

7-14-1956

Board of Trustees Minutes, July 14, 1956

Eastern Washington College of Education

Follow this and additional works at: http://dc.ewu.edu/trustees_minutes

Recommended Citation

Board of Trustees Minutes, July 14, 1956. Board of Trustees Records, University Archives & Special Collections, Eastern Washington University, Cheney, WA. http://dc.ewu.edu/trustees_minutes.

This Article is brought to you for free and open access by the Board of Trustees Records at EWU Digital Commons. It has been accepted for inclusion in Board of Trustees Minutes by an authorized administrator of EWU Digital Commons. For more information, please contact jotto@ewu.edu.

MINUTES FOR MEETING OF BOARD OF TRUSTEES
Eastern Washington College of Education
Saturday, July 14, 1956, Bellingham, Washington

The meeting of the Board of Trustees of Eastern Washington College of Education was called to order at 3:30 p.m., Saturday, July 14, 1956, in the Bellingham Hotel, Bellingham, Washington. Those present were Mr. J. Harold Anderson, chairman; Mrs. Frank Laughbon, member; Dr. W. W. Force, secretary; and Dr. Don S. Patterson, president of the college.

MINUTES

The minutes of the meeting of June 2, 1956, were approved.

RESIGNATION

The resignation of Shirley Sherwood, junior secretary, office of Division of Language and Literature, was accepted effective August 23.

NEW APPOINTMENTS

The following appointments were approved as indicated:

Instructional Staff

Sarah P. Weems, assistant professor of foods and nutrition,
at \$5000

John J. Dering, assistant professor of English, at \$4900

Clerical Staff

Marlys McGeorge, junior secretary, office of Director of Summer School, at \$200 as of September 1

Beulah Croskrey, clerk-typist, print shop, at \$185 as of June 11

Elsie Rhoads, clerk, business office, at \$175 as of June 7

Betty Gordon, junior secretary, Division of Language and Literature, as of August 1, at \$200

Betty Johnston, half-time clerk, business office, at base pay of \$175 as of June 1

Mary Jane Martin, three-fourths time clerk, business office, at base pay of \$175 as of June 1

Clerk, new position, office of Director of Placement, replacing two part-time girls, at \$175 per month as of September 1

Clerk, new position, office of Assistant in Field Services, at \$175 as of August 15, to be paid one-half from alumni funds and one-half from college funds

LEAVE OF ABSENCE

Dr. Graham Dressler was granted a leave of absence for the fall quarter of 1956-57. The president was granted permission to use Dr. Dressler's services for studying the general education and other programs of the following institutions: Portland State; Oregon College of Education, Monmouth; Southern Oregon College of Education, Ashland; Humboldt State College; Chico State College; Fresno State College; College of the Pacific; Sacramento State College; Occidental College; Pomona College; and Scripps College. For this service to the college, Dr. Dressler will receive in expenses incurred in his study up to and not to exceed \$700. The said amount is understood to be for expenses in carrying out the studies for the purpose of helping to improve the EWCE program. Dr. Dressler will go off duty with the college on August 16 and will then have twenty-five days of accumulated leave which will carry his salary up to September 20. He will submit to the president the findings of his study in the various colleges during the fall. He will submit his travel and per diem expenses on regular blanks of the college.

TRAVEL

The Board approved Dr. Patterson's request to attend the School for Executives being held under the auspices of the AACTE at Laramie, Wyoming, August 21-24, 1956.

STUDENT UNION BOARD

The Board approved the functions of the Student Board as contained in the attached sheets.

ADVISORY COUNCIL

The Advisory Council was approved as set up in the attached policies and procedures and the names of representatives from the various regions as indicated on the attached list were approved by the Board.

CREDIT FOR EXPERIENCE

The Board of Trustees granted a maximum of two steps on the secretarial-clerical salary schedule of newly appointed personnel. For the practical and equitable application of this policy a person must have three years of successful experience to be entitled to one extra step and a second three years of successful experience to be entitled to the second step at the beginning of service with the college. A person with less than three years of service shall be started on the beginning salary for the job classification involved. To make this equitable to persons employed during the past two years, adjustments for those new to the staff will be reckoned by the employment date of July 1, 1954. Any changes in salary adjustment caused by the initiation of this new policy, however, will begin on July 1, 1956.

July 14, 1956

OPERATION OF THE CAFETERIA

Two proposals were submitted to the Board of Trustees for the operation of the college cafeteria during Miss Johnson's leave of absence. One was a proposal from Universal Foods, Incorporated, and one was a proposal that Mrs. Woodville Hagelin be employed.

It was moved and seconded that the president and comptroller reach a decision regarding this matter.

RELEASE FROM AAA CONSTRUCTION COMPANY

It was moved and seconded that the request for release by the AAA Construction Company for further damages to the power line be approved and the chairman of the board sign the release paper. Motion carried. The power line has been repaired and is in operating order.

SUMMER COMMENCEMENT

It was announced by the president that the summer Commencement would be July 27, 1956, at 8:00 p.m. in Woodward Field. It was agreed that the members of the Board would meet in the office of the president at 7:00 p.m. prior to the Commencement. Dr. Lyman Partridge, of the Speech Department at CWCE, will be the speaker and his subject will be, "Be Proud of Your Profession."

PLAQUE HONORING DR. KINGSTON

Dr. Patterson gave a report from Miss Dryden that the plaque honoring Dr. C. S. Kingston has been attached to the frame of the picture which hangs in the foyer of Hargreaves Library.

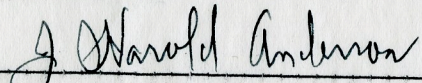
REPORTS

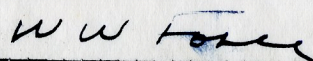
Dr. Patterson presented the annual infirmary report to the Board

Dr. Patterson read a letter from Mrs. Wanamaker which gave approval by the State Board of Education to the teacher education program of the college for 1956-57.

Dr. Patterson gave the Board a report from Dean Hagie on the method of administering the Boone Foundation Scholarship Fund. (Report attached)

APPROVED


J. Harold Anderson, Chairman


W. W. Force, Secretary

STUDENT UNION BOARD

The Student Union Board shall be composed of five students appointed by the Associated Student Body and three or four faculty members appointed by the president of the college. The chairman of the Union Board shall be named by the Student Council and shall be one of the five student members. The Union Board shall combine the functions, duties and responsibilities of the former Bookstore Board of Control and the Student Union Board and shall receive its charge of responsibility, subject to periodic revision, by the college Board of Trustees.

The Union Board shall select the business manager, define the position's responsibilities, recommend the salary and salary increases to the Student Body Council, receive, review and approve monthly financial reports from the business manager and send a quarterly and annual report to the president of the college for Board of Trustees information and action, if action is needed.

The Union Board shall supervise all aspects of business matters, usage and management of the physical plant. It will determine and set policies having to do with facility usage, charges, hours of operation, scheduling of use and all other factors involving the business and managerial matters of the Union. A budget showing expected income, distribution of expenditures and plans for upkeep of the facilities, after approval by the ASB, shall be submitted to the president of the college and the Board of Trustees in advance of each fiscal year.

The Union Board should insure that the administration of the business affairs of the Union is a specific responsibility of the Student Union business manager. The Board needs to further insure that the comptroller of the college is consulted on procedures, forms and reports to be followed so Union financial procedures shall follow those practices used in carrying on the business of the college. All moneys for Union activities should be turned in daily to the college cashier. Copies of all financial reports shall be filed with the comptroller as well as with previously designated college officials.

The Student Union Board shall make sure that the Union business manager works in such a way as to insure that the supervisor of property and procurement is the official accountable for all property on the campus, including the Student Union property. The Student Union business manager is the responsible individual for the safe keeping, protection and custody of the Student Union property.

The Student Union Board and the business manager should know that the general supervision of the maintenance and operation of the Student Union physical plant shall be under the direction of the Director of Physical Plant. The Student Union business manager shall be responsible for the performance of the work of maintaining the general cleanliness and the general appearance of the Union itself.

The Student Union Board shall make sure that the regulations of Eastern Washington College covering student employment shall govern the student employees of the Union Building as well as all other ASB employees.

The activities program involving the Student Union shall be planned, organized and supervised by the Dean of Students and his staff working in cooperation with the ASB social chairman. When possible, a student activities director will be placed in charge of student social affairs and activities. This individual will be a member of the student personnel staff and be an employee of the college.

The Student Union Board will be the advisory body for working, when necessary, with the student activities director and dean of students on matters involving student activities and their interrelated aspects of the management of facilities.

The relationship between the student activities director and the business manager of the Union shall be as follows: The student activities director shall be a member of the student personnel service staff, under the supervision of the dean of students, and shall be responsible for the direction and guidance of activities of students and student conduct in cooperation with the student representative or representatives or student social chairman. The business manager will be responsible, working under the supervision of the Student Union Board, for all fiscal matters, the bookstore and the management of all other union facilities, with the exception of the snack bar which may be under the management of a second party on a contractual relationship. In the event of such relationship, the business manager will be the Student Union contact between the Student Union Board and the party operating the snack bar.

Due to the dual nature of individual responsibilities, it shall be expected that the business manager and the student activities director shall work harmoniously together and in a spirit of cooperation for the welfare of students and for efficient operation of all the facilities and services involved.

Policies and Procedures for the Operation of
EWCE Advisory Council on Teacher Education
Cheney, Washington, June, 1956

It is proposed that the administration, faculty and Board of Trustees of Eastern Washington College of Education establish an organized committee to serve the college as an advisory council on teacher education. In the beginning the council shall consist of twelve individuals representing all aspects of public education in the eastern part of the state of Washington. As soon as the Council gets under way, three persons representing the layman point of view will be added to membership. In addition one person from the State Department of Public Instruction shall be indicated as an ex officio member of the council by the State Superintendent of Public Instruction. There shall be geographic representation on the council as follows:

- Region 1 - Okanogan, Chelan and Douglas counties
- Region 2 - Ferry and Stevens counties
- Region 3 - Pend Oreille County
- Region 4 - Grant County
- Region 5 - The northern portion of Lincoln County,
excluding Odessa, Ramona, Downs and Sprague
- Region 6 - Adams County plus the southern portion of
Lincoln County
- Region 7 - Benton, Franklin and Walla Walla counties
- Region 8 - Whitman, Columbia, Garfield and Asotin counties
- Region 9 - Spokane County, excluding the following school
districts: 81, 143, 202, 354, 356 and 357
- Region 10 - Spokane Valley, including the following school
districts: 143, 202, 354 and 356
- Region 11 - Spokane City, including School District 81
- Region 12 - Cheney, including School District 357

The three laypeople will be selected at large

The representation on the Advisory Council shall be as follows: one school director; one member of the Washington Congress of Parents and Teachers; one county superintendent of schools; one school superintendent; three principals, one elementary, one junior high, and one senior; five classroom teachers, representing the three levels, elementary, junior high and senior high school levels.

Purpose of Advisory Council

The basic purposes of the Council shall be as follows:

1. To establish better communication and a closer working relationship between the public school people in the service area and the college faculty for purposes of strengthening the college's program for teachers
2. To study the college teacher education program from time to time and make such suggestions for curriculum and program modifications as the Council thinks will strengthen the offerings for teachers in direct relationship to teaching needs in the field.
3. To advise with the faculty of the college on such matters as recruitment, guidance and selection of students for teacher preparation
4. To advise with the faculty and administration in regard to how the college can improve its services to school personnel and others in the service area
5. To consider and render advice in regard to the addition of any new services or a reduction of services, or expansion of services on the part of the college
6. To advise with the college on its informational and public relations program
7. To establish and maintain a closer and continuing working liaison between the college, the professional and lay organizations interested in strengthening teacher education throughout the area served by the college

Procedure for Appointment of Membership

The following is the proposed regional representation for a two-year period:

- Region 1 - Superintendent of Schools
- Region 2-- Classroom teacher
- Region 3 - Classroom teacher
- Region 4 - County superintendent
- Region 5 - Senior high school principal
- Region 6 - School Director
- Region 7 - Elementary school principal
- Region 8 - PTA representative
- Region 9 - Classroom teacher

Advisory Council, p. 3

- Region 10 - Junior high school principal
- Region 11 - Classroom teacher
- Region 12 - Classroom teacher

The president of the college when seeking nominees for Council membership, shall invite two recommendations for each classified regional position on the Council from the following state organizations: Washington School Directors' Association, Washington Congress of Parents and Teachers, County Superintendents Association, School Superintendents Association, Elementary Principals' Association, Junior High Principals' Association, the High School Principals' Association, and the Department of Classroom Teachers of the WEA. Upon receipt of the recommendations, the head of the Education Division in conference with the administration and the Administrative Council shall prepare the list from the approval of the Board of Trustees for Council membership. The next step will be to invite the nominated individuals to become members of the Council. This document will be sent with each invitation so prospective members will have a clear understanding of the nature of the service expected of Advisory Council members. A letter and a copy of this document shall also be sent to the school head and board of education of the schools involved so each invited representative's superintendent and board will know the purposes and the workings of the Advisory Council.

Period of Service on Council

The original appointments to the Council will serve for a period of two years. At the end of the first year of membership, all individuals will draw lots by classification to determine additional service for one, two and three year periods of service. Four new members shall be appointed at the beginning of the third year and each subsequent year thereafter to serve for a period of ~~four~~^{three} years. Each new appointment from a region shall represent a different public school interest. For example, if region one's first member is a classroom teacher, the new appointment for this region shall be from one of the other six professional groups, School Director, PTA, County Superintendent, local superintendent or principal of another level. When lay members are added, they will be appointed for two, three and four year periods. When a replacement is made at the end of two years, the replacement will be appointed for a three year period.

If Status of Council Member Changes

In the event a member of the Council moves out of his or her region, or changes from original classification to another, the organization making the recommendation for appointment will be contacted to see how it wishes to handle the membership for the remaining period of the appointment. The organization can recommend the person serve out his or her term, providing the person remains in the college's service area, or can recommend two persons with the same classification from the same region.

Officers of the Advisory Council

The Advisory Council shall select its own chairman and vice-chairman at the beginning of each year. The secretary can either be selected from the Council, or from the faculty of the college, depending upon the burden of time, postage and expense of work expected of the secretary. In the event the secretary is selected from the Advisory Council, secretarial help can be left to the judgment of the membership and decided at the organizational meeting.

Agenda and Report of Meetings of the Council

An agenda shall be prepared and sent out to all members, the Board of Trustees and the college faculty at least one week in advance of each meeting. Items for the agenda may come from deliberations of regular meetings, suggestions of membership itself, suggestions of college administration and members of the college staff. The Council shall also give consideration to topics on teacher education that may be presented by the Board of Trustees, professional organizations of the state, the State Board of Education, an accrediting association or from the office of the State Superintendent of Public Instruction.

Minutes of all meetings shall be kept. Copies of both agenda and minutes shall be sent to each member of the Council, president of the college, members of the Board of Trustees, heads of divisions, the ex officio member from the State Department, and a summary of each meeting shall go into the faculty Newsletter.

Provision for Expenses of Council Members

The college will bear the expense for travel, board and lodging and six cents per mile for private car when expenses are incurred by attendance at Council meetings. If overnight lodging is required it will be assumed that all members will be willing to stay in college facilities and eat at the college cafeteria. Expense for meals eaten

either coming or going from meetings will be reimbursed by the college along with any travel cost that may be incurred.

In the event meetings are held at such times as to necessitate a substitute for a person, it is hoped the local district will aid the college by supplying the service needed for the local representative. This will keep the operation of the Council from becoming a financial burden to the college.

Schedule of Meetings of Council

Tentatively the following schedule of meetings will be identified: (1) one or two day meeting about mid- or late-September, probably jointly with entire faculty during pre-opening of college each fall, possibly in conjunction with faculty conference, (2) one-day meeting in mid-November, and (3) a one-day meeting in April. Meetings for the coming year can be determined at the organizational meeting and in terms of the suggestions of Council members.

Procedures for Working With College Faculty

The heads of the various college divisions and services and the president of the college shall constitute the campus committee for purposes of helping the Advisory Council best serve the total faculty and college. In order to conserve the time of individuals and facilitate the cooperative working of the Council and college representatives the above faculty and staff representatives might be selected as chairman of this college liaison group. All faculty members shall be notified well in advance of meetings and shall have a standing invitation to attend. When Advisory Council business involves a concern of a division or department it is hoped members of the division or department will make every effort to be present.

Changing Purposes, Structure or Procedures of Council

It might be considered that this is an exploratory venture for adding the wisdom of field service groups to that of a college faculty for purposes of improving teacher education at the pre-service and in-service levels.

There may be need from time to time to modify the structure and procedures of the Council or its purposes. In the event this seems advisable, the following procedures shall be followed: The Council in conference with college faculty representatives shall make recommendations to the administration of the college, who in turn will present the recommendations to the Administrative Council for its approval. The recommendations of the Administrative Council will be submitted

by the president to the Board of Trustees. The college administration may also initiate modifications by following similar procedure with the Advisory Council, the Administrative Council and the Board of Trustees. The Board of Trustees may also initiate suggestions for the consideration of the Council. The activation of the Council, the appointment of membership, the modifications of purposes or understood procedures shall always be subject to the action and approval of the Board of Trustees.

The detailed description of purposes, functions and procedures of the Council are solely for the purpose of insuring clarity and effectiveness of operation. This follows the precedent set forth by the establishment of innumerable advisory committees working with boards of education and school administrators at the local school and state levels. The success of advisory assistance to the local school districts justifies the utilization of a similar instrument for assisting with the improvement of one aspect of a college program, namely teacher education.

COPY

June 26, 1956

Dr. Don S. Patterson
President
Eastern Washington College of Education
Cheney, Washington

Dear Dr. Patterson:

We are pleased to inform you that the State Board of Education at its meeting on June 14, 1956, approved the teacher education program presented by Eastern Washington College of Education for the school year 1956-57.

The Board was informed that administrators and supervisors have expressed general satisfaction with the calibre of beginning teachers and the quality of their preparation. It was noted that there have been a number of significant improvements in the teacher education program in the last five years. These improvements include the increased assumption of responsibility in the program by school administrators and their faculties, a decided increase in college follow-up visits of graduates during their first year of teaching, a substantial increase in the amount and variety of practical experience provided as a part of teacher preparation, and a serious effort by all the higher institutions to evaluate their programs. It was noted that program evaluation is carried on with the cooperation of all segments of college faculties and with the participation of administrators and teachers in the field. The Board was pleased with the progress that has been made and expressed the hope that program evaluation during the next several years will lead to further improvements in the teacher education program.

The Board shares the growing concern that the great growth in college enrollments in the immediate future might cause serious faculty shortages and overtaxed facilities, with a consequent lowering of the quality of the program. To meet the challenge of greatly expanded demand for higher education there must be strong support for the institutions of higher learning in their efforts to secure financial support to expand facilities and to compete successfully for adequately prepared faculty.

The Office of the State Superintendent of Public Instruction will continue to sponsor meetings of representatives of teacher education institutions and the public schools to assist in the further development of the program.

Dr. Don S. Patterson

-2-

June 26, 1956

The active participation of Eastern Washington College of Education in these meetings during the last school year is appreciated. We shall look forward to working with your representatives in the meetings to be held this year. We hope that you will call upon us at any time we can be of assistance in the further development of your teacher education program.

With kindest personal regards.

Sincerely,

PEARL A. WANAMAKER

Pearl A. Wanamaker
President
State Board of Education

WCA:jh

cc: Dr. William H. Drummond

Regional Representatives for Advisory Council, 1956-57
as approved by Board of Trustees, July 14, 1956

- Region 1 - Superintendent of Schools
James C. Sonstelie, Omak
- Region 2 - Classroom teacher
Miss Nora Maxfield, Northport
- Region 3 - Classroom teacher
Mrs. Hetty Boyle, Newport
- Region 4 - County Superintendent
Mrs. Trilbey Nelson, Grant County
- Region 5 - Senior High School Principal
Glenn Wisdom, Reardan
- Region 6 - School Director
Harry Schwisow, Ritzville
- Region 7 - Elementary School Principal
Donald Murray, Waitsburg
- Region 8 - PTA Representative
Mrs. W. K. Osborn, Rosalia
- Region 9 - Classroom Teacher
Floyd Morritz, Spangle
- Region 10 - Junior High School Principal
Walter Repp, Central Valley, Spokane
- Region 11 - Classroom Teacher
Patricia Damon, Spokane
- Region 12 - Classroom Teacher
Miss Bernice Moriarity, Cheney
- State Department of Public Instruction - Dr. Wendell Allen,
ex officio member, Olympia

STATEMENT



Construction Co.

General Contractors

739 N. Helena

SPOKANE 24, WASH.

MAY 8, 1956

- GENERAL INSURANCE CO.
ATTN: MR. KENTHELAND
408 REALTY BUILDING
SPOKANE, WASH.

Cabel repair at R.O.T.C. location;

Long Distance Phone calls - - - - -	4.70
Travel, 45 miles @10¢ - - - - -	4.50
Jim Keith, overtime - - - - -	26.25
Jim Keith, Reg. time - - - - -	17.50
Carpenter labor - - - - -	31.90
Concrete - - - - -	13.50
Welding - - - - -	4.00
Labor-digging - - - - -	24.75
Backfill - - - - -	24.50

151.60

Overhead

15.16

166.76

City of Cheney - - - - -	7.33
Baldwin Briggs - - - - -	27.26
A.A.A. Construction Co. - - - - -	166.76

201.35

Sales tax

6.71

\$208.06

Attn: Dr. William Force;

This statement is the entire cost of all the items involved on this claim.

Sincerely yours,

A.A.A. CONSTRUCTION CO.

A. A. Arsenault
A. A. Arsenault