2-9-1925

Board of Trustees Meeting Minutes 1925-02-09

Bowling Green State University

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Voucher No.  
Name of Payee  
Apr'n Acct.  
Totals

289  
W. A. Zaugg  
F-6  
24.17

290  
W. A. Zaugg  
F-6  
23.02

291  
W. A. Zaugg  
F-6  
28.94

292  
E. H. Ganz  
F-6  
7.16

293  
E. L. Bowsher  
F-6  
6.75

294  
J. E. Shatzel  
F-6  
5.94

295  
Western Union Telegraph Co.  
F-7  
1.30

296  
John S. Kenower  
F-7  
7.50

297  
Crane-Halleck Music Store  
F-9  
16.00

298  
H. B. Briggs  
G-2 Recitation &  
Library Bldg.  
255.26

299  
The Women's Press  
G-3 Library Books  
1.80

300  
University of Chicago Book Store  
G-3 Library Books  
0.65

301  
Public School Publishing Co.  
G-3 Lib.Bks.  
1.25

302  
The P. W. Faxon Co.  
G-3  
1.85

303  
Scott, Foreman & Co.  
G-3  
1.33

304  
The Macmillan Co.  
G-3  
16.05

305  
American Sports Publishing Co.  
G-3  
73.75

306  
The H. R. Huntington Co.  
G-3  
7.57

307  
Houghton Mifflin Co.  
G-3  
5.90

308  
Bureau of Publ. Teachers College  
G-3  
3.75

309  
Remington Typewriter Co.  
G-3  
15.00

310  
Crane-Halleck Music Store  
G-3  
6.65

311  
Wilkens-Anderson Co.  
G-3 Ed.Equip.  
256.73

312  
Wiggins & Dillemie  
G-3 Dorm.  
90.70

313  
Clague & Strohl  
G-3 Athletic Field  
292.43

314  
Ohio Northern Public Service Co.  
G-3  
348.67

315  
Wood County Telephone Co.  
G-7  
901.99

316  
Instructors' Payroll  
A-1 Salaries  
13076.14

317  
Civil Service Payroll  
A-1 Salaries  
1427.46

A-2 Wages  
66.63

Moved by Ganz 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, Ganz,  
Bowsher. Motion carried.

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

Attest:

Bowling Green, Ohio  
February 9, 1925

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 Pres. J. E.  
Shatzel, Vice President D. C. Brown, Secretary Dr. J. Johnston, and E. L. Bowsher. Treas-
urer E. H. Ganz was unavoidably absent. Herbert B. Briggs, State Architect and Engineer,  
Mr. Thomas his assistant, and Dr. Williams were also present.

The minutes of the meeting of December 27 were read and approved.

This being the occasion of the visit of the Senate Finance Committee the Board recessed  
until 1 P.M. and attended the hearing before the Finance Committee of the Senate on the  
College Budget. The members of the Senate Finance Committee present were Carpenter,  
Chairman, "lie Secretary, McCready, Parnsworth, Powell, Miller, Hayes Worthy, Clark,  
Gardner, Senate Floor Leader, Buxton Chairman of the Educational Institutions Section of  
the House Finance Committee, and Bartlett, member of the House from Geauga County were  
also present at the hearing. Dr. Williams presented the official itemized budget as filed  
with the State Budget Commission. The following is a summary of the budget estimates.

<table>
<thead>
<tr>
<th>Year</th>
<th>Personal Service</th>
<th>Total Personal Service</th>
<th>Maintenance</th>
<th>Total Maintenance</th>
<th>Additions and Betterments</th>
<th>Total</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1925-1926</td>
<td>$325,170.00</td>
<td>$325,170.00</td>
<td>$55,823.69</td>
<td>$55,823.69</td>
<td>$370,993.92</td>
<td>$481,920.00</td>
<td></td>
</tr>
<tr>
<td>1926-1927</td>
<td>$246,750.00</td>
<td>$246,750.00</td>
<td>$56,745.45</td>
<td>$56,745.45</td>
<td>$370,993.92</td>
<td>$394,739.33</td>
<td></td>
</tr>
</tbody>
</table>
After a full discussion of the requests with the members of the Committee, the Trustees, together with invited guests, were given a luncheon by the College at Shatzel Hall. The following members of the Educational Institutions Section of the House Finance Committee visited the College February 6 and conducted a hearing on the College Budget: Baxter, Chairman, Rose, Humes, Stewart, McClintock, Miller. This hearing was also attended by Trustees Johnston, Ganz, Bowsher. Representative Fish of Wood County was also present.

After a full discussion of the requests with the members of the Committee
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At 1 o'clock the Board re-assembled and State Architect Briggs and assistant, Mr. Thomas presented and explained in detail the working drawings, specifications, bill of materials, estimate of cost, and form for advertisement for the proposed Combined Recreation and Library Building, and the same were carefully examined by the Board. Moved by Bowsher and seconded by Brown that said documents be and the same are hereby approved by the Board and that the same be signed by the Members of the Board and that State Architect Briggs is hereby directed to cause the advertisement for bids to be published according to law on or before February 25, 1925. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

The following motion was made by Bowsher and seconded by Brown: "I hereby move that the President of the Bowling Green State Normal College, Dr. H. B. Williams, be authorized by the Board of Trustees to sign all papers pertaining to the obtaining of tax-free alcohol for the Institution". Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Dr. Williams reported collection of funds amounting to $8,927.11 from the following sources and that the same had been turned over to the Treasurer, Ganz.

January 21, 1925

Received of H. B. Williams, Pres. the following sum to be forwarded to the Treasurer of State:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fees first semester</td>
<td>$150.00</td>
</tr>
<tr>
<td>615 Receipts @ $10.00</td>
<td></td>
</tr>
<tr>
<td>Extension fees first semester</td>
<td>$156.00</td>
</tr>
<tr>
<td>313 Receipts @ $5.00</td>
<td></td>
</tr>
<tr>
<td>Industrial Arts fees</td>
<td>$307.50</td>
</tr>
<tr>
<td>Home Economics fees</td>
<td>$29.00</td>
</tr>
<tr>
<td>Chemistry fees</td>
<td>$126.00</td>
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<tr>
<td>Physics fees</td>
<td>$24.00</td>
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<tr>
<td>Music Fees</td>
<td>$87.25</td>
</tr>
<tr>
<td>Library fines</td>
<td>$.80</td>
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<tr>
<td>Late Entrance fees</td>
<td>$25.50</td>
</tr>
</tbody>
</table>

**REFUNDS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fees first semester</td>
<td>$40.00</td>
</tr>
<tr>
<td>4 @ $10.00</td>
<td></td>
</tr>
<tr>
<td>7 @ $6.00</td>
<td>$56.00</td>
</tr>
<tr>
<td>2 @ $5.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>5 @ $5.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>1 @ $4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Extension fees first semester</td>
<td>$50.00</td>
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<tr>
<td>10 @ $5.00</td>
<td></td>
</tr>
<tr>
<td>2 @ $2.50</td>
<td>$5.00</td>
</tr>
<tr>
<td>Home Economics fees</td>
<td>$9.00</td>
</tr>
<tr>
<td>Industrial Arts fees</td>
<td>$1.50</td>
</tr>
<tr>
<td>Physics fee</td>
<td>$208.50</td>
</tr>
<tr>
<td>Chemistry fee</td>
<td>$8903.80</td>
</tr>
</tbody>
</table>

(Signed) E. H. Ganz, Treasurer

Dr. Williams presented and read the proposal of John Kenower to provide labor for applying two coats of oil paint to the interior walls of the Science Building and to furnish brushes and scaffolding for the work; also to furnish labor and brushes for applying two coats of oil paint to the walls of the Auditorium, College to furnish the scaffolding, for $1227.99. Moved by Bowsher and seconded by Brown that Dr. Williams be authorized to have Mr. Kenower do the work at the above price. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Dr. Williams presented the resignation of Mrs. Lena Adams as Stenographer in the President's office effective February 1. Moved by Bowsher and seconded by Brown that the resignation be accepted, all members voting aye. Motion carried.
Dr. Williams nominated Katherine Norton as stenographer subject to approval of the State Civil Service Commission, at $75 per month, effective February 1, 1925. Moved by Brown and seconded by Bowsher that the nomination be confirmed at the salary recommended. Voting aye, Shatzel, Brown, Johnston, Bowsher. Motion carried.

Dr. Williams recommended the following students for graduation January 30, 1925:

**DIPLOMA IN ELEMENTARY EDUCATION**

- Lenore Beach
- Lucille Beach
- Pearl Irene Bilsing
- Helen A. King
- Edna Florence Musser

**DIPLOMA IN HOME ECONOMICS**

- Bernita Shupp

**DEGREE - BACHELOR OF SCIENCE IN EDUCATION**

- Merwyn Wycliff Nelson

Moved by Brown and seconded by Bowsher that the recommendations be approved, all members voting aye. Motion carried.

Dr. Williams presented the following financial reports which were ordered spread upon the minutes:

**FINANCIAL STATEMENT**

**NORMAL COLLEGE DORMITORY**

September 1, 1924 to February 2, 1925

<table>
<thead>
<tr>
<th>RECEIPTS</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Board Receipts</td>
<td>$14,171.72</td>
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<tr>
<td>Room Receipts</td>
<td>5,033.70</td>
<td></td>
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<tr>
<td>Interest on Money Deposited</td>
<td>1,068.25</td>
<td>$20,271.67</td>
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<table>
<thead>
<tr>
<th>DISBURSEMENTS</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Food</td>
<td>7,486.57</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>3,573.70</td>
<td></td>
</tr>
<tr>
<td>General Plant Repairs</td>
<td>1,110.39</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>299.22</td>
<td></td>
</tr>
<tr>
<td>Light &amp; Power</td>
<td>356.00</td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td>442.90</td>
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</tr>
<tr>
<td>Depreciation on Equipment</td>
<td>423.37</td>
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<tr>
<td>General Plant Supplies</td>
<td>254.87</td>
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<tr>
<td>Other Operating expense</td>
<td>272.03</td>
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</tr>
<tr>
<td>Telephone &amp; clock system</td>
<td>290.00</td>
<td>$14,787.11</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>GAIN FOR PERIOD</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$ 5,484.56</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Deposit</td>
<td>48,000.00</td>
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<tr>
<td>Liberty Bonds</td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>6,779.72</td>
<td></td>
</tr>
<tr>
<td>Inventory of Food</td>
<td>716.17</td>
<td></td>
</tr>
<tr>
<td>Inventory of supplies</td>
<td>116.97</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>1,311.70</td>
<td>$61,944.56</td>
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</table>

<table>
<thead>
<tr>
<th>LIABILITIES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Institution</td>
<td></td>
<td>61,944.56</td>
</tr>
</tbody>
</table>

**FINANCIAL STATEMENT**

**MISCELLANEOUS FUNDS**

February 2, 1925

<table>
<thead>
<tr>
<th>Fund</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Fund</td>
<td>$ 695.34</td>
</tr>
<tr>
<td>Entertainment Fund</td>
<td>397.02</td>
</tr>
<tr>
<td>Social Fund</td>
<td>206.10</td>
</tr>
<tr>
<td>Debate &amp; Drama Fund</td>
<td>119.80</td>
</tr>
<tr>
<td>Bee Gee News Fund</td>
<td>46.20</td>
</tr>
<tr>
<td>Balance in Fund</td>
<td>$1,526.46</td>
</tr>
</tbody>
</table>
Dr. Williams presented the following payrolls for action of the Board:

### Feb. 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>$541.66</td>
</tr>
<tr>
<td>G. T. Beattie</td>
<td>Instructor</td>
<td>$377.77</td>
</tr>
<tr>
<td>C. J. Siery</td>
<td>Instructor</td>
<td>$377.77</td>
</tr>
<tr>
<td>J. W. Carmichael</td>
<td>Instructor</td>
<td>$305.02</td>
</tr>
<tr>
<td>Hurstly Clemenst</td>
<td>Instructor</td>
<td>$192.32</td>
</tr>
<tr>
<td>D. J. Crowley</td>
<td>Instructor</td>
<td>$305.59</td>
</tr>
<tr>
<td>Hazel Fitzgerald</td>
<td></td>
<td>$222.22</td>
</tr>
<tr>
<td>Marion Hall</td>
<td></td>
<td>$250.00</td>
</tr>
<tr>
<td>P. E. Harris</td>
<td></td>
<td>$333.33</td>
</tr>
<tr>
<td>Harriet S. Hayward</td>
<td></td>
<td>$333.33</td>
</tr>
<tr>
<td>Laura Weston</td>
<td></td>
<td>$201.00</td>
</tr>
<tr>
<td>Clyde Hisong</td>
<td></td>
<td>$333.33</td>
</tr>
<tr>
<td>W. F. Holt</td>
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<td>$377.77</td>
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<tr>
<td>Herbert Riggensel</td>
<td></td>
<td>$313.33</td>
</tr>
<tr>
<td>E. G. Knepper</td>
<td></td>
<td>$277.77</td>
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<tr>
<td>C. C. Kohl</td>
<td></td>
<td>$400.00</td>
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<tr>
<td>Bea Meakin</td>
<td></td>
<td>$360.71</td>
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<tr>
<td>C. S. Martin</td>
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<td>$333.33</td>
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<tr>
<td>E. L. Moseley</td>
<td></td>
<td>$377.77</td>
</tr>
<tr>
<td>Caroline Nielsen</td>
<td></td>
<td>$266.88</td>
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<tr>
<td>J. R. Overman</td>
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<td>$400.00</td>
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<td>C. D. Perry</td>
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<td>$333.33</td>
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<tr>
<td>H. C. Powell</td>
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<td>$266.88</td>
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<tr>
<td>Cora Purdy</td>
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<tr>
<td>Stella H. Raney</td>
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<td>$244.44</td>
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<tr>
<td>C. F. Reeves</td>
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<td>$361.11</td>
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<tr>
<td>Vera Reynolds</td>
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<td>$244.44</td>
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<td>John Schwartz</td>
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<td>Maude Sharp</td>
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<td>Carolyn Shaw</td>
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<td>Winifred Skillen</td>
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<td>$305.55</td>
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<tr>
<td>C. C. Snow</td>
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<td>$244.44</td>
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<td>Warren E. Steller</td>
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<tr>
<td>Margaret Walker</td>
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<td>$156.66</td>
</tr>
<tr>
<td>Frances Warner</td>
<td></td>
<td>$139.11</td>
</tr>
<tr>
<td>W. A. Kaugher</td>
<td></td>
<td>$227.21</td>
</tr>
<tr>
<td>Florence Brooks</td>
<td>Critic</td>
<td>$211.11</td>
</tr>
<tr>
<td>Maude Dones</td>
<td></td>
<td>$222.22</td>
</tr>
<tr>
<td>Myra Johnson</td>
<td></td>
<td>$211.11</td>
</tr>
<tr>
<td>Effie McNewell</td>
<td></td>
<td>$211.11</td>
</tr>
<tr>
<td>Lena L. Eells</td>
<td></td>
<td>$211.11</td>
</tr>
<tr>
<td>Grace Woolworth</td>
<td>Kindergarten</td>
<td>$251.89</td>
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<tr>
<td>Wilma Young</td>
<td>Critic</td>
<td>$222.22</td>
</tr>
<tr>
<td>Ethyl Slum</td>
<td>Librarian</td>
<td>$222.22</td>
</tr>
<tr>
<td>Irena C. Womes</td>
<td>Voice Instructor/93 lessons</td>
<td>$325.55</td>
</tr>
<tr>
<td>Catharine Turner</td>
<td>Instructor</td>
<td>$266.66</td>
</tr>
<tr>
<td>Teachers Retirement</td>
<td>Retirement System</td>
<td>$796.66</td>
</tr>
</tbody>
</table>

### Feb. 28

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gertrude Brod</td>
<td>Bookkeeper</td>
<td>$100.00</td>
</tr>
<tr>
<td>Mary W. Everett</td>
<td>Asst. Registrar</td>
<td>$125.00</td>
</tr>
<tr>
<td>Katherine Horton</td>
<td>Stenographer</td>
<td>$75.00</td>
</tr>
<tr>
<td>John H. Meyers</td>
<td>Janitor</td>
<td>$104.16</td>
</tr>
<tr>
<td>W. E. Frost</td>
<td></td>
<td>$91.66</td>
</tr>
<tr>
<td>Walter Towers</td>
<td></td>
<td>$83.33</td>
</tr>
<tr>
<td>Mrs. W. W. Thraenier</td>
<td>Janitress</td>
<td>$60.00</td>
</tr>
<tr>
<td>Randolph Rink</td>
<td>Bpt. Hils. &amp; Grounds</td>
<td>$183.33</td>
</tr>
<tr>
<td>Emanuel Smith</td>
<td>Fireman</td>
<td>$110.00</td>
</tr>
<tr>
<td>Emory Young</td>
<td></td>
<td>$110.00</td>
</tr>
<tr>
<td>Chester L. Spencer</td>
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<td>$110.00</td>
</tr>
<tr>
<td>Michael Pinkensheimer</td>
<td>Grounds Laborer</td>
<td>$91.66</td>
</tr>
<tr>
<td>J. W. Palmer</td>
<td></td>
<td>$87.55</td>
</tr>
<tr>
<td>Lincoln Miller</td>
<td>Night Watchman</td>
<td>$83.33</td>
</tr>
<tr>
<td>June Beverstock</td>
<td>Stu. Help Phys. Educa.</td>
<td>$40.00</td>
</tr>
<tr>
<td>Chester Past</td>
<td>Chemistry</td>
<td>$2.40</td>
</tr>
<tr>
<td>Maude L. Lantz</td>
<td>Office</td>
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<tr>
<td>Grace Kille</td>
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<td>$2.50</td>
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<tr>
<td>Jean Ewerer</td>
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<tr>
<td>Jonathan Ladd</td>
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<tr>
<td>Harriette Dunipace</td>
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<td>$2.50</td>
</tr>
<tr>
<td>Lester Young</td>
<td></td>
<td>$2.50</td>
</tr>
<tr>
<td>Elizabeth Bixler</td>
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A-1 Salaries $1141.80  A-2 Wages $1165.80  $3377.60
Proceedings, Trustees Bowling Green Normal College  
February 9, 1925

### Mar. 15 - H. B. Williams

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### Mar. 16 - Gertrude Bred

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- **A-1 Salaries**: $1,535.80
- **A-2 Wages**: $1,551.05
- **Total**: $1,551.05

Moved by Brown and seconded by Bowsher that the above payrolls be allowed and paid from funds provided thereof. Voting aye, Hatzel, Brown, Johnston, Bowsher. Motion carried.
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 D. C. Brown, E. H. Ganz, Dr. H. J. Johnston, E. L. Bowsher.

E. H. Ganz presented his commission dated March 6, 1925 to run to May 17, 1928.

E. T. Rodgers presented his commission dated March 6, 1925 to run to May 17, 1929.

Dr. Williams, President of the College, Herbert B. Briggs State Architect and Engineer and S. L. Hollopeter, Assistant State Architect, were also present.

Moved by Ganz and seconded by Brown that Dr. H. J. Johnston act as temporary secretary, all members voting aye. Motion carried.

Moved by Ganz and seconded by Johnston that E. L. Bowsher act as temporary chairman, all members voting aye. Motion carried.

Moved by Ganz and seconded by Rodgers that D. C Brown be elected President of the Board, all members voting aye. Motion carried.

Moved by Ganz and seconded by Ganz that Dr. H. J. Johnston be elected secretary, all members voting aye. Motion carried.

Moved by Ganz and seconded by Rodgers that E. T. Rodgers be elected treasurer, all members voting aye. Motion carried.

Moved by Ganz and seconded by Rodgers that E. L. Bowsher be elected vice-president, all members voting aye. Motion carried.

Attest

Bowling Green, Ohio
March 26, 1925

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 D. C. Brown, E. H. Ganz, Dr. H. J. Johnston, E. L. Bowsher.

E. H. Ganz presented his commission dated March 6, 1925 to run to May 17, 1928.

E. T. Rodgers presented his commission dated March 6, 1925 to run to May 17, 1929.

Dr. Williams, President of the College, Herbert B. Briggs State Architect and Engineer and S. L. Hollopeter, Assistant State Architect, were also present.

Moved by Ganz and seconded by Brown that Dr. H. J. Johnston act as temporary secretary, all members voting aye. Motion carried.

Moved by Ganz and seconded by Johnston that E. L. Bowsher act as temporary chairman, all members voting aye. Motion carried.

Moved by Ganz and seconded by Rodgers that D. C Brown be elected President of the Board, all members voting aye. Motion carried.

Moved by Ganz and seconded by Ganz that Dr. H. J. Johnston be elected secretary, all members voting aye. Motion carried.

Moved by Ganz and seconded by Rodgers that E. T. Rodgers be elected treasurer, all members voting aye. Motion carried.

Moved by Ganz and seconded by Rodgers that E. L. Bowsher be elected vice-president, all members voting aye. Motion carried.

Attest

Secretary

President