

4-18-1926

## Board of Trustees Minutes, April 18, 1926

Cheney Normal School

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### Recommended Citation

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April 18, 1926

Board of Trustees  
State Normal School  
Cheney, Washington

In accordance with your request I am submitting herewith a report showing the needs of the faculty personnel which will meet the actual needs of the departments during the next year. It should be explained that our instructional staff has carried an unusually heavy load during the last two years. During the last year classes had to be enlarged and added hours assigned to instructors. In a number of instances the instructional load was above the maximum standards for "teacher training" institutions. A continuation of this would eventually mean the lowering of standards of work, and the removal of the institution from the national standard accredited list. Permit me to again call your attention to the fact that during the last year it was necessary to arrange for leaves of absences for three of our members in order to make the funds appropriated meet our obligations. Furthermore, the exceptional warm winter enabled us to save two thousand dollars or more on our actual coal bill; and this amount, though small, added materially to our important necessities. Instructors who have been away during the year will again return in September and will be needed in their original departments.

May I add that our entire instructional staff worked faithfully and loyally during this period when sufficient funds were not available, and should now be given the recognition which they have



#2.

honestly merited. Our service year is eleven months in length representing four quarters of work. Considering this our salaries have been remarkably low, and it is impossible to keep our staff satisfied unless we pay them standard wages. Our academic requirements are high, and our quality of service demands the best skill and adaptation. Because of these things the Institution can ill afford to change its instructional staff without special } loss.

In the list attached herewith you will find the present salaries opposite each name in type with my recommendations in the column to the right written in ink. May I assure you that in recommending these changes much thought has been given to it. The qualifications and worth of each individual have been weighed carefully. The judgment of the President has been substantiated by the judgment of each department head in connection with the members of the respective department staffs. The recommendations are very conservative, intended only to show some appreciation for services well rendered. They are not intended as a real measure of individual worth in any single case.

The classrooms are used to capacity and it is often difficult to find available room when it is found necessary to divide a class in which the enrolment has become too large. Even with the school day lengthened from eight o'clock until later in the afternoon, it is a growing problem to find sufficient space for all classes to work comfortably. Our schedule of classes will show you how completely all rooms are occupied throughout the day. With a new training school building provided, it will



#3.

be possible to re-arrange the old building to take care of the overflow temporarily. This will relieve the situation until a new classroom building can be provided. In the interim it would be an advantage to rent a building if suitable quarters could be secured. In such case I would recommend that the work of the Music Department be moved out of the main building.

During the last two years the interior of our buildings have been kept in good repair with all furniture and equipment given special attention. The exterior of all the buildings now need painting, while the roofs of some of them will need special attention this summer. In accordance with your request I have asked Mr. Julius A. Zittel, who has been our architect during the years to give you advice concerning the painting, and to make a written statement concerning our exterior needs. His letter is attached herewith.

While nothing was said at our meeting concerning the needs for campus and grounds, it seems well to include these things in the written report. A year ago seventeen acres were added to our campus, the purchase price of three thousand dollars being paid out of funds provided by one of our student activities. This purchase was made in order to prevent this land, which was very much needed by the Institution, from going into the hands of individuals who might use it for objectionable purposes. An option on this tract had formerly been secured, but the Legislature failed to make the necessary appropriation to meet the purchase price. At the subsequent session held last January, three thousand dollars were placed in the general fund for the improvement of this tract. This was done by Senator Morgan who claimed it a duty of the state to give the amount of the actual



#4.

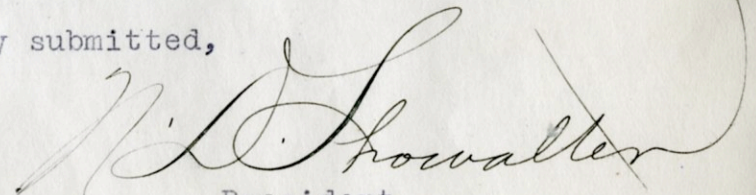
purchase price for the improvement of the grounds. I mention this because it was done without solicitation from the Normal School authorities.

With the larger enrolment of students the need for physical activities has increased. The development of the enlarged campus is now necessary to meet the actual needs of our work. Little use can be made of the land unless it is put in order, since it was formerly used for a brick yard and there is considerable debris scattered about. The city authorities have offered to co-operate with us by closing the streets extending through, and surrounding this new tract of land, and this will add about fifteen per cent to the actual acreage originally purchased.

A civil engineer should be employed to lay out this land in order that all the activities of the school will be properly cared for to the best advantage. This is the first step in the development. The work should proceed in accordance with the funds available, but with a distinct understanding that there will be a handicap so long as this is not made usable.

Of course the policy of the Institution must continue to be, the very best use of all available funds. Every dollar must yield full value to the state. A conservative yet thorough going and efficient administration must be maintained. The highest possible service must be rendered by each employee and department of work.

Respectfully submitted,

  
President