11-8-1924

Board of Trustees Meeting Minutes 1924-11-08

Bowling Green State University

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

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

Attest:

Secretary

President

Bowling Green, Ohio.

Nov. 8, 1924.

The Board of Trustees of the Bowling Green State Normal College met at its office in the Administration Building on the above date. The members present were President J. E. Shatzel, Vice President D. C. Brown, Treasurer E. H. Ganz, and E. L. Bowsher. Dr. Williams, President of the College, was also present. Dr. Johnston, Secretary, was unavoidably absent.

E. L. Bowsher was elected Secretary pro tem.

The minutes of the meeting of October 3rd, 1924, were read and approved.

Dr. Williams reported that in pursuance to the action of the Board at its last meeting with respect to the survey of the heating system, on October 12th, 1924, he personally interviewed Herbert B. Briggs, State Architect and Engineer, and that as a result of the conference, it was agreed that a representative of the department would come to Bowling Green and personally inspect the heating plant with a view of making recommendations as to what is needed to give the plant adequate capacity for present and future needs of the College, and that on October 15th, 1924, he received notification in writing as follows:

STATE OF OHIO
Department of Highways and Public Works
L. A. Boulay, Director
Columbus

Oct. 15, 1924

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

Dear Sir:

This is to advise you that our Mr. A. I. Brown will be in Bowling Green next Tuesday evening and all day Wednesday for the purpose of advising you as to the cost of rehabilitation of the boiler plant of your institution. Please have your engineer at hand so that Mr. Brown will be able to consult with him.

Respectfully yours,

Herbert B. Briggs,
State Architect and Engineer.

By (Signed) S. L. Hollopeter
Assistant Architect.

Dr. Williams further reported that on October 22nd, 1924, Mr. A. I. Brown, Heating Engineer connected with the office of the State Architect and Engineer, came to Bowling Green and together with Randolph Ronk, Engineer, and himself, an inspection of the heating plant was made by the said A. I. Brown who promised a report in writing as soon as possible but the same had not yet been received.

Dr. Williams presented and read a letter to Herbert B. Briggs, State Architect and Engineer, under date of October 30th, 1924, also paragraph two from Mr. Briggs’s reply, and the same was ordered spread upon the minutes.

Oct. 30, 1924.

Mr. Herbert B. Briggs
State Architect & Engineer
Ohio-Hartman Bldg.
Columbus, O.

My dear Mr. Briggs:

I am in receipt of your statement of the last amounting to $478.10 for personal service on plans for the library building and this reminds me
of the urgent need for getting the plans whipped into such a shape that they can be presented to the Board of Trustees. The Board will have a meeting at 10:00 A.M. on Saturday, November 8th. This is the date of our Homecoming and is always one of the outstanding events of the year in the history of the College. Everybody is always in a good humor and happily disposed. It would prove a very attractive feature of the meeting, if the detailed plans were in shape to be signed up at the meeting scheduled for November 8th.

According to present plans, I shall be in Columbus on the 6th to attend a meeting called by Assistant Director of Education, Mr. W. B. Bliss. I shall come to Columbus the evening before and will arrive in time so that if there should be any question needing discussion before the plans are closed, I could go over such matters after my arrival on Wednesday evening or before or after our conference which is scheduled for 10:00 A.M. I shall be greatly disappointed, if the plans are not ready for presentation to the Board on November 8th.

Very truly yours

H. B. Williams

Paragraph two of Mr. Briggs's letter dated Nov. 4th.

The Library drawings are not sufficiently complete to make possible the placing of signatures on all of them. A foundation problem has developed at Ohio University, where we have the buildings under construction that has made necessary the taking of my engineering force off your work and placing it on the Ohio University work. This situation has delayed your work. In addition it will be necessary for me to be in attendance at our Board of Building Standards Meeting here in Columbus on Friday and Saturday of this week to consider amendments to the present State Building Code. This meeting was arranged for some three weeks ago.

The Board requested Dr. Williams to prepare a statement of his activities since the last meeting of the Board, in order to facilitate progress in the preparation of the plans and specifications for the Recitation and Library Building. His statement is as follows:

Bowling Green, Ohio.
November 8th, 1924.

To the President and Members of the Board of Trustees.

Gentlemen:

Since the last meeting of the Board, I have had two extended conferences with Mr. Herbert B. Briggs, State Architect and Engineer, and Mr. Thomas of his department, at the office of the department at Columbus, Ohio, concerning the details of the plans and specifications for the Combined Recitation and Library Building. At the first of these conferences on October 13th agreement was reached regarding the lighting, clock system, telephones, delivery desk, east and west entrances, and certain minor details. At the second conference on November 6th the matter of the heating and ventilating arrangement, equipment of stack room and cloak room, and furnishings for the library parts of the building were agreed upon. These matters cover, as far as we understand, and as far as we have been requested by the architect to supply information, all the items upon which the owner would be expected to decide, in order to clear the way for the completion of the finished plans and specifications.

Very truly yours

H. B. Williams

Dr. Williams presented an official Certificate of Annual Inspection of boiler, Owner's #3, State Boiler #5872, Certificate #24467 dated July 21st, 1924, duly authorizing the operation of the said boiler for one year from date and the same was ordered placed on display as required by law.
Dr. Williams nominated Mary W. Everett as Assistant Registrar, effective October 6th, 1924, at a salary of $1500 per year. Moved by Ganz and seconded by Brown that the nomination be confirmed at the salary recommended. Voting aye, Shatzel, Brown, Ganz, Bowsher. Motion carried.

Dr. Williams presented and read a report of the inspection of the accounts of the institution covering the period from May 2nd, 1923, to June 9th, 1924, as made by C. E. Tilton by order of Joseph T. Tracy, Auditor of State, and the same was ordered placed on file.

Dr. Williams presented financial statement of condition of dormitory funds for the period from June 16th, 1924, to August 29th, 1924, which was as follows:

**FINANCIAL STATEMENT**

**NORMAL COLLEGE DORMITORIES**

June 16, 1924, to August 29, 1924

**RECEIPTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Receipts</td>
<td>$4748.02</td>
</tr>
<tr>
<td>Room Receipts</td>
<td>2208.95</td>
</tr>
<tr>
<td>Transferred from Certificates of Deposit</td>
<td>2000.00</td>
</tr>
<tr>
<td>Interest</td>
<td>1106.25</td>
</tr>
</tbody>
</table>

**DISBURSEMENTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>$1060.86</td>
</tr>
<tr>
<td>Labor</td>
<td>1998.33</td>
</tr>
<tr>
<td>Water</td>
<td>144.86</td>
</tr>
<tr>
<td>Light and Power</td>
<td>75.19</td>
</tr>
<tr>
<td>Gas</td>
<td>237.37</td>
</tr>
<tr>
<td>Depreciation on Equipment</td>
<td>240.12</td>
</tr>
<tr>
<td>General Plant Supplies</td>
<td>104.28</td>
</tr>
<tr>
<td>Other Operating Expense</td>
<td>55.30</td>
</tr>
<tr>
<td>General Plant Repairs</td>
<td>4.00</td>
</tr>
<tr>
<td>Walks, Drives &amp; Grading</td>
<td>6805.07</td>
</tr>
</tbody>
</table>

**LOSS FOR PERIOD**

|$12317.38

**RESOURCES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Liberty Bonds</td>
<td>$5000.00</td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>48000.00</td>
</tr>
<tr>
<td>Cash on Hand</td>
<td>1469.53</td>
</tr>
<tr>
<td>Inventory of Food</td>
<td>756.56</td>
</tr>
<tr>
<td>Inventory of Supplies</td>
<td>177.16</td>
</tr>
<tr>
<td>Equipment</td>
<td>1027.75</td>
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</tbody>
</table>

**LIABILITIES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Institution</td>
<td>$56460.00</td>
</tr>
</tbody>
</table>

Dr. Williams presented a financial statement of the College Farm for the year ending June 30th, 1924, and the same was ordered made a part of the record.

**FINANCIAL STATEMENT OF NORMAL COLLEGE FARM**

**BOWLING GREEN, OHIO, JUNE 30, 1924**

**One Year**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**RECEIPTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on hand beginning period</td>
<td>55.63</td>
</tr>
<tr>
<td>Farm Crops</td>
<td>740.17</td>
</tr>
<tr>
<td>Swine</td>
<td>379.35</td>
</tr>
<tr>
<td>Poultry</td>
<td>9.04</td>
</tr>
<tr>
<td>Dairy Products</td>
<td>3946.78</td>
</tr>
<tr>
<td>Team</td>
<td>47.10</td>
</tr>
</tbody>
</table>

**DISBURSEMENTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>950.71</td>
</tr>
<tr>
<td>Student Help</td>
<td>932.33</td>
</tr>
<tr>
<td>General Plant Service</td>
<td>407.75</td>
</tr>
<tr>
<td>Veterinary Service</td>
<td>95.00</td>
</tr>
<tr>
<td>Breeding &amp; Registration</td>
<td>89.70</td>
</tr>
<tr>
<td>FORAGE</td>
<td>1880.20</td>
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<tr>
<td>Supplies</td>
<td>51.49</td>
</tr>
<tr>
<td>Repairs</td>
<td>121.75</td>
</tr>
<tr>
<td>Equipment</td>
<td>70.86</td>
</tr>
<tr>
<td>Farm Improvement</td>
<td>396.31</td>
</tr>
<tr>
<td>Water</td>
<td>65.55</td>
</tr>
<tr>
<td>Light &amp; Power</td>
<td>21.07</td>
</tr>
<tr>
<td>Gas</td>
<td>13.27</td>
</tr>
<tr>
<td>Milk for Sale</td>
<td>236.08</td>
</tr>
</tbody>
</table>

|$5175.07  $5175.07
STATEMENT OF RESOURCES AND LIABILITIES

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts receivable</td>
<td>$181.42</td>
</tr>
<tr>
<td>Machinery</td>
<td>655.43</td>
</tr>
<tr>
<td>Hand Tools</td>
<td>29.06</td>
</tr>
<tr>
<td>Dairy Utensils</td>
<td>50.00</td>
</tr>
<tr>
<td>Harnesses</td>
<td>50.00</td>
</tr>
<tr>
<td>Fertilizers and Lime</td>
<td>60.00</td>
</tr>
<tr>
<td>Stock</td>
<td>1600.00</td>
</tr>
<tr>
<td>Swine</td>
<td>341.00</td>
</tr>
<tr>
<td>Poultry</td>
<td>60.00</td>
</tr>
<tr>
<td>Forage and Grain</td>
<td>220.02</td>
</tr>
<tr>
<td>Value of Farm Improvement</td>
<td>400.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>$351.81</td>
</tr>
</tbody>
</table>

STATEMENT OF LOSS & GAIN

<table>
<thead>
<tr>
<th>VALUE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Value</td>
<td>$4054.87</td>
</tr>
<tr>
<td>Value of Last Year</td>
<td>3651.97</td>
</tr>
<tr>
<td>Net Gain for Year</td>
<td>$39.99</td>
</tr>
</tbody>
</table>

Dr. Williams presented a list of the graduates in February, July, and August of the current year for record.

FEBRUARY GRADUATES
Diploma in Elementary Education
Helena Buck                         Margaret Hauman
Thelma Daily                        Opal James
Margaret Pille                      Helen Rothrock
Della Marshfield                    Clara Wilker

JULY GRADUATES
Diploma in Elementary Education
Thelma Anna Arters                  Magdalena Klingman
Sylvia Biederman                    Orpha Rupp Martin
Josephine Helen Beellner           Pearl Berndt Metzger
Vivian Beatrice Crum                Thelma L. Noble
Bula Creighton                     Lenora Kecker
Alice Dunford                      Florence J. Roach
Pearl May Eddy                     Reva D. Robinson
Theresa Mary Bishen                Hazel S. Rudolph
Vera Poster                        Linda Christine Stotz
Hanna Praver                       Mary Tudor
Elizabeth Anne Johnson             Erna A. Wagonner
Annabelle R. Kirschnere            Pearl J. Welda
Ruth Wenig

Diploma in Industrial Arts
James Monroe Eton                   George S. Piggins

Diploma in Public School Music
Frances L. Buerstom                Ramon W. Current

Degree - Bachelor of Science in Education
Ethel M. Crawford                  M. G. Hoskinson
Dewey T. Fuller                    Marie Stearns
Clement D. Velier

AUGUST GRADUATES
Diploma in Elementary Education
Wildred Elizabeth Agner            Orvilla C. Herbert
Caroline M. Burket                Julia C. Herr
Murdoch Castanien                  Ruth Irene Lake
Hattie John Crawley               Ruth A. Snowalter
Clara Mae Heller                   Virginia Irene Stipe
Mrs. Wanda Wagon

Diploma in Industrial Arts
Leslie E. Piggins

Degree - Bachelor of Science in Education
Florence Elizabeth Baird           Elizabeth Nadine Clevenger
Burley M. Rutter

Dr. Williams presented a copy of the program for the Homecoming exercises as announced for this date.
8:00 A.M. Get-together Meeting in Auditorium
Welcome..........................Jonathan Ladd
College Spirit from the Faculty .............D. J. Crowley
Standpoint........................Kenton Moore
Alumni College Spirit............Piano Solo...........Estell Mohr and Clement Premo
Vocal Solos....................Estell Mohr and

Our Tenth Anniversary.........Dr. Williams

10:00 A.M. Meeting of the Board of Trustees
12:30 P.M. Flag Ceremony American Legion
1:00 P.M. Parade
2:30 P.M. Football Game - Varsity vs. Defiance
5:00 P.M. Receptions - Shatzel Hall, Administration Gymnasium, Training School Gymnasium

Dr. Williams reported that he had erected bleachers accommodating one thousand spectators on the athletic field at a cost of $673.84 for material and $119.46 for labor and that the expense for material was to be paid from D-3, General Plant, and the cost of Labor from A-2, Wages, and that the Superintendent of Budget had approved these expenditures. He also stated that the construction plans were approved by Herbert B. Briggs, State Architect and Engineer. Moved by Brown and seconded by Ganz that the bills be approved and paid as reported by Dr. Williams. Voting aye, Shatzel, Brown, Ganz, Bowsher. Motion carried.

Dr. Williams recommended a plan for the cooperative training of teachers of Science and Agriculture and the plan was further explained and elaborated by Prof. G. W. Beattie.

The co-operative idea in college education is not an untried scheme. The successful operation in several reputable colleges and in a variety of subjects, but as far as we can learn, no one has attempted to apply it in the training of teachers of Agriculture. It seems to us that all the advantages of the system which have been demonstrated in the subjects of engineering, shop training, etc., apply equally well to the training of teachers of Agriculture. A careful investigation of the subject has been made covering the supply and demand for such teachers, the readiness of farmers to cooperate in the plan, and the interest of farm boys in the project. School superintendents, leaders in farmers' organizations, and thoughtful persons in other callings have been freely consulted, and we are led to believe that the plan is entirely practicable and that it should be given a trial. In Section 4 of the act creating this institution it is expressly stated that ample provision shall be made for the preparation of teachers in the subject of Agriculture.

Since the cooperative method is not in use in any other institution in this branch of training, there would be no duplicate or waste of effort. The training would not qualify students for Smith-Hughes positions but it would equip them well as non-vocational teachers of Agriculture and Science. Extreme care would be exercised to make the work conform to accepted college standards in respect to entrance requirements, quality and amount of work, and length of the course. The plan has been unanimously approved by the Board of Trustees. This request is presented in the form of a special departmental budget in order that it may stand or fall upon its individual merits.

Moved by Ganz and seconded by Bowsher that Dr. Williams be instructed to incorporate a separate request in the budget for 1925-27 to properly finance this proposition, and that if funds are appropriated for the purpose, the plan be made a part of the curriculum. All members voting aye, motion carried.

Dr. Williams presented and read a letter from D. C. Bryant, Superintendent of the Bowling Green schools, relative to a request for an appropriation of $12,000.00 per annum for the relief of the city public schools of Bowling Green. Moved by Ganz and seconded by Bowsher that the request be referred to Dr. Williams and President Shatzel for the purpose of developing a working plan of relationship between the Bowling Green Board of Education and the Normal College. All members voting aye, motion carried.

Dr. Williams presented a claim of $205.00 to be allowed as a credit to correct extra order #6053 issued July 1st, 1924, for action of the Board. Moved by Ganz and seconded by Bowsher that the claim be referred to Dr. Williams and President Shatzel for the purpose of developing a working plan of relationship between the Bowling Green Board of Education and the Normal College. All members voting aye, motion carried.

Dr. Williams presented a claim of $15.00 to be allowed as a credit to correct extra order #6053 issued July 1st, 1924, for action of the Board. Moved by Ganz and seconded by Bowsher that the claim be referred to Dr. Williams and President Shatzel for the purpose of developing a working plan of relationship between the Bowling Green Board of Education and the Normal College. All members voting aye, motion carried.

Estimate #2, Final, to the Bryce Heating & Ventilating Company for Piping, Extension Tunnel and Sewer to Recitation and Library Building amounting to $18,761.62, duly certified by J. R. Higham, and Herbert B. Briggs, State Architect and Engineer, was presented for allowance. The claim had already been allowed on September 15th, 1924, forwarded to the office of the State Architect and Engineer, and afterwards reported lost, and it is now re-allowed for the purpose of making payment to the contractor. Voting aye, Shatzel, Brown, Ganz, Bowsher. Motion carried.
The claim of Herbert J. Briggs, State Architect and Engineer, amounting to $478.10 for personal service, amounting to three hundred hours, was presented for allowance. Moved by Brown and seconded by Bowsher that the claim be allowed and paid from H.B. #519. Motion carried.

The following payrolls were presented for action of the Board.

**Oct. 31** - Mrs. Wesley Adams

- Teachers Retirement System
- Ethyl Blum
- Effie McDowell
- Lena I. Mills
- Maude Doane
- Randolph Runk
- Emanuel Smith
- Ethel Young
- Michael Pinkenheimer
- J. W. Palmer
- Lincoln Miller
- Elisabeth Bixler
- Jay Jones
- Theodora Fowler
- Orpha Knight
- Edith Hodges
- Lindsey Hugh
- Howard Shadle
- R. D. Lantz
- Chester Petry
- Charles Freeseafer
- Marian Kozlaman

**Nov. 15** - H. B. Williams

- G. W. Beattie
- J. J. Heyl
- J. W. Garmichael
- Dorothy Clement
- D. J. Crowley
- Hazel Fitzgerald
- Marion Hall
- P. N. Harris
- Harriet S. Hayward
- Laura Benton
- Clyde Haseong
- W. F. Holt
- Herbert Kimmel
- E. O. Knepper
- C. C. Kohl
- Rea McCain
- C. S. Martin
- E. L. Moseley
- Caroline Nielsen
- J. A. Overman
- C. D. Perry
- E. J. Powell
- Cora Purdy
- Stella M. Raney
- C. F. Reeds
- Vera Reynolds
- John Schmers
- Maud Sharp
- Carolyn Shaw
- Winifred Skillean
- C. C. Snow
- Warren E. Steller
- R. M. Tunnelliffe
- Margaret Walker
- Frances Warner
- W. A. Zaugg
- Florence Brooks
- Maude Boone
- Myra Johnson
- Effie McDowell
- Lena I. Mills
- Grace Woolworth
- Wilma Young
- Ethyl Blue
- Irene Hoovers

**Pension deduct.**

<table>
<thead>
<tr>
<th>Nov. 15</th>
<th>H. B. Williams</th>
<th>President</th>
<th>1 mo.</th>
<th>541.66</th>
</tr>
</thead>
</table>

**A-1 Salaries $3,296.04**

**A-2 Wages $165.31**

**Total $3,461.35**
The following claims and expense accounts were presented for action of the Board.

- Ethyl Blum
- Myra Johnson
- Wilna Young
- W. A. Zaugg
- Maud Sharp
- Florence Brooks
- Frances Warner
- E. C. Powell
- E. L. Moseley
- John Schwarz
- P. E. Harris
- Carolyn Shaw
- Laura Heston
- Caroline Nielsen
- Floyd Gardner
- Chester Fast
- Marian Koleman
- Bernice Williams

- Theodore Fowler
- Orpha Knight
- Edith Mcgee
- L. R. Pugh
- Howard Shade
- Doris Winegardner
- Caroline Burkett
- Maye Scheffler
- Harry Towers
- A. R. Ferguson
- Ralph Schooley
- Herman Williams
- Frank Greer
- Edwin Price
- Floyd Gardner
- Chester Fast
- Marian Koleman
- Bernice Williams

- Instructor
- Librarian
- Critic
- Student Assistant
- Night Watchman
- Fireman
- Stenographer
- Assistant
- Chemistry
- Home Ec.
- Asst. Home Ec.

Nov. 30 - Mrs. Wesley Adams
Gertrude Brog
Mary W. Everett
John Meyers
W. E. Frost
Walter Towers
Mrs. Wilda W. Tavernier
Ralphon Ronk
Rensol Smith
Emory Young
Michael Finkenbeiner
J. W. Palmer
Lincoln Miller
Elizabeth Bixler
Jay Sone
Theodore Fowler
Ethyl Blum
Myra Johnson
Wilna Young
W. A. Zaugg
Maud Sharp
Florence Brooks
Frances Warner
E. C. Powell
E. L. Moseley
John Schwarz
P. E. Harris
Carolyn Shaw
Laura Heston
Clyde Hissong
W. P. Holt
Herbert Kimmel
E. G. Knepper
C. C. Moyer
Rea McCall
C. S. Martin
E. L. Moseley
Caroline Nielsen
J. R. Ousman
C. D. Perry
E. C. Powell
Cora Purdy
Stella M. Raney
C. F. Reeds
Vera Reynolds
John Schwart
Maud Sharp
Carolyn Shaw
Winifred Skillen
C. C. Snow
Warren E. Steller
E. N. Tannicliffe
Margaret Walker
Frances Warner
W. A. Zautig
Florence Brooks
Maude Singel
Irene C. Moore

Dec. 15 - H. B. Williams
S. W. Beattie
C. J. Hery
J. W. Carnichal
Dorothy Clement
D. J. Crowley
Hamel Fitzgerald
Marion Hall
P. E. Harris
Harriet S. Hayward
Laurel Reost
Clyde Hissong
W. P. Holt
Herbert Kimmel
E. G. Knepper
C. C. Moyer
Rea McCall
C. S. Martin
E. L. Moseley
Caroline Nielsen
J. R. Ousman
C. D. Perry
E. C. Powell
Cora Purdy
Stella M. Raney
C. F. Reeds
Vera Reynolds
John Schwart
Maud Sharp
Carolyn Shaw
Winifred Skillen
C. C. Snow
Warren E. Steller
E. N. Tannicliffe
Margaret Walker
Frances Warner
W. A. Zautig
Florence Brooks
Maude Singel
Irene C. Moore

Pension deduct.

A-1 Salaries $2129.55
A-2 Wages 142.97

Total $2372.52

Moved by Gans and seconded by Brown that the payrolls be allowed and paid from funds provided therefor. Votingaye, Shatsetl, Brown, Gans, Bowsher. Motion carried.

The following claims and expense accounts were presented for action of the Board.
<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Name of Payee</th>
<th>Account</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
<td>A. Peoney &amp; Co.</td>
<td>C-9</td>
<td>2.60</td>
<td></td>
</tr>
<tr>
<td>126</td>
<td>Eberbach &amp; Co.</td>
<td>C-8</td>
<td>29.25</td>
<td></td>
</tr>
<tr>
<td>127</td>
<td>John J. Mass</td>
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Motion carried.

Attest:

[Signature]

President

______

Bowling Green, Ohio.

December 27, 1924.

The Board of Trustees of the Bowling Green State Normal College met at its office in the Administration Building on the above date. The members present were President J. L. Shatzel, E. H. Ganz, E. L. Bowsher, E. L. Brown, Vice President, and Dr. H. J. Johnston, Secretary, were unavoidably absent.

E. L. Bowsher was elected Secretary pro tem.

The minutes of the meeting of November 8th, 1924, were read and approved.

Dr. Williams reported that under date of November 10th, 1924, he received a reply to his letter dated October 15th, 1924, in which he requested the State Architect and Engineer to make an examination of the heating plant and recommend such additions as may be found necessary to give it adequate capacity for present and future needs. He also stated that the recommendations included the construction of the South Wing as originally planned for the Power House, and the enlargement of the coal storage capacity, at an estimated