

9-11-1931

# 1931 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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SUMMARY OF THE MEETING OF THE BOARD OF TRUSTEES,  
STATE NORMAL SCHOOL, ELLENSBURG, WASH., HELD AT  
YAKIMA, SEPT. 11, 1931.

I. APPOINTMENTS MADE:

Margaret Coffin,	Acting Dean of Women,	\$2500.00
Edna Salter,	Secretary to President,	\$1320.00
Laura Gates,	Nurse,	\$1440.00, plus board and room
Genevieve Bale,	Assistant Librarian,	\$2000.00
Olive Tjossem,	Head of Art Department,	\$2400.00
Elene Buhrson,	Dormitory Manager and Instructor in Home Economics	\$1440.00, plus board

II. Authorized appointment of secretary in business and registrar's office,  
Salaries \$70.00 per month.

III. Discussed the dormitory budget, salary budget, operations and maintenance budgets.

IV. Discussed policies relative to handling of telephone calls, telegrams and traveling expenses.

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1. E. S. McConnell was instructed to write to the Department of Labor and  
Industry and to the Department of Efficiency for information relative to  
Industrial Insurance on various members of the staff.

2. A decision was made to secure side on window blinds for the library.

3. The condition of the management and financing of the dormitories was reviewed  
and discussed.

4. The matter of student loans and student collections was discussed.

E. S. McConnell reported having appointed a Finance committee to review  
all disbursements at the beginning of each term before registration  
is allowed. Membership of that committee consists of E. S. McConnell,  
H. J. Whitney and H. Walker.

5. President E. S. McConnell was instructed to carry out his plans for adding  
a member to the staff to take care of research work and the appointment  
service.