Collins that Dr. Williams, President Ganz, and Secretary Shatzel go to Cleveland as soon as possible to assist Mr. Steinle in getting brick and to confer with Louis Brandt with respect to landscape work. Voting aye: Ganz, Collins,
Minutes of meeting of Board of Trustees of the Bowling Green State Normal College,
held at the Hayes House, Fostoria, Ohio, on Saturday, January 26, 1918, in pursuance to
call of President Ganz.

Members present: President E. H. Ganz, Vice President J. E. Collins, and F. E.
Reynolds. Secretary J. E. Shatzel absent on account of illness. President of the College,
Dr. H. B. Williams, also present.

President Ganz presided and F. E. Reynolds acted as secretary pro tem.

Reading of minutes of previous meeting dispensed with due to absence of Secretary
Shatzel.

Dr. Williams formally announced the death of James D. McDonel and at the conclusion
of his remarks presented and read the following resolution prepared by Secretary Shatzel,
to-wit:-

RESOLUTION

WHEREAS, death has taken James D. McDonel, a member since its
creation of the Board of Trustees of the Bowling Green State Normal
College, from the activities and associations of the present life; and

WHEREAS, the remaining members of said Board of Trustees, deeply
regretting the loss of their beloved associate, desire to officially
and individually express their high regard of the deceased and
perpetuate his memory in the permanent records of the institution
he so faithfully served; and

WHEREAS, said James D. McDonel consistently exemplified the
best ideals in life and characterized his various activities by
courageous and unfailing devotion; and in the doing of his work
was just and magnanimous toward all his fellow-men; therefore be it

RESOLVED, that in the death of James D. McDonel a distinct
loss has been sustained by the community in which he lived, but a
far greater loss has fallen upon his immediate family and
associates, among the latter being the surviving members of the
Board of Trustees aforesaid and Dr. H. B. Williams, President of
the College, all of whom deeply deplore this untimely severance
of a most delightful fellow-ship.

RESOLVED, that these resolutions be entered at length upon
the permanent records of the Board and an engrossed copy thereof
be forwarded at once to the family of the deceased.

Edward H. Ganz, President
J. E. Collins, Vice President
J. E. Shatzel, Secretary
F. E. Reynolds

Moved by Collins and seconded by Reynolds that said resolution be adopted and
entered on the minutes in full. All members voted aye and resolution declared adopted.

Dr. Williams reported the collection of the following sums of money for the month of
December, 1917, to-wit:- Farm receipts for December, $63.90; rent from A. C. Albaugh,
$15.00, a total of $78.90. Dr. Williams was directed by the Board to retain said funds in
his hands for the present, owing to the death of Treasurer McDonel.

President Williams reported results of a visit to the Hydraulic Press Brick Co. of
Cleveland, attended by President Ganz, Secretary Shatzel, President Williams of the College,
and Contractor Steinle, on Jan. 16, 1918. It was learned in a conference with Mr. Chapin,
of the Hydraulic Press Brick Co., that two kilns containing approximately 52,000 brick,
intended for the completion of the training school building, had recently been burned.