

9-12-1957

Board of Trustees Minutes, September 12, 1957

Eastern Washington College of Education

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MINUTES OF BOARD OF TRUSTEES MEETING

4:30 p.m., Thursday, September 12, 1957 ✓

Louise Anderson Lounge, EWCE

The Board of Trustees of Eastern Washington College of Education met in the lounge of Louise Anderson Hall at four-thirty Thursday, September 12, 1957. In the absence of Mr. Anderson, Mrs. R. R. Morrison acted as chairman. Others present were Mrs. Frank Laughbon and Mr. Harvey Erickson, members; Dr. W. W. Force, secretary; and Dr. Don S. Patterson, president of the college.

MINUTES

The minutes for the meeting of August 20, 1957, were read and approved.

NEW APPOINTMENTS

The board approved the following appointments at the salaries and effective dates indicated:

Staff

E. James O'Donnell, instructor in journalism and radio at \$4600 (base salary): B. A. in Journalism, Montana State University; 35-45 quarter hours above B. A.
Earle K. Stewart, Ph. D., University of California: assistant professor of sociology, at \$5700 (3rd step)
Wm. R. Kidd, B. A., M. A., University of Washington, graduate work, University of California: assistant professor of economics, at \$5400 (base salary)
Lois Le Duc, B. A., University of Montana, assistant to the registrar, at \$4800 as of September 16

Clerical

Mrs. Joyce Paul Brown, clerk-typist, business office, at \$200 plus two steps (\$200) as of September 9
Mrs. Betty L. Sprenger, clerk-typist, duplicating office, at \$200 per month as of September 3
Mrs. Lois Reynolds, clerk, Campus School, at \$195 as of September 23
Mrs. Louise Pugh, clerk, business office, at \$195 per month as of September 9

Maintenance

C. O. Gaustad, temporary carpenter, for sixty days, at \$300 per month as of September 16

John A. Davis, Security Officer (nightwatchman and police duty) at \$300 per month as of September 16 (Mr. Davis will be deputized by the City of Cheney and the County of Spokane)

Student Personnel Services

Jerry Hamilton, assistant Hall Director, Hudson Hall, at \$40 per month plus room and board

Addition of three new positions to the dining hall staff (job specifications attached)

TRAVEL

The Board approved transportation of \$110 for Mr. C. W. Quinley, registrar, to attend the Pacific Coast Association of Collegiate Registrars in San Francisco, November 7-10, 1957.

REPORT ON NEGOTIATIONS FOR PURCHASE OF PROPERTY

Dr. Patterson reported on the status of the purchase of the five pieces of property on Seventh Street. The initial offer made by the college on these pieces of property has been turned down by each property owner. With the exception of the Tobler property, the appraisal of the highest appraiser was also not acceptable to the property owners. The top appraisal of each piece of property and the asking price by the owner are as follows:

| | Tobler | Butler | Shields | Bowlsby | Walker |
|---|------------|------------|------------|-------------|------------------|
| Initial Offer | \$6,166.67 | \$9,650.00 | \$8,666.67 | \$11,216.67 | \$11,066.67 |
| Least Price owner will accept | 7,000 | 15,500.00 | 15,750.00 | 15,500 | No counter offer |
| This is presented appraisal price by local appraisers stated to be FH/ type | | 17,350.00 | 17,500.00 | 18,250.00 | |

Mr. Erickson moved, and it was seconded, that the matter be submitted to the State Attorney General, the office of John J. O'Connell, with the request that action be started for the acquisition of all pieces of property with the provision that the inclusion of the

Walker property will be dependent upon the advice of the attorney general concerning the advisability of including it in the condemnation procedure at this time. Motion carried.

REPORT ON STATE AUDITOR'S OPINIONS

The president reported that the Attorney General had ruled in a formal opinion that there was no statutory authority for the college to pay one-half of the staff members' Blue Cross premiums. The Blue Cross payments by the college were immediately discontinued upon receipt of the attorney general's opinion. It was moved and seconded that the action to discontinue the Blue Cross payments by the college be confirmed by the Board of Trustees. Motion carried. It was further stipulated that the Board seek statutory authority at the next meeting of the legislature to make such contributions.

The "Rules and Regulations" presented by the Faculty Retirement Committee (copy attached, with corrections) were adopted subject to confirmation by the Attorney General.

The State Auditor in his June 28 reply to questions asked on the last auditor's report stated in Item 7 of his letter, "The matter of occupancy and possible revenue from the property thought by examiner to be part of the Benjamin P. Cheney Grant is quite indefinite and is considered to be an item for disposition by college administrators, whose knowledge and judgment with respect thereto we do not question." The president reported that the Attorney General had given an opinion on the matter of houses standing on the Cheney Grant. It has been determined without doubt that these houses were not standing on the original Cheney Grant but were moved on to their present sites prior to the construction of Martin Hall. The auditor has given his opinion that the college administration may make the decision regarding the matter. As a result of these two communications, it was recommended by the president that these houses be placed within the Halls of Residence administration and the funds from their rental be placed in the Halls of Residence Funds.

It was moved and seconded that all college housing be incorporated within the Halls of Residence Funds with the specific instructions that all housing now rented by the college be placed under the administration of the Halls of Residence system, and that the funds be used in the same manner as the other funds in the system. Motion carried.

PARTICIPATION IN PROFESSIONAL ACTIVITIES

It was moved and seconded that at the discretion of the president, faculty members would be permitted to participate in professional activities provided adequate provision be made for carrying on the instructional program. Motion carried. Salary adjustments will be made for such faculty according to college policies.

STEAM LINE REPAIRS

The president reported that the RicWil line in the location of the old Trailerville is needing emergency repair. He reported that Mr. H. Jack Reeves had suggested that there might be approximately two prices for repair of lines. One is for \$3450 on a temporary basis, the other on an emergency basis for \$2500. Mr. Reeves' opinion is that in view of the fact that these lines may be abandoned in a few years, the \$2500 emergency repair would take care of our needs. It was moved and seconded that the repairs be handled on an emergency basis and that funds be authorized for this project. Motion carried.

LONG RANGE PLANNING

It was reported that the legislative auditor has requested long range planning with projections to 1970 instead of 1965, as was set previously. The president reported that he is referring this matter to the Long Range Planning Committee headed by Dr. A. A. Dayton.

FUTURE NEEDS OF COLLEGE

The president reported that in the light of the unexpected increase in enrollment, a new men's dormitory is immediately needed and that Monroe Hall might be reconverted to a women's dormitory, and that in order to provide adequate food facilities, a central commons appears to be the best solution to that problem. It was moved and seconded that plans be requested for housing and central foods commons, and that the president be authorized to proceed with the planning and formulation of a financial procedure that would carry out these projects. As soon as possible plans for these new facilities will be presented to the Board.

SUGGESTED AGENDA FOR JOINT BOARD MEETING

It was decided that the members of the Board would send their suggestions for the joint board meeting on November 23 in Seattle to the president.

September 12, 1957

DATES FOR BOARD MEETING

The matter of setting dates for the meeting of the Board of Trustees from October through June will be presented to the individual board members by the president for consideration.

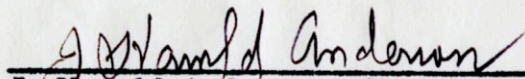
SELECTION OF CHAIRMAN

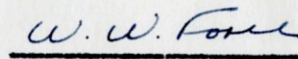
The selection of the chairman of the Board of Trustees, which was scheduled for the second annual meeting, was deferred until the next meeting.

ADJOURNED

The meeting adjourned at six-thirty.

APPROVED


J. Harold Anderson, Chairman


W. W. Force, Secretary

The following rules and regulations are presented by the Faculty Retirement Committee for consideration by the Trustees as the policy governing retirement for the regular instructional and administrative staff.

1 - Participation in the Retirement System

a - Participation is restricted to and is mandatory for regular members of the instructional staff, the librarians, and such administrative officers as the Board of Trustees shall designate. Prior to completion of the September, 1957 payroll, each eligible staff member shall submit to the Bursar on a form provided for that purpose a declaration of his choice of retirement plans among the options listed below:

1 - As of September 1, 1957, he may elect to continue his membership in WSTRS.

2 - As of September 1, 1957, he may elect to leave WSTRS, freezing his service credits and annuity fund at their present status, and become a member of TIAA-CREF.

3 - A present staff member whose prior service credits do not equal his WSTRS service credits may designate the school year at the beginning of which he wishes to change from WSTRS to TIAA-CREF.

See Minutes BoT, Oct 19, '67

No further changes between WSTRS and TIAA-CREF may be made. All staff members whose term of appointment begins on or after September 1, 1957, will become members of TIAA-CREF under the terms of paragraph 1b, below.

b - A two-year waiting period for membership in TIAA-CREF will normally be required of all eligible staff members whose term of appointment begins on or after September 1, 1957. However, persons appointed to the rank of associate professor or higher may participate immediately upon appointment, and others may petition the administration for immediate participation.

2 - Contributions under the Retirement System (TIAA-CREF)

a - Each participant in the retirement system shall contribute annually an amount equal to $7\frac{1}{2}\%$ of his regular academic year's salary by means of equal monthly payroll deductions. The College shall add to the participant's contribution an equal amount.

b - The combined contributions of the participant and the College shall be distributed as follows:

1 - Payments necessary to purchase OASI (Social Security) shall first be made.

2 - As the participant may designate, either 100%, 75%, $.66\frac{2}{3}\%$, or 50% of the sum remaining shall be forwarded to the Teachers Insurance and Annuity Association as a premium for a retirement annuity contract on the participant's life.

3 - The balance of the combined contributions, if any, shall be forwarded to the College Retirement Equities Fund as a premium for an Equities Fund annuity certificate on the Participant's life.

3 - Ownership of Annuity Contracts

The participant shall have full title to his TIAA and CREF contracts.

4 - Retirement Income

- a - Accrued benefits from OASI (Social Security).
- b - For those who remain in WSTRS, the benefits will remain unchanged.
- c - For those who change to TIAA-CREF, the benefits will be:
 - 1 - Income derived from TIAA and CREF contracts
 - 2 - In addition, persons who were members of WSTRS prior to September 1, 1957, and who leave their accumulated contributions in that system shall upon retirement receive
 - a - an annuity from the accumulated contributions
 - b - a pension of four dollars per month for each year of creditable service established and retained at the time of leaving WSTRS.

A copy of the regulations as adopted by the Board of Trustees should be forwarded to the office of the State Attorney General for confirmation as to its legality.

FACULTY RETIREMENT COMMITTEE

W. W. Force
Graham Dressler

Addition to paragraph 1b, on page 1:

A person whose term of appointment begins on or after September 1, 1957, and who is already a member of WSTRS may elect either of the following:

- 1-to continue permanently as a member of WSTRS, or,
- 2-to continue in WSTRS until his ^{Prior service} ~~two year waiting~~ period is completed and, upon that date, change to TIAA-CREF.

A person whose term of appointment begins on or after September 1, 1957, and who is already a member of TIAA may continue as an individual member of TIAA until his two-year waiting period is completed, at which time he will become a member of the college's system.

Job Specification

Job Title: Cashier - dining hall

Salary range: \$225-300

Description of Job

General dictation and typing of office forms, letters and miscellaneous materials
Responsible for payrolls with the assistance of student help
Responsible for keeping of cost records on food and labor for dining hall operation
Responsible for accounts receivable and collection and billing
Responsible for checking all bills relative to dining hall expenditures, for correctness of extensions and totals
Responsible for setting up and maintaining perpetual inventory cards on supplies and foods
Responsible for daily cash sheet and making of deposits

Working conditions

Pleasant environment
Light, well ventilated working area
Modern and adequate equipment
No special hazards
Fifteen minute rest period morning and afternoon

Terms of Employment

Working hours: 8:00-12:00----1:00-5:00
Paid on hourly basis by time sheets

Knowledge, skills and abilities

Typing speed of approximately 40 wpm by test
Use of posting machine
Ability to supervise work of assistant cashier
Ability to deal with the public and with students in a tactful and cheerful manner

Training and experience

High school education, with some business training desirable in office methods and use of office machines and bookkeeping. No college education necessary, but an on-the-job training of at least four months or previous experience in similar work should be required.

Job Specifications

Job Title: Assistant Cashier

Description of Job:

1. Responsible for checking the cash register line and balancing the register for lunch and dinner
2. Responsible for checking time cards between lunch and dinner lines and keeping a daily student time sheet
3. Responsible for setting up counter for lunch and dinner meals
4. Responsible for keeping the daily cash register and attendance sheet
5. Responsible for cleaning the counter after the lunch meal

Working Conditions and Equipment

Pleasant environment
Light, well ventilated working area
Modern and adequate equipment
No special hazards
Scheduled for one thirty- minute meal period and two ten minute rest periods

Terms of Employment

Hours of work: 10:00-7:00
Lunch 12:30-1:00
Dinner: 6:00- 6:30
(For special banquets, special hours may be needed)
Meals while on duty may be at cost
Family meal privileges at cost

Salary range: \$195 to \$²⁶⁰~~225~~ per month

Qualifications:

Typing speed of 30 wpm

Job Specification

Job Title: In-service Trainee

Salary Range: \$185-205

As an aid in training new personnel we would like to have two new positions created which would allow us to prepare people for various positions which will be open. These positions would be titled "In-Service Trainees." By having such a category we could anticipate next year's need in certain places and train one person simultaneously for two or three of the positions in the dining hall. This person could float- so to speak- and learn several of the routines. Such a position would not need to increase the overall labor costs, for the employee could replace hourly help and give just that little bit of extra help in the various departments which might be needed at peak periods of production. The salary range would allow for bringing into the organization new employees who could be given consideration for their past experience. The starting salary would be the same as our present starting salary plus additional compensation for each three years experience up to six years.

When an employee quits in the middle of a quarter, this would provide someone at least partially trained to fill the vacancy. This trainee would be placed in one of several vacancies depending on her capabilities.

The personnel, in all instances, would be scheduled so that labor expenditures would be within our budget.

This person may only be in this position for six months to a year or until such time as a vacancy occurs, and will then move into one of the vacated positions.