

4-25-1959

Board of Trustees Minutes, April 25, 1959

Eastern Washington College of Education

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Eastern Washington College of Education
MINUTES OF MEETING OF BOARD OF TRUSTEES
1:15 p.m., Saturday, April 25, 1959
Student Union, C. W. C. E., Ellensburg

The Board of Trustees of Eastern Washington College of Education met at 1:15 p.m., Saturday, April 25, 1959, in the Student Union of Central Washington College of Education. Board members present were Mrs. R. R. Morrison, chairman, and Mrs. Frank Laughbon, member; Dr. Wm. W. Force, secretary; and Dr. Don S. Patterson, president of the college. Since there was not a quorum present, the two members voted on the items listed on the agenda, and mail vote has been received from two of the other three members, Mr. Erickson and Mr. Smith, and is recorded in the president's office.

MINUTES

The minutes of the meeting of April 4, 1959, were approved.

RESIGNATIONS

The board accepted the following resignation:

Cleo Harris, clerk, registry office, as of April 24, 1959

NEW APPOINTMENTS

Faculty

acting

Henry Koslowsky, B. A. in Ed., EWCE, as/instructor in journalism replacing Mr. Dell for one year, at a salary of \$4900 for the academic year

Patrick F. McManus, B. A., Washington State University, as/instructor in English at \$4900 for academic year as replacement for Mr. Ritter

James Zeigler, B. S., Oregon State College, M. A., University of Oregon, as acting Assistant Professor of History, at \$5800 for academic year, replacing Mr. Morse

Carl Wilson, B. Ed., Illinois State Normal University, M. Ed., University of Southern California, Ed. D., Pennsylvania State College, as Assistant Professor of Speech, at \$6200 for academic year (new position)

Clerical

Ann MacNeil, clerk, registry office, at \$195 as of April 27 (replacement)

Grounds

George L. Anderson, groundsman, at \$250 as of April 15 (replacement)

Graduate Assistant

Frank Smith, graduate assistant in athletics, at \$1200 for academic year

April 25, 1959

CHANGES IN CLASSIFICATION

The following changes in classification were approved.

Max Pierce, from carpenter to electrician

Joe Tiedt, from truck driver to gardener

John Van Horn, from groundsman to truck driver

EXCHANGE PROFESSORSHIP

The board approved an exchange professorship for the 1959-60 academic year between Mr. Donald K. Smith, Division of Music, and Mr. Bruce Thackray, Bedford College of Physical Education, Bedford, Washington.

LEAVES OF ABSENCE

Leaves of absence were granted for the academic year of 1959-60 for the following:

C. W. Booth, instructor in geography, to continue graduate work at the University of Washington

Karl Morrison, associate professor of art, plans not specific

M. Eugene Badgley, assistant professor of education, to do graduate work in California

Leo Collins, an extension for the second year, to continue graduate study at Boston University

TRAVEL

The following travel was approved:

Raymond P. Whitfield, director of graduate study, to attend TEPS national convention at Lawrence, Kansas, transportation between Toledo and Lawrence, \$110

Daphne Dodds, to take students on field trip to Cody, Wyoming, mileage and per diem

IMPROVEMENTS TO HEATING PLANT

The board approved authorization for the college to enter into a contract with Mr. Jack Reeves, engineer, for services in improving the heating plant. Mr. Reeves will draw up specifications pursuant to bids and see all phases of the job through to completion.

ENGINEERING FOR SITE OF SCIENCE BUILDING

The board authorized the services of Mr. Clarence Simpson, city engineer, at a fee of \$90 per day, to survey and draw up specifications for the site of the new science building.

April 25, 1959

ENGINEERING SERVICES ON SIDEWALK CONTRACT

The board authorized the engagement of an engineer to prepare specifications preparatory for bid and letting of contract for widening and resurfacing a number of sidewalks over the campus. The engineering fee is to be 6% of the total cost, which has been estimated at \$10,221.57.

EMPLOYMENT OF SUMMER VISITING FACULTY

The board approved the employment and salaries set for the visiting staff of the 1959 summer school. A copy of the staff and their salaries is attached to the official minutes.

CRITERIA AND SALARY SCHEDULE FOR 1959-61 BUDGET

The board approved the recommendations on criteria to be used for setting salary budgets for the 1959-61 beinnium to conform to those approved or recommended by the Joint Board.

Instructors	from \$4500-5300 to \$4900-5700
Assistant Professors	from \$5400-6400 to \$5800-6900
Associate Professors	from \$6500-7800 to \$7000-8300
Professors	from \$7900-9000 to \$8400-9800

**

ADJOURNED

The board adjourned with the next meeting to be called early in May as soon as the salaries and budget are set for 1959-60.

APPROVED

Zelma R. Morrison

Zelma R. Morrison, Chairman

EMERITUS STATUS

Wm W Force

Wm. W. Force, Secretary

** The board approved the granting of emeritus status to the following:

Mr. E. L. Dales, Associate Professor of Industrial and Practical Arts
Miss Clara May Graybill, Associate Professor of Education

EASTERN WASHINGTON COLLEGE OF EDUCATION

Cheney, Washington

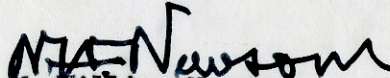
April 20, 1959

President Patterson:

I herewith recommend for your consideration the attached list of individuals as visiting instructional faculty members for the 1959 summer school, and their salaries.

The resident faculty members who are to be recommended for teaching in the 1959 summer school will be submitted to you as soon as their salaries for 1959-60 have been established.

Respectfully submitted,


N. William Newsom
Director of Summer School

NWN/rc
Att.

Recommended Salaries for Visiting Faculty Members - 1959 Summer School

Seven-Week Session

<u>Name</u>	<u>Present Position</u>	<u>Field</u>	<u>Recommended Salary</u>
1. Babcock, Douglas C.	Ass't. Principal, Shadle Park High School, Spokane, Washington	Education	\$ 1050.00
2. Bibb, Thomas W.	Head, Department, and Professor of Business, Whitworth College, Spokane	Business	1100.00
3. Boppell, Mary R.	Head, Department, and Professor of Home Economics, Whitworth College, Spokane	Home Economics	1050.00
4. Brighton, Stayner (one-week workshop)	Director of Research Washington Education Association	Education	250.00
5. Brownlee, Philip	Instructor, Omak Public Schools Omak, Washington	Student Recreation	300.00
6. Case, Matthew W.	Graduate Student, University of Washington	Education	950.00
7. Dempsey, Audrey V.	Professor of Business, East Carolina College, Greenville, North Carolina	Business	1200.00
8. Donegan, Sue	Instructor, Lind Elementary School, Lind, Washington	Campus School	750.00
9. Evans, Lewis D.	Ass't. Professor of Science, Education, and Consultant on Science, University Elementary School, Ohio State University	Science, Education	1200.00
10. Gillies, Duncan V.	Associate Professor of Edu- cation and Psychology, San Francisco State College	Education	1200.00
11. Hair, Donald (2/3 load)	Director of Secondary School Curriculum, Spokane Public Schools	Education	700.00

Seven-Week Session (continued)

<u>Name</u>	<u>Present Position</u>	<u>Field</u>	<u>Recommended Salary</u>
12. Halstad, Henry L. (one-week workshop)	Director, Special Services, Washington State Department of Public Instruction	Driver Education	\$ 20.00
13. Hammond, John L. (one-week workshop)	Managing Director, Western States Insurance Information, Seattle, Washington	Driver Education	20.00
14. Hannon, Cecil J. (one-week workshop)	Director of Field Service, Washington Education Association	Education	250.00
15. Haugaard, Anne	Librarian, Valley City High School, Valley City, North Dakota	Library Science	1100.00
16. Hibbard, W. F.	Principal, Cheney Junior High School, Cheney, Wash.	Education	750.00
17. Howard, Ray W.	Superintendent, Shoreline, Washington, Public Schools	Consultant and Speaker, School Administrators' Conference	150.00
18. Hussey, Cliff	Superintendent, Mead, Washington, Public Schools	Education	1050.00
19. Isherwood, LeRoy	Principal, Betz Elementary School, Cheney, Washington	Education	750.00
20. Jacobsen, Virginia (one-week workshop)	President, Washington Congress of Parents and Teachers	Education	35.00
21. Jones, Lloyd	Head, Department, and Professor of Health and Physical Education, Buffalo, New York, State College	Health and Physical Education	1300.00
22. Knutson, Rachel R.	Counsellor, Sharples Junior High School, Seattle, Washington	Education	1100.00
23. Koch, Robert C. (one-week workshop)	Lieut. and Chief Examiner, of Drivers License Division, Washington State Patrol	Driver Education	35.00

Seven-Week Session (continued)

<u>Name</u>	<u>Present Position</u>	<u>Field</u>	<u>Recommended Salary</u>
24. Lassoie, Joseph (one-week workshop)	Ass't. to Superintendent, Tacoma, Washington, Public Schools	Education	\$ 250.00
25. Marshall, Delbert M.	Head, Department, and Instructor in Business, Lewis and Clark High School, Spokane, Washington	Business	800.00
26. McGrath, Alice	Curriculum Consultant, Grant County, Washington, Public Schools	Education	1050.00
27. Minard, Glen (2/3 time)	Assistant Superintendent, Spokane, Washington, Public Schools	Education	800.00
28. Nicols, Leta Mae	Principal, Finch Elementary School, Spokane	Campus School	850.00
29. Oldridge, Sibyl (one-week workshop)	Second Vice-President, Washington Congress of Parents and Teachers	Education	35.00
30. Osborn, Gwendoline E. (one-week workshop)	First Vice-President Washington Congress of Parents and Teachers	Education	35.00
31. Osborne, Ruth F.	Instructor in Family Living, Hinsdale, Illinois, High School	Home Economics	1000.00
32. Petersen, Arthur J. (one-week workshop)	Public Relations Manager, Allstate Insurance Company	Driver Education	20.00
33. Simondet, Alice (three-week workshop)	Supervisor of Reading, Seattle, Washington, Public Schools	Education	600.00
34. Toffle, Teresa (four-week workshop)	Principal, Spokane Cerebral Palsy School, Spokane Public Schools, Spokane, Wash.	Education	700.00

Seven-Week Session (continued)

<u>Name</u>	<u>Present Position</u>	<u>Field</u>	<u>Recommended Salary</u>
35. Unkel, Esther	Consultant, Allyn and Bacon	Education	\$ 1000.00
36. Van Rooy, Russell W. (one-week workshop)	Assistant Manager, Automobile Club of Washington	Driver Education	20.00
37. Wilson, Robert	Instructor, Wenatchee Valley Junior College	Education	1050.00
<i>Resigned:</i> 38. Wilson, William J.	Assistant Professor of Mathematics and Physics, Whitworth College	Mathematics	1050.00
39. White, Clifton W.	Director of Athletics and Head, Department of Health and Physical Education, South High School, Eugene, Oregon	Health and Physical Education	1200.00

Total Salaries - - - - - \$26,770.00

Two-Week Session

<u>Name</u>	<u>Present Position</u>	<u>Field</u>	<u>Recommended Salary</u>
1. Babcock, Douglas C.	Assistant Principal, Shadle Park High School Spokane, Washington	Education	\$ 300.00
2. Seeley, Darwin	Supervisor of Health, Physical Education and Recreation, Washington State Department of Public Instruction	Health and Physical Education	300.00
3. Von der Heide, H. J.	Head, Music Department, Boise, Idaho, Public Schools	Music	400.00

Total Salaries - - - - - \$ 1000.00

Cheney, Washington
April 29, 1959

To: Mr. Harvey Erickson
Mr. Joe M. Smith
Mr. Melvin Voorhees

Dear Board members:

The Board of Trustees of Eastern Washington College met at 1:15 p.m. in Ellensburg on Saturday, April 25. Only two members, Mrs. Morrison and Mrs. Laughon, were present. They both voted in favor of the recommendations on the attached copies of the agenda, and since there was not a quorum, we are asking you for a vote by mail.

Will you please check the agenda and indicate opposite each item your reaction down to the one concerning the request of Mr. Chapman which was not considered, and return to this office by return mail. When the results of the mail vote have been received, the minutes of the meeting will be written up and copies sent to each member of the board.

One additional travel request was added as follows:

Miss Daphne Dodds, travel and three days per diem, to take five of her public relations class to Cody, Wyoming, on a field trip as a public relations activity in connection with the opening of a museum at the entrance to the park.

The salary schedule as approved at the Joint Board meeting was as follows:

Instructors	from \$4500-5300 to \$4900-5700
Assistant Professors	from \$5400-6400 to \$5800-6900
Associate Professors	from \$6500-7800 to \$7000-8300
Professors	from \$7900-9000 to \$8400-9800

The two members of our own board approved the adoption of this schedule for our staff and I would appreciate your vote on this item also.

Very cordially yours,

Don

Don S. Patterson
President

DSP:w

4/29/59
all approved
Joe M. Smith

Eastern Washington College of Education
AGENDA for BOARD OF TRUSTEES MEETING
Saturday, April 25, 1959, following Joint Board of Trustees

MINUTES

Approval of minutes for meeting of April 4, 1959

RESIGNATIONS

I recommend acceptance of the following resignation:

Cleo Harris, clerk, registry office, as of April 24 (to take a position with higher salary)

NEW APPOINTMENTS

I recommend the following appointments:

Faculty for 1959-60

Henry Koslovsky, B. A. in Ed., EWCE, as instructor in journalism at \$4800-5000 for academic year (vice-Dell)

Patrick F. McManus, B. A., State College of Washington (expects to complete master's in summer of 1959) as instructor in English for one year at \$4900 for academic year (vice-Ritter)

James Zeigler, Acting Assistant Professor in History, B. S., Oregon State College, M. A., University of Oregon, at \$5800 for academic year (replacement)

Carl Wilson, B. Ed., Illinois State Normal University, M. Ed., University of Southern California; Ed. D., Pennsylvania State College, Assistant Professor of Speech, at \$6200 for academic year

Clerical

Ann MacNeil, clerk, registry office, at \$195 as of April 27 (replacement) (Cleo Harris)

Grounds

George L. Anderson, groundsman, at \$250 as of April 15 (replacement for James Bramble, resigned October 1958)

Graduate Assistant

Frank Smith, graduate assistant in athletics, at \$1200 for academic year

CHANGE IN CLASSIFICATION

I recommend the board approve the following change in classification for members of the maintenance staff: (These changes are recommended by Mr. Surbeck:

Max Pierce, from carpenter to electrician

Joe Tiedt, from truck driver to gardener

John Van Horn, from groundsman to truck driver

No salary increases will be made because of this change in classification. The three men will move over to another schedule with a little higher ceiling.

For the next biennium we plan to add only two men to the maintenance staff, one as janitor for the new campus school, and one as groundsman, the janitor the first year and the groundsman the second.

EXCHANGE PROFESSORSHIP

Donald K. Smith, instructor in music, with Mr. Thackray, Bedford, England.

The college faculty exchange has been consummated between our Mr. Donald K. Smith and Mr. Thackray of Bedford College of Physical Education for Women just outside of London. I recommend that we approve this exchange.

LEAVES OF ABSENCE

I recommend the following requests for leaves be granted:

C. W. Booth, instructor in geography, for 1959-60, to continue graduate study toward the doctorate at the University of Washington

Karl Morrison, associate professor of art, for academic year of 1959-60; objective not yet specific for next year

M. Eugene Badgley, assistant professor of education, for academic year of 1959-60, to do graduate work

Leo Collins, extension of leave for second year to continue graduate study at Boston University

TRAVEL

Raymond P. Whitfield, to attend TEPS national convention at Lawrence, Kansas, travel from Toledo to Lawrence and return, \$110

IMPROVEMENTS TO HEATING PLANT

In the capital outlay appropriation there is a sum of \$183,700 for improvement to the heating system. These improvements will mean a new boiler to care for added buildings and further replacements of steam and condensate return lines over the campus. I would like to request authorization for entering into a contract for them with Mr. Jack Reeves of Spokane as heating engineer for drawing up specifications pursuant to the bids on the project and seeing all phases of the job through to completion. Mr. Reeves is the engineer who has worked with us on the remodeling of the present heating system. He knows our problems and has helped in establishing a campus heating plan.

April 25, 1959

ENGINEERING FOR SITE OF SCIENCE BUILDING

The city engineer, Mr. Clarence Simpson, has set a service fee of \$90 per day for surveying and specifications for the site for the new science building. This includes the work of the engineer and the assistants he will engage for the job. It is estimated that the job will take three days.

I am asking that the board authorize these services as indicated above so the action taken will appear in the minutes of the board. This sets forth the authorization received by phone.

ENGINEERING SERVICES PURSUANT TO CONTRACT ON SIDEWALKS

The college administration is desirous of widening and resurfacing a number of the sidewalks over the campus. The tentative estimate of total cost is \$10,221.57. The engineering fee would be an additional 6% of the total cost.

I am asking the board for authorization to engage the engineer to prepare the specifications preparatory for bid and the letting of a contract by the board. The engineer will supervise the completion of the project after the board awards the contract.

EMPLOYMENT OF SUMMER VISITING FACULTY FOR 1959

It would be wise for us to officially employ the visiting faculty for the 1959 summer session. Their salaries do not have to be figured from the new salary schedule. You have received a listing of those recommended.

BOARD APPROVAL OF CRITERIA AND SALARY SCHEDULES FOR DRAWING UP 1959-60 and 1960-61 BUDGETS

From the deliberations and agreements of the joint board we will need to adopt guides and set criteria to be used in schedule modification and determination of salary projections for 1959-60, with extensions of non-salary items for the second year. The specific items are reflected in the joint board agenda.

CONSIDERATION OF REQUEST OF Dr. CHAPMAN AND RECOMMENDATIONS

I am ready to make a recommendation as the board instructed at its last meeting regarding the request of Dr. Chapman in his own behalf and that of Miss Crunk and Mrs. Ludwig.

April 25, 1959

TWO RETIRING MEMBERS OF THE FACULTY

We will have two members of our faculty retiring this year. I wish to make recommendations on emeritus for Mr. E. L. Dales, Associate Professor of Industrial Arts, and Miss Clara May Graybill, Associate Professor of Education. I would like to discuss my guides in this determination with the board.

INFORMAL ITEMS

I wish to report on the conference I had last week with Mayor Brown and City Attorney Hal Walker regarding the sewer charges against the college.

Due to time element, other items can be delayed until a later meeting.

Eastern Washington College of Education
AGENDA for BOARD OF TRUSTEES MEETING
Saturday, April 25, 1959, following Joint Board of Trustees

MINUTES

*approve
acceptance*

Approval of minutes for meeting of April 4, 1959

RESIGNATIONS

I recommend acceptance of the following resignation:

approve

Cleo Harris, clerk, registry office, as of April 24 (to take a position with higher salary)

NEW APPOINTMENTS

approve

I recommend the following appointments:

Faculty for 1959-60

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approve

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April 25, 1959

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For the next biennium we plan to add only two men to the maintenance staff, one as janitor for the new campus school, and one as groundsman, the janitor the first year and the groundsman the second.

approve
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approve
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approve
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April 25, 1959

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CONSIDERATION OF REQUEST OF Dr. CHAPMAN AND RECOMMENDATIONS

I am ready to make a recommendation as the board instructed at its last meeting regarding the request of Dr. Chapman in his own behalf and that of Miss Crunk and Mrs. Ludwig.

I Hawey Erickson, do hereby certify that I have read the minutes and signed as indicated, indicating my approval as requested.
Hawey Erickson

April 25, 1959

TWO RETIRING MEMBERS OF THE FACULTY

We will have two members of our faculty retiring this year. I wish to make recommendations on emeritus for Mr. E. L. Dales, Associate Professor of Industrial Arts, and Miss Clara May Graybill, Associate Professor of Education. I would like to discuss my guides in this determination with the board.

INFORMAL ITEMS

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file

Cheney, Washington
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To: Mr. Harvey Erickson
Mr. Joe M. Smith
Mr. Melvin Voorhees ✓

Dear Board members:

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The two members of our own board approved the adoption of this schedule for our staff and I would appreciate your vote on this item also.

Coye-Voorhees
Very cordially yours,

Don

Don S. Patterson
President

DSP:w

Eastern Washington College of Education
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Saturday, April 25, 1959, following Joint Board of Trustees

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Miss Daphne Dodds, to take five of her public relations class to Lady Whitney, yield trip. public relations activity for museum

IMPROVEMENTS TO HEATING PLANT

In the capital outlay appropriation there is a sum of \$183,700 for improvement to the heating system. These improvements will mean a new boiler to care for added buildings and further replacements of steam and condensate return lines over the campus. I would like to request authorization for entering into a contract for them with Mr. Jack Reeves of Spokane as heating engineer for drawing up specifications pursuant to the bids on the project and seeing all phases of the job through to completion. Mr. Reeves is the engineer who has worked with us on the remodeling of the present heating system. He knows our problems and has helped in establishing a campus heating plan.

April 25, 1959

ENGINEERING FOR SITE OF SCIENCE BUILDING

Cage-Voorhes The city engineer, Mr. Clarence Simpson, has set a service fee of \$90 per day for surveying and specifications for the site for the new science building. This includes the work of the engineer and the assistants he will engage for the job. It is estimated that the job will take three days.

I am asking that the board authorize these services as indicated above so the action taken will appear in the minutes of the board. This sets forth the authorization received by phone.

ENGINEERING SERVICES PURSUANT TO CONTRACT ON SIDEWALKS

No-Voorhes The college administration is desirous of widening and resurfacing a number of the sidewalks over the campus. The tentative estimate of total cost is \$10,221.57. The engineering fee would be an additional 6% of the total cost.

I am asking the board for authorization to engage the engineer to prepare the specifications preparatory for bid and the letting of a contract by the board. The engineer will supervise the completion of the project after the board awards the contract.

EMPLOYMENT OF SUMMER VISITING FACULTY FOR 1959

Cage-Voorhes It would be wise for us to officially employ the visiting faculty for the 1959 summer session. Their salaries do not have to be figured from the new salary schedule. You have received a listing of those recommended.

BOARD APPROVAL OF CRITERIA AND SALARY SCHEDULES FOR DRAWING UP 1959-60 and 1960-61 BUDGETS

Cage-Voorhes From the deliberations and agreements of the joint board we will need to adopt guides and set criteria to be used in schedule modification and determination of salary projections for 1959-60, with extensions of non-salary items for the second year. The specific items are reflected in the joint board agenda.

CONSIDERATION OF REQUEST OF Dr. CHAPMAN AND RECOMMENDATIONS

I am ready to make a recommendation as the board instructed at its last meeting regarding the request of Dr. Chapman in his own behalf and that of Miss Crunk and Mrs. Ludwig.

April 25, 1959

TWO RETIRING MEMBERS OF THE FACULTY

We will have two members of our faculty retiring this year. I wish to make recommendations on emeritus for Mr. E. L. Dales, Associate Professor of Industrial Arts, and Miss Clara May Graybill, Associate Professor of Education. I would like to discuss my guides in this determination with the board.

INFORMAL ITEMS

I wish to report on the conference I had last week with Mayor Brown and City Attorney Hal Walker regarding the sewer charges against the college.

Due to time element, other items can be delayed until a later meeting.