

3-12-1959

1959 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Central Washington College
of Education
Ellensburg, Washington
Central Washington College of Education
Ellensburg, Washington

MINUTES OF THE MEETING

March 12, 1959

A special meeting of the Board of Trustees was held Thursday, March 12, 1959, at eight p.m. in the Faculty Lounge of the College Union Building. Present Mr. V.J. Bouillon, Chairman, Dr. Roy Wahle, Dr. Archie Wilson, President Robert E. McConnell, Mr. Kenneth Courson, Secretary. Also present Mrs. Sidnie Mundy, Dr. Keith Rinehart, Mr. Clifford Wolfsehr, Dr. Elwyn Odell, Dr. Dohn Miller, Mr. Paul Bechtel, Mr. Les Mercer of Vandivort Construction, Mr. James Cowan of Cowan and Paddock, Mr. John Culler of Culler, Gale, Martell and Norrie, Mr. Erickson of Central Equipment Company and Mr. Lechnitz of Central Equipment Company. Absent Mrs. Bernardines K. Frick and Mr. Herbert Legg. The approval of the minutes of the meeting of January 16, 1959 was deferred until the next meeting of the Board.

Dr. Archie Wilson was welcomed as a new member of the Board of Trustees replacing Dr. Clarence Nurmi who resigned. Dr. Wilson was asked to give a brief history of himself as an introduction to the Board.

President McConnell stated that this meeting had been called primarily for the purpose of considering problems relating to the College building program. He explained that there was not enough money for the housing program as planned, and that he had taken the matter up with the HHFA to analyze the situation. \$193,000.00 additional funds were needed to construct the project and the College had available only \$7,000.00 from a former construction account. The HHFA asked the College to pledge the \$7,000.00 and make application for the additional amount of \$186,000.00. A telephone call was received from HHFA in Washington, D.C. on Tuesday of this week stating that the College could now proceed with final negotiations. Mr. Bouillon asked for the HHFA resolution. Mr. Cowan, Architect, stated that the resolution is now in the preliminary stage only, and that since the HHFA must see this resolution, it will be necessary for the Board to meet again before passing the final resolution.

Relative to financing the project, Mr. Courson stated that Mr. Lathrop of HHFA said that they will not start negotiations on the bond program until the College has started actual work. The HHFA must have evidence that the work is under way. It will take four or five months for the bond program to become operative. Mr. Courson then explained the letter of February 13, 1959, received from the Pacific National Bank of Seattle, relative to the resolutions for interim financing and authorizing authorities to sign checks. It had been arranged with the Pacific National Bank to borrow up to \$500,000.00 to carry the project through the interim period. Mr. Bouillon mentioned the fact that the College would pay interest only on portion as used, thereby lowering the interest rate. Mr. Courson mentioned that negotiations should be made

soon, since there is a need to begin making payments to the architect. President McConnell explained that this loan from the Pacific National Bank supplies the money to finance costs until the bonds are sold by the government.

Mr. Bouillon asked if the figures under Resolution No. 2 would total the same amount. Mr. Cowan explained that the total of the loan is figured to include project contingencies of \$15,017.00.

The total construction cost is	\$1,324,000.00
Architectural Engineering Service	83,340.00
Legal Expenses	4,900.00
Interest	25,000.00
Government Inspection	5,710.00
Project Contingencies	10,050.00
	<u>\$1,453,000.00</u>

Mr. Cowan mentioned that one of the additional contingencies would be sales tax of \$8,000.00 if the tax rate is increased to four percent.

MOTION NO. 79. It was moved by Dr. Wahle, seconded by Dr. Wilson, that Resolution No. 1, as follows, be adopted:

WHEREAS, after due advertisement bids have been received, opened and considered for the construction of Student Housing, Central Washington College of Education, H.H.F.A. Project No. 45-CH-31 (D) and WHEREAS, contract awards for the aforesaid work cannot be made until approval of a proposed resolution of award has been obtained from the H.H.F.A.: NOW, THEREFORE, Be It Resolved by the Board of Trustees of Central Washington College of Education, Ellensburg, Washington, that the following PROPOSED RESOLUTION OF AWARD be submitted to the H.H.F.A. for approval.

The motion carried.

Resolution No. 2 was then discussed. Dr. Wahle suggested that the Board should know what alternates they were buying. President McConnell presented to the Board a tabulation of the bids. Mr. Cowan continued his discussion of the bids, stating that Alternate No. 2 covered top soil, seeding and preparation of lawns, Alternate No. 3 was for folding doors, and Alternate No. 4 for furnishings in men's dormitory, wardrobes, desks, beds and built-ins, but excluding all mobile furnishings.

Mr. Cowan stated that the Snowden property has now become available and is the site for the married student housing. A revised drawing with a request for a proposal for dismantling the house on this property has been made. President McConnell went on to explain that the Snowden property was not acquired in time to be put into the drawing, but almost at the time the bids were being opened the property was acquired by the College. Mr. Cowan explained that the playground area for children is vitally necessary in this project for married student housing, and also adequate parking area must be considered in the plans.

Mr. Cowan stated that Central Mechanical Contractors were the

successful bidders on plumbing for this project. One alternate was accepted, which was the addition of a court drain. Also it was suggested that a condensate meter should be added if the money for same was available, however, it was later decided that the money should not be spent for that purpose, and the alternate was therefore not accepted. Dr. Wahle asked what purpose would be served by a metering condensate. Mr. Bechtel answered that the College, at the present time, has no means of knowing the amount of heat used by any specific buildings, dormitories or academic, therefore it is impossible to determine the consumption of fuel for any given building. Dr. Wahle asked if the condensate meter could be placed in other buildings as alternates. Mr. Bechtel said that a condensate meter should be placed in dorm buildings in order to serve a most useful purpose. Mr. Courson explained that the light and water consumption was metered to the College buildings and grounds.

Mr. Cowan stated that Power City Electric, Inc. was the low bidder on the electrical work. On this bid Alternate No. 1 was an intercom system in the dormitories at a figure of \$2,582.00, and since it was considered a very desirable asset it was included. Exterior lighting was not considered necessary to be added at this time. A radio antenna was considered necessary to be installed in the building. An item of \$360.00 for dimmer lights in the lounge was excluded.

Since Resolution No. 2 has not yet been approved by HHFA it is necessary that the Board have another meeting to pass on the contracts involved. Mr. Cowan said that this resolution is being coached by HHFA, and as soon as they see what the final amounts are they will phone and give notice to proceed with contractors. Dr. Wilson asked a question regarding the bonding of contractors. Mr. Cowan answered that bond forms have been worked out, and that the bond must not precede the contract.

MOTION NO. 80. It was moved by Dr. Wahle, seconded by Dr. Wilson, that Resolution No. 2, as follows, be adopted:

WHEREAS, after due advertisement proposals have been received, opened and considered, for the construction of Student Housing and WHEREAS, it has been determined that the lowest responsible bids are as follows:

General Contract

Vandivort Construction.....	Basic Bid:	\$864,509.00
	Alternate No. 1 +	4,875.00
	Alternate No. 2 +	6,550.00
	Alternate No. 4 +	<u>63,422.00</u>
	TOTAL BID	\$939,356.00

Mechanical Contract

Central Mechanical Contractors...	Basic Bid:	\$242,940.00
	Alternate M-1 +	<u>938.00</u>
	TOTAL BID	\$243,878.00

Electrical Contract

Power City Electric.....	Basic Bid	\$ 90,800.00
	Alternate E-1 +	2,582.00
	Alternate E-2 -	5,000.00
	Alternate E-4 -	3,460.00
	Alternate E-5 -	<u>360.00</u>
	TOTAL BID	\$ 84,562.00

NOW, THEREFORE, Be It Resolved by the Board of Trustees of Central Washington College of Education, Ellensburg, Washington, that the contracts for the aforesaid construction be and they are hereby awarded to the bidders named hereinbefore; and that the Board of Trustees, Central Washington College of Education, Ellensburg, Washington, be and they are hereby authorized to execute contracts with those bidders for the said work as provided for in the specifications upon which the bids were submitted.

BE IT FURTHER RESOLVED that the Board will pass the foregoing proposed resolution if and when the same is approved by the H.H.F.A.

The motion carried.

Dr. Wahle raised the point that the Board is requesting authorization for borrowing from Pacific National until bonds are sold so that HHFA proceeds are available; the necessity for borrowing from private concern exists only until we have HHFA money; the interim period is caused by the fact that the HHFA does not permit them to act until the work at the College is under way, and when the money is forthcoming the loan will be paid off? The answer to this was Yes. Regarding the question of time on this matter, Mr. Courson stated that August would be the approximate maximum interim. Mr. Bouillon said that this period should not be over five months, and President McConnell thought it should be about three months.

MOTION NO. 81. It was moved by Dr. Wahle, seconded by Dr. Wilson, that the following resolution for corporate borrowing be adopted:

RESOLVED, by the Board of Trustees of Central Washington College of Education, a corporation, that V.J. Bouillon and Kenneth Courson being respectively, the duly elected, qualified and acting Chairman and Secretary of this corporation are hereby authorized and empowered to borrow in the name of and upon the credit of this corporation from The Pacific National Bank of Seattle, Seattle, Washington (hereinafter called "Bank") such sum or sums as to such officers of this corporation may seem necessary, executing such note or notes or other evidence of indebtedness therefor and such other and further agreements in connection with such borrowings as may be requested by Bank; that such officers are hereby authorized and empowered to pledge, assign or mortgage to Bank as security for any and all present or future loans or other indebtedness or liability, contingent or otherwise, of this corporation to Bank, in addition to the general credit of this corporation, any and all property, of whatever nature and wheresoever situated, or any interest or equity therein, owned in whole or in part by this corporation; that such officers are hereby authorized and empowered to sign, endorse, accept, make, execute, deliver, discount or re-discount, any and all drafts, bills of exchange, acceptances or other commercial documents on behalf of and in the name of this corporation; that the authority hereby conferred shall continue in force until notice in writing of its revocation shall be received by Bank; that all of the authority and power granted to such officers may be exercised; and that all transactions as aforesaid which have taken place heretofore are hereby confirmed and ratified.

The motion carried.

MOTION NO. 82. It was moved by Dr. Wahle, seconded by Dr. Wilson, that the following resolution for authorization of corporate signatures be adopted, and that three signatures be on file, although only two will be needed for the signing of checks:

RESOLVED, That THE PACIFIC NATIONAL BANK OF SEATTLE be and it is hereby selected as a depository for the funds of this corporation, and that said funds may be withdrawn on the check, draft or withdrawal receipt of this corporation signed by any TWO of the following:

V.J. Bouillon, Chairman
Kenneth Courson, Secretary
Bernardines K. Frick, Vice-Chairman

The authority hereby conferred shall extend to and include the authority of said persons to draw checks payable to the order of any one or more of said persons or to bearer, or for the use and benefit of any one or more of said persons, and to obtain payment or credit on such checks, and to endorse and obtain payment or credit for checks or drafts payable to this corporation as payee or endorsee, without liability on the part of the bank. Endorsements for deposit may be made by rubber stamp and shall bind the corporation to the same effect as though signed by the properly authorized officers. This authority shall continue in force until notice in writing of its revocation shall have been given to and received by the bank. All transactions as aforesaid which have taken place heretofore are hereby confirmed and ratified.

The motion carried.

The reason for the three authorized signatures on the above resolution is that Mr. Bouillon will be absent during April, May and the first two weeks in June, and it is therefore necessary that the Vice-Chairman be authorized to sign during his absence.

The signing of the contract with Bassetti and Morse for design of Library building was postponed until the next meeting of the Board, since the contract forms were not available at this time.

The agreements with Bassetti and Morse for work done as Master Planners were presented for signature. President McConnell explained that in master planning it is not possible to have a fixed figure; there is no value on which to place a fee; rather, there is an agreement to work as planning architects on cost basis. Dr. Wahle questioned further if the Administration could stop the work of the architect in the master planning at any moment. President McConnell explained that the College has an understanding with the architect that he cannot go beyond any point where the College advises the work should stop, and he also stated that he would like to be the one authorized to stop the work when no further funds for this work are available. Also President McConnell stated that he did not expect this work to go beyond \$7,000.00.

Dr. Wilson raised a question regarding the Master Plan. Dr. Wahle said that the Board is concerned with Master Plan; we do not now have one. Mr. Louis DeMonte, of the University of California, has been

approved as campus planning consultant and will come to the campus for consultation upon request. Mr. DeMonte gives his interpretation of proper campus planning and these ideas are turned over to architects, Bassetti and Morse, to be coordinated to a master plan. When the Board adopts this it becomes the campus plan. We are going into a construction phase and placement of buildings is important. President McConnell added that a progress report on the Master Plan would be ready for the next meeting of the Board. It is estimated that \$3,200.00 would be needed for the preliminary plan and possibly another \$3,200.00 for a complete plan; and if models were desired the College would have to pay extra for that, as well as for the detailed reports.

MOTION NO. 83. It was moved by Dr. Wahle, seconded by Dr. Wilson, that the agreement with Bassetti and Morse for work done on Master Plan, with amendments that the owner be designated as Board of Trustees, be approved. The motion carried.

The contracts with Bassetti and Morse for the Master Plan were signed by the members of the Board. Mr. Bouillon stated that it was the desire of the Board that President McConnell be the one to administer the Master Plan work, and if it became necessary to halt the project or request additional funds he would advise the Board of such action.

President McConnell asked Mr. Culler, of Culler, Gale, Martell and Norrie, to discuss the wording in the contract for the design of the Classroom building. In his clarification of Item No. 13 Mr. Culler wondered what the Board would consider a reasonable number of plans to be furnished by the architect. Mr. Courson stated that there is a trend toward setting a limit on the number of plans to be furnished. Mr. Cowan remarked that in his work he had sent out forty sets of plans, but that he could volunteer what he believed might be considered a fair number, namely twelve sets, each set including one of each category. He mentioned, too, that the Construction Center asks for three copies of the plans, which would leave only nine for bidders. Mr. Culler thought that ten or twelve sets would be the right number. Mr. Bouillon asked what the plans were worth, and Mr. Cowan answered that the price was approximately \$15.60 for a set of general specifications and \$5.25 for mechanical and electrical. Dr. Wahle asked about the effect on the bidding activity if the number of plans available should be limited. Mr. Culler stated that their firm had made a practice of furnishing plans on deposit and if the contractor bids the deposit is returned to him; and anyone who wants additional sets may obtain them from the printer and pay for them. Dr. Wahle felt that there should be some kind of prediction for the architect to give plans, and also stated that he would want assurance that relations would be such that the bidders know that plans are available for them. Dr. Wahle asked if, after the twelve sets of plans were used up, who would decide on how many more would be needed and would the College pay for them from that point. Mr. Bouillon asked if the Board wanted the number of sets of plans spelled out, and President McConnell felt that it would be well since oral agreements are not satisfactory. It was agreed that the words "not to exceed 15" be typed into the agreements before the Board members affixed signatures.

Mr. Culler also asked for clarification on Item No. 16 in the contract. He wanted to be assured that it was not the intention of the Board that his firm should call for subcontracts on the project. President McConnell answered that that was not the intention of this clause.

Dr. Wahle stated that this clause simply emphasizes the fact that the architect be attentive to the situation and if a definite rearrangement of contracts is made it should be to the advantage of the owner, and that he would want assurance that the architect was attentive to this.

MOTION NO. 84. It was moved by Dr. Wilson, seconded by Dr. Wahle, that the contract, for drawing plans and specifications for the Classroom building, with Culler, Gale, Martell and Norris be accepted. The motion carried.

The contract with Culler, Gale, Martell and Norris was signed by the members of the Board.

President McConnell explained that Congress passed the National Defense Act of 1958 which required that the institution put up ten percent of the money granted the College for the loan fund. President McConnell stated that the College could pledge any funds, and it had been agreed that it be from the loan funds already in operation at the College. Dr. Wilson asked what the advantage would be to put money into this loan fund. Mr. Courson answered that it was required by the government that we transfer ten percent of College funds to the National Defense Loan Fund.

Dr. Wilson asked what the difference was between the National Defense Loan Fund and our own, and if the advantages to the student were the same. Dr. Wahle explained that the National Defense loan had this advantage that half of the loan was forgiven if the student goes into the teaching field for a period of five years, and is without interest while student is pursuing a full time course of study. President McConnell stated that our present loan system carries a rate of three percent and all of the loan must be paid back to the College. He also stated that the College applied for \$25,000.00 and was granted \$7,000.00. Dr. Wahle felt that there was the possibility that the College may later be eligible for additional funds in this loan agreement. In answer to Dr. Wilson's question as to the number of students being aided by this loan, Mr. Courson answered that twenty-three students have now borrowed approximately \$5,000.00 and there are other applications pending.

MOTION NO. 85. It was moved by Dr. Wilson, seconded by Dr. Wahle, that the resolution setting aside \$714.00 to provide ten percent of loan funds advanced by National Defense Education Act of 1958 be adopted. The motion carried.

President McConnell explained the budget change orders as follows:

Budget Change Order No. 61 -
To provide budgetary allowance for the services of
Bassetti and Morse, consulting architects.....\$5,000

Budget Change Order No. 63 -
To provide additional budgetary allowance in the
Business Office for postage, telephone and tele-
graph, office supplies and new equipment..... 1,555

Budget Change Order No. 66 -

To provide additional budgetary allowance in the Library for staff help, telephone, binding, books, library supplies and new equipment.....	\$ 3,145
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Total amounts to be taken from Unassigned Budget Balance	\$ 9,700
Balance remaining in Unassigned Budget after above deductions	\$ 1,001

In regard to Budget Change Order No. 61 Mr. Courson was asked what had been paid on the Master Plan to date, and he answered that invoices totaling approximately \$3,200.00 had been received so far.

Dr. Wahle stated that the problem now is that the contractor must know where to place the Library building on the campus, and it is becoming urgent that we have a Master Plan. He asked if pressure was being put on Bassetti and Morse, and was answered that it was. Mr. Courson stated that Mr. Culler needs to know where the Classroom building is to be built. President McConnell felt that this matter should go before the Administrative Committee first.

MOTION NO. 86. It was moved by Dr. Wahle, seconded by Dr. Wilson, that Budget Change Orders Nos. 61, 63 and 66 be adopted. The motion carried.

Mr. Cowan presented the contracts for the Student Housing Construction, and these were signed by the members of the Board.

MOTION NO. 87. It was moved by Dr. Wahle, seconded by Dr. Wilson, that the next regular meeting of the Board of Trustees be held in Seattle at the Olympic Hotel March 28, 1959 at two p.m. The motion carried.

MOTION NO. 88. It was moved by Dr. Wahle, seconded by Dr. Wilson, that the meeting adjourn. The motion carried.

The meeting adjourned at ten p.m.

Respectfully submitted,

Secretary