Board of Trustees Meeting Minutes 1922-07-15

Bowling Green State University

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The Board then proceeded to reorganize. Moved by Ganz and seconded by Brown that J. R. Shatzel be elected President of the Board. Voting aye: Johnston, Ganz, Brown, Bowsher. Mr. Shatzel not voting. Motion carried.

Moved by Johnston and seconded by Bowsher that D. C. Brown be elected Vice President. Voting aye: Shatzel, Johnston, Ganz, Bowsher. Mr. Brown not voting. Motion carried.

Moved by Ganz and seconded by Brown that Dr. H. J. Johnston be elected Secretary. Voting aye: Shatzel, Ganz, Brown, Bowsher. Dr. Johnston not voting. Motion carried.

Moved by Brown and seconded by Bowsher that E. H. Ganz be elected Treasurer of the Board. Voting aye: Shatzel, Johnston, Brown, Bowsher, Mr. Ganz not voting. Motion carried.

There being no further business, the Board adjourned to meet on Saturday, July 15th, at 2:00 P. M. at its offices in the Administration building.

ATTEST:

Bowling Green, Ohio, July 15th, 1922

The Board of Trustees of the Bowling Green State Normal College met at 2:00 P. M. in the Administration building on the above date. The members present were Pres. J. R. Shatzel, Vice Pres. D. C. Brown, Sec. Dr. H. J. Johnston, Treas. E. H. Ganz, and E. L. Bowsher. Dr. Williams, President of the College, and C. A. Stewart of the firm of Stewart & Son were also present.

Minutes of the meeting of July 1st, 1922, were read and approved.

Moved by Ganz and seconded by Brown that State Architect Marsh be requested to prepare plans and specifications for extending the tunnel system to the new Dormitory including all necessary connections, steam, water, electrical, etc., with a view to ascertaining how much additional work will be required from the Emergency Board to complete said system. Voting aye: Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

Dr. Williams presented and read a letter written by him to Kohankie & Sons under date of July 6th, 1922, listing shrubbery to be replaced; also a letter received by him from Kohankie & Sons in reply to same which acknowledged the list given by Dr. Williams and an order
July 6, 1922

HENRY KOHANKIE & SON
Painesville, Ohio

Dear Sir:

We have your letter of the 6th and note the list of plants which did not leaf out and which we will replace this fall as per our agreement.

We do not think you should really charge us with the elm tree. This tree often stands the first summer without showing much growth but is establishing itself at the root. The second year it will no doubt come along alright. However, we will stand by our agreement if you feel it is not going to succeed.

It is gratifying to know you have had such good success with the planting.

We shall make replacement of the items on your list this fall, and if there is any need of shipping at a special time, please advise us.

Yours truly

Henry Kohankie & Son

Representatives of Johns-Manville appeared before the Board and discussed the condition of the roofs on the Science building, Corridor, and Power House. The Board being of the opinion that this is a matter for the attention of R. S. Harsh, State Architect and Engineer, said representatives were advised to make a report and recommendation to Mr. Harsh.

Dr. Williams presented and read the following telegram from Robert S. Harsh, State Architect and Engineer.

Columbus, Ohio, July 15, 1922

Moved by Brown and seconded by Bowsher that Dr. Williams be instructed to advise Robert S. Harsh, State Architect and Engineer, that the following repair and improvement work should have immediate attention: terrazzo floor in dining room, lobby, entry, toilet, and stair hall of basement; also minor repairs in student rooms of Dormitory; chimney and other necessary repairs in President's home; roofs of Science Building, Corridor,
Power House, Administration building, and Dormitory; disposal of houses on lots recently purchased; grading of athletic field, and to ask authority in writing for permission to make such repairs and improvements. Voting aye; Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

Dr. Williams presented and read report of funds as follows:

June 30, 1922

$596.06

Received of H. B. Williams, President, the following sums to be forwarded to the Treasurer of State:

Sale of Cinders and Junk - Mar. 1 to June 30
Final payment of Registration and Laboratory Fee 2nd Summer term
Fines (Library, registration, etc.)
Garden Sales Feb. 6 to June 30, 1922

$596.06

E. H. GANZ
Treas.

Dr. Williams presented check covering same to Treas. Ganz and took his receipt therefor.

Dr. Williams presented and read report from the Auditor of State covering part payment of Student Fees for the 2nd summer of 1922 and the same was ordered spread upon the minutes.

DEPARTMENT OF AUDITOR OF STATE

To the Treasurer of State:

Columbus, Ohio, June 30, 1922 No. 23

BOWLING GREEN STATE NORMAL COLLEGE will pay into the State Treasury
GENERAL REVENUE FUND A2 Summer School Wages $4,000.00

Four Thousand - - - - - - - - - - - - no/100 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 the following letter from Mr. W. L. Tobey, Chairman of Board of Trustees of Miami University. Moved by Ganz and seconded by Bowsher that Dr. Williams and Pres. Shatzel attend the conference called by Mr. Tobey. Voting aye; Brown, Johnston, Ganz, Bowsher, Shatzel not voting. Motion carried.

MIA UNIVERSITY

Oxford, Ohio

July 12, 1922

Pres. H. B. Williams
Bowling Green Normal School

Hamilton, Ohio.

Pres. H. B. Williams

Dear Pres. Williams:

The Board of Trustees of Miami University at their annual meeting requested a Joint Meeting or Conference of the Presidents and representatives of the Boards of the five different state educational institutions to be held at the Neil House at noon, Thursday, July 20th.

We would be very glad indeed if you would find it agreeable to be present at this time and join with us in considering matters of mutual interest to all of us in higher education.

We would like for you and a representative of the Board to be present at the time stated above.

Thanking you for your advice, I am

Yours very truly

W. L. TOBEY

Dr. Williams presented and read Annual Estimate of Disbursements for Personal Service and Maintenance for year 1922-23 which he had filed with the department of Finance according to law and also Annual Estimate of Additions and Betterments for the year 1922-23, and these statements were ordered made a part of the record.

STATE OF OHIO

DEPARTMENT OF FINANCE

Annual Estimate of Disbursements for Personal Service and Maintenance, Year 1922-1923
## Bowling Green State Normal College

<table>
<thead>
<tr>
<th>Month</th>
<th>Personal Service</th>
<th>Supplies</th>
<th>Materials</th>
<th>Equipment</th>
<th>Cont. &amp; O. O. E.</th>
<th>Fixed Charges</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>12,000</td>
<td>500</td>
<td>20</td>
<td>100</td>
<td>400</td>
<td></td>
<td>13,020.00</td>
</tr>
<tr>
<td>Aug.</td>
<td>6,500</td>
<td>1000</td>
<td>20</td>
<td>200</td>
<td>1200</td>
<td></td>
<td>8,920.00</td>
</tr>
<tr>
<td>Sept.</td>
<td>5,500</td>
<td>1200</td>
<td>20</td>
<td>400</td>
<td>1200</td>
<td></td>
<td>3,120.00</td>
</tr>
<tr>
<td>1st Quart.</td>
<td>24,500</td>
<td>3000</td>
<td>60</td>
<td>700</td>
<td>2000</td>
<td></td>
<td>11,050.00</td>
</tr>
<tr>
<td>Oct.</td>
<td>10,000</td>
<td>1500</td>
<td>20</td>
<td>400</td>
<td>1000</td>
<td></td>
<td>12,920.00</td>
</tr>
<tr>
<td>Nov.</td>
<td>10,000</td>
<td>2000</td>
<td>20</td>
<td>400</td>
<td>500</td>
<td></td>
<td>12,920.00</td>
</tr>
<tr>
<td>Dec.</td>
<td>10,000</td>
<td>2500</td>
<td>20</td>
<td>100</td>
<td>500</td>
<td></td>
<td>13,120.00</td>
</tr>
<tr>
<td>2nd Quart.</td>
<td>30,000</td>
<td>6000</td>
<td>49</td>
<td>900</td>
<td>2000</td>
<td></td>
<td>16,940.00</td>
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<tr>
<td>Jan.</td>
<td>10,000</td>
<td>2500</td>
<td>10</td>
<td>200</td>
<td>1000</td>
<td></td>
<td>13,710.00</td>
</tr>
<tr>
<td>Feb.</td>
<td>10,000</td>
<td>2500</td>
<td>10</td>
<td>200</td>
<td>500</td>
<td></td>
<td>13,720.00</td>
</tr>
<tr>
<td>Mar.</td>
<td>10,000</td>
<td>2000</td>
<td>20</td>
<td>200</td>
<td>500</td>
<td></td>
<td>12,720.00</td>
</tr>
<tr>
<td>3rd Quart.</td>
<td>30,000</td>
<td>7000</td>
<td>40</td>
<td>600</td>
<td>2000</td>
<td></td>
<td>19,640.00</td>
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<tr>
<td>April</td>
<td>10,000</td>
<td>2000</td>
<td>20</td>
<td>400</td>
<td>1000</td>
<td></td>
<td>13,420.00</td>
</tr>
<tr>
<td>May</td>
<td>11,000</td>
<td>1500</td>
<td>20</td>
<td>400</td>
<td>1000</td>
<td></td>
<td>13,420.00</td>
</tr>
<tr>
<td>June</td>
<td>15,000</td>
<td>1500</td>
<td>20</td>
<td>400</td>
<td>500</td>
<td></td>
<td>17,420.00</td>
</tr>
<tr>
<td>4th Quart.</td>
<td>16,000</td>
<td>5000</td>
<td>60</td>
<td>1200</td>
<td>2500</td>
<td></td>
<td>44,760.00</td>
</tr>
<tr>
<td>Bal. in Reserve</td>
<td>3500</td>
<td>600</td>
<td>1500</td>
<td>5,600.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The totals below include appropriations for 1922-23, balances carried over from 1921-22, and in the Personal Service item the estimate of Student Fees. The account "Fixed Charges" will show a deficit of an estimated amount of $1472.40, June 30, 1923.

**TOTAL**

$120,500 | $24,500 | $209 | $4000 | $10,500 | $4932.40 | $166,009.00

Dated ____________________________________________ (Signed) H. B. WILLIAMS President

---

### Full Description of Each Project

<table>
<thead>
<tr>
<th>Description</th>
<th>Land</th>
<th>Buildings</th>
<th>Other Capital Outlay</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance from appropriation for purchase of lots</td>
<td>700</td>
<td>700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dormitory for Women</td>
<td></td>
<td>147,876</td>
<td></td>
<td>147,876.00</td>
</tr>
<tr>
<td>Educational Equipment</td>
<td></td>
<td>2617</td>
<td></td>
<td>2,617.00</td>
</tr>
<tr>
<td>Library Books</td>
<td></td>
<td>2242</td>
<td></td>
<td>2,242.00</td>
</tr>
<tr>
<td>Equipment Training School Bldg.</td>
<td></td>
<td>107</td>
<td></td>
<td>107.00</td>
</tr>
<tr>
<td>Extension Tunnel System</td>
<td></td>
<td>10600</td>
<td></td>
<td>10,600.00</td>
</tr>
<tr>
<td>Water System</td>
<td></td>
<td>10000</td>
<td></td>
<td>10,000.00</td>
</tr>
<tr>
<td>Improvement of Grounds</td>
<td></td>
<td>358</td>
<td></td>
<td>358.00</td>
</tr>
</tbody>
</table>

Total assigned

$700 | $147,876 | $26,324 | $174,900.00

Dated June 19, 1922

(Signed) H. B. WILLIAMS President

Dr. Williams as custodian presented and read semi-annual statement of the conditions of Miscellaneous funds in his hands as of June 30, 1922.

STATE NORMAL COLLEGE
Bowling Green, Ohio

June 30, 1922
Dr. Williams as custodian of Dormitory funds presented a financial statement covering the period from February 6th, 1922, to June 19, 1922, and the statement was ordered to be entered upon the minutes.

**STATEMENT**

**NORMAL COLLEGE MISCELLANEOUS FUNDS**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Fund</td>
<td>218.69</td>
</tr>
<tr>
<td>Entertainment Fund</td>
<td>-1790.26</td>
</tr>
<tr>
<td>Social Committee</td>
<td>264.99</td>
</tr>
<tr>
<td>Debate &amp; Dramatics</td>
<td>44.75</td>
</tr>
<tr>
<td>Bee Gee News</td>
<td>203.59</td>
</tr>
<tr>
<td>Cash Balance</td>
<td>-8272.01</td>
</tr>
</tbody>
</table>

**FINANCIAL STATEMENT**

**NORMAL COLLEGE DORMITORY**

Feb. 6, 1922 to June 19, 1922.

**RECEIPTS**

- Interest on Money deposited: 106.25
- Board Receipts: 7797.20
- Building Receipts: 2375.00
- Total: 10278.45

**DISBURSEMENTS**

- Food: 4242.88
- Labor: 2046.71
- General Plant Repair: 317.12
- Water: 341.66
- Light & Power: 229.60
- Gas: 143.23
- Depreciation on Equipment: 227.64
- General Plant Supplies: 119.15
- Other Operating Expenses: 150.67
- Total: 7541.47

**GAIN FOR PERIOD**

2736.98

**RESOURCES**

- Cash: 3318.79
- Liberty Bonds: 5000.00
- Certificates of Deposit: 19000.00
- Inventory of Food: 610.90
- Inventory of Supplies: 31.94
- Equipment: 660.66
- Total: 48701.89

**LIABILITIES**

- The Institution: 4820.14
- Accounts Payable: 111.75
- Room Reservations: 270.99
- Total: 48701.89

Dr. Williams presented and read the following letter from Eula L. W., Secretary to Robert S. Harsh, which reads as follows:

**STATE OF OHIO**

Department of Highways and Public Works

Leon C. Herrick, Director

Columbus

Division of Public Lands & Buildings

Robert S. Harsh

State Architect & Engineer

Dr. H. B. Williams

Pres. Bowling Green State Normal College

Bowling Green, Ohio

July 9, 1922

**Dear Dr. Williams:**

I am enclosing herein the following statements:

**WATER SUPPLY SYSTEM**

- 193.89

**LAND PURCHASE**

- 54.14

**DORMITORY FOR WOMEN**

- 71.95

**TOTAL**

- $319.98

I certainly would appreciate it if you would get these vouchered and back to me by the 15th, as this is the end of the fiscal year and I have a hard time with such a large payroll - as you know it is my job to see that the rest of the force get their check every two weeks - and it is getting so large that it keeps me busy.

I hope I have itemized these clearly enough and that you will have no difficulty in checking me.
Proceedings, Trustees Bowling Green Normal College

July 15, 1922

Assuring you I will appreciate this, I am

Sincerely yours

EULA L. W. FRENCH
Sec'y to Robert S. Harsh

The following claims of Robert S. Harsh, State Architect and Engineer, were presented for payment: Personal service, transportation, supplies, postage and office equipment - Water System $193.89; Dormitory for Women $71.95; Purchase of Lots $54.14. Moved by Ganz and seconded by Bowsher that the above claims be allowed and paid from the appropriations designated thereon. Voting aye, Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried

Dr. Williams reported that the entertainment course for the students of the 2nd summer term had been combined this year with the local Chautauqua and that this arrangement would be mutually advantageous to both parties.

Plans, specifications, and drawings for the new dormitory were presented by S. F. Stewart and Son, Architects, by S. F. Stewart by and with authority as representatives of Robert S. Harsh, State Architect and Engineer, and the same were examined and considered by the Board of Trustees and Dr. Williams, President of the College. Moved by Bowsher, and seconded by Ganz, that said plans and detailed drawings be approved by the Board as of this date, subject to further examination and checking by Dr. H. B. Williams, the same to be done as soon as possible and upon his approval said plans and specifications and detailed drawings to have the full approval of the Board, and the authority is hereby given by the Board to its President and Secretary to sign the specifications agreed upon for and in its behalf. Voting aye, Shatzel, Brown, Johnston, Ganz, and Bowsher. There being no further business, the Board adjourned to meet at the call of the President.

ATTEND: [Signature]

Pres.

Bowling Green, O, August 22, 1922

The Board of Trustees of the Bowling Green State Normal College met at 1:00 P.M. in the Administration building on the above date. The members present were Pres. J. E. Shatzel, Trea. E. H. Ganz, and E. L. Bowsher. Dr. Williams, President of the College, was also present. A telegram from Hon. Vernon Riegel, State Director of Education, was received stating that he would be unable to attend the meeting.

The minutes of the meeting on July 15th were read and approved.

Dr. Williams presented and read the following letter from Robert S. Harsh, State Architect and Engineer, which was ordered entered upon the minutes.

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 & Engineer

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

Dear Dr. Williams:

I discussed with Mr. Shatzel today the matter of contracts upon the tile work for the Girls' Dormitory. It is my feeling in regard to this matter that it is entirely up to the Board of Trustees to award the contract and enter into it because of the source of the funds. I might say, however, that I feel that the low bidder, the Art Mosaic and Tile Company, of Toledo, Ohio, has furnished you a very good bid.

I have explained to Mr. Shatzel what has been done relative to the roofs and the Tunnel. He will be able to report what I have done regarding both and my new suggestion relative to the construction of the Tunnel.

I went over the plans for the new Dormitory with Mr. Stewart and Mr. Shatzel together with the Director of Finance, Mr. W. Albert Davis, and I have suggested that certain alternates be taken in the bidding, so that portions of the building could be left off if additional funds could not be secured to build the entire building at this time.

Very truly yours

ROBERT S. HARSH
State Architect & Engineer