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Proceedings of the Normal School Board of the State of Illinois

Illinois Department of Registration and Education

Illinois Normal School Board

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PROCEEDINGS
OF THE
Normal School Board
OF THE
STATE OF ILLINOIS



Issued by
THE NORMAL SCHOOL BOARD
JOHN J. HALLIHAN, *President*
FRANCIS G. BLAIR, *Secretary*

At Springfield, May 15, 1934
At Charleston, June 18, 1934



7

(32911)

STATE OF ILLINOIS
DEPARTMENT OF REGISTRATION AND EDUCATION

THE NORMAL SCHOOL BOARD

Ex-officio Members

John J. Hallihan, Director of Registration and Education
Springfield, Chairman

Francis G. Blair, Superintendent of Public Instruction
Springfield, Secretary

Appointed Members

Term Expires

1935

Albert E. Bailey, Macomb
Preston Bradley, Chicago
Mrs. G. W. Reynolds, East St. Louis

1937

Harriet A. McIntire, Mendota
J. D. Dill, Carbondale
William R. Bach, Bloomington

1939

*Mrs. Martin K. Northam, Evanston
*Charles E. McMorris, Marshall
William E. Sunderman, Charleston

Presidents of Normal Schools

R. W. Fairchild, A. B., A. M., Ph. D.
Illinois State Normal University, Normal

Henry W. Shryock, Ph. B.
Southern Illinois State Normal University, Carbondale

Karl L. Adams, B. S., A. M.
Northern Illinois State Teachers College, DeKalb

Robert G. Buzzard, B. S., Ph. D.
Eastern Illinois State Teachers College, Charleston

Walter P. Morgan, A. B., Ph. M.
Western Illinois State Teachers College, Macomb

* Holdover.

STANDING COMMITTEES

Finance

Mr. Bailey
Miss McIntire
Mr. McMorris
Mr. Bach
Mrs. Northam
The Chairman
The Secretary

Supplies and Equipment

Mr. Bailey
Mr. Bradley
Mr. Bach
Mr. Dill
Mrs. Northam
The Chairman
The Secretary

Faculty and Curricula

Mr. Bradley
Miss McIntire
Mr. Bailey
Mr. Sunderman
Mrs. Reynolds
The Chairman
The Secretary

Buildings and Grounds

Mr. Sunderman
Mr. Bradley
Mr. McMorris
Mr. Dill
Mrs. Reynolds
The Chairman
The Secretary

Dormitory

Mrs. Northam
Mrs. Reynolds
Mr. Bach
The Chairman
The Secretary

MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

The Normal School Board met in executive session in the office of the Superintendent of Public Instruction, Springfield, Illinois, at 9:00 a. m., May 15, 1934.

The following members were present: Mr. Bach, Mr. Bailey, Mr. Blair, Mr. Dill, Mr. Hallihan, Miss McIntire, Mr. McMorris, Mrs. Reynolds, and Dr. Sunderman.

The minutes of the previous meeting were read and approved.

Mr. Bailey moved that a consulting committee of three members of the Board be appointed for each one of the teachers colleges, consisting of the local member of the Board and two others that are nearest to the school. This committee is a committee with which the president of each school may consult about matters concerning his school. After Mr. Bailey's explanation that these committees were not to take the place of the Board in any way in the management of the schools, the motion was carried unanimously. Chairman Hallihan appointed the following committees:

For DeKalb: Miss McIntire, Mrs. Northam, and Mr. Bradley.

For Normal: Mr. Bach, Mr. Bailey, and Mrs. Reynolds.

For Macomb: Mr. Bailey, Miss McIntire, and Mr. Bach.

For Charleston: Dr. Sunderman, Mr. McMorris, and Mr. Dill.

For Carbondale: Mr. Dill, Mrs. Reynolds, and Dr. Sunderman.

Mrs. Reynolds proposed that the Board establish a compulsory retirement age for the presidents and teachers in all the colleges. After a general discussion, action on the matter was postponed until more facts might be gathered for the consideration of the Board. Upon motion of Mr. Bradley, Mrs. Reynolds and Mr. Dill were appointed to find out what regulations other teachers colleges and higher institutions of learning had made, and also what compulsory retirement age rules were adopted in the field of business.

The Board ended its executive session and the presidents were called in. All of the five presidents were present.

Mr. Blair explained that a Mr. Van Riper, representing the State Relief Commission and the Federal government, had asked to appear before the Board to make a statement on the desirability of having training classes for teachers of the nursery schools established under the federal authorities. Mr. Van Riper, Miss Howard, who is in charge of the nursery schools, and several others were invited to come before the Board. After the matter had been presented to the Board, and after discussion and questioning, on motion of Mr. Bailey the Board offered to furnish room for such teacher training classes at times when it would not interfere with the regular teaching work, but with the distinct understanding that the State would not bear any other expense connected with the work, and that Mr. Van Riper would arrange the details of time and place with the presidents of the colleges.

SOUTHERN ILLINOIS STATE NORMAL UNIVERSITY,

President Shryock presented his report, which was received, placed on file, and is made a part of these minutes. This report follows:

Carbondale, Illinois,
May 15, 1934.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Southern Illinois State Normal University:

I. STUDENTS.

1. Attendance, Winter Term, 1934.

(a) College:

	Men	Women	Total	Total one year ago
Seniors	88	71	159	162
Juniors	111	92	203	205
Sophomores	257	287	544	489
Freshmen	268	261	529	716

Total Students Carrying College Courses.... 1,435 1,572

(b) Practice Department:

University High School.....			93	98
Carterville Community High School.....			250	284
Total High School Enrollment... ..			343	382
Brush Training School.....			285	289
Allyn Training School.....			154	167
Rural Training Schools.....			275	222

Total Elementary School Enrollment..... 714 678

Total Enrollment in Practice Department... 1,057 1,060

Grand Total, College Students and Practice
School Pupils, including High School..... 2,492 2,632

2. Attendance, Spring and Mid-Spring Terms, 1934.

College Students in attendance first six weeks Spring Term.. 1,289
Additional College Students in attendance second six weeks.. 263

Total College Students in attendance at present..... 1,552

II. FACULTY.

SUMMER SESSION PAYROLL, 1934.

	Total.	June portion.	July portion.
Agriculture—			
R. E. Muckelroy.....Full Professor.....	\$480.00	\$240.00	\$240.00
Art—			
Gladys P. Williams..Assistant Professor....	305.00	152.50	152.50
Lulu D. Roach.....Assistant Professor.....	305.00	152.50	152.50
Botany—			
William M. Bailey...Full Professor.....	480.00	240.00	240.00
Martha Scott	305.00	152.50	152.50
Mary Goddard	230.00	115.00	115.00
Chemistry—			
J. W. Neckers.....Full Professor.....	430.00	215.00	215.00
T. W. Abbott.....Associate Professor....	417.50	208.75	208.75
K. A. Van Lente.....Associate Professor....	380.00	190.00	190.00
R. A. Scott.....Assistant Professor.....	367.50	183.75	183.75
Commerce—			
T. L. Bryant.....Assistant Professor....	367.50	183.75	183.75
Economics—			
Russell M. Nolen....Assistant Professor....	305.00	152.50	152.50
Edward V. Miles....Assistant Professor....	367.50	183.75	183.75

	Total.	June portion.	July portion.
Education—			
G. D. Wham.....Full Professor.....	567.50	283.75	283.75
Bruce W. Merwin...Full Professor.....	392.50	196.25	196.25
F. G. Warren.....Associate Professor.....	430.00	215.00	215.00
W. A. Thalman.....Associate Professor.....	392.50	196.25	196.25
W. O. Brown.....Assistant Professor.....	430.00	215.00	215.00
W. G. Cisne.....Assistant Professor.....	405.00	202.50	202.50
English—			
Emma L. Bowyer...Full Professor.....	405.00	202.50	202.50
Frances Barbour ...Associate Professor.....	317.50	158.75	158.75
Julia JonahAssociate Professor.....	317.50	158.75	158.75
Esther PowerAssociate Professor.....	317.50	158.75	158.75
Mary CrawfordAssistant Professor.....	187.50	187.50
Robert D. Faner...Assistant Professor.....	317.50	158.75	158.75
C. D. Tenney.....Assistant Professor.....	380.00	190.00	190.00
Ted R. Ragsdale...Assistant Professor.....	305.00	152.50	152.50
Charles NeelyInstructor	225.00	112.50	112.50
Foreign Language—			
Vera L. Peacock....Full Professor.....	392.50	196.25	196.25
Fuller CombsAssociate Professor.....	330.00	165.00	165.00
Madeleine Smith ...Associate Professor.....	267.50	133.75	133.75
Julia ScottAssistant Professor.....	255.00	127.50	127.50
Edith Smith Krappe..Assistant Professor.....	280.00	140.00	140.00
Geography—			
F. H. Colyer.....Full Professor.....	455.00	227.50	227.50
Flemin W. Cox.....Associate Professor.....	380.00	190.00	190.00
Annemarie E. Krause.Assistant Professor.....	280.00	140.00	140.00
*Emerson E. Hall...Instructor	300.00	150.00	150.00
History—			
Richard L. Beyer...Full Professor.....	417.50	208.75	208.75
G. W. Smith.....Associate Professor.....	505.00	252.50	252.50
E. G. Lentz.....Associate Professor.....	405.00	202.50	202.50
Clarence Cramer ...Associate Professor.....	380.00	190.00	190.00
Sara BakerAssistant Professor.....	280.00	140.00	140.00
Charles J. Pardee...Assistant Professor.....	305.00	152.50	152.50
*T. L. Stearns.....Instructor	300.00	150.00	150.00
*Gladys L. Smith...Instructor	300.00	150.00	150.00
Household Arts—			
Lucy K. Woody....Associate Professor.....	317.50	158.75	158.75
Mary Louise Barnes..Assistant Professor.....	267.50	133.75	133.75
Industrial Arts—			
Louis C. Petersen...Assistant Professor.....	417.50	208.75	208.75
Mathematics—			
W. T. Felts.....Full Professor.....	480.00	240.00	240.00
J. R. Purdy.....Associate Professor.....	392.50	196.25	196.25
Alice Kelsey Wright.Assistant Professor.....	280.00	140.00	140.00
Music—			
David S. McIntosh...Assistant Professor.....	317.50	158.75	158.75
Helen E. Matthes...Instructor	230.00	115.00	115.00
Wendell Margrave ..Instructor	255.00	127.50	127.50
Physical Education—			
William McAndrew..Associate Professor.....	392.50	196.25	196.25
Leland LingleAssistant Professor.....	305.00	152.50	152.50
Vincent DiGiovanna..Assistant Professor.....	317.50	158.75	158.75
Frances Etheridge...Assistant Professor.....	292.50	146.25	146.25
Dorothy Muzzey ...Assistant Professor.....	255.00	127.50	127.50
Aileen Carpenter ...Assistant Professor.....	280.00	140.00	140.00
Physics and Astronomy—			
S. E. Boomer.....Full Professor.....	480.00	240.00	240.00
O. B. Young.....Associate Professor.....	392.50	196.25	196.25
Charlotte Zimmer- schiedAssistant Professor.....	305.00	152.50	152.50
Physiology and Health Education—			
Delia CaldwellAssistant Professor.....	330.00	165.00	165.00
Political Science—			
Willis G. Swartz...Full Professor	392.50	196.25	196.25
Zoology—			
Mary M. Steagall...Full Professor.....	417.50	208.75	208.75
Hilda SteinAssociate Professor.....	330.00	165.00	165.00
Practice Department—			
<i>University High School</i>			
Florence A. Wells...Instructor	255.00	127.50	127.50
C. C. Logan.....Instructor	330.00	165.00	165.00
Henry Schroeder ...Instructor	292.50	146.25	146.25
<i>Allyn Training School</i>			
W. A. Furr,			
Superintendent ...Associate Professor.....	505.00	252.50	252.50
Dilla Hall, Prin. Jr.			
H. S.Assistant Professor.....	317.50	158.75	158.75

*\$45.00 Increase.

	Total.	June portion.	July portion.
Madge Trout, Jr. H. S. Critic.....Instructor	255.00	127.50	127.50
Lydia Ragsdale, Jr. H. S. Critic.....Instructor	280.00	140.00	140.00
Ora Rogers, Critic...Instructor	255.00	127.50	127.50
Ruth Husband, Critic.Instructor	242.50	121.25	121.25
Lulu R. Clark, Critic.Instructor	267.50	133.75	133.75
Ruby Van Trump, Critic	267.50	133.75	133.35
*George A. Bracewell, Critic	300.00	150.00	150.00
Library—			
†Opal Stone	267.50	133.75	133.75
Estelle Roy Crane...Instructor	217.50	108.75	108.75
Katherine Fox Allen.Instructor	217.50	108.75	108.75
Unassigned—			
1.	225.00	112.50	112.50
2.	225.00	112.50	112.50
3.	225.00	112.50	112.50
Total	\$28,355.00	\$14,083.75	\$14,271.25

* \$45.00 Increase.

† Salary of Head.

ANNUAL PAYROLL, 1934-35.

	Salary 1933-34.	Salary 1934-35.
Agriculture—		
R. E. Muckelroy....Full Professor, 36 weeks.....	\$3,420	\$3,420
Art—		
Gladys P. Williams..Assistant Professor, 36 weeks.....	2,160	2,160
Lulu D. Roach.....Assistant Professor, 36 weeks.....	2,160	2,160
Botany—		
William M. Bailey...Full Professor, 36 weeks.....	3,420	3,420
Martha Scott	2,160	2,160
Mary Goddard	1,620	1,620
Chemistry—		
J. W. Neckers.....Full Professor, 36 weeks.....	3,060	3,060
G. M. Browne.....Professor Emeritus, 36 weeks.....	2,160	2,160
T. W. Abbott.....Associate Professor, 36 weeks.....	2,970	2,970
K. A. Van Lente.....Associate Professor, 36 weeks.....	2,700	2,700
R. A. Scott.....Assistant Professor, 36 weeks.....	2,610	2,610
Commerce—		
T. L. Bryant.....Assistant Professor, 36 weeks.....	2,610	2,610
Susie Ogden	1,800	1,800
Economics—		
Russell M. Nolen....Assistant Professor, 36 weeks.....	2,160	2,160
Edward V. Miles....Assistant Professor, 36 weeks.....	2,610	2,610
Education—		
G. D. Wham.....Full Professor, 36 weeks.....	4,050	4,050
F. G. Warren.....Associate Professor, 36 weeks.....	3,060	3,060
W. A. Thalman.....Associate Professor, 36 weeks.....	2,790	2,790
English—		
Emma Bowyer	2,880	2,880
Frances Barbour	2,250	2,250
Julia Jonah	2,250	2,250
Thelma Kellogg	2,790	2,790
Esther Power	2,250	2,250
Elizabeth Cox	2,250	2,250
Mary Crawford	2,250	2,250
Edith Smith Krappe..Assistant Professor, 36 weeks.....	1,980	1,980
Robert D. Faner.....Assistant Professor, 36 weeks.....	2,250	2,250
C. D. Tenney.....Assistant Professor, 36 weeks.....	2,700	2,700
Ted R. Ragsdale....Assistant Professor, 36 weeks.....	2,160	2,160
Foreign Language—		
Vera L. Peacock....Full Professor, 36 weeks.....	2,790	2,790
J. M. Pierce.....Associate Professor, 36 weeks.....	2,880	2,880
Helen Baldwin	2,250	2,250
Fuller Combs	2,340	2,340
Madeleine Smith ...Associate Professor, 36 weeks.....	1,890	1,890
Geography—		
F. H. Colyer.....Full Professor, 36 weeks.....	3,240	3,240
Marjorie ShankAssociate Professor and Registrar, 52 weeks	3,240	3,240
F. W. Cox.....Associate Professor, 36 weeks.....	2,700	2,700
Annemarie Krause ..Assistant Professor, 36 weeks.....	1,980	1,980

	Salary 1933-34.	Salary 1934-35.
History—		
Richard L. Beyer... Full Professor, 36 weeks.....	2,970	2,970
G. W. Smith..... Associate Professor, 36 weeks.....	3,600	3,600
E. G. Lentz..... Associate Professor, 36 weeks.....	2,880	2,880
Clarence H. Cramer. Associate Professor, 36 weeks.....	2,700	2,700
Sara Baker..... Assistant Professor, 36 weeks.....	1,980	1,980
Charles J. Pardee... Assistant Professor, 36 weeks.....	2,160	2,160
John I. Wright..... Instructor, 36 weeks.....	2,070	2,070
Household Arts—		
Lucy K. Woody..... Associate Professor, 36 weeks.....	2,250	2,250
Mary Louise Barnes. Assistant Professor, 36 weeks.....	1,890	1,890
Industrial Arts—		
L. C. Petersen..... Assistant Professor, 36 weeks.....	2,970	2,970
Mathematics—		
W. T. Felts..... Full Professor, 36 weeks.....	3,420	3,420
J. R. Purdy..... Associate Professor, 36 weeks.....	2,790	2,790
Alice Kelsey Wright. Assistant Professor, 36 weeks.....	1,980	1,980
Music—		
David S. McIntosh... Assistant Professor, 36 weeks.....	2,250	2,250
Julia Scott..... Assistant Professor, 36 weeks.....	1,800	1,800
Helen Matthes..... Instructor, 36 weeks.....	1,620	1,620
Wendell Margrave .. Instructor, 36 weeks.....	1,800	1,800
Physical Education—		
William McAndrew . Associate Professor, 36 weeks.....	2,790	2,790
Leland Lingle..... Assistant Professor, 36 weeks.....	2,160	2,160
Vincent DiGiovanna . Assistant Professor, 36 weeks.....	2,250	2,250
Frances Etheridge .. Assistant Professor, 36 weeks.....	2,070	2,070
Dorothy Muzzey Assistant Professor, 36 weeks.....	1,800	1,800
Aileen Carpenter ... Assistant Professor, 36 weeks.....	1,980	1,980
Physics and Astronomy—		
S. E. Boomer..... Full Professor, 36 weeks.....	3,420	3,420
O. B. Young..... Associate Professor, 36 weeks.....	2,790	2,790
Charlotte Zimmer- schied..... Assistant Professor, 36 weeks.....	2,160	2,160
Physiology and Health Education—		
Delia Caldwell..... Assistant Professor, 36 weeks.....	2,340	2,340
Florence Denny..... Instructor, 36 weeks.....	1,620	1,620
Political Science—		
Willis G. Swartz.... Full Professor, 36 weeks.....	2,790	2,790
Zoology—		
Mary M. Steagall... Full Professor, 36 weeks.....	2,970	2,970
Hilda Stein..... Associate Professor, 36 weeks.....	2,340	2,340
Practice Teaching—		
<i>University High School</i>		
Bruce W. Merwin, Supervisor of Prac- tice Teaching Full Professor, 36 weeks.....	2,790	2,790
Alberta Gibbons, H. S. Critic..... Assistant Professor, 36 weeks.....	1,890	1,890
Florence Wells, H. S. Critic..... Instructor, 36 weeks.....	1,800	1,800
C. C. Logan, H. S. Critic..... Instructor, 36 weeks.....	2,340	2,340
May S. Hawkins, H. S. Critic..... Instructor, 36 weeks.....	1,980	1,980
Kathryn Cavelia, H. S. Critic..... Instructor in Stenography, 36 weeks..	1,620	1,620
J. Cary Davis, H. S. Critic..... Instructor, 36 weeks (On leave of absence without pay), salary '32-'33	1,900	2,000
Henry Schroeder, H. S. Critic..... Instructor, 36 weeks.....	2,070	2,070
(All critic teacher appointments for Carterville High School conditional.)		
<i>Carterville Community High School (Revolving Fund)</i>		
Elbert Fulkerson, Principal..... Instructor, 36 weeks.....	150	150
Phillip H. Allen, H. S. Critic..... Instructor, 36 weeks.....	150	150
LaVerne Armstrong, H. S. Critic..... Instructor, 36 weeks.....	150	150
Fred K. Lingle, H. S. Critic..... Instructor, 36 weeks.....	150	150
Irene Watson, H. S. Critic..... Instructor, 36 weeks.....	150	150
Charles N. Neely, H. S. Critic..... Instructor, 36 weeks.....	150	150
Anna D. Payne, H. S. Critic..... Instructor, 36 weeks.....	150	150
Loren Spires, H. S. Critic..... Instructor, 36 weeks.....	150	150
Glady's O. Smith, H. S. Critic..... Instructor, 36 weeks.....	150	150

	Salary 1933-34.	Salary 1934-35.
<i>Allyn Training School</i>		
W. A. Furr, Superintendent ... Associate Professor, 36 weeks.....	3,600	3,600
Dilla Hall, Principal Jr. H. S..... Assistant Professor, 36 weeks.....	2,250	2,250
Madge Troutt, Critic Instructor, 36 weeks.....	1,800	1,800
Louise Bach, Critic.. Instructor, 36 weeks (Salary paid to Lydia Ragsdale, 1933-34).....	1,980	1,900
Ora Rogers, Critic... Instructor, 36 weeks.....	1,800	1,800
Mary Entsminger, Critic Instructor, 36 weeks.....	1,890	1,890
Ruth Husband, Critic Instructor, 36 weeks.....	1,710	1,710
Lulu Clark, Critic... Instructor, 36 weeks.....	1,890	1,890
Ruby Van Trump, Critic Instructor, 36 weeks.....	1,890	1,890
Florence King, Critic Instructor, 36 weeks.....	1,890	1,890
(All critic teacher appointments for Bush Practice School conditional.)		
<i>Bush Training School</i>		
W. G. Cisne, Superintendent ... Assistant Professor, 36 weeks.....	2,880	2,880
Mae Fox, Critic.... Instructor, 36 weeks.....	900	900
Grace Wilhelm, Critic Instructor, 36 weeks.....	855	855
Verna Gent, Critic... Instructor, 36 weeks.....	855	855
Mabel Eads, Critic.. Instructor, 36 weeks.....	855	855
Jewell Trulove, Critic Instructor, 36 weeks.....	855	855
Dora Bevis, Critic... Instructor, 36 weeks.....	855	855
Maude Mayhew, Critic Instructor, 36 weeks.....	855	855
Tina Goodwin, Critic Instructor, 36 weeks.....	855	855
<i>Rural Training School</i>		
W. O. Brown, Superintendent ... Assistant Professor, 36 weeks.....	3,060	3,060
Troy Stearns, Critic. Instructor, 36 weeks.....	1,800	1,800
Emerson Hall, Critic. Instructor, 36 weeks.....	1,800	1,800
George Bracewell, Critic Instructor, 36 weeks.....	1,800	1,800
Gladys L. Smith, Critic Instructor, 36 weeks.....	1,800	1,800
*Elsie Parrish Mc- Neill, Part-time Critic Instructor, 32 weeks.....	480	480
<i>Library—</i>		
Fay Hart, Librarian. Assistant Professor, 36 weeks.....	1,890	1,890
Opal Stone, Librarian Instructor, 36 weeks.....	1,530	1,530
Estelle Roy Crane, Librarian Instructor, 36 weeks.....	1,530	1,530
Katherine Fox Allen, Librarian Instructor, 36 weeks.....	1,530	1,530
<i>President and Employees—</i>		
H. W. Shryock, Ph. B., President.. 52 weeks	6,750	6,750
_____, Secretary to President 52 weeks	1,080	1,080
Cora Sanders Norton, Stenographer- Bookkeeper Civil Service, 52 weeks.....	1,080	1,080
Fred Fierke, Engineer Civil Service, 52 weeks.....	1,620	1,620
Lee Sherretz, Nightwatchman .. Civil Service, 52 weeks.....	1,260	1,260
Frank Bowers, Fireman Civil Service, 52 weeks.....	1,260	1,260
Sam Stokes, Fireman Civil Service, 52 weeks.....	1,260	1,260
William Goddard, Janitor Civil Service, 52 weeks.....	1,260	1,260
L. R. Coffey, Janitor Civil Service, 52 weeks.....	1,080	1,080
W. H. Whittenberg, Janitor Civil Service, 52 weeks.....	1,080	1,080
Ira Cox, Janitor.... Civil Service, 52 weeks.....	1,170	1,170

* Salary paid in part by rural school.

	Salary 1933-34.	Salary 1934-35.
J. B. Humphreys, Janitor Civil Service, 52 weeks.....	1,170	1,170
Gus Trobaugh, Janitor Civil Service, 52 weeks.....	1,260	1,260
D. L. Boucher, Laborer Civil Service, 52 weeks.....	972	972
N. C. File, Laborer.. Civil Service, 52 weeks.....	300	300
Charles M. Hagler, Carpenter Civil Service, 52 weeks.....	1,620	1,620
W. G. McCracken, Supt. of Grounds.. Civil Service, 52 weeks.....	1,500	1,500
Irvin Peithman, Laborer Civil Service, 52 weeks.....	1,080	1,080
Ada Ward, Housekeeper Civil Service, 52 weeks.....	780	780
Myrtle Newman, Assistant Cook ... Civil Service, 52 weeks.....	840	840
Grace Lines, Domestic Civil Service, 52 weeks.....	600	600
Total.....	\$265,897	\$265,917

III. OTHER SCHOOL EMPLOYEES. No report.

IV. THE ORGANIZATION.

The following calendar for the school year 1934-35 is submitted to the Board for approval:

FALL QUARTER.

1934.	
Sept. 10-11, Mon.-Tues.....	Registration, Fall Quarter.
Sept. 12, Wed.....	Instruction begun.
Nov. 16-17, Fri.-Sat.....	Homecoming.
Nov. 27-28, Tues.-Wed.....	Final Examinations.
Nov. 29-30, Thurs.-Fri.....	Thanksgiving Recess.

WINTER QUARTER.

Dec. 3, Mon.....	Registration, Winter Quarter.
Dec. 4, Tues.....	Instruction begun.
Dec. 21, Fri.....	Christmas vacation begun.
1935.	
Jan. 7, Mon.....	Instructions resumed.
March 7-8, Thurs.-Fri.....	Final examinations.
March 8-18.....	Spring vacation.

SPRING QUARTER.

March 18, Mon.....	Registration, Spring Quarter.
March 19, Tues.....	Instruction begun.
June 2, Sun.....	Baccalaureate Service.
June 4-6, Tues.-Thurs.....	Final examinations.
June 7, Fri.....	Sixtieth Annual Commencement.

SUMMER SESSION.

June 10, Mon.....	Registration, Summer Session.
June 11, Tues.....	Instruction begun.
July 19, Fri.....	Final examinations.

V. THE CURRICULUM. No report.

VI. BUILDINGS AND GROUNDS. No report.

VII. AUXILIARY ENTERPRISES. No report.

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS.

Carbondale, Illinois,
May 8th, 1934.

Mr. H. W. Shryock, President,
Carbondale, Illinois.

MY DEAR MR. SHRYOCK: We hereby respectfully submit our report on the Civil Works Administration Project, and the Civil Works Educational Service:

NORMAL C. W. A. PROJECT.

(Construction of Athletic and Recreational Field).

On January 1st, 1934 the Normal C. W. A. Project for the construction of an Athletic and Recreational Field was authorized by the Civil Works Administration.

The total cost, including labor, supervision, materials and supplies, as estimated, on a contract basis, by the State Architect's office, was \$30,101. An expenditure of \$29,186 was authorized by the Civil Works Administration, with the provision that the institution furnish plans, specifications and general supervision. Of this total, it was provided that the Civil Works Administration furnish labor amounting to \$25,886, and material and supplies amounting to \$1,650. The school was to furnish material and supplies in an amount equal to that of the Civil Works Administration, or a total of \$1,650.

On March 31, 1934, the Civil Works Administration withdrew, estimating that seventy-three per cent of the project had been completed. A statement of expenditures covering this project to April 20, 1934 is attached hereto. Approximately twenty-five additional cars of cinders costing \$375.00 will be needed to complete this project. It is expected that approximately one hundred men will be assigned to this project by the Work Relief Administration in the near future. If this labor is furnished and the additional cinders purchased by the school, the total cost of the project to the school will be less than \$2,000.

NORMAL C. W. A. PROJECT.

(Construction of Athletic and Recreational Field).

STATEMENT OF EXPENDITURES:

DECEMBER 15, 1933 TO APRIL 20, 1934.

Labor furnished by C. W. A.....		\$14,061.49	
Materials and supplies furnished by C. W. A.:			
Tools	\$ 55.40		
Cement, stone, sand.....	591.10		
Piping	986.88		
		<u>1,633.38</u>	
			\$15,694.87
Materials and supplies furnished by S. I. N. U.:			
<i>Expenditures:</i>			
Tools	\$160.37		
Tile	998.49		
Lumber	82.33		
Piping	65.45		
Miscellaneous supplies	58.38		
Miscellaneous	27.80		
		<u>\$1,392.82</u>	
<i>Requisitions:</i>			
Wheelbarrows	\$100.50		
Cinders	150.00		
		<u>250.50</u>	
			<u>1,643.32</u>
Total			\$17,338.19

CIVIL WORKS EDUCATIONAL SERVICE.

On March 1st, 1934 the Civil Works Educational Service authorized the employment of 149 students at the Southern Illinois State Normal University. These students were to be paid on an average not to exceed \$15.00 per month, and employed on jobs described as clerical, library, research, work on buildings and grounds, and work in dormitories.

About the middle of March, twenty-five boys working under provisions of the Civil Works Educational Service were assigned to the Normal C. W. A. Project. Since the withdrawal of the Civil Works Administration March 31st, these boys, with ten others, have been working at this project under the supervision of Mr. McAndrew.

From March 1st, 1934 to May 3rd, 1934 a total of \$3,009.45 has been paid to students from funds furnished by the Civil Works Educational Service as follows:

Labor	\$1,691.85
Clerical	849.00
Chemistry Inventory Clerks.....	27.15
Library	44.70
Research	39.00
Janitor	52.20
Laboratory Equipment Custodian.....	104.55
Collecting and Classifying Botanical Materials.....	22.80
Technical	36.15
Watchmen	142.05
	\$3,009.45

The total number of students now on the Civil Works Educational Service payroll is 123.

Yours sincerely,

(Signed) WILLIAM MCANDREW, *Chairman*;
EDW. V. MILES, JR., *Secretary*;
LUCY K. WOODY,

C. W. E. S. Committee.

Mrs. Julia Chastaine began to work for us as a student helper in the Music Department twenty-one years ago. Later she was made a member of the faculty in charge of the violin work. Through all these twenty-one years she has offered courses in violin and has played first violin in our orchestra.

Some months ago Mrs. Chastaine (now Mrs. Scott) notified me that she and Dr. Scott of our Chemistry Department were planning to be married and asked that she be allowed to hold her position for at least one more year. I promised that in view of her long, unselfish and skillful work as a member of the faculty I would recommend that she be allowed to teach for another year.

This brings me to another matter. Something like ten or twelve years ago we had two students employed as student helpers in our Rural Practice Department, Miss Lydia Dietrich and Mr. Ted. Ragsdale. Later they became members of the faculty as critic teachers in the rural schools. Still later they notified me that they wanted to be married; and Mrs. Ragsdale asked that she be allowed to continue in our service for at least a year or two. I reported the matter to the Board, and the Board after some adverse discussion, agreed to allow Mrs. Ragsdale to teach for a year or two. At the end of two years she asked to be allowed to remain another year so that Mr. Ragsdale might have leave of absence to do a year of graduate work at the University of Illinois. A little later within the same year Mr. and Mrs. Ragsdale were both given leave of absence without pay, and at the end of the year returned, each having achieved the A. M. Mrs. Ragsdale was given permission to teach another year in order to compensate her for the loss of salary the previous year. Then they bought a home and once more I recommended that she be given another year. All told she has taught five years since she was married and her work has been highly successful; but, as I have said in an earlier paragraph, I am recommending that Mrs. Scott be allowed to teach for the coming year and I do not want two married couples on the payroll at the same time; I am therefore not recommending Mrs. Ragsdale's reappointment. This brings up another matter that requires some explanation.

Six years ago, I think, Miss Louise Bach, A. B., Illinois Wesleyan, a teacher in the English Department of the Carbondale Community High School, applied to me for a position. I knew Miss Bach and I knew that her work in the Community High School was accounted excellent. I told her what I have told other members of the present faculty, that if she would take a year of graduate work in the University and if on her return there were an opening in her line of work, I would give her first consideration for the place. I might add that Miss Zimmerschied of the Physics Department and Mrs. Barnes of the Household Arts Department came to us from the Community High School under the conditions described.

Miss Bach's position at the time of her application was satisfactory and she continued to teach at Carbondale. A year ago the Carbondale Community High School experienced an upheaval. An opposition ticket on a platform "Carbondale Jobs for Carbondale Men and Women" was elected by a vote of about two to one; and shortly after organizing, the Board served notice on nearly all non-resident members of the faculty that they would not be re-appointed. There was no criticism of the work of these teachers, it was not a matter of educational policy, it was purely a matter of economics. Miss Bach, after six very successful years was, along with eight or ten others, let out. She entered the University of Illinois and will, beyond doubt, at the June convocation receive her A. M.; and she is asking for a position in the school. Mrs. Ragsdale has served as our Junior High School English critic and I am recommending Miss Bach for the place. I am making this long explanation because it is the first time in seventeen years, or since the organization of the unit board, that I have recommended a relative of any member of the Board. My justification is that I gave my promise in the matter several years before Mr. Bach became, or thought of becoming, a member of our Board of Trustees. I might add that the Board in the case of Miss Ora Neal of Charleston, daughter of the Honorable Henry Neal, Charleston member of the Board, wisely and justly suspended the unwritten law that a relative of a Board member should not become a member of the faculty; and I think no one has ever criticised the action of the Board. In the case of Miss Bach the action is thoroughly justifiable because she is in every way worthy and long before she had a relative on the Board I promised to recommend her for a position.

As usual I notified the State Civil Service Commission that we should need an extra fireman for December, January, February and March. The Commission sent us a Mr. Joe Derorre and we paid him at the rate of \$105.00 per month. He closed his work March 31 and I am asking the Board to validate this appointment.

My secretary, Miss Blanche Lentz, was recently married and will sever her connections with the school July 1, but at present I am not recommending a successor to Miss Lentz, now Mrs. Pugh.

X. SUMMARY.

1. I recommend that both payrolls, summer session and annual, be adopted as presented.
2. I recommend that the calendar accompanying this report be adopted for the coming year.
3. I recommend that the Board validate the appointment of Mr. Derorre.

Respectfully submitted,

H. W. SHRYOCK, *President.*

He presented in detail the faculty list for the summer school, explaining the slight increase in salary in two cases. The Board approved the recommendations for the summer school.

President Shryock then called attention to the faculty list for the regular school year. He gave his reasons for advancing the salary of J. Cary Davis from \$1,900 to \$2,000.

He also stated the problem which arose whenever two members of the faculty were married and both desired to continue to teach.

Upon motion, action on the faculty list for the regular school year and also for all twelve-month employees was deferred in all reports to be presented, in order that they might be acted upon together later in the meeting.

Reference was also made to the various projects which had been undertaken under the CWA.

In addition to approving the recommendations for the summer school, the Board approved the calendar as recommended, and also ratified the appointment of Mr. Joe Derorre as extra fireman at \$105 per month. His services had ceased on March 31st.

WESTERN ILLINOIS STATE TEACHERS COLLEGE

President Morgan presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Macomb, Illinois,
May 15, 1934.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Western Illinois State Teachers College:

I. STUDENTS.

1. Attendance for Fall Quarter, 1933.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College:				
Post Graduates	4	12	16	24
Seniors	46	34	80	83
Juniors	53	64	117	131
Sophomores	110	214	324	250
Freshmen	202	257	459	404
Total	415	581	996	892
b. High School	59	79	138	145
c. Elementary Grades	151	147	298	255
Grand total	625	807	1,432	1,292

2. Attendance for Winter Quarter, 1933-34.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College:				
Post Graduates	10	10	20	22
Seniors	53	42	95	91
Juniors	51	52	103	130
Sophomores	114	208	322	257
Freshmen	165	248	413	381
Total	393	560	953	881
b. High School	56	79	135	145
c. Elementary Grades	151	147	298	255
Grand total	600	786	1,386	1,281

3. During the Fall Quarter the senior college attendance was hardly so large as last year but the junior college attendance was considerably larger than last year and the total college increase in enrollment was slightly above 11.6 per cent.

4. During the Winter Quarter the relative conditions remained about the same except that the number of seniors increased and the number of juniors decreased. The increase in enrollment over the winter quarter for the last year was nearly 8.2 per cent.

5. The list of graduates will be reported following their graduation.

II. THE FACULTY.

1. There are no resignations to report now.

2. There are no new appointments to be reported at this time but the two teachers who are on leave, Miss Kramer in Physical Education and Miss Scott in the Training School, will return for the summer term and probably for next year.

3. List of faculty members for summer term of six weeks with salaries to be paid from salaries and wages, one-half from first year of the biennium and one-half from the second year.

Name.	Classification.	Salary		Total.
		1st half.	2nd half.	
Caroline Grote ... Dean and	Asso. Prof. Ed.....	\$239.63	\$239.62	\$479.25
H. W. Waggoner.. Prof.	Biology	290.25	290.25	580.50
Irving Garwood ... Prof.	English	276.75	276.75	553.50
A. G. Tillman..... Assoc.	Prof. Geography	246.38	246.37	492.75
W. L. Schuppert.. Assoc.	Prof. History	263.25	263.25	526.50
R. M. Ginnings.... Assoc.	Prof. Mathematics	263.25	263.25	526.50
C. H. Oathout..... Assoc.	Prof. Agriculture	239.62	239.63	479.25
Wayne Wetzel ... Assoc.	Prof. Industrial Arts....	239.62	239.63	479.25
D. L. Bailey..... Assoc.	Prof. Education.....	239.62	239.63	479.25
D. C. Beighey..... Assoc.	Prof. Commerce.....	239.62	239.63	479.25
Louis Schleier Assoc.	Prof. Education.....	225.00	225.00	450.00
H. C. Seal..... Assoc.	Prof. History	205.88	205.87	411.75
Paul Neureiter ... Assoc.	Prof. Chemistry.....	189.00	189.00	378.00
E. W. Schreiber... Assoc.	Prof. Mathematics	212.63	212.62	425.25
W. H. Eller..... Assoc.	Prof. Physics.....	212.63	212.62	425.25
Eva Colby	Assist. Prof. Home Economics..	205.88	205.87	411.75
E. E. VanCleve... Assist.	Prof. Education.....	259.88	259.87	519.75
G. W. Gayler..... Assist.	Prof. Education.....	239.62	239.63	479.25
Julian Archer Assist.	Prof. Education.....	219.38	219.37	438.75
R. G. Linder..... Assist.	Prof. Education.....	206.25	206.25	412.50
H. F. Schory..... Assist.	Prof. English.....	205.88	205.87	411.75
W. A. McAllister.. Assist.	Prof. History.....	206.25	206.25	412.50
Dora Sharp	Assist. Prof. Physical Education	195.75	195.75	391.50
Theodora Pottle ... Assist.	Prof. Art.....	195.75	195.75	391.50
Theresa Wild ... Assist.	Prof. Music.....	195.75	195.75	391.50
Blenda Olson ... Assist.	Prof. French.....	189.00	189.00	378.00
Mabel Corbin ... Assist.	Prof. English.....	189.00	189.00	378.00
Gladys Vawter ... Assist.	Prof. English.....	175.50	175.50	351.00
Roy M. Sallee.... Assist.	Prof. Biology.....	175.50	175.50	351.00
Ethel Ray	Assist. Prof. Education.....	175.50	175.50	351.00
Isabel Hoover Assist.	Prof. English.....	175.50	175.50	351.00
Clel T. Silvey.... Assist.	Prof. Music.....	182.25	182.25	364.50
Fanny Jackson ... Assist.	Prof. Librarian.....	189.00	189.00	378.00
Bessie Cooper ... Assist.	Prof. Training Teacher..	202.50	202.50	405.00
Kathryn Thompson. Assist.	Prof. Training Teacher..	202.50	202.50	405.00
Margaret				
Schannenck	Assist. Prof. Training Teacher..	175.50	175.50	351.00
Beulah Mitchell .. Assist.	Prof. Training Teacher..	175.50	175.50	351.00
Helen Pence	Assist. Prof. Training Teacher..	175.50	175.50	351.00
Myrtle Duncan ... Assist.	Prof. Training Teacher..	175.50	175.50	351.00
Mary Bennett ... Assist.	Prof. Training Teacher..	175.50	175.50	351.00
Tressie Bonham ... Assist.	Prof. H. Economics....	175.50	175.50	351.00
Sara Kramer	Assist. Prof. Physical Education	165.38	165.37	330.75
C. W. Bennett... Assist.	Prof. Chemistry.....	168.75	168.75	337.50
Alberta Strome .. Assist.	Prof. Art.....	168.75	168.75	337.50
Karl Crilly	Instructor, Music	165.38	165.37	330.75
Marie Porter	Instructor, Training Teacher....	175.50	175.50	351.00
Erma Foster	Instructor, Training Teacher....	168.75	168.75	337.50
Vivian Huston ... Instructor,	Training Teacher....	150.00	150.00	300.00
Rayman Miller ... Instructor,	Industrial Arts.....	168.75	168.75	337.50
Frances Davis ... Instructor,	French and Latin...	158.63	158.62	317.25
Ruth Shriver Instructor,	Mathematics	169.50	169.50	339.00
Claude Hesh	Instructor, Geography	168.75	168.75	337.50
Ralph Barclay ... Instructor,	Physical Education..	151.88	151.87	303.75
Waldo Horrabin .. Instructor,	Chem. Phys.....	151.88	151.87	303.75
Ethel Richards ... Instructor,	Commerce	151.88	151.87	303.75
Cecil Evans	Assist. Prof. Librarian.....	175.50	175.50	351.00
Elna Scott	Instructor, Training Teacher....	168.75	168.75	337.50
Ruth Zenor	Instructor, English	150.00	150.00	300.00
Margaret McCain . Instructor,	Librarian	135.00	135.00	270.00
M. N. Thisted.... Unclass.,	Education	189.00	189.00	378.00
Hilda Watters ... Unclass.,	History	161.25	161.25	322.50
Amy Jones	Unclass., Physical Education....	150.00	150.00	300.00
Florence Brown .. Unclass.,	Training Teacher....	150.00	150.00	300.00
Constance Began . Unclass.,	Physical Education...	148.50	148.50	297.00
Lera Burgess Unclass.,	Tr. Teacher ½ time...	56.25	56.25	112.50
Edith Crabb	Asst. School Nurse, Physical Ed.	94.50	94.50	189.00
		\$12,485.30	\$12,485.20	\$24,970.50

4. List of faculty members for summer term of six weeks to be paid from Revolving Fund, one-half from first year of biennium and one-half from the second year.

Name.	Classification.	Salary		Total.
		1st half.	2nd half.	
T. A. Reynolds....	Unclass., Training Teacher.....	\$150.00	\$150.00	\$300.00
Jessie Stauffer ...	Unclass., Tr. Tch., 1/4 time.....	30.00	30.00	60.00
.....	Unclass., Training Teacher.....	100.00	100.00	200.00
.....	Unclass., Training Teacher.....	100.00	100.00	200.00
Sara Lloyd	Student Librarian, 1/2 time.....	54.00	54.00	108.00
Dorothy Hunt	Student Librarian, 1/2 time.....	54.00	54.00	108.00
Pauline Mathias ..	Student Librarian, 1/4 time.....	27.00	27.00	54.00
Frances Oldknow..	Student Librarian, 1/4 time.....	27.00	27.00	54.00
Emergency Teachers	500.00	500.00	1,000.00
Student Help	150.00	150.00	300.00
Total.....	\$1,192.00	\$1,192.00	\$2,384.00

5. List of faculty members who work for nine weeks during the summer and are to be paid from Revolving Fund the amounts indicated.

Name.	Classification.	Next		Total.
		1st 3 wks.	6 weeks.	
F. H. Currens.....	Dean and Professor.....	\$313.88	\$627.77	\$941.65
R. R. Simpkins....	Dean and Professor.....	303.75	607.50	911.25
Ray Hanson	Assistant Professor	219.38	438.75	658.13
Hertha Voss	Instructor, Commerce	158.63	317.25	475.88
Velna Sollars	Instructor, Commerce	111.38	222.75	334.13
Total.....	\$1,107.02	\$2,214.02	\$3,321.04

6. List of faculty members for next college year of thirty-six weeks with salaries to be paid from Salaries and Wages.

Name.	Classification.	Salary for	
		36 weeks.	Total.
F. H. Currens.....	Dean and Professor of Physical Science.....	\$3,766.50	
R. R. Simpkins.....	Dean and Professor of Education.....	3,645.00	
Caroline Grote	Dean and Asso. Professor of Education.....	2,875.50	
H. D. Waggoner.....	Professor of Biology.....	3,483.00	
Irving Garwood	Professor of English.....	3,321.00	
A. G. Tillman.....	Asso. Professor of Geography	2,956.50	
W. L. Schuppert.....	Asso. Professor of History	3,159.00	
R. M. Ginnings.....	Asso. Professor of Mathematics	3,159.00	
C. H. Oathout.....	Asso. Professor of Agriculture	2,875.50	
Wayne Wetzel	Asso. Professor of Ind. Arts	2,875.50	
D. L. Bailey.....	Asso. Professor of Education	2,875.50	
D. C. Beighey.....	Asso. Professor of Commerce	2,875.50	
Louis Schleier	Asso. Professor of Education	2,700.00	
Ruth Carson	Asso. Professor of Latin	2,632.50	
H. C. Seal.....	Asso. Professor of History	2,470.50	
Paul Neureiter	Asso. Professor of Chemistry	2,268.00	
E. W. Schreiber.....	Asso. Professor of Mathematics	2,551.50	
W. H. Eller.....	Asso. Professor of Physics	2,551.50	
Eva Colby	Assist. Professor of Home Economics	2,470.50	
E. E. Van Cleve.....	Assist. Professor of Education	3,118.50	
G. W. Gayler.....	Assist. Professor of Education	2,875.50	
R. G. Linder.....	Assist. Professor of Education	2,475.00	
Julian Archer	Assist. Professor of Education	2,632.50	
Ray Hanson	Assist. Professor of Physical Education	2,632.50	
H. F. Schory.....	Assist. Professor of English	2,470.50	
W. A. McAllister.....	Assist. Professor of History	2,475.00	
Dora Sharp	Assist. Professor of Physical Education	2,349.00	
Theodora Pottle	Assist. Professor of Art	2,349.00	
Theresa Wild	Assist. Professor of Music	2,349.00	
Blenda Olson	Assist. Professor of French	2,268.00	
Mabel Corbin	Assist. Professor of English	2,268.00	
Gladys Vawter	Assist. Professor of English	2,106.00	
Roy M. Sallee.....	Assist. Professor of Biology	2,106.00	
Bessie Myers	Assist. Professor of English	2,187.00	
Ethel Ray	Assist. Professor of Education	2,106.00	
Isabel Hoover	Assist. Professor of English	2,106.00	
Clel T. Silvey.....	Assist. Professor of Music	2,187.00	
Fanny Jackson	Assist. Professor of Library	2,268.00	
Bessie Cooper	Assist. Professor Training Teacher	2,430.00	
Kathryn Thompson	Assist. Professor Training Teacher	2,430.00	
Margaret Schannenck ..	Assist. Professor Training Teacher	2,106.00	
Beulah Mitchell	Assist. Professor Training Teacher	2,106.00	
Helen M. Pence.....	Assist. Professor Training Teacher	2,106.00	
Myrtle Duncan	Assist. Professor Training Teacher	2,106.00	
Marie Porter	Assist. Professor Training Teacher	2,106.00	
Mary Bennett	Assist. Professor Training Teacher	2,106.00	

Name.	Classification	Salary for 36 weeks.
Tressie Bonham	Assist. Professor Home Economics	2,106.00
Sara Kramer	Assist. Professor Physical Education	2,025.00
Olive Potter	Assist. Professor of Physical Education	2,106.00
C. W. Bennett	Assist. Professor of Chemistry	2,025.00
Cecil Evans	Assist. Professor of Library	2,106.00
Alberta Strome	Instructor of Art	2,025.00
Karl Crilly	Instructor of Music	1,984.50
Erma Foster	Instructor, Training Teacher	2,025.00
Elna Scott	Instructor, Training Teacher	2,025.00
Rayman Miller	Instructor of Ind. Arts	2,025.00
Frances Davis	Instructor of French and Latin	1,903.50
Ruth Shriver	Instructor of Mathematics	2,034.00
Claude Hesh	Instructor of Geography	2,025.00
Ralph Barclay	Instructor of Physical Education	1,822.50
Waldo Horrabin	Instructor of Chemistry and Physics	1,822.50
Ethel Richards	Instructor of Commerce	1,822.50
Ruth Zenor	Instructor of English	1,800.00
Hertha Voss	Instructor of Commerce	1,903.50
Margaret McCain	Instructor of Library	1,620.00
Edith Crabb	College Nurse	1,134.00
M. N. Thisted	Unclassified in Education	2,268.00
Hilda Watters	Unclassified in History	1,935.00
Amy Jones	Unclassified in Physical Education	1,800.00
	Unclassified Training Teacher	1,800.00
	Training Teacher, $\frac{1}{2}$ time	675.00
Velna Sollars	Unclassified, Commerce	1,500.00
	Unclassified, History	2,025.00
Bernice Winchester	Unclassified, Music, $\frac{3}{8}$ time	630.00
Jessie Stauffer	Rural Teacher, $\frac{1}{4}$ time	320.00
Albert Burgard	Rural Teacher, $\frac{1}{4}$ time	400.00
Mary Chandler	Rural Teacher, $\frac{1}{4}$ time	400.00
Abbie Frey	Rural Teacher, $\frac{1}{4}$ time	320.00
Charles Spangler	Rural Teacher, $\frac{1}{4}$ time	320.00
	Unclassified, Biol. and Phys. Education	2,250.00
Total		\$173,319.50

7. Additional help which may be needed. It is to be paid from the Revolving Fund.

Emergency Teachers	\$3,000.00
Student Help	3,550.00
Labor	1,000.00
Lectures	500.00
Student Library Help	2,000.00
Total	\$10,050.00

III. OTHER SCHOOL EMPLOYEES.

1. There are no resignations to report at present.

2. Employees for year of twelve months to be paid from Salaries and Wages.

Name.	Classification.	Salary for 12 months.
W. P. Morgan	President	\$6,750.00
O. L. Champion	Business Manager and Registrar	3,240.00
Donna Draper	Secretary to President	1,860.00
Hildreth Lovell	Student Stenographer	1,080.00
Roscoe Wear	Stationary Engineer	1,782.00
William Scott	Fireman	1,350.00
George Bugg	Fireman	1,242.00
Roy Carson	Stationary Engineer	1,242.00
W. E. DeCamp	Supt. of Buildings	1,782.00
Creighton Bateson	Janitor	1,242.00
Chester Kirkbride	Janitor	1,242.00
Charles Shifley	Janitor	1,242.00
M. K. Straight	Janitor	1,242.00
Elbert Leighty	Janitor	1,200.00
Ray Gallaher	Janitor	1,200.00
Marion Moon	Groundsman	1,242.00
Guy Lemmer	Watchman	1,242.00
Luther Jackson	Janitor	1,200.00
Ellis Locke	Laborer	1,200.00
Total		\$32,580.00

3. The following is a list of employees for the girls dormitory with salaries proposed. These salaries are for the twelve months and are to be paid from the Revolving Fund.

Name.	Classification.	Salary for 12 months.
Laura Donohoe	Matron	\$1,350.00
Adolph Draegert	Labor	960.00
Alta C. Arnett	Cook	600.00
Margaret Henry	Laundress	576.00
M. C. Brazil	Domestic	540.00
Mary E. Miner	Domestic	480.00
Fanny Dinsmore	Domestic	480.00
Helen Graham	Student Stenographer	1,200.00
Extra Help	Laundry	840.00
Total		\$7,026.00

4. The following is a list of employees for the college cafeteria with salaries proposed. These salaries are given as estimates of the amount each employee will receive during the year at an hourly rate.

Name.	Classification.	Estimated am't. for the year.
Bessie Crain	Assistant Cook	\$600.00
Bessie Calvert	Domestic	250.00
Student Help		400.00
Total		\$1,250.00

IV. THE ORGANIZATION.

1. The following calendar is presented for next college year:

Autumn Quarter opens September 12, 1934.

Autumn Quarter closes December 4, 1934.

Winter Quarter opens December 5, 1934.

Winter Quarter closes March 8, 1935.

Spring Quarter opens March 11, 1935.

Mid-Spring Term opens April 30, 1935.

Spring Quarter closes June 6, 1935.

Mid-Spring Term closes June 6, 1935.

Summer Term opens June 10, 1935.

Summer Term closes July 19, 1935.

Thirty-third Annual Commencement, June 6, 1935.

Home Coming, October 19 and 20, 1934.

Thanksgiving Recess, November 29 and 30, 1934.

Christmas Holiday, noon December 21, 1934, to noon January 2, 1935.

Spring Recess, April 20 to April 28, inclusive.

V. THE CURRICULUM. No report.

VI. BUILDINGS AND GROUNDS.

1. Considerable work has been done in redecorating the dormitory, the arts building, the academy building, and the main building. This was done through the C. W. A., and was not very expensive for the State.

2. An attempt was made to rebuild the sewer for the girls dormitory, to rewire the administration building, to build the second story of the tool house, and to erect the athletic field fence. These were all presented as C. W. A. projects and approved by that organization and the State Department. Requisitions were drawn for the State's part and approved. Difficulty was experienced, however, in getting the material which the C. W. A. was to purchase, and these projects have not been started. It seems probable that the material for the sewer project will be purchased. The other three are uncertain, and may need to be transferred to the P. W. A. if possible.

3. The plan to secure an appropriation for a training school building as presented to the Normal School Board and approved by it last fall, was carried forward by having a bill prepared and introduced in the third special session of the General Assembly. The bill was introduced for \$300,000, and the money was to be appropriated with the condition that a federal grant

be received for some assistance in the program. This bill passed the Senate unanimously, and was referred to the House, but went to the Appropriations Committee on second reading, and up to the present time it has been impossible to get the bill reported out for passage, and therefore it is extremely doubtful as to whether any good results will come from the efforts put forth, but we shall be in a good position to urge the passage of the same bill at a future session of the General Assembly.

VII. AUXILIARY ENTERPRISES. No report.

VIII. STUDENT LIFE.

1. While the enrollment has been larger than in any previous year, many of the students have been hard-pressed for funds, and several have been able to remain in school for only a single quarter. Others have remained out a while and worked and then entered school for a single quarter.

IX. MISCELLANEOUS.

1. Under the unemployment-relief offered students, the college has found work for 57 women and 42 men, and has been allotted \$1,485.00 per month beginning with March and ending with the close of the college year not including the summer term.

2. The increased attendance at the college has made it difficult for some time to provide sufficient elementary and secondary students for student teaching purposes. At the same time there has been no growth in the enrollment in the campus training schools, and it has been necessary to establish some affiliated training schools in rural districts. At present these consist of three one-room schools and one two-room school, with enrollments totaling about 100 students.

We are also experimenting, without cost to the State, in sending student teachers to the Community High School at Good Hope, Illinois. This offers a most excellent opportunity to relieve our need for a larger field for student teaching provided satisfactory arrangements can be made as to the amount the college will need to pay for the use of the Good Hope Community High School for this purpose. This matter must be taken up soon if arrangements are to be made for the coming year.

There is also a possibility that the college may be able to arrange for student teaching in the elementary school at Good Hope, and that matter needs investigation and the making of full arrangements for the coming year if things develop properly. Otherwise additional arrangements elsewhere will have to be made. In all such cases it has been the endeavor of the college to make agreements with the school authorities in the local districts which will cause a minimum cost to the State and yet give a fair compensation to the districts for the additional work they must do and the college requirements which they must meet.

X. SUMMARY.

The approval of the Board is asked for the following items which are herein recommended:

1. Summer school faculty and salaries proposed.
2. The regular faculty for the coming college year.
3. Other school employees for the fiscal year beginning July 1, 1934.
4. The list of employees for the girls dormitory for the year beginning July 1, 1934.
5. The list of employees for the cafeteria for the year beginning July 1, 1934.
6. The college calendar for the coming college year.
7. The granting of permission to the president of the college to make such arrangements as are possible with respect to additional training school facilities, and report the same at the next regular meeting of the Board.

Respectfully submitted,

W. P. MORGAN, *President.*

The report showed an increase for the fall quarter of 104 and for the winter quarter of 72.

He called attention to the crowded and unsatisfactory conditions under which some of the activities of the school were conducted, and stressed the imperative need of the training school building to relieve this congestion.

He spoke of the various C. W. A. projects that had been undertaken on the college campus and some of the unsatisfactory phases of the work.

The Board approved the faculty schedule for the summer session, the list of employees for the girls dormitory for the year beginning July 1, 1934, the list of employees for the cafeteria for the year beginning July 1, 1934, and the college calendar for the coming school year.

The Board also granted the President authority to arrange for additional training school facilities.

NORTHERN ILLINOIS STATE TEACHERS COLLEGE

President Adams presented his report, which was received, placed on file, and is made a part of these minutes. This report follows:

DeKalb, Illinois,
May 15, 1934.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Northern Illinois State Teachers College:

I. STUDENTS.

1. Attendance, Fall Quarter, 1933.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College:				
Post Graduates	4	3	7	6
Seniors	28	22	50	46
Juniors	45	54	99	84
Sophomores	69	165	234	240
Freshmen	134	255	389	454
Unclassified	9	4	13	7
Total College	289	503	792	837
b. DeKalb High School.....	234	231	465	346
Total Above Eighth Grade...	523	734	1,257	1,183
c. Elementary Grades:				
McMurry Training School.....	118	123	241	233
Glidden Training School.....	136	125	261	247
Affiliated Rural Schools.....	27	24	51	57
Grand total	804	1,006	1,810	1,720

2. Attendance, Winter Quarter, 1934.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College:				
Post Graduates	2	2	4	7
Seniors	43	28	71	61
Juniors	53	53	106	89
Sophomores	65	199	264	280
Freshmen	104	198	302	354
Unclassified	6	1	7	6
Total College	273	481	754	797
b. DeKalb High School.....	234	231	465	346
Total above Eighth Grade...	507	712	1,219	1,143
c. Elementary Grades:				
McMurry Training School.....	118	123	241	233
Glidden Training School.....	136	125	261	247
Affiliated Rural Schools.....	27	24	51	57
Grand total	788	984	1,772	1,680

3. The students whose names are listed below completed the requirements for graduation at the close of the fall quarter, December 8, 1933. I recommend that these students be graduated.

SENIOR COLLEGE.

Franklyn LeRoy Wiltse

JUNIOR COLLEGE.

Helen I. Coats
Hazel E. Guthrie
Mary E. Mailander

Helen M. Ryan
Dorothy Wallace

4. The students whose names are listed below completed the requirements for graduation at the close of the winter quarter, March 16, 1934. I recommend that these students be graduated.

SENIOR COLLEGE.

Gerald C. Angus
Andrew J. Balas
James Daniel Ballou
Joseph W. Bloom

Gladys E. Concidine
Glesse M. Robbins
John J. Twombly
Alfred A. Zanette

JUNIOR COLLEGE.

Burdetta Boelkens
Marie R. Bokholdt
Dorothy Donnelly
Eleanor Mae Hueber
Mary E. Kadel
Leona Marie Lubbs

Verla G. Monson
Elizabeth Clare Morse
Hazel Catherine Offerman
Mary M. Redmond
Florence Helen Ritter
Helen M. Wohlers

II. FACULTY.

1. I wish to recommend the appointment of Miss Charlotte Sheaffer as Assistant Librarian for the summer session of 1934. Miss Sheaffer has been employed in the library during previous summer sessions. She will receive a salary of \$275.00 for the term of six weeks.

2. I wish to report the resignation of Miss Myral Houghland, second grade training teacher in the affiliated Glidden Training School. Miss Houghland found it necessary to leave at the close of March because of her health. We have placed no one in her position and the city of DeKalb is paying a substitute teacher.

3. Miss Donalda Morrison, Director of Health Service and College Nurse, fell on the stairs of the Administrative Building and injured her spine. She was in the Glidden Hospital at DeKalb for three weeks and in a Chicago hospital for three more weeks. She has been away from the college for eight weeks and will probably be unable to resume her duties at the college for another week or two. I am recommending that Miss Morrison's full-time salary be paid since she suffered this injury while fulfilling her duties at the college.

4. Mr. Milo Oakland, Head of our Industrial Arts Department, wishes to have a leave of absence this next year to complete the work for his master's degree. I recommend that this leave be granted. I am not prepared at this time to recommend a man to fill this vacancy for next year.

5. I wish to report the resignation of Miss Jeanette Baker, kindergarten training teacher in the McMurry Training School. Miss Baker is leaving to be married. I am not prepared at this time to recommend anyone to fill this vacancy.

6. I am submitting herewith the salary schedules for the summer term and for the year 1934-35.

SALARY SCHEDULE FOR THE SUMMER SESSION OF 1934.

	Total Six weeks.	June Portion.	July Portion.
Biology—			
Montgomery, C. E.....	\$547.50	\$273.75	\$273.75
Terwilliger, George	351.00	175.50	175.50
To be supplied.....	150.00	75.00	75.00
Education—			
Peterson, O. E.....	637.50	318.75	318.75
Hall, Homer	403.50	201.75	201.75
Hayes, M. C.....	510.00	255.00	255.00
Messenger, Helen R.....	471.00	235.50	235.50
Phillips, Frank	450.00	225.00	225.00
Phillips, Marina	420.00	210.00	210.00
Woolhiser, Ethel	465.00	232.50	232.50

	Total Six weeks.	June Portion.	July Portion.
English—			
Connor, J. Hal.....	495.00	247.50	247.50
Campbell, G. W.....	487.50	243.75	243.75
Uhland, Maude.....	360.00	180.00	180.00
Taylor, Ruth.....	328.50	164.25	164.25
Fine Arts—			
Merritt, L. Eveline.....	465.00	232.50	232.50
Anderson, Alma.....	360.00	180.00	180.00
Home Economics—			
Taylor, Inez Jay.....	300.00	150.00	150.00
Industrial Arts—			
Oakland, Milo T.....	472.50	236.25	236.25
Cramer, Carl.....	300.00	150.00	150.00
Edel, E. F.....	366.00	183.00	183.00
Harrison, Paul.....	397.50	198.75	198.75
Mathematics—			
Parson, S. F.....	600.00	300.00	300.00
Storm, William B.....	478.50	239.25	239.25
Music—			
Annas, A. Neil.....	547.50	273.75	273.75
Fouser, Charles.....	360.00	180.00	180.00
Physical Education (Men)—			
Appell, Carl.....	388.50	194.25	194.25
Physical Education (Women)—			
Anderson, Miriam.....	390.00	195.00	195.00
McKee, Eva.....	343.50	171.75	171.75
Physical Science—			
Gould, Howard.....	465.00	232.50	232.50
Caldwell, Loren T.....	343.50	171.75	171.75
Social Science—			
Whittaker, Milo L.....	510.00	255.00	255.00
Beatty, E. C. O.....	472.50	236.25	236.25
Gould, William C.....	510.00	255.00	255.00
Jameson, Hugh.....	465.00	232.50	232.50
Zulauf, R. M.....	448.50	224.25	224.25
Training School—			
Gabel, Otto.....	435.00	217.50	217.50
Bellis, Bertha.....	360.00	180.00	180.00
Burrell, Blanche.....	315.00	157.50	157.50
Burton, Emily.....	322.50	161.25	161.25
Neff, Gladys.....	315.00	157.50	157.50
To be supplied.....	322.50	161.25	161.25
Library—			
Hanby, Bernadine.....	300.00	150.00	150.00
Pratt, Bertha.....	157.50	78.75	78.75
Sheaffer, Charlotte.....	275.00	137.50	137.50
Simms, Catherine.....	100.00	50.00	50.00
Total Summer Term, 1934.....	\$17,962.50	\$8,981.25	\$8,981.25

FACULTY PAY ROLL FOR 1934-35—THIRTY-SIX WEEKS.

SALARIES AND WAGES.

Name.	Title.	1934-35 Proposed.
Peterson, O. E.....	Professor and Department Head.....	\$3,825.00
Parson, S. F.....	Professor and Department Head.....	3,600.00
Montgomery, C. E.....	Professor and Department Head.....	3,285.00
Annas, A. Neil.....	Professor, Department Head and Dean of Men.....	3,285.00
Gould, William C.....	Assistant Professor and Teacher.....	3,060.00
Hayes, M. C.....	Professor and Teacher.....	3,060.00
Whittaker, M. L.....	Professor and Department Head.....	3,060.00
Connor, J. Hal.....	Associate Professor and Department Head....	2,970.00
Campbell, G. W.....	Associate Professor and Teacher.....	2,925.00
Williams, Mary.....	Assistant Professor and Teacher.....	2,880.00
Storm, William B.....	Associate Professor and Teacher.....	2,871.00
Beatty, E. C. O.....	Professor and Teacher.....	2,835.00
To be Supplied.....	Department Head.....	2,835.00
Messenger, Helen R.....	Associate Professor and Teacher.....	2,826.00
Evans, George.....	Instructor and Coach and Department Head..	2,790.00
Gould, Howard.....	Professor and Department Head.....	2,790.00
Jameson, Hugh.....	Professor and Teacher.....	2,790.00
Merritt, L. Eveline.....	Assistant Professor and Department Head....	2,790.00
Woolhiser, Ethel.....	Assistant Professor and Teacher.....	2,790.00
Zulauf, R. M.....	Assistant Professor and Teacher.....	2,691.00
Neptune, Celine.....	Assistant Professor and Department Head....	2,610.00
Phillips, Marina.....	Associate Professor and Teacher.....	2,520.00
Hall, Homer.....	Assistant Professor and Rural Supervisor....	2,421.00
Jenks, I. J.....	Associate Professor and Teacher.....	2,421.00

Name.	Title.	1934-35 Proposed.
Harrison, Paul	Assistant Professor and Teacher	2,385.00
Anderson, Miriam	Assistant Professor and Department Head	2,340.00
Cobb, Lillian	Professor and Department Head	2,340.00
Appell, Carl	Assistant Professor and Teacher	2,331.00
Coar, Birchard	Assistant Professor and Teacher	2,250.00
Edel, E. F.	Assistant Professor and Teacher	2,196.00
Anderson, Alma	Assistant Professor and Teacher	2,160.00
Fouser, Charles	Assistant Professor and Teacher	2,160.00
Mann, Jessie R.	Assistant Professor and Teacher	2,160.00
Stelford, Norma	Assistant Professor and Teacher	2,160.00
Uhland, Maude	Professor and Teacher	2,160.00
Terwilliger, George	Assistant Professor and Teacher	2,106.00
McKee, Eva	Assistant Professor and Teacher	2,061.00
McMahon, Eva	Assistant Professor and Head Librarian	2,061.00
*Phillips, Frank	Asst. Professor and Training School Director	2,025.00
Wiswall, Vera	Assistant Professor and Teacher	1,980.00
Small, B. Mae	Assistant Professor and Teacher	1,971.00
Taylor, Ruth	Assistant Professor and Teacher	1,971.00
Trager, Lela	Assistant Professor and Teacher	1,945.00
Neptune, Katherine	Assistant Professor and Librarian	1,800.00
Prissinger, Mary	Assistant Professor and Teacher	1,800.00
*Taylor, Inez Jay	Assistant Professor and Teacher	1,035.00
Pratt, Bertha	Assistant in Library	945.00
*Stensland, Minnie	Assistant Professor and Teacher	652.50
Wiggert, Elsie	Assistant Professor and Teacher	585.00
Gabel, Otto	Assistant Professor and Principal	2,610.00
Bellis, Bertha	Assistant Professor and Critic Teacher	2,160.00
Peterson, Bena	Instructor and Critic Teacher	2,016.00
Burton, Emily	Assistant Professor and Critic Teacher	1,935.00
King, Annie E.	Assistant Professor and Critic Teacher	1,935.00
To be Supplied	Critic Teacher	1,935.00
Burrell, Blanche	Assistant Professor and Critic Teacher	1,890.00
Neff, Gladys	Assistant Professor and Critic Teacher	1,890.00
Adams, E. Louise	Instructor and Critic Teacher	1,867.50
Ohlson, Clara	Assistant Professor and Critic Teacher	1,620.00
Pro rata Critic Teachers (Elementary)	\$36 per quarter per Student Teacher	4,260.00
Pro rata Critic Teachers (Secondary)	\$90 per semester per Student Teacher	5,280.00
Vincent, Grace	Rural Critic Teacher	450.00
Beals, R. G.	Asst. Professor and High School Supervisor	450.00

* Part of salary paid by the city of DeKalb.

PRESIDENT AND EMPLOYEES—TWELVE MONTHS.

Adams, Karl L.	President	\$6,750.00
Pearson, Norma	Secretary and Registrar	2,430.00
Simonson, Ida S.	Professor Emeritus	2,160.00
Whitman, Mary R.	Professor Emeritus	2,160.00
Morrison, Donald	Assistant Professor and Health Director	2,160.00
Clark, James A.	Stationary Engineer	2,088.00
Swinbank, William	Superintendent of Grounds	1,890.00
Johnson, Arthur F.	Superintendent of Buildings	1,845.00
Johnson, Olive S.	Bookkeeper	1,755.00
Turnbloom, Elmer	Fireman	1,440.00
Campbell, Alexander	Laborer	1,350.00
Davy, Charles	Janitor	1,350.00
Ebbeson, Andrew	Fireman	1,350.00
Harden, Halstead	Fireman	1,350.00
Oberg, Otto	Janitor	1,350.00
Eychaner, P. J.	Janitor	1,233.00
Mobeck, Andrew	Laborer (Transient)	1,200.00
Pooler, William	Laborer	1,200.00
Swanson, Theodore	Laborer	1,200.00
Willrett, Joseph	Laborer	1,200.00
Panttila, Anna	Laborer	900.00
Wiltberger, Margaret	Clerk (Part time)	420.00
Student Help		5,090.00
Lectures, Laborers and Miscellaneous		3,200.00
Total Salaries and Wages		\$194,879.00

REVOLVING FUND SALARIES.

MONTHLY PAY ROLL—TWELVE MONTHS.

Livingstone, James B.	Business Manager	\$3,150.00
Davidson, Blanche	Asst. Prof. and Dean of Women	3,060.00
Nix, Grace E.	Asst. Prof. and Dir. of W. Hall	1,980.00
Bjelk, Nels	Janitor	1,350.00
Jacox, George	Laborer	1,350.00
Mathaly, Walter	Fireman	1,350.00
Weightman, Hugh	Janitor	1,350.00
Marvin, A. W.	Janitor	1,200.00
Long, Taylor	Laborer	1,200.00
Bartlett, Florence	Stenographer	1,200.00
Hakala, Elma	Stenographer	1,020.00
Dunbar, Louise	Stenographer	1,020.00
Kestila, Linda	Student Secretary	960.00
Dougherty, Charlotte—		
\$75 per month plus		
\$2.50 per week for		
room	Asst. Cook, Williston Hall	1,030.00
McClelland, Mollie—		
\$15 per week	Domestic—Dining Room	780.00
Johnson, Mildred—\$50 per		
month plus \$2.50 per		
week for room	Domestic—Bakery	730.00
Four Maids—\$12.50 per		
week—live outside	Domestic—Helpers	2,600.00
Anderson, Vanda—\$10 per		
week with maintenance	Domestic—Cleaning	520.00
		<u>\$25,850.00</u>

FACULTY PAY ROLL—NINE MONTHS.

Caldwell, Loren T.	Associate Professor and Teacher	\$2,061.00
Cramer, Carl	Assistant Professor and Teacher	1,800.00
Hanby, Bernadine	Assistant Professor and Librarian	1,012.50
*Valentine, Bessie	Rural Critic Teacher	450.00
		<u>5,323.50</u>

Total Revolving Fund Pay Rolls. \$31,173.50

* Part of salary paid by the school district.

III. OTHER SCHOOL EMPLOYEES.

I wish to recommend the appointment of Miss Florence Mae Bartlett as senior department stenographer to fill the vacancy in my office caused by the resignation of Miss Lina Luhtala who left to be married. Miss Bartlett started work December 18 at a salary of \$100.00 per month on the twelve months basis.

IV. THE ORGANIZATION.

The following is proposed for next year's Calendar:

FALL QUARTER, 1934.

Wednesday, September 12	Freshman Week begins.	8:00 A. M.
Saturday, September 15	Registration for other students.	8:00 A. M.
Monday, September 17	Class Work begins.	8:00 A. M.
Saturday, October 13	Homecoming.	
Friday, October 19	Meeting of State Teachers Association.	
Wednesday, November 28	Thanksgiving Recess begins.	Noon.
Monday, December 3	Class Work resumed.	8:00 A. M.
Friday, December 7	Fall Quarter closes.	Noon.

WINTER QUARTER, 1934-35.

Monday, December 10	Registration for all students.	8:00 A. M.
Tuesday, December 11	Class Work begins.	8:00 A. M.
Friday, December 21	Christmas Recess begins.	
Monday, January 7	Class Work resumed.	8:00 A. M.
Friday, March 15	Winter Quarter closes.	Noon.

SPRING QUARTER, 1935.

Monday, March 18	Registration for all students.	8:00 A. M.
Tuesday, March 19	Class Work begins.	8:00 A. M.
Thursday, April 18	Easter Recess begins.	Noon.
Tuesday, April 23	Class Work resumed.	8:00 A. M.
Thursday, May 30	Holiday.	
Sunday, June 2	Baccalaureate.	
Thursday, June 6	Spring Quarter closes.	Noon.
Friday, June 7	Commencement.	

SUMMER SESSION, 1935.

Monday, June 10.....Registration. 8:00 A. M.
 Tuesday, June 11.....Class Work begins. 8:00 A. M.
 Thursday, July 4.....Holiday.
 Friday, July 19.....Summer Session closes.

FALL QUARTER, 1935.

Wednesday, September 11.....Freshman Week begins. 8:00 A. M.
 Saturday, September 14.....Registration for other students. 8:00 A. M.

V. THE CURRICULUM.

As a result of the increasing demand by superintendents of our area for elementary school teachers with four years of college training, we are organizing a new curriculum this year to satisfy this need. Copies of our new catalog with this curriculum in it will be mailed to members of the Board for their information as soon as copies are available from the press. We look forward to the time when the State of Illinois will require four years of college training for all elementary school teachers as it now does for all secondary school teachers.

VI. BUILDINGS AND GROUNDS.

The C. W. A. work on the campus is progressing slowly and is now nearing completion. The project follows the plan adopted by the Board two years ago. The estimated value of the work done is something over \$50,000. I shall be glad to discuss this project further if the members of the Board are interested.

VII. AUXILIARY ENTERPRISES.

The Revolving Fund shows the following report from October 1, 1933, to December 31, 1933:

RECEIPTS.

Surplus from 57th Biennium.....		\$42,933.99
Cash received, Oct. 1, 1933 to Dec. 31, 1933—		
Board and Room, Williston Hall.....	\$9,142.05	
Meals	246.58	
Registration Fees	7,877.00	
Library Fines	10.00	
Transcript Fees	9.00	
Miscellaneous Collections	20.90	
		<u>17,305.53</u>
Previously remitted, July 1, 1933, to Sept. 30, 1933.....		12,110.90
Total available in Revolving Fund, Dec. 31, 1933.....		<u>\$72,350.42</u>

EXPENDITURES.

Salaries—		
Williston Hall and Employees.....	\$6,518.97	
Faculty	1,774.50	
High School	252.00	
Freight, Express and Drayage.....	1.72	
Telephone and Telegraph.....	34.25	
Food	4,116.36	
Fuel	31.86	
Household Supplies	1,061.15	
Library and Amusements.....	356.73	
Medical and Hospital Supplies.....	24.61	
Miscellaneous Operating Expenses.....	101.64	
School Supplies	15.08	
Building Repairs	348.59	
Furniture and Fixtures Repairs.....	17.69	
Office Equipment Repairs.....	8.75	
Miscellaneous Repairs	12.41	
Sewer and Drainage Repairs.....	7.80	
Furniture and Fixtures.....	695.53	
Miscellaneous Equipment	349.00	
Books and Maps.....	6.52	
		<u>\$15,735.21</u>
Expenditures previously reported, July 1, to Sept. 30, 1933....		9,491.46
Total Expenditures		<u>25,226.67</u>
Balance on Hand, Revolving Fund, Dec. 31, 1933.....		\$47,123.75

2. The Revolving Fund shows the following report from Jan. 1, 1934, to March 31, 1934:

RECEIPTS.

Surplus from 57th Biennium.....		\$42,933.99
Cash received, Jan. 1, 1934, to Mar. 31, 1934—		
Board and Room, Williston Hall.....	\$9,397.20	
Meals	126.95	
Registration Fees	7,289.00	
Library Fines	13.50	
Miscellaneous Collections	4.50	
		<u>16,831.15</u>
Previously remitted, July 1, 1933, to Dec. 31, 1933.....		29,416.43
		<u>\$89,181.57</u>

EXPENDITURES.

Salaries—		
Williston Hall and Employees.....	\$6,501.10	
Faculty	1,774.50	
Carpenter	529.20	
High School	90.00	
Physicians and Nurses.....	74.00	
Premiums	30.00	
Telephone and Telegraph.....	33.75	
Farm and Garden Supplies.....	26.00	
Food	3,814.48	
Household Supplies	752.26	
Library and Amusements.....	280.45	
Medical and Hospital Supplies.....	72.28	
Power Plant Supplies.....	6.17	
Miscellaneous Operating Expenses.....	30.50	
Building Repairs	126.39	
Furniture and Fixtures Repairs.....	34.59	
Walks and Roads.....	21.25	
Grading and Landscaping.....	402.30	
Miscellaneous Equipment	225.00	
		<u>\$14,824.22</u>
Expenditures previously reported, July 1, 1933 to Dec. 31, 1933	25,226.67	
		<u>40,050.89</u>
Balance on hand, Revolving Fund, March 31, 1934.....		\$49,130.68

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS.

Due to the fact that there has been a definite decline in the need for student teaching on the two-year elementary level, I am recommending to the Board that the regular members of the faculty of the affiliated Glidden Training School be removed from the college payroll and that whatever student teaching needs to be done in this school or other city schools be paid for on a pro rata basis.

X. SUMMARY. Action is requested on the following:

1. Approval of the awarding of degrees and diplomas to the students who completed the requirements for graduation at the close of the fall quarter, December 8, 1933, and at the close of the winter quarter, March 16, 1934.
2. The appointment of Miss Charlotte Sheaffer at the salary indicated.
3. The acceptance of the resignation of Miss Myral Houghland.
4. Approval of the payment of Miss Donalda Morrison's salary during her illness.
5. The granting of leave of absence to Mr. Milo Oakland for next year.
6. The acceptance of the resignation of Miss Jeanette Baker.
7. Approval of the salary schedules for the summer term and for the year 1934-35.
8. The appointment of Miss Florence Mae Bartlett at the salary indicated.

9. Approval of the calendar for the college year of 1934-35.
10. Approval of the payment for student teaching in affiliated city schools on a pro rata basis.

Respectfully submitted,

KARL L. ADAMS, *President*.

He explained somewhat in detail the work that had been done under the C. W. A., saying that in the main the work had been well done, and the change in the driveways was a worth while improvement.

He called special attention to the resignation of Myral Houghland. He also called special attention to the injury which Miss Donaldda Morrison, Director of Health Service and also college nurse, had received from a fall on the stairs of the Administrative Building.

The Board approved the following recommendations:

1. The awarding of degrees and diplomas to the students whose names were presented as having completed the requirements for graduation at the close of the fall quarter, December 8, 1933, and at the close of the winter quarter, March 16, 1934.
2. Appointment of Charlotte Sheaffer as assistant librarian for the summer session of 1934, at a salary of \$275 for the term.
3. Acceptance of the resignation of Miss Myral Houghland.
4. Payment of Donaldda Morrison's salary during her illness.
5. Granting of a year's leave of absence to Milo Oakland.
6. Acceptance of the resignation of Jeanette Baker.
7. Appointment of Florence Mae Bartlett, stenographer, at a salary of \$100 per month.
8. The calendar for the college year 1934-1935.
9. Removal of the faculty of the affiliated Glidden school from the college payroll.
10. Payment for student teaching in the affiliated city schools on a pro rata basis.
11. Faculty list and salary schedule for the summer term.

EASTERN ILLINOIS STATE TEACHERS COLLEGE

President Buzzard presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Charleston, Illinois,
May 15, 1934.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Eastern Illinois State Teachers College:

I. STUDENTS.

1. Attendance—Fall Quarter, 1933-34.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College:				
Post Graduates	1	2	3
Seniors	39	35	74	72
Juniors	52	53	105	104
Sophomores	133	226	359	259
Freshmen	148	196	344	438
Total	373	512	885	873
b. High School	73	93	166	166
Total in residence above eighth grade	446	605	1,051	1,039
c. Non-residents—none.				
d. Elementary grades	118	135	253	264
Grand total	564	740	1,304	1,303

2. Attendance—Winter Quarter, 1933-34.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College:				
Post Graduates	2	3	5
Seniors	41	35	76	75
Juniors	51	51	102	106
Sophomores	130	216	346	259
Freshmen	140	189	329	426
Total	364	494	858	866
b. High School	70	92	162	163
c. Non-residents—none.				
d. Elementary grades	119	135	254	262
Grand total of all students and pupils	553	721	1,274	1,291

II. THE FACULTY.

SALARY SCHEDULE—FIRST HALF SUMMER QUARTER, 1934.

SIX WEEKS, JUNE 9—JULY 21.

Payable From Appropriation for Salaries and Wages.

	Total salary.	June portion.	July portion.
Ellen A. Ford.....Dean	\$675.00	\$337.50	\$337.50
Edson H. Taylor.....Mathematics	675.00	337.50	337.50
Simeon E. Thomas.....History and Government	555.00	277.50	277.50
Isabel McKinney.....English	540.00	270.00	270.00
Lawrence F. Ashley.....Manual Arts	540.00	270.00	270.00
Fiske Allen.....Dir. of Training School.	540.00	270.00	270.00
Howard DeF. Widger.....English	540.00	270.00	270.00
Annie L. Weller.....Geography	525.00	262.50	262.50
Ernest L. Stover.....Botany	525.00	262.50	262.50

	Total salary.	June portion.	July portion.	
O. L. Railsback.....	Physics	510.00	255.00	255.00
Friederich Koch	Music	495.00	247.50	247.50
A. B. Crowe.....	Chemistry	495.00	247.50	247.50
Charles S. Spooner.....	Zoology	480.00	240.00	240.00
F. A. Beu.....	Education	480.00	240.00	240.00
Emily R. Orcutt.....	English	472.50	236.25	236.25
C. P. Lantz.....	Physical Education	465.00	232.50	232.50
Walter W. Cook.....	Education	445.50	222.75	222.75
Edith E. Ragan.....	English	432.00	216.00	216.00
Gilberta Coffman	Train. Teacher, 7th Gr..	432.00	216.00	216.00
Grace Geddes	Train. Teacher, 2nd Gr..	432.00	216.00	216.00
Anna H. Morse.....	Train. Teacher, 1st Gr..	432.00	216.00	216.00
Charles H. Coleman.....	History	420.00	210.00	210.00
Franklyn L. Andrews.....	English	420.00	210.00	210.00
Mary J. Booth.....	Librarian	420.00	210.00	210.00
Grace E. Messer.....	Fine and Applied Arts..	405.00	202.50	202.50
Ruby M. Harris.....	Geography	405.00	202.50	202.50
Harold M. Cavins.....	Biology	390.00	195.00	195.00
Lena B. Ellington.....	History	390.00	195.00	195.00
Orra E. Neal.....	English	375.00	187.50	187.50
Elizabeth Howell	Train. Teacher, 6th Gr..	375.00	187.50	187.50
Ruth Hostetler	Mathematics	360.00	180.00	180.00
Walter M. Scruggs.....	Biological Science	360.00	180.00	180.00
Kevin J. Guinagh.....	History	360.00	180.00	180.00
Robert Shiley	English	345.00	172.50	172.50
H. E. Phipps.....	Physics	345.00	172.50	172.50
Eva P. Mintle.....	Home Economics	330.00	165.00	165.00
Quincy G. Burreis.....	English	315.00	157.50	157.50
Winfield S. Angus.....	Physical Education	300.00	150.00	150.00
Rose Zeller	Train. Teacher, 4th Gr..	300.00	150.00	150.00
Dorothy H. Moore.....	Manual Arts	300.00	150.00	150.00
May Smith	Assistant Librarian	300.00	150.00	150.00
Hiram F. Thut.....	Botany	285.00	142.50	142.50
Beth M. Kassabaum.....	Penmanship	285.00	142.50	142.50
Bernice I. Bankson.....	Train. Teacher, 5th Gr..	270.00	135.00	135.00
Ica Marks	Biological Science	236.25	118.13	118.12
Harriett Love	Children's Librarian	225.00	112.50	112.50
Neal A. Adkins.....	Industrial Arts	225.00	112.50	112.50
Hazel I. Hicks.....	Assistant Librarian	180.00	90.00	90.00
J. B. MacGregor.....	Education	400.00	200.00	200.00
Leila M. Armstrong.....	Train. Teacher, 3rd Gr..	300.00	150.00	150.00
Louise K. Stillions.....	Student Ass't. Librarian	175.00	87.50	87.50
Bertha M. Griffin.....	Student Ass't. Librarian	125.00	62.50	62.50
Florence E. Wood.....	Student Ass't. Librarian	75.00	37.50	37.50
Ruby E. Stallings.....	Student Ass't. Librarian	75.00	37.50	37.50
Pauline Smith	Student Ass't. Librarian	30.00	15.00	15.00
Total		\$20,787.25	\$10,393.63	\$10,393.62

THE FACULTY FOR THE SCHOOL YEAR 1934-1935.

1. Resignations and leaves of absence.

Resignations of the following persons are submitted for action by the Board:

- Irene K. Braun, Instructor in Clothing.
- Anne B. Chase, Instructor in Physical Education.
- Grace E. Messer, Assistant Professor and Head of Department of Fine Arts.
- Samuel P. Mitchell, Instructor in Physics.
- Mrs. Dorothy H. Moore, Instructor in Fine Arts.
- Orra E. Neal, Instructor in English, High School.

Requests for leaves of absence for study without pay, from the following persons are submitted, with the request that permission be granted:

Myrtle Arnold, Critic 4th grade.

Last six weeks of current year, to begin study for Master's degree in elementary education, George Peabody College for Teachers.

Lawrence F. Ashley, A.M., Professor and Head of the Department of the Industrial Arts.

For year 1934-35 to work towards the Ph.D. degree in industrial education, Ohio State University.

Ethel I. Hanson, Instructor in Piano.

For year 1934-35, to study for Master's degree in music, Northwestern University.

Gertrude Hendrix, M. S., (Education), Instructor in Mathematics.

For year 1934-35, to study for Master's degree in mathematics, University of Illinois.

- Wayne P. Hughes, Instructor in Industrial Art.
For second half-year, 1934-35, to complete work for Master's degree in industrial education, Teachers College, Columbia University.
- Harry R. Jackson, Instructor in Industrial Art.
For first half-year, 1934-35, to complete work for Master's degree in industrial education, Indiana University.
- Beth Kassabaum, Instructor in Penmanship.
For year 1934-35, to study for Bachelor's degree, Eau Claire, Wisconsin, State Teachers College.
- Edith P. Levake, Critic 8th grade.
For year 1934-35, to study for Master's degree in junior high school education, University of Southern California.
- Alice McKinney, Instructor in Art, Training School.
For year 1934-35, to study for Master's degree in art education, Teachers' College, Columbia University.
- Eva P. Mintlo, Instructor in Foods, Home Economics.
For year 1934-35, to study for Master's degree in home economics education, Teachers College, Columbia University.
- Leah I. Stevens, Critic 7th grade.
For last month, winter quarter, 1933-34, in order to complete thesis for Master's degree in geography, University of Chicago.
- Eugene M. Waffle, A.M., Instructor in English.
For year 1934-35, to work towards the Ph.D. degree in English, George Peabody College for Teachers.

2. New appointments are recommended as follows:

- Clara Attebery, A.M., (T. C., Columbia), Instructor in Foods, vice Eva P. Mintlo, on leave, at a salary of \$1,800 for nine months.
- Nellie F. Cook, M.S., (Illinois), Instructor in Art, vice Dorothy H. Moore, resigned, at a salary of \$1,800 for nine months.
- James Marcus Hobbs, A.M., (T. C., Columbia), Instructor in Art, Training School, vice Alice McKinney, on leave, at a salary of \$1,530 for nine months.
- Jessie M. Hunter, A.M., (Michigan State), Instructor in Penmanship, vice Beth Kassabaum, on leave, at a salary of \$1,530 for nine months.
- Helen Mahany, M.S., (Wisconsin), Instructor in Physical Education for Women, vice Anne B. Chase, resigned, at a salary of \$1,620 for nine months.
- Jay B. McGregor, Ph.D., (Iowa), unclassified, Department of Education, vice Walter W. Cook, Ph.D., transferred to Director of Teacher Training, at a salary of \$2,430 for nine months.
- Harry L. Motter, Ph.D., (Illinois), Critic 8th grade and Principal, Teachers College Elementary School, vice Edith P. Lovake, on leave, at a salary of \$1,980 for nine months.
- Mrs. Irene Royce Phipps, A.B., (Illinois), B. Ed., (E. I. S. T. C.), as substitute for Leah I. Stevens, 7th grade Critic, during last month, winter quarter, 1933-34, and as substitute for Myrtle Arnold, 4th grade Critic, during last six weeks, spring quarter, 1933-34. Mrs. Phipps has given extra time in observation for this substitute work, and is recommended at full salary of instructor concerned, \$210 per month.
- Ralph W. Sharp, A.M., (Ohio State), Instructor in Industrial Arts, vice Harry Jackson-Wayne P. Hughes, on leave, at a salary of \$1,800 for nine months.
- Kenneth L. Sloan, A.M., (Chicago), Instructor in English, vice Eugene M. Waffle, on leave, at a salary of \$1,530 for nine months.
- Frank L. Verweibe, Ph.D., (Chicago), Instructor in Physics, vice Samuel P. Mitchell, resigned, at a salary of \$1,980 for nine months.
- Ruth E. Wilkin, A.M., Instructor in English, High School, vice Orra E. Neal, resigned, at a salary of \$1,800 for nine months.
- Maude L. Chambers, Ph.D., Teachers College, Columbia University (June, 1934), as Head of the Department of Fine Arts, vice Grace E. Messer, resigned, at a salary of \$2,160 for nine months.

I am not ready to make recommendation for the position of instructor in clothing, vice Irene K. Braun, resigned.

I should like to keep the positions of Lawrence F. Ashley, Head of the Department of Industrial Arts, on leave for study 1934-35, and of Ethel I. Hanson, Instructor in Piano, on leave for study 1934-35, vacant for the year.

Authority is asked to employ one additional Instructor in English, one in Education and one in History, at salaries not more than \$1,980, to be taken from the appropriation for salary and wages.

3. The following changes in existing faculty are recommended due to reorganization work during the coming year, with the indicated salary adjustments due to added duties and responsibility:

- Fiske Allen, A.M., Professor of Education and Director of Training Schools, salary \$3,240, to Professor of Mathematics, vice Gertrude Hendrix, on leave, at the same salary, \$3,240.
- Frank A. Beu, A.M., Associate Professor of Education, salary \$2,880, to Associate Professor of Education and Assistant Dean of the College, at salary of \$2,970.

- Walter W. Cook, Ph.D., Associate Professor of Education, salary \$2,673, Associate Professor and Director of Training Schools, vice Fiske Allen, transferred, at a salary of \$2,970.
- Kevin J. Guinagh, Ph.D., Instructor in History, English, and Latin, salary \$2,160, to Associate Professor and Head, Department of Foreign Languages, at a salary of \$2,340.
- Hobart I. Heller, A.M., Instructor in Mathematics, salary \$2,250, to Assistant Professor of Mathematics and Dean of Men, at a salary of \$2,430.
- Russell H. Landis, M.S. (summer, 1934), Instructor in Industrial Arts, salary \$1,890, to Acting Head, Department of Industrial Arts for 1934-35, at a salary of \$2,070.
- Nathile McKay, A.M., Head of Pemberton Hall, salary \$155.45 and maintenance per month, to Head of Pemberton Hall and Dean of Women, at a salary of \$175 per month and maintenance, for eleven months.
- Harris E. Phipps, Ph.D., Instructor in Physics, salary \$2,070, to Associate Professor and Acting Head of the Department of Physical Science, at a salary of \$2,160.
- Ernest L. Stover, Ph.D., Professor of Botany at a salary of \$3,150, to Professor of Biological Science and Head of Department of Biological Science, same salary.

III. OTHER SCHOOL EMPLOYEES.

1. Due to the increased used of room space during the day, we need the services of an additional janitor. Provision for this employee is made among the "12 month list" as submitted.

2. We cannot schedule the hours of our heating plant employees under the N. R. A. code without an additional laborer. I am asking that this matter be given consideration, the salary to be taken from the \$1,802.40, indicated in our 1934-35 financial summary, from Salary and Wages, and marked as student labor in the report.

TEACHERS SALARY SCHEDULE FOR THIRTY-SIX WEEKS.

SCHOOL YEAR 1934-1935.

Payable from the Appropriation for Salaries and Wages.

(H) = Head of Department.

1.	Ellen A. Ford.....	Dean	\$4,050.00
2.	Edson H. Taylor.....	Professor	4,050.00
3.	Simeon E. Thomas.....	Professor	3,330.00
4.	Isabel McKinney	Professor	3,240.00
5.	Fiske Allen	Professor	3,240.00
6.	Howard DeF. Widger.....	Professor	3,240.00
7.	Annie L. Weller.....	Professor	3,150.00
8.	Ernest L. Stover.....	Professor	3,150.00
9.	Ora L. Rallsback.....	Associate Professor	3,060.00
10.	Friederich Koch	Associate Professor	2,970.00
11.	Albert B. Crowe.....	Associate Professor	2,970.00
12.	Frank A. Beu.....	Associate Professor	2,970.00
13.	Walter W. Cook.....	Associate Professor	2,970.00
		Dean	2,970.00
		Director of Teacher Training	2,970.00
14.	Charles S. Spooner.....	Associate Professor	2,880.00
15.	Emma Reinhardt	Associate Professor	2,880.00
16.	Emily R. Orcutt.....	Associate Professor	2,835.00
17.	Charles P. Lantz.....	Associate Professor	2,790.00
18.	Ruth E. Major.....	Associate Professor	2,700.00
19.	Edith E. Ragan.....	Assistant Professor	2,592.00
20.	Gilberta Coffman	Assistant Professor	2,592.00
21.	Grace Geddes	Assistant Professor	2,592.00
22.	Anna H. Morse.....	Assistant Professor	2,592.00
23.	Charles H. Coleman.....	Associate Professor	2,520.00
24.	Franklyn L. Andrews.....	Associate Professor	2,520.00
25.	Mary J. Booth.....	Associate Professor	2,520.00
26.	Glenn H. Seymour.....	Associate Professor	2,520.00
27.	Ruby M. Harris.....	Assistant Professor	2,430.00
28.	Jay B. McGregor.....	Unclassified	2,430.00
29.	Hobart F. Heller.....	Assistant Professor	2,430.00
30.	Annabel Johnson	Instructor	2,340.00
31.	Lena B. Ellington.....	Instructor	2,340.00
32.	Leah I. Stevens.....	Instructor	2,340.00
33.	Ruth Carman	Instructor	2,340.00
34.	Harold M. Cavins.....	Instructor	2,340.00
35.	Kevin Guinagh	Associate Professor	2,340.00
36.	Wayne P. Hughes.....	Instructor (½ yr.)	1,125.00
37.	Maude L. Chambers.....	Unclassified	2,160.00

38.	Harris E. Phipps....	Assistant Professor...	Physical Science (AH)..	2,160.00
39.	Unclassified	Home Economics (H)..	2,160.00
	(vice Irene K. Braun)			
40.	Russell H. Landis...	Instructor	Industrial Arts (AH)..	2,070.00
41.	Frank L. Verweibe..	Unclassified	Physical Science	1,980.00
42.	Harry L. Metter.....	Unclassified	Critic, 8th grade, Prin. Elem. School	1,980.00
43.	Quincy G. Burris....	Instructor	English	1,890.00
44.	Myrtle Arnold	Instructor	Critic, 4th grade.....	1,890.00
45.	Harry R. Jackson...	Instructor (½ yr.)...	Industrial Arts	900.00
46.	Ralph W. Sharp.....	Unclassified	Industrial Arts	1,800.00
47.	Ruth E. Wilkin.....	Unclassified	English, H. S.....	1,800.00
48.	Nellie F. Cook.....	Unclassified	Fine Arts	1,800.00
49.	Clara Attebery	Unclassified	Home Economics	1,800.00
50.	Winfield Angus	Instructor	Physical Education	1,800.00
51.	May Smith	Instructor	Asst. Librarian	1,800.00
52.	Hiram Thut	Instructor	Biological Science	1,710.00
53.	Richard W. Weckel..	Instructor	Music	1,620.00
54.	Helen Mahany	Unclassified	Physical Education	1,620.00
55.	Elizabeth Michael ..	Instructor	Foreign Language	1,620.00
56.	Bernice I. Bankson..	Instructor	Critic, 5th grade.....	1,620.00
57.	Kenneth Sloan	Unclassified	English	1,530.00
58.	Winifred Beatty	Instructor	English	1,530.00
59.	J. Marcus Hobbs.....	Unclassified	Fine Arts	1,530.00
60.	Ica Marks	Instructor	Biological Science	1,417.50
61.	Harriet Love	Children's Librarian.....		1,350.00
62.	Hazel I. Hicks	Assistant Librarian.....		1,080.00
63.	Unclassified	History	1,980.00
64.	Unclassified	English	1,980.00
65.	Unclassified	Education	1,980.00
	Total.....			\$149,935.50

TEACHERS SALARY SCHEDULE FOR THIRTY-SIX WEEKS.

SCHOOL YEAR 1934-1935.

Payable from the Normal School Revolving Fund.

1.	Florence McAfee	Instructor	Physical Education (H)	\$2,250.00
2.	Elizabeth Howell	Instructor	Critic, History	2,250.00
3.	Ruth Hostetler	Instructor	Mathematics	2,160.00
4.	Rose Zeller	Instructor	Geography	2,160.00
5.	Walter M. Scruggs...	Instructor	Biological Science	2,160.00
6.	Robert Shiley	Instructor	English	2,070.00
7.	Margaret King	Instructor	Critic, 3rd grade.....	1,620.00
8.	Jessie M. Hunter....	Unclassified	Penmanship	1,530.00
9.	Assistant Librarian		1,350.00
10.	Salary for Physicians and Nurses, Annual Health Examination....			630.00
	Total.....			\$18,180.00

REGULAR SALARY SCHEDULE FOR 12 MONTHS.

JULY 1, 1934, TO JULY 1, 1935.

Payable from the Appropriation for Salaries and Wages.

1.	Robert G. Buzzard...	President		\$6,750.00
2.	Ruth B. Dunn.....	Secretary and Business Manager.....		2,700.00
3.	Blanche C. Thomas..	Registrar		2,610.00
4.	Lola A. Eberly.....	Stenographer		1,350.00
5.	Clara E. Willson....	Stenographer		1,200.00
6.	Anita M. Rohr.....	Stenographer		1,200.00
7.	Frank Adams	Janitor		1,200.00
8.	Charles N. Baird....	Laborer		1,200.00
9.	Edson Clodfelter	Engineer		2,160.00
10.	John O. Harlan.....	Laborer		1,200.00
11.	Rilla J. Lanman....	Laborer, 11 months only.....		1,100.00
12.	William N. McFadden..	Laborer		1,200.00
13.	Ben Meyer	Laborer		1,200.00
14.	J. Elmor Neal.....	Janitor		1,200.00
15.	F. E. Boucher.....	Superintendent of Grounds.....		1,800.00
16.	Oscar N. Rains.....	Laborer		1,200.00
17.	Granvil Shafer	Head Janitor		1,800.00
18.	Levi Stirewalt	Fireman		1,200.00
19.	Mary E. Thompson..	Nurse, 11 months only.....		1,200.00
20.	Newton Walker	Janitor		1,200.00
21.	Harry L. White.....	Laborer		1,215.00
22.	Frank J. Wood.....	Laborer		1,215.00
23.	Stenographer		1,200.00
	Total.....			\$38,300.00

SUMMARY 1934-1935.

Payable from appropriation for Salaries and Wages—	
Regular 12 months' pay roll.....	\$ 38,300.00
Teachers 36 weeks' pay roll.....	149,935.50
July portion first half summer quarter, 1934.....	10,393.62
June portion first half summer quarter, 1934.....	10,500.00
Student help	1,802.40
Total payable from appropriation for Salaries and Wages.....	\$210,931.52
Teachers 36 weeks' pay roll from the N. S. Revolving Fund.....	18,180.00
Total	\$229,111.52
Student help payable from the N. S. Revolving Fund.....	5,000.00
	\$234,111.52

DORMITORY SALARY SCHEDULE, PEMBERTON HALL, 1934-35.

SEPTEMBER-JULY, INCLUSIVE

Payable from the Normal School Revolving Fund.

Name.	Position.	Monthly Salary.	Service.
1. Nathile McKay	Head of Hall, and Dean of Women.	\$ 175.00	..11 months
2. Mary E. Baker.....	Domestic	35.00	..11 months
3. Margaret Brown	Assistant Cook	50.00	..11 months
4. Nannie Day	Domestic	35.00	..11 months
5. Mary E. Lundy.....	Domestic	75.00	..11 months
6. Gertrude C. Phipps...	Domestic	35.00	..11 months
7. John Livingston	Fireman	108.00	..12 months
8. Charles McKee	Laborer	100.00	..12 months
9. Student Help	1,000.00	..12 months

TEXT-BOOK LIBRARY AND SCHOOL STORE SALARY SCHEDULE, 1934-35.

Payable from the Normal School Revolving Fund.

Student Help estimated at.....\$1,200 for the year

THE COLLEGE CALENDAR, 1934-1935.

FALL QUARTER, 1934 (TWELVE WEEKS).

Saturday and Monday, September 8 and 10, 1934.....	Registration
8:00-12:00 A. M.—1:30-4:30 P. M.	
Saturday, October 27	Twentieth Annual Home Coming
Thursday, November 29 }	Thanksgiving Holiday
Friday, November 30 }	
Friday, November 30.....	Fall Quarter Closes

WINTER QUARTER, 1934-35 (TWELVE WEEKS).

Monday, December 3.....	Registration
8:00-12:00 A. M.—1:30-4:30 P. M.	
Saturday, December 22 }	Holiday Recess
Tuesday, January 1 }	
Saturday, March 2.....	Winter Quarter Closes

SPRING QUARTER, 1935 (TWELVE WEEKS).

Tuesday, March 5, 1935.....	Registration
8:00-12:00 A. M.—1:30-4:30 P. M.	
Saturday, April 13 }	Easter Recess
Sunday, April 21 }	
Saturday, June 1.....	Alumni Day
Sunday, June 2.....	Baccalaureate Address
Monday, June 3.....	Commencement

SUMMER TERM, 1935 (SIX WEEKS).

Monday, June 10.....Registration
8:00-12:00 A. M.—1:30-4:30 P. M.

Friday, July 19.....Summer Term Closes

FALL QUARTER, 1935-1936.

Saturday and Monday, September 7 and 9, 1935.....Registration

VI. BUILDINGS AND GROUNDS.

1. In December, 1933, we applied for two projects under the C. W. A. We were asked to submit projects which involved much labor and little cost for material. Discussion with our Business Manager and Superintendent of Grounds, led to planning these projects.

Project 3696 was for work on the recently purchased seventy-two acres of ground, for putting it into condition for athletic uses. Project 3711 was for the cleaning out of the campus lake, which had become filled with water growth and woods and silt, so that it was too shallow for the purposes needed. The plant growth was to be cleared out, the bed deepened, and left with a clay bottom so as to stop loss of water by absorption through the bottom. These projects were approved by the C. W. A. authorities, and the promise was given that *they would be completed*. About 60 per cent of the work has been done. We are promised action by the reorganized Emergency Relief, but no work is being done at present. The itemized expenditures of these projects are:

PROJECT 3696—ATHLETIC FIELD.

	Application approved for.	Amount actually spent.
Labor	\$3,268.00	\$2,771.10
Materials bought, C. W. A.....
Materials bought by us.....	100.00	32.37
	<hr/>	<hr/>
	\$3,368.00	\$2,803.47

PROJECT 3711—THE LAKE.

	Application approved for.	Amount actually spent.
Labor	\$4,110.00	\$2,840.85
Materials bought, C. W. A.....
Materials bought by us.....	100.00	32.37
	<hr/>	<hr/>
	\$4,210.00	\$2,873.22

In February, 1934, Project 7194 for Repair Work, was approved by the C. W. A. authorities, again *with promise of a completion*. This project included (a) painting of the outside trim on all five buildings, (b) pointing up stone work on the main building, (c) coating all the roofs with asphalt on four buildings, (d) inside painting of walls and woodwork in four buildings, (e) salvaging of the old power house, and (f) resurfacing all campus roads. Of this project, almost all of the interior work was completed; the asphaltting of the roofs on two of the four buildings was done; most of the pointing up of the stone work was accomplished; the salvaging of the old power house was about half completed. Work on the roads and painting the outside trim on all buildings was not begun due to inclement weather.

The C. W. A. issued orders for the purchase of all materials for resurfacing the roads on the campus. It appears probable that this work will be completed as a continuation of the C. W. A. under the Emergency Relief, with assistance from the supervision of the Highways Department. It also seems probable that the salvaging of the old power house will be completed with Relief labor. If skilled labor is not furnished for painting and work

on the roofs, we may have to do what part of this work is necessary ourselves. We have the materials, so there will not be a great deal of expense.

Project 7194 has had expenditures as follows:

PROJECT 7194—GENERAL REPAIR WORK.

	Application approved for.	Amount actually spent.
Labor	\$23,346.40	\$5,317.47
Materials, C. W. A.....	2,232.59	2,388.59
Materials by us.....	2,232.59	1,522.24
	\$27,811.58	\$9,228.30

All of our share of the costs of the C. W. A. projects has been vouchered, and has come out of our *regular appropriations and within our budget allowances*, so that at no time have we been "*in the red*" in any account. The repair project, No. 7194, included a large part of our regular building repairs, which we should ordinarily have had to do ourselves.

2. Pemberton Hall Dormitory.

The condition of the parlors, offices and matron's quarters on the first floor, and the condition of the kitchen are such that immediate action is needed. The aspect of the parlors and reception rooms is such that it is not surprising to learn that young women do not care to live in the Hall. From the standpoints of sanitation and efficiency, our kitchen is deplorable. The State Architect's office has been kind enough to send persons skilled in institutional kitchen planning to look the kitchen over. Their report indicates the truth of the above statements concerning the situation. I have been hoping for a meeting of the State Normal School Board in Charleston so that the women members of the Board might appraise these conditions first hand. Inspection by them will lead to condemnation. Our Revolving Fund balance is sufficient to cover the cost of these needed repairs and refurbishings to the parlors, halls and offices. It is estimated that between four and five thousand dollars will be needed. The State Architect's office rates our kitchen needs as such necessity, that they are willing to back them as needed from the Contingency Fund. The estimated cost by the State Architect's office is \$5,000.00.

VII. AUXILIARY ENTERPRISES. No report.

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS.

1. Students Under Federal Emergency Relief Aid.

Since March 2, 1934, we have had 10 per cent of our enrollment as of October 15, 1933, a total of 88 students, working under F. E. R. A. relief. We have been allowed a monthly total of \$1,320.00, and have given employment to 31 men and 57 women. These students have been employed in clerical work of various sorts, in library work, in laboratory work, in helping the janitor force, in working on the campus, in being information clerks, and in assisting the night watchman. Out of 88 students we have had difficulty with but two students as to satisfactory work. Such relief has made it possible for many of these 88 students to remain in school. Each gave affidavit that the funds were absolutely needed in order to remain with us until the end of the school year. We are hoping that this relief is continued by the Federal Government during 1934-35.

2. Training School Facilities Afforded.

The growth of the student body during recent years has been matched with no increase in training school facilities. Consequently the college can no longer offer the intensive training in practice teaching which has given the former graduates an enviable ability in classroom management as beginning teachers. As many as seven students are now assigned to one arithmetic class. This means a student has complete control of this class but one day in seven, if that long. Proper apprenticeship cannot be developed under such conditions. This instance is an extreme one, but five student teachers to one grade school class is common, particularly in intermediate and upper

grades. No critic teacher can do herself justice under such conditions. Within the near future, unless demand for practice teaching lessens, we must add facilities of this kind. Affiliation with a ward school in the city of Charleston, or with the grade system of a neighboring village, are things to be given careful consideration in our teacher training plans.

3. Rural School Curriculum and Practice Teaching.

In the thirty-five years of its history, the Eastern Illinois State Teachers College has paid little attention to the rural school problem. Summer courses designed particularly for rural teachers have been offered. In 1933, 43 per cent of the teacher placements went into rural schools. Four years ago but 10 per cent went to this type of school. At the January conference held for the County Superintendents of Schools, Mr. Blair and the assembled group voiced the opinion that Eastern Illinois State Teachers College should follow the example of its sister institutions, and develop a Rural School Curriculum along modern practice in this field. Such a curriculum will not only need the addition of a faculty member trained in Rural Education, but affiliation with sufficient nearby rural schools so as to afford a system of practice teaching in them. County Superintendent W. H. Green of Coles County is particularly anxious to have us do this work. I have inspected with him, several rural schools conveniently situated on improved roads, and he informs me that these rural communities will be glad to cooperate with us. If granted the additional instructor in Education asked for in our faculty list, I shall employ a person interested in this development. It will take one year of planning in order to be ready with a practice teaching system and a Rural School Curriculum. Financial provision for this development should find a place in the budget for the next biennium.

4. Plan of the School Week.

Since the beginning of its career, the Eastern Illinois State Teachers College has had a plan for the school week which began work on Tuesday morning, and terminated the work of the week in the college, at noon on Saturday. The high school and the elementary school have continued session through Saturday afternoon. The good reasons for such a plan no longer exist. In fact, the present activities of the student body are such that the plan is causing much use of school time that should be free for study. Consequently beginning with the new school year in September, we shall adopt the weekly plan of Monday to Friday, inclusive, in use at our sister institutions. The high school and the elementary school will follow the same plan.

X. SUMMARY.

Action of the State Normal School Board is respectfully requested on the following items:

1. Approval of the salary schedule and personnel for the summer term of 1934.

2. Acceptance of the resignations from the faculty of:

Irene K. Braun	Samuel P. Mitchell
Anne B. Chase	Dorothy H. Moore
Grace E. Messor	Orra E. Neal

3. Granting of leaves of absence without pay, for study as requested by:

Myrtle Arnold	Beth Kassabaum
Lawrence F. Ashley	Edith P. Levake
Ethel I. Hanson	Alice McKinney
Gertrude Hendrix	Eva P. Mintle
Wayne P. Hughes	Leah I. Stevens
Harry R. Jackson	Eugene M. Waffle

4. Recommended employment of the following persons for 1934-35, in the positions and at the salaries noted:

Clara Attebery	Home Economics	\$1,800.00
Nellie F. Cook	Fine Arts	1,800.00
J. Marcus Hobbs	Fine Arts	1,530.00
Jessie M. Hunter	Penmanship	1,530.00
Helen Mahany	Physical Education (W)	1,620.00
Jay B. McGregor	Education	2,430.00
Harry L. Metter	Critic 8th grade, Principal	1,980.00
Ralph W. Sharp	Industrial Arts	1,800.00
Kenneth L. Sloan	English	1,530.00
Frank L. Verweibe	Physical Science	1,980.00
Ruth E. Wilkin	English, High School	1,800.00
Maude L. Chambers	Fine Arts (H)	2,160.00
Irene Royce Phipps	Substitute, per month	210.00

5. Approval of the following changes of the duty within the existing faculty, with the accompanying salary adjustments:

Fiske Allento Professor of Mathematics.....	\$3,240.00
Frank A. Beuto Assistant Dean of the College.....	2,970.00
Walter W. Cookto Director of the Training Schools.....	2,970.00
Kevin J. Guinaghto Head, Dept. Foreign Languages.....	2,340.00
Hobart I. Hellerto Dean of Men.....	2,430.00
Russell H. Landisto Acting Head, Industrial Arts.....	2,070.00
Nathile McKayto Dean of Women, per month.....	175.00
Harris E. Phippsto Acting Head, Physical Science.....	2,160.00
Ernest L. Stoverto Head, Biological Science.....	3,150.00

6. Approval of the personnel and salary schedule for the regular school year, 1934-35, including the additions of the following positions at the salaries indicated:

One Instructor in History at.....	\$1,980.00
One Instructor in English at.....	1,980.00
One Instructor in Education at.....	1,980.00
One Assistant Librarian at.....	1,350.00
One Stenographer at.....	1,200.00
One Laborer (janitorial service).....	1,200.00

7. Approval of the calendar for the school year 1934-35 as submitted.

8. Approval of the addition of a Rural School Curriculum and a system of affiliated rural schools for practice teaching, as soon as professionally and financially feasible.

Respectfully submitted,

ROBERT G. BUZZARD, *President.*

He stated that before making certain recommendations on faculty changes he desired to present a special report on institutional ratings and academic training of the faculty. After this special report was read, Mr. Blair raised the point that the North Central Association had changed its faculty requirements in a very significant way. That the previous requirements of the North Central Association stressed the point of degrees, of what positions in the faculty should hold doctors degrees, etc., but that the new regulations made no reference to degrees. He expressed a fear that the Teachers Colleges in becoming colleges have made entirely too much of the degree idea, that personality, character, scholarship and teaching skill should be the determining elements.

President Buzzard stated that his only desire was to maintain the high standing of the college and to give its students the same rating that was given other students of other teachers colleges.

He spoke in detail on the six persons whose resignations he was asking the Board to accept, and also concerning the request for leaves of absence without pay of twelve members of the faculty. He spoke in detail on his recommendations of persons to take the places of those who had resigned or were to have leaves of absence.

He discussed certain changes which he recommended in the faculty assignments. He spoke of the transfer of Mr. Allen, Director of Training Schools, to the Department of Mathematics, and the transfer of Mr. Cook, Associate Professor of Education, to Director of Training Schools. Some discussion on this recommendation followed.

He also called special attention to the need of improvements and replacements in Pemberton Hall. He called special attention to the condition of the carpets and rugs and to the inadequacy of the kitchen.

The Board approved the following recommendations in this report:

1. Faculty and salary schedule for the summer term.
2. Acceptance of the resignation of the persons mentioned in the report.
3. Granting of a year's leave of absence without pay to the following persons:

Myrtle Arnold, Lawrence F. Ashley, Ethel I. Hanson, Gertrude Hendrix, Wayne P. Hughes, Harry R. Jackson, Beth Kassabaum, Edith P. Levake, Alice McKinney, Eva P. Mintle, Leah I. Stevens, Eugene M. Waffle.

4. Employment of the following persons, for the positions and at the salaries designated, subject to the later approval of the regular faculty list by the Board:

Clara Atteberry	Home Economics	\$1,800.00
Nellie F. Cook.....	Fine Arts	1,800.00
J. Marcus Hobbs.....	Fine Arts	1,530.00
Jessie M. Hunter.....	Penmanship	1,530.00
Helen Mahany	Physical Education	1,620.00
Jay B. McGregor.....	Education	2,430.00
Harry L. Metter.....	Critic 8th grade, Principal.....	1,980.00
Ralph W. Sharp.....	Industrial Arts	1,800.00
Kenneth L. Sloan.....	English	1,530.00
Frank L. Verweibe.....	Physical Science	1,980.00
Ruth E. Wilkin.....	English, High School.....	1,800.00
Maude L. Chambers.....	Fine Arts	2,160.00
Irene Royce Phipps.....	Substitute, per month.....	210.00

5. The following changes of duty within the existing faculty, with the accompanying salary adjustment:

Fiske Allen	to Professor of Mathematics.....	\$3,240.00
Frank A. Beu.....	to Assistant Dean of the College.....	2,970.00
Walter W. Cook.....	to Director of Training Schools.....	2,970.00
Kevin J. Guinagh.....	to Head, Dept. Foreign Languages.....	2,340.00
Hobart I. Heller.....	to Dean of Men.....	2,430.00
Russell H. Landis.....	to Acting Head, Industrial Arts.....	2,070.00
Nathile McKay	to Dean of Women, per month.....	175.00
Harris E. Phipps.....	to Acting Head, Physical Science.....	2,160.00
Ernest L. Stover.....	to Head, Biological Science.....	2,150.00

6. Approval of the following additions to the regular faculty list, subject to the later approval of that list:

One Instructor in History at.....	\$1,980.00
One Instructor in English at.....	1,980.00
One Instructor in Education at.....	1,980.00
One Assistant Librarian at.....	1,350.00
One Stenographer at	1,200.00
One Laborer (janitorial service).....	1,200.00

7. Calendar for the school year 1934-1935.

8. Addition of a rural school curriculum and a system of affiliated rural schools for practice teaching as soon as it is financially possible.

ILLINOIS STATE NORMAL UNIVERSITY

President Fairchild presented his report, which was received, placed on file, and is made a part of these minutes. This report follows:

Normal, Illinois,
May 15, 1934.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Illinois State Normal University:

I. STUDENTS.

1. Attendance.

I am giving you below a statement of the attendance for the autumn quarter of 1933-1934:

	Men and boys.	Women and girls.	Total autumn quarter.	One year ago.
a. College:				
Post Graduate	5	9	14	26
Seniors	55	80	135	95
Juniors	95	133	228	196
Sophomores	174	346	520	510
Freshmen	227	410	637	789
Unclassified	1	2	3	4
Total college students on campus	557	980	1,537	1,620
c. University High School.....	118	101	219	241
d. University Elementary School.....	162	131	293	317
e. Cooperating Elementary School (Illinois Soldiers and Sailors Chil- drens School)	410	255	665	640
Cooperating Rural Schools.....	109	113	222	263
Total pupils, Elementary and Secondary	799	600	1,399	1,461
Grand total	1,356	1,580	2,936	3,081

Attendance for the winter quarter of 1933-1934.

	Men and boys.	Women and girls.	Total winter quarter.	Total year ago.
a. College:				
Post Graduate	9	16	25	37
Seniors	74	111	185	136
Juniors	118	133	251	228
Sophomores	162	355	517	564
Freshmen	190	354	544	622
Unclassified	1	2	3	7
Total college students on campus	554	971	1,525	1,594
c. University High School.....	117	97	214	232
d. University Elementary School.....	124	119	243	306
e. Cooperating Elementary School (Illinois Soldiers and Sailors Chil- drens School)	415	256	671	669
Cooperating Rural Schools.....	110	115	225	256
Total Pupils, Elementary and Secondary	766	587	1,353	1,463
Grand total	1,320	1,558	2,878	3,057

2. Comments.

It will be noticed that there is a decrease of about 70-80 students each quarter as compared with the corresponding quarter a year ago. This may

be attributed to several causes rather than any single condition. However, this school has not suffered as marked decrease as many state teachers colleges throughout the United States as revealed in a recent tabulation of figures from the George Peabody College for Teachers. We have gained slightly in number of men students but have lost in enrollment of women. It may be of interest to know that even with decrease this school now ranks fifth in enrollment among the State teachers colleges of the country according to the Peabody report.

II. FACULTY.

1. Resignations.

- a. Juanita Brown, Instructor in Physical Education, is resigning at the end of this school year in order to be married.

2. Leave of Absence.

- a. Miss Erma Imboden, seventh grade critic teacher in the Metcalf Training School, requested a leave of absence without pay to continue her education for an advanced degree in Teachers College, Columbia University, effective from February 1, 1934. Miss Imboden is now in New York City and expects to return at the opening of the next fall quarter. I recommend that this leave of absence be sanctioned.

3. New Appointments Recommended.

- a. To take the place of Miss Erma Imboden, Miss Lauretta Robinson was appointed at a salary of \$900.00 from February 1 to June 7. Miss Robinson has a Master's degree from Teachers College, Columbia University, and has had experience in public elementary and junior high schools as well as in a teachers college.

- b. Due to heavy enrollment in the Social Science Department at the opening of the winter quarter it became necessary to secure additional teaching help. With the sanction of certain members of the Normal School Board Dr. Neil Waldron was employed at an annual salary rate of \$2,520.00 effective from January 22, 1934. Dr. Waldron had her training in the Kansas State Teachers College of Emporia and from Northwestern University, receiving Bachelor's, Master's and Doctor's degrees from the latter institution. Her experience has been in the elementary schools of several Kansas towns, the secondary schools of Kansas City, Missouri, the Government Normal School in the Philippine Islands, Olivet College in Michigan and McKendree College in Illinois. I recommend the official appointment of Miss Waldron as an Associate Professor.

- c. There is need for additional help in the Education Department beginning in September, 1934. Such help should be had in the nature of an outstanding educator to serve as head of this important department. After careful consideration of persons who can meet the demands of this position, both on and off the campus, I wish to recommend the appointment of Dr. C. A. DeYoung of Evanston, Illinois, as Professor and Head of the Department of Education, at an annual salary of \$3,600.00 effective from the opening of the 1934-1935 school year. Dr. DeYoung is a man of unusually high scholarship with a very practical background of training and experience. A graduate of Hope College in Michigan, with his M. A. degree from Teachers College, Columbia University, and his Ph. D. degree from Northwestern University, and with both teaching and administrative experience in the public schools of several Michigan cities, Dr. DeYoung is now a Professor of Educational Administration in the School of Education of Northwestern University. For four years he had unusual experience as head of the schools in Madanapalle, India, and was Assistant Examiner in English in the University of Madras, India and was appointed by the Governor of Madras as a member of the Elementary Education

Council of Chittoor District. He is an excellent teacher, is the author of two books on different phases of school administration, has written numerous articles, held a number of educational offices and knows the public school field.

- d. For some time the Music Department has been under-staffed, making it impossible to offer many courses listed in the catalog. To help the three people who are now offering work in both training school and university I recommend the appointment, as Associate Professor, of Miss Emma R. Knudson. Miss Knudson has a B. A. degree from Drake University and a M. S. in Education from Northwestern University with training in six other colleges and universities, and has had teaching experience in several public schools as a teacher and supervisor, being at present Supervisor of Music in the Elgin, Illinois, schools. Additional teaching experience has been had in Jewell College and Milwaukee State Teachers College. The salary recommended for this position is \$2,520.00 for thirty-six weeks.
4. New Salaries and Salary changes Recommended.
- a. An additional teacher in English is needed to care for the excess number of classes in Freshman English. The creation of such a position and authorization to fill the position is requested.
- b. An additional teacher to handle classes in Hygiene and some Biology is needed to meet needs in these two fields. The creation of this position and the authorization to select some one for this work is requested.
- c. In order to bring the salaries of Alice R. Ogle, Elsie Borgland and Eugene Hill to even a minimum basis the figures indicated in the faculty list for the regular school year include a \$90.00 increase for Miss Ogle and \$180.00 for each of the other two. All other salaries of regular teachers now employed are identical with the salary received in this 1933-1934 school year except a reduction from \$2,187.00 to \$1,620.00 in the salary of Mr. Cavins who will do part time work next year at his own request.

Slight adjustments in our portion of compensation for teachers in affiliated schools have been made, detailed explanation of which will be made if desired. Of the rural school group, Price School has been dropped and Grove and King schools added. Three additional rooms (the remainder of the Towanda Elementary School system) are included in the proposed program. One additional high school teacher is included in the Towanda list, giving us the entire Towanda schools. All adjustments and the six new teachers involve a net increase of \$1,530.00 over the amount paid for affiliated service this year. The additional facilities are an absolute necessity to meet student teaching demands.

5. List of faculty members for summer term of six weeks with salaries to be paid from Salaries and Wages, one-half from the first year of the biennium and one-half from the second year:

A. REGULAR FACULTY FOR SUMMER TERM OF 1934.

Name.	Subject.	Salary.		Total.
		First Half.	Second Half.	
Adams, Howard W.....	Chemistry	\$263.25	\$263.25	\$526.50
Admire, Harry F.....	Commerce	175.50	175.50	351.00
Allen, Marion C.....	Art	168.75	168.75	337.50
Atkin, Edith I.....	Mathematics	209.25	209.25	418.50
Barger, Thomas	Physics	182.25	182.25	364.50
Barto, Margaret M.....	Physical Education	195.75	195.75	391.50
Berninger, Harriet	Education	165.38	165.37	330.75
Beyer, William A. L.....	History	276.75	276.75	553.50
Blake, Anna M.....	Biology	175.50	175.50	351.00
Browne, Richard	Economics	195.75	195.75	391.50
Brunk, Dorothy G.....	History	182.25	182.25	364.50
Buehler, Rose E.....	Training School	158.63	158.62	317.25
Buell, Mary E.....	Home Economics	182.25	182.25	364.50
Carrington, J. W.....	Dir. Training School.....	322.50	322.50	645.00

Name.	Subject.	Salary.		Total.
		First Half.	Second Half.	
Cavins, Elmer W.....	Speech	182.25	182.25	364.50
Church, Jane	Commerce	182.25	182.25	364.50
Cole, E. L.....	Economics	162.00	162.00	324.00
Connell, Marguerite R....	English	168.75	168.75	337.50
Cooper, Margaret	Education	142.50	142.50	285.00
Cooper, Rachel	School Physician	209.25	209.25	418.50
Crompton, Mabel	Geography	168.75	168.75	337.50
Cross, Clarence L.....	Physics (Half time)....	111.37	111.37	222.75
Decker, Charles E.....	Education	246.38	246.37	492.75
Dexheimer, Lora M.....	Training School	162.00	162.00	324.00
Dragoo, Alva W.....	Industrial Arts	195.75	195.75	391.50
Ellis, Margery A.....	English	165.38	165.37	330.75
Eyestone, Lura M.....	Training School	162.00	162.00	324.00
Flagg, Elinor B.....	Mathematics	165.38	165.37	330.75
Fletcher, Kenyon S.....	Industrial Arts	195.75	195.75	391.50
Force, Thelma	Education	180.00	180.00	360.00
Fraley, John E.....	Biology	175.50	175.50	351.00
Gooding, Ralph U.....	Chemistry	172.13	172.12	344.25
Gueffroy, Edna M.....	Geography	165.38	165.37	330.75
Guthrie, Clara	Library	127.50	127.50	255.00
Hacker, Linder W.....	Education	229.50	229.50	459.00
Hamilton, Alma M.....	English	175.50	175.50	351.00
Hammerlund, Chester M....	Economics	195.75	195.75	391.50
Hancock, Howard J.....	Physical Education	246.38	246.37	492.75
Harper, Charles A.....	History	239.63	239.62	479.25
Harpster, Christian	Training School	172.13	172.12	344.25
Hayden, Annie W.....	Training School	165.38	165.37	330.75
Henderson, Stella V.....	Education	180.00	180.00	360.00
Hill, Eugene	Physical Education	120.00	120.00	240.00
Hinman, Dorothy	English	165.38	165.37	330.75
Holmes, Manfred J.....	Education	270.00	270.00	540.00
Horton, C. E.....	Physical Education	232.87	232.88	465.75
Hudelson, Clyde W.....	Biology	236.25	236.25	472.50
Hume, Esther	Physical Education	135.00	135.00	270.00
Kelley, Edna I.....	Library	90.00	90.00	180.00
Kinneman, John	Sociology	229.50	229.50	459.00
Lamkey, Ernest M. R.....	Biology	239.63	239.62	479.25
Lancaster, Thomas J....	Education	209.25	209.25	418.50
Lathrop, H. O.....	Geography	256.50	256.50	513.00
McAvoy, Blanche	Biology	182.25	182.25	364.50
Malmberg, Constantine F...	Education	222.75	222.75	445.50
Mills, Clifford N.....	Mathematics	263.25	263.25	526.50
Moore, Clifford W.....	Economics	202.50	202.50	405.00
Nelson, Thelma	English	135.00	135.00	270.00
Newell, Adnah C.....	Industrial Arts	263.25	263.25	526.50
Ogle, Alice R.....	Art	126.90	126.90	253.80
Okerlund, Gerda	English	172.13	172.12	344.25
Orr, Clarence	History	216.00	216.00	432.00
Palmer, George M.....	English	256.50	256.50	513.00
Parker, Rose E.....	Education	232.88	232.87	465.75
Peterson, Harvey A.....	Education	256.50	256.50	513.00
Pohle, Genevieve A.....	Library	93.15	93.15	186.30
Plotnicky, Gertrude A...	Library	141.75	141.75	283.50
Pricer, Laura H.....	English	205.88	205.87	411.75
Pringle, Ralph W.....	Education	283.50	283.50	567.00
Ross, Josephine	Home Economics	175.50	175.50	351.00
Royce, Bertha	Biology	182.25	182.25	364.50
Shea, Grace	Health Education	135.00	135.00	270.00
Smith, Janet	Speech	155.25	155.25	310.50
Smith, Leon	Physics	182.25	182.25	364.50
Sorrenson, Fred S.....	Speech	246.38	246.37	492.75
Stephens, Ethel G.....	History	175.50	175.50	351.00
Stroud, Ruth	English	148.50	148.50	297.00
Taylor, Marion A.....	English	135.00	135.00	270.00
Teager, Florence E.....	English	172.13	172.12	344.25
Thoene, Christine A.....	Training School	175.50	175.50	351.00
Tilton, Florence	Fine Arts	209.25	209.25	418.50
Turner, Edwin A.....	Education	317.25	317.25	634.50
Waldron, Nell B.....	History	210.00	210.00	420.00
Walker, Marjorie J.....	Training School	135.00	135.00	270.00
Webb, Mary	Commerce	155.25	155.25	310.50
Welch, Eleanor W.....	Library	226.13	226.12	452.25
Westhoff, Frank W.....	Music	253.13	253.12	506.25
Westhoff, Margaret	Music	135.00	135.00	270.00
Whitten, Jennie A.....	English	180.00	180.00	360.00
Williams, Arthur R.....	Commerce	263.25	263.25	526.50

\$17,304.39 \$17,304.21 \$34,608.60

B. ADDITIONAL FACULTY FOR THE SUMMER TERM OF 1934.

Name.	Subject.	Salary.		Total.
		First Half.	Second Half.	
O'Geran, Graeme	History	\$210.00	\$210.00	\$420.00
(Syracuse University)				
Special Lecturers	Various fields	Not to exceed		500.00
				\$35,528.60

6. List of faculty members for the next school year 1934-1935 with salaries to be paid for the thirty-six weeks from Salaries and Wages account:

FACULTY (SALARIES AND WAGES).

Name.	Position.	Salary.
*Adams, H. W.	Professor of Chemistry	\$3,159.00
*Beyer, W. A. L.	Professor of Social Science	3,321.00
*DeYoung, C. A.	Professor of Education	3,600.00
Colby, J. Rose	Professor (Emerita)	2,160.00
Holmes, M. J.	Professor of Education	3,240.00
*Lathrop, H. O.	Professor of Geography	3,078.00
*Mills, C. N.	Professor of Mathematics	3,159.00
*Newell, A. C.	Professor of Industrial Arts	3,159.00
*Palmer, G. M.	Professor of English	3,078.00
*Peterson, H. A.	Professor of Psychology	3,078.00
Pringle, R. W.	Professor of Education and Principal University High School	3,402.00
Turner, E. A.	Professor of Education	3,807.00
Atkins, Edith I.	Associate Professor of Mathematics	2,511.00
Carrington, John W.	Associate Professor of Education and Director of Training Schools	3,870.00
Cole, E. L.	Associate Professor of Education	2,160.00
Cooper, Margaret	Associate Professor of Education	2,826.00
Cross, C. L.	Associate Professor of Physics	2,673.00
Decker, C. E.	Associate Professor of Education	2,956.50
Hacker, L. W.	Associate Professor of Education	2,754.00
Hancock, H. J.	Associate Professor of Physical Education	2,956.50
Harper, C. A.	Associate Professor of Social Science	2,875.50
*Horton, C. E.	Associate Professor of Physical Education	2,794.50
Hudelson, C. W.	Associate Professor of Agriculture	2,835.00
Kinnoman, J. A.	Associate Professor of Social Science	2,754.00
Knudson, Emma R.	Associate Professor of Music	2,520.00
*Lamkoy, E. M. R.	Associate Professor of Biology	2,875.50
Lancaster, T. J.	Associate Professor of Education	2,511.00
Malmberg, C. F.	Associate Professor of Psychology	2,673.00
Orr, Clarence	Associate Professor of Social Science	2,592.00
Parker, Rose E.	Associate Professor of Education	2,794.50
Pricer, Laura H.	Associate Professor of English	2,470.50
*Rambo, Jessie E.	Associate Professor of Home Economics	2,592.00
Rice, Agnes F.	Associate Professor of Education	2,470.50
Sorrenson, F. S.	Associate Professor of Speech	2,956.50
Tilton, Florence	Associate Professor of Art	2,511.00
Waldron, Neil B.	Associate Professor of Social Science	2,520.00
*Westhoff, F. W.	Associate Professor of Music	3,037.50
*Williams, A. R.	Associate Professor of Commerce	3,159.00
Admire, H. F.	Assistant Professor of Commerce	2,106.00
Allen, Marion C.	Assistant Professor of Art	2,025.00
Barger, T. M.	Assistant Professor of Physics	2,187.00
Barto, Margaret M.	Assistant Professor of Physical Education	2,349.00
Berninger, Harriet J.	Assistant Professor of English	1,984.50
Blake, Anna M.	Assistant Professor of Biology	2,106.00
Boicourt, Blaine	Assistant Professor of Music	2,106.00
Browne, R. G.	Assistant Professor of Social Science	2,349.00
Brunk, Dorothy M.	Assistant Professor of Social Science	2,187.00
Buell, Mary E.	Assistant Professor of Home Economics	2,187.00
Carver, Katherine E.	Assistant Professor of Latin	1,944.00
Cavins, E. W.	Assistant Professor of English (Part Time)	1,620.00
Cogdal, J. T.	Assistant Professor of Physical Education	2,187.00
CConnell, M. Regina	Assistant Professor of Latin	2,025.00
Cooper, Rachel M.	Assistant Professor of Hygiene and Physician	2,511.00
Crompton, Mabel P.	Assistant Professor of Geography	2,025.00
Dragoo, A. W.	Assistant Professor of Industrial Arts	2,349.00
Ellis, Margery A.	Assistant Professor of French	1,984.50
Flagg, Elinor B.	Assistant Professor of Mathematics	1,984.50
Fletcher, K. S.	Assistant Professor of Industrial Arts	2,349.00
Fogler, R. W.	Assistant Professor of Chemistry	2,268.00
Force, Thelma	Assistant Professor of Education	2,160.00
Fraley, J. E.	Assistant Professor of Nature Study	2,106.00
Gooding, R. U.	Assistant Professor of Chemistry	2,065.50

Name.	Position.	Salary.
Gueffroy, Edna M.....	Assistant Professor of Geography	1,984.50
Hamilton, Alma M.....	Assistant Professor of English	2,106.00
Hammerlund, C. M.....	Assistant Professor of Industrial Arts	2,349.00
Henderson, Stella V.....	Assistant Professor of Education	2,160.00
Hinman, Dorothy	Assistant Professor of English	1,984.50
Imboden, Erma F.....	Assistant Professor of Education	2,106.00
McAvoy, Blanche	Assistant Professor of Biology	2,187.00
Moore, C. W.....	Assistant Professor of Social Science	2,430.00
Okerlund, Gerda	Assistant Professor of English	2,065.50
Ross, Josephine	Assistant Professor of Home Economics	2,106.00
Royce, Bertha M.....	Assistant Professor of Biology	2,187.00
Smith, L. S.....	Assistant Professor of Physics	2,187.00
Stephens, Ethel G.....	Assistant Professor of Social Science	2,106.00
Teager, Florence E.....	Assistant Professor of English	2,065.50
Thoene, Christine A.....	Assistant Professor of Education	2,106.00
Vinson, Esther G.....	Assistant Professor of English	2,025.00
*Whitten, Jennie A.....	Assistant Professor of German	2,160.00
.....	Assistant Professor of Hygiene	2,025.00
.....	Assistant Professor of English	2,025.00
Allen, Mabel C.....	Instructor in Speech	1,741.50
Armstrong, Leila M.....	Instructor in Education	1,620.00
Bartle, Gladys L.....	Instructor in Art	1,822.50
Bergland, Elsie	Instructor in Physical Education	1,620.00
.....	Instructor in Physical Education	2,025.00
(Juanita Brown 1933-34)		
Buehler, Rose E.....	Instructor in Education	1,903.50
Church, Jane	Instructor in Commerce	2,187.00
Day, Alta J.....	Instructor in Commerce	1,822.50
Dexheimer, Lora M.....	Instructor in Education	1,944.00
Dillon, Jessie M.....	Instructor in Education	1,944.00
Douglass, T. J.....	Instructor in Agriculture	1,944.00
Ela, Clara E.....	Instructor (Emerita)	1,080.00
Ellwood, R. W.....	Instructor in Social Science	1,890.00
Eyestone, Lura M.....	Instructor in Education	1,944.00
Frey, Bernice G.....	Instructor in Physical Education	1,620.00
Frye, H. E.....	Instructor in Physical Education	1,620.00
Westhoff, Margaret	Instructor in Music	1,620.00
Harpster, C. E.....	Instructor in Education	2,065.50
Hayden, A. Wezette.....	Instructor in Education	1,984.50
Hill, E. L.....	Instructor in Physical Education	1,620.00
Hume, Esther	Instructor in Physical Education	1,620.00
Shomler, Thelma	Instructor in Physical Education	1,620.00
Lee, Margaret E.....	Instructor (Emerita)	1,080.00
McDavitt, Neva	Instructor in Nature Study	1,903.50
Nelson, Thelma	Instructor in English	1,620.00
Noe, Rowena F.....	Instructor in Education	2,160.00
Ogle, Alice R.....	Instructor in Art	1,620.00
O'Rourke, J. M.....	Instructor in General Science	1,890.00
Peters, Margaret K.....	Instructor in Commerce	1,741.50
Shea, Grace R.....	Instructor in Hygiene and Nurse.....	1,620.00
Smith, Janet K.....	Instructor in Art	1,863.00
Stroud, Ruth	Instructor in English	1,782.00
Taylor, Marion A.....	Instructor in English	1,620.00
Tucker, Bernice A.....	Instructor in Home Economics	1,620.00
Walker, Marjorie J.....	Instructor in Education	1,620.00
Webb, Mary D.....	Instructor in Commerce	1,863.00
Barber, F. D.....	Assistant in Chemistry	800.00

* Indicates Head of Department.

AFFILIATED SCHOOLS.

Clark, Nancy A.....	Part time, Little Brick School.....	540.00
Watkins, Charles R.....	Part time, Towanda	360.00
Winegarner, Lela	Part time, Towanda	360.00
Miller, Fred H.....	Part time, Towanda	360.00
Ebel, Alice	Part time, Towanda	360.00
.....	Part time, Towanda	360.00
Webster, Annie L.....	Part time, Towanda	180.00
Raffety, Almeda L.....	Part time, Towanda	180.00
Bergstrom, Rachel	Part time, Towanda	180.00
Eads, Clark J.....	Part time, Towanda	180.00
Fristoe, Dewey	Part time, Houghton School	180.00
Fristoe, Lois A.....	Part time, Houghton School	180.00
Snedaker, Iva	Part time, Grove School	180.00
Gould, Halena	Part time, King School	360.00

Total for Faculty from Regular Appropriation for Salaries and Wages\$271,601.00

STAFF OF LIBRARIANS (PAID FROM SALARIES AND WAGES).

Welch, Eleanor W.....	Librarian	\$2,713.50
Guthrie, Clara L.....	Assistant Librarian	1,530.00
Kelley, Edna I.....	Assistant Librarian	1,080.00
Plotnicky, Gertrude	Assistant Librarian	1,701.00
Pohle, Genevieve	Cataloger	1,125.00
		\$8,149.50

ILLINOIS SOLDIERS AND SAILORS CHILDRENS SCHOOL.

Faculty Paid by Welfare Department.

Goodwin, May	Instructor and Principal.....	\$2,106.00
Anderson, Grace F.....	Instructor	1,620.00
Bally, Winifred	Instructor	1,620.00
Bauer, Veda B.....	Instructor	1,782.00
Brosi, Dorothy A.....	Instructor	1,215.00
Pumphrey, Mabel A.....	Instructor	1,620.00
Shea, Josephine	Instructor	1,701.00
Spafford, Louise	Instructor	1,620.00
Tucker, Grace L.....	Instructor	1,620.00
Wright, Hazel T.....	Instructor	1,710.00
White, Edson	Assistant	1,350.00
Kepner, Clara	Assistant	1,215.00
Knuppel, F. J.....	Assistant	1,539.00
Serkes, Edith M.....	Assistant	1,296.00
Morris, Alta M.....	Assistant	1,215.00
Kelly, Mildred G.....	Assistant	1,215.00
Powell, Pauline	Assistant	1,296.00
McCowan, Letta B.....	Assistant	1,458.00
Stillman, Dorothy O.....	Assistant	1,539.00
Honn, Max	Assistant (Half time).....	810.00
Hogan, William E.....	Assistant	1,350.00
		\$30,897.00

Total for Faculty paid by Welfare Department..... \$30,897.00

III. OTHER SCHOOL EMPLOYEES.

1. Resignations.

- a. Albert Gregory, fireman, resigned, effective November 30, 1933.

2. New Appointments.

- a. Simon Kniery was appointed as fireman to replace Albert Gregory at the same salary rate of \$103.50 per month on a twelve months basis effective December 1, 1933.

3. New salaries and salary changes.

- a. Effective February 1, 1933, the assignment of Ferne Roseman, telephone operator, was altered by assignment of certain clerical duties and the rate of compensation changed from \$50.00 to \$75.00 per month on twelve months basis. To help Miss Roseman with switch board duties part time, student help is used, hence not creating a new position.

- b. Necessary adjustments in the assignments and compensation of the clerical and secretarial force have been found necessary resulting in this recommendation for a slight decrease in salary and working hours of Flora P. Dodge and slight increases in salaries of Lottie V. Boundy, Ruth V. Clem, Dorothy W. King, Lorene A. Meeker and Louise Stretch. The total excess cost of this adjustment is \$636.00 for the year of twelve months, the newly proposed salaries for the above group being indicated in the following list of employees. No other changes in salaries are made in this list.

4. I recommend the following other school employees, paid partly from the appropriation for Salaries and Wages and partly from the Revolving Fund, as indicated. These salaries are for twelve months:

OTHER SCHOOL EMPLOYEES (SALARIES AND WAGES).

Fairchild, R. W.	President	\$6,750.00
Schroeder, H. H.	Dean (Administration)	5,400.00
Barton, O. Lillian	Dean of Women (Eleven and a half months)	3,312.00
Linkins, R. H.	Dean of Men (Eleven and a half months)	4,036.50
Brenneman, Elsie J.	Registrar	2,700.00
Melrose, Ferne M.	Recorder	1,485.00
Marsh, R. D.	Business Manager	3,240.00
Johnson, Jennie A.	Financial Secretary	1,782.00
Dodge, Flora P.	General Faculty Secretary	1,500.00
King, Dorothy W.	Secretary to the President	1,440.00
Clem, Ruth V.	Audit Clerk	1,440.00
Boundy, Lottie V.	Stenographer (Dean)	1,140.00
Meeker, Lorene A.	Stenographer (Training School and Appointment Bureau)	1,320.00
Sluder, Edna B.	Secretary to Dean of Women	1,350.00
Stretch, K. Louise	Stenographer (Registrar)	1,140.00
Roseman, Ferne A.	Telephone Operator	900.00

Total for Other School Employees paid from Regular Appropriation for Salaries and Wages..... \$39,475.50

OTHER SCHOOL EMPLOYEES PAID FROM REVOLVING FUND.

Akin, Anna	Assistant Cook	\$ 814.00
Barclay, Mamie	Domestic	814.00
Bayles, C. O.	Janitor	1,138.50
Bedinger, Nellie	Domestic	814.00
Byers, Lulu	Domestic	473.00
Calhoun, Alvin O.	Janitor	1,138.50
Coomer, Inez	Domestic	429.00
Downing, Emily	Domestic	550.00
Dunn, Ollie	Laborer	1,200.00
Francis, Melissa	Domestic	814.00
Grimes, Frances	Assistant Cook	1,035.00
Harris, Carter	Janitor	1,138.50
Henline, Ruth	Manager Textbook Library	1,980.00
Hill, Charles	Fireman	1,138.50
Howell, Beulah	Domestic	473.00
Keltner, Gene	Domestic	660.00
Kniery, Simon	Fireman	1,138.50
Kiper, W. A.	Night Watchman	1,188.00
Lawrence, John D.	Janitor	1,138.50
Mead, Herman	Engineer	1,836.00
Mercier, Charles	Farmer	1,512.00
Miller, Henry	Laborer	1,242.00
Moore, J. A.	Janitor	1,138.50
Nelson, Ben	Laborer	1,100.00
Patterson, Florence	Domestic	407.00
Bratt, George	Laborer	1,100.00
Ramseyer, Albert	Laborer	1,200.00
Rein, Carl	Caretaker of Grounds	2,052.00
Rice, W. A.	Head Janitor	1,728.00
Schmalz, Otto	Laborer	1,200.00
Staker, Anna F.	Assistant to School Physician	800.00
Thompson, Emmett	Janitor	1,138.50
Foltz, Marion	Laborer	1,100.00
Upperman, Elzy	Janitor	1,138.50
Wardell, Elizabeth	Domestic	429.00
Watkins, Albert	Help on farm	1,080.00
Zook, Elmer	Janitor	1,138.50

Total for Other School Employees paid from the Revolving Fund.. \$39,415.00

OTHER SCHOOL EMPLOYEES (PAID AS INDICATED).

Lowe, T. J., Utility Man (Paid from appropriation for repairs)..... \$1,350.00

TRANSIENT, TEMPORARY AND MISCELLANEOUS HELP.
(Paid from the Revolving Fund.)

Extra Help	\$ 1,000.00
Student Help	13,000.00

Total for Transient, Temporary and Miscellaneous Help, paid from the Revolving Fund..... \$14,000.00

IV. ORGANIZATION.

1. I wish to recommend strongly a change from the present quarter plan to the semester basis for *this* school effective September, 1935. The

reasons for this change, which appears so advantageous to faculty and administration, are so numerous that they are listed on a separate sheet rather than incorporated into this report.

2. The following proposed calendar is presented for the next school year:

UNIVERSITY CALENDAR.

1934-1935.

AUTUMN QUARTER.

Monday, September 10—Registration begins. (Monday, Tuesday, and Wednesday, September 10, 11, and 12, are Freshman Days.)

Wednesday, September 12—Registration for Freshmen who have entered previously and for Sophomores, Juniors and Seniors.

Thursday, September 13—All classwork begins.

Friday and Saturday, October 26 and 27—Annual Homecoming.

Wednesday, November 28—Autumn Quarter ends (noon).

Wednesday, November 28—Thanksgiving Vacation begins (noon).

WINTER QUARTER.

Monday, December 3—Thanksgiving Vacation ends (8:00 A. M.).

Monday, December 3—Registration.

Tuesday, December 4—Classwork begins.

Friday, December 21—Christmas Vacation begins (5 P. M.).

Monday, January 7—Christmas Vacation ends (8 A. M.).

Friday, March 8—Winter Quarter ends.

SPRING QUARTER.

Monday, March 11—Registration.

Tuesday, March 12—Classwork begins.

Friday, April 12—Easter Vacation begins (5 P. M.).

Tuesday, April 23—Classwork resumed (8 A. M.).

Sunday, June 9—Baccalaureate Exercises.

Tuesday, June 11—Classwork closes.

Thursday, June 13—Alumni Reunion and Luncheon.

Thursday, June 13—University Commencement.

SUMMER TERM.

Saturday, June 15—Registration.

Monday, June 17—Registration.

Tuesday, June 18—Classwork begins.

Thursday, July 4—Holiday.

Friday, July 26—Summer term ends.

V. THE CURRICULUM.

Marked changes have been made during the past three years in the curriculum of this school. These changes have undoubtedly resulted in a much improved curriculum. However, they have been accompanied by confusion and misunderstanding on the part of faculty and students due to their extensiveness and suddenness of change. While there are adjustments yet to be made in several fields the bulk remaining to be done at the beginning of this year was that portion dealing with the courses in Education. From November 1 to April 1 many meetings of the members of the Department of Education and other groups affected resulted in the presentation of a grouping and determination of content of courses that will now fit into the various divisions directing the training of teachers for certain specific fields. Since these courses do not form a particular listed group or curriculum, they are

not presented in detail. However, they must be recognized as the backbone of the professional training offered in this school. They have been so prepared that they can easily be adjusted to a semester plan.

VI. BUILDINGS AND GROUNDS.

Through C. W. A. funds it has been possible to do considerable work on the grounds as well as within the buildings. Major projects have been the grading of the athletic field, provision of parking space, landscaping, carpentry, plastering and painting largely within the Library and main buildings resulting in additional class space and the improvement of existing rooms. As listed in our report on C. W. A. work we have been provided with \$19,864.50 in labor, both skilled and unskilled, and have ourselves provided \$5,531.50 in tools, materials and supervision.

VII. AUXILIARY ENTERPRISES.

Resident Hall. It would be difficult to describe the "run-down" condition of the furniture and furnishings in Fell Hall, our hall for girls. Little or nothing has been purchased for the hall in the past eighteen years since the hall was built with the result that it is a shame to take money for some of the quarters provided. Furniture in the reception room and girls' rooms is in deplorable condition as might be expected with the amount of use and without replacements since original purchase. With an excellent balance in our repair and equipment fund it is hoped this may be used to help out this unfortunate condition.

VIII. STUDENT LIFE.

Perhaps the most noticeable shortcoming on the campus apparent to a new administrator was the absolute absence of any place where the students of the school could meet and use as a social center.

Through C. W. A. funds providing labor and the provision through our funds of materials, a student lounge was constructed on the ground floor in the southeast corner of Old Main. This attractive suite of four rooms providing over 1,350 square feet of space has been artistically furnished by the students of the school who raised almost \$1,200.00 in various ways for this purpose. The lounge was officially opened April 16 and the great use made of these quarters is indicative of the great need that has been met.

IX. MISCELLANEOUS.

This school, in common with many others, has benefited by the provision of Federal funds under the F. E. R. A. program whereby needy students have been enabled to do sufficient work to enable them to remain in school. Many otherwise would have been forced to drop out of school. From March 12 to May 3, 157 different students have earned \$3,768.26 and have done worthwhile types of work that have been much needed for some time. The F. E. R. A. work has been efficiently organized by Mr. R. D. Marsh, our business manager, and represents one of the outstanding accomplishments of the year, both in nature of procedure and results obtained.

X. SUMMARY.

Board action is requested upon the following items presented in this report:

1. Leave of absence for Miss Erma Imboden and employment of Miss Lauretta Robinson who is taking Miss Imboden's work.
2. The employment of Dr. Nell Waldron as a teacher in the Social Science Department.
3. The recommendation for employment of Dr. C. A. DeYoung as Professor and Head of the Department of Education at salary indicated.
4. The recommendation for employment of Miss Emma R. Knudson as Associate Professor of Music at salary indicated.
5. The authorization for a new position and the employment of a teacher of English.
6. The authorization for a new position and the employment of a teacher of Hygiene and Biology.

7. The raising of salaries of Miss Alice R. Ogle, Miss Elsie Bergland and Mr. Eugene Hill as indicated to bring them to a minimum salary figure.

8. Approval of faculty list and summer lecturers at salaries indicated for summer session.

9. Approval of faculty list for the regular school year at salaries indicated.

10. Approval of the employment of Simon Kniery as Fireman.

11. Approval of the change in work and salary of Ferne Roseman, Telephone Operator.

12. Approval of list of other school employees at salaries indicated for the fiscal year beginning July 1, 1934.

13. Change from quarter to semester basis effective September, 1935.

14. School calendar as submitted for the next school year.

15. Red bird tours.

Respectfully submitted,

R. W. FAIRCHILD, *President.*

SUPPLEMENTARY REPORT OF ILLINOIS STATE NORMAL UNIVERSITY.

INTRODUCTORY STATEMENT.

The chief reason I may assign for inflicting a Supplementary Report upon members of the Normal School Board at this time is my desire to get certain information before you that would be too bulky to place in the official report. This will also enable me to present in more of a personal manner certain items and reactions that I might not otherwise feel justified in including in a report that is later printed and made public. I shall try to cover the type of material that I would like to discuss personally with the members of the Board if opportunity was afforded and hence I shall be glad to answer any questions which you may have regarding the points I shall mention in either this supplementary or the official report.

To one who is relatively new in this type of work and whose contact with the Board since his election has been limited to the one meeting of last November 14 there have been doubts and conjectures as to possible procedure on certain occasions. It certainly has not been my desire to over-step any limitations of authority that may belong to the administrator of this school, but I am frank to admit that aside from my checking with individual members of the Board and the excellent suggestions that Dean Schroeder has been able to give me there has not been much of a plan to indicate any avenues of administrative procedure.

Some matters that have needed immediate action have caused me to take these up with certain members of the Board with whom I was able to make contact. Mr. Bach has been consulted upon these matters as likewise Mr. Bailey since most of them were of a financial nature. Mr. Hallihan and Mr. Blair as chairman and secretary of the Board have also been consulted on these matters. On two items of importance all members of the Board were consulted through correspondence.

REACTIONS.

At the time of the meeting in DeKalb with approximately only four weeks of contact with the school, I could only give members of the Board a very superficial reaction. I am now in position to speak with even greater emphasis on the matter of the cordial attitude of faculty and students that was in evidence even in those first four weeks. I have been much surprised at the desire on the part of so many to "go places and do things" in an educational way and of the willingness of all others to cooperate and participate in any forward looking program. The problem here has been one of holding back many of these people lest they move with such rapidity that they are not able to absorb all of the many and desirable changes in which they are interested. I recognize the need for some changes but I also recognize the futility of any program that makes revolution more apparent than evolution.

You will notice that I am not recommending any faculty changes for next year. That does not mean that I am satisfied with the situation nor that I have a feeling that changes will not have to be made at some later time. However, to one who comes into a school in the middle of a quarter and must use most of that quarter to catch up with current procedures and then must take care of many immediate problems there can be little opportunity to rightly judge the values of teachers or teaching. In fairness to those with whom I work in this school I can not bring myself to the point of dismissing faculty members until they know that I am *personally* aware of their shortcomings and that I have made every possible effort to assist them. The easiest thing is to "waive people out of a picture" but the more satisfactory procedure is to work with people until such time as they may convince themselves that they cannot measure up to expectations regardless of the amount and type of help given. For those who fail to convince themselves along this line other procedures will have to be used but my experience has caused me to believe that the majority of people write their own resignations in terms of self recognition of inability to do the work expected of them.

CONTACTS.

It seems that more than the usual round of making speeches that goes with a new position has come my way in my contacts with Normal, Bloomington and the surrounding territory. I am confident that the school has suffered for a number of years because of the administration not indicating a desire to work with the people of the community and territory in as generous a manner as the public feels should have been done. Taking the point of view that such relationships are highly desirable has thrown a great deal of time-consuming work upon my shoulders and has resulted in my making 78 talks from October 11 to May 8, aside from numerous other contacts of an equally time-consuming nature. Because of my belief that such contacts were of greater necessity than many other things I have given time to this activity and hence without taking time from other necessary school duties this work has made a very crowded program.

On last December 9 we invited the superintendents and principals of the 27 counties served by this school to meet with us in what we called "The First Round-Up". The purpose of this meeting was to find out firsthand from these administrators just what they want in the way of teachers. We did not try to give them our opinions of teacher education but rather listened for that day to their comments. This has been of great value to members of our faculty, many of whom had not had direct information from the field at any time in their previous teaching experience.

On Monday, May 21, we are making another contact with the immediate community of Normal, Bloomington and McLean County through a "University Open House" which will afford a large number of people an opportunity to see the campus and to visit buildings into which even many local people have never entered. It is rather astounding to note how few people have really been on the campus and know anything of the school although living right here in Normal.

Many profitable contacts have been made with schools in our territory through the visitation of these schools *in session* by members of our faculty. At a later date our proposed plan for carrying out this program will be placed before the Board.

We have been able to make excellent use of our print shop in connection with certain portions of our public relations program. Our advanced classes in printing are able to handle all of our equipment and on a laboratory basis they produce our Summer Session Bulletin and numerous folders and posters, such as the enclosed samples indicate.

FACULTY MEETINGS.

It has been some time since faculty meetings have been held in this school and hence the plan of having regular faculty meetings on the second Tuesday afternoon of each month was immediately inaugurated upon my

taking charge of the work here. With the feeling that the major task this year was to place the emphasis upon various "relationships" these faculty meetings have centered around the following topics:

- Faculty Relationships to Each Other.
- Faculty Relationship to Students.
- Faculty Relationship to the Community.
- Faculty Relationship to the School Territory Served.
- Faculty Relationship to the Teaching Profession.

I believe these meetings have been productive of reaching a definite understanding as to the part that faculty members, individually and collectively, play in whatever procedures we may use in the future.

ALUMNI.

Considerable time has been given to working with the officers of the Alumni Association to make possible a better understanding of the work of the school and to cause Alumni to feel an interest and a responsibility in the welfare of their Alma Mater. In addition to talks before several of the groups we have found it possible to get literature into the hands of these people, especially one issue of the Alumni Quarterly, a copy of which was sent to each member of the Normal School Board.

RADIO STATION.

A request has been presented to our school and has received consideration from the administration here as well as from Mr. Bach for the possible establishment of Radio Station WJBC now located at LaSalle but which is to be moved into this community. Request has come for permission to locate the station on one of the far corners of the University Farm. While this is not a high power station I can see that there would be some benefit to be derived from affording our music and speech organizations as well as our agriculture department the opportunity of working in conjunction with such programs. The extent of the power of this station would not be such as to encroach upon the territory of other schools and hence I do not see any objection from that standpoint. It would mean much to the school as a laboratory for certain types of activities and would be available to us without any cost whatever. Mr. A. M. McGregor of the radio station will be in Springfield the day of the Board meeting and be available for any questioning or reactions that Board members may have.

AFFILIATED SCHOOLS.

This school like most teacher training institutions must find student teaching facilities off the campus in greater amount than in the past. We have been fortunate in our relationships to the affiliated schools and next year's program as outlined in the faculty list will include an additional rural school but at actually less cost than this year since I have a feeling we were paying too much for one particular affiliation that is being eliminated at the end of this year. Other adjustments and procedures in our affiliated program will be gladly explained, if the Board wishes when that portion of the official report is considered.

ITEMS INCLUDED IN THE REPORT.

There are a number of items in the official report which will probably need some enlargement in order to be better understood. I shall be glad to do this verbally before the Board but I believe some time can be saved by giving you some additional explanation in this Supplementary Report which may reduce the number of questions and the amount of discussion involved.

1. *Semester Plan.* If the question was raised as to the one thing that I hoped would receive favorable reaction from the Board of all of the items mentioned in the official report, it would be the authorization for us to change

from the quarter to the semester plan in September, 1935. I consider this the most significant thing that we shall attempt in an effort to improve teacher education in this institution. I feel this so strongly that I have listed on a separate sheet our reasons for our desire to change. Those are also the reactions of our faculty who are much interested in being permitted to operate on the semester basis.

I would like to make clear that any sanction given to us to change from the quarter to the semester plan need not have any influence upon the plans used in the other teachers colleges in this State. I respect so much the desires of the other teachers colleges who believe as firmly in the quarter plan as we do in the semester plan that I hope that our request for this change will not in any way embarrass them. I hope consideration will be given to the reasons we have presented for this change as having a beneficial bearing upon our particular school if we are granted the opportunity of changing to the semester basis. We would want an entire year in order to make this adjustment and therefore we are asking that it be made effective in September, 1935. However, we need a decision at this time as we must start adjustments immediately.

2. *Summer Session Lectures.* There was a time when this school employed as many as fifty or sixty additional teachers during the summer session. Last summer there were four and this summer there will be but one person who is not a member of our regular staff. It is my desire to bring to the campus within one week, preferably June 25 to June 29, five outstanding men in educational work to talk to our student body at designated times in the forenoon and hold round-table discussions in the afternoon. Such an educational conference would be for both our student body and the administrators in our particular area. I had presumed that this matter was handled in similar manner to the selection of commencement speakers but now find that it is a matter that should properly be brought before the Board. You will note that this item is included in the Summer Session Faculty List for which I am asking Board approval. This is an example where failure to have Board meetings caused me to make partial arrangements for the conference, my action being based upon a wrong assumption.

3. *New Teachers.* I am quite aware of the ease with which a new administrator may be tempted to add to his staff in the early years of his administration. I am also quite aware of the fact that there may have been some overloading in this school as far as staff is concerned in the past based upon presentations to Board members that seemed very justifiable. I can only state at this time that when a person as conservative as Dean Schroeder, who is responsible for making our program, indicates that there are certain shortages and need for instructors any statement on my part of need along this line may have even more weight. Board members I hope will place reliance in our knowledge that we are not overloading our staff when we are in reality but replacing four positions that were eliminated a year ago although replacement does not concern the identical positions abandoned.

I feel that some explanation is due in the matter of the employment of certain teachers recommended in the official report for your consideration. No one is more sensitive than I am about the matter of employing too many teachers from one school and especially from a school that may either be one's Alma Mater or one with which they may have had some teaching connection. It will be noted that three of the people recommended for teaching positions have had some of their work at Northwestern University. I did not happen to know of Miss Waldron prior to her coming here but several of us here considered her as the most outstanding candidate for the position. I have been associated with Dr. DeYoung and he is the type of person on whom I know I can rely to get the results necessary in our work here. Frankly I would not know where to turn if I could not get Dr. DeYoung to do this particular job of great importance at this time. Our need for a peculiar type of work in music along the instrumental line causes me to place reliance in a person who has worked with me at one time. Mr. Clevenger, State High School Inspector, who had Miss Knudson as a supervisor during the time that he was superintendent of schools in Wake-

field, Michigan, recently told me that there wasn't a person in the country who could do that particular job as well as Miss Knudson. While I am quite aware that it is inadvisable to load a faculty with too many people from one institution or with those with whom one has worked my job at the present time as I see it is to get results and if I may have the people in whom I can place reliance I feel confident these results can be obtained. For any other positions that may open in any department I may say I would not have any one in mind with whom I have previously worked. I make this explanation because of the recommendation of almost 100 per cent people concerning whom I have direct information.

4. *Curriculum.* Considerable work has been done in this school on the curriculum and it is not our intention to molest the excellent work that has been done. However, we have found it necessary to give consideration to changes in courses in education since the Department of Education was not included in any previous discussions of curriculum alterations. There still remains considerable work to be done as affecting necessary adjustments in case we are permitted to proceed on the semester plan. I will be glad to discuss any curriculum procedure in detail with any of the Board members who may be interested.

5. *Salary Adjustment.* Attention is called to the fact that slight adjustments in the salaries of Miss Ogle, Miss Bergland and Mr. Hill as instructors have been made in the official report. As explained to some members of the Board with whom I have come in contact these three people have not been receiving even the minimum salary provided our teachers. A salary of \$1,440 for persons with Masters' degrees and charged with the responsibility of teaching in a teachers college is so inadequate, in view of the fact that there is presumably a minimum, that I am hoping the Board will see fit to grant the two increases of \$180 and one of \$90 in order to give these people better than a below average high school salary.

We have not had a head of our Foreign Language Department but we need one and I want to appoint Miss Jennie A. Whitten in that capacity. However, Miss Whitten, who gets her Ph. D. degree in June, is listed as an assistant professor and I do not believe heads of departments should have a rank lower than associate professor. Miss Whitten is the right person for this work and we do not have anyone in the department with a rank higher than assistant professor. To raise Miss Whitten's rank should call for an adjustment in salary from her present basis of \$2,160 to \$2,471, which is the minimum, with 10 per cent deduction, that is paid to associate professors. Because of my knowledge that it was undesirable to consider faculty increases I have not included this as a recommendation in my official report but would like the consideration of the Board as to the possibility of paying Miss Whitten sufficient salary to enable me to make her an associate professor and hence a department head. She has been back with us this year after two years of graduate study and the proposed salary is even a low figure for the ability and service we are getting. I believe that this situation can be satisfactorily explained and understood by our faculty since I realize the danger of making salary adjustments in particular positions.

Considerable reorganization has been taking place in connection with the clerical and secretarial force. A reduction in clerical staff was made last summer and we are able to take care of the work with certain adjustments that we have been able to make within the last few months. I am not asking for additional help or a replacement of former help but I would like to have the opportunity of making slight adjustments in the compensation of certain of the clerical staff. The time of Miss Flora Dodge, who has been secretary to the president beginning with President Cook's administration, is to be reduced by mutual agreement and certain of the shifted duties assigned to her. She will continue on a reduced basis of pay arrived at by agreement and based upon a slight shortening of working hours. This places additional responsibilities upon other people and it is in this readjustment that I would like to have the possibility of altering the compensation of several of the staff even though the total expended represents slightly more than is expended at present but much less than the replacement of previously used help.

6. *C. W. A. Work.* The amount of work done under the C. W. A. program was too detailed to indicate in the official report. I am sure the Board will be interested in knowing that much of the athletic field has now been graded to the level of the football field since this project has been up for past consideration of the Board. There still remains a little of this work to be done which will be finished under the Emergency Relief program. Parking spaces have been constructed and placed in usable condition, cement walks built and numerous small pieces of construction carried out on the campus. The cost of materials for this program has been relatively slight and has been cared for through our own budget.

The bulk of the work accomplished under the C. W. A. program has been indoors. The library has been redecorated and new brown battleship linoleum placed upon the floor. The decoration in this building was carried to completion, including the geography classrooms and additional plastering in the basement of the library building. Additional quarters have been constructed in the basement of the science building as a soil laboratory for the Agriculture Department. A large room was divided in the training school making possible two classrooms for high school work. Shifts in classrooms made possible the acquisition of the room adjoining the print shop for the housing of their much congested equipment. In the new room a store room and office have been partitioned off to make more effective the work done in this department. In a space adjoining the heating plant, which was originally intended as a coal pit, quarters have been provided for the classes and groups in making scenery in connection with dramatic work. The removal of this work from four rooms under the president's office in the main building has eliminated a fire hazard and made available these four rooms for use as a Student Lounge. Carpentry, plastering and painting have transformed a space previously known as "The Dungeon" into beautiful rooms, attractively furnished through funds raised by the students. As mentioned in the official report this Student Lounge is meeting a long felt need on this campus. Paint, plaster and carpenter work have produced marked changes in other parts of the main building. The study hall on the second floor has been cut in half and the north half now provides two large sized class rooms for social science work and office space for three instructors and a library room over the counter of which books on social science are provided students to use in the reading room which is the other half of the original study hall. Paint has transformed dark corridors and unattractive classrooms into quarters of a different nature and it is hoped within the next three weeks that the painting in the main building may be completed with the entire building above the first floor benefiting by the effects of this work.

It is expected that the painting work will continue in other buildings under the Emergency Relief program and that by fall we will be in good shape as far as painting is concerned. Neglect along this line in the past several years has made the task one of greater proportions than might be realized.

CONCLUSION.

There has been a temptation to make this supplementary report even more detailed than here presented. There are many things that I would like to discuss with Board members, but in the limited time available I am using this plan of touching only upon some of the high points in connection with the work of the past six months. However, I do not feel that I should make an apology for the length of my reports, both official and supplementary, since I had hoped and expected that there would be Board meetings to take care of matters each month.

Respectfully submitted,

R. W. FAIRCHILD, *President.*

He stated that there was a proposal being made to transfer a radio station to a building on the University experimental farm, and that there was a gentleman present who would explain the matter if the Board cared to hear him. After a considerable discussion of the proposal, on motion

the matter was referred to Mr. Bach and President Fairchild for investigation and action.

He called attention to the fact that the enrollment in the school had decreased slightly, but that the decrease was not so great as in many other teachers colleges.

He also spoke in detail about the matter of additional help in the Education Department, and recommended Dr. C. A. DeYoung as Professor and Head of the Department of Education, at an annual salary of \$3,600, effective at the opening of the school year 1934-1935.

He gave his reasons for certain salary changes which he was recommending.

He spoke somewhat at length on the recommendation to change the school calendar from the present quarter plan to the semester plan. There was much discussion on this proposal. The Board approved the change for this one school as an experiment.

He spoke with satisfaction of the student lounge which had been established in the old main building for the comfort of the students.

He called attention to the very serious situation in the library building and especially to the fire hazard involved.

He called attention to the very run down condition of the furniture in Fell Hall, and the imperative need of refurnishing the building.

He also called attention of the Board to the character of the food supplies being furnished them. This led to rather a general discussion of this entire matter of supplies for the teachers colleges. After some discussion Chairman Hallihan suggested that at a subsequent meeting of the Board we should ask the representatives of the Purchasing Department to come before the Board for a discussion of the entire matter. This suggestion was approved by the Board.

The following specific recommendations were approved in the report:

1. Leave of absence for Miss Erma Imboden and the employment of Miss Lauretta Robinson at a salary of \$900 from February 1 to June 7.
2. Employment of Dr. Nell Waldron, Social Science, at an annual salary rate of \$2,520, effective January 22, 1934.
3. Employment of Dr. C. A. DeYoung, Department of Education, at an annual salary of \$3,600.
4. Employment of Miss Emma R. Knudson, Music, at a salary of \$2,520 for 36 weeks.
5. Authorization for a new position and the employment of a teacher of English.
6. Authorization for a new position and the employment of a teacher of Hygiene and Biology.
7. Increases for the following persons to bring them to a minimum salary figure:

Alice R. Ogle	\$1,620.00
Elsie Bergland	1,620.00
Eugene Hill	1,620.00
8. Faculty and salary schedule for the summer term and a provision for the offering of lectures.
9. Employment of Simon Kniery, fireman, at \$103.50 per month.
10. Approval of change of work of Ferne Roseman, telephone operator, to clerical duties, and an increase in salary from \$50 to \$75 per month.
11. Change from quarter to semester basis, effective September, 1935.
12. School calendar for the year 1934-1935.
13. Authorization of the Red Bird geography tours.

Mrs. Reynolds moved that the recommendations contained in all five reports respecting the faculty list and salary schedule for the regular school year be approved as presented in these reports. The motion was carried.

On motion, the recommendations for employment on the 12 months basis was deferred for consideration at the next meeting.

Mr. Bailey raised the question of the fees which are paid into the student organizations, holding that these organizations should not collect any more money than could be spent during the year. After some discussion on this

matter the presidents were requested to make a statement covering five years of collection of funds in the student organizations for presentation to the Board.

It was ordered that the presidents present their recommendations for the 12 months employees again at the next meeting of the Board.

After consultation it was ordered that the next meeting of the Board should be in Charleston, in the College Building, at 8:30 A. M., June 18th.

The Board adjourned.

JOHN J. HALLIHAN, *Chairman*;
F. G. BLAIR, *Secretary*.

Approved June 18, 1934.

STATE OF ILLINOIS
DEPARTMENT OF REGISTRATION AND EDUCATION

THE NORMAL SCHOOL BOARD

Ex-Officio Members

John J. Hallihan, Director of Registration and Education
Springfield, Chairman

Francis G. Blair, Superintendent of Public Instruction
Springfield, Secretary

Appointed Members

Term Expires

1935

Albert E. Bailey, Macomb
Preston Bradley, Chicago
Mrs. G. W. T. Reynolds, East St. Louis

1937

Harriet A. McIntire, Mendota
J. D. Dill, Carbondale
William R. Bach, Bloomington

1939

*Mrs. Martin K. Northam, Evanston
*Charles E. McMorris, Marshall
William E. Sunderman, Charleston

Presidents of Normal Schools

R. W. Fairchild, A. B., A. M., Ph. D.
Illinois State Normal University, Normal

Henry W. Shryock, Ph. B.
Southern Illinois State Normal University, Carbondale

Karl L. Adams, B. S., A. M.
Northern Illinois State Teachers College, DeKalb

Robert G. Buzzard, B. S., Ph. D.
Eastern Illinois State Teachers College, Charleston

Walter P. Morgan, A. B., Ph. M.
Western Illinois State Teachers College, Macomb

* Holdover.

STANDING COMMITTEES

Finance

Mr. Bailey
 Miss McIntire
 Mr. McMorris
 Mr. Bach
 Mrs. Northam
 The Chairman
 The Secretary

Supplies and Equipment

Mr. Bailey
 Mr. Bradley
 Mr. Bach
 Mr. Dill
 Mrs. Northam
 The Chairman
 The Secretary

Faculty and Curricula

Mr. Bradley
 Miss McIntire
 Mr. Bailey
 Mr. Sunderman
 Mrs. Reynolds
 The Chairman
 The Secretary

Buildings and Grounds

Mr. Sunderman
 Mr. Bradley
 Mr. McMorris
 Mr. Dill
 Mrs. Reynolds
 The Chairman
 The Secretary

Dormitory

Mrs. Northam
 Mrs. Reynolds
 Mr. Bach
 The Chairman
 The Secretary

MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

The Normal School Board met in the College Building at Charleston, Illinois, on Monday, June 18, 1934, at 8:45 A. M.

The following members were present: Mr. Bach, Mr. Bailey, Mr. Blair, Mr. Dill, Mr. Hallihan, Miss McIntire, Mr. McMorris, Mrs. Northam, Mrs. Reynolds, and Dr. Sunderman.

Absent: Dr. Bradley.

The minutes of the previous meeting were presented for approval. The Secretary explained the error made in the date of the meeting. The minutes were approved.

Mrs. Reynolds, for the committee appointed to make a study of the retirement plan, reported that she had sought information from teachers colleges, universities, and other educational organizations. The discussion of these replies was very interesting and informing. Mr. Dill made a statement of the plans of retirement age in business organizations. The subject proved to be very interesting to the members of the Board. After discussing many phases of the matter, on motion, Mrs. Northam, President Morgan, and President Fairchild were added to the committee on retirement to continue the study and to formulate a definite recommendation for the Board. A vote of thanks was given to the committee for its diligent work.

The Presidents were now called in. They were all present.

SOUTHERN ILLINOIS STATE NORMAL UNIVERSITY

President Shryock presented his report, which was received, placed on file, and is made a part of these minutes. This report follows:

Carbondale, Illinois,
June 18, 1934.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Southern Illinois State Normal University:

I. STUDENTS.

1. Attendance, Spring Term, 1934:

	Men.	Women.	Total.	Total one year ago.
(a) College:				
Seniors	95	77	172	185
Juniors	101	84	185	200
Sophomores	228	262	490	438
Freshmen	224	218	442	614
			1,289	1,437
Additional College Students in Attendance, Mid-Spring Term, 1934.				
Seniors	21	15	36	23
Juniors	41	47	88	56
Sophomores	35	57	92	85
Freshmen	22	25	47	68
			263	232
Total number of College Students in Spring and Mid-Spring Terms, 1934.....			1,552	1,669
(b) University High School, Spring and Mid-Spring Terms, 1934			85	87
(c) Carterville Community High School.....			265	284
(d) Practice Schools			765	678
			1,115	1,049
Grand total			2,667	2,718

2. Students who have completed the requirements for graduation:

BACHELOR OF EDUCATION DEGREE.

JUNE 8, 1934.

Name.	Town.	County.
Chester W. Adams, Physics, History.....	Carmi	White
Marion A. Allen, Art, Music.....	Carbondale	Jackson
Vernon A. Anderson, Chemistry, Zoology....	Sparta	Randolph
Lelle Roberta Baker, English, History.....	Carterville	Williamson
Aden C. Bauman, Botany, Zoology.....	Farina	Fayette
Afton Charline Beasley, English, Geography.	Carterville	Williamson
Evelyn Charlotte Bell, English, History....	Carbondale	Jackson
Winnifred Griselda Boone, English, History.	Elkville	Jackson
Caroline E. Bowie, Mathematics, History...	Herrin	Williamson
Gilbert Lee Bradley, English, History.....	Carbondale	Jackson
Marian Alice Brown, History, Geography...	McLeansboro	Hamilton
George P. Bunting, Physics, Geography.....	Chicago	Cook
Marvin J. Carlton, History, Mathematics...	Benton	Franklin
Ray Coffey, Geography, History.....	Carbondale	Jackson
Naomi M. Corbit, English, Commerce.....	Carbondale	Jackson
Mildred Goings Correll, English, History...	Carbondale	Jackson
Harry B. Cutler, Geography, Commerce....	Carbondale	Jackson
Lois Mary Davidson, Latin, English.....	Salem	Marion
Lydia A. Davis, English, History.....	East St. Louis....	St. Clair
Fred H. Dearworth, Commerce, History....	Beckemeyer	Clinton
Russell Francis Deason, Zoology, P. Ed....	Carbondale	Jackson
Marion Kathryn Dill, English, Art.....	Carbondale	Jackson

Name.	Town.	County.
Helen Dollins, History, Phys. Education....	Benton	Franklin
Kelly Allan Dunsmore, English, Geography..	Carbondale	Jackson
Wayne Etherton, Zoology, Geography.....	Makanda	Williamson
Henry Frank Evans, Zoology, Botany.....	Carbondale	Jackson
Osa D. Felix, English, History.....	Mill Shoals	White
G. Harold Felty, History, English.....	Thackeray	Hamilton
Wave Bowers Gabbert, English, History....	Metropolis	Massac
William Dewey Green, Commerce, Math....	Elizabethtown	Hardin
Alton Andrew Greer, Pol. Sci., History....	Equality	Gallatin
Oral L. Harris, Music, Zoology.....	Harrisburg	Saline
John Herbert Hays, Physics, Mathematics..	Carbondale	Jackson
Russell Lowell Hicks, Chemistry, Math....	Carbondale	Jackson
Margaret Hill, French, English.....	Herrin	Williamson
Harold L. Holshouser, Physics, Mathematics.	Carbondale	Jackson
Willard E. Johnson, Zoology, Chemistry....	Macedonia	Franklin
Gladys L. Kelly, History, English.....	Carbondale	Jackson
Dorothea H. Kunze, French, Latin.....	Marissa	St. Clair
Aubrey Land, History, English.....	Carbondale	Jackson
Ray Lane, Geography, History.....	Hall Ridge	Hardin
John E. Laney, History, Economics.....	Centralia	Marion
Mary Kathryn Lentz, Commerce, History....	Carbondale	Jackson
Harold Nelson Lingle, Pol. Sci., History...	Jonesboro	Union
James Herbert Love, History, Indus. Arts..	Metropolis	Massac
Clyde E. Maddock, Chemistry, Physics.....	Carbondale	Jackson
Mildred M. McLean, Music, English.....	Carbondale	Jackson
Wilbern McMurray, History, English.....	Carmi	White
Paul F. McRoy, Physics, Mathematics.....	Carbondale	Jackson
Ruth Merz, French, History.....	East St. Louis...	St. Clair
Cecil Glenn Miller, History, Geography....	Geff	Wayne
Glenn Wasson Miller, History, English....	Carrier Mills	Saline
Pearl M. Millet, English, History.....	Carlyle	Clinton
Ruth E. Mills, History, English.....	Norris City	White
Harry W. Moss, History, Mathematics....	Carbondale	Jackson
R. Stanley Myers, Mathematics, Indus. Arts.	Mt. Vernon	Jefferson
John Angelo Nelson, Mathematics, History..	Carbondale	Jackson
Wreathe Nicholson, History, English.....	Springerton	White
Irma Oberto, Zoology, Botany.....	Christopher	Franklin
Louise M. O'Dell, Botany, Zoology.....	Farina	Fayette
Grace Lillian Perkins, English, H. H. Arts..	Carbondale	Jackson
Ora Polk, History, Economics.....	East St. Louis...	St. Clair
Eva LeRoyce Robinson, History, Chemistry..	Centralia	Marion
Marguerite Robinson, History, Chemistry..	Carbondale	Jackson
Helen Ruby Russell, Latin, History.....	Anna	Union
Joseph Leroy Scoby, Geography, Botany...	Carterville	Williamson
Samuel J. Scott, Mathematics, Physics....	Golconda	Pope
Esther Ann Shavitz, Geography, History...	Harrisburg	Saline
Virginia Ellen Shields, Commerce, Music...	Carbondale	Jackson
Lawrence A. Springer, Latin, French.....	Carbondale	Jackson
Ruth Elizabeth Stevenson, History, French..	Carbondale	Jackson
Newton C. Stone, Mathematics, History...	Fairfield	Wayne
Elsie Helen Strothmann, Math., Pol. Sci...	Belleville	St. Clair
Emma Elizabeth Sturm, English, History...	Pittsburg	Williamson
Irene E. Sullivan, English, History.....	Vergennes	Jackson
Orville A. Sullivan, Physics, Mathematics..	Vergennes	Jackson
Maurie N. Taylor, French, Latin.....	Carbondale	Jackson
Ralph Thompson, Chemistry, Mathematics..	Carbondale	Jackson
Edward C. Timpner, Geography, History...	Pinckneyville	Perry
Pauline Waller, History, English.....	Murphysboro	Jackson
Eugene Watson, History, English.....	Carterville	Williamson
Orville Wade Weaver, Chemistry, Zoology..	Norris City	White
Emil Wiggins, Mathematics, Physics.....	Eldorado	Saline
Robert Williams, Mathematics, Physics....	Macedonia	Franklin
William Rolla Winkelmeier, His., Pol. Sci..	East St. Louis...	St. Clair
Cornelia Louise Yaeger, English, History...	New Baden	Clinton

TWO-YEAR COURSE.

JUNE 8, 1934.

Name.	Town.	County.
Maria Emelia Altmansberger.....	Belleville	St. Clair
Ethel Ferne Atwell.....	Mt. Vernon	Jefferson
Leona Marie Bade.....	Valmeyer	Monroe
Muriel Badgley.....	Grand Chain	Pulaski
Dorothy E. Baysinger.....	Marion	Williamson
Edward Bell	Stonefort	Williamson
Jesse Emerson Bell.....	Pulaski	Pulaski
Doris A. Bierman.....	Centralia	Marion
Elizabeth Boyd	Cairo	Alexander
Evagene Bratten	Marion	Williamson
Collene Vera Brock.....	Marion	Williamson
Clara Mae Carson.....	Nashville	Washington

Name.	Town.	County.
Wilma M. Carter.....	Ava.....	Jackson
Ruth Choate.....	Cartersville.....	Williamson
Ruth Cleland.....	Cutler.....	Perry
Norma Nadine Coleman.....	Calvin.....	White
Eval B. Conrad.....	Grand Tower.....	Jackson
Howard L. Cooksey.....	Centralia.....	Washington
Milta D. Coppi.....	Royalton.....	Franklin
Mabel M. Cox.....	Carbondale.....	Jackson
Maxine Louise Cox.....	Iuka.....	Marion
Edith A. Crain.....	Murphysboro.....	Jackson
Helen Adele Cunningham.....	Pinckneyville.....	Perry
Maurice W. Davenport.....	Carlyle.....	Clinton
Nancy Lucille Davis.....	Cartersville.....	Williamson
Vernel Eugene Deadmond.....	Odin.....	Marion
Jesse P. Duckworth.....	Mill Shoals.....	White
Gladys Beatrice Dunning.....	Carbondale.....	Jackson
Elmer James Ervin.....	Swanwick.....	Perry
Jennie Roberta Farmer.....	Richview.....	Washington
Vivian Fawcett.....	Marion.....	Williamson
John Robert Fenolio.....	Mt. Vernon.....	Jefferson
Paul Scoville Gill.....	Albion.....	Edwards
Clara Goeddel.....	Waterloo.....	Monroe
Martha Goetting.....	Steeleville.....	Randolph
Dorothy Helen Grasher.....	Centralia.....	Marion
Lorieda Inez Graves.....	Norris City.....	White
Irene M. Grohmann.....	Nashville.....	Washington
Lida Enid Gulley.....	Sesser.....	Franklin
Georgia Opal Hall.....	Posey.....	Clinton
Ruth Velma Harris.....	Chester.....	Randolph
Velma A. Harvey.....	Thompsonville.....	Franklin
Mary Etta Head.....	Benton.....	Franklin
Olin L. Hileman.....	Jonesboro.....	Union
Guy Cleo Hill.....	Delwood.....	Pope
Pauline Henrietta Hill.....	Carbondale.....	Jackson
Leslie L. Hines.....	Murphysboro.....	Jackson
Doris Lorene Howard.....	Carbondale.....	Jackson
Grace Hubbard.....	Cairo.....	Alexander
Dorothy A. Hubler.....	Pinckneyville.....	Perry
Glenda Hughes.....	Christopher.....	Franklin
Betty W. Jones.....	Cisne.....	Wayne
Geraldine Jones.....	DuQuoin.....	Perry
Hilda Marie Josten.....	Valmeyer.....	Monroe
Helen Louise Keil.....	Belleville.....	St. Clair
Emma Grace Keller.....	Centralia.....	Marion
Blanche H. Kelley.....	Goreville.....	Johnson
Mae Rose Kiphart.....	Grand Tower.....	Jackson
Mildred L. Kirby.....	Goreville.....	Johnson
Josephine Mary Krill.....	Granite City.....	Madison
Clara Louise Krughoff.....	Nashville.....	Washington
Virginia Louise Kugler.....	Okawville.....	Washington
Vera M. Kuhn.....	Centralia.....	Marion
Alice Louise Lambert.....	McLeansboro.....	Hamilton
William D. Laufer.....	Ava.....	Jackson
Marguerite McDonough Lawreck.....	DuQuoin.....	Perry
Geneva A. Lewis.....	Christopher.....	Franklin
Elaine Lillie.....	Brookport.....	Massac
Louise Eleanor Luechtefeld.....	Oakdale.....	Washington
Evelyn Luther.....	Ridgway.....	Gallatin
Alizine Mansfield.....	Otwell, Indiana.....	Pike
Mary Elizabeth May.....	Joppa.....	Massac
Carl Scott McClarren.....	Thompsonville.....	Franklin
Maude Lotrelle Miller.....	Carrier Mills.....	Saline
Beulah May Moore.....	Centralia.....	Jefferson
Ruth Maxine Motsinger.....	Carrier Mills.....	Saline
Dorothy Delores Mudd.....	Prairie du Rocher.....	Randolph
Ruby Mundell.....	Benton.....	Franklin
Juanita Murphy.....	West Frankfort.....	Franklin
Anna Isabel Murray.....	Carbondale.....	Jackson
Edna Laura Nighswander.....	Shattuc.....	Clinton
Norma Rose Nighswander.....	Shattuc.....	Clinton
Armina L. Nollau.....	Columbia.....	Monroe
Inda S. Norman.....	Herod.....	Pope
Verena A. Nothaus.....	Carlyle.....	Clinton
Mary Elizabeth Owen.....	Marion.....	Williamson
Dorothy Pearl Palmer.....	Belleville.....	St. Clair
Leda Melba Pennington.....	Claremont.....	Richland
Helen Winnifred Peterson.....	Creal Springs.....	Williamson
Fern Pnemister.....	Cartersville.....	Williamson
Eulalia Phillips.....	Johnston City.....	Williamson
Harry W. Pottorff.....	Fairfield.....	Wayne
Ada Louise Quigley.....	Villa Ridge.....	Pulaski
Eyleen Fay Randle.....	Freeburg.....	St. Clair

Name.	Town.	County.
Leonard Earl Rapp.....	Galatia	Saline
Marguerite Reed.....	Herrin	Williamson
Lenora B. Rodd.....	Marion	Williamson
Mary Alice Roll.....	Salem	Marion
LaVera A. Schmisser.....	Belleville	St. Clair
Dorothy Virginia Schoch.....	Pinckneyville	Perry
Kathryne Shelton	Belle Rive	Jefferson
Roberta Shurtz	Waltonville	Jefferson
Gertrude B. Simon.....	Batchtown	Calhoun
Mildred Simon	Batchtown	Calhoun
Dorothy A. Sims.....	DuQuoin	Perry
Ardell P. O. Smallenberger.....	Dupo	St. Clair
Ellen Smith	Carmi	White
James Robert Smith.....	Carbondale	Jackson
Lena A. Sommer.....	Baldwin	Randolph
Dorothy Marie Stanton.....	Pinckneyville	Perry
Edith Stark	Benton	Franklin
Thomas Harold Talbert.....	Wayne City	Wayne
Wilma A. Torrens.....	Oakdale	Washington
Dorothea Trousdale	Metropolis	Massac
Eugene E. Upchurch.....	Benton	Franklin
Marie Wagley	Cartersville	Williamson
Alta Veneda Warren.....	Carrier Mills	Saline
Mary Wayman	Murphysboro	Jackson
Alice E. Wellpott.....	Hoyleton	Washington
M. Louise White.....	Mt. Vernon	Jefferson
Martha Imogene Williams.....	West Frankfort ..	Franklin
Dorothy Wilson	Ina	Jefferson
Lawrence Earl Wise.....	Harrisburg	Saline
Frances Fay Wright.....	Carbondale	Jackson

II and III. FACULTY AND OTHER SCHOOL EMPLOYEES.

President and Employees.		Salary 1933-34.	Salary 1934-35.
H. W. Shryock, Ph. B., President	52 weeks	\$6,750	\$6,750
Marjorie Shank, Associate Pro- fessor and Registrar.....	52 weeks	3,240	3,240
Alice Patterson, Secretary to President	52 weeks	1,080	1,080
Cora Sanders Norton, Jr. Dept. Stenographer	Civil Service, 52 weeks.....	1,080	1,080
Fred Fierke, Engineer.....	Civil Service, 52 weeks.....	1,620	1,620
Lee Sherretz, Nightwatchman...	Civil Service, 52 weeks.....	1,260	1,260
Frank Bowers, Fireman.....	Civil Service, 52 weeks.....	1,260	1,260
Sam Stokes, Fireman.....	Civil Service, 52 weeks.....	1,260	1,260
William Goddard, Janitor.....	Civil Service, 52 weeks.....	1,260	1,260
L. R. Coffey, Janitor.....	Civil Service, 52 weeks.....	1,080	1,080
W. H. Whittenberg, Janitor...	Civil Service, 52 weeks.....	1,080	1,080
Ira Cox, Janitor.....	Civil Service, 52 weeks.....	1,170	1,170
J. B. Humphreys, Janitor.....	Civil Service, 52 weeks.....	1,170	1,170
Gus Trobaugh, Janitor.....	Civil Service, 52 weeks.....	1,260	1,260
D. L. Boucher, Laborer.....	Civil Service, 52 weeks.....	972	972
N. C. File, Laborer.....	Civil Service, 52 weeks.....	300	300
Charles M. Hagler, Carpenter...	Civil Service, 52 weeks.....	1,620	1,620
W. G. McCracken, Supt. of Grounds	Civil Service, 52 weeks.....	1,500	1,500
Irvin Peithman, Laborer.....	Civil Service, 52 weeks.....	1,080	1,080
Ada Ward, Housekeeper.....	Civil Service, 52 weeks.....	780	780
Myrtle Newman, First Cook...	Civil Service, 52 weeks.....	840	840
Grace Lines, Domestic.....	Civil Service, 52 weeks.....	600	600

Mr. George Bracewell, B. Ed., Southern Illinois State Normal University; A. M., University of Michigan, holds a position as critic teacher in our Rural Practice Schools. He is asking one year's leave of absence without pay, in order that he may do a year of doctoral work in the University of Michigan. I recommend that he be given leave of absence for one year, and that Mr. James Ward Dillow, B. Ed., Southern Illinois State Normal University; A. M., University of Illinois, be employed for the year as substitute teacher at a salary of \$1,800 for thirty-six weeks.

The resignation of Mrs. Blanche Lentz Pugh as Secretary to the President will take effect July 1. I recommend Miss Alice Patterson at a salary of \$90 per month. Miss Patterson is a graduate of our degree course, and has been employed as student helper for some time in the office and in the library.

Miss Mary Crawford has asked to be relieved of the care of Anthony Hall at the close of the Summer Session, and I have asked Miss Sara Baker of the History Department to take her place at the beginning of the fall term.

There is no change in the salary of either. Miss Crawford was re-elected as a member of the English Department at the May meeting of the Board. Miss Baker will give three-fourths of her time to the History Department.

IV. THE ORGANIZATION. No report.

V. THE CURRICULUM. No report.

VI. BUILDINGS AND GROUNDS. No report.

VII. AUXILIARY ENTERPRISES. No report.

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS. No report.

X. SUMMARY.

I recommend the following:

1. That the Board validate the graduation of the students whose names are listed on the preceding pages.
2. Approval of the twelve-month salary schedule for 1934-35.
3. Leave of absence for Mr. Bracewell and the appointment of Mr. Dillow as substitute teacher for the year.
4. Approval of Miss Baker's appointment as head of Anthony Hall without change in salary.

Respectfully submitted,

H. W. SHRYOCK, *President*.

He discussed the matter of the length of the summer school term. He showed very clearly how the normal schools were handicapped by a six weeks term when other institutions by offering an eight weeks term were able to give the students twice as much credit as could be given for the six weeks term. The members of the Board seemed very much interested in this phase of the matter and indicated that they would take it up for consideration at some future meeting.

President Shryock also presented a statement showing the growth in attendance over a period of twenty-five years. Mr. Blair called attention to the fact that the great growth of the school had come during the presidency of Mr. Shryock, and that it was due to his services and leadership that the institution had come to be one of the greatest teachers colleges, not only in Illinois, but in the entire country.

The Board approved the following recommendations:

1. Graduation of the students whose names are listed on pages 2, 3, 4, 5 and 6 of the typed report.
2. List of persons recommended for twelve months employment, with the salary set opposite their names.
3. Leave of absence for Mr. George Bracewell and appointment of Mr. James Ward Dillow at a salary of \$1,800 for 36 weeks.
4. Appointment of Miss Sara Baker as head of Anthony Hall without change in salary.

Each one of the presidents presented a report showing the condition of the student activity funds for a five-year period. The discussion of these reports was deferred until the members had time to make a further study of the material presented.

WESTERN ILLINOIS STATE TEACHERS COLLEGE

President Morgan presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Macomb, Illinois,
June 18, 1934.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Western Illinois State Teachers College:

I. STUDENTS.

1. There is no report due on attendance at this time.
2. Graduates.

Below follows a list of the graduates from the various curriculums who finished their work and received their diplomas on Thursday, June 7, 1934:

SENIOR COLLEGE GRADUATES.

<p>Anders, L. Maxine Anderson, Pauline Bacon, Dorothy F. Banks, James F. Bennett, Martha Eleanor Blythe, Granville V. Brown, Alcia E. Carrison, Helen M. Carson, J. Cuyler Carwell, Pauline A. Clayton, Carolyn E. Cochran, Willard J. Coffman, James Paul Cordell, Elma Crabb, A. Richard Dodds, Grace Draeger, Gayland L. Grote, Ora Caroline Hamilton, Margaret L. Hammond, Gerald E. Haver, George A. Higgs, Charles L. Houle, Buel E. Hunt, Wendell Ingles, Donovan B. Kennedy, Dale Kirkpatrick, Ralph W.</p>	<p>Limacher, Frank H. Links, Errett Delos Loy, Arthur McFate, Alta Fern Melvin, Guy V. Miller, Mary Maxine Moon, Howard E. Moore, Rose Mary Nardin, Frank Nester, Genevieve C. Parry, Keith W. Peterson, Maxine Purdum, Jane Robinson, Berwyn M. Sallee, Katherine Wolff Short, Thomas R. Strode, Curtis W. Talbot, Alice Pauline Theilengerdes, Anna M. Vail, Russel Switzer Valentine, Joe F. Vincent, Julia Adams Wells, Francis Earl Wilt, J. Kermit Woll, Franklin C. Yard, Wayne W.</p>
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GRADUATES FROM SPECIAL CURRICULUMS.

Hulson, Edward	Commercial Education.
Murphy, Louise	Commercial Education.

JUNIOR COLLEGE GRADUATES.

<p>Anderson, Helen B. Appell, Marian Harriet Archer, Ada Blanche Barr, Helen Rosella Bennett, Sara Elizabeth Bobbitt, Elizabeth Brooks, LaNell Brown, Beulah H. Browning, Glenn L. Buck, Helen Marjorie Bywater, Frances Lois Clower, Anna</p>	<p>Cooper, Alberta Croegaert, Albert E. Cunningham, Isla Charlotte Curless, Dorothy M. Daniels, Wilma Lucille Egerton, Elinor E. Erickson, Ruth Anna Essex, Marjabelle Pearl Filbert, Nellie M. Hamilton, Mildred Lucile Harris, Elta Fern Harshbarger, Frances Marie</p>
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Hickey, Helen Vivian
 Hinman, Evelyn
 Holliday, Bessie Mason
 Horney, R. Kathryn
 Huber, Helen Corrine
 Huffman, Annabelle Helen
 Hufford, Blanche Lucille
 Hulson, Edward
 Huston, Doris Marie
 Irwin, Ruby
 Kuehne, Emma Joan
 Larson, Hazel Julia
 Lukens, Dorothy Eileen
 Marshall, Ruth Lucille
 Mercer, Gladys E.
 Murphy, Louise
 Oldfield, Mildred
 Peterson, Frances K.
 Peterson, Marion Elizabeth

Poppy, Cornelia
 Primo, Mando
 Riewerts, Marjorie
 Roberts, Florence Maurine
 Rommell, Gladys M.
 Runkle, Evelyn Lucille
 Salzmann, Lola
 Schuman, Emma
 Spangler, Vesta Lo
 Speer, Leota
 Strode, James S.
 Taylor, Susan M.
 Temple, Mildred Arline
 Thayer, Jane
 Thompson, Myrtle Elizabeth
 Verdick, Alphonse J.
 Williams, Mary Alice
 Williamson, Helen Louise

There will be other graduates in each of these groups at the close of the summer term in July.

II. FACULTY.

1. Miss Vivian Huston, a training school teacher, is leaving to be married. There are no other resignations, although three teachers who have been on the faculty during the past year are leaving the service because they were filling vacancies caused by leaves of regular teachers who are now returning. These are Miss Constance Blegan, Physical Education; Miss Florence Brown, training school teacher; and Dr. C. R. Decker, of the English Department. Returning to these places, respectively, are Miss Sarah Kramer, Miss Elna Scott, and Miss Mabel Corbin.

2. Miss Sarah Howard is asking for a leave for the coming year on account of home conditions. This place, in the History Department, will be filled before school opens in the fall and reported at the next meeting of the Board.

III. OTHER SCHOOL EMPLOYEES.

1. There are no resignations, although Mr. William Scott, who has been fireman at the college since it opened, is asking to be relieved from duty some time late this summer before the heavy work begins. Mr. Scott is over seventy years of age, and finds the work too difficult for him.

2. Following are the employees for the year of twelve months, to be paid from salaries and wages:

Name.	Classification.	Salary for 12 months.
W. P. Morgan.....	President	\$6,750.00
O. L. Champion.....	Business Manager and Registrar.....	3,240.00
Donna Draper	Secretary to President.....	1,860.00
Hildreth Lovell	Student Stenographer	1,080.00
Roscoe Wear	Stationary Engineer	1,782.00
William Scott	Fireman	1,350.00
George Bugg	Fireman	1,242.00
Roy Carson	Stationary Engineer	1,242.00
W. E. DeCamp.....	Supt. of Buildings.....	1,782.00
Creighton Bateson	Janitor	1,242.00
Chester Kirkbride	Janitor	1,242.00
Charles Shifley	Janitor	1,242.00
M. K. Straight.....	Janitor	1,242.00
Elbert Leighty	Janitor	1,200.00
Ray Gallaher	Janitor	1,200.00
Marion Moon	Groundsman	1,242.00
Guy Lemmer	Watchman	1,242.00
Luther Jackson	Janitor	1,200.00
Ellis Locke	Labor	1,200.00

Total \$32,580.00

3. The following is a list of employees for the girls dormitory with salaries proposed. These salaries are for the twelve months and are to be paid from the Revolving Fund:

Name.	Classification.	Salary for 12 months.
Laura Donohoe	Matron	\$1,350.00
Adolph Draegert	Labor	960.00
Alta C. Arnett	Cook	600.00
Margaret Henry	Laundress	576.00
M. C. Brazil	Domestic	540.00
Mary E. Miner	Domestic	480.00
Fanny Dinsmore	Domestic	480.00
Heien Graham	Student Stenographer	1,200.00
Extra help	Laundry	840.00
Total		\$7,026.00

4. The following is a list of employees for the college cafeteria with salaries proposed. These salaries are given as estimates of the amount each employee will receive during the year at an hourly rate:

Name.	Classification.	Estimated amt. for the year.
Bessie Crain	Assistant Cook	\$600.00
Bessie Calvert	Domestic	250.00
Student help	400.00
Total		\$1,250.00

IV. THE ORGANIZATION.

1. The regular departments in the college have been decidedly overcrowded during the last two college years, due to an increase of about 30 per cent in the regular enrollment during these two years. The work has been especially heavy during the past year. It may be, therefore, that additional faculty members will be required for the coming year. These, however, can be paid out of the Revolving Fund, and hence the funds for that purpose are ample.

2. The extension work has diminished somewhat in the number of enrollments during the past two years, due to the fact that teachers in the field have been less certain of their salaries and have had less inspiration to try to do additional college work.

V. THE CURRICULUM.

1. No major changes are being made in any of the curriculums at this time. We are finding more and more that the special two and one-half year curriculums which we have been offering are having fewer enrollments in most cases with each succeeding year, and we are therefore dropping a number of them from which there were no graduations this year.

2. It seems now that in all probability the next need we shall have will be for a three-year curriculum for elementary teachers, but this will not become a necessity unless the certificating law is changed to require three years of credit as a basis for certification.

VI. BUILDINGS AND GROUNDS.

1. The buildings are in fair condition, and have been greatly improved by the interior decorating that was done last winter and spring under the C. W. A. There are still some materials left with which further work can be done as soon as labor can be assigned from the unemployment group.

2. There are now four projects which are awaiting the assignment of labor and the purchase of additional material which were presented to and approved by the C. W. A. but which now must be finished either under unemployment regulations or under the P. W. A. These are the second story of the tool house; the rewiring of the main building; the erection of the athletic field fence; and the rebuilding of the sewer for the girls' dormitory. There follows a complete report of the expenditures made so far under the C. W. A. work that has been done.

Payrolls by C. W. A.....	\$3,734.45
Materials by C. W. A.....	489.00
Materials by State of Illinois.....	698.03
Total cost of redecorating done under C. W. A.....	\$4,921.48

VII. AUXILIARY ENTERPRISES.

The annual report on the residence hall and the cafeteria will be made at the first meeting following July 1.

VIII. STUDENT LIFE.

1. There have been more students who were deficient in funds for college attendance this year than any year since the institution started. Beginning late in February, 99 students were given work under the F. E. R. A., and since that time a total of \$3,984.80 has been paid to such students. This has been a great help to them, and has kept many in school who could not otherwise have remained. It is true, however, that several dropped out before this relief was available. It is also true that the quota assigned to the college was not nearly large enough to take care of all deserving students who needed help.

2. The report of receipts and disbursements from the Student Activity Fund is submitted in separate report.

IX. MISCELLANEOUS.

1. The severe reductions in the appropriations for this biennium, especially in Operation, have made it difficult for the college to get along, and it has been necessary to add about \$4,000.00 to this fund from the Revolving Fund to pay the bills which have accrued under the most conservative purchasing that it is possible to practice. A conference with representatives from the Department of Registration and Education and the special representative from the Governor has made it clear to those concerned that a larger appropriation for Operation is required for the next biennium.

X. SUMMARY.

The Normal School Board is asked to approve the following:

1. Lists of graduates who completed their work on June 7, 1934.
2. The resignation of Miss Vivian Huston.
3. The granting of leave for the year to Miss Sarah Howard.
4. The list of employees with salaries as reported above.

Respectfully submitted,

W. P. MORGAN, *President.*

He called attention to the over-crowded condition of the building during the last two college years, due to the increase of about 30 per cent in the regular enrollment during those years.

The Board approved the following recommendations in this report:

1. List of graduates recommended on pages 1 and 2 of the typed report.
2. Resignation of Miss Vivian Huston.
3. Leave of absence for the year to Miss Sarah Howard.
4. List of twelve months employees as presented on pages 3 and 4 of the typed report, with the salaries set opposite their names.

NORTHERN ILLINOIS STATE TEACHERS COLLEGE

President Adams presented his report, which was received, placed on file, and is made a part of these minutes. This report follows:

DeKalb, Illinois,
June 18, 1934.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Northern Illinois State Teachers College:

I. STUDENTS.

The students whose names are listed below completed the requirements for graduation at the close of the spring quarter, June 8, 1934. I recommend that these students be graduated.

SENIOR COLLEGE.

BACHELOR OF EDUCATION DEGREE.

Helen W. Anselm
William B. Ashley
Anna M. E. Bach
Lester Beaupre Ball
Elizabeth Frances Baurmann
J. Ken Beamish
Marvin L. Brett
James G. Cain
James M. Clark
Arthur Dean Court
Geraldine Rugh Crowley
J. Glenn Cutts
Donald W. Dissinger
Paul R. Dunkelberg
Le Kaye Eberhart
Willard H. Gieske
Vivian M. Gould
Isabel Harrison
Helen Olivia Hartman
Katherine L. Kirkpatrick
Charles A. Kittleson

Aldana Constance Kruvelis
Stanley William McKee
Reino P. Makela
Bertha Elizabeth Martson
Gail Masters
Iola Dayton Middleton
Floyd C. Montgomery
Edwin W. Nelson
Julia E. Rowell
Paul E. Ryan
V. John Saari
A. Marie Seaholm
Catherine A. Simms
Stanley G. Stolpe
Poe Street
Robert C. Sutor
Anne E. Svetika
Floyd C. Tompkins
Adra May Wollenweber
Jean Elizabeth Woods
Vera E. Wyld

JUNIOR COLLEGE.

Helen Ackland
Sophie Alilunas
Clara Elizabeth Alm
Blanche Anderson
Myrtis E. Baie
Eva J. Bergstrom
Dorothy Biese-meier
Janet M. Blunck
Lanonia Ruth Bonnell
Marion L. Boyle
Alice L. Brink
D. Jane Buckaloo
Mary E. Burke
Verna Blanche Carlson
Mary Matilda Castiglioni
Gladys R. Chapin
John H. Chestnutt
Irma Virgene Cofield
Marian E. Cusic
Edith Louise DeBorch
Dorothy Jane DeLapp
Rheua L. Ensign
Dorothy C. Fisher

Jeanette R. Fuller
Ethel M. Germain
Maryellen Glorum
Antoinette L. Gorenz
Carolyn Hainisch
Helen E. Harms
Elvera Hasbrook
Dorothy P. Hawkins
Ellin C. Herlin
Louise E. Hess
Irene Hildebrand
Marion S. Hueber
Elda Fredericke Jansen
Helen M. Johnson
Lois W. Johnson
Margaret Dorothy Johnson
Dorothy M. Karlson
June E. Kasper
Ethel L. Keeber
Mary S. Knuth
Evelyn M. Koenig
Ellen M. Krook
Charlotte E. Larson

Grace Gail Lieving	Evelyn Van Patten Rockwell
Geraldine Dolores Lundgren	Betty Rouse
Margaret McCormick	Jean Elizabeth Roxburgh
Frances Mildred Mack	Bernice Louise Sandell
Marian Manchester	Doris Irma Sanderson
Caroline Freda Marschall	Florence Elizabeth Schafer
Madelyn E. Marshall	Frederick R. Scheidecker
Wilma H. Melzer	Marion Louise Scholl
Mary Louise Messenger	Orma Seger
Mary M. Minnegan	Evelyn Skoglund
Darline J. Myers	Marion C. Slavin
Helen P. Neklasson	Dorothy Mae Spickerman
Virginia Marie Nelson	Fern L. Spotts
Mary E. Nolan	Orita Lee Spraggins
Jayne Elizabeth Norton	Mary R. Szokala
Alice P. Ogan	Helen Lorraine Tanner
Lucile C. Oleson	Lois Lillian Telander
Lucinda Owen	Veneda M. Theander
Harriette E. Page	Kathryn Thomas
Miriam M. Parriott	Dorothy L. Tourtillott
Edith Frances Perrin	Bessie Mae Tyrrell
Lois Helen Perry	Rita E. Ullmen
Grace T. Peterson	Vivian Virginia Updike
Betty R. Pratt	Marion Haish Veale
Ellen E. Quimby	Anna Weisman
Elverda Reiling	Elizabeth Patti Wolfe
Arlene S. Rempfer	Thelma A. Yerke
Leona M. Ressler	

II. FACULTY.

1. I wish to recommend the appointment of Miss Janet Pleitz as kindergarten training teacher in the McMurry Training School at a salary of \$1,890.00 for thirty-six weeks. Miss Pleitz has her bachelor's degree from Indiana State Teachers College at Terre Haute, Indiana, and her master's degree from Ohio University. She has had experience as a training teacher in Manchester College at North Manchester, Indiana.

2. Mrs. Helen R. Messenger, a member of the Education Department, wishes to have a leave of absence the first eighteen weeks of next year to complete the residence work at the University of Iowa for her doctor's degree. I recommend that this leave be granted. I am not prepared at this time to recommend anyone to fill this vacancy.

3. I am submitting herewith the twelve-month payroll for 1934-35.

SALARIES AND WAGES.

Adams, Karl L.....	President	\$6,750
Pearson, Norma	Secretary and Registrar.....	2,430
Simonson, Ida S.....	Professor Emeritus	2,160
Whitman, Mary R.....	Professor Emeritus	2,160
Morrison, Donalda	Assistant Professor and Health Director.....	2,160
Clark, James A.....	Stationary Engineer	2,088
Swinbank, William	Superintendent of Grounds.....	1,890
Johnson, Arthur F.....	Superintendent of Buildings.....	1,845
Johnson, Olive S.....	Bookkeeper	1,755
Turnbloom, Elmer	Fireman	1,440
Campbell, Alexander	Laborer	1,350
Davy, Charles	Janitor	1,350
Ebbesen, Andrew	Fireman	1,350
Harden, Halstead	Fireman	1,350
Oberg, Otto	Janitor	1,350
Eychaner, P. J.....	Janitor	1,233
Mobeck, Andrew	Laborer, transient	1,200
Pooler, William	Laborer	1,200
Swanson, Theodore	Laborer	1,200
Willrett, Joseph	Laborer	1,200
Panttila, Anna	Laborer	900
Wiltberger, Margaret ..	Clerk (Part time).....	420
Student Help		5,090
Lectures, Laborers and Miscellaneous		3,200
		<hr/> \$47,071

REVOLVING FUND.

Livingstone, James B....	Business Manager	\$3,150
Davidson, Blanche	Asst. Prof. and Dean of Women.....	3,060
Nix, Grace E.....	Asst. Prof. and Director of W. Hall.....	1,980
Bjelk, Nels	Janitor	1,350
Jacox, George	Laborer	1,350
Methaly, Walter	Fireman	1,350
Weightman, Hugh	Janitor	1,350
Marvin, A. W.....	Janitor	1,200
Long, Taylor	Laborer	1,200
Bartlett, Florence	Stenographer	1,200
Hakala, Elma	Stenographer	1,020
Dunbar, Louise	Stenographer	1,020
Kestila, Linda	Student Secretary	960
Dougherty, Charlotte	Asst. Cook, Williston Hall (\$75 per month plus \$2.50 per week for room).....	1,030
McClelland, Mollie	Domestic—Dining Room (\$15 per week).....	780
Johnson, Mildred	Domestic—Bakery (\$50 per month plus \$2.50 per week for room).....	730
Four Maids	Domestics—Helpers (\$12.50 per week—live out- side)	2,600
Anderson, Vanda	Domestic—Cleaning (\$10 per week with main- tenance	520
		<hr/> \$25,850

III. OTHER SCHOOL EMPLOYEES. No report.

IV. THE ORGANIZATION. No report.

V. THE CURRICULUM. No report.

VI. BUILDINGS AND GROUNDS. No report.

VII. AUXILIARY ENTERPRISES. No report.

VIII. STUDENT LIFE.

The report of the Student Activity Fund is included in a separate report.

IX. MISCELLANEOUS. No report.

X. SUMMARY.

Action is requested on the following:

1. Approval of the awarding of degrees and diplomas to the students who completed the requirements for graduation at the close of the spring quarter, June 8, 1934.
2. The appointment of Miss Janet Pleitz at the salary indicated.
3. The granting of leave of absence to Mrs. Helen R. Messenger.
4. Approval of the twelve-months salary schedule for 1934-35.

Respectfully submitted,

KARL L. ADAMS, *President.*

The Board approved the following recommendations in this report:

1. Graduation of the persons whose names appear on the first and second pages of the typed report.
2. Appointment of Miss Janet Pleitz as kindergarten training teacher at a salary of \$1,890.00 for 36 weeks.
3. Leave of absence to Mrs. Helen R. Messenger.
4. List of twelve months employees as given on page 3 of the typed report, with the salaries set opposite their names.

ILLINOIS STATE NORMAL UNIVERSITY

President Fairchild presented his report, which was received, placed on file, and is made a part of these minutes. This report follows:

Normal, Illinois,
June 18, 1934.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Illinois State Normal University:

I. STUDENTS.

1. Attendance.

Although the reports of attendance for the spring quarter and summer term are not due at this time I wish to indicate that the unofficial registration figure for the summer session is now 1,507 with more registrations still expected. This figure compared with a *final* figure of 1,410 last summer indicates an increase of over one hundred students. Last summer there was a decrease of about four hundred students over the previous summer.

2. Graduates.

The students whose names are listed below completed the requirements for graduation from their various courses at the close of the spring quarter, June 7, 1934. I recommend that these students be sanctioned as graduates.

DEGREE GRADUATES.

BACHELOR OF EDUCATION DEGREE.

Admire, Harry Franklin.....Com.	Etter, Lorton Dale.....Secon.
Bain, Helen May.....Secon.	Fackler, Helen Lucile.....Secon.
Bansau, Hilda Juliaette.....Elem.	Fanselow, Emma Wilma.....Elem.
Barclay, Owen Filmore.....Ind. Arts	Ferris, Carolyn Luella.....Secon.
Bennington, William Edmund..Ind. Arts	Field, Mary Irene.....Com.
Beyer, Emma Mary.....Com.	Flynn, Ruth Gertrude.....Secon.
Bilby, James Franklin.....Secon.	Freitag, Clyde.....Secon.
Bischoff, Helen Louise.....Art	French, John.....Secon.
Boehnert, Elfrieda Harriet.....Secon.	Fridly, George Irvin.....Secon.
Boudreau, R. Allen.....Secon.	Gerber, Ethel.....Com.
Bradfield, Charles Anson.....Secon.	Gerber, Viola Ruth.....Elem.
Bratt, Mayme.....Home Ec.	Greyer, John E.....Secon.
Briggs, May.....Elem.	Grimes, Bernard Thomas.....Secon.
Brown, Albert Chandler.....Secon.	Grimes, Harvey Mayland.....Ind. Arts
Brumett, Robert Harold.....Secon.	Hansen, Alice Gertrude.....Com.
Burris, Florine Lucille.....Secon.	Harmon, Dorothy Adeline.....
Cade, Harry Chandos.....Secon.Health and P. E.
Campbell, Philena Helen.....Secon.	Heller, Faith Arvilla.....Art
Christen, Inez Whittenberg.....Elem.	Helm, Paul Steinway.....Secon.
Collins, Everett M.....Secon.	Hill, Audrey Margaret.....Elem.
Comisky, Marie Genevieve.....Secon.	Hirst, Louis Frederick.....Secon.
Cook, Marjorie Louise..Health and P. E.	Hoefer, Laura Marie.....Secon.
Corbin, Edward Bryan.....Secon.	Hollis, Wava Maye.....Com.
Darling, Dorrance Kenneth.....	Holstein, Frank Fred.....Art
.....Health and P. E.	Hoose, Vaudrene Annetta.....Home Ec.
DeGracie, James Ferris.....Elem.	Houghton, Josephine Lucille.....Elem.
Devine, Edward Francis.....Ind. Arts	Hubbard, Uarta Ann.....Secon.
Dey, Camilla Ruth.....Music	Hunter, Beatrice Evelyn.....Home Ec.
Divilbiss, Vernele.....Com.	Jaeger, Albert.....Secon.
Dolbow, Vera Louise.....Home Ec.	Johnson, Esther Louise.....Com.
Donaldson, Catherine Alma.....Secon.	Johnson, Harold Wesley.....Secon.
Donovan, Marie Catherine.....	Johnson, James Alexander.....Secon.
.....Health and P. E.	Johnson, Paul Robert..Health and P. E.
Elbert, James Edward.....Secon.	Jones, Clella Lorne.....Secon.
Eldridge, Florence Frances.....Secon.	Jones, Dorothy Maye.....Com.
Ellis, Mary Catherine.....Secon.	Jones, Elizabeth Anne.....Secon.

Korty, Hester Lillian.....	Com.
Krum, Mary Ellen.....	Secon.
Kuhfuss, William John.....	Agr.
Langsten, Dorothy May.....	Secon.
LaRechelle, Kingsley.....	Secon.
Lathrope, Frances Muriel.....	Secon.
Lucas, Jessie Marie.....	Health and P. E.
Lynch, Anne Lucille.....	Secon.
McAlistar, Virgil Elmer.....	Health and P. E.
McClelland, Foster Kenneth.....	Secon.
McConnell, Helen Jean.....	Secon.
McGraw, Cecil.....	Music
Maas, Frances Elizabeth.....	Elem.
Maginnis, Maxine Louise.....	Elem.
Marsh, Charles Randolph.....	Secon.
Meyers, John George.....	Secon.
Miller, Frances Carolyn.....	Elem.
Morgan, Wilbur.....	Secon.
Muhl, Frank Henry.....	Ind. Arts
Nordine, Irene Lavilla.....	Secon.
Odell, Gerald Paul.....	Secon.
Oetting, Howard August.....	Secon.
Oliver, Wendell Edson.....	Secon.
Parker, Elbert Claude.....	Secon.
Phelps, Orson Muriel.....	Secon.
Poland, Leslie Byron.....	Secon.
Read, Della Jane.....	Com.
Reesman, Harold Eugene.....	Health and P. E.
Rhodes, Aaron Payne.....	Secon.
Rice, Homer Kenneth.....	Secon.
Richards, Stella.....	Secon.
Riedel, Oswald Henry.....	Secon.
Rosan, Norton John.....	Com.
Rutherford, Myrtle Susan.....	Secon.
Sanner, Helen.....	Com.
Serkes, Edith Mapes.....	Elem.
Shafer, Virgil David.....	Secon.
Shirk, Jessie Jane.....	Secon.
Skaggs, Cora Belle.....	Elem.
Smith, Earle Albert.....	Secon.
Snyder, Jean Louise.....	Art
Stevens, Ida Augusta.....	Secon.
Stevens, Thelma Leta.....	Secon.
Stiltz, Sarah Emaline.....	Elem.
Tambling, Vera Frances.....	Elem.
Terry, Virginia Mildred.....	Secon.
Thomas, Loretta Dorothy.....	Elem.
Thomson, Chester Martin.....	Com.
Tinkham, Leo Vern.....	Secon.
Tolley, Dorothy Irene.....	Rural
Turner, Barbara Ann.....	Secon.
Ulmer, Edna Julia.....	Com.
Urban, Elzora Kathryn.....	Com.
Wallace, James Murray.....	Secon.
Wendland, Norma Mary.....	Secon.
Wene, Anna Ernestine.....	Com.
Whitmer, Ralph Homer.....	Agr.
Willett, Mervel Arewine.....	Secon.
Wilson, George Merwyn.....	Com.
Wilson, Marjorie.....	Health and P. E.
Wineman, Ruth Eleanor.....	Home Ec.
Wittrock, Alma Martha.....	Secon.
Wolff, Caroline.....	Health and P. E.
Wright, Beryl Reva.....	Secon.

SUMMARY OF DIVISION GROUPS.

Rural.....	1	Industrial Arts.....	5
Agriculture.....	2	Elementary.....	16
Art.....	4	Commerce.....	18
Music.....	2	Secondary.....	70
Physical Education for Men.....	4		
Physical Education for Women.....	6	Total Degree Graduates.....	133
Home Economics.....	5		

TWO-YEAR COURSE GRADUATES.

Agee, Marjorie Ellen.....	Up. Gr.	Dossette, Eula Henrietta.....	Up. Gr.
Albert, Lucinda Maude.....	Up. Gr.	Duff, Jessie Marie.....	Inter.
Alexander, Charles Edburn.....	Rural	Dufner, Mary Margaret.....	Up. Gr.
Alverson, Ruth Elna.....	Inter.	Ells, Dorothy Eleanor.....	K.-Prim.
Amidon, Lavon Bernette.....	Up. Gr.	Espel, Jeannette Cecilia.....	Inter.
Anderson, Alice Cecelia.....	Inter.	Essington, Esther Marion.....	K.-Prim.
Arnold, Katherine Marie.....	Inter.	Fetzer, Helen Fredericka.....	Rural
Atkinson, Laverne Wynola.....	Rural	Fleming, Mary Elsie.....	Up. Gr.
Atwood, Mary Jane.....	Secon.	Fosdick, Imojean Alice.....	Inter.
Baker, Grace Eleanor.....	Up. Gr.	Fox, Mary Ellen.....	Home Ec.
Barborinas, Susan M.....	Up. Gr.	Freehill, Gerald Aloysius.....	Secon.
Barr, Lucy Virginia.....	Up. Gr.	Friedman, Sarah Louise.....	Inter.
Bayston, Mabel Irene.....	Inter.	Fritz, Mary Lucile.....	Rural
Becker, Beatrice Viola.....	Inter.	Fritz, Sarah Wilna.....	Rural
Bennett, Richard Menefee.....	Up. Gr.	Frost, Ruth Elizabeth.....	Inter.
Berry, Mary Alberta.....	Inter.	Gamble, Ellen Mildred.....	K.-Prim.
Boos, Esther Mae.....	Up. Gr.	Garretson, Reeve Lucille.....	Up. Gr.
Bowers, Marie Anne.....	Inter.	German, Wilma Ethel.....	Up. Gr.
Bowman, Estella Agnes.....	Up. Gr.	Gilchrist, Mary Geraldine.....	Inter.
Brining, Helen Edith.....	Inter.	Goff, Mildred Essington.....	Secon.
Brining, Marjorie Harriet.....	K.-Prim.	Greenawalt, Florence Emeline.....	Inter.
Broeg, Beulah May.....	Inter.	Greene, Mary Sylvia.....	Up. Gr.
Brown, Marna Frances.....	Inter.	Greensavage, Mathilda Gloria.....	Inter.
Brown, Mary Loretta.....	Secon.	Greenwood, Eulah Fern.....	Inter.
Buck, Oliver.....	Inter.	Guy, Elma Eleanor.....	Up. Gr.
Chiavini, Mary Rosalie.....	Up. Gr.	Hall, Wendell Woodrow.....	Secon.
Clyne, Mary Elizabeth.....	Inter.	Ham, Elizabeth Fisher.....	K.-Prim.
Crawford, LaVeta Eileen.....	K.-Prim.	Hamm, Mona Juanita.....	Inter.
Crosby, Edith Helen.....	Up. Gr.	Hansen, Lily Mae.....	Rural
Cummings, Ethel Hope.....	K.-Prim.	Harper, Evelyn Frances.....	Up. Gr.
Curran, Vernadine.....	Up. Gr.	Harris, Leora Elizabeth.....	Inter.
Davis, Lavan Margaret.....	Up. Gr.	Hausmann, Thelma Violet.....	K.-Prim.
Delmastro, Mildred Margaret.....	Inter.	Hill, Esther Ross.....	K.-Prim.
Deppe, Helen Alberta.....	Health and P. E.	Hinspeter, Mildred Henrietta.....	Inter.
Dodson, Naomi Ruth.....	Rural	Hirst, Mabel Alice.....	K.-Prim.
Dodman, Elizabeth Anna.....	Up. Gr.	Honeywell, Lola Jeanne.....	Inter.

Housh, Rebecca Jane.....	Rural
Hovenden, Earl Wesley.....	Secon.
Imig, Vera Margaret.....	Inter.
Jones, Eugenia Ophelia.....	Up. Gr.
Kearney, Fay Beulah.....	Inter.
Keithley, Retta Jean.....	Inter.
Kendall, Kathryn.....	K.-Prim.
Keppler, Lois Maribelle.....	K.-Prim.
Kerber, Gertrude Anna.....	K.-Prim.
Kerchenfaut, Edith Louise.....	Inter.
Kilby, Edna Louise.....	Rural
Krusa, Nina Louise.....	Rural
Lang, Jessie Irene.....	Inter.
Langston, Susie Elizabeth.....	K.-Prim.
Laske, Dorothy Louise.....	Up. Gr.
Latham, Janet Miller.....	Inter.
Leathers, Elizabeth Aleen.....	Inter.
Letford, Mary Elizabeth.....	Up. Gr.
Lindsey, Ada Cecile.....	Inter.
Lindsey, Orvetta Antionette.....	Up. Gr.
Low, Doris Julia.....	Up. Gr.
McKee, Edith Louise.....	K.-Prim.
McKinney, Muriel.....	Up. Gr.
Madison, Margery Valoris.....	Up. Gr.
Maisonneuve, Kathryn Mary.....	Up. Gr.
Mansfield, Faye Emma.....	K.-Prim.
Markillie, Edna Katherine.....	K.-Prim.
Martens, Muriel Maurine.....	Up. Gr.
Martin, Helen Lois.....	K.-Prim.
Martis, Leona Mary.....	Inter.
Mateeff, Katherine.....	Inter.
Mathew, Mary Mildred.....	Inter.
Mau, Laura Elsie.....	Up. Gr.
Maurer, Margaret Evelyn.....	Inter.
Mayer, Marjorie Jean.....	Inter.
Mercer, Mary Esther.....	Up. Gr.
Miller, Edna Carolina.....	Up. Gr.
Montgomery, Lyle Arch.....	Rural
Montgomery, Norma Lucille.....	Up. Gr.
Moore, Lucile Rosetta.....	Up. Gr.
Moss, Mollie.....	Inter.
Muehlenpfordt, Elsie Marie.....	Inter.
Nafziger, Carroll Samuel.....	Secon.
Neely, Rose Esther.....	K.-Prim.
Nelson, Lena Irene.....	Inter.
Nickols, Bertha.....	Secon.
North, Miriam Alice.....	Inter.
Oakland, Carrie Mae.....	Rural
Orr, Ralph Junior.....	Up. Gr.
Page, Sarah Frances.....	Rural
Pafecek, Helen Frances.....	Inter.
Pearson, Addis Mathilda.....	Inter.
Phillips, Marjorie Pennetta.....	Inter.
Pooley, Luella Frances.....	Inter.
Porter, Charline Preston.....	K.-Prim.
Power, Eleanor Maxine.....	Home Ec.
Raisch, Alice Mae.....	K.-Prim.
Randolph, Hazel F.....	K.-Prim.
Reiners, Geraldine Annette.....	Inter.
Robbins, Wanda.....	Inter.
Roberts, Roberta Joy.....	Rural
Rogers, Bertha Lucille.....	Inter.
Rohlfing, Elizabeth Lester.....	Rural
Rosenbery, Ann Alberts.....	Inter.
Ruddock, Marjorie Irene.....	Inter.
Ryerson, Mary Elizabeth.....	Up. Gr.
Sampen, Helen Margaret.....	Inter.
Sawyer, Julia Katherine.....	Up. Gr.
Schaefer, Margaret Ellen.....	Rural
Shadoan, Gertrude Miriam.....	Up. Gr.
Shaw, Eleanor Mae.....	Inter.
Simcox, Virginia Belle.....	Inter.
Smiley, Georgia Lois.....	Up. Gr.
Smith, Oscar William.....	Secon.
Stenger, Gladys Vivian.....	K.-Prim.
Stewart, Mabel Roberta.....	Rural
Strode, Margaret Otylia.....	K.-Prim.
Sullivan, Bernice Marcella.....	Inter.
Sumner, Helen Dorothy.....	Inter.
Sweat, Marjorie LaVonne.....	Inter.
Sypult, Lenora Luella.....	Inter.
Taylor, LaVerne Alice.....	Secon.
Thomas, May Freda.....	Inter.
Tierney, Margaret Mary.....	Inter.
Tierney, Mary Veronica.....	Art
Tierney, Rosamonde Ann.....	K.-Prim.
Trent, Alice Louise.....	Rural
Uphoff, Ethel Kathryn.....	Inter.
VanTuyle, Hazel Margaret.....	K.-Prim.
Vietti, Minnie Cristina.....	K.-Prim.
Walker, Donald Cleveland.....	Rural
Whitacre, Ruth Katherine.....	K.-Prim.
Wilkey, Dwight Bensyl.....	Up. Gr.
Wilson, Rena Bellamy.....	K.-Prim.
Winchell, Gladys Mae.....	Com.
Winstead, Frances Jessie.....	Rural
Winstead, Helen Louise.....	Rural
Witt, Elleanor.....	Inter.
Woodward, Helen Audrey.....	Inter.
Yates, Blossom Jeanette.....	Rural
Yonke, Lorene Mary.....	K.-Prim.
Young, Martha.....	Inter.
Zehr, Elizabeth Jane.....	Up. Gr.
Zenisek, Josephine Stasia.....	Rural

SUMMARY OF DIVISION GROUPS.

Art.....	1	Kindergarten-Primary.....	30
Commerce.....	1	Upper Grade.....	43
Health and Physical Education.....	1	Intermediate.....	65
Home Economics.....	2		
Secondary.....	10	Total Two-year Course Gradu-	
Rural.....	23	ates.....	176

II. FACULTY.

1. Resignations.

There are no resignations at this time other than reported at the last meeting.

2. New appointments and positions recommended.

a. None to be recommended at this time for the regular school year.

b. For summer session, to fill one vacancy caused by a request for release; to care for additional work due to large enrollment; provide needed student-teaching facilities through provision of high school work and one additional elementary room the following teachers are recommended for employment for the six weeks summer term with salaries to be paid from Salaries and Wages, one-half from the first year of the biennium and one-half from the second year:

Name.	Subject.	Salary.		Total.
		First half.	Second half.	
Burris, Ethel M.....	Elementary Training School...	\$150.00	\$150.00	\$300.00
Cline, Jessie M.....	High School Mathematics.....	100.00	100.00	200.00
Dean, Marian	High School Social Science....	87.50	87.50	175.00
Ebel, Alice	High School Social Science....	100.00	100.00	200.00
Fogler, Ralph W.....	High School Mathematics.....	125.00	125.00	250.00
Jessa, Marie (Part time).	University Commerce	85.00	85.00	170.00
Nelson, Ruth	High School Commerce.....	125.00	125.00	250.00
Smith, J. Allan (Vice Hamilton)	University English	150.00	150.00	300.00
Winegarner, Lela	High School English.....	100.00	100.00	200.00

c. I wish to recommend the provision of a principal for the Soldiers and Sailors Children's School, this position to cover twelve months and the total salary for the twelve months not to exceed \$3,000.00. This position is necessary due to reorganization plans in the Children's School and in consideration of an agreement whereby the Department of Public Welfare will provide a full time Special Help Room teacher and the present principal will be made as an assistant principal, devoting her time largely to classroom work. The need for this position will be enlarged upon at the meeting of the Board. However, it should be noted that at present we only provide the salaries of two teachers of a staff of twenty-three and have the benefit of the full time of this school of 675 pupils for student teaching facilities.

3. New salaries and salary changes recommended.

- a. Although favorable action was apparently taken upon the change in rank and salary covering the position held by Miss Jennie A. Whitten this does not appear in definite form from the minutes of the last meeting. Therefore I would like to recommend that Miss Whitten's rank be changed from that of assistant to associate professor and her salary of \$2,160.00 be increased to \$2,471.00 as Head of the Foreign Language Department.
- b. I recommend a correction in the salary of Dewey Fristoe (Part time affiliated Houghton School teacher) as erroneously reported at the last meeting of the Board, this correction being a change from \$180.00 to \$360.00 for the year.
- c. Effective September 1, 1934 I recommend that Ruth Henline, now listed among Other Employees as manager of Textbook Library and paid from the Revolving Fund, be placed on the faculty list and paid from Salaries and Wages since much of her work is instruction in the Department of English. No change is recommended in the present salary of \$1,980.00 for the school year.

III. OTHER SCHOOL EMPLOYEES.

I recommend the following employees, paid partly from the appropriation for Salaries and Wages and partly from the Revolving Fund, as indicated. These salaries are for twelve months unless otherwise noted.

OTHER SCHOOL EMPLOYEES.

(Salaries and Wages).

Fairchild, R. W.....	President	\$6,750.00
Schroeder, H. H.....	Dean (Administration)	5,400.00
Barton, O. Lillian.....	Dean of Women (Eleven and a half months)..	3,312.00
Linkins, R. H.....	Dean of Men (Eleven and a half months)....	4,036.50
Brenneman, Elsie J.....	Registrar	2,700.00
Melrose, Ferne M.....	Recorder	1,485.00
Marsh, R. D.....	Business Manager	3,240.00
Johnson, Jennie A.....	Financial Secretary	1,782.00
Dodge, Flora P.....	General Faculty Secretary.....	1,500.00
King, Dorothy W.....	Secretary to the President.....	1,440.00
Clem, Ruth V.....	Audit Clerk	1,440.00
Boundy, Lottie V.....	Stenographer (Dean)	1,140.00

Meeker, Lorene A.....	Stenographer (Training School and Appointment Bureau)	1,320.00
Sluder, Edna B.....	Secretary to Dean of Women.....	1,350.00
Stretch, K. Louise.....	Stenographer (Registrar)	1,140.00
Roseman, Ferne A.....	Telephone Operator	900.00
Total for other school employees paid from regular appropriation for Salaries and Wages.....		\$39,475.50

OTHER SCHOOL EMPLOYEES.

(Paid from Revolving Fund).

Akin, Anna	Assistant Cook (Fell Hall), 11 months.....	\$ 814.00
Barclay, Mamie	Domestic, 11 months.....	814.00
Bayles, C. O.....	Janitor	1,242.00
Bedinger, Nellie	Domestic, 11 months.....	814.00
Byers, Lulu	Domestic, 11 months.....	473.00
Calhoun, Alvin O.....	Janitor	1,242.00
Coomer, Inez	Domestic, 11 months.....	429.00
Downing, Emily	Domestic, 11 months.....	550.00
Dunn, Ollie	Laborer	1,200.00
Francis, Melissa	Domestic, 11 months.....	814.00
Grimes, Frances	Assistant Cook (Fell Hall).....	1,080.00
Harris, Carter	Janitor	1,242.00
Hill, Charles	Fireman	1,242.00
Howell, Beulah	Domestic, 11 months.....	473.00
Keltner, Geno	Domestic, 11 months.....	660.00
Kniery, Simon	Fireman	1,242.00
Kiper, W. A.....	Night Watchman	1,188.00
Lawrence, John D.....	Janitor	1,242.00
Mead, Herman	Engineer	1,836.00
Mercier, Charles	Farmer	1,512.00
Miller, Henry	Laborer	1,242.00
Moore, J. A.....	Janitor	1,242.00
Nelson, Ben	Laborer	1,200.00
Patterson, Florence	Domestic, 11 months.....	407.00
Pratt, George	Laborer	1,200.00
Ramseyer, Albert	Laborer	1,200.00
Rein, Carl	Caretaker of Grounds.....	2,052.00
Rice, W. A.....	Head Janitor	1,728.00
Schmalz, Otto	Laborer	1,200.00
Staker, Anna F.....	Faculty Assistant to School Physician, 11 months	880.00
Thompson, Emmett	Janitor	1,242.00
Foltz, Marion	Laborer	1,200.00
Upperman, Elzy	Janitor	1,242.00
Wardell, Elizabeth	Domestic, 11 months.....	429.00
Watkins, Albert	Help on farm.....	1,080.00
White, William	Faculty Assistant in Print Shop.....	900.00
Zook, Elmer	Janitor	1,242.00
Total for other school employees paid from the Revolving Fund....		\$39,795.00

OTHER SCHOOL EMPLOYEES.

(Paid as Indicated).

Lowe, T. J., Utility Man.....	(Paid from Appropriation for Repairs).....	1,350.00
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TRANSIENT, TEMPORARY AND MISCELLANEOUS HELP.

(Paid from the Revolving Fund).

Extra help	1,000.00
Student help	13,000.00

Total for transient, temporary and miscellaneous help, paid from the Revolving Fund..... \$14,000.00

IV. THE ORGANIZATION. No report.

V. THE CURRICULUM. No report.

VI. BUILDINGS AND GROUNDS.

Since the close of the C. W. A. Work there has been little accomplished under the Illinois Emergency Relief. Work has now stopped pending decision on assumption of responsibility for injuries to workmen during work on State projects. Much work, especially painting already started, remains to be completed.

VII. AUXILIARY ENTERPRISES.

I recommend that an unexpended amount of \$10,000.00 remaining from the appropriation for Repairs and Equipment for the year ending June 30, 1934, be utilized to purchase new furniture for Fell Hall (Girls' Dormitory), new furniture for the library and teachers desks and tablet arm chairs for classrooms. It is impossible at this time to accurately indicate specific amounts for these various needs discussed in detail in my last report. The above amount has been carefully saved from expenditures of the current year for just the purposes indicated above.

VIII. STUDENT LIFE.

A report of receipts and expenditures from the Student Activity and Athletic Funds is submitted in a separate report as requested at the last meeting of the Board.

IX. MISCELLANEOUS. No report.

X. SUMMARY.

Action of the Board is requested on:

1. Approval of the granting of degrees and diplomas to the students listed as graduates having completed their work at the close of the spring quarter, June 7, 1934.
2. Approval of the additional and substitute names recommended as teachers in the 1934 Summer Session.
3. Authorization of the position of Principal of the Soldiers and Sailors Children's School being included as a part of the faculty of Illinois State Normal University and the employment of such a principal.
4. Approval of the change in rank and salary of Jennie A. Whitten.
5. A correction in the salary of Dewey Fristoe as indicated.
6. Approval of the eleven and twelve months salary list of 1934-1935.
7. Authorization of expenditure of an available balance of not to exceed \$10,000.00 for needed furniture and equipment.

Respectfully submitted,

R. W. FAIRCHILD, *President.*

He called attention to the changes which had been made in the program for graduation.

He spoke of the difficulty encountered in the matter of training school facilities in Bloomington, which difficulty had been met by a change in the training school situation on the campus.

He spoke especially about the need of having a principal for the Soldiers and Sailors Children's School, which principal would be a part of the Normal School faculty and, therefore, able to carry out more completely the program of education and teacher training.

The Board approved the following recommendations:

1. Graduation of the persons recommended on pages 1, 2, 3, and 4 of the typed report.
2. Approval of the extra teachers for the summer term as listed on page 5 of the typed report, with the salaries set opposite their names.
3. Authorization to create the position of Principal of the Soldiers and Sailors Children's School as a part of the faculty of the University.
4. Change in the rank of Jennie A. Whitten from assistant to associate professor, and a change in salary from \$2,160.00 to \$2,471.00 as head of the Foreign Language Department.
5. Correction in the salary of Dewey Fristoe from \$180.00 to \$360.00 for the year.
6. That Ruth Henline, now listed among Other Employees, be placed on the regular faculty list at the salary of \$1,980.00 which she now receives.
7. List of eleven and twelve months employees as given on pages 6 and 7 of the typed report, with the salaries set opposite their names.
8. Authorization of expenditure of not to exceed \$10,000.00 for needed furniture and equipment.

EASTERN ILLINOIS STATE TEACHERS COLLEGE

President Buzzard presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Charleston, Illinois,
June 18, 1934.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Eastern Illinois State Teachers College:

I. STUDENTS.

1. Attendance. No report due.
2. Students. No report.
3. Graduates.

I submit the lists of graduates for June 4, 1934.

1. a. DEGREE, BACHELOR OF EDUCATION, JUNE 4, 1934.

Major-Minor Subjects.	Home Address.
1. Vaughn Elias Armer, Chem., Math., Physics.....	Mattoon
2. Milton Ernest Baker, Math., Physics.....	Wheaton
3. Murvil Barnes, Botany, Zoology.....	St. Elmo
4. John James Black, Math., Botany, History.....	Morris
5. Paul Elliott Blair, Math., Physics.....	Danville
6. Charles Allen Burnes, Ind. Arts, Soc. Sci.....	Philo
7. Ronald Albert Carpenter, Ind. Arts, History	Charleston
8. Charles Conrad Christy, History, English.....	West Salem
9. William Stanley Claybaugh, Ind. Arts, English.....	Neoga
10. Kenneth Dean Davis, Physics, Math.....	Charleston
11. Marjorie Jane Digby, English, Art.....	Charleston
12. Harriett Nott Dowling, El. Educ., Geog., English.....	Charleston
13. Kenneth Boyd Duzan, Math., Phys., Chem.....	Charleston
14. Harry Lee Fitzhugh, Hist., Geog.....	Auburn
15. Clara Elizabeth Galbreath, Math., Music.....	Charleston
16. Lloyd Hudson Garrison, Bot., Zool., Ind. Arts.....	Oakland
17. Dorothy Louise Gibbs, Home Economics.....	Indianola
18. John William Gray, Ind. Arts, Math.....	Claremont
19. Bertha May Griffin, Hist., Bot., Zool.....	Stewardson
20. Edward Lee Grubb, Math., Physics, Chem.....	Sumner
21. Mildred L. Grush, Eng., Hist.....	Mt. Morris
22. Lois Maurine Harrison, Hist., Bot.....	West Salem
23. Evelyn Dorothy Harwood, Eng., Hist., French.....	Charleston
24. Wylma Elizabeth Howe, Home Economics.....	Charleston
25. Frances Kathryn Irwin, Hist., Eng., French.....	Charleston
26. Mescal Jenkins, Eng., Hist.....	Charleston
27. Harold Franklin Marker, Phys., Math., Chem.....	Charleston
*28. Robert Emmett Mattix, Ind. Arts, Eng.....	Morrisonville
29. Esther Virginia McCandlish, Eng., Hist., Math.....	Toledo
30. John Lloyd McMullen, Bot., Zool.....	Mattoon
31. Identa Louise Moler, Latin, Eng.....	Charleston
32. Berthold Charles Osborne, Hist., Bot.....	Vandalia
33. Loren Herman Petty, Hist., Geog., Ind. Arts.....	Sumner
34. Susie Phipps, Eng., Latin.....	Chrisman
35. Ernest Pricco, Hist., Geog.....	Auburn
36. Thelma Grace Quicksall, Math., Physics.....	Trowbridge
37. Mary Ellen Redden, Prim. Educ., Biology.....	Kansas
38. Dorothy Louise Robbins, Hist., Eng.....	Charleston
39. Ruth Balch Rodgers, Art, Eng., Hist.....	Janesville
40. Gilbert Albert Rose, Ind. Arts, Hist.....	Parkersburg
41. Helene Johanna Ruck, Bot., Chem., Zool.....	Greenville
42. Sylvia Chloe Shipman, Home Economics.....	Robinson
43. Helen Margaret Smith, Math., Latin.....	Fillmore
44. Louise Katherine Stillions, Geog., Eng., Hist.....	Charleston
45. Clarence Edward Taylor, Math., Physics.....	St. Elmo
46. Glen Neal Titus, Ind. Arts, Hist.....	Charleston

* He is not to register again but his diploma is held for one-half of a credit.

	Major-Minor Subjects.	Home Address.			
47.	Beulah Blanche Tolch, Home Economics.....	Sigel			
48.	Laura Kathryn Towles, Home Economics.....	Charleston			
49.	Dorotha Mary Townsend, Hist., Eng.....	Charleston			
50.	Jacob Volc, Jr., Math., Soc. Sci.....	Auburn			
51.	Harold Edward Walker, Phys., Math., Chem.....	Toledo			
52.	Geneve Weeks, Art, Ind. Arts.....	Charleston			
53.	Clarence Emerson Well, Hist., Geog.....	Brighton			
54.	Hazel Ida Whitesel, Art, Music.....	Charleston			
55.	Wilma Winifred Wilson, Home Economics.....	Sullivan			
			Men.	Women.	Total.
Total receiving the Degree.....			27	28	55

2. a. JUNIOR COLLEGE DIPLOMA, JUNE 4, 1934.

1.	Ivan Ernest Bailey.....	Charleston			
2.	Dora Marie Baker.....	Stewardson			
3.	Eugenia Winifred Barker.....	Mattoon			
4.	Dolores Lillian Bible.....	Louisville			
5.	Martha Bernidene Blocher.....	Lawrenceville			
6.	Ruth Elizabeth Boys.....	Shelbyville			
7.	Betty Brookhart.....	Sumner			
8.	Frank Broyles.....	Olney			
9.	Marjory Dodds Chamberlin.....	Gays			
10.	Neva Josephine Cooper.....	Edinburg			
11.	Evelyn Martha Cox.....	Charleston			
12.	Marie Margaret Duncan.....	Decatur			
13.	Mary Farrar.....	Humboldt			
14.	Barbara Frazier.....	Danville			
15.	Esther Juanita Fromm.....	Ramsey			
16.	Lucille Wilhelmina Grabowski.....	Decatur			
17.	Everett Harold Harrison.....	Chestnut			
18.	Olive Marie Hawkins.....	Vermilion Grove			
19.	Elberta Marguerite Hendry.....	West Liberty			
20.	Herman Otto Homann.....	Moccasin			
21.	Mildred Ruth Hooks.....	Lawrenceville			
22.	Hiram Edward House.....	Irving			
23.	Eileen Eunice Iberg.....	Highland			
24.	Ruth Mary Johns.....	Charleston			
25.	Lillian Ethel Kirk.....	Robinson			
26.	Mary Eleanor Kirk.....	Robinson			
27.	Mary Louise Lilley.....	Paris			
28.	Wilma Leora Messman.....	Broadlands			
29.	Mary Catherine Newman.....	Westfield			
30.	Thelma Louise Noyes.....	Mattoon			
31.	Martha Lu Phillips.....	Danville			
32.	Nellie Alpha Phipps.....	Chrisman			
33.	Katherine Gertrude Pier.....	Decatur			
34.	Irene Alberta Ragsdale.....	Wheeler			
35.	James Robert Byron Randolph, Jr.....	Oblong			
36.	Velma Rardin.....	Charleston			
37.	Dorothy Alice Rennels.....	Charleston			
38.	Fern Annabel Richter.....	Muncie			
39.	Helen Elizabeth Rogers.....	Mattoon			
40.	Pearl Marie Settle.....	Moweaqua			
41.	Margaret Acacia Snyder.....	Oakland			
42.	Gladys Stirewalt.....	Jewett			
43.	Ethel Marie Taylor.....	Findlay			
44.	Lucile Thompson.....	Marshall			
45.	Helen Alice Van Middlesworth.....	Arcola			
46.	Gail Kathryn Weber.....	Stewardson			
47.	Evelyn Carolyn Wente.....	Neoga			
48.	Harry Keith White.....	Charleston			
49.	Frances Ruth Whitlock.....	Litchfield			
50.	Miriam Olive Wiley.....	Sullivan			
51.	Nola Elizabeth Williams.....	Danville			
52.	Lois Madonna Young.....	Montrose			
			Men.	Women.	Total.
Total receiving the Junior College Diploma.....			7	45	52
Total receiving Degree or Junior College Diploma.....			34	73	107

II. FACULTY.

1. Helen Mahany, approved as Instructor in Physical Education for Women at a salary of \$1,620.00 at the May 15th meeting of the State Normal School Board, resigned on May 18th to accept a better position in MacMurray College, Jacksonville.

2. Charles P. Lantz, Associate Professor of Physical Education for Men, requests to be released from the summer school faculty as approved on May

15, 1934, in order to study for a master's degree at Ohio State University. We have found it unnecessary to fill Mr. Lantz' place, thus permitting the use of his summer salary of \$465.00 elsewhere.

3. Winifred Beatty, Instructor in English and Dramatics, salary \$1,530.00, tenders her resignation from the approved faculty list for 1934-35. Miss Beatty has served the Eastern Illinois State Teachers College for four years in a superior manner, and the school will miss her services markedly.

4. Through a clerical error, Harris E. Phipps was rated as Assistant Professor and Acting Head of the Department of Physical Science, in the approved faculty list for 1934-35. Dr. Phipps' rating should have been as *Associate Professor*.

5. Donald R. Alter, Ph. D., University of Illinois, 1934, is recommended for the additional instructor in History, authorized in the approved faculty list for 1934-35, at the specified salary of \$1,980.00 for nine months.

6. Annabelle Thomson, B. Ed., Illinois State Normal University, 1931; B. S., in Library Science, University of Illinois, 1933, is recommended for the position of Assistant Librarian authorized on May 15, 1934, at a salary of \$1,350.00 for nine months.

7. Under Item I, 3, page 14 of the printed minutes of the April 24, 1933, meeting of the State Normal School Board in Charleston, the last meeting which the late President Livingston C. Lord attended, Mr. Lord states:

"If the money will permit, I wish at the meeting held to elect faculty for 1933-34 to recommend a few small increases in salaries. A year and two years ago, we were very fortunate in getting a few superior people at low salaries."

I wish to call the attention of the Board to the two outstanding cases of the group which President Lord had in mind. Hiram Thut, Ph. D., Ohio State University, joined the faculty in Botany in 1932 at a salary of \$1,710.00 for nine months. Quincy G. Burris, Ph. D., University of Illinois, joined the faculty in English in 1930 at a salary of \$1,890.00. I have read the correspondence which passed between President Lord and these men which resulted in their employment. Each is rendering superior service. Through the economizing on commencement expense and non-replacement of Mr. Lantz on the summer school faculty, we save more than enough to advance these men from instructors to assistant professors at salaries of \$1,980.00 and \$2,160.00 respectively. These adjusted salaries are markedly low for men of their training and proven ability, and such recognition of training and classroom ability will advance the general esprit de corps of the teaching staff.

8. No recommendations are made for the vacancies of:
 - a. Instructor in Physical Education for Women.
 - b. Instructor in English and Dramatics.
 - c. Additional Instructor in Education (Rural).
 - d. Additional Instructor in English. (Public Speaking).
 - e. Instructor in clothing.

III. OTHER SCHOOL EMPLOYEES.

1. Following is the list of employees for the fiscal year of twelve months, July 1, 1934, to June 30, 1935, inclusive. Payable from the appropriation for Salaries and Wages:

ADMINISTRATION.

1. Robert G. Buzzard..President	\$6,750.00
2. Ruth B. Dunn.....Business Manager	2,700.00
3. Blanche C. Thomas.Registrar	2,610.00
4. Lola A. Eberly.....Secretary to President.....	1,350.00
5. Anita M. Rohr.....Secretary to Business Manager.....	1,200.00
6. Clara E. Willson....Secretary, Training Schools.....	1,200.00
7.Stenographer	1,200.00
8. Mary E. Thompson..School Nurse (11 months).....	1,200.00

JANITORIAL SERVICE.

	Rating.	Age.	Began service.	
9.	Granvil Shafer Head Janitor	55	1910	\$1,800.00
10.	Frank Adams Janitor	70	1917	1,200.00
11.	Charles Baird Laborer	48	1927	1,200.00
12.	John Harlan Laborer	58	1929	1,200.00
13.	Mrs. Rilla J. Lanman Laborer (11 months).....	58	1929	1,100.00
14.	J. Elmer Neal..... Janitor	58	1919	1,200.00
15.	I. Newton Walker... Janitor	64	1907	1,200.00
16.	Frank J. Wood..... Laborer	58	1927	1,215.00
17. (Additional janitor)			1,200.00

GROUNDS SERVICE.

18.	F. E. Boucher..... Supt. of Grounds.....	28	1933	\$1,800.00
19.	W. N. McFadden... Laborer	75	1918	1,200.00
20.	Oscar N. Rains.... Laborer	49	1925	1,200.00
21.	Harry L. White.... Laborer	42	1914	1,215.00

HEATING PLANT SERVICE.

22.	Edson Clodfelter ... Engineer	57	1918	\$2,160.00
23.	Levi Stirewalt Fireman	32	1924	1,200.00
24.	Ben Meyer Laborer	49	1925	1,200.00
25. (Additional fireman)			1,200.00
*26.	John Livingston Fireman	41	1925	1,296.00
*27.	Charles McKee Laborer	39	1919	1,200.00

* Nos. 26 and 27, (\$1,296 and \$1,200), payable from the Normal School Revolving Fund, are on the Pemberton Hall payroll, in lieu of *heat*, and are charged to the Pemberton Hall account.

DORMITORY SERVICE.

PAYABLE FROM THE NORMAL SCHOOL REVOLVING FUND.

(11 Months Service).

28.	Nathile McKay Head of Pemberton Hall and Dean of Women.....			\$1,925.00
29.	Mary Baker Domestic	62	1931	385.00
30.	Margaret Brown ... Assistant Cook	45	1931	550.00
31.	Mary E. Lundy... Cook	57	1930	825.00
32.	Gertrude C. Phipps.. Domestic	45	1927	385.00
33. Student help (12 months).....			1,000.00

34. Attention is called by Head Janitor to our need for the full-time services of a carpenter and utility man. The age of our buildings makes them constantly in need of repair. There is considerable departmental need of construction work. I am therefore recommending the employment of a full-time carpenter at a salary of \$1,200, to be paid from the appropriation for repairs and equipment.

(NOTE: A personal report on the work of each employee is available, and can be offered if requested by the Board.)

RECAPITULATION.

Payable from the appropriation for Salaries and Wages:			
Nos. 1- 8	Administration		\$18,210.00
Nos. 9-17	Janitorial Service		11,315.00
Nos. 18-21	Grounds Service		5,415.00
Nos. 22-25	Heating Plant Service.....		5,760.00
			\$40,700.00
Payable from the Normal School Revolving Fund:			
Nos. 26-27	Heating service		2,496.00
Nos. 28-33	Dormitory service		5,070.00
			\$7,566.00
Payable from the the appropriation for repairs and equipment:			
No. 34 (carpenter)		1,200.00
			\$1,200.00

IV. THE ORGANIZATION. No report.

V. THE CURRICULUM. No report.

VI. BUILDINGS AND GROUNDS.

1. Roads.

Under the Illinois Emergency Relief Administration, work is progressing in the rebuilding of our campus drives, under the supervision of the State Department of Highways. Materials supplied through the C. W. A. are as follows:

Cement, 50 barrels.....	\$130.00
Gravel, 32 cubic yards.....	87.68
Sand, washed, 13 cubic yards.....	33.02
Bitumen, 7,450 gallons.....	953.60
	<hr/>
	\$1,204.30

The crushed stone which had been ordered by the C. W. A. could not be supplied owing to the failure of the Coles County Purchasing Agent to meet the requirements of filing a report on time. We have arranged to receive this crushed stone from Joliet, Illinois, through the State Highway Department, at no cost for the same. We shall have to pay the cost of freight from Joliet, and the actual cost of hauling the stone from the cars to the campus. The cost of unloading will be handled by relief labor. The cost of freight and hauling will be about \$1,000.00, and has been requisitioned for and authorized by the proper authorities in Springfield. We shall need to rent some equipment which the State Highway Department cannot lend us, and this will cost about \$300.00. This expense has been requisitioned and authorized. It will be paid from the appropriation for Repairs and Equipment.

2. Old Heating Plant.

Continuation of wrecking the Old Heating Plant is being done entirely by relief labor at no cost to us. The local highway commissioner is hauling the debris away. Some of the scrap iron is being sold as junk, and some of the boiler tubes to the State Military and Naval Department. We may need to hire a truck later as the heating plant excavation is being filled in.

3. Library Space.

Attention of the Buildings and Grounds Committee is called to our need of additional library space. We can utilize Room 16, first floor, opposite the present library, by moving the Geography Department and the ninth grade. We shall need to take out the wall between Rooms 29 and 30, thus converting them into an enlarged high school study hall. The State Architect's Department has inspected this wall, and approved our plan. The cost will be about \$150.00.

4. Pemberton Hall.

Attention of the Dormitory and of Buildings and Grounds Committee is called to the plans, sketches, samples, and estimates, furnished by Marshall Field & Company, for the refurnishing of the first floor of Pemberton Hall.

5. Parking spaces.

Attention of the Buildings and Grounds Committee is called to plans for establishing parking spaces on the campus.

VII. AUXILIARY ENTERPRISES. No report.

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS. No report.

X. SUMMARY.

Approval of the State Normal School Board is respectfully asked on the following items:

1. List of graduates of June 4, 1934.
2. Resignation of Helen Mahany.
3. Release of Charles P. Lantz from summer school payroll.
4. Resignation of Winifred Beatty.
5. Correction of rating of Dr. Harris E. Phipps.
6. Employment of Dr. Donald R. Alter as the additional instructor in History at a salary of \$1,980.00 for nine months.
7. Employment of Annabelle Thomson, as Assistant Librarian at a salary of \$1,350 for nine months.
8. Resignation of Emily Orcutt.

9. Change in the rating and salary of Dr. Hiram Thut to Assistant Professor of Biological Science at a salary of \$2,160.00 for nine months, and of Dr. Quincy G. Burris, to Assistant Professor of English at a salary of \$2,160.00 for nine months.

10. Employment of the list of persons on the salary schedule for the twelve months of the fiscal year 1934-35, at the salaries designated.

11. Authorization of the addition of a carpenter and utility man, at a yearly salary of \$1,200.00, to be paid from Repairs and Equipment.

Respectfully submitted.

ROBERT G. BUZZARD, *President.*

In calling attention to the refurnishing of Pemberton Hall, President Morgan raised the point that all new furniture would have to be purchased from the State penitentiaries. This led to an extended discussion.

The following recommendations were approved:

1. Graduation of the persons recommended on pages 1, 2, and 3 of the typed report.

2. Resignation of Helen Mahany.

3. Release of Charles P. Lantz from the summer school payroll.

4. Resignation of Winifred Beatty.

5. Change in faculty rating of Harris E. Phipps to that of Associate Professor.

6. Employment of Donald R. Alter as an additional instructor in history, at a salary of \$1,980.00 for nine months.

7. Employment of Annabelle Thomson as assistant librarian at a salary of \$1,350.00 for nine months.

8. Resignation of Emily Orcutt.

9. Change in faculty rating of Hiram Thut to Assistant Professor of Biological Science, at a salary of \$2,160.00 for nine months, and of Quincy G. Burris to Assistant Professor at \$2,160.00 for nine months.

10. After much discussion the list of persons recommended for twelve months was deferred to a later meeting without approval.

11. Authorization of a carpenter and utility man at a yearly salary of \$1,200.00 to be paid from repairs and equipment.

President Adams raised a question concerning an order that had been sent out requiring that printed documents put out by the Teachers Colleges should carry certain printed matter. There was some discussion of the matter but no definite action taken.

President Morgan requested that the Board approve the expenditure of \$5,000.00 for furnishing the Woman's Building. On motion by Mr. Bailey this recommendation was unanimously approved.

The question of the time of the next meeting was discussed. On account of some of the items left over it seemed impossible to defer the date of the next meeting into September where it would naturally fall. It was decided by the Board to call the next meeting in Chicago at 10:00 A. M., daylight saving time, on Monday, July 16th, in the office of Director Hallihan, Room 1711, 360 North Michigan Boulevard.

The Board adjourned.

JOHN J. HALLIHAN, *Chairman;*
F. G. BLAIR, *Secretary.*

Approved July 16, 1934.

