

11-19-1965

Board of Trustees Minutes, November 19, 1965

Eastern Washington State College

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Eastern Washington State College

MINUTES FOR BOARD OF TRUSTEES MEETING

Friday, November 19, 1965, 7:30 p.m.

Ben Franklin Hotel, Seattle

The Board of Trustees of Eastern Washington State College met at seven-thirty on the evening of November 19, 1965, at the Ben Franklin Hotel in Seattle. Those present were Mrs. Robert Tanke, chairman of the board, Messrs. Erickson, Voorhees and Meagher, members; Dr. Don S. Patterson, president of the college; Mr. Fred S. Johns, secretary to the board; Mr. Henry Koslowsky, Director of Public Information; Dr. Kenneth Halwas, representing the faculty; Dr. Wayne Loomis, Associate Director of Research; Mr. Edwin Melhuish, Housing Director, and Tom Woods, AS president, and Bud Droke of the AS.

MINUTES

It was moved by Mr. Voorhees, seconded by Mr. Erickson, that the minutes for the October 22, 1965, meeting of the board be approved. The motion carried.

* * * * *

It was moved by Mr. Voorhees that items "Resignations" through "Travel" be approved as indicated. Mr. Meagher seconded the motion which carried.

RESIGNATIONS

Academic

Mrs. Catherine Hunt, Acting Assistant Professor of HPE, as of end of the fall quarter (to be married)

Non-academic

Pauline Crane, Library Assistant I on 6/8 time, Creative Arts Division, as of August 6, 1965

NEW APPOINTMENTS

Kay Peters, Staff Nurse, Infirmary, as of November 7, 1965,
at \$373 per month on eleven months basis (new position)
Maureen Page, Secretary-stenographer II, Hargreaves Library,
as of November 1, 1965, at \$328 per month (replacement)
Donna Reed, Clerk-typist I, Registry Office, as of November 2,
1965, at \$265 per month (replacement)
Lois Wittwer, Clerk-typist I, business office, as of November 3,
at \$265 per month (replacement)
Devota Goodwin, Food Service Worker I, Tawanka Commons, as
of September 13, 1965, at \$234 + M on eleven months'
basis (replacement)
Darlene Adams, business manager for the ASB, as of October 1,
1965, at an annual salary of \$1600, or \$133.33 per
month (replacement)

November 19, 1965

CHANGE IN STATUS

- Emma Delabarre, Cook I, from provisional to regular status as of November 1, 1965
- Ellen Howard, Cook I, from provisional to regular basis as of November 1
- Nancy McLaughlin, Cashier I, Student Union Bookstore, from provisional to regular as of November 1, 1965 (11 months)
- Don Rettig, from Groundsman to Trades Helper, Physical Plant, as of November 12, 1965, at \$390 per month (new position replacing budgeted position of Steam Fitter)

TRAVEL

- Sam A. Oakland, Assistant Professor of English, to attend meeting of Modern Languages Association, Chicago, December 24-29, 1965, travel and per diem
- Don S. Patterson, to attend Higher Commission of NW Association, as observer, Accreditation Team, University of Nevada, November 14-18, at no expense to college
- Wm. D. Tidwell) to take students on geology-geography field
- Dale Stradling) trip to Missoula, Montana, November 10-12,
- Francis J. Schadeegg) in private cars, mileage and per diem
- John R. Fahey, Associate in Research, to attend regional meeting of U. S. Office of Education representatives on federal grants, November 21-23, travel and per diem
- Donald F. Pierce, Professor of History) to attend
- Raymond L. Schults, Associate Professor of History) American History Association annual meeting, San Francisco, December 27-31, \$103.70 each toward travel
- Edward L. Hamblin, Assistant Professor of Education, to attend annual meeting of the National Council for the Social Studies, Miami, Florida, November 24-28, \$145 toward travel
- Joseph W. Chatburn, Professor of Education, to attend the 30th Biennial Council of Phi Delta Kappa, Norman, Oklahoma, December 26-31, at no expense to college

UNITED PAVING COMPANY CONTRACT

Dr. Loomis reported that the contract with United Paving Company, Street and Sidewalk Improvement work performed by United Paving Company on Contract 64-376G had been inspected by a representative of the Division of Engineering and Architecture and that acceptance was recommended. It was moved by Mr. Meagher and seconded by Mr. Voorhees that the contract be accepted. Motion carried.

PRELIMINARY PLANS FOR STUDENT UNION

Dr. Loomis reported that the preliminary plans for the Student Union Building were not being presented at this time in order for the architects to give them further study.

PLANS FOR RUTH CHENEY STREETER HALL

Dr. Loomis introduced Dave McKinley who presented drawings and models of the Streeter Hall, which had been changed to convert 16 single units to double rooms, thus increasing the capacity from 320 to 336 students at an added cost of approximately \$70,000.

It was moved by Mr. Meagher, seconded by Mr. Erickson, that the architect be authorized to proceed with the working drawings. Motion carried.

APPOINTMENT OF ARCHITECT FOR CONVERSION OF LIBRARY

Dr. Loomis recommended that George Rasque and Associates be appointed architects to prepare the remodelling plans for the conversion of Hargreaves Library to a classroom building. Mr. Erickson moved, seconded by Mr. Meagher, that the recommendation for the appointment of George Rasque and Associates as architects be approved. Motion carried.

SALE OF 1964 STUDENT FACILITIES BONDS, SERIES A AND B

Mr. Johns reported that HHFA had submitted the only bid for the purchase of 1964 housing and dining facilities bonds. The bid was par plus accrued interest. Mr. Meagher moved the adoption of the two attached resolutions approving the notice of sale and awarding of bonds to HHFA. The motion was seconded by Mr. Erickson and carried. (resolution attached)

REVISED POLICY ON REFUNDS

Mr. Johns recommended that full refund of fees for students called into military service be authorized, provided they do not receive academic credit, and if later it is decided to grant credit, the refund be based on the amount of credit granted. Mr. Erickson moved, seconded by Mr. Meagher, that the recommendation be approved. Motion carried.

Mr. Johns further explained that with the increase in room rental no provision is made for hardship cases. He recommended that a prorated refund be made for students withdrawing during a quarter due to illness, injury or a death, either of the student or in his immediate family, or military service, for their room rental. Mr. Voorhees moved approval, seconded by Mr. Erickson. Motion carried.

Both of these policies become effective with the fall of 1965.

November 19, 1965

ALTERNATE INSURANCE PROGRAM

Mr. Johns recommended that action on an alternate insurance program as proposed through the New York Life Insurance Company be postponed. This will be considered at a future meeting.

LAND TRADE

The appraisals of the property involved in a land trade with the City of Cheney has not been completed and action was postponed until next meeting.

REPORT ON REORGANIZATION OF STATE GOVERNMENT

Dr. Don S. Patterson reviewed the recommendations regarding higher education generally and the three state colleges specifically. This report was discussed at length by the trustees, especially the proposal for a Board of Higher Education and a change in name of the state colleges to universities.

REPORT ON COMPACT

Dr. Patterson presented a report to the board on the National Compact for Education.

BUSINESS PRESENTED BY THE BOARD

Mr. Voorhees asked if the board was ready to make a final decision on rebuilding of the new football facilities. Mr. Erickson stated that he felt the college has no assurance that it will be able to reserve dates in Albi Stadium for future games. No action was taken.

Mr. Voorhees reported that he had been invited to attend the Spokane meeting of the Evergreen Conference, had attended and had been cordially received.

HALVORSON CLAIM

Mr. Johns reported that Halvorson, Inc., had again requested payment of the \$1,063.00 which was withheld from their contract on Tawanka Commons to compensate for damage to the pavement in front of the Commons. He read a report from Mr. Surbeck, Director of Physical Plant, stating that the damage caused by Halvorson's trucks was far in excess of the amount being withheld. The board reaffirmed its previous position that the funds should be withheld.

November 19, 1965

INFORMATIONAL ITEMS

The audit on Housing and Food was given to the board (attached)
Dr. Patterson reported on a letter he had received from Mrs.

Ruth Cheney Streeter

Cash receipt report for October was presented

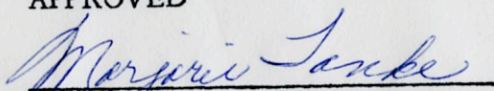
The progress report on the John F. Kennedy Memorial Library
was given the board

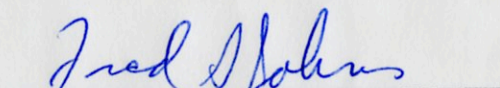
Dr. Patterson reported that the U. S. Office of Education has awarded
a contract to the college for "Development and Trial of a
Basic Course in Music Theory . . . " under the direction
of Dr. J. Austin Andrews in the amount of \$58,752.

ADJOURNED

The meeting of the Board of Trustees was adjourned at 10:07 p.m.
with the next meeting scheduled for December 17, 1965.

APPROVED


Marjorie Tanke, Chairman


Fred S. Johns, Secretary

MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES
OF EASTERN WASHINGTON STATE COLLEGE, CHENEY, WASHINGTON,
HELD ON NOVEMBER 19, 1965, AT THE BENJAMIN FRANKLIN
HOTEL, IN SEATTLE, WASHINGTON, AT 8:00 O'CLOCK, P.M.

The Board of Trustees of Eastern Washington State College, located at Cheney, Washington, convened in regular meeting on November 19, 1965, at 8:00 o'clock, P.M., at the Benjamin Franklin Hotel, in Seattle, Washington, there being present upon roll call the following, constituting a quorum and a majority of the Board, viz:

Melvin B. Voorhees	XXXXXXXXXXXX Member of Board
Harvey Erickson	Vice-Chairman and Member of Board
ZELMA MORRISON	XXXXXXXXXXXX
Marjorie Tanke	Chairman and Member of Board
Thomas F. Meagher	Member of Board
Fred S. Johns	Secretary
Absent: <u>Zelma Morrison</u>	

After the meeting had been called to order by the Chairman and the roll called with the above result, the Secretary presented his certificate evidencing the giving of due notice of the calling of the meeting to all members of the Board and the acceptance of each notice by all members present. The Certificate was approved and ordered recorded with the minutes of this meeting.

The Chairman then announced that up to 10:00 o'clock, A.M. on November 18, 1965, at the office of the President of Eastern Washington State College, at Showalter Hall in Cheney, Washington, sealed bids were received for the College Housing and Dining Facilities Bonds \$3,476,000, Series A and B of 1964, Eastern Washington State College, as provided in said Notice of Sale.

The Chairman further announced that this was the time and place for the opening and consideration of the bids received for the College Housing and Dining Facilities Bonds of \$3,476,000, Series A and B of 1964, Eastern Washington State College, and that Notice calling for bids for the bonds had been published in The Bond Buyer, in the issue of October 29, 1965, said Notice of Sale being in the following form, viz:

RECEIVED
DEC 2 1965
PRESIDENT'S OFFICE

NOTICE OF SALE

COLLEGE HOUSING AND DINING FACILITIES BONDS
\$3,476,000, SERIES A AND B OF 1964
EASTERN WASHINGTON STATE COLLEGE

SEALED BIDS will be received by the Board of Trustees of Eastern Washington State College, acting for and on behalf of Eastern Washington State College, Cheney, Washington, at the office of the President, in Showalter Hall, Cheney, Washington, up to 10:00 o'clock, A.M., on November 18, 1965, and said bonds will be awarded on November 19, 1965, at a meeting of the Board of Trustees held at 8:00 o'clock, P.M., at the Benjamin Franklin Hotel, in Seattle, Washington, at which time and place said bids will be publicly opened and read for the purchase, at not less than par and accrued interest, of all or any part of the \$3,476,000. Eastern Washington State College Housing and Dining Facilities Bonds, Series A of 1964 and Series B of 1964.

Said bonds will be dated June 1, 1964, and will be in denominations of \$5000.00 each, with interest payable April 1, 1965, and semi-annually thereafter, and will mature serially on October 1 in each year as follows, respectively:

SERIES A

<u>YEARS</u>	<u>AMOUNTS</u>	<u>YEARS</u>	<u>AMOUNTS</u>
1982-83	\$75,000	1993-94	\$110,000
1984-85	80,000	1995	115,000
1986	85,000	1996	120,000
1987-88	90,000	1997	125,000
1989-90	95,000	1998	130,000
1991	100,000	1999-2000	135,000
1992	105,000	2001	142,000

SERIES B

<u>YEARS</u>	<u>AMOUNTS</u>	<u>YEARS</u>	<u>AMOUNTS</u>
1967	\$19,000	1993-95	\$45,000
1968-74	20,000	1996-97	50,000
1975-79	25,000	1998-2000	55,000
1980-84	30,000	2001-02	60,000
1985-88	35,000	2003-04	65,000
1989-92	40,000		

The Bonds are subject to the following provisions relating to redemption:

Series A

Bonds maturing October 1, 1982, through October 1, 2001, inclusive, to be callable at the option of the Borrower prior to the stated maturities thereof, in whole or in part and in inverse numerical order on any interest payment date after October 1, 1971, upon at least thirty (30) days' prior notice at the principal amount thereof, plus accrued interest to the date of redemption and a premium for each Bond as follows:

3% if redeemed April 1, 1972, through October 1, 1976, inclusive;
2½% if redeemed April 1, 1977, through October 1, 1981, inclusive;
2% if redeemed April 1, 1982, through October 1, 1986, inclusive;
1½% if redeemed April 1, 1987, through October 1, 1991, inclusive;
1% if redeemed April 1, 1992, through October 1, 1996, inclusive;
0% if redeemed after October 1, 1996.

Series B

Bonds maturing October 1, 1967, through October 1, 1974, inclusive, to be non-callable. Bonds maturing October 1, 1975, through October 1, 2004, inclusive, to be callable at the option of the Borrower prior to the stated maturities thereof, in whole or in part and in inverse numerical order on any interest payment date after October 1, 1974, upon at least thirty (30) days' prior notice at the principal amount thereof, plus accrued interest to the date of redemption and a premium for each Bond as follows:

3% if redeemed April 1, 1975, through October 1, 1979, inclusive;
2½% if redeemed April 1, 1980, through October 1, 1984, inclusive;
2% if redeemed April 1, 1985, through October 1, 1989, inclusive;
1½% if redeemed April 1, 1990, through October 1, 1994, inclusive;
1% if redeemed April 1, 1995, through October 1, 1999, inclusive;
0% if redeemed after October 1, 1999.

The Bonds will be issued in coupon form with privilege of registration as to principal only. Principal and semi-annual interest on the Bonds are payable at the office of The Spokane and Eastern Branch of the Seattle-First National Bank, Trustee, in the City of Spokane, Washington, or, at the option of the holder, at the office of the Fiscal Agent of the State of Washington in the Borough of Manhattan, City and State of New York.

These Bonds are being issued to provide funds for the purpose of refunding \$2,092,000 Eastern Washington State College Student Facilities

Revenue Bond of 1961, and for the construction of certain dormitory facilities to house approximately 244 women students, and an addition to dining facilities to seat approximately 550 additional students.

The Bonds will constitute special obligations of the College payable from the proceeds of the 1962 Building Fee assessed each student enrolled for seven or more quarter credits at the present rate of \$5.00 per academic quarter, including summer session; the net revenues to be derived from the operation or ownership, or both, of the Eastern Washington State College Housing and Dining System to be established as in the Bond Resolution provided; the proceeds of the student Building Fee assessed each student enrolled for seven or more quarter credits at the present rate of \$16.00 per academic quarter, including summer session, subject only to the lien thereon of the Eastern Washington State College Student Facilities Revenue Bond of 1961; the net revenues derived from the operation or ownership, or both, of the existing dining hall known as Tawanka Commons constructed with the proceeds of the 1961 Bonds as enlarged and improved pursuant to the Resolution under which the Bonds to be sold will be issued, subject only to the lien thereon of the said 1961 Bonds until such time as said facility is included in the System; and the net revenues derived from the operation or ownership, or both, of the following facilities: the Project Dormitory and the existing housing facilities now owned by the College and known as Anderson Hall, Monroe Hall, Senior Hall, Pearce Hall, Sutton Hall, and Married Student Court; and all other housing facilities constructed or acquired by the College prior to the payment in full of The Board of Trustees of Eastern Washington College of Education Dormitory Revenue Bonds of 1956, or provision made therefor, subject only to the lien thereon of the said 1956 Bonds until such time as said facilities are included in the System.

A Loan Agreement has been entered into with the United States of

America, Housing and Home Finance Agency, pursuant to which it proposed to buy, at par plus accrued interest at three and one-half per cent (3-1/2%) interest rate for Series A Bonds and at three and five-eighths per cent (3-5/8%) interest rate for Series B Bonds and for any maturities of the Series A and Series B Bonds for which no other bid complying with the terms of this Notice of Sale is received at an equally favorable net interest cost.

Bids of not less than par and accrued interest, at an average net interest cost not to exceed 3-1/2% for the amount of Series A Bonds bid and 3-5/8% for the amount of Series B Bonds bid, will be considered on the following basis: For Series A, any consecutive full annual maturities beginning with October 1, 1982; and for Series B, all maturities from October 1, 1967 through October 1, 1974, inclusive, plus any consecutive full annual maturities beginning with October 1, 1975, designated by the bidder: provided: (1) coupon rates shall be in multiples of one-eighth or one-tenth of one percent (1/8 or 1/10 of 1%) with no limit as to the number of rates; (2) all bonds maturing on the same date shall bear the same rate of interest; (3) no bond shall bear interest at more than one rate; and (4) the difference between the lowest and highest interest rates named shall not exceed one percent (1%). No supplementary interest coupons will be permitted.

Preference in award will be given to bids for the largest principal amount of Series A and Series B Bonds. If two or more bids are for the same amount of Series A or Series B Bonds, preference in award will be given to the bid resulting in the lowest net interest cost. The lowest net interest cost will be determined, after excluding the bid of the Housing and Home Finance Agency, by deducting the total amount of any premium bid from the amount of interest from October 1, 1965, until their respective maturities. Any Series A or Series B Bonds not awarded pursuant to the provisions of this Notice of Sale will be awarded to the Housing and Home Finance Agency in accordance with the provisions of the aforesaid Loan Agreement.

Each Bid (except that of the United States of America) must be accompanied by a certified or cashier's check payable to the order of the Eastern Washington State College in the sum of one per cent (1%) of the principal amount of Bonds bid for, to be applied as partial payment for the Bonds, or as liquidated damages

in the event a bidder fails to comply with the terms of his bid. Checks of unsuccessful bidders will be returned promptly.

The Board of Trustees of Eastern Washington State College reserves the right to reject any and all bids, and to waive any irregularity or informality.

The successful bidder will be furnished, without cost, the executed Bonds accompanied by the unqualified legal opinion of Burcham & Blair, Bond Counsel, of Spokane, Washington, on or before 45 days from the date of sale at the office of the President of the Board of Trustees in Showalter Hall, Cheney, Washington, or, at the expense of the purchaser (if such purchaser is a bidder other than the Housing and Home Finance Agency), at some other place agreeable to the purchaser and said Board. In the opinion of counsel, these Bonds are exempt from State and Federal Taxation.

Further information including a copy of the Statement of Essential Facts may be obtained from the Comptroller, Eastern Washington State College, Cheney, Washington.

FRED S. JOHNS

Secretary, Board of Trustees of Eastern
Washington State College.

The Secretary then announced that the Affidavit of Publication of the Notice of Sale in The Bond Buyer was on file in the records of the College relating to this bond issue.

Thereupon the following Resolution was introduced in written form by Trustee Meagher and read in full by him and considered by all members present, after which, pursuant to motion by Trustee Meagher and seconded by Trustee Erickson, the said Resolution was adopted by the following vote:

Trustee Voorhees	voted "AYE"
Trustee Erickson	voted "AYE"
Trustee Tanke	voted "AYE"
Trustee Tanke	voted "AYE"
Trustee Meagher	voted "AYE"

with no votes "NAY". The resolution was thereupon approved and signed by the Chairman and attested by the Secretary, and declared to be effective. The Resolution as thus adopted is as follows:

R E S O L U T I O N

WHEREAS, Notice for the Sale of the College Housing and Dining Facilities Bonds \$3,476,000, Series A and B of 1964, Eastern Washington State College, had been given by publication in The Bond Buyer, a financial newspaper of New York City, said publication being on October 29, 1965,

NOW, THEREFORE, BE IT RESOLVED that said Notice as published is declared sufficient and due and sufficient notice for the sale of the bonds has been given.

ATTEST:

APPROVED:

Fred J. [Signature]
Secretary

Margaret Tanke
Chairman of Board of Trustees

(College has no seal)

The Secretary then announced that the following bids for the College Housing and Dining Facilities Bonds \$3,476,000, Series A and B of 1964, Eastern Washington State College had been received, and at the direction of the Chairman the said bids were read by the Secretary and were as follows:

NAME AND ADDRESS OF BIDDER

Housing & Home Finance Agency
450 Federal Office Building
Seattle, Washington

TERMS OF BID

Par plus accrued interest at
3 1/2 % for Series A and 3 5/8%
for Series B

Thereupon the members of the Board of Trustees present considered the foregoing bids and after full consideration and discussion thereof the following Resolution was introduced by Trustee Meagher and its adoption moved by him, said Resolution being as follows:

R E S O L U T I O N

WHEREAS, there was submitted for sale at this time any or all of the College Housing and Dining Facilities Bonds of \$3,476,000, Series A and B of 1964, Eastern Washington State College, and it appears proper and desirable that said bonds be sold at this time; and,

WHEREAS, it appears that the bid of Housing & Home Finance Agency
for all of the above bonds is the best bid submitted for said

bonds and the most advantageous offer for said bonds received by the Board of Trustees;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES as follows:

1. That the College Housing and Dining Facilities Bonds of \$3,476,000, Series A and B of 1964, Eastern Washington State College be, and the same are hereby sold unto Housing & Home Finance Agency

under the terms of their bid.

2. That the College Housing and Dining Facilities Bonds of \$3,476,000 Series A and B of 1964, Eastern Washington State College shall bear interest at the rate of 3 1/2% (Series A) 3 5/8% (Series B) per cent per annum, payable April 1, 1965, and semi-annually thereafter, said bonds being dated June 1, 1964.

3. That said bonds and the interest thereon shall be payable at the Spokane and Eastern Branch of the Seattle-First National Bank, Trustee, in the City of Spokane, Washington, or, at the option of the holder, at the office of the Fiscal Agent of the State of Washington in the Borough of Manhattan, City and State of New York.

4. That as soon as possible after the date of this Sale said bonds shall be executed as provided by law and thereupon delivered to the purchaser, taking his receipt therefor, and the Chairman and Secretary of the Board of Trustees are hereby authorized to, and shall, upon payment to the Board of Trustees of the price at which said bonds have been sold, deliver the same to the foregoing purchaser, or purchasers, and place the moneys arising from such sale to the credit of the appropriate Fund.

(END OF RESOLUTION)

ATTEST:

Fred Spohn
Secretary

Margaret Tanke
Chairman of Board of Trustees

After consideration of the foregoing Resolution by the members of the Board of Trustees present, the motion for adoption was seconded by Trustee Erickson and then submitted to the members of the Board of Trustees present, and upon an AYE and Nay vote duly called, had and recorded by the Secretary the vote thereon resulted as follows:

Trustee Voorhees	voted "AYE"
Trustee Erickson	voted "AYE"
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
Trustee Tanke	voted "AYE"
Trustee Meagher	voted "AYE"

with no votes "NAY" and the Chairman declared said Resolution duly adopted and thereupon subscribed his name to said Resolution in evidence of its adoption, which signature was attested by the Secretary.

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Upon motion duly made, seconded and carried unanimously, the meeting adjourned.

Marguerite Tanke
Chairman of Board of Trustees

ATTEST:
Ind. Spahr
Secretary

(College has no seal)

11

November 16, 1965

To: Dr. Don S. Patterson, President

From: Fred S. Johns, Business Manager

RE: RECOMMENDED AMENDMENTS TO COLLEGE REFUND POLICIES

A. Refunds of Tuition and Fees.

The authority of the Board of Trustees to provide for refunds of tuition, incidental fees, and all other fees is contained in RCW 28.76.430 (See attached Exhibit I). The Board has adopted the following policy for refunds of tuition, incidental fees, and special fees:

- a. All fees may be refunded in full if complete withdrawal is made by 5 o'clock on the fifth day of instruction during any College quarter.
- b. One-half of the total fees may be refunded if withdrawal is within the first thirty calendar days following the first day of instruction.
- c. No fees will be refunded to any student dropped from the College because of disciplinary reasons.

At the time that this policy was adopted, the possibility of students being called into military service was not considered imminent, and therefore no provision was made for this contingency. I recommend that the following provision be added to the policy governing refund of tuition, incidental fees, and special fees:

A student who is called into the military service of the United States will receive a full refund of fees, provided that he does not receive academic credit for that quarter.

I further recommend that, if it is later decided to grant partial credit to students called into service, a pro rata refund be made based upon the amount of credit granted (e.g., 50% refund if one-half credit is granted).

B. Refund of Dormitory Room Rent.

The present policy of the college concerning students who move out of a dormitory during the quarter is stated on page 35 of the current College Bulletin:

A student withdrawing during the quarter will forfeit his room rent.

No provision is made for exceptions in cases of hardship. In view of the sharp increase in room rental fees over the past few years, and probable further increases in the future, I recommend the following provision be added to the policy governing refund of dormitory room rent:

Approved
Refund of room rent will be made only under the following special conditions:

1. In case of emergency such as prolonged illness, injury or a death, either to the student or in his immediate family.
2. Pro rata refund in the case of a student being called into the military service.

C. Effective Date.

It is recommended that these policy changes be made retroactive to the beginning of Fall Quarter, 1965.

FSJ:sh

cc: File

EXHIBIT I

RCW 28.76.430 - Refunds of Fees. The boards of regents of the University of Washington and Washington State University and the boards of trustees of the state colleges may refund in full general tuition fees and incidental fees if the student withdraws from the university or college prior to the sixth day of instruction of the quarter or semester for which said fees have been paid. If the student withdraws on or after the sixth day of instruction, said boards of regents and trustees may refund up to one-half of said fees, provided such withdrawal occurs within the first thirty calendar days following the beginning of instruction. Said boards of regents and trustees may extend the refund period for students called into the military service of the United States.

Said boards of regents and trustees may refund other fees pursuant to such rules as they may prescribe. (1963 C89 Sec. 1).

18.6
December 7, 1965

Mr. Warren A. Brown, Supervisor
Division of Engineering & Architecture
Department of General Administration
218 General Administration Building
Olympia, Washington

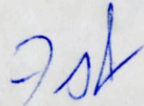
RE: Alterations to Student Union Building

Dear Mr. Brown:

Bids for the Student Union alteration project were opened at 2:00 p.m. December 7, 1965 in Room 206, Showalter Hall. Eight bids were received, and the low bid was from Hoffman Contractors, Inc. at \$10,900.00. There were no late bids or other irregularities.

We are enclosing the bids, the bid tabulation and a Public Works Requisition for this project. In view of the small size of this job, we are proposing a ten per cent fee for the architect.

Very truly yours,



Fred S. Johns
Business Manager

FSJ:sh

Enclosures

cc: Dr. Wayne W. Loomis
✓ Dr. Don S. Patterson
File

Eastern Washington College of Education

INTRA-COLLEGE MEMORANDUM

TO: Mr. Fred Johns, Business Manager

FROM: Fred Heinemann, Student Union Business Manager

DATE: November 10, 1965

RE:

Request that funds in the amount of \$29,000.00 be allocated to the Walter W. Isle Memorial Union Bookstore remodeling project from the Student Union Assessment Fee Reserve. Estimates have been received from both the architect and a store fixture manufacturer. All work necessary to relocate the ASC offices is included in this estimate.

It is hoped that all plans will be completed in time for all work to be accomplished during the period between Fall and Winter quarter.

*Based on 10,500
5/0 31,000*

RECEIVED
NOV 18 1965
EASTERN WASHINGTON STATE COLLEGE
CASHIER'S OFFICE

Eastern Washington State College

Intra-College Memorandum

TO: Dr. Don S. Patterson, President

FROM: Fred S. Johns, Business Manager *FSJ*

DATE: January 20, 1966

RE: ADDITIONAL FUNDS FOR BOOKSTORE
REMODELING *SUB*

The approved budget for the bookstore remodeling project is \$29,000.00. The cost of the general contract plus taxes and fees was \$12,489.75 leaving a balance of \$16,510.25 available for new fixtures.

Bids for the bookstore fixtures have been received, and the low bid was \$19,057.87 including sales tax and installation charge. This exceeds the funds available by \$2,547.62.

It is recommended that \$2,600.00 be transferred from the Student Union Assessment Fee account to the Local Plant Fund to cover the cost of the fixtures.

FSJ:sh

cc: Board of Trustees
File

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Eastern Washington State College

Intra-College Memorandum

TO: Dr. Don S. Patterson, President
FROM: Fred S. Johns, Business Manager
DATE: November 18, 1965 RE: FUNDS FOR BOOKSTORE REMODELING

Attached is a copy of a memorandum from Mr. Heineman requesting that \$29,000 be allocated to the Student Union Bookstore remodeling project from the Student Union Assessment Fee Account of the Associated Student Fund.

The Board of Trustees at their July 30, 1965 meeting authorized the retention of George Rasque to prepare plans and specifications for the enlarging of the Bookstore. Mr. Rasque has submitted an estimate of \$11,140 plus taxes and fees for the remodeling. The remainder of Mr. Heineman's request is for fixtures for the expanded bookstore.

The Student Union lease between the Board of Trustees and the Associated Students provides that surplus revenue produced by the \$5.00 Student Union Building Fee may be used by the Board of Trustees for improvements to the Student Union Building and its facilities. The current balance in the Student Union Assessment Fee Account is \$106,851.

I recommend that authority be requested from the Board of Trustees to transfer \$29,000 from the Student Union Assessment Fee Account to the Local Plant Fund to cover the costs of expanding the Bookstore and purchase of additional fixtures.

FSJ:sh

Enclosure

cc: Mr. Fred Heineman
File