

12-9-1960

Board of Trustees Minutes, December 9, 1960

Eastern Washington College of Education

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Eastern Washington College of Education
MINUTES OF BOARD OF TRUSTEES MEETING
6:00 p.m., Friday, December 9, 1960
Empire Room, Davenport Hotel
Spokane

The Board of Trustees met in the Empire Room of the Davenport Hotel, Spokane, for a dinner meeting at six o'clock, Friday, December 9, 1960. Those present were Mrs. Zelma Morrison, chairman; Messrs. Erickson and Voorhees, and Mrs. Robert Tanke, members; Mr. Fred S. Johns, secretary; Dr. Don S. Patterson, President of the college; Dr. Earle K. Stewart, representing the Faculty Organization; Mr. M. H. Surbeck, Director of Physical Plant; and Mr. Henry Koslowsky, Director of Public Information.

APPROVAL OF MINUTES

The meeting was called to order at seven o'clock by the chairman, Mrs. Morrison. It was moved by Mr. Erickson, seconded by Mrs. Tanke, that the minutes stand approved without reading. Motion carried.

RESIGNATIONS

Mr. Voorhees moved, seconded by Mr. Erickson, that the following resignations be accepted as indicated: Motion carried.

Linda Bowden, clerk-typist, business office, as of
November 30 plus six days accrued vacation (to be married)
Pansy McConnell, maid, as of November 17, following
extended sick leave
Carlos Toledo, janitor, as of November 30 plus 10 1/2
days vacation
Florence Norleius, dining hall, as of November 29 includ-
ing vacation
Noemi DeSeta, teaching assistant in Spanish, as of end of
quarter (to return to Argentina to be married)
Dorothy Sampson, RN, did not accept appointment

NEW APPOINTMENTS

The following appointments were approved as indicated:
Yvonne DeMiero, clerk-typist, business office, at \$225
per month as of December 1 (replacement)
Marilyn A. Johnson, account clerk, business office, at
base pay of \$225 plus two steps, making \$245, as of
December 2 (replacement)
Charlotte Richardson, RN, at \$310 (two steps) per month
as of December 1 (reemployment as replacement)
Rafael A. Salas, teaching assistant in Spanish, at \$1500
for winter and spring quarters of 1960-61 and fall
quarter of 1961-62

Hazel O. Frank, Maid, at \$200 per month as of December first (replacement)
Retha Leavitt, janitress, at \$225 per month as of December first (replacement)
Marjorie Anderson, Visiting Assistant Professor of Physical Education, to be continued for winter quarter during Dr. Hoffman's sick leave at same salary
Jeanne Wardian, Visiting Assistant Professor of Music, from half-time to full-time for winter and spring quarters at base rate of \$5900

✓ TRAVEL

It was moved by Mr. Voorhees, seconded by Mr. Erickson, that the travel in the sums indicated be approved. Motion carried.

Wm. L. Maxson, to attend National Association of College Bandmasters, Chicago, December 16-17, transportation, \$126.50
Gwendoline Harper, to attend Music Teachers National Convention, Philadelphia, February 23-March 2, 1961, \$145 toward transportation
Raymond Schults) to attend annual meeting of American
Agens Colton) Historical Association, New York,
December 19-30, \$145 toward transportation for each
W. D. Thomas, to attend Modern Language Association meeting and visit drama schools at Yale and Harvard, December 17-January 1, \$145 toward transportation
Graham Conroy, to attend American Philosophical Association meeting in San Francisco, \$145 toward transportation

LEAVE OF ABSENCE

It was moved by Mr. Voorhees, seconded by Mrs. Tanke, that the request of Dr. Walter L. Powers, Associate Professor of Education and Psychology, for a leave of absence for the winter and spring quarters in order to accept an appointment with the Peabody Korean Project, be approved. Motion carried.

TEMPORARY APPOINTMENT

It was moved by Mr. Voorhees and seconded by Mr. Erickson, that the appointment of Mr. Marion Cupp, B. S., WSU, as Visiting Instructor in Psychology for the winter and spring quarters as a replacement for Dr. Powers, be approved, with his pay to be derived from a base salary set at \$5,000 for an academic year. Motion carried.

DANFORTH GRANTS

The Faculty Committee on In-service and Orientation recommended to Dr. Patterson, who in turn presented the recommendations to the Board, that the three following members of the faculty be granted Danforth Summer Study Grants: Dr. H. Kenneth Hossom, Dr. Donald Pierce, and Mr. Karl R. Morrison. Mr. Voorhees moved that the recommendations be accepted and Mr. Erickson seconded the motion. Motion carried.

SELECTION OF ARCHITECT

Dr. Patterson presented the results of a survey which he had made regarding the services of architects in this area. It was decided that the board would study this material and be prepared to make a decision at a later meeting of the board. Dr. Patterson was directed to give the materials to Mr. Joe M. Smith as representative of the board.

Mr. Voorhees moved, seconded by Mr. Erickson, that the administration retain an architect for a \$3700 remodeling job of the Home Management House. Motion carried.

BID ON UTILITIES LOOP

Mr. Jack Reeves, engineer, appeared before the board for this portion of the meeting and explained that the final engineer's cost estimate was higher than the preliminary estimate because of the inclusion of the new dormitories and foods center in the plans. Dr. Patterson explained that an additional \$20,000 should be authorized, to be taken from Halls of Residence Funds, to cover this additional cost estimate. It was moved by Mr. Voorhees and seconded by Mr. Erickson that the bid of Smythe Heating and Plumbing Company in the amount of \$120,874.00, plus sales tax and engineering service of \$12,087.00, be accepted. Motion carried.

It was moved by Mr. Voorhees and seconded by Mr. Erickson, that \$20,000 be allotted from Halls of Residence Funds to finance this project. Motion carried.

BUILDING FEE

Mr. Voorhees made a motion that a building fee of \$16.00 per quarter, effective with the beginning of the summer session of 1961, be approved in order to provide funds for the pledge for the Federal loan for housing under the HHFA. Mr. Erickson seconded the motion which carried.

INCREASE IN BOARD CHARGES

Mr. Erickson moved, seconded by Mrs. Tanke, that an increase of \$10.00 for a seven-day week in board charges, and an increase from 50¢ to 60¢ for the guest rate for breakfast, be approved effective with the 1961 summer session. Motion carried.

ELECTION OF PERSONNEL BOARD

The board discussed the requirements under the Civil Service Act of a Personnel Board and Personnel Director, but decided to delay action on the selection until after the meetings of representatives from the higher institutions and to bring the matter before the board at the January meeting.

ACQUISITION OF LAND

It was moved by Mr. Erickson, seconded by Mr. Voorhees, that the college proceed with preliminary steps of negotiation for the acquisition of property, including the purchase of option. Motion carried. The chairman opened the appraisals made by the three appraisers and directed the secretary to read them to the board. (Appraisals on file in president's office) The board directed that the administration start with an average of the three appraisals and not to go above the highest appraisal for any piece of property. A summary of the appraisals is attached.

APPOINTMENT OF BOND COUNSEL

It was moved by Mr. Erickson that the board request Attorney General O'Connell or one of his assistants to be bond counsel for EWCE Board of Trustees in the future financing operations because our funds will be limited and we wish to save the fee required by a private firm. The motion was seconded by Mr. Voorhees and carried.

INDICATION OF BANK FOR NEGOTIATING LOAN

The board indicated that the Cheney Branch of the Seattle First National Bank be used in negotiating for interim financing on our Federal loan for housing.

CONFIRMATION OF VOTE BY MAIL

It was moved by Mr. Voorhees and seconded by Mr. Erickson that the vote taken by mail and telephone, approving the transfer of local funds in the amount of \$25,000^{3,400}.00 to the National Defense Student Loan Fund, be confirmed. Motion carried.

CONFIRMATION OF APPOINTMENT OF LANDSCAPE GARDENER

The board confirmed the naming of Allan J. McCombs as landscape gardener, effective April first, 1961, at an annual salary of \$5200 (two steps on schedule) on a twelve months' basis.

CHANGE IN RATE OF PAY OF EMERGENCY HELP

It was moved by Mrs. Tanke, seconded by Mr. Erickson, that the rate of pay for those helping at registration time on an emergency basis be raised from \$1.25 per hour to \$1.40. Motion carried.

experienced cashiers

J.S. plus

see minutes of January 6, 1961

CANCELLATION OF DINING HALL REPAIRS

Because of the probable early date for construction of a foods center, Dr. Patterson recommended the cancellation of the remodelling and adding of equipment to the present dining hall facilities. Mr. Erickson moved that the project be cancelled and a fee of ~~1.5%~~ ^{4.5%} of the estimated cost (\$8500) for the project be paid to the architect. Mr. Voorhees seconded the motion, which carried.

INSURANCE COVERAGE

J.S. plus
see minutes of
January 6, 1961
Dr. Patterson reported to the board on a letter he had received from the S. J. Higgins Agency in regard to liability insurance coverage. The chairman of the board instructed the secretary to write to Mr. Higgins asking him to appear at the January meeting of the board with a proposal as to which insurance companies shall be given fire insurance coverage to be renewed in February.

ELECTION OF CHAIRMAN

In the absence of Mr. Smith, it was decided to wait until the January meeting of the board to elect a chairman.

INFORMATIONAL ITEMS

Mr. Surbeck reported on the situation which has been encountered in laying of foundation footings for the science building. The test holes which had been sunk did not go deep enough to discover that the site is over an old dumping ground twenty-five feet underground. This will increase the cost of construction and the cost will be determined on the basis of amount of fill and labor required.

Dr. Patterson reported that one of our faculty members, Mr. Ralph Connor, has been named to the Governor's State Advisory Board on Alcoholism which will necessitate travel for Mr. Connor to various meetings. The college will pay travel and per diem for such travel.

Mr. Johns reported on some short term investments made by the college. (Report attached)

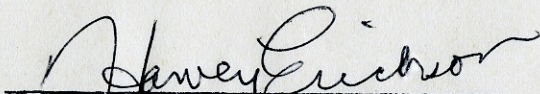
DATE OF NEXT MEETING

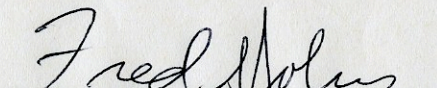
The date of Friday, January 6, 1961, at six o'clock, was set for the next meeting of the Board of Trustees. The place of meeting is to be the Davenport Hotel, Spokane.

ADJOURNED

Mr. Erickson moved that the meeting adjourn as of 9:15 p.m. Mr. Voorhees seconded the motion. Motion carried.

APPROVED


Zelma R. Morrison, Chairman


Fred S. Johns, Secretary

To the Board of Trustees
Eastern Washington College of Education

Dear Board Members:

As you will note from the attached agenda, the next meeting of the board is being set for the evening of December 9 at seven o'clock. This will be a dinner meeting at the Davenport Hotel. There is a matter of transfer of funds for the National Defense Student Loan Fund that must be settled before November 30 when we have a federal audit of our fund and I am asking for a vote by mail by the board members on this item.

As you know the college has up to now matched its one-ninth of the Federal Student Loan contributions by transferring from our regular Student Loan Fund. However, the Student Loan Fund is getting about as low as we dare let it, and I am asking authorization to transfer the amounts of \$2,400 immediately and \$3,000 in January to the National Defense Student Loan Fund from our Local Cash Fund. The authority for matching the federal contributions from local cash is Chapter 191, Laws of 1959, which is the authority cited by the two universities:

"The boards of regents of the University of Washington and the State College of Washington, and the boards of trustees of the colleges of education may each create a student loan fund, and qualify and participate in the National Defense Education Act of 1958, and to that end may comply with all the laws of the United States, and all the rules, regulations and requirements promulgated pursuant thereto."

I am enclosing a stamped addressed envelope for your vote by return mail so the transfer of funds, if approved, may be made before the federal audit. This vote by mail can then be confirmed at the next meeting of the board.

Very cordially yours,

Don S. Patterson

Don S. Patterson
President

DSP:w

November 22, 1960

Vote in favor by telephone from Mrs Morrison-Nov 22

Place in next Bd agenda
next agenda file

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Eastern Washington College of Education

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Don S. Patterson
President

DSP:w

November 22, 1960

I agree to this proposal.
M. B. Vonder
23 Nov. 60

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Eastern Washington College of Education

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Very cordially yours,

Don S. Patterson
President

DSP:w

November 22, 1960

11-25-60

I am in favor of the transfer of funds.

Ray Erickson



SMITH-**N**IELSEN *Logging & Lumber Co.*

124 SOUTH WALL • SPOKANE 10, WASHINGTON

November 28, 1960

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

Dear Don:

With reference to your letter dated November 22, 1960 regarding the transfer of funds for the National Defense Student Loan Fund, you have my approval on this matter.

Kindest regards,

Joe M. Smith

JMS:jl

Prohler, Wash.
Nov. 25, 1960

Mr. Don S. Patterson, Pres.
Eastern Wash. College of Education
Cheney, Wash.

Dear Mr. Patterson:

In regard to the transfer
of funds for the National Defense
Student Loan Fund, I wish to
vote in favor of the transfer.

Sincerely,
Margaret Janke

Eastern Washington College of Education

INTRA-COLLEGE MEMORANDUM

TO: Dr. Don S. Patterson

FROM: Fred S. Johns, Comptroller

DATE: December 8, 1960 RE: Short-term Investments

We purchased today, with surplus Local Cash Funds, U. S. Treasury Bills maturing on June 8, 1961, with a maturity value of \$38,000. The purchase price was \$37,488.52. This is a yield of 2.663% and will provide revenue to the Board of Trustees emergency fund in the amount of \$511.48.

FSJ:ka