

7-18-1958

1958 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Ellensburg, Washington
Minutes of the Meeting
Board of Trustees

July 18, 1958

A meeting of the Board of Trustees was held Friday, July 18, 1958, at the Sehome Room of the Bellingham Hotel, Bellingham, Washington, at eight p.m. Present Mr. V.J. Bouillon, Chairman, Mrs. Bernardines K. Frick, Mr. Herbert Legg, Dr. Roy Wahle, President Robert E. McConnell, Mr. Kenneth Courson, Secretary. Absent Dr. Clarence Nurmi. Also present Dr. J. Wesley Crum, Mrs. Sidnie Mundy and Miss Mary Uber. The minutes of the meetings of June 4 and June 20, 1958 were received and will be on the agenda for the next meeting of the Board.

Mr. Ralph Burkhard, Architect, was invited to make his report on the progress of the Health and Physical Education Building. He reported that about two-thirds of the foundation has been poured. He felt that one inspection visit a week seemed adequate. The structural engineer on the job takes care of inspection adequately at present. Mr. Burkhard also stated that the building would be roofed before winter, thereby making it possible to work on the interior during the winter months. He is hopeful of having the building completed in ten months, and felt that it could be done.

A letter from Mr. Howard E. Schroedel, Professional Engineer, was read by Mr. Burkhard. The contents of this letter indicated that the Physical Education building is adequately wired and protected against voltage drop or other failure.

Mr. Legg stated that one concern is that the College should see that the contractor is treated decently in getting paid. Mr. Courson stated that payments were going through now.

Mr. Burkhard mentioned the water problem in the Physical Education building, and stated that the drainage water was moving out and that problem is now under control.

Dr. Crum asked Mr. Burkhard when he anticipated that the walls of the building would go up. Mr. Burkhard stated within two months. The cable is on order and the beams are already fabricated. The roof will be on by December, and the building enclosed and heated at that time.

Mr. Burkhard then asked permission to state his views in regard to the College building problems. He stated that he had always been very interested in the development of colleges. A year ago he made a study of Central's Master Plan, after which his firm prepared some ideas they thought would be valuable and presented them to the Board and committees. He stated that he had heard no real objections to the revised plan. He further stated that today on Central's campus a number of different engineers and architects are working on the many problems, with no supervision, and he felt that with such a diversification of so many minds and ideas that there would be no

harmony in planning and that the College should find a solution to this problem. In making comparisons Mr. Burkhard showed a shopping center and University of Southern Florida where an overall plan was put in the hands of a single firm of architects. Mr. Burkhard stated that giving the work to one firm would allow for complete coordination and bring about an exceedingly fine educational atmosphere. He stated he would like to bring real architectural significance to the project. The Board should pick an architect who will do a good job. The success of a project is due to the fact that thinking is left under the control of one firm or person. He stated that he is afraid that at Ellensburg, with many architects and engineers planning without proper coordination, the campus projects are not going to be successful. He felt that the Board should pick one firm or individual able to do an outstanding job of planning and coordinating Central's building program. Mr. Burkhard felt that he had a good idea of the proper approach for the development of the College building program, and stated that there are very serious mechanical problems at Central, and that the solution has reached an impasse, the Board needs to face the problems and to find the answers. Unless something is done soon the building construction program will be seriously hampered.

Mr. Bouillon asked if there were any questions relative to Mr. Burkhard's statements. Dr. Wahle stated that he would like to remind the Board that there was a motion passed previously to the effect that the Board was to seek the services of an overall architect for planning and we are awaiting some response. Mr. Legg stated that the Governing Advisory Board on Capital Outlay, with whom he and others met in Olympia recently, asked, "what kind of Long Range Plan have you?"

Mr. Burkhard continued that the architects create the environment and atmosphere to both building and planning until the project gets started. Unless the Board allows master plan development and architectural service by one man or firm in the beginning there will be little real planning achieved.

Dr. Wahle stated that he wanted to be frank, that this is an educational plant we are building, it has functional purpose, and as far as he was able to observe educational controls are very important to questions which need to be answered by the architect. He further stated that when there is a creative architect and an insistent educator, in this area it is the architect who sees the overall design and the educator sees the functional aspect. The swimming pool was changed, perhaps, by the educators' observation of the architect's plans, so it is not as beautiful as planned, but more nearly answers the function for which it was planned. The Board should find some reputable architect who does not have special interests but would advise us what architect should be called in to help us. We have apparently turned our back on the single architect concept which had been the policy on our campus for many years.

Mr. Burkhard stated that education is important, it is the ground on which we walk. He further stated that he would find out what the College wants and why. The attitude of the architect must be sincere about education. He felt that there were unending examples of what happens when there is no overall interest in making a series of projects work, and all this can be extremely costly. Dr. Wahle stated that the Board does not now know how to resolve these problems. It will take time and study.

Mr. Courson presented to each of the Board members a Manual of Accounts which is a guide to items in the budget; also enclosed was a recap of expenditures of all funds from July 1, 1957 to June 30, 1958 which may serve

as a guide to the budget requests for the next biennial period. In the preparation of this budget the Business Office sent out forms to each division of the College which they have completed (which can't be given out, since this compilation is too large for that). These figures were broken down into salaries and wages, special expenses, equipment and replacement of equipment, compiled and put into the biennial budget. This follows closely the program type budget which the State will require of us for the 1959-61 legislature. We are operating the 1958-59 budget on the same pattern in order to get the experience. Our accounting system has been completely revamped.

There was some discussion relative to travel expenses for the Board members in this new budget system. It was agreed that figures as presented will have to be revised in the final compilation of the budget when legislature has granted funds for operations. Mr. Courson pointed out that these figures were taken just as they came in from the divisions. Figures were not changed as long as they agreed with the policies as adopted by the Joint Board.

Mr. Legg stated that in regard to the budget figures some items would be brought up at the Joint Board meeting on Saturday, at which time the Joint Board would make decisions on changes, which can then be approved at a recessed meeting. He said that Dr. Patterson, of E.W.C.E., felt that some of the figures had gotten out of hand.

Mr. Bouillon raised a question regarding the salary for the Budget Officer. Mr. Courson answered that the Budget Officer was treated as regular nonacademic staff.

Mr. Bouillon asked how the budget would measure up totalwise. Mr. Courson replied that our total budget request for the biennium is \$4,802,000. Local funds are included in new State budget. Estimated receipts are applied against the \$5,245,000. The total request for State funds is \$4,802,000. and is 58.8% higher than budget granted by last session of legislature. Mr. Courson stated that nothing was cut except salaries of nonacademic or administrative personnel, if they exceeded 21%.

Mr. James Cowan arrived at this time, and Mr. Bouillon suggested that the budget matter be postponed in order that Mr. Cowan might present his report on preliminary plans for student housing. Mr. Cowan's report was presented to the Board in pamphlet form and a letter from the firm of Cowan and Paddock was read, a copy of which is attached to the minutes of this meeting. Mr. Cowan stated that on July 8, 1958 he went to Seattle to check the material to be submitted to HHFA for their final approval of the loan for student housing. This meeting was with Mr. Tomlinson and Mr. Lathrop. Mr. Legg asked Mr. Cowan if he could point out any significant differences in the preliminary plans presented from the Seattle meeting. Mr. Cowan said that there were none; the report was based on material given at that meeting. He felt there should be a continuing relationship between Housing Committee, Site Committee and his firm in the development of the final plans and specifications.

Dr. Wahle brought up the matter of square foot space allotment for student accommodations. 40.35 square feet has been allocated for other service, laundry, etc. and 144.0 square feet area in terms of revenue producing, the idea being that from the total area of all units shown on the summary sheet to determine what percentage is termed revenue producing area. Mr. Cowan stated that 75.59% is revenue producing and 24.41% is allocated to baths, toilets, lounges, laundry and storage space, which leaves the 75.59% as net living area.

Mr. Cowan stated that he had formal advice that funds have been com-

mitted, and that we should get as close to schedule as possible. There should be further meetings for progress reports. Mr. Legg invited Mr. Cowan to come to all of the Board meetings, if he so desired, to let the Board know of the progress of the housing program.

Mr. Cowan stated that in his review with HHFA it was discovered that a full time Clerk of the Works is necessary. Present contract with him agrees that architect would supply normal supervision. Mr. Bouillon asked if we would be conforming to HHFA. Mr. Cowan answered that we would have general periodic supervision, as much supervision as necessary would be given. Dr. Wahle stated that HHFA wants assurance that we have a full time Clerk of the Works, and questioned the meaning of periodic. Mr. Cowan stated that normal inspection meant two and one-half to three days a week.

MOTION NO. 20. It was moved by Dr. Wahle, seconded by Mrs. Frick, that we accept the proposal of Cowan and Paddock, as indicated in their letter to the Board, of assuming half of the costs for full time inspection service on the proposed student housing. The motion carried.

MOTION NO. 21. It was moved by Mrs. Frick, seconded by Dr. Wahle, that we accept the preliminary plans of Cowan and Paddock for the student housing. The motion carried.

Mr. Courson stated that options have been secured on four pieces of property which are needed for men's housing east of Chestnut. The College needs the Jump property located on the northeast corner of Eleventh and Chestnut, and some meetings have been held with him regarding the sale. Mr. Bouillon stated that at a recent meeting with Mr. Jump, his attorney, Mr. Dano, was also present, as well as Mr. Hought, Assistant to the Attorney General. Mr. Hought stated that condemnation proceedings would take place if Mr. Jump did not wish to sell. Mr. Jump would not set a price at that meeting. Mr. Thayer, representing the College, called Dr. Crum later and advised him that he had an option from Mr. Jump for \$100,000, and also stated that Mr. Jump did not want to go through condemnation proceedings, but would negotiate. It is now believed that condemnation proceedings are necessary.

Dr. Wahle asked why such a price was requested for that property. Mr. Courson stated that last year Mr. Jump cleared \$20,000 in trucking and taxi business, and that Mr. Jump stated it would take \$100,000 to get another comparable site and get the business back in operation.

Mr. Courson stated that the Board needs to decide what price they would be willing to give on that property or go into condemnation proceedings. It was mentioned that there are not over four lots in this property. Dr. Wahle asked how can we make an offer without an appropriate appraisal.

MOTION NO. 22. It was moved by Mr. Legg, seconded by Mrs. Frick, that appropriate steps, including appraisal and condemnation, if necessary, be taken in order to procure the property owned by Mr. Jump. The motion carried.

Mr. Courson stated that the Attorney General has written to Snowden that necessary condemnation proceedings would be taken and the proceeds placed in court until the Snowden will is probated. Mr. Vandeberg is handling the Snowden property. Mr. Bouillon made the statement that the Snowden property is not necessary immediately for the housing project. Mr. Cowan

stated that this property was needed for play and parking areas, but would not hamper the start of building.

Mr. Cowan stated that no additional cost is included in loan application for men's dormitory if alternate plan is taken. He discussed with HHFA officers the alternate proposal and they are satisfied it is good. He explained to them that if the alternate site for dormitories is used the cost estimate as presented has sufficient funds to extend facilities to that site. Both buildings are one project. Since forms and building materials are similar on both projects there should be a good bid.

Referring back to the budget proposal for 1959-61 Mr. Courson stated that our request for funds is 58.8% above the budget of last biennium from State funds. Dr. Wahle asked how this compared with the other colleges. It was decided to discuss this at the Joint Board meeting on July 19. President McConnell stated that we should analyze the budget request ourselves after the Joint Board meeting, some of the requests may need to be modified. Mr. Legg stated that we may need to defend our ideas for each department or we may be embarrassed.

Dr. Crum stated that Calvin Schmid's medium projections were used to determine the staffing formula. Western Washington College may want to make its projection on the high figure. Enrollments for fall are already 47 to 50% over what it was last year at this time. Eastern Washington has agreed to go on the medium figure. Another argument is that of summer session. At the last Board meeting there was agreement to use same staff formula as for academic year. Western objects to this same formula because the summer session requests would be too high. This was discussed at the Committee of Nine meeting, and they felt that the same staffing formula should be followed. Western requested that we study the definition of a graduate student. In 1952 Central's summer session was smaller and we have lost ground in our staffing every year since. Dr. Wahle asked, can we not defend ourselves with the legislature on this program? Dr. Crum felt that the program could be defended. It is very important that all three Colleges of Education use the same formula for staffing, and at legislature each institution will be able to justify and defend their request for the additional money requested.

Dr. Crum stated that Eastern is concerned with Calvin Schmid's projection as not being realistic, but in the case of Central the projection for the biennium is about where we now are. Dr. Wahle stated that we hold to the medium projection even though the others may want to go to the high projection. Dr. Crum felt that the Schmid projection was fairly realistic for our institution. President McConnell felt that all three colleges must use the same system. If the other two colleges go high, we should do likewise, but the wise plan is for all three to go on Schmid's medium projection.

Mr. Legg asked about a contingency fund. President McConnell stated that contingencies will be directly in the Governor's hands, if contingencies are used at all. If Central should exceed estimated enrollment the first year of the biennium from what our projection shows there would be no funds for the first year, but might be for the second.

Dr. Crum thought it possible that Schmid would make a revision again before fall enrollment. President McConnell said that the figures could then be revised and adjusted before the legislative session. He also felt that Schmid's projection was as scientific a projection as can be made. Dr. Crum felt that Schmid was consistently conservative. Mr. Bouillon asked if action

was needed on this. It was agreed that we try to persuade all colleges to use Calvin Schmid's medium projection for the Joint Board discussion.

Mr. Courson stated that when the HHFA bond issue is approved the College will need to finance construction of the buildings until half way completed. Arrangements must be made with some bank willing to loan the College up to \$500,000, and a letter forwarded to the HHFA to insure them that we will be able to secure credit during the first six months of construction at least. Mr. Bouillon has a letter from the Pacific National Bank offering to assume that obligation. The loan will be guaranteed by the government. In doing this the College saves interest on \$1,260,000 from the beginning of the project. The money will be drawn from the bank as needed. Mr. Bouillon stated that the bank commitment called for 5% interest, but because we pay interest only on amount of money used, that the total interest paid would not average more than 2½% on total loan.

MOTION NO. 23. It was moved by Dr. Wahle, seconded by Mrs. Frick, that the President and the Business Manager be authorized to borrow funds not to exceed \$500,000 in accordance with the letter of approval from the Pacific National Bank of Seattle. The motion carried.

It is also necessary for the College to set up a reserve fund a sum of money to purchase furniture for the projects as soon as they are completed. Mr. Cowan is working on a list to see how much furniture will be built-in. The HHFA will pay for built-in furniture. A letter stating that those funds have been set aside must be forwarded to HHFA as soon as the fund is established. President McConnell stated that furniture needs should take further study; he also stated that inexperienced people cannot select furniture.

MOTION NO. 24. It was moved by Dr. Wahle, seconded by Mrs. Frick, that the necessary funds be set aside in a reserve fund in an amount that seems necessary to the President and the Business Manager for the purpose of furniture purchase for dormitory and housing. The motion carried.

Dr. Crum stated that we have approximately \$84,000 available for the purpose of purchasing property. We have some sixty day options on property north of the tracks which the Site Committee felt should be secured. In regard to the property on the opposite side of block, purchase should be delayed to see what happens with the Jump property. We have options of \$10,750 on two pieces of property, and options on three other pieces right back of Jump for \$14,800. Mr. Bouillon stated that the dormitory could be located on that location by purchasing the two lots of the Jump property, and the remainder is not necessary.

Mr. Courson stated that Mr. Thayer had said in talking with Mr. Jump after signing option that he would be willing to arbitrate, but he didn't think the College meant business. He might be willing to let the College have the vacant part, and give him eighteen months to clear the rest of the property. In regard to relocating his business Mr. Jump is worried about zoning laws. In speaking of the time element involved Mr. Bouillon said that condemnation takes months, not weeks. Dr. Crum stated that even if present building could not be built on the site, the College needs that area anyway. Mr. Legg asked if there was an alternate area. Mr. Bouillon asked if the Site Committee had selected alternate. Dr. Crum stated that an alternate site is available north of North Hall. Dr. Wahle felt that if the College did not proceed too hastily the property would be available. Mr. Bouillon felt that

\$1,000 per lot would be a good price for the Jump property, since the location, as far as residence property is concerned, is very undesirable. Dr. Wahle thought it advisable to make one final offer to Mr. Jump. Dr. Wahle reminded the Board that we would soon have to show HHFA that the College owned the property on which they were going to build.

Dr. Wahle asked if the College needed appraisal on the two parcels of land north. Mr. Courson stated that options had been secured on the McMurtly property for \$6,000 and the Leinbach property for \$4,750. Mr. Bouillon stated that it is expedient to have the protection of appraisals on all property that we propose to purchase. In discussing the method of paying the appraisors it was suggested by Dr. Wahle that appraisor should not be paid percentage-wise, but on a daily basis which would help to keep the price of the property at a reasonable figure. Mr. Bouillon then requested that appraisals be obtained on the two parcels north of the Jump property, for the protection of the College.

MOTION NO. 25. It was moved by Mr. Legg, seconded by Dr. Wahle, that as a general practice the Administration shall secure the services of a properly qualified appraisor in each land transaction in which the College is involved. The motion carried.

Dr. Crum stated that the Long Range Space Utilization study is proceeding about as would be expected on this schedule. Eastern and Western are about ready to complete forms, and although we are not sure where we stand we are about on schedule as far as can be determined.

The Site Committee has not arrived at a list of architects to present at this time. Dr. Crum asked what kind of report would the Board want from the Committee. Mr. Bouillon said that supporting data should be given, but it was not necessary to interview architects. The Committee should furnish a report on each firm recommended, why in favor, why against. Dr. Wahle asked, has the Board been apprised of its listing? Dr. Crum stated that the planning group seems to prefer someone from a school of architecture to assist the Planning Committee who might require the services of the consulting architect as often as once every two months as it faces planning problem. This person would be expected to do planning work on campus, and would be responsible for overall campus design, architectural style, improvements of land, etc. We would expect him to consult actively with any project architect selected by the College. Mr. Legg asked what the cost would be. Dr. Crum stated that we would have to contemplate committing ourselves to the amount of four or five thousand dollars per year. Dr. Crum stated that the committee felt that an architect from a big name firm is impractical - too much cost, and top persons do not necessarily come from big name firms. The committee suggests selecting someone from the School of Architecture in California, Oregon or Washington, and lean toward Oregon or California. No contacts have been made yet. Dr. Wahle suggested that we find criteria by which to select person, one whom we think is top notch. It would compensate for the money spent. Select one who will coordinate. The job is small and one architect could do it. When the job is left to one, building faults can be repeated over and over before it is detected. We need an overall person on a retainer fee to come in six to eight times a year to assist in planning. Dr. Wahle stated that overall thinking for architectural function is of major concern, and the person we need is an architect. We must be looking toward groups of buildings, not just one building. President McConnell said that architects with little experience will leave the institution out of the picture. Planning must be done by educators and the assistance of architect. More thinking should be done on this, added President McConnell.

president McConnell stated that a national committee for campus planning has been set up, and is supported by government money.

Dr. Crum brought up the discussion relative to a transfer of funds necessary within next year's budget. A specific budget had been approved for each salary item. A Home Economics instructor was employed at an amount higher than amount in budget and two people in Social Science Division were employed at a lesser amount than approved. Therefore, Home Economics is short \$800 and Social Science Division is over by \$1,300.

MOTION NO. 26. It was moved by Mrs. Frick, seconded by Dr. Wahle, that \$800 be transferred from Social Science budget to Home Economics. The motion carried.

Mr. Legg asked about the change requested in the budget control.

MOTION NO. 27. It was moved by Mr. Legg, seconded by Mrs. Frick, that increases or decreases of a department budget be audited by Budget Officer and Business Manager and approved by the President and Board of Trustees, and that changes within a departmental budget need not be approved by the Board of Trustees. The motion carried.

President McConnell raised a question in regard to the policy set forth in the minutes of the previous meeting asking why the Budget Officer should have authority to approve changes in the budget. The President only should give approval on such matters. Dr. Wahle answered that the President approves changes and the Budget Officer audits the records to determine whether or not funds are available in that particular section. Mr. Legg said that a procedure had been set up to handle the matter and the Budget Officer would supply the knowledge only relative to the availability of funds, and the President approves the transfer before it is made, and if there is an increase within the department the budget goes through the Board. Dr. Wahle continued to clarify by saying that the Budget Officer was the one who was in a position to know the status of the funds and would so advise, then the President approves. President McConnell went on to say that we employ people and when funds are not properly allocated the President should approve the change; the Budget Officer should have nothing to do with it except to make changes after approval is made. Dr. Wahle stated that, as a member of the Board, he would like to be assured that before a change comes to the Board that we have the knowledge that those persons responsible have seen the change of transfer so that it precludes any discrepancy within the budget which the President may not be fully aware of. It must go through routine. He has acknowledged that this is possible. Mr. Legg said that these matters should run through the proper channels when problems appear. President McConnell stated that the Chairman of the Division can't be in on it - just have knowledge of it. Mr. Legg asked about the policy in regard to the changes presented and whether or not it was discussed with the heads of departments concerned. Dr. Crum answered that it was not, but that it should be done. Dr. Wahle mentioned that auditing should take place before it goes to the Board.

MOTION NO. 28. It was moved by Mr. Legg, seconded by Mrs. Frick, that \$500 be transferred from the Social Science Department to the general reserve fund. The motion carried.

MOTION NO. 29. It was moved by Mr. Legg, seconded by Mrs. Frick, that the procedure as outlined in the yellow page be adopted for making budget changes, with the understanding that when the transfer is within a department that it need not be referred to the

Board of Trustees. The motion carried.
(The yellow page is attached to the minutes of this meeting).

There was some discussion of the revised Rules and Regulations of Central's Retirement System by Mr. Courson.

MOTION NO. 30. It was moved by Mr. Legg, seconded by Mrs. Frick, that the revised Rules and Regulations of Central's Retirement System be adopted. The motion carried.
(copies of revised rules attached to the minutes of this meeting).

Dr. Wahle discussed pre-autumn directed teaching, and suggested that a study regarding compensation for the cooperating teachers be given. He suggested that this be referred to appropriate committee as indicated in his letter to President McConnell.

Dr. Crum stated that at a meeting of the Committee of Nine notes were compared on the practice of payments during the year. Central is the only college that has full student teaching in September. This makes for differences among the three institutions. The Committee of Nine cannot solve the problem right now. It may be well to suggest to the Joint Board that the Directors of Student Teaching get together and work on this and see if they can come up with comparable patterns of payment, and also to see if the University of Washington and W.S.C. would not be interested in trying to get all five institutions on the same payment basis. President McConnell asked regarding the present practices of paying student teachers. Dr. Crum replied \$42.77 at Eastern, \$40.00 at Western regardless of different pattern. Central pays least on student teaching. Mr. Legg suggested that the procedure in handling this type of problem should be referred to the Joint Board. A number of these matters should properly be referred to committees for discussion and then to the Joint Board. Dr. Wahle stated that these problems should come to Joint Board so Committee of Nine would know what they want. The Committee of Nine reaches the group, and there would be less discussion necessary in Joint Board meeting.

Mr. Courson reported on the situation relative to the conversion of one coal boiler to gas. He stated that the Department of General Administration had approved the installation. A long distance call was received tonight from Howard Peterson, Engineer. Mr. Peterson stated that the Brown Engineering Company had supplied him with certain information as he had requested, and stated further that Brown Engineering Company would supply him with additional information which they had not yet done. He didn't care whether the information arrived or not. He felt that he could not attach his name to plans and specifications for the operation of this gas boiler unless he proceeded along the program which he stated in his letter of sometime back.

Mr. Bouillon said that the citizens are getting the run-around. Summer is over and they have no concrete evidence that anything has been accomplished, and they are beginning to wonder. They know we have \$16,000, they also know we had a bid of \$8,000. Mr. Courson stated that Mr. Paul Bechtel had talked with Brown Engineering Company and he thought the proposal all right. Mr. Bouillon asked why so much difference in cost. Mr. Courson replied it might be possible that we could get the Brown engineer's reports and have Mr. Fenn, State Engineer, go over them and check them for accuracy. Then the State Department of General Administration would call for the bids. If they exceeded the funds available the overrun could be paid for from local funds. Dr. Wahle stated that we have proceeded with the only avenue

open to us. Mr. Bouillon stated that there was a story in the paper that we are ready to go ahead. Mr. Legg said that Mr. Fenn would be willing to spend some time on this proposal and then we may proceed on an appropriate gas fired furnace which has the approval of the State Engineer.

Mr. Bouillon suggested that the proposals of both Brown and Hurley be taken to Olympia and have them checked. Mr. Legg stated that we should have the approval of the State Engineer that this installation would be satisfactory. Mr. Courson suggested that Brown Engineering Company be contacted first since Mr. Brown is a Professional Engineer qualified to draw up complete plans and specifications.

MOTION NO. 31. It was moved by Mr. Legg, seconded by Mrs. Frick, that installation of a gas fired furnace be approved, subject to the financial limitations of the College and subject to the approval of the State Engineer in the Office of General Administration. The motion carried.

A list of new members to be appointed to the faculty for the coming year was presented for approval. Discussion was held relative to the salary and qualifications of the third grade teacher in the College Elementary School. Dr. Crum stated that without the proper academic rank and without a Master's degree this employment would have to be as a lecturer without rank. One candidate would accept the job at \$5,300, but had the least qualifications and training, and was not recommended by Dr. Crum. Mrs. Sidnie Mundy stated that in the minutes of a special meeting of the Faculty Council the conclusion was reached that the Faculty Council support the Faculty Code. There was less objection to lecturer status. Mr. Legg remarked that at the budget hearing on capital outlay in Olympia the question was raised as to why it was necessary to have a demonstration school in the College. The discussion on this brought out that the elementary school serves a function which is expedient and necessary in teaching. Dr. Wahle asked if the tendency was to dispose of demonstration schools, and Dr. Crum answered No, it was not the trend. Mrs. Mundy said that our school should stand in a position of leadership as a training center for teachers. It was agreed that the appointment of the third grade teacher could be made as a lecturer.

MOTION NO. 32. It was moved by Mr. Legg, seconded by Mrs. Frick, that the decision regarding appointment of the third grade teacher be referred to the Joint Board for general discussion. The motion carried.

MOTION NO. 33. It was moved by Dr. Wahle, seconded by Mrs. Frick, that the remainder of the list of faculty appointments be approved as follows:

Miss Myrtle Carlson - Home Economics.....	\$6,400
Mrs. Louise Barstad - CES, 4th Grade.....	5,300
Miss Mary Bowman - Women's Physical Education.....	7,000
Robert Lane Brown - Sociology.....	5,900
Clifford Erickson - Supervisor Student Teachers.....	6,500
Edward Haines - Art Division.....	5,700
Kenneth MacLean - English Department.....	5,000
Dohn A. Miller - Dir. of Housing and Food Service.....	7,200
Enos Underwood - Assistant to the Registrar.....	7,200
Charles Blake, Jr. - Economics.....	5,600
Norman Cooke - History.....	5,600
Mabel Swanson - Head Dietitian.....	7,200
Olive Shore - Assistant Dietitian.....	4,000

The motion carried.

MOTION NO. 34. It was moved by Mr. Legg, seconded by Dr. Wahle, that other matters of business which would take more than a few minutes to discuss be held over to the next meeting of the Board. The motion carried.

MOTION NO. 35. It was moved by Dr. Wahle, seconded by Mr. Legg, that Mrs. Maude Pickett be employed as lecturer in the College Elementary School, Third Grade, at a salary of \$5,600 per year. The motion carried.

The meeting adjourned at one-thirty a.m.

Respectfully submitted,

Secretary

CENTRAL WASHINGTON COLLEGE OF EDUCATION

BUDGET CHANGE

Date _____ 19____

Request is hereby made for the following Budget Changes:

INCREASE/DECREASE: Program or Department	Object Account Number and Name	Old Budget	Amount of Change	New Budget
		\$	\$	\$

EXPLANATION: _____

Submitted by: _____

Department or Title _____

AUDITED: _____

APPROVED: _____

Budget Officer _____

Date _____

President _____

Date _____

Business Manager _____

Date _____

Board of Trustees _____

Date _____

POSTED BY: _____

Date _____

19____

Increase(s) _____

Decrease(s) _____

COWAN & PADDOCK
ARCHITECTS
MEMBERS AMERICAN INSTITUTE OF ARCHITECTS
1117 LARSON BUILDING
TAKOMA, WASHINGTON

GLENCOURT 4-4731

July 18, 1958

Re: Student Housing Project
Central Washington College
of Education
Ellensburg, Washington

Board of Trustees
Central Washington College of Education
Ellensburg, Washington

Gentlemen:

The instructions issued by the H.E.F.A., relative to the subject project, state the following requirement:

"Full time inspection and supervision of the construction work will be required. If the agreement does not expressly provide for such service and you plan to arrange for it through the Architect, the Agreement should be amended to so provide; otherwise you should advise us how you propose to furnish such supervision."

The existing Agreement between the College and ourselves did not expressly provide for this service; rather, the customary "general supervision" is included in the fee stipulated for the work.

In view of the foregoing, we propose for your consideration that full-time supervision will be performed for one-half the contracted time of construction within the presently agreed fee, and for the remaining period, we will be reimbursed the cost of direct labor only at the rate of \$150.00 per week. On the basis of a construction period of one year, this would amount to \$3,900.00 (26 weeks times \$150.00 per week). If it is felt that the agreement should be amended in the form of a lump-sum amount, we propose that the amount stated be such sum, and any over-run of contract time will be absorbed within the presently agreed fee.

Very truly yours,

Cowan & Paddock, Architects

By

James D. Cowan

JDC:dt

cc: JDC:WEP

Howard E. Schroedel

PROFESSIONAL ENGINEER

301-304 LOWMAN BUILDING

SEATTLE 4, WASHINGTON

July 15, 1958

Ralph H. Burdard, A.I.A.
2120 S.W. 352nd Street
Seattle 66, Washington

Re: Health & P.E. Building
Central Washington College of Education

Dear Ralph:

Since you called us regarding the question of Mrs. Frick that there was not adequate wiring in the gymnasium or field house, we have reviewed the drawings and have the following comments to make:

1. Each 1000 watt mercury light is fed by a 20 ampere circuit.
2. The primary side of the ballast is fed by 2 #12 AWG size wires. This 120 volt circuit is protected by a 20 ampere circuit breaker. The starting current of the lamp is 15 amperes. The running current is 9.5 amperes.

The ballasts are located adjacent to the panelboard so the voltage drop is negligible.

3. Each lamp is fed by 2 #12 AWG wires. The ballast secondary voltage is 265 volts. The starting current is 6 amperes, and the running current is 4 amperes. The voltage drop between the ballast location and the lamp is within the prescribed limits of the code. The lumen output of the lamp will be constant.

These facts bring out that a 20 ampere circuit with a 20 ampere breaker protects a circuit that instantaneously at the closing of a circuit a current of 15 amperes flows. After the instant of starting the current drops to 9.5 amperes, which is less than half the circuit capacity. The circuit requirements are to meet the instant starting current of the ballast and lamp.

There are times when some disgruntled individual will make derogatory remarks to someone which should be investigated.

As you know, I have been in business for the past ten years as Professional Engineer and for the previous 12 years associated with architects in a supervisory capacity. Although no one is beyond the stage of not making an error, in this case the work was carefully prepared and the college can well be assured that the electrical work is adequate for the installation.

Yours truly,

Adopted as Amended June 10, 1958
Adopted as Amended June 17, 1958
Adopted as Amended July 18, 1958

Retirement Committee
Administration Council
Board of Trustees

Rules and Regulations of Retirement System--CWCE

I. Participation in the Retirement System.

Participation is restricted to and is mandatory for regular members of the instructional staff, the library staff, and such administrative officers as the Board of Trustees may designate, EXCEPT

- 1) that present members of the faculty and of the State Teachers' Retirement System may elect to retain membership in W.S.T.R.
- 2) that present members of the faculty and of the State Teachers' Retirement System may elect to delay transfer to T.I.A.A.
- 3) that future members of the College Elementary School staff may retain membership in W.S.T.R.
- 4) that faculty members on temporary appointment of one academic year or less may elect not to participate in T.I.A.A.

II. Contributions Under the Retirement System.

- A. Each participant in the retirement system shall contribute annually an amount equal to $7\frac{1}{2}$ per cent of his regular academic year salary by means of monthly payroll deductions. However, the participant who has not reached his 35th birthday by the first day of the academic year may elect to contribute only 5 per cent of his regular academic year salary. The academic year following his 35th birthday, the participant will contribute the regular amount of $7\frac{1}{2}$ per cent. The college shall add to the participant's contribution an equal amount.
- B. The combined contributions of the participant and the College shall be distributed as follows:
 - 1) Payments necessary to purchase Federal Old Age and Survivors Insurance (Social Security) shall first be made.
 - 2) As the participant may designate, either 100%, 75%, $66\frac{2}{3}\%$ or 50% of the sum remaining after the payment of Social Security shall be forwarded to the Teachers Insurance and Annuity Association (TIAA) as a premium for a retirement annuity contract on the participant's life.
 - 3) The balance of the combined contributions, if any, shall be forwarded to the College Retirement Equities Fund (CREF) as a premium for an Equities Fund annuity certificate on the participant's life.

III. Ownership of Annuity Contracts.

The participant shall have full title to his TIAA and CREF policies.

IV. Retirement Income

The sources of retirement income shall be as follows:

- A. Benefits from Old Age and Survivor's Insurance (Social Security).
- B. Income derived from TIAA and CREF policies.
- C. In addition, those persons who were members of the Washington State Teachers' Retirement System prior to July 1, 1957 and who left their accumulated contributions in that system, shall upon attaining eligibility for retirement receive:
 - 1) an annuity from the accumulated personal contributions
 - 2) A pension of four dollars per month for each year of creditable service established and retained at the time of leaving the State Teachers' Retirement System.

V. Conditions of Retirement

Retirement from employment at the College shall be on account of age, health, or length of service.

- A. Age Retirement on account of age shall not be earlier than age 65. Retirement may be extended to age 70 as provided by the Faculty Code.
- B. Health Retirement may be requested by an employee or by the administration if the condition of health of the employee is such that continuing in service will either seriously impair or endanger his health, or if he is permanently unable to carry on his usual full-time duties and it may be assumed that such condition for health will not improve within a reasonable time. Any request for retirement on account of conditions of health shall be referred to a special board consisting of the Faculty Retirement Committee, the Dean of Instruction, the Chairman of the department concerned, the college head nurse, and one physician appointed by the Faculty Council. This special board shall present its recommendations to the President and the Board of Trustees for action.
- C. Length of Service Retirement for length of service may be requested only by a participant who has a total of 25 years of service at Central Washington College or a total of 30 years of professional service, 15 years of which was at Central Washington College of Education. Faculty members who leave their contributions in W.S.T.R. may have the privilege of retirement under the retirement provisions of that organization.

VI. Administration The administration of this retirement system shall be by a retirement officer appointed by the President.

VII Advisory Committee The President shall annually appoint a Faculty Retirement Committee of four persons who shall act in an advisory capacity to the President and to the faculty on matters related to this retirement system. The retirement administrative officer shall be an ex-officio member of the committee.