

12-6-1952

## Board of Trustees Minutes, December 6, 1952

Eastern Washington College of Education

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MINUTES FOR THE MEETING OF THE BOARD OF TRUSTEES  
Eastern Washington College of Education  
Green Room, Davenport Hotel, Spokane  
1:30 p.m., December 6, 1952

Those present were J. Harold Anderson, chairman, Charles A. Gonser and Mrs. Frank Laughbon, members, Dr. W. W. Force, secretary, and Dr. Otis W. Freeman, President of the College.

MINUTES

The minutes for the meetings on October 11 and November 8 were read and approved.

EMPLOYMENT

The position of Marie Neal, bursar, was declared vacant as of November 15, 1952

The employment of the following was approved:

James Allen, graduate student, to teach 1½ hours per day in the college elementary school as relief for Mr. Wayne O. Hill, who will handle one class daily of college students in Education 490 in science methods. His salary was approved at \$75.00 per month for the winter quarter.

Alan Wick, as fireman's assistant, at \$200 per month, effective October 1, 1952.

L. M. Smith, groundsman, at \$200 per month, effective October 1, 1952.

Karl Meyer, fireman's assistant, at \$200 per month, effective December 1, 1952.

An additional carpenter at \$2.00 per hour, employment to end March 31, 1953

A printer's helper, on hourly basis, employment to end March 31, 1953

Mrs. Mildred King, accountant, at \$300 per month, effective January 1, 1953, or earlier

The following changes in salary were approved:

Paula Thomas, bookkeeper, comptroller's office, from \$178.33 to \$220, as of November 1, 1952.

Joy Trescott, chief secretary in the Placement Office, from \$183.33 to \$193.33, effective January 1, 1953

Correction in the salaries of Wm. H. Drummond and Betty Kanable, giving them the additional \$100 increase due according to their rank as assistant professors.

Approval of the use of Johann Raffin on an increased teaching basis above the half-time basis on which he was hired, not to exceed \$100 per month during winter quarter only.

#### VACATION PAY FOR MR. SURBECK

It was approved that Mr. M. H. Surbeck be given an increase of \$100 per month for the months of December, January, February and March.

#### Miss Wiley DEPARTMENT HEAD

The appointment of Miss Nan Wiley as chairman of the Department of Art was approved.

#### TRAVEL REQUEST

The Board approved the payment of \$100 towards the travel expense of Weston C. Wilsing to attend a business administration meeting in Chicago.

#### BILL FROM EXECUTONE COMPANY

The Board declined to approve the payment of a bill for services performed by the Executone Company of Spokane for wiring in the new dormitory upon unauthorized instructions from Miss Etta Handy.

#### LENGTH OF SUMMER SESSION

The Board approved the recommendation of Mr. Clark Frasier that the summer session consist of seven weeks, from June 15 to July 31, with a post session of workshops from August 3 to August 14. Those faculty members working in the seven weeks' session are to be paid 7/9 of the usual amount, with 2/9 for the post session.

#### REVISED BUDGET REQUESTS

The following figures were given to the Board as revised in accordance with the governor's request:

	1951-53	Revised 1953-55
Salaries & Wages	\$1,425,950	\$1,465,950
Operations	284,050	244,050
Minor Capital Outlay	200,000	200,000



REQUEST FOR ENACTMENT OF SPECIAL STATUTE

It was moved and seconded that the Legislature be petitioned to enact a special statute authorizing the Board of Trustees to transfer from any capital outlay appropriations, not in excess of \$31,000, to certain local funds to be designated by the Board, to reimburse those local funds for money expended on land purchases and conduits. Motion carried.

AACTE VISITATION REPORT

Dr. Freeman reported that the date set for the visitation of Eastern Washington College of Education by the American Association of Colleges for Teacher Education is March or April, 1953. Dr. Newsom is chairman of the Faculty Committee.

DIRECTOR OF STUDENT AFFAIRS

The possible employment of a director of student affairs, or of community relationships, was discussed. No action was taken.

ADJOURNED

The meeting adjourned, with the date of the next meeting set for January 10, 1953, at 1:30 pm. in the Davenport Hotel.

APPROVED

J. Harold Anderson  
J. Harold Anderson, Secretary

W. W. Force  
W. W. Force, Secretary