Board of Trustees Meeting Minutes 1922-05-13

Bowling Green State University

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Proceedings, Trustees Bowling Green Normal College

April 22, 1922

May 13, 1922

The Board of Trustees of the Bowling Green State Normal College met at 1:30 P. M. in the Administration building on the above date. The members present were Pres. J. E. Collins, Sec. Dr. H. J. Johnston, Trea. E. H. Ganz, and D. C. Brown. Vice Pres. J. E. Collins was absent on account of sickness in his family. Dr. Williams, President of the College, Robert S. Marsh, State Architect and Engineer, Mr. R. G. Ingelson, the State Architect's office, and B. A. Stewart of the firm of S. P. Stewart & Son, were also present.

The minutes of the meeting of April 22nd, 1922, were read and approved. Dr. Williams presented receipt for student fees amounting to $4795.85 from the Auditor of State and the same was ordered spread upon the minutes.
DEPARTMENT OF AUDITOR OF STATE

To the Treasurer of State:

Columbus, Ohio, Apr. 22, 1922 No. 2684

Bowling Green State Normal College will pay into the State Treasury

as specified above $4795.65

Four Thousand Seven Hundred and Ninety five and 65 Dollars

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

D. E. BAKER
Cashier

Dr. Williams presented and read a letter from the American Surety Company of Toledo relative to the bond of H.T. Clague and also his answer and these letters were ordered made a matter of record.

AMERICAN SURETY COMPANY
of New York

Toledo, Ohio, April 12, 1922

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

Gentlemen:

Our Company is surety on the bond of Mr. H. T. Clague, furnished to cover his contract with your Board for the construction of Wayne Street, from Circle to Wooster Street.

We presume the work under this contract has now been completed, and if our assumption is correct, we would appreciate it if you would advise us of the date on which said work was accepted by your Board, and final estimate paid to Mr. Clague. A brief notation on the margin of this letter, returned in the enclosed envelope, will answer our purpose.

Thanking you in advance for your courtesy, we are

Yours very truly,

FRED J. KINSEY
Manager

Bowling Green, Ohio, April 26, 1922

Attention Mr. Fred J. Kinsey

American Surety Co.
Second National Bank Bldg.
Toledo, O.

Gentlemen:

Answering your inquiry of April 12th relative to the bond of Mr. H. T. Clague I wish to say that the work covered by this bond has been completed and Mr. Clague received his final estimate on September 24th, 1921

Trusting this will give you the information desired, I am

Very truly yours

H. B. WILLIAMS

Mr. Robert S. Harsh
State Architect & Engineer
State Dept. of Highways & Public Works
Columbus, O.

Dear Sir:

At a meeting of our Board of Trustees on last Saturday, I reported that when I called at your office on the 14th, you stated that you would proceed immediately to take care of the tunnel extension and water proposition. The members were very much gratified with the prospect of getting these projects under way.

We have received a package from the Dearborn Chemical Company of
Chicago, addressed to Mr. Inge^son, and I infer that he is planning to be here soon. I sincerely hope that you will allow nothing to interfere with these projects. Mr. Stewart would like to know very soon about the tunnel extension as this information will be necessary in laying out the heating of the new dormitory.

I hope you have had an answer from Mr. Melhorn regarding the old buildings on the lots which we recently acquired. We ought to get these buildings off the lots right away. Please advise us as early as you can what the outlook is.

Very truly yours

H. B. WILLIAMS

Dr. Williams presented and read a letter from Robert S. Harsh, State Architect and Engineer, dated April 26th, 1922, and an opinion by Hon. John J. Price, Attorney General of Ohio, rendered April 24th, 1922, with reference to the disposal of buildings located upon lots recently acquired which buildings are not suitable for the needs of the institution. The letter and opinion are as follows:

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

Dear Dr. Williams:

Attached hereto is copy of letter received this date from the Attorney General’s Office. The questions asked in my letter of April 15, 1922, have both been answered in the affirmative, so that this opens the way for us to follow out the suggestion made by yourself some time ago.

I will take steps to prepare at once the necessary specification to carry this transaction and suggest that the Board of Trustees go on record as being in favor of either one or the other of these schemes — making a formal requisition to this office for services on that work.

Very truly yours

ROBERT S. HARSH
State Architect & Engineer

April 24, 1922

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

Attention: Mr. Robert S. Harsh,
State Architect

Dear Sir:

Attention has been given to your letter of April 15th.

It appears that the last legislature made an appropriation (109 O.L. 470) to the Bowling Green State Normal School as follows: "G. Additions and Betterments of lands $10,500.00." It further appears that the money was used by the trustees of the school to buy additional lands for the campus. On the lands so purchased were two frame houses and a barn, none of which buildings are suitable for the needs of the school.

Two questions are raised in this regard. First, whether the board of trustees may sell these buildings to the highest bidder, and have them removed from the grounds. Secondly, whether the board of trustees, instead of selling the buildings to the highest bidder, may make an arrangement whereby said buildings may be exchanged for services and materials required for grading and filling portions of the grounds belonging to the school, competitive bidding also to be resorted to should this method be followed.

Without going into detail, suffice it to say that it is my view that both of the above stated questions may be answered in the affirmative. This is not regarded as a case where the trustees are attempting, without legislative authority, to dispose of institution buildings, but is rather a situation where in order to achieve the main object of the appropriation — additional lands — it is necessary to remove buildings on that land which are not suited to the needs of the institution.

In case the first of the above mentioned methods is followed, the
moneys resulting therefrom should be paid into the state treasury, pursuant to Section 24 G.C., which includes "sales -- or otherwise".

Very respectfully,

JOHN G. PRICE
Attorney General

Moved by Brown and seconded by Ganz that it is the sense of this Board that the buildings recently acquired through the purchase of additional real estate are unsuited to any needs of the institution and should be disposed of, and that in the opinion of the Board, they should be exchanged for material and labor for the improvement of the campus and Dr. Williams is authorized and directed for and on behalf of this Board to make requisition on the Department of State Highways and Public Works for such exchange and for specifications under which said exchange is to be made. The Board favors improvement of the athletic facilities of the College of first importance in said exchange. Voting aye, Shatzel, Johnston, Ganz, Brown. Motion carried.

Dr. Williams presented and read a letter written by him to Robert S. Harsh, State Architect and Engineer, under date of April 26th, 1922, which was ordered made a part of the minutes and reads as follows:

April 26, 1922

Mr. Robert S. Harsh
State Architect & Engineer
Dept. of Highways & Public Works
Columbus, O.

Dear Mr. Harsh:

At a meeting of our Board a few days ago I presented the enclosed statements from your department and tried to explain them as best I could. Since we had talked the matter over, I think I was able to explain them quite fully, but the members thought that it would be well for all concerned, if the statements were self-explanatory, and from their point of view, they thought that the statements were somewhat defective in that respect and asked me to go into the matter further with you.

I was thinking earlier in the week that I should have to go to Columbus this week but find now that it will not be necessary to go for some days and we do not want to delay payment unnecessarily. I am therefore enclosing the statements for such further consideration as you may think the circumstances warrant, and trust you will return them to us at your earliest convenience.

To be more specific, I may say that in respect to the services of Mr. Brandt last fall there are frequent references on our minutes to his employment. In order that our minutes should show the transaction as completely as possible, a copy of the statement which we rendered you covering his services was entered upon the minutes which of course implies that his services were rendered to your department rather than to this institution directly, yet nothing has passed between us which could be made a matter of record showing this transfer. Would it not be well therefore that the statement showing a charge of $55.00 covering the reimbursement of your department should include a further item such for example as "Services of Mr. Brandt for landscape improvement"? It would seem that the same principle could be applied to the other statements, especially with reference to personal service; that is, include the name of the person or firm who rendered the service through your department. I need not say that these suggestions are made with the kindliest of intentions and with a full appreciation of your attitude of cooperation all along.

Very truly yours

H. S. WILLIAMS

Dr. Williams also presented and read a letter from Robert S. Harsh dated April 29th, in reference to the same matters which was ordered made a part of the minutes and reads as follows:

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 and Engineer

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

Dear Sir:

I am in receipt of your letter of April Twenty-eight, and am rather surprised at the attitude of the Board in regard to statements that
I rendered. In regard to my statement of $565.00 in particular; since this item was one which I magnanimously handled for the Board, to have them come back and turn down, or hold up, the payment on technical grounds, seems to me rather forced.

Also in the case of the payment which I made to Mr. Hohly for services after he graciously gave up his right to a contract because of the wishes of the Members of the Board of Trustees. In entering into the contract with Mr. Stewart it was understood and agreed that this sum would be deducted from his compensation, so as to cover partially the expense that Mr. Hohly had been put to prior to the action of the Bowling Green people in having him removed.

Both of these items have been paid by the Auditor's Office on vouchers from my office - showing just exactly on the face of them the same wording as on the statements rendered your Board. That being the case, I do not feel that it is necessary to furnish additional information on these two vouchers, so I am returning the same herein.

In regard to the statement for services rendered on Land Purchase, the statement as rendered to you is the exact form the Auditor's Office has requested me to make them. However, I shall be pleased to itemize this account in detail and will return to you corrected as nearly as I can to conform to what you have asked in your letter.

Respectfully submitted,

ROBERT S. HARSH,
State Architect & Engineer

Dr. Williams reported that he had notified both Mr. Harsh and Vernon M. Riegel, State Director of Education, under date of May 10th, regarding this meeting of the Board.

Dr. Williams nominated the following persons as additional instructors for the first summer term of six weeks beginning May 6th.

STATE NORMAL COLLEGE

May 13, 1922

To the President and Members of the Board of Trustees:

Gentlemen:

I hereby appoint, subject to your confirmation, the following instructors for the First Summer Term of six weeks beginning, May 6th, at the salary set opposite the name of each:

Daniel Harmon  Full time  $266.66 per month
D. C. Bryant    Half      125.00

Very truly yours,

H. B. WILLIAMS

Moved by Ganz and seconded by Brown that the nominations be confirmed at the salaries set opposite the name of each. Voting aye, Shatzel, Johnston, Ganz, Brown.

Moved by Ganz, and seconded by Brown, that Dr. Williams be instructed to communicate with Henry Kohankie & Son of Painesville regarding the losses of shrubbery as per contract. Voting aye, Shatzel, Johnston, Ganz, Brown. Motion carried.

Dr. Williams presented the claim of Robert S. Harsh for reimbursement of Rotary Fund of the State Architect's office for payment made to Louis Brandt for services rendered to said Department in the sum of $565.00 for allowance. Moved by Ganz, and seconded by Brown, that the claim be allowed and paid from fund designated "G-2, Improvement of Grounds". Voting aye, Shatzel, Johnston, Ganz, Brown. Motion carried.

Dr. Williams presented the claim of Robert S. Harsh for reimbursement of Rotary Fund of the State Architect's office for payment made to Langdon, Hohly and Gramm for services rendered said Department in the sum of $100.00 for allowance. Moved by Ganz, and seconded by Brown, that the claim be allowed and paid from fund designated "G-3, Improvement of Grounds". Voting aye, Shatzel, Johnston, Ganz, Brown. Motion carried.

Dr. Williams presented the claim of Robert S. Harsh for reimbursement of Rotary Fund of the State Architect's office for payment made to Louis Brandt for services rendered to said Department in the sum of $565.00 for allowance. Moved by Ganz, and seconded by Brown, that the claim be allowed and paid from fund designated "G-2, Dormitory for Women". 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 same. Voting aye, Shatzel, Johnston, Ganz, Brown. Motion carried.

May 15 -

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. B. Williams</td>
<td>President</td>
<td>456.33</td>
</tr>
<tr>
<td>C. M. Agresti</td>
<td>Instructor</td>
<td>277.77</td>
</tr>
<tr>
<td>G. V. Beattie</td>
<td>Instructor</td>
<td>361.11</td>
</tr>
<tr>
<td>M. E. Sabetian</td>
<td>Instructor</td>
<td>296.66</td>
</tr>
<tr>
<td>W. R. Boyer</td>
<td>Instructor</td>
<td>350.00</td>
</tr>
<tr>
<td>J. W. Hiver</td>
<td>Instructor</td>
<td>266.66</td>
</tr>
<tr>
<td>J. W. Carmichael</td>
<td>Instructor</td>
<td>257.77</td>
</tr>
<tr>
<td>D. J. Creasy</td>
<td>Instructor</td>
<td>257.77</td>
</tr>
<tr>
<td>Harriet S. Hayward</td>
<td>Instructor</td>
<td>279.99</td>
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<tr>
<td>Laura Heaton</td>
<td>Instructor</td>
<td>213.33</td>
</tr>
<tr>
<td>W. P. Holt</td>
<td>Instructor</td>
<td>350.00</td>
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<tr>
<td>W. G. Madison</td>
<td>Instructor</td>
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<tr>
<td>Herbert Kimmel</td>
<td>Instructor</td>
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</tr>
<tr>
<td>C. C. Kolb</td>
<td>Instructor</td>
<td>308.00</td>
</tr>
<tr>
<td>Earl Kreiger</td>
<td>Instructor</td>
<td>256.66</td>
</tr>
</tbody>
</table>

Respectfully submitted.

ROBERT S. HARSH,
State Architect & Engineer
Proceedings, Trustees Bowling Green Normal College

May 13, 1922

192

Bea McCain  
Instructor  
1 mo.  
277.77  266.66  8.89
Merrill McSwen  
*  
177.77  176.66  8.89
E. L. Mosley  
*  
133.13  132.66  8.89
Caroline Nielsen  
*  
222.22  213.33  8.89
J. R. Overtan  
*  
166.67  155.22  8.89
C. F. Reaves  
*  
305.79  296.66  8.89
Maude Sharp  
*  
222.22  213.33  8.89
R. M. Tunncliffe  
Critic Teacher  
166.66  181.32  7.56
Maude Smith  
641  640  637  634  631  626  620  618  616.66  181.32  7.56
Katharine Kennedy  
*  
186.66  181.32  7.56
Alice Roth  
*  
186.66  181.32  7.56
Georgia Sharp  
*  
186.66  181.32  7.56
Hortense Wade  
*  
186.66  181.32  7.56
Willa Young  
*  
186.66  181.32  7.56
Mabel Blum  
Librarian  
200.00  200.00

Teachers' Retirement System  250.71

Total  $219.29

May 31 - R. A. Sauer  
Financial Clerk  
1 mo.  
$186.66
Pearl Helsel  
Clerk  
100.00
Mrs. W. E. Adams  
stenographer  
75.00
John Meyers  
Janitor  
104.16
N. E. Frost  
*  
91.56
Mrs. W. Lida Martin  
Janitress  
60.00
A. C. Albaugh  
Chief Engineer  
125.00
Clarence Ehr  
Fireman  
110.00
Emory Young  
*  
110.00
Michael Finkenbeiner  
Grounds Laborer  
100.00
Thelma Heald  
Extra Clerk  
27 2f days 2.00  55.00
Mama Lants  
Extra Amt. Office  
10  2.50  25.00
Grace Heald  
*  
9  2.25  2.25
Wanda Baugh  
*  
Library  
13 1/2 days 2.00  26.50
Ray Aldrich  
*  
45½ hrs.  2.00  9.10
Ferol Brinkman  
*  
47  2.00  9.40
Carlene Cavett  
*  
40  2.00  8.00
Lloyd Eberman  
*  
20  2.00  4.00
Nina Gladeaux  
*  
70  2.00  14.00
Helen Hobert  
*  
28  2.00  4.60
Clarita Hostetter  
*  
28  2.00  5.60
Harry Towers  
*  
20  2.00  4.00
Esther Russell  
*  
Office  
7  2.25  1.60
Lester Towers  
*  
7½  2.00  1.50
Morris Bristline  
*  
1  2.00  1.25
Vera Seidner  
*  
Home Econ.  
42  2.00  84.00
LaRue Williams  
*  
42  2.00  84.00
Mark Wright  
*  
20  2.50  50.00
Eimer Treace  
*  
29  2.50  72.50
Glenn T. Potter  
*  
21  2.50  52.50
Earl McCann  
*  
45  2.50  112.50

1279.95

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

Appropriation 1921-22

<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Name of Payee</th>
<th>Appropriation</th>
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</thead>
<tbody>
<tr>
<td>618</td>
<td>Frank Bain</td>
<td>A-2</td>
</tr>
<tr>
<td>619</td>
<td>Bolles Drug Store</td>
<td>C-6</td>
</tr>
<tr>
<td>620</td>
<td>J. I. Holcomb Mfg. Co.</td>
<td>C-8</td>
</tr>
<tr>
<td>621</td>
<td>The Dobson Evans Co.</td>
<td>C-8</td>
</tr>
<tr>
<td>622</td>
<td>Lehmann Bros.</td>
<td>C-8</td>
</tr>
<tr>
<td>623</td>
<td>Mass Bros.</td>
<td>C-6</td>
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<tr>
<td>624</td>
<td>The Dobson Evans Co.</td>
<td>C-6</td>
</tr>
<tr>
<td>625</td>
<td>The Buttey Dairy Co.</td>
<td>C-6</td>
</tr>
<tr>
<td>626</td>
<td>Blade Printing &amp; Paper Co.</td>
<td>C-6</td>
</tr>
<tr>
<td>627</td>
<td>Wm. T. Phillips Co.</td>
<td>C-10</td>
</tr>
<tr>
<td>628</td>
<td>Normal College Farm</td>
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</tr>
<tr>
<td>629</td>
<td>Crandall Packing Co.</td>
<td>C-11</td>
</tr>
<tr>
<td>630</td>
<td>E. M. Butler</td>
<td>C-11</td>
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<tr>
<td>631</td>
<td>Hankey Lumber &amp; Bldg. Co.</td>
<td>D-3</td>
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<tr>
<td>632</td>
<td>Deakle Glass &amp; Crocker Co.</td>
<td>E-8</td>
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<td>633</td>
<td>Houghton Mifflin Co.</td>
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<td>634</td>
<td>Detroit Publishing Co.</td>
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<td>635</td>
<td>Benj. H. Sanborn Co.</td>
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<td>636</td>
<td>The National Supply Co.</td>
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<td>The City Water Co.</td>
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<td>638</td>
<td>Ohio Northern Public Service</td>
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<td>639</td>
<td>Fred Cook</td>
<td>F-5</td>
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<td>640</td>
<td>D. C. Brown</td>
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<tr>
<td>641</td>
<td>O. P. Clutta</td>
<td>F-6</td>
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<tr>
<td>642</td>
<td>Irene M. Steele</td>
<td>F-6</td>
</tr>
<tr>
<td>643</td>
<td>H. B. Gans</td>
<td>F-6</td>
</tr>
<tr>
<td>644</td>
<td>O. P. Clutta</td>
<td>F-6</td>
</tr>
<tr>
<td>645</td>
<td>Zabala &amp; Maurin</td>
<td>G-3 Library</td>
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<tr>
<td>646</td>
<td>American Museum of Nat'l History</td>
<td>G-3</td>
</tr>
<tr>
<td>647</td>
<td>Frank Bain</td>
<td>A-2</td>
</tr>
<tr>
<td>648</td>
<td>H. B. Williams</td>
<td>C-4a</td>
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<td>649</td>
<td>C. D. Berman Chemical Co.</td>
<td>C-6</td>
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<tr>
<td>650</td>
<td>The American Crayon Co.</td>
<td>C-8</td>
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<tr>
<td>651</td>
<td>English Bros. &amp; Co.</td>
<td>C-8</td>
</tr>
<tr>
<td>652</td>
<td>The Library of Congress</td>
<td>C-8</td>
</tr>
<tr>
<td>653</td>
<td>Scientific Materials Co.</td>
<td>C-8</td>
</tr>
</tbody>
</table>
Preliminary drawings for the new dormitory for women were presented by Stewart & Son, and after consultation with Robert S. Harsh, State Architect and Engineer, several questions relative to materials to be used were discussed.

In the matter of the cornice the respective merits and expense of the following materials were considered: stone, copper, galvanized iron. Moved by Brown and seconded by Ganz that it is the sense of this Board that the cornice shall be Armco galvanized iron or copper. Voting aye, Shatzel, Johnston, Ganz, Brown. Motion carried.

In the matter of casement windows and exterior doors the merits and expense of metal and cypress lumber were discussed. Moved by Ganz and seconded by Brown that it is the sense of the Board that substantial cypress construction be used. Voting aye, Shatzel, Johnston, Ganz, Brown. Motion carried.

In the matter of interior finish the respective merits and expense of plain oak and yellow pine were considered. Moved by Ganz and seconded by Brown that plain oak finish be adopted. Voting aye, Shatzel, Johnston, Ganz, Brown. Motion carried.

In respect to floors it was moved by Ganz and seconded by Brown that all floors in the corridors, toilet rooms, dining rooms, lobby, infirmary, and kitchenettes be terrazzo, that plain oak be used in all other floors above basement, and that concrete floors be used in the service part of the basement, also that red quarry tile be used on both floor and roof of porch. Voting aye, Shatzel, Johnston, Ganz, Brown. Motion carried.

Moved by Brown and seconded by Ganz that the plans as submitted, subject to the choice of options today made, be tentatively adopted, but subject to an alternate bid upon the east extension of the north wing and conditioned upon estimates as to the cost of the dormitory with or without said extension as compared with the funds available for the purpose. Voting aye, Shatzel, Johnston, Ganz, Brown. Motion carried.

Moved by Brown, and seconded by Ganz, that the claim of J. P. Stewart & Son for first payment of $14,385 on Architect's contract amounting to $2023.45, the same having been approved by Robert S. Harsh, State Architect and Engineer, under date of May 16th, 1922, be allowed and paid from the fund designated "G-2, Dormitory for Women". Voting aye, Shatzel, Johnston, Ganz, Brown. Motion carried.

Robert S. Harsh, State Architect and Engineer, stated that he would be inclined to allow the Board to handle the houses but would work out a definite plan with Dr. Williams.

Discussing the proposed institutional water system, he advised that further tests of the capacity of the wells be made, and if the pumping level held up sufficiently, he recommended the use of a centrifugal pumping outfit and the standpipe system.

Regarding the tunnel system Mr. Harsh stated that the proposed extension should be so planned as to take care of the future development of the plant. He recommended that the extension be made larger than the old tunnel so as to allow more work space and that the reducing valves be located at the Power House and low pressure carried in the tunnel lines. He also stated that he wished to make further study of the situation.

There being no further business the Board adjourned to meet at the call of the President.

ATTEST:

Bowling Green, Ohio, July 1, 1922