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Prairie View State Normal and Industrial College

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A CALENDAR -

- 1 May 2-3-4 -- Leadership Institute - Auspices of Presbyterian Church
Mr J B Cade
- 2 May 5-6 -- National Inter Collegiate Judging Contest - Mr O J Thomas
- 3 May 4-7 -- Music Week - Mr G A Miller
- 4 May 12 -- Mid Wives Institute - Dr J M Franklin
- 5 May 15 -- Honor Day - Dr H B Evans
- 6 May 16 -- Final Examinations
- 7 May 20 -- Annual Meeting of Ex-Students Association -
Mr O J Thomas - President

Volume VIII 9 Number IX

Mr C H Walker - Prairie View State Coll

and

June 2-3 - Coordinate Institute - Mr L A Potts

- (a) Vocational Agricultural Workers
- (b) - NEWS LETTER -
- (c) Jeanes Supervisors
- (d) Agricultural Extension Service
- (e) Conference of Ministers
- (f) Trades and Industry Workers

11 June 5 -- Summer School begins
MAY - 1939

B WORKERS MEETING -

The next Workers Meeting will be held on Saturday -

PRAIRIE VIEW STATE COLLEGE
Prairie View, Texas

C FLOWER SHOW -

The ladies of the Nautilus Club held its Annual Flower Show on the campus of Mrs J M Franklin April 29. A beautiful display of flowers was given. There were on display many varieties of beautiful flowers gathered from the yards of the homes on the campus. The ladies are to be congratulated upon this very praiseworthy activity.

D COMMUNITY CHEST -

The records show that about 12 people have not paid their Community Chest dues yet. I want to urge that this obligation be taken care of soon so that the books can be closed for this year.

E NEW DINING HALL -

There is every indication that the New Dining Hall will be finished by May 15. It will take several days to install the new equipment. Consequently, we may not enjoy our Commencement Dinner in the building. There will be some form of dedicatory exercises in the afternoon of May 20.

NEWS LETTER

PRAIRIE VIEW STATE COLLEGE - PRAIRIE VIEW, TEXAS

VOLUME VIII

MAY - 1939

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- 8 May 21 --- Baccalaureate Exercises - Address -
W R Banks - Prairie View State College
- 9 May 22 --- Commencement Exercises - Address -
Mr C H Waller - Prairie View State College
- 10 May 29 and
June 1-2-3 - Coordinate Institute - Mr L A Potts
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 - (b) Vocational Home Makers
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The next Workers Meeting will be held on Saturday - JUNE 3.

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The ladies of the Nautilus Club held its Annual Flower Show on the lawn of Mrs J M Franklin, April 20. A helpful talk was given by Mr W L Watson on the "IMPORTANCE AND THE PROPER CARE OF FLOWERS." There were on display many varieties of beautiful flowers gathered from the yards of the homes on the campus. The ladies are to be congratulated upon this very praiseworthy activity.

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F COMMENCEMENT -

We have always looked upon the Commencement Exercises as important periods in an institution's life. This is especially true with the members of the graduating class. Those who have been in our care and guidance for a few years, are leaving us to join the ranks of those illustrious sons and daughters of Prairie View, who are carrying on in such a fine way in many life's endeavors. This is an occasion, then, when every person officially connected with the institution, in any capacity, should honor the class with his or her presence at the Commencement Exercises.

E AND FINALLY -

There is much truth in the words of J J Mundy when he says:

"DO YOU go on the plan that little errors do not amount to much?

At times you wonder why your employer is so agitated because of some mistakes you have made. They were just little slips, you knew better, you argue.

It's because he wants things as nearly perfect as is humanly possible and that is just the reason why he is your boss.

It is easy for you to laugh and pass off any mistake which is called to your attention; it is a small matter in your life.

But would you not be better off, if you had a more serious conception of life?

The matter of going forward depends much upon the way of going and your self-discipline.

Are you not too high-spirited? Perhaps you let your high spirits blind you to your own mistakes and frailties.

After all, things are either right or they are wrong.

And little errors have a way of getting themselves magnified."

Yours truly,

W R Banks
Principal

P S - Meeting - June 3 - same time and place.

WRB

PER PUPIL COST IN PUBLIC SCHOOLS

It is not unusual for citizens of Texas to inquire why the schools in this State have not forged to the front more rapidly. Since time began it has been customary for the individual or the nation to get from an organization or institution worth and efficiency commensurate with the effort, time, or money put into the production or maintenance of the organization or institution. Therefore, the wonder is that Texas schools have made as much progress as they have, for the financial support has not been sufficient to justify any one's expectation of finding the schools ranking near the top of the list. When asked to name the states having the best schools, one naturally answers, "California, New York, Iowa, Michigan, Nevada,"

If this answer be correct, it is very evident that one explanation of it can be found in the figures given below which are taken from a report put out by the U S Office of Education. The figures are for the school year 1936-37.

1	New York	\$134.13	26	Iowa	\$ 73.02
2	Nevada	128.11	27	Idaho	69.21
3	Dist. of Columbia	122.10	28	Indiana	69.08
4	California	115.60	29	Utah	67.07
5	New Jersey	108.33	30	Kansas	67.04
6	Massachusetts	104.51	31	Vermont	65.55
7	Wyoming	101.62	32	Nebraska	64.75
8	Delaware	100.38	33	New Mexico	63.16
9	Montana	96.29	34	Missouri	60.43
10	Rhode Island	95.03	35	West Virginia	57.93
11	Connecticut	90.76	36	Maine	55.20
12	Colorado	87.20	37	Texas	55.15
13	Minnesota	86.16	38	Florida	53.89
14	Illinois	86.06	39	Oklahoma	43.33
15	South Dakota	85.70	40	Louisiana	42.55
16	Washington	85.33	41	Kentucky	39.52
17	New Hampshire	84.63	42	Virginia	38.92
18	Arizona	83.10	43	Tennessee	35.81
19	Ohio	82.42	44	South Carolina	32.01
20	Wisconsin	80.87	45	North Carolina	31.11
21	Pennsylvania	79.70	46	Georgia	30.96
22	Michigan	78.82	47	Alabama	28.49
23	Oregon	77.83	48	Mississippi	27.68
24	North Dakota	75.46	49	Arkansas	24.55
25	Maryland	74.77			

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Extension Work
Washington, D C

March 8, 1939

C H Waller
State County Agent Leader
Extension Service
Prairie View, Texas

Dear Mr Waller:

Mr Wilson has brought to my attention the February number of the Prairie View Standard, which is devoted to an annual review of extension work in agriculture and home economics carried on with Negro farm families in Texas. This is an excellent publication from the standpoint of both attractiveness and content.

May I take this opportunity of congratulating you and your associates upon such an excellent report of worthwhile activities and accomplishment. It is a fine example of good teamwork between the extension service and Principal Banks, and is further evidence of the fine relationship which exists between Prairie View and Director Williamson's office at College Station.

Very truly yours,

/s/ C W Warburton
Director of Extension Work

THE PLACE OF THE CLERICAL STAFF IN THE EXTENSION ORGANIZATION

Willard A Munson
Director of Extension Service
Massachusetts

It is a pleasant experience to have you here today and I sincerely hope that this conference will prove profitable to you. I must say that we are quite dependent on our office secretaries. They are very helpful, especially after they have been with us for a period of time. They get to know us well and do their jobs without having suggestions. Oftentimes the secretaries seem to read the minds of their managers and directors and anticipate their needs; They see that we keep our appointments, correct the spelling in our writings, and make good English out of the very poor statements we often make, especially when our minds are taken up with the worry of other problems.

This extension organization, of which we are a part, is a very important division of our educational system. It reaches into every part of the state and has an influence on the income and living of many people. In order to do this, it must serve a real need and be practical in nature.

Our workers come in contact with men, women, and young people--farmers, homemakers, bankers, businessmen, and factory workers, as well as with many organizations, both state wide and local, so every part of our organization is important if it is going to be successful. We all appreciate that you, as secretaries and workers in our offices, are very important to our success and to the success of the whole organization. Those coming to our offices get a very good idea as to the character of the organization by the courtesy with which they are received, the attention which they get, the dignity with which they are met, the neatness of the office and those in it, the quietness with which work is done, and the accuracy with which we tend to our affairs.

I don't know whether we always appreciate these things as we do them every day. They are sometimes very small things, but over a period of time they do give a good or poor reflection of the organization according to the way in which they are done. If office callers observe these little things well done they feel confident that they are in contact with a responsible group, and there is nothing better to reflect to a caller than confidence in our organization.

You also, in your work, reflect to those in the field with whom we correspond the type of organization that we serve. Everything going out of the office passes over the secretary's desk and the manner in which these matters are handled is of major importance. Our letters, our circulars, our printed matter or bulletins reflect all those things that a person would get by coming into our office. They reflect courtesy, neatness, accuracy, and attentiveness, and prepare the way for us to meet the people with whom we do business. They often form friendships for us, and we must have friendships if we would do our work well. Secretaries also help to make friends for the organization by their attention to incoming letters, telephone calls and other matters.

Secretaries can be of great assistance in pointing out ways by which work may be done more efficiently. Are the present materials satisfactory or does someone know of better materials that could be used? Is the equipment satisfactory? Do the machines turn out the work as well as possible; if not, do they need correction or adjustment?

I believe the secretaries can sense some of the handicaps that the agents and specialists are working under, especially when work piles up so that it can't be handled when and as it should be. If such crowding occurs, I believe that it is directly within the secretary's province to inform the manager that she has more to do than can be done well. Then too if you are crowded, it may mean that some of the agents are doing detailed office work such as filing materials, checking over lists, tabulating information, and doing various odd jobs that could easily be done by an assistant brought into the office a few hours a day. I don't mean to say that every office can provide all this, but the secretary should consult with the manager concerning better ways to handle the work. Our organization is growing and will continue to grow. We do not have the hope that we will have a great expansion of personnel in the professional field, but we have the responsibility of finding ways and means of making it possible for our personnel to take care of the growing service by doing additional work in the field. If the secretaries can point out ways in which they can take over with a little assistance many more details, then they have released the time of the agents and specialists so that they are able to keep up to some extent with the growing demands upon their time.

I have tried to indicate the type of service that we are conducting and its importance and the functions that the secretary is performing and may perform more of so that you will realize the dependence that we place upon you and the importance of your part in the extension educational organization. It is sincerely a very great one.

WHAT THE MANAGER WOULD LIKE FROM THE CLERICAL STAFF

Laurence B Boston
Manager, Hampden County Improvement League
Massachusetts

During the last twenty-two years, I have had seven different clerks--all grades and classifications embodied in those seven--all the good and all the bad. This talk will be a composite picture of the seven as to what I like and what I don't like.

I will begin with some of the things I don't like:

An over-painted, overdone, artificial, doll-like creature to dictate to.

A gum-chewing or finger-nail chewing clerk

A noisy, boisterous, shrill-voiced clerk

A sleepy, yawny clerk

A carelessly-gowned clerk

A disorderly desk during office hours and particularly after office hours.

Cluttered, messy files, not indexed properly

Poor typing, poor grammar, poor punctuation, and poor paragraphing.

I dislike to send a letter back for correction; unless, of course, the fault is my own. That is different.

Waiting all day for a letter annoys me. So does hunting around for a clerk. When I want her, I want her instantly.

And I do not like a gossipy clerk.

But I do like a clerk who can be trusted. By that I mean trusted to the extent that I can feel free to discuss openly the business of the organization, or even personal matters, and know that the matter discussed will not go any farther.

I like a clerk who keep ahead of her work and doesn't have the work pushing her--one who thinks a little bit ahead and keeps ahead.

I want a clerk who is orderly--one who knows where to look for things, who can consult reference books, bulletins, plans, and whatnot, and find information quickly and easily. If she can do this, she is orderly in planning.

I like one who knows the fine art of letter writing, the correct salutation when writing to a senator or judge. One who knows how to spell, how to paragraph, and use good grammar. I wouldn't like a clerk to take down my dictation verbatim. I expect her to transpose and get it right.

I think the secretary should be expected to keep her machines in good operation and repair. When they need fixing, she should call the repair man

I need a clerk who can read my handwriting.

I like a clerk who assumes responsibilities, who knows enough about how I do things or how we run our organization so that, in my absence, she can carry on. I like a clerk who will send out letters in my absence. Even though she may not be able to handle the technical matter, she should at least acknowledge my letters.

I expect my clerk to:

Remind me of appointments in case I forget.

Make out my expense account and my weekly and monthly reports.

Keep up the supplies of the stock room.

Keep mailing lists in order and up-to-date. I expect her to know how to cut addressograph plates and stencils.

Vary the type of circular letters going out; to show originality.

Always be accurate with figures.

I like her to keep a record of office callers, not only the number, but who came in. I might meet someone out in the field who tells me he was in my office the other day. I would feel rather embarrassed if I had not been told he had been in. That also applies to toll calls. I like a record kept of them.

I like a clerk who will be courteous to callers--one who will show a friendly atmosphere and attitude to the people who come in, who will spend a little time to talk with them. That helps so much in our organization.

In an office where there is more than one clerk, it is a fine thing to have cooperation between the clerks. The secretary to the agricultural agent should not object to working for the club department or home demonstration agent, should occasion arise. There are times when one branch of the organization is jammed up--needs assistance--and, if there is more than one clerk, the others should come to the assistance of that department.

I like my clerks to be dependable, accurate, reliable, efficient, neat, and orderly--and last, but not least, I like a clerk who understands my moods and will excuse them when they are not too good.