3-29-1924

Board of Trustees Meeting Minutes 1924-03-29

Bowling Green State University

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Proceedings, Trustees Bowling Green Normal College
March 1, 1924

<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Name of Payee</th>
<th>Appr'n.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>566</td>
<td>S. P. Stewart &amp; Son Wings A &amp; B (Emergency 1923)</td>
<td>G-32 Ext. Tunnel to Rec. &amp; Library Bldg.</td>
<td>45.13</td>
</tr>
<tr>
<td>566</td>
<td>S. P. Stewart &amp; Son A &amp; B G-2 Dormitory for Women</td>
<td></td>
<td>11.08</td>
</tr>
<tr>
<td>566</td>
<td>S. P. Stewart &amp; Son</td>
<td></td>
<td>190.00</td>
</tr>
</tbody>
</table>

Moved by Brown and seconded by Bowsher that the claims and expense accounts be allowed and paid, the fund designations to be made by Dr. Williams. Voting aye, Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

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

Attest:

Pursuant to a call of the President, due notice having been given to all the members, the Board of Trustees of the Bowling Green State Normal College met at 1:00 P.M. at its office in the Administration Building on the above date. The members present were President J. E. Shatzel, Secretary Dr. H. J. Johnston, Treasurer E. H. Ganz, D. C. Brown and E. L. Bowsher were unavoidably absent. Dr. Williams, President of the College, and B. A. Stewart, Architect, were also present.

The minutes of the meeting of March 1st, 1924, were read and approved.

Dr. Williams reported that the work on the Wooster St. sewer had progressed to the point that it was necessary an understanding be reached regarding arrangements for such future connections as the Board might wish to provide for at this time. Moved by Ganz and seconded by Johnston that Dr. Williams be instructed to take the question up with Mr. Fearnside, Service Director of the city of Bowling Green, and secure a definite answer as to the cost to the State of this improvement. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

Dr. Williams reported that the proposal of Wiggins & Gillespie dated November 17th, 1923, to install electric wiring between the power house and Dr. Williams's residence for the sum of $265.00, which proposal was approved as an extra by the Board of Trustees and appears on the minutes of the meeting of the Board held on November 24th, 1923, was
rejected by the Auditor of State on the ground that the language of the appropriation did not include the President's residence. Moved by Ganz and seconded by Johnston that the action of the Board approving this proposal be rescinded. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

Dr. Williams submitted a proposal of Wiggins & Gillespie under date of March 19th, 1924, to install electric wiring from the power house to Recitation and Library Building for the sum of $205.00, the acceptance of which proposal was recommended by Herbert B. Briggs, State Architect and Engineer. Moved by Ganz and seconded by Johnston that the proposal be accepted as an extra on contract for Piping and Electric Wiring for "Extension Tunnel and Sewer to Dormitory" and that it be approved and made a part of the contract dated September 19th, 1923. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

Dr. Williams presented samples and prices of mattress covers, blankets, couch covers, rugs, and pillows for equipping students' rooms in Shatzel Hall from A. Flower & Company of Bowling Green and Albert Pick & Company of Chicago. Moved by Ganz and seconded by Johnston that Dr. Williams be authorized to select and purchase this equipment in accordance with the quality and prices of samples submitted. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

Mr. J. L. Schoedler, representing the Scott-Ullman Company of Cleveland, and Mr. J. S. Vinson, representing the Gillet-Hoehler Company of Toledo, presented proposals, schedules, and sketches of lighting fixtures for Shatzel Hall. Moved by Ganz and seconded by Johnston that Dr. Williams be authorized to select and purchase suitable fixtures for the new dormitory. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

Dr. Williams reported the collection of fees and sales amounting to $6096.40 and handed the Treasurer check to cover the same.

March 26, 1924

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

Registration Receipts Second Semester 1923-24

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>502 receipts @ $10.00</td>
<td>$5020.00</td>
</tr>
<tr>
<td>1 receipt @ 7.50</td>
<td>7.50</td>
</tr>
<tr>
<td>2 receipts @ 5.00</td>
<td>10.00</td>
</tr>
<tr>
<td>3 @ 2.50</td>
<td>7.50</td>
</tr>
<tr>
<td>Industrial Arts fees</td>
<td>215.50</td>
</tr>
<tr>
<td>Home Economics fees</td>
<td>114.00</td>
</tr>
<tr>
<td>Chemistry fees</td>
<td>12.00</td>
</tr>
<tr>
<td>Music fees</td>
<td>674.00</td>
</tr>
<tr>
<td>Library fines</td>
<td>15.35</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6171.35</strong></td>
</tr>
</tbody>
</table>

Refunds

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fees 6 @ $10.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Home Economics fees 3 @ 5.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Industrial Arts fees 2 @ 2.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Chemistry fees</td>
<td>1.50</td>
</tr>
<tr>
<td><strong>Total Refunds</strong></td>
<td><strong>$86.50</strong></td>
</tr>
</tbody>
</table>

(Total: $6096.40 - $86.50)

(Signed) E. H. Ganz
Treasurer

March 26, 1924

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden receipts</td>
<td>$5.00</td>
</tr>
<tr>
<td>Sale of Iron</td>
<td>1.75</td>
</tr>
<tr>
<td>Sale of paper</td>
<td>1.50</td>
</tr>
<tr>
<td>Sale of Cinders</td>
<td>2.00</td>
</tr>
<tr>
<td>Sale of boxes</td>
<td>1.75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10.75</strong></td>
</tr>
</tbody>
</table>

(Signed) E. H. Ganz
Treasurer

Dr. Williams presented financial statement of the Normal College Dormitory from September 1st, 1923, to February 4th, 1924, and the same was ordered spread upon the minutes.
**FINANCIAL STATEMENT**

**NORMAL COLLEGE DORMITORY**

Sept. 1, 1923, to Feb. 4, 1924.

<table>
<thead>
<tr>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
<th>GAIN FOR PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Receipts</td>
<td>Food</td>
<td>RECEIPTS</td>
</tr>
<tr>
<td>Room Receipts</td>
<td>Labor</td>
<td>$9550.70</td>
</tr>
<tr>
<td>Interest on money deposited</td>
<td>General Plant Repair</td>
<td>$2300.75</td>
</tr>
</tbody>
</table>

**RESOURCES**

<table>
<thead>
<tr>
<th>LIABILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates of Deposit</td>
</tr>
<tr>
<td>Cash</td>
</tr>
<tr>
<td>Inventory of Food</td>
</tr>
<tr>
<td>Equipment</td>
</tr>
</tbody>
</table>

**THE WOOD COUNTY SAVINGS BANK COMPANY**

By E. M. Fries, Pres.
By J. H. Lincoln, Sec.
By E. M. Fries
By J. H. Lincoln
By E. M. Fries
By J. H. Lincoln
By E. M. Fries
By J. H. Lincoln
By E. M. Fries
By J. H. Lincoln
By E. M. Fries
By J. H. Lincoln
By E. M. Fries
By J. H. Lincoln

The bond of the Wood County Savings Bank Company to secure funds deposited with said bank was read and was ordered spread upon the minutes.

**KNOW ALL MEN BY THESE PRESENTS:**

That We, The Wood County Savings Bank Company of Bowling Green, Ohio, as principal, and E. M. Fries, J. H. Lincoln, S. R. Case, C. B. Eberly, Frank Kabig, J. C. Lincoln, J. N. Easley, C. W. Solether, S. W. Bowman, A. E. Avery, and N. R. Harrington as sureties, are held and firmly bound unto the Board of Trustees of the Bowling Green State Normal School in the penal sum of One Hundred Thousand Dollars ($100,000.00), for and during the period of three years from the date hereof, to the payment of which well and truly to be made we jointly and severally bind ourselves, our heirs, executors and administrators firmly by these presents.

Witness our hands this 20th day of February, 1924.

The purpose of this obligation is to secure to the said Board of Trustees of the Bowling Green State Normal College all funds deposited with said Wood County Savings Bank Company to the credit of the said State Normal School, and the faithful payment of all certificates of deposit or other evidences of such deposit as may be issued by said Wood County Savings Bank Company, whenever said payment shall be property and legally demanded.

Now, Therefore, if the said The Wood County Savings Bank Company shall, during the term of three years beginning on the 20th day of February, 1924, and ending on the 20th day of February, 1927, receive, safely keep and pay over upon proper and legal demand and according to law, all moneys which shall be received by it to the credit of the said State Normal School, then this obligation shall be void, otherwise it shall remain in full force and effect.

**Dr. Williams presented financial statement of Miscellaneous Funds from September 1st, 1923, to February 2nd, 1924, and the same was ordered spread upon the minutes.**
FINANCIAL STATEMENT

Miscellaneous Funds

September 15, 1923, to February 2, 1924

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Fund</td>
<td>$175.70</td>
</tr>
<tr>
<td>Entertainment Fund</td>
<td>$225.32</td>
</tr>
<tr>
<td>Social Fund</td>
<td>$262.03</td>
</tr>
<tr>
<td>Debate &amp; Dramatics</td>
<td>$362.11</td>
</tr>
<tr>
<td>Bee Gee News</td>
<td>$52.54</td>
</tr>
<tr>
<td></td>
<td>$1,094.70</td>
</tr>
</tbody>
</table>

Estimate #2 to Wiggins & Gillespie on Wings A and B, duly certified by the architects and amounting to $760.00 was presented for allowance. Moved by Ganz and seconded by Johnston that the estimate be allowed and paid from Wings A and B and Oak Finish to Dormitory now under Construction (Emergency 1923). Voting aye, Shatzel, Johnston, Ganz. Motion carried.

The claim of S. P. Stewart & Son, architects, the same being 29% of Estimate #2 to Wiggins & Gillespie amounting to $19.00 was presented for action of the Board. Moved by Ganz and seconded by Johnston that the claim be allowed and paid from Wings A and B and Oak Finish to Dormitory now under Construction (Emergency 1923). Voting aye, Shatzel, Johnston, Ganz. Motion carried.

Estimate #8 to Wiggins & Gillespie on main building duly certified by the architect and amounting to $2965.90 was presented for action of the Board. Moved by Ganz and seconded by Johnston that the estimate be allowed and paid from Add. & Bett., G-2, H.B. #301, Dormitory for Women, $150,000.00. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

The claim of S. P. Stewart & Son, architects, the same being 29% of Estimate #8 to Wiggins & Gillespie amounting to $74.15 was presented for allowance. Moved by Ganz and seconded by Johnston that the estimate be allowed and paid from Wings A and B and Oak Finish to Dormitory now under Construction (Emergency 1923). Voting aye, Shatzel, Johnston, Ganz. Motion carried.

Estimate #9 to the Watts & Suhrbier Company on Wings A and B, duly certified by the architect and amounting to $203.75 was presented for action of the Board. Moved by Ganz and seconded by Johnston that the estimate be allowed and paid from Wings A and B and Oak Finish to Dormitory now under Construction (Emergency 1923). Voting aye, Shatzel, Johnston, Ganz. Motion carried.

The claim of S. P. Stewart & Son, architects, the same being 29% of Estimate #9 to Watts & Suhrbier Company on Wings A and B and amounting to $57.59 was presented for action of the Board. Moved by Ganz and seconded by Johnston that the claim be allowed and paid from Wings A and B and Oak Finish to Dormitory now under Construction (Emergency 1923). Voting aye, Shatzel, Johnston, Ganz. Motion carried.

Estimate #14 to the Watts & Suhrbier Company on main building duly certified by the architect and amounting to $6317.90 was presented for action of the Board. Moved by Ganz and seconded by Johnston that the claim be allowed and paid from Wings A and B and Oak Finish to Dormitory now under Construction (Emergency 1923). Voting aye, Shatzel, Johnston, Ganz. Motion carried.

The claim of S. P. Stewart & Son, architects, the same being 29% of Estimate #14 to Watts & Suhrbier Company on main building and amounting to $157.94 was presented for allowance. Moved by Ganz and seconded by Johnston that the estimate be allowed and paid from Add. & Bett., G-2, H.B. #301, Dormitory for Women, $150,000.00. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

Estimate #9 to H. F. Miller & Company on main building duly certified by the architect and amounting to $304.00 was presented for action of the Board. Moved by Ganz and seconded by Johnston that the estimate be allowed and paid from Add. & Bett., G-2, H.B. #301, Dormitory for Women, $150,000.00. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

The claim of S. P. Stewart & Son, architects, the same being 29% of Estimate #9 to H. F. Miller & Company on main building and amounting to $7.60 was presented for allowance. Moved by Ganz and seconded by Johnston that the claim be allowed and paid from Add. & Bett., G-2, H.B. #301, Dormitory for Women, $150,000.00. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

The claim of Herbert B. Briggs, State Architect and Engineer, for personal services, Extension Tunnel System, amounting to $128.55 was presented for allowance. Moved by Ganz and seconded by Johnston that the claim be allowed and paid from 0-32, Extension Tunnel and Sewer to Dormitory. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

The claim of Herbert B. Briggs, State Architect and Engineer, for personal services, Combined Recitation and Library Building, amounting to $122.32 was presented for allowance. Moved by Ganz and seconded by Johnston that the claim be allowed and paid from 0-32, H.B. #301, Combined Recitation and Library Building, $275,000.00. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

The claim of Herbert B. Briggs, State Architect and Engineer, Bleacher Seats, amounting to $19.30 was presented for allowance. Moved by Ganz and seconded by Johnston that the claim be allowed and paid from 0-32, H.B. #301, Athletic Field and Tennis Courts. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

The claim of Herbert B. Briggs, State Architect and Engineer, Repairs to Roof of Administration Building, amounting to $9.79 was presented for allowance. Moved by Ganz
and seconded by Johnston that the claim be allowed and paid from F-1, H.B. #301, Repairs. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

Dr. Williams presented the following payrolls for action of the Board.

March 30 - R. A. Seuer
   Financial Clerk 1 mo.  $225.00
   Bettie Cress
   Asst. Registrar 61.66
   Mrs. Wesley Adams
   Stenographer 91.66
   Gertrude Brod
   Bookkeeper 53.33
   Willa Fernau
   Stenographer 91.66
   John Meyers
   Janitor 104.16
   W. E. Frost
   *                           91.66
   Michael Pickenhainer
   *                            91.66
   Mrs. Wilda Martin
   Janitress 60.00
   Randolph Ronk
   Supt. Blgds. & Grounds 103.31
   Emmanuel Smith
   Fireman 110.00
   Emery Young
   *                           110.00
   J. W. Palmer
   Grounds Laborer 83.33
   Lincoln Miller
   Night Watchman 83.33

Audrey Barkalow
   Student Help Library 32 hrs. 20¢ 6.40
   Jay Bone
   70¢                      14.00
   Russell Bone
   *                        12.00
   Melva Gibson
   *                       864¢ 17.30
   Orpha Knight
   *                          7.00
   Malcolm Sargent
   *                              7.00
   Maye Scheffler
   *                               6.50
   Howard Shadle
   28¢                           9.60
   Harry Towers
   *                           4.50
   Maude L. Lantz
   *                      Office 16¢ 25¢ 4.13
   Thelma Reid
   *                        10¢ 2.50
   Pearl Creighton
   *                          1.13
   Harry Towers
   *                          1.25
   John Pilcher
   *                      Chem. Dept. 3¢ 9.66
   Clement Veier
   *                        5¢ 21.13

A-1 Salaries 1485.96
A-2 Wages 120.52
Total 1606.48

Moved by Ganz and seconded by Johnston that the payroll be allowed and paid from funds provided therefor. Voting aye, Shatzel, Johnston, Ganz. Motion carried.

The following claims and expense accounts were submitted by Dr. Williams for action of the Board.

Voucher No. Name of Payee Description Amount
623 Civil Service Payroll A-1 Salaries 1485.96
624 Remington Typewriter Co. A-2 Wages 120.52
625 Ohio State Reformatory
626 The Blade Printing & Paper Co.
627 Elite Styles Co.
628 C. C. Birchard & Co.
629 Lehman Brothers
630 Eulgin Bros. & Co.
631 Singer Sewing Machine Co.
632 Ward's Natural Science Estab.
633 The Mast Publications
634 Ohio State Reformatory
635 The Buck Dairy Co.
636 The Brooks Oil Company
637 The Standard Oil Co.
638 Hopper Hardware Co.
639 The National Supply Co.
640 Pan American Union
641 The Macmillan Co.
642 Silver-Burdett & Co.
643 W. A. Zaug
644 Home Steam Laundry
645 Mrs. J. H. Wilkins
646 Henry G. Williams
647 Central Scientific Co.
648 Jones Bros.
649 H. E. Williams
650 Central Scientific Co.
651 Adams & Nelson Co.
652 The Educational Screen
653 W. A. Zaug
654 The Blade Printing & Paper Co.
655 The Bryce Heating & Ventilating Co.
656 W. A. Zaug
657 Little, Brown & Company
659 The Atlantic Monthly Press
660 American Nature Ass'n
661 D. Appleton & Co.
662 The Bruce Publishing Co.
663 The Bobb-Merrill Co.
664 The Century Co.
665 Thomas Y. Crowell Co.
666 Glenn & Co.
667 Glenn & Co.
Voucher No. | Name of Payee | Appr'n. | Total
--- | --- | --- | ---
668 | Harvard University Press | G-3 | 3.50
669 | Henry Holt & Co. | G-3 | 2.72
670 | G. P. Putnam's Sons | G-3 | 11.15
671 | James R. O'Kelley | G-3 | 1.25
672 | Harcourt, Brace & Co., Inc. | G-3 | 1.60
673 | Houghton Mifflin Co. | G-3 | 7.68
674 | D. C. Heath & Co. | G-3 | 2.68
675 | American Book Co. | G-3 | 3.09
676 | The Manual Arts Press | G-3 | 3.00
677 | Charles E. Merrill Co. | G-3 | .65
678 | The Macmillan Co. | G-3 | 4.40
679 | Alfred A. Knopf | G-3 | 4.65
680 | Wiggins & Gillespie | A & B G-2 H.B. #301 Dorm. for Women | 2965.90
681 | Wiggins & Gillespie | Wings A & B & Oak Finish Dorm. Now under Construction (Emergency 1923) | 760.00
682 | Watts & Suhrbier Co. | Wings A & B & Oak Finish Dorm. Now under Construction (Emergency 1923) | 53.75
683 | S. P. Stewart & Son | Wings A & B & Oak Finish to Dorm. Now under Construction (Emergency 1923) | 57.59

The following to be paid from A & B, G-2 H.B. #301 Dormitory for Women $150,000.00

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 690 | Herbert B. Briggs | G-32 Extension Tunnel & Sewer to Dormitory | 19.00
| 691 | Herbert B. Briggs | G-2 Blida. C. Rec. & Lib. Bldg. | 129.32
| 692 | Herbert B. Briggs | F-1 Repairs | 9.79
| 693 | Herbert B. Briggs | G-32 Athletic Field & Tennis Course | 19.30
| 694 | E. H. Gans | F-6 | 14.37
| 695 | Ohio Northern Public Service Co. | F-4 | 267.36
| 696 | Wood County Telephone Co. | F-7 | 56.60

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

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

Attest:

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Bowling Green, Ohio.
April 26, 1924.

The Board of Trustees of the Bowling Green State Normal College met on the above date at its office in the Administration building at 1:00 P.M. The members present were President J. E. Shatzel, Vice President D. C. Brown, Secretary Dr. H. J. Johnston, and E. L. Bowsher. Treasurer E. H. Gans was unavoidably absent. Dr. Williams, President of the College, and S. A. Stewart, Architect, were also present.

The minutes of the meeting held on March 29th, 1924, were read and approved.

Dr. E. J. Powell, County Health Commissioner, appeared before the Board and reported that he had received splendid cooperation from the college authorities and the students in the steps which he had taken to prevent any spread of smallpox in the institution and that he anticipated no further cases.

A petition signed by property holders on the south side of East Wooster St. which contemplated paving of said street with concrete, asphalt, or asphaltic mixture was presented. Moved by Bowsher and seconded by Brown that Dr. Williams be instructed to communicate with L. A. Boulay, State Director of Highways, and ascertain his opinion on the type of construction to be used and any other questions that might involve the interests of the state. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Dr. Williams presented and read Resolution 702 of the Council of the City of Bowling Green granting permission to the Board of Trustees of the State Normal College to connect sanitary sewer services to the East Wooster sanitary sewer and also an explanatory letter from D. S. Maglott, City Engineer, which letter was approved by the Director of Public Service and the Council of the City of Bowling Green.