

7-9-1918

# 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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October 15, 1918

October 28, 1918

March 14, 1919

April 21, 1919

May 12, 1919

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STATE OF ILLINOIS.  
DEPARTMENT OF REGISTRATION AND EDUCATION

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THE NORMAL SCHOOL BOARD

EX-OFFICIO MEMBERS

FRANCIS W. SHEPARDSON, Director of Registration  
and Education, Springfield, *Chairman*

FRANCIS G. BLAIR, Superintendent of Public In-  
struction, Springfield, *Secretary*

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APPOINTED MEMBERS

1917-1919

ROLAND BRIDGES, Carbondale  
CHARLES L. CAPEN, Bloomington  
JOHN C. ALLEN, Monmouth

1917-1921

FRANK E. RICHEY, LaSalle  
HENRY A. NEAL, Charleston  
ELMER T. WALKER, Macomb

1917-1923

J. STANLEY BROWN, Joliet  
LEROY A. GODDARD, Chicago  
WILLIAM B. OWEN, Chicago

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PRESIDENTS OF NORMAL SCHOOLS

DAVID FELMLEY, A. B., LL. D., L. H. D.,  
State Normal University, Normal

HENRY W. SHRYOCK, Ph. B.,  
Southern Illinois State Normal University, Carbondale

JOHN W. COOK, A. M., LL. D.,  
Northern Illinois State Normal School, DeKalb

LIVINGSTON C. LORD, A. M., LL. D.,  
Eastern Illinois State Normal School, Charleston.

WALTER P. MORGAN, A. B., A. M.,  
Western Illinois State Normal School, Macomb.

## NOTE

With the enactment of the Civil Administrative Code by the Fiftieth General Assembly, the five separate boards of trustees in charge of the State normal schools were succeeded by the State Normal School Board, consisting of nine members appointed by the Governor, and two ex-officio members—the Director of the Department of Registration, and Education, who is designated as Chairman of the Board, and the Superintendent of Public Instruction, who is designated as Secretary of the Board.

This law became effective July 1st, 1917. Governor Frank O. Lowden appointed the following members who, together with the ex-officio members, constitute the first State Normal School Board:

For term expiring 2d Monday, January, 1923.

J. Stanley Brown .....	Joliet
Leroy A. Goddard .....	Chicago
Wm. B. Owen .....	Chicago

For term expiring 2d Monday, January, 1921.

Frank E. Richey .....	LaSalle
Henry A. Neal .....	Charleston
Elmer T. Walker .....	Macomb

For term expiring January, 1919.

Roland Bridges .....	Carbondale
Charles L. Capen .....	Bloomington
John C. Allen .....	Monmouth

This law requires that the Board should hold at least five meetings each year, one at each of the five normal schools.

FRANCIS G. BLAIR, *Secretary.*

## STANDING COMMITTEES

### *Buildings and Grounds*

Mr. Richey  
Mr. Neal  
Mr. Allen  
The Chairman  
The Secretary

### *Rules and Regulations*

Mr. Goddard  
Mr. Capen  
Mr. Walker  
The Chairman  
The Secretary

### *Administration and Finance*

Mr. Brown  
Mr. Owen  
Mr. Bridges  
The Chairman  
The Secretary

## MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

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Springfield, Illinois,  
July 9th, 1918.

The Normal School Board met at Springfield in the office of the Department of Registration and Education, at nine o'clock, Tuesday morning, July 9th. The following members were present:

Messrs. Allen, Bridges, Capen, Brown, Goddard, Richey, Shepardson, Walker and Blair.

Absent: Messrs. Neal and Owen.

All of the normal school presidents were present.

The minutes of the previous meeting were read and approved.

The Chairman of the Board made a brief statement concerning the conference of the presidents of the normal schools on the preparation of the biennial budget. He asked Mr. Lord to make a statement concerning the conference and to present the askings for the Eastern Illinois State Normal School.

The Chairman thereupon stated that the blanks to be prepared by the Director of the Department of Finance were not ready and it would, therefore, not be possible to go further with the preparation of budgets until these blank forms were available.

Under the consideration of the point as to classification of the faculty into professors, instructors and critic teachers, the question was brought forward as to how many full professors a normal school should have.

Chairman Shepardson presented the following definition of "college" as formulated by the Association of Colleges and Universities:

### WHAT IS A COLLEGE?

A "college" is an institution requiring for admission graduation from a standard secondary school, or the equivalent, and offering a four-year curriculum leading to the first degree in arts or science, of such character as to qualify for admission to a graduate school of recognized standing.

Such an institution is indicated by the following characteristics:

A minimum requirement for admission of fifteen (15) units of secondary work, not more than two (2) units of conditions being allowed; all special students under twenty-one (21) years of age being required to meet all of the usual requirements for admission; preparatory courses, if any, being distinct in faculty, students, and discipline.

A program of studies having reasonable relation to the resources of the institution.



A curriculum of four years of at least thirty-two (32) weeks each of actual instruction.

Not less than eight (8) departments, each having at least one full-time professor.

A staff, two-thirds of which are of professional rank, having had at least two years of study in a graduate school of good standing, receiving salaries of approximately two thousand dollars (\$2,000) a year, and teaching not more than sixteen (16) hours a week.

A minimum productive endowment, beyond all indebtedness, of at least two hundred and fifty thousand dollars (\$250,000).

An annual income of at least forty thousand dollars (\$40,000) a year, at least half of which is expended for instruction.

An expenditure of at least one thousand dollars (\$1,000) a year for laboratory equipment and apparatus, and of at least five hundred dollars (\$500) a year for books and periodicals.

An annual or biennial published report of assets, income, expenditure, faculty, curricula and student body.

The following resolution regarding the German language which was adopted by the Emergency Council on Education of the American Association of University Professors, was read by the Chairman:

In connection with the discussion of the pending action in various parts of the country for the reduction, or elimination, of instruction in the German language, the following resolution was unanimously adopted by the Emergency Council on Education of the American Association of University Professors:

The Council recognizes that instruction in the German language has been misused in the past as a means of preserving the foreign quality of Germanic populations in this country and as a means of general German propaganda. The Council believes that activities of this character should be peremptorily suppressed by the state authorities, and that instruction in German has no proper place in the elementary schools.

It is, however, the sense of the Council that public authorities dealing with the question of instruction in the German language in higher schools and colleges should give great weight to the following considerations:

(1) the fundamental distinction between any language and the ideals and principles held by the nation using it;

(2) the necessity of understanding national enemies as well as national friends;

(3) the importance, if only a matter of national defence, of maintaining the most complete contact with the results of German intellectual activity;

(4) the advantage of making it possible for future college students to begin the study of German in the high schools;

(5) the impressive example of our Allies—England and France—which for the preceding reasons, and in spite of sufferings incomparably greater than our own, have maintained their instruction in German.

That the Modern Language Association be asked to approve a commission to consider what revision of modern language text-books is desirable with reference to national ideals, and what modifications, if any, in college entrance requirements in modern languages are required by the present emergency.

President Felmley showed the difficulty in the way of any classification of normal schools along the lines laid down for a college or university, in that it is impossible in normal schools to restrict the instruction of professors to pupils of college grade. These professors

must often instruct classes of children or young people who have not completed a four-year secondary course.

An extended discussion arose over the classification, as to salary, of those teachers who were designated professors. If the salaries of professors range from \$2,400 to \$3,000, what plan shall be adopted to determine how many shall get \$3,000 and how many a lower salary? The chairman of the board and the presidents of the normal schools were appointed a committee to determine the number of departments in a normal school and the rank and salaries of the heads of these departments.

President Felmley presented the following report, which, together with the recommendations, were approved by the Board:

*To the Chairman and Members of the Normal School Board:*

Since our last meeting Miss Agnes Storie, appointed by you teacher of grammar, has resigned to accept a position as supervisor of the elementary grades in Jacksonville, Florida.

Miss Frances Foote, appointed to teach elementary language in the second summer term, has resigned to enter upon war work in the interest of the Y. M. C. A.

Miss Kiturah Parsons, director of domestic science, is still in the hospital at Rochester, Minnesota. She asks for leave of absence without pay until January 1.

Miss Louise Lynch, of West Pullman, Illinois, is appointed to serve as teacher of elementary language during the second summer term at a salary of \$200 for six weeks.

The following appointments for the next school year were made, all for forty-two weeks of service beginning in September, 1918:

Grace Adeline Wells, A. M., of Belvidere, teacher of zoology at \$1,400.

Olive M. Eddy, A. B., of Rockton, Illinois, teacher of Latin at \$1,320.

Edna E. Benson, of Moorhead, Minnesota, teacher of arts and crafts at \$1,500.

Mrs. Winifred B. Gavaart, B. S., of Evanston, Illinois, teacher of shorthand and typewriting at \$1,200.

Lilah Geussenhainer, of Sheboygan, Wisconsin, assistant in domestic science at \$1,400.

Ruth Glasgow, B. S., of Gary, Indiana, teacher of gymnastics at \$1,400.

Ruby Scott, A. M., of Chrisman, Illinois, teacher of rhetoric and composition at \$1,500.

There are still to be employed:

A head for the Department of Domestic Art.

A teacher of French and Spanish.

A teacher of English grammar.

A substitute teacher of Home Economics.

Probably a substitute teacher of Chemistry.

It is recommended that the salary of Gertrude Baker, previously appointed as assistant teacher of physical education for women, be raised from \$1,320 to \$1,400. The duties of the head of the department will devolve upon her.

Our summer term enrollment is 1,571, of whom 100 are men. The students comprise more beginners, fewer mature teachers than heretofore. We enrolled 70 students in shorthand and typewriting. Of these all but six were teachers last year; all but four intend to teach next year.

On June 10 we moved into the Women's Dormitory. It is still far from finished; the grounds are to be graded; we lack refrigerating plant and elevator. Our bath rooms are not complete. Still the young ladies are very happy in their new home.



The problem of securing and retaining janitors, firemen, and laborers is exceedingly difficult. Few are available at our salaries, except broken down old men, or younger men who are physically deficient. Under these circumstances we find the Civil Service regulations of little assistance. They were designed to protect good jobs from incompetents and political favorites. We are no longer menaced by these. In fact, the employes we secure are chiefly those who accept employment temporarily while they are looking for something better.

Respectfully submitted,

DAVID FELMLEY, *President.*

President Shryock presented the following report, together with the recommendations, which were approved by the Board:

*To the Chairman and Members of the Normal School Board:*

Since the May meeting of the Board we have had two resignations. Miss Frances Foote gave up her work here in June to take up the Red Cross service at Camp Pike. Miss Marguerite Hanford has been elected to a position in the School of Education at the University of Chicago, and has tendered her resignation to take effect the first of September. For Miss Foote's position I wish to recommend Miss Alice Parkinson. Miss Parkinson is the daughter of Dr. D. B. Parkinson; is a graduate of our school; had one year at Rockford College; has just received her degree from Columbia University. She was a member of our faculty for three years. She will do departmental work in Art, Industrial Art, and some allied lines, in the Model School. She will begin her work with the opening of the fall term at a salary of \$1,200 per year. For Miss Hanford's place, as a first assistant in the Junior High School, I wish to recommend Miss Edith Bell at a salary of \$1,400 per year. Miss Bell is a graduate of the Milton, Iowa, High School; is a graduate of the two-year course of the normal school at Cheney, Washington, and will receive her degree at the University of Illinois at the close of the summer session.

On account of her health, Miss Jennie Mitchell has asked to be excused for the month of July. She was on duty through the first week of the summer session. She understands that she will not draw her July salary.

Under the authority given me at the January meeting, I have given leaves of absence to the following members of the faculty:

Dr. C. E. Allen—University of Chicago,  
Graduate courses in Education.

Emma L. Bowyer—University of Chicago.  
Old English,  
Latin Prose—Composition,  
Latin Elegy—Propertius.

Grace L. Burket—University of Chicago,  
Advanced Color,  
Advanced Design.

W. G. Cisne—University of Wisconsin,  
Social Development and Education,  
Educational Measurements,  
Intensive Study of the Political, Historical, and Economic Geography of Europe and South America,  
Three weeks of Research Work.

W. T. Felts—University of Chicago,  
English Composition—required as a sequence study for graduation,  
Education 38, also required as a sequence study for graduation.  
Education 38 is a survey of the present divisions of the school system and of the divisions of European systems.  
Practice Teaching, unless excused by the Dean from that requirement. If excused from Practice Teaching shall take in its stead some major in Education.

Fadra R. Holmes—Tulane University,  
French,  
English,  
Advanced History.

Florence R. King—University of Chicago,  
Vocal Expression,  
The Organization of El. Science, } first half of summer quarter,  
Something of equal rank the second term.

E. G. Lentz—Indiana University,  
Historical Method and Practice,  
Seminar in American History,  
America and the War.  
School Administration.

R. E. Muckelroy—University of Wisconsin,  
Animal Nutrition,  
Research Work in Experimental Breeding,  
To do special work for three weeks after close of summer session.

Wanda Newsum—Normal School of Physical Education, Battle Creek,  
Michigan.

Mary M. Steagall—University of Chicago,  
Problems of Ecology,  
Methods in Plant Histology,  
Gen. Morph. of Spermatophytes,  
The Organization of Elementary Science in the grade curriculum.

Lucy K. Woody—Washington University,  
Education,  
English,  
Clothing Budgets—war emergency,  
French.

Respectfully submitted,

H. W. SHRYOCK, *President.*

President Shryock presented for the consideration of the Board the question of certain students who, having been expelled from one normal school, seek to enter another.

The discussion which followed seemed to indicate that an understanding between the presidents of the schools in such cases could be had without the formulation of a definite rule.

The question was also raised concerning the use of the auditorium—whether the privilege to use the auditorium should be left to the discretion of the presidents of the schools or whether the Board should make a governing rule. After considerable discussion, it was left to the presidents of the normal schools for their determination, with the understanding that any difficult or doubtful requests might be referred to the Board for its action at its next meeting.

The federal government's plan of selecting certain teachers and students from the normal schools for a sixty days' training under government direction for service in the normal schools in connection with the military training units as set forth in telegrams from Washington was presented.

The Board approved the recommendation of granting these teachers a leave of absence, with pay.

President Cook presented the following report. His recommendations for leaves of absence and appointments of teachers were approved by the Board:



*To the Chairman and Members of the State Normal School Board:*

The attendance at the Normal School for the three terms ending June 20, aggregated 413. The attendance for the same period last year was 532. Very few students enter, ordinarily, after the first term. This year was exceptional as the mid-spring term, offered for the first time, brought 51 good students.

The senior class numbers 147 to date. It is quite possible that it may reach 150, dependent upon the success of a few in the summer school. The demand for them is very strong and they are receiving material advances over the salaries of previous years. Several have been taken at eighty dollars and the old "fifty dollars" tradition is happily obsolete.

The summer school will not go beyond 560. It has at this writing reached 520, and we are not yet at the end of the first week. It is about what I had anticipated, assuming that summer conditions would not differ materially from the conditions prevailing during the rest of the year.

We are losing a number of our teachers. The following have already tendered their resignations: Miss Larcombe, assistant in drawing; Miss Kays, assistant in home economics; Miss Hesselbaum, eighth grade critic; Miss Thoene, fifth grade critic; Mr. Wirtz, teacher of German and athletic coach. Miss Larcombe and Miss Hesselbaum discontinue teaching. Miss Kays goes to a superior position in connection with food administration. Miss Thoene accepts a more desirable position at Normal. Mr. Wirtz leaves us, after seven years of admirable service, to accept the principalship of the Canton High School. T. S. Murray, our efficient superintendent of buildings, is on leave in France and is now in command of a company doing service in the trenches. Milo Oakland, assistant in manual training, is at Champaign, preparing for work in the air. S. J. Vaughn, the head of our manual training department, is now leaving for Annapolis, to serve in the new work of training our crippled soldiers for self-supporting occupations. It is quite possible that others may leave us.

We are finding it very difficult to secure suitable teachers for some of these positions. Our salaries, especially those paid our critics, are below those generally paid elsewhere. We have thus far filled only a single position, that of assistant in home economics. In this instance we regard ourselves as very fortunate. I am ready to nominate Miss Celine Neptune, at the current salary of \$1,000.

The end of the first year of the biennium finds us behind in one of our funds—operating supplies and expenses. This was because of the unprecedented consumption of coal. This was far beyond anything ever before experienced. We used an unusual amount; much of the coal was of poor quality; the price was far beyond anything ever before paid; the conditions of delivery were such as to increase the cost at that angle also. All causes combined to make a most exacting demand upon our resources. By generous contributions from Williston Hall, contributions beyond the strict line of equity, we have been able to keep this overdraft down to about \$2,000. We shall be able to take care of it so as to leave no deficit at the end of the biennium.

The other funds show the following balances: Traveling expense, \$36.71; salaries and wages, \$1,382.46; school supplies, \$487.50; repairs, \$66.94; equipment, \$14,822.75.

The fuel question is of especial interest. I endeavored to get coal delivery going but was not very successful. I was especially anxious to save freight by getting a generous delivery before the increase in rates. I was at last authorized to purchase Spring Valley washed screenings at \$3.25, f. o. b., mine. I at once ordered by telephone and was promised one car a day, that being the limit of delivery capacity of our man. Unfortunately their washer broke and they were not able to keep their promised pace. We have done fairly well, however. I have not been without anxiety in the matter of accumulating coal, fearing possible firing. We now have in store 753 tons.

Since the preceding report was prepared, S. J. Vaughn, Head of the Department of Manual Training, has determined to accept a position in the School for Wounded Men, now in operation at Fort McHenry, Baltimore.

I therefore desire for him a leave of absence of one year, or for the period of the war, according to the policy of the Board. As successor to Mr. Vaughn I recommend the election of Clyan H. Hall at a salary of \$2,000 a year.

I think it highly desirable that certain rules should be adopted to control the services of employes, especially in the case of Superintendent of Buildings, and janitors. We have had rather rapid succession in the office of late, and the duties have not been sufficiently defined, perhaps, so that the employes may clearly understand their rights and obligations.

Respectfully submitted,

JOHN W. COOK, *President.*

President Cook stated that it was highly desirable that the Board adopt certain rules to control the services of employes, especially the duties of the superintendent of the buildings.

The Board was of the opinion that the president of the school should define the duties of the superintendent of buildings and of other employes.

Mr. Allen presented the report of a special committee, of which Mr. Neal was chairman, on the matter of an additional compensation for Mr. John G. Cook covering certain losses and unexpected expenses in connection with supplying the normal school with coal during the cold weather.

The committee recommended that \$350 should be allowed to Mr. Cook to cover these items. The following report was adopted and the recommendation approved by the Board:

*To the Normal School Board:*

GENTLEMEN: The undersigned, to whom was referred the claim of John G. Cook, respectfully report:

We have carefully examined said claim and find the facts to be that Mr. Cook who has hauled the coal for the Northern Illinois State Normal School for eighteen (18) years, entered into a contract to deliver the coal last year for the sum of 45 cents per ton. Under ordinary conditions this gave him a very small profit, but the conditions last winter were very far from being ordinary. He delivered 4,775 tons of coal and a large part of it was delivered under very adverse circumstances. Thirty-seven carloads were delivered during the deep snow and 21 cars were on the track at one time, 17 carloads being sent in one day. Mr. Cook received \$2,148.94 for delivering the 4,775 tons of coal. He paid out for men \$1,277.50 and the actual cost of his teams, without any profit was \$1,160.90. Total expense, \$2,438.40, making a loss of \$289.46, on the year's hauling. He had to use four and six horses where ordinarily two (2) would be used; had to shovel snow out of the road, shovel it away from the cars and tons of snow off the top of the cars. This shoveling would not be once only, but frequently after doing this before coal could be hauled it would drift again and the whole work had to be done over again and again, for the horses could not get through until the drifts were shoveled away and he had to use from six to eight horses on scraper to clean the track so he could haul at all. He was obliged to pay 47½ cents per hour for help when he had never paid more than 25 cents before. He hired every available man to keep down demurrage. He kept careful watch as to weather conditions and wrote the demurrage department on stormy days and had cars held in yard as long as possible before they were set in order not to have demurrage charged. We believe from his statement that he saved as much as \$180 on demurrage. He appears to have used extraordinary care under adverse circumstances to keep the school supplied with coal.

In our judgment he should not be allowed to suffer this loss. We do not believe any member of this board had he been the employer under like circumstances would insist upon holding Mr. Cook to the strict letter of



his contract and we do not think the State should insist on our allowing him to suffer this loss. We therefore recommend that if there be any way by which it can be done Mr. J. G. Cook be allowed the sum of \$350.

Respectfully submitted,

H. A. NEAL,  
JOHN C. ALLEN.

The question arose whether the normal school centennial exhibits should be in separate booths with a separate attendant for each.

Out of this discussion, the conclusion was reached that all of the normal schools should make their exhibits together and that President Felmley should be in charge of the preparation of this exhibit which should be, mainly, statistical and graphical in its character, with photographs showing the buildings and grounds and student activities in the various schools, and that the exhibit should be made in connection with the general educational exhibit.

Attention was called to the need of proper blanks for the compulsory contributors to the State Institutions Teachers' Pension Fund to fill out.

No action taken.

President Lord presented the following report. His recommendations in regard to graduates, leaves of absence, and appointments were approved by the Board:

*To the Chairman and Members of the Normal School Board:*

I. I wish to mention the following points:

1. Centennial State Fair Exhibit.
2. Blanks on which compulsory contributors to the State Institutions Teachers' Pension Fund may make affidavits covering previous experience to the Board of Trustees of the Pension Fund for classification. (Last paragraph of Section 7 of the law.)
3. Attorney for representation in Central Illinois Public Service Company's case before the Public Utilities Commission. Requisition?

II. I wish to recommend for graduation in the class of 1918, provided they complete their work at the close of the summer schools of 1918:

1. Eugene Cassius Gordon,
2. Nellie Juanita Harris.

(These names in addition to list approved by the Board on April 22, 1918.)

III. I wish to report the following appointments for the Summer School of 1918:

1. Helen Fern Daringer, Mathematics.....\$150.00
2. Florence E. Gardner, Training Teacher..... 175.00
3. Olive Gray, Psychology..... 200.00
4. C. Alvin Johnson, Manual Training..... 101.32
5. Maude K. Moore, Penmanship..... 150.00
6. Emma Newell, Training Teacher..... 137.50
7. R. J. Seymour, Physiology and Hygiene..... 200.00

(Last item on list approved by Board March 25, 1918—"7 additional teachers at about \$1,200.")

8. C. M. Austin, Mathematics, \$250, to take the place of E. H. Taylor, Mathematics, \$312.50, who could not be here for the Summer School.
9. Emily R. Orcutt, 4 weeks, \$100, to take the place of Earl R. K. Daniels, English, \$150, who was called in the draft at the close of the second week of the Summer School.



## IV. I ask authority to grant the following leaves of absence:

1. Mary J. Booth, Librarian, School Year 1918-19, for war work in France.
2. Earl R. K. Daniels, English, during the war.

## V. I wish to report the following appointments for the School Year 1918-19:

1. Florence E. Dunton, Librarian.....\$1,450 for 38 weeks
2. Helen Fern Daringer, English..... 1,200 for 38 weeks
3. Edna M. Marlin, Drawing..... 1,000 for 38 weeks
4. Emma L. Roeser, Music..... 1,200 for 38 weeks

## VI. I have the honor to submit the following reports:

*Schedule 1.* Statement of Appropriations for the Year Ending June 30, 1918.

*Schedule 2.* Statement of Disbursements and Encumbrances for the Year Ending June 30, 1918.

*Schedule 3.* Statement of School Receipts Paid into State Treasury for the Year Ending June 30, 1918.

*Schedule 4.* Statement of Students' Loan Fund for the Year Ending June 30, 1918.

*Schedule 5.* Statement of Receipts and Disbursements for 'Text-book Library and School Store,' February 1 to June 30, 1918.

*Schedule 6.* Statement of Receipts and Disbursements for 'Pemberton Hall,' (Dormitory), September 1, 1917 to June 30, 1918.

## STATEMENT OF STATE APPROPRIATIONS FOR THE EASTERN ILLINOIS STATE NORMAL SCHOOL FOR THE YEAR ENDING JUNE 30, 1918

Item	Appropriation for year ending June 30, 1918	Disbursements for year ending June 30, 1918	Encumbrances for year ending June 30, 1918	Balance
Salaries and wages .....	\$89,880.00	\$74,620.68	\$10,520.00	\$4,739.32
Departmental office expense .....	1,800.00	1,785.43	.....	14.57
Traveling expenses .....	500.00	462.21	.....	37.79
Operating supplies and expenses .....	7,500.00	7,500.00	.....	.....
School supplies .....	1,400.00	1,334.69	.....	65.31
Repairs to buildings, grounds and equipment	2,000.00	1,730.51	.....	269.49
Equipment .....	5,000.00	2,252.98	.....	2,747.02
Reserve and contingencies .....	35,728.00	*10,313.46	.....	25,414.54
Totals .....	\$143,808.00	\$99,999.96	\$10,520.00	\$33,288.04

## \* Analysis of Disbursements under Reserve and Contingencies:

Salaries and wages .....	\$3,827.76
Departmental office expense .....	631.42
Operating supplies and expenses .....	5,843.72
School supplies .....	1.83
Repairs to buildings, grounds and equipment .....	7.73
Equipment .....	1.00

## STATEMENT OF DISBURSEMENTS AND ENCUMBRANCES FOR THE EASTERN ILLINOIS STATE NORMAL SCHOOL FOR THE YEAR ENDING JUNE 30, 1918

Items	Disbursements	Encumbrances	Total
Salaries and wages .....	\$78,448.44	\$10,520.00	\$88,968.44
Office expenses .....	2,416.85	.....	2,416.85
Freight, express, drayage .....	\$ 147.39		
Office supplies .....	22.60		
Postage .....	232.10		
Premiums .....	157.70		
Printing and stationery .....	407.46		
Normal school bulletin .....	1,258.87		
Telephone and telegraph .....	172.73		
General office expense .....	18.00		
Traveling expenses .....	462.21	.....	462.21
Operating supplies and expenses .....	13,404.19	.....	13,404.19
Grounds and garden supplies .....	187.27		
Rent of horse .....	238.00		
Food supplies .....	1,606.48		
Coal .....	8,501.88		
Gas .....	39.74		
Electric current .....	817.07		
Water .....	751.85		
Laundry .....	278.02		

STATEMENT OF DISBURSEMENTS AND ENCUMBRANCES FOR THE EASTERN ILLINOIS  
STATE NORMAL SCHOOL—Concluded.

Items	Disbursements	Encumbrances	Total
Household supplies .....	\$474.04		
Library and amusements .....	382.62		
Power plant supplies .....	50.70		
Medical supplies .....	2.49		
General expense .....	41.53		
Refund of school fees .....	20.50		
Refund of board and room .....	12.00		
School supplies .....	1,311.32	.....	1,311.32
Domestic art .....	49.67		
Domestic science .....	147.75		
Drawing .....	242.02		
Manual Training .....	386.91		
Science laboratories .....	206.89		
Miscellaneous .....	278.08		
Repairs .....	1,725.74	.....	1,725.74
Equipment .....	2,231.21	.....	2,231.21
Furniture and fixtures .....	7.05		
Machinery and tools .....	277.69		
Office equipment .....	73.97		
Laboratory equipment .....	203.99		
Maps .....	102.93		
General equipment .....	66.08		
Textbooks .....	488.57		
Library:			
Books .....	505.00		
Periodicals (permanent add.) .....	356.63		
Binding above .....	149.30		
Totals .....	\$99,999.96	\$10,520.00	\$110,519.96

STATEMENT OF SCHOOL RECEIPTS PAID INTO STATE TREASURY BY THE EASTERN  
ILLINOIS STATE NORMAL SCHOOL FOR THE YEAR ENDING JUNE 30, 1918

Balance on hand July 1, 1917 in Pemberton Hall fund (dermitory) .....	\$1,859 18
Pemberton Hall receipts:	
Room rent .....	19 60
Board .....	301 00
Guests .....	89 00
Sale of garbage .....	7 00
Miscellaneous sales .....	2 99
Telephone tolls .....	7 25
Cash fund on hand at school July 1, 1917 .....	100 00
Incidental fee .....	2,941 00
Textbook rent .....	611 00
Training school fee .....	534 00
Special fee for voice and piano lessons .....	220 00
Laboratory fee for materials used:	
Domestic art .....	75 45
Domestic science .....	170 17
Drawing .....	313 50
Manual training .....	184 42
Pemberton Hall heat .....	2,462 30
Pemberton Hall—coal for kitchen range .....	27 61
Sale of textbooks .....	72 92
Sale of School supplies .....	324 51
Sale of old iron and brass .....	70 89
Sale of waste paper .....	18 78
Miscellaneous sales .....	18 25
Refund of payments .....	6 42
	<u>\$10,436 64</u>

STATEMENT OF STUDENTS' LOAN FUND OF THE EASTERN ILLINOIS STATE NORMAL  
SCHOOL, JUNE 30, 1918

Cash July 1, 1917 .....	\$1,587 03
Receipts for year ending June 30, 1918:	
Notes paid—Principal .....	1,000 00
Interest .....	61 13
	<u>\$2,648 16</u>
Loans .....	770 00
Cash balance June 30, 1918 .....	\$1,878 16
Notes receivable outstanding June 30, 1918 .....	1,445 00
Total amount of fund June 30, 1918 .....	<u>\$3,323 16</u>

**STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE TEXTBOOK LIBRARY AND  
SCHOOL STORE FEBRUARY 1, 1918—JUNE 30, 1918**

**Receipts:**

Textbook rent .....	\$1,166.00	
Sale of textbooks .....	93.29	
Sale of school supplies .....	257.97	
		<u>\$1,517.26</u>

**Disbursements:**

Textbooks .....	\$307.53	
Refund of book rent .....	3.00	
Textbook library and office supplies .....	8.60	
School supplies for sale .....	229.78	
		<u>548.91</u>

Cash balance on hand June 30, 1918..... \$968.35

**STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR PEMBERTON HALL (DORMITORY)  
SEPTEMBER 1, 1917—JUNE 30, 1918**

**Receipts:**

Room rent .....	\$ 4,065.50	
Board .....	18,393.00	
Guests .....	363.00	
Parties and receptions .....	239.65	
Sale of garbage .....	90.50	
Miscellaneous sales .....	17.02	
Refund of freight .....	.78	
		<u>\$23,169.45</u>

**Disbursements:**

Salaries .....	\$ 3,105.87	
Office expense .....	55.08	
Periodicals .....	16.20	
Express, freight, drayage .....	138.25	
Telephone and telegraph .....	50.10	
Food supplies .....	12,726.88	
Heat .....	2,462.30	
Coal for kitchen range .....	100.02	
Gas .....	30.98	
Electric current .....	369.77	
Water .....	99.02	
Laundry .....	557.16	
Household supplies .....	836.48	
Medical supplies .....	10.35	
Repairs .....	147.42	
Refund of board and room .....	113.00	
		<u>\$20,818.88</u>

Pemberton Hall balance in the State Treasury Sept. 1, 1917..... \$ 453.48

Receipts September 1, 1917 to June 30, 1918..... 23,169.45

\$23,622.93

Disbursements September 1, 1917, to June 30, 1918..... 20,818.88

Bank balance June 30, 1918..... \$2,804.05

Respectfully submitted,

L. C. LORD, *President.*

President Morgan presented the following report :

*To the Chairman and Members of the State Normal School Board:*

I have the honor to submit the following report for the year ending June 30, 1918.

**1. SUMMARY OF ATTENDANCE:**

	Men	Women	Total
Normal and Academy (Summer 1917) .....	64	586	650
Normal and Academy (Fall, Winter and Spring) .....	149	337	486
Normal and Academy (Mid-spring) .....	7	48	55
Extension .....	97	555	652
Elementary school .....	91	101	192
Total .....	<u>408</u>	<u>1,627</u>	<u>2,035</u>

**COUNTED TWICE**

Students in summer 1917 who returned during fall, winter and spring quarters .....	15	65	80
Students in summer term 1917 who returned during mid-spring quarter 1918 .....	1	2	3
Students in summer term who entered extension classes during school year 1917-18 .....	5	29	34
Extension students who entered spring or mid-spring term 1918.....	1	4	5
Total .....	<u>22</u>	<u>100</u>	<u>122</u>



## SUMMARY OF ATTENDANCE—Concluded

	Men	Women	Total
Total different students enrolled 1917-18.....	386	1,527	1,913
Total different students enrolled 1916-17.....	416	1,718	2,134
Decrease .....			221
Per cent of decrease .....			10.35

During the present summer term we have enrolled 598.

## 2. FINANCIAL STATEMENT

## (a) APPROPRIATIONS FOR YEAR

	Approp.	Res. and Con.	Total
Salaries and wages .....	\$80,477.00	\$6,525.00	\$87,002.00
Office expenses .....	4,800.00	115.00	4,915.00
Traveling expenses .....	750.00	1,375.00	2,125.00
Operating supplies and expenses .....	5,500.00	17,783.00	23,283.00
School supplies .....		492.00	492.00
Repairs .....	2,000.00	150.00	2,150.00
Equipment .....	6,250.00	1,600.00	7,850.00
New school of arts building .....	70,970.00		70,970.00
	<u>\$170,747.00</u>	<u>\$28,040.00</u>	<u>\$198,787.00</u>

## (b) BALANCE, JUNE 30, 1918

## Regular Appropriations

Salaries and wages .....	\$ 398.46
Office expenses .....	1,909.32
Operating supplies and expenses .....	1.20
Repairs .....	790.49
Equipment .....	1,781.40
New school of arts building .....	20,804.21

## Reserve and Contingencies

Salaries and wages .....	\$ 2,653.43
Office expenses .....	115.00
Operating supplies and expenses .....	10,589.61
School supplies .....	492.00
Repairs .....	76.55
Equipment .....	1,590.00

## Deficit

Traveling expenses .....	\$236.13
--------------------------	----------

Total .....	\$10,965.54
Amount spent from "reserve contingency" .....	\$12,759.00
Amount turned into state treasury .....	12,040.36
Expenditures in excess of deposits .....	718.64

3. At the end of this summer term students will complete the various curriculum as follows:

## SENIORS.

- |                          |                              |
|--------------------------|------------------------------|
| 1. Briggs, Lola Zelma.   | 16. MacKoy, Elizabeth.       |
| 2. Brokaw, Ethel Odessa. | 17. Martin, Minnie Marie.    |
| 3. Brown, Edith.         | 18. Morkin, Mary.            |
| 4. Burns, Loretta.       | 19. Nott, Susan B.           |
| 5. Christison, Cecile.   | 20. Patterson, Verna.        |
| 6. Crane, Mabelle R.     | 21. Peck, Leo.               |
| 7. Crawford, Edna.       | 22. Pugh, Gerald.            |
| 8. Dodge, Mary C.        | 23. Putnam, Grace A.         |
| 9. Ehrgott, Gertrude.    | 24. Robertson, Esther.       |
| 10. Grell, Clara H.      | 25. Rodgers, Mary E.         |
| 11. Jackson, Alma.       | 26. Sessing, Gertrude Marie. |
| 12. Jones, Lois E.       | 27. Smith, Louise.           |
| 13. Knapp, Orpah M.      | 28. Swag, Lynn Ray.          |
| 14. Lukens, Mabel.       | 29. Swanson, Nellie.         |
| 15. McIntire, Alta.      | 30. Kenan, Beth.             |

## SPECIAL COURSES.

1. Christison, Cecil, History and English.
2. Crane, Mabelle R., Mathematics and Physics.
3. Jackson, Alma, Physical Education.
4. Moody, Martha R., Household Arts.
5. Patterson, Verna, Household Arts.
6. Robertson, Esther, Library Economy.
7. Smith, Louise, Drawing and Design.
8. Van Etten, Reba, Primary.

## COLLEGE.

1. Adams, Wade.

## COUNTRY SCHOOL COURSES.

- |                            |                       |
|----------------------------|-----------------------|
| 1. Hinrichs, Dena.         | 4. Lowrey, Juanita F. |
| 2. Dyson, Beatrice L.      | 5. Venard, Helen.     |
| 3. Johnson, Violet Lavina. | 6. Nichols, Sarah.    |

## TWELFTH GRADE.

- |                        |                           |
|------------------------|---------------------------|
| 1. Brown, Adah M.      | 6. Lantz, Hazel.          |
| 2. Crane, Mabelle R.   | 7. Long, Olive.           |
| 3. Hollar, Sina B.     | 8. Jenkins, Gertrude.     |
| 4. Pennington, Ruth L. | 9. Thompson, Ella Lavina. |
| 5. Thomson, Nellie C.  | 10. Young, Edith.         |

I ask that you approve their graduation to take place July 19, if they complete their work so that it is satisfactory to the faculty.

4. It was necessary to get a student assistant for the sixth grade critic teacher for this summer term. Miss Grace Terrill was employed at \$30.00 for the six weeks. I ask your approval of this action.

5. With the close of this school year five members of the faculty wish to leave the school. They are:

Miss Minnie Vroman, Head of Music Department for three years.

Miss Edith Dallam, Piano Instructor.

Miss Alta Thompson, Seventh Grade Critic.

Miss Ada B. Clark, Fourth Grade Critic.

Mr. Daniel Green, Head of Manual Training Department.

You have accepted the resignations of Misses Vroman and Clark and have given Miss Alta Thompson a year's leave of absence. I now recommend that you grant Miss Dallam a year's leave of absence and accept Mr. Green's resignation. Miss Dallam wishes to study and Mr. Green wishes to go into an industrial line.

6. I wish to recommend Miss Ruth Cochran at a salary of \$85.00 per month for the position of critic in the rural practice school which we are to start in September.

7. Mrs. Josie Tabler Jacobs, who has been stenographer at the school since it opened, has asked to be relieved from regular duty and by permission of the Civil Service Commission I have made a temporary appointment of Miss Georgia Mullen at a salary of \$75.00 per month. I ask you to approve this action.

8. The new furniture and fixtures are being set in the New School of Arts building and arrangements are being made to transfer other equipment from the present building. Since some departments are to leave the main building others will need to be shifted. This will entail but slight expense and proper arrangements are being made.

9. The plant will be cleaned and generally repaired before the opening of school in September.

Respectfully submitted,

W. P. MORGAN, *President.*

The Chairman of the Board, on behalf of the committee appointed to prepare a statement respecting the use which is being made of the farms in connection with the normal schools in the training of teachers, made a statement.

One of the persons in the Department of Agriculture had visited the farm at Carbondale and made a most favorable report.

A letter from Mr. A. W. Nolan, State Supervisor of Agriculture under the provisions of the Smith-Hughes Act, also spoke in the highest terms of the use of these farms in the training of teachers.

It seemed to be the unanimous opinion of the Board that these farms were serving a useful purpose in the training of teachers.



Mr. Richey, on behalf of the committee to study and report on the best means of advertising the normal schools, made a statement. He told of his visits to several farm papers and the agreement reached with one of these papers to publish certain matter respecting the activities of the normal schools in training teachers along the line of agriculture.

President Lord and President Morgan both made statements and presented certain forms of advertising material.

The committee was continued with the instruction to make a further study of the matter and report to the Board at its next meeting.

The Chairman of the Board made a report of his visit to the rural schools at Carbondale. He was favorably impressed by the arrangements there made.

Mr. Brown, for the committee on administration, presented the following recommendations: Aside from the suggestion respecting a secretary to the president, the schedule of salaries proposed for other employes than teachers, was approved by the Board. The other recommendations were referred back to the committee for a further report.

Suggested salaries for the employes of the Normal School outside the faculty. The Librarian and the assistants are employed for 42 weeks; all the others for 50 weeks.

Engineer, \$1,200-\$1,800; Firemen, \$1,000-\$1,200; Superintendent of Grounds, \$1,200-\$1,800; Gardener, etc., \$900-\$1,200; Head Janitor, \$1,200-\$1,500; Janitors, \$900-\$1,200; Secretary to President, \$1,200-\$1,800; Stenographers, \$800-\$1,200; Clerks, \$600-\$1,200.

It was further suggested that the tuition of students coming from some other state shall be one hundred dollars (\$100.00) per year, and that the tuition of high school students sixty-five dollars (\$65.00) per year; that definite recorded action by the Presidents shall be taken looking to a statement touching uniform admission requirements, uniform graduation requirements, uniform methods of accrediting work of various kinds done outside the Normal School.

In order that we may have some uniform basis for cost accounting in all the institutions, it would be helpful if, at the time of the next meeting or before it, each of the Presidents could supply to the Chairman of this committee the following data: The attendance for the year ending June, 1918, obtained by adding first, one-third of the fall term enrollment; second, one-third of the winter term enrollment; third, one-third of the spring enrollment; fourth, one-sixth of the enrollment of the mid-spring term; fifth, one-sixth of the enrollment of each summer term; sixth, one-twelfth of the extension enrollment.

If a similar report could be made for the year ending June, 1917, we would have a very much better basis for determining cost accounting.

The Board adjourned.

FRANCIS W. SHEPARDSON, *Chairman.*

F. G. BLAIR, *Secretary.*

Approved October 15, 1918.



## MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD.

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SPRINGFIELD, ILLINOIS,  
OCTOBER 15, 1918.

The State Normal School Board met in the office of the Chairman of the Board. Those present were:

Messrs. Brown, Capen, Neal, Owen, Shepardson, Blair.

Absent: Messrs. Bridges, Allen, Richey, Goddard and Walker.

The minutes of the previous meeting were read and approved.

The Chairman of the Board made a statement covering a number of matters for the consideration of the Board.

President Felmley presented the following report:

*To the Chairman and Members of the State Normal School Board:*

The first summer term for the State Normal University closed on July 19. The attendance was 102 men, 1,477 women, total 1,579.

The second summer term ended August 28. The attendance was 36 men, 346 women, total 382. This does not include children in the Elementary School—204 in the first term, 31 in the second.

The enrollment for the fall is, in the Normal Department and Teachers' College, 14 men, 352 women; total 366.

In the High School we began with a full complement of students—105 boys, 125 girls. Seven boys in the senior class, having already secured 13 units of entrance credit, left the high school before the fourth week to enter S. A. T. C. units. Of these high school students 109 have township scholarships.

The Elementary School contains 403 children, a larger number than usual.

At the Soldiers' Orphans' Home we are teaching 382 children, 70 less than last year.

In accordance with the action of the Board at DeKalb, April 22, I filled the various vacancies in the faculty.

Miss Kiturah Parsons, head of the Domestic Science Department, is still in the hospital at Rochester, Minn. and unable to resume her work. Miss Mary Hahn has been employed in her stead at the rate of \$1,500 for forty-two weeks.

Mr. Thomas Barger, a teacher of Physics and Chemistry in the high school, is slowly recovering from a hospital operation. Other members of the faculty are caring for his classes.

Miss Oldaker, for the past two years Teacher of Penmanship, was not re-employed. Her place is vacant.

The new teachers regularly employed for forty-two weeks are:

Ruby Scott, Rhetoric, \$1,500; Marie Sorenson, Grammar, \$1,500; Mary I. Droke, French and Spanish, \$1,500; Pearl Salter, Household Art, \$1,620; Eunice Blackburn, Geography, \$1,400; Ruth Glassow, Gymnastics, \$1,400; Mrs. Winifred Gevaart, Shorthand and Typewriting, \$1,200; Mrs. Grace Wells Morgan, Zoology, \$1,400; Olive May Eddy, Latin, \$1,200; Edna Benson, Arts and Crafts, \$1,500; Lilah Geussenhainer, Domestic Science, \$1,500; Agnes E. Fay, Music, \$1,260; Christine Thoene, Training Teacher, Fifth Grade, \$1,400.

Mr. H. T. White, for the past two years principal of the schools at the Soldiers' Orphans' Home was, at the end of August, transferred to the institution for the deaf at Jacksonville. Mr. A. W. Boley of Olney was employed in his stead at \$1,600 for 36 weeks.

We did not fill the vacancy caused by the resignation of Mr. McGill, Professor of History. In readjusting the work in that Department I have arranged to increase the salary of Miss Olive Barton to \$1,500 for 36 weeks.

Miss Lydia Clark, Director of Physical Education for Women, has been granted a year's leave of absence to study at Columbia University. The salary of Miss Gertrude Baker, assistant, because of the additional duties devolving upon her, has been increased to \$1,400 for 42 weeks.

We expected this year an attendance in the normal department of 600 students, and that the other divisions of the school would be of their usual size. The schedule of classes and program of recitations was made accordingly. Our reduced attendance, only 60 per cent of last year in the normal department, gave us smaller classes, not fewer classes, at the opening of the term. So far as was possible, we combined sections and eliminated small classes where it could be done without great inconvenience to the students.

Three of the men of our faculty are endeavoring to secure employment in the army educational work of the Y. M. C. A. If they leave us we shall take care of their work without employing any new teachers, but with the complex organization that has grown up at Normal it is not possible greatly to reduce the number of teachers employed without sacrificing the organization and seriously curtailing our program. It is true that the per capita cost of our school will be formidable under these conditions. Before this it has compared very favorably with normal schools in the Middle West.

#### CORRESPONDENCE COURSES.

In order to keep the members of our faculty employed we are offering correspondence courses in 22 subjects, from one to three courses in each subject. The rules that we have adopted with regard to the work are substantially the same as those used in the correspondence work of the University of Chicago. The charge is \$1.00 per course. The student must pay all postage bills, and may purchase necessary books through our book exchange. Courses must be completed by June 1, and it is recommended that active teachers take up only one course.

#### EMPLOYEES.

It is with great difficulty that we are able to keep an adequate force of employes. The salaries appropriated for janitors and firemen are \$60 and \$65 per month. Only old and broken down men can be secured at these figures. In order to secure or retain competent fireman, engineer, utility man, and head janitor I have been obliged to make an additional salary payment out of the proceeds of the dormitory, the book exchange, and the farm.

Respectfully submitted,

DAVID FELMLEY, *President.*

All of the recommendations respecting the employment of new teachers and readjustment of work were approved by the Board.

President Cook presented the following report. All the recommendations made respecting the appointment of new teachers and the filling of vacancies were approved by the Board. The recommendation for the employment of a day fireman, a night fireman and a relief man at \$100.00 a month was also approved.

*To the Chairman and Members of the State Normal School Board:*

Our Summer Term enrolled five hundred and forty pupils. Under the circumstances we thought the attendance fairly satisfactory. The fall term began September 9. We have an enrollment of 223 pupils. The boys,



however, have all gone a-soldiering, or have gone into preparation for it. For the first time in our history we are without any young men.

The qualifications of the students are all high. This gives us a very satisfactory school in quality, but regretfully low in attendance.

Because of the diminished attendance we have been able to leave unfilled the following positions made vacant by resignations:

Mr. W. W. Wirtz, Director of Athletics and Assistant in Languages.

Miss Jessie Austin, Assistant in Literature.

Mr. James Roy Skiles, Principal, Normal Training School. We filled his position by transferring Mr. Montgomery from the Department of Biology.

Mr. Edward S. Edell, Teacher of Penmanship.

Mr. Milo Oakland, Assistant in Manual Training.

A leave of absence was awarded to Mr. Samuel J. Vaughn, the Head of the Manual Training Department, who is engaged in war work at Annapolis. We filled his place by the employment of Mr. Lyon H. Hall, at a salary of \$300.00 less than that given Mr. Vaughn.

The readjustment noted above results in a saving of \$5,600. It is possible that there may be other savings soon.

The following resignations were received: Miss Marie Floto; Miss Christine Thoene; Miss Caroline Hesselbaum (Critics).

In their places were employed Miss Sadie Tow, Miss Myrtle Shiveley, Miss Ray Sugars, the salaries being the same as those retiring.

The position of assistant in Domestic Science was filled by the employment of Miss Celine Neptune at the same salary. The position of assistant in Art was filled by the employment of Miss Agnes Broemel at \$100 less than the same salary.

Because of the anticipated additions to our machinery, a number of necessary firemen was not provided for. It was assumed that the coal handling machinery would be installed, as an appropriation was made for it; hence, the omission of men that are necessary. It now becomes necessary for us to employ three additional men—one day fireman, one night fireman, and one relief man. The one night fireman is provided for by Williston Hall. The additional day fireman and the relief man must be paid from the Reserve and Contingency Fund. Fortunately, these additional men are employed for but six months. They cannot be secured for the current salary of \$75.00. It is necessary, therefore, for us to pay them \$100.00.

In common with many communities, we have been afflicted with the prevailing epidemic. Thus far we have lost one student by death. The second student is now ill with infantile paralysis, but we think the chances are fairly good for recovery.

All of which is respectfully submitted,

JOHN W. COOK, *President*.

President L. C. Lord presented the following report: All the recommendations contained therein were approved by the Board.

*To the Chairman and Members of the State Normal School Board:*

I wish to report the following appointments since meeting of the Board on July 9, 1918:

1. Alexander, Aly J., stenographer, \$75 a month.
2. Ashlely, L. F., manual training, \$1,700 for 38 weeks.
3. Pierce, Mercie E., hygiene and nurse (home furnished by Pemberton Hall), \$800 for 44 weeks.
4. Stanley, Ethel M., instructor and assistant librarian, \$1,000 for 38 weeks.
5. Whitney, Lucille, mathematics, (to take the place of Miss Mabel V. Williard, who resigned), \$1,000 for 38 weeks.
6. Williams, Nesta L., psychology, \$1,400 for 38 weeks.
7. Farrer, Katherine J., physical education, \$1,100 for 38 weeks instead of \$1,000. Miss Farrer was offered a better position, and as we saved \$100 on other vacancies it seemed best to offer her this extra amount.



This makes our total pay roll the same as that approved by the Board on April 22, 1918.

Very truly yours,

L. C. LORD, *President.*

President W. P. Morgan presented the following report. All the recommendations respecting the appointments of teachers were approved by the Board.

*To the Chairman and Members of the State Normal School Board:*

I beg to make the following report:

The school was opened on September 16. The comparative enrollment at the end of the first month last year and this is shown in the table which follows:

	1917	1918
College .....	8	5
Seniors .....	62	42
Juniors .....	91	62
Long course .....	242	253
Country school .....	31	30
Specials .....	8	15
Elementary school .....	190	207
Extension .....	605	500
Total .....	1,237	1,114

This table shows a decided falling off in the advanced classes and extension courses. The decrease in residence attendance is accounted for by the difference in male attendance. In 1917 we had 129 men enrolled at end of first month. This year we have 107 men only 16 of whom are over 18 years old. Numerous things affect the attendance in extension classes. We have classes in twenty towns.

At the meeting in July, I reported five vacancies for the coming year. Since that time one other has occurred. Mr. Bassett, head of the Geography department was requested to come to Washington for the year or until the close of the war. I ask that you approve my action in granting him a leave of absence for one year.

To fill these vacancies I have employed the following teachers at salaries established by the appropriations by the last General Assembly. The list follows:

Position.	Name.	Salary.
Head, Department of Music.....	Miss Emma Koller .....	\$1,675.00
Piano Instructor .....	Miss Helen Peterson .....	1,000.00
Seventh Grade Critic.....	Miss Alice Lund .....	1,360.00
Fourth Grade Critic.....	Miss Livia Youngquist .....	1,200.00
Head of Manual Training.....	Mr. Wayne Wetzel .....	2,100.00
Head of Geography.....	Mr. Erskine L. Jay.....	2,500.00

Mr. Wetzel and Mr. Jay were formerly assistants in the departments to the heads of which they have been promoted. I have filled these vacancies as follows:

Position.	Name.	Salary.
Assistant in Manual Training .....	Mr. Paul Winchell .....	\$1,500.00
Assistant in Geography .....	Mr. Otto Harris .....	1,800.00

In addition to this I have appointed the following as student assistants:

Position.	Name.	Salary.
Assistant Librarian .....	Miss Ruby Mullen .....	\$420.00
Assistant Librarian .....	Miss Mildred Lantz .....	420.00
Assistant in Physical Training .....	Miss Marguerite Behrensmeyer.	393.75
Assistant in Music .....	Miss Nell Orwig .....	393.75
Assistant in Primary .....	Miss Alma Lundeen .....	393.75

I ask your approval of these appointments.

The school was closed yesterday on account of Spanish influenza for one week or until the Board of Health shall lift the quarantine.

The school of Arts Building is being used but it is far from finished and is not in condition to have an opening as yet.

Respectfully submitted,

W. P. MORGAN, *President.*

President Shryock presented the following report which was approved:

*To the Chairman and Members of the State Normal School Board:*

We have at present, enrollment as follows:

High school department.....	132
Normal school department.....	469
Total .....	601

Dr. Allen, after twenty-four years of service, has tendered his resignation. He has been offered the presidency of the Valley City Normal School, Valley City, North Dakota. I am trying to secure a Latin teacher to do his teaching work. The expense for this will have to be charged to the contingent fund, as the old budget, oddly enough, made no provision for a head of the Latin department. Dr. Allen's salary as vice president and registrar, will, of course, remain in the treasury.

In addition to Dr. Allen's position, we have other vacancies as follows:

Head of athletic department.....	\$1,800
Assistant in department of agriculture .....	1,700
Assistant in Latin department .....	1,400
Assistant in English department .....	1,200

Miss Louise Marshall, Librarian, has been offered a position in the city library at Kalamazoo, and will leave, probably, about the first of December.

Miss Jennie Mitchell has leave of absence, without salary, until the first of January. Her physician thought that it would be necessary for her to get away from her work for a time in order to recover her health.

Miss Wanda Newsum, curator of the museum, and assistant in the physical training department, has leave of absence without salary, until the first of December.

I am not planning to fill any of the above named vacancies, with the exception of the appointment of a teacher to do the Latin work.

The Board considered the statement made by its chairman that the Director of Finance and the Governor consider the action of the Board in abolishing the fees as unwise at this particular time. After much discussion, upon motion, it was ordered that the former order of the Board that all fees be abolished for the biennium beginning July 1, 1919, be stayed until further action by the Board.

President Felmley presented some matters for consideration concerning the making of the budget for the next biennium. He raised the question as to who should determine how many of the teachers placed in the class of professor should receive \$3,000, and how many of them should receive \$2,400, or intermediate amounts. After a thorough discussion the Board unanimously adopted the following policy: The fixing of the individual salaries of professors and teachers within any class shall be made by the action of the Board upon the recommendation of the president of the school.

Upon motion it was ordered that the president of each normal school prepare the budget for the next biennium on the basis of the

year 1916, showing salaries and items of that year as compared with the salaries and items asked for the year beginning July 1, 1919, showing in case of teachers the length of time of service in the school and the percentage of increase or decrease in salaries and items.

Upon motion, the Board ordered that the president of each normal school follow the practice of the Civil Service Commission of the State in the fixing of the number of hours the employes of the normal school shall work each day.

The next meeting of the Board was called at the Normal School at Normal at 10 o'clock a. m., Monday, October 28, for the purpose of considering the budgets presented by the presidents of the normal schools.

The Board adjourned.

FRANCIS W. SHEPARDSON, *Chairman.*  
F. G. BLAIR, *Secretary.*

Approved October 28, 1918.



## MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD.

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NORMAL, ILLINOIS,  
OCTOBER 28, 1918.

The Normal School Board met in the normal school building at Normal, Illinois, Monday, October 28, 1918. The following members were present:

Messrs. Allen, Brown, Capen, Goddard, Richey, Shepardson, Walker, and Blair.

Absent: Messrs. Bridges, Neal and Owen.

The minutes of the previous meeting were read and approved.

An extended discussion arose over the question of the place the summer school should occupy in the fiscal accounts.

No definite conclusion was reached as to whether the cost of the summer term should be divided between two fiscal years, or whether all the cost should be placed in that fiscal year in which the summer school ends.

The Board ordered that all students who graduate in the summer school shall be counted members of the class graduating at the previous June commencement.

The Board ordered that the action of the presidents of the normal schools in closing the schools upon the suggestion of the local health authorities be approved by the Board.

The Board ordered that the matter of making up the time lost on account of such closing be left with the presidents of the schools.

President Lord asked leave of absence, without pay, for Arthur G. Bestel, teacher of Botany, who goes to the war. No appointment is to be made in the place, the work to be distributed amongst other teachers.

Approved by the Board.

President Felmley presented for the consideration of the Board the following comparative analysis of the budget askings of the five normal schools.

## SALARIES AND WAGES.

	Normal	Carbon- dale.	DeKalb	Charles- ton.	Macomb
President .....	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Professors .....No. 16		9½	8	9	8
Average salary .....	2,792	2,749	2,800	2,717	2,595
Per cent increase.....	30	35	29	35	18
Assistant Professors.....No. 12		14	6	10	8
Average salary .....	2,025	2,071	1,933	2,070	1,877
Per cent increase.....	21½	38	30	22	25
Instructors.....No. 22		14	11	10	11
Average salary .....	1,495	1,388	1,364	1,450	1,589
Per cent increase.....	18	36	28	29	21
Training Teachers.....No. 14		7	18½	10	7
Average salary .....	1,471	1,543	1,408	1,590	1,297
Per cent increase.....	19	33	28	28	16
All teachers.....No. 14		44½	43½	39	36
Average salary .....	1,914	1,899	1,714	1,937	1,764
Per cent increase .....	23	35	31	28	18
Office and Library .....No. 9			5	7	5½
Average salary .....	1,169		1,560	1,400	1,315
Per cent increase.....	33	10	63	21	91
Employees.....No. 12		13½	12	14	9
Average salary .....	1,052	920	1,154	1,167	991
Per cent increase.....	30	39	18	45	21
Office expense .....	4,335	5,267	2,000	3,170	4,275
Traveling expense.....	2,000	600	250	800	2,500
Operating expense.....	19,600	11,300	18,320	15,250	13,900
School supplies.....	3,730	5,660	3,450	2,000	2,150
Repairs.....	21,846	8,800	16,600	8,475	13,245
Equipment.....	3,700	4,325	2,500	3,750	7,300
Buildings .....	8,000	12,000		15,000	14,500
Land .....					
Contingent.....	4,000		4,000	5,000	3,000

Out of this general discussion arose the question of a contingent fund. The Board ordered that the president of each school should present to the chairman of the Board a detailed statement of the need and the amount of a contingent fund, supporting his askings by illustrations taken from the experiences of recent years and that the chairman of the Board and the president of each school be empowered to fix the amount asked for reserve and contingencies.

Upon the question of repairs in all the normal school buildings, the Board, upon recommendation of the chairman, made the following order:

That the president of the school and the chairman of the Board be given authority to determine upon the character and expense of the repairs to be made, after conference with the supervising engineer, the supervising architect or other representative of the Department of Public Works and Buildings, should any difference of opinion arise.

It was ordered by the Board that a supplementary report be prepared by the president of each school, in conference with the chairman of the Board, covering the estimated needs for the conduct of the school dormitory, school farm, and the school book store, in case it should be decided by the state authorities that the present plan of operating these auxiliaries of the schools should not be continued.

In pursuance of the order of the Board at its meeting of October 15, 1918, that the president of each normal school prepare the budget for the next biennium on the basis of the year 1916, showing salaries and items of that year as compared with the salaries and items asked for the year beginning July 1, 1919, showing in case of teachers the length of time of service in the school and the percentage of increase or decrease in salaries and items, the presidents reported as follows:

President Felmley presented somewhat in detail the following budget of the State Normal University. It was approved, subject to the general actions already taken by the Board.

COMPARISON OF PROPOSED SALARIES, 1919-20, 1920-21 WITH ACTUAL SALARIES, 1914-15, 1918-19

Titles.	Number in 1914.	Average salary, 36 weeks, 1914.	Number in 1918.	Average salary, 36 weeks, 1918.	Number to be in 1919.	Average salary, 36 weeks, 1919.	Per cent in- crease over 1914.	Per cent in- crease over 1918.
Professors.....	14	\$2,170	16	\$2,151	16	\$2,792	29	30
Assistant Professors.....	10	1,640	12	1,666	12	2,025	23	21.5
Instructors.....	20	1,219	22	1,264	22	1,495	23	18
Training Teachers.....	11	1,199	14	1,237	14	1,471	23	19
All Teachers.....	55	1,535	64	1,555	64	1,914	24.8	23.2
Summer School.....	94	238	102	244	99	298	25	22
		Salary for year.		Salary for year.		Salary for year.		
President.....	1	\$5,000	1	\$5,000	1	\$6,000	20	20
Librarians.....	4	930	4	965	4	1,115	20	15
Clerks.....	3	840	5	816	5	1,212	44	49
Janitors.....	7	771	7	780	7	943	22	21
Engineers.....	3	880	3	1,140	3.5	1,228	39	8
Gardeners.....	2	960	2	1,050	3	1,100	15	5
Miscellaneous.....				2,025		3,325		64

ILLINOIS STATE NORMAL UNIVERSITY STANDARD ACCOUNTS

	Actual 1917-18	Expected 1918-19	Estimated 1919-20	Estimated 1920-21
Office expenses .....	\$ 2,845	\$ 3,175	\$ 3,315	\$ 3,315
Traveling expenses .....	1,959	2,050	2,000	2,000
Operating expenses .....	13,511	14,060	17,780	17,780
School supplies .....	3,031	3,100	3,730	3,730
Repairs as recommended by Mr. Weil.....	4,721	2,750	.....	.....
Furniture, apparatus, etc.....			1,650	1,650
General buildings .....			7,000	7,000
New roof on Manual Arts .....			1,000	.....
Decorating auditorium .....			4,000	.....
Insulate on wood floors .....			1,500	.....
Composition roof over tin .....			1,000	.....
New tile floor, main building .....			3,000	.....
Minor extras, repairs .....			2,396	.....
Repairs recommended by State Supervising Engineer.....			?	?
	\$4,721	\$2,750	\$21,546	\$8,650
Equipment .....	\$18,210	\$14,790	\$2,000	\$1,700
Buildings:				
Reserve and contingencies .....		\$9,179	\$8,000	.....
Equipping dormitory .....		969	.....	.....
Concrete walks .....			.....	\$1,000
Grading and improving grounds .....			.....	1,000



## TEACHERS AT ILLINOIS STATE NORMAL UNIVERSITY

## Class 1—Professors—\$2,400-\$3,000

Name	36 weeks	36 weeks taught at	Years
	1918-19	1919-20	Normal
Manchester, Orson L. ....	\$2,571.42	\$3,000	28
Dean of Normal Department .....	500		..
Turner, Edwin A. ....	2,571.42	3,000	11
Dean of Training School .....	500		..
Colby, J. Rose .....	2,142.86	3,000	27
Holmes, Manfred J. ....	2,142.86	3,000	22
Ridgley, Douglas C. ....	2,142.86	3,000	16
Howe, George H. ....	2,142.86	2,800	18
Schroeder, Herman H. ....	2,142.86	2,800	6
Sanford, Chester M. ....	2,142.86	2,800	6
Newell, Adnah T. ....	2,142.86	2,600	10
Beyer, William A. L. ....	2,142.86	2,600	10
Pricer, John L. ....	2,142.86	2,400	10
Pringle, Ralph W. ....	2,314.29	2,400	6
Dean of the High School .....	500		..
Williams, Arthur .....	1,885.72	2,400	5
Westhoff, Frank W. ....	2,005.72	2,600	18
Barber, Fred D. ....	1,902.86	2,400	21
Adams, Howard W. ....	1,885.72	2,400	10
Total 16 teachers .....	\$34,422.89	\$44,700	
Average .....			\$2,700
Increase .....			30 per cent

## Class 2—Assistant Professors—\$1,800-\$2,400

Name	36 weeks	36 weeks taught at	Years
	1918-19	1919-20	Normal
Eyman, Ralph .....	\$2,142.85	\$2,400	1
Peterson, Harvey A. ....	1,851.43	2,400	10
James, Harold F. ....	1,748.57	2,400	5
Wilber, Austin E. ....	1,885.72	2,200	4
Packard, Edgar .....	1,800.00	2,100	6
Kuderna, George J. ....	1,714.28	2,000	2
Parsons, Kiturah .....	1,440.00	1,800	5
Clark, Lydia .....	1,388.57	1,800	5
Linkins, Ralph .....	1,542.86	1,800	2
Owen, Grace A. ....	1,388.57	1,800	12
Patterson, Alice .....	1,388.57	1,800	13
Barton, Olive N. ....	1,500.00	1,800	2
Total 12 teachers .....	\$19,991.43	\$24,300	
Average .....			\$2,025
Increase .....			21½ per cent

## Class 3—Instructors—\$1,000-\$1,800

Name	36 weeks	36 weeks taught at	Years
	1918-19	1919-20	Normal
Barger, Thomas M. ....	\$1,457.14	\$1,700	6
Cavins, Elmer W. ....	1,542.86	1,600	23
Russell, Harrison H. ....	1,388.57	1,600	10
Denman, Vern .....	1,371.43	1,600	2
Barton, Lillian, Dean of Women .....	1,388.57	1,500	13
Sheldon, Eleanor, Dean of Fell Hall .....	1,371.43	1,500	2
Blake, Anna .....	1,285.71	1,500	4
Atkin, Edith .....	1,285.71	1,500	10
Ela, Clarissa E. ....	1,388.57	1,500	31
Salter, Pearl .....	1,488.57	1,600	1
Cooper, Annetta B. ....	1,285.71	1,500	9
Droke, Mary .....	1,285.71	1,500	1
Scott, Ruby .....	1,285.71	1,500	1
Sorenson, Marie .....	1,285.71	1,500	1
Benson, Edna .....	1,285.71	1,500	1
Robb, Mary E. ....	1,200.00	1,400	6
Baker, Gertrude .....	1,200.00	1,400	4
Guessenhainer, Lilah .....	1,200.00	1,400	1
Eddy, Olive .....	1,131.43	1,400	1
Fay, Elizabeth .....	1,080.00	1,300	1
Gevaart, Winifred .....	1,028.57	1,300	1
Steele, Mae Knight .....	675.00	1,000	3
Total 22 teachers .....	\$27,912.07	\$32,900	
Average .....			\$1,495
Increase .....			18 per cent

## TEACHERS AT ILLINOIS STATE UNIVERSITY—Concluded.

Class 4—Training Teachers—\$1,200-\$1,800

Name	36 weeks 1918-19	36 weeks 1919-20	Years taught at Normal
Boley, Arthur W. ....	\$1,600.00	\$1,500	1
Dean of S. O. Home School .....		300	..
Wilson, Thomas J. ....	1,285.71	1,500	3
Principal Elementary School .....		300	..
Blackburn, Jane .....	1,200.00	1,500	2
Lee, Margaret E. ....	1,400.00	1,600	12
Latta, Georgia .....	1,028.57	1,200	2
Thompson, Nellie .....	1,200.00	1,500	12
Eyestone, Lura .....	1,200.00	1,500	18
Berry, Idella R. ....	1,200.00	1,300	5
Dillon, Jessie .....	1,200.00	1,300	18
Thoene, Augusta .....	1,200.00	1,300	1
Dexheimer, Lora .....	1,200.00	1,500	17
Bell, Mary .....	1,200.00	1,300	2
Hamilton, Alma .....	1,200.00	1,500	3
Vacant position, high school .....	1,200.00	1,400	
Total 14 teachers .....	\$17,314.28	\$20,600	
Average .....			\$1,471
Increase .....			19 per cent
Grand total 64 teachers .....	\$99,540.67	\$121,300	
Average .....			\$1,895
Increase .....			22 per cent

## MISCELLANEOUS

## S. O. HOME TEACHERS

Name	36 weeks 1918-19	36 weeks 1919-20	Years at Normal
Harper, Miss Anna .....	\$790	\$900	2
McManus, Mrs. Laura .....	750	850	2
Sherman, Mrs. Floy .....	720	810	2
Heller, Lottie .....	720	810	2
Larrick, Caroline .....	720	810	2
Toy, Ellen .....	720	810	2
Six teachers .....	\$4,420	\$4,990	
Increase .....			13 per cent

## SUMMER SCHOOL—3 TERMS

Midspring term .... 2 extra teachers  
 First summer term 20 extra teachers  
 Second summer term 19 extra teachers

	6 weeks 1918-19	6 weeks 1919-20
63 regular teachers or substitutes .....	\$15,923.44	\$19,500
41 additional teachers .....	9,438.56	10,000
Total .....	\$25,362.00	\$29,500
Average .....	244.00	284
Increase .....		24½ per cent
Grand total—all teachers .....	\$129,322.67	\$155,790
Per cent increase over present year .....		20½ per cent

## ADMINISTRATION, MAINTENANCE AND OPERATION

	Time— weeks	Actual salary, 1918-19	Salary, 1919-20
President .....	50	\$5,000.00	\$6,000.00
Librarian .....	44	1,320.00	1,500.00
Assistant Librarian .....	44	1,000.00	1,200.00
Cataloger .....	44	825.00	990.00
Library Assistant .....	44	715.00	770.00
Pianist .....	48	200.00	240.00
Secretary .....	50	900.00	1,080.00
Stenographer (rank 3) .....	50	900.00	1,200.00
Stenographer (rank 1) .....	50	720.00	.....
Financial clerk .....	50	.....	1,800.00
Cashier .....	50	720.00	900.00
Registration Clerk .....	50	840.00	1,080.00
Engineer .....	50	1,500.00	1,600.00
1 Fireman .....	50	960.00	1,080.00
1 Fireman .....	50	960.00	1,080.00
1 Fireman .....	26	.....	540.00
1 Superintendent of Grounds .....	50	1,200.00	1,500.00

## ADMINISTRATION, MAINTENANCE AND OPERATION—Concluded.

	Time— weeks	Actual salary, 1918-19	Salary, 1919-20
1 Gardener .....	50	900.00	900.00
1 Night watchman .....	..	.....	900.00
Head Janitor .....	50	960.00	1,200.00
3 janitors @ \$780 each .....	50	2,340.00	2,700.00
3 janitors @ \$720 each .....	50	2,160.00	2,700.00
Transient labor .....	..	1,000.00	1,500.00
Student labor .....	..	790.00	1,000.00
		<u>\$25,910.00</u>	<u>\$33,760.00</u>
Increase in payroll .....			30 per cent
2 more employes.			

President Shryock presented the following budget, which was approved by the Board, with the understanding that the budget should show the appointment of deans according to the classification adopted by the Board and subject to the general actions already taken by the Board.

## SOUTHERN ILLINOIS STATE NORMAL SCHOOL

## FACULTY.

Name.	Position.	Total years taught.	In this school.	Salary per annum.		
				1917-1919.		1919-1921
H. W. Shryock.....	President. Head English	....	....	\$5,000 00	.....	\$6,000 00
Dr. C. E. Allen.....	Vice-President.....	....	....	<i>42 weeks</i> 3,600 00	<i>36 weeks</i> 3,058 71	<i>36 weeks</i> .....
PROFESSORS						
George W. Smith.....	History and Civics.....	43	29	2,500 00	2,142 85	3,000 00
George D. Wham.....	Ped. and Psychol.....	26	13	2,500 00	2,142 85	3,000 00
W. A. Furr.....	Education.....	29	6	2,700 00	2,314 28	3,000 00
Dr. D. B. Parkinson.....	Physics.(one-half time).....	....	45	1,000 00	857 14	1,500 00
W. T. Felts.....	Mathematics.....	28	18	2,400 00	2,057 14	2,700 00
Simeon Boomer.....	Physics.....	19	9	2,400 00	2,057 14	2,700 00
J. P. Gilbert.....	Biology.....	22	8	2,400 00	2,057 14	2,700 00
Frank H. Colyer.....	Geography.....	....	18	2,200 00	1,885 71	2,500 00
G. M. Browne.....	Chemistry.....	32	16	2,200 00	1,885 71	2,500 00
R. E. Muckelroy.....	Agriculture.....	21	8	2,200 00	1,885 71	2,500 00
ASST. PROFESSORS.						
J. M. Pierce.....	Modern Language.....	29	21	2,000 00	1,714 28	2,400 00
L. C. Petersen.....	Manual Arts.....	16	11	2,000 00	1,714 28	2,400 00
R. V. Black.....	Commercial.....	26	10	2,100 00	1,800 00	2,400 00
F. G. Warren.....	Mathematics.....	10	6	2,000 00	1,714 28	2,200 00
M. M. Bailey.....	Biology.....	14	5	1,800 00	1,542 85	2,200 00
W. O. Brown.....	Rural School Work.....	....	5	1,800 00	1,542 85	2,200 00
C. A. Lee.....	Commercial and Rgstr.....	3	2	1,400 00	1,200 00	2,000 00
E. G. Lentz.....	History and Civics.....	19	5	1,700 00	1,457 17	2,000 00
Glenn C. Bainum.....	Music.....	15	7	1,700 00	1,457 17	2,000 00
F. A. Powers.....						
William McAndrew.....	Athletics.....	....	....	1,800 00	1,542 85	2,000 00
Inez Hollenberger.....	Athletics.....	16	16	1,600 00	1,371 42	1,800 00
Mary M. Steagall.....	Biology.....	29	10	1,600 00	1,371 42	1,800 00
Lillian Gubelman.....	English.....	14	7	1,600 00	1,371 42	1,800 00
Emma L. Bowyer.....						
.....	Latin.....	....	....	1,400 00	1,200 00	1,800 00
INSTRUCTORS.						
Grace E. Jones.....	Household Arts.....	18	9	1,500 00	1,285 71	1,800 00
Gladys Williams.....	Art.....	27	3	1,600 00	1,371 42	1,800 00
.....	Agriculture.....	....	....	1,700 00	1,457 17	1,700 00
Anna McOmber.....	Commercial.....	16	6	1,300 00	1,114 28	1,600 00
Gertrude F. Chrichton..	English.....	7	2	1,500 00	1,285 71	1,600 00
Jennie Mitchell.....	English.....	....	5	1,200 00	1,028 57	1,500 00
Grace L. Burket.....	Art.....	16	12	1,300 00	1,114 28	1,500 00
.....	English.....	....	....	1,200 00	1,028 57	1,400 00
Lucy K. Woody.....	Household Arts.....	7	7	1,100 00	942 85	1,400 00
Wanda Newsum.....	Curator Museum.....	....	3	1,200 00	1,028 57	1,400 00



## SOUTHERN ILLINOIS STATE NORMAL SCHOOL—Concluded.

Name.	Position.	Total years taught.	In this school.	Salary per annum.			
				1917-1919		1919-1921	
Ruth Bradley.....	Music .....	.....	1	1,000 00	857 14	1,200 00	
May Hayes.....		.....	3	800 00	685 71	1,000 00	
Ralph Swain.....		.....	6	700 00	600 00	900 00	
Julia Chastaine.....		.....	.....	600 00	514 28	600 00	
CRITICS.							
Willis G. Cisne.....	Junior High School.....	22	3	1,700 00	1,457 17	1,800 00	
Fadra R. Holmes.....	Critic .....	16	7	1,400 00	1,200 00	1,600 00	
Florence R. King.....	Critic .....	24	9	1,400 00	1,200 00	1,600 00	
Alice Parkinson.....	Critic .....	5	4	1,200 00	1,028 57	1,500 00	
Sue Hutchinson.....	Critic .....	.....	4	1,200 00	1,028 57	1,500 00	
Mary Sheridan.....		.....	1	.....	.....	.....	
Marguerite Hanford...		.....	7	1	1,400 00	1,200 00	1,400 00
Edith Bell.....		.....	17	3	1,200 00	1,028 57	1,400 00
Lulu Clark.....	Librarian .....	.....	.....	1,000 00	.....	.....	
Louise Marshall.....	Librarian .....	3	3	1,000 00	857 14	1,200 00	
Gertrude Eckhard.....	Assistant Librarian.....	.....	.....	.....	.....	900 00	
42 weeks							
Kate W. Youngblood....	Secretary to the presi- dent.....	.....	.....	1,400	.....	1,600 00	

Name	Position	Salary per Annum	
		1917-'19	1919-'21
Frank Lauder.....	Engineer.....	\$1,000.00	\$1,200.00
Frank Bowers.....	Fireman.....	900.00	1,100.00
J. R. Livingston.....	Fireman.....	720.00	1,000.00
.....	Fireman.....		900.00
John Amon.....	Head janitor.....	1,000.00	1,200.00
William Goddard.....	Janitor.....	840.00	1,000.00
Frank Mayhew.....	Janitor.....	800.00	1,000.00
.....	Janitor.....	720.00	900.00
.....	Janitor.....	600.00	900.00
J. L. Rippetoe.....	Watchman.....	780.00	840.00
George G. Cruse.....	Farmer.....	840.00	1,000.00
.....	Farm laborer.....	600.00	720.00
Isom Jones.....	Laborer.....	240.00	240.00
.....	Caretaker on Campus.....		900.00

## STANDARD APPROPRIATION ACCOUNT NUMBER 2.

## Office Expenses

Expenditures		Estimated Requirements		
Year beginning July 1, 1917	Year beginning July 1, 1918	Year beginning July 1, 1919	Year beginning July 1, 1920	
Actual	Estimated	\$5,267.00	\$5,267.00	
\$3,637.76	\$4,450.00			
	Contingent	Appropriation		
	\$67.74	\$1,000.00		

## COMPARATIVE FINANCIAL STATEMENT SOUTHERN ILLINOIS STATE NORMAL SCHOOL

	Yr. ending June 30, '15	Yr. ending June 30, '16	Yr. ending June 30, '17	Yr. ending June 30, '18
<sup>a</sup> Balance forwarded from pre- ceding year .....	(\$56,954.37)	(\$27,941.93)	(\$141,561.99)	.....
Dormitory .....	( 1,525.63)	( 2,390.64)	( 2,552.36)	.....
Income—				
Appropriations .....	86,493.56	274,945.00	113,645.00	\$192,989.75
Student Fees and all other re- ceipts .....	10,192.50	20,947.75	15,603.84	14,795.07
Dormitory .....	11,613.62	12,585.32	13,590.81	15,210.93
Total income .....				\$222,995.75
Not available .....				<sup>b</sup> 27,331.00
Total available funds.....	166,779.68	338,810.64	286,954.00	\$195,664.75

COMPARATIVE FINANCIAL STATEMENT SOUTHERN ILLINOIS STATE NORMAL SCHOOL  
—Concluded.

	Yr. ending June 30, '15	Yr. ending June 30, '16	Yr. ending June 30, '17	Yr. ending June 30, '18
Expenditures for—				
Operation and maintenance...	104,396.25	138,256.41	132,121.53	123,567.33
Buildings, land and added equipment .....	21,302.25	44,016.28	101,234.50	35,643.41
Special—				
Dormitory .....	10,748.61	12,423.60	<sup>a</sup> 16,076.80	12,608.29
Grand total .....	\$136,447.11	\$194,696.29	\$249,432.83	\$171,819.03
Surplus of available funds over expenditures (balance to be forwarded) .....	\$30,332.57	\$144,114.35	<sup>a</sup> \$37,521.17	<sup>c</sup> \$23,845.72

<sup>a</sup> Balance on hand July 1, 1917.

<sup>b</sup> 12,539.93 } Not available because of change in dormitory management.

14,795.07 } Not available because turned into State Treasury.

<sup>c</sup> Including Anthony Hall balance of \$2,602.64.

STATE OF ILLINOIS DEPARTMENT OF FINANCE

BUDGET ESTIMATE FOR THE BIENNIUM BEGINNING JULY 1, 1919

From Department of Registration and Education, Division of Southern Illinois State Normal School.

STANDARD APPROPRIATION ACCOUNT NO. 1. SALARIES AND WAGES

Defined by the Fiftieth General Assembly: "The term 'Salaries and Wages' \* \* \* shall mean and include all salaries, wages and other compensation for personal service."

No.	Title. (Itemize by position)	Expenditures.		Estimated requirements.			
		Annual rate paid during year beginning July 1, 1917.	Estimated annual rate to be paid during year beginning July 1, 1918.	Perquisites.	Year beginning July 1, 1919.	Year beginning July 1, 1920.	Indicate decreases, increases, and new items.
1	2	3	4	5	6	7	8
....	1-a Fees.....			....			
....	1-b Regular.....	\$86,984 88	\$92,600 00	....	\$107,900 00	\$107,900 00	Increase.
....	Summer session.....			....	12,500 00	12,500 00	
....	1-c Transient.....	55 60					
....	1-d Student help .....	64 80	300 ..		2 000 00	2,000 00	Increase.
	Total.....	87,105 26	92,900 00	.....	122,400 00	122,400 00	



## STANDARD APPROPRIATION ACCOUNT NO. 2. OFFICE EXPENSES

Defined by the Fiftieth General Assembly: "The term 'Office Expenses' \* \* \* shall mean and include postage, telephone-telegrams, rent, office supplies, express, freight, drayage, printing and binding for departments and institutions."

1	2	3	4	5	6
Sub-Classification.	Expenditures		Estimated Requirements.		
	Year beginning July 1, 1917 —Actual	Year beginning July 1, 1918 —Estimated	Year beginning July 1, 1919	Year beginning July 1, 1920	Indicate decreases, increases and new items
2-a. Freight, express and drayage...	\$ 159.79	\$ 400.00	\$ 400.00	\$ 400.00	
2-b. Office supplies.....	131.89	150.00	187.00	187.00	Increase
2-c. Postage.....	375.57	500.00	625.00	625.00	Increase
2-e. Printing and Stationery.....	2,027.65	2,000.00	2,500.00	2,500.00	Increase
2-f. Rent.....	.....	.....	5.00	5.00	
2-g. Telephone and Telegraph.....	693.61	800.00	800.00	800.00	
2-h. Miscellaneous.....	249.25	600.00	750.00	750.00	Increase
Laundry .....\$ 3.50					
Book Binding..... 165.75					
Two speakers for Commencement ..... 80.00					
	\$249.25				
Total .....	\$3,637.76	\$4,450.00	\$5,267.00	\$5,267.00	
Printing and stationery secured through the Division of Printing...	\$1,991.51				

## STANDARD APPROPRIATION ACCOUNT NO. 3. TRAVELING EXPENSES.

Defined by the Fiftieth General Assembly: "The term 'Traveling Expenses' \* \* \* shall mean and include railroad fares, hotel bills, livery hire, street car fares and similar personal expenses incurred wholly in the State service."

1	2	3	4	5	6
Sub-Classification.	Expenditures		Estimated Requirements.		
	Year beginning July 1, 1917 —Actual	Year beginning July 1, 1918 —Estimated	Year beginning July 1, 1919	Year beginning July 1, 1920	Indicate decreases, increases and new items
3-a. Officers.....	\$524.14	\$500.00	\$600.00	\$600.00	Increase
Total.....	\$524.14	\$500.00	\$600.00	\$600.00	
Estimate number of people to travel.....	Full time	One-half time	One-quarter time.	Occasional Any member of Faculty	Total

## STANDARD APPROPRIATION ACCOUNT NO. 4. OPERATING SUPPLIES AND EXPENSES

Defined by the Fiftieth General Assembly: "The term 'Operating Supplies and Expenses' \* \* \* shall mean and include fuel, food, wearing apparel, household supplies, plant and departmental supplies and institutional operating expenses."

1	2	3	4	5	6
Sub-Classification.	Expenditures		Estimated Requirements		
	Year beginning July 1, 1917 —Actual	Year beginning July 1, 1918 —Estimated	Year beginning July 1, 1919	Year beginning July 1, 1920	Indicate decreases, increases and new items
4-a. Bedding .....	\$ 4.00	.....	.....	.....	
4-b. Farm and garden supplies....	260.19	.....	\$ 300.00	\$ 300.00	Increase
4-d. Fuel <sup>a</sup> { Gas .....\$ 93.25 } { Coal ..... 4,155.79 } { Frt. on coal. 1,405.64 }	5,654.68	\$6,000.00	7,500.00	7,500.00	Increase
4-e. Household Supplies .....	331.31	400.00	400.00	400.00	
4-g. Medical, Hospital and Laboratory Supplies .....	27.65	75.00	75.00	75.00	
4-j. Stock Food.....	2.00	.....	2,000.00	2,000.00	Increase
4-m. Miscellaneous .....	368.25	225.00	225.00	225.00	
4-o. Water }					
4-p. Power }	1,090.92	1,200.00	1,500.00	1,500.00	Increase
.....					
Total .....	\$7,739.00	\$7,900.00	\$12,000.00	\$12,000.00	

## STANDARD APPROPRIATION ACCOUNT NO. 5. INDUSTRIAL WORKING CAPITAL—NONE

Defined by the Fiftieth General Assembly: "The term 'Industrial Working Capital,' \* \* \* shall mean and include all supplies, piece work, labor and expense in connection with the industrial operations (raw materials, industrial supplies, etc.), of the State institutions, the State parks and canals."

## STANDARD APPROPRIATION ACCOUNT NO. 6. SCHOOL SUPPLIES

Defined by the Fiftieth General Assembly: "The term 'School Supplies' \* \* \* shall mean and include supplies for distinctly educational purposes, and not included in other classes."

1	2	3	4	5	6
Sub-Classification.	Expenditures		Estimated Requirements.		
	Year beginning July 1, 1917 —Actual	Year beginning July 1, 1918 —Estimated	Year beginning July 1, 1919	Year beginning July 1, 1920	Indicate decreases, increases and new items
6-a. General.....	\$446.29	\$970.00	\$1,200.00	\$1,200.00	Increase
6-b. Domestic Science.....	244.10	410.50	500.00	500.00	Increase
6-c. Manual Training.....	303.00	400.00	500.00	500.00	Increase
6-d. Art and Music.....	60.28	150.00	200.00	200.00	Increase
6-e. Practice School.....	97.63	100.00	125.00	125.00	Increase
6-g. Physical Training.....	343.52	500.00	625.00	625.00	Increase
6-i. Agriculture.....	679.36	600.00	750.00	750.00	Increase
6-k. Miscellaneous.....					
Physics.....	237.77	400.00	500.00	500.00	Increase
Geography.....	2.10	5.00	10.00	10.00	Increase
Library.....	104.66	60.00	100.00	100.00	Increase
Biology.....	204.15	320.00	400.00	400.00	Increase
Chemistry.....	536.00	500.00	750.00	750.00	Increase
Total.....	\$3,258.86	\$4,415.50	\$5,660.00	\$5,660.00	

## STANDARD APPROPRIATION ACCOUNT NO. 7. REPAIRS (AND REPLACEMENTS)

Defined by the Fiftieth General Assembly: "The term 'Repairs (on present buildings, grounds and equipment),' \* \* \* shall mean and include replacements, but not betterments. Such repairs may be made under contract in whole or in part, or may be by the direct use of labor, materials and service."

1	2	3	4	5	6
Sub-Classification.	Expenditures		Estimated Requirements.		
	Year beginning July 1, 1917—Actual	Year beginning July 1, 1918—Estimated	Year beginning July 1, 1919	Year beginning July 1, 1920	Memoranda
7-a. Contract Repairs.....	\$ 168.30	\$ 150.00	\$ 600.00	\$600.00	.....
7-b. Repair Labor.....	613.70	650.00	2,400.00	2,400.00	.....
7-c. Repair Material.....	1,389.74	1,100.00	4,800.00	4,800.00	.....
		Inventory values Sept. 1, 1918			
7-d. Buildings.....		\$533,565.00			.....
7-e. Machinery.....		3,144.38			.....
7-f. Small Tools.....		552.05			.....
7-g. Farm Implements.....		1,045.95			.....
7-h. Furniture and Fixtures.....		34,592.92			.....
7-i. Office Equipment.....		4,219.54			.....
7-l. Laboratory and Testing Apparatus .....		4,588.02			.....
7-m. Live Stock.....		6,824.50			.....
7-n. Books and Maps.....		33,514.16			.....
7-o. Museum Specimens.....		44,421.00			.....
7-r. Miscellaneous.....		928.34			.....
7-x. Extraordinary Repairs:					.....
Clock repairs.....			1,000.00		.....
Special equipment.....		8,123.14			.....
Total.....	\$2,171.74	\$1,900.00	\$8,800.00	\$7,800.00	.....

## STANDARD APPROPRIATION ACCOUNT NO. 8. EQUIPMENT

Defined by the Fiftieth General Assembly: "The term 'Equipment' \* \* \* shall mean and include equipment of permanent value, including furniture, fixtures, machinery, scientific apparatus, live stock, vehicles, maps, books, educational equipment and recreational equipment."

1	2	3	4	5	6
Sub-Classification	Expenditures		Estimated Requirements		
	Year beginning July 1, 1917—Actual	Year beginning July 1, 1918—Estimated	Year beginning July 1, 1919	Year beginning July 1, 1920	Indicate decreases, increases and new items
8-b. Furniture and Fixtures.....	\$6,049.53	\$ 500.00	\$ 625.00	\$ 625.00	Increase
8-c. Live Stock.....	200.00				.....
8-e. Office Equipment.....	348.10				.....
8-g. Miscellaneous.....		40.00	50.00	50.00	Increase
Music.....	125.79	250.00	300.00	300.00	Increase
Periodicals.....	301.59	300.00	375.00	375.00	Increase
Fire Fighting Apparatus.....			500.00		.....
8-h. Laboratory and Testing Apparatus.....	64.49	175.00	225.00	225.00	New Increase
8-j. Books and Maps.....	1,011.37	1,587.50	2,000.00	2,000.00	Increase
8-k. Museum Specimens.....		200.00	250.00	250.00	Increase
8-l. Small Tools.....	.95				.....
Total.....	\$8,101.82	\$3,052.50	\$4,325.00	\$3,825.00	.....



# STANDARD APPROPRIATION ACCOUNT NO. 9. BUILDINGS (AND OTHER PERMANENT IMPROVEMENTS)

Defined by the Fiftieth General Assembly: "The term 'Buildings' \* \* \* shall mean and include expenditures for the construction of new buildings and additions to old ones, new fences, tunnels, sidewalks, drainage ditches, pavements, walls and other permanent improvements, either in whole or in part, and including the designing of such structures and the supervision of construction. Such construction may be under contract, in whole or in part, or may be by the direct use of labor, materials and service."

1	2	3	4
Sub-Classification.	Expenditures		Estimated Requirements.
	Year beginning July 1, 1917 —Actual	Year beginning July 1, 1918 —Estimated	Biennium beginning July 1, 1919
1. Assembly hall and gymnasium.....	\$35,643.41	.....	.....
7. Additional heating unit.....	.....	.....	\$9,000.00
8. Partitioning old assembly hall.....	.....	.....	3,000.00
Total .....	\$35,643.41	.....	\$12,000.00

## STANDARD APPROPRIATION ACCOUNT NO. 10. LAND—NONE

## STANDARD APPROPRIATION ACCOUNT NO. 11. SPECIAL—RESERVE & CONTINGENCIES

1	2	3
Standard Appropriation Account	Expenditures	
	Year beginning July 1, 1917 —Actual	Year beginning July 1, 1918 —Estimated
1. Salaries and Wages.....	\$7,595.34	\$7,500.00
2. Office Expenses.....	67.74	1,000.00
3. Traveling Expenses.....	.....	500.00
4. Operating Supplies and Expenses.....	2,740.98	2,000.00
5. Industrial Working Capital.....	.....	.....
6. School Supplies.....	.....	.....
7. Repairs.....	281.75	4,000.00
8. Equipment.....	91.00	.....
9. Buildings.....	251.90	.....
10. Land.....	.....	.....
11. Contingent.....	.....	.....
Total.....	\$11,028.71	\$15,000.00

## REVENUE

1	2	3	4	5
Source (Itemize each distinct type.)	Cash actually received during year beginning July 1, 1917	Estimated Cash Receipts		
		Year beginning July 1, 1918	Year beginning July 1, 1919	Year beginning July 1, 1920
Farm sales .....	\$4,265.42	\$4,300.00	\$4,300.00	\$4,300.00
Tuition and including fees, less refunds \$14.00.	6,635.50	6,700.00	6,700.00	6,700.00
Miscellaneous student fees .....	78.11	80.00	80.00	80.00
Water rental .....	191.22	200.00	200.00	200.00
<sup>a</sup> Anthony Hall, July and August.....	2,464.07	.....	.....	.....
Miscellaneous sales .....	48.92	50.00	50.00	50.00
Miscellaneous .....	909.18	1,000.00	1,000.00	1,000.00
House rent .....	201.65	200.00	200.00	200.00
Total .....	\$14,795.07	\$12,530.00	\$12,530.00	\$12,530.00

<sup>a</sup> The amount \$2,464.07 represents the receipts for July and August which was sent in to the State Treasurer before the change in plan of operation.

For total receipts of Anthony Hall see Anthony Hall Budget.

## RECAPITULATION

1	2	3	4	5	6
Standard Appropriation Account	Expenditures			Estimated Requirements	
	Year beginning July 1, 1916 —Actual	Year beginning July 1, 1917 —Actual	Year beginning July 1, 1918 Estimate	Year beginning July 1, 1919	Year beginning July 1, 1920
1. Salaries and Wages.....		\$ 94,700.60	\$100,400.00	\$122,400.00	\$122,400.00
2. Office Expenses.....		3,705.50	5,450.00	5,267.00	5,267.00
3. Traveling Expenses .....		524.14	1,000.00	600.00	600.00
4. Operating Supplies and Expenses .....		10,479.98	9,900.00	12,000.00	12,000.00
5. Industrial Working Capital.....					
6. School Supplies .....		3,258.86	4,415.50	5,660.00	5,660.00
7. Repairs .....		2,453.49	5,900.00	8,800.00	7,800.00
Sub-Total .....		\$115,122.57	\$127,065.50	\$154,727.00	\$153,727.00
8. Equipment .....		8,192.82	3,052.50	4,325.00	3,825.00
9. Buildings .....		35,895.31		12,000.00	
10. Land .....					
11. Special .....					
Total .....		\$159,210.70	\$130,118.00	\$171,052.00	\$157,552.00
Revenue .....		14,795.07	12,530.00	12,530.00	12,530.00

## WORK PROGRAM

Statement of changes of work resulting in changes in requested appropriations.

State fully below all increases, decreases or changes in character or amount of work, losses or depreciation of buildings, equipment, etc., which explain present appropriation needs as compared with appropriations made for the 1917-19 biennium.

Please note any deficit likely to occur because of insufficient appropriations for present biennium, and any re-appropriations required.

No changes in the scope and character of the work are contemplated.

## DETAIL SHEET

The estimated expenditures for the year beginning July 1, 1918, as shown in column 3 represent the exact amount appropriated for each Standard Appropriation Account and the Reserve and Contingent Fund for the second year of the biennium, and do not include any unexpended balances of the previous year.

Estimates for the years beginning July 1, 1919 and July 1, 1920 represent a flat increase of approximately 25 per cent over those of the year beginning July 1, 1918, except as enumerated below under the head of each account. This general increase of 25 per cent is made in line with the general increase in price for all lines of material and labor.

## STANDARD ACCOUNT NO. 1

See detail sheet submitted by the Board.

## STANDARD ACCOUNT NO. 2

The item of \$5.00 for rent is for the annual lease fee on a strip of right-of-way of the I. C. R. R. adjoining the campus.

## STANDARD ACCOUNT NO. 3

General increase of 25 per cent.

## STANDARD ACCOUNT NO. 4

The estimated number of tons of coal for the year 1918 is 2,000, and the price is \$2.35 plus freight.

The item of \$2,000 for stock feed represents the amount expended from the Reserve and Contingent Fund during the year 1917 plus approximately 25 per cent.

## STANDARD ACCOUNT NO. 6

The increase for chemicals is 50 per cent on account of the abnormal condition that exists in the chemical market at present.

## STANDARD ACCOUNT NO. 7

For details of clock repairs for \$1,000 see Mr. Postel's report for re-installation.

## STANDARD ACCOUNT NO. 8

At present the buildings are without adequate fire protection, hence our request for \$500 for fire control apparatus.

ENROLLMENT SOUTHERN ILLINOIS STATE NORMAL SCHOOL FOR THE YEAR ENDING  
JUNE 30, 1917

	Fall term— 14 wks.	Winter term. 12 wks.	Spring term 12 wks.	Mid-Spring term 6 wks.	Summer term 6 wks.
Students					
In 2 years curriculum for high school graduates .....	153	167	179	45	.....
Longer curriculum for non high school graduates .....	780	779	677	212	<sup>b</sup> 952
Boys .....	(344)	(366)	(317)	( 54)	(282)
Girls .....	(589)	(580)	(539)	(203)	(670)
Sub-Total (a) .....	933	946	856	257	952
In elementary training school...	130	138	131	.....	.....
Total .....	1,063	1,084	987	257	952
Employees					
Administration (President, Regis- trar and office staff) .....	5	5	5	.....	5
Faculty .....	46	46	46	.....	46
Other employes .....	10	10	10	.....	10
<sup>a</sup> Student help .....	8.2	5.2	5.7	.....	5.7
Total .....	69.2	66.2	66.7		66.7

<sup>a</sup> (Estimate using 44 hrs. per week; 528 hrs. per 12 week's term, or 1,584 hrs. per 36 weeks—standard year.)

<sup>b</sup> Summer students not separated as to courses.

Average student enrollment on basis of 36 weeks 1,165.

To be determined as follows:

Divide the column sub-total (a) of 12 weeks' terms by 3; of 6 weeks' terms by 6; of 14 weeks' terms by 2.57; of extension and correspondence by 12; others on same formula, and total the quotients.

Average administration employes on basis of 36 weeks.....	6.1	} To be determined as indicated for students.
Average faculty employes on basis of 36 weeks.....	56.22	
Average other employes on basis of 36 weeks.....	12.22	
Average transient employes on basis of 36 weeks.....	.....	
Average student help employes on basis of 36 weeks.....	7.76	
All .....	82.30	

Submitted by H. W. SHRYOCK, *President*.

Dated September 16, 1918.

The following resolution from a group of teachers in the DeKalb Normal School relating to the budget was presented to the Board by President Cook.

We, the women teachers of the Northern Illinois State Normal School, respectfully ask the consideration of the Normal School Board to the following:

We have shared in the building up of the school and loyally worked for its welfare, some of us since the beginning of the school, and during this time have had assurance of efficiency in our positions.

Those of us who are heads of departments have been expected to measure up to the standards set for men in similar positions; but our salaries have continued to be \$700 a year less than theirs, although four among us have served from nine to seventeen years.

To meet the needs of the increased cost of living and to provide opportunity for necessary professional improvement we have had a general raise of \$100 beyond the sum of \$1,500 which has been the maximum for women heads of departments since the beginning of the school.

Similarly, the women assistants, serving from one to nineteen years, have received a general raise of \$100 beyond the sum of \$1,500, the maximum since the beginning of the school.

We appreciate the present consideration of the members of the Board in their plan for a 25 per cent raise of salaries generally, but still we wish



to ask their attention again to what looks like an injustice—the proposed plan of classification.

Those of us who are heads of departments realize that we shall continue to do the work of heads of departments in the future, as we have done it in the past, and that, therefore, the title of assistant professor would not be a true one for us.

Those of us who have been doing the work of assistant professors, and shall continue to do it, feel that the title of instructor is no less untrue for us.

We realize that general conditions for the State may make a complete adjustment impossible at present, but we feel the necessity of making this statement of our case to the Board to the end that there may be a more satisfying rectification in the near future.

We wish also to add that in thus presenting our case before the Board, we would express only loyalty to our president and appreciation of what we know he is now doing for our welfare.

IDA S. SIMONSON,

*Head of Department of English, 1901-1918.*

MARY R. WHITMAN,

*Head of Department of Ancient and Modern Languages, 1905-1918.*

JESSICA FOSTER,

*Head of Department of Physical Education.*

L. EVELINE MERRITT,

*Head of Department of Drawing, 1909-1918.*

MABEL C. STARK,

*Head of Department of Geography, January, 1918.*

INEZ M. BOYCE,

*Head of Department of Domestic Science, September, 1917-1918.*

ANNA PARMELEE,

*Assistant in Mathematics, 1899-1918.*

EDITH S. PATTEN,

*Assistant in Psychology and History, 1908-1918.*

JESSIE R. MANN,

*Assistant in Biology, 1904-1918.*

JULIA C. GILBERT,

*Assistant in English, 1912-1918.*

VERA M. WISIWALL,

*Assistant in Music, 1911-1918.*

CELINE NEPTUNE,

*Assistant in Domestic Science, 1918.*

After a discussion of the budget for the DeKalb Normal School, President Cook suggested certain possible adjustments which would allow him to answer in a satisfactory way the question raised in this resolution.

The following budget was approved, with the understanding that the chairman of the Board and President Cook have power to take final action on these proposed adjustments and subject to the general actions already taken by the Board.

#### NORTHERN ILLINOIS STATE NORMAL SCHOOL BUDGET FOR BIENNIUM BEGINNING JULY 1, 1919

##### TEACHERS

Beginning with July 1, 1919, the school year will be changed from 39 weeks to 36 weeks. Column 1 shows the salaries paid for the year 1918-19. Column 2 shows the number of weeks of service rendered for these salaries. Column 3 shows the salaries earned in 36 of the 39 weeks. Column 4 shows the salaries recommended for each year of the biennium begin-

ning July 1, 1919. Column 5 shows the number of weeks of service to earn the new salary. Column 6 shows the number of years of service in this Institution.

*Class 1.—Professors. Salaries determined by Board \$2,400—\$3,000*

Names	1	2	3	4	5	6
John W. Cook, President and Professor Historical Education .....	\$5,000	52	.....	\$6,000	52	20
N. D. Gilbert, Psych., Sociol., Dean.....	3,000	39	\$2,769	3,500	36	20
E. C. Page, History.....	2,300	39	2,123	3,000	36	20
S. F. Parson, Mathematics.....	2,300	39	2,123	3,000	36	20
C. F. Phipps, Physics and Chemistry.....	2,300	39	2,123	2,550	36	3
R. E. Wager, Biology.....	2,300	39	2,123	2,750	36	10
C. L. Lyon, Reading and Pub. Speak.....	2,300	39	2,123	2,550	36	7
S. J. Vaughn, Manual Arts.....	2,300	39	2,123	2,750	36	11
A. N. Annas, Music .....	2,000	39	1,846	2,300	36	7
			\$17,353	\$22,400		
Total, excluding President, 8 Professors.....					22,400	
Average salary .....					2,800	
Increase .....						29%

*Class 2.—Assistant Professors. Salaries determined by Board \$1,800—\$2,400*

Ida L. Simonson, Literature.....	\$1,600	39	\$1,477	\$2,000	36	17
Mary R. Whitman, Languages.....	1,600	39	1,477	2,000	36	14
L. Eveline Merritt, Drawing.....	1,600	39	1,477	2,000	36	10
Inez Boyce, <sup>a</sup> Domestic Science.....	1,600	39	1,477	1,800	36	3
Mabel C. Stark, <sup>a</sup> Geography.....	1,600	39	1,477	1,800	36	2
Jessica Foster, Physical Training.....	1,600	39	1,477	2,000	36	18
			\$8,862	\$11,600		

<sup>a</sup> Came from Illinois State Normal University.

Total, six assistant professors.....	\$11,600
Average salary.....	1,933
Increase .....	30%

*Class 3.—Instructors. Salaries determined by Board \$1,000—\$1,800*

	1	2	3	4	5	6
Edith S. Patten, Hist. and Psych.....	\$1,300	39	\$1,200	\$1,500	36	12
Anna Parmalee, Mathematics.....	1,300	39	1,200	1,600	36	20
Jessie Mann, Biology .....	1,300	39	1,200	1,500	36	12
Julia Gilbert, Literature.....	1,300	39	1,200	1,500	36	7
Vera Wiswall, Music .....	1,300	39	1,200	1,500	36	7
Celestia Youker, Chemistry.....	1,000	39	923	1,200	36	7
Jessie Austin, <sup>a</sup> Literature .....	1,200	39	1,109	1,400	36	2
Elsie Lewis, <sup>b</sup> Biology .....	1,000	39	923	1,200	36	2
Celine Neptune, Domestic Science.....	1,000	39	923	1,200	36	1
Edward S. Edell, <sup>a</sup> Pen'p. half time.....	500	39	462	600	36	1
Milo Oakland, <sup>a</sup> Manual Training, one-half time.....	500	39	462	600	36	3
Agnes Broemel, Drawing.....	1,000	39	923	1,200	36	1
			\$11,725	\$15,000		
Total 12 instructors.....					\$15,000	
Average salary .....					1,250	
Increase .....						28%

<sup>a</sup> In war service. May return.

<sup>b</sup> Probably will not return. Successor probably needed.

*Class 4.—Director, Principals, and Critics in Training School. Salaries determined by Board for Critics \$1,200—\$1,300.*

	1	2	3	4	5	6
F. R. Ritzman, Director Training, Part Time.....	\$1,000	38	\$ 945	\$1,250	38	8
C. E. Montgomery, Principal, Normal.....	1,800	38	1,662	1,800	38	3
Carl Littlejohn, Principal, Glidden.....	1,500	38	1,386	1,800	38	3
Saide Tow, Critic, Normal.....	1,000	38	944	1,200	38	1
Florence Stanley, Critic, Normal.....	1,000	38	944	1,300	38	5
Marna Peterson, Critic, Normal.....	1,000	38	944	1,200	38	2
Myrtle Shiveley, Critic, Normal.....	1,000	38	944	1,200	38	1
Ethel I. Shattuck, Critic, Normal.....	1,000	38	944	1,200	38	3
Nellie Love, Critic, Normal.....	1,000	38	944	1,400	38	2
Ray Sugars, Critic, Normal.....	1,000	38	944	1,200	38	1
Ione Wise, Critic, Normal.....	1,000	38	944	1,400	38	3
Carrie Edmondson, <sup>a</sup> Critic, Glidden.....	1,000	38	944	1,400	38	11
Elsie Wendling, <sup>a</sup> Critic, Glidden.....	1,000	38	944	1,200	38	6
Tillie Baie, <sup>a</sup> Critic, Glidden.....	1,000	38	944	1,400	38	11
Golda Sherwood, <sup>a</sup> Critic, Glidden.....	1,000	38	944	1,200	38	5

## Class 4—Concluded

	1	2	3	4	5	6
Bertha Huntsman, Critic, Glidden.....	\$1,000	38	\$944	\$1,400	38	12
Louise Boswell, Critic, Glidden.....	1,000	38	944	1,200	38	3
Mary Fitch, Critic, Glidden.....	1,000	38	944	1,400	38	11
Louise Adams, Critic, Glidden.....	1,000	38	944	1,400	38	12
			\$19,097	\$25,550		
			2,456			
			2,600	2,600		
			\$16,641	\$22,950		

Total, Director, Principals Critics, 19.....	\$22,950
Average salary for Normal School.....	1,208
Increase .....	38%

<sup>a</sup> City of DeKalb pays on these four salaries.

## Class 5.—Miscellaneous

Josephine Jandell, Librarian.....	\$1,000	39	\$923	\$1,400	36	19
Eva I. McMahon, Assistant Librarian.....	800	39	739	1,100	36	10
			\$1,662	\$2,500		

Total, Librarian and Assistant.....	\$2,500
Increase .....	50%

Totals	Present salaries	Recommended
President .....	\$ 5,000	\$ 6,000
Professors .....	17,353	22,400
Assistant professors .....	8,862	11,600
Instructors .....	11,725	15,000
Training school group.....	16,641	22,950
Miscellaneous increase 31 per cent.....	1,662	2,500
	\$61,243	\$80,450

The footings on the preceding page show the increase on the basis of 36 weeks. This makes a seemingly high percentage of increase. The increase of the askings for salaries for the new biennium over the amount appropriated for the same salaries for the present biennium is less than 16 per cent and amounts to \$10,650.00.

## Class 6. Additional employees.

Column 1 shows the present salary, column 2, the number of weeks of service, column 3, the proposed salaries for the new biennium, column 4, the number of weeks of service, column 5, the number of years of service in the Institution.

	1	2	3	4	5
Esther L. Branch, patron dormitory.....	\$1,200	45	\$1,500	42	4
Business clerk, (new position).....	600	..	2,400	52	..
Clerk .....	1,100	52	1,400	52	8
Thomas C. Murray, <sup>a</sup> superintendent of buildings.....	1,500	52	1,800	52	4
F. K. Balthis, superintendent of grounds.....	1,400	52	1,750	52	..
James C. Clark, engineer and electrician.....	1,500	52	1,800	52	13
Assistant engineer .....	1,200	52	1,400	52	..
Two firemen .....	900	52	1,200	52	..
Two firemen at.....	{ 600	26	600	26	..
	{ 600	26	600	26	..
Three janitors .....	2,700	52	3,600	52	..
Watchman .....	600	52	900	52	..
Laborers for grounds.....	1,350	26	1,800	26	..
Team hire .....	200	..	350	..	..
	\$15,450		\$21,100		

## SUMMER SCHOOL

Thirty-two teachers at an average of \$340—\$10,880. An increase of 45 per cent on appropriation of 1917.

Summary of appropriations proposed for salaries:

Professors .....	\$22,400	Miscellaneous .....	2,500
President .....	6,000	Additional employes .....	21,100
Assistant professors .....	11,600		
Instructors .....	15,000		\$115,200
Critics, etc. ....	22,950		

The appropriation for salaries and wages for the present biennium was \$92,550. This budget shows an increase of \$22,650, or 25 per cent.



## NORTHERN ILLINOIS STATE NORMAL SCHOOL STANDARD ACCOUNTS

## DETAILED SHEET FOR OFFICE EXPENSE

	1918-19	1919-20	1920-21
Postage .....		\$ 200	\$ 200
Telegraph and telephone .....		200	200
Supplies .....		250	250
Transportation .....		200	200
Printing, binding and diplomas .....		1,150	1,150
	<u>\$1,500</u>	<u>\$2,000</u>	<u>\$2,000</u>
Increase .....			\$500

## TRAVELING EXPENSES

	1918-19	1919-20	1920-21
Traveling expenses .....	\$200	\$250	\$250
Increase .....			\$50

## OPERATING SUPPLIES AND EXPENSE

	1918-19	1919-20	1920-21
Fuel .....	\$12,700	\$15,000	\$15,000
Household supplies .....	400	450	450
Library and amusements .....		700	700
Power plant supplies .....	700	740	740
Miscellaneous .....		250	250
Water .....	1,000	1,000	1,000
Power .....	200	200	200
	<u>\$15,000</u>	<u>\$18,320</u>	<u>\$18,320</u>
Increase .....			\$3,320

## SCHOOL SUPPLIES

	1918-19	1919-20	1920-21
Domestic science department .....		\$600	\$600
Manual training department .....		600	600
Art department .....		150	150
Training schools .....		150	150
Library .....		900	900
Laboratories .....		900	900
Geography department .....		150	150
	<u>\$3,650</u>	<u>\$3,450</u>	<u>\$3,450</u>
Decrease .....			\$200

## REPAIRS

	1917-18	1918-19	1919-20	1920-21
Contract repairs .....	\$4,882.00			
Repair labor .....	603.00	\$720.00		
Repair material .....	1,309.00	200.00		
Buildings—				
Main building fire walls .....			2,400.00	
Main building painting .....			2,400.00	
Machinery .....			1,000.00	1,000.00
Small tools .....			250.00	
Furniture and fixtures .....			500.00	300.00
Office equipment .....			250.00	
Books and maps .....			300.00	300.00
Williston Hall .....			1,500.00	1,500.00
New wiring in main building suggested by Mr. Cravath .....			8,000.00	
	<u>\$8,794.00</u>	<u>\$920.00</u>	<u>\$16,600.00</u>	<u>\$3,100.00</u>
There should be added to the above for ordinary repairs .....			3,000.00	3,000.00
			<u>\$19,600.00</u>	<u>\$6,100.00</u>
Estimated increase for biennium .....				\$13,984.34

The above estimates must be regarded as tentative, as I have had no detailed reports from the Department of Public Works, except in a single instance noted above.

## EQUIPMENT

	1917-18	1918-19	1919-20	1920-21
Furniture and fixtures .....	\$3,749.00	\$ 2,000.00		
Machinery .....	878.00	13,648.00		\$500.00
Miscellaneous .....	1,657.00	500.00	\$550.00	650.00
Laboratory and testing apparatus .....	480.00	1,500.00	600.00	600.00
Books and maps .....			600.00	600.00
Museum specimens .....		150.00	150.00	150.00
Fire control apparatus .....			600.00	
	<u>\$6,751.00</u>	<u>\$17,798.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>
Decrease .....				\$12,549.00

NORTHERN ILLINOIS STATE NORMAL SCHOOL STANDARD ACCOUNTS—*Concluded*

## RESERVE AND CONTINGENCY

	1917-18	1918-19	1919-20	1920-21
Salaries and wages .....	\$2,703.75	\$ 900.00	.....	.....
Operating supplies and expenses .....	1,775.58	3,100.00	.....	.....
Office .....	520.00	.....	.....	.....
Repairs .....	.....	1,000.00	.....	.....
Estimated expenses .....	.....	.....	\$4,000.00	\$4,000.00
	<u>\$4,999.33</u>	<u>\$5,000.00</u>	<u>\$4,000.00</u>	<u>\$4,000.00</u>
Decrease .....	.....	.....	.....	\$1,000.00

## RECAPITULATION

## STANDARD ACCOUNTS

	1917-18	1918-19	1919-20	1920-21
1. Salaries and wages .....	\$92,550.00	\$92,550.00	\$115,200.00	\$115,200.00
2. Office expense .....	1,500.00	1,500.00	2,000.00	2,000.00
3. Traveling expenses .....	200.00	200.00	250.00	250.00
4. Operating supplies and expenses .....	15,000.00	15,000.00	18,320.00	18,320.00
5. School supplies .....	3,650.00	3,650.00	3,450.00	3,450.00
6. Repairs .....	6,715.66	1,000.00	16,660.00	6,100.00
7. Equipment .....	21,050.00	3,500.00	4,000.00	4,000.00
8. Reserve and contingency .....	4,999.35	5,000.00	4,000.00	4,000.00
Totals .....	<u>\$145,665.00</u>	<u>\$122,400.00</u>	<u>\$163,880.00</u>	<u>\$153,320.00</u>

The appropriation for each of the two years of the present biennium contains an undrawn contingent appropriation of \$32,325. Doubling this amount we have \$64,650 to be withdrawn from the total appropriation for the biennium—\$332,715.66, leaving the net appropriation for the biennium, \$268,065.66.

The gross amount for this biennium is estimated at \$317,160, making an increase of approximately 13 per cent.

The item of repairs is liable to a material change one way or the other.

President Lord presented the budget for the Eastern Illinois Normal School, which was approved by the Board, subject to the general actions already taken by the Board.

## EASTERN ILLINOIS STATE NORMAL SCHOOL, CHARLESTON, OCTOBER 18, 1918

Name	Position	Years in this School	1918-1919 Present salary 38 wks.	1919-1920 Present salary 36 wks.	1919-1920 Proposed salary 36 wks.
1 L. C. Lord.....	President.....	20	<sup>b</sup> \$5,000	.....	<sup>b</sup> \$6,000
1 Ellen A. Ford.....	Dean (Latin).....	20	2,250	2,132	3,000
8 Professors:					
E. H. Taylor.....	Mathematics.....	20	2,500	2,368	3,000
Lester M. Wilson <sup>a</sup> .....	Psychology.....	4	<sup>a</sup> 1,900	1,800	3,000
Fiske Allen.....	Supervisor of Training School.....	6	2,500	2,368	2,750
S. E. Thomas.....	History and Government....	13	2,200	2,084	2,750
Florence Skeffington.....	English.....	14	2,000	1,895	2,750
A. B. Cröwe.....	Physics and Chemistry....	16	2,000	1,895	2,400
T. L. Hankinson.....	Biological Sciences.....	17	1,900	1,800	2,400
Isabel McKinney.....	English.....	15	1,900	1,800	2,400
10 Assistant Professors:					
H. DeF. Widger.....	English.....	7	1,900	1,800	2,400
Annie L. Weller.....	Geography.....	16	1,800	1,705	2,200
Lola Morton.....	Home Economics.....	6	1,700	1,611	2,100
R. L. Modesitt.....	Mathematics.....	7	2,000	1,895	2,000
Charles P. Lantz.....	Physical Education.....	8	1,800	1,705	2,000
Arthur G. Vestal.....	Biological Sciences.....	4	1,800	1,705	2,000
Carl W. Buckler.....	Agriculture.....	1	1,800	1,705	2,000
Friederich Koch.....	Music.....	20	1,700	1,611	2,000
Clifford C. Hubbard.....	History.....	4	1,700	1,611	2,000
L. F. Ashley.....	Manual Training.....	1	1,700	1,611	2,000
10 Instructors:					
Joseph P. Carey.....	Geography.....	3	1,600	1,516	1,800
Beryl Inglis.....	History.....	2	1,350	1,279	1,500
Anabel Johnson.....	French.....	12	1,200	1,137	1,500
Emma L. Roeser.....	Music.....	1	1,200	1,137	1,500
Edna M. Gifford <sup>a</sup> .....	Drawing.....	3	<sup>a</sup> 1,150	1,089	1,500
Ida B. Davis.....	Reading.....	3	1,200	1,137	1,400
Helen Fern Daringer.....	English.....	1	1,200	1,137	1,400
Katherine J. Farrer.....	Physical Education.....	2	1,100	1,042	1,400
Lucille Whitney.....	Mathematics.....	1	1,000	947	1,300
Dorothy Hitchcock.....	Drawing.....	2	900	853	1,200



## EASTERN ILLINOIS STATE NORMAL—Concluded

		Years in this School	1918-1919		1919-1920
Name	Position		Present salary 38 wks.	Present salary 36 wks.	Proposed salary 36 wks.
10 Training Teachers:					
Edith E. Ragan.....	Eighth Grade.....	10	\$1,500	\$1,421	\$1,800
Emma Newell.....	Seventh Grade.....	2	1,300	1,232	1,500
Gilbert Coffman.....	Sixth Grade.....	8	1,300	1,232	1,600
Jessie L. Forde.....	Fifth Grade.....	6	1,300	1,232	1,400
Mellie E. Bishop.....	Fourth Grade.....	13	1,200	1,137	1,500
Florence E. Gardiner..	Third Grade.....	6	1,400	1,326	1,800
Grace Geddes <sup>a</sup> .....	Second Grade.....	4	<sup>a</sup> 1,200	1,137	1,500
Edith C. Wood.....	Second Grade.....	2	1,200	1,137	1,500
Anna H. Morse.....	First Grade.....	14	1,500	1,421	1,800
Olive Bucks*, .....	History in the Grades.....	8	*1,250	1,184	1,500
				<sup>42 wks.</sup>	<sup>42 wks.</sup>
1 Mary J. Booth <sup>a</sup> .....	Librarian.....	15	<sup>a</sup> \$1,400	\$1,547	\$1,600
1 Ethel M. Stanley.....	Assistant Librarian.....	3	1,000	1,105	1,200
			<sup>44 wks.</sup>		
1 Mercie E. Pierce.....	Instructor and Nurse.....	1	\$800	\$764	\$1,000
1 Esther W. Doty.....	Instructor and Assistant Librarian.....	2	770	735	1,000
			<sup>48 wks.</sup>	<sup>48 wks.</sup>	<sup>48 wks.</sup>
1 Ruth Carman.....	Instructor and Clerk.....	5	\$1,100	\$1,100	\$1,400
			<sup>50 wks.</sup>	<sup>50 wks.</sup>	<sup>50 wks.</sup>
4 Grace Ewalt.....	Registrar and secretary to President.....	13	\$1,925	\$1,925	\$2,500
1 Aly J. Alexander.....	Stenographer.....	1	900	900	1,080

<sup>a</sup> Five members of faculty on leave of absence. Salary given at time of leaving.

<sup>b</sup> President's salary for 12 months.

	Estimated in budget submitted		
	1918	1919	1920
Summer School Salaries (6 weeks).....	\$8,040	\$9,600	\$11,600
Summer school pay roll of 1919 will be based on present salaries.			
Summer school pay roll of 1920 will be based on salaries for year 1919-20.			

Name	Position	Salary per annum	
		1918-19	1919-20
1 Edson Clodfelter.....	Engineer .....	\$1,500	\$1,800
1 John Livingston.....	Fireman .....	900	1,020
1 Douglas Bowlin.....	Fireman .....	720	1,020
1 New position.....	Repairman .....	.....	1,020
1 Walter H. Nehrling.....	Superintendent of grounds .....	1,500	1,800
1 Harry L. White.....	Yardman .....	720	960
1 Arthur W. Sanderson.....	Watchman .....	720	1,020
1 Granvil Shafer.....	Head janitor .....	900	1,500
4 .....	Janitors .....	2,880	4,080
2 .....	Laborers .....	1,440	.....
1 For 4 months only.....	Extra fireman.....	.....	320
1 For 4 months only.....	Boiler room helper... {	.....	300
1 For 8 months only.....	Laborer on grounds.. {	.....	600
2 For 6 months only.....	Laborer on grounds.. {	.....	900
Student help .....		500	.....
1 Student in library, 10 hours a week, 42 weeks.....		.....	105
2 Students on grounds, 54 hours a week, 10 weeks each.....		.....	270
3 Students for janitor service, 54 hours a week, 4 weeks each.....		.....	162

No.	Standard Appropriation Account	Expenditures		Estimated Requirements	
		Year beginning July 1, 1917	Year beginning July 1, 1918	Year beginning July 1, 1919	Year beginning July 1, 1920
		—Actual	—Esti- mated		
1.	Salaries and wages.....	\$91,673	\$92,265	\$118,307	\$120,307
2.	Office expenses .....	2,393	2,425	3,170	3,330
3.	Traveling expenses.....	462	525	800	800
4.	Operating supplies and expenses.....	11,508	12,129	15,250	15,250
6.	School supplies .....	1,615	1,565	2,000	2,000
7.	Repairs .....	1,852	3,200	8,475	5,125
8.	Equipment .....	1,643	3,500	3,750	1,400
9.	Buildings .....	.....	1,000	15,000	.....
11.	Special—contingent .....	.....	.....	5,000	5,000
Total .....		\$111,146	\$116,609	\$171,752	\$153,212



President Morgan presented the budget for the Western Illinois Normal School, which was approved by the Board, subject to the general actions already taken by the Board.

# WESTERN ILLINOIS STATE NORMAL SCHOOL

## SUMMARY OF APPROPRIATIONS FOR THE PRESENT BIENNIUM AND RECOMMENDATIONS FOR THE NEXT

### Salaries and Wages

1-a Lectures ..... 300 500

	Salary for 36 weeks.		Salary for summer.		Salary for year.		Term of service.		
	Now.	Proposed.	Now.	Proposed.	Now.	Proposed.	Preparation.	Here.	Elsewhere.
W. P. Morgan, President.....					\$5,000 00	\$6,000	Ph. M.	7	19
S. B. Hursh, (Dean) head of English Department.....	\$2,357	\$2,880	\$393 00	\$480	2,750 00	3,360	A. M.	16	32
E. E. VanCleve, Director of Extension.....	2,143	2,580	357 00	430	2,500 00	3,010	A. M.	6	26
D. P. Hollis, Director of Extension.....	2,143	2,580	357 00	430	2,500 00	3,010	A. B.	3	22
R. R. Simpkins, Head of Department Education.....	2,357	2,880	393 00	480	2,750 00	3,360	A. M.	6	13
H. D. Waggoner, Head of Department Biology.....	2,143	2,580	357 00	430	2,500 00	3,010	Ph. D.	1	15
Herbert Bassett, Head of Department Geography.....	2,143	2,580	357 00	430	2,500 00	3,010	M. S.	10	16
R. M. Ginnings, Head of Department Mathematics.....	2,143	2,580	357 00	430	2,500 00	3,010	M. S.	9	11
F. H. Currens, Head of Department Physics and Chemistry.....	2,143	2,580	357 00	430	2,500 00	3,010	A. M.	5	9
W. L. Schuppert, Head of Department History.....	2,057	2,580	343 00	430	2,400 00	3,010	A. M.	2	18
Caroline Grote, (Dean) Head of Rural School Department....	1,929	2,280	321 00	380	2,250 00	2,260	A. B.	12	27
Wayne Wetzel, Head of Department of Manual Training ....	1,800	2,100	300 00	350	2,100 00	2,450	A. B.	4	....
J. T. Kirk, Assistant in Mathematics.....	1,543	1,860	257 00	310	1,800 00	2,170	A. M.	5	13
Louis A. Tohill, Assistant in History.....	1,286	1,800	214 00	300	1,500 00	2,100	A. M.	1	13
C. W. Hudelson, Assistant in Biology.....	1,286	1,800	214 00	300	1,500 00	2,100	M. S.	4	1
Jesse Warrum, Assistant in Physics and Chemistry.....	1,286	1,800	214 00	300	1,500 00	2,100	A. B.	3	7
E. L. Jay, Assistant in Geography, Physical Director of Men.....	1,543	1,860	257 00	310	1,800 00	2,170	Ph. B.	3	10
O. L. Champion, Teacher Commercial Subjects.....	1,479	1,800	246 00	300	1,725 00	2,100	Special	4	11
Eva Colby, Teacher of Domestic science.....	1,479	1,800	246 00	300	1,725 00	2,100	Special	13	9
Jessie Buckner, Teacher of Drawing and Design.....	1,479	1,800	246 00	300	1,725 00	2,100	Special	11	11
Blenda Olson, Teacher of French.....	1,395	1,800	232 50	300	1,627 50	2,100	A. M.	9	3
J. C. Burns, Teacher of Latin..	1,436	1,800	239 00	300	1,675 00	2,100	A. M.	10	38
Emma Koller, Teacher Music..	1,436	1,800	239 00	300	1,675 00	5,100	Special	1	11
Eloise Ramsey, Teacher of English.....	1,395	1,800	232 50	300	1,627 50	2,100	A. M.	2	3
Mabel Corbin, Teacher of English.....	1,436	1,800	239 00	300	1,675 00	2,100	M. S.	8	11
Maude Robinson, Teacher of Physical Training, (women)..	1,436	1,800	239 00	300	1,675 00	2,100	Special	3	9
Paul Winchell, Teacher of Manual Training.....	1,286	1,620	214 00	270	1,500 00	1,890	Normal Diploma	1	5
Helen Peterson, Teacher of Piano.....	857	1,080	143 00	180	1,000 00	1,260	Special	1	....
Lavinia Stinson, Teacher of Domestic Science.....	1,136	1,440	189 00	240	1,325 00	1,680	.....	.....	.....
Fanny Jackson, Librarian.....	1,350	1,716	225 00	284	1,575 00	2,000	B. L. S.	9	6

WESTERN ILLINOIS STATE NORMAL SCHOOL—*Concluded*

## SUMMARY OF APPROPRIATION—concluded

	Salary for 36 weeks.		Salary for summer.		Salary for year.		Term of service.		
	Now.	Pro- posed.	Now.	Pro- posed.	Now.	Pro- posed.	Prepara- tion.	Here.	Else- where.
Ruby Mullen, Assistant Librarian.....	\$ 360	\$ 855	\$ 60 00	\$ 145	\$ 420 00	\$1,000	.....	.....	.....
Mildred Lantz, Assistant Librarian.....	360	428	60 00	72	420 00	500	.....	.....	.....
Cora M. Hamilton, Principal, Training School.....	1,566	1,716	261 00	284	1,827 00	2,000	Normal Diploma	16	23
Alice Lund, Training Teacher..	1,166	1,380	194 00	230	1,360 00	1,610	A. M.	1	10
Katherine Thompson, Training Teacher .....	1,166	1,380	194 00	230	1,360 00	1,610	Normal Diploma	6	13
Bessie Cooper, Training Teacher.....	1,166	1,380	194 00	230	1,360 00	1,610	Normal Diploma	7	14
Livia Youngquist, Training Teacher .....	1,029	1,260	171 00	210	1,200 00	1,470	Normal Diploma	1	12
Lola Hughes, Training Teacher	1,029	1,260	171 00	210	1,200 00	1,470	Normal Diploma	2	4
Ruth Cochran, Kindergarten Teacher.....	857	1,260	143 00	210	1,000 00	1,470	Normal Diploma	1	3
Extra Teachers. (regular year)	1,286	2,143	214 00	357	1,500 00	2,500	.....	.....	.....
Training Teacher.....	.....	1,200	.....	200	.....	1,400	.....	.....	.....
Training Teacher .....	.....	1,200	.....	200	.....	1,400	.....	.....	.....
Assistant Professor .....	.....	1,800	.....	300	.....	2,100	.....	.....	.....
Instructor.....	.....	1,200	.....	200	.....	1,400	.....	.....	.....
Extra Teachers. (mid-spring and summer <sup>1</sup> ).....	.....	.....	960 00	1,500	960 00	1,500	.....	.....	.....
Kate Adams, Registrar.....	.....	.....	.....	.....	1,000 00	1,250	.....	.....	.....
Mrs. E. A. Strome, Assistant Registrar.....	.....	.....	.....	.....	500 00	.....	.....	.....	.....
Georgia Mullen, Department Stenographer.....	.....	.....	.....	.....	900 00	1,200	.....	.....	.....
Assistant Stenographer .....	.....	.....	.....	.....	.....	750	.....	.....	.....
Bookkeeper and Secretary to President .....	.....	.....	.....	.....	.....	2,400	.....	.....	.....
Roscoe Wear, Head Engineer..	.....	.....	.....	.....	1,200 00	1,500	.....	.....	.....
William Scott, Fireman.....	.....	.....	.....	.....	720 00	960	.....	.....	.....
Melvin Brooking, Fireman.....	.....	.....	.....	.....	720 00	960	.....	.....	.....
W. E. DeCamp, Head Janitor..	.....	.....	.....	.....	1,000 00	1,280	.....	.....	.....
Clifford Bateson, Janitor.....	.....	.....	.....	.....	780 00	960	.....	.....	.....
Edward McFeeters, Janitor....	.....	.....	.....	.....	780 00	960	.....	.....	.....
Chester Kirkbride, Janitor.....	.....	.....	.....	.....	780 00	960	.....	.....	.....
W. W. Culp, Watchman.....	.....	.....	.....	.....	720 00	840	.....	.....	.....
Ira Post, Groundman <sup>2</sup> .....	.....	.....	.....	.....	720 00	960	.....	.....	.....
Assistant Engineer and Fireman.....	.....	.....	.....	.....	.....	1,000	.....	.....	.....
Janitor .....	.....	.....	.....	.....	.....	960	.....	.....	.....
Student Janitors.....	.....	.....	.....	.....	600 00	600	.....	.....	.....
General Labor .....	.....	.....	.....	.....	750 00	1,000	.....	.....	.....
Total.....	.....	.....	.....	.....	\$84,957 00	117,230	.....	.....	.....

The salary increases are shown in the following percentages:

President, 20 per cent; two deans, 20.9 per cent; nine professors, 20.8 per cent; fourteen assistant professors, 27.1 per cent; three instructors, 26 per cent; seven training teachers, 20.7 per cent; three librarians, 24.2 per cent; three in office force, 31.2 per cent; engineers, firemen, janitors, watchman and groundman, 26.1 per cent.

This total contains \$6,300 for new teachers which are highly necessary if the school returns to its usual attendance during times of peace. They are not to be employed except under such conditions.

This total also contains \$2,400 for a bookkeeper and secretary to the president which is highly necessary under the present system of handling the school business. It also includes a salary of \$1,000 for an assistant engineer and \$960 for a janitor, both of which are added for the next biennium because of the New School of Arts Building.

<sup>1</sup> Of this salary \$300 came from "Reserve and Contingency." }  
<sup>2</sup> Paid from "Reserve and Contingency"..... } \$4,480.



## RECAPITULATION FOR NEXT BIENNIUM.

No.	Position.	Salaries for 36 weeks.	Average.	Salaries for summer term.	Average.	Total.
1	President .....					\$6,000
2	Deans, .....	\$5,160	\$2,580	\$ 860	\$ 430	6,020
9	Professors .....	23,040	2,560	3,840	427	26,880
14	Assistant Professors .....	25,320	1,807	4,220	302	29,540
3	Instructors .....	4,140	1,380	690	230	4,830
7	Training Teachers .....	9,636	1,376	1,604	229	11,240
1	Assistant Professor, (new) .....	1,800		300		2,100
2	Training Teachers, (new) .....	2,400	1,200	400	200	2,800
1	Instructor, (new) .....	1,200		200		1,400
....	Extra Teachers, (during year) ..	2,143		357		2,500
....	Extra Teachers, (during mid- spring and summer) .....			1,500		1,500
3	Librarians .....					3,500
4	In office force .....					5,600
4	Engineers and firemen .....					4,200
5	Janitors .....					5,100
2	Groundman and watchman .....					1,800
....	Student janitors .....					500
....	General labor .....					1,000
....	Lecturers .....					500
	Total .....					\$117,230

## OTHER EXPENSES

	This biennium		Next biennium	
	1917-18	1918-19	1919-20	1920-21
	(estimated)		(estimated)	
Office Expenses .....	\$ 3,147	\$ 4,800	\$ 4,275	\$ 4,275
Traveling Expenses (This provides for two ex- tension men .....	2,361	2,350	2,500	2,500
Operating supplies and expenses .....	12,878	10,000	13,500	13,500
Industrial Working Capital .....				
School Supplies .....	1,191		2,500	2,500
Repairs .....	1,355	2,650	11,045	8,345
Equipment .....	7,336	6,250	5,000	5,000
Buildings and Betterments .....	45,709	20,806	<sup>b</sup> 14,500	
Special (Contingency) .....	<sup>a</sup> 12,759	<sup>a</sup> 11,000	3,000	3,000
Total money for use of school .....	157,874	131,583	173,550	156,350
Revenue from school (real and estimated) ....	11,993	10,000	10,000	10,000
Balance paid by state .....	145,881	121,583	163,550	146,300

<sup>b</sup> This contains an item of \$4,500 for the installation of an elevator in the School of Arts Building. This is to be recommended by the Supervising Engineer but it is understood by all that it will not be installed until after the war is over.

<sup>a</sup> This sum is here listed because it was used from appropriation for "Reserve and Contingency". It has however been distributed among the standard accounts above and is not therefore added again in obtaining the totals.

The Chairman of the Board and President Felmley were appointed a committee to draft a resolution respecting the death of Mrs. Ella Flagg Young who, for 20 years, was a member of the Board of Trustees of the State Normal University.

The Board adjourned.

FRANCIS W. SHEPARDSON, *Chairman.*

F. G. BLAIR, *Secretary.*

Approved March 14, 1919.



## MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

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CARBONDALE, ILL., MARCH 14, 1919

The State Normal School Board met at Carbondale, in the normal school building at 9:30 a. m., Friday, March 14. The following members were present:

Messrs. Brown, Capen, Neal, Richey, Shepardson, and Blair.

Absent: Messrs. Allen, Bridges, Goddard, Owen, and Walker.

All of the normal school presidents were present.

The minutes of the previous meeting were read and approved.

The Chairman of the Board presented for consideration the following list of topics:

(1) Membership in the North Central Association of Colleges and Secondary Schools.

After discussion the Board ordered that the normal schools should continue their membership at \$10.00 for the year for the next biennium.

(2) The curricula of the normal schools.

Should the normal schools prepare for any other calling than that of teaching? No discussion or action on this topic.

(3) Adjustments in teaching force, reducing the number of teachers and making possible an increase of salaries.

This question was discussed in connection with the reports of the Presidents of the schools, but no action was taken.

(4) A ten-year building plan for the normal schools.

After some discussion this question was referred to the committee on buildings and grounds for their consideration and a future report.

(5) Tuition for high school pupils.

Some difficulty had been experienced in collecting the tuition for certain pupils. The non-high school board of the district from which each of these tuition pupils comes is liable for the tuition.

(6) The credit hour.

There was some discussion of this matter, but no action.

(7) The recommendations of the board on an increase of 25 per cent in teachers' salaries.

(8) The closing of the schools on account of the Spanish influenza.

(9) The suit against the Normal School Board brought by the attorneys for the Fitzimmons Construction Company.

Discussion, but no action.

(10) Depreciation of buildings and repairs.

(11) Printing of the minutes for the year ending June 30, 1918.

The Board ordered that the minutes should be printed.

(12) Coal for dormitories.

(13) Pension funds.

Two other topics were added at the suggestion of the presidents:

(14) Amendment to the certificating law.

The Superintendent of Public Instruction stated that the amendment to the certificating law would safeguard the students taking any course now in a normal school, or which is now being offered.

(15) The standing which should be given to self-educated teachers who enter the normal schools with no other credentials than their teacher's certificate.

## REPORTS OF PRESIDENTS

President Shryock presented the following report. The recommendations and appointments made therein were approved by the Board.

*To the Chairman and Members of the State Normal School Board:*

Our enrollment for the fall term, 1918, was as follows:

Normal department .....	467
High School department.....	140

Total .....	607
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For the winter term, 1919:

Normal department .....	471
High School department.....	141

Total .....	612
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Since the October meeting of the Board I have employed Miss Helen A. Baldwin, A. B. and A. M. of Denison College, at the rate of \$1,500 for the current year, to take charge of the Latin work in the school. Miss Baldwin came to us from the Joliet High School, where she made a very fine record. Her work is satisfactory in every way.

At the beginning of the winter term, Mr. C. A. Lee, of the commercial department, acting bookkeeper for the institution, tendered his resignation, to take effect January 14. I secured Mr. Tracy L. Bryant, who had just received his discharge from military service, and who was graduated from our commercial department in June, 1917, to take up Mr. Lee's work, at the salary paid to Mr. Lee, \$1,400. Mr. Bryant is one of the best men that the commercial department of this school has turned out. When he was called to the colors he had just been elected supervisor of penmanship and commercial work in the city schools of Wheeling, West Virginia. In the new organization of the business office, Mr. R. V. Black, head of the commercial department, becomes registrar and business agent; Mr. Tracy L. Bryant, assistant in commercial department, assistant registrar and bookkeeper.

Mrs. Gertrude Fleming Crichton, of the English department, has tendered her resignation, to take effect with the beginning of the spring term. I have employed Miss Mae Trovillion, A. B. and A. M. of the University of Indiana. Miss Trovillion has for the past five years been teacher of English in the Herrin Township High School. She will begin her work April 1.

Miss Jennie Mitchell, of the English department, is still away on leave of absence, without salary. She hopes to be able to return to her work April 1.

We have filled two positions left vacant by resignation of employes—places which have been vacant for the past year. Mr. W. T. Nooner is acting as janitor of the Science building, at a salary of \$55.00 per month. Mr. Roy Roach, who was recently honorably discharged from training camp after six months of military service, has been appointed farm laborer, at \$55.00 per month. Both of these men were willing to take the low wages offered,

in the hope of profiting by the better schedule of salaries offered by our budget for the next year. Both are doing thoroughly satisfactory work.

We were closed two weeks on account of influenza. Of the ten days thus lost we have made up six days, by holding session on Thanksgiving day, the Friday and Saturday following, and four other Saturdays.

Respectfully submitted,

H. W. SHRYOCK, *President.*

President Felmley presented the following report. His recommendations respecting teachers for the summer school were approved by the Board.

## REPORT OF THE STATE NORMAL UNIVERSITY FOR THE FALL AND WINTER TERMS 1918-19.

*To the Chairman and Members of the State Normal School Board:*

GENTLEMEN: The work of the State Normal University has been carried on during the past six months under the most discouraging conditions that we have known for a half century. The S. A. T. C. Units established to train all high-school graduates and upper classmen over eighteen years of age for service as officers took almost all of our young men. The extreme scarcity of teachers in August, combined with the demand for young women to serve as nurses, clerks, office assistants, stenographers, and the like, attracted into immediate employment nearly half of our young women who should have returned for graduation, and a like fraction of the high-school graduates who should have enrolled to be trained as teachers. The invasion of the Spanish influenza in October sent our students to their homes for three weeks. About twenty did not return. A smallpox scare with compulsory vaccination in January caused further interruptions and losses. As a consequence our attendance during the past six months in the Normal Department and Teachers College has not exceeded 45 per cent of the enrollment two years ago. About thirty young men discharged from service have enrolled in school; others expect to begin in the spring term.

The actual attendance is as follows:

Enrollment—Normal School		Men	Women	Total
Fall Term .....		17	355	372
Winter Term .....		41	309	350
Enrollment in High School		Boys	Girls	Total
Fall Term .....		89	125	214
Winter Term .....		92	115	207
Enrollment in Elementary Schools		Thomas Metcalf School	Soldiers' Orphans' Home School	Total
Kindergarten .....	60	29		89
First Grade .....	42	90		132
Second Grade .....	46	75		121
Third Grade .....	35	79		114
Fourth Grade .....	38	41		79
Fifth Grade .....	42	20		62
Sixth Grade .....	40	24		64
Seventh Grade .....	39	26		65
Eighth Grade .....	45	15		60
Total .....	387	399		786

## TEACHERS

There are seven vacancies at the present time in our faculty.

Mr. Ridgley, Head of the Department of Geography, Mr. Packard, of our Country School Department, and Mr. Cavins, our teacher of Orthography and Penmanship, are in France. Mr. Packard will not return to the institution. The other two expect to return in September.

Miss Parsons, the head of our Department of Home Economics, has been ill since last March. Substitutes were employed in the spring and fall terms, none during the winter term. We expect Miss Parsons to resume her work in the first summer term.



Mr. Verne Denman, our Assistant in Manual Training, finding little to do in the fall, secured a position to teach Manual Training in the State Normal School at San Marcos, Texas.

Mrs. Grace Wells Morgan, employed as substitute teacher of Zoology, has been ill and absent from her post during the winter term.

The position of Assistant Professor of History has been vacant all year.

We expect Sgt. Ralph H. Linkins, formerly Assistant Professor of Zoology, to secure a discharge from the Medical Laboratory Station at Newport News, and to resume his work with the opening of our spring term, March 24.

Because of these vacancies in our faculty we have saved nearly enough from our salary appropriation to meet the balance due our teachers on June 30 for service rendered prior to that date. We estimate that we shall not need to draw beyond \$1,500 for this purpose from the Contingent Fund.

### THE SUMMER SCHOOL

We have made the usual arrangements for a mid-spring term and two summer terms, each six weeks in length, and have engaged the following additional teachers.

#### MID-SPRING TERM

Mrs. Elizabeth M. Cunningham, Bloomington, Grammar and Reading..... \$225.00

#### FIRST SUMMER TERM

Chester F. Miller, Superintendent of Schools, Normal, Education.....	\$250.00
Mrs. E. M. Cunningham, Bloomington, Education.....	225.00
W. W. McCulloch, Pontiac Township High School, Mathematics.....	225.00
Glen Griggs, Galesburg High School, Mathematics.....	200.00
Lewis Bowyer, Superintendent Schools, Trenton, Ill., Mathematics.....	200.00
Ruth A. David, Drummer Township High School, Mathematics.....	200.00
H. H. Edmunds, Superintendent Schools, Clinton, Mathematics.....	225.00
Ira D. Yaggy, Joliet Township High School, Physics.....	250.00
Perna Stine, Muskegon High School, Nature Study.....	250.00
Robert Guy Buzzard, School of Fire, Ft. Sill, Oklahoma, Geography.....	250.00
Olive N. Barton, History.....	250.00
O. A. Towns, Township High School, Herrin, Ill., History.....	250.00
W. R. Spurrier, Princeton Township High School, Civics.....	275.00
Gordon Watkins, University of Illinois, Sociology.....	275.00
Roberta L. Davis, Carrollton High School, Grammar.....	250.00
Margaret E. Lee, Story Telling.....	200.00
Naana Lynn Forbes, Stephens College, Columbia, Missouri, Reading.....	225.00
Margaret Constance, Ill., Woman's College, Public Speaking.....	200.00
Kiturah Parsons, Home Economics.....	240.00
Ruth V. Simpson, Stout Institute, Menominee, Home Economics.....	250.00
Laura VanPappelendam, Art Institute, Chicago, Handwork.....	250.00
Ralph Linkins, Zoology .....	257.14

#### SECOND SUMMER TERM

I. N. Warner, Platteville Normal School, Mathematics.....	\$330.00
Wm. Thos. Emery, DeKalb Township High School, Physics.....	250.00
Ella Dean, Harrisburg High School, Physics.....	200.00
Ralph Linkins, Zoology.....	257.14
Robert Guy Buzzard, School of Fire, Ft. Sill, Oklahoma, Geography.....	250.00
Gordon Watkins, University of Illinois, Sociology.....	275.00
Lawrence Hurst, High School, Covington, Ky., History.....	250.00
C. H. Dorris, Collinsville High School, Civil Government.....	225.00
Isabel Hazlett, Ottawa Township High School, Grammar.....	225.00
Clyde Slone, Virden Township High School, Literature.....	225.00
Naana Lynn Forbes, Stephens College, Columbia, Missouri, Reading.....	225.00
G. R. Green, Lewis Institute, Manual Training.....	250.00
M. F. Gleason, Director of Art, Joliet, Art.....	250.00
Max Schoen, East Tennessee Normal School, Music.....	250.00
Gertrude Baker, Physical Education.....	225.00
Lucinda E. Gilpin, Joliet Township High School, English.....	225.00

### EXTENSION CLASSES

Mr. A. E. Wilber, our Director of Extension, is conducting classes at Belleville, Centralia, Granite City, Wood River, Nokomis, Springfield, Illinois, Decatur, Danville, Joliet, and LaSalle. The plan requires fifteen two-hour lessons at intervals of two weeks. The work opened in September with fair prospects, but the ravages of the influenza have interrupted his work and reduced his classes. Only 183 students are continuing the work at this date. The enrollment fee, per student, is expected to pay traveling expenses.

Other members of our Faculty are conducting classes at Minonk, Bloomington, and Mason City. I recommend that this work be suspended during the next school year.

### CORRESPONDENCE COURSES

As soon as it became evident that our attendance for the year would be light, several of our faculty volunteered to conduct correspondence work. Twenty-two courses were offered, consisting of 30 lessons; each lesson covering about twice as much work as the lesson of an ordinary class. It is expected that about 150 hours of work and study will be devoted to the course. The lessons are written out by the student according to directions, criticized, graded, and returned by the teacher in charge. Text books and stationery have been sold to the correspondents from our book exchange. A registration fee of \$1.00 is required. We have had 312 registrations. The correspondence work is of value to students who cannot meet at the study centers where our extension courses are taught. Rural teachers in charge of small schools gladly embrace the opportunity for directed study. I recommend that this work be continued next year if our attendance next year is insufficient to keep our teachers fully occupied.

### SALARIES AND WAGES

Our 22 employes who are not teachers have been very restive because of the inadequacy of the salaries provided by the last appropriation. When the Alton shops stood ready to employ any able-bodied man at 50 cents an hour, and skilled firemen, carpenters, and the like at higher wages, we have found it impossible to obtain or keep firemen, janitors, or coal handlers at \$60 per month. Consequently, we have been obliged to pay additional wages to some of these employes from the profits of farm, dormitory, and book exchange. We are now paying to them \$117.92 per month in extra salaries from the profits of these auxiliaries of the Normal university. We are also paying \$85 per month from the contingent fund for an extra clerk and for additional salary to our library cataloger.

### OUR BUDGET FOR THE NEXT BIENNIUM

The budget approved by the Board at its October meeting in Normal was reduced somewhat by the budget committee. The salary increase averaging 24.8 per cent was lowered to 10 per cent. The members of our faculty, some of whom had taught for eight years without any increase of salary, were greatly dissatisfied. Their committee, along with representatives from DeKalb, Charleston, and Macomb were given a hearing by the Governor on January 4. As a result, the recommended increase for salaries and wages was made 15 per cent. The allowance for repairs is less than was recommended by the State Architect and State Engineer. Too little is allowed for new equipment, for office expenses, and for printing. The normal schools need more revenue, and they need a dependable revenue. The mill tax has brought both of these to the University of Illinois.

The Act providing a special tax for the University of Illinois was enacted in 1911, it took effect in 1912. The first biennial appropriation made from this special University of Illinois fund was for 1913-15.

The total income of the University of Illinois for the biennium before the act was passed (1909-11) was.....	\$3,199,832.34
The total income of the University of Illinois for the biennium after the act went into effect (1913-15) was.....	\$5,622,928.87

An increase of 76 per cent.

The total income of the Normal Schools as provided by the 50th General Assembly was (1917-19).....	\$1,741,483.63
And this included only \$202,700 for buildings and equipment including two reappropriations.	

The probable income of the Normal Schools under the proposed half-mill tax for the biennium of 1921-23 will be.....	\$2,600,000.00
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An increase of 48 per cent with rising prices in the interim.



Surely not an extravagant request if the normal schools are to erect needed buildings and enlarge their work

### THE FARM

Since October we have been obliged to employ a new farm manager with less knowledge, both theoretical and practical, of dairying and swine breeding—our two chief lines. Our present Professor of Agriculture lacks experience. As a consequence we have suffered some losses. Nevertheless, we have been able to purchase a new delivery truck (\$526.84) and to make repairs upon the farm buildings costing \$838.43. We have to our credit a balance of about \$1,800.

### THE BOOK STORE

We have extended our stock to include the needs of the University high school. We have also added a margin over cost of 5 per cent in fixing the selling price of books, to meet certain charges borne by this fund.

### THE DORMITORY

We are now accommodating 83 young women with rooms and board, at an average cost of \$6.50 per week. The applications for places in the dormitory are largely in excess of its capacity. The south wing, included in the original plan, would add rooms for 44 students. No additional provision would be required for boarding them. The equipment of the dormitory is still incomplete.

### A CLOUD IN THE SKY

The bondsmen for the plumber were required to pay the full amount of their bond, \$12,000, in order to carry out his contract. In addition to this, the Normal University paid about \$2,000 for repair of damages caused by defective plumbing.

The bondsmen of the main contractor, the Fitzsimmons Construction Company, have brought suit against the State Board of Education for \$60,000 damages to said company because it was forced into bankruptcy by the act of said Board of Education in withholding payments due on the work as it progressed.

The first question to be settled is whether the State Board of Education has really been abolished by the enactment of the Civil Administrative Code. The Act of February 18, 1857, creating the State Board of Education provides that it shall have "perpetual succession." In former decisions the Supreme Court has recognized the importance of this phrase in a way that gives some ground for the belief that it may hold this feature of the Civil Administrative Code invalid.

If such shall be the decision, this institution will pass under the administration of the revived State Board of Education, and it must probably secure from this legislature an appropriation independent of the Budget proposals. Such appropriation should contain an item for legal expenses contingent upon an adverse decision in this suit.

### THE CALENDAR

Because of the epidemic of Spanish influenza we lost three weeks in the Fall Term. We taught Friday and Saturday after Thanksgiving, and one of the vacation weeks following Christmas. We thus lengthened the fall term by two days and shortened the winter and spring terms to 55 days.

For next year we recommend as the calendar at Normal:

Monday, Sept. 1, Elementary School begins.

Monday, Sept. 8, Fall term begins. Normal Department and High School.

Wednesday, Nov. 26, Fall term ends.

Monday, Dec. 1, Winter term begins.

Saturday, Dec. 20, Recess of two weeks.

Monday, Jan. 5, Resumption of Winter term.

Saturday, March 6, Vacation of nine days.



Monday, March 15, Spring term begins.  
 Monday, April 26, Mid-spring term begins.  
 Thursday, June 3, Annual Commencement.  
 Monday, June 7, First Summer term begins.  
 Monday, July 19, Second Summer term begins.  
 Friday, Aug. 27, End of Second Summer term.  
 Monday, Sept. 13, Opening of the Fall term of 1920.

### FUTURE PLANS

The Normal University has been designated a Teacher Training institution in Home Economics and Agriculture under the provision of the Smith-Hughes Act. Under its provisions we received \$3,555 of Federal money last year.

In order to meet the requirements of the Smith-Hughes Act we should rent a house and furnish it to afford practical experience in Household Management through cooperative housekeeping. Our budget carries \$2,000 for furnishing such house.

Heretofore our County School Department has enrolled only students from the country, with little or no high-school education, in order to prepare them by a brief course for a third-grade certificate.

Many country schools are now paying liberal salaries and desire normal-school graduates as teachers.

We propose to inaugurate a strong department, with adequate courses in Country-school organization, management, and teaching and in the problems of rural life. We shall frame a curriculum for the preparation of high-grade rural teachers, and we shall endeavor to bring back to Normal some of our successful graduates in order to fit them to become teachers of rural education in such high schools as provide large numbers of teachers for rural schools.

The present popularity of French and Spanish requires us to secure another teacher for this department next year.

We believe it will take two years to bring our attendance back to the 1916 level. By that time we shall need enlarged quarters for our departments of Science, Manual Training, Home Economics, and Physical Training. Our building plan for the immediate future should include a Science Hall, a Men's Gymnasium, and the completion of our dormitory for women.

I respectfully request the Board to discuss and act upon—

1. The summer school appointments and salaries.
2. The proposed half-mill tax.
3. Contingency presented by the Fitzsimmons suit.
4. The proposed calendar.
5. The discontinuance of Extension work.
6. The new curriculum for country school teachers.
7. Our future building plan.

Respectfully submitted,

DAVID FELMLEY, *President.*

The recommendation that the extension work be suspended during the next school year was approved by the Board.

The recommendation of correspondence courses was discussed and finally approved by the Board. The Board ordered that the chairman of the Board and the presidents of the normal schools should make a thorough-going study of the whole question of extension work and present their conclusions in the form of a report at a later meeting.

President Lord presented the following report. The appointments and recommendations made therein were approved by the Board.

*To the Chairman and Members of the State Normal School Board:*

1. Enrollment 1918-1919.

Enrollment above eighth grade.

	Men	Women	Total
First term .....	83	282	365
Second term .....	81	258	339
Enrollment in Training School.			
Grades 1 to 8.....	122	138	260

2. Appointment of Miss Marcella K. Nachtmann for 4 months at \$100 a month to take the place of Miss Emma L. Rosser, teacher of music, who is ill.

3. Membership fees—North Central Association of Colleges and Secondary Schools.

4. Diplomas—Normal School and High School.

Respectfully submitted,

L. C. LORD, *President.*

President Cook presented the following report.

*To the Chairman and Members of the State Normal School Board:*

The present term began December 30. The enrollment shows a somewhat improved condition. There were no men here in the fall term but twelve have now returned. The enrollment for the term, however, is only 204 in the Normal Department.

The demand upon the teachers continues without diminution. We have now had calls for 185 teachers that we could not supply. All of this number were for immediate service.

The mild weather has been very favorable for our coal resources. Last summer I was directed to provide an adequate supply of fuel for six weeks beyond immediate demands. This I did but as we have no adequate storage facilities for so large an amount the only thing to be done was to put it on the ground outside the coal bunkers. As was feared this stored coal fired and we suffered quite a loss in consequence. We finally succeeded in extinguishing the fire so that in recent weeks we have had no trouble from that source. The weather has been of such a character and coal has been so easily obtainable that there would have been no loss if we could have foreseen events.

The Department is duly appraised with regard to our financial condition. Because of the necessary overdraft for fuel last year it is not altogether satisfactory. If certain changes that I have advised can be managed we shall come out in fairly good shape notwithstanding our frightful winter of 1917-18 when for six weeks not a single motor vehicle in town was able to turn a wheel. We were obliged to take coal wherever we could get it, as we had been unable to make any contracts, and to pay for it that price that was charged.

It is with the deepest regret that I report the death of Miss Nellie Love, one of our critics in the Normal Practice School. She came to us from Decatur at the beginning of last year. She immediately made a place for herself by her devotion and skill. I state her case with perfect accuracy when I say that she had no superior in our critic force of sixteen. When she returned this year it was obvious that her health was impaired. Nothing could induce her to surrender her task, however, and so she continued her work until March 1. She was advised to return to her home in Decatur because of the gravity of her case. Upon her arrival there she was soon taken to a hospital where she survived only three days. Her funeral was held on Friday the 7th inst., two of our teachers going down to represent the school.

Unfortunately this is not our only loss this term by death. Miss Marie Fauth, of Aurora, a member of our junior class was reported as somewhat indisposed on Feb. 27 and was advised to return to her home in Aurora at once. Her sickness was not regarded as serious by her physician. After three days, however, the treacherous disease took on the form of pneumonia



and she died on Thursday the 6th inst. Her funeral occurred on Sunday the 9th and was attended by four of our teachers, including myself.

If the budget in its present form shall become a law this Institution will be quite fairly conserved. I regard it, however, as of very great importance to the comfort of at least four of our faculty that the minimum salary of a professor shall be reduced from \$2,400 to \$2,200. If such a change can be made the respective Heads of the Departments of Ancient and Modern Languages, Literature, Drawing, and Physical Training will be brought within the professorial group. They have heretofore been designated as professors and to reduce them to the rank of Assistant Professors will be a source of grave humiliation to them. They are not surpassed in excellence in our entire faculty. The distinction so long existing between the salaries of men and of women has had the effect of keeping their compensation far too low to correspond to their merits. I am convinced that \$2,200 as a minimum salary for a Professor is not bad for a beginner. Even with this change two Heads of Departments will be relegated to the rank of Assistants because of the limitations of our income but one of them is a young teacher and the other a newcomer. These facts, I think, will relieve what would otherwise be an unpleasant experience.

I have forwarded to the Civil Service Commission the announcement of the resignation of Mr. Fred Buck who has been filling the position of Superintendent of Buildings in the absence of Capt. Murry. I am glad to announce the return of Capt. Murry from his service overseas and that he will soon be in his former position. Meanwhile he is supplying a competent substitute until he can secure his release from the army. Capt. Murry was in service in France about one year. He was seriously wounded in one of the numerous air raids and was sent for treatment to an English hospital. His recovery is now practically complete and in a short time he will be in his former position.

I desire an agreement among the schools with regard to our new calendar although it may be deemed advisable not to attempt entire uniformity. As the public schools continue for 38 weeks it is obvious that our critics must serve for two weeks longer than the other teachers. Further as the schools of Northern Illinois continue later in the spring than those of other parts of the State it is not advisable to begin our summer term later than the middle of June. This will necessitate a later beginning in the fall or a vacation between the end of the spring term and the beginning of the summer term. The latter plan, however, is not advisable, I think, since it will increase the necessary expenses of such of our student body as continue through the summer school. It is wiser probable to defer the settlement of this question to a later meeting, so that it need receive no further consideration.

Nothing further, I think is in need of immediate consideration since a later meeting will furnish the opportunity for presenting any matters of urgency.

All of which is respectfully submitted.

JOHN W. COOK, *President.*

President Morgan presented the following report. His appointment of four teachers and a fireman were approved.

*To the Chairman and Members of the State Normal School Board:*

The following is a report for the Western Illinois State Normal School for the period beginning October 28, 1918, to date.

On account of influenza the school was closed during the fall quarter from October 11 to November 16. To offset this as nearly as possible the term was continued two weeks beyond the time set for it to close, the recitation periods were each lengthened 10 minutes and school was conducted six full days per week. By this means an equivalent of eleven weeks was given to the quarter. The extension of the fall quarter shortened the winter quarter two weeks. One of these was made up by having but one week's vacation at Christmas time instead of two. Thus the winter quarter has



been eleven weeks in length instead of twelve. On Monday, March 17, our spring quarter will open according to its regular schedule.

During the fall and winter quarter our attendance was as follows:

In residence in	Fall	Winter
College curriculum .....	5	8
Normal school curriculums.....	357	377
Country school curriculum .....	26	32
Special .....	15	16
Training school .....	207	207
In extension .....	381	381
Total .....	991	1,021

Several men who have been discharged from service and from the S. A. T. C. have returned. It is difficult to determine how the attendance for the remaining terms of the year may be affected.

On February 28 our financial statement for the present biennium which closes June 30, 1919, was as follows:

#### STANDARD ACCOUNT APPROPRIATIONS.

Account.	Appropriations for biennium.	Bills passed.	Cash balance.	Unpaid bills holding.	Contracted and orders out- standing.	Total encum- brance.	Free available balance.
Salaries and wages.....	\$160,954	\$133,352	\$27,602	\$220	\$27,382	\$27,602	.....
Office expense.....	9,600	5,063	4,537	46	453	499	\$4,038
Traveling expenses.....	1,500	1,441	59	11	.....	11	48
Operating supplies and expense.....	11,000	10,996	4	4	.....	4	.....
Repairs.....	4,000	2,940	1,060	5	63	68	992
Equipment.....	12,500	8,388	4,112	785	1,407	2,192	1,920
Buildings.....	70,970	67,524	3,446	.....	3,163	3,163	283
Total.....	\$270,524	\$229,704	\$40,820	\$1,071	\$32,468	\$33,539	\$7,281

#### CONTINGENT APPROPRIATION.

Salaries and wages.....	\$ 8,530	\$ 7,386	\$1,144	.....	\$1,144	\$1,144	.....
Traveling expenses.....	2,975	1,996	1,009	\$ 81	.....	81	\$928
Operating supplies and expense.....	11,934	9,394	2,540	871	1,604	2,475	65
School supplies.....	492	.....	492	.....	.....	.....	492
Repairs.....	150	104	46	.....	.....	.....	46
Equipment .....	10	10	.....	.....	.....	.....	.....
Total.....	24,091	18,860	5,231	952	2,748	3,700	1,531
Total—standard account and con- tingent.....	\$294,615	\$248,564	\$46,051	\$2,023	\$35,216	\$37,239	8,812

In this report all future salaries to be paid and all coal to be purchased, till July 1, have been listed as "Contracts and Orders Outstanding". The financial condition is satisfactory except under "Operating Supplies and Expenses". This is due as most of you know to the fact that no appropriation was made for coal. There is quite a balance in "Office Expense" and a small amount under "School Supplies" which I hope to draw on to relieve this condition.

Since the last meeting of the Board three members of the faculty have resigned and one has requested a leave of absence for the Winter Quarter. Those who resigned were Mr. Jesse Warrum, assistant in Physics and Chemistry, Miss Lavinia Stinson, assistant in Household Arts, and Miss Emma Koller, head of the Department of Music. I secured, to fill these places, Mr. Edwin Foss, \$1,500, Miss Nelle Simpson \$1,350, and Miss Mabel Sweet, \$1,675 respectively. Miss Cora Hamilton asked for a leave of absence during the

winter quarter and I secured Miss Jane Howarth \$1,827 to take her place. I ask that you accept the resignations, grant the leave of absence, and approve the appointments.

We had to have an additional fireman during the winter months. Mr. Della Hainline was appointed under civil service temporarily at \$60.00 per month. I ask your approval.

The budget which I presented at the last meeting and which you approved was not allowed by the budget committee. In December the following budget was approved by the committee and has been recommended to the Legislature.

	1919-20	1920-21
Salaries and wages .....	\$100,109.00	\$100,109.00
Office expenses .....	1,750.00	1,750.00
Traveling expenses .....	2,500.00	2,500.00
Operating supplies and expenses.....	12,700.00	12,700.00
School supplies .....	2,500.00	2,500.00
Repairs .....	10,840.00	8,340.00
Equipment .....	3,000.00	3,000.00
Buildings .....	5,500.00	.....
Contingent .....	1,000.00	1,000.00
Printing <sup>a</sup> .....	2,000.00	2,000.00
Total .....	\$141,899.00	\$133,899.00

<sup>a</sup> Appropriated to Department of Public Works and Buildings for State printing.

This is submitted for your consideration if you desire.

The estimate prepared to cover cost of operating the dormitory is as follows:

	1919-20	1920-21
Salaries and wages.....	\$ 3,880.00	\$ 3,880.00
Office expenses .....	108.00	108.00
Operating supplies and expenses.....	17,020.00	17,020.00
Repairs .....	300.00	300.00
Total .....	\$21,308.00	\$21,308.00

This institution is self supporting but the estimate was prepared in accordance with the instructions given at your last meeting in view of the possibility that the present plan for operating should be changed.

The estimate prepared to cover cost of operating the cafeteria is explained as above and is herewith submitted:

	1919-20	1920-21
Salaries and wages.....	\$ 977.00	\$ 977.00
Office expense .....	35.00	35.00
Operating supplies and expenses.....	3,500.00	3,500.00
Repairs .....	50.00	50.00
Contingent .....	500.00	500.00
Total .....	\$5,062.00	\$5,062.00

The experience which I have had with the budget for the next biennium convinces me that some such system is highly necessary. However, I believe not only in a budget system for the normal schools but likewise in a mileage system for the revenue which shall guarantee sufficient funds for their operation and an opportunity for the Normal School Board to fairly adjust the budgets for all within this amount. I shall be glad to go further into the discussing of this at the proper time if you desire.

The committee which was appointed to arrange for the dedication of our School of Arts Building has a preliminary report as follows:

The committee recommends that this dedication be held during commencement week, preferably on the afternoon of commencement day, Thursday, June 12, that the Governor be secured to give an address on this occasion if possible, that a public reception and inspection of the building be held following the exercises with a somewhat more formal reception on the evening of commencement or on the preceding day, and that the Macomb meeting of the Normal School Board be held on the day following. The committee wishes to submit more detailed plans later.

Respectfully submitted,

W. P. MORGAN, *President.*



Communications of the chairman of the Board to the presidents of the normal schools respecting the salary budget are made a matter of record, and are printed herewith.

NOVEMBER 23, 1918.

*To the Normal School Presidents:*

In connection with the members of the Budget Committee, I have been giving a large amount of consideration to the proposed budgets of the normal schools.

The situation which confronts the State is about like this. Each division of every department is pressing for an increase in appropriation at a time when costs of everything are at the peak. Should each claimant insist that his particular interest must be favored and that longstanding inequalities of salaries must be adjusted at once, the result of this will be easily appreciated. The State can not bear the burden.

I presented to the Committee, with all the force I could, the recommendations of the Normal School Board and the several presidents. The members of the Committee on their part were disposed to believe that an average advance of twenty-five per cent over the salaries paid four years ago was too large under all the circumstances which must be considered. The outcome of the discussion was that the chairman of the budget committee and I took the matter up with the Governor in a long session. We considered the importance of education to the welfare of the people of Illinois; the recognized fact that teachers are not compensated as are people in other lines of endeavor; the difficulties of living under present and recent high costs. We studied the aggregate amount of money appropriated by the State for education as compared with that provided for all other activities of government. We compared the salaries paid in the normal schools of Illinois with those paid in many other states from which information had been obtained. We debated whether, inequalities being recognized, all of the shortcomings of previous years should be atoned for in one biennium, particularly one of abnormal conditions. As a result of it all, it was agreed that the best that could be done for the approaching biennium was to grant an average increase of ten per cent in the sub-classification of "Salaries and Wages." These increases should be estimated from the total of appropriations for salaries and wages made by the Fiftieth General Assembly, as these totals have been indicated from month to month in Form F-4, Column 2, Account 1. For the several normal schools the basing figures will be as follows:

Illinois State Normal University.....	\$282,440
Southern Illinois State Normal University.....	185,800
Eastern Illinois State Normal School.....	179,760
Northern Illinois State Normal School.....	185,100
Western Illinois State Normal School.....	160,954

The distribution of this average increase is left entirely with the president of the institution who should at the earliest possible time submit a revised faculty list based on the above decision.

In the matter of the recommendation of the Normal School Board that the salary of the president of a normal school should be \$6,000, it was found so far as available information from a large number of states showed, that this is a larger salary than is paid to any normal school president in the country; that the present salary of \$5,000 is higher with two or three exceptions than any other paid; and that as salaries run for heads of educational institutions generally, the present one might fairly be considered far above the average.

The several presidents and the members of the Normal School Board, to each of whom a copy of this letter is sent, will understand, of course, that the power granted to the Board under the Civil Administrative Code "to employ \* \* \* professors, \* \* \* and employees, and fix their respective salaries," has these definite restrictions: (1) that "within the limits of the appropriation" is implied; and (2) that a constitutional barrier prevents the making of any contract which extends beyond the period for which



appropriation has been made. This last consideration would be a barrier to the raising of the salary of the president to \$6,000 for the next biennium or for the future, and the fact that a definite and specific appropriation of \$5,000 for the present biennium has been made by the legislature prevents application of the rule for the period ending June 30, next.

While I have earnestly hoped that it might be possible to secure the general average of salary advances which the Normal School Board recommended, and while, therefore, I share in the feeling of disappointment which the presidents must feel, I know that exceptional attention has been given to the problem and that the concession of an average advance of ten per cent is as satisfactory as has been secured by any department of the State Administration.

Yours very truly,

FRANCIS W. SHEPARDSON, *Director*.  
NOVEMBER 26, 1918.

*To the Normal School Presidents:*

As a result of a question asked by President Felmley regarding that portion of Reserve and Contingency which had been used during the past biennium for salaries, a revision is made in the table of basing figures contained in my letter of November 23, 1918, produced by the addition to the figures there given of double the amount which was paid from Contingent for salaries and wages during the year ending June 30, 1918.

The revised basing figures are:

Illinois State Normal University.....	\$304,162
Southern Illinois State Normal University.....	200,990
Eastern Illinois State Normal School.....	187,416
Northern Illinois State Normal School.....	193,722
Western Illinois State Normal School.....	168,698

Trusting that this may relieve in slight measure your unhappiness, I remain

Yours very truly,

FRANCIS W. SHEPARDSON, *Director*.

## GENERAL DISCUSSION AND ACTION

The question of the distribution of the 15 per cent increase allowed in the salary budget was presented and discussed.

It was moved that the increase made in salaries in the teachers' budget be distributed pro rata to all the teachers.

Motion lost.

President Shryock was delegated to carry to Mr. Bridges the regards and good wishes of the members of the board and the presidents of the schools.

President Morgan reported the death of Mr. Hallam, former member of the Macomb Board of Trustees.

The question of securing a law providing for one-half mill tax for the normal schools was presented for discussion.

The Board went on record unanimously as favoring such a law.

President Cook and Superintendent Blair were appointed to ask Senator Cliffe to introduce such a bill.

The next meeting of the State Normal School Board was fixed for Charleston, Monday, April 21.

The Board adjourned.

FRANCIS W. SHEPARDSON, *Chairman*.  
F. G. BLAIR, *Secretary*.

Approved April 21, 1919.

## MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

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Charleston, Illinois,  
April 21, 1919.

The State Normal School Board met at Charleston, in the normal school building, at 9 a. m. Monday, April 21. The following members were present:

Messrs. Allen, Brown, Capen, Goddard, Neal, Owen, Richey, Walker, Shepardson, and Blair.

A statement from Mr. Bridges indicates that he is recovering from the effects of his accident and will soon be able to attend the meetings.

All of the normal school presidents were present except Mr. Morgan. Mr. Morgan had remained at Macomb to meet the legislative committee appointed to visit normal schools.

The minutes of the previous meeting were read and approved.

The Chairman of the Board presented several topics for consideration and asked the members of the Board and the Presidents of the Normal Schools to suggest others. These topics were taken up later for discussion.

The Chairman called upon the Presidents for their reports.

President Lord said he had but one matter to bring before the Board. That was the vital importance of changing the form of the normal school budget as it is now printed by the appropriations committees of the General Assembly. He gave several illustrations of the financial losses which would follow the adoption of this extreme itemized form of a budget and offered as a part of his report the following extract from his letter to Honorable E. J. Smejkal, chairman of the appropriations committee of the House.

It is very desirable from the standpoint of convenience and of economy and efficiency that the amount for salaries and wages be appropriated in one sum and be distributed by the board of trustees. May I illustrate? We lost a teacher of agriculture, who was receiving a salary of \$1,900, after the beginning of the school year and the most diligent search failed to find a well-trained and experienced man to take his place. The best we could do was to get a bright young fellow at the rate of \$950 a year. On the other hand, our manual training teacher in 1917-1918, who received \$1,400, was unsatisfactory and we were able to find an excellent man at \$1,700. Such instances can be multiplied and are certain to occur.

There is not a position in this school which, becoming vacant, should necessarily be filled at the same salary. For example, the school loses one of its oldest, most valuable and highly paid teachers. It is very seldom good policy to try and secure one of equal experience who can command an equal salary, but it is almost always best to look for a younger and less experienced



but very promising candidate, who is paid a much less salary to begin with. Then, too, a small increase in salary will sometimes retain a valuable teacher at a less increase than is offered elsewhere.

President Felmley presented the following report.

In it he calls attention to the danger of the itemized budget form and states that even since the formulation of his askings changes have occurred in his faculty which make alterations in the former askings necessary.

*To the Chairman and Members of the State Normal School Board:*

The enrollment of Normal students at the State Normal University for the present term is 335 of whom 39 are young men. Besides these we have 203 in the university high school and 411 in the elementary training school. In the school at the Soldiers' Orphans' Home the enrollment is 406.

With the opening of the mid-spring term next week, we expect to add 100 to our enrollment.

#### TEACHERS

Miss Eleanor Sheldon, the Head of Fell Hall started for France yesterday; she expects to serve in one of the Y. M. C. A. canteens. Miss Olive Neville Barton, one of our high-school training teachers expects to leave within a week on the same errand. With their going a total of seven of our former teachers are enrolled in the service of the Y. M. C. A. in France. Mr. Ralph Linkins, assistant professor of zoology, released from army service, has returned to his work.

With the increased interest in physical education, it is advisable for us to employ a third teacher in the department of physical education for women. We also need a teacher of Spanish who can teach one or two high-school classes in some other subject. If these two new teachers are employed it becomes advisable to discontinue for the present the work in normal school extension, and also the directorship of our country school department.

At the Soldiers' Orphans' Home five of the eight teachers have resigned, two others are undecided. They declare that the salary provided in the budget is insufficient. With the current discussion of \$80 per month as a minimum salary for all public school teachers, they feel that \$90 per month is not enough for normal school graduates with four years' experience. Our budget for this school provides a training teacher at \$1,350. But the prospects now are that our senior class next year will be too small to furnish a complement of student teachers for the S. O. Home. We must employ two ordinary grade teachers to take the place of this training teacher. Her salary is too small for two.

I call your attention to these details that you may see that already conditions have developed that demand a change in the list of salaries filed with the budget committee in November. Yet that list of salaries is embodied in the appropriation bill for the State normal schools and will tie our hands absolutely for the next two years. We expect a more or less rapid recovery from our present emaciated condition, but we cannot predict with certainty where additional teachers will be most needed. We shall probably need every dollar that will be appropriated. The bill should be so drawn that the appropriation will be in liquid form.

I have not learned what objections are prevailing against appropriations in lump sum.

From page 286 of the detailed budget estimate it appears that the salaries and wages for the University of Illinois are under ten heads, viz.: the several colleges, and the only restriction is that the \$4,300,000 is to be expended by the board of trustees in accordance with the needs of the various colleges and divisions in approximately the same distribution as for the preceding year.

It would seem that if an itemized appropriation for salaries and wages is a good thing for the State normal schools, its benefits ought to be extended to the University of Illinois; on the other hand, if the Board of

Trustees can distribute the appropriation more wisely than the legislature, may not equal confidence be placed in the Normal School Board?

The modification of the existing appropriation is urgently needed, and it is hoped that at this meeting your honorable body will devise some effective plan for securing this modification.

There are no other new subjects upon which action is requested of you at this meeting.

Respectfully submitted,  
DAVID FELMLEY, *President, I. S. N. U.*

President Shryock offered the following report:

*To the Chairman and Members of the State Normal School Board:*

Our enrollment for the present term is as follows:

Normal department .....	480
High school department .....	133
Total .....	613

Miss Jennie Mitchell, of the English department, who has been on leave of absence since the 1st of July, 1918, has returned to her work.

Miss Mae Trovillion began her work as successor to Mrs. Gertrude Fleming Crichton, April 1.

Respectfully submitted,  
H. W. SHRYOCK, *President.*

President Cook made no formal report, but spoke in a general way on the condition of the school.

It was a matter for congratulation by all of those present and is worthy of record in these minutes that President Cook was celebrating his 75th anniversary.

The death of Nellie Love, critic teacher in the DeKalb Normal School, was reported.

GENERAL DISCUSSION AND ACTION OF THE BOARD

The chairman of the Board made a statement of his views respecting the difference between the members of the present Normal School Board and the members of the five boards which were displaced. He held that every member of the present Board represents all of the five normal schools; that there is no representative of any particular normal school on this Board, that all of the members of the present Board are to think and work together for the advancement of the cause of normal school education throughout the state.

A motion was made and carried that the appropriations committees of the Senate and the House of the General Assembly be requested to give the Board a hearing on the form of the normal school budget. The Chairman of the Board was delegated to arrange with the chairman of these committees for a hearing. On motion, a committee, consisting of Messrs. Shepardson, Owen, and Goddard, was appointed to formulate the resolution to present to the legislative committees.

The chairman of the Board, in a formal way, called attention to the fact that President Cook had informed him of his intention to retire from the presidency of the DeKalb Normal School at the end of the summer school in the present year.

On motion the Board made its chairman and secretary a committee to consider the future relation of Dr. Cook to the normal school work

in Illinois, and report their conclusion at the next meeting of the Board.

On motion Messrs. Shepardson, Goddard, and Blair were made a committee to consider the question of a successor to President Cook, and report to the Board.

The chairman of the Board was directed to confer with the State Department of Health to see if it is possible to have that department assign to the Normal School Board some competent person to visit each year the five normal schools and examine the health condition of their students.

The Board adjourned to meet at DeKalb at 9 o'clock a. m. May 12, unless called in special session at an earlier date.

FRANCIS W. SHEPARDSON, *Chairman.*

F. G. BLAIR, *Secretary.*

Approved May 12, 1919.



## MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

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DeKalb, Illinois,  
May 12, 1919

The Normal School Board met in the normal school building at 9:15, Monday morning, May 12. The following members were present:

Messrs. Allen, Brown, Capen, Neal, Owen, Richey, Shepardson, and Blair.

Absent: Messrs. Bridges, Goddard, and Walker.

All of the presidents of the normal schools were present.

The minutes of the previous meeting were read and approved.

President John W. Cook presented the following report:

*To the Chairman and Members of the State Normal School Board:*

The spring term of this institution opened on March 31. There is usually a small dropping off in the spring term. The attendance is very uniform throughout the year, the variation ordinarily being only six or eight for the different terms. Pupils enter in the fall with the idea of remaining through the year. There will always arise contingencies that change plans.

The attendance for the fall term was 226 women and no men. In the winter term there were enrolled 196 women and 12 men. In the spring term the enrollment is 188 women and 13 men.

The demand for teachers for immediate service has been without precedent. A few were induced to leave school but after we had done the best we could for employers there remained nearly 200 calls that we could not accomodate. It is altogether probable that many schools in northern Illinois will not be supplied with competent teachers next year.

The catalogue for 1918-19 will show a senior class of 101 for the present year if all the candidates succeed in their work. Five of the group completed their work in December and five in March. I will submit the complete list for approval at the June meeting of the Board as their success or failure will be determined by that time.

We have been interfered with to an unusual degree this year by sickness. Miss Edmondson, eighth grade critic, broke down last term and was obliged to take a vacation. We arranged for the added services of the seventh grade critic who was able to take care of the two rooms with the assistance of the principal of the building. For her added service the city pays her.

Miss Love, one of our most efficient critics, had not been in very good health for some time. Her courage and enterprise were in excess of her strength. She was suddenly prostrated and within a few days was gone. She was a woman of rare qualities and her death is sincerely regretted. She was buried in her home town, Decatur, on March 4. We were unable to supply her place at once so we managed to get on with the unusual assistance of the principal of the building. We finally secured the services of Miss Hilma Ross, principal of one of the city schools. We are hoping that she will continue with the school permanently as she is a superior woman and has been eminently successful in the management of one of the

larger schools in the city. I desire the approval of my action in the employment of Miss Ross. If she proves her ability to do the work required by the position I shall ask for her appointment for the next year at the next meeting of the Board.

I am in receipt of the following resignations::

DEKALB, MAY 8, 1919

*President John W. Cook:*

I hereby resign my position as first grade critic in the Normal Practice School, the same to take effect at the close of the present year.

I have thoroughly enjoyed my work and wish to extend my thanks for the consideration and courtesy which at all times have been extended to me.

IONE W. WISE.

DEKALB, MAY 8, 1919

*President John W. Cook:*

I herewith offer my resignation as head of the Department of Home Economics in the Northern Illinois State Normal School, to take effect at the close of the coming summer school.

I am glad to be able to say that my relations to this Institution have been most pleasant and I wish to take this opportunity to express my gratitude for the many considerations that have been shown me.

Respectfully,

INEZ M. BOYCE.

These ladies are graduates of the school. After graduating they took university courses for the further preparation of teaching. Both have been highly successful and it is with real regret that I see them leaving us. Mrs. Wise was married a year ago and as her husband is now discharged from army service they are desirous of making a home for themselves.

Miss Boyce has promised an admirable young man that she will assist him in a similar enterprise before the beginning of the next school year.

I am not yet ready to nominate a successor to Mrs. Wise. I hope to be able to do so before the next meeting of the Board.

The name of Miss Celine Neptune will appear in the regular list of nominations as the successor of Miss Boyce. She has been assistant in the department for the last year and has demonstrated her entire fitness for the place both as an expert in the details of household art and as a lady of rare quality in all respects. Her influence in the school has been most admirable. I am not yet able to nominate a candidate for the position of assistant in the department. I hope to be able to do so at the Macomb meeting of the Board.

Although the General Assembly has not yet passed the appropriation bill for the maintenance of this institution for the next biennium I submit for your consideration a list of candidates for the various positions for the year 1919-20.

Newell D. Gilbert, Dean and Professor of Psychology.....	\$3,450	36 weeks
Floyd R. Ritzman, Director of Practice Teaching and Appointments.....	1,500	36 weeks
Edward C. Page, Professor of History.....	2,800	36 weeks
S. F. Parson, Professor of Mathematics.....	2,800	36 weeks
C. F. Phipps, Professor of Physic and Chemistry.....	2,700	36 weeks
R. E. Wager, Professor of Biology.....	2,700	36 weeks
Clyde Lyon, Professor of Reading.....	2,700	36 weeks
S. J. Vaughn, Professor of Manual Training.....	2,700	36 weeks
A. Neil Annas, Professor of Music.....	2,400	36 weeks
Ida S. Simonson, Professor of Literature.....	2,200	36 weeks
Mary R. Whitman, Professor of Ancient and Modern Languages.....	2,200	36 weeks
L. Eveline Merritt, Professor of Drawing.....	2,200	36 weeks
Jessica Foster, Professor of Physical Training.....	2,200	36 weeks
Celine Neptune, Professor of Domestic Science.....	1,840	36 weeks
Mabel Stark, Professor of Geography.....	1,840	36 weeks
Anna Parmelee, Assistant in Mathematics.....	1,600	36 weeks
Edith S. Patten, Assistant in Psychology and History.....	1,600	36 weeks
Jessie R. Mann, Assistant in Biology.....	1,600	36 weeks
Julia Gilbert, Assistant in Literature.....	1,600	36 weeks
Vera Wiswall, Assistant in Music.....	1,600	36 weeks
Assistant in Domestic Science.....	1,200	36 weeks
Agnes Broemel, Assistant in Drawing.....	1,200	36 weeks
Celestia Youker, Assistant in Physics and Chemistry.....	1,200	36 weeks
Josephine Jandell, Librarian.....	1,400	36 weeks
Eva I. McMahon, Assistant Librarian.....	1,150	36 weeks
Esther L. Branch, Matron, Williston Hall.....	1,150	52 weeks



## PRACTICE DEPARTMENT

C. E. Montgomery, Principal Normal Practice School.....	\$2,000	38 weeks
Carl Littlejohn, Principal, Glidden Practice School.....	1,800	38 weeks
E. Louise Adams, First Grade Critic.....	1,400	38 weeks
Mary Fitch, Third Grade Critic.....	1,400	38 weeks
Bertha Huntsman, Fifth Grade Critic.....	1,400	38 weeks
Louise Boswell, Fourth Grade Critic.....	1,300	38 weeks
Marna Peterson, Sixth Grade Critic.....	1,300	38 weeks
Ethel Shattuck, Fourth Grade Critic.....	1,300	38 weeks
Florence Stanley, Seventh Grade Critic.....	1,300	38 weeks
.....Third Grade Critic.....	1,300	38 weeks
.....First Grade Critic.....	1,300	38 weeks
Myrtle Shively, Fifth Grade Critic.....	1,200	38 weeks
Ray Sugars, Second Grade Critic.....	1,200	38 weeks
Sadie Tow, Eighth Grade Critic.....	1,200	38 weeks
Tillie C. Baie, Sixth Grade Critic.....	<sup>a</sup> 1,400	38 weeks
Carrie Edmondson, <sup>a</sup> Eighth Grade Critic.....	<sup>a</sup> 1,400	38 weeks
Golda Sherwood, Second Grade Critic.....	( <sup>a</sup> \$300) 650	38 weeks
Elsie Wendling, Seventh Grade Critic.....	( <sup>a</sup> \$300) 650	38 weeks

## ADDITIONAL EMPLOYES

James A. Clark, Engineer and Electrician.....	\$1,800	52 weeks
Andrew Ebbessen, Assistant Engineer.....	1,380	52 weeks
.....Fireman.....	1,200	52 weeks
.....Fireman.....	1,200	52 weeks
Thomas S. Murry, <sup>a</sup> Head Janitor.....	1,725	52 weeks
Charles Carlson, Janitor.....	1,200	52 weeks
Charles Davy, Janitor.....	1,200	52 weeks
Otto Oberg, Janitor.....	1,200	52 weeks
Olive L. Swift, Clerk.....	1,000	52 weeks
.....Secretary.....	1,200	52 weeks
Frank K. Balthis, <sup>a</sup> Superintendent of Grounds.....	1,610	52 weeks
Allen Carter, Watchman.....	900	52 weeks

<sup>a</sup> Bill may change these city pays \$650.

In the preceding enumeration I have nominated no candidates for the position of the second assistant in Literature, salary \$1,200 provided for in the bill, nor for assistant in Physical training, also provided for in the bill, \$1,000, nor for two half-time teachers, \$600 each, similarly provided for. It is quite possible that these teachers may not be needed, in which event the money will not be used.

I have not nominated a candidate for the position of Secretary as it is altogether probable that my successor may prefer one of his own choosing, a privilege accorded him under Civil Service rules.

Firemen must be employed as they can be secured. They come and go as freely as teachers in a country school.

## SUMMER SCHOOL

I submit for your approval the following list of candidates for the Summer School:

N. D. Gilbert, Dean and Professor of Psychology.....	\$450
F. R. Ritzman, Pedagogy and Appointments.....	450
E. E. Wager, Biology.....	350
Jessie R. Mann, Botany.....	200
C. E. Montgomery, Agriculture.....	270
C. F. Phipps, Physics.....	350
Celestia Youker, Chemistry.....	175
Ida S. Simonson, Literature.....	250
Julia Gilbert, Literature.....	200
Mary R. Whitman, Language.....	250
Edward C. Page, History.....	350
Carl Littlejohn, History.....	225
Swen F. Parson, Mathematics.....	350
Charles W. Whitten, Mathematics.....	350
Anna Parmelee, Mathematics.....	200
Inez Boyce, Household Arts.....	250
Celine Neptune, Household Arts.....	175
Clyde L. Lyon, Reading.....	350
Fred K. Branon, Geography.....	250
S. J. Vaughn, Manual Training.....	350
A. N. Annas, Music.....	300
Vera Wiswall, Music.....	200
Jessica Foster, Physical Training.....	250
L. Eveline Merritt, Drawing.....	250
Agnes Broemel, Drawing.....	175
Roy Skiles, Pedagogy.....	270



Josephine Jaredell, Librarian.....	200
Eva I. McMahon, Assistant Librarian.....	150
Mabel Myers, Method.....	200
Ray Sugars, Method.....	150
Mary Fitch, Method.....	200
Bertha Huntsman, Method.....	200
Elsie M. Wendling, Method.....	...
	<hr/>
	\$8,490

The above pay roll for the summer school aggregates \$8,490. The appropriation for the term is \$9,000. It may be advisable to employ an additional teacher or two and also to arrange for certain lectures. I desire authority in the premises conditioned on not exceeding the appropriation and of saving all possible consistent with the making of a good school.

I wish to bear witness to the superior service that has been rendered us by Mr. Gardiner, of the Department of Public Works, who is attached to the office of Mr. Postel. He has gone over our heating plant with what seems to me to be great thoroughness and skill. If our most efficient engineer, Mr. Clark, seems to manifest unusual pride in his plant it is entirely explicable on the basis of the instruments already installed for scientific knowledge and in the hope that he has of further additions that will materially increase present efficiency. It has been a puzzle to the down-state specialists to understand why we burn so much more coal than other institutions. The investigations made by Mr. Gardiner make the matter clear. When it is remembered that on this twelfth day of May I am "keeping the home fires burning" in my furnace and that it has not yet been possible to get on with comfort for a single day without it, it will be appreciated that we have a cold exposure up here in Northern Illinois.

We are entertaining the hope that our coal bills will be cut down materially this year. We are assured of a lower price and of a saving because of additions to our plant. The connecting up of our heating plant with Williston Hall so that exhaust steam can be utilized over there already saves us a ton of coal a day.

The recent additions in the way of testing apparatus are as follows:

1. A Venturi hot water meter for measuring water going into the boiler.
2. A Vulcan gas analyzer for analyzing the flue gases. More are coming.

The first of these appliances gives us the amount of water in pounds going into the boiler every hour.

The second is an instrument for the determination of the amount of CO<sup>2</sup> in the gases escaping through the chimney and thus reveals the degree of approximation to a perfect combustion of the fuel.

A third instrument will show the temperature of the gases in the chimney and will indicate the degree of waste in heat.

A fourth instrument is an engine indicator which shows the setting of the valves in the interests of the highest economy.

A fifth instrument is a steam flow indicator. It shows the amount of steam used in any one line per hour. It is portable and can be installed in any size pipe.

We are hoping that we shall get the coal and ash handling apparatus and the new pump for the well. In the aggregate these additions will enable us to know what is going in the heating plant and thus will make for a conservation of supplies.

It is especially requested by Mr. Clark that the members the Board will take the opportunity of visiting the power house and of examining these interesting devices for checking up on the work of the boilers.

#### THE HISTORY MUSEUM

I trust that the members of the Board will find time to make at least a brief visit to our Museum of History. It is wholly the creation of our Mr. Page. It opened seven years ago May 1. We gave over two more rooms to the exhibit last fall, a colonial room and a textile room. In the latter room are a loom, reels, spinning wheels, etc.

Mr. Page is now gathering much material illustrative of the war. It contains, probably, one of the completest collections of posters assembled in this country, along with letters from the field, souvenirs, etc.

This material is increasingly used in the Normal and practice school classes and in various societies in the community. It has cost the State nothing but a small investment for cases. I trust that the time is not far distant when it will be housed in a suitable building of its own.

At the next meeting of the Board I will submit a statement of the financial condition of the school. It is a source of genuine satisfaction that conditions may be regarded as so far settled into former grooves as to enable us to dismiss especial anxieties regarding the future.

The change of the school year to 36 weeks precipitates upon us a problem of some gravity. The city schools must begin their work on the third Monday of September. If we should begin at the same time our year of 36 weeks would be completed so early in the spring that we should be obliged to begin our summer school before the close of the public schools in Northern Illinois. Our pupil teachers however must begin their practice work as early as possible and our critic teachers must be on hand at the beginning of the city schools. This then seems to be the only feasible plan: The critics must be here not later than Sept. 15. If the regular school year in the Normal School is to begin on Sept. 22 the first term can end on Dec. 12. Granting a two weeks vacation at this time the winter term can begin December 29 and end March 20. The spring term must then begin March 30 and end June 19. This will permit the summer school to begin on June 21. It seems impossible to end the year earlier unless we cut out the spring vacation and in that event the summer school begins rather too early for this locality.

I suggest therefore that the calendar be so published as to begin the practice work on Sept. 15, the regular Normal school term Sept. 22 and to grant a vacation of two weeks at Christmas time.

It may not be improper for me to indulge in brief reminiscence, at this last meeting of the Board here in DeKalb that will fall within the period of my administration. He would be indeed indifferent to all of the fine things of human experience who could face the situation now confronting me without profound emotion. I must not dwell upon it.

I was called to the presidency of the institution by a unanimous vote and without application upon my part. I may add that the only application that I have ever made for employment was in the summer of 1865, when I stood at the beginning of my career as a teacher. The school board of the little village of Brimfield, in Peoria county, kindly entertained my proposition to become the Principal of their schools. That I was employed was due, doubtless, to the kind offices of Nicholas E. Worthington and Eugene F. Baldwin, both of Peoria. The former was the county superintendent of schools and became eminent as a member of Congress and later as judge of the Circuit Court in his district. The latter was then local editor of a Peoria paper and subsequently won renown as editor and publisher of the *Peoria Star*, a paper that was remarkable for its success financially and otherwise. Both have joined the "silent majority". I declined re-election and was selected by President Edwards of the Normal School, at Normal, as Principal of one of the departments of what was then known as "The Model school". I served two years in that capacity and was then promoted to the Normal Department. After a service there of 22 years I was advanced to the Presidency. After 9 years of the latter experience I came to DeKalb.

Conditions were in a highly undeveloped condition here when we began. The building was not completed but we managed to get on, although the workmen embarrassed us somewhat with their hammering. The old fair ground buildings still graced the campus and were anything but decorative in their effect. By slow degrees things assumed more satisfactory shape and at length came to their present reasonably attractive condition.

The first additional building was granted us by the General Assembly in 1909 and the second four years later. All that was asked was cordially granted in each case. We have had no trouble with the General Assembly. I attribute this interesting fact to the prominence and popularity of the men who have represented us in that body.



But the institution's history has been written in successive reports of the Superintendent of Public Instruction where the curious may find abundant details not suitable for this brief sketch. Our list of graduates will number proximately 1,870 at the end of this year. Their teaching record will be found in the current catalogue. I regard it as very satisfactory. The number of those who have not lived up to their pledge made on entering is so small as to be of slight account. Their teaching work aggregates more than 9,000 years. This indicates an average of approximately five years.

Whatever may be mine in the few years that remain for me cannot be imagined. Of one thing I am assured: I can not be robbed of the delightful memory of the fifty-four years that I have been privileged to be a teacher, fifty-three of which have been spent in Normal Schools as an employe of the State of Illinois.

Accompanying this report I submit my resignation of the Presidency of the school to take effect as there indicated.

All of which is respectfully submitted.

JOHN W. COOK, *President.*

The report was considered somewhat in detail, but action upon the recommendations for appointment of teachers was deferred until the June meeting of the Board.

President Cook presented to the Board his resignation as President of the Northern Illinois Normal School. The statement of his resignation is as follows:

*Mr. President and Members of the Normal School Board:*

I submit herewith my resignation as president of this institution, the same to take effect August 1, of the present year.

It is now twenty years since I accepted appointment to this position. I desire to say that during these twenty years I have received the kindest and most indulgent consideration. Every suggestion that I have made has been adopted. My personal relations with the members of the Board have been intimate and delightful. I can wish nothing better for my successor in office than an extension of similar courtesies to him.

It is with a heart full of gratitude that I surrender this important trust to those from whom I received it.

Most respectfully submitted,

JOHN W. COOK.

At this point, the Chairman of the Board announced that the regular order of the reports of the presidents of the normal schools would be discontinued for a time, and such matters as related to the resignation of President Cook and the selection of his successor would be considered.

Mr. Capen offered a resolution creating Mr. Cook President emeritus of the normal school. This resolution was withdrawn in order that the report of the committee appointed by the Board at its previous meeting to consider the future relationship of Mr. Cook to the DeKalb Normal School might be made.

On motion, the Board accepted the resignation of President Cook to take effect August 1.

The committee to consider Mr. Cook's future relationship with the normal school and to report its findings at this meeting made the following report:

In view of his long and distinguished service in the interests of education in the State of Illinois, we recommend that John W. Cook be attached to the Northern Illinois State Normal School as non-resident lecturer in education, and that he be given a salary of \$2,500 per year during the coming biennium, and that it be understood between the Normal School Board and



Mr. Cook that he is to lecture as desired at the several normal schools and, as occasion may suggest, is to attend teachers' institutes and other gatherings where he may be helpful to the cause of education in this Commonwealth.

F. G. BLAIR,  
F. W. SHEPARDSON.

After discussion, this report was unanimously approved by the Board.

A committee, consisting of Messrs. Shepardson, Goddard and Blair, appointed at the last meeting of this Board to consider the question of a successor to President Cook, made its report. The chairman of the committee, Mr. Shepardson, reported that a very thorough canvass had been made of the situation. The possibilities of promoting some member of a normal school faculty, of securing some one trained in normal educational work and now attached to a normal school in some other state, of securing a person who had demonstrated his strength and fitness either as a city superintendent or a high school principal in the public schools, had been canvassed carefully, and the unanimous opinion of the committee was that Mr. J. Stanley Brown, of the Joliet Township high school was, from every point of view, the best man to succeed President Cook. His scholastic and professional education, his experience in normal school work, and more especially in developing one of the greatest high schools, not only in the State of Illinois, but in the Nation, his position of leadership in State and National educational councils, his intimate relationship as a member of the State Board of Education to the development of normal school work in Illinois, all joined in a peculiar way to make him the man to succeed President Cook in the further development of the Northern Illinois Normal School. Mr. Owen, who had been a class mate with Mr. Brown and who, as a professor in Chicago University and as the Principal of the City Teachers' College, had known Mr. Brown in all of his work, spoke strongly in his behalf. Mr. Blair reported on the correspondence and conversations which he, as a member of the committee, had had concerning various candidates, and that at all times, while many good men had been considered, it was clear that Mr. Brown, if he could be prevailed upon to accept the position at a sacrifice in salary, was not only the most available man, but the best prepared man to do the work that must be done within the next 25 years in the Northern Illinois Normal School. Every member of the Board was given an opportunity to express an opinion on the report of the committee and every one did. The presidents of the normal schools were also asked to discuss the matter. It was revealed that every member of the Board and every president of a normal school held precisely the same opinion as that set forth by the committee.

Following this discussion, upon motion, Mr. J. Stanley Brown was unanimously chosen as the President of the Northern Illinois Normal School, his duties beginning August 1, 1919, at a salary of \$5,000 per year. President Cook and Mr. Brown were called into the room and informed of the action of the Board. President Cook expressed himself as highly pleased with the selection of his suc-

cessor. He also stated that nothing in his long and varied experience had given him keener pleasure than the action of the Board in continuing him as non-resident lecturer on education.

Mr. Brown spoke briefly, accepting the appointment of the Board.

Upon motion, the Chairman appointed a committee to draft a resolution respecting the services of Mr. John W. Cook to the cause of normal school education in Illinois. The Chairman appointed Messrs. Owen, Blair, and Goddard as that committee.

The recommendation respecting the appointment of teachers was deferred until the June meeting.

President Felmley offered the following report:

His recommendation of candidates for graduation was approved.

*To the Chairman and Members of the State Normal School Board:*

GENTLEMEN: The enrollment in the mid-spring term, beginning April 28, is 72, one hundred lower than last year. The prevalence of the influenza in the fall months, causing the deferring of the closing date in many seven-months schools, is probably responsible for the diminished attendance. The volume of correspondence indicates an attendance of 1,600 in the first summer term.

A resignation has been received from Mrs. Winifred G. Gevaart, teacher of shorthand and typewriting, whose husband returns from France this week, resignation to take effect August 27.

Also from Mary Inez Droke, teacher of French and Spanish, who has received a fellowship at the University of Chicago, resignation to take effect July 18, 1919.

Mr. H. T. White has received permanent appointment as Superintendent of the State School for the Deaf at Jacksonville, consequently he has severed his connection with this institution.

Miss Olive Neville Barton has resigned her place as training teacher in the high school and assistant in history, the resignation to take effect April 29, 1919. Miss Barton will spend five months in France after which she will take up studies in the University of Michigan.

Miss Gertrude Baker, after four years of service in the department of physical education for women, has resigned to continue her university education, resignation to take effect August 27, 1919.

I wish to testify in strong terms to the excellent service rendered by these teachers.

I recommend for appointment as training teacher in the high school to succeed Miss Olive Barton, Miss Ethel Gertrude Stephens of Murphysboro, now a teacher in the High School at El Paso, Ill. Miss Stephens was graduated from the State Normal University in 1907 and from the University of Illinois in 1917. She has taught twenty years. Miss Stephens should receive \$1,260 for thirty-six weeks with \$240 additional for work in the summer term.

For second assistant in physical education for women I recommend Miss Grace I. Moberly of Chicago, a graduate of our class of 1916, at a salary of \$900 for thirty-six weeks, with an additional salary of \$150 for the summer term. Miss Moberly has taught one year at Naperville and has spent the past two years in the Chicago Institute of Physical Education.

For Professor of History I recommend for appointment Mr. H. A. Bone, formerly of Batavia, Illinois, now principal of the high school in Sioux City, Iowa, at a salary of \$2,340 for thirty-six weeks and an additional salary of \$360 for the summer term. Mr. Bone will devote a portion of his time to our Country School Department.

For teacher in Spanish, and of Mathematics in the University High School, I recommend Miss Jennie Whitten, A. M., now teaching in the high school at Champaign, Illinois.



Miss Whitten is a graduate of the State Normal School at DeKalb, and of the University of Illinois.

Of the eight teachers at the Soldiers' Orphans' Home, Miss Jane Blackburn, Miss Anna Belle Harper, Mrs. Laura McManus, Mrs. Floy Sherman, Miss Ellen Toy, and Miss Caroline Larrick have resigned, the first three to continue their university studies, the last three to accept more lucrative teaching positions.

I recommend for appointment as teacher in the second grade at the S. O. Home, Miss Anne E. Gates of Princeton, Illinois, a graduate of our class of 1917, at a salary of \$800 for thirty-six weeks.

For teacher of the kindergarten and lowest division of the first grade, I recommend Miss Florence Snyder of Cairo, now teaching at Chatsworth, Illinois, at a salary of \$850 for the thirty-six weeks.

There are still to be appointed four teachers at the Soldiers' Orphans' Home, a teacher of French, and a teacher of Shorthand and Typewriting.

Respectfully submitted,

DAVID FELMLEY.

The faculty recommend the following list of 136 students for graduation this summer, upon the completion of the proposed curriculum. Some of these will receive their diplomas on June 9, others on July 18 and August 27.

### COLLEGES

#### Twelve from the Teachers College

Beckwith, Lorena Gaylord	Schlabach, Mildred E.
Botts, Cora Imogene	Scott, Mrs. Alta M.
Ellinwood, Mrs. Harriet	Stewart, Mary Louise
Manchester, Miriam Flora	Sutton, Lucille
Meyer, Marie	Wiseman, Laura
Oldaker, Ethel May	Schofield, Roy

#### Forty-one from the Junior College

Alexander, Edith	Kraft, Anna Lorraine
Alexander, Julia	Larkin, Anna Elizabeth
Benjamin, Ida May	McKnight, Mrs. Elfrieda
Boso, Thelma Hazel	Miller, Elizabeth Hart
Carter, Helen Louise	Myers, Josephine Anita
Coleman, Harriet Corinne	Otto, Clede Marie
Crowley, Maria	Parkinson, Eloise
Dare, Lora Genevieve	Robins, Martha
Darnell, Bernice Mary	Seright, Mary
Dean, Mary Lervina	Shreve, Marjorie
Dobson, Marjorie Kathryn	Shuman, Helen Anna
Dowd, Margaret	Swander, Edith Lorene
Emerson, Edith Anne	Valbert, Holly Jane
Fallkin, Bernice W.	Warfield, Marie Elaine
Frink, Hazel Belle	Winegarner, Hazel Merit
Gilmore, Mrs. Iris Dooley	Ziems, Marcia Gray
Hackley, Bernice	Huffington, Paul
Haynes, Frances Brown	Packard, Russell Lowell
Hicks, Vivien Elizabeth	Small, William
Jackson, Erma Mildred	Vance, Clarence Emory
Jackson, Helen Martha	

### NORMAL SCHOOL

#### Fourteen from the Two-Year Course—Upper Grades

Bock, Julia Margaret	Mandler, Bertha Clara
Burns, Charlotte E	Nutty, Eva Margaretta
Burtner, Nellie Ethel	Reid, Ruby F.
Cooper, Ruth Dora	Stangel, Julia Ethel
Goodknecht, Esther H.	Sullivan, Mary Margaret
Hilti, Margaret Agatha	Tredennick, Mabel
Lutz, Franklin	Wilson, Gertrude Maude

## Twenty-one from the Two-Year Course—Lower Grades

Adams, Mary Purdy	Launer, Mrs. Lylah Kuhnen
Belanger, Ounita	McPherson, Mrs. Blanche
Blair, Hazel Oneta	Maurer, Julia Emma
Caldwell, Katie Guy	Morrow, Lois Hildegard
Darnall, Jane Estell	Mostyn, Mary Agnes
Glassow, Margaret Elizabeth	Park, Lillian May
Hodges, Lucille	Rayhill, Edith Harriet
Humble, Eugenia	Spooner, Velma
Jacobs, Lydia	Van Petten, Dorothy
Janssen, Olga Fredericka	Wilson, Ellen Jane
Keim, Alice	

## Fourteen from the Two-Year Course—Kindergarten-Primary

Bradley, Ruth Amy	Hargitt, Ruth
Byrd, Hester Katherine	Hartson, Louise
Dambman, Gladys Viola	McDowell, Florence
Elliott, Esther Elizabeth	McElroy, Grace Abigail
Enlow, Gladys Marion	Meek, Marguerita Emma
Fehr, Lillian	Rushworth, Blanch Alice
Gangwer, Marie	Young, Irma Marguerite

## Six from the Two-Year Course—Music

Dennis, Annetta May	Roberts, Rose Enola
Hastings, Gladys Maude	Sherry, Claire
Jones, Frances Amy	Scoggin, Flavia E.

## One from the Two-Year Course—Manual Training

Smith, Margaret Helen

## Two from the Two-Year Course—Art

Killough, Gladys Wynn	Reichel, Esther Leota
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## One from the Three-Year Course—Music and Art

Parks, Maurine

## Five from the Two-Year Course—Household Arts

Battin, Ina Marian	Nutty, Lucy Angeline
Bueche, Ida Esther	Thomas, Lynas Margaret
Meatyard, Apphia Grace	

## Two from the Two-Year Course—Household Science

Hannant, Olive Marrisco	Kamm, Estelle
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## Four from the Three-Year Course—Home Economics

Albright, Normal Aline	Morris, Myrtle Elizabeth
Anderson, Lorene Grace	Widdows, Nellie Lucille

## Six from the Two-Year Course—Commercial

Hanson, Rachael Naomi	Murray, Dorothy Genevieve
Kirkland, Helen Elizabeth	Copper, Raymond Luther
Miller, Mildred	Jenkins, Berle

## Seven from the Three-Year Course—Normal

Bortmess, Ina May	Roney, Mrs. Margaret
Bozarth, Imo Irene	Wilber, Mrs. Amy Logsdon
Dubson, Gladys Matilda	Wilber, Karl Allison
Langdon, Ethel Irene	

## SUPPLEMENT TO REPORT OF PRESIDENT FELMLEY

It has been for several years the duty of the assistant in manual training during the winter term to coach the high-school boys in basket ball. Mr. Verne Denman who holds this position was in October granted leave of absence for the remainder of the school year. The place was not filled. I added this duty to the work of Professor H. F. James and for three months paid him the salary, \$208.33 per month, formerly paid to Professor



D. C. Ridgley now absent in France. This was, for the three months, an addition to his salary of \$41.67 per month. He has now been restored to his former place in the salary schedule.

I request the approval of the Board for this action.

Very respectfully,

DAVID FELMLEY.

In the consideration of this report, it appeared that several teachers who were recommended for appointment were to receive salaries less than \$1,000. These recommendations raised a discussion as to what should be the minimum wage for teachers in a normal school.

Mr. Capen offered a resolution that no teacher be employed in the normal school at Normal for a full year's work at a salary less than \$1,000 per year. A motion was made to amend this resolution by striking out the phrase "at Normal" making the resolution apply to all the normal schools. This amendment was accepted by Mr. Capen and the one who seconded the motion. The resolution and motion were discussed at great length. A number of the members took the ground that while they believed that no teacher qualified to teach in a normal school should be paid a salary less than \$1,000 for the full year's work, the passage of such a resolution at this time would embarrass the presidents who had to work under the provisions of the budget as it was now in the hands of the legislative committees. Others took the ground that with the establishment of a minimum wage throughout the State of \$80 per month for the very lowest grade of teacher in the public schools, brought the matter before the Normal School Board in such a way that the Board should announce its policy in a definite way. The Chairman of the Board called for a roll call on this resolution.

Those voting for the resolution were, Messrs. Capen and Blair. Those voting against it were, Messrs. Allen, Brown, Neal, Owen, Richey, and Shepardson.

The resolution was lost.

President Shryock made an informal report, no copy of which was furnished to the Secretary.

President Lord made the following report:

*To the Chairman and Members of the State Normal School Board:*

Carl W. Buckler, our teacher of agriculture, resigned to take effect May 3, 1919, to accept a position in West Virginia at a largely increased salary. His work for the remaining four weeks has been distributed among other teachers of the school.

I wish to recommend for graduation the following:

Fifty-one candidates at the close of the regular school year, May 29, 1919.

Phyllis Albert Alexander  
Esther Fern Ashbrook  
Harriet Ruth Bell  
Ruby Mary Bonham  
Blanche Benonia Bower  
Olive Vivian Brandon  
Henrietta Brown  
Mabel Alice Bryant  
Josephine Byers

Gage Griffin Carman  
Raymond Mack Cook  
Edna Leota Corzine  
Edith Crowe  
Inez Minerva Davidson  
Alma Elizabeth Diemer  
Edyth Warner Downs  
Nellie Field  
Elinor Bertha Flagg

Harriette Lucile Foreman  
 Clara Ruth Hadden  
 Edward Earl Hood  
 Mildred Derelle Jones  
 Esther Isabelle Kelso  
 Lena Laws  
 Lottie Enola Leach  
 Mamie Velma Luther  
 Sophia Greer Malcolm  
 Katherine Cecilia Manley  
 Nellie Catherine Mansfield  
 Emma Elizabeth Mayfield  
 Margaret Marie McGill  
 Hubert Sherman McKenzie  
 Jennie Lois McNeel  
 Helen Jane Milburn  
 Mary Hazel Larrance Miller

Edna Mae Mitchell  
 Lucile Elizabeth Nehrling  
 Jennie Mae Patton  
 Lucile Prather  
 Coryl Rennels  
 Merle Ellington Root  
 Euterpe Sharp  
 Bessie Shields  
 Audrey Mary Shuey  
 Beulah Naomi Smith  
 Elsie Marie Smith  
 Nida Marie Smith  
 Roscoe Dewey Stanberry  
 Henrietta Waters  
 Holla Edwin Weaver  
 Pearl Elizabeth Yost

Twelve candidates at the close of the summer school July 18, 1919

Mary Etta Abel  
 Leonard Glenn Baker  
 Emily Wade Cutting  
 Laura Isabel Hadden  
 Aveyrilla Mae Hood  
 Mildred Ellen Love

Hermina Kennard Menzi  
 Lora Alma Moore  
 Beth Olmsted  
 Clara Ethel Richards  
 Lillie La Rue Sims  
 Ritta Whitesel

One candidate at the close of the second summer school at Normal, Illinois.

Helene Johanna Ruck

I submit for approval the following salaries for the summer school of 1919—June 9 to July 18:

Name	Position	Salary
E. H. Taylor.....	Mathematics .....	\$350.00
Friederich Koch .....	Music .....	237.50
Ellen A. Ford.....	Algebra and English.....	350.00
Annie L. Weller.....	Geography .....	262.50
Albert B. Crowe.....	Physical Sciences .....	300.00
Isabel McKinney.....	English .....	300.00
Florence V. Skeffington.....	English .....	325.00
S. E. Thomas.....	History .....	325.00
Charles P. Lantz.....	Physical Education.....	250.00
Raymond L. Modesitt.....	Mathematics .....	250.00
Howard DeF. Widger.....	English .....	293.75
Lola Morton.....	Home Economics .....	250.00
Fiske Allen .....	Supervisor of Training School	337.50
Lester M. Wilson.....	Psychology .....	350.00
Clifford Chesley Hubbard.....	History .....	225.00
Dorothy Hitchcock.....	Drawing .....	150.00
Katherine J. Farrer.....	Physical Education .....	175.00
Helen Fern Daringer.....	Mathematics .....	175.00
L. F. Ashley.....	Manual Arts .....	250.00
Lovina Miner Wilson.....	Reading .....	175.00
R. J. Seymour.....	Physiology and Hygiene.....	275.00
Adolph E. Waller.....	Botany .....	225.00
William M. Barrows.....	Zoology .....	225.00
Emily R. Orcutt.....	English .....	175.00
Orra Neal .....	English .....	200.00
Madge Myers .....	Mathematics .....	160.00
Vernet Johnson.....	Drawing .....	160.00
Not to exceed {		Agriculture .....
		Geography .....
		Penmanship .....
		250.00
		225.00
		175.00



Name	Position	Salary
Emma Newell .....	Training Teacher, seventh grade .....	187.50
Nellie E. Bishop.....	Training Teacher, fifth grade .....	200.00
Grace Geddes .....	Training Teacher, fourth grade .....	181.25
Edith Clarke Wood.....	Training Teacher, third grade .....	187.50
Anna H. Morse.....	Training Teacher, Second grade .....	187.50
Ethel M. Stanley.....	Librarian .....	175.00
	Assistant Librarian .....	125.00
Total .....		<u>\$8,857.50</u>

Respectfully submitted,

L. C. LORD, *President.*

The Board approved the report on the resignation of teachers and the motion of the President in filling the vacancies.

The recommendation of candidates for graduation was approved by the Board.

The recommendation of teachers for the summer school session was approved.

Mr. Morgan's report:

*To the Chairman and Member of the State Normal School Board:*

I beg to submit the following report:

The joint legislative committee visited us on Monday, April 21. This prevented my attendance at the last Board meeting. The committee was composed of two senators, Carlson from Moline and McNay from Ursa, and four representatives, Wilson from Pinckneyville, Ryan from Chicago, Smith from Pekin, and Arnold from Quincy. They arrived on an early morning train and departed about noon. They inspected the plant and talked over our needs and assured me that they would recommend and support all of our estimates including the bill for a one-half mill tax.

Our attendance for the summer term of 1918-9 was 597. During the present year our total attendance in residence has been 463, including the present mid-spring term which opened last Monday and which has added 33 to our enrollment. Our extension enrollment for the year has totaled 385.

Our finances show free and available balances as follows:

Salaries and wages.....	
Office expenses .....	\$3,040
Traveling expenses .....	5
Operating supplies and expenses.....	
Repairs .....	407
Equipment .....	
Buildings .....	19
Reserve and Contingencies.....	582

Total .....\$4,053

During the year we have issued three quarterlies, one on "The School Garden," one on a "Survey of the School by its Faculty," and the other on "The Relation of Certain Physical Defects in Children to their Progress in School and The Loss of Time in School Due to Contagious Diseases." Besides these, the general catalog No. 42 is now in process of preparation. In addition views and cuts are being prepared for a bulletin which will be entitled, "Views of the Buildings and Scenes of the Campus."

The extension directors have finished their work in the field and are now assisting in the work of the mid-spring quarter and will also help in

the summer term.

In addition Mr. Roy Beckelhymer has been employed to assist in the physical laboratory at a compensation of \$75.00 for the first six weeks of the mid-spring term during which he will work half time, and of \$150.00 for the last six weeks of the mid-spring term during which he will work full time. Arrangements are being made for an assistant in the biology department and one in the department of mathematics. My recommendations are not ready in these two cases. I ask your approval of the appointment of Mr. Beckelhymer.

We have three teachers on leave of absence, Mr. Herbert Bassett, head of the department of geography, Miss Edith Dallam, instructor in piano, and Miss Alta Thompson, seventh grade training teacher. Mr. Bassett and Miss Dallam wish to return but Miss Thompson has tendered her resignation. I recommend that Mr. Bassett and Miss Dallam be included in our faculty list when the appropriations are ready for us to fix salaries and that Miss Thompson's resignation be accepted. Miss Cora Hamilton, who was given a leave of absence for the winter term, has returned to her work as principal of the Training School and Miss Jane Howarth, who was filling her place, has gone elsewhere.

The following is a tentative list of those who will finish some curriculum and come up for graduation June 12, 1919:

#### Graduates from Two-Year Curriculum

Bessie L. Carmichael	Selma L. Muegge
Carrie L. Chase	May E. Nance
Edna Crawford	Dilla Ranck
Tena Dunn	Fred Robertson
Lena Dunn	Ruth McGill Rodgers
Lena Foley	Grace M. Runkle
Mary O. Groce	Dorothy Edith Stevens
Hortense H. Hughs	Mabel Sperry
Leona I. Kennedy	Sarah Millicent Vance
Helen Leib	Grace Whitford
Maude McGann	Mabel Whitford
Ada Belle McGough	Carrie L. Willey
Esther A. Muegge	

Graduates from Special Curriculums—None.

Graduates from College Curriculum—Alberta E. Strome.

#### Graduates from Academic Course

Lily M. Atyeo	Ralph B. Carson
Selma Leal Botts	Ethel Clark
Marie Antoinette Breen	Mary E. Cupp
Helen Erickson	Helen Elizabeth Marx
Erma V. Foster	Martha Jane Miner
Mary Lucile Gills	Ruth Miner
Virginia M. Greer	Harlin V. Pittinger
J. Wilbur Greer	Grace M. Runkle
Stuart E. Hallenbeck	Esther P. Sallee
Jeanette Hardin	Rosalind J. Simpkins
Mary Harmon	Anna Zeta Spencer
Lelia Helen Kelly	Herbert Smith
Mianna Landis	Lewis Stephens
Florence McClure	Ethel Mae Wingate
Gertrude McDonald	Leslie Yaap
Adelaide McGee	Edith Young
Collin W. McIlhenny	

#### Graduates from Country School Course

Alma Babcock	Faye Hodges
Ruth J. Bennett	

I ask your approval of this list with permission to correct it in the light of conditions which may arise prior to the date of graduation. In



our next regular meeting I will present a list of those who will be up for graduation July 25, 1919.

Dr. Lotus D. Coffman, head of the Department of Education, University of Minnesota, has been secured to give the commencement address on June 12. The baccalaureate address will be given on Sunday, June 8, and the dedication of the new building will occur on the afternoon of Commencement Day. Governor Lowden has been invited to give the address on the latter occasion but he has not definitely accepted as yet. We hope to have present for the events of this day all of the graduating class, many of the alumni, and as many soldiers and sailors as possible who have been students in the school and whose stars appear on the service flag. We hope to dedicate the new building somewhat as a memorial to those who took part in the present war. The graduates, the alumni, and the soldiers and sailors above mentioned are to be given a reception on Wednesday evening preceding the commencement exercises. Announcements and invitations will be sent out later.

The advantages of attending the mid-spring and summer terms have been urged by letters to the county and city superintendents in the vicinity of this school and announcements have been sent to all the teachers in the military tract. A special mailing card has been sent to all the high school graduates in the district setting forth the advantages of normal school training. This card describes the equipment of the school and sets forth in a brief way what the school has done. A representative of the faculty has visited many of the high schools and has described the advantages of normal school training and the teaching career for those who are interested in professional work. The indications are that the summer term will be largely attended and that many high school graduates will enroll as juniors in the fall of 1919.

Many of this year's graduates have already accepted positions at salaries far in advance of those previously offered. One superintendent took five at salaries varying from \$750 for teachers without experience to \$950 for teachers with a brief experience for a school term of forty weeks. These salaries and the demand for teachers ought to increase the interest of young people in the profession of teaching.

The faculty and student body will be greatly pleased if the Normal School Board can arrange to be present at our commencement exercises on Thursday, June 12, and hold their board meeting the following Friday, June 13. The committee appointed for the dedication of the new building is also very desirous to make arrangements so that the members of the board may be present at the dedication of the building as well as the commencement exercises.

Respectfully submitted,

W. P. MORGAN, *President.*

The appointment of Mr. Beckelhymer was approved by the Board.

The resignation of Miss Thompson was accepted.

The recommendation of candidates for graduation was approved by the Board.

The recommendations of appointment for next year were deferred until the June meeting.

The question of the time and place for the next meeting came up for consideration. It appeared that a number of the Board could not be present at Macomb on either the 12th or 13th of June, the days set for the dedication of the new school building and for the graduating exercises. The desirability of holding a meeting of the Board at Springfield near the conclusion of the session of the general assembly was emphasized. The Board finally ordered that the Chairman should appoint a committee to represent officially the Board at the dedication of the new school building at Macomb and to transact any business

which might come before it should there be a quorum of the Board present.

The Chairman of the Board stated that he would defer his report on the relationship of the Health Department to the Normal School Board in securing the supervision to a subsequent meeting.

An official vote of thanks to the ladies who prepared the luncheon was made a matter of record.

The Board adjourned.

FRANCIS W. SHEPARDSON, *Chairman*.

F. G. BLAIR, *Secretary*.

Approved August 11, 1919.