A letter from Mr. S. A. Canary was read. This letter was fully discussed in the light of the previous action taken by this Board at a meeting held July 12, 1920, after which the same was ordered filed.

Upon motion the Board adjourned to meet at the call of the President.

A communication from Dr. H. B. Williams relative to faculty members and the State Teachers' Retirement System was read and ordered made a part of the record.

The minutes of the meetings of July 12, 1920, August 30, 1920, and September 18, 1920, were read and approved.

A communication from Dr. H. B. Williams relative to faculty members and the State Teachers' Retirement System was read and ordered made a part of the record.

To the President and Members of the Board of Trustees,

Gentlemen:

I wish to submit the following report regarding the enrollment of instructors in the Teachers Retirement System. As you understand, a "present teacher" had the option of going in or staying out. In order to have a reliable record of the decision of each of these teachers, we placed two blanks in their hands, one for acceptance and the other for exemption. I am
glad to report that all former instructors accepted the provisions of the Retirement Law with the exception of three. I am giving below the list of "present teachers" who went in, those who requested exemption, and new entrants. The new entrants are persons who are recently appointed and who have no option in the matter.

<table>
<thead>
<tr>
<th>Acceptances</th>
<th>Exemptions</th>
<th>New Entrants</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. B. Williams</td>
<td>Ethel J. Light</td>
<td>Irene M. Steele</td>
</tr>
<tr>
<td>C. F. Reeds</td>
<td>Mary C. Dearborn</td>
<td>W. C. Hudson</td>
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<tr>
<td>G. W. Beatie</td>
<td>Abbie Leatherberry</td>
<td>R. M. Tunnellcliffe</td>
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<tr>
<td>F. G. Beyermann</td>
<td></td>
<td>Wilma L. Young</td>
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<td>C. J. Biery</td>
<td></td>
<td></td>
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<tr>
<td>J. W. Carmichael</td>
<td></td>
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<td>O. P. Clutts</td>
<td></td>
<td></td>
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<tr>
<td>D. J. Crowley</td>
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<td>Maude Doane</td>
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<tr>
<td>Harriet S. Hayward</td>
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<tr>
<td>Laura Haston</td>
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<tr>
<td>W. P. Holt</td>
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<td>Herbert Kimmel</td>
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<tr>
<td>R. C. Kohl</td>
<td></td>
<td></td>
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<tr>
<td>Rea McCain</td>
<td></td>
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<td>E. L. Moseley</td>
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<td>Caroline Nielsen</td>
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<td>J. R. Overman</td>
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<td>Maude Sharp</td>
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<td>J. W. Zeller</td>
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<tr>
<td>Grace Anderson</td>
<td></td>
<td></td>
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<tr>
<td>Laura M. Dean</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Very truly yours

H. B. Williams

The resignation of J. W. Zeller was read and upon motion by Brown, seconded by Reynolds, the same was accepted, the vote being: yes - Ganz, Brown, Reynolds. Motion carried.

Dr. Williams reported the enrollment in the State Normal College for the current year to be 305, an increase of 25% over last year.

Dr. Williams reported two car loads of coal in the power house, the same having been purchased by him in accordance with action by this Board at a previous meeting.

A letter from The Fitzpatrick & Hoepfner Co. under date of September 20, 1920, was read and upon motion by Brown, seconded by Reynolds, was referred to the architect of this Board, the vote being, yes: Ganz, Brown, Reynolds. Motion carried.

THE FITZPATRICK & HOEPFNER CO.
Columbus, Ohio.

Mr. H. B. Williams
President Bowling Green State Normal College
Bowling Green, Ohio

Dear Sir:

We wish to call your attention to balance due us, amount, $4305 05., as per statement attached, on account of our contract and extras at the above building.

This balance was being held up on account of a tank not being tight. We have now made this tank tight and we would certainly appreciate it if you will see that we are sent a check to cover the balance due us.

Thanking you in advance for your early attention to this matter, we are,

Yours truly,

THE FITZPATRICK & HOEPFNER COMPANY
Per J. W. Hoepfner

Estimate No. 2 of L. G. Politz & Sons on power house repair due to cyclone damage for $4159.10 was presented and, the same having been approved by the architect, upon motion by Brown, seconded by Reynolds, was ordered paid, the vote being, yes: Ganz, Brown, Reynolds. Motion carried.

Opinion 1620 from John G. Price, Attorney General of Ohio, approving a certain contract with H. J. Merrian, architect, was read and ordered made a matter of record.
AGREEMENT

OWNER and ARCHITECT

This Memorandum of Agreement, made and entered into, in triplicate, this 15th day of September, A.D. 1920, by and between The Board of Trustees of the Ohio State Normal College, Bowling Green, Ohio, herein after called the Owner, Party of the First Part, and R. J. Merriman, Architect and Superintendent of Columbus, Ohio, herein after called the Architect, Party of the Second Part.

Whereas, there has been duly appropriated certain funds for the purpose of repairing damage wrought by cyclone, March 28, 1920, to the following structures of the Ohio State Normal College, Bowling Green, Ohio, viz: Administration Building, Science Building, Training School, Power House and Power House Chimney: and

Whereas, the Party of the First Part has selected the Party of the Second Part as the Architect for such improvement:

NOW THEREFORE, In consideration of the sum of One Dollar ($1.00) by each party paid to the other, the receipt whereof is hereby acknowledged, and in further consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

ARTICLE I. The Architect shall prepare tentative and final estimates of cost, together with plans and specifications, which shall constitute a permanent reference record of quantities and cost of replacing and repairing destroyed and damaged portions of the above mentioned structures. These plans, specifications, and estimates, after being approved by the Owner and the State Inspector of Workshops and Factories, shall be filed with the Auditor of State. Same to be provided with blank spaces for the signature of those required by statute to approve the same.

ARTICLE II. When Plans and Specifications and Estimates of cost have been approved, the Architect shall furnish the Owner with a sufficient number of copies of same for use in securing bids for the letting of contracts, and shall prepare a notice to contractors inviting sealed proposals on the improvement.

ARTICLE III. Proper forms upon which to make up the proposal shall be prepared by the Architect and furnished to bidders. Such forms to follow the approved practice of the Auditor of State and Attorney General, and be consistent with the provisions of the law.

ARTICLE IV. At the time and place designated by the Owner for opening of the bids, the Architect shall meet with the Owner and assist in tabulating the proposals received.

ARTICLE V. When bids are received which arc within the Architect's Total Estimate of Cost, the Architect shall prepare forms of contract, and after same have been signed by the Owner and Contractor, the Architect shall submit same to the Attorney General for his approval.

ARTICLE VI. After the contracts have been awarded and construction commenced, the Architect shall furnish, as required by the contractors, necessary large scale and full size details, which shall be in agreement with the drawings previously prepared and approved.

ARTICLE VII. The Architect shall personally supervise the construction, making frequent visits to the work, and at special times when requested by the Owner, and shall be in full charge of the work, and all instructions to the contractors or workmen shall be issued by and through the Architect. The Architect shall require of the contractors proper corrections and remedy of all defects in their work and of all omissions or deviations from their contracts. He shall define and interpret the drawings and specifications and represent at all times the interest of the Owner, but his supervision shall not include liability or responsibility for any breach of contract by the contractor.

ARTICLE VIII. The Architect shall prepare four copies of certificates, upon which payments to the contractors are to be made, upon blank forms furnished by the Auditor of State.

ARTICLE IX. For the service rendered by the Architect, as hereinbefore stated, the Owner shall pay to the Architect, in full compensation therefor, an amount equal to Six Per Cent of the total amount of contracts let under the title of Cyclone Damage Repairs. The compensation of the Architect hereinbefore provided for shall be paid as follows: when the Attorney General has approved contracts for construction, and the same have been filed with the Auditor of State, an amount equal to Three Per Cent (3%) or One Half the fee.

The remaining Three Per Cent (3%) is to be paid in installments as the construction progresses, basing said percentage upon estimates as issued to the contractors.

NOW THEREFORE, In consideration of the sum of One Dollar ($1.00) by each party paid to the other, the receipt whereof is hereby acknowledged, and in further consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

IN TESTIMONY WHEREOF, the Party of the First Part has hereto set hand and the Party of the Second Part has hereunto set hand, being thereunto duly authorized, in triplicate, the day and year first above written.

SIGNED IN PRESENCE OF:

H. E. Williams
President of College.

R. J. Merriman
Architect.

By

J. E. Collins
Pres.

E. H. Ganz
V. Pres.

F. E. Reynolds
Sec.

D. C. Brown
Treas.

BOARD OF TRUSTEES.

35

Proceedings, Trustees Bowling Green Normal College
This contract is in compliance with law.

John G. Price
Attorney General

OPINION

Board of Trustees,
Bowling Green State Normal School,
Bowling Green, Ohio.

Dear Sirs:

You have transmitted to this department for approval, a contract, in triplicate, between your board and R. J. Merriam, Architect, dated September 18, 1920. Said contract is for additional services made necessary by recent damage done by storm at your institution.

Having before me the certificate of the auditor of state that there are moneys available for the obligations or this contract, not otherwise appropriated, and being satisfied that said contract is in legal form, I am this day approving same.

The contract itself I am returning to the auditor of state.

Respectfully,

JOHN G. PRICE
Attorney General.

Estimate No. 5 of the L. G. Volts & Sons on completion of Training School Building for $3670.00 was read and, the same having been approved by the architect, upon motion by Brown, seconded by Reynolds, was allowed and ordered paid, the vote being, yeas: Ganz, Brown, Reynolds. Motion carried.

The claim of R. J. Merriam, architect of this Board, for $73.40, being 2% on estimate No. 2 of L. G. Volts & Sons on power house repair due to cyclone damage, was read and upon motion by Brown, seconded by Reynolds, was allowed and ordered paid, the vote being, yes: Ganz, Brown, Reynolds. Motion carried.

Moved by Brown, seconded by Reynolds, that the following payrolls and expense accounts be allowed and ordered paid, the vote being, yes: Ganz, Brown, Reynolds. Motion carried.

October 16 -

<table>
<thead>
<tr>
<th>Name</th>
<th>Rate</th>
<th>Amount</th>
<th>Pension Deduct.</th>
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<td>$11.00</td>
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<td>105.55</td>
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<td>Irene M. Steele</td>
<td>Instructor</td>
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<td>351.22</td>
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<td>256.66</td>
<td>246.77</td>
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<td>250.00</td>
<td>240.11</td>
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<td>268.66</td>
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<td>350.00</td>
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<td>240.11</td>
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<td>305.55</td>
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<td>250.00</td>
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<tr>
<td>Wilna Young</td>
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<tr>
<td>Walter L. Jean</td>
<td>Athletic Coach</td>
<td>30.00</td>
<td>20.00</td>
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Teachers Retirement System Total

<table>
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<tr>
<th>1919-1921 Appropriation</th>
<th>Expense Acct.</th>
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<tr>
<td>36</td>
<td>217.39</td>
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<td>D. C. Brown</td>
<td>24.70</td>
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<tr>
<td>Charles Reeds</td>
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<tr>
<td>Irene Steele</td>
<td>16.46</td>
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<tr>
<td>Irene Steele</td>
<td>16.46</td>
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<tr>
<td>P. E. Reynolds</td>
<td>9.60</td>
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235.72

7997.15
Proceedings, Trustees Bowling Green Normal College

November 6, 1920

October - R. A. Sauer
Pearl Helser
Lena Bitline
John Meyers
w. K. Frost
Mrs. Wilda Martin
A. C. Albaugh
Joseph Kirk
Michael Winkenbeiner
Mary Fere
Ruth Russell
Dorothy Barr
Manda Albaugh
Minniebelle Conley
Helen Fisher
Jennie Beatty
Kenton Moore
Helen Shafter
Lillis Atkinson

Roster Russell
Dorothy Barr
Manda Albaugh
Minniebelle Conley
Helen Fisher
Jennie Beatty
Kenton Moore
Helen Shafter
Lillis Atkinson

October 6, 1920, that this Board adjourn to meet Saturday, November 6th, 1920, at 9:30 Central Standard Time, at the office of the Board, Bowling Green, Ohio. Motion carried.

ATTN: Reynolds Secretary

Bowling Green, Ohio, November 6, 1920

The Board of Trustees of the Bowling Green State Normal College met on above date with President J. B. Collins in the chair and Vice-President E. H. Ganz, Treasurer O. 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 October 16, 1920, were read and approved.

The following bills were read and upon motion by Ganz, seconded by Brown, were ordered paid, the vote being, yes: - Collins, Brown, Ganz, Shatzel, Reynolds. Motion carried.

1919-1921 Appropriation

- C-1: Frank Coen
  Wood Co. Dairy
  Groceries for Men’s Luncheon
  $ 5.58
- C-2: T. & N. C. Ry.
  John Nash
  Central West Coal Co.
  Freight on coal
  Tolling coal
  $ 192.67
- C-3: Sentinel Tribune
  H. J. Williams
  Jolles Drug Store
  Slotters
  Stamped envelopes & double postcards
  $ 12.20
- C-4: Theo. B. Robertson
  Products Co.
  Liquid Soap
  $ 29.66
- C-5: A. Prone & Co.
  Remington Typewriter Co.
  Milton Bradley Co.
  English Bros. & Co.
  Underwood Typewriter Co.
  Blade Printing & Paper Co.
  Current Events
  Iroquois Publishing Co.
  Toweling & cheesecloth
  1 doz. ribbons & parts
  Chip Board
  Groceries for Home Econ.
  Black ribbons
  Kraft paper
  100 subscriptions
  Maps
  Football & Basketball
  $ 9.65
  6.61
  9.00
  42.65
  12.00
  4.62
  40.00
  4.29
  66.61
- C-6: Normal College Farm
  Manure for garden
  $ 25.00
- C-11: Robert Water Purifying Co.
  W. W. Best
  Cranfill Packing Co.
  Boiler compound
  Misc. supplies, General Plant
  Packing
  $ 28.00
  65.75
- C-6: Hand, McNally Co.
  F. Olhausen
  Books
  Alarm clocks
  $ 11.24
  5.00
- F-1: A. L. Roberts
  Repairing sewing machines
  $ 10.50
- F-3: City Water Co.
  Water
  $ 42.48