Board of Trustees Meeting Minutes 1918-04-20

Bowling Green State University

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Minutes of meeting of Board of Trustees of the Bowling Green State Normal College, held at the administrative office of the Board, on Saturday, April 20th, 1918, convening at 11 o'clock A.M.

Members present: President B. H. Ganz, Vice President J. V. Collins, Treasurer F. E. Reynolds, Secretary J. E. Shatzel, President of the College, Dr. H. S. Williams, Contractor Steinle, Mr. Edwards, representing Howard & Merriam, and Louis Brandt also present.

Minutes of previous meetings read and approved.

Dr. Williams presented receipt from the Treasurer of State covering $220.70 paid into the State Treasury by the Treasurer of this Board, said receipt being as follows:

DEPARTMENT OF TREASURER OF STATE
Columbus, Ohio, Mar. 19, 1918. No. 2244

To the Payer:

Bowling Green State Normal College has paid into the State Treasury

GENERAL REVENUE FUND

$ 220.70
Two hundred twenty and-----------------------------70/100 Dollars
collected from sources detailed in the above account.

Wm. I. Hiler, Cashier
For Treasurer of State

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts from sale of farm products</td>
<td>$130.83</td>
</tr>
<tr>
<td>Rent from A. C. Albaugh</td>
<td>15.00</td>
</tr>
<tr>
<td>Miscellaneous sales</td>
<td>4.75</td>
</tr>
<tr>
<td>Fees First Semester 1917-18</td>
<td>207.00</td>
</tr>
</tbody>
</table>

$377.58

and reported further that said money had been paid into the hands of Treasurer Reynolds and his receipt taken therefor.

Dr. Williams reported a proposition from Frank Houser for connecting up the three gas wells drilled on the College grounds in order that the gas supply from said wells may be utilized, said proposal being as follows:-

Approximate estimate on connecting ends of Gas lines from Administration, Science and Dormitory buildings in the street, also connect up line solid where the present gas meters are installed and connect gas meter in dormitory, furnishing the required pipe, fittings and labor for the sum of--One hundred twenty five dollars ($125.00)

Frank Houser

Dr. Williams read the following proposal of Frank Houser to give credit for work originally contemplated but now found to be unnecessary, to-wit:-

Credit allowed by contractor, Mr. Frank Houser, on Pipe, fittings, Gas Burners and labor on Gas to Boilers in Power House, Seventy Four Dollars ($74.00)

Frank Houser

Moved by Reynolds and seconded by Collins that the proposals of Frank Houser be accepted and that Dr. Williams proceed with the work. Voting aye: Ganz, Collins, Reynolds, Shatzel. Nays, none. Motion declared carried.

Dr. Williams made the following report on the four water wells drilled by Mr. Houser on the College grounds, to-wit:-

Record of Water Wells Drilled on State Normal Farm

Bowling Green, Ohio

<table>
<thead>
<tr>
<th>Water Well</th>
<th>Depth</th>
<th>Est. Production</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 North - West</td>
<td>210 ft. casing in 8 in.</td>
<td>15,000 gal.</td>
</tr>
<tr>
<td>#2 South - West</td>
<td>211 ft. casing in 8 in.</td>
<td>50,000 gal.</td>
</tr>
<tr>
<td>#3 North - East</td>
<td>214 ft. casing in 8 in.</td>
<td>60,000 gal.</td>
</tr>
</tbody>
</table>
Dr. Williams reporting an abundant supply of water, it was moved by Collins and seconded by Reynolds that President Williams submit information and probable cost of both the automatic and stand-pipe systems for water supply at next meeting of the Board. All members voted aye and motion declared carried.

Dr. Williams reported the forwarding to the Auditor of State of plans, specifications, contract, bond, etc., in connection with the landscape improvement work now being done by The Finch Engineering Co., accompanied by the following letter, to-wit:-

Bowling Green, O.
April 9, 1918

Hon. A. V. Donahue
Auditor of State
Columbus, O.

Dear Sir:-

Attention of Miss Mary C. Morrison

Under separate cover I am sending you a copy of the plans, specifications, bill of materials, and estimate of cost of the improvements which we are contemplating making in our grounds. I am also sending you a copy of the contract with the successful bidder, The Finch Engineering Company of Bowling Green, Ohio, which I trust you will be kind enough to hand to the Attorney General. I hope you will find these papers in proper form. We have tried to incorporate the suggestions which you were kind enough to make when we called at the office a short time ago.

In checking over the bill of materials and estimate of cost I note that the estimate of cost is a little less than the total of the bill of materials. It seems that the architect in this case made his estimate a little less than the total of the bill of materials, but since both these figures are within the limits of the funds to be used and also since the contract price is below the estimate of cost, I presume it will meet the purposes for which these data are to be used.

If you should find that we have overlooked anything, I trust you will advise us without delay. I should be glad to have you ask the Attorney General to examine the contract at his earliest convenience.

Very truly yours,

H. B. Williams

Dr. Williams presented and read the following correspondence with Governor James M. Cox, to-wit:-

Columbus
April 10, 1918

Mr. H. B. Williams, President
Bowling Green Normal School
Bowling Green, Ohio

My dear Mr. Williams:

It is necessary for us to draft two or three high class men for important administrative duties with the war cabinet. It is our wish that you give us all of your time beginning at the present and continuing all of the summer.

You may say that it will not be wise to leave the institution, but I believe if you were to come here and ascertain how important this assignment is, you will agree that your first duty is here.

With all good wishes, I am,

Very truly yours,

James M. Cox
Bowling Green, O.
April 14, 1916

Hon. James M. Cox
Governor of Ohio
Columbus, Ohio

My dear Governor:

I regret that it was impossible on account of the schedule which had been planned for you on your recent visit to Toledo to talk over the assignment about which you wrote me on the 10th inst.

Our first duty is to help win this war, and I am ready to devote myself to the kind of service which will count most, but I hardly see how I can leave here for full time just now. A serious accident to a son that will render him physically helpless for two or three weeks yet, the resignations of the heads of two important departments to take effect soon, construction projects, and the completion of arrangements for a large summer school are some of the matters under our present organization which cannot well be entrusted to others.

I am wondering whether it would be feasible for me to give a day or two a week to the work here, and still handle the assignment in connection with the war cabinet which you have in mind. Our Board of Trustees will meet on next Saturday, and I shall wish to present a workable plan for caring for the interests of the institution. Kindly give me your reaction to the suggestion of part-time service to the war cabinet, and I trust you will find it convenient to get this information to me before our meeting on next Saturday at 10 A.M.

With all good wishes, I am,

Sincerely yours,

H. B. Williams

Dr. Williams in this connection stated that he had talked with Mr. Croxton by telephone and that an arrangement by which he would give part of his time to the work suggested by the Governor could likely be arranged. Whereupon the following action was taken, to-wit:

Moved by Reynolds and seconded by Collins that this Board of Trustees fully appreciates the expression of confidence in the ability, integrity and patriotism of President H. B. Williams as conveyed by the Honorable James M. Cox, Governor of Ohio, in his letter of April 10th relative to the service of President Williams in behalf of the State and Nation, and that we esteem it a privilege to grant such leave of absence as requested for the summer as may be necessary to perform whatever service may be required. Voting aye: Ganz, Collins, Reynolds, Shatzel. Nays, none. Motion declared carried.

Dr. Williams presented for action of the Board an Estimate in favor of The Steinle Construction Company for work done on the Training School Building, amounting to $5931.80, duly certified by the architects, and in due form. Moved by Reynolds and seconded by Collins that said Estimate be allowed and paid from funds designated as G-2-Training School Building. Voting aye: Ganz, Collins, Reynolds, Shatzel. Nays, none. Motion declared carried.

Dr. Williams presented for action of the Board the fee bill of Howard & Merriam for 2% of above Estimate. Moved by Collins and seconded by Reynolds that said claim be laid on the table. All members voted aye and 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>Pay Roll</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. B. Williams</td>
<td>President</td>
<td>1 mo. 191.13</td>
</tr>
<tr>
<td>E. G. Walker</td>
<td>Dean</td>
<td>1 $ 229.10</td>
</tr>
<tr>
<td>G. W. Beattie</td>
<td>Instructor</td>
<td>1 $ 233.33</td>
</tr>
<tr>
<td>F. C. Beyermann</td>
<td></td>
<td>1 $ 200.00</td>
</tr>
<tr>
<td>C. J. Biery</td>
<td></td>
<td>1 $ 222.22</td>
</tr>
<tr>
<td>Mary T. Chapin</td>
<td></td>
<td>1 $ 172.22</td>
</tr>
<tr>
<td>Nancy J. Church</td>
<td></td>
<td>1 $ 111.11</td>
</tr>
<tr>
<td>Allan W. Grissom</td>
<td></td>
<td>1 $ 144.44</td>
</tr>
<tr>
<td>Harriet S. Hayward</td>
<td></td>
<td>1 $ 211.11</td>
</tr>
<tr>
<td>B. G. Hesler</td>
<td></td>
<td>1 $ 211.11</td>
</tr>
<tr>
<td>W. P. Halt</td>
<td></td>
<td>1 $ 222.22</td>
</tr>
<tr>
<td>Rea McCain</td>
<td></td>
<td>1 $ 194.44</td>
</tr>
<tr>
<td>Ruth McGinn</td>
<td></td>
<td>1 $ 127.77</td>
</tr>
<tr>
<td>Dennis Martin</td>
<td></td>
<td>1 $ 133.33</td>
</tr>
<tr>
<td>B. L. Moseley</td>
<td></td>
<td>1 $ 233.33</td>
</tr>
<tr>
<td>J. H. Overman</td>
<td></td>
<td>1 $ 233.33</td>
</tr>
<tr>
<td>J. E. Talbot</td>
<td></td>
<td>1 $ 222.22</td>
</tr>
<tr>
<td>L. L. Winslow</td>
<td></td>
<td>1 $ 222.22</td>
</tr>
</tbody>
</table>
Dr. Williams presented for action of the Board the following claims and expense accounts, to-wit:

### 1915-16 Appropriation

#### E-6
- Horace K. Turner Co., Boston: Pictures, $31.16

#### 1916-17 Appropriation

#### E-8
- Beggs & Graham, Philadelphia: Paper trays, $15.55

#### 1917-18 Appropriations

#### A-2
- Steinle Construction Co., Fremont: Connecting Kiln, $15.30
- Campbell & Coller, City: Plumbing labor on freeze-up, $51.00

#### C-1
- Geos & Co., Toledo: White Fish, $3.84
- English Bros. & Co., City: Groceries, $3.63
- Frank H. Coen, City: Almonds, $1.60
- Maas Bros., City: Groceries, $1.79

#### C-2
- H. S. Zimmermann, City: Oats, $87.00
- S. E. Miller, City: Oat straw, $10.00

#### C-3
- A. E. Hughes & Co., City: Unloading coal, $61.17
- Hayvania Coal Co., Columbus: Coal, $136.69
- The Central West Coal Co., Columbus: Coal, $150.75

#### C-4
- H. B. Williams, City: Percentage advanced, $7.74
- Wendt & Rausch Co., Toledo: Stencils, etc., $15.74
- The McManus-Troup Co., Toledo: Pencils, $3.00
- Holley Drug Store, City: Ink, $1.25

#### C-6
- T. S. Chemical Co., Greenville, O.: Mop heads, etc., $14.75

#### C-8
- Bureau of Publications, Columbus University, N.Y.City: bureau,  $3.30
- George South, City: Test sheets, $2.30
- Ohio State Reformatory, Mansfield: Groceries, $13.30
- Maas Bros., City: Registration material, $3.00
- McManus-Troup Co., Toledo: Clay, etc., $1.75
- Hankey Lumber Co., City: Clips and rubber bands, $3.45
- Maas Bros., City: Lumber, $25.50
- Maas Bros., City: Groceries, $6.37
- Lehmann Bros., City: Meat, $7.15
- Mrs. W. P. Holt, City: Eggs, $1.87
- A. E. Hughes & Co., City: Supplies for Ind. Arts, $15.00
- Hopper Hardware Co., City: Test sheets, $8.66
- Glenn & Co., Columbus: Groceries, $2.23
- English Bros. & Co., City: Supplies for Ag. Dept., $6.35
- Ziesbach & Son Co., Ann Arbor, Mich.: College Farm, City: Vegetables and milk, $0.69
Moved by Collins and seconded by Reynolds that the above pay rolls, claims, and expense accounts be allowed and that the same be paid from the funds provided for payment of same, fund designation to be made by Dr. Williams. Voting aye: Ganz, Collins, Reynolds, Shatzel. Nays: none. Motion declared carried.

Dr. Williams discussed with the Board the advisability of buying and storing a quantity of coal to provide against the unhappy experiences of last winter. Moved by Reynolds and seconded by Collins that President Williams be authorized to purchase immediately and store at a convenient place near the Power House six hundred (600) tons of coal for emergency purposes the coming winter. Voting aye: Ganz, Collins, Reynolds, Shatzel. Nays: none. Motion declared carried.
Dr. Williams suggested that preliminary work had been done toward planning and arranging farm buildings and making the changes on the grounds incident thereto. Moved by Reynolds and seconded by Collins that Dr. Williams, President Ganz, and Secretary Shatzel act as a committee to secure plans for farm buildings and their arrangement and the disposition of the houses not needed and report at next meeting of the Board. All members voted aye and motion declared carried.

Secretary Shatzel presented and read the following correspondence with Howard & Merriam relative to superintendence of work on Training School building, to-wit:-

Bowling Green, O.
April 5, 1918

Howard & Merriam,
Columbus, Ohio

Gentlemen:-

Work has been resumed on the Training School Building. It is of the utmost importance that you put a superintendent on the job at once. The contractor is almost ready to pour the second floor and there must be competent supervision without a moment’s delay.

Let us hear from you by return mail.

Yours sincerely,

J. E. Shatzel
Sec’y.

Columbus, Ohio
April 6, 1918

Mr. J. E. Shatzel, Sec’y.
Board of Trustees
State Normal College
Bowling Green, Ohio

Dear Sir:

We are in receipt of your communication of the 5th.

Mr. Edwards will be in Bowling Green next week for the purpose of going over any matters necessary, and will be in touch with the work continuously from that time on until we are able to locate a man to stay on the work.

It is absolutely impossible for us to have a man on the job continuously unless the work proceeds with more dispatch than it has in the past. But Mr. Edwards will be there at least twice a week and stay there during important portions of the construction such as concrete work and masonry.

Very truly yours,

HOWARD & MERRIAM, ARCHITECTS.

By O. D. Howard

Mr. Fitzpatrick of the firm of Fitzpatrick & Hoepfner of Columbus, also Mr. Piatt, representative of said firm, appeared before the Board to present their claim for a balance of $2391.93 on Power House contract and $1913.12 extras. Mr. Edwards on behalf of Howard & Merriam stated that the balance due of the contract is $2391.93 and concerning this amount there can be no question but that his firm, according to his best information, had authorized no extras. Mr. Fitzpatrick was informed by Dr. Williams that the completion of the Power House had been delayed until after the funds appropriated for the purpose had lapsed and that it will require an act of the Legislature to take care of whatever balance is due on the contract. With reference to extras it was moved by Collins and seconded by Reynolds that inasmuch as the architects have not made any recommendations, this Board does not recognize any so-called extras and disclaims all liability for same. All members voted aye, and motion declared carried.

Mr. Brandt informed the Board that it would be necessary to clean out and extend the Court Street sewer at a cost of approximately $600 and stated that an arrangement could be made with The Finch Engineering Company to substitute this work for other work contemplated
but not so necessary. Mr. Finch was accordingly called in and, after having the situation explained to him, agreed to put in the sewer as required by Mr. Brandt and to do enough less work in the matter of removing earth at rear of Training School building to cover the expense.

Moved by Reynolds and seconded by Collins that Dr. Williams and Secretary Shatzel work out the substitution recommended by Mr. Brandt and agreed to by Mr. Finch. All members voted aye and motion declared carried.

Mr. Finch requested an Estimate. He was informed that the contract and bond had not been approved by the Attorney General as yet. Moved by Reynolds and seconded by Collins that the Estimate prepared by Mr. Brandt in favor of The Finch Engineering Company be paid by Dr. Williams when authorized by the Attorney General and Auditor of State. Voting aye: Ganz, Collins, Reynolds, Shatzel. Nays, none. Motion declared carried.

The following supplemental agreement, inadvertently omitted from the minutes, was ordered made a part of the record, to-wit:-

SUPPLEMENTAL AGREEMENT

This agreement made on this 1st day of September, 1917, by and between The Board of Trustees of the Bowling Green State Normal College, on behalf of the State of Ohio, and Louis Brandt, witnesses:

That in pursuance to a former agreement entered into between the above parties and in order to secure the further services of said Louis Brandt to carry out the practical development of the plans, details and specifications for the landscape work on the Bowling Green State Normal College Campus, the aforesaid Board of Trustees hereby employs said Louis Brandt to superintend the landscape improvement work now being constructed and said Louis Brandt agrees to do said work, at and for the sum of five (5) per cent commission on the sum actually paid out for said improvement, amounting to approximately $1200; and said Board of Trustees also employs an engineer to be furnished by said Louis Brandt, at $150 per month, amounting approximately to $450.

Said Louis Brandt agrees to give frequent and efficient supervision to the aforesaid work and furnish a competent and satisfactory engineer at all times during the progress, and until the completion of the work.

Said employment of both Louis Brandt and the engineer to be recommended by him to continue so long as the services of both, or either, are acceptable and satisfactory to the said Board of Trustees.

Witness our hands on the day and year first above written at Bowling Green, Ohio.

THE BOARD OF TRUSTEES OF THE BOWLING GREEN STATE NORMAL COLLEGE, by

E. H. Ganz, President
J. E. Shatzel, Secretary

Louis Brandt, Landscape Architect

Moved and seconded that the Board adjourn to meet on call of President Ganz. All members voted aye. Motion declared carried.

Meeting adjourned.

Attest: [Signature]

Secretary

[Signature] President