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Board of Trustees Minutes, September 15, 1967

Eastern Washington State College

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Eastern Washington State College

AGENDA FOR BOARD OF TRUSTEES MEETING

Spokane Country Club, Waikiki Road

Business Meeting, 7:30 p.m.

Friday, September 15, 1967

1. Approval of Minutes
2. Election of Chairman
3. Resignations
Non-academic

Luella Cole, Secretary-stenographer II, Admissions Office, as of September 30 plus eight days of accrued leave
Christine Hammar, Secretary-stenographer I, office of Dean of Faculty and Senate, as of August 5 (unsatisfactory employee)
Charlotte Richardson, Staff Nurse, Infirmary, as of September 30 plus one day of accrued leave
Evan Rue, Food Production Supervisor, Tawanka Commons, as of September 6

4. Appointments

a. Academic

✓ Thomas S. Chambers, Assistant Professor of Sociology, 1967-68, at \$8,935
B. A., M. A., University of California at Berkeley

b. Graduate Research Assistant

✓ Alan C. Acock, for the period September 1-15, at the base rate of \$500 per month

c. Non-academic

Joan Baune, as Library Assistant I, Hargreaves, September 25, at \$358 on eleven months' basis
Leslie Byrne, Cashier I, Student Union Bookstore, as of September 5, at \$328 per month on eleven months' basis (replacing McLaughlin)
Lois Giffen, Library Assistant I, Hargreaves Library, as of August 30 at \$358 per month (replacing D. Hamm)
Fred Grub, Custodian I, Physical Plant, as of September 1 at \$373 per month (new position)
Ethel Helm, Clerk-typist II, Purchasing, as of September 18 at \$407 (returning to unfilled position)
Betty Hanenburg, as Secretary to the President, as of September 11 at \$500 per month (not civil service)
Vivan Tereski, as Staff Nurse, Infirmary, as of September 21 at \$483 per month on eleven months' basis (replacing Richardson)

Christensen, Lonnie, Custodial Worker I, Physical Plant as of September 11 at \$373.00 per month. New position.

5. Leave of Absence

Diana Hamrick, Registration Clerk I, registry office, maternity leave from October 4 1967 to January 3, 1968

September 15, 1967

6. Change in Status

Margaret Harris, from Food Service Worker I to Dining Room Supervisor, as of September 1, at \$390 per month + M on eleven months' basis (replacing McDougal)

7. Travel

- Ed Chissus) Coaches, to attend football game at Humboldt College
- Dave Holmes) September 15-17, travel by rental car for all but Mr.
- Don Kallem) Holmes, who will travel by air and per diem. Also,
- Cal Murphy) football game, San Diego, October 27-29, air travel
- Brent Wooten) and per diem
- H. Hopf, Assoc. Prof. of Radio-TV, travel and per diem in the amount of \$69.00 to take pictures of game at Humboldt College, ASB funds.
- John Fahey, Associate in Research, to attend annual meeting of National Council of University Research Administrators, November 27-30, and to have fall interviews with U. S. Office of Education October 2-6, Washington, D. C., travel and per diem
- Kenneth Kennedy, Director of Academic Services) to attend annual
- Donald G. Manson, Registrar) meeting of Pacific Coast Association of Collegiate Registrars and Admissions Officers in November, travel and per diem
- Mario Martini, Internal Auditor, attend annual conference of College and University Auditors, September 27- October 1, travel and per diem
- Emerson Shuck, President, to attend the American Council on Education, Washington, D. C., October 11 - 13; to attend meeting of the Association of State Colleges and Universities, November 12 - 15, Columbus, Ohio, travel and per diem

8. Building Planning and Construction

A. Dressler Hall

Final acceptance and release of retainage: Carroll Martell, Architect, by letter of August 17, 1967, has recommended final acceptance of Dressler Hall with release of retainage to the general contractor.

The college occupied the building on September 25, 1966. Because of the delay in completing work under the general contract, fifty percent of the contractor's retainage has been held by the college. The work has now been completed and we recommend that the board accept the project as completed and authorize release of the retainage as prescribed by State statute.

8. Building Planning and Construction (cont'd)

✓ B. Woodward Field Bid Opening

Bids for the completion of Woodward Field Project were opened in Olympia on August 31. This project would provide a public restroom and concessions building, storage facilities, installation of seating boards and brackets, paving in the concourse area and paved parking for 300 cars.

Bid Tabulation:		Alternates			
Bidder	Base Bid	(Add)	(Add)	(Deduct)	(Deduct)
Coman Const. Co.	\$164,539	\$8,800	\$4,500	\$550	\$890
Hoffman Contractors	170,000	9,500	5,000	400	800
Petek Const. Co.	175,737	10,327	4,868	425	750
Costal Constructors	177,000	1,300	7,500	500	800

Coman Constructors Bid Breakdown:

	Contractors' Bid	Architects' Estimate	Amount Over
Parking Area	\$77,636	\$57,420	\$20,216
Stadium Work	89,903	67,470	19,433
Totals	164,539	124,890	39,649

The architect is attempting to negotiate the bid downward and he will have a report to present at the meeting.

✓ C. Kennedy Library

Final Inspection: Will be conducted by the staff of State Division of Engineering and Architecture and if satisfactory, request for acceptance of building will be requested.

D. Simpson Project Bid Opening (sidewalks, streets, storm sewer improvement)

A low bid of \$66,547 was submitted by United Paving for this project. Clarence Simpson, engineer for the project, had estimated the cost at \$68,905. The State Division of Engineering and Architecture has issued a contract to United Paving for the project. They plan to begin work September 11.

The Board of Trustees authorized the above work at a total project cost not to exceed \$124,500. A second project will be required next spring or summer to complete work which could not be included in the current project.

E. Streeter Hall

We recommend that the request of H. Halvorson, Inc. to have the retainage on the general contract reduced to five percent be approved. They state the general contract is 50% completed and the architect has approved the request.

8. Building Planning and Construction (cont'd)

F. Steam Line Service to Cheney Hall (Industrial Arts Building)

Bids were opened on July 28 by the Division of Engineering & Architecture to provide steam line service to the Industrial Arts Building.

Bid Summary

Glenn's Plumbing	\$13,178
Womach & Conboy	13,640
Warren, Little & Lund	13,685
Dawson Bros. Mechanical	17,666

The State has proposed to award the contract to the low bidder, Glenn's Plumbing and Heating Company. Funds are available in the project budget. This is an established line item in the project and the work needs to be completed to make the building usable.

We recommend the board concur in the proposed award.

G. Landscaping for Library Change Order

The Nelson Landscape Service has requested a change order in the amount of \$893.25 for additional work performed on the Kennedy Library landscaping project. The unit price for this work was established in the bid proposal. The extra work was required to repair construction damage to existing lawn areas. The architect has verified and approved the requested additional payment. We recommend the change order be approved.

H. Selection of Architects for Future Projects

We will soon need to select architects for future projects. Perhaps it would be well to have board discussion on this matter ahead of the time for actual selection.

I. Acceptance of John F. Kennedy Memorial Library

(See attachment)

9. Recommendations of Personnel Committee

10. Appointment of individual to develop common classification and compensation structures by the five institutions on a share cost basis.
11. Discussion by President Shuck of the agencies dealing with planning and community affairs
12. Discussion of plans for the inauguration of the President
13. Business Presented by the Board

September 15, 1967

14. Informational Items

Date for Dedication of Kennedy Library - October 31

Dates for meetings of the Board of Trustees

October 20, 1967

November 17, 1967

December 15, 1967

January 19, 1968

February 16, 1968

March 15, 1968

April 19, 1968

May 17, 1968

June 21, 1968

Annual Report for Extension and Correspondence (attached)

Cashier's Monthly Report for August 1967 (attached)

Eastern Washington State College

MINUTES OF BOARD OF TRUSTEES MEETING

Spokane Country Club, Waikiki Road
September 15, 1967

The Board of Trustees of Eastern Washington State College met on Friday evening, September 15, 1967, at the Spokane Country Club. The meeting was called to order by the Chairman, Mr. Melvin B. Voorhees, at 8:00 P.M. with the following present:

Members:

Mr. Melvin B. Voorhees, Chairman
Mr. Harvey Erickson, Vice-Chairman
Mrs. R. R. Morrison
Mr. Thomas F. Meagher

Staff:

Dr. Emerson Shuck
Dr. Wayne W. Loomis
Mr. Fred S. Johns
Mr. Henry Koslowsky
Dr. John Douglas

Guests:

Mr. Merton Gray, Alumni Association
Mr. Frederic A. Long, Associate Architect, Division Engineer and Architect

MINUTES

1. The Chairman of the Board declared the minutes of the meeting of August 18, 1967 approved.

ACCEPTANCE OF DRESSLER HALL

Dr. Loomis reported that a final inspection of Dressler Hall had begun earlier in the day and would be completed on the following Monday. He recommended that the Board of Trustees accept the work of the general contractor contingent upon final acceptance by the Division of Engineering and Architecture. It was moved by Mr. Meagher and seconded by Mrs. Morrison that the recommendation be approved.

Mr. Voorhees asked if the other trustees had received a letter from Mr. Robert Peck in which Mr. Peck stated that, by giving consideration to his ideas, the college could have saved approximately \$500,000 in the construction costs of several buildings including Dressler Hall. Mr. Erickson replied that he had received a letter but Mrs. Morrison and Mr. Meagher had not received theirs by the time of the meeting. Dr. Loomis was asked to explain Mr. Peck's relationship to the college. Dr. Loomis stated that Mr. Peck had been employed by the design architects on Pearce Hall in 1962 as resident project inspector

and had been continuously employed by that firm during the construction of Pearce, Dryden and Dressler Halls, and since the completion of Dressler Mr. Peck had been employed by the design architect for Streeter Hall in the same capacity. He explained that Mr. Peck's salary was paid by the employing architects who were reimbursed in full by the college, and that this was a requirement of the Department of Housing and Urban Development where Federal funds were involved, as they were in all of these buildings. Mr. Meagher withdrew his motion with the consent of the second. Mr. Meagher then moved that this agenda item be tabled until the next Board meeting so that all members of the Board could have the opportunity to receive and study Mr. Peck's letter. The motion was seconded by Mr. Erickson and was carried.

WOODWARD FIELD COMPLETION BIDS

Dr. Loomis reported that bids for completion of the Woodward Field project, including a paved parking area for 300 cars, had been opened in Olympia on August 31 and that the low bid of Coman Construction Company of \$164,539 exceeded the architect's estimate by \$39,649 or approximately 30%. Mr. Douglas Durkoop, Project Architect, was present and explained that, in his analysis, the high bids were due to:

1. The high grade of lumber specified for the stadium seats. Only 8% of mill lumber is of this grade and there is not enough mill capacity in this area to produce a sufficient quantity within the thirty-day time limit that had been specified for the job. It would therefore be necessary for the contractor to obtain his supplies from Portland. Mr. Durkoop did not know the exact cost of this factor.
2. He estimated that the contractor had added \$5,000 to protect himself against the short contract time specified.
3. The specifications for the parking lot included a prime coat of oil which he later concluded was not necessary because of the condition of the area to be paved.
4. The electrical sub-contract bids were unexplainably high.

Mr. Durkoop said that he had considered the possibility of rejecting and rebidding, but that this would delay the project until Spring. Mr. Erickson asked the extent to which the contract price could be negotiated downward. Mr. Durkoop stated that the contractor was willing to reduce his bid by \$5,000 if the short time limit were extended, by \$2,188 if the prime coat on the parking lot were deleted, and by \$400 for the deletion of two circuit breakers which were not required because of the type of transformer included in the electrical sub-contractor's bid. It was moved by Mr. Erickson that the

bid by Coman Construction Company be accepted with the understanding that the contractor would reduce his offer by \$7,588, and that the Business Manager be authorized to transfer sufficient funds from the unallocated surpluses in the parking fund and the remodeling appropriations to the project budget in order to permit awarding the contract. Motion was seconded by Mr. Meagher and carried.

ACCEPTANCE OF KENNEDY LIBRARY

Dr. Loomis reported that final inspections had been made on Kennedy Library and the resulting few items on the completion list were expected to be cleared up within a few days. He recommended acceptance of the general, mechanical, and electrical contracts contingent upon the completion of these clean-up items. It was moved by Mr. Meagher and seconded by Mr. Erickson that the recommendation be accepted.

SIDEWALK, STREET, AND STORM SEWER BIDS

Dr. Loomis reported that bids had been opened in Olympia on September 7 for the construction and repair of streets, sidewalks, and storm sewers on the campus, and that the low bid of \$66,547 submitted by United Paving Company was below the project engineer's estimate of \$68,905. He recommended acceptance of the bid. It was moved by Mr. Erickson and seconded by Mr. Meagher that the bid of United Paving Company be accepted.

STEAM LINE SERVICE TO CHENEY HALL

Mr. Fred Long of the Division of Engineering and Architecture reported that bids for the construction of a steam line to Cheney Hall were opened in Olympia on July 28. He said that the division had awarded a contract to the low bidder, Glenn's Plumbing, in the amount of \$13,178 without waiting for the Board of Trustees' approval through error, since the bid opening was conducted along with several others for the State Department of Institutions. He apologized to the Board for this oversight and requested that the Board concur in the award. It was moved by Mr. Erickson and seconded by Mr. Meagher that the low bid of Glenn's Plumbing be approved for this project. The motion was carried.

ELECTION OF CHAIRMAN

Mr. Erickson moved that Mr. Meagher be elected Chairman of the Board for the ensuing year. The motion was seconded by Mrs. Morrison. Mr. Meagher said that he had not given any thought to this matter and that he was not sure he could devote sufficient time to the chairmanship to do it justice, and he asked that the matter be postponed. It was moved by Mr. Erickson and seconded by Mr. Meagher that this matter be carried over to the next meeting. Motion carried.

RESIGNATIONS, APPOINTMENTS, LEAVE OF ABSENCE, CHANGE IN STATUS, TRAVEL

Resignations

Non-academic

Luella Cole, Secretary-stenographer II, Admissions Office,
as of September 30, plus eight days of accrued leave.
Christine Hammar, Secretary-stenographer I, office of Dean
of Faculty and Senate, as of August 5 (unsatisfactory employee).
Charlotte Richardson, Staff Nurse, Infirmary, as of September 30,
plus one day of accrued leave.
Evan Rue, Food Production Supervisor, Tawanka Commons, as of
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Dave Holmes) September 15-17, travel by rental car for all but Mr.
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Cal Murphy) football game, San Diego, October 27-29, air travel
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Emerson Shuck, President, to attend the American Council on Education, Washington, D.C., October 11 - 13; to attend meeting of the Association of State Colleges and Universities, November 12 - 15, Columbus, Ohio, travel and per diem.

It was moved by Mrs. Morrison that items "Resignations" through "Travel" be approved. Motion was seconded by Mr. Erickson and was carried.

RECOMMENDATIONS OF PERSONNEL COMMITTEE

Mr. Erickson reported that the Personnel Committee had met earlier in the afternoon and had decided to call a meeting on Campus for October 20 for the purpose of considering the adoption of revised civil service rules which would be uniform among the five state institutions of higher learning. Mr. Voorhees reported on a meeting that he had attended on September 8 in Seattle. The meeting was called by the State Government Sub-Committee of the Legislative Council to study the operations of the independent civil service systems on the college campuses. The chairmen of the other four boards and/or personnel committees were present at the meeting as were the Business Managers of the five institutions. He said that the substance of that

meeting had been discussed by the Personnel Committee earlier in the day.

Mr. Erickson reported that the Personnel Committee had agreed to a proposal of the administration to employ jointly with the other four institutions a personnel specialist to work full time on the task of establishing and maintaining as much uniformity as possible in the civil service systems in the five institutions, with the costs to be shared equally by the five schools.

COMMENTS BY PRESIDENT SHUCK

Dr. Shuck expressed to the Board his pleasure in being at EWSC, at the fine shape in which he found the institution and at the exciting possibilities he saw for the future. He reported that in his first two weeks in the office he had been attempting to make contacts within the state where the college was involved and had attended a meeting of the Temporary Advisory Council for Higher Education, of which he is a member, the Interim Committee on Education, and the Higher Education Facilities Commission. He asked that the Trustees at some future time consider how they would want to operate in matters such as the development of the agenda, content, and any way that it should be enlarged or streamlined. Mr. Meagher said that he questioned the necessity of the Board acting on agenda items such as appointments, resignations, leaves of absences, and travel. He urged the elimination of administrative detail from the agenda.

DATE FOR LIBRARY DEDICATION

Mr. Meagher reported that the dedication of John F. Kennedy Memorial Library had been confirmed for 2:00 P.M. on Tuesday, October 31, 1967, and that Mr. Sargent Shriver would make the dedicatory address. He said that the platform would be shared by Senator Magnuson. President Shuck said that he would now proceed to issue invitations and requested Mr. Voorhees to designate members of the Board to assist a faculty-student-alumni committee in planning the dedication. The Chairman designated Mrs. Morrison, Mr. Erickson, and Mr. Meagher to serve with the committee.

MARTIN RESIDENCE

Mr. Meagher said that an inquiry had been made into the possibility of using the residence of the late Governor Clarence D. Martin as a presidential residence and he suggested that Dr. Shuck and Dr. Loomis inspect the house and report back to the Board.

INAUGURATION PLANS

Dr. Douglas reported that the inauguration of President Shuck had been scheduled by the Inauguration Committee for Wednesday, April 17, 1968, and that Dr. Loren C. Eiseley, Professor of Anthropology at the University of Pennsylvania, had accepted

an invitation to deliver the main address. Mr. Johns reported that the committee recommended a budget of \$5,500 for the inauguration and he requested authority to transfer that amount from the General Local Fund Surplus. It was moved by Mr. Meagher and seconded by Mr. Erickson that this authority be granted. Motion was carried.

INFORMATIONAL ITEMS

Date for Dedication of Kennedy Library - October 31

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March 15, 1968

April 19, 1968

May 17, 1968

June 21, 1968

ADJOURNMENT

The meeting was adjourned at 10:00 P.M.

APPROVED:

Melvin B. Voorhees, Chairman

Fred Johns, Secretary