

Ottawa, Kansas.

June 5th, 1895.

Gentlemen of the Board of Trustees:-

The school year just closing has been successful. Although the financial outlook, at the beginning of the school year, was unpromising, we have registered an increased number of students in all departments. For the first time the enrollment has reached 400. Soon after the spring term opened, the public schools were closed and business was nearly suspended because of small-pox. It affected our attendance, but not so much as feared it might. Our tuition receipts for the year have been \$1100. This is a gain over last year. The gain would have been greater, were it not for the fact that part of the ministerial tuition is unpaid, because several of the churches which usually have taken their collections in May, have deferred them until June.

A gymnasium has been erected and partially furnished, during the year, at a cost of nearly \$1000. Most of this amount has been raised in valid subscriptions, and I expect the entire amount will be paid early in the fall.

For a decade, with possibly a single exception, there has been a gain each year in the number of students. We can hardly look for large gains

now, until we have more teachers. We need teachers and books for the library far more than we need buildings or anything else. Since our last meeting, \$500 which was raised by subscription, has been expended upon the department of chemistry. We need more money for microscopes, but the greatest need is an additional professor in the science department. There is as much need of two men here as in the departments of Latin and Greek. One ought to have General Biology, Zoology and Botany; the other Chemistry and Physics. Usually work is being carried on in both of these departments of science at the same time, and often on different floors of the building.

We need another instructor for the common branches and normal work. In accordance with a law enacted by the legislature a year ago, enabling those who complete our Normal Course to obtain a State Diploma, a number of teachers entered last fall to prepare for their life work. They were, as a rule, mature students. We were compelled to put them in classes with young and inexperienced pupils. This is not satisfactory. The right kind of a teacher for the common branches and to instruct the normal students separately would be a great

help to the institution.

Another question which should be considered is that of instruction in military science. A year ago last winter a military company was formed, the state loaning us 60 stand of arms.

Robert Atkinson, Jr. took charge of the company and has given them excellent drill. The general physique and bearing of those who have taken the drill have been much improved. There has, however, been a lukewarmness and even a decided opposition among our students, to all forms of physical culture. This probably is due to the long distance which many of them have to walk and the fact that so many perform several hours of manual labor each day to earn money. The work was undertaken with the understanding that the University should be involved in no expense and so far none has been incurred. Mr. Atkinson has decided that he can no longer give his services. He asks for \$200 as remuneration for his services the coming year. He also insists that the work be required of the young men in the Middle and Senior Preparatory, Freshman and Sophomore classes. He must decide whether to arrange for this instruction, or have the guns sent back to Topeka.

He may consider then what shall be done

In the vacation, Miss Nellie E. Whitehead was engaged to teach elocution upon the following terms: she was to receive no salary, but each student instructed during the fall term was to pay her one dollar, and those instructed during the winter or spring terms were to pay .75 each. She has also given instruction in Dialects.

In the department of music this year the ^{teachers} have received the income from tuition but have been paid no salaries. The rooms have been sublet on the best terms possible and the deficit is very small as compared with that of last year.

We have collected the money for ministerial education at an expense of \$42. and in every way the expenses have been kept at a minimum.

Through the efforts of the Ladies Cottage Committee appointed last June, permanent screens have been placed in about one-half the windows of the Cottage, three rooms have been papered, one room has been furnished by Mrs. Governor, the furnishing of the room undertaken by the college girls has been completed, and the debt has been reduced to \$900.

The following items of business should be considered by the committee of the whole:-

- I. What disposition shall be made of certain teachers employed during the past year?
- II. What additions, if any, shall be made to our teaching force for the coming year?

III. Shall the Board authorize the Executive Committee to lease the farm?

IV. Should a man be put upon the road certain months of next year to collect the endowment notes?

V. Shall we fix upon new dates for opening and closing the college year? and for the annual Board meeting?

VI. What rent shall we receive for the Cottage, and who shall have charge of the discipline there?

VII. The faculty recommend that degrees be conferred upon the following persons:

A. B.

Harlan Quincy Banta,

Joseph Bayles,

Margaret Stough Grant,

Jesse Harlan Haigh,

Emy Sears,

[Henry Jones]

B. L.

Bertha Adams,
Laura Bosworth,

Grace Marie Easter,

Arthur Ernest Harley,

Florence Belle List,

Nora Rebecca Lister,

Elizabeth Marguerite Strachan,

Blanche Willis,

Mary Etta Wilson,

Laura Eliza Young.

B. S.

Gail Watson Beach,

William B. Wilson,

Fanny Lucinda Sheldon,

Mrs. B.

Lulu Forbes,

Mary Sample,

Mrs. Indie B. Wilson.

A. M. Honorary.

R. L. Parker,

George Grant,

W. H. Leely.

Mrs. B. Honorary.

Professor S. F. Cravens,

Mrs. Etta Dent Cravens.

Ph. D. upon examination,

Professor Charles Wilnot Chinton, A. M., Perkskill,
N. Y.

In every educational institution the question of finance is the important one. Our needs are manifold. Our debt, however, is the danger signal. It alone can discourage. It only can paralyze growth. I have spoken in a manner somewhat encouraging concerning our increased attendance and receipts. There is need, however, of much careful management and prudence. Our trustees, as a rule, are men of business ability who have acquired property of their own. You know what careful management means and are able to give it to the institution. The question is how to make a little go as far as possible. If you continue to act in a self-denial and disinterestedness, not looking for your reward here, but in the manifold more which you will receive in an uplifted humanity and work for God, then will your lives and deeds be lived over in the lives of generations to come. Let us build for all time and on sure foundations.

Respectfully submitted,
 F. W. Colegrove.