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Board of Trustees Minutes, January 15, 1965

Eastern Washington State College

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Eastern Washington State College

MINUTES FOR BOARD OF TRUSTEES MEETING

7:00 p.m., Friday, January 15, 1965

Davenport Hotel, Spokane

The meeting was called to order by the chairman, Mr. Voorhees, with the following present: Mrs. Robert Tanke, Mr. Harvey Erickson, Dr. Don S. Patterson, President of the College; Mr. Fred S. Johns, secretary to the board; Mr. Henry Koslowsky, Director of Public Information, Dr. Robert F. Bender, president of Faculty Organization. Mr. Thos. Meagher, new member of the board, was present for informal discussion before the opening of the meeting but had to leave before the business meeting because of a previous commitment. Mr. Curt Leggett, president of the Associated Students, arrived at eight o'clock.

MINUTES

It was moved by Mr. Erickson, seconded by Mrs. Tanke, that the minutes of the December 18, 1964, meeting be approved. Dr. Patterson pointed out that the minutes of the meeting established a special fee of \$30.00 per week for geography field trip courses, but that it was the intention of the administration to recommend a fee of \$30.00 for the two-weeks course. The chairman ruled that the words "per week" be deleted from the minutes. The motion to approve the minutes was carried.

* * * * *

It was moved by Mrs. Tanke, seconded by Mr. Erickson, that items "Appointments," "Creation of Classified Positions," and "Travel" be approved. The motion was carried.

APPOINTMENTS

Academic

Louise Prugh, to be continued for the winter quarter as Graduate Teaching Assistant in Home Economics, at same base pay of \$5,900, prorated for the quarter for 4/5 of a full load, or \$1,485 for the winter quarter

Esther Fowler, to be continued for winter quarter as graduate Teaching Assistant in Speech, at same base pay of \$5,900 prorated for the quarter for 2/15 of a full load, making \$247.52 for the winter quarter

Mary McKinnon, to be continued for the winter quarter as Graduate Teaching Assistant in Art, at the same base pay of \$5,900, prorated for the quarter for 1/3 of a full load, or \$623.80 for the winter quarter

Anthony Read, as Graduate Teaching Assistant in Art for the winter quarter, at base pay of \$5,900, prorated on the basis of 2/5 of a full load, or \$748.56 for the winter quarter

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Student Appointments

- Carol Hill, Associated Students business manager, at \$1200 annual salary, effective January 6, 1965
- Arthur Bousquet, replacement for Jerry A. Anderson as KEWC Station Manager, at \$55 per month, January 4-March 19, \$30 per month from state funds, \$25 per month from AS funds
- Willard S. Droke, junior pre-graduate assistant in drama, at \$45 per month as of January 6
- Larry Baker, senior pre-graduate assistant in speech, at \$65 per month as of January 6

Non-academic

- Dorothy Butler, Secretary-stenographer II, office of the Dean of Students, at \$315 per month as of January 4 (replacement)
- Ikumi Vaughn, Food Service Worker I, Tawanka Commons, at \$224 + meals per month on eleven months basis as of January 4
- Viola Kinnick, Food Service Worker I, Tawanka Commons, at \$224 + meals per month on eleven months basis as of January 4
- Vivian Carpine, Food Service Worker I, Tawanka Commons, at \$224 + meals per month on eleven months basis, as of January 4
- Ellen McCauley, Food Service Worker I, Tawanka Commons, at \$224 + meals per month on eleven months basis as of January 4
- Catherina Marshall, Food Service Worker II, Tawanka Commons, at \$244 + meals per month on eleven months basis, as of January 4
- Joan Strohmaier, Cook I, Tawanka Commons, at \$265 + meals per month on eleven months basis as of January 4

Promotion

- Ella Huber, from Food Service Worker I to Cook I, Tawanka Commons, at \$277 + meals per month on eleven months basis as of January 4

Demotion (voluntary)

- Marion Raymond, from Cook I to Food Service Worker II, at \$244 + meals on an eleven months basis as of January 4

CREATION OF CLASSIFIED POSITIONS

The following jobs are recommended by the Personnel Director for creation from hourly jobs to fulltime jobs to be paid for by transfer of required funds from departmental part-time allocations and from existing salary savings, effective February 1, 1965:

- File Clerk, registry office, Clerk-typist I, Range 19 (\$254-\$315)
- Library Cataloguing clerk to Clerk-typist I, Range 19 (\$254-\$315)
- Student Union night food supervisor to Food Service Worker II, Range 18 (\$244-\$301) on eleven months basis
- Science librarian to Library Assistant I, Range 22 (\$289-\$358) on eleven months basis

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Psychology departmental hourly secretary to Secretary-stenographer I, range 21 (\$277-\$342) on eleven months basis

Bookstore cashier to Cashier I, Range 18 (\$244-\$301) on eleven months basis

TRAVEL

Chisato Kawabori and eight students (two cars mileage) to attend swim meet, Billings, Montana, January 22-24

Norman S. Thompson, Associate Professor) Department of Business,
Russell J. Smith, Jr., Assistant Professor) to attend the National Association of Business Teachers Education meeting, Chicago, February 9-15, \$145 each toward travel

Dr. Arthur Miller, round trip Louisville, Kentucky - Spokane, for interview, Division of Education, during week of January 18, \$225 plane travel

Dr. Raymond P. Whitfield, Director of Graduate Study, to attend Western Conference of Graduate Directors, February 28-March 3, San Francisco, travel and per diem

Dr. Don S. Patterson, President, to attend meeting of American Association of Colleges for Teacher Education, Chicago, February 10-13, travel and per diem

ACCEPTANCE OF PAVING CONTRACT

Dr. Patterson recommended that Contract 64-414G with United Paving Company for the paving of F Street be accepted. It was moved by Mrs. Tanke and seconded by Mr. Erickson that the contract be accepted. Motion carried.

CHANGE ORDER - RELOCATION OF WOODWARD FIELD

Dr. Patterson reported that Contract 64-453G with N. A. Degerstrom, Inc., for the relocation of Woodward Field was awarded on a unit price basis of 36 cents per cubic yard for earth moving. He said the engineer, Mr. Clarence Simpson, found it necessary to borrow a great deal of top soil from the lower elevation because the higher elevation cut areas had very little top soil that could be salvaged to cover the finished grade. This made necessary the moving of 5590 cubic yards more than shown on the bid sheet, resulting in an extra cost of \$1,968.55. The result of the extra earth moving was a gain of one additional acre of level field ready for use with an eight inch top soil cover. Dr. Patterson recommended approval of the change order. It was moved by Mr. Erickson, seconded by Mrs. Tanke, that the change order be approved. The motion was carried.

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NAMING OF SECOND TOWER DORMITORY

Dr. Patterson asked Dr. Bender, president of Faculty Organization, to report on the results of the faculty survey of preference for naming the second tower dormitory. Dr. Bender reported that the names receiving the most support, in the order of preference, were Graham M. Dressler, Joseph W. Hungate, Omer O. Pence and Hjalmar E. Holmquist. He said that the number of faculty favoring the Dressler name was three times the number favoring the second choice. Dr. Patterson reviewed Dr. Dressler's career with the college. After discussion, it was moved by Mr. Erickson to continue this matter until the next meeting, in view of the absence of two members of the board. It was seconded by Mrs. Tanke and carried.

EMPLOYMENT OF CPA

Mr. Johns reported that he had met with Mr. J. R. Randall of the firm of Randall, Emery, Campbell and Parker to discuss the possibility of that firm performing the audits of the Associated Student Fund, the Housing Services Fund, and the Student Union Fund. He stated that this firm did the complete audits of the financial affairs of Whitworth College and Gonzaga University each year and that the staff of the firm was therefore very familiar with the principles, practices and peculiarities of college and university accounting. Mr. Voorhees asked for an estimate of cost for the services. Mr. Johns said that Mr. Randall could not give a firm estimate at this time, not having had an opportunity to study the size and scope of the operations to be audited, but that he would be able to make an estimate later, before beginning the actual audits. The exact cost would be based on the number of hours involved and the experience level of the staff members assigned. Mr. Johns recommended that the firm be retained for the audits. It was moved by Mr. Erickson and seconded by Mrs. Tanke that Randall, Emery, Campbell and Parker be retained to audit the financial affairs of the Associated Students, Student Union, and the Housing and Food service system beginning with the 1964-65 fiscal year. The motion was carried.

WORDING OF PLAQUE FOR LIBRARY

Mrs. Tanke read three quotations of the late President Kennedy that Mrs. Morrison had telephoned to her. They were: "Our progress as a nation can be no swifter than our progress in education"; "The human mind is our fundamental resource"; "We ask of you enlightenment, vision, illumination." She said that there were some additional quotations on the list but that they were longer and probably too long for inscription. After discussion of these suggestions, the trustees decided to place this matter on the agenda for the February meeting.

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RESOLUTION ON PRELIMINARY LIBRARY PLANNING

Mr. Johns reported that Housing and Home Finance Agency required a formal resolution approving the preliminary planning documents for the John Fitzgerald Kennedy Memorial Library. Mr. Erickson moved the adoption of the formal resolution. (Copy attached.) The motion was seconded by Mrs. Tanke and carried.

TRANSFER OF FUNDS FOR INTER-FUND LOAN

Mr. Johns stated that the board at the previous meeting had authorized Barnard and Holloway to proceed with the working drawing phase of the new library. He stated that, in order to amend the contract, it would be necessary to set up some funds against which the contract could be encumbered. He recommended authority to make an inter-fund loan at six months at no interest in the amount of \$76,600 from the Extension and Correspondence surplus account in the General Local Fund to the Local Plant Fund. He said that the contract would be encumbered against the Local Plant Fund but that no disbursements could be made until the construction appropriation is received in July, at which time the inter-fund loan would be repaid in full. It was moved by Mrs. Tanke and seconded by Mr. Erickson that this transaction be authorized. Motion was carried.

BIDS ON TAWANKA EQUIPMENT

Dr. Patterson reported that a bid opening for equipment for the addition to Tawanka Commons had been scheduled for 3:00 p.m. January fifteenth, but that no bids were received.

RESOLUTION AUTHORIZING LOAN APPLICATION

Mr. Johns reported that a formal resolution would be required authorizing him to file an application to Housing and Home Finance Agency for a construction loan in the amount of \$1,734,000 for the second tower dormitory. He noted that the board had authorized the administration to apply for the loan in this amount at the November meeting, but said the office of the Attorney General and HHFA would require a formal resolution. Mrs. Tanke moved the adoption of the resolution. (Copy attached.) Motion was seconded by Mr. Erickson and carried.

STATUS OF ATLAS SHEET METAL CONTRACT

Mr. Johns presented a memorandum written by Dr. Loomis on January 14, 1965, reporting on the status of unfinished items in Atlas Sheet Metal Company's contract for equipment installation in Tawanka Commons.

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He explained that there were discrepancies between the equipment listed in the specifications and the equipment shown on the architect's working drawings, and further discrepancies between the working drawings and the shop drawings furnished the contractor by the architect. He said that the administration position was that the specifications take precedence over the working drawings and that the working drawings take precedence over the shop drawings and said that the college was holding approximately \$11,000 in retainage on this contract. Mr. Erickson moved that all funds be retained until the entire contract is completed and acceptable. The motion was seconded by Mrs. Tanke and was carried.

INFORMATIONAL ITEMS

Corkle Case

Mr. Johns reported that a Superior Court jury had returned a verdict of guilty on three counts of grand larceny in the Corkle case. The verdict on the remaining five counts was not guilty. He said that it was his understanding that the jury had found Mrs. Corkle guilty on those charges involving embezzlement in the cashier's office in Showalter Hall where she alone handled the funds, but that apparently the jury did not feel that the state had sufficiently proved its case in those instances in the Fieldhouse where temporary registration cashiers received the funds first before Mrs. Corkle received them.

Report on Budget

Dr. Patterson reported the general features of the budget submitted to the Legislature by Governor Rosellini on January 12 as it affects Eastern.

Date of Joint Board Meeting

Dr. Patterson reported that the Joint Board will meet in Olympia on February 6 at the Olympian Hotel. Reservations have been for eight at the Bailey Motor Hotel for the night of February 5th.

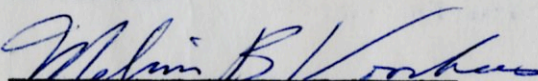
Personnel Committee Meeting

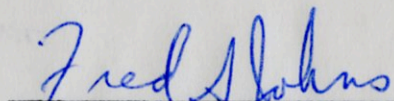
The afternoon of February 5 at three o'clock at the Bailey Motel in Olympia is set for the Personnel Committee of the board to meet.

ADJOURNED

The meeting was adjourned at 8:00 p.m.

APPROVED


Melvin B. Voorhees, Chairman


Fred S. Johns, Secretary

RESOLUTION

Approving the Completed Planning Documents Prepared with an Advance from the United States of America under the terms of Public Law 560, 83rd Congress of the United States as amended

Whereas, Eastern Washington State College accepted an offer from the United States Government for an advance for preparation of planning documents pertaining to a public work described as the John F. Kennedy Memorial Library; and

Whereas, Barnard and Holloway were engaged to prepare the planning documents for the aforesaid public work, and said architects have completed documents and submitted them for approval; and

Whereas, the completed planning documents have been carefully studied and are considered to comprise adequate planning of the public work essential to the community and within the financial ability of Eastern Washington State College to construct;

Now, Therefore, be it resolved by the Board of Trustees, the governing body of said applicant, that the planning documents submitted by Barnard and Holloway as the basis for detailed planning of the John F. Kennedy Memorial Library dated December 18, 1964, and the statements in Form CFA-430, Request for Review and Approval of Planning Documents, in connection with Housing and Home Finance Agency Project No. P-Wash-3223 be and the same are hereby approved; and that certified copies of this resolution be filed with the Housing and Home Finance Agency.

RESOLUTION

Attachment A to Form CFA - 501 - 3

BE IT RESOLVED THAT the Board of Trustees of Eastern Washington State College at its regular meeting held this fifteenth day of January, 1965, hereby authorize the making of an application to the Community Facilities Administration Housing and Home Finance Agency for a forty-year loan not to exceed \$1,734,000 for the purpose of constructing a dormitory for 342 men on the campus of said college.

RESOLUTION

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