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Proceedings of the Normal School Board of the State of Illinois

Illinois Department of Registration and Education

Illinois Normal School Board

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STATE OF ILLINOIS
DEPARTMENT OF REGISTRATION AND EDUCATION

THE NORMAL SCHOOL BOARD

EX-OFFICIO MEMBERS

A. M. SHELTON, Director of Registration and Education, Springfield,
Chairman

FRANCIS G. BLAIR, Superintendent of Public Instruction, Springfield,
Secretary

APPOINTED MEMBERS

Term Expires:

1925

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

1927

STERLING P. CURTIS, *Oakland*
EDGAR B. STILL, *DeKalb*
MRS. MARTIN K. NORTHAM, *Evanston*

1929

ERNEST E. COLE, *Chicago*
ELMER T. WALKER, *Macomb*
MRS. GRACE S. WYKES, *Benton*

PRESIDENTS OF NORMAL SCHOOLS

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

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

J. STANLEY BROWN, A. B., LL.D.,
Northern Illinois State Teachers' College, DeKalb

LIVINGSTON C. LORD, A. M., LL.D.,
Eastern Illinois State Teachers' College, Charleston

WALTER P. MORGAN, A. B., A. M.,
Western Illinois State Teachers' College, Macomb



ILLINOIS PRINTING CO., DANVILLE, ILL.

1924

10804—1M

MINUTES OF THE MEETING
OF THE
NORMAL SCHOOL BOARD

September 25, 1923.

The Normal School Board convened in the office of the President of the Western Illinois State Teachers' College at Macomb, Illinois, on September 25, 1923, at 8:45 a. m.

Present: Messrs. Bridges, Capen, Shelton, Still, Walker, Blair, and Mrs. Northam.

Absent: Messrs. Allen, Cole, Curtis, and Mrs. Wykes.

Presidents Lord, Felmley, Morgan and Brown were present.

The minutes of the previous meeting were presented and approved.

Several persons appeared before the Board to present a matter relating to the new state road which is designed to pass in front of the Teachers' College, and to be called the Teachers' College Route. These persons requested that the Board should pass a resolution asking Governor Small and Colonel Miller to direct Mr. Platt to go over and examine the projected route. The Board, upon motion, unanimously agreed to make such request of the Governor and Director Miller.

A telegram was received from Mrs. Wykes stating that a death in her family made it impossible for her to attend the meeting. The Board ordered the Secretary to wire Mrs. Wykes the sympathy of the Board.

Mr. Capen, Chairman of the committee to investigate student loan funds, made a report which in substance declared that these funds were outside of the authority and control of the Board, but that reports on them should be made annually at the July meeting of the Board, and asked that the committee be discharged. This report is made a part of these minutes. Some discussion followed and the committee was discharged. The report follows:

Bloomington, Illinois,
September 26, 1923.

HON. FRANCIS G. BLAIR,
Secretary Normal School Board,
Springfield, Ill.

Dear Mr. Blair:

I hand you herewith the report of the Committee heretofore appointed to investigate and report upon the STATUS of the Students' Loan Fund in the several schools, with the communications relative thereto by the respective Presidents—which I did not have with me at the meeting yesterday, but which I was instructed to mail to you.

Very sincerely yours,

CHARLES L. CAPEN.

To the Normal School Board of the State of Illinois:

Your Committee, to whom was referred the matter of the Student-Loan funds in the several schools would respectfully report:

It has obtained reports from the several Presidents, which it attaches hereto. Based upon these reports, it states:

1. The loan fund of the Western Illinois State Teachers' College, on July 13, 1923, was \$184.38, with one outstanding note for \$36.00. This fund is held in trust with the President, head of the History Department, and Dean of women.

2. The Loan fund of the Northern Illinois State Teachers' College is a legacy from Andrew Brown, amounting to the principal sum of about \$22,000.00, also given by the Alumni Association, \$150.00, also given by a graduating class, \$150.00; total, \$22,300.00. The Andrew Brown fund was bequeathed to John W. Cook and his successors in office. President Brown is now the trustee under appointment by the Circuit Court of DeKalb county. The Committee attaches hereto the opinion of Hon. H. A. Neal, a former member of this Board, to the effect President Brown is the legal trustee of this fund, and that this Board has no right to or power over it, in which opinion the committee concurs.

3. The Loan Fund of the Eastern Illinois State Teachers' College consists of two donations: The Students' Loan Fund, amounting June 30, 1923, with the donation of Miss Ida Carothers and her brother Charles, of \$208.97, to \$4,135.37, of which was loaned on June 30, 1922, to students, \$2,219.41. The remainder, \$500.00, was invested in a U. S. bond and on deposit in the National Trust Bank of Charleston. The two funds deposited separately.

4. The Southern Normal University does not have any Students' Loan Fund.

5. The State Normal University Students' Loan Fund amounted, principal and interest, on August 3, 1923, approximately to \$2,960.00, with cash on hand of \$9.12. The Normal School Board does not have any rights in or control over this fund.

We find, therefore, that our Board does not have anything to do with any of these Loan Funds or its management, or is under responsibility as to any of them. We recommend that no action be taken as to any of them.

Respectfully submitted,

CHARLES L. CAPEN, *for the Committee.*

HON. CHARLES L. CAPEN,
Bloomington, Illinois.

DeKalb, Illinois,
June 27, 1923.

Dear Mr. Capen:

You may recall that the Board of which you and Judge Neal of Charleston were members, held a meeting at DeKalb during which there was a discussion of the loan funds and especially of the Brown estate. Judge Neal was appointed chairman of a committee to investigate the provisions of the Brown estate will and to determine whether it was possible for the Board of Education to take over that trusteeship. At his request, I submitted to him a copy of the will and a copy of the court decree, and also submitted the case to Judge McEwen of DeKalb. Both came to the same conclusion. I am enclosing Judge Neal's letter to me which I shall be glad to have you retain if you choose. I shall also be glad to submit to you a copy of the will and a copy of the court decree which Judge Nelson examined.

The only other trust funds of any kind are held by two members of the faculty. One is a small fund of \$150, left by the Alumni Association, and another is a small fund of about the same amount left by a graduating class. I made a complete report to the Circuit Court of Kendall County according to the provisions of the trusteeship and gave a copy of that report to Mr. Shelton. The trusteeship is in the name of the president of this institution, whoever he happens to be. The funds are in United States bonds and in farm mortgages for an amount of about \$22,000, the amount changing almost weekly because of the payment of notes, reloading of money, etc. All of these funds and all of

the notes and bonds and other important papers are kept in a strong box rented for that purpose, in the First National Bank of DeKalb, and are subject to inspection by any member of our Board at any time.

If on the basis of this information, you wish a complete report according to the terms of your letter of June 26, please notify me and I will make a detailed report in every respect.

Yours truly,

J. STANLEY BROWN, *President.*

MR. J. STANLEY BROWN,
DeKalb, Illinois.

Charleston, Illinois,
January 4, 1923.

Dear Sir:

I have carefully examined the will of Andrew Brown, and in my opinion there is very little chance for any difference of opinion about the construction of the will. It is very clear to me that the Board of Trustees have no interest of any kind in the trust. John W. Cook was made the trustee, and whoever succeeded him as President of the School, became his successor in trust, and the beneficiaries under the will are certain students of your school, and the trustees as a board have no more interest in the matter, than would the Methodist Church of DeKalb have, if the pastor of the church was made a trustee under a will. The will is specific as to what shall be done with this trust fund, and you individually are the trustee, answerable only to the court appointing you.

Yours truly,

H. A. NEAL.

MR. CHARLES L. CAPEN,
Bloomington, Illinois.

Charleston, Illinois,
July 3, 1923.

Dear Mr. Capen:

I have your letter and am enclosing a report of our two loan funds—the Student Loan Fund, and the Adelia Carothers Fund—for the year July 1, 1922, to June 30, 1923.

Our Students Loan Fund was started by the net proceeds from our college class plays. The money is on deposit in the National Trust Bank of Charleston, under the name "Students Loan Fund, Eastern Illinois State Teachers' College." A faculty committee, of which I am chairman, manages the fund and passes upon all loans; checks to students are signed in the name of the fund by the business manager of the school.

Loans are made to college students only—\$200 being the upper limit loaned to junior college students, and \$300 to senior college students. Occasionally we loan more than these amounts and such cases are considered by the faculty committee and passed upon as special cases.

The Adelia Carothers Fund was founded (\$200), by Miss Ida Carothers, a graduate of the school, and her brother, Charles Carothers, who was a student here, in honor of their mother, Adelia Carothers. This money was left in my hands as president of the school to be loaned to young women under the same regulations as those governing the Student Loan Fund. The money is on deposit in the National Trust Bank of Charleston under the name "The Adelia Carothers Fund, Eastern Illinois State Teachers' College," and is managed the same as the Students' Loan Fund.

Money is loaned to college students after a year's residence on their personal notes at 3 per cent. interest for one, two, and three years, and we sometimes extend the time to meet the convenience of the student. We have had trouble in collecting notes with only two students so far, and one of these was paid on June 23, 1923, and since April 1, 1923, we have been receiving semi-monthly payments of \$5.00 on the other. In my judgment, all of our outstanding notes at present are good.

Yours very truly,

L. C. LORD, *President.*

EASTERN ILLINOIS STATE TEACHERS' COLLEGE—THE STUDENTS LOAN FUND
 REPORT FOR THE YEAR JULY 1, 1922, TO JUNE 30, 1923.

Cash in fund June 30, 1922.....	\$2,035.59
Cash received during year—Notes paid, principal.....	\$642.84
Cash received during year—Notes paid, interest.....	129.56— 772.40
	2,807.99
Loans during year.....	1,600.00
	1,600.00
Cash in fund June 30, 1923.....	*1,207.99
Notes receivable outstanding June 30, 1923.....	2,219.41
U. S. Liberty Bond.....	500.00
	3,927.40
Total amount of fund June 30, 1923.....	\$3,927.40

*Amount on deposit in the National Trust Bank of Charleston, \$890 in the savings account at 4 per cent.

THE ADELIA CAROTHERS FUND
 REPORT FOR THE YEAR JULY 1, 1922, TO JUNE 30, 1923.

Cash in fund June 30, 1922.....	\$208.97
Loans during the year.....	200.00
	200.00
Cash in fund June 30, 1923.....	*8.97
Notes receivable outstanding June 30, 1923.....	200.00
	200.00
Total amount of fund June 30, 1923.....	\$208.97

*Amount on deposit in the National Trust Bank of Charleston.

MR. CHARLES L. CAPEN,
 Bloomington, Illinois.

Macomb, Illinois,
 July 13, 1923.

My Dear Mr. Capen:

Your letter inquiring about our loan fund was side-tracked while we were getting the facts. I will, however, try to answer it in full today.

Our student loan fund is very small. We have but \$194.38 on hand, with one note for \$36 outstanding. This fund has been made up from small amounts left by a few of the classes who have graduated. It is left in trust with the President of the school, head of the history department and Dean of Women. Students in the sophomore class who are completing their two-year course may borrow at the rate of 3 per cent. per annum, providing the principal is paid at the end of the first year, if not, the note then draws 7 per cent. interest from date. The money which we have on hand is on deposit in my name at the bank but is called the Senior Loan Fund. The small loan which we have was made to Lulu Rexroat Hurst; it was made several years ago but through unfortunate circumstances she has not yet paid the full amount. We may lose it; if so, it will be the first we have lost.

If I can answer further questions, I shall be glad to do so. I am enclosing one of the forms of the note which we make out, in order that you may see the terms under which the loan is made.

Yours very truly,

W. P. MORGAN, President.

.....19.....
 FOR VALUE RECEIVED,.....year after date hereof, I promise to pay to the Trustees of the Senior Loan Fund of the Western Illinois State Normal School the sum of \$....., with interest at.....per cent. per annum, if paid when due; if not paid when due, at 7 percent until paid.

In consideration of the favorable conditions of the foregoing loan, I hereby bind myself to report my post office address, the kind of work in which I am engaged, and the means I am employing for self-culture and growth to the Principal of the Western Illinois State Normal School as often as three times during each school year until this note is paid.

(Extract from the resolutions establishing the Senior Loan Fund, adopted by the Class of 1910, July 1, 1910.)

RESOLVED, That the trustees shall be and consist of the Principal, the head teacher of History, and the Dean of Women.

This loan was authorized by the trustees at a meeting held.....
19..... Present :
 Principal.
 Head Inst. History.
 Dean of Women.

Normal, Illinois,
 August 3, 1923.

MR. CHARLES L. CAPEN, Chairman, Committee on Student Loan Funds, in the various State Normal Schools of Illinois, Bloomington, Illinois.

My dear Mr. Capen :

In reply to your request I would state that the Loan Fund in the State Normal University was started in 1902 when the different alumni and members of the faculty were asked to make a small contribution towards the forming of such a fund.

From the beginning loans have been made to students within one year of graduation. The maximum loan to any student is \$150.00; the rate 4 per cent.

Since the Fund was started additional gifts and interest earned have increased the fund until now the total is approximately \$2,960. We have also borrowed from the Central Division of the State Teachers' Association \$1,300, which we loan to our students, paying to the Teachers' Association 4 per cent. interest.

The net interest earnings now approximate \$100 a year. In the twenty-one years in which we have administered the Loan Fund we have made two bad loans, one for \$45 to a student who enlisted in the regular army just before the World War, was sent to France, and has not been heard of since. His people at Bunker Hill, Illinois, as well as the Adjutant General of the United States, have been unable to furnish us any clue to his whereabouts. We fear that he lost his life on the other side.

The other loan of \$75 was made to a young man shortly before he entered the United States service in the World War. During that service his physical and mental powers became so far impaired that he is unable to support himself. We consider this loan lost.

At the present time we have \$9.12 cash in the treasury. All the rest of the fund is loaned out.

Very truly yours,

DAVID FELMLEY, President.

The question of the Fitzsimmons claim and the action of the courts came up for discussion. No definite action was taken.

Mr. Bridges, in the absence of Mr. Shryock, who was detained on account of the opening of the fall term, presented the report, which was received, placed on file, and is made a part of these minutes. The report follows :

Carbondale, Illinois,
 September 25, 1923.

To the Chairman and Members of the Normal School Board:

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

I. STUDENTS.

Our enrollment for the Summer Quarter was as follows:

First Session.....1270
 Second Session..... 457

It should be remembered that this is the third time we have held a second session of the Summer Term.

Our Fall Term opens Monday, September 24.

II. FACULTY.

Since the last meeting of the Board, Mrs. Ellen H. Dearmont, critic teacher in the Junior High School, has tendered her resignation, having accepted a position in the city schools of Cleveland, Ohio. I have made a tentative offer of the place to a Miss Martin of Indianapolis, Ind. Miss Martin is a graduate of the University of Indiana, and is at present a supervisor in the Indianapolis schools.

At a previous meeting of the Board I was authorized to secure an additional critic teacher at a salary not to exceed \$2,000.00, salary to be charged against the revolving fund. I have offered this place to Miss Sarah M. Hardin, Ph. B., University of Chicago. She has accepted the tentative appointment and will begin work Monday, September 24.

III. BUILDINGS.

I have just received from the State Architect's office a blue print showing the floor plans for our proposed gymnasium; a copy will be exhibited at the meeting of the Board. The plans were drawn to represent what we want in the way of a gymnasium, and Mr. Martin embodied in the blue prints all of the things we asked for; but a letter accompanying the prints states that he feels very certain such a building can not be erected for one hundred fifty thousand dollars. With the approval of the Board we shall ask that the court be left as it is if possible, and that we cut down the auxiliary rooms in order to bring our plans within the limits of our appropriation. I presume, of course, that this matter will, after all, have to be determined mainly by the State Architect.

Respectfully submitted,

H. W. SHRYOCK, President.

The difficulty involved in building the gymnasium at Carbondale with the amount appropriated was discussed. Mr. Bridges moved that the committee on Buildings and Grounds be requested to call upon the architect and counsel with him concerning ways and means of bringing the building and its completion within the appropriation. Motion carried.

The Board approved the appointment of Miss Mary Martin as critic teacher in the Junior High School at \$1,900 for thirty-six weeks, and of Miss Sarah M. Hardin as critic teacher at a salary of \$2,000 for thirty-six weeks.

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

Charleston, Illinois,
September 25, 1923.

To the Chairman and Members of the Normal School Board:

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

I. STUDENTS—Attendance.

FALL TERM, 1923-1924, (12 Weeks).

	Men and boys	Women and girls	Total	Total one year ago
College Department, total.....	156	328	484	410
Students of college rank.....	87	221	308	242
Students below college rank.....	69	107	176	168
Training Department, total.....	157	172	329	348
Students in high school.....	37	32	69	90
Pupils in elementary school.....	120	140	260	258
Total all students and pupils.....	313	500	813	758

SUMMER TERM, 1923, (12 Weeks).

First half term (6 weeks), total.....	234	933	1167	1133
College Department.....	122	803	925	926
Training Department.....	112	130	242	207
Second half term (6 weeks), College Department...	42	104	146	135
Total students and pupils.....	276	1037	1313	1268
Increase in students of college rank—Fall Term, 1923, over 1922—27 per cent.				
Increase in students of college rank—Fall Term, 1923, over 1921—37 per cent.				

II. THE FACULTY—School Year 1923-24 (36 weeks).

I wish to report the following resignations since the last meeting of the Board:

Earl H. Hall.....	Professor	Biological Science.....	\$2,700
Marguerite Rooke.....	Asst. Professor.....	Home Economics.....	2,214
Ruth E. Major.....	Instructor	Music	2,214

Margaret A. Cant has resigned as training teacher in the eighth grade to take effect November 10, 1923 (at the close of the second month of the fall term).

I wish to recommend the following appointments to fill above vacancies and also vacancies reported in teachers' salary schedule at meeting on May 29, 1923:

E. L. Stover.....	Professor	Biological Science	\$2,700 for 36 weeks
Nancy Gay Case.....	Asst. Professor.....	Home Economics.	1,800 " " "
Rachel G. Willey.....	Instructor	Music	1,900 " " "
Gilbert S. Willey.....	Instructor	Agriculture	2,000 " " "
Ethel F. Janes.....	Training Teacher.....	Fourth Grade	1,700 " " "
Inez L. Heidmann.....	Training Teacher.....	Seventh Grade...	1,800 " " "

In schedule submitted at the board meeting on May 29, 1923, I reported a vacancy as assistant librarian at \$1,440 and Marion Baird, Assistant Librarian, \$1,200, a total of \$2,640 for the two assistants. In filling the vacancy, it was necessary to rearrange the work and I wish to recommend for appointment as assistant librarians the following:

Marion Baird.....	Assistant Librarian.....	\$1,305 for 36 weeks
Mary T. O'Connor.....	Assistant Librarian.....	1,305 " " "

I have recommended three of the above appointments at less than amounts approved by the Board in schedule submitted May 29, and I wish to recommend that the salary of Grace E. Messer, Instructor in Fine and Applied Arts, be increased from \$2,070 to \$2,178.

I wish to recommend for appointment the following instructors for the school year 1923-24, to be paid from the Normal School Revolving Fund:

Mary Heller.....	Instructor	Hist. and Econ.'s	\$2,000 for 36 weeks
Florence Sutton.....	Instructor	Mathematics	1,500 " " "
Helen J. Hallett.....	Instructor	Home Economics.	1,300 " " "

Here is the old story of larger salaries for superior people. I wish to state for the nth time that there ought to be in all of our faculties a number of people worth \$5,000 a year and receiving it. The Teachers' Colleges in Illinois should be the best in the whole country. I am well aware that large salaries do not always secure able people, but they are a great aid in securing able people.

These institutions are now colleges and, being colleges, each member of the college faculty should carry a college load and not more—a college load being a maximum of fifteen hours a week. This is our minimum and seldom reached. Our load would not be excessive if but one textbook in a subject and the same book were used continuously. In such a case, however, little or no advance in the teacher's scholarship is made. There should be time not only to acquire at least a generous portion of the knowledge already extant in a given field, but also time for some research. We are not in high repute among the universities because of lack of time for acquisition and research.

III. THE ORGANIZATION.

Ours is a good one. (A short oral discussion as to the value of a good organization may be in order.)

IV. THE CURRICULUM—No report.

V. BUILDINGS AND GROUNDS.

1. Plans for our new power house are here submitted for the approval of the Board.

2. I do not know the present status of the addition to our Training School.

The output of the school is somewhat affected by the material equipment of the school.

VI. AUXILIARY ENTERPRISES.

Report for PEMBERTON HALL for quarter April 1, 1923, to June 30, 1923.

Cash in fund March 31, 1923.....		\$ 4,029.17
Cash received during quarter:		
Room rent	\$2,832.00	
Board	8,136.75	
Guest fees	125.35	
Banquets, etc.	190.94	
Interest on time deposits.....	61.80	
Miscellaneous sales	11.00	11,357.84
		<u>\$15,387.01</u>

Expenditures during quarter:

Salaries and wages.....	\$1,536.43	
Office expenses	91.14	
Food supplies	4,445.73	
Heat	891.00	
Water	42.00	
Electric current	121.59	
Gas	3.23	
Laundry	322.83	
Miscellaneous household supplies.....	1,344.35	
Refund of board.....	79.00	
Repairs to buildings and equipment.....	271.06	
New furniture and equipment.....	2,820.10	11,968.46
		<u>\$11,968.46</u>

Cash in fund June 30, 1923.....\$ 3,418.55

Report for TEXTBOOK LIBRARY AND SCHOOL STORE for quarter,

April 1, 1923, to June 30, 1923.

Cash in fund March 31, 1923.....	\$ 881.28
Cash received during quarter:	
Book rent	\$1,037.00
Sale of textbooks.....	123.30
Sale of miscellaneous school supplies.....	389.48
	<u>\$ 2,431.06</u>

Expenditures during quarter:

Student help	\$ 88.88	
General office and school supplies.....	81.13	
Textbooks	1,041.17	
Refund of book rent.....	1.00	
Miscellaneous school supplies for sale.....	1,045.91	2,258.09
		<u>\$ 2,258.09</u>

Cash in fund June 30, 1923.....\$ 172.97

Report of STUDENT LOAN FUND for quarter, April 1, 1923, to June 30, 1923.

Cash in fund March 31, 1923.....	\$ 1,081.76
Receipts for quarter:	
Notes paid—Principal	\$218.69
Interest	57.54
	<u>\$ 276.23</u>
Loans for quarter.....	150.00
	<u>\$ 1,357.99</u>

Cash in fund June 30, 1923.....\$ 1,207.99

Notes receivable outstanding June 30, 1923..... 2,219.41

U. S. Liberty Bond..... 500.00

Total amount of fund June 30, 1923.....\$ 3,927.40

Report of ADELIA CAROTHERS FUND for quarter, April 1, 1923 to June 30, 1923.

Cash in fund March 31, 1923.....\$ 8.97

Receipts for quarter.....

\$ 8.97

Loans for quarter.....

Cash in fund June 30, 1923.....\$ 8.97

Notes receivable outstanding June 30, 1923..... 200.00

Total amount of fund June 30, 1923.....\$208.97

VII. STUDENT LIFE—No report.

VIII. MISCELLANEOUS—No report.

IX. SUMMARY.

Action of the Normal School Board is requested to cover—

1. Resignations in faculty.
2. Appointments recommended.
3. Changes in salary recommended.
4. Plans for new power plant.

Respectfully submitted,

L. C. LORD, President.

President Lord called attention to the delay in securing action upon the building of the heating plant. On motion, the Buildings and Grounds committee was directed by the Board to visit Charleston and study the matter in controversy and present their conclusions to the State Architect. This committee was also directed to make a study of the addition to the Training School while in Charleston and to present that matter also to the State Architect.

The Board approved the appointment of the following teachers for the term, at the salary set opposite their names:

E. L. Stover.....	Professor	Biological Science...	\$2,700 for 36 weeks
Nancy Gay Case.....	Asst. Professor.....	Home Economics ...	1,800 " " "
Rachel G. Willey.....	Instructor	Music	1,900 " " "
Gilbert S. Willey.....	Instructor	Agriculture	2,000 " " "
Ethel F. Janes.....	Training Teacher.....	Fourth Grade	1,700 " " "
Inez L. Heidmann.....	Training Teacher.....	Seventh Grade	1,800 " " "
Marion Baird.....	Assistant Librarian.....		1,305 " " "
Mary T. O'Connor.....	Assistant Librarian.....		1,305 " " "

The Board also approved the increase in salary of Grace E. Messer from \$2,070 to \$2,178.

The Board approved the appointment of the following teachers whose salaries are to be paid out of the Revolving Fund:

Mary Heller, instructor in History and Home Economics, \$2,000 for thirty-six weeks.

Florence Sutton, instructor in Mathematics, \$1,500 for thirty-six weeks.

Helen J. Hallett, instructor in Home Economics, \$1,300 for thirty-six weeks.

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

Macomb, Illinois,
September 25, 1923.

To the Chairman and Members of the Normal School Board:

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

I. STUDENTS.

1. Attendance.

a. The attendance for the first summer term, ending July 20, 1923, was as follows:

	Men and boys	Women and girls	Total	Total one year ago
College Department—				
Students of College Rank.....	99	756	855	753
Students below College Rank.....	19	69	88	38
Total	118	825	943	791
Training Department—				
Students in High School.....	13	29	42	147
Pupils in Elementary School.....	88	111	199	179
Total	101	140	241	326
Total of all students and pupils.....	219	965	1184	1117

b. The attendance for the second summer term ending August 30, 1923, was as follows:

College Department—				
Students of College Rank.....	64	149	213	134
Students below College Rank.....	1	9	10	19
Total	65	158	223	153

2. The summer attendance for the last five years is as follows:

	1919	1920	1921	1922	1923
First Summer Term.....	639	729	822	938	985
Second Summer Term.....			93	153	223

3. The students at the summer terms were distributed as follows:

	First Term	Second Term
Students completing high school work.....	127	
Freshmen	583	106
Sophomores	158	58
Juniors	64	29
Seniors	53	30
Total	985	223

The students in each of these terms were very fine in quality and those in the second term showed a larger proportion of advanced students than is usually found in the enrollment.

By counties they were distributed as follows:

County	First term	Second term	County	First term	Second term
Adams	87	25	Madison	2	2
Bond	1	1	Mason	1	
Brown	23	5	McDonough	293	53
Bureau	4	1	Mercer	37	5
Calhoun	4	1	Mill	1	
Cass	3		Morgan	8	2
Champaign	1		Ogle	1	
Clinton	2		Peoria	5	2
Fulton	90	24	Pike	67	16
Greene	6		Rock Island	19	4
Hancock	67	21	Sangamon	3	3
Henderson	32	9	Schuyler	51	8
Henry	18	7	Scott	6	
Jersey	4		Stark	6	2
Kane	4	2	Stephenson	1	
Knox	62	17	Tazewell	2	
LaSalle	2		Van Buren	1	
Livingston	2		Warren	52	10
Logan	2		Wayne	2	
Macoupin	1	1	Woodford	1	

OTHER STATES

Idaho	1
Iowa	8
Ohio	1

Total First Summer Term 985—Second Summer Term 223.

4. The graduates at the end of the second summer term were as follows:

GRADUATES FROM THE FOUR-YEAR COURSE

Arnett, Madeline	Hall, Tacie
Callahan, Emma C.	Hesh, Claude J.
Crawford, Helen Frances	Hill, Eva Elizabeth
Dennis, B. R.	*McCoy, C. A.
Dennis, Hazel B.	Sallee, Roy M.
Grubb, Donald J.	

GRADUATES FROM SPECIAL COURSES

Grubb, Donald J.	Chemistry and Physics
Hoyle, Orville G.	Manual Training
Simpkins, Rosalind	Home Economics
Snyder, Faye H.	Mathematics and Physical Science
Sutherland, Humia Louise	Drawing and Design

GRADUATES FROM TWO-YEAR COURSE

Eddy, Aileen Cadwallader	Purlee, L. Dare
Hall, Earl R.	Rennick, Ruth
Hoyle, Orville G.	Snyder, Faye H.
Murphy, William D.	Thomas, Elizabeth Hollis
Parrotte, Irene	Zern, Thelma G.
*Parrotte, John H.	

*An honor student.

5. Thirty men and women completed a four-year college curriculum and received Bachelor degrees during the school year of 1922-23. These hold positions this year as follows:

In Teachers' Colleges	4
In Junior High Schools	6
In Senior High Schools	6
In Higher Institutions	3
Superintendents	5
Not teaching	6
Total	30

6. The Fall quarter opened Monday, September 10, 1923. The attendance at the beginning of the second week was:

	Men and boys	Women and girls	Total	Total one year ago
College Department—				
Students of College Rank	90	335	425	359
Students below College Rank	8	33	41	9)
Total	98	368	466	458
Training Department—				
Students in High School	71	94	165	145
Pupils in Elementary School	101	117	218	180
Total	172	211	383	325
Total in all departments	270	579	849	783

The students above the 8th grade are classified as follows:

Straight high school work	165
Preparing to teach but taking some high school work	41
Freshmen	258
Sophomores	123
Juniors	29
Seniors	15
Total	631

II. THE FACULTY.

1. Resignations.

There have been none since the last meeting of the Board.

2. The following new appointments have been made subject to your approval:

Sonya Forthal	Physical Education (Women)	\$1800—36 weeks
Beulah Mitchell	Training Teacher	1575—36 "
Ruth Shriver	Training Teacher	1800—36 "
Ivan Brown	Mathematics	1350—36 "
Mildred Roberts	Training Teacher	1500—36 "

The first three are to be paid from "Salaries and Wages" and the last two from the "Revolving Fund."

3, 4, and 5. Nothing to report.

III. THE ORGANIZATION.

1. With the new members of the faculty added all departments are pretty well cared for. Training school facilities are hardly equal to the demand made for practice teaching.

2. Nothing to report.

3. The extension work is in great demand. Calls come from all parts of the state but we are confining our work to this part of the state.

IV. THE CURRICULUM.

1. More students than usual are interested in our special curriculums and our four-year college curriculum.

2. No changes are proposed.

V. BUILDINGS AND GROUNDS.

1. When the repairs now in process of completion are finished the buildings and grounds will be in fairly good condition. The new cornice on the main building is in place. The various rooms which needed redecorating have been painted. The front entrance has been changed and a room has been added on the second floor for office use. The dormitory has been repainted outside. The plumbing in it has been repaired. The walks have been fixed and many smaller repairs have been made.

VI. AUXILIARY ENTERPRISES.

1. The following is a report on Monroe Hall for the quarter ending June 30, 1923.

RECEIPTS		
Balance, last report.....	\$9,331.08	
Room Rent	1,634.50	
Board	5,970.00	
Miscellaneous	376.56	\$17,312.14
EXPENDITURES		
Salaries and Wages	\$1,334.85	
Food Supplies	3,131.39	
Heat	486.40	
Water	153.60	
Electricity	299.39	
Gas	146.94	
Ice	31.40	
Laundry	100.82	
Repairs	212.56	
New Furniture	372.29	
Miscellaneous	2,138.34	\$ 8,407.98
Balance on hand, July 1, 1923.....		\$ 8,904.16
SUMMARY AND EXPLANATION		
Cash balance at beginning of quarter.....	\$9,331.08	
Inventory of goods at beginning of quarter.....	2,069.85	
		\$11,400.93
Bills and Orders Outstanding.....		857.59
Unencumbered Balance		\$10,543.34
Cash Balance at Close of Quarter.....	\$8,904.16	
Inventory of Goods at Close of Quarter.....	1,386.53	
		\$10,290.69
Contracts Outstanding (Funds Holding).....		.00
Unencumbered Balance		10,290.69
Loss		\$ 252.65

\$6,000.00 of the Cash Balance is in the form of a time deposit in the Citizens State Bank of Macomb and bears 3% interest.

2. The report on the Cafeteria for the quarter ending June 30, 1923, is as follows:

RECEIPTS	
Total Receipts from April 1, 1923, to July 1, 1923.....	\$3,448.56
Balance on hand April 1, 1923.....	53.91
Total	\$3,502.47

DISBURSEMENTS

Groceries	\$ 416.48
Vegetables	191.63
Meat	380.29
Milk, butter and cream.....	337.69
Bread and rolls.....	172.66
Ice Cream	304.31
Canned Goods	737.80
Utensils and kitchen ware.....	8.64
Laundry	34.46
Service	861.19
Miscellaneous	57.32

Total \$3,502.47

Inventory of goods on hand, July 1, 1923.....	\$1,188.35
Cash balance	00.00
Bills outstanding (none).....	00.00

\$1,188.35

SUMMARY :

Cash balance at beginning of quarter.....	\$ 53.91
Inventory of goods.....	843.05
Bills outstanding	00.00
Unencumbered balance	896.96
Cash balance at end of quarter.....	00.00
Inventory of goods.....	1,188.35
Bills outstanding	00.00
\$1,188.35 - 896.96 = \$291.39.	

VII. STUDENT LIFE.

1. The student organizations throughout the school are organizing. These organizations include the "Green Door," a dramatic club; the "Forum," a literary society; the Y. M. C. A. and the Y. W. C. A.; the Student Council; the athletic board; the band; the orchestra; the men's glee club; the McDowell club, a musical club for women; and the "Women's Athletic Association."

2. Rooming conditions are better than usual because more homes have been opened to students. Good rooming places are still very scarce however and two dormitories like ours could easily be filled. The men need a club room, dormitory, or something to use as a place to get together.

3. More men and women have asked for work to help them through school than ever before. Work has been very scarce.

VIII. MISCELLANEOUS.

1. Some revisions have been necessary in the salary schedule for the 36 weeks. The new schedule is herewith submitted:

Name	Department	Salary for 36 weeks
S. B. Hursh.....	English	\$ 3,600.00
R. R. Simpkins.....	Education and Director of Training School.....	3,700.00
F. H. Currens.....	Chemistry	3,700.00
H. D. Waggoner.....	Biology	3,525.00
Caroline Grote.....	Education and Dean.....	3,000.00
E. E. Van Cleve.....	Extension	3,400.00
G. W. Gayler.....	Extension	3,000.00
R. M. Ginnings.....	Mathematics	3,350.00
Herbert Bassett.....	Geography	3,350.00
W. L. Schuppert.....	History	3,350.00
Wayne Wetzel.....	Manual Training	2,800.00
W. A. Cleveland.....	Agriculture	2,800.00
D. C. Beighey.....	Commercial	2,750.00
H. G. Hawkes.....	Physical Education (men).....	2,425.00
E. F. Roberts.....	Mathematics and Education.....	2,425.00
H. C. Seal.....	History	2,425.00
W. H. Eller.....	Physics	2,425.00
Theresa Wild.....	Music	2,275.00
Sonya Forthal.....	Physical Education (women).....	1,800.00
Blenda Olson.....	French	2,275.00
James C. Burns.....	Latin	2,225.00
Jessie Buckner.....	Drawing and Design.....	2,275.00
Eva Colby.....	Home Economics.....	2,325.00
Mabel Corbin.....	English	2,275.00
Pearle LeCompte.....	English	2,225.00
Alberta Strome.....	Drawing and Design.....	1,675.00
Eve. E. Turnbull.....	Home Economics	1,845.00
Gerald Pugh.....	Manual Training	1,500.00

Alyce O. Cain.....	Music (vocal)	\$ 1,440.00
Karl Crilly.....	Music (piano)	1,625.00
Grace Bowen.....	Physical Education	1,500.00
Mary Bennett.....	Biology	1,700.00
Katherine Thompson.....	Training Teacher	2,160.00
Beulah Mitchell.....	Training Teacher	1,575.00
Lois Browne.....	Training Teacher	2,100.00
Ruth Shriver.....	Training Teacher	1,800.00
Bessie Cooper.....	Training Teacher	2,160.00
Ethel Ray.....	Training Teacher	1,625.00
Margaret Schannenk.....	Training Teacher	1,625.00
Fanny R. Jackson.....	Librarian	2,160.00
Florence McGaughey.....	Asst. Librarian (student).....	720.00
Fern Robbins.....	Asst. Librarian (student) (half time).....	360.00
Total		\$97,270.00

Name	REVOLVING FUND	Salary for 36 weeks
Hattie Voss.....	Commercial	\$1,350.00
Wilbur Greer.....	Chemistry	1,350.00
Claude Hesh.....	Geography	1,350.00
Gladys Vawter.....	English	1,350.00
Ivan Brown.....	Mathematics	1,350.00
Mildred Roberts.....	Training Teacher	1,500.00
Carolyn Andrews.....	Office Assistant..35c per hour not to exceed 15 hours per wk.	
Total		\$8,439.00

IX. SUMMARY.

1. The list of graduates for the second summer term should be approved.
2. Faculty appointments should be approved.
3. The revised schedule should be approved.

Respectfully submitted,

W. P. MORGAN, President.

In his report he called special attention to the inadequate training school facilities. The capacity of any teacher training institution is measured by the extent of the opportunity offered its graduates for actual work in organizing and instructing classes.

The Board approved the following appointments:

Sonya Forthal.....	Physical Education (Women).....	\$1,800—36 weeks
Beulah Mitchell.....	Training Teacher	1,575—36 "
Ruth Shriver.....	Training Teacher	1,800—36 "
Ivan Brown.....	Mathematics	1,350—36 "
Mildred Roberts.....	Training Teacher	1,500—36 "

The first three are to be paid from Salaries and Wages and the last two from the Revolving Fund.

Each President was requested to furnish the Secretary with a revised and complete salary schedule for the present school year; this revised schedule to be approved by the Secretary and presented to the Finance Department.

Mr. Morgan called attention to his failure to secure the approval of the Administration Auditor of his recommendation to install an electric heater in certain rooms which were being used by young women students in the Home Economics Department, which he claimed would effect a considerable saving in money. He also called attention to the need of action in starting the plans and building of the heating plant. He said that they did not know at what time their present heating plant might break down completely. This matter was also referred to the Building and Grounds Committee.

President Felmley presented his report, which was received,

placed on file, and is made a part of these minutes. The report follows:

Normal, Illinois,
September 25, 1923.

To the Chairman and Members of the Normal School Board:

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

STUDENTS.

REGISTRATION TO DATE, FALL TERM 1923.

	Men and boys	Women and girls	Total	Total one year ago
College Department				
Students of College Rank.....	202	768	970	774
Students below College Rank.....	8	20	28	30
Total	210	788	998	804
Training Department				
Students in High School.....	123	120	243	234
Pupils in Elementary School.....	206	195	401	408
Pupils in S. O. Home.....	238	129	367	370
Total	567	444	1011	1012
Non-residents				
Extension Students
Correspondence Students
Total in all Departments.....	777	1232	2009	1816

SUMMER SESSION, 1923

Mid-spring Term—April 30-June 7.....	33	329	362	320
First Summer Term—June 11-July 20.....	354	2133	2487	2383
Second Summer Term—July 23-Aug. 29.....	183	738	921	819

The registration of college students at Normal exceeds our most extravagant expectations. It is 24 per cent greater than last year, 71 per cent greater than in 1921. 573 of the 998 are new students. Candidates for graduation next summer number 365. Yet it should be remembered that our appropriation for salaries to instruct this throng of students is not one cent larger than in 1921, except the aid afforded by our Revolving Fund. Although we have added four new classrooms, we have reached the limit of our building capacity. Further growth will require the over-crowding of classes, the lengthening of the school day (which now extends from 8 A. M. to 4:30 P. M.), or Saturday classes.

THE SUMMER SESSION.

That the second summer term meets a real demand is shown by the attendance, 921. Of these, 457 attended both terms. We are now offering many senior college courses, which attract former graduates and mature teachers who desire a degree in Education. The attendance in our first summer term has become too large. We must find some way to restrict it to 2400. We have already excluded all students under eighteen except high-school seniors. The best plan probably is to stop registering students after the opening Monday. The per capita cost of six weeks' instruction in the summer school was \$13.60.

THE TRAINING SCHOOL.

Our training school is filled to its capacity in all grades except the second. We have a waiting list of twenty seeking admission to the University High School. Thirteen were excluded from the first primary grade on the first day.

We have now 164 students teaching in the elementary training school, 69 in the high school, and 38 for a full half-day at the Soldiers' Orphan's Home. The maximum limit of an efficient teachers' college is determined by the capacity of its training school. Although we now have over 1,000 children in

our training school we shall soon be obliged to arrange with the public schools of Normal or Bloomington for additional facilities.

GRADUATES OF 1923.

At the April, May, and June meetings of the Board I reported the names of 285 candidates for graduation. Of these 34 for various reasons failed to graduate. In addition to those previously recommended the following have completed their work during the summer session and are recommended for graduation.

FOR THE DEGREE, BACHELOR OF EDUCATION :

Dorothy Garrett, Danville
John Hutchinson, St. Francisville
Anna Smith, Quincy

FOR DIPLOMAS :

Marguerite Alys Carlquist, Bloomington	Lelia Viola Coss, Arrowsmith
Georgia Mae Cottrell, Saunemin	Thomas Wiley Dobbs, Herrick
Glenn Oral De Atley, Wood River	Fern Ruby Eminger, Gibson City
Evangeline Deem, Alton	Dora Maude Hulse, Fowler
Chester Malcolm Hammerlund, Paxton	Christiana Piccola Jones, Edwardsville
Marion Holland, Bloomington	Nelle Maurine Ketcham, Dwight
Hermon P. Hooper, Pittsfield	Clarice Whittenberg Messersmith, Springfield
Mary McGuire, Pittsfield.	Retta Alline Park, Moweaqua
Oliver Talmadge Marston, Pleasant Hill	Margaret Alice Schlipf, Springfield
Anna Rogers Parr, Brownstown	Lucie Thomas, Ladd
Mary Belle Wilkinson, Alton	Marjorie Raitt Thompson, Stronghurst
Hulda Anderson, Hennepin	William Robert Turner, Ferris
Alice Miriam Bean, Blue Mound	Blanche Lenora Woodruff, Onarga
Josie Eleanor Campbell, Jerseyville	
Harold Page Claus, Pittsfield	

Degrees were conferred upon 15 men and 25 women, and diplomas were awarded to 37 men and 205 women, (total 282) in the summer of 1923.

THE FACULTY.

Since your last meeting I have engaged the following teachers and respectfully request their appointment :

1. George H. Brinegar of Muscatine, Iowa, as assistant professor of Education at a salary of \$3000 for 36 weeks.

Mr. Brinegar is a graduate of the Iowa State Teachers College and has obtained masters' degrees from the University of Iowa, and from Columbia University, New York. He has had twenty years' experience as a teacher and superintendent in the public schools and teachers' college of Iowa.

2. Mr. Irvin W. Cox of Jamestown, Indiana, as instructor in physics and chemistry at a salary of \$2160 for 36 weeks. Mr. Cox is a graduate of the University of Indiana with a master's degree from the University of Kansas. He has had four years' experience as a college teacher of chemistry and physics.

3. Charles A. Harper of Urbana, Illinois, as assistant professor of history and sociology at a salary of \$2430 for 36 weeks. Mr. Harper is a graduate of the Southern Illinois State Normal University, and of the University of Illinois where he obtained the master's degree. He has taught four years in Illinois high schools.

4. Mildred C. Warsinske of Marshfield, Wisconsin, as instructor in physical education for women at a salary of \$1800 for 36 weeks, to replace Maurine Bone, resigned. Miss Warsinske is a graduate of the University of Wisconsin and has taught physical education for three years.

5. Elias Rolley of Granville, Illinois, as part-time teacher of accounting at a salary of \$600 for 36 weeks. Mr. Rolley is a graduate of the State Normal University, is a practical accountant, and taught this subject at army camps during and after the World War.

6. Frances Rentchler of Belleville, Illinois, as Instructor in Art at a salary of \$1440 for 36 weeks. She is a graduate of the Special Art course

in the State Normal University. All but Miss Warsinske are to be paid from the revolving fund.

The large attendance in Art classes makes the employment of another instructor necessary. Miss Hazel Tobias of Normal is filling the position until another teacher may be secured.

BUILDINGS AND GROUNDS.

We have created four new class rooms, 19'x30', by cutting off the ends of the Society Halls at a total cost, including the heating appliances, of \$3350.

No other extensive repairs or alterations have been made.

A standard athletic field has been laid out near the south end of the campus. Trees were removed, the surface plowed, leveled, and seeded, but a good turf is not yet established.

The General Assembly has appropriated \$150,000 for a new gymnasium. We requested \$250,000 and no smaller sum will provide adequately for one thousand students. We ought to have a main gymnasium floor, 75'x120', twenty-two feet to beams, with a running track, a second women's gymnasium, 60'x90', two director's offices, two examination rooms, two store rooms, a men's club room, three class rooms, two-tier lockers for 600 women (1500 sq. ft.), single-tier lockers for 200 men (1000 sq. ft.), shower baths ample for classes of sixty, a natatorium, 40'x75', with the usual smaller auxiliary rooms, and a fair supply of gymnasium apparatus.

It is clear that all this cannot be built for \$150,000. Whatever is undertaken must, under the terms of the appropriation, be completed. Since this building will be the University Gymnasium for many years to come, it is desirable that an adequate building be planned, symmetrical and architecturally pleasing, and that so much of it be built and equipped at this time as is financially possible.

The State of Illinois cannot expect to have worthy and efficient plants at its state normal schools unless a comprehensive building plan is framed to be carried out, step by step, as fast as the buildings are needed and funds can be secured. Buildings once erected on our campus are not likely to be dismantled for a half century. Each unit, when built, should be built right.

We had in our classes this fall on the opening day 196 students in Zoology, 16 in Botany, 74 in Nature Study, 58 in General Science, 134 in Physics, 159 in Chemistry, 172 in Human Physiology, not counting the 540 who receive weekly lectures in personal hygiene. To accommodate these we have nine classrooms, some of them poorly lighted, some too small. The next building need of the Normal University is a modern well-equipped science hall.

AUXILIARY ENTERPRISES.

1. **FELL HALL.** The number of students applying for admission to Fell Hall is twice as great as can be admitted. We have rooms for 83 girls. We devote the Hall chiefly to first-year students of whom 62 are admitted. Twenty-one from upper classes of superior scholarship, fine spirit, and right social qualities, are invited to live in the Hall as Honor Residents, to serve as elder sisters to the younger girls. This group serves as officers and procurers.

2. The Book Store has been moved into larger, well-lighted, and convenient quarters. Books and supplies are sold at or near the net wholesale price. If books are returned, the rental charge is one-fifth the list price. Although only five thousand dollars were originally appropriated for the Book Store the stock now inventories at \$17,000. This increment has been possible because the salary of the teacher-manager has been borne by the normal school. Student assistants needed at the beginning of the term, printing, and stock have been paid for by the Book Store. We are now in financial straits. The low-priced textbooks used before the War are no longer obtainable. Publishers have brought out new editions or new books averaging

at least fifty per cent higher in price. The growth of the school requires a larger stock. Today we own all the books on our shelves, but at the opening of a term we are two thousand dollars in debt.

3. The Farm has produced excellent crops of wheat, corn, alfalfa. Our herd of dairy cattle, thoroughly tested, is entirely free from tuberculosis. Our other live stock is in excellent condition, but prices are low, and we are obliged to sell the bulk of our milk, our chief product, now 360 quarts daily, to the Soldiers' Orphans' Home at 25 cents a gallon, a price only five-ninths as great as we received four years ago. We afford an opportunity to six students of agriculture to earn their living; and we think we are demonstrating good farming methods to the entire agricultural group. But we are not able to show a margin of profit for the past year.

At the end of this report will be found the annual and quarterly financial statements of the Farm, the Book Store, and Fell Hall.

THE REVOLVING FUND.

Up to this date we have deposited in the Revolving Fund \$47,570.58, and have vouchered against it bills totalling \$6,671.93. Fortunately, the large surplus that we had accumulated as profits from Fell Hall will probably enable us to take care of our large attendance. The present mode of handling the funds of our auxiliary enterprises has imposed additional labor upon our office force.

STUDENT LIFE.

With the increased demand upon the housing accommodations of Normal resulting from the growth of our school comes higher rental for students' rooms. Last year, when two students roomed together the usual price for rooms was two dollars a week for each student, for board five dollars per week. Now the prevailing price is two and a half for each student for room, five and one-half for board. Fell Hall continues to furnish room and board at seven dollars per week and clears \$4000 a year. To control this situation we should add the second wing to Fell Hall and in the near future build a second dormitory for girls.

With the employment of a school physician we expect to maintain a higher standard of health and efficiency among our students. Dr. Ames will include among her duties, besides teaching seven classes each week in personal hygiene:

1. A medical examination of all women students upon their admission to the school and periodically thereafter;
2. A medical examination of all men students who are candidates for the athletic teams;
3. A daily inspection of each room in the training school;
4. Approving excuses for absence where illness is the cause reported;
5. Office consultation with all students who come, and such prescription or advice as the case warrants;
6. Visits to the rooms of students who are ill and need personal attention.

Dr. Ames will engage in no outside practice and will receive no fees.

SUMMARY.

Action by the Board is requested—

1. Confirming the appointment of:

Charles A. Harper	Elias W. Rolley
George H. Brinegar	Mildred C. Warsinske
Irvin W. Cox	Frances Rentchler
2. Awarding degrees and diplomas as recommended.
3. Framing and adopting a building program.

Respectfully submitted,

DAVID FELMLEY, President.

ILLINOIS STATE NORMAL UNIVERSITY

QUARTERLY REPORT OF FARM

April 1 to June 30, 1923.

RECEIPTS

1923	April 1, cash on hand.....			\$ 2,857.52
	Sales of Milk.....	\$2,063.45		
	“ “ Cattle	35.78	\$ 2,099.23	
	“ “ Eggs	47.00		
	“ “ Poultry	3.44	50.44	
	“ “ Hogs		16.00	
	“ “ Feeds		9.00	
	Rent of Team	149.75		
	Rent Wagon and Drill.....	68.00	217.75	
	Coal hauling		65.43	
	Labor		131.00	2,588.85
				<hr/>
				\$ 5,446.37

EXPENDITURES

Labor	\$ 1,927.07
Feeds	1,059.26
Harness repairs, \$13; Horseshoeing, \$27.....	40.00
Gasoline, \$44.65; Truck repairs, \$25.74.....	70.39
Fuel, \$22.15; Demurrage on coal, \$4; Ice, \$40.15.....	66.30
Electricity, \$43.63; Water, \$24.60.....	68.23
Telephone, \$5.25; Office Supplies, Postage, etc., \$9.79.....	15.04
Poultry expense, \$2.00; Hog ring, 35c; Drugs, \$7.30.....	9.65
Veterinary, \$84.35; Cream cans, \$11.25; Milk bottles, \$10.13....	105.73
Washing suits, \$30.60; Cleaners, \$13.08; Lime, \$3.60.....	47.28
Small Tools, \$11.75; Miscel., \$25.96.....	37.71
Repairs to machinery & equipment.....	129.60
Repairs & renewals to buildings and grounds.....	57.49
Improvements, water gate and fences.....	134.03
C. H. Allen, additional compensation.....	62.74
	<hr/>
	\$ 3,831.42
June 30, Cash on hand.....	1,614.95
	<hr/>
	\$ 5,446.37

ANNUAL REPORT OF FARM
Year ending June 30, 1923.

RECEIPTS

1922	July 1, Cash on hand.....			\$ 1,398.29
	Sales of Milk.....	\$9,070.63		
	“ “ Cattle	1,192.51	\$10,263.14	
	“ “ Eggs & Poultry		188.55	
	“ “ Hogs		1,511.07	
	“ “ Straw	15.40		
	“ “ Wheat	403.85	419.25	
	“ “ Feed	9.00		
	“ “ Coal Hauling	191.22	200.22	
	Rent of Team.....		333.27	
	Rent of Drill and Wagons.....		74.40	
	Labor, \$131.00; Interest on Bank balances, \$24.73.....		155.73	13,145.63
				<hr/>
				\$14,543.92

EXPENDITURES

Labor, \$6,040.55; Feeds, \$3,484.57.....	\$ 9,525.12
Electricity, \$192.65; Drugs, Water, \$169.15; Ice, \$156.75.....	518.55
Veterinary, \$197.70; Drugs, \$13.75.....	211.45
Cattle purchased, \$992.50; Poultry purchased, \$47.70.....	1,040.20
Horseshoeing, \$45.50; Harness repairs, \$26.65.....	72.15
Repairs wagon and sled, \$11.00; Truck repairs, \$89.58; Gasoline, \$173.75	274.33
Fuel, \$22.15; Demurrage on coal, \$18.00.....	40.15
Milk bottles & caps, \$43.64; Milk cans, \$27.75.....	71.39
Washing suits, \$93.00; Cleaners, \$25.62.....	118.62
Cresol \$8.21; Cork brick, \$25.00; Small Tools, \$13.25.....	46.46
Testing seed corn, \$21.06; Office supplies & postage, \$21.84....	42.90
Telephone, \$16.75; Miscellaneous, \$123.79.....	140.54
Repairs and renewals to Buildings and grounds.....	268.61
Repairs and renewals to Machinery and equipment.....	361.73
Improvements, water gate and fences.....	134.03
C. H. Allen, additional compensation.....	62.74
	<hr/>
	\$12,928.97
June 30, Cash on hand.....	1,614.95
	<hr/>
	\$14,543.92

FARM INVENTORY
Personal Property—July 1, 1923

	1923	1922
Farm Machinery	\$ 543.50	\$ 585.00
Wagons & Vehicles	735.00	825.00
Dairy Equipment	331.65	410.00
Feeding Equipment	238.00	260.00
Poultry Equipment	70.00	75.00
Small Tools	101.75	105.00
Harness	92.50	100.00
Veterinary Supplies	27.00	26.00
Fuel and Oil	19.50	30.00
Feed Stuffs	1,273.80	500.40
Miscellaneous	253.30	105.00
37 Cattle (48 last year).....	5,470.00	6,052.50
6 Horses (6 last year).....	650.00	850.00
71 Hogs (96 last year).....	1,080.00	1,798.00
202 Poultry (226 last year).....	121.00	118.50
Cash on hand	1,614.95	1,398.29
Crops in field.....	1,657.00	1,368.20
Accounts receivable	1,261.78	861.76
	\$15,540.73	\$15,468.65
Accounts payable	71.79	23.70
Net worth	\$15,468.94	\$15,444.95

QUARTERLY REPORT OF BOOK EXCHANGE

April 1 to June 30, 1923.

RECEIPTS

1923	April 1, Cash on hand.....	\$ 667.28	
	Sales of textbooks & supplies.....	8,188.39	
			\$ 8,855.67

EXPENDITURES

	Textbooks and supplies purchased.....	\$ 8,131.06	
	Paid for service	290.84	
			\$ 8,421.90
1923	June 30, 1923, Cash in Bank.....	433.77	
			\$ 8,855.67

ANNUAL REPORT OF BOOK EXCHANGE

Year ending June 30, 1923.

RECEIPTS

1922	July 1, Cash on hand.....	\$ 2,574.04	
	Sales of textbooks and supplies.....	\$22,838.63	
	Interest on daily balance in Bank.....	31.68	
	Total Receipts	22,870.31	\$25,444.35

EXPENDITURES

	Paid for textbooks and supplies	\$24,067.07	
	“ “ service	936.13	
	“ “ blank bank checks	7.38	
	Total expenditures	\$25,010.58	
1923	June 30, Cash on hand.....	433.77	
			\$25,444.35

BOOK EXCHANGE INVENTORY

July 12, 1923.

Cash in Bank	\$ 1,080.46	
Inventory Books on Shelves	15,802.82	
Books in store room.....	723.04	
Total	\$17,606.32	
Total Inventory July 12, 1922.....	15,266.51	
Gain	\$ 2,339.81	

QUARTERLY REPORT OF FELL HALL

April 1, 1923, to June 30, 1923.

RECEIPTS

Balance, last Report	\$18,435.84
Students' Room Rent.....	1,968.50

Board	\$ 8,169.62	
Guest Fees	90.67	
Banquets	77.28	
Laundry Fees	116.35	
Miscellaneous Sales Account.....	202.44	
Total Receipts		\$29,060.70
Total Disbursements		11,693.61
Balance on hand		\$17,367.09

DISBURSEMENTS

Salaries and Wages	\$ 2,156.11	
Food Supplies	5,028.55	
Coal	738.97	
Electricity	762.00	
Gas	316.71	
Laundry	27.00	
Repairs to Building.....	915.00	
Repairs to Equipment.....	443.40	
Telephone Rent & Tolls.....	46.00	
General Office Supplies.....	29.08	
New Furniture and Equipment.....	866.11	
Freight & Drayage.....	27.62	
Miscellaneous Household Supplies.....	242.06	
Refund of Board.....	95.00	
Total Disbursements		\$11,693.61

ANNUAL REPORT OF FELL HALL
July 1, 1922, to June 30, 1923.

RECEIPTS

Balance, last report.....	\$14,566.65	
Students' Room Rent.....	7,871.80	
Board	30,421.37	
Guest Fees	479.62	
Banquets	305.70	
Laundry Fees	341.24	
Interest on Time Deposits.....	188.59	
Miscellaneous Sales Account.....	555.77	
Total Receipts		\$54,730.74
Total Disbursements		37,363.65
Balance on Hand.....		\$17,367.09

DISBURSEMENTS

Salaries and Wages.....	\$ 8,673.72	
Food Supplies	15,326.29	
Coal	3,116.48	
Water	51.00	
Electricity	1,641.65	
Gas	947.54	
Laundry	77.87	
Repairs to Building.....	2,786.95	
Repairs to Equipment.....	1,433.81	
Telephone Rent and Tolls.....	160.85	
General Office Supplies.....	137.26	
New Furniture & Equipment.....	1,535.92	
Freight & Drayage.....	97.08	
Medical Supplies	8.50	
Miscellaneous Household Supplies.....	1,097.43	
Refund of Board.....	271.30	
Total Disbursements		\$37,363.65

PROFIT AND LOSS ACCOUNT
FELL HALL

1923	June 30—Cash on hand.....	\$17,367.09	
1923	June 30—Food & Other Supplies.....	959.00	
			\$18,326.09
1922	June 30—Cash on hand.....	\$14,566.65	
1922	June 30—Inv. Food & Other Supplies.....	1,310.60	
			\$15,877.25
	Net Profit for Year.....		\$ 2,448.84

President Felmley called attention to the greatly increased enrollment in the Normal University. He also presented in detail

the difficulties which had to be faced in trying to build their gymnasium with \$150,000 when they had asked of the legislature \$250,000. He expressed a desire, however, that the Buildings and Grounds committee should urge the immediate preparation of plans for the construction of a building which would be built within the \$150,000 appropriation.

The Board approved the appointment of the following list of instructors and teachers:

George H. Brinegar, Assistant Professor of Education, at \$3,000 for thirty-six weeks.

Irvin W. Cox, instructor in Physics and Chemistry, at \$2,160 for thirty-six weeks.

Charles A. Harper, Assistant Professor in History and Sociology, at \$2,430 for thirty-six weeks.

Mildred C. Warsinske, instructor in Physical Education, at \$1,800 for thirty-six weeks.

Elias Rolley, part-time teacher of Accounting, \$600 for thirty-six weeks.

Frances Rentschler, instructor in Art, \$1,440 for thirty-six weeks.

All but Miss Warsinske are to be paid from the Revolving Fund.

The Board approved the appointment of Miss Hazel Tobias for temporary services until a regular teacher could be secured.

The new list of graduates as presented was approved.

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

DeKalb, Illinois,
September 25, 1923.

To the Chairman and Members of the Normal School Board:

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

I. STUDENTS.

ENROLLMENT, FALL QUARTER, 1921.

	Men and Boys	Women and Girls	Total
Normal Department	82	320	402
Students, College Rank.....	57	287	344
Students, High School Rank.....	25	33	58
Training Department	284	289	573
Total of all students and pupils.....	366	609	975

ENROLLMENT, FALL QUARTER, 1922.

	Men and Boys	Women and Girls	Total
Normal Department	116	400	516
Students, College Rank.....	101	370	471
Students, High School Rank.....	15	30	45
Training Department	255	239	494
Total of all students and pupils.....	371	639	1010

ENROLLMENT, SUMMER QUARTER, 1923.

	Men and Boys	Women and Girls	Total
Normal Department	68	1078	1146
Training Department	78	72	150
Total of all students and pupils.....	148	1150	1296

ENROLLMENT, FALL QUARTER, 1923.

	Men and Boys	Women and Girls	Total
Normal Department	114	419	533
Students, Junior College Rank.....	86	381	467
Students, Senior College Rank.....	14	12	28
Training Department	235	224	459
Total of all students and pupils.....	349	643	992

II. FACULTY.

Miss Edna Storrs, who has been a member of the faculty in Domestic Science, for two years, resigned last week. We have no one at present to recommend and it is quite possible that we shall be able to distribute our work so as not to employ a successor before the beginning of the next quarter.

Since the last meeting of the Board Miss Josephine Jandell, our Librarian, who has served almost the entire period since the opening of this institution, resigned. We recommend Miss Eva McMahon, her assistant, to be made Librarian at a salary of \$1750, and that Miss Elizabeth Sammis who has had four and one-half years at the University of Wisconsin, one year of which was in Library Science, and who has had experience at Beloit, Milwaukee and the Charleston Normal School, be made her assistant at a salary of \$1440 per year.

In keeping with the authorization made at the last meeting of the Board we recommend:—

Mabel Edmondson Hobart, who has a Bachelor's Degree from James Millikin and has had five years of experience as a teacher of English and History, to be the teacher of English and History at a salary of \$2000.

Miss Norma Stelford, who has a Bachelor's Degree from the University of Chicago and has been a teacher in the Wisconsin Normal Schools and in one of the large high schools of Illinois, as a teacher of Mathematics at a salary of \$2200.

Miss Audrey Shuey, who has a Bachelor's Degree from the University of Illinois and a Master's Degree from Wellesley and who has been a teacher of Psychology at Wellesley, to be the assistant in Psychology at a salary of \$2250.

Mr. Byron Wyman on one-third time to be assistant in Music at a salary of \$405.

The last four of these are to be paid from the Revolving Fund. The salary schedule sent to the Department will so indicate.

III. ORGANIZATION.

The summer quarter recorded the largest number of students ever enrolled in this institution at any one time. The close of the summer quarter (1146) recorded the largest number of graduates of any summer quarter in our history (59). The fact that the training school was opened for the complete summer quarter had great significance to the teachers of northern Illinois who were looking forward to securing a diploma from the Normal School Department and who needed to secure practice teaching. It is probable that no one single provision is more highly prized for the opportunity it offers than the practice school during the complete summer quarter. I sincerely hope that no financial condition will render it impossible to continue regularly the training school for the four quarters of the year.

The fall quarter opened September 10 with an excellent showing of men

and women. It is encouraging that we have an enrollment of more than one hundred men, a considerable number of men and women coming from other collegiate institutions to spend one year or two years or more in this institution.

The demand for both men and women as teachers is continuously beyond our ability to supply. The boarding and living conditions of the student body in the city of DeKalb are better this year than last. There are desirable places for men and women to board in private houses. There are more and better public places for them to secure meals than heretofore. We continue to have a larger and larger demand for accommodations in the women's dormitory and we are convinced that if we had our dormitory capacity doubled, the accommodations would be immediately grasped by the young people who prefer the advantages of the dormitory, social and otherwise, to those they may be able to secure in the city of DeKalb.

IV. CURRICULUM.

About ninety per cent of our student body are enrolled in the two-year curriculum. All such students are graduates of four-year high schools. The courses which attract men most are industrial arts and manual training, and the groups of studies found in mathematics, science and physical education, which prepare more directly for principalships in villages and superintendencies in small towns. The industrial arts people, more especially who devote themselves to printing and drawing and metal work, rapidly find employment in the larger cities and rarely find employment in the smaller places. The curriculum proper has not been changed since a year ago and will probably remain intact for the most of the present biennium.

V. BUILDINGS AND GROUNDS.

In order to maintain the physical properties of the institution and keep them in good repair and prevent deterioration, we are extremely anxious to have the brick construction work in front of the dormitory, that has been falling to pieces for more than a year, rebuilt. We are anxious to have the roof of the main building, the skylight and the flashing repaired, and all the main building and the training school masonry pointed up where the plaster has fallen out and made it possible for driving rains to be sent through to destroy the plastering and the paint inside. All of this work ought to be done before cold weather. We call the attention of the Board to this matter because we have been unable to get it done. There are various minor changes on the grounds which would involve the expenditure of perhaps a \$1000 or \$1500—the repair of concrete walks which have been in bad condition for more than a year; two small changes in the roadways made necessary in order to protect life and entirely due to the increasing use of the automobile. Our parking conditions are growing more and more hazardous.

We have an abundant coal supply and our coal contract providing for about two-thirds of our year's supply is being fulfilled.

VI. AUXILIARY ENTERPRISES.

So far as we are able to determine at present, the operation of the Revolving Fund in its application to the dormitory is receiving approval from all the people in the dormitory more directly concerned with its management.

All the rooms in the dormitory are taken long before the opening of the quarter and there is a constant waiting list. After the waiting list reaches forty or fifty it is discontinued. We urge again the necessity of making another dormitory for women. The training outside of the class room, especially the social side of a teacher's training secured at a time when the students are assembled in the dining room or the living room, at parties of one sort or another, give a finish to a student's training that almost all of our young women need and the kind of finish which cannot be secured by ordinary class-room procedure.

VII. STUDENT LIFE.

The Student Activity Organization has provided a series of concerts,

lectures and dramatic performances for the fall quarter whose cost is met entirely by the Student Activity Organization. Through this organization every student has opportunity to attend without the purchase of tickets all the athletic games, all the concerts, lectures, dramatic performances and other entertainments given by the organization itself, and there is no distinction made among any of the groups of students.

A limitation is now placed upon the number of extra-student activities which any very popular young man or young woman may engage in. Our experience has told us that only a limited amount of managerial activity may be done by a student without seriously interfering with his regular program of school work.

VIII. MISCELLANEOUS.

Requisitions.

IX. SUMMARY.

Subjects for action by this Board: approval of the completed faculty list.

Respectfully submitted,

J. STANLEY BROWN, President.

REPORT ON APPOINTMENTS

Number of people given assistance in securing positions.....	502
Apportioned as follows:	
Graduates August, 1922-August, 1923.....	229
Highest salary \$200; average \$128.	
Undergraduates	79
Highest salary \$130; average \$93.	
Alumni 1900-1922	194
Highest salary \$270; average \$158.	
Location—Number in Northern Illinois.....	367
(Territory north of C. R. I. & P. Ry.)	
By Counties: 1. Cook. 2. Kane. 3. DeKalb.	
4. Winnebago. 5. Will. 6. Whiteside.	
In other parts of Illinois.....	56
In other States.....	42
Attending college and university.....	37
Number of unfilled calls.....	94

GRADUATES, JULY, 1922-AUGUST, 1923

Amos, Dora	Carlson, Joyce	Fitzgerald, Hazel
Anderson, Elizabeth	Carpenter, Eunice	Franck, Emma
Anderson, Mabel	Canfield, Esther	Frazelle, Grace
Andrews, Maritelva	Cederoth, Dorcas	Fritz, Laurel
	Challand, Harold	Fullmer, Bonnibell
	Claxton, Wayne	
Baker, Marion Brown	Coleman, Mary	Gable, Gwendolyn
Barnes, Mary	Compton, Millicent	Gant, Isabelle
Benander, Inez	Conlin, Clinton	Gates, Verna
Benson, Dora	Courtney, Martha	Gee, Leslie
Best, Paul	Cox, Frances	Gehant, Mary Alice
Bishop, Dorothy	Curtiss, Homer	Gibbons, Gladys
Bonjour, Viola	Curtiss, Marshall	Gilson, Helen
Boozel, Janette	Cushing, Marjorie	Good, Ada
Bradstreet, Frances	Cripe, Cora	Graves, Helen
Brakey, Gladys	Cowdrey, Ada	Gregory, Dallas
Bristow, Ella		Greenhill, Ida
Brown, Amy	Danisage, John	Gustafson, Bessie
Browner, Greta	Davidson, Nelle	
Brundage, Charlotte	DeBell, Lucile	Hagerty, Oral
Buell, Irma	Deegan, Margaret	Haines, Ethel
Burkhart, Eleanor	Denker, Jennie	Hall, Harriet
Burns, Mildred	Denney, Golda	Hann, Amelia
Burstatte, Violette	Denny, Ruth	Harless, Carlotta
Burton, Pearl	DeNormandie, Ruth	Hawes, Ruth
Butler, Eunice	Donnelly, Mary	Heap, Madeline
Byerhof, Gertrude	Donovan, Eleanor	Heidenreich, Vivian
Byers, Elvin	Dugan, Luella	Heintz, Esther
Byram, Mildred	Dutcher, Etta	Hemming, Irma
		Henderson, Mildred
		Herr, Martin
Cahill, Marion	Easton, Bonita	Hitchcock, Dorothy
Cain, Gladys	Eberly, Orpha	Holderness, Nathalie
Campbell, Joseph	Eich, Esther	Holmquist, Anna
Camper, Clyde	Firkins, Beulah	Horan, Elizabeth

Horan, Harold	Malmberg, Carl	Ryder, Phrone
Hutson, Vera	Mathew, Vera	Saline, Eva
Jackson, Marguerite	Maushak, Lola	Schultz, Esther
Jackson, Marguerite	Mercer, Margaret	Scott, Jennie
Lorraine	Mercer, Orla	Selgren, Inez
Jacobson, Ayliffe	Miles, Lynn	Selgren, Irene
Johnson, Judith	Miller, Ruth Irene	Sharp, Vernon
Johnson, Ruth	Minnegan, Donald	Sheveland, Alice
Johnson, Webster	Mong, Esther	Shields, Harold
Jordan, Erma	Moore, Bessie	Smith, Gladys
Jordan, Inez	Nashold, Gladys	Sneesby, Augusta Haley
Kartheiser, Maryon	Nelson, Elsie	Snow, Byron R.
Keefe, Mary	Nelson, Jean	Snyder, Myrtle
Keithahn, Helen	Nelson, Jessie	Spanogle, Emily
Kelly, Fern	Nelson, Lillian	Spaulding, Charlotte
Kennedy, Marion	Norene, Frances	Stegmeir, Clarence
Kern, Violet	Oberg, Harold	Stewart, Annetta
Kerwin, Marion	O'Brien, Marie	Stroberg, Genevieve
Kilmer, Ruth	Olson, Mabel	Swanson, Helen
Kilker, Jean	Olson, Ruth	Sylvester, Charlotte
King, Evelyn	Parker, Frances	Taylor, Verdell
Kress, Bernice	Parker, Helen	Thompson, Miles
Kujala, Elmer	Parson, Charles	Tierney, Sara
Labahn, Esther	Paschal, Frances	Tippett, Florence
Larson, Bessie	Peterson, Helen	Titus, Emma May
Lattin, Georgia	Peterson, Hobart	Titus, Ethel
LeBeau, Margaret	Pcterson, Julien	Tresidder, Lucille
Leitner, Edna	Potts, Edna	Tucker, William
Lickhard, Lucile	Price, Dora	Van Der Kar, Lora Alma
Lindberg, Erna	Prince, Hugo	Van Zandt, Frances
Lickhard, Lucile	Prindaville, Agnes	Walker, Lucy
Lindgren, Edward	Purple, Hilabel	Walp, Ada
Ling, Helen	Read, Margaret	Washburn, Belle
Lobdell, Luceba	Reginer, Julia	Webster, Laura
Loftus, Jessie	Reinhart, Mildred	Weichert, Dorothea
Lundahl, Arthur	Rennack, Ruby	Westervelt, Howard
Lyon, Vergil	Reynolds, Kathryn	Whittaker, Ralph
McCabe, Julian	Ritz, Jessie	Winstedt, Emil
McCabe, Mary	Rowe, Ruoy	Wilson, Ralph
McGrath, Gladys	Runge, Helen	Winterhalter, Irene
McKenzie, Lillian	Russell, Lillian	Winters, Zelda
McMicken, Thelma	Ryan, Catherine	Wyman, Byron
Mair, Edna		Wymer, Faye

He called particular attention to the damage which was being done to the Women's Building on account of delays in repairs. The Chairman of the Board asked Mr. Cook, the Business Manager, to make a special visit to DeKalb and to report the situation with the purpose of hastening in every possible way the making of these needed repairs.

The Board approved the following appointments:

Miss Eva McMahan, Librarian, at a salary of \$1750 for thirty-six weeks.

Miss Elizabeth Sammis, Assistant Librarian, at a salary of \$1440 for thirty-six weeks.

Mabel Edmondson Hobart, teacher of English and History, at a salary of \$2000 for thirty-six weeks.

Miss Norma Stelford, teacher of Mathematics, at a salary of \$2200 for thirty-six weeks.

Miss Audrey Shuey, Assistant in Psychology, at a salary of \$2250 for thirty-six weeks.

Byron Wyman, Assistant in Music, (one-third time) \$405.

The last four are to be paid from the Revolving Fund.

The Presidents of the Normal schools were requested to furnish

the Secretary of the Board with a statement of the enrollment in the Teachers' College proper for the fall term of this year and for the corresponding period of last year in order that the Secretary might furnish the press with a statement of the increased enrollment at the State Teacher Training institutions.

The Board took a recess at 9:45 to attend the chapel exercises.

The Board made record of their appreciation of the reception given by the faculty of the college and of the luncheon served to the members of the Board.

The Board adjourned to meet at the call of the Chairman of the Board.

A. M. SHELTON, *Chairman*

F. G. BLAIR, *Secretary*.

Approved December 4, 1923.

