

9-18-1959

1959 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

Follow this and additional works at: http://digitalcommons.cwu.edu/bot_minutes

Recommended Citation

Board of Trustees, Central Washington University, "1959 - Board of Trustee Meeting Minutes" (1959). *CWU Board of Trustees Meeting Minutes*. Book 79.

http://digitalcommons.cwu.edu/bot_minutes/79

This Book is brought to you for free and open access by the University Archives and Special Collections at ScholarWorks@CWU. It has been accepted for inclusion in CWU Board of Trustees Meeting Minutes by an authorized administrator of ScholarWorks@CWU.

Central Washington College of Education
Ellensburg, Washington

Sincerely,

MINUTES OF THE MEETING

September 18, 1959

A meeting of the Board of Trustees was held Friday, September 18, 1959, at eight p.m., in the Special Dining Room - Commons Building. Present were Mr. V.J. Bouillon, Chairman, Mr. Herbert Legg, Dr. Roy Patrick Wahle, Dr. Archie Wilson, Mrs. Selma Therriault, President Robert E. McConnell. Also present were Mr. Ralph Burkhard, Architect, Mr. William Pilcher, Mr. Fred Bassetti, Mr. John Morse, Mr. Robert Doran, Dr. Dohn Miller, Dr. E.E. Samuelson, Mr. Curt Wiberg, Miss Mary Greene, Dr. J. Wesley Crum, Mr. John Allen, Mr. Paul Bechtel, Mr. L.E. Reynolds.

MOTION NO. 187. It was moved by Dr. Wilson, seconded by Dr. Wahle, that the minutes of the meeting of July 25, 1959 be adopted. Motion carried.

Mr. Bouillon read a letter from Mr. Howard Thomas expressing his appreciation to the Board of Trustees for the correction of the soot problem. A letter from Mr. Phil Fitterer expressing his appreciation on the same matter was also read by Mr. Bouillon. A statement made by Mr. Fitterer was that this was the first time in many years that his family could use the yard for summer living.

MOTION NO. 188. It was moved by Mr. Legg, seconded by Mrs. Therriault, that the letter from Mr. Thomas be incorporated in the minutes, and that letter from Mr. Fitterer be noted. Motion carried.

Mr. Thomas' letter is as follows:

"Board of Regents of Central Washington College and
R.E. McConnell, President
Ellensburg, Washington

"It is with deep appreciation and gratitude that I take this opportunity to thank you for the most enjoyable summer experienced, since moving to my present home. I am sure that the entire neighborhood share the same enjoyment of a sootless yard, since the conversion of one boiler to gas.

"Your cooperation in the soot problem has produced perhaps the most pleasant attitude among the people with whom I have worked, since my appointment as Chairman of the soot control project.

"Again may I say thank you for your corrections of the soot problem.

"With best personal regards,

Sincerely,

Howard Thomas"

MOTION NO. 189. It was moved by Dr. Wahle, seconded by Dr. Wilson, that President McConnell appropriately acknowledge the letters from Mr. Thomas and Mr. Fitterer in behalf of the Board. Motion carried.

Mr. Ralph Burkhard, Architect, was invited to make a report on the progress of the Health and Physical Education Building. Mr. Burkhard stated that the building was nearly completed. The building has been inspected in the presence of President McConnell, Mr. Bechtel and Mr. Nicholson. The electrical work is completed and the 100% completion statements have been signed. The Earley Construction Company engineer has made up a punch list and this has been checked out. The mechanical contractors, Wells and Wade, have the heating system very near completion. There are a few small items yet to be completed.

Mr. Bouillon asked what had been done regarding the lighting condition. Mr. Burkhard answered that the lights have been corrected. He stated that all mercury vapor lamps have some discoloration. The lamps installed are the more economical type.

Mr. Burkhard stated that there were two problems in connection with the building. One is that the boiler cannot be fired on the present gas line. The boiler has a 17,000,000 BTU output and as yet the City has not enlarged the lines so that the boiler may be operated to its full capacity.

Mr. Burkhard also stated that there is the matter of taking over the water meters and the electrical meters. He felt that the end of September would be the proper time for the College to take over these meters.

Dr. Wilson asked when the building would be ready for occupancy, and Mr. Burkhard answered that the building could be occupied on Monday, September 21.

Mr. Pilcher, from the Earley Construction Company, explained that there had been a delay of a few minor details, such as, a few thresholds have not arrived, two panes of glass which are factory deliveries have not arrived.

Mr. Bouillon asked whether or not the concrete work, approaches, etc., were completed. The answer was Yes. Mr. Burkhard explained that the concrete raised ribbons and bumpers were constructed of good solid material. Mr. Pilcher stated that the area formerly occupied by the old building adjacent to the Physical Education Building will be finished next week. The top soil is in.

Mr. Legg stated that he was impressed with the building, and he asked Mr. Burkhard to explain what he considered to be the features that were really worthwhile. Mr. Burkhard answered that the basic idea is sound. It is economical. The cost of the building is \$14.40 per square

foot, and this figure is the average for school buildings, and he further stated that he thought the College had a lot for its money, but time and experience would tell this better than he could explain it. He stated too that cable building is on the uptrend in the United States.

Dr. Wilson asked if the swimming pool was to be used throughout the entire year, and would there be loss of heat because of the large windows in that area. Mr. Burkhard answered that the pool was to be used the year round, and that it was inevitable that there would be loss of heat through the windows.

Dr. Wahle asked regarding the furniture for the building. Mr. Bechtel stated that the first had arrived today. President McConnell stated that the main delay in furnishings would be the lockers. The request for lockers was sent out on open bids, and the Prison Industries was the lowest bidder. The College had indicated that the lockers wanted were the ones on the second low bid, but apparently Purchasing Division in Olympia had to accept the lowest bid. The Unions protested, so that caused another delay of two weeks. The Prison Industries will supply the lockers, but they must use union labor to install them. President McConnell stated that there was the possibility that some portable lockers could be transported to the building for temporary use.

President McConnell asked Mr. Bechtel if he had any observations. Mr. Bechtel mentioned that one item was that the underwater pool light is out. Mr. Pilcher stated that he had the check list on the building, but since it was a rather long list, he felt it would not be advisable to take up time by reading it at this time. The items were being taken care of.

In answer to President McConnell's question in regard to the balancing of the heating plant at the building, Mr. Burkhard stated that the heating contractor is working on that matter now.

Mr. Legg asked what should be done in regard to the dedication of the Physical Education Building. He thought it might be well to invite an architect from out of State to make some comments on this type of architecture, how it fits into school needs, etc. Mr. Burkhard commented that any architect called in for this purpose would make only favorable comments. On such an occasion one architect does not comment adversely on another architect's work. President McConnell felt that Mr. Burkhard should be given the privilege of explaining the new building. He felt that he should interpret his own work to this community. Also President McConnell felt that someone in the Physical Education field should speak at the dedication. Mr. Legg felt, too, that Mr. Burkhard would be the one who could give the audience the most vital facts on the building. Dr. Wahle suggested that the dedication booklet would also carry a description of the building. President McConnell asked Mr. Burkhard to supply the dedication committee with some statistics on the building for this purpose. Mr. Burkhard asked President McConnell to give him a list of items which he considered pertinent, and that he would then be glad to supply the information.

Mr. Legg asked if Mr. Burkhard could be asked to advise the Board just what, if any, items he wished the Board to take under consideration at this time. Mr. Burkhard stated that the building is complete with the exception of a few minor items, and that he would like to have the Board accept the building. Since there must be a one month waiting period after

acceptance before the contractor can receive final payment, Mr. Burkhard recommended that the check be sent to the College, and then Mr. Bechtel, and others concerned, can check through to see if the building is completed and ready for acceptance by the College. In this way the contractor can receive payment more quickly. He also stated that there is a one year guarantee on the building relative to defects, etc.

MOTION NO. 190. It was moved by Dr. Wahle, seconded by Mr. Legg, that the General, Mechanical, and Electrical work on the Health and Physical Education Building be accepted, effective September 18, 1959, subject to the approval of the President. Motion carried.

Mr. Burkhard stated that the College has in future planning an Art Building and a Music Building. He stated that he is particularly interested in being considered for the Music Building. He spoke of the use of controlled acoustics. The rooms so treated will work for all kinds of instruments. Acoustics can be varied.

President McConnell stated that the Board members had been supplied with a written report on the College Library, but the report on Campus Planning would need to be an oral report. He also stated that the contract with Bassetti and Morse for interior design and furniture needs to be signed.

Mr. Bassetti reported on the Library Building. He stated that progress on the plans were going along very well. He felt that they were close enough to the budget and that they did hope to stay within it. He showed a sketch of the building as the plans are now, and stated that his firm is now ready to build a model of the building which will express its characteristics.

Mr. Bouillon asked whether or not the appearance of the building would be satisfactory even though Walnut Street should not be vacated. Mr. Bassetti answered that the appearance would still be satisfactory. He mentioned that the present trees would be used in the landscape plan.

Mr. Legg asked if the building site could be changed in case the plaza could not be incorporated in the campus plans for another long period of time. Mr. Bassetti stated No, the old part of the campus would suffer. It would tend to dilute the scale of other buildings. The plan as it now is provides a good scale.

Mr. Bassetti stated that the building sketch and an article has been submitted to an architectural magazine, and that he feels that it will win an award. Mr. Legg asked that each Board member be supplied with a copy of the article for the magazine.

Mr. Bassetti stated that his firm has some unusual ideas about art work in the building. He has discussed his ideas with various artists, sculptors, painters, and potters. He felt that a reserve of perhaps 8/10 or 9/10 of 1% of the budget should be set aside for this purpose. The art work should be representative of the twelfth and thirteenth centuries. The artists would be working on the building itself, rather than doing the work in their studios. It will be an integrated work. Mr. Bassetti felt that in the early summer of 1961 we could bring three or four very carefully selected people to the campus and have them live here and work together on the art work of the building in a real genuine way, and thereby

bring something quite significant to the building, something that would be a living thing through the building and not monumental. Mr. Bassetti asked for an expression from the Board relative to this.

Mr. Legg said that he was in agreement with the idea of art work in the new building, and suggested that it be explored further. He offered the thought that if there were some salary funds available there was the possibility that the Art Department might be able to use these people on their faculty for a quarter.

Dr. Wahle mentioned that many of the public buildings in Europe are constructed with the understanding that 3% to 5% of total cost of building will be set aside for art work, and some are required to set funds aside for it.

Dr. Wahle further stated that he was inspired by Mr. Bassetti's dissertation, and that he would be very pleased to see this experimental breakthrough in using art on the building. Realistically, however, he would want to be sure of what would be best budgetarywise in this matter. He thought that perhaps salarywise would be a good way to handle this matter, since public opinion is sometimes expressed as to the use to which public funds are applied. Dr. Wahle continued that he was eager to pursue this plan of art work and to see it done. He stated that he agreed with Mr. Bassetti that the art work should not be monumental.

Mrs. Therriault asked if the plan is for interior or exterior art work. Mr. Bassetti answered that it would be both inside and outside.

Dr. Wilson stated that he was in favor of art in any public building. He felt that as a general rule artists prefer to work alone. Many times a group of artists will have to sacrifice ideas in order to meet in agreement with the others on the same project. Artists are extremely independent. He felt that if the art work is to be done the best procedure would be to offer this to a group of individuals and ask for their plans. The artists would submit some sketches of their plans to the committee and in that way we would have an idea of the finished work. It would be too late after the work has been applied to the building.

Dr. Wahle asked if it was not the opinion that the relationship is between the artist and the architect in this matter, since the architect is charged with the responsibility of bringing out the best in the building. The architect may have recommendation of one person to do this job, and the ideas can be given the Board from time to time. Dr. Wahle felt that since we are taking the step to recapture the charm of seven hundred years ago, the art person must be brought into the picture by the architect.

Mr. Bouillon asked if we could be certain that the cost of the building would be within \$20.00 per square foot. He stated that we could not go beyond that figure. Mr. Bassetti answered that the art work is to be put in as an alternate, and he added that he would not like to see the idea discarded.

Mr. Bassetti stated that he agreed with Dr. Wilson in that the artists are not to be given free rein in going ahead alone with their ideas.

Mr. Bouillon asked if the College would be incurring an obligation with the art group whether or not their plans were adopted. Mr.

Bassetti answered that the College would not be obligated. If expense occurred in the matter Bassetti and Morse would incur it.

Mr. Legg felt that before plans relative to art work on the building get too far it would be best to explore just what the salary budget is able to offer in employing art people. Mr. Bouillon stated that he did not feel that the College should go beyond the allowance on this building. Dr. Wahle stated that we would be using operational funds, and he felt that that was not a good procedure.

President McConnell brought up the matter of need for awareness of the gross costs of all supplies for building materials. He stated that every estimate that was made for our last budget was low. He felt that a preliminary estimate should be made before plans progress too far. President McConnell made the remark that we have all read that there is inflation, but we don't seem to believe it.

Mr. Bassetti stated that he felt there were enough areas where the work could be brought down within the budget. He stated that if the building cost goes to \$20.00 per square foot it would be \$4.50 higher than any other building they had ever built. He felt that because of simplicity of floor plan and the number of alternates that can be had the cost problem would be worked out satisfactorily. He stated that the building is already smaller than they liked it to be. President McConnell stated that plans have not progressed so far that the size of the building could not be cut down. He thought perhaps the committee hadn't been aware of costs. He also stated that the College does not have money for an overrun in cost on this building. Mr. Bouillon stated that the building would not be built unless it could come within the amount of funds available.

Mr. Legg stated that the Board members had been supplied with criterion relative to library buildings, and he would like to ask that the architect supply the Board with comments on how the proposed new library meets those standards. A copy of this article was given to Mr. Bassetti.

Mr. Bassetti stated that he had taken the matter of building plans to the office of Mr. Fenn in Olympia. Mr. Fenn gave a cost analysis on furniture. This analysis makes plain the fact that if the architect designs certain special items of furniture money can be saved.

MOTION NO. 191. It was moved by Mr. Legg, seconded by Dr. Wahle, that the Chairman of the Board be authorized to sign the agreement with the architects, Bassetti and Morse, for the interior design and furniture for the College Library Building, subject to the approval of the Attorney General. Motion carried.

Mrs. Therriault asked when the bids on the Library Building would be opened. Mr. Bassetti stated that December 1, 1959 is completion date for drawings, and should go out for bids on January 1, 1960. He felt that their work was proceeding on schedule.

Mr. Morse gave a report on Campus Planning. He stated that one item was to assemble accurate plans of area between Eighth and Tenth Streets and D and Chestnut Streets, and that this has been accomplished. The College has had a topographical survey made of this area. Item 2 - a study model of this area has just at this time been started. Item 3 - Preliminary preparation of landscape plans for this area are now in the beginning

stage. Item 4 - Coordination with the engineer for underground system and electrical system has been taken care of. Item 5 - It will be necessary to collaborate with the College on budget estimates for construction. Item 6 - Coordinate with other architects on how our plans work out to them in appearance, etc.

Mr. Morse explained that his firm had appeared at one hearing in the City Council in trying to have Walnut Street, between Eighth and Eleventh Streets, vacated. He felt that it would come about. It is very important to the campus to have the vacation of Walnut Street. He stated that it seemed important at this time that their policies be examined and that their firm be empowered to go ahead with the work. A budget should be set up to meet expenses as they are incurred. A figure of \$7,000.00 seems necessary for the year's expenses. He felt the \$150.00 per month for their services is a nominal sum. Mr. Morse stated that he had asked the landscape architect to stop work because there is no budget, and also the model makers have been stopped. President McConnell stated that \$4,000.00 had been set up in the budget for this one year for this type of contract. As yet the Administrative Committee hasn't looked it over, and he felt that the committee should first analyze this matter and see what they consider most important. The question arises whether or not to go into the operations budget to do this work. The answer to this will be ready for the next Board meeting. There is the possibility that some items of work will need to be postponed.

Mr. Legg stated that it would soon be time to bring Mr. DeMonte back to the campus for further discussion of plans, so that would be another item of expense to be considered. Dr. Wahle stated that the services of Bassetti and Morse were being obtained rather inexpensively, and he would like to be advised what the College is getting in the way of service. Mr. Morse stated that the placement of the two new buildings and final landscape plans were included in this part of their services.

Mr. Bassetti stated that there is no overall plan of the campus, and this is something that is badly needed.

President McConnell stated that his suggestion was that the administration be given an opportunity to analyze the matter with the architect. It is going to be necessary to decide whether or not to recommend the use of operations funds for this purpose, or spend the available \$4,000.00 and then, in the next budget, get another allotment for continuous planning.

President McConnell stated that it will be necessary to make plans for the November meeting with the Legislative Budget Committee on our campus. He asked if it is the desire of the Board that this committee help lay out the next buildings needed on the campus. It is necessary to have an analysis made of the projected enrollment needs of the departments. President McConnell stated that he would like to have the approval of the Board of some firm to handle this matter with us.

Mr. Bouillon stated that if the proposal to spend \$7,000.00 has to go through the Administrative Committee that will take time too. Dr. Wahle stated that he had the impression that work on the model had stopped and various activities had ceased because of lack of funds. President McConnell answered that funds are still available, but the old agreement ended on June 30, 1959. Dr. Wahle asked if the architect would agree that the Board fully intends to continue relationship and we can be billed for their services

as we go along.

MOTION NO. 192. It was moved by Dr. Wahle, seconded by Mr. Legg, that the employment of Bassetti and Morse, as Campus Planners, be continued under the previous arrangements, with the understanding that a review of the currently proposed budget be made the immediate concern of this Board. Motion carried.

At this point item No. 7 on the agenda was taken up as the next matter of business. Minutes of this matter are attached as separate item.

MOTION NO. 193. It was moved by Mr. Legg, seconded by Mrs. Therriault, that the written report from Mr. John Culler, Architect on Classroom Building and the written report from Cowan and Paddock, Architects on Student Housing Project, be accepted. Motion carried.

President McConnell stated that each Board member had a report from Valentine and Fisher, with drawings attached, on steam lines. Mr. Legg asked if any action was required by the Board other than the fact that it had been called to its attention. President McConnell thought that no action was required. Dr. Wahle asked if the same problem of electrolysis was still plaguing the institution, and the answer was Yes.

MOTION NO. 194. It was moved by Mr. Legg, seconded by Dr. Wilson, that the report of Valentine and Fisher be accepted, and that it be placed on file. Motion carried.

President McConnell discussed the matter of selecting an insurance broker to handle liability insurance for the College. He stated that Sherwood-Roberts of Yakima, and H.P. Sargent Co. of Seattle, had been contacted, and they are both interested in being agents for the College. He stated that since Sherwood-Roberts had offices located in Yakima they would be close for contact, and that they were a firm that would do a good job. President McConnell read a letter from this firm. President McConnell stated that the Sargent Company in Seattle is the broker for the University of Washington on their liability insurance. He stated that the College could either employ a firm as a broker or deal with a company direct, and it appears that there is some value in having an agent in making comparisons.

MOTION NO. 195. It was moved by Mrs. Therriault that Sherwood-Roberts be employed as broker, since they are close by. The motion lost for want of a second.

Dr. Wilson asked President McConnell what fee the brokers charge for these services. Do different brokers charge different fees? President McConnell answered that he didn't think there was a standard fee. They probably would not charge anything. Mr. Bouillon stated that the broker would get commissions from company who supplied the insurance policy.

Dr. Wilson asked if any other insurance brokers had been contacted in this matter. President McConnell stated that he had talked also to local agents. Dr. Wilson further questioned whether or not the other insurance brokers in the state were aware that the College was at this time interested in selecting a broker. Dr. Wahle stated that we are hiring a person who gives professional service, and if we want to inquire into the matter the

broker, at our behest, would attempt to find us the best coverage at the lowest rate. They are the analysts.

Dr. Wilson stated that he wanted to be certain that the others on the list had been treated equally - how many of the others know about this matter? Mr. Bouillon stated that some of the general agencies in Seattle know about it. These general agencies are people through whom insurance will come. He stated that he had been contacted by the Aetna Company in regard to the College liability insurance. Dr. Wilson insisted that he felt it was the responsibility of the Board, as a public body, to advise all brokers on the list supplied of the fact that Central is thinking of hiring a broker for liability insurance. Dr. Wahle remarked that this matter could be compared to the employment of an architect - architects generally know without being notified directly that construction is going on on this campus. Mr. Legg asked, Why should Sherwood-Roberts tell a competitor?

Mr. Bouillon asked Dr. Wilson what he would suggest as an alternative procedure. Dr. Wilson answered that he wanted evidence that a letter had been sent to all the brokers on the list, so he could tell the public at large that the College had made known its needs and had selected the broker whose offer fitted the needs of Central. Dr. Wilson suggested that the letters to be sent out contain the statement that an answer must be received back by the College at a certain date in order to be considered. He also stated that the list of brokers is of no particular value of itself - the people on it must be contacted, so that all have an equal opportunity in this matter. President McConnell stated that he had called people who knew the two brokers being recommended and that he had been satisfied with their statements. Dr. Wahle suggested that it would be advisable to send a form letter to all brokers on the list advising them that the Board is intending to name a broker of records.

Mrs. Therriault withdrew her motion (No. 195).

MOTION NO. 196. It was moved by Dr. Wilson, seconded by Dr. Wahle, that the President be directed to send to each one of the brokers, on the list supplied, a letter indicating the College's interest in hiring a brokerage firm to handle its insurance needs connected with liability insurance, and that the letter advise the date that a reply must be received back by the College. Motion carried.

Mr. Bouillon remarked that the liability insurance program was being postponed by this method for another month. The College has not heretofore had this insurance. Authorization was granted by an enabling act of the last session of legislature for the purchase of liability insurance for all employees of the College.

President McConnell presented three Change Orders to be signed. Dr. Wilson raised a question relative to Change Order M-3. Mr. Bechtel was called on to explain the need for the installation of interceptor drain line in the amount of \$1,771.74. He stated that this installation was in the dormitory situated next to the ditch, and the architect had underestimated the elevation and therefore had not properly ascertained the water table, although Mr. Bechtel had warned the architect regarding it. The architect put the mechanical room four feet below ground level, and there is now six inches of water in the utility tunnels. The interceptor

drain line will drain the area so that it can dry. He also stated that the contractor had made the water level test at a time when the ditch was not full.

MOTION NO. 197. It was moved by Dr. Wilson, seconded by Mrs. Therriault, that the Chairman of the Board be authorized to sign Change Orders M-2, M-3, and M-4. Motion carried.

President McConnell explained regarding the bid received for the remodelling of the Science Building. He stated that a project was being developed to move a wall in the building so that there could be one bigger classroom and thereby make better use of personnel. It was estimated that it would cost \$6,560.00. The only bid received was from George V. Jones Construction Company for \$13,520.00 which was twice the estimate. Therefore the work cannot be undertaken.

MOTION NO. 198. It was moved by Mr. Legg, seconded by Dr. Wahle, that the Administration be authorized to submit for bids again the remodelling of the Science Building at such time as seems appropriate, and that the bid of George V. Jones Construction Company for \$13,520.00 be rejected. Motion carried.

Dr. Wahle asked if the architect would want to know the reason for the rejection of his bid. The question also was raised that there might have been a rumor that no one else was going to bid.

President McConnell stated that a satisfactory bid on the Home Economics room alteration had been received, getting within \$300 of the funds available, and the project is now underway.

Dr. Wilson asked if the appropriation for the Science Building remodelling project was not used, would it revert, and also could this appropriation be used only as specified. The answer to both questions was Yes.

A discussion was held relative to the application to the City Council for vacation of three blocks on Walnut Street from Eighth Avenue to Eleventh Avenue. This proposal is being resisted by the people north of the campus. Dr. Wilson asked what the main objection of the people was, and whether or not the people of Ellensburg were pretty much aware of the development of campus plans and organization. Mr. Bouillon stated that there is no other access road to this area that is as good as Walnut. One street in particular (Poplar) is not in good condition to drive on. President McConnell stated that Mr. Erickson had taken this matter of street vacation to the Chamber of Commerce, Rotary, and other clubs in Ellensburg. Mr. Bouillon stated that the Chamber of Commerce was in favor. The main objection arises from the activity of two or three people, and one in particular, who have been circulating petitions and soliciting signatures from anyone willing to sign, whether they have an interest in that area or not. President McConnell stated that one real estate man who owned property north of the College is going to oppose the matter. He also stated that there had been an attendance of eighty people at a meeting of the City Council when this matter was up for discussion. Mr. Legg asked if the City of Ellensburg had professional planning service available. The answer was that they have City Manager who is an engineer. Mr. Legg felt that in the future there might be some value in having the services of a professional

planner who can work for both the College and the City, perhaps one who works on a retainer fee basis.

President McConnell stated that the City Council had appointed a committee made up of two members of the City Council, two County Commissioners, and two people from the Planning Commission. This committee met and two of the College people attended only to find that the matter was passed back into the hands of the College. They expect the College to build the access street to Eighth Avenue in lieu of Walnut. The College is not in a position to do this or to request funds for that purpose. President McConnell further stated that it is his suggestion that this matter be dropped at the present time and see what developments may appear later. He stated that the opponents of the street vacation hired a lawyer who put forth both real and imaginary road blocks. Mr. Bechtel stated that he had attended the meeting of the Joint City Planning group, and their first approach was to ask him what he had to propose in the matter. Mr. Bechtel stated that he thought the planning group of the City, by nature of their title, would be the ones to speak on their proposals. The meeting was then adjourned, and it was stated that there would be no more meetings until the College had a proposal to make. The chairman of the committee dominated the meeting. Some of the people at the meeting agreed with Mr. Bechtel, but they failed to speak up. Mr. Bechtel also stated that he thought the crucial issue is that of finances. If the College did make a proposal, the next question would be how it would be financed.

Dr. Wahle stated that the sentiment is that we are intending to pursue the matter in terms of long term planning. If we want to achieve this eventually, and if we take away the paved street to include in our campus and an alternate route is opened, is it the opinion of this Board that we have no obligation to resurface the new street for these people? There should be some talking point that we are going to replace street for street. We may have to put in more footage.

No action was taken on the above matter.

The matter of leasing the Webster Hotel and twenty-seven rooms in the Antlers Hotel was the next item of business. Mr. Doran, from the Attorney General's Office in Olympia, stated that the Board of Trustees does have the power to lease property in the State of Washington. He stated that no changes were made on the lease with the Webster Hotel, but changes were required on the lease with the Antlers Hotel in order to be in accord with the intent of both parties. Three signatures of Board members were required on each lease. The leases run from September 27, 1959 to June 10, 1960. The leasing of these two hotels was made necessary because of insufficient housing to accommodate students on campus. This will be remedied in March 1960 when the new dormitory for men is completed. Mr. Doran stated that the inventory of furnishings in each hotel will be attached to the lease.

Dr. Wahle asked what the legal position of the Board would be in case of a catastrophe in one of these hotel buildings - in case of suit by the parents of the students. Mr. Bouillon remarked that these buildings are subject to periodical inspection by the Ellensburg Fire Department, and that operations or portions of them for dormitory purposes probably created no additional fire hazards.

MOTION NO. 199. It was moved by Mrs. Therriault, seconded by Dr. Wahle, that the leases with the Webster Hotel and the Antlers Hotel for use as dormitory residences for men students be accepted, and that three Board members be authorized to sign the leases. Motion carried.

Copies of leases are in the Business Office of the College.

Dr. Wahle asked, as a matter of record, if the College executive authority has examined these premises, and asked if they met with fire regulations. President McConnell stated that the Fire Chief had not examined them at this time for the College, but that five members of the College had examined both hotels and were pleased with the conditions.

Dr. Wilson brought up the point that if the Board accepts these leases, is it also accepting the policy that the College will always secure housing for all students who apply for admittance to College? The student could be told that housing is filled and that it would be necessary for him to make his own arrangements. Dr. Wahle stated that he would like to set such a policy as long as the instructional area is adequate for so many students. He further stated that with this sudden onrush of 200 students looking for housing, it appears to be good judgment to secure accommodations which are supervised. Mr. Legg felt that there were some important policy questions of planning how far we want to go in taking care of projected future enrollments. Mrs. Therriault remarked that this temporary situation will not be needed when new dormitories are finished.

Dr. Samuelson was asked to comment on the matter of student housing. He stated that he agreed with Dr. Wahle. This is basically a point of view. It isn't a matter of stop-gap planning, but probably something we have to project and continue.

Dr. Wilson asked if hotels were to be permanent dormitory arrangements. Mr. Bouillon stated that it may be considered that a precedent was being created, but a precedent that can easily be terminated.

MOTION NO. 200. It was moved by Dr. Wilson, seconded by Dr. Wahle, that Dr. Wayne Hertz' request to spend one week in the Hawaiian Public Schools in May, 1960, to work in schools in music and to direct a festival chorus be approved. Motion carried.

MOTION NO. 201. It was moved by Dr. Wahle, seconded by Mrs. Therriault, that the request of Mr. Bruce Bray for leave of absence without pay for the academic year 1960-61 be granted. Motion carried.

Mr. Legg stated that according to the minutes of Western Washington College the sabbatical leave program is already in operation. He read that portion from the minutes. Dr. Wahle remarked that the agreement at Joint Board meeting was that all three colleges would handle the matter in same way after a satisfactory agreement could be reached, and now Western is approving a sabbatical leave for one person, but they have no plan to justify it. President McConnell stated that a joint plan was to be reached. It is now in the hands of the Faculty Council, and after their consideration a report will be made to the Board.

MOTION NO. 202. It was moved by Dr. Wahle, seconded by Dr. Wilson, that the appointment of Mrs. Louise Tobin, as Assistant Professor of Home Economics at a salary of \$5,800.00, be approved. Motion carried.

Mr. Legg asked if Mrs. Tobin was an additional appointment to the faculty or a replacement. President McConnell stated that she replaces Miss McCoy.

President McConnell discussed briefly the recommended rate for off-campus cooperating teachers and principals. He stated that it may be recalled that in a Joint Board motion that the three colleges would adopt a comparable rate, and we are following out the spirit of the Joint Board resolution. However, Central's committee feels that we should pay for September Experience also.

MOTION NO. 203. It was moved by Dr. Wahle, seconded by Mrs. Therriault, that the rate for off-campus cooperating teachers and principals be as follows:

To the Teacher
\$40 per quarter for full-time student enrolled for 12 to 16 credits
\$10 per student teacher for September Experience (4 quarter credits)

To the Principal
\$30 for 1 to 3 student teachers
\$40 for 4 student teachers
\$50 for 5 or more student teachers
\$2.50 per student for September Experience

Motion carried.

Dr. Wilson asked for an explanation of September Experience. President McConnell stated that it was student teaching done in September before college opens, and is an addition to the college year. Central has one hundred student teachers this fall, all enrolled for four credits. Dr. Wahle mentioned that a number of other colleges have September Experience, but they are undergraduates who merely observe. Central's program is unique in this regard. Prior to this time Central has not compensated the teachers. Mr. Legg stated that while he was not in disagreement with this program and would vote for the motion, he would like to point out that our experience to reach agreements between the three teacher colleges does point out the problem of reaching agreements on more important policy significance than this. He felt it was wise for the three colleges to keep policies as close together as possible where there is especial good reason for doing so, and not work on the little things that are not so necessary.

Discussion was held relative to the letter from Cowan and Paddock recommending that no extension of time be given to contractors on HHFA project. Mr. Legg felt that the Board should know the reason for this decision. President McConnell read the letter from Cowan and Paddock which is as follows:

"Several months ago we received three requests from the General

Contractor for consideration of extending the time of performance of his contract. Copies of these letters are attached hereto for your review.

"As required by the above reference, this office submits the following opinions on each request:

- "A. Letter of July 8th. - It is our opinion that Article 20, SPECIAL CONDITIONS makes no provision for extension of time for the causes set forth herein. The mechanical contractor has been appraised of this letter and a copy of his reply is included herewith.
- "B. Letter of July 20th. - Although the batching plant referred to is the only one in the immediate area, it is felt that had crucial pours been scheduled, more distant sources would have to have been resorted to. When pours were cancelled, work on forms for future pours was accelerated, and it is our opinion that the net result did not involve actual delay.
- "C. Letter of July 23rd. - No firm request for a specified length of time has been received to date. When and if such is received, an analysis of the circumstances will be made and forwarded for action together with our comments.

"These comments are transmitted for further comment by you and forwarding to H.H.F.A. in accordance with their directive dated July 30, 1959. We would appreciate a copy of your letter to them.

Yours very truly,

Cowan & Paddock, Architects

by: James D. Cowan "

Mr. Legg asked regarding the penalty which would be attached in case of failure to fulfill performance of contract. Dr. Wahle explained that even though there is such a clause, the contractor will make every effort not to become involved in such a circumstance. The general advice is against penalty clauses. If all bodies begin to extract penalties it will reflect on the contractors' rates. Dr. Wahle further stated that he was in favor of having the power of a penalty clause, but it should not be exercised unless absolutely necessary. President McConnell felt that the contractors would meet their contract agreement knowing that the architect has stated that there would be no extension of time.

MOTION NO. 204. It was moved by Dr. Wilson, seconded by Mrs. Therriault, that the recommendation of Cowan and Paddock, Architects, that no extension of time be given to contractors on HHFA project be accepted. Motion carried.

President McConnell explained the need to apply for a loan from HHFA in order to complete the Union Building and join it with the old Physical Education building. A study of this project has been made. President McConnell stated that his analysis was that \$200,000.00 would be a

right figure. However, Dean Stinson feels that he needs more leeway in his planning. President McConnell, therefore, felt that a figure not to exceed \$300,000.00 would be a good request figure. He stated that Congress had passed only \$250,000,000.00 and all colleges would be making requests, therefore, it is necessary to place Central's request as soon as possible.

Mr. Legg suggested that now might be the appropriate time to secure a statement from the Attorney General's office regarding the relationship between the Board of Trustees and the Union board. President McConnell stated that the College Union building is under the Board of Trustees. Mr. Legg had assumed that the Union maintained a separate financing account, and President McConnell explained that all receipts and disbursements are handled through the Business Office. The Union board is merely an appointed standing committee. There are student representatives on this committee. The Union is not incorporated.

MOTION NO. 205. It was moved by Mrs. Therriault, seconded by Dr. Wahle, that the Administration be authorized to apply to HHFA for an amount not to exceed \$300,000.00 for the purpose of completing College Union building and joining it with the old Physical Education building. Motion carried.

In answer to Dr. Wilson's question regarding the architect who had been approved for HHFA building construction, President McConnell stated that architect is employed only to make preliminary plans in order to get estimates for making request for funds. The architect will probably be paid at the rate of \$10.00 per hour for this preliminary planning. Dr. Wilson asked from what source the money would come for the preliminary planning, and Dr. Wahle mentioned that he could not be paid out of funds the College did not as yet have. President McConnell answered that he is doing it on faith. Mr. Legg stated that in order not to incur any obligation this Board has established a policy in other instances so that if we change architects we need feel no obligation.

An additional building fee of \$5 per quarter was discussed. President McConnell stated that this idea came about after his trip to Washington, D.C. He saw the wisdom of getting a preliminary plan in to HHFA for additional dormitory construction whether they can cover it or not. There will be more requests than HHFA can meet. The Administrative Council is of the opinion that the building fee could readily be raised another \$5 per quarter, and then we should borrow as much money as that would purchase to build the immediately needed dormitories, one for girls and one for men.

President McConnell stated that without additional fees we could not borrow any more money until present dorms have been in operation for about two years.

Mr. Legg asked if anyone on the Long Range Planning Committee had given thought to the number of dormitories that will be needed in the immediate future. Dr. Samuelson stated that the committee on housing had been meeting during the past year to explore this matter of student housing. He stated that he had a projection based on curve for enrollment until 1965, and about ten dormitories would be needed to keep ahead of the curve. In answer to Mr. Legg's question regarding the financing of these dormitories, Dr. Samuelson stated that the committee had not solved that problem as yet. Dr. Samuelson stated that the assumption had been that the temporary dormitories could be discontinued, but now that does not appear to be possible

for some time.

Mr. Legg stated that the College may have to reconcile itself to continue seeking temporary housing. We should face up to what our finances will allow us to build in the next ten years and advise what to expect. Mr. Bouillon stated that we know that our finances are nil - there is no more money available. He further stated that before we have two years experience with the present loan a period of two and one-half years will have elapsed, and we need to have other dormitories under construction long before that.

Mr. Legg asked if the \$5 proposed addition to the existing building fee was for the purpose of having money for collateral when asking for the funds to construct new buildings. President McConnell answered that it was. Mr. Bouillon stated that it would be useless to apply for additional funds without first setting up the additional \$5 fee.

Dr. Wilson asked what the thought of the student body was on this additional fee. President McConnell stated that he had talked to the ex-president of SGA and he was excited about the idea. As far as other students are concerned it will be a matter of two or three weeks before an opinion can be received from them, and every day counts in going ahead with this matter. Dr. Wilson was concerned as to whether or not the parents of students would understand the reason for this raise. Mr. Legg stated that the students were consulted prior to raising the building fee the first time, and Dr. Wahle added that other raises had been anticipated in the future at that time. Mr. Bouillon stated that one factor in connection with this matter is that if we do not get the HHFA funds the \$5 fee will not be needed at this time.

Dr. Samuelson stated that he felt he could safely say that the vast majority of students were in favor of having the fees raised. They realize that the College facilities are inadequate, and since they are the ones who live on campus they are interested in betterments. We are in a competitive market, but other schools are in the same position as we are. We are not much out of line with other colleges. There is only one answer, and that is that we attempt to run a first class institution. The students take pride in their school.

President McConnell explained that student fees were paying for the College Union building, dormitories, and Commons building. Dormitory rent is applied on bond issues. There are no State funds in these self-liquidating projects.

Mr. Bouillon stated that if there is any profit in the dormitory transaction that money would be available for other building projects. President McConnell stated that a certain sum was guaranteed to pay the bond issues.

Mr. Legg asked if the Board could accept the first half of this item (application for funds to HHFA to build additional dormitories) and defer the decision on the additional building fee to the next meeting of the Board. Dr. Wahle commented that the \$5 fee need not be applied until the College had been issued funds from HHFA. Mr. Bouillon stated that a resolution had to be passed before any action could be taken in applying for funds.

MOTION NO. 206. It was moved by Dr. Wilson, seconded by Dr.

Wahle, that the resolution for application to HHFA for funds to build additional dormitories and an additional building fee of \$5 per quarter to be added to the existing fee structure be adopted. Motion carried.

Dr. Samuelson was asked to report on the recommended clinical tutorial service to assist students to remove deficiencies in reading and spelling. He stated that this proposal has been under study by the Dean of Instruction and the Dean of Students. A great deal of screening is now being done in this program. A testing program is being operated under Dr. Samuelson's supervision which gives general proficiency of students for teaching program. He stated that in the present school program courses in penmanship, writing, English, and arithmetic were being offered as evidence of need of students to become more proficient in those courses. At this time nothing is being offered in reading and spelling which are areas where many students are deficient, and the feeling is that this is greatly needed. The students would pay for this service. The Dean of Students would have general supervision. The charge for this service would be at the rate of \$5 for one class meeting a week, and the class would meet for a nine week period, three periods a week, which would make a \$15 per term fee. It was further explained that if a student also took a two day class in spelling, which would be \$10, this would total \$25 per quarter for that one student. The instructor would be sought from the faculty members or wives of faculty members, and their pay would be from the money received from these students. At the present time instructors are being paid \$75 for one class meeting a week for extension work, so a three class course would be \$225. The student would not receive credits for this classwork.

Dr. Samuelson stated that it is recommended that this tutorial service be started this fall. He added that the program would support itself.

Mr. Bouillon asked how the student's need was determined. Dr. Samuelson stated that this was determined by tests which are given every quarter to students who have deficiencies. It is a part of student's record when he enters school. These tests must be taken in order to teach.

Mr. Legg asked if any reading matter on tests was prepared so that it could be available to the Board. Dr. Samuelson answered that annual reports were made up.

Mr. Legg asked for the reasoning behind charging for this service. Dr. Samuelson stated that this service is something that is extra beyond the regular studies in College. The program is intended for Juniors who are about to enter education program, so that deficiencies can be removed before students can be accepted as candidates.

Dr. Wilson questioned why this tutorial service should be set up to help people, who do not come up to minimum standards for spelling and reading, to get into the teaching profession. He stated that his opinion was that these people should have gotten this part of their education in the public schools, and sometimes it may be necessary to say to these people that they must go back and get these particular skills or it is too late. He stated that he was against setting up this tutorial service for these people.

Dr. Wahle stated that the GI Bill would bear upon what had just been said. The fact was demonstrated that the student did not have basic skills and at college these students did pick up much of what they had lost. He stated that it seemed to him that it is self sufficient and the college is giving the service. It is bringing student and tutor together. The student is being given an opportunity to make up his work. Mr. Legg thought this was a program that had been worked out very thoughtfully and that it was his idea that the student should be admitted to college and then it should be demanded of him to keep up.

Dr. Samuelson stated that it was a complicated picture. A 2.00 average had been adopted, and the student must continue to maintain at least that average, and must therefore have ability in reading and spelling. Since this is not always the case, extra work in this area is a need. He asked how it would be possible to change this cycle of poor teaching in public schools unless this phase of ability is corrected.

President McConnell stated that if our college is to turn out a good product, screening must be done. And this screening must take place after the student gets here. The deficiencies are pointed out to the student and he takes courses to correct, but in the case of reading and spelling this probably should be at the expense of the student. This is a progressive step, and will continue to raise the standards. Mrs. Therriault felt that this was a good program to enter.

President McConnell stated that he had been on a panel discussion some time ago, where they discussed how to increase standards of teacher education and these ideas were brought out. In turn President McConnell brought this information to the Deans who set up a committee to study the possibilities of such a service. The question is, shall the college give the student a chance to correct?

Dr. Wilson asked how far does the responsibility of the College go to teach people? Dr. Wahle stated that this was a good question, and that it was a question that had been raised at the Joint Boards. However, he stated that he was in deep disagreement. The Joint Boards' thought was that there was no responsibility whatsoever. It was suggested that screening be done at the door and a student would not be allowed to enter college unless he met the requirements. There was then proposed the idea of selective retention, which means that a student will be allowed to enter and then will be submitted to tests, and then can be eliminated if necessary after getting into the program. The taxpayer will be supporting this large freshman class. The question is, would it be more plausible to screen at the door? In dollars and cents this method costs less, but in human value the answer is the former. Dr. Samuelson stated that this question may be pertinent in the long run, but not now. He felt that the question which might be asked is, after a student is admitted, is there a responsibility to help him succeed? There must of a consequence be this factor, if a student doesn't have the potential to realize on this additional help, his stay at college is short.

Mr. Legg asked if there was anything to indicate that Central's C grade was equal with that of the U of W - do we have any correlation? Dr. Samuelson stated that the data on this point are not complete as yet. Dr. Wilson stated that the method of determining who needs this special service is by tests, and he felt that the College should be concerned with specifics. The student comes to enter college with a high school certificate and a

grade point average - that should be the answer.

MOTION NO. 207. It was moved by Mrs. Therriault, seconded by Dr. Wahle, that a clinical tutorial service be established to assist students to remove deficiencies in reading and spelling, and a fee of \$5 per lesson per quarter be charged. Motion carried. Dr. Wilson did not register a vote.

President McConnell presented the signed option on the E.L. Fetter property on North Poplar Street, and he stated that the price agreed upon was exactly as appraised - \$2,700.00.

MOTION NO. 208. It was moved by Mr. Legg, seconded by Dr. Wahle, that the purchase of the E.L. Fetter lots be approved. Motion carried.

President McConnell read a letter from Dr. Paul Ellis, Legislative Auditor, relative to the visit on this campus by the Legislative Budget Committee. The date of the visit would be either November 13 or 14 - it is expected that it would be the 13th. He stated that it would be of value for all Board members to be present that day if possible. Mr. Legg asked if the Board should have some idea of the building program that will be submitted to this group. President McConnell stated that the program of building plans would be discussed with them, such as, the budget plans, our needs, our projections, projects for which we will need funds in the next legislature.

MOTION NO. 209. It was moved by Dr. Wahle, seconded by Mrs. Therriault, that the next meeting date for the Board of Trustees will be October 23, 1959. Motion carried.

The meeting adjourned at twelve-forty a.m.

M-2 Adjustments and charges amounting to a debit of \$109.20
M-3 Installation of interceptor drain
M-4 Extension of 6" sewer line - \$338.00

Respectfully submitted,

9. Bid on remodeling of Science Building. Low bid from George V. Jones Construction Company - \$13,520. The appropriation is \$6,500. It appears that this project cannot be undertaken.

Secretary

10. The application to the City Council to vacate three blocks on Walnut Street from Eighth Avenue to Eleventh Avenue has been resisted by many people north of the campus.

President's recommendation: That because of strong local opposition at this time we not press for this request. A delay of this time may be good strategy.

11. Request from Dr. Wayne Hertz to spend one week in the Cavellia Public Schools in May, 1960, to work in schools in north and to direct a festival there.

AGENDA - September 18, 1959

1. Report from Mr. Ralph Burkhard, Architect on Health and Physical Education Building.
2. Reports from Bassetti and Morse, Architects
 - a. Report enclosed on College Library
 - b. A personal report on Campus Planning - Mr. Morse
 - c. Approval of agreement with Bassetti and Morse for interior design services for the college library interior and furniture - \$12,750
3. Report enclosed from Mr. John Culler, Architect on Classroom Building
4. Report enclosed from Cowan and Paddock, Architects on Student Housing Projects
5. Letters from engineering firms on public utility and steam lines
6. Selection of an insurance broker. Attached is a list of brokers. It is recommended that we select either:
 1. Sherwood - Roberts, 117 North 2nd Street, Yakima
 2. H.P. Sargent, 647 Skinner Building, Seattle

Another suggestion is to take a policy direct from one of the large insurance companies such as Aetna, Northwestern Mutual or General.
7. Hearing on revocation of teaching certificate of Mr. John Dearing
8. Change Orders to be signed:
 - M-2 Adjustments and changes amounting to a deduct of \$109.20
 - M-3 Installation of interceptor drain line - \$1,771.74
 - M-4 Extension of 6" sewer line - \$338.00
9. Bids on remodelling of Science Building. Low bid from George V. Jones Construction Company - \$13,520. The appropriation is \$6,560. It appears that this project cannot be undertaken.
10. The application to the City Council to vacate three blocks on Walnut Street from Eighth Avenue to Eleventh Avenue has been resisted by many people north of the campus.

President's recommendation: That because of strong local opposition at this time we not press for this request. A delay at this time may be good strategy.
11. Request from Dr. Wayne Hertz to spend one week in the Hawaiian Public Schools in May, 1960, to work in schools in music and to direct a festival chorus.

12. Request from Mr. Bruce Bray for leave of absence without pay for the academic year 1960-61.
13. Approval of appointment of new staff member:
Mrs. Louise Tobin, MS, Oregon State College
Assistant Professor of Home Economics
Salary, \$5,800
14. Recommended rate for off-campus cooperating teachers and principals:
To the Teacher
\$40 per quarter for full-time student enrolled for 12 to 16 credits
\$10 per student teacher for September Experience (4 quarter credits)
To the Principal
\$30 for 1 to 3 student teachers
\$40 for 4 student teachers
\$50 for 5 or more student teachers
\$2.50 per student for September Experience
15. Letters from Congressmen received by the Secretary of the Board will be available for examination.

16. New Library - Enclosed are copies of the articles requested. Mr. Fred Bassetti, library architect, will make an oral report at the meeting on September 18. During this report questions may be asked about these standards.

17. Library and Visual Aids - Dean J. Wesley Crum and the President will be glad to discuss plans for the administration of the library. This library is an integrated library and includes all teaching materials including books, films, and records. Since the library is under the supervision of the Dean of Instruction it is hoped that we may secure a man who can supervise all of the activities in the building.

18. New Librarian - we have had contacts with many candidates. Our recommendation is that the Board of Trustees approve a larger salary than we had budgeted in order to get a man with the proper ability, experience and education to fill this very important post. Several satisfactory candidates were located but they wished more salary or for some other reason could not be considered. The man at State Teachers College, Cortland, New York, accepted a position in the Middle West. The librarian at Lewis and Clark College would not leave that area because of family connections. The man at Eastern Michigan College, Ypsilanti, had just returned from a year abroad on a government assignment and felt obligated to stay for another year in his present assignment. The man at Hamline University indicated that he would not be interested in moving for less than \$12,000 a year salary. The Board of Instruction and the President are recommending that we raise the offering salary and renew our search for a satisfactory candidate.

Additional topics for the agenda for the Board meeting of September 18, 1959 proposed by Mr. Legg

1. Attached is a copy of the items supplied to the Board Members at the June 6 meeting under Resolution 154. Several of these have been accomplished and others were considered at the meeting of the Joint Board.
2. Foreign Students - This is No. 7 in the attached list. Dr. E.E. Samuelson is adviser to foreign students. He is willing to make a report if called upon.
3. Mr. Ralph Burkhard has already been invited to make the personal presentation at the meeting and will be the first to report. Plans are underway for a dedication of the new building. Enclosed is a list of the three committees appointed to make plans. Mr. Nicholson believes that the only date in November which would be acceptable would be Friday, November 13. If it is found that all the furniture has not arrived or that the building is not ready the committee on the program has suggested that the dedication be held during the Winter Quarter.
4. Budget - the budget has been approved for this academic year and the \$1 minimum wage was placed in effect July 1 as required by law. Since the original budget figure was based at 90¢ per hour some correction may need to be made toward the end of the year to take care of the overage.
5. New Library - Enclosed are copies of the article requested. Mr. Fred Bassetti, library architect, will make an oral report at the meeting on September 18. During this report questions may be asked about these standards.
6. Library and Visual Aids - Dean J. Wesley Crum and the President will be glad to discuss plans for the administration of the library. This library is an integrated library and includes all teaching materials including books, films, and records. Since the library is under the supervision of the Dean of Instruction it is hoped that we may secure a man who can supervise all of the activities in the building.
7. New Librarian - we have had contacts with many candidates. Our recommendation is that the Board of Trustees approve a larger salary than we had budgeted in order to get a man with the proper maturity, experience and education to fill this very important post. Several satisfactory candidates were located but they wished more salary or for some other reason could not be considered. The man at State Teachers College, Cortland, New York, accepted a position in the Middle West. The librarian at Lewis and Clark College would not leave that area because of family connections. The man at Eastern Michigan College, Ypsilanti, had just returned from a year abroad on a government assignment and felt obligated to stay for another year in his present assignment. The man at Hamline University indicated that he would not be interested in moving for less than \$12,000 a year salary. The Dean of Instruction and the President are recommending that we raise the offering salary and renew our search for a satisfactory candidate.

Additional topics suggested by President McConnell

1. Letter from architects, Cowan and Paddock, recommending that no extension of time be given to contractors on HHFA project. It is suggested that their recommendation be approved.
2. Signing of contract for the lease of the Webster Hotel and twenty-seven rooms in the Antlers Hotel to be used as dormitories for men. Contracts have been approved by the Attorney General's office.
3. Authorization for the administration to apply for a loan from HHFA of \$200,000 to complete the Union Building and join it with the old Physical Education building.
4. The President and the Administrative Council recommend that an application be submitted to HHFA for funds to build additional dormitories and that an additional building fee of \$5 per quarter be added to the existing fee structure.
5. It is recommended that a clinical tutorial service be established to assist students to remove deficiencies (e.g. reading and spelling). The Dean of Instruction, the Dean of Students and the Chairman of the Division of Education have studied this problem. Dr. E.E. Samuelson will make the report.

Topics added at meeting:

6. Purchase of E.L. Fetter lots.
7. Date for visit of Legislative Budget Committee.
8. Date for next Board meeting.