Present: Mr. Herschel V. Jenkins, Vice Chmn.
Dr. Michael J. Egan
Mayor Thomas Gamble
Mr. Herbert L. Keyton
Mrs. Charles D. Russell
Dr. Herman W. Hesse

The meeting was called to order at 4 o'clock by Vice-Chairman Jenkins, and the minutes of the previous meeting were read and approved.

The Secretary was asked to read the memorial resolution on the death of Captain Robert M. Hitch, Chairman of the Commission. Upon motion by Mayor Gamble, seconded by Dr. Egan, the resolution was unanimously adopted, and the Secretary was instructed to send a copy to the family.

Mr. Lowe reported that Mr. Arthur M. Gignilliat, instructor in English, who is also a captain in the U. S. Army Reserve, had been called into active service. Mr. Lowe recommended the appointment of Mr. Charles B. Kestler, a graduate of the University of North Carolina, former teacher at Statesboro and now working toward the Ph. D. degree and teaching at the University of North Carolina. He stated that Mr. Kestler was especially well prepared for teaching the courses in Humanities. Upon motion by Mayor Gamble, seconded by Mrs. Russell, the Commission approved the appointment of Mr. Kestler at a salary of $1800.

Mayor Gamble stated that Mr. William Murphey had been asked to serve on the College Commission but that he cannot serve at this time because he will be absent from the city. Mr. Gamble suggested that the election of a Chairman be postponed until the annual meeting in April.

Mr. Lowe presented copies of the proposed budget for 1941 which was to be submitted to City Council the following week. He also gave out copies of the audit for the fiscal year showing a cash surplus on June 30 of $3,734 which was used to match City appropriation and pay salaries during the summer. The statement of Assets and Liabilities showed excess of assets over liabilities of $2378 about $1200 of which belongs to the Playhouse. Mr. Lowe stated that the anticipated revenue of $24,500 from student fees will probably not come in because of the defense program and the absorption of college and high school students by business and industrial interests. He pointed out that the $2000 carried in
salaries for another teacher for Physics would allow for some shrinkage, as we will not appoint a Physics instructor until the new facilities are available.

Mr. Kayton moved the adoption of the budget as submitted by the President with the exception that the salary of the President be $4200 instead of $4000. Motion seconded by Dr. Egan. Motion unanimously adopted.

Mr. Gamble spoke of the forthcoming bond election which included $125,000 for a new science building for the College. It was estimated that the site would cost $25,000, the building $90,000 and equipment $10,000. There seems no doubt as to the passing of the bond issue which would not require any increase in taxes as a premium had already been offered on 2% Bonds. By consent of those present, the selection of a site for the building was left to Mr. Gamble and Mr. Henry Meyer as a committee representing the Commission and the City.

Mr. Lowe stated that the present enrollment in the College is 322 including a few soldiers from the Savannah Air Base who are taking special courses in Mathematics and English. He stated that the College was glad to be of what service it could to these men and that the chief instructional difficulty was class attendance. He said that the general college picture has not changed except for more restlessness in the student body, probably on account of the international situation. There appears to be much indefiniteness as to what the boys want to do. About 70% of our graduates are continuing to complete their training in senior colleges. There is an increasing demand from Savannah business for our graduates, including many requests for chemists. The ratio of calls to placements is about three to one.

There being no further business, the meeting was adjourned at 5:10 P. M.

Respectfully submitted,

Reuben W. Holland, Secretary.
MEMORIAL ON THE DEATH OF ROBERT M. HITCH

It is with a deep sense of the great loss that the Armstrong Junior College and the cause of higher education in Georgia have sustained that the Armstrong Junior College Commission officially records the death of its Chairman, Robert Mark Hitch, who had rendered especially valuable services to the College during his entire connection with this Commission, and who, prior to his official relationships with it, had manifested an intense personal interest in the development and the welfare of the College, giving to it at all time his sincere sympathetic support and advice that was of value in its progressive operations.

His connection with the cause of higher education in Georgia during many years had peculiarly fitted him for the duties that came to him as a member of the Commission and as its Chairman. His ripe experience, his cooperative spirit, his ambition that the youth of Savannah should enjoy greater privileges for higher education, and his warm personal interest in all the youth of the city, made his connection with the Commission one of extreme value to it in its responsibilities as the directing body of the College.

His services were deeply appreciated by all of his associates in the Commission and we feel that in his death the College has sustained the loss of one whose friendship and whose attachment to it would have been a great factor in its future welfare.

We extend to his family our sympathy in the great loss that has come to them and we request that this memorial be inscribed on a page of the Minutes of the Commission.
1. Salary of President  $4,000.00  
2. Salary of Dean  3,400.00  
3. Other Salaries:  
   5 @ $2,400  $12,000  
   1 @ 2,200  2,200  
   3 @ 2,000  6,000  
   3 @ 1,800  5,400  
   2 @ 1,200  2,400  
   3 Part-time  1,500  
   Total  29,500.00  
4. Janitors Salaries  1,825.00  
5. Office Expense and Supplies  500.00  
6. Printing and Stationery  400.00  
7. Postage, Telephone, and Telegraph  1,000.00  
8. Lights  1,100.00  
9. Fuel  1,000.00  
10. Maintenance of Building  1,000.00  
11. Insurance  1,300.00  
12. Surety Bond Premium  40.00  
13. Travel  500.00  
14. Care of Lawns  25.00  
15. Miscellaneous  500.00  

Outlays:  
1. New Books and Periodicals  1,000.00  
2. Equipment  500.00  
3. Student Activities  2,000.00  

RECAPITULATION  
Appropriation from City, 1941  $25,000.00  
Estimated Income, Student Fees, 1941  24,590.00  

Total  $49,590.00