



OFFICE OF
ERLE COCKE
SECY.-TREAS.

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

STATE CAPITOL

ATLANTA, GEORGIA

May 20, 1933.

TO HEADS OF INSTITUTIONS:

Gentlemen:

Attached, please find lists of Administrative and Teaching Staffs elected by the Board at its recent meeting for your Institution.

You will note that in some instances the names of secretaries, clerks, matrons, etc., are not included, this latter information will be given you shortly when full details relative to your budgets are sent out.

Yours very truly,

Erle Cocke
Secy-Treas.

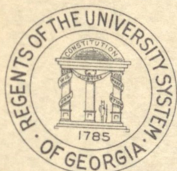
EC:AW
ENCL

1933-34

VALDOSTA

GA. ST. WOMANS COLLEGE

Name	Position
Jere M. Pound	President
Annie P. Hopper	Dean & Prof. of Geography
Augusta Rentz	Resistrar
J. R. Dusenbury	Pur. Agt. Treas. & Supt. of Bldg & Grounds
Evelyn Deariso	Librarian
Ruth Carpenter	Art
J. R. Stokes	Biology
Earl W. Phelan	Chemistry
Harold Punke	Education
H. S. Gulliver	English
Gertrude Gilmer	"
Mildred Price	History
J. A. Durrenberger	SO-Science
Janie Bush	Latin
Lena J. Hawks	Math & Physics
Sapelo Treanor	Modern Languages
Gladys E. Warren	Music
Alimae Temple	Music
Leonora Ivey	Phys. Educ.
Elizabeth McRae	" "
Louise Sawyer	
Miss Margaret Hall	Modern Language
Miss Melva Bell	" "
Miss Lillian Patterson	Asst. Librarian
Miss Iva Chandler	" Dean of Women
Miss Nannie Hagan	Nurse
Mrs. E. H. Beck	Director Boarding Dept.



OFFICE OF
ERLE COCKE
SECY.-TREAS.

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

STATE CAPITOL

ATLANTA, GEORGIA

July 13, 1933

HEADS & LOCAL TREASURERS:

In order that the financial contracts of the several institutions of the University System may be properly adhered to the Finance Committee of the Board has directed that the following information and directions be given you for information and guidance:

1: No permanent improvements to buildings grounds or equipment shall be authorized or permitted unless the Institution making such improvements shall have on hand funds with which to pay for the same

2: Board, room-rent, student fees and/or tuition must be paid in advance in cash, or its equivalent; either monthly, quarterly, or semi-annually as may be your customary procedure. Notes must not be accepted unless the payment of the same are reasonably and adequately secured either by endorsement or endorsements of persons financially responsible, or by the pledge of salable collateral. The Presidents and Local Treasurers of the respective institutions will be held personally responsible for violation of this rule.

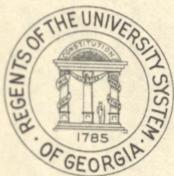
Should the above directions not only be borne in mind but strictly adhered to there is no question but that certain embarrassments at some of the institutions will be much relieved.

Please notify this office of receipts of the above information.

Very truly yours,

Secy-Treas.

EC AW



OFFICE OF
ERLE COCKE
SECY.-TREAS.

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

STATE CAPITOL

ATLANTA, GEORGIA

July 13, 1933

HEADS & LOCAL TREASURERS:

As you are aware, the Regents of the University System of Georgia have a regulation that no institution in the System can make any contracts to purchase supplies, etc., nor do any business with any individual Regent or with any firm or corporation in which any member of the Board of Regents has an interest.

The Chairman of the Board, has by executive order, further extended such regulation, and directs that you fully acquaint the necessary employees at your Institution with same, as below:

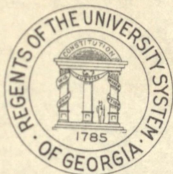
"That the regulation of Regents of the University System relative to purchases from individual members of the Board of Regents, or firms, or corporations in which they are interested, be further extended so that no institution in the University System will be permitted to contract with any official or employee of the University System, nor with any firm or corporation in which such official or employee has an interest, for the purchase of supplies, building materials, and the like."

Please kindly acknowledge receipt of this order, and oblige.

Very truly yours,

Secy. Treas.

EC:AW



OFFICE OF
ERLE COCKE
SECY.-TREAS.

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

STATE CAPITOL

ATLANTA, GEORGIA

July 13, 1933.

HEADS & LOCAL TREASURERS:

The income of your institution from State Funds will, as you are aware, be materially decreased from the allotment given in your 1933-34 budget. This reduction will be particularly acute during the present quarter, covering the months of July, August and September, as the best estimate of funds available from the State for this period will not exceed 13% of the 1933 State Appropriation of your Institution, a portion of which, of course, will be applied according to former instructions under your 1932-33 operations, should there be any obligations due on such operations.

For your information, it is probable that you will receive during this quarter approximately as below:

July 15th-----	\$ <u>1440.00</u>
August 15th-----	\$ <u>3600.00</u>
September 15th-----	\$ <u>4320.00</u>

In order to further assist you in intelligently working toward full liquidation of your proposed expenditures on the 1933-34 budget, and upon recommendation of the Chancellor of the University System and myself, the Chairman has directed that the following items be cancelled from the expenditures of this budget, viz.,

5429.90 for debt payments

2778.00 surplus,

a like amount of reduction will, of course, be made from your proposed State Income.

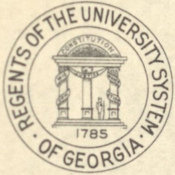
It is hardly possible for us to calculate on more than 60% of our 1933 State Appropriation, though it is possible that we may receive 70% of same. Please carefully consider the situation facing your institution and discuss same with those responsible for your fiscal operations so that all may be fully acquainted with the very serious problem facing us.

Please acknowledge receipt of this letter, advising in writing of your budget changes; also should any part of same not be fully understood, please write us in detail covering such instances.

Very truly yours,

Erle Cocke
Secy-Treas.

EC:AW



OFFICE OF
ERLE COCKE
SECY.-TREAS.

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

STATE CAPITOL

ATLANTA, GEORGIA

July 13, 1933

HEADS & LOCAL TREASURERS:

It is quite evident that foodstuffs and other necessary commodities to be consumed by your institution during the present scholastic year will increase substantially in cost during the next six to ten months. Therefore, where it is possible, it is the thought of the Finance Committee of this Board that your institution make contracts for such purchases that will be needed during the scholastic year.

I would particularly call your attention to an expected increase in the costs of such items as table cloths, napkins, or other textile products, as well as food stuffs.

Should you make any such contracts, please endeavor to arrange payments on same over the several quarters of the scholastic year, so that such payments can be adjusted in line with your respective quarterly budget. If your investigation proves an absolute necessity for other than uniform quarterly payments in order to protect costs, I would suggest your communicating with the undersigned prior to the placing of contracts.

Please be sure to bear in mind that all purchases must be made on a competitive basis.

I have discussed this matter with State Supervisor of purchases, and you may rest assured that he will be glad at any time to be of every assistance to your institution toward making the best purchases possible.

Yours very truly,

Secy-Treas.

EC:AW

July 14, 1933.

Honorable Erle Cocke, Secretary-Treasurer,
Regents of the University System of Georgia,
Room 330, State Capitol,
Atlanta, Georgia.

My dear Mr. Cocke:

I beg leave to acknowledge receipt of yours of July 13, giving directions about financial contracts, the purchase of foodstuffs, the forbidding of any institution to have business dealings with firms in which any member of the Board is interested, and so forth. I am passing the information on to the various officers of the Georgia State Womens College who will be directly interested in these instructions.

I am,

Very truly yours,

Jere M. Pound, President.

JMP:C

PROPOSED IMPROVEMENTS ON THE CAMPUS OF THE GEORGIA
STATE WOMANS COLLEGE AT VALDOSTA.

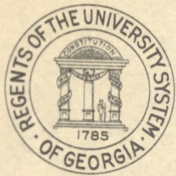
- A. The College needs and has needed from the beginning an adequate auditorium or chapel.
- B. It also needs an adequate kitchen.

Both of these were provided for in the original plans of the institution, the chapel as part of West Hall. This Hall is so constructed that without special change or modification the addition could be made at once, and the plans proposed will relieve the dormitories from a use that they were never intended to serve. In other words, the practice rooms of the music department, studios of teachers, and studios of the vocal expression department are all housed in them now, taking up space that would accomodate some thirty or forty students in rooming.

We estimate the cost of this addition to be between \$60,000.00 and \$75,000.00. Mr. W. A. Edwards, the architect who provided the original plans, is at work on this scheme at present, and will in a day or two furnish us with a very definite estimate of the cost of this improvement. We believe this proposition can be financed by setting aside annually a part of the fees of the music and expression departments, inasmuch as these departments are now housed in a dormitory and will be housed in the auditorium wing, as was provided and is provided in both old plans and new.

For the item mentioned under B, it is an extremely desirable addition, but ought to be in the form of a separate building in which would be combined a kitchen and dining room. This would probably cost \$25,000.00 or \$30,000.00. It is not, however, as essential as the item mentioned under A.

We will keep you informed about this matter from time to time, and hope we may be able to secure the greater amount mentioned above, as I believe improvement of the kind mentioned would go further toward building up this institution than almost any other thing.



OFFICE OF
ERLE COCKE
SECY.-TREAS.

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

STATE CAPITOL

ATLANTA, GEORGIA

July 18, 1933

HEADS & LOCAL TREASURERS:

Under the Public Works Division of the Industrial Recovery Act, there appears to be an opportunity to obtain the necessary funds to put the Educational Institutions of the University System into better condition. In making application for a loan under this Act, it is advisable to make a careful survey of the needs of your Institution. In order to do this, we are asking you to furnish a preliminary statement detailing improvements or additions to your plant. This will be followed by a personal survey.

The preliminary report should be made under three headings:

- A Proposed work that is immediately essential to meet existing needs or advisable to reduce the cost of operation.
- B Proposed work that is advisable to meet increased demands.
- C Proposed work that is advisable but not necessary at this time.

The description of each project should contain a statement of the present conditions and reasons for the existing or future need, a detailed description of the proposed project and the estimated cost of the project together with the cost of equipment needed.

As time necessary to make this survey is limited, it is therefore desirable that your report be prepared and forwarded to this office not later than Friday, June 21st, in order that sufficient time be allowed to visit each Institution.

We would particularly call to your attention that in the preparation of the above information, you bear in mind that if it is possible to receive the above mentioned funds, a loan will of necessity have to be made on a self-liquidating basis, and naturally, precedence should be given to construction of this type with the above details in mind. The thought behind this program is the use of materials and the employment of additional labor.

Kindly acknowledge receipt by return mail.

Yours very truly,

EC:AW

Secy. Treas.

VALDOSTA
STATE
UNIVERSITY
ARCHIVES

July 20, 1933.

Mr. Egle Cooke, Secretary-Treasurer,
Regents of the University System of Georgia,
Room 330, State Capitol,
Atlanta, Georgia.

My dear Mr. Cooke:

Your letter of July 13 went to Athens and
was forwarded to me here, hence a little
delay in submitting the report you ask for.
You will find it on the accompanying sheet.

With best wishes, I am,

Very truly yours,

Jere H. Pound, President.

JHP:C

Atlanta, Georgia.
July 26th, 1933.

To the Heads of the Institutions
in the University System of Georgia.

Gentlemen:-

Representatives of Roberts and Company,
Architects and Builders, will probably call on you
during the last of this week and during the coming week
to make a thorough examination of your Institution with
the consideration in mind of needed construction and
repairs that might be made possible through the borrow-
ing of certain federal funds.

Please give this matter your thorough
consideration prior to their arrival and discuss with
them any details relative to your particular institu-
tion that you may have been considering.

Please be sure to bear in mind that if
these funds are available, that thought should be given
to methods of liquidating same as well as that such
type of work will be given preference as will offer the
greater employment of labor.

Yours very truly,

Earl Cooke

Secretary-Treasurer.

EC/m31.

July 27, 1933.

Mr. Erle Cocke, Secretary-Treasurer,
Regents of the University System of Georgia,
Room 330, State Capitol,
Atlanta, Georgia.

Dear Mr. Cocke:

I am in receipt of your note of July 27²⁶ notifying us that representatives of Roberts and Company would call upon us during this or next week to discuss with us plans for future construction here. We shall be glad to see them.

Very truly yours,

Jere H. Pound, President.

JMP:G

July 28th, 1933.

TO THE MEMBERS OF THE BOARD OF REGENTS, and
THE HEADS OF THE SEVERAL INSTITUTIONS OF THE
UNIVERSITY SYSTEM OF GEORGIA.

Gentlemen:-

At the request of Chairman Spalding, we list below
the personnel of the standing committees of the Regents of the
University System of Georgia:

EDUCATION:	Marion Smith, Chairman, W. Elliott Dunwoody, Jr., & Sandy Beaver.
FINANCE:	W. J. Vereen, Chairman, Cason Callaway, and George C. Woodruff -- Hughes Spalding, Ex-Officio.
ORGANIZATION AND LAW:	E. S. Adams, Chairman, M. D. Dickerson and Eugene Talmadge.
VISITATION:	S. H. Morgan, Chairman, M. D. Dickerson and Paul Burson.

Yours very truly,

E. C. Cooke

Secretary-Treasurer.

EC, m. l.

ROBERT AND COMPANY
INCORPORATED
Architects and Engineers
ATLANTA

ARCHITECTS
ENGINEERS
APPRAISORS
CONSULTANTS

TEXTILE
INDUSTRIAL
MUNICIPAL
POWER PLANTS

July 29, 1933.

Dr. Jere M. Pound,
Georgia State Women's College,
Valdosta, Georgia.

Dear Dr. Pound:

We have been retained as consulting architects for the Board of Regents of the State of Georgia. They have requested us to immediately make a survey and study of the needs of the various educational institutions of the State with the expectation of obtaining funds from the Federal Government thru Public Works Program.

We are, accordingly, sending one of our architects, Mr. R.K.Perry, to visit your Institution, and to discuss with you its needs and how best to meet them. Mr. Perry will probably be at your Institution on Thursday. He will, however, wire you the exact time as his schedule may be slightly varied during the week.

We will appreciate it if you would arrange to give Mr. Perry as much time as possible during the day so that he may have a clear and comprehensive idea of your wishes.

Very truly yours,

ROBERT AND COMPANY, INC.,

By _____

C.L. Emerson, President.

CLE.k

July 31, 1933.

Robert and Company,
Atlanta, Georgia.

Gentlemen:

I beg leave to acknowledge receipt this morning of your letter of July 29 stating that Mr. Perry will visit us on Thursday next for the purpose of discussing with us the needs of this institution. In reply, permit me to say that we shall be glad to see Mr. Perry and give him all the time he may want.

Very truly yours,

Jere M. Pound, President.

JMP:C

August 9, 1933.

Mr. Erle Cooke, Secretary-Treasurer,
Regents of the University System of Georgia,
Room 330, State Capitol,
Atlanta, Georgia.

My dear Mr. Cooke:

Some time ago, on the insistence of Dr. Phelan, I made requisition in behalf of this institution for such chemical supplies and apparatus, as well as furniture, as might be released in the schools that the Board of Regents have dropped. I am wondering if you are going to be able to let us have any of these materials. If we do not get them, we shall have to make some sort of arrangement for additional supplies, or if we do get them, we shall have to have them moved and installed sometime within the next few weeks. Please write me about the matter as soon as you conveniently can.

With best wishes, I am,

Very truly yours,

President.

JMP:C

Aug. 21, 1933.

HEADS OF INSTITUTIONS OF THE
UNIVERSITY SYSTEM OF GEORGIA:

Gentlemen:

Please note below Executive Order issued by
Chairman Spalding of Regents of the University System,
covering waiver of certain tuition fees:

"WHEREAS, on account of shortage of funds,
it has been necessary for the Regents of the
University System of Georgia to substantially
reduce the salaries of employees in the various
institutions of the University System; and

WHEREAS, from present indications there may
be some reduction for the scholastic year,
beginning July 1st 1933, in the salaries for
such year to employees.

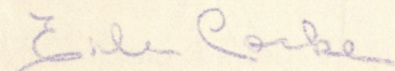
WHEREAS, the Regents of the University System
of Georgia passed a regulation requiring the
children of such employees to pay fees and tui-
tion at any institution in the system upon the
same basis as other students; and

WHEREAS, such regulation was based upon the
assumption that such employees would receive in
full their respective salaries.

NOW, THEREFORE, the premises considered, it is
ordered that the existing rules on this subject
be temporarily suspended, and during this emergency,
that the children of employees at any institution
in the University System be, and are, authorized
to register and attend classes at the school in the
University System where parents are employeed, with-
out payment of fees and tuition, except Laboratory
fees, and such other like fees as would cause an
actual financial loss to the Institution attended."

Please see that the proper distribution is given
this order and that the extra copy attached be placed on file
in your Local Treasurer's office as a matter of record for
his information and guidance.

Very truly yours,



Secy-Treas.

EC:AW

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA.

August 23, 1933.

Mr. Erle Cocke, Secretary-Treasurer,
Regents of the University System of Georgia,
State Capitol, Room 330,
Atlanta, Georgia.

Dear Mr. Cocke:

I beg leave to acknowledge receipt of two copies
of the executive order issued by Chairman Spalding,
which are on file. Thanks.

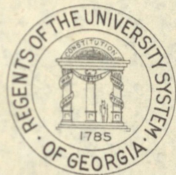
We are wondering if we are to get any federal
money for building purposes, as we have heard
nothing recently about the matter. It would be
a tremendous boost to this school if we could
secure enough for an auditorium.

With best wishes, I am,

Very truly yours,

President.

JMP:C



OFFICE OF
ERLE COCKE
SECY.-TREAS.

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

STATE CAPITOL

ATLANTA, GEORGIA

Aug. 24, 1933.

Dr. Jere M. Pound, Pres.,
The Georgia State Womans College,
Valdosta, Georgia.

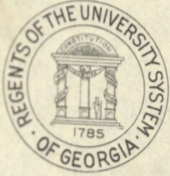
Dear Dr. Pound:

Replying to yours of the 23rd.

We are hopeful of having some definite information within the next two weeks relative to use of public works money for building purposes. You may rest assured that we will apprise you of any favorable action as soon as same may be learned by this office.

Very truly yours,

EC:AW



OFFICE OF
ERLE COCKE
SECY.-TREAS.

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

STATE CAPITOL

ATLANTA, GEORGIA

Aug. 28, 1933.

Dr. Jere M. Pound, Pres.,
So. Ga. Womans College,
Valdosta, Georgia.

Dear Dr. Pound:

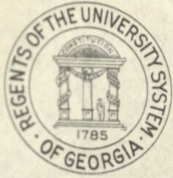
Mr. W. A. Hatfield, former Principal of the Ninth Dist. A. & M. School will, within the next few days, pack and send to you certain chemical equipment and supplies formerly used there. I am sure that you will find that these articles will be of benefit to this department of your institution.

Yours very truly,

Erle Cocke
Secy-Treas.

EC:AW

CC: Mr. Hatfield,
Clarkesville, Ga.



OFFICE OF
ERLE COCKE
SECY.-TREAS.

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

STATE CAPITOL

ATLANTA, GEORGIA

Aug. 28, 1933.

Dr. Jere M. Pound, Pres.,
Ga. St. Womans College,
Valdosta, Georgia.

Dear Dr. Pound:

Your Mileage Certificate No. 44511 is returned herewith for the reason it is necessary that these certificates be supported by a re-cap - which may be secured by application to the Purchasing Agent.

Yours very truly,

WN:AW

August 29, 1933.

Honorable Erle Coker, Secretary-Treasurer,
Regents of the University System of Georgia,
Room 330, State Capitol,
Atlanta, Georgia.

My dear Mr. Coker:

I have your two communications of August 28,
and am returning the voucher for travelling
expenses, corrected as you suggest.

I wish to thank you also for the chemical
equipment and supplies which you are sending
from the defunct Clarkesville school. We
can use almost anything of a chemical nature
in our department here, I think.

With best wishes, I am,

Very truly yours,

President.

JMP:0