10-27-1921

Board of Trustees Meeting Minutes 1921-10-27

Bowling Green State University

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The Board of Trustees of the Bowling Green State Normal College met at 3:00 p.m. in its office in the Administration Building on the above date. The members present were Pres. J. E. Shattuck, Vice-Pres. J. W. Collins, Sec'y H. J. Johnston, Treas. E. H. Ganz, and D. C. Brown.

Dr. Williams, President of the College, was also present.

The minutes of the meeting of October 8th, 1921, were read and approved.

Dr. Williams made the following statement regarding the order for a boiler made by the State Purchasing Department:

As early as June 16, we wrote the Auditor of State inquiring how to get action relative to a new boiler and were advised that nothing could be done until the Reorganization Bill went into effect. Later on we wrote the Attorney General, and were advised that the Board of Education rather than the Department of Highways and Public Works had jurisdiction, but that it would be necessary to advertise the letting of the work unless the Controlling Board should dispense with competitive bidding. This matter was taken up with the Controlling Board and permission was granted to waive advertising provided the purchase was made through the State Purchasing Department.

Specific specifications were sent to the State Architect and Engineer. Not hearing what progress had been made, we called at the Purchasing Department on October 14th, to urge action. In a few days we received from the Purchasing Agent, a copy of an order to the Skelden Engineering Co. for the installation of one 200 H. P. horizontal tubular boiler at a cost of $4500.00, and on October 19th a copy of an order countermanding the former order and substituting a 200 H. P. water tube boiler for a working pressure of 175 lbs., at a cost of $4977.00. Inasmuch as this order exceeded the appropriation, we wrote the Purchasing Agent for information as to how the additional cost was to be met. To this inquiry the only information which we have had came through a letter from Mr. Marsh in which he stated that Mr. Davis, the Budget Superintendent, who was then acting as Purchasing Agent, had advised him to write us that his (Davis') understanding the Board was to make a request for the additional money from the Emergency Board.

Dr. Williams presented the written statement regarding interviews with state officials at Columbus on October 14th.

On this trip to Columbus we wrote to Robert S. Marsh, State Architect and Engineer, with reference to the landscape work, particularly the question of Mr. Brandt's fees. We learned that a letter of ours under date of September 25th, addressed to Leon C. Herrick, Director of Highways and Public Works, requesting suggestions for a plan of adjustment with Louis Brandt, and another letter of the same date and address making requisition, at the direction of the Board of Trustees, upon the Department of Highways and Public Works for the preparation of plans for the new dormitory, had not been brought to his attention. We had copies of both letters with us and left a copy of each with him. He stated that he would follow up these matters and advise us as soon as decisions were reached. He also stated that there had been some discussion among state officials, regarding architectural services and that he was of the opinion that the wishes of Boards of Trustees would be considered. We inquired about the delay in the placing of an order for a boiler and were advised to take the matter up with Mr. Shattuck, Purchasing Agent, and Mr. Waite, Director of Finance. We visited Mr. Shattuck's office and obtained the information mentioned in our report just made, concerning the boiler situation. We saw Mr. Waite and advised him what we had learned from Mr. Shattuck, and he called up Mr. Shattuck during the interview and requested that the order be placed at once. We called Mr. Waite's attention to the fact that on September 28th, we had made requisition for plans and specifications for a 200 H. P. boiler for a working pressure of 175 lbs., at a cost of $49277.00. Inasmuch as this order exceeded the appropriation, we wrote the Purchasing Agent for information as to how the additional cost was to be met. To this inquiry the only information which we have had came through a letter from Mr. Marsh in which he stated that Mr. Davis, the Budget Superintendent, who was then acting as Purchasing Agent, had advised him to write us that his (Davis') understanding the Board was to make a request for the additional money from the Emergency Board.
Dr. Williams presented a letter which was written to R. S. Harsh under date of October 10, and also Mr. Harsh's reply to the same.

October 10, 1921

Hon. Robert S. Harsh
State Architect
Dept. of Highways and Public Works
Columbus, Ohio

My dear Mr. Harsh:

In accordance with your request over the telephone on Saturday, I am sending you a copy of the letter which I wrote to your department on September 28th. I may say that Mr. Clague's warrants were received this morning and I wish to thank you for your good offices in the matter. I hope you may be able soon to pass upon the fees of Mr. Brandt.

At the meeting of our Board on Saturday, I presented the matter of some urgent repairs that are needed on our buildings. The following is a summary of these items.

(1) Painting exterior woodwork and reglazing windows of Science bldg. $676.00
(2) Installing new toilet bowl in engineer's house 40.00
(3) Reroofing barn at President's home 75.00
(4) Painting exterior woodwork of engineer's residence 150.00
(5) Giving cement coping of Administration building two coats of water proof paint 60.00
(6) Storm doors for two entrances to Administration building 200.00
(7) Drainage for tunnel between Administration and Training School buildings 75.00

I may say that the items of storm doors and drainage for tunnel are rough estimates of my own. We have had contractors give estimates on the other items. We are not sure as to whether it is necessary to take up matters of this kind with your department but we felt that it was better to submit the question before taking further steps. The items are all urgent and several of them must receive attention before bad weather sets in.

Thanking you for a reply at your earliest convenience, I am

Very truly yours

STAT3 OF OHIO
DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS
Leon C. Herrick, Director
COLUMBUS

Division of
Public Lands and Buildings
Robert S. Harsh
State Architect

October 14, 1921

Dr. H. B. Williams, Pres.,
Bowling Green State Normal College,
Bowling Green, Ohio.

Dear Sir:

I am in receipt of your letter of October 10th with the enclosure of a copy of your letter of September 28th, regarding Mr. Brandt's services.

I will see that this matter is cared for at once so that Mr. Brandt may receive remuneration for the work performed by him at the earliest possible date.

In regard to the seven items mentioned in your letter, I wish to say that you have my approval to proceed at once with the making of these necessary repairs. Send vouchers for these items through this office, mentioning the items of this letter, and I will approve same and forward to the Auditor's Office.

Respectfully yours,

ROBERT HARSH
State Architect & Engineer
Dr. Williams presented a letter dated October 20th, 1921, which he had written to R. S. Harsh, State Architect and Engineer, relative to the purchase of shrubbery for the College campus and also Mr. Harsh's reply.

October 20, 1921

Mr. Robert S. Harsh
State Architect
Hartman Bldg.
Columbus, O.

My dear Mr. Harsh:

Mr. Brandt was here yesterday and made up planting list for the administration, science, and training school buildings. He estimates that the list will run around $800.00. In order to save time, we are sending this list today to the following persons:

- Greening's Nursery
  Monroe, Mich.
- M. Gutman & Son
  Sidney, O.
- Henry Kohankie & Sons
  Painesville, O.
- Cherry Hill Nursery
  Springfield, O.
- Farmers Nursery
  Troy, O.
- George Semis
  Clyde, O.

We are also sending this list to a firm suggested to Mr. Brandt by Mr. Brown of our Board of Trustees whose name Mr. Brandt did not recall. This request for a bid is to be sent to Mr. Brown to be handed to the concern. We are asking that bids be in our hands on or before Wednesday, October 26th, at 5:00 P. M. I am sending you herewith a copy of the list and bidding blank for such use as you may wish to make of it. I am also sending a copy of the letter which we have sent to the above firms. I trust that you will see your way to authorize us to purchase this material with the understanding that the voucher is to be sent to your office.

In going over the landscape work yesterday, we decided that some manholes should be installed along the service driveway, in order to take care of the water promptly. The estimate which Mr. Brandt gives us is $200.00. May we have your permission to proceed with this work in the same manner and pay for same out of the fund for landscape improvement?

Our Board of Trustees will have a meeting about the 27th, and if you are in this vicinity, we should be glad to have you present. In any event, we shall want your reaction to the above propositions before the meeting.

Very truly yours,

STATE OF OHIO
DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS
Leon C. Herrick, Director
COLUMBUS

Division of Public Lands and Buildings
Robert S. Harsh
State Architect

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

Dear Sir:

I am in receipt of your letter of October 20th in which you enclose a specification on the planting work that Mr. Brandt has suggested.

The manner in which you proposed to handle this is satisfactory to me. In regard to the manholes to be installed in the service driveway, I will say that you may proceed as you have outlined it.

Yours truly,

ROBERT S. HARSH
State Architect and Engineer

Dr. Williams presented receipts from the Treasurer of State for fees and sales, and the
Receipts were ordered made a matter of record.

DEPARTMENT OF AUDITOR OF STATE

Bowling Green State Normal College will pay into the State Treasury

GENERAL REVENUE FUND

$5.44

Five dollars and 44/100 Dollars

collected from sources detailed in the above account, which we have examined and found correct.

D. E. Baker
Cashier

DEPARTMENT OF AUDITOR OF STATE

Bowling Green State Normal College will pay into the State Treasury

A-2, Summer School Salaries

$16.00

Thirty-six and 00/100 Dollars

collected from sources detailed in the above account, which we have examined and found correct.

D. E. Baker
Cashier

DEPARTMENT OF AUDITOR OF STATE

Bowling Green State Normal College will pay into the State Treasury

A-1, Salaries, Am. H. B. 101

$4749.50

Four thousand seven hundred forty-nine and 50/100 Dollars

collected from sources detailed in the above account, which we have examined and found correct.

D. E. Baker
Cashier

Bids for shrubbery were presented for action of the Board. The planting lists covering Quality, Botanical Name, Size, Unit Prices, Sub-total, and Grand Total, were prepared by Mr. Brandt, Landscape Architect, and were put in the form of bidding blanks by Pre3. Williams and mailed to nurserymen with the request that proposals must be in the hands of the President of the College on or before Wednesday, October 26th, at 5:00 P. M. The following is a summary of the bids:

Greening Nursery Co. Monroe, Mich. $787.60
J. V. Gutman Sidney, O. 766.96
Henry Kohankie & Son Painesville, O. 771.60
The Farmers Nursery Co. Troy, O. 750.68
The Clyde Nursery Clyde, O. 995.00

The Farmers Nursery Company stated in a letter accompanying their bid that they were not including the item of twenty-eight Rahmnus purshiana. The bid of Henry Kohankie & Son included this item at a total of 161.60, thus making the bid of Kohankie & Son the lowest.

Moved by Collins and seconded by Brown that the bid of Henry Kohankie & Son for shrubbery in kind and quality as shown in bidding blank for the sum of 753.80, f.o.b. Bowling Green, O., be accepted on condition that the bidder agree to replace free of charge all stock which does not come out in full leaf in the spring of 1922, and that Dr. Williams be instructed to notify the Board by Night Letter under this date, and also notify Louis Brandt in case said bid is accepted. Voting aye: Shatzel, Collins, Johnston, Ganz, Brown. Motion carried.

Dr. Williams presented a copy of the notice which had been given L. G. Poltz & Sons in accordance with the request of the Board, by R. J. Merriam, Architect, and the letter was ordered made a matter of record.

L. G. Poltz & Sons
448 Nelson Rd.
Columbus, Ohio

Re: Contracts at Bowling Green State Normal College

Gentlemen:

At a meeting of the Board of Trustees of the State Normal College
The following payroll was presented for action of the Board. Moved by Brown and seconded by Ganz that the payroll be allowed and paid from funds designated for the same. Voting aye: Shatzel, Collins, Johnston, Ganz, Brown. Motion carried.

The following claims in favor of H. T. Clague were presented for allowance: Order #3 final, $251.40; Order #4 final, $245.00; Order #5 final, $797.00, all claims being for work done on the College campus. Moved by Brown and seconded by Ganz that said claims be allowed and paid from the fund designated "Cyclone Damage Repairs (Emergency-1920)" with the understanding that the warrant be held until the contract is completed. Voting aye: Shatzel, Collins, Johnston, Ganz, Brown. Motion carried.

Moved by Collins and seconded by Brown that the claims be recommended to the proper state officials as bona fide claims and that they be paid out of G-12, Improvement of Grounds, and that Dr. Williams be requested to notify said state officials of this action of the Board. Voting aye: Shatzel, Collins, Johnston, Ganz, Brown. Motion carried.

The following payroll was presented for allowance. Moved by Brown and seconded by Ganz that the payroll be allowed and paid from funds designated for the same. Voting aye: Shatzel, Collins, Johnston, Ganz, Brown. Motion carried.
The following claims and expense accounts were presented for payment. Moved by Ganz and seconded by Collins that the claims and expense accounts be paid, the fund designation to be made by Dr. Williams. Voting aye: Shatzel, Collins, Johnston, Ganz, Brown. Motion carried.

Appropriation 1921-22

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<tr>
<th>Voucher No.</th>
<th>Name of Payee</th>
<th>Appropriation</th>
<th>Amount</th>
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<tr>
<td>173</td>
<td>J. I. Holcomb Mfg. Co.</td>
<td>C-6</td>
<td>411.02</td>
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<td>174</td>
<td>The U. S. Chemical Co.</td>
<td>C-6</td>
<td>7.56</td>
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<td>175</td>
<td>Central Ohio Paper Co.</td>
<td>C-6</td>
<td>11.14</td>
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<td>176</td>
<td>Chappell-Harms, Inc.</td>
<td>C-6</td>
<td>4.05</td>
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<td>177</td>
<td>Glenn &amp; Co.</td>
<td>C-8</td>
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<td>178</td>
<td>Chas. H. Ditson &amp; Co.</td>
<td>C-6</td>
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<td>179</td>
<td>English Bros. &amp; Co.</td>
<td>C-8</td>
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<td>180</td>
<td>Hoosier &amp; Co.</td>
<td>C-6</td>
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<td>181</td>
<td>W. A. Kel Lumber Co.</td>
<td>G-3</td>
<td>1.12</td>
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<td>182</td>
<td>The A. S. Barnes Co.</td>
<td>E-6</td>
<td>20.71</td>
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<td>183</td>
<td>Eugene Dietzgen Co.</td>
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<td>A. Flanagan &amp; Co.</td>
<td>H-8</td>
<td>18.50</td>
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<td>185</td>
<td>Frederick Fruit Co.</td>
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<td>15.60</td>
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<td>186</td>
<td>Ft. Wayne Oil &amp; Supply Co.</td>
<td>H-9</td>
<td>1.15</td>
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<td>187</td>
<td>P. D. Kenower</td>
<td>H-9</td>
<td>12.00</td>
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<td>188</td>
<td>The City Water Co.</td>
<td>F-1</td>
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<td>189</td>
<td>Ohio Northern Public Service Co.</td>
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<td>190</td>
<td>Fred Cook</td>
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<td>6.66</td>
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<td>191</td>
<td>Irene M. Steele</td>
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<td>21.77</td>
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<td>192</td>
<td>Brelande's</td>
<td>G-3</td>
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<td>193</td>
<td>O. P. Clutts</td>
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<td>Vernon M. Steele</td>
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<td>T. C. Clague</td>
<td>F-6</td>
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<td>H. T. Clague</td>
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<td>H. T. Clague</td>
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<td>Labor Bill for Campus Grading</td>
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<td>O. P. Clutts</td>
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<td>32.91</td>
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<td>D. C. Brown</td>
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<td>203</td>
<td>Western Union Telegraph Co.</td>
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<td>204</td>
<td>Wood Co. Telephone Co.</td>
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The Board adjourned to meet at the call of the President.

ATTEST:  
Bowling Green, Ohio, Dec. 1, 1921

The Board of Trustees of the Bowling Green Normal College met at 2:00 P. M. in its office in the Administration building on the above date. The members present were Pres. J. E. Shatzel, Sec'y H. J. Johnston, Treas. E. H. Ganz, and D. C. Brown. Dr. Williams, President of the College, was also present. A letter was read from J. E. Collins of Lima, stating that he could not be present as he was attending a conference in Columbus. A telegram from Hon. Vernon M. Riegel, Director of Education, stated that he was unable to be present.

The minutes of the meeting held on October 27th, were read and approved.

Dr. Williams requested permission to have his report as custodian of the funds of the Normal College Farm entered upon the minutes at this time. This report was presented at the meeting held on August 27th, 1921, but was inadvertently omitted from the minutes of that meeting.

FINANCIAL STATEMENT OF NORMAL COLLEGE FARM

Statement of Receipts & Disbursements

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<td>Swine</td>
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<td>Dairy Products</td>
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<td>Sale of Manure</td>
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