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1958 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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CENTRAL WASHINGTON COLLEGE OF EDUCATION
Ellensburg, Washington
Minutes of the Meeting
Board of Trustees

A meeting of the Board of Trustees was held at the Davenport Hotel, Spokane, Washington, Friday, January 31, 1958, at seven-thirty p.m. Present were Mr. V.J. Bouillon, Chairman, Dr. Roy Wahle, Mr. Herbert Legg, President Robert E. McConnell, Mr. Kenneth Courson, Secretary. Others present Dr. Crum, Mr. Clifford Wolfsehr, Dr. Floyd Rodine, Miss Jeannette Ware, Mrs. Sidney Mandy. It was moved by Dr. Wahle, seconded by Mr. Legg, that the minutes of the meeting of November 22, 1957 be approved without reading. Motion declared passed.

It was moved by Mr. Legg, seconded by Dr. Wahle, that the revised agenda be accepted as the agenda of this meeting. Motion declared passed.

The Secretary discussed the program budget and accounting system which is currently being considered, both at the College level and at the State level. In explanation of the program budget the Secretary stated that two meetings had been held in Olympia with Mr. John Donshoe and representatives of the other two Colleges of Education. The items of expense had been carefully gone over and it is generally agreed that the pattern used in the account classification section of the Manual on College and University Accounting, published by the American Council of Education, would be followed. The new program type budget will be used in presenting budget requests for 1959-61 biennial period. The Secretary stated further that a budget will be made for the operation of the College at the beginning of the next fiscal period, July 1, 1958, and will take into account all activities for the last year of the biennium. Mr. Legg requested, in written form, one or two pages on the program type budget in order that the Trustees might review what has been done to the present time.

Mr. Legg referred to Resolution Number Five, which was passed at the July 13, 1957 meeting regarding the budget, and wondered if something would be ready for the next meeting of the Board of Trustees. The Secretary's reply was that it would be possible to have some progress report available at that time. It was moved by Mr. Legg, seconded by Dr. Wahle, that the Business Manager be requested to provide a progress report on the annual budget at the next meeting of the Board of Trustees. Motion declared passed.

It was moved by Mr. Legg, seconded by Dr. Wahle, that the report of the Business Manager on the program budget and accounting system be accepted. The motion declared passed.

President McConnell requested that Mr. Poffenroth be granted a \$400.00 increase in salary, effective September 1, 1958. President McConnell stated that the special increment had been approved at a meeting with Dr. Crum, Dean of Instruction, Mr. Nicholson, Chairman of the

Division of Health and Physical Education and himself. He stated further that Mr. Poffenroth, as Head Football Coach, had done an outstanding job and has proven himself to be an educator as well as a coach. Mr. Legg requested an actual statement on the figures as far as the salary of Mr. Poffenroth was concerned. President McConnell stated that this would bring his salary up to approximately \$7,500.00 per year. He stated that Mr. Poffenroth had become an Associate Professor last fall and that the increase would still be within the salary range of Associate Professor.

After some discussion relative to football coaches being requested to return to the campus prior to the opening of College, Dr. Crum stated that the Committee of Nine had this problem under consideration, since this would also affect some other members of the College faculty.

In reply to a question relative to the promotion of Mr. Bakke which was granted at the meeting of November 22, 1957, and at which time Mr. Bakke was granted a promotion to the rank of Associate Professor at the bottom of the scale, President McConnell stated that the recommendation for special increments comes from the Dean of Instruction, Chairman of Division and the President. Dr. Wahle stated that the institution has adopted the notion that special increments are desirable and that the faculty also has approved this idea. As long as the faculty has approved the idea of special increments the Board is interested in going along with any recommendation which might come before it in the proper manner. Dr. Wahle stated further that if he approved, as a Board member, the special increment for Coach Poffenroth he would want to be assured that Mr. Poffenroth is not only a coach but is truly an educator. President McConnell stated that of the football coaches of recent years, Mr. Poffenroth has had the best influence on young men. It was moved by Dr. Wahle that the salary adjustment to Coach Poffenroth of \$400.00 per year, effective September 1, 1958, be granted. The motion withdrawn. It was moved by Mr. Legg, seconded by Dr. Wahle, that in view of the fact that the faculty has at the present time stated approval of special increments for faculty members doing meritorious work, and in view of the fact that that special increment has been recommended by the President and the Chairman of the Division of Health and Physical Education, that the increase of \$400.00 be granted effective September 1, 1958. Mr. Bouillon then asked whether or not the faculty present would be interested in making a statement. Mr. Wolfsehr stated that if he had known the facts of this problem prior to the meeting date, he would have requested a hearing and he would have had a statement prepared for this meeting. He questioned whether or not this increase was in accordance with the principles outlined in the code and the morale factor which might be involved when this matter becomes known. Dr. Wahle stated that when special increments are to be granted that someone has to pass judgment. He stated further that he appreciated the remarks of Mr. Wolfsehr since something may be wrong with the present system of special increments. He agreed that the President, Dean of Instruction and Division of Chairman should pass judgment on special increments and when judgment is passed and the recommendation made, that if the Board does not accept the recommendation, then the Board refuses to accept the principle of special increments. Mrs. Mundy explained the reason for special increments, that it is the feeling of the faculty that when some outstanding work has been done that there should be an opportunity for special increments to be granted. She stated the Faculty Council has at the present time three committees working on this problem and that a questionnaire has been sent out, the following which, of course, may make some change in the program for salary increments. Mr. Wolfsehr then requested that ten minutes time be granted at the next meeting and recommended again that Donovan Smith be employed as planning consultant.

ing of the Board of Trustees to bring before it any facts which he does not have available at the present time. Dr. Wahle stated that he was interested in the clarification and that the morale on the campus would be very low if the Board should become capricious and does not move along in an orderly and proper fashion. The points here to be questioned are: 1. should there be a special increment system, 2. are the proper criteria set up for merit or special increments, and 3. is the plan for special increments properly administered. He felt that after this incident that restudy of the merit system should be made and possibly new criteria should be presented for the Board's consideration. This criteria should be spelled out as a part of the Faculty Code and then the Board can act intelligently on the criteria. Mrs. Mundy asked to read a section of the Code which has to do with increments, Section 7 - D - 5. Mr. Bouillon suggested that in view of the questions raised on this increase that action be postponed until the next meeting of the Board. Dr. Wahle stated that since the discussion has been held without full facts being presented in advance of the meeting that he would agree with Mr. Bouillon in the request for a postponement. It was moved by Mr. Legg, seconded by Dr. Wahle, that the matter of Mr. Poffenroth's increase be referred back to the Administration in accordance with Code Section 7-D-5 on page 9 of the Faculty Code of Personnel Policies and Procedures. Motion declared passed. Mr. Wolfsehr then stated that he is not opposed to Mr. Poffenroth receiving an increase in pay if the facts are properly presented and the special increment should be warranted.

Mr. Legg asked that the Secretary of the Board not distribute the minutes until the Chairman of the Board has approved them.

President McConnell stated that his experience in administration is that the interest of the individuals need to be protected as well as the interests of the group. Dr. Wahle stated that orderly procedure had not been followed through. If procedures are not good then changes should be recommended and made. The problem here is not Coach Poffenroth and his values, but the fact that proper procedure had not been followed. If the Administration desires the increase for Coach Poffenroth, it will be necessary to refer it to the Faculty Council for its recommendation.

Mr. Legg moved, seconded by Dr. Wahle, that Item 8 be next considered on the agenda. President McConnell stated that at the last meeting of the Joint Boards of Trustees a recommendation was made on the employment of a planning consultant. At that time no action was taken. At the meeting of the Board of Trustees, following the meeting of the Joint Board, the services of Donovan Smith were employed as consultant. Eastern Washington College also went on record of employing Donovan Smith. Western Washington College felt that they could not go along with the proposal, but wished to secure the services of another consultant. President McConnell stated that he, Dr. Crum and Dr. Force were invited by Western Washington College to meet at the University of Washington to consider the employment of a member of the University staff who would be employed as a consultant at no cost to the institution other than the extra time spent and his expenses. He stated that the Committee of Nine met on this problem and that a new recommendation would be made to the Joint Boards of Trustees. Mr. Legg questioned whether or not the Committee of Nine was in complete harmony on the employment of Donovan Smith in its latest recommendation to the Joint Boards. Dr. Crum stated it may not have been a unanimous decision, however, there was high agreement, and the Committee of Nine spent a considerable amount of its time on this problem, analyzed the employment of a consultant from all angles and recommended again that Donovan Smith be employed as planning consultant.

Mr. Bouillon stated that the three Colleges should try and get together in order that there might be comparable data and information presented in the same manner to the Legislature.

President McConnell stated that the Gordon house, which the College has purchased recently, just south of Munson Hall, should possibly be sold at this time. Mr. Gordon, now living in the house, stated that he wished to purchase it to move on other property. President McConnell stated that Mr. Gordon had interviewed him and that he had told Mr. Gordon that he possibly might purchase it from the contractor who would be building the addition to Munson Hall, but that there would be no assurance of him getting it. Since Mr. Gordon was disappointed in the fact that there would be considerable delay and he could not purchase it direct from the College, President McConnell stated that a minimum price could be placed on the house if the Board so desired and then sold at public auction. President McConnell stated that he felt the price of one thousand dollars would be a fair minimum price. It was moved by Mr. Legg, seconded by Dr. Wahle, that the recommendation of President McConnell to sell the Gordon house at public auction at a minimum price of one thousand dollars be accepted and that the highest bid would purchase the house. Motion declared passed.

President McConnell presented the problem on the closed circuit television. He stated that Mr. Legg had been requested to go with representatives of the College to the Division of Purchasing at the latest bid opening, following which the Committee on Television met and wrote President McConnell their recommendations on the bids. President McConnell recommended that the bid of Jerrolds Northwest Company be accepted at \$47,525.00 plus sales tax. It was moved by Mr. Legg, seconded by Dr. Wahle, that the bid of Jerrolds Northwest Company be accepted as recommended by President McConnell for the sum of \$47,525.00 plus sales tax, and that the Administration take appropriate steps to secure the installation as soon as possible. The motion declared passed.

Mr. Legg requested that the Secretary note in the minutes that, if possible, agenda items be supported by recommendations or in writing, the agenda to be on one sheet of paper with a supplemental letter to the Board spelling out the information attached to the agenda.

President McConnell discussed the problems on securing the funds from the HHFA for dormitory construction purposes. Dr. Wahle questioned whether or not the Board had any obligation to Mr. Bates of the First Washington Corporation, who had been appointed to investigate the possibilities of securing funds from private sources, and that he would like to see the proposals of Mr. Bates and the Government financing in order to compare the merits of each. Dr. Wahle further stated that it seemed to him that in courtesy to Mr. Bates that we should have a definite proposal from him. Mr. Bouillon stated that unless we have legal obstacles, the only element involved in which course should we pursue in order to secure funds at the lowest rates possible. He further stated that there is no way of protecting the continuity of Federal money. However a compensating factor is the lower interest rate. There is also a danger of not being able to secure the Federal funds and would then necessarily have to go back to the First Washington Corporation or other private investors. President McConnell stated the HHFA would issue parity bonds on the buildings constructed. He read a letter received from Mr. Lathrop, HHFA representative in Seattle. It was moved by Mr. Legg, seconded by Dr. Wahle, that the firm of Weter, Roberts and Shefelman be employed for rewriting the existing covenant on bond issues Nos. One

and Two, plus details pertaining thereto, for the sum of not to exceed \$750.00. Motion declared passed.

It was moved by Mr. Legg, seconded by Dr. Wahle, that the Board authorize the employment of the firm of Weter, Roberts and Shefelman to handle the necessary legal proceedings for the preparation of an application to the HHFA for a sum of money for the purposes of dormitory construction at a fee not to exceed \$1,750.00 without referring the same back to the Board of Trustees for further action. Motion declared passed.

It was moved by Mr. Legg, seconded by Dr. Wahle, that the Board of Trustees authorize the expenditure of a sum not to exceed \$3,490.00 for underwriters fee charged for the purpose of calling bonds and other incidental matters for contacting bond holders of the 1950 and 1954 bond issues. Motion declared passed.

It was moved by Mr. Legg, seconded by Dr. Wahle, that the Board authorize retention of the Pacific National Bank as Trustee to handle the details in connection with retiring each of the old bond issues for new bonds at a fee not to exceed \$1,685.00. Motion declared passed.

It was moved by Mr. Legg, seconded by Dr. Wahle, that the Board authorize the expenditure of necessary funds for printing of new bonds should above proposals be carried out. Motion declared passed.

President McConnell reported that the Committee on Student Housing recommended the employment of Cowan and Paddock as consultants only for the purpose of securing information necessary to complete the application to HHFA dormitory construction funds. Dr. Wahle stated that if the campus is to develop as a unit it must be coordinated so that utilities, etc. will tie in with other projects to be constructed later, and raised the question whether or not it would be advantageous to have one architect for each project or an architect who would be the College architect for a certain designated period of time. It was moved by Dr. Wahle, seconded by Mr. Legg, that the recommendation of the Committee on Student Housing, pertaining to the employment of Cowan and Paddock on a paid consultants basis only, be adopted with the understanding that the Board would not be committed to employ them as full time architect. Motion declared passed.

It was moved by Mr. Legg, seconded by Dr. Wahle, that the Campus Site Planning Committee, composed of Dr. Crum, Mr. Bechtel, Mr. Courson, Mr. Rogel, Mr. Sogge, Dr. Stinson, Mr. Randall, Dr. Mayberry, Dr. Ruebel and three students, a single woman, a single man and a married student, be asked to serve as an architect's selection committee to make recommendation on three or four qualified architects from whom the Board will select the next architect for drawing plans and specifications for campus buildings during the current biennium.

Dr. Crum questioned whether or not it was the intention of the motion that an architect be selected in project background. Mr. Legg stated that in terms of the biennial business in connection with the construction of buildings the Board may wish to regard the party selected as the architect to plan all buildings for the current biennium. President McConnell questioned whether or not it would be advisable to obtain the services of John W. Maloney to complete the design on the Union Building on which he has spent considerable time planning but no contract awarded. It was moved by Dr. Wahle, seconded by Mr. Legg, that the Campus Site Planning Committee composed of Dr. Crum, Mr. Bechtel, Mr. Courson, Mr. Rogel, Mr. Sogge, Dr. Stin-

son, Mr. Randall, Dr. Mayberry, Dr. Ruebel and three students, a single woman, a single man, and a married person, examine three alternates with reference to the selection of architectural service for the campus during the next two years, 1. the selection of a school architect, 2. the selection of more than one architect, and 3. the selection of a school architect whose basic responsibility is pertinent to overall design. Motion declared passed.

It was moved by Dr. Wahle, seconded by Mr. Legg, that the application for HHFA funds be made in accordance with requirements of any resolution which may be required by HHFA. Motion declared passed.

Dr. Crum reported on the work of the Planning Committee. He stated that at the present time committees are functioning in accordance with the final long range planning outline which has been sent to all members of the Board. It was requested that the long range planning committee should first come up with recommendations for the current biennium, and he hopes that soon reports will be filtering through to the main committee. He explained that the chart showing enrollments of various divisions was to be considered a guide only and would necessarily have to be revised from time to time. Mr. Legg questioned the amount of work involved by the various faculty members working on the long range planning committee and wondered whether there was anything the Board could do to assure the faculty that the work being done is important and will not be filed and forgotten. Mrs. Mundy stated that much work is being done by the faculty and in the Department of Language and Literature the members are working hard and feeling free to express themselves. Miss Ware wondered if the time spent on long range planning was going to be used effectively. It was moved by Dr. Wahle, seconded by Mr. Legg, that the Board of Trustees express appreciation for the work already done in the long range plan and further to assure the faculty that the work being done, and its continuance, is paramount to the primary planning of the Board of Trustees for its future campus expansion program and the progress of the College. Motion declared passed.

Dr. Crum stated that the College will be up for accreditation in 1960 and that much of the work being done in long range planning program will tie in with the accreditation program. It was moved by Mr. Legg, seconded by Dr. Wahle, that the Board recess until 7:30 a.m. February 1, 1958. The motion carried.

The Board reconvened at seven-thirty a.m. President McConnell presented the plan of the site development as prepared by Ralph Burkhard, Architect, on the Health and Physical Education Building. He stated that three projects would be developed and planned by the architect, the remainder of the projects would be done by separate contracts and would be completed as much as funds allowed. To do all the necessary work as outlined on the project would approximate \$160,000.00. Out of the \$125,000.00 available the architect was permitted to proceed on three projects approximating \$52,500.00. Mr. Legg stated that when the employment of Clerk of the Works for inspection on the Health and Physical Education Building comes up, there should be some discussion on how the matter should be handled. This should be reviewed at the next meeting of the Board and he requested a recommendation to be presented for review.

Dr. Crum presented a statement on admission and retention of students. This was presented in form of two resolutions, one on the admissions policy and one on remedial courses to be given at the various colleges. Mr. Legg requested some comment from Dr. Wahle on a proposal which had been made by the School Directors Association, and further stated that if any resolutions

are adopted at this meeting of the Board they should be referred back to the School Directors Association for further consideration. President McConnell stated that uniform requirements had been changed at Central Washington College to be the same for graduation from Liberal Arts as from Education, namely, a two point average. Those admitted from high school with less than a two point average are admitted conditionally.

Dr. Wahle read a letter from the State Board of Education to the Washington State Directors. Mr. Bouillon stated that it seems to be the consensus of opinion that the resolutions regarding entrance requirements need further study. Mr. Legg moved, seconded by Dr. Wahle, first, that the two resolutions as presented be adopted by the Board, second, that the Chairman of the Board advise the Joint Boards of Trustees of the action on these resolutions, third, that these resolutions and other resolutions regarding admissions and remedial policies now before the Joint Boards of Trustees be referred to the lay committee of Washington State School Directors Association, and fourth, that the lay committee of Washington State School Directors Association as described in their executive committee of January 18, 1956 be asked to study and make such comments as seem fit for consideration of the Joint Boards of Trustees, and fifth, that we express our desire that this matter be considered at an opportune time by the faculty of Central Washington College of Education by appropriate procedure and ask the administration to present to the Board the proceedings of this or other meetings of the faculty on this problem. Motion declared passed.

Item 9 on the agenda, Preparation of Written Policies, was postponed until the next meeting.

The meeting recessed until after adjournment of the meeting of the Joint Boards of Trustees. The Board reconvened at three-forty-five following adjournment of the Joint Boards of Trustees.

It was moved by Mr. Legg, seconded by Dr. Wahle, that Mr. Bouillon be named the Central Washington College representative on the lay committee of the Washington State School Directors Association. Motion declared passed.

It was moved by Mr. Legg, seconded by Dr. Wahle, that the letter of January 23, 1956, addressed to Dr. Don S. Patterson, from Norman Schut, Executive Secretary of the Washington State Federation of State Employees, be referred to President McConnell and that on each of the separate items raised therein that President McConnell present to the Board at its next meeting a written report on the present status of each item outlined in said letter and any recommendations he may have as to solution of these items. Motion declared passed.

It was moved by Dr. Wahle, seconded by Mr. Legg, that the Secretary of the Board forward the following resolution to Dr. Don S. Patterson, President of Eastern Washington Colleges: BE IT RESOLVED that the Board of Trustees of Central Washington College of Education do commend Dr. Patterson for the excellent work that he has performed during the past year as Secretary to the Joint Boards of Trustees. Motion declared passed.

The meeting adjourned.

Respectfully submitted,

Secretary