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Board of Trustees Meeting Minutes 1921-09-24

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Proceedings, Trustees Bowling Green Normal College  
September 24, 1921

Minutes of meeting of the Board of Trustees of the Bowling Green State Normal College held on the above date at the office of the Board on Saturday, September 24th. The members present were Pres. J. E. Shatzel. Sec. Dr. H. J. Johnston. Treas. S. H. Ganz, and D. C. Brown. Mr. Robert S. Harsh, State Architect and Engineer, Columbus, Ohio, Hon. Vernon M. Riegel, Director of Education, Columbus, Ohio, and Pres. Williams of the College were also present.

The minutes of the meeting of August 27th were read and approved.

Dr. Williams presented the following letter from State Architect Harsh and also the specifications for the furnishing of one 200 H. P. boiler accompanying said letter. The letter was ordered made a matter of record and on motion by Ganz, seconded by Brown, the specifications were ordered to be placed on file. Voting aye: Shatzel, Johnston, Ganz, Brown.

State of Ohio  
Department of Highways and Public Works  
Leon C. Herrick, Director  
Columbus  
September Twenty-first  
1921.

Mr. H. B. Williams, Pres.  
The Bowling Green State Normal School  
Bowling Green, Ohio.

Dear Sir:

After talking with you over the phone yesterday, I came to the conclusion that we had better call for bids only upon the Horizontal Return Tubular Boiler because of the amount of money available and also in view of what you said regarding the probable installation of your own power equipment in the future.
With that in mind, I have prepared a specification calling for the complete installation which I believe will be much more satisfactory than having the Purchasing Department buy a boiler F. O. B. cars and have your engineers attempt to install it.

With the consent of the Purchasing Department I have sent specifications to the following concerns asking that proposals be sent to Mr. Edward Shattuck, Superintendent of Purchases and Printing, Ninth and Oak Streets, Columbus, Ohio.

Huffman-Wolfe Co. - 669 N. High St., Columbus, Ohio.
Bryce Heating and Ventilating Co. - Toledo, Ohio.
Fitzpatrick & Hoepfner Co. - Columbus, Ohio.
The Connelly Boiler Co. - Cleveland, Ohio.

I am enclosing a copy of the specification herein. You will notice that I have required a certificate of inspection from the Division of Boiler Inspection of the Department of Industrial Relations instead of requiring an Insurance Policy.

I feel that you will get better service at a less cost through the state inspection than from the Insurance Companies so I have taken the liberty to make this change and recommend it as a policy upon the expiration of the insurance upon the other boilers.

I am enclosing the letter from Mr. Burkey you left with me. I am sure that his suggestions merit consideration.

Please make your application to the Purchasing Department stating the amount of the appropriation and source so that when the bids are received there will be no further hold up.

Yours truly
Robert S. Harsh
State Architect & Engineer.

Dr. Williams presented a letter from the Controlling Board and the same was ordered to be spread upon the minutes.

State of Ohio
Department of Finance
Columbus

September Sixth
Nineteen Twenty-one.

Dr. H. B. Williams, President,
Bowling Green State Normal School,
Bowling Green, Ohio.

Dear Sir:

At a meeting of the Controlling Board September first permission was granted your institution to waive the provision of Section 2314-2330 of the General Code in the matter of bids for the boiler to be installed in your power house. The purchase to be made through the Purchasing Dept.

The Board also gave permission to proceed with the improvement of the grounds under the supervision of the State Architect.

Very truly yours

Nan Hékin
Assistant Superintendent of Budget.
August 31, 1921

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

Attention Mr. J. R. Shatzel, Pres.

Dear Sir:

This is to notify the Board of Trustees of the Bowling Green State Normal College that the action taken by them regarding purchase of property as it appears in the copy of the motion which you have sent me is strictly in harmony with the conversation between yourself and myself on Friday morning, August 26th.

Just as soon as you may have the titles investigated, I stand ready to complete the part of the deal which rests with this Division.

To acquaint your Board with the manner in which they should proceed when they contemplate having work done which falls within the province of this Department, I quote the following which is an excerpt from an opinion rendered to the Department of Welfare by the Attorney General:

"This section modifies materially the building regulations of the state. In the first place, it transfers the authority of the building commission provided for by section 2314 and succeeding sections of the General Code to the department of highways and public works. This authority includes the approval of plans and specifications, etc. In the second place, and in addition to this, it vests authority to prepare the plans or cause them to be prepared, to supervise construction and to make contracts for construction and repair. In other words, the contracts for all new buildings and repair of existing buildings are now to be made by the department of highways and public works; yet the department of highways and public works has no direct authority to expend an appropriation like the one in Amended Senate Bill No. 263. The procedure is as follows: The department to which the appropriation is made (in this instance the department of public welfare) should make requisition upon the department of highways and public works for the preparation of such plans, etc. as are required. When the plans are approved by the department of public welfare, that department may order the department of highways and public works to proceed with the contract and the execution of the work.

The foregoing is an outline sketch of the manner in which the activities of the department of highways and public works are to be correlated with those of the department or institution to which an appropriation for construction or repair of a building is made."

I trust that in the future we will be able to cooperate so as to best serve the interests of all concerned.

Yours respectfully,

Robert S. Harsh
State Architect and Engineer.

Dr. Williams presented communications from Grace M. Anderson, Mary C. Dearborn, Abbie Leatherberry, Critic Teachers, and Mabel E. Marshall, Librarian, declining their reappointment for the year 1921-22. He also presented the resignation of Miss Aura M. Dean, Critic. Moved by Brown, seconded by Ganz, that the said declinatns and resignations be accepted. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

The following nominations of new faculty members and recommendations as to salaries were presented by Dr. Williams, and on motion by Ganz, seconded by Brown, the nominations were confirmed at the salary set opposite the name of each. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

Bowling Green, Ohio.
September 24, 1921

To the President and Members of the Board of Trustees

Gentlemen:

I hereby nominate subject to your confirmation
the following new faculty members for the regular academic year, 1921-22, of thirty-six weeks, at the salaries set opposite the name of each:

- Ethel Blum, Librarian, $1800
- W. C. McEwen, Asst. in Music, $1600
- Katherine Kennedy, 4th Grade Critic, $1700
- Alice Roth, 6th Grade Critic, $1700
- Georgiana Sharp, 1st Grade Critic, $1700
- Hortense Wade, 3rd Grade Critic, $1700

Very truly yours

H. B. Williams

Dr. Williams reported that the first semester of the year 1921-22 opened on September 19th and that the increase in enrollment amounted to more than one-third over the previous year. He stated that the enrollment up to date was 426 as compared with 313 the previous year. He also called attention to the fact that there had been a very gratifying increase in the number of men students, the number now being 87. He further stated that the improvement in the student body was not confined to numbers only, but there had been a marked advance in the quality of the student body.

The lists of graduates at the close of the second summer term on July 29th, 1921, and at the end of the 3rd summer term on September 2nd, 1921, were presented by Dr. Williams and ordered spread upon the minutes.

GRADUATES - July 29, 1921

ELEMETARY EDUCATION
- Jennie Irene Beatty
- Frances Morrow Caldwell
- Kellie O. Foote
- Alta Rose House
- Inez Wildred Kohler
- Mrs. Lucile Franklin Pfister
- Maude Ethel Reed
- Minnie Rodenberger
- Grace Armstrong Thompson

DIPLOMA IN MUSIC
- Mary Permelia Loomis

DEGREE
- Don Carleton Simkins

GRADUATES - Sept. 2, 1921

ELEMENTARY EDUCATION
- Mary Daly
- Merley E. Klotz
- Lottie Mooney
- Esther Neubauer
- Catherine Moore

DIPLOMA IN HOME ECONOMICS
- Helena M. Baer

L. G. Foltz, senior member of the firm L. G. Foltz & Sons, appeared before the Board and acknowledged the receipt of notice from the Architect regarding uncompleted parts of the work on the Training School building and promised the Board that he would proceed at once to finish the work in strict accordance with the contract.
Dr. Williams presented a communication from E.H. Whitacre, Chief of Division of Workshops, Factories, and Public Buildings, of the Department of Industrial Relations, relative to the inspection of the Training School building on September 1st, 1921, by Deputy Wormwood which was ordered to be incorporated into the minutes.

September 9th, 1921.

School Order
E. V.
Dr. H. B. Williams,
Ck. Bd. of Ed.,
Bowling Green,
Ohio

Dear Sir:

An inspection was made of the Bowling Green State Normal School Building located in Bowling green, Ohio on September 1st, 1921 by Deputy Wormwood, and in consequence the following order is issued.

School Order #748--
(1) Provide rubber floor mats in front of switch boards.
(2) Provide an install gradients over steam pipe where said pipe is above floor at passage way in basement, said gradient shall not exceed 8° in rise to 3 feet in run.
(3) Repair defective plaster in entire building.
(4) Remove archway at north east corner of gymnasium and rebuild same.
(5) All defective walls to be repaired and placed in a safe condition.
(6) Provide and install 8" wall of brick and mortar between valves operating steam pipes and electric switch boards and opening in said wall shall be provided with a 2' 6" x 6' 6" door.
(7) One electric light to be installed in steam valve room.
(8) One electric light to be installed in switch board room.
(9) Cold air duct leading to fan must be made water proof.
(10) Close up all openings in wall north of fan.
(11) Provide one good coat of plaster on ceiling in cold air room.
(12) All window glass in toilet rooms to be frosted or colored.
(13) Provide one electric light in pantry of Domestic Science Room.
(14) All vents must be installed in accordance with State Bldg. Code governing school buildings.

To be complied within 30 days.

I refer you to sections 1031-1037, 4648, 4657, 12600-1-2, 262 Ohio General Code.

Awaiting notification immediately upon compliance, I am

Your truly
E. H. Whitacre
Chief of Division

Replying, mention School Order #748

Percy Tetlow
Director

Estimate #3 final, amounting to $390.37 in favor of H. T. Clague on contract for the improvement of Wayne School Building from Sixth to Wooster St. was presented for payment. Moved by Ganz, seconded by Brown, that the estimate be allowed and paid from the fund designated as "G-32, Drainage, Fencing, and Landscape Improvement" H. B. 536. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

The claim of Louis Brandt amounting to $19.90, being 5% of Estimate #3 final, in favor of H. T. Clague was presented for allowance. Moved by Ganz, seconded by Brown, that the claim be allowed and paid from fund designated as "G-32, Drainage, Fencing, and Landscape Improvement", H. B. 536. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

The claim of R. J. Merriam amounting to $70.00, being 5% of the payment of $1400 to the Schondler Chandelier Company was presented for payment. Moved by Brown, seconded by Ganz, that the claim be allowed and paid from the fund designated as "Add. & Bett., G-32, Completing Training School Building", H. B. 762. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

The claim of R. J. Merriam for $30, being 2% of the payment of $1500 to the Columbus Builders Supply Company for finished hardware was presented for payment. Moved by Ganz, seconded by Brown, that the claim be allowed and paid from the fund designated as "Add. & Bett. G-32, Completing Training School Building", H. B. 762. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

The following claims in favor of H. T. Clague were presented for allowance to wit:

Order #1, $1007.06; Order #2, $1707.00; Order #3, $1000.00; all claims being for work done on college campus. Moved by Brown, seconded by Ganz, that said claims be allowed and paid from the fund designated as "G-32, Improvement of Grounds", H. B. 301. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

Mr. Harsh, State Architect and Engineer, submitted a ruling of the Attorney General of Ohio with reference to the supplementary contract entered into between this Board and Louis Brandt, Landscape Architect, being Opinion #2413 in which it is held that said agreement was
illegal and void. Moved by Ganz, seconded by Brown, that Dr. Williams be authorized and
directed to communicate with the Director of Highways and Public Works with a view of making
an adjustment with Louis Brandt for work already done and of ascertaining the status of
said Brandt with reference to the completion of the work already begun by him. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

Moved by Ganz, seconded by Brown, that inasmuch as the referendum period upon the
appropriation of $120,000 for the building of a dormitory has expired, and since the
building of said dormitory is extremely urgent, it is hereby declared by this Board that
such things as are necessary for the speedy construction of said dormitory be done, and
that Dr. Williams is hereby authorized and directed to immediately communicate with the
Director of Highways and Public Works and make requisition for the preparation of plans
and the construction of such building. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion
carried.

Moved by Ganz, seconded by Brown, that the Board authorize Dr. Williams to procure and
post signs to be placed at the entrance of the drives to the college grounds prohibiting the
use of said drives for heavy or improper traffic and that Dr. Williams be further authorized
to enforce this order of the Board by any legal methods necessary. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

Dr. Williams presented the following payrolls for action of the Board. Moved by
Ganz, seconded by Brown, that the payrolls be allowed and paid from funds provided for the

<table>
<thead>
<tr>
<th>Sept. 31</th>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>H. A. Sauer</td>
<td>Financial Clerk</td>
<td>$166.66</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pearl Heiser</td>
<td>Clerk</td>
<td>100.00</td>
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<tr>
<td></td>
<td>Lena Siatline</td>
<td>Stenographer</td>
<td>75.00</td>
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<td></td>
<td>John Myers</td>
<td>Janitor</td>
<td>104.16</td>
<td></td>
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<tr>
<td></td>
<td>W. E. Frost</td>
<td></td>
<td>12.66</td>
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<tr>
<td></td>
<td>Mrs. Mild Martin</td>
<td>Janitress</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. C. Albaugh</td>
<td>Chief Engineer</td>
<td>125.00</td>
<td></td>
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<tr>
<td></td>
<td>Clarence Barr</td>
<td>Fireman</td>
<td>110.00</td>
<td></td>
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<tr>
<td></td>
<td>Emory Young</td>
<td></td>
<td>116.00</td>
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<td></td>
<td>Michael Pfenkemeier</td>
<td>Grounds Laborer</td>
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<td></td>
<td>Wayne Cookell</td>
<td>Tu. Asst. Garden 30</td>
<td>25 hrs.</td>
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<td>Edgar Gueler</td>
<td></td>
<td>7.20</td>
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<td></td>
<td>Joe Hymen</td>
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<td>5.40</td>
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<tr>
<td></td>
<td>Harry Davidson</td>
<td></td>
<td>2.70</td>
<td></td>
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<td></td>
<td>Burrus McBride</td>
<td></td>
<td>3.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Morris Siatline</td>
<td>Office 10 13</td>
<td>3.90</td>
<td></td>
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<td></td>
<td>Franklin Shibbin</td>
<td></td>
<td>2.70</td>
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<td></td>
<td>John McDowell</td>
<td></td>
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<td></td>
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<td></td>
<td>Elizabeth Thomas</td>
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<td>Thelma Heard</td>
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<td></td>
<td>Wanda Albaugh</td>
<td>Library 20 17</td>
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<td>Helen Scott</td>
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<td>Claris Hostetter</td>
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<td>Carlotta Miles</td>
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<td></td>
<td>Gladys laughter</td>
<td></td>
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<td></td>
<td>Bernice Franklin</td>
<td>Extra Clerk</td>
<td>22.50</td>
<td></td>
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<tr>
<td></td>
<td>Rather Russell</td>
<td></td>
<td>22.50</td>
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</tbody>
</table>

$1128.08

Dr. Williams presented the following claims and expense accounts for action of the
Board. Moved by Ganz, seconded by Brown, that the claims and expense accounts be allowed
and paid from funds provided therefore, the fund designations to be made by Dr. Williams.
Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

<table>
<thead>
<tr>
<th>1921-22 APPROPRIATION</th>
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<tbody>
<tr>
<td>A-2</td>
</tr>
<tr>
<td>Mrs. Fred Abbott</td>
</tr>
<tr>
<td>Mrs. Herman Vednler</td>
</tr>
<tr>
<td>Mrs. Millie Davis</td>
</tr>
<tr>
<td>C-4</td>
</tr>
<tr>
<td>The Dobson Evans Co.</td>
</tr>
<tr>
<td>Columbus Plate &amp; Window Glass Company</td>
</tr>
<tr>
<td>A-2</td>
</tr>
<tr>
<td>A. G. Spalding &amp; Bros.</td>
</tr>
<tr>
<td>C-6</td>
</tr>
<tr>
<td>The Brownell Co.</td>
</tr>
<tr>
<td>F-1</td>
</tr>
<tr>
<td>American Steam Pump Co.</td>
</tr>
<tr>
<td>F-5</td>
</tr>
<tr>
<td>Fred Cook</td>
</tr>
<tr>
<td>H. B. Williams</td>
</tr>
<tr>
<td>F-9</td>
</tr>
<tr>
<td>C. J. Biery</td>
</tr>
</tbody>
</table>

1920-21 APPROPRIATION

C-4
Remington Typewriter Co. | Rollers | 12.00
The Board of Trustees of the Bowling Green State Normal College met at 1:00 P.M. in its office in the Administration building on the above date. The members present were Pres. J. E. Shatzel, Sec. H. J. Johnston, Treas. E. A. Ganz, and D. C. Brown. Dr. Williams, President of the College, was also present.

The minutes of the meeting of September 24th, 1921, were read and approved.

Dr. Williams reported that he had not received any definite information with respect to the purchase of a boiler except as previously reported that the purchase is to be made by Mr. Edward Shattuck, State Purchasing Agent. Dr. Williams further stated that the installation of another boiler is imperatively needed in order to keep the college in operation during the cold months of the current school year.

Moved by Ganz and seconded by Brown, that the Board and Dr. Williams hold a meeting at the Neil House, Columbus, Ohio, at some near date to be designated by the President of the Board for the purpose of taking up with the proper state officials the several important matters needing prompt attention such as the installation of a boiler, the construction of a water system for the college, and the preparation of plans for the new dormitory. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

Dr. Williams reported that he had written Prof. J. E. Bradford of Ohio State University under date of September 28th, 1921, as requested by the Board, but since he had received no reply, he had nothing further to report at this time.

The President of the Board reported that he procured abstracts and deeds for the properties of Benjamin Loomis, Joseph B. Kirk, and the Parker heirs, and sent them to Robert S. Harsh, State Architect and Engineer, by registered mail and that he had been advised that said papers had been received by Mr. Harsh and submitted to the Attorney General for approval and that they are now in possession of the Attorney General.

Dr. Williams reported that in pursuance of the request of the Board with respect to an adjustment with Louis Brandt, Landscape Architect, for the supervision of work done on the college campus, he wrote the following letter to Hon. L. O. Herrick, Director of Highways and Public Works, on September 26th, 1921, but that he had received no reply to date.

Sept. 26th, 1921

Hon. Leon C. Herrick
Director, Department of Highways and Public Works
Columbus, O.

Dear Sir:

At the last session of the General Assembly this institution received an appropriation of $12,500 for the improvement of our grounds. We were anxious to have the work done as early as possible so that the grounds would be in good condition for the opening of the new year. Mr. Louis Brandt, Landscape Architect, 12, 429 Cedar Road, Cleveland, was employed some years ago to prepare general plans and specifications for the development of our campus and our Board of Trustees entered into a supplementary contract with him to supervise the work which is in progress on our grounds. I may say that this work includes the surfacing of our driveways, the construction of a service drive to the Power House and college buildings, laying stone sidewalks, and the grading and planting of the campus about the college buildings.