

10-14-1924

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

STANDING COMMITTEES

Finance

Mr. Walker
Mr. Curtis
Mr. Allen
Mr. Capen
Mrs. Northam
The Chairman
The Secretary

Buildings and Grounds

Mr. Still
Mr. Cole
Mr. Curtis
Mr. Bridges
Mrs. Wykes
The Chairman
The Secretary

Supplies and Equipment

Mr. Allen
Mr. Capen
Mr. Cole
Mr. Bridges
Mrs. Northam
The Chairman
The Secretary

Faculty and Curricula

Mr. Cole
Mr. Allen
Mr. Walker
Mr. Still
Mrs. Wykes
The Chairman
The Secretary

Dormitory

Mrs. Wykes
Mr. Capen
Mrs. Northam
The Chairman
The Secretary



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MINUTES OF THE MEETING
OF THE
NORMAL SCHOOL BOARD

October 13-14, 1924.

The Normal School Board met in the office of Director A. M. Shelton, 130 North Wells Street, Chicago, at 9:00 o'clock, Monday morning, October 13, 1924.

Present: Mrs. Northam and Mrs. Wykes; Messrs. Bridges, Cole, Shelton, Still, and Blair.

Absent: Messrs. Allen, Capen, Curtis, and Walker.

All of the Normal School Presidents were present.

The plans for the new gymnasiums at Normal and Carbondale were presented by a representative of the State Architect's office. There was considerable discussion of a number of the points involved. Mrs. Northam pointed out that in the plans for the gymnasium at Normal a steel girder should be provided at the point where the plans call for a partition wall so that, if circumstances required it, this stone wall could be removed without endangering the support of the roof. It was represented that the building could be enclosed and all the heating and plumbing installed within the appropriation. The Board approved these plans with the understanding that the steel girder should be placed in the gymnasium at Normal as suggested.

The Board took a recess and went to DeKalb. At 1:30 in the afternoon the Board reconvened in the Teachers College Building.

The minutes of the previous meeting were presented and 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,
October 13, 1924.

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.

A. Attendance.

1. Attendance for the school year July 1, 1923, to June 30, 1924.

	Men and boys	Women and girls	Total	Total one year ago
a. College				
Seniors	8	8	16	4
Juniors	7	14	21	18
Sophomores (Normal II).....	40	159	199	158
Freshmen (Normal I).....	51	196	247	252
Unclassified:				
2d summer term, 1923.....	127	453	580	511
1st summer term, 1924.....	159	959	1118	928
b. High School.....	20	35	55	45
Total in residence above 8th grade..	412	1824	2236	1916
c. Elementary Grades.....	341	349	690	686
Grand total of all students and pupils	753	2173	2926	2602

2. Attendance for the second summer term, 1924.

		Men and boys	Women and girls	Total	Total one year ago
a.	College				
	Unclassified	30	414	444	399
b.	Elementary Grades	103	92	195	181
	Total	133	506	639	580

3. Per capita cost of students in college for the year beginning July 1, 1923, and closing June 30, 1924.

			Equiv. for 36 weeks
a.	Attendance-first summer term 1923....	(6 weeks)	923 154
b.	" second summer term 1923..	(6 weeks)	399 66
c.	" fall term 1923.....	(12 weeks)	551 183
d.	" winter term 1924.....	(12 weeks)	531 177
e.	" spring term 1924.....	(12 weeks)	494 164
f.	" training school.....	(36 weeks)	690
	Total.....		1434

Total cost of operating school for year not including money spent on permanent improvements, \$195,343.00.

Per capita cost for 36 weeks = $\$195,343.00 \div 1434 = \136.22 .

B. The attendance today is a little more than one and one-half times what it was four years ago. The increase has not been spasmodic but rather gradual. We are receiving now a larger percent of our students from larger high schools in this section of the State. We have fewer than a dozen students from outside states.

The quality of the students now is a little better than it was five years ago. The change in the certificating law and the difficulty of securing certificates by examination only and the demands for better trained teachers everywhere, constitute mainly the reasons for increase.

C. Below is submitted a list of the graduates of July 18 and August 29, 1924. The long list of graduates of May 29th was submitted at the meeting of the Board on July 24, 1924.

July 18, 1924

SENIOR COLLEGE
M. Ruth Murray (Home
Econ.)
Harvey W. Welsh

JUNIOR COLLEGE
Hazel Calvert
Hattie C. Duke
Beulah Dentler
Marion M. Dodge
Cassie C. Gowran
Lena E. Grabner
Clarence J. Hardy
Marjorie A. Hawley
Helen M. Jones
Carol Kiefer
Clara Killion
Mable Lee
Adah Lohafer
Elizabeth V. Meeks
Caryl Meisenheimer
Ethel Rausch
Mary Renwick
Norma A. Stein
Lois Swanson
Gertrude Whitver
Marian Wilson
Ruth Worthington

CONFERRED IN ABSENTIA
Lyle Lawson

SENIOR COLLEGE

Ella A. Bansau
John Brown

IN ABSENTIA

Gertrude E. Mellor
Stanley R. Miller

JUNIOR COLLEGE

Ruth S. Baker
Caroline E. Bentley
Mary E. Blosser

IN ABSENTIA

Margaret Burns
Anne Wiberg Challend
Mildred Chapman
Clare I. Cleaver
Helen Maryann Deegan
Edith Sarah Densmore
Olive Dromgoole
Gladys M. Eatinger
Verla E. Falk
Walter D. Gehant
Gracia L. Graves
Bertha M. Hunter
Amy J. F. Johnson
Jean Johnson
Mary I. Kelly
Lorona Mary King
Ruth Elizabeth Leech

August 29, 1924

JUNIOR COLLEGE (Cont.) -

Eleanor Marshall
Gladys E. Munson
Verna G. Newton
Elsie Nieminen
Maine Elizabeth Olson
Marian Louise Parlesca
Grace Winifred Pierce
Abbie E. Quarnstrom
Lillian Quinn
Marian Frances Ravlin
LaFerne Richardson
Elizabeth Rodgers
Barbara Scherer
Hulda L. Schreiber
Maybelle L. Scott
Winifred Scott
Georgia Ella Weede
Pauline G. Wise

HIGH SCHOOL DIPLOMAS

Cora C. Christian
Charles Hunt
Bertha M. Hunter
Oral Quinn

SUMMARY.

Alumni at close of year, 1923-24.....	2592
Diplomas conferred on July 18.....	25
Diplomas conferred on August 29.....	42
Total Alumni to date.....	2659

C. The following is a list of those who are due to graduate at the close of this quarter, November 26, 1924:

Genevieve Claude
Hamilton Cross
Kathryn Deegan
Harriet Hunt
Sophie L. Johnson
Irene Miller

F. B. Steece
Jerold N. Stockton.
Altha M. Sutton
Myrtle Talcott
Stata E. Warner

II. FACULTY.

A. Since the last meeting of the Board, we have to record the death of Dean Newell D. Gilbert, whose services extended over the entire period of this institution's history, and whose place is most difficult to supply. We report also the resignation of Miss Mary G. Draser as a teacher in the Art Department, to accept the Headship of the Art Department at the State Teachers College at Commerce, Texas. We report the resignation of the Assistant Librarian, Miss Elizabeth Sammis, who was married at the close of the second summer term, and of Miss Anna Belle Chase, a critic of the eighth grade.

B. We recommend for Dean Gilbert's position Mr. O. E. Peterson, who has a Master's Degree in Education from the University of Chicago, and an additional year in the field of Education at the University of Wisconsin, and has had seven years' experience as a superintendent. We ask that his salary be fixed at \$3100 for 36 weeks. To take the place of Miss Draser we recommend Miss Florence Louise Spiess, who has a Master's Degree from Columbia University, as an Assistant Professor at a salary of \$2000 for 36 weeks. To take the place of Miss Sammis as Assistant Librarian, we recommend Miss Matie D. Fox, who is a graduate of the Library School of the University of Wisconsin, and has had seven years' experience in Library work, in Racine, Wisconsin. We ask that her salary be \$1440 for 36 weeks. To take the place of Miss Anna Belle Chase, we recommend Miss Louise Bristow, a graduate of the institution who has spent two years at the University and is almost ready to take her degree. We ask that her salary be fixed at \$1575 for 36 weeks.

C. We recommend the following small adjustments in salary: To Mr. Page and Mr. Parson each \$100; to Mr. Edel and Mr. Harrison, each \$50; to Mr. Wright, \$172. These adjustments are made possible by the employment of new teachers at a smaller salary than their predecessors have received.

D. We recommend as an additional teacher in Social Science, Miss Helen Hubbard, who has a Master's Degree in History and Social Science from the University of Chicago, and who has had six years' experience of teaching in large high schools, and who has been a member of our summer school faculty. We ask that her salary be fixed at \$1800 for 36 weeks.

E. The constant increase in the number of students over a period of five years and the very rapid and large increase in the enrollment for the summer quarter demands an increase in the number of faculty, in the equipment of the institution, in laboratory and in library, commensurate with the enrollment. Our only source of funds available for the employment of additional teachers this year is the Revolving Fund. We are therefore requesting that we be empowered by this Board to employ four additional teachers as need shall be apparent during this school year.

F. We have made a survey of all our classroom facilities and know that by using every classroom every period in the day, we may take care of additional students and yet not have the classes exceed forty as an average for the entire institution. We shall need to have about forty per cent more money available for Faculty and Practice school work during the summer quarter in order to maintain the level of efficiency in this work which our constituency demands.

III. OTHER SCHOOL EMPLOYEES AND INSTITUTIONAL NEEDS.

A. No resignations and no new appointments recommended.

B. The growth of the institution during the past five years forms a reasonable basis of judgment for prospective growth. Therefore, we urge

that every reasonable effort be made to secure needed buildings, needed laboratories and libraries and additional faculty commensurate with this growth. Efficient teaching may be secured only when classes are of reasonable size. When crowded conditions make the classes two or two and one-half times a reasonable number to teach, then the level of efficiency must be lowered. We are constantly enjoined by visiting superintendents and principals to maintain a high level of teaching, and if we are to heed the injunction of our constituents, such a level must be constantly raised. Appropriations for the accomplishment of these ends mentioned constitute the biggest factor in their accomplishment. Another factor quite as important is a single unified Board with appropriations made to it and freedom to act.

IV. THE ORGANIZATION.

A. The classes for the entire institution average thirty in number. We have twenty-nine classes with more than forty students. We have five classes with fifty or more. There are four Departments, each of which should have an additional teacher provided during the year.

B. We do not offer extension or correspondence work, nor do we expect to offer it. We encourage everyone to come to the institution itself, to come in direct daily contact with men and women in the departments and breathe the institutional atmosphere.

V. THE CURRICULUM.

A. No report.

VI. BUILDINGS AND GROUNDS.

A. The grounds and the present buildings are in better condition than they have been for five years. We need to have the cinder driveway to the west and the cinder driveway and parking space to the north paved. These two pieces of work should be done as soon as it is possible to do it to provide greater safety in automobile traffic. The parking problem grows more acute as the good roads are extended and a larger number of students use their automobiles for daily attendance at college. The west boundary of the campus, known as Normal Road, has been paved with concrete, and you may observe a beautiful job of paving. We are yet hoping that the appropriation made for the pavement of Lincoln Highway from the Kishwaukee bridge to the west limits of the city may be contracted and finished before the end of this biennial.

B. The most urgent need in our building program is an extension of our present woman's dormitory to the north on the same general plan as the present ones, and with accommodations sufficient to meet the needs of 150 women. This is made apparent by the long waiting list at the beginning of every quarter, and the insistence of parents that their daughters should be given place at the dormitory.

VII. AUXILIARY ENTERPRISES.

A. Report of the Revolving Fund.

1. Williston Hall.
2. Registration fees.

REPORT OF THE REVOLVING FUND.

July, August, September, 1924.

RECEIPTS:

Received from—

Registration fees.....	\$ 3,326.00
Board, Williston Hall.....	10,309.00
Meals, guest fees, etc.....	539.50

Total	\$14,174.50
Previously reported.....	55,500.06

Total receipts for Revolving Fund..... \$69,674.56

EXPENDITURES :

Salary, Williston Hall.....	\$ 3,664.33
Salary, Faculty.....	3,124.09
Telephone	186.00
Express and drayage.....	81.83
Food	4,490.15
Household supplies, laundry, ice, etc.....	431.84
School supplies.....	459.12
Fuel and gas.....	84.55
Electricity	71.37
Repairs to building.....	2,816.61
New equipment, dishes, etc.....	519.26
Garden	42.00
	<hr/>
	\$15,971.15
Expenditures previously reported.....	44,911.86
	<hr/>
Total expenditures.....	\$60,883.01
Cash balance on hand October 1, 1924.....	8,791.55
	<hr/>

\$69,674.56

VIII. STUDENT LIFE.

A. Through the Student Activities Organization the following program of public entertainments has been arranged for this quarter :

- September 16—Kryl's Band Concert.
 September 19—Y. W. & Y. M. Mixer Party.
 October 10—Party for the prospective graduates for the year in the two-year course.
 October 24—Williston Hall girls hostesses to town girls.
 October 31—Party for the first-year students in the two-year course.
 November 15—Informal dance, Williston Hall.
 November 18—Lecture—"New Renaissance of Europe"—Dr. Skeyhill.
 November 26—Graduating Exercises.
 November 26—Thanksgiving Recess.

B. Below you will find an accurate account of the placement of graduates for the past two years, showing the type of work and the number in each type of work during the past two years and the totals:

Position	1922-1923			1923-1924		
	Men	Women	Total	Men	Women	Total
1-room school.....	0	0	0	0	1	1
2-4 room elementary school.....	0	7	7	0	6	6
All other elementary schools.....	2	115	117	2	141	143
H. S. teacher.....	14	12	26	18	14	32
Principals	14	1	15	13	2	15
Not teaching.....	4	8	12	5	10	15
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	34	143	177	38	174	212

C. The following is a summary for the past five years of the placement of graduates who are teaching:

	1919	1920	1921	1922	1923	1924
In Illinois.....	92	97	112	150	153	188
Outside States.....	2	3	6	5	6	6
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	94	100	118	155	159	197

IX. MISCELLANEOUS.

A. We are submitting herewith an attendance record for the past five years of all students of every grade:

	1919-20	1920-21	1921-22	1922-23	1923-24
Students above 8th grade during entire year	875	899	1445	1570	1860
Elementary Grades—summer.....	0	0	165	346	376
Elementary Grades—regular year.....	650	661	684	686	690
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1525	1550	2294	2602	2926

B. Attendance for the Summer Quarters of the past five years:

Summer Quarter	1920	1921	1922	1923	1924
1st Summer Term.....	604	567	752	747	923
2nd Summer Term.....	0	265	346	399	444
Elementary Grades.....	0	0	165	181	195
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total.....	604	832	1263	1327	1562

C. The following report covering the year ending September 30, 1924, shows something as to the work done in the field of appointments:

NUMBER PLACED	
Graduates 1923-1924.....	212
Undergraduates	80
Summer School Students.....	81
Alumni	202
	<hr/> 575
LOCATION	
Northern Illinois.....	460
Other parts of Illinois.....	58
Other States.....	70
	<hr/> 575
TYPE OF POSITION	
Elementary grades.....	459
High School.....	58
Special Manual Arts, Home Economics, Drawing, Music.....	9
Supervision	49
	<hr/> 575
SALARIES	
Minimum salary per month.....	\$ 100.00
Maximum salary per month.....	300.00
Average yearly salary.....	1429.00

X. SUMMARY.

A. First, the approval of the action in the adjustment of salaries and in the employment of new and additional teachers.

B. Second, the approval of the employment of four additional teachers as the need may develop during the year.

Respectfully submitted,

J. STANLEY BROWN, President.

The following recommendations contained in this report were approved by the Board:

1. The appointment of Mr. O. E. Peterson to the position made vacant by the death of Newell D. Gilbert, at a salary of \$3100 for 36 weeks.

2. The appointment of Miss Florence Louise Spiess as teacher in the Art Department with the title Assistant Professor, at a salary of \$2000 for 36 weeks.

3. The appointment of Miss Matie D. Fox as Assistant Librarian at a salary of \$1440 for 36 weeks.

4. The appointment of Miss Louise Bristow as critic teacher for the eighth grade at a salary of \$1575 for 36 weeks.

5. The appointment of Miss Helen Hubbard as an additional teacher in Social Science at a salary of \$1800 for 36 weeks.

The Board also approved the following recommended adjustments in salary:

1. An increase of \$100 to Mr. S. F. Parson.
2. An increase of \$100 to Mr. E. C. Page.
3. An increase of \$50.00 to Mr. E. F. Edel.
4. An increase of \$50.00 to Mr. Paul Harrison.
5. An increase of \$172 to Mr. Allen T. Wright.

The Board approved the recommendation to empower the President to appoint four additional teachers at such times as the increase in enrollment created the need; such appointments to be reported to the Board at the next succeeding meeting following the appointment.

The Board approved the supplemental list of graduates as presented in the report.

Mr. Still moved that the Secretary of the Board be requested to embody in a resolution the Board's appreciation of the services of Dean Newell D. Gilbert, a copy of such resolution to be furnished

to the President of the school and to the family of Mr. Gilbert. The resolution as prepared is here recorded:

"The members of the State Normal School Board hereby make permanent record of their appreciation of the long and worthy services of Dean Newell D. Gilbert as teacher and professor in the Northern Illinois Teachers College. He was one of the real builders of the institution. His work within its walls and before audiences of teachers and citizens throughout the state helped to create and make known its character and reputation as a school for the training of teachers. In his character and personality as a man, in his scholastic and professional training and zeal, in his courageous but kindly leadership, and in his daily work as a friend and teacher, he was, in the judgment of this Board, a real teacher of teachers and a worthy servant of the commonwealth."

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

Carbondale, Illinois,
October 13, 1924.

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.

Attendance first summer half-term June 18-July 26, 1924:

	Men	Women	Total
College students.....	468	1086	1554

Attendance second summer half-term July 26-August 29, 1924:

	Men	Women	Total
College students.....	267	440	707

Attendance to date Fall Term, 1924:

	Men & Boys	Women & Girls	Total
College	200	407	607
College unclassified.....	7	10	17

Below college rank, including about 60 or
70 who are taking straight high school
courses

Total above Eighth Grade..... 470

Rural Practice Schools

Glade (Jackson County).....	28
Buckles (Jackson County).....	28
Bridge (Jackson County).....	13
Stone (Williamson County).....	20
Foreville (Williamson County).....	28

Allyn School (on campus)..... 169

Brush School (City)..... 492

Total in Practice Schools..... 778

Total in all departments..... 1872

The Board approved the following recommendations:

1. The appointment of Mrs. Vesta Burlison as critic teacher in the primary grade for the fall term, at a salary of \$375.

2. The appointment of Mrs. Elsie Morgan as critic teacher in the primary grade for the fall term, at a salary of \$375.

3. That the President be authorized to use the \$1800 set aside for an extra mathematics teacher to secure two or more teachers for the mid-spring term.

II. FACULTY.

Shortly before the opening of the present term I had a letter from Miss Florence King, Principal of the Primary Department of our Practice School. She has been suffering all summer from some disorder of the eyes and her general health has been poor. Acting on the advice of her physician she asked leave of absence until the beginning of the Winter Term. Through a combination of circumstances we were unable to find anyone to take her place until the opening day of the term. We have placed Mrs. Vesta Burlison in

charge of one grade and Mrs. Elsie Morgan in charge of the other. Mrs. Burlison lacks only eight credits of her degree and has made a record as a successful teacher. Mrs. Morgan is a graduate of our Junior College Normal Department, has had some advanced training, and has made a record as a grade teacher. I have agreed to pay them \$375.00 each for the Fall Term.

Practically on the same day that I received word from Miss King I had a telegram from Miss Florence Louise Graves of our Physical Training Department. Miss Graves had been spending her vacation in California. She telegraphed that she was suffering from throat trouble and would be delayed three weeks. Later I had a letter which purported to come from a physician stating that she would need three weeks for recovery. I wrote to him and asked him for details of her illness but thus far have had no further word from him or from her. I presume, however, we may expect Miss Graves within the next few days. In the meantime, two of our advanced students who have specialized in Physical Education are in charge of her classes.

The records for the annual meeting will show that one position rated as mathematics teacher remained unfilled. I am keeping this place open so that the salary may be utilized to employ two or three teachers for the Mid-Spring Term.

I ask the Board's approval of the following:

The appointment of Mrs. Burlison and Mrs. Morgan for three months at \$375.00 each.

The use of the \$1800.00 for the extra mathematics teacher to secure two or more teachers for the Mid-Spring Term.

Respectfully submitted,

H. W. SHRYOCK, President.

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

Charleston, Illinois,
October 13, 1924.

To the Chairman and Members of the Normal School Board:

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

I. STUDENTS.

1. ENROLLMENT FOR THE YEAR July 1, 1923, to June 30, 1924.

	Men & Boys	Women & Girls	Total	Total one year ago
College students				
First half summer term, 1923.....	122	803	925	926
Second half summer term, 1923.....	42	104	146	135
Regular school year, 1923-1924.....	104	253	357	293
Mid-spring term, 1924.....	29	163	192	129
Total registration.....	297	1323	1620	1483
Total different students.....			1389	1267
High School students 1923-1924.....	112	145	257	284
Elementary Training School 1923-1924.....	129	147	276	279
Total registrations.....	297	1323	1620	1483
Total registrations.....	241	292	533	563
Grand total of all different students.....			1909	1817

2. PER CAPITA COST of students for the year July 1, 1923, to June 30, 1924 (counting attendance above the eighth grade as suggested in plan for board reports):

	Equiv. for 36 weeks
Attendance—First half summer term, 1923.....	925
Attendance—Second half summer term, 1923.....	146
Attendance—Fall term, 1923-1924.....	574
Attendance—Winter term, 1923-1924.....	557
Attendance—Spring term, 1923-1924.....	510
Attendance—Mid-Spring term, 1924.....	192
Total.....	758

Total expenditures from balance in appropriations made by 52nd General Assembly.....	\$ 4,496.25
Total expenditures from appropriations made by 53rd General Assembly, including appropriation for Repairs and Equipment.....	179,048.43
Expenditures from the Normal School Revolving Fund, not including the dormitory (Pemberton Hall) and the Text-book Library and School Store.....	6,602.00

Total expenses July 1, 1923, to June 30, 1924.....	\$190,146.68
Per capita cost, 1923-1924.....	250.85

3. Attendance.

	Men & Boys	Women & Girls	Total	Total one year ago
First half summer term, 1924.....	156	840	996	926
Elementary Training School.....	99	133	232	240
Second half summer term, 1924.....	71	142	213	146

4. Fall term, 1924-1925.

The increase in our college this fall over last fall term is 39 per cent, necessitating the employment of two new teachers. It is a pleasure to state that the quality of our new students this fall seems to be the best we have ever had in any fall term.

5. The following students completed their work for graduation in 1924:

FOR THE DEGREE OF BACHELOR OF EDUCATION

** 1. Leila Mae Armstrong (Primary—English).	
2. Alonzo Fremont Goldsmith (Mathematics—Education).	
3. Carl Green (History—Science).	
4. R. Louise Nicholson (English—Latin).	
5. Albert Louis Oder (Science—Agriculture).	
* 6. Elsie Janette Sloan (English—History)	Men 3
** 7. Harriet Lucile Tate (Music—English)	Women 4

FOR THE JUNIOR COLLEGE DIPLOMA.

- * 1. Virginia Rose Alexander.
- 2. Lois Irene Anderson.
- * 3. Sylvia Miriam Ashworth.
- * 4. Oma Leo Askren.
- * 5. Florence Margaret Aye.
- * 6. Bessie Barbee.
- ** 7. Warde Glen Beals (Manual Arts).
- * 8. Mary Agnes Beattie.
- 9. Florence Mildred Bennett.
- 10. Clara Katherine Briggs (Music).
- * 11. Grace Gertrude Buckler.
- 12. Angel Corbet (Art).
- ** 13. Guy Elam Cornwell (Manual Arts).
- ** 14. Annie Laurie Cummings.
- ** 15. William Everett Cunningham (Manual Arts).
- 16. Edna Leila Waggoner Curry.
- 17. Loretta Crudy Davis.
- * 18. Mary Louise Duncan.
- ** 19. Maurice Frank Kieth Emery (Manual Arts).
- 20. Madaline Rominger Fender.
- 21. Corinne Foltz.
- 22. Thelma Margaret Franklin.
- * 23. Harry Arthur Fringer (Manual Arts).
- 24. Helen Minnie Gaertner.
- * 25. Thomas Mack Gilbert (Manual Arts).
- 26. Ethel Lucile Goodman (Home Economics).
- 27. Grace Winifred Gordon.
- 28. Kathryn Louise Gray.
- ** 29. John Neal Gullett (Manual Arts).
- 30. Virginia Blanche Henry.
- ** 31. Julian House (Manual Arts).
- 32. Goldie Irene Hunt.
- 33. Daisy Irene Icenogle.
- ** 34. Alma Ruth Ingram.
- * 35. Helen Dorothea Jones.
- * 36. Eva Marie Jordan.
- * 37. Florence Jane Kern.
- ** 38. Harold Houston Kerr (Manual Arts).
- 39. Margaret Ellen Lynch.
- ** 40. Martha Lucile Macleod.
- 41. Helen Georgia Mayer.
- 42. Ketha Lorene McIntosh (Home Economics).
- 43. Mary Gladys McMillan.
- 44. Zola Katherine McMunn (Home Economics).
- ** 45. Delbert Lloyd Miller (Manual Arts).
- 46. Millie Alice Moore.
- * 47. Eva Blanche Nave.
- 48. Alma Gertrude Nickell (Art).
- * 49. Luretta Orndorff.

- 50. Hazle Mary Perkinson.
- 51. Rhoda Prather.
- **52. Opel Margaret Rippey.
- *53. Clara Samantha Rodebaugh.
- *54. Esther Mae Sanders.
- **55. Florence Belle Simms.
- *56. W. Dow Smith (Manual Arts).
- *57. Lida Phoebe Sparks.
- 58. Jessie Evelyn Springer.
- 59. Elsie Lura Staff.
- *60. Helen Strockbine.
- 61. Clarice Vivian Swinford.
- 62. Edwin Thompson (Agriculture).
- 63. George Clayton Towles (Agriculture).
- *64. Beulah Victoria Chestnut Treloggen.
- **65. Edna Blanche Tyrrell.
- 66. Helen Margaret Wasson.
- 67. Anna Louise Weathers.
- 68. Lillis Leona Webb.
- 69. Mary Catherine Welch.
- 70. Tinsie Mae Welsh.
- *71. Ruth Vivian Whitacre.

Men	14
Women	57
Total	71

*Work completed at close of first summer term.

**Work completed at close of second summer term.

II. THE FACULTY.

1. Mr. Ernest L. Stover's salary for the first half summer term was increased \$64.29. I had agreed to pay him pro rata for the first summer term when I engaged him for the year 1923-1924 and his salary should have been \$450 instead of \$385.71 as reported to the Board on May 26, 1924.

2. Mrs. Helen B. Culver took the place of Miss Grace E. Messer in the second half summer term on account of Miss Messer's illness, the salary being the same.

3. I wish to report the following vacancies filled in the salary schedule for the school year 1924-1925:

Payable from the appropriation for Salaries and Wages.	
Ralph Haefner, Assistant Professor Education.....	\$3,000
H. Harry Giles, Instructor English.....	2,100
Florence McAfee, Instructor Physical Ed.....	1,600
Mollie Duffy, Training Teacher, Eighth Grade.....	1,800
Payable from the Normal School Revolving Fund.	
Alice A. Ewing, Instructor Mathematics.....	1,800
Florence M. Warner, Instructor English.....	1,800

III., IV. AND V.—No reports.

VI. BUILDINGS AND GROUNDS.

1. I wish again to call the attention of the Board to the appropriation of \$18,000 for the completion of our Training School Building. The efficiency of our Training School, especially in the summer term, would be greatly increased by this added room.

2. A mistake has been made in the level of the tunnel to our new power plant. On the plot plan the distance from point "A" on the surface at the northeast corner of the old power plant to the floor of our present tunnel is shown as 12 ft., whereas this distance actually is 14 ft. 3 in. Due to this error the new tunnel floor is shown as entering the new power house at 2 ft. 6 in. above the basement floor and it should have entered 2 ft. 3 in. lower or 3 in. above the basement floor.

In a letter to Mr. Shelton dated October 4, 1924, copy of which is enclosed with this report, this whole matter is stated somewhat in detail. Two representatives from the architect's office have been here and I should like to take this up with the Architect's Chicago office through the Committee on Buildings on Monday, October 13.

VII. AUXILIARY ENTERPRISES.

DORMITORY—PEMBERTON HALL.

Report for the Quarter Ending June 30, 1924.

Cash balance at close of quarter March 31, 1924.....		\$ 3,057.11
Cash received during quarter:		
Room rent.....	\$ 2,812.00	
Board	8,471.75	
Guest fees.....	148.05	
Banquets, etc.....	301.05	
Miscellaneous	17.00	11,749.85
		<hr/>
		\$14,806.96
Expenditures during quarter:		
Salaries and wages.....	1,637.21	
Office expenses	73.80	
Food supplies	3,912.23	
Heat	891.00	
Water	42.00	
Electric current.....	157.71	
Gas	3.04	
Laundry	320.93	
Miscellaneous household supplies.....	75.30	
Repairs to buildings and grounds.....	313.67	
Additional furniture.....	195.50	7,622.39
		<hr/>
Cash balance at close of quarter June 30, 1924.....		\$ 7,184.57

TEXTBOOK LIBRARY AND SCHOOL STORE.

Report for the Quarter Ending June 30, 1924.

Cash balance at close of quarter March 31, 1924.....		\$ 1,322.70
Cash received during quarter:		
Book rent.....	1,171.00	
Sale of textbooks.....	133.85	
Sale of miscellaneous school supplies.....	355.71	1,660.56
		<hr/>
		\$ 2,983.26
Expenditures during quarter:		
Textbooks	100.12	
School supplies for sale.....	77.24	
Student help.....	163.98	341.34
		<hr/>
Balance at close of quarter June 30, 1924.....		\$ 2,641.92

VIII. STUDENT LIFE.

STUDENT LOAN FUND.

Report for the Quarter Ending June 30, 1924.

Cash in fund at close of quarter March 31, 1924.....		\$ 1,188.53
Cash received during quarter:		
Notes paid—Principal.....	\$ 230.00	
Interest	20.52	300.52
		<hr/>
		\$ 1,489.05
Loans for quarter ending June 30, 1924.....		1,250.00
		<hr/>
Cash in fund June 30, 1924.....		239.05
Notes receivable outstanding June 30, 1924.....		3,312.25
U. S. Liberty Bond.....		500.00
		<hr/>
Total amount of fund June 30, 1924.....		\$ 4,051.30

We have another small loan fund for young women—The Adelia Carothers Fund—the amount of which is \$212.01. At present, \$175.00 of this fund is outstanding as a loan.

IX. THE BUDGET.

Our library space is so limited that it is badly overcrowded and many students must delay work to their positive disadvantage. If studies are to be made liberalizing, the recorded knowledge of men in books must be readily accessible, and with our limited space the books are not readily accessible. Our Manual Training department is also badly crowded.

One of our classrooms is used by five teachers and is occupied from 7:30 until 4:00 o'clock. The constant use of a classroom is proper provided the teacher has a small room or office where he can see and help individuals and prepare his own work, but such is not the case in our building.

Would that there were some way in which a fairly correct judgment of the quality of the output of our Teachers Colleges might be had. It is so easy to judge textiles, hardware and food products, and so hard to judge

teachers. Were the latter easy, there would be less difficulty in getting appropriations for better facilities.

In a large teacher-training institution in another state the supervision of the student-teachers is so little as to be nearly worthless. They would get better training in a good public school and at the same time be paid for their work.

Our budget requests are modest and proper. I know of no function of the state of higher value than the training of its teachers into whose hands the welfare of its children is so largely committed. The state officers, the legislators, all who shape and direct affairs are in no small degree what they are because of some teacher's work and influence.

I hope our board, alumni, and faculties will be active and successful as the same bodies of the University were two years ago. I hope, too, that the Governor and coming legislature will achieve honorable distinction by adopting a generous policy toward the teacher-training institutions of the state.

X. SUMMARY.

Action of the Board is requested to cover the following:

1. The action of the faculty in graduating the students listed.
2. The addition to Mr. Stover's salary for the first half summer term, 1924.
3. The substitution of Mrs. Helen B. Culver for Miss Grace E. Messer for the second half summer term, 1924.
4. The six appointments for the school year 1924-1925.

Respectfully submitted,

L. C. LORD, President.

Mr. Lord called attention to a letter which he had directed to the Chairman of the Board, setting forth the mistake that had been made in the digging of the tunnel in connection with the new power plant. This letter follows:

Charleston, Illinois,
October 4, 1924.

Director A. M. Shelton,

Department of Registration and Education, Springfield, Illinois.

Dear Mr. Shelton:

The plot plan of our new power plant (sheet 0, file 10, revised January 8, 1924) starts with point "A" on cement surface on top of the old coal bunker at the northeast corner of the old power house as Gr. +124.3. Then the plan shows the floor of the present tunnel as 12 ft. below this grade whereas the floor of the present tunnel at this point is actually 14 ft. 3 in. below point "A." The plan shows the grade of the new boiler house at top of finished floor as approximately +123.3 and new tunnel floor entering new power house at 2 ft. 6 in. above basement floor and rising with a 6 in. pitch to intersection with present tunnel at point "A." So far as we can see, the whole trouble started from the fact that the distance of the floor of the present tunnel below grade at point "A" is shown as only 12 ft. instead of 14 ft. 3 in.

In specifications for general work in page 10, article 27, "Lines and Level" we quote as follows:

"The owner will establish the lot line and restrictions that are a matter of record. The responsibility for all other lines and levels necessary for the proper location and erection of buildings or apparatus rests on the contractor who shall employ a competent instrument man. Points from which furnished floor level in each room can be determined shall be established for the coordination of the work of the various trades."

And on page 61, article 229, "Lines and Levels," we quote as follows:

"This contractor shall employ a competent surveyor to stake out the building and give all grades, lines, levels and verify measurements established."

If we can read the specifications, it was surely the business of the contractor to have his surveyor verify these measurements before starting the

work. The discovery came when Mr. Clodfelter, our engineer, thinking the tunnel seemed too high, insisted upon the contractor's bringing out his instruments to find out where he would be when he reached the old tunnel. Approximately 152 ft. of the new tunnel is laid with approximately 153 ft. yet to build.

The heating system used in our dormitory, Main Building, and Training School is a one-pipe gravity return and in order to get sufficient fall for proper drainage it is necessary to run this return line ON THE FLOOR of the present tunnel. It will be readily seen that the 2 ft. 4 in. rise in the new tunnel (as it stands at present) will prevent the proper drainage of the heating system and interfere with the operation of our blast coil system in basements.

It has been suggested that a receiving tank and pump be placed at the low point of present tunnel (at intersection with new tunnel near point "A") to lift the return water over this 2 ft. 4 in. elevation, from which point it could flow by gravity to the vacuum pumps in the basement of the new power house. If this were done, it would be necessary to excavate a pump pit lower than the floor of the present tunnel in which to set this equipment. This pit would be below the level of the sewer and would be flooded at every rain.

To insure continuity of service it would be necessary to install two pumps, which, with the cost of material and labor for building the pit and setting the equipment, would probably cost \$2,000. At the very best this suggested arrangement would be only a make-shift and the operation of these pumps would add to the operating cost in fuel, supplies, and repairs.

It seems to us that the only way out is to lower the floor of the new tunnel to the proper depth from the beginning. If this error is due to the contractor's failure to verify the measurements, I think the correction should be made at once; and if it is not the contractor's fault, I think the change should be made even if it is necessary to wait for an additional appropriation for this purpose.

Yours very truly,

L. C. LORD.

The Board approved the following recommendations:

1. The names presented in the report for graduation.
2. The increase of \$64.29 in the salary of Mr. Ernest L. Stover for the first half of the summer term.
3. The appointment of Mrs. Helen B. Culver to take the place of Miss Grace E. Messer in the second half of the summer term, at the same salary.

The Board approved the appointment of the following persons to fill the vacancies in the salary schedule:

Ralph Haefner, Assistant Professor Education.....	\$1,800	36 weeks
H. Harry Giles, Instructor English.....	2,100	36 weeks
Florence McAfee, Instructor Phys. Education.....	1,600	36 weeks
Mollie Duffy, Training Teacher Eighth Grade.....	1,800	36 weeks
(Which four salaries are to be paid from the appropriation for Salaries and Wages).		
Alice A. Ewing, Instructor Mathematics.....	\$1,800	36 weeks
Florence M. Warner, Instructor English.....	1,800	36 weeks
(Which two salaries are to be paid from the Revolving Fund).		

Mr. Lord called special attention of the Board to the fact that the addition to the Training Department, for which an appropriation had been made three years ago, had not yet been begun.

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

Macomb, Illinois,
October 13, 1924.

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. Attendance for the school year July 1, 1923, to June 30, 1924:

	Men & Boys	Women & Girls	Total	Total one year ago
(a) College				
Seniors	39	65	104	
Juniors	42	81	123	
Sophomores	85	274	359	
Freshmen	222	782	1004	
Total	388	1202	1590	1371
(b) High School.....	143	297	440	453
Total in residence above 8th grade.....	531	1499	2030	1824
(c) Non-residents				
Extension	112	680	792	638
Correspondence				
(d) Elementary grades.....	100	119	219	193
Grand total of all students and pupils....	743	2298	3041	2655

B. Attendance for the first summer term, 1924:

	Men & Boys	Women & Girls	Total	Total one year ago
(a) College				
Postgraduates	3	9	12	
Seniors	17	40	57	51
Juniors	24	108	132	62
Sophomores	35	197	232	161
Freshmen	66	502	568	545
Total	145	856	1001	819
(b) High School.....	33	98	131	166
Total in residence above 8th grade.....	178	954	1132	985
(d) Elementary grades.....	100	119	219	207
Grand total of all students and pupils....	278	1073	1351	1192

C. Attendance for the second summer term, 1924:

	Men & Boys	Women & Girls	Total	Total one year ago
(a) College				
Postgraduates.....	5	3	8	
Seniors	14	16	30	29
Juniors	23	43	66	34
Sophomores	23	75	98	54
Freshmen	27	95	122	75
Unclassified	4	11	15	31
Total	96	243	339	223

D. Per capita cost of students in college for the year beginning July 1, 1923 and closing June 30, 1924:

	Equiv. for 36 weeks
(a) Attendance first summer term 1923 (6 wks.).....	985
(b) Attendance second summer term 1923 (6 wks.)....	223
(c) Attendance fall term 1923 (12 wks.).....	637
(d) Attendance winter term 1924 (12 wks.).....	671
(e) Attendance spring term 1924 (12 wks.).....	687
(f) Attendance mid-spring term 1924 (6 wks.).....	135
(g) Attendance in Extension 1923-1924 (3 wks.).....	792
Total	954

Total cost of operating school for year not including money spent on permanent improvements.....\$194,184.09
 Per capita cost for 36 weeks = \$194,184.09 ÷ 954 = \$203.54.

2.

A. The attendance has grown very rapidly in the number of students in residence in the college department during the past year. The enrollment of 1590 last year when compared with 1371, the enrollment the previous year, shows an increase of approximately 16%. This does not include enrollment in the Extension work nor the enrollment for our last two summer terms.

B. The extension classes showed an enrollment for last year of 792 and for the previous year an enrollment of 638. The gain for last year is more than 24%.

C. Students enrolled in all departments of the school last year omitting the elementary school totaled 2822. The preceding year the number was

2462. The increase, therefore, for last year was over 14.6 per cent. These students were distributed as follows:

Adams	167	48	Morgan	19	2
Bond	1	1	Ogle	2	
Brown	46	25	Peoria	8	70
Bureau	7	3	Pike	120	76
Calhoun	6		Randolph	1	
Cass	4		Rock Island	38	75
Champaign	1		Sangamon	6	
Clinton	2	1	Schuyler	78	4
Cook	5	1	Scott	8	2
DeWitt		3	Stark	11	1
Effingham		1	Stephenson	2	
Ford	1		Tazewell	3	6
Fulton	193	155	Warren	75	48
Greene	7	1	Wayne	3	
Hancock	131	40	Woodford	1	1
Henderson	58	20	Other States		
Henry	39	47	Alabama	1	
Jersey	6		California	1	
Kane	8		Idaho	1	
Knox	120	46	Indiana	1	1
LaSalle	2		Iowa	13	1
Livingston	4		Kentucky		1
Logan	2	1	Minnesota		1
Macoupin	3		Missouri	2	1
Madison	4		Ohio	1	
Marshall		1	Wisconsin		1
Mason	2	1	Philippine Islands	1	
McDonough	749	46			
McLean		2			
Mercer	66	58			
			Total	2030	792

Your attention will be called to a map showing this distribution also.

D. The following table shows the attendance for last five years:

	1919-20	1920-21	1921-22	1922-23	1923-24
Students in Residence	1174	1303	1503	1824	2030
Extension	552	592	729	638	792
Training School	190	196	179	193	219
Total	1916	2091	2411	2655	3041
Counted twice	182	184	297	391	642
Individuals enrolled	1734	1907	2114	2264	2399

SUMMER TERMS.

	1920	1921	1922	1923	1924
First	729	822	933	985	1132
Second		95	155	223	339

E. The first summer term of 1924 shows a total enrollment above the elementary school of 1132. When compared to 985, the enrollment of the first summer term of 1923, a gain of 14.9 per cent is discovered. The number of students doing high school work grows less each year as is shown by 131 last summer as compared to 166 the previous summer.

F. The second summer term of 1924 had an enrollment of 339, which is an increase of 116 over the second summer term of the previous year and represents a gain of about 52 per cent.

G. During the present fall term which opened September 10, 757 students have enrolled. When the quarter has closed, a complete classification of these students will be reported. It may be of interest, however, to state that at the end of the corresponding term a year ago 637 were enrolled. Already, therefore, the present term shows an increase of over 18% when compared to the fall term of last year, but that, too, showed a similar increase over the fall term of 1922.

H. The Extension enrollment is not complete but there are many more calls for centers than can be favorably answered. Three or four members of the regular faculty have volunteered to take Extension classes on Saturdays.

I. The quality of students is improving every year. Both the summer students and students of the regular year show a larger percentage who have furnished four years of accredited high school work and are enrolled in classes of strictly college grade.

J. In 121 standard classes meeting regularly 5 times per week this fall, 27 classes have between 31 and 40 students inclusive enrolled in each; 12

classes have between 41 and 50 inclusive; 9 have between 51 and 60 inclusive, and 4 classes have more than 60. Only 19 classes out of all of them have fewer than 10 students per class. These are in advanced courses and not more than one such class falls to any one teacher with one exception.

All classes that have 40 or more should probably be divided. This would require six additional faculty members, but the finances of the institution will not permit this addition. Probably before the end of the year some additions can be made. Provisions must be made for additional faculty members next year.

3.

A. The following is a list of graduates who finished their work at the end of the first summer term, July 18:

Graduates from the four-year college course:

Craig, Mary Emma
Foster, Ruth
Holliday, Helen
Miller, Rayman
Nichol, Ross

*Orwig, Nell
Reedy, Q. Ray
Runkle, Carl L.
Schemel, Alma M.

Graduates from special courses:

Barnes, Leona G., Commercial Education.
Burkhart, Floyd, Manual Training.
Burnham, Jane, Drawing and Design.
Carey, Anna, Commercial Education.
DeCamp, Ruby, Commercial Education.
Greenup, Margaret J., Public School Music.
Haner, Winifred Helen, Public School Music.
Holliday, Helen, Commercial Education.
Hulson, Arthur William, History.
Newell, Ruth, English.

Graduates from the two-year or Junior College:

Allgever, Leone
Barnes, Leona G.
Bates, Evelyn Ruth
Berges, Homer
Bidle, Grace
Blomberg, Luella
Brungard, Bessie Undeena
Burgard, Bessie A.
Burkhart, Floyd
Burnham, Jane
Carey, Anna
Chandler, Donald
Chatterton, Maye
Clark, Mona L.
Cochran, Eva
Danielson, May
DeCamp, Ruby
Fiedler, Johanna R.
Gaines, Edythe P.
Greenup, Margaret J.
Haner, Winifred Helen
Hawkins, Eleanor Pauline
Heine, Marie
Kaeser, Edna

Knappenberger, Lolita
Knox, Helen Blackburn
Laidlaw, Ruth
Loos, Thelma B.
Marsh, Isabella
Marx, Lucienna
McCleary, Nola F.
McKean, George
Montgomery, Kathryn
Mosher, Elizabeth
Munson, Mary Edith
Orwig, Mary Lucile
Pittinger, Willis E.
Rigg, Russell E.
Searle, Janette
Shoup, Ethel H.
Silva, Grace M.
Stone, Mary Jewell
Stover, J. Elbert
Sullivan, Mary Elizabeth
Tillman, Miriam Opal
Trulock, Fern I.
Whitmyer, Myrel L.
Wood, Susie H.

B. The list below graduated at the end of the second summer term on August 27:

Graduates from the four-year college course:

Blair, Lee M.
Chidester, David Russell
*Dunbar, Jean M.
Gaumer, Gladwyn
McDonald, Gertrude

*McKern, Shirley
Moore, John Thomas
Prickett, Helen Frances
Stinson, Dorothy B.

Graduates from special courses:

Chidester, David Russell, Manual Training.
Elder, William, History and English.

Graduates from the two-year or Junior College:

Bonhannon, Roy	Jennings, Ruby
Botts, Jeanette	Jones, Lyman
Brown, Lorene	Loneragan, Agnes
Burnham, Lucie	Martin, Edith R.
Chilander, Junia	Morton, Emma M.
Clemens, Mildred	Pittman, Mary Cooper
Elder, William	Pyle, Helen
Falberg, Mabel Louise	Stewart, Josephine
Flinn, Alta	Vose, Juliana
Gordon, Onita	Welch, Elizabeth
Grigsby, Madelyn	Whalin, J. Raymond
Hawkins, Hazel	Wipert, Vivian
Herring, Gwendolyn	Major, Marie
Hites, Garnet	Fooks, Phyllis

*Honor Student.

C. During the entire school year which closed August 27, 1924, 31 students finished a four-year college course and were graduated degrees; 20 finished some special curriculum and were granted special diplomas; and 124 completed one of the two-year curriculums and received Junior College diplomas.

The following table shows the placement of the above graduates for this school year:

	One-Room School	Two to Four Room School	Other Ele- mentary Schools	Super- visors	High School Teachers
College graduates.....	1		3	3	11
Two-year graduates	4	4	74	2	10
Principals	*Not Teaching		No Report		Total
8	3		2		31
8	16		6		124

*Most of these college graduates have gone to universities to work towards their Master's degree, while most of the two-year graduates are back at Western working for their Bachelor's degree.

II. THE FACULTY.

1. Three vacancies have been filled as follows: Miss Maude Lombard has been appointed as head of the Physical Training Department for women at a salary of \$2135 for 36 weeks; Miss Gretchen Kroncke has been appointed as her assistant at \$1350 for 36 weeks; and Mr. Frank Collins, Jr., has been assigned to teach piano at \$1530 for 36 weeks.

III, IV and V. These are passed not because there is nothing to report, but because other matters are more important at this time.

VI. BUILDINGS AND GROUNDS.

1. Conditions and needs will be discussed under IX, in connection with the budget.

2. About a month ago the contracts for the new heating plant were let as follows:

General work to Wm. Allen Son Co., Peoria.....	\$ 74959.00
Piping and Equipment to Wm. V. Holer & Co., Chicago.....	74550.00
Electrical Work to Chas. Purdum, Macomb.....	9602.33
Plumbing and Sewer to Best Bros., Quincy.....	6927.00
Total	\$ 166038.33
Money paid out on plans and specifications.....	2600.33
Total	\$ 168638.66
Balance for extras.....	1361.34

In order to let all contracts within the amount appropriated, it was necessary to omit certain things from the original plans. The following is the list:

Scale and larry.....	\$ 1400
One boiler.....	12000
Engine and generator.....	6019
Total	\$ 19419

It is not thought the scale and larry are necessary but the boiler, engine and generator are necessary, and the Director of Public Works and Buildings has asked the architect to write the contracts so that the boiler may be

added if money is available before the other work is complete. The engine and generator should also be added as soon as money can be had. These items will require an emergency appropriation of at least \$20,000.

There will be a saving of \$250 or \$300 on brick, which will more than offset any other extras.

The general contractor and the plumber have been at work since September 15. Most of the footings are in place and trenches for the sewers are about complete. Excavation for the tunnel is well under way. It seems doubtful whether the building will be enclosed by cold weather.

The usual repairs to the buildings have been made.

VII. AUXILIARY ENTERPRISES.

1. The report for Monroe Hall for the quarter ending June 30 follows:

Total receipts from April 1, 1924, to July 1, 1924.....	\$ 8453.03
Balance on hand, April 1, 1924.....	11760.55

\$ 20213.58

DISBURSEMENTS.

Groceries, meats, fruits and vegetables.....	\$ 1150.35	
Bread, rolls, pie and bakery goods.....	261.21	
Ice cream.....	52.84	
Gas, electricity and ice.....	292.22	
Milk, butter and cream.....	590.56	
Salaries and wages.....	1350.00	
Repairs.....	16.16	
Heat and water for year.....	2500.00	
Laundry and household supplies.....	262.10	
Refund of Board.....	12.50	6487.64

Balance on hand July 1, 1924.....	\$ 13725.64
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SUMMARY AND EXPLANATION.

Cash balance at beginning of quarter.....	\$11760.55
Inventory of goods at beginning of quarter.....	1412.61

	\$13173.16
Bills outstanding.....	926.16

Unencumbered balance.....	\$12247.00
Cash balance at close of quarter.....	13725.64
Inventory of goods at close of quarter.....	1123.54

	\$14849.18
Bills outstanding.....	981.14

Unencumbered balance.....	\$13868.04
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Gain for the quarter, \$13868.04—\$12247.00=\$1621.04.

2. For the quarter ending June 30, the cafeteria submits the following report:

Total receipts from April 1, 1924, to June 30, 1924.....	\$ 3498.81
Cash deficit on April 1, 1924.....	125.57

Total	\$ 3373.24
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DISBURSEMENTS.

Groceries, meats, fruit and vegetables.....	\$ 771.41	
Milk, butter and cream.....	261.70	
Bread and rolls.....	117.01	
Ice cream.....	200.92	
Ice.....	36.00	
Service.....	556.00	
Miscellaneous.....	25.40	1908.44

\$ 1464.80

SUMMARY AND EXPLANATION.

Cash deficit at beginning of quarter.....	\$ 125.57
Inventory of goods at beginning of quarter.....	1911.57

	\$ 1786.00
Bills outstanding.....	583.01

Unencumbered balance.....	\$ 1202.99
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Cash balance at end of quarter.....	\$ 1464.80
Inventory of goods at end of quarter.....	1576.83

	\$ 3041.63
Bills outstanding.....	1709.60

Unencumbered balance.....	\$ 1332.03
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Gain for quarter, \$1332.03—\$1202.99=\$129.04.

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS.

A tentative budget is herewith submitted for your consideration:

	Last biennium	Next biennium
Salary (not including summer schools).....	\$ 253852	\$289340
Summer School salaries.....	50000	70000
Office expenses.....	2000	2000
Travel	6000	6000
Operation	36000	40000
Repairs and Equipment.....	32100	41000
Contingencies and other lump sums:		
Heating plant.....	\$170000	
Lighting system	5000	\$175000
Land		\$ 12500
Gymnasium		225000
Converting old heating plant into school rooms.....		15000
Widening drives, extending a road to new heating plant and building additional sidewalks.....		10000
Lockers (750).....		6500
Engine and Generator (emergency)...		8000
Boiler (emergency).....		12000
		314000
Total	\$554952	\$762340

X. SUMMARY.

1. The action of the faculty in graduating the students whose names are listed for the summer terms should be approved.
2. Approval of faculty appointments is requested.
3. The budget should be discussed, revised and approved and arrangements made to put it before the Budget Committee.

Respectfully submitted,

W. P. MORGAN, President.

The following recommendations were approved by the Board:

1. The list of persons presented in the report for graduation at the end of the first and second summer terms.

2. The appointment of the following persons:

Maude Lombard, Head Physical Training.....	\$2135	36 weeks
Gretchen Kroncke, Assistant Physical Training.....	1350	36 weeks
Frank Collins, Jr., Instructor Piano.....	1530	36 weeks

Mr. Morgan called the attention of the Board to the fact that in order to bring the contract price of the new heating plant within the appropriation, it was necessary to cut out the scale and larry, one boiler, and engine and generator, a total deduction from the original plans of \$19419. He also called attention to a question which had arisen concerning the depth of the tunnel connecting the new heating plant with the other buildings.

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

Normal, Illinois,

October 13, 1924.

To the Chairman and Members of the Normal School Board:

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

STUDENTS.

Attendance First summer Half-term June 9-July 18, 1924:

	Men or Boys	Women or Girls	Total	Total year ago
College Students.....	402	2324	2726	2487
Thomas Metcalf School.....	91	96	187	
School at S. O. Home.....	118	99	217	
Total	611	2519	3130	

Attendance Second Summer Half-term July 21-August 29, 1924:

	Men or Boys	Women or Girls	Total	Total year ago
College Students.....	228	862	1090	917
Thomas Metcalf School.....	31	7	38	
School at S. O. Home.....	106	77	183	
Total.....	365	946	1311	

Attendance to date Fall term, 1924:

	Men or Boys	Women or Girls	Total	Total year ago
College Department Total.....	284	1006	1290	998
Students of College Rank.....	275	995	1270	970
Students below College Rank.....	9	11	20	28
Training Department Total.....	522	497	1019	1011
Students in High School.....	120	123	243	243
Pupils in Elementary School.....	168	224	392	401
Pupils at S. O. Home.....	234	150	384	367
Total in all Departments.....	806	1503	2309	2009

The growing registration at this institution has raised some grave questions. The gains in college students over last year in the terms reported are 237, 173, and 293 respectively. The fall term attendance of college students in the last five years at this date has been:

1920	1921	1922	1923	1924
430	580	804	998	1290

That is, we now have three times the attendance of four years ago. Yet apart from the aid given by the Revolving Fund we have not one cent more to instruct this throng of students than we had in 1921-22. The total cost of instruction and maintenance exclusive of printing and postage was \$298,802.

The per capita cost if whole expense is borne by college students.....\$163.33
The per capita cost if high school students are included..... 145.80

THE SUMMER SESSION.

One year ago I reported that something should be done to restrict the attendance in the first half term to 2400. To that end we refused admittance to new students after the opening Monday and to former students unless detained by the late closing of their schools. Yet our attendance reached 2726 in the first half-term, 1090 in the second. The total was 20% larger than two years before.

The advancement of summer students was as follows:

Completed less than one year's work.....	2529
Completed one to two years' work.....	496
Completed two to three years' work.....	250
Completed three to four years' work.....	64
The average per capita cost for instruction was by terms—	
Mid-spring, \$12.87; 1st summer, \$12.69; 2nd summer, \$14.08.	

THE TRAINING SCHOOL.

The training school is filled to its capacity except in the third grade. We have admitted to the high school 243, although it has only 230 desks. A large waiting list still seeks admission. About 30 were refused admission to the elementary school. The school at the S. O. Home shows an enrollment 17 greater than last year. We are using two kindergartens in Bloomington as practice schools. If the Normal school is to maintain the efficiency of its practical training, there must be a large increase in our training school facilities, either by erecting another building, or by making some working arrangement with the school boards of Normal or Bloomington for the use of their public schools.

GRADUATES OF 1924.

A year ago I reported 365 as the probable size of the graduating class of 1924. The number actually graduated was 369; 53 with degrees, 316 with diplomas as compared to 40 with degrees, 242 with diplomas in 1923.

Of the 357 students reported to you in April, the following, for one reason or another, failed to graduate:

Verner H. Condon
 John E. Deem
 James Gurley
 Vivadene Kimler
 Henry Sehmann
 Pearl Easterbrook
 Karl Schroeder
 Florence Tredennick
 Lisette Touve
 Cloyd Gainer

Walter Alde
 Ruth Borders
 Margaret Dally
 Helen Wilken
 Dorothy Barth
 Lillian Murray
 Anna Gitcho
 Velda MacGavic
 Wilhelmina Grosslaude

The following students not hitherto reported, completed their work and are recommended by the faculty for graduation:

DIPLOMAS.

Emory Morgan Akeman
 Lawrence F. Barber
 Mildred Helene Bodinson
 Hazel Bernadine Briscoe
 Daisy McLain Clute
 Raymond Bristol Dodson
 Haskell Margaret Ferris
 Marjorie Fetzer
 Jessie Ann Harris
 Ruth Annetta Hussey
 Susie Jones
 Della Sylvia Kauffman
 Herman Knecht
 Libby Louise Lemme

Nellie Blanche Lindsey
 Blanche Frances Jordan
 John Molles
 Arvid Frederick Nelson
 Thelma May Ortman
 John Perkins
 Belle Rice
 Loren H. Russell
 Agnes Searle
 Leona Mary Sutherland
 Trissie Anne Sutherland
 Florence Todd
 Estella Wilkey

DEGREES

Stephen Earl Bullman
 Aaron H. McConnell

Mamie Teresa McGrath
 Anna Maurine Moore

THE FACULTY.

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

1. Raymond Merrill Luedde, as instructor in shorthand and assistant coach, at a salary of \$1800 for 36 weeks. Mr. Luedde has been employed in a similar capacity for the past three years at the Central Wesleyan College at Warrenton, Missouri.

2. Joan Fleming, A. B., of Bloomington as part-time teacher of Biology. Miss Fleming is a graduate of our own University High School and of Wellesley College. Salary, \$150 a month.

3. Ruth Anna David of Jacksonville as teacher of Elementary Education and Arithmetic. Miss David is a graduate of this institution (1902) and has had long experience as teacher, principal, and instructor in our summer school. Salary, \$200 a month.

4. Laura J. Bolles, A. M., of the University of Chicago as teacher of Physiology and Nature Study. Miss Bolles has had extended experience as a teacher of Biological Science. Salary, \$225 a month.

Our Faculty now consists of 57 full-time and 4 half-time instructors; 17 in the training school, 10 at the Soldiers' Orphans' Home, a total of 88.

BUILDINGS AND GROUNDS.

By erecting a partition in our men's cloakroom in the basement of the Main Building we have made a new class room 22'x29'. This exhausts the possibility of new class rooms in our present buildings.

More students keep coming. Classes are overcrowded. It is idle to talk of additional teachers so long as there are no class rooms to receive them.

Our program provides, besides a half-hour for General Assembly, eight recitation periods a day. The eighth hour is largely given over to observation lessons, athletics, laboratory classes, and a few ordinary recitations.

We have 23 gymnasiums, shops, studios, and laboratories.

We have 56 ordinary class rooms.

We have 5 auditoriums, libraries and study halls.

We have 33 offices.

We have 38 cloak rooms and lavatories.

We have 27 janitors' rooms and store rooms, many small.

With the most efficient arrangement of the daily program so as to afford

constant use of all these rooms during the seven periods we can find room for only 16 additional classes, or 4 additional teachers. Any additional training-school classes provided for student teachers must meet in these rooms. With the growth of our graduating classes we are in constant need of more classes in the training school, we are obliged to subdivide classes and bring vacant class rooms into use.

Something must be done and done soon if we are to accommodate the students that wish to attend the State Normal University.

Again I should bring to your attention the building program that we have had before us since 1917. Besides the gymnasium for which an appropriation was made in 1923, we need now imperatively a new Science Hall that should cost \$250,000.

We shall need in the near future:

1. The completion of Fell Hall.
2. Tool house and plant house moved to school garden.
3. The completion of the Gymnasium.
4. A cottage for students in Home Economics.
5. A hall for Art and Music.
6. A second residence hall for women.

THE GYMNASIUM.

Progress upon the plans and specifications for the Gymnasium has been very slow. We are now promised that they will be in the hands of the contractors by October 28. It is the opinion of the architect's office that the entire building exclusive of the swimming pool can be erected within the appropriation.

AUXILIARY ENTERPRISES.

Detailed statements of the receipts and disbursements of Farm, Bookstore, and Fell Hall for the quarter ending June 30 are to be found later in this report; also annual statements for the year ending June 30. You will note that while extensive purchases of new machinery were made for the farm, there is shown a net profit of \$1845.69.

In the Bookstore a profit of \$3698.53 is shown although the expense of service has been borne by the store itself. The stock is constantly enlarging with the growth of the school and with the rising prices of new books and new editions. The Superintendent of Purchases has kindly permitted us to purchase textbooks directly and to requisition later for confirmatory authorization. The Superintendent of Printing believes it is his duty to purchase all pencils, paper, notebooks, instruments, art material, chemistry aprons, and the like not only for the use of the institution but also for the bookstore. This means frequent error and much delay to the inconvenience of the management and the personal loss of the students.

Fell Hall shows a profit of \$6022.96 after all repairs as well as other expenses have been met. Of this profit \$1429.88 was spent for betterments.

The average cost of board and room at Fell Hall is seven dollars a week. This is at least a dollar a week lower than the prevailing cost off the campus, yet the accommodations in the Hall are the best in Normal. Even at the low rate now charged the Hall pays a net profit over all cost of operation and maintenance of 4%. May not the state of Illinois wisely erect another residence hall at each Normal School? With the growing attendance at Normal, room and board are advancing rapidly in price. Another residence hall will tend to check this type of profiteering.

THE REVOLVING FUND.

During the year ending June 30 we deposited in the Revolving Fund \$114,905.43, and expended \$88,145.66, of which \$23,131 was for salaries and wages of teachers and other employes outside of Fell Hall, Farm, and Bookstore. The enlarged payroll of this year will require \$49,193 from this source and will probably exhaust the Fund.

THE BUDGET.

We were asked to report our budget estimates to the Department of Finance not later than September 15. The statute requires the report by November 1. I hesitated to report the budget estimates until the Normal School Board had approved these estimates. The budget of two years ago was based upon an attendance equivalent to 1398 college students for 36 weeks. In the present year our attendance is equivalent to 1978 for 36 weeks, a gain of $41\frac{1}{2}$ per cent. Yet I fear that a request for a forty per cent increase in our appropriations may meet with an unfavorable reception.

I am asking for increase in the salaries of younger teachers, averaging 9 per cent, for funds to develop correspondence courses and extension services, for an increase in the number of teachers, and for a pronounced forward movement on our building program.

Action is requested:

1. Confirming the appointment of
Mr. Luedde
Miss Fleming
Miss David
Miss Bolles
2. Awarding degrees and diplomas as recommended.
3. Approving the budget recommended.

Respectfully submitted,

DAVID FELMLEY, President.

ILLINOIS STATE NORMAL UNIVERSITY

Quarterly Report of Book Exchange.

April 1st to June 30, 1924.

RECEIPTS.

1924, April 1, Balance Brought Forward.....	\$ 1051.95
Sales of textbooks and supplies.....	11866.53

\$12,918.48

EXPENDITURES.

Service	\$ 509.18
Used Textbooks.....	2500.00
Textbooks	5226.66
Note Books.....	796.52
General Office Supplies.....	497.35
Manual Training and Art Supplies.....	338.15
Special Supplies.....	744.68
Freight, drayage and express.....	77.05

10,689.59

Balance to credit of Book Exchange.....

\$ 2,228.89

ANNUAL REPORT OF BOOK EXCHANGE

Year Ending June 30, 1924.

RECEIPTS.

1923, July 1, Cash on hand.....	\$ 433.77
Sales of textbooks and supplies.....	31401.35

\$31835.12

EXPENDITURES.

Service	\$ 1698.07
Textbooks and supplies.....	27699.21
Freight and express.....	207.95
Toll—telephone	1.00

\$29606.23

Credit balance

\$ 2228.89

BOOK EXCHANGE.

July 12, 1924.

Cash in bank.....	\$ 2927.14
Inventory Books on shelves.....	17706.05
Books in store room.....	1561.75

Less bills unpaid.....	\$22194.94
	890.09
Total	\$21304.85
Total Inventory July 12, 1923.....	17606.32
Gain	\$ 3698.53

QUARTERLY REPORT OF FARM.

April 1 to June 30, 1924.

RECEIPTS.

1924, April 1, Balance brought forward.....	\$ 3686.32
Sales of milk.....	2818.58
Sales of eggs.....	33.73
Sales of poultry.....	67.41
Sales of calves.....	19.50
Sale of hog.....	75.00
Rent of team.....	18.45
Coal hauling.....	52.37

\$ 6771.36

EXPENDITURES.

Labor 1061.10, Feeds 1054.70.....	\$ 2115.80
Veterinary 107.75, Drugs 7.25.....	115.00
Truck repairs 42.60, Gasoline 66.42.....	109.02
Coal 5.93, Electricity 62.35, Ice 46.50.....	114.78
Crushed stone 72.08, Small tools 18.58.....	90.66
Seeds 45.49, Express and freight 25.23.....	70.72
Office expense, postage, etc., 4.80; telephone, rent and tolls, 6.60	11.40
Cow pedigrees and records 12.50, Cotton 6.50.....	19.00
Washing dairy suits, 16.20; Miscellaneous dairy expense, 7.06...	23.26
Electric lamps 2.80; Bottle caps 5.75.....	8.55
Milk cans 15.60, Lime 6.00.....	21.60
Brooms 2.97, Bu. baskets 2.35, Chalk leads .55.....	5.87
Horseshoeing 59.00, Harness repairs 11.90, Blankets 12.00.....	82.90
Barbed wire 4.75, Cinders 3.60, Soil tester 17.00, Truck 53.20....	78.55
Repairs to machinery and equipment.....	84.89
Repairs to Buildings.....	79.15

\$ 3031.21

Balance to credit of Farm.....	3740.21
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\$ 6771.36

ANNUAL REPORT OF FARM.

Year Ending June 30, 1924.

RECEIPTS.

1924, July 1, Cash on hand.....	\$ 1614.95
Sales of milk.....	9777.98
Sales of hogs.....	1281.02
Sales of cattle.....	316.30
Sales of eggs 105.08; sales of poultry 70.81.....	175.89
Sales of wheat.....	298.81
Sales of coal 150.46; labor 7.00.....	157.46
Rent of team, 29.25; coal hauling 723.00.....	752.25

\$14374.66

EXPENDITURES.

Labor 5143.88, Feeds 3017.53.....	\$ 8161.41
Veterinary 167.85, Drugs 15.12, Water 75.00.....	257.97
Truck repairs 124.28, Gasoline 172.77.....	297.05
Coal 220.17, Ice 132.30, Electricity 243.91.....	596.38
Repairs to machinery and equipment.....	163.91
Repairs to buildings.....	143.14
Telephone rent and toll 19.00, Freight and express 26.32.....	45.32
Dairy supplies and expense—Washing suits, etc.....	230.65
Horse expense, shoeing, harness, repairs.....	121.92
Office expense, postage, records, etc.....	23.86
Small tools 19.98, Seeds 45.49, Crushed stone 72.08.....	137.55
Drinking cups 133.04, Side Del. rake 99.85, Truck 53.20.....	286.09
Hog 36.00, Soil tester 17.00, Khaki covers 66.15, Miscel. 50.05....	169.20

10634.45

Balance to credit of Farm.....	\$ 3740.21
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\$ 3740.21

FARM INVENTORY
Personal Property.
July 1, 1924.

	1923	1924
Farm machinery.....	\$ 543.50	\$ 599.05
Wagons and vehicles.....	735.00	735.20
Dairy equipment.....	331.65	351.61
Feeding equipment.....	238.00	249.20
Poultry equipment.....	70.00	63.00
Small tools.....	101.75	74.80
Harness	92.50	98.00
Veterinary	27.00	25.90
Fuel and oil.....	19.50	8.11
Feed stuffs.....	1273.80	848.95
Miscellaneous	253.30	396.20
43 Cattle (37 last year).....	5470.00	5575.00
6 Horses.....	650.00	586.50
89 Hogs (71 last year).....	1080.00	859.00
24 Poultry (202 last year).....	121.00	24.00
Cash on hand.....	1614.95	3740.21
Crops in field.....	1657.00	1959.00
Accounts receivable.....	1261.78	1702.44
	<hr/> \$15540.73	<hr/> \$17896.17
Accounts payable.....	71.79	581.54
	<hr/> \$15468.94	<hr/> \$17314.63
Net worth.....		\$ 1845.69
Profit for year.....		

QUARTERLY REPORT OF FELL HALL.

April 1 to June 30, 1924.

RECEIPTS.

Balance, last report.....	\$23545.47	
Student's room rent.....	2002.00	
Board	7586.47	
Guest fees.....	131.20	
Laundry fees.....	114.66	
Misc. sales account.....	48.90	
	<hr/>	
Total receipts.....		\$33428.70
Total disbursements.....		12000.57
		<hr/>
Balance on hand.....		\$21428.13

DISBURSEMENTS.

Salaries and wages.....	\$ 2182.51
Food supplies.....	3703.28
Heat	3000.00
Water	500.00
Electricity	621.60
Gas	286.96
Repairs to building.....	499.69
Repairs to equipment.....	543.00
Telephone rent and tolls.....	34.65
General office supplies.....	5.36
New furniture and equipment.....	158.00
Freight and drayage.....	16.78
Medical supplies.....	5.25
Misc. household supplies.....	243.04
Refund of Board.....	200.45
	<hr/>
Total disbursements.....	\$12000.57

ANNUAL REPORT OF FELL HALL

July 1, 1923 to June 30, 1924.

RECEIPTS.

Balance, last report.....	\$17367.09	
Students' room rent.....	7911.14	
Board	29649.03	
Guest fees.....	482.85	
Banquets	33.00	
Laundry fees.....	402.54	
Interest on time deposits.....	357.89	
Misc. sales account.....	237.77	
	<hr/>	
Total receipts		\$56441.31
Total disbursements.....		35013.18
		<hr/>
Balance on hand.....		\$21428.13

DISBURSEMENTS.

Salaries and wages.....	\$ 8658.40
Food supplies.....	14889.65
Heat	3000.00
Water	500.00
Electricity	1508.08
Gas	1041.04
Ice	10.80
Laundry	88.50
Repairs to building.....	668.24
Repairs to equipment.....	1471.26
Telephone rent and tolls.....	123.90
General office supplies.....	57.25
New furniture and equipment.....	607.27
Freight and drayage.....	50.82
Medical supplies.....	41.45
Miscel. household supplies.....	1003.27
Refund of board.....	405.35
Refund of room rent.....	15.00
Insurance	50.29
Repairing drive.....	780.73
Lumber for stage platform.....	41.88

Total disbursements..... \$35013.18

INVENTORY—FELL HALL

Cash on hand June 30, 1924.....	\$21428.13
Laundry and food supplies.....	1491.04

Total	\$22919.17
Inventory June 30, 1923.....	18326.09

Net gain \$ 4593.08

It should be noted that we have paid for repairs.....	\$2139.50
For new furniture.....	607.27
For repairing drive.....	780.73
Lumber for stage platform.....	41.88

The last three items plus the net gain shown above indicates that Fell Hall has made a net profit of \$6022.96 or about 5 per cent on investment.

The following recommendations were approved by the Board:

1. The list of graduates as presented in the report.
2. The following persons engaged by the President since the last meeting.

Raymond Merrill Luedde, Instructor Shorthand and Assistant Coach..	\$1800	36 weeks
Joan Fleming, Instructor Biology.....	\$150	a month
Ruth Anna David, Instructor Elementary Education and Arithmetic..	\$200	a month
Laura J. Bolles, Instructor Physiology and Nature Study.....	\$225	a month

The Board took a recess to meet the following morning in the office of Director A. M. Shelton, in Chicago, for the consideration of the budgets.

Office of A. M. Shelton, Chicago, 9:30 A. M.

The Board reconvened.

Mr. Elmer Walker was present at this session of the Board.

Presidents Shryock and Brown presented brief statements concerning certain items in their budgets for the ensuing biennium, stating that they would prepare a complete budget for presentation to the Board at a later time.

Presidents Morgan, Lord and Felmley presented in detail their legislative askings for the next biennium. On motion the Board ordered that these budgets should be referred to a budget committee consisting of the chairmen of the five standing committees, and that this budget committee should go over carefully the askings and present a report of their conclusions at the meeting of the Board in Macomb on November 17-18.

The following are the budgets as presented:

WESTERN ILLINOIS STATE TEACHERS COLLEGE
BUDGET ESTIMATE FOR THE BIENNIUM, BEGINNING JULY 1, 1925
Salaries and Wages

TITLE	Appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
		Actual for year beginning July 1, 1923	Proposed for year beginning July 1, 1924	Year beginning July 1, 1925	Year beginning July 1, 1926
Regular faculty, 36 weeks.....	\$197,553	\$ 97,248	\$100,305	\$103,880	\$103,880
Extra members next biennium.....				12,000	12,000
Regular employes, 52 weeks.....	56,299	28,315	27,984	28,900	28,900
Extra employes next biennium.....				4,740	4,740
Summer school.....	50,000	24,110	25,890	35,000	35,000
Total.....	\$303,852	\$149,673	\$154,179	\$184,520	\$184,520

OFFICE EXPENSES

2-a Freight, express and drayage.....		\$ 169	\$ 225	\$ 200	\$ 200
2-b Office supplies.....		474	475	600	600
2-c Postage.....		(803)	(197)	(950)	(950)
2-g Telephone and Telegraph.....		168	*275	175	175
2-h Miscellaneous.....		14	25	25	25
Total.....	\$ 2,000	\$ 825	\$1,175	\$1,000	\$1,000

*Amount allowed us but in the hands of Director of Finance wholly inadequate.

TRAVEL

3-a Officers.....		\$ 516	\$ 600	\$ 600	\$ 600
3-b Miscellaneous employes.....		1,791	2,000	2,000	2,000
3-c Inspectors.....			500	250	250
3-g Miscellaneous.....		7	586	150	150
Total.....	\$6,000	\$2,314	\$3,686	\$3,000	\$3,000

	Full time	One-half time	One-qrtr. time	Occas.	Total
Estimated number of people to travel.....	2	1	7	10

OPERATION

4-b Farm and garden supplies.....		\$ 45	\$ 50	\$ 50	\$ 50
4-c Food.....		189	190	200	200
4-d Fuel.....		9,572	9,575	10,000	10,000
4-e Household supplies.....		951	950	950	950
4-g Medical, Hospital and laboratory supplies.....		1,567	1,575	2,000	2,000
4-h Power plant supplies.....		178	175	200	200
4-i Shop supplies.....		409	400	500	500
4-l Motor supplies and expenses.....		48	50	75	75
4-m Miscellaneous.....		140	145	25	25
4-o Water.....		1,183	1,200	2,000	2,000
4-p Power.....		1,314	1,300	1,500	1,500
4-q School supplies.....		2,394	2,400	2,500	2,500
Total.....	\$36,000	\$17,990	\$18,010	\$20,000	\$20,000

REPAIRS AND EQUIPMENT

TITLE	Appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
		Actual for year beginning July 1, 1923	Proposed for year beginning July 1, 1924	Year beginning July 1, 1925	Year beginning July 1, 1926
6-a Buildings.....		\$ 3,889	\$ 4,000	\$ 4,000	\$ 4,000
6-b Machinery.....		213	225	250	250
6-e Furniture and fixtures.....		101	100	500	500
6-i Laboratory and testing apparatus.....		4	25	25	25
6-k Books and maps.....			300	400	400
6-o Miscellaneous.....		7	25	25	25
6-p Walks, roads, paving and fencing.....		1,034	1,000	1,000	1,000
6-r Sewers, drains and water mains equipment.....		175	150	150	150
7-a Farm implements.....		72	50	75	75
7-b Furniture and fixtures.....		2,544	3,000	3,000	3,000
7-d Machinery.....		117	650	500	500
7-f Motor vehicles.....		330	1,070	500	500
7-g Miscellaneous.....		152		200	200
7-h Laboratory and testing apparatus.....		3,588	4,000	4,500	4,500
7-j Books and maps.....		2,398	2,500	2,500	2,500
7-l Small tools.....		181	200	400	400
Total.....	\$32,100	\$14,805	\$17,295	\$20,500	\$20,500

CONTINGENCIES AND OTHER LUMP SUMS

8. Land.....				\$ 12,500	
9. Heating plant.....	*130,000				
10. Ground lighting system.....	5,000				
11. Gymnasium.....				225,000	
12. Converting old heating plant into school rooms.....				15,000	
13. Widening drives, extending roads and building sidewalks.....				10,000	
14. Converting old gymnasium and study hall into library.....					25,000
15. Lockers.....				6,500	
16. Engine and generator (emergency).....				8,000	
17. Boiler (emergency).....				12,000	
Total.....	\$135,000			\$289,000	\$25,000

*An additional \$40,000 is in the hands of the Governor to be used for this too.

RECAPITULATION

1. Salaries and wages.....	\$303,852	\$149,673	\$154,179	\$184,520	\$184,520
2. Office expense.....	2,000	825	1,175	1,000	1,000
3. Travel.....	6,000	2,314	3,686	3,000	3,000
4. Operation.....	36,000	17,990	18,010	20,000	20,000
6. Repairs.....					
7. Equipment.....	32,100	14,805	17,295	20,500	20,500
9. Land.....				12,500	
10. Contingencies and lump sums.....	*135,000			276,500	25,000
Total direct appropriations.....	*514,952	\$188,207	*326,745	\$518,020	\$254,020

*\$40,000 in hands of Governor.

EASTERN ILLINOIS STATE TEACHERS COLLEGE

STANDARD APPROPRIATION ACCOUNT No. 1

SALARIES AND WAGES

SUB-CLASSIFICATION	Appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
		Actual for year beginning July 1, 1923	Proposed for year beginning July 1, 1924	Year beginning July 1, 1925	Year beginning July 1, 1926
President, faculty (36 weeks per annum), clerical and operating force—per annum...	\$129,100				
Total spent from Revolving Fund—for the biennium.....	19,844				
1 President.....		\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
11 Professors..... (36 weeks).....		35,120	35,508	39,700	39,700
1 Professor..... (36 weeks).....				2,500	2,500
6 Asst. professors..... (36 weeks).....		16,330	16,086	18,200	18,200
1 Asst. professor..... (36 weeks).....			*2,844	3,000	3,200
3 Asst. professors..... (36 weeks).....				7,500	7,500
9 Instructors..... (36 weeks).....		18,538	18,942	21,000	21,000
4 Instructors..... (36 weeks).....		*6,600	*6,800	7,500	7,500
2 Instructors..... (36 weeks).....			*3,600	4,000	4,000
1 Instructor..... (36 weeks).....				2,000	2,000
4 Instructors, mid-spring (6 weeks).....		625	1,000	1,200	1,200
10 Training teachers..... (36 weeks).....		21,485	21,260	24,000	24,000
2 Training teachers..... (36 weeks).....				4,000	4,000
3 Librarians..... (36 weeks).....		4,680	4,680	5,000	5,000
1 Assistant librarian..... (36 weeks).....				1,500	1,500
Sub-total.....		\$109,878	\$117,220	\$147,600	\$147,800
1 Secretary and business manager.....		\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250
1 Registrar.....		2,100	2,100	2,100	2,100
2 Stenographers.....		2,700	2,700	2,700	2,700
1 Superintendent of grounds.....		1,980	1,980	1,980	1,980
1 Engineer.....		2,280	2,280	2,280	2,280
1 Fireman and repair man.....				1,440	1,440
1 Fireman.....		1,116	1,116	1,116	1,116
5 Janitors.....		6,204	6,204	6,204	6,204
1 Watchman.....		1,116	1,116	1,116	1,116
3 Laborers.....		3,348	3,348	3,348	3,348
1 Laborer for 4 months.....				300	300
Student help.....		1,055	1,078	2,000	2,000
Lectures and addresses.....		175	450	500	500
Sub-total.....		25,324	25,622	28,334	28,334
Summer session (12 weeks per annum) ..per annum.....	21,000	19,540	22,460	30,000	30,000
Total.....	\$320,044	\$154,742	\$165,302	\$205,934	\$206,134

*Paid from the Normal School Revolving Fund during this biennium.

DETAIL REPORT.

Standard Appropriation Account No. 1.

SALARIES AND WAGES.

In most of the best schools salaries have been steadily increasing up to the present and it is to such schools that we must go to fill our vacancies and with which we must compete. We should pay salaries more nearly commensurate with the salaries paid to faculties of universities than of high schools. Only the very best should be teachers of teachers. The 12½ per cent increase we have asked on present teachers salaries is very modest, indeed.

Additional teachers—professor of home economics, assistant professors of physical science, modern language, and manual arts, instructor in instrumental music, and assistant librarian. Without these teachers the institution

cannot be maintained on a college level. We have been justly criticized for the lack of adequate help in these departments. The training teachers are needed to maintain the high level of efficiency already established in our Training School and the teacher of music is needed in order that we may have orchestra or band or both, which we have never been able to have on account of the lack of this extra teacher.

Summer term salaries. We have never yet been able to pay our regular teachers pro rata in the summer school as some of the schools have done. We need the increase asked for.

Additional firemen and repair men and laborer for four months. Our engineer works long hours and even on Sunday, and we should, by all means, have an extra fireman and repair man for the next biennium. To keep our grounds in good condition we need an extra laborer for four months in the summer.

STANDARD APPROPRIATION ACCOUNT No. 2
OFFICE EXPENSES

SUB-CLASSIFICATION	Appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
		Actual for year beginning July 1, 1923	Proposed for year beginning July 1, 1924	Year beginning July 1, 1925	Year beginning July 1, 1926
2-a Freight, express, drayage.....		\$ 277	\$ 250	\$ 350	\$ 350
2-b Office supplies.....		104	100	150	150
2-c *Postage.....	(1,000)	(500)	(500)	(600)	(600)
Postage paid from Acct. 2.....		19			
2-e Printing.....		297	256	(See below)	
2-g Telephone and telegraph.....		360	360	450	450
2-h Miscellaneous.....		32	32	50	50
2-i Advertising.....		9	9	100	100
Total.....	\$2,000	\$1,098	\$1,007	\$1,100	\$1,100
2-x Indirect appropriation for printing and stationery.....	\$ 4,000	\$1,191	\$2,809	\$3,500	\$3,500

*Indirect—not included in totals.

STANDARD APPROPRIATION ACCOUNT No. 3
TRAVEL

3-a Officers.....		\$ 413	\$ 604	\$ 700	\$ 700
3-b Miscellaneous employes.....		318	400	400	400
3-g Miscellaneous.....		30	35	50	50
Total.....	\$1,800	\$761	\$1,039	\$1,150	\$1,150

STANDARD APPROPRIATION ACCOUNT No. 4
OPERATION

4-b Garden supplies.....		\$ 616	\$ 700	\$ 700	\$ 700
4-c Food.....		60	80	100	100
4-d Fuel.....		5,513	7,700	8,000	8,000
4-e Household supplies.....		1,214	1,400	1,500	1,500
4-f Library.....		222	300	400	400
4-g Medical supplies.....		21	50	100	100
4-h Power plant supplies.....		49	300	400	400
4-m Miscellaneous.....		695	700	650	650
Rent of horse.....		262	300	300	300
Laundry.....		144	175	200	200
4-o Water.....		616	800	800	800
4-p Power.....		1,523	1,600	2,000	2,000
4-q School supplies.....		5,333	5,600	6,500	6,500
Total.....	\$36,600	\$16,268	\$19,705	\$21,650	\$21,650

STANDARD APPROPRIATION ACCOUNT NOS. 6 AND 7
REPAIRS AND EQUIPMENT

SUB-CLASSIFICATION	Appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
		Actual for year beginning July 1, 1923	Proposed for year beginning July 1, 1924	Year beginning July 1, 1925	Year beginning July 1, 1926
REPAIRS (and replacements)					
6-a Buildings.....		\$ 4,790	\$ 4,500	\$ 5,000	\$ 5,000
6-b Machinery.....		343	300	400	400
6-c Tools.....		600	500	500	500
6-e Furniture.....		1,656	1,200	1,500	1,500
6-f Office equipment.....		6	200	100	100
6-i Laboratory apparatus.....		109	1,200	300	300
6-k Books.....		858	900	1,000	1,000
6-p Walks, roads, paving, fencing.....		374	600	400	400
6-r Sewers, drains, water mains.....			2,000	1,000	1,000
6-s Tunnels.....		42			
6-t Grading and landscaping.....			500	500	500
6-x Extraordinary—Fence and field house. Rewiring and installing modern lighting fixtures in Main Building.....			3,400	10,000	
EQUIPMENT—					
7-b Furniture and fixtures.....		1,088	300	1,000	1,000
7-d Machinery.....		125	100	3,000	2,000
7-2 Office equipment.....		148	600	200	200
7-g Miscellaneous.....		2,104	444	1,000	1,000
7-h Laboratory apparatus.....		569		700	700
7-i Medical and surgical apparatus.....			50	100	100
7-j Books.....		2,091	2,200	3,000	3,000
7-l Small tools.....		310	100	300	300
7-m Fire control apparatus.....		60			
Lockers.....		2,003			
Campus lighting.....				2,000	
Total.....	\$32,500	\$17,276	\$19,094	\$32,000	\$19,000
PERMANENT IMPROVEMENTS					
Power plant.....			\$170,000		
Addition to Training School Building.....			18,000		
NECESSARY FOR IMMEDIATE RELIEF—					
1. Manual Arts and Home Economics Building, including equipment complete.....				350,000	
2. Library Building affording class rooms for classes in history and closely allied subjects.....				200,000	
3. Gymnasium.....					200,000
Total.....			\$188,000	\$550,000	\$200,000

DETAIL SHEET

OFFICE EXPENSES.

At present we are having to separate and pay miscellaneous freight from other appropriations because our appropriation for office expenses is inadequate.

If we had been able to send out the number of catalogues and other printed matter we should send out, our present appropriation for postage would be low.

We should have more money for telephone and telegraph service during the next biennium. It is not economical to do without this service when it is needed.

We have spent practically nothing for advertising during this biennium, doing without even the very necessary newspaper notices in local papers.

INDIRECT APPROPRIATION FOR PRINTING.

Our allotment for printing and stationery for the present biennium at the prices we have to pay is entirely too small to meet our *necessary* expenses. Bills are not paid promptly, which accounts for the expenditure of only \$1,191 during the first year of the present biennium. After deducting the bills outstanding on June 30, 1924, the report from the Division of Printing shows a free available balance of only \$219.00 for this present year. Our appropriation made by the 52nd General Assembly was reduced \$1,200 by the 53rd General Assembly and we shall have to pay for that printing which is absolutely necessary from our other appropriations, doing without supplies which we really should have.

TRAVEL.

Even more money than asked for should be spent in traveling expenses in the attending of teachers meetings, visiting of other schools, and interviewing candidates for positions. Traveling is a little irksome for most people and for that reason we go less than we ought. The expenses of the trip to South America will be \$1,500 and perhaps more, which will make \$300 or more for each school.

OPERATION.

We have in the Fall Term, 1924, practically a 40 per cent increase in the college. Considering this and the future growth of the school, the increase asked in the various sub-classifications under the appropriation for Operation is very moderate.

REPAIRS AND EQUIPMENT.

Under most of the sub-classification in Repairs and Equipment we are asking for very little more, if any, than we have used during the present biennium. The items for new furniture and replacements include new linoleum for our library, replacement and additions to teachers' desks, tables, and chairs in various classrooms, and some new furnishings for the teachers' rest rooms, all of which is very much needed.

We have asked for \$2,000 for miscellaneous equipment. This includes a small piano for the second floor of the Training School, balopticon and pictures for the English department, maps for the History and Geography departments. We need generous appropriations for our libraries for new books and periodicals, binding and replacements.

REWIRING AND INSTALLING NEW FIXTURES IN MAIN BUILDING.

Our Main Building should be rewired in conduit and the old fixtures replaced by more luminous modern ones. There is a large waste of current and very poor results with the present equipment. This improvement was recommended at \$10,000 in the state survey made by the Division of Architecture and Engineering in 1920. The wiring in this building is in very bad condition and the location of the transformers in the basements of our buildings without the proper protection against fire is really dangerous.

CAMPUS LIGHTING.

Our campus of forty acres is not provided with illumination, the only light being a 500 watt mazda lamp hanging between the west entrance of the Main Building and the front entrance of Pemberton Hall. The campus is

well supplied with shrubbery and trees and we have experienced considerable trouble in the past, particularly during the summer, with loafers and law-breakers. It is not possible for the one night watchman who is on duty to properly patrol the grounds under these conditions. This was recommended at \$2,000 in the survey made by the Division of Architecture and Engineering in 1920.

MACHINERY EQUIPMENT.

These amounts cover additional machinery requested by our engineer—air compressor and receiver, traveling coal weighing larry, domestic hot water storage heater, fire pump, and indicating and recording apparatus—needed to complete our new boiler room equipment. They are tentative amounts and I wish to consult the Division of Architecture and Engineering today regarding them.

ILLINOIS STATE NORMAL UNIVERSITY

STANDARD APPROPRIATION ACCOUNT No. 1

SALARIES AND WAGES—Employees for Year

	Present annual rate under appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
		Actual for year beginning July 1, 1923	Proposed for year beginning July 1, 1924	Year beginning July 1, 1925	Year beginning July 1, 1926
12 months or transient—					
1 President.....	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
5 Clerks and stenographers.....	8,763	7,750	8,730	10,500	10,500
1 Cataloger.....	1,500	1,440	1,500	1,500	1,500
1 Engineer.....	1,920	1,920	1,920	1,920	1,920
4 Firemen.....	5,276	5,216	5,276	5,276	5,276
1 Supt. of grounds.....	1,800	1,423	1,800	1,800	1,800
1 Gardener.....	1,200	1,200	1,200	1,200	1,200
1 Head janitor.....	1,800	1,620	1,800	1,800	1,800
7 Janitors and watchman.....	8,400	8,263	8,400	12,000	12,000
1 Supervisor of home gardens.....	65	65	65	65	65
Transient clerical help.....		595	900	1,200	1,500
Organist and pianist.....		242	300	500	500
Student Labor (Library).....		1,332	1,500	1,600	1,600
Transient labor grounds.....		2,009	2,400	2,400	2,400
Secretary to Dean of Women.....				1,500	1,500
Salaries and wages.....		\$39,575	\$42,291	\$49,865	\$51,385
1 Head Fell Hall (half-time).....	1,200	1,156	M: 1,200	1,200	1,200
1 Dietitian.....	1,200	1,080	M: 1,200	1,200	1,200
1 Janitor.....	960	960	B: 960	960	960
1 Head cook.....	960	960	B: 960	960	960
7 Domestics.....	3,240	3,240	M. 3,240	3,240	3,240
Student service.....		743	750	750	750
Miscellaneous.....		315	350	350	350
1 Head farmer.....	1,320	1,470	1,320	H&G 1,500	1,500
1 Farm hand.....	1,020	980	990	960	960
6 Students on farm.....		2,160	2,160	2,160	2,160
Transient labor.....		294	300	300	300
Bookstore manager.....	1,350	1,230	1,350	1,350	1,350
Student help.....		448	450	450	450
Total from Revolving Fund.....		\$15,036	\$15,230	\$15,380	\$15,380
Total from Appropriation.....	\$230,631				

SALARIES AND WAGES

	Present annual rate under appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
		Actual for year be- ginning July 1, 1923	Proposed for year be- ginning July 1, 1924	Year be- ginning July 1, 1925	Year be- ginning July 1, 1926
Teachers (36 weeks)—					
2 Professors and Deans.....	\$ 4,050	\$ 8,100	\$ 8,100	\$ 8,280	\$ 8,280
1 Principal of High School.....	3,600	3,600	3,600	3,690	3,690
6 Professors..... (\$3,420-\$3,285)	3,352	19,980	20,115	20,925	20,925
9 Professors..... (\$3,240-\$2,925)	3,043	25,590	27,390	28,700	28,700
10 Professors..... (\$2,700-\$2,475)	2,628	24,705	26,280	28,485	28,485
12 Teachers..... (\$2,430-\$2,070)	2,235	26,379	26,820	29,825	29,825
10 Teachers..... (\$2,025-\$1,935)	1,985	19,110	19,845	21,690	21,690
10 Teachers..... (\$1,890)	1,890	18,090	18,900	20,340	20,340
8 Teachers..... (\$1,845-\$1,620)	1,761	13,370	14,085	15,615	15,615
4 Part-time teachers..... (\$900-\$600)	825	2,865	3,300	4,410	4,410
3 Librarians..... (\$1,530-\$990)	1,350	3,780	4,050	5,220	5,220
1 Teacher.....	2,025		2,025	2,520	2,520
3 Teachers.....	1,800		5,400	5,940	5,940
1 Teacher.....	1,575		1,575	2,025	2,025
5 New teachers..... (1925)				11,400	11,400
10 New teachers..... (1926)					22,800
2 Extension service.....				6,000	6,400
2 Correspondence service.....				4,000	4,000
Auxiliary training schools.....				8,000	8,000
Sub-total.....		\$165,969	\$181,485		
Mid-spring half-term (6 weeks).....		2,543			
1st Summer half-term (6 weeks).....	45,000	33,035	38,000	40,000	40,000
2nd Summer half-term (6 weeks)..... (From Revolving Fund)		12,640	15,348	17,000	17,000
Total.....		\$214,187	\$237,533	\$287,065	\$310,265

DETAIL SHEET.

SALARIES AND WAGES.

I. The Civil Administrative Code imposes upon the Normal School Board the duty of fixing salaries in the State Normal Schools. Hence any estimated requirements for next year should come from the Board and not directly from the Presidents of the normal schools. The estimates contained in these sheets are only suggestions and represent the number of teachers required if the growth in attendance during the biennium shall not exceed 100 college students each year. The growth in the past two years has been 486.

TABLE OF ATTENDANCE

	1st Summer term 6 weeks	2nd Summer term 6 weeks	Fall term 12 weeks	Winter term 12 weeks	Spring term 12 weeks	Mid-Spring term 6 weeks
1920-21	1,989	528	430	409	395	252
1921-22	2,228	687	583	585	551	320
1922-23	2,383	819	804	825	782	362
1923-24	2,487	917	1,012	1,002	951	369
1924-25	2,726	1,090	1,290			

The present attendance is 27 per cent larger than one year ago, 60 per cent larger than two years ago, 121 per cent larger than three years ago, 200 per cent larger than four years ago.

The 53rd General Assembly made no increase in its appropriation for salaries and wages. It gave us, however, in a Revolving Fund permission to expend our term fees and other receipts. Out of this Revolving Fund

we employed eight additional teachers for 1923-24, and five more for 1924-25 besides several for the summer half terms. It enabled us also to increase salaries for this year an average of \$40 over the level of the three preceding years.

A growth of 60 per cent since our last budget indicates that our appropriation may justly be increased by 60 per cent. The Normal School Board would make wise use of it. The estimates made in this sheet provide for only a small increase in salaries of present teachers less than 9 per cent. \$200 each on the average, only \$16,010.00 in the total.

Teaching is an employment. Salaries should increase from year to year with increasing efficiency, rapidly at first, then more slowly until the maximum is reached. In a growing institution with many teachers recently employed, the average salary should increase each year. Few teachers are retiring. Most are still in the promotion period.

With the completion of our gymnasium we shall need, in the fall of 1925, two more teachers of physical education. We need now one more in Education, in English, in History, but we have no funds. We need three others for our science classes, but we have no laboratories or classrooms for them. We can use five, in the fall of 1925, in studies requiring no laboratories.

If relief is afforded by the speedy erection of a new science hall, we shall need ten new teachers in 1926, if we have only ten per cent increase in attendance each year.

The State Teachers Association has repeatedly requested that we revive our extension and correspondence service for active teachers. Four teachers will require \$10,000.

To obtain increased training-school facilities we should make some agreement with local school boards to use the public schools of Normal and Bloomington as training schools. Part of the salaries of the training teachers should be borne by us. \$8,000 per annum is requested.

The Mid-Spring half-term conducted by us during the past twelve years will soon be discontinued because of lack of space unless new buildings are erected. About half of the instruction is now given by the regular faculty, half by teachers specially employed.

Altho measures were adopted last year to restrict the registration in the first summer half-term, the enrollment expanded by 239, reaching 2726. Classes are excessively large, altho the public high-school building is used for several instructors. The summer term attendance has increased 20 per cent in two years. We ask for 20 per cent increase in the appropriation and that \$6,000 be added each year to include the mid-spring half-term and to reduce over-large classes. The appropriation made two years ago was too small. We drew heavily upon our Revolving Fund for extra teachers. Our per capita summer school costs are notably the lowest in the State. For instruction they run in Mid-Spring half-term \$12.87 in the first summer half-term \$12.69, in the second summer half-term \$14.08.

We need a Secretary for the Dean of Women.

We need also an additional clerk to keep up the alumni record and serve the Appointment Committee.

With the opening of the new gymnasium we shall need a man and a woman as attendants and janitors. Salaries \$1,500 and \$1,200.

We have paid our janitors \$1,200 a year. School is in session 48 weeks in the year. With vacation cleaning the janitors are kept busy the year through. In some other state educational institutions without this continuous heavy service, janitors' salaries range from \$110 to \$135 a month. Our salaries should be at least \$1,320 for the year.

The growth of the school demands more clerical service. Student service is efficient, intelligent, and low priced.

With more gymnastic classes, more rhythmic exercises, more piano playing.

TOTAL INCREASE REQUESTED OVER THIS YEAR.

	1925-1926	1926-1927
Nine per cent increase in teachers' salaries.....	\$ 16,010	\$ 16,010
Increase in salaries of present employes.....	1,044	1,044
Increase in student and transient labor.....	600	900
Nine additional teachers (1925).....	21,400	21,800
Ten additional teachers (1926).....		22,800
Auxiliary Training Schools.....	8,000	8,000
Increase in summer-term appropriation.....	15,000	15,000
Four additional employes (1925).....	5,700	5,700
One additional janitor (1926).....		1,320
Increase in Salaries and Wages over 1924.....	\$ 67,754	\$ 92,574
Increase in Salaries and Wages over 1923.....	104,979	130,919
Increase per cent in Salaries and Wages over 1923.....	46%	57%

STANDARD APPROPRIATION ACCOUNT No. 2
OFFICE EXPENSES

SUB-CLASSIFICATION	Appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
		Actual for year beginning July 1, 1923	Proposed for year beginning July 1, 1924	Year beginning July 1, 1925	Year beginning July 1, 1926
2-a Freight, express, drayage.....		\$ 584	\$ 625	\$ 700	\$ 800
2-b Office supplies.....		141	160	200	200
2-c Postage, box rent and mailings.....		22	16	16	16
2-e Printing and stationery.....		424	500	600	700
2-f Rent.....		99			
2-g Telephone and telegraph.....		520	524	600	650
2-h Miscellaneous.....		44	50	59	50
2-i Advertising.....		25	25	25	25
Total.....	\$2,000	*\$1,834	\$1,900	\$2,200	\$2,450

(*\$834 paid from Revolving Fund).

STANDARD APPROPRIATION ACCOUNT No. 3
TRAVEL

3-a Officers.....		\$ 267	\$ 400	\$ 500	\$ 500
3-b Miscellaneous employes.....		20	100	100	100
3-g Miscellaneous.....		867	1,200	1,920	1,920
Total.....	\$3,000	\$1,054	\$1,700	\$2,520	\$2,520

Estimated number of people to travel—One quarter, 160; Occasion, 6; Total, 166.

STANDARD APPROPRIATION ACCOUNT No. 4
OPERATION

4-b Farm and garden.....		\$ 74	\$ 100	\$ 100	\$ 100
4-c Food.....		471	550	550	550
4-d Fuel.....		8,912	7,000	9,000	9,500
4-e Household supplies.....		1,282	1,300	1,800	2,000
4-f Library and amusements.....		29	30	440	440
4-g Medicine, hospital, and laboratory supplies.....		1,205	1,500	1,700	2,000
4-h Power plant supplies.....		959	900	1,100	1,300
4-i Shop supplies.....		58	50	75	75
4-l Motor supplies and expenses.....		11	20	20	20
4-m Miscellaneous.....		310	250	400	400
4-o Water.....		1,060	2,000	2,500	2,500
4-p Power.....		4,711	3,300	5,000	5,500
4-q School supplies.....		7,687	7,000	8,500	9,000
Total.....	\$48,000	\$26,768	\$24,000	\$31,085	\$33,285

(*\$2,769 of this sum was paid from the Revolving Fund).

DETAIL SHEET.

OFFICE EXPENSE—TRAVEL—OPERATION.

OFFICE EXPENSE.

We are sixty-one per cent larger than we were two years ago. Freight, express, drayage charges grow with the school, with the volume of its business.

We make little use of telegrams or long-distance telephone service. Two new buildings will necessitate additions to our local telephone service.

TRAVEL.

The President did not travel outside the State at the expense of the State. Next year he may do so. Other representatives of the institution should.

We pay the carfare of our students who teach at the Soldiers' Orphans' Home and in the Bloomington schools. This year the number of such student teachers will average 40 for 240 days at 12½ cents the round trip. We expect during the next biennium to increase this number by at least sixty per cent.

OPERATION.

With a new gymnasium to heat in 1925-26 and a science building in 1926, we shall need more fuel. We are counting on low-priced coal and a considerable payment from the Revolving Fund.

With our new gymnasium and its equipment of baths there will be more toweling needed as well as other household supplies.

We are including \$400 per annum for films. The students are now paying \$300 besides admission charges at some entertainments.

The growth of the school demands larger laboratory supplies.

Power plant supplies must grow as new buildings are added to the plant.

The new gymnasium will demand much water. Our deep well not proving dependable.

The ventilation and lighting of new buildings will require more electric current.

The volume of school supplies of all kinds grows with the growth of the school. They include paper, drawing materials, supplementary textbooks, and various teachers' aids for the training school as well as examination paper, and a great variety of material for the college.

STANDARD APPROPRIATION ACCOUNT NOS. 6 AND 7
REPAIRS AND EQUIPMENT

SUB-CLASSIFICATION	Appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
		Actual for year beginning July 1, 1923	Proposed for year beginning July 1, 1924	Year beginning July 1, 1925	Year beginning July 1, 1926
REPAIRS and Replacements—					
6-a Buildings.....		\$ 3,524	\$ 8,000	\$ 7,500	\$ 7,500
6-b Machinery.....		1,715	1,800	3,000	3,000
6-c Small tools.....		758	250	250	250
6-d Farm implements.....				100	50
6-e Furniture and fixtures.....		162	800	2,200	1,000
6-f Office equipment.....		130	300	250	250
6-h Medical and surgical apparatus.....			100		
6-i Laboratory and testing apparatus.....		196	400	400	400
6-k Books and maps.....		481	520	900	900
6-o Miscellaneous.....		3	500	500	500
6-p Walks, roads, paving, fencing.....			1,000	3,700	1,000
6-t Grading, landscape (land).....		500	500	500	500
Addition to library stack.....				5,000	
Water tank and coal bunker.....				1,000	
Dismantling old heat plant.....				450	
EQUIPMENT—					
7-b Furniture and fixtures.....		3,454	2,000	2,000	2,000
7-d Machinery.....		140		150	150
7-e Office equipment.....		504	300	300	300
7-g Miscellaneous.....		67	1,446	1,000	1,000
7-h Laboratory and testing apparatus.....		1,593		1,000	2,000
7-i Medical and surgical apparatus.....		123		100	100
7-j Books and maps.....		2,597	2,900	4,000	4,000
7-k Museum specimens.....			200	300	300
7-l Small tools.....		186	200	100	100
Total.....	\$36,600	\$15,384	\$21,216	\$34,700	\$25,300

STANDARD APPROPRIATION ACCOUNT NO. 8
PERMANENT IMPROVEMENTS

Science Hall.....			\$250,000	
Fell Hall completed.....			80,000	
Home economics cottage.....			15,000	
Tool house and moving plant house.....			10,000	
New boiler.....			25,000	
Addition new gymnasium including natatorium.....			100,000	
Al second residence hall.....				\$250,000
Total.....			\$480,000	\$250,000

DETAIL SHEET.

REPAIRS AND REPLACEMENTS.

For painting at least \$3,000 a year.
 For labor at least \$2,000 a year.
 For glass, sash cord, lumber, hardware, cement, etc., \$1,000.
 Miscellaneous repairs, \$1,000.
 For Heating Plant, \$2,500.
 For Manual Training Plant, etc., \$500.
 Including a new Concert Grand Piano for our Auditorium. The present Chickering (second-hand when bought), has been used by us seventeen years.
 Rebinding books and magazines costs \$600 a year.
 New walks about Gymnasium building.
 Cyclone fence about our Athletic Field will cost \$2,700.
 Our library was remodeled in 1914. An additional story in our book-stack is now needed.

Additional machinery is needed in our Manual Training Department.

With our enlarged school at \$4,000 a year for new books.

We have not purchased any new museum specimens for 40 years.

To pump from bottom of well to tank 70 feet up is too heavy a load for deep well pump.

Old heating plant abandoned in 1915 stands on site of proposed science building.

PERMANENT IMPROVEMENTS.

The growth of the Normal University is at a standstill unless new buildings are provided.

In the past year we have fitted up five new classrooms, cutting them off of basement cloak rooms and the halls of the literary societies, which also are in constant use as classrooms. It is not possible to fit up any more new classrooms within our present buildings.

We have been obliged this fall to turn students away from our classes in Zoology, Physics and Chemistry, because our laboratories and class rooms are filled to their utmost capacity.

In the first summer term we enrolled 2726 college students. We used the public high school and our own training school in addition to our ordinary classrooms and laboratories. Yet we were obliged to turn away all newcomers after the first day.

Employing more teachers will not relieve our crowded classes unless we have rooms for them.

We need and need now:

1. A Science Hall to cost \$250,000 to gather into one building the various departments now scattered through four buildings. Modern plumbing may be installed under conditions that will save expensive repairs, and with economy of heat in protecting plumbing in winter vacations. The classrooms released are needed for other purposes.

2. The completion of Fell Hall by erecting the omitted wing and the front porch. This will increase the capacity of our dormitory by fifty-one, or 60 per cent. We had room this year for sixty-one freshman girls. There were 160 applications before August 15.

The accommodations at Fell Hall are the best in Normal. The social environment most refined and wholesome. The cost to students is at least one dollar a week less. Yet after paying all expenses for operation and maintenance there is a net profit of \$6,000, nearly five per cent upon the investment. This we use for general University purposes. The building of a Residence Hall is not a bad business investment quite aside from its educational value.

3. A Home Economics Cottage, of eight or ten rooms in which our young women preparing to teach this important subject may have practical experience in cooperative housekeeping under competent supervision. Rent will be paid.

4. An adequate appropriation to complete our gymnasium. Two years ago we asked \$250,000. We were granted \$150,000, which I fear will not build the gymnasium as planned. Yet no smaller building will meet the needs of the Normal University.

5. Our plant house moved to a new location near our new heating plant and a suitable tool house built in connection. \$4,000 was appropriated for this purpose four years ago. It was not used.

6. For a new relief boiler \$13,000 was appropriated by the last General Assembly. The sum was inadequate and will lapse. We ask now for \$20,000, which we believe will be sufficient.

STANDARD APPROPRIATION ACCOUNT NO. 10
CONTINGENCIES (AND OTHER LUMP SUMS)
REVOLVING FUND

CLASSIFICATION	Appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
		Actual for year be- ginning July 1, 1923	Proposed for year be- ginning July 1, 1924	Year be- ginning July 1, 1925	Year be- ginning July 1, 1926
Salaries and wages.....		\$25,439	\$49,193	\$25,000	\$25,000
Office expenses.....		834	900	1,000	1,500
Operation.....		2,769	4,258	2,020	2,020
Repairs and equipment.....		500	2,000	1,000	1,000
FELL HALL—					
Salaries and wages.....		\$ 8,154	\$ 8,460	\$ 8,460	\$ 8,460
Office expense.....		282	300	300	300
Operation.....		15,732	18,000	18,000	18,000
Repairs and equipment.....		3,569	2,000	2,000	2,000
FARM—					
Labor.....		\$ 4,904	\$ 4,770	\$ 4,920	\$ 4,920
Office.....		69	100	100	100
Operation.....		4,709	5,700	5,700	5,700
Repairs and equipment.....		820	800	800	800
BOOKSTORE—					
Salaries and wages.....		\$ 1,678	\$ 1,800	\$ 1,800	\$ 1,800
Office.....		209	200	200	200
Books and supplies.....		18,636	20,000	21,000	21,500
Total.....		\$88,200	\$118,481	\$92,300	\$93,300
Transmitted to treasurer.....	\$206,681				

REVENUE
(Remitted or to be remitted to the State Treasury)

SOURCE	CASH ACTUALLY RECEIVED		ESTIMATED CASH RECEIPTS		
	Year beginning July 1, 1922	Year beginning July 1, 1923	Year beginning July 1, 1924	Year beginning July 1, 1925	Year beginning July 1, 1926
	For General Fund	For Revolving Fund			
Tuition and term fees.....	\$11,498	\$13,392	\$13,500	\$14,000	\$14,500
Laboratory fees.....	552	1,908	1,200	1,200	1,200
Chemistry breakage.....	731	110	300	300	300
Manual training materials.....	384	1,158	1,100	1,200	1,200
Library fines.....	220	165	200	200	200
Fees—Correspondence and extension.....	320	56	3,000	3,000
Lunches.....	528	598	600	600	600
Cafeteria concession.....	200	200	200	200	200
Locker rental.....	46	71	100	100	100
Sales vegetables and plants.....	478	253	100	100	100
Sales cinders, junk, baled paper.....	152	173	150	150	150
Sales—Miscellaneous.....	216	112	150	150	150
Miscellaneous receipts.....	62	70	100	100	100
On hand July 1, 1923—					
Smith-Hughes Fund.....		4,797			
Bookstore receipts.....		434			
Farm receipts.....		1,615			
Fell Hall receipts.....		17,643			
Received July 1–June 30—					
Smith-Hughes Fund.....		6,076	6,076	3,000	3,000
Bookstore.....		17,266	19,000	20,000	20,500
Farm.....		11,287	12,000	12,000	12,000
Fell Hall.....		36,623	37,000	37,000	37,000
Total General Revenue Fund.....	\$15,386				
Total Revolving Fund.....		\$114,905	\$91,776	\$92,300	\$93,300

DETAIL SHEET.

REVENUE.

1. Teachers College students contribute \$6.00 a year in registration fees. High school students pay \$54.00 tuition. We have admitted 31 high-school students from the Soldiers' Orphans' Home who pay no tuition and who have shut out an equal number of tuition-paying students. The loss of high-school tuition thus balances the gain in registration fees from 280 additional college students.

2. This estimate of \$3,000 income from correspondence and extension students is based upon the presumption that provision will be made in the appropriation for restoring these forms of service to the active teachers.

3. Formerly we sold vegetables from the school garden to Fell Hall and remitted the proceeds to the State Treasury. Now the Hall is merely charged on our books with the value of the vegetables. No entries appear in the Revolving Fund Account.

4. When the Revolving Fund was established July 1, 1923, we had on hand certain funds that we were not required to remit to the State Treasury, viz:

a. Profits of Farm, Book Store, and Fell Hall.

b. Payments from the Federal Smith-Hughes Fund.

These funds had been expended under the direction of the Normal School

Board for permanent improvements on the Farm and at Fell Hall, for enlarging the stock of the Book Store, and for miscellaneous needs of the institution. The balances on hand were turned into the Revolving Fund.

5. Owing to a change in the basis of the distribution of the Smith-Hughes Fund for the training of vocational teachers, the annual payment to this institution will be reduced at least one-half.

Receipts from the Book Store will grow with the growth of the school.

Receipts from the Farm will vary with the yield and selling price of our products.

Receipts from Fell Hall will depend upon the price of board and rooms. The Hall is at all times filled to capacity.

RECAPITULATION

TITLE OF APPROPRIATION	Appropriation for biennium beginning July 1, 1921	Appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
			Actual for year beginning July 1, 1923	Proposed for year beginning July 1, 1924	Year beginning July 1, 1925	Year beginning July 1, 1926
1. Salaries and wages.....	\$441,390	\$461,262	\$230,631	\$230,631	\$336,936	\$361,650
2. Office expenses.....	3,200	2,000	1,000	1,000	2,200	2,450
3. Travel.....	7,000	3,000	1,054	1,700	2,520	2,520
4. Operation.....	48,000	48,000	24,000	24,000	31,085	33,285
5. Repairs.....	35,600	36,600	15,384	21,216	34,700	24,800
6. Equipment.....						
7. Permanent improvements.....		168,300	2,300	166,000	480,000	250,000
Revolving Fund—Remitted and expected.....		206,681	88,200	118,481	92,300	93,300
Total Direct Appropriations...	\$535,190	\$925,843	\$362,569	\$563,028	\$979,741	\$768,005
Revenue.....	\$32,432	\$206,681			\$92,300	\$93,300

NORTHERN ILLINOIS STATE TEACHERS COLLEGE DEKALB, ILLINOIS

RECAPITULATION

TITLE OF APPROPRIATION	Appropriation for biennium beginning July 1, 1921	Appropriation for biennium beginning July 1, 1923	EXPENDITURES		ESTIMATED REQUIREMENTS	
			Actual for year beginning July 1, 1923	Proposed for year beginning July 1, 1924	Year beginning July 1, 1925	Year beginning July 1, 1926
Salaries and Wages.....	\$372,986	\$270,586	\$135,162	\$135,424	\$176,000	\$176,000
Office expense.....	3,000	2,300	1,149	1,151	1,950	1,950
Travel.....	1,800	1,800	869	931	1,000	1,000
Operation.....	54,000	54,000	26,014	27,986	29,200	29,200
Repairs and equipment.....	28,550	26,000	12,827	12,173	13,900	13,900
Permanent improvements.....		39,500	1,601	37,899		
Completion of heating plant—						
Training School.....					7,500	
Paving.....					20,000	
Addition to dormitory.....					300,000	
Summer School salaries.....	33,400	42,000	20,953	21,047	27,300	27,300
Totals—Direct Appropriations.....	393,736	436,186	198,575	237,611	576,850	249,350
Indirect Appropriations—						
Printing (through Dept. of Printing).....		4,000	1,197	2,803	2,000	2,000
Postage.....		700	508	192	450	450
Grand total.....	\$393,736	\$440,886	\$200,280	\$240,606	\$579,300	\$251,800
Revenue.....	\$7,749	\$117,056	\$55,500	\$61,556	\$61,556	\$62,900

A bill presented by Mr. B. L. Catron for printing of brief and certain other expenses in the Fitzsimmons case, amounting to \$129.05, was allowed by the Board and ordered paid out of the funds of the State Normal University at Normal.

The Board adjourned.

A. M. SHELTON, *Chairman.*
F. G. BLAIR, *Secretary.*

Approved November 18, 1924.

