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, Sec. H. J. Johnson, Treas. S.H. Ganz, Robert S. Harsh, State Architect and Engineer, S. A. Stewart of the firm of Stewart & Son, and Dr. Williams were also present.

The minutes of August 22nd, 1922, were read and approved.

Dr. Williams presented and read a letter to Robert S. Harsh, State Architect and Engineer, in pursuance of a request of the Board which was as follows:

August 29, 1922.

Hon. Robert S. Harsh
State Architect & Engineer
Ohio-Hartman Bldg.
Columbus, O.

Dear Sir:

At the last meeting of our Board of Trustees President Shatzel reported the conversation which he had had with you regarding the extension of our tunnel system and I was instructed to advise you that the Board approved of your suggestion, namely: That the tunnel be placed under the sidewalks and that the Board would be glad to have specifications worked out in conformity to this idea at your earliest possible convenience.

Very truly yours

Dr. Williams also reported that a reply to the above communication was received from Mr. Harsh under date of September 12th enclosing plans for the extension of the tunnel.

STATE OF OHIO
DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS
COLUMBUS, OHIO.

September
Twelfth
1922.

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

Dear Dr. Williams:

I am sending you under separate cover a tracing showing proposed layout of Tunnel for heating main new dormitory and for future additions in that section of the Bowling Green Campus.

You will notice that I have straightened out some of the walks for Tunnel purposes, but have adhered in general to the landscape scheme as developed some time ago.

I am enclosing also blueprint showing cross section of the Tunnel proposed and method of supporting the pipes in the Tunnel.

If this scheme is satisfactory to you and the Board of Trustees, kindly sign the tracing and return.

I believe that in using this type of Tunnel, we will be able to accomplish almost the entire work with the funds appropriated.

Respectfully yours

Robert S. Harsh
State Architect and Engineer.

Plans for the new dormitory and the extension of the tunnel system were discussed at some length and Mr. Harsh promised early action in advertising both jobs.

Dr. Williams presented and read a letter written by him at the request of the Board of Trustees under date of August 25th, 1922, regarding the advertising of the letting of the new dormitory and the same was ordered made a matter of record.
Aug. 25, 1922

Mr. Robert J. Harsh
State Architect & Engineer
Ohio-Hartman Bldg.
Columbus, O.

Dear Sir:

At a meeting of our Board of Trustees held on the 22nd I was instructed to advise you that it is the desire of the Board to proceed at once to advertise for bids for the new dormitory as per plans and specifications prepared by S. F. Stewart & Son, Architects, with alternative bids for each of the proposed wings, interior wood finish, and the heating system, except such parts of the heating system as must be installed in the course of construction.

Very truly yours

H. B. Williams

Dr. Williams presented a receipt from the Auditor of State for funds collected as follows:

DEPARTMENT OF AUDITOR OF STATE
Columbus, Ohio.  Aug. 21, 1922.  No. 526

BOWLING GREEN STATE NORMAL COLLEGE will pay into the State Treasury

As indicated above.........................$1768.00

Seventeen hundred sixty-eight and no/100..............Dollars

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

D. E. Baker
Cashier

Dr. Williams reported that he had received written acceptances from all the instructors who were appointed on July 1st.

Dr. Williams announced the resignation of Pearl Heiser, Clerk-Stenographer, effective October 1st, 1922, also the resignation of Clarence Harr, fireman, effective September 23rd, 1922. Moved by Ganz and seconded by Johnson that the resignations be accepted, all members voting in the affirmative. Motion carried.

Dr. Williams nominated, subject to the confirmation of the Board, the following persons as members of the faculty at the salary set opposite the name of each for the academic year of 1922-23, effective September 1st, 1922:

Bowling Green, Ohio.
September 30, 1922

I hereby nominate, subject to your confirmation, the following persons as members of the faculty at the salary set opposite the name of each for the academic year of 1922-23, effective September 18, 1922:

Florence Brooks, Fourth Grade Critic, $1800
Myra Johnson, First " 1600
Effie Housewell, Third " 1600
Allen W. Snyder, Physical Education 2000
Grace Woolworth, Kindergarten 2010

To the President and Members of the Board of Trustees

Gentlemen:

I hereby nominate, subject to your confirmation, the following persons as members of the faculty at the salary set opposite the name of each for the academic year of 1922-23, effective September 18, 1922:

Florence Brooks, Fourth Grade Critic, $1800
Myra Johnson, First " 1600
Effie Housewell, Third " 1600
Allen W. Snyder, Physical Education 2000
Grace Woolworth, Kindergarten 2010

Very truly yours

H. B. Williams

Moved by Ganz and seconded by Johnson that the nominations be confirmed at the salaries named. Voting aye, Shatzel, Johnson, Ganz. Motion carried.

Dr. Williams recommended the extension of the provisional appointment of Mrs. Ida H. Walker as matron of the dormitory. Moved by Ganz and seconded by Johnson that the recommendation be adopted and that she be retained at her present salary. Voting aye, Shatzel, Johnson, Ganz. Motion carried.
Dr. Williams read a letter written by him to Prof. G. W. Beattie under date of August 23rd notifying him of the acceptance of his bid of $1330 in labor for the Loomis house and barn and the Kirk house, also a written statement from G. W. Beattie agreeing to perform labor to the amount of $1330 as required by the Board. Moved by Gans and seconded by Johnson that the papers be placed on file by Dr. Williams, all members voting aye. Motion carried.

Dr. Williams presented a list of the graduates of the June, July and September classes of 1922, and the same together with the program of the June commencement was ordered to be copied in the minutes.

EIGHTH ANNUAL COMMENCEMENT, JUNE 15, 1922

PROGRAM

Part Song, "Song at Sunrise"-------------------Manney
Treble Clef Club
Incidental Solo by Miss Vylette Perkins

Invocation-----------------------------Rev. Paul J. Gilbert
Pastor, First Presbyterian Church

Vocal Solo, "A Birthday"-----------------------Woodman
Miss Kathryn Past

Address-------------------Frank Pierrepoint Graves, Ph.D., Litt.B., LL.B.
President of the University of New York and Commissioner of Education

Violin Solo, "Adagio"------------------------Miss
Mr. Merrill C. McBean

Presentation of Diplomas

Confering of Degrees

Male Quartet, "Annie Laurie"-------------------Arr. Dudley Buck
College Male Quartet

Benediction

GRADUATES, JUNE 15, 1922

Diploma in Elementary Education
Audene Cain
Helen Cain
Myrtle Catherine Deuterman
Marvalene L. Day
Doris Dewese
HeLEN A. Gerding
Wilhelmina A. Gherke
Nina Vern Gladieux
Mary Luella Goddard
Naomi Goetz
Thelma U. Gustin
Irene Hellwig
Lucile Hellwig
HeLEN Lucille Householder
Frieda Kirchner

Diploma in Commercial Education
Lenna L. Long
Charlotta Miles
Frances Roberta Mort
Loretta T. Petterson
Lois Pettitbone
Hilda Margaret Robenalt
Agnes M. Rodd
Kloise Ross
Josephine Schuh
Margaret Schumacher
Eva Reed Schwenner
Hanna M. Smith
Ora Stair
Eleanor Stutz
Edna Wahlers
Drua Williams

Diploma in Home Economics
Bertha Brinkman
Doris Clark
Hazel Ann Crog
Bernice Grace Croll

Diploma in Industrial Arts
Robert S. Vail

Diploma in Music
Ethel P. Cupp
Flossie R. Phillips
Dorothy Ruth Tressel
Dr. Williams announced that the present enrollment for the first semester of the year 1922-23 was 123 men and 426 women.

Dr. Williams, as custodian of the Normal College Miscellaneous Funds, reported the condition of these funds as follows as of September 15th, 1922.

**FINANCIAL STATEMENT**

**NORMAL COLLEGE MISCELLANEOUS FUNDS**

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<td>Social Fund</td>
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Dr. Williams, as custodian of the Dormitory Funds, made the following report covering the period from June 19th, 1922, to September 2nd, 1922.

FINANCIAL STATEMENT
NORMAL COLLEGE DORMITORY

June 19, 1922, to September 2, 1922.

RECEIPTS
Board Receipts 5582.49
Room Receipts 1178.60
Interest on Certificates of Deposit 7541.09

DISBURSEMENTS
Food 3303.59
Labor 1169.96
General Plant Upkeep 155.60
Water 136.79
Light & Power 145.49
Gas 148.60
Depreciation on Equipment 161.94
General Plant Supplies 119.11
Other Operating Expenses 22.40 2177.61

GAIN FOR PERIOD

RESOURCES
Liberty Bonds 5000.00
Certificates of Deposit 39000.00
Equipment 682.57
Inventory of Food 438.62
Inventory of General Plant Supplies 59.53
Cash on Hand 50626.80

LIABILITIES
The Institution 50497.75
Accounts Payable 42.05
Room Reservation Deposits 57.00 50626.80

Dr. Williams turned over to Treas. Ganz $5000 as first installment of fees for the first semester to be forwarded to the Auditor of State.

October 6, 1922.

$5000.00

Received of H. B. Williams, President, the sum of Five Thousand Dollars ($5000.00) which is partial payment of Fees (registration, etc.) of first semester of year 1922-23. This sum is to be forwarded to treasurer of State and credited to A-I Salaries.

E. H. Ganz

Dr. Williams presented the claim of the Art Mosaic & Tile Company for $4215.60 for cement floor in corridor between the Administration and Training School buildings and tile hearth in Domestic Science kitchen in the Administration building. Moved by Ganz and seconded by Johnson that the claim be allowed. Voting aye, Shatzel, Johnson, Ganz. Motion carried.

Dr. Williams presented the claim of the R. H. Winters Electric Company for material and labor used in repairing the intercommunicating telephone system in the Administration, Science, and Training School buildings for $130.80. Moved by Ganz, seconded by Johnson that the claim be allowed. Voting aye, Shatzel, Johnson, Ganz. Motion carried.

Dr. Williams presented the following payrolls for action of the Board.
Oct. 15 - Irene C. Moors  
Voice Instructor  
2 Lessons  
$1.00

Pearl Heiser  
Piano Instructor  
50  
"  
$1.00

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<td>President</td>
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Total 5769.35

Sept. 30 - R. A. Sauer  
Financial Clerk  
1 mo.  
187.50

Pearl Heiser  
Clerk  
100.00

Mrs. Wesley Adams  
Stenographer  
75.00

John Meyers  
Janitor  
104.16

W. E. Frost  
Janitor  
91.66

Mrs. Wilda Martin  
Janitress  
60.00

A. C. Albaugh  
Chief Engineer  
125.00

Clarence Barr  
Fireman  
110.00

Emory Young  

total 91.66

Michael Finkenheimer  
Grounds Laborer  
23½ da. 2.00  
47.00

Suzanne Spearman  
Student Asst. Office  
15 hr. .25  
3.75

John McDowell  
22½  
5.63

Miriam Long  
7½  
1.68

Esther Russell  
6.25

Lester Bowers  
10  
2.50

Frances Taggart  
14  
3.50

Kenton Moore  
13  
3.25

Total 1131.49

Oct. 31 - R. A. Sauer  
Financial Clerk  
1 mo.  
187.50

Mrs. Wesley Adams  
Stenographer  
75.00

John Meyers  
Janitor  
104.16

W. E. Frost  
Janitor  
91.66

Mrs. Wilda Martin  
Janitress  
60.00

A. C. Albaugh  
Chief Engineer  
125.00

Emmanuel Smith  
Fireman  
75.00

Emory Young  
1  
110.00

Michael Finkenheimer  
Grounds Laborer  
1  
91.66

Thelma Reed  
Extra Clerk  
25 da. 2.00  
50.00

Clarice Hostetter  
Stu. Asst. Library  
140 hrs. .20  
28.00

Caroline Burket  
36  
7.50

Harvey Huffman  
131  
26.20

Harvey S. Huffman  
26½  
5.30

Miriam Long  
110  
22.00

Mrs. Smith  
75  
15.50

Harry Towers  
68  
13.60

Forrest Warner  
65  
13.00

Total 1081.28
Nov. 15 - H. B. Williams  President
G. W. Benttie  Instructor

1½ mo.  1  

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<td>Industrial Commission of Ohio</td>
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<td>Matt Lindedeker</td>
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<td>153</td>
<td>John J. Kenower</td>
<td>F-8</td>
<td>11.30</td>
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<td>154</td>
<td>Keuffel &amp; Eaver</td>
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<td>Baker &amp; Taylor Co.</td>
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<td>D. C. Heath &amp; Co.</td>
<td>G-8</td>
<td>.55</td>
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<td>Dodd, Head &amp; Co.</td>
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<td>D. Appleton &amp; Co.</td>
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<td>Ralph Jones</td>
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<td>160</td>
<td>Rand McAllady &amp; Co.</td>
<td>G-8</td>
<td>.63</td>
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</table>

Moved by Ganz and seconded by Johnson that the payrolls be allowed and paid from funds provided therefor. Voting aye, Hatzel, Johnson, Ganz. Motion carried.

Dr. Williams presented the following claims and expense accounts for payment.
Moved by Ganz and seconded by Johnson that the claims and expense accounts be allowed and paid, the fund designations to be made by Dr. Williams. Voting aye, Shatzel, Johnson. Motion carried.

There being no further business, the Board adjourned to meet on Saturday, October 14th, 1922, at 1:00 P.M.

Attest:

[Signature]

PresIDENT