Mr. R. J. Merriam, Archt.,
105 Hubbard Ave.
City.

Dear Sir:-

We have your favor of the 25th inst. in reference to the action taken by the Board of Trustees, State Normal College, Bowling Green, Ohio, regarding the repairs for a Concrete Tank.

As stated to you when you called on us at our office last week, we expect to send workmen to take care of this tank some time in April, or just as soon as we feel sure there will be no more freezing weather.

We are more anxious than anyone else to get this matter off our hands as it is keeping us out of considerable of our money.

We hope this will prove satisfactory to you and that you will acquaint the Board of our intentions.

Very truly yours,

THE FITZPATRICK & HOPPEFFNER CO.
per P. A. Fitzpatrick

Dr. Williams in accordance with instructions of the Board at a former meeting, submitted estimates of the Finch Engineering Co. relative to coat of certain improvements about the College grounds.

Upon motion the Board adjourned to meet at Bowling Green, Thursday, April 22, 1920, at 8 o'clock p. m.

ATTEND: F. E. Reynolds, Secretary

Bowling Green, Ohio, April 22, 1920

The Board of Trustees of the Bowling Green State Normal College met on above date at the office of the Board with President J. E. Collins in the chair, and Vice-President E. H. Ganz, Treasurer D. C. Brown, J. E. Shatzel, and Secretary F. E. Reynolds present. Dr. H. B. Williams, President of the College, was also present.

The minutes of the meeting of April 16, 1920, read and approved.

A letter under date of April 21, 1920, from Secretary F. E. Reynolds to Paul R. Murray was read and ordered made a matter of record.

Wapakoneta, Ohio, April 21, 1920

Mr. Paul R. Murray
Columbus, Ohio

My dear Mr. Murray:-

On March 16th I wrote you the action of the Board of Trustees of the Bowling Green State Normal College in which they instructed me to ask you for your report on the condition of the Training School building at the time it was taken over by the Board from the Steinle Construction Co.

At a meeting of the Board of Trustees on Friday, April 16th, 1920, at Columbus, I was again instructed to write you and ascertain if you had the report in shape for us. If you have not, our Mr. Merriam, architect of the Board, will be ready at any time to render you all the assistance he can if you should need him.

We are anxious to get this report as soon as possible in order that it may be made a matter of record against the day when legal adjustments must be made. If you have it ready we would appreciate it if we might have it soon; if it is not ready, can you give us some idea as to when it will be.

Awaiting a reply, we are,

Yours very truly,

Upon motion the Board adjourned to meet Friday, April 23, 1920, at nine o'clock a. m. Central Standard time.

ATTEND: F. E. Reynolds, Secretary

Bowling Green, Ohio, April 23, 1920

The Board of Trustees of the Bowling Green State Normal College met on above date with President J. E. Collins, Vice-President E. H. Ganz, Treasurer D. C. Brown, J. E. Shatzel, Secretary F. E. Reynolds present. Dr. H. B. Williams, President of the College was also present.
A communication from a committee of the faculty, suggesting what seemed to them a feasible plan for the distribution of the appropriation of $9000 for increased salaries was read.

The Committee representing the faculty recommends that the distribution of the money granted by the legislature for the increase of salaries be distributed to previous increases, present salary, and number of dependents and ventures to suggest the following general scheme for the increase.

<table>
<thead>
<tr>
<th>Present Salary</th>
<th>Single</th>
<th>Married</th>
<th>Dependents</th>
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<tbody>
<tr>
<td>2500 to 3000</td>
<td>100</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>2000 to 2500</td>
<td>300</td>
<td>400</td>
<td>500</td>
</tr>
<tr>
<td>Below 2000</td>
<td>400</td>
<td>500</td>
<td>500</td>
</tr>
</tbody>
</table>

The Committee realizes that minor adjustments would have to be made for various reasons. It estimates that approximately $1500 would be left for making such adjustments after allowing $4500 for increases to other employees.

The Committee also recommends an increase of at least $1200 to the President and $1250 to the Dean.

The Committee also requests that a leave of absence on pay be granted next year to one or two men.

Moved by Shatzel, seconded by Brown, that the following distribution of the appropriation of $9000 for increased salaries be made: namely, Dr. H. B. Williams, $500; Dean E. G. Walker, $250; Maude Sharp, $150; G. W. Beattie, $200; F. G. Heyermann, $200; C. J. Bier, $200; Harriet J. Hettler, $200; W. F. Holt, $200; P. F. Jones, $100; Herbert Kimmel, $200; Rea McCain, $250; E. L. Mosely, $100; J. R. Overman, $200; C. F. Heebes, $250; W. L. Spencer, $150; J. W. Zeiler, $50; Faye Bennett, $250; J. W. Carmichael, $350; J. J. Crowley, $200; Elmer Heaton, $250; Mabel Marshall, $200; Caroline Nielsen, $150; Ethel J. Light, $150; Grace M. Anderson, $100; Delia C. Briggs, $100; Lura M. Dean, $300; Mary C. Dearborn, $150; Abbie Leatherberry, $100; Grace Poorebaugh, $400; R. A. Bauer, $200; Pearl Heiser, $200; Lena Blattine, $50; A. C. Albrough, $150; John Myers, $150; W. H. Frost, $250; Wilma Martin, $140; C. W. Brothers, $50; Lucian Roachte, $50; the vote being: Collins, no; Brown, yes; Ganz, yes; Shatzel, yes; Reynolds, no. Motion carried.

Moved by Reynolds, seconded by Ganz, that Dr. Williams be instructed to inform Miss Faye Bennett that it is the desire of this Board of Trustees that her services be discontinued at the close of her present contract; the vote being: yes; Collins, Brown, Ganz, Shatzel, Reynolds. Motion carried.

Moved by Shatzel, seconded by Brown, that the recommendation of Dr. Williams for a charge of $1.00 for the first summer term, $2.00 for the second summer term, and $1.00 for the third summer term as an entertainment fund be adopted and approved, and that the policy of charging $2.00 per regular semester for support of student activities be continued, the vote being: yes; Collins, Brown, Ganz, Shatzel, Reynolds. Motion carried.

Moved by Ganz, seconded by Brown, that Dr. Williams be, and hereby is, designated and appointed by this Board as custodian of all moneys received from sale of farm products or otherwise from the College Farm, and is also hereby authorized to expend such part of the funds as arising for all purposes necessary to the proper management, operation and maintenance of said College Farm and shall hold the remainder of said funds, if any, subject to the further order of the Board; also that said Dr. Williams be instructed to get in touch at once with R. J. Merriam, architect of this Board, to prepare plans for all repair work made necessary because of tornado on March 27, 1920, including power plant, stack, administration building, science building, and training school building; to procure authority of proper officer of the state to waive advertising; to proceed to get sealed bids for the same up to twelve o'clock noon, Central Standard time, on or before May 15, 1920, the vote being: yes; Collins, Brown, Ganz, Shatzel, Reynolds. Motion carried.

Moved by Shatzel, seconded by Ganz, that the appropriation of $5000, 0-3 Grading, etc., be used for the purpose of grading about Training School building, laying sidewalks, and other necessary improvements about the College grounds, the vote being: yes; Collins, Brown, Ganz, Shatzel, Reynolds. Motion carried.

Upon motion the Board adjourned to meet at nine o'clock, Central Standard time, Saturday, May 15, 1920.