

1-4-1962

Board of Trustees Minutes, January 4, 1962

Eastern Washington State College

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

Recommended Citation

Board of Trustees Minutes, January 4, 1962. 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.

✓

Eastern Washington State College
MINUTES OF BOARD OF TRUSTEES MEETING
January 4, 1962, 6:30 p.m.
Davenport Hotel, Spokane

The Board of Trustees of Eastern Washington State College met for dinner at 6:30 p.m., Thursday, January 4, 1962, followed by a business meeting at 7:30 p.m. when the following were present: Mr. Harvey Erickson, chairman of the board; Mrs. Zelma Morrison, Mrs. Marjorie Tanke, Mr. Melvin Voorhees and Mr. Joe M. Smith, members; Mr. M. H. Surbeck, Dean Daryl Hagie, Mr. Orland Killin, Mr. Henry Koslowsky, and Mr. Fred S. Johns, secretary to the board, and Dr. Don S. Patterson, president of the college.

APPROVAL OF PERSONNEL COMMITTEE RECOMMENDATIONS

Mrs. Morrison moved, seconded by Mrs. Tanke, that the recommendations of the Personnel Board on ~~November~~ ^{October} 27, 1961, be approved as follows:

Classified Service

1. That the position of purchasing agent be removed from the classified service and placed under the administrative category (Mr. T. T. Wall)
2. Where there are two or more employees with the same classification, same position and same pay scale, and one is given a lead authority, he should be given one added step on the pay scale for the position for this responsibility.
3. That the position of baker be changed to Cook II classification thereby abolishing the title of baker
4. That the pay range for the position of storeskeeper be changed from range 27 to range 28
5. That the recommendation 'a' of the pay schedule be implemented when the new pay scales and classification are adopted. Recommendation 'a' is to place all persons at the recommended minimum for the new scale. If they are already within the range or above, no added increments will be given.
6. That January 1, 1962, will be the effective date for implementing the new range.

The motion was approved.

APPROVAL OF MINUTES

Mr. Voorhees moved, seconded by Mrs. Tanke, that the minutes of the meeting of November 27, 1961, be approved. Motion carried.

RESIGNATIONS - NEW APPOINTMENTS

Mr. Voorhees moved, seconded by Mrs. Tanke, that the following resignations be accepted and the new appointments be approved.

Motion carried.

Resignations

Florence Steen, senior secretary, office of Dean of Instruction, as of November 31, 1961, plus accrued vacation

Betty Jean Rose, clerk, registry office, as of January 12, 1962, plus six days of accrued vacation

Stephen T. Stratton, hall director, as of December 31, 1961

Ray Crownover, fireman, as of November 25, plus accrued vacation

New Appointments

Ernest Hix, Visiting Professor of Education, as supervisor of student teachers, for winter quarter, at base rate of \$6800

John D. Folwarski, B.A. Westmont College, plus 45 graduate hours, as Acting Instructor in English, replacement for Dr. Lass for winter and spring quarters, at base rate of \$5500

Student Personnel

Virginia Dressler, B.A., University of Washington, as Acting Dean of Women, for winter, spring and summer quarters at \$4500 for the period

Allen Ogdon, as hall director, replacement for Mr. Stratton, for six months at \$100 plus apartment per month

Assistants

Senor Rene Mardini Barboza, teaching assistant in Spanish, for winter and spring quarters of 1961-62, and fall quarter of 1962-63, on two-thirds time, at \$977.60 per quarter

Richard Jacks, graduate fellowship in psychology, for winter and spring quarters, at \$1,000 for the two quarters

APPROVAL OF PERSONNEL COMMITTEE ACTION (January 5)

The board gave advance approval to the following items which were recommended by the Personnel Committee on the next day, January 5, 1962:

Classification

Secretary-Stenographer II

Divisional Secretaries whose duties are similar

Secretary in Division of Education and Psychology

Secretary in Division of Languages and Literature

Secretary in Division of Creative Arts

Secretary in Campus School

Secretary in Registrar's Office

January 4, 1962

Clerical

Clerk-Typist I

The two positions in the correspondence-extension office and the four positions in registry office to be classified alike - as Clerk-typist I

Secretary-Stenographer II

Graduate office secretary to remain as PAS classification

Anniversary Date for Pay Raises

The date for implementation of pay raises for classified service employees was set at January 1, 1962, and upon completion of six months of satisfactory employment, the new employee will go to the next step on the schedule for his classification.

The anniversary date of pay adjustments shall be determined by the date of initial employment of the person in the classified service. After six months of successful experience, the employee will receive a regular increment on his pay schedule. The regular anniversary date for future pay raises shall come one year from the date of qualifying for permanent tenure.

Charges for Meals and Apartments

No charges shall be made for meals for food service personnel, and the pay schedule as recommended by PAS shall remain the same.

Where meals and lodging are a condition of employment of an employee, the charges for such services shall be \$75.00 per month and this shall be used in computing total salary of said employees.

New Personnel

Clerical

Patricia Manson, Secretary-Stenographer II, registry office, at \$294 per month as of January 2, 1962

Frankie Zern McBroom, as Secretary-Stenographer II, office of Dean of Instruction, at \$294 as of January 2, 1962

Marguerite Ghislieri, Clerk-Typist I, registry office, at \$238 per month as of January 10, 1962

Maintenance

John Ferguson, temporary steam engineer, at \$310 as of December 1, 1961, to go to \$364 on January 1, 1962

Lonnie Christensen, as janitor at \$235 as of December 7, 1962, to go to Custodial Worker I as of January 1, 1962 at \$282 per month

Reclassification

Howard Noel, from janitor to Custodial Worker II as of January 1 at \$230 per month

William Kinnick, from building supervisor to Steam Engineer as of January 1 at \$364 per month

Karl Meyer, from temporary fireman, to regular Steam Engineer, as of January 1, 1962, at \$364

January 4, 1962

Jan Miller, temporary reclassification from Clerk-Typist I to Clerk-Typist II for three months from February 19 to May 16, 1962, at \$270 per month

Jane Yandt, continued on temporary basis from Duplicating Clerk to Clerk-Typist I, business office, February 19 to May 16, 1962, at \$238

APPROVAL FOR FOLLOWING ITEMS

Mr. Voorhees moved that the next six items, Authorization for New Positions, Authorization for Hourly Rates, Leaves of Absence, Appointment to Advisory Council, Danforth Summer Grants, and Travel, be approved as indicated. Mrs. Morrison seconded the motion, which was carried.

AUTHORIZATION FOR NEW POSITIONS

Dining Hall

Assistant Food Buyer (Clerk-Typist II)

Assistant Cashier (Cashier I)

Maintenance

Additional Fireman - Karl Meyer from temporary to Steam Engineer, as of January 1, 1962

AUTHORIZATION FOR HOURLY RATES

George Heath, bindery work, \$1.75 per hour (comparable to salary of Custodial Worker I)

Mrs. Arthur Biehl, music library, \$1.55 per hour (rate of Library Assistant classification)

LEAVES OF ABSENCE

Robert Lehto, Instructor in Natural Science, for 1962-63, to continue graduate work

Robert N. Lass, Professor of English, military leave w/o pay, from January 1, 1962, to September 1963

Yvonne DeMiero, Clerk-Typist II, business office, maternity leave w/o pay, for three months, February 19-May 16, 1962

APPOINTMENT TO ADVISORY COUNCIL

Ruby DuBois, representative from Region 2, Ferry and Stevens counties, from County Superintendents Association

Wilma Baker, representative from Region 5, N. Lincoln County, from Classroom Teachers Department

Orlinda Luiten, representative from Region 6, Adams County plus S. Lincoln County, Classroom (junior high school) Teachers Department

Dick Robinson, representative from Region 7 (Benton, Franklin and Walla Walla counties) from Classroom Teachers Dept.

Reappointment to three-year terms of

Dr. Jesse Sewell, lay representative

Mr. Thos. R. Booker, lay representative

DANFORTH SUMMER GRANTS

Mr. Karl Morrison, Associate Professor of Art, 1962 Summer

Dr. George T. Robertson, Professor of Modern Languages, 1962 Summer

Dr. J. Austin Andrews, Associate Professor of Music, 1962 Summer

Alternates

First, Dr. Earle K. Stewart, Associate Professor of Sociology

Second, Dr. Raymond Schults, Assistant Professor of History

TRAVEL

- ✓ Dorine Guthrie, chairman, Financial Aids and Awards Committee, to attend Financial Aids Conference and Computation School, January 10-14, Pacific Grove, California, travel and per diem
- ✓ Alice Moe, Assistant Professor of Speech, to attend convention of Speech Association of America, December 31-January 1 New York, transportation roundtrip, Milwaukee-New York (\$100.30; per diem, \$30)
- ✓ William Maxson, Assistant Professor of Music, to attend district meeting of College Band Directors Association, December 6-9, San Francisco, \$56.25 transportation
- ✓ Duncan Thomson, Associate Professor of Biology, to attend annual meeting of American Association for Advancement of Science, December 26-31, Denver, \$145 toward travel
- ✓ Robert B. Smawley, Director of Research, to attend IBM Data Retrieval Institute, April 1-5, San Jose, transportation and per diem
- ✓ Norman S. Thompson, Assistant Professor of Business Education)
- ✓ Russell J. Smith, Assistant Professor of Business Education)
to attend Nat'l Assn. for Business Education, Chicago, February 15-18, \$145 each toward travel
- ✓ Gerald F. Estes, Instructor in Business Education) to attend
- ✓ John Fertakis, Instructor in Business Education) annual Western Business Education Association meeting, Sacramento, April 13-17, \$145 each toward travel
- ✓ Wendell L. Exline, Associate Professor of Music, to attend Music Educators National Conference, Chicago, March 14-22, \$145 toward transportation

TRAVEL (Cont'd)

- ✓ Don S. Patterson, to attend American Association of Colleges for Teacher Education, Chicago, February 14-18, travel and per diem
- Giampiero Pecelli, student from Italy, to attend the Christmas Adventure in World Understanding, Lansing, Michigan, December 19-January 3, \$165.32 travel plus \$30 registration fee (ASB funds)
- Reimbursement of \$107 each for the six students who attended the National Council of the National Student Association in Madison, Wisconsin, for meals and lodging.

APPOINTMENT OF CIVIL ENGINEER

Mr. Voorhees moved that Mr. Clarence Simpson, engineer for the City of Cheney, be appointed as civil engineer for the development of twelve acres of wheatland purchased by the college. Mrs. Morrison seconded the motion, which carried.

CONSIDERATION OF BIDS

Mr. Johns reported that the bids on the men's dormitory had been opened in the office of the architect at 3:00 p.m., December 28, 1961, and that the bids on the food center were opened at the Davenport Hotel at 3:00 p.m., January 4, 1962. The low bids totaled \$1,252,580 for the food center, and \$1,690,399 for the dormitory (both figures exclusive of sales tax, fees and other costs). Even after deduction of many of the alternate items, it appears that an additional \$256,000 would be required to award contracts for the dining hall, and \$161,000 additional would be required for the dormitory, for a total of \$417,000. If college funds in the amount of \$157,000 were used to help finance the projects, an additional \$260,000 would have to be requested of HHFA.

Mr. Carroll Martell, the dormitory architect, explained how the building would be affected if the bid alternates were deducted. The chairman asked Mr. Martell why the bids exceeded the architect's estimate. Mr. Martell cited the lack of experience in building multi-storied buildings in this area and added that unexpected high costs of foundations and elevators accounted for the differential. It was moved by Mr. Smith, seconded by Mr. Voorhees that this matter be continued and left in the hands of President Patterson and Mr. Johns for discussion with HHFA officials and reported back to the board. Motion carried.

Mr. Albert Funk and Mr. Donald Murray, dining hall architects, explained how that building would be affected if the bid alternates were deducted. It was moved by Mr. Voorhees, seconded by Mr. Smith, that this matter be continued and left in the hands of President Patterson and Mr. Johns for discussion with HHFA officials and reported back to the board.

CHANGE ORDERS

Mr. Jack Reeves explained the items involved in Change Order No. 2 to the contract with James Smyth Plumbing and Heating Company and reviewed the developments over the past several months that had led to the change order. The items are:

Item A - New electric lighting service for Industrial Arts and adjacent buildings including a 50 kva transformer -----	\$4, 679. 40
Item B - Substation circuit breaker and disconnect switches for new science hall feeder-----	2, 450. 80
Item C - New locations of sump pumps on E1 and S5 -----	315. 00
Item D - Substation circuit breaker and disconnect switches for future food center -----	1, 941. 50
Item E - Rebuild substation: General construction and additional extension -----	8, 175. 20
Item F - Move Anderson Hall circuit breaker to the switch room -----	1, 340. 90
Total -----	18, 902. 80
Item E (A) Add for winter tax construction -----	300. 00
	19, 202. 80

Mr. Surbeck had outlined all of these items at the August meeting but in the minutes of that meeting Items A through F were inadvertently omitted. Because of the emergency nature of the work, the board voted at the August meeting to authorize the changes although firm prices had not yet been agreed upon by Mr. Reeves and the contractors. At the board meeting of October 27, 1961, Mr. Surbeck reported on the actual cost of the change order. It was moved by Mrs. Tanke, seconded by Mr. Smith, that Change Order No. 2 to Contract 790 with Smyth Plumbing and Heating Company be approved, and that a change order adding \$608 to Contract 766 with Longview Plumbing and Heating Company for installation of three additional sinks in the science building be approved. Motion carried.

Dr. Patterson and Mr. Surbeck recommended approval of a Change Order adding \$331 to Contract 766 with Longview Plumbing and Heating Company for furnishing and installing two one-inch hot water meters in the science building in order that steam heat supplied to the building by the college during construction can be measured and charged to the contractors. It was moved by Mr. Voorhees and seconded by Mrs. Morrison, that this change order be approved. Motion carried.

CLASSIFICATION OF PERSONNEL DIRECTOR-BUDGET OFFICER

Mr. Johns reported that it might be necessary to change the salary designation of Personnel Officer-Budget Director from A-4 to A-3 in order to recruit a qualified person. It was moved by Mr. Voorhees and seconded by Mr. Smith that this item be indefinitely postponed. Motion carried.

AUTHORIZATION FOR MATCHING FUNDS FOR NDLF

Dr. Patterson reported that an additional federal allocation of \$5,554 has been made available to the college for the current year, if the college will match one-ninth of this amount. It was moved by Mr. Smith and seconded by Mr. Voorhees that \$617.11 be transferred from the general local fund to the National Defense Loan Fund. Motion carried.

ADVANCED CALLING OF BONDS

Mr. Johns recommended that \$14,000 of the '49 Dormitory Revenue Bond Issue be called on March 1, 1962, in advance of the maturity date as provided for in the bond resolution. It was moved by Mr. Voorhees and seconded by Mr. Smith, that the comptroller be authorized to call these bonds on March 1, 1962. Motion carried.

ACCEPTANCE OF SCHOLARSHIP

The board accepted the gift of \$1,000 for a scholarship in memory of the late Lt. Col. Irwin L. Williams, and instructed the president to write a letter of appreciation on behalf of the board to Mrs. Williams.

SEWER PROJECT

It was moved by Mr. Voorhees, seconded by Mr. Smith, that the agreement with the City of Cheney on the sewer project be approved, subject to the review and approval of the chairman of the board, Motion carried.

SCIENCE BUILDING DEDICATION BUDGET

Drs. Harter and Douglas of the Division of Science, presented the proposed program and budget for the dedication of the science building on October 26-27, 1962. It was moved by Mr. Voorhees and seconded by Mr. Smith that the faculty be instructed to proceed with arrangements for the dedication based on the budget presented to the board. Motion carried.

January 4, 1962

INFORMATIONAL ITEMS

Dr. Patterson informed the board that Dr. Darrell Morse, Assistant Professor of History, has been given an educational exchange for the summer of 1962 under the Fulbright Act for study in India.

Copies of the contract with the Cheney physicians for medical and health service had been given to the board before the meeting.

Copies of the college Financial Report are attached to the official minutes.

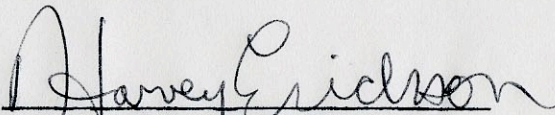
Mr. Johns reported that on October 19 we purchased U. S. Treasury bills which will mature on January 18, 1962, at \$47,000. The purchase price was \$46,717.00, making a yield of 2.38% and a revenue of \$282.94.

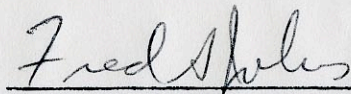
On December 7 we purchased U. S. Treasury bills maturing at \$76,000 on June 7, 1962. The purchase price was \$74,898.76, making a yield of 2.867% and a revenue of \$1,101.24.

The next regular meeting date of the board is February 16, 1962.

ADJOURNED

APPROVED


Harvey Erickson, Chairman


Fred S. Johns, Secretary