

10-20-1967

Board of Trustees Minutes, October 20, 1967

Eastern Washington State College

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Eastern Washington State College

MINUTES OF BOARD OF TRUSTEES MEETING

President's Home, EWSC Campus
October 20, 1967

The Board of Trustees of Eastern Washington State College met on Friday evening, October 20, 1967, at the President's home on campus. The meeting was called to order by the Chairman, Mr. Melvin B. Voorhees, at 7:30 P. M. with the following present:

Members:

Mr. Melvin B. Voorhees
Mr. Harvey Erickson
Mrs. R. R. Morrison
Mr. Thomas F. Meagher
Mr. Robert F. Brachtenbach

Staff:

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

Guests

Mr. George Cross, AS President
Mr. Merton Gray, Alumni Association
Mr. James McTigue, McGovern Carroll Company
Mr. A. W. Carlson, Carlson & James
Mr. Frederic A. Long, Division of Engineering & Architecture

MINUTES

It was moved by Mr. Erickson to approve the minutes of September 15, 1967, and to postpone approval of the minutes of the special meeting of October 6, 1967, until the next meeting, inasmuch as those minutes had just been furnished to the board and the members had not had an opportunity to review them. The motion was seconded by Mr. Brachtenbach and was carried.

ELECTION OF CHAIRMAN

Mrs. Morrison nominated Mr. Meagher for election to the chairmanship of the Board for the ensuing year. Mr. Erickson moved that nominations be ~~closed~~. The motion was seconded by Mrs. Morrison and was carried. Mr. Voorhees declared Mr. Meagher elected Chairman of the Board and he thanked the other members for their support and cooperation during his chairmanship.

Mr. Meagher assumed the Chair.

Mr. Erickson moved that the Board express its appreciation to Mr. Voorhees for the excellent job he had done as chairman. The motion was seconded by Mr. Morrison and it was carried.

REPORT OF PRESIDENT

President Shuck reported on Fall Quarter enrollments, dormitory occupancy, the make up of the Faculty and student body, faculty salaries, and on his recent attendance at the annual meeting of the American Council on Education.

PERSONNEL ACTIONS

Mr. Voorhees moved the approval of all recommendations contained in the agenda attachments under resignations, retirements, new appointments, changes in status, and outside employment. The motion was seconded by Mr. Erickson and was carried.

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

Resignations

Academic

DeFrain, Patricia, Assistant Professor of Economics, as of the end of current academic year.

Graduate Fellows

Dorothy Calvert, for the academic year

Widjan Shami, for the fall portion of the three quarters

John Utendale, for the fall and winter quarters of the three quarters

Non-academic

Carol Betz, Cook II, Campus School, position terminated due to School District 360 taking over responsibility as of September 11

Sharon Field, Secretary-stenographer II, Department of Psychology, as of October 6, 1967, plus six days leave

Kathleen Krall, Secretary-stenographer II, ICC, as of October 20, 1967, plus 2.5 days leave

Retirement

Naomi H. Wall, Administrative Secretary, as of October 15, 1967, plus thirty days of accrued leave

Appointments

Academic

Riley, Wm. L., Ph. D., as Consultant in Clinical Psychology, on part-time basis, at \$1,800 for the academic year

Maxey, Ninon O. King, Graduate Teaching Assistant, fall quarter, Department of History, at \$450 total (B. A., University of Oregon)

Engel, Eldon, Instructor in Education (part-time) at \$2,664 for nine months (Ed. M., EWSC)

Appointments (Continued)

Academic

Porter, Gladys May, Teaching Assistant in Speech, for the fall quarter at \$720 total (no degree)

Dable, Stephen, Assistant Instructor in Speech, fall quarter, \$360 total

Hagen, Judi, Assistant Instructor in Speech, fall quarter, at \$360 total

Jacobson, Ona, Assistant Instructor in Speech, fall quarter, at \$360 total

Green, George D., Assistant Instructor in Art, fall quarter, at \$600 total

Phillips, George C., Assistant Instructor on part-time basis, at \$1,020 (based on extension course pay) for fall quarter in Radio-TV

Cary, Donald P., Assistant Instructor on part-time basis, at \$850 for fall quarter in Radio-TV (based on extension course pay)

McLean, J. Walter, Assistant Instructor on part-time basis, at \$850 for fall quarter in Radio-TV (based on extension course pay)

Walker, R. Daniel, Teaching Assistant in Education, fall quarter, at \$425 part-time basis

Graduate Fellows

Mortenson, Donald, Graduate Fellow, Education, for academic year at \$2250

Wilson, Terence, Graduate Fellow for fall quarter, Political Science, at \$900 total for the fall

Fleenor, Mary Caroline, junior, pre-graduate assistant in Department of History, at \$60 per month for three months.

Kennedy, James, senior, pre-graduate assistant in Department of Sociology, at \$80 per month for three months

Walker, Lynn, senior, pre-graduate assistant in Anthropology, at \$80 per month for three months

Non-academic

Alexa Adler, Clerk-typist I, Division of Languages & Literature, at \$328 as of October 1 (new position)

Lynn Bates, temporary Secretary-stenographer II, General Academic Services, as of September 26 at 75% of \$424 through October 31 (replacing Elna Noel on sick leave)

Nancy Duncalfe, as Clerk-typist I, Department of History, as of October 1 at \$328 on eleven months' basis (new position)

Barbara Edwards, Food Service Worker II, Tawanka, as of September 1 at \$328 + M for eleven months (replacing F. Tilley)

Fredericka Jaeger, as Secretary-stenographer II, Admissions, as of September 27 at \$424 per month (replacing L. Cole)

Marilyn Mahnke, Clerk-typist I, Department of Sociology, as of October 9 at \$328 per month on a nine months' basis (new position)

Nancy Montgomery, as Secretary-stenographer I, Department of Psychology, as of October 1 at \$358 per month on eleven months' basis (new position)

Ingrid Quinn, Registration Clerk I, registry office, as of October 1 at \$328 per month (new position)

Appointments (Continued)

Non-academic

Karen Raver, Secretary-stenographer II, Department of Psychology, as of October 4, at \$424 per month on eleven months' basis (replacing S. Field)
Pamela Savage, Secretary-stenographer I, half-time in office of Dean of Faculty and half-time for Academic Senate, at \$358 per month as of September 19 (replacing C. Hammar) on eleven months' basis
Elizabeth Waddington, Food Service Worker I, Tawanka, at \$301 + M, on eleven months' basis (replacing M. Harris)
Bonnie Bacon, temporary replacement for Kathleen Krall, ICC, as secretary-stenographer II, at 75% of \$424 as of October 23 for three months' period
Leah Presnell, temporary replacement for Diana Hamrick (on maternity leave) as Registration Clerk I, at 75% of \$328 as of October 2 for a period not to exceed three months

Change in Status

Continuation of employment for one year beyond retirement age for Miss Clara Kessler, Associate Professor of English, for the academic year of 1968-69

Leaves of Absence

Miss Dorine Guthrie, Associate Professor of Mathematics for Fall quarter on sick leave with pay
Mrs. Mary Susan Ryan, Librarian, three months maternity leave without pay beginning with December 1.

Change in Assignment

Mario Martini, Internal Auditor, from Director of Computer Center on half-time basis, to Systems Analyst in the Center for the 1967-68 academic year

Promotion

Non-academic

James Goodwin, from Trades Helper to Painter, Physical Plant, as of September 1, 1967, at \$527 (replacing H. Huffman)

Outside Employment

Dr. Clifford Rajala and Mr. Francis Schadeegg, Associate Professors of Geography, to teach a two-semester-credit course for 1967-68 at Fort Wright College for \$385 each for the year, including travel expense

AUTHORIZATION OF NEW POSITION - ASSISTANT TO THE PRESIDENT

President Shuck presented the attached position description for Assistant to the President and requested that the position be authorized. He recommended that

Mr. John Lothspeich, currently Associate Director of Field Services, be appointed to the position. It was moved by Mrs. Morrison that the new position be authorized effective immediately and that Mr. John Lothspeich be appointed to the position. The motion was seconded by Mr. Erickson and was carried.

ELECTION OF SECRETARY TO THE BOARD OF TRUSTEES

President Shuck recommended that Mr. Lothspeich be elected Secretary to the Board of Trustees in order to permit the Business Manager to participate more fully in Board discussions of business affairs without having to take minutes at the same time. It was moved by Mr. Erickson and seconded by Mr. Voorhees that Mr. Lothspeich be elected as Secretary to the Board and the motion carried.

REPORT OF PERSONNEL COMMITTEE

Mr. Voorhees reported that the Personnel Committee had met on the campus earlier in the day and had adopted the uniform civil service rules that had been developed by the Personnel Directors of the five state institutions of higher learning. He stated that representatives of the state employees union had expressed general agreement with the rules and had urged their adoption, although the representatives had presented a few suggested changes which they indicated would be sought from all five personnel committees at a later date. Mr. Voorhees said that it might also be necessary to make amendments at a later date in order to comply with certain suggestions which might be forthcoming from the Attorney General.

REVISED TRAVEL POLICY

President Shuck recommended the approval of revised travel regulations (copy attached). He explained that the major changes were the provision for approval of all faculty travel requests by the Dean of Faculty, approval of student government travel by the Dean of Students, approval by the President of travel of officers reporting directly to the President, and approval of all other travel by the Business Manager, and provision of travel expense advances as authorized by the last Legislature. Mr. Erickson moved approval of the proposed revisions to the travel policy. The motion was seconded by Mr. Voorhees and the motion carried.

LIBRARY DEDICATION PLANS

President Shuck and Mr. Meagher reported on the plans for the dedication of the John F. Kennedy Memorial Library to be held on October 31.

BUILDING PLANNING AND CONSTRUCTION

Report by Architectural Planning Consultants

Mr. William Marshall of Musgrove & Marshall, campus planning consultants

to the Board, reported that he and his associates had reviewed the selection of sites for the new General Classroom Building and the new Student Union Building with the administration and the project architects, and he displayed a campus map showing his firm's recommendation for the sites for the two buildings.

EXTENSION OF COMPLETION DATE OF KENNEDY LIBRARY

Dr. Loomis recommended the extension of contract completion dates for the general, mechanical, electrical, and sound system contractors on Kennedy Library to the date of Board acceptance, September 15, 1967, without penalty. It was moved by Mr. Brachtenbach and seconded by Mr. Erickson that the recommendation be approved. Motion carried.

CHANGE ORDER TO NELSON LANDSCAPE SERVICE CONTRACT

Dr. Loomis recommended approval of a change order in the amount of \$893.25 to the contract with Nelson Landscape Service for seeding extra areas around the Kennedy Library site. It was moved by Mr. Voorhees and seconded by Mr. Erickson that the change order be approved.

REDUCTION IN RETAINAGE ON STREETER HALL GENERAL CONTRACT

Dr. Loomis recommended that no retainage be withheld from future progress payments to H. Halvorson, Inc., General Contractors on Streeter Hall, since the job is more than 50% completed and progress is satisfactory. It was moved by Mr. Erickson and seconded by Mr. Brachtenbach that the recommendation be approved. Motion carried.

ACCEPTANCE OF GENERAL CONTRACT ON DRESSLER HALL

Dr. Loomis recommended acceptance of the contract of Selkirk & Co., general contractor on Dressler Hall, subject to receipt of payment of a billing to Selkirk for clean-up work performed by college crews and for changes in building hardware which had been done at college expense. It was moved by Mr. Voorhees and seconded by Mr. Erickson that the recommendation be approved. Motion carried.

CHANGE ORDER TO UNITED PAVING COMPANY CONTRACT

Dr. Loomis recommended that a change order be approved to the contract of United Paving Co., to pave the activities area behind Dressler Hall at a cost not to exceed \$3,900.00 including sales tax and engineer's fee, and recommended that the Business Manager be authorized to transfer the recommended amount from the Housing Fund to the Local Plant Fund. It was moved by Mr. Erickson and seconded by Mr. Voorhees that the recommendation be approved. Motion carried.

CHANGE ORDER TO CONTRACT OF WOMACK & CONBOY, MECHANICAL CONTRACTOR
ON STREETER HALL

Dr. Loomis recommended the approval of three change orders to the contract with Womack & Conboy, mechanical contractor on Streeter Hall, adding \$323 for connection to a new storm sewer, \$117 for re-routing ductwork in the mechanical room, and \$4,543 for furnishing and installing steel wall closure panels above and below the wall fin radiation units in all student rooms. Mr. William Carlson, project architect, explained that the third item had been inadvertently omitted in the mechanical plans and specifications for the project. It was moved by Mr. Erickson and seconded by Mr. Voorhees that the change orders be approved. Motion carried.

H. HALVORSON, INC., REDUCTION IN CONTRACT CHANGE ORDER

Dr. Loomis recommended a change order reducing the general contract with H. Halvorson, Inc. on Streeter Hall by \$1,473 for omitting penthouse structure over the stairway to the roof. It was moved by Mrs. Morrison and seconded by Mr. Brachtenbach that the change order be approved. Motion carried.

CHANGE ORDER TO UNITED PAVING COMPANY CONTRACT

Dr. Loomis recommended approval of the change order to the contract with United Paving Co. to provide additional paving on Elm Street, Tenth Street, and Washington Street at a cost not to exceed \$847.25. It was moved by Mr. Erickson and seconded by Mr. Voorhees that the change order be approved. Motion carried.

APPROVAL OF PRELIMINARY PLANS FOR NEW HEATING PLANT

Mr. H. Jack Reeves, Project Engineer for the new heating plant, presented the preliminary plans for the building. Dr. Loomis reported that Mr. Wallace Bailey, Associate Supervisor of Engineering and Architecture, had approved the plans and had recommended that the Board authorize Mr. Reeves to proceed with the working drawings. It was moved by Mr. Voorhees and seconded by Mr. Erickson that the preliminary plans be approved and that Mr. Reeves be authorized to proceed with working drawings. Motion carried.

AUTHORIZATION FOR INSURANCE SURVEY

Mr. James McTigue, McGovern-Carroll Company, requested permission for his firm to survey the College's insurance requirements and to make recommendations to the Board. It was moved by Mr. Erickson and seconded by Mr. Voorhees that the request be granted. Motion carried.

AUTHORIZATION FOR SIGNING OF CHECKS

President Shuck reported that the Board had previously authorized four signatures for college checks: the President, the Business Manager, the Budget Officer, and the Administrative Secretary to the President. In view of the fact that the latter position had been abolished with the retirement of Mrs. Wall, he recommended that the Assistant to the President be designated as the fourth authorized signature. It was moved by Mr. Voorhees and seconded by Mr. Erickson that the recommendation be approved. Motion carried.

SALARY CONTINUATION POLICY FOR FACULTY MEMBERS

President Shuck presented a proposed policy for salary continuance for faculty members who become ill and recommended its adoption. (Copy of policy attached.) It was moved by Mr. Voorhees and seconded by Mrs. Morrison that the policy be approved. Motion carried.

FACULTY SALARY SCHEDULE FOR 1968-69

Dr. Shuck described the desirability of establishing the faculty salary schedule for the next year as soon as possible so that recruiting could be initiated. He reported that he had had a series of meetings with faculty committees and with the total faculty. The plans initially under consideration were the second phase of the two-year plan which President Patterson had presented last Spring and a plan which had been prepared by the Faculty Salary Committee. As a result of the several meetings, an alternate proposal had been developed (copy attached) and President Shuck recommended that it be adopted. Dr. Douglas reported that a faculty referendum had been conducted on the plan being recommended by Dr. Shuck and that the results to date were 120 votes in favor of the plan and 40 against it. It was moved by Mrs. Morrison and seconded by Mr. Voorhees that the recommended faculty salary schedule for 1968-1969 be approved. The motion carried.

LETTER FROM MR. ROBERT PECK TO THE BOARD OF TRUSTEES

The Board discussed the letter received by the members in September from Mr. Robert Peck and the special meeting held on October 6 on this subject. It was moved by Mr. Erickson that the Board finds no irregularity or dishonesty on the part of architects dealing with the administration and that Mr. Peck is to be commended for forthrightly coming before the Board and presenting his evidence, and that it is the consensus of the Board that the presentation of such criticisms leads to betterment and should be encouraged rather than stifled. The motion was seconded by Mr. Voorhees. Mr. Brachtenbach moved an amendment to specifically find that the allegations contained in Mr. Peck's letter referring to "gross deficiencies" and to "administrative indifference to potential benefits" were completely unfounded. The amendment and the main motion were passed.

Mr. Voorhees moved that the administration be directed to present to the Board recommendations which will serve to eliminate the obvious ambiguity of this position of "clerk of the works." The motion was seconded by Mr. Brachtenbach and was carried.

APPROVAL OF FALL OUT SHELTER LICENSES

Dr. Shuck reported that the County Civil Defense Department had requested that the college grant fall out shelter privileges to the Office of Civil Defense of the Department of the Army for Dressler Hall, Pearce Hall, and Kennedy Library. The licenses grant the Civil Defense Department the right to stock basement areas in these buildings with emergency survival supplies and guarantee the right of public access to the areas in times of fall-out hazard. It was moved by Mr. Erickson and seconded by Mr. Voorhees that the licenses be granted. Motion carried.

ADJOURNMENT

The meeting adjourned at 10:00 P. M.

APPROVED:

Thomas F. Meagher, Chairman

Fred S. Johns, Secretary (Acting)

Eastern Washington State College
AGENDA FOR BOARD OF TRUSTEES MEETING
President's Home, EWSC Campus, Cheney
Business Meeting, 7:30 p.m.
Friday, October 20, 1967

1. Approval of Minutes of Previous Meetings (September 15, October 6, 1967)
2. Election of Chairman
3. Report of President (oral)
4. Personnel Actions (attached)
 - a. Resignations
 - b. Retirement
 - c. New Appointments
 - Instructional
 - Non-academic
 - d. Change in Status
 1. Continuation of Employment (C. Kessler)
 2. Leaves of Absence (D. Guthrie; M. Ryan)
 3. Change of Assignment (Martini)
 4. Promotion
 - e. Outside employment (Rajala; Schadeegg)
 - f. Authorization of New Position
 - Assistant to the President
 1. Mr. John Lothspeich (job description, effective date, salary, classification)
 2. Secretary to the Board of Trustees
5. Report of Personnel Committee (See attached Personnel Policies) ?
6. Policy and Procedure Recommendations
 - a. Old business
 1. Faculty and Staff Travel (approval and procedures, retro-active to October 2 - see attached)
 2. Library dedication (see attached)
 - b. Building Planning and Construction
 1. President's home site
 2. Review of architectural planning for campus (Marshall & Musgrove)
 3. Recommendations by Dr. Loomis (see attachments)
 - c. Business and Financial Affairs
 1. Insurance Program - request from McGovern-Carroll Company for permission to survey college's insurance requirements (letter from Mr. James E. McTigue attached)
 2. Authorization for signing of checks (Lothspeich)
 - d. New Business
 1. Salary continuation policy for faculty members (see attached)
 2. Salary schedule (attached: President's statement of September 29, 1967; Comparison of Alternate Salary Plans, May 12, 1967)
Other material may be presented as a result of meetings on campus.

4. PERSONNEL ACTIONS

a-RESIGNATIONS

Academic

DeFrain, Patricia, Assistant Professor of Economics, as of the end of current academic year

Graduate Fellows

Dorothy Calvert, for the academic year

Widjan Shami, for the fall portion of the three quarters

John Utendale, for the fall and winter quarters of the three quarters

Non-academic

Carol Betz, Cook II, Campus School, position terminated due to School District 360 taking over responsibility as of September 11

Sharon Field, Secretary-stenographer II, Department of Psychology, as of October 6, 1967, plus six days leave

Kathleen Krall, Secretary-stenographer II, ICC, as of October 20, 1967, plus 2.5 days leave

b-RETIREMENT

Naomi H. Wall, Administrative Secretary, as of October 15, 1967, plus thirty days of accrued leave

c-NEW APPOINTMENTS

Academic

✓ Riley, Wm. L., Ph. D., as Consultant in Clinical Psychology, on part-time basis, at \$1,800 for the academic year

✓ Maxey, Ninon O. King, Graduate Teaching Assistant, fall quarter, Department of History, at \$450 total (B.A., University of Oregon)

✓ Engel, Eldon, Instructor in Education (part-time) at \$2,664 for nine months (Ed.M., EWSC)

Porter, Gladys May, Teaching Assistant in Speech, for the fall quarter at \$720 total (no degree)

Dable, Stephen, Assistant Instructor in Speech, fall quarter, \$360 total

Hagen, Judi, Assistant Instructor in Speech, fall quarter, at \$360 total

Jacobson, Ona, Assistant Instructor in Speech, fall quarter, at \$360 total

✓ Green, George D., Assistant Instructor in Art, fall quarter, at \$600 total

Phillips, George C., Assistant Instructors on part-time basis, at \$1,020 (based on extension course pay) for fall quarter in Radio-TV

✓ Cary, Donald P., Assistant Instructor on part-time basis, at \$850 for fall quarter in Radio-TV (based on extension course pay)

McLean, J. Walter, Assistant Instructor on part-time basis, at \$850 for fall quarter in Radio-TV (based on extension course pay)

✓ Walker, R. Daniel, Teaching Assistant in Education, fall quarter, at \$425 part-time basis

Graduate Fellows

✓ Mortenson, Donald, Graduate Fellow, Education, for academic year at \$2,250

✓ Wilson, Terence, Graduate Fellow for fall quarter, Political Science, at \$900 total for the fall

✓ Fleenor, Mary Caroline, junior, pre-graduate assistant in Department of History, at \$60.00 per month for three months

Kennedy, James, senior, pre-graduate assistant in Department of Sociology, at \$80 per month for three months

✓ Walker, Lynn, senior, pre-graduate assistant in Anthropology, at \$80 per month for three months

4. PERSONNEL ACTIONS (Cont'd)

c-NEW APPOINTMENTS (Cont'd)

Non-academic

- ✓ Alexa Adler, Clerk-typist I, Division of Languages & Literature, at \$328 as of October 1 (new position)
- Lynn Bates, temporary Secretary-stenographer II, General Academic Services, as of September 26 at 75% of \$424 through October 31 replacing Noel on sick leave)
- Nancy Duncalfe, as Clerk-typist I, Department of History, as of October 1 at \$328 on eleven months' basis (new position)
- ✓ Barbara Edwards, Food Service Worker II, Tawanka, as of September 1 at \$328 + M for eleven months (replacing R. Rouse)
- Deanna Gockley, as Registration Clerk II, Registry Office, as of October 1 at \$390 per month on eleven months basis (new position)
- ✓ Marion Heyer, Food Service Worker II, Tawanka, as of September 1, 1967, at \$328 + M on eleven months' basis (replacing F. Tilley)
- Fredericka Jaeger, as Secretary-stenographer II, Admissions, as of September 27 at \$424 per month (replacing L. Cole)
- ✓ Marilyn Mahnke, Clerk-typist I, Department of Sociology, as of October 9 at \$328 per month on a nine months' basis (new position)
- ✓ Nancy Montgoëmer y, as Secretary-stenographer I, Department of Psychology, as of October 1 at \$358 per month on eleven months' basis (new position)
- Ingrid Quinn, Registration Clerk I, registry office, as of October 1 at \$328 per month (new position)
- Karen Raver, Secretary-stenographer II, Department of Psychology, as of October 4, at \$424 per month on eleven months' basis (replacing S. Field)
- Pamela Savage, Secretary-stenographer I, half-time in office of Dean of Faculty and half-time for Academic Senate, at \$358 per month as of September 19 (replacing C. Hammar(on eleven months' basis
- Elizabeth Waddington, Food Service Worker I, Tawanka, at \$301 + M, on eleven months' basis (replacing M. Harris)
- ✓ Bonnie Bacon, temporary replacement for Kathleen Krall, ICC, as Secretary-stenographer II, at 75% of \$424 as of October 23 for three months' period
- Leah Presnell, temporary replacement for Diana Hamrick (on maternity leave) as Registration Clerk I, at 75% of \$328 as of October 2 for a period not to exceed three months

d-CHANGE IN STATUS

1. Continuation of employment for one year beyond retirement age for Miss Clara Kessler, Associate Professor of English, for the academic year of 1968-69
2. Leaves of Absence
 - Miss Dorine Guthrie, Associate Professor of Mathematics for Fall quarter on sick leave with pay
 - Mrs. Mary Susan Ryan, Librarian, three months maternity leave w/o pay beginning with December 1

d-CHANGE IN STATUS (Cont'd)

3. Change in Assignment

Mario Martini, Internal Auditor, from Director of Computer Center on half-time basis, to Systems Analyst in the Center for the 1967-68 academic year

4. Promotion

non-academic

James Goodwin, from Trades Helper to Painter, Physical Plant, as of September 1, 1967, at \$527 (replacing H. Huffman)

e-OUTSIDE EMPLOYMENT

Dr. Clifford Rajala and Mr. Francis Schadeegg, Associate Professors of Geography, to teach a two-semester-creditcourse for 1967-68 at Fort Wright College for \$385 each for the year, including travel expense

f-Authorization of New Position

Assistant to the President

Copy of job description attached

5. Report of Personnel Committee (Copy of policies will be sent under separate cover

Eastern Washington State College
AGENDA FOR BOARD OF TRUSTEES MEETING
President's Home, EWSC Campus, Cheney
Business Meeting, 7:30 p.m.
Friday, October 20, 1967

*Postponed to
Nov meeting*

- ✓ 1. Approval of Minutes of Previous Meetings (September 15, October 6, 1967)
- ✓ 2. Election of Chairman - *T. Mcagher*
3. Report of President (oral)
4. Personnel Actions (attached)
 - a. Resignations
 - b. Retirement
 - c. New Appointments
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 - Non-academic
 - d. Change in Status
 1. Continuation of Employment (C. Kessler)
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 - ✓ 2. Secretary to the Board of Trustees
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6. Policy and Procedure Recommendations
 - a. Old business
 1. Faculty and Staff Travel (approval and procedures, retro-active to October 2 - see attached)
 2. Library dedication (see attached)
 - b. Building Planning and Construction
 - ~~1. President's home site~~
 - ✓ 2. Review of architectural planning for campus (Marshall & Musgrove)
 - ✓ 3. Recommendations by Dr. Loomis (see attachments)
 - c. Business and Financial Affairs
 - ✓ 1. Insurance Program - request from McGovern-Carroll Company for permission to survey college's insurance requirements (letter from Mr. James E. McTigue attached)
 2. Authorization for signing of checks (Lothspeich)
 - d. New Business
 1. Salary continuation policy for faculty members (see attached)
 2. Salary schedule (attached: President's statement of September 29, 1967; Comparison of Alternate Salary Plans, May 12, 1967)
Other material may be presented as a result of meetings on campus.
 3. *Approval of 3 building as Civil Defense fall-out shelters.*

*Approval of
out-of-state
travel*

4. PERSONNEL ACTIONS

a-RESIGNATIONS

Academic

- ✓ DeFrain, Patricia, Assistant Professor of Economics, as of the end of current academic year

Graduate Fellows

- ✓ Dorothy Calvert, for the academic year
- ✓ Widjan Shami, for the fall portion of the three quarters
- ✓ John Utendale, for the fall and winter quarters of the three quarters

b-Non-academic

- ✓ Carol Betz, Cook II, Campus School, position terminated due to School District 360 taking over responsibility as of September 11
- ✓ Sharon Field, Secretary-stenographer II, Department of Psychology, as of October 6, 1967, plus six days leave
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b-RETIREMENT

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c-NEW APPOINTMENTS

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- Walker, Lynn, senior, pre-graduate assistant in Anthropology, at \$80 per month for three months

4. PERSONNEL ACTIONS (Cont'd)

c-NEW APPOINTMENTS (Cont'd)

Non-academic

- Alexa Adler, Clerk-typist I, Division of Languages & Literature, at \$328 as of October 1 (new position)
- Lynn Bates, temporary Secretary-stenographer II, General Academic Services, as of September 26 at 75% of \$424 through October 31 replacing Noel on sick leave)
- Nancy Duncalfe, as Clerk-typist I, Department of History, as of October 1 at \$328 on eleven months' basis (new position)
- Barbara Edwards, Food Service Worker II, Tawanka, as of September 1 at \$328 + M for eleven months (replacing R. Rouse)
- Deanna Gockley, as Registration Clerk II, Registry Office, as of October 1 at \$390 per month on eleven months basis (new position)
- Marion Heyer, Food Service Worker II, Tawanka, as of September 1, 1967, at \$328 + M on eleven months' basis (replacing F. Tilley)
- Fredericka Jaeger, as Secretary-stenographer II, Admissions, as of September 27 at \$424 per month (replacing L. Cole)
- Marilyn Mahnke, Clerk-typist I, Department of Sociology, as of October 9 at \$328 per month on a nine months' basis (new position)
- Nancy Montgoëmer y, as Secretary-stenographer I, Department of Psychology, as of October 1 at \$358 per month on eleven months' basis (new position)
- Ingrid Quinn, Registration Clerk I, registry office, as of October 1 at \$328 per month (new position)
- Karen Raver, Secretary-stenographer II, Department of Psychology, as of October 4, at \$424 per month on eleven months' basis (replacing S. Field)
- Pamela Savage, Secretary-stenographer I, half-time in office of Dean of Faculty and half-time for Academic Senate, at \$358 per month as of September 19 (replacing C. Hammar(on eleven months' basis
- Elizabeth Waddington, Food Service Worker I, Tawanka, at \$301 + M, on eleven months' basis (replacing M. Harris)
- Bonnie Bacon, temporary replacement for Kathleen Krall, ICC, as Secretary-stenographer II, at 75% of \$424 as of October 23 for three months' period
- Leah Presnell, temporary replacement for Diana Hamrick (on maternity leave) as Registration Clerk I, at 75% of \$328 as of October 2 for a period not to exceed three months

d-CHANGE IN STATUS

- ✓ 1. Continuation of employment for one year beyond retirement age for Miss Clara Kessler, Associate Professor of English, for the academic year of 1968-69
- ✓ 2. Leaves of Absence
 - Miss Dorine Guthrie, Associate Professor of Mathematics for Fall quarter on sick leave with pay
 - Mrs. Mary Susan Ryan, Librarian, three months maternity leave w/o pay beginning with December 1 — Replacement

*Mrs. Jane
Tracy*

d-CHANGE IN STATUS (Cont'd)

✓ 3. Change in Assignment

Mario Martini, Internal Auditor, from Director of Computer Center on half-time basis, to Systems Analyst in the Center for the 1967-68 academic year

e-✓ 4. Promotion

non-academic

James Goodwin, from Trades Helper to Painter, Physical Plant, as of September 1, 1967, at \$527 (replacing H. Huffman)

e-OUTSIDE EMPLOYMENT

✓ Dr. Clifford Rajala and Mr. Francis Schadege, Associate Professors of Geography, to teach a two-semester-creditcourse for 1967-68 at Fort Wright College for \$385 each for the year, including travel expense

f-Authorization of New Position

✓ Assistant to the President

Copy of job description attached

5. Report of Personnel Committee (Copy of policies will be sent under separate cover

Eastern Washington State College

ADDITIONAL AGENDA

Board of Trustees Meeting

October 20, 1967

4. Personnel Actions

a. RESIGNATIONS:

Graduate Fellows:

Harold Ruark, for the academic year.

Hall Director:

Lawrence Charles Savitch, for the academic year effective October 21, 1967.

c. NEW APPOINTMENTS:

Graduate Fellows:

Michael K. Ragland, Department of Business, winter and spring quarters at \$1200.

Carl Ruud, Education Department, winter and spring quarters at \$1500.

Terence Wilson, Political Science Department, winter quarter at \$900.

(Mr. Wilson presently has a Graduate Council Fellowship for fall quarter - 1967)

6.d New Business

Approval of Dressler, Men's Residence Hall and Kennedy Library designated as Civil Defense fall-out shelters.

October 17, 1967

TO: Members, Board of Trustees, EWSC

FROM: Emerson Shuck

SUBJECT: Board Meeting, Friday, October 20, 1967

Dinner. Mrs. Shuck and I are looking forward to having the members of the Board as our guests for dinner at 6:00 P.M. in the President's Home, 627 D Street. We hope you will be able to be with us. The Board Meeting will convene at the house at 7:30 P.M.

Personnel Committee. Mr. Voorhees is convening the Personnel Committee at 5:00 P.M. Room 109, Showalter Hall, for hearings on the new uniform personnel policies.

Library Dedication Committee. A meeting of the coordinating Library Dedication Committee (including Mrs. Morrison, Mr. Erickson, Mr. Meagher) is scheduled for 3:30 P.M. in Room 218, Kennedy Library, October 20, to review the program and other details.

Supplement to Agenda: Salary Schedule for 1968-69. Since issuing my memorandum of September 29 to the faculty regarding salary schedule for 1968-69, I have been engaged in a series of meetings with the Faculty Salary Committee, the Council on Faculty Affairs, the Senate, and the entire faculty (two meetings) to get all the issues into the open. I have also corresponded and conferred personally with the presidents of CWSC and WWSC. As a result of these meetings and of my own further study of the salary situation in relation to the many other factors affecting long-range development, I am attaching a substitute schedule for 1968-69, which I hope you will consider. It is frankly just an extension of the scale for this year, to give us time to unravel all the matters which must be considered (promotion, tenure, leaves, equivalent preparation, the other two college schedules, overlap, etc., etc.) in arriving at long-range policies. Also, I need time to get the proper faculty groups established to help work out these things. It represents the addition of the legislature-mandated 5% average increase to the present scale, plus the opportunity for merit recognition at the important points of tension at the top of the ranks. I'll explain more fully at the meeting.

Emerson Shuck, President

Attachments: 2