

4-15-1947

Board of Trustees Minutes, April 15-19, 1947

Eastern Washington College of Education

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MINUTES OF BOARD OF TRUSTEES

April 15, 18, 19, 1947

The Board of Trustees of Eastern Washington College of Education met at the Davenport Hotel in a series of meetings on April 15, 18, and 19, 1947. The chief order of business was the adoption of salary schedules for the instructional and non-instructional staffs of the college for the first year of the new biennium, April 1, 1947 to March 31, 1948. Present: Mr. James E. McGovern, chairman of the Board, Mr. Dave S. Cohn, Mrs. Leslie Barber, members, and W. W. Isle, President.

In keeping with the appropriations made by the 1947 legislature, it was agreed that the basic contract for instructional members of the staff should be for the three quarters (Fall, Winter, and Spring) of the school year. Pay for those who work during the summer quarter should be one-tenth of the salary for each half quarter worked; provided that no instructional salary during summer quarter be more than \$400 per half quarter. The base salary would be paid in ten monthly installments, beginning with September 1 of each year. Salaries of administrative, maintenance, clerical, and other non-instructional persons would be on a twelve month basis.

Consideration was first given to the salaries for maintenance employees. The Board made every effort to determine prevailing salaries in the other colleges of education and in the city schools of Spokane, in order to make certain that salaries of employees at Eastern Washington College be in keeping with current practises in comparable institutions and job assignments. Consideration was also given to the schedules prevailing at the University and State College. Consideration was also given to the suggestions submitted by a committee of the maintenance employees of the colleges through their representatives.

Out of these discussions and considerations, the Board finally agreed upon a schedule of salaries, copy of which is attached to become a part of these minutes.

A schedule was adopted for kitchen, dining room and residence hall employees; this schedule to be used as a guide, with variations from same in keeping with experience, ability and duties involved. Copy of this schedule is attached.

The President of the college submitted a salary scale for instructional employees which was the outgrowth of several committee and general faculty meetings and a study of similar scales recently adopted by other comparable institutions. After extended consideration of this proposal, the Board adopted the schedule, copy of which is attached. It was agreed that this schedule of basic salaries and proposed annual increases should be adopted as a guide for determining salary increases for staff members and entering salaries of members to be employed. The schedule would not, however, be considered as automatic. Promotions and increases would be determined annually upon recommendation of Heads of Divisions and the Administration of the College.

Salaries of coaches and administrative officers were set upon a twelve months basis as listed on the attached salary list.

The Board, after excusing the President from the meeting, adopted a salary of \$8600 per year for the President of the college, to be paid in twelve monthly payments.

Salaries for members of the clerical and secretarial employees were adopted as shown in attached list.

The Board authorized credit to members of the staff for military experience when occurring during the tenure of the staff member with the college. Non-military service by members of the staff should be accepted in a similar way, when performed in educational work or on campuses of other institutions.

In view of the provision in the general appropriation bill of the 1947 legislature concerning membership in organizations advocating the right to strike against the government or an agency thereof, the Board authorized the President to require an affidavit of each person on the payroll certifying his or her compliance with this regulation. Copy of affidavit is attached to these minutes.

After considering provisions for the payment of bonuses or increments to Heads of Divisions and other members of the staff for administrative duties over and above instructional duties, the Board adopted the following schedule and policy:

a. All employees who spend a major portion of their time in administrative duties are placed on a twelve months' basis, rather than the ten months' basis upon which teaching salaries are set up. Salaries are arrived at either by making a flat increase of $33\frac{1}{3}\%$ or by determining approximately what salary would be earned by the administrator on the scale by working 12 months.

b. For Heads of Divisions and other persons who devote a major portion of their time to teaching, increments are allowed for administrative duties as follows:

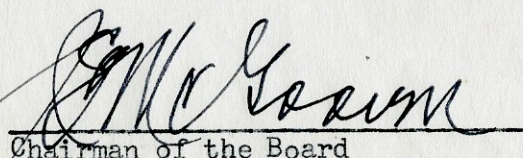
1. For those who teach 15 quarter hours, \$500 annually.
2. For those who teach 14 quarter hours, \$400 annually.
3. For those who teach 13 quarter hours, \$300 annually.
4. For those who teach 12 quarter hours, \$200 annually.
5. For those who teach 11 quarter hours, \$100 annually.
6. For those who teach 10 quarter hours, or less, none.

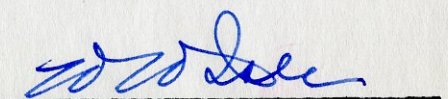
The Board authorized the President to make application with the Veterans Administration for a change in the basis of payment to the college for tuition of veterans. In place of the past \$45 per person per quarter payment, the application should be made for payment on the basis of actual cost of instruction.

The President submitted copy of application which he had filed with the Governor for an allocation from the lump capital outlay appropriation made by the 1947 legislature. The Board authorized follow-up of this application and the filing of a request for an appointment with the Governor when the President and the chairman of the Board might present the needs of the college in detail.

The meeting was adjourned: April 15, 18, and 19, 1947.

Approved:


Chairman of the Board


President

Payroll Revisions, April 1947
Eastern Washington College of Education
Board of Trustees Approval April 19, 1947

| <u>ADMINISTRATION:</u> | | <u>Present</u> | <u>New</u> | <u>New</u> | <u>Summer</u> |
|-------------------------------|--------------------------------------|-----------------------|-----------------------|----------------|----------------|
| <u>Name</u> | <u>Position</u> | <u>Annual</u> | <u>Annual</u> | <u>Monthly</u> | <u>Session</u> |
| | | <u>Salary</u> | <u>Salary</u> | <u>Salary</u> | <u>Monthly</u> |
| Isle, Walter W. | President | \$ 6500 | 8600 | \$716.66 | |
| Frasier, Clark M. | Dir. Teaching | | | | |
| | Tr.&In-Service | 4560 | 6240 | 520.00 | |
| Stronach, H.N. | Bursar | 4560 | 6000 | 500.00 | |
| Wallace, George | Registrar | 3960 | 5400 | 450.00 | |
| Pence, Omer | Dir. of Placement | 3900 | 5400 | 450.00 | |
| Nelson, Eunice | Dean of Women | 3960 | 5280 | 440.00 | |
| Surbeck, Marion | Adminis.Assist. & Dir. Employment | 3600 | 4800 | 400.00 | |
| Morrison, Zelma | Adminis.Assist. - Information | 3900 | 4200 | 350.00 | |
| <u>ENGLISH AND LANGUAGES:</u> | | | | | |
| Dressler, Graham | Head of Division | 3720 | 4700 | 470.00 | 400.00 |
| Holmquist, H.E. | Dir. Publications | 3760 | 3900 | 390.00 | 390.00 |
| Dickinson, Virginia | Eng. & French | 3160 | 3900 | 390.00 | 390.00 |
| Herring, Charles | English | 3300 | 3800 | 380.00 | 380.00 |
| Foss, Geneva E. | Eng. & Journalism | 3480 | 3800 | 380.00 | 380.00 |
| McAllister, Margaret | Eng. & Speech | 3000 | 3500 | 350.00 | 350.00 |
| Elrod, Christine | Eng. & Speech | 2700 | 3400 | 340.00 | 340.00 |
| Hepperle, Charlotte | German | 2280 | 3400 | 340.00 | 340.00 |
| Stevens, Harold | Speech & Drama | 2700 | 3400 | 340.00 | 340.00 |
| Miles, Mary Ellen | Speech | 2430 | 3200 | 320.00 | |
| Graedel, Doris | English | 2700 | temporary | 225.00 | |
| Wallace, Gladys | English | 200 | per mo. | 225.00 | |
| Bass, H.J. | English | 75 | " " | 85.00 | |
| Seiler, Grace | English | 3300 | 3500 | 350.00 | 350.00 |
| <u>SOCIAL STUDIES:</u> | | | | | |
| Ludwig, Albert F. | Head of Div. | 4020 | 4900 | 490.00 | 400.00 |
| Adams, Henry M. | History | 3300 | 4500 | 450.00 | 400.00 |
| Dayton, Aretas A. | History & Econ. | 3300 | 4300 | 430.00 | 400.00 |
| Stewart, Edgar I. | History | 3300 | 4500 | 450.00 | 400.00 |
| Dryden, Cecil | History | 3240 | 3900 | 390.00 | 390.00 |
| Kingston, C.S. | History | 2360($\frac{1}{2}$) | 3050($\frac{1}{2}$) | 305.00 | 200.00 |
| Taylor, Bertha | Business | 3000 | 3300 | 330.00 | 330.00 |
| Elwick, Andrew | Business | 3000 | 3400 | 340.00 | 340.00 |
| Giles, Ramond | Aeronautics | 2430 | 3100 | 310.00 | |
| <u>EDUCATION:</u> | | | | | |
| Williamson, Obed | Head of Div. | 4460 | 5200 | 520.00 | 400.00 |
| Heisler, Florence | Dir. Psy. Clinic | 3600 | 4500 | 450.00 | 400.00 |
| Barton, Amsel | Education | 3000 | 3900 | 390.00 | 390.00 |
| Barber, D.A. | Psychology | 2040($\frac{1}{2}$) | 2650($\frac{1}{2}$) | 265.00 | 200.00 |

Payroll Revisions April 1947, continued

ARTS AND SCIENCES:

| | | | | | |
|------------------|--------------------|------|------|--------|--------|
| Hungate, J.W. | Head of Div. | 4560 | 4900 | 490.00 | 400.00 |
| Rogers, R. W. | Biology | 3000 | 3700 | 370.00 | 370.00 |
| Swerer, Mary G. | Art, Head of Dept. | 3460 | 4000 | 400.00 | 400.00 |
| Gingrich, Esther | Art | 3260 | 4500 | 450.00 | 400.00 |
| Wiley, Nan | Art | 3260 | 4500 | 450.00 | 400.00 |
| Anderson, Louise | Home Economics | 3460 | 3900 | 390.00 | 390.00 |
| Brodnax, Kate | " " | 3160 | 3900 | 390.00 | 390.00 |
| Dales, E.L. | Ind.Arts | 3460 | 3900 | 390.00 | 390.00 |
| Lane, J.S. | Ind.Arts | 3460 | 3900 | 390.00 | 390.00 |

PHYSICAL SCIENCE & MATH:

| | | | | | |
|------------------|----------------|------|---------|--------|--------|
| Freeman, Otis W. | Head of Div. | 4560 | 5600 | 560.00 | 400.00 |
| Tallyn, W. H. | Chemistry | 3360 | 4500 | 450.00 | 400.00 |
| Bell, R. F. | Math & Physics | 3120 | 4100 | 410.00 | 400.00 |
| Guthrie, Dorine | Math | 3120 | 3800 | 380.00 | 380.00 |
| Long, Irwin | Science & Math | 275 | per mo. | 275.00 | 275.00 |
| Nelson, Charles | Chemistry | 2700 | (9 mo) | 325.00 | 325.00 |

MUSIC:

| | | | | | |
|-----------------------|-----------------------------------|------|-------------|--------|--------|
| Rowles, W.L. | Head of Div. | 4260 | 4800 | 480.00 | 400.00 |
| Hallgrimson, Benedict | Instrumental Music & Dir. of Band | 3500 | 4000 | 400.00 | 400.00 |
| Stevens, Jean | Piano | 2820 | 3600 | 360.00 | 360.00 |
| Goodsell, Evelyn | Public Sch. Music | 3240 | 3900 | 390.00 | 390.00 |
| Lawton, Marian A. | Music | 2460 | 3900 | 390.00 | 390.00 |
| | | | (part-time) | | |
| Stevenson, Lula | Piano | 250 | (mo) 3200 | 320.00 | 320.00 |

HEALTH & PE.

| | | | | | |
|--------------------|--------------|------|-------------|--------|--------|
| Woodward, A.C | Head of Div. | 4260 | 4500 | 450.00 | 400.00 |
| Dustin, Antoinette | P.E.-women's | 2060 | 3900 | 390.00 | 390.00 |
| Davidson, Flora | Health | 3160 | 3900 | 390.00 | 390.00 |
| Chesnut, Cora Mae | Rhythmics | 2400 | 3400 | 340.00 | 340.00 |
| | | | (part-time) | | |

ATHLETICS:

| | | | | | |
|--------------------|---------------|------|---------|--------|--------|
| Reese, W. B. | Head Coach | 4200 | 5600 | 466.66 | 466.66 |
| Poffenroth, Albert | Assist. Coach | 3300 | 4500 | 375.00 | 375.00 |
| Myers, Carl | Assistant | 285 | per mo. | 285.00 | |

LIBRARY:

| | | | | | |
|-----------------|-------------------|------|------|--------|--------|
| Blair, H. M. | Head Librarian | 3410 | 4200 | 350.00 | 350.00 |
| Haas, Marie | Librarian | 2580 | 3600 | 300.00 | 300.00 |
| Gruber, John | Assist. Librarian | 2940 | 3300 | 275.00 | 275.00 |
| Riddle, Ruth S. | " " | 1920 | 2700 | 225.00 | 225.00 |

Payroll Revisions April 1947, continued

ELEMENTARY SCHOOL:

| | | | | | |
|---------------------|------------|------|---------|--------|--------|
| Brewer, Madison | Principal | 3600 | 4400 | 366.66 | 366.66 |
| Lang, Charlotte | 6th grade | 3260 | 4290 | 429.00 | 390.00 |
| Johnsont, Louise | 5th grade | 3000 | 3850 | 320.83 | 320.83 |
| Newland, Eveus | 4th grade | 3160 | 4290 | 357.50 | 357.50 |
| Pearson, Mabel L. | instructor | 2700 | 3960 | 396.00 | |
| Cullen, Hope | Librarian | 2700 | 4290 | 429.00 | 390.00 |
| Bowlsby, Helen | instructor | 2400 | | 250.00 | |
| Hitchcock, Alice | instructor | 275 | per mo. | 325.00 | |
| Shindler, Grace | instructor | 270 | per mo. | 320.00 | |
| Thorington, Frances | instructor | 200 | per mo. | 250.00 | |
| McGrath, Margaret | In-service | 3260 | 4290 | 429.00 | 390.00 |
| Vandevanter, Louise | In-service | 3000 | 4070 | 407.00 | 370.00 |

MAINTENANCE:

| | | | | | |
|--------------------|-----------------------------|----------------------|------|--------|--------|
| Rozell, Paul | Engineer | 3180 | 3600 | 300.00 | 300.00 |
| Delabarre, Paul | Asst. Engr. | 2100 | 3000 | 250.00 | 250.00 |
| Bryan, Wm. F. | Head Custodian | 1980 | 2700 | 225.00 | 225.00 |
| Rudolph, Carl | Head Custodian | 2100 | 2700 | 225.00 | 225.00 |
| Pearce, G.H. | Custodian | 2280 | 2400 | 200.00 | 200.00 |
| Billesbach, P. A. | Custodian | 2200 | 2400 | 200.00 | 200.00 |
| Pierce, Max | Custodian (trailerville) | | 2400 | 200.00 | 200.00 |
| Reed, Earl | Fireman | 2100 | 2400 | 200.00 | 200.00 |
| Rice, Emmet J. | Fireman | 2100 | 2400 | 200.00 | 200.00 |
| Judd, Walter | Head Groundsman | 2100 | 2400 | 200.00 | 200.00 |
| Smith, William T. | Assist. Carpenter | 2040 | 2400 | 200.00 | 200.00 |
| DeWitt, Daniel | Assist. Mechanic | 1920 | 2400 | 200.00 | 200.00 |
| Sunderland, Robert | Assist. Custodian | 2100 | 2280 | 190.00 | 190.00 |
| Allen, H. M. | Assist. Custodian | 900($\frac{1}{2}$) | 1140 | 95.00 | 95.00 |
| Heath, G. W. | Assist. Custodian | 2160 | 2280 | 190.00 | 190.00 |
| Stroup, George | Assist. Custodian | 1920 | 2280 | 190.00 | 190.00 |
| Blomgren, Aron G. | Assist. Groundsman | 2100 | 2280 | 190.00 | 190.00 |
| Judd, Cecil | Groundsman | 2100 | 2280 | 190.00 | 190.00 |
| Mackey, J. E. | Groundsman | 2100 | 2280 | 190.00 | 190.00 |
| Cossalman, Joe | Night Watchman | 2100 | 2280 | 190.00 | 190.00 |
| Butler, Julia | Housekeeper | 1620 | 1800 | 150.00 | 150.00 |

CLERICAL:

| | | | | | |
|----------------------|----------------------|-----------------|-------|--------|--------|
| Thomas, Gladys | Secretary to Pres. | 2100 | 2220 | 185.00 | 185.00 |
| Barton, Jeanne | Assist. to Registrar | 2040 | 2220 | 185.00 | 185.00 |
| Ebert, Dorothy | Sec. at Elem. School | 1740 | 1980 | 165.00 | 165.00 |
| Ford, Lois | Sec. Dean of Women | 1500 | 1680 | 140.00 | 140.00 |
| Houghton, Meryl | Sec. Placement Ofc. | 1140 | 1920 | 106.00 | 106.00 |
| Rosenzweig, Margaret | Sec. to Registrar | 1560 | 1800 | 150.00 | 150.00 |
| Sturman, Mabel | Sec. Educ. Dept. 6 | 900 (part time) | | 75.00 | 75.00 |
| Neal, Marie | Accountant | | 2400 | 200.00 | 200.00 |
| Lindah, Eva W. | Clerk | | 1980. | 165.00 | 165.00 |
| Banks, Helen M. | Clerk | | 1980 | 165.00 | 165.00 |
| Keller, LaVada | Clerk | | 1860 | 155.00 | 155.00 |

Payroll Revisions April 1947, continued:

| | | | | | |
|-------------------|--------------|------|------|---------------|-------------------|
| Craney, Emily | Nurse | 2880 | 3600 | 300.00 | 300.00 |
| Sternitzky, Marie | Assist.Nurse | 2380 | 3000 | 250.00 | 250.00 |
| Hochtritt, R.J. | Printer | 2400 | 3000 | 250.00 | 250.00 |
| Smith, Elizabeth | Hot Lunch | | | 50.00 per mo. | 50.00 |

Halls of Residence

Other than the following, the payroll is to be set up by Miss Wilson and Miss Jack.

| | | | | | |
|--------------------|------------------|------|------|----------------|--------|
| Wilson, Frances | Director | 3300 | 3600 | 300.00 | 300.00 |
| Jack, Ethel | Assist. Director | 3300 | 3420 | 285.00 | 285.00 |
| Berg, Rachel | Housemother | 1320 | 1500 | 125.00 | 125.00 |
| Hoopman, Katherine | Housemother | 1200 | 1380 | 115.00 | 115.00 |
| Newton, Mary | Housemother | 1200 | 1380 | 115.00 | 115.00 |
| Washburn, Eva | Housemother | 1020 | 1200 | 100.00 | 100.00 |
| Aldrich, Gladys | Housekeeper | 1500 | 1800 | 150.00 | 150.00 |
| Lindquist, Pauline | Housekeeper | 1380 | 1500 | 125.00 | 125.00 |
| Steiner, Ella | Housekeeper | 1500 | 1800 | 150.00 | 150.00 |
| Johnson, Charlotte | Nurse | | | 220.00 per mo. | 220.00 |

Suggested Schedule for Dining Room and
Residence Hall Supervisors

| | <u>Present Salary</u> | <u>Suggested Salary</u> | |
|--------------|-----------------------|-------------------------|--------|
| | | Monroe & Hudson | Sutton |
| Head Cook | \$2280 | \$2700 | \$2400 |
| Cook | 1680 | 2280 | 2100 |
| Assist. Cook | | 1620 | 1800 |
| Helpers | 1500 | 1620 | 1800 |
| Housekeepers | 1500 | 1800 | 1920 |
| Housemothers | 1200 | 1200 | 1500 |

Clerical and Secretarial Personnel

| | |
|------------------------|--------------------------|
| Accountants | \$180 to \$200 per month |
| Secretaries | 160 to 185 |
| Clerks, Cashiers, etc. | 150 to 175 |

Schedule of Salaries for Maintenance Employees: -

| | |
|---|-----------|
| Engineer - - - - - | \$3600.00 |
| Assistant Engineer- - - - - | 3000.00 |
| Skilled workmen, such as carpenters, mechanics, electricians, etc. - - - - - | 3000.00 |
| Head custodians - men having major responsibility for buildings and for a staff of employees - - - - - | 2700.00 |
| Firemen - - - - - | 2400.00 |
| Semi-skilled workmen - - - - - | 2400.00 |
| Head groundsman - with responsibility for maintenance of machinery and for job operations - - - - - | 2400.00 |
| Custodians - secondary responsibility for buildings or primary responsibility for a building where not more than two em- ployees are maintained. - - - - - | 2400.00 |
| Groundsman - requiring some skill in the care of grounds - - - - - | 2280.00 |
| Janitors - new employees and those acting only as workmen with no other responsibility - - - | 2100.00 |
| Laborers - - - - - | 2100.00 |

CONTRACT AGREEMENT between
EASTERN WASHINGTON COLLEGE OF EDUCATION

and

The salary for the year beginning April 1, 1947 _____

This salary is calculated upon the attached schedule.

Your job classification is _____

This salary is to be paid in 12 monthly installments beginning April 1, 1947.
This salary is in payment of full time service to Eastern Washington College of
Education and is conditional upon the signing of the attached affidavit.

It is agreed that in case of inadequate funds for meeting salary contracts
for any year, salaries of all personnel will be scaled down on a percentage
basis.

Approved:

Accepted:

President

Employee

Date: _____

Eastern Washington College of Education
Cheney, Washington

I, _____, having been duly sworn, do hereby certify that I am not a member of any organization of government employees that asserts the right to strike against the United States, state or local governments, nor do I advocate, nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence; and that I will not, while in the employ thereof, engage in a strike against the State of Washington, or any office, department or agency thereof, nor against any political subdivision of the State of Washington.

Signature

Subscribed and sworn to before me this ____ day of _____, 194__
at _____, _____.
(City) (State)

Notary Public in and for the State
of Washington residing at _____
Wash.