

10-23-1959

# 1959 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

Follow this and additional works at: [http://digitalcommons.cwu.edu/bot\\_minutes](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 80.

[http://digitalcommons.cwu.edu/bot\\_minutes/80](http://digitalcommons.cwu.edu/bot_minutes/80)

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

MINUTES OF THE MEETING

October 23, 1959

A meeting of the Board of Trustees was held Friday, October 23, 1959, at eight p.m., in the Commons. Present Mr. V.J. Bouillon, Chairman, Dr. Roy Patrick Wahle, Mr. Herbert Legg, Dr. Archie Wilson, Mrs. Selma Therriault, President Robert E. McConnell, Mr. Kenneth Courson, Secretary.

MOTION NO. 210. It was moved by Dr. Wilson, seconded by Dr. Wahle, that the minutes of the meeting of September 18, 1959 be approved. Motion carried.

Mr. John Culler was invited to make a report on the plans for the Education and Psychology Building. He stated that the plans and specifications for the building are completed and ready for bid call. A set of plans and specifications have been sent to the State Engineers and they have checked them. A set of plans was also sent to the State Fire Marshall for his approval. Mr. Culler stated that they desire bids to be opened Thursday, November 19, 1959.

Mr. Culler further stated that the building plans follow almost in toto the preliminary plans of last spring. He felt that the building committee has been well organized and has been able to think through and analyze the College's needs and wants. There has been no indecision, and that has been helpful to the architects, and is a tribute to the original analysis. He felt that these plans will be resolved into a building which will satisfy the needs of the College. The plans and specifications and, also, the architect's sketch of the exterior of the building were shown. It was explained that the covered walk is not in the final plans.

Mr. Culler stated that there were eight classrooms, three lecture rooms on the first floor of the building, and on the second floor there are six teaching demonstration rooms, psychology experience area, work area and psychology testing area. The building is to be constructed of reinforced concrete with a brick veneer and the lower part of the building will be glass or concrete.

Dr. Wahle asked relative to the lighting in the building. Mr. Culler stated that two kinds of lighting would be used. Some of the rooms will have light from windows, and others without windows are dependent on artificial lighting. This gives the student an opportunity to have the experience of teaching in both types of rooms. He also stated that for these inside rooms the plans carry a separate alternate for air conditioning. There will be ventilation in any event. One deviation that has been made is in the heating system, and it is anticipated that it will be a double duct heating system.

Mr. Culler discussed the alternates to the basic bid. They are as follows:

1. The pool and bridge.
2. A smaller pool.
3. Terrazzo floors in corridors and other areas.
4. Tablet arm chairs in lecture rooms (chairs bolted to floor) and storage desks.
5. Additional desks.
6. Drapes. Darkening drapes.
7. Air conditioning.
8. Additional controls in the educational area.
9. Additional controls in psychology area.
10. Different type of lenses in the lights.
11. Closed-circuit TV set hookup. It is necessary to name subcontractor to do that work.
12. Elevator equipment.
13. Dictaphone system in administrative area. This will enable staff to operate with one or two secretaries, since one central machine will be in use.
14. Landscaping - includes some walks, planting and lights.
15. Bookcases in administrative area.

Mr. Culler felt that it will be possible to come within the funds available with this list of add alternates. He stated that his firm had coordinated their specifications with the State authorities. The plans and specifications are exactly as the State authorities wished them.

Dr. Wahle asked if the covered walkway was being entirely eliminated. Mr. Culler stated that the development of the whole area worked out better without the covered walkway. Dr. Wilson asked regarding the circular conference room. Mr. Culler stated that it was included in the plans, and that there would be a covered connection between it and the main building. The front portion of the walk only is eliminated.

Mr. Culler stated that the bid will be for three separate contracts, general, electrical, and mechanical.

Mr. Legg asked Mr. Culler what he considered the most significant thing in this building - what are you most proud of? Mr. Culler answered that the building solves the College's need for such a building. There is the concept of using closed-circuit TV; it is possible to have the same program in many rooms at one time. He further stated that his firm had tried to create an atmosphere that future teachers should learn to teach in. The circular area can serve many useful purposes - the College is host to many meetings, and this is an excellent place to have such meetings.

MOTION NO. 211. It was moved by Dr. Wahle, seconded by Mrs. Therriault, that the plans and specifications for the Education and Psychology building as presented by Culler-Gale-Martell-Norrie be accepted, and authorize that bids be called for on November 19, 1959. Motion carried.

Mr. Culler stated that the State authorities wished to have the members of the Board sign the cover sheet of the tracings for the building. This cover sheet was duly signed by all members of the Board.

MOTION NO. 212. It was moved by Mr. Legg, seconded by Dr. Wilson, that an additional amount of \$1,200.00 be transferred from the balance in local funds for the purpose of completion of Master Planning and Landscape Planning for the balance of this year. Motion carried.

Mr. Courson reported on the contract for interior decorations and planning on the Library building. He stated that at the last meeting of the Board, the contracts had been approved and signed. The Attorney General has now approved them and copies have been distributed to Bassetti and Morse.

MOTION NO. 213. It was moved by Mr. Legg, seconded by Dr. Wahle, that the contract with Bassetti & Morse for interior decorations and planning of the Library building be accepted. Motion carried.

In regard to the employment of an insurance broker for liability insurance, Mr. Bouillon stated that a different recommendation was before the Board today than the one at the last meeting. Each member of the Board had a copy of the letter from Mr. Hugh Hitchcock relative to his desire to serve the College's needs as a Broker of Record in this instance.

MOTION NO. 214. It was moved by Dr. Wilson, seconded by Mrs. Therriault, that the recommendation of Hugh Hitchcock Agency as Broker of Record for liability insurance be accepted. Motion carried.

Mr. Bouillon stated that the insurance would be placed through the Hugh Hitchcock Agency as broker, but for the benefit of the Washington Association of Insurance Agents. Dr. Wilson asked how many brokers had answered the request of the College. A large number of letters had been received, and Mr. Bouillon stated that a large percentage of the brokers recommended the hiring of a local broker, and the insurance going through the Washington Association of Insurance Agents.

President McConnell stated that he had carried out the motions of the last meeting and made application to HHFA for fund reservations to remodel the Union Building and construct a girls' dormitory. HHFA telephoned this morning that the funds for the Union Building have been reserved in the amount of \$300,000.00. President McConnell further stated that the Board should move rapidly in filling out another application which incorporates the details for building. This will mean the employment of an architect.

President McConnell read a letter from the Union Board, signed by Dr. T. Dean Stinson. It was the recommendation of the Union Board that either Cowan & Paddock or Culler-Gale-Martell-Norrie be employed as architects on this project.

Mr. Legg asked the names of the members of the Union Board. They are as follows: Dr. Stinson, Mrs. Annette Hitchcock, Miss Janet Lowe, and five students.

Mr. Legg stated that he had originally had the view that the Union was a self contained operation. The Board has not formulated a

procedure for the selection of architects. Should there be a procedure under which architects should be selected through the Planning Committee and the Administrative Council? Dr. Wahle asked if there was a time element involved in the application, with plans attached, to the HHFA for the securing of funds. President McConnell felt that there was no deadline in this matter.

Mr. Legg stated that the Board should authorize the administration to submit application for its approval at the next Board meeting, and along with that should be a recommendation to include architects. Mr. Bouillon stated that that would involve the service from an architect who is familiar with HHFA. Mr. Legg stated that he thought Cowan & Paddock had worked on this plan. Mr. Courson stated that Cowan and Paddock had worked with the Union Board in the preliminary estimate, but did very little actual work in preparation of plans and specifications. Mr. Bouillon stated that before the Board could proceed further it was necessary that a preliminary plan be submitted with the final application. President McConnell stated that this sum of \$300,000.00 is set aside and held for final application in Washington, D.C. He suggested that the Union Board be asked directly for recommendation on preliminary planning. He stated further that the Site Committee has no concern in this matter, since a change of site is not involved, but is rather a matter of remodelling of the two buildings. Mr. Legg felt that the Board should at this time thoroughly discuss the procedure to be used in the selection of architects in future planning.

At this point, Dr. Wahle moved that the next order of business be taken care of, and action be taken later on the matter of selecting architects.

A discussion was held relative to the publication of the "History of the College" by Dr. Samuel Mohler.

MOTION NO. 215. It was moved by Mr. Legg, seconded by Dr. Wahle, that the recommendation of the President be accepted as follows: that the manuscript of the "History of the College" be examined as soon as possible, and that an estimate of cost be secured from the University of Washington Publications Office, and that consideration be given to the financing of this project with available balance left in local funds from the last biennium. Motion carried.

Mr. Bouillon asked if the publication of the manuscript had not been approved at a previous meeting. Mrs. Therriault stated that it was approved at the July meeting. Mr. Courson read Motion No. 181 from the minutes of the meeting of July 25, 1959 as follows: "It was moved by Mr. Legg, seconded by Dr. Wahle, that the Board accept the manuscript of the History of the College by Dr. Mohler, and ask that the administration advise regarding the possibility of securing funds for its publication. Motion carried."

Mr. Bouillon stated that President McConnell had been authorized to appoint a Committee of Seven to consider policies for guiding the Board of Trustees in the selection of names for buildings and areas on the campus. A list of seven names was presented to the Board.

MOTION NO. 216. It was moved by Mr. Legg, seconded by Dr. Wilson, that the Committee of Seven, to consider policies for guiding the Board of Trustees in the selection of names for buildings and areas on the campus, appointed by President McConnell, be accepted as follows: Dr. Lyman Partridge, Mr. Don Knowles, Mr. Harold Barto, Dr. Ernest Muzzall, Miss Barbara Kohler, Mr. Joe Lassoie, Mr. Chet Read. Motion carried.

Mr. Courson was asked to present the Change Orders which affect the balance of funds available at this time. He read the Change Orders as follows:

Change Order No. 1 provides funds for equipment for tutorial clinical services and is in the amount of \$785.00 - Dean of Students.

Change Order No. 2 in the amount of \$450.00 provides additional student help in the Science Building.

Change Order No. 3 in the amount of \$250.00 for the College Elementary School. This item will affect the income fund, because of the increased student fee which was charged this fall. The fee was increased from \$8 to \$11.

MOTION NO. 217. It was moved by Dr. Wahle, seconded by Mrs. Therriault, that the following Change Orders be accepted:

Change Order No. 1 - \$785.00 - Dean of Students

Change Order No. 2 - \$450.00 - Science Division

Change Order No. 3 - \$250.00 - CES

Motion carried.

Mr. Legg called to the attention of the Board Item No. 17 on the list of twenty-eight items as supplied by him on May 30, 1959, and suggested that action be taken on this matter.

MOTION NO. 218. It was moved by Mr. Legg, seconded by Dr. Wilson, that Item No. 17 which reads as follows: "PRESENTATION OF INFORMATION ON CWC STUDENTS AND FACULTY. I suggest that the Board be supplied with written information on all presently available information on CWC students and faculty which is compiled in statistical and study form: Rating of students on national tests, drop out rate, comparison with other schools, mental ability of students, student backgrounds, faculty rating, etc. This would help the Board understand where CWC is in relation to other schools" be forwarded to the appropriate administrative officials. Motion carried.

Dr. Wahle stated that perhaps the administration should be asked if this desired information is readily available from current records, or would it involve a time element, and if so, should the administrator's time be so used. Mr. Legg stated that the Board is asking to be supplied with information which is readily and presently available.

Mr. Bouillon read the letter of resignation from President McConnell which is as follows:



The Board of Trustees  
Mr. V.J. Bouillon, Chairman  
National Bank of Washington  
Ellensburg, Washington

Gentlemen:

Please accept my resignation from the Presidency of the Central Washington College of Education effective November 1.

The United States Office of Education has invited me to be its West Coast Regional Representative in the administration of the higher education programs under the National Defense Education Act of 1958. This is a great opportunity to be of service to the colleges and universities of the western states. I have accepted this invitation.

I wish to report to you that the college is in a thriving condition, is well organized and enjoys an excellent reputation. It was a pleasure to have had a major part in its development.

Sincerely yours,

Robert E. McConnell  
President

MOTION NO. 219. It was moved by Dr. Wahle, seconded by Mrs. Therriault, that the following resolution be adopted:

WHEREAS, Robert Ervie McConnell has served faithfully as President of the Central Washington College of Education from September 1, 1931, and

WHEREAS, the resignation of President McConnell is here accepted by the Board of Trustees of the Central Washington College of Education, and

WHEREAS, the College is in a thriving condition, is well organized, and enjoys an excellent reputation,

NOW, THEREFORE, BE IT RESOLVED that Robert Ervie McConnell be named President Emeritus of the Central Washington College of Education effective January 1, 1960, and

BE IT FURTHER RESOLVED that the President be granted leave from November 1, 1959 until December 31, 1959, inclusive, and

BE IT FURTHER RESOLVED that the Board of Trustees including Victor J. Bouillon, Chairman, Roy Patrick Wahle, Vice Chairman, Herbert H. Legg, Jr., Selma Therriault, and Archie Wilson, Members, convey their appreciation to the President for his long and illustrious service to the Central Washington College at Ellensburg, and their respective good wishes for his continued service in educational endeavors.

IN RECOGNITION HEREOF we have hereunto affixed our seal and signature on this twenty-third day of October nineteen hundred fifty-nine.

BOARD OF TRUSTEES  
CENTRAL WASHINGTON COLLEGE  
OF EDUCATION

---

Chairman

---

Vice Chairman

---

Member

---

Member

---

Member

Motion carried.

President McConnell responded with the following statements: "Thank you. I didn't expect this. I appreciate most being elected President Emeritus. I appreciate being on leave for two months. I appreciate these many years of service. I came to the State of Washington thirty years ago, and I have seen higher education rise in this State. They have equalized education for elementary and secondary teachers. I am vitally interested in teacher education. My new position will enable me to have part in granting funds to colleges in loan funds. I will have part in the selection of young people in graduate fellowships. The government, this year, allotted forty-five million dollars for loan funds. These funds will go to institutions to confer doctor's degrees to students to be college professors. There will be guidance institutes. A foreign language program was put in this bill for the purpose of educating more people in foreign languages, and also the creation of new centers in languages. So I am not leaving my first love which is teacher education. It will be interesting to know many colleges in these nine western states. My office is in San Francisco - 232 Federal Building."

Mr. Bouillon replied to President McConnell, "The resolution was the unanimous consent of the Board, and whatever is in there we feel you deserve".

Mr. Norman Schutt, Executive Secretary of the Washington Federation of State Employees of AF of L and CIO, was heard relative to the salary of one particular employee in the Maintenance Department. He felt there had been a misunderstanding at the meeting of the Board, held April 30, 1959. In the case of some personnel there was to be an adjustment upward in salary before the general raise of \$15.00 was applied. This statement is contained in a motion on page 13 of the minutes of April 30, 1959. The case in question is where an adjustment of \$5.00 was made, but the \$15.00 raise was not granted. Mr. Schutt stated that the Union is asking that it be adjusted now.



Mr. Legg stated that this poses a problem. Mr. Schutt's letter was not delivered to other Board members in time to be considered by them. Mr. Legg felt that the item relative to the pay adjustment could be subsumed in the second matter, if the Board takes action. The second matter is that the Board designate from the non-academic staff someone to work with a committee to bring forth rules and procedures. The suggestion is that this person be the Business Manager since there is not a full time personnel officer. There are a number of problems that need to be worked out with the administration.

Dr. Wahle asked the reaction of the Business Manager to this proposal. Mr. Courson asked if it was the intention that he should sit in with this group of employees and work with them on personnel matters. Mr. Schutt stated that this group wanted some procedure whereby recommendations could be presented to the Board. Dr. Wahle stated that he would form a motion to so designate the Business Manager, with the understanding that he would be acting under the Acting President to fulfill the purpose as outlined in the letter of October 22, 1959 from Mr. Schutt.

MOTION NO. 220. It was moved by Dr. Wahle, seconded by Mrs. Therriault, that the Business Manager be designated by this Board to work with the representatives of the Washington State Federation of State, County, and City Employees, in accordance with the request made in the letter of October 22, 1959 from Mr. Norman Schutt, a copy of which is attached to the minutes of this meeting. Motion carried.

Mr. Schutt stated that there were three requests in this letter. 1. Who do we see? 2. We want someone to work with immediately. 3. We renew the request that we receive the minutes of Board meetings.

MOTION NO. 221. It was moved by Mr. Legg, seconded by Dr. Wahle, that the other matters in the letter of October 22, 1959 from Mr. Norman Schutt be referred to the Business Manager for appropriate report to the Board. Motion carried.

Mr. Schutt asked if the decision on the matter at hand would pass another pay period, or could the Business Manager act on it right away.

Mr. Bechtel stated that there was a misunderstanding at the Board meeting of April 30. He had assumed that the Board action was so stated that his department could take care of inadequacies as it appeared to them. However, the way the Board motion was stated everyone got a flat \$15.00 increase in salary. There was one employee who was entitled to a \$5.00 increase to place him in the proper category. He is a man who will make \$10 more than the men who work with him, and that is one reason for giving him only a \$5 increase.

Mr. Schutt stated that perhaps job specification was a good procedure. Perhaps some should be reclassified. It is the opinion of this group that this particular individual should receive the \$15 increase. Mr. Bechtel stated that there were reasons for not granting the \$15.00 increase.

Mr. Bouillon read a letter from Mr. Ralph Burkhard, Architect, relative to having a minimum of landscaping done on the Physical Education

building site, since pictures were soon to be taken for publication in magazines across the United States.

President McConnell had previously received a letter requesting consideration of this landscaping. He stated that he had not ignored the letter, but had referred it to the Campus Planning Architects, Bassetti and Morse, and also to the Director of the Physical Plant, and they are studying the matter and will have recommendations to offer. He felt that this matter was out of Mr. Burkhard's field as far as service to the College is concerned. President McConnell also felt that some of the landscape planning should wait until spring. He felt that Mr. Burkhard was pressuring on this matter mainly for the purpose of getting a picture that is attractive. President McConnell further stated that Don Jongeward and Bassetti & Morse were going to look at this as overall campus planning. President McConnell recommended that it would be well to leave it in the hands of Bassetti & Morse.

Mr. Legg asked about the availability of funds for the landscaping project, and President McConnell stated that there were no funds available; it would have to be taken from operations funds.

Mr. Legg also stated that there was one situation to be considered, and that was that Mr. Burkhard is interested in having the building looking nice, and the College has this same interest. Dr. Wahle stated that a campus architect had been employed for this purpose.

MOTION NO. 222. It was moved by Dr. Wahle, seconded by Dr. Wilson, that the recommendation of the President be followed and the project of landscaping be left in the hands of the Campus Planning Architects. Motion carried. Mr. Legg registered no vote.

The matter of signing the completion forms for final acceptance of the Health and Physical Education Building was discussed. President McConnell raised the question as to whether or not the Board was satisfied that the building was completed. Dr. Wahle stated that the motion of the last meeting stated that the building was accepted subject to the approval of the President. He felt that the Acting President could act in the capacity of signing completion forms. President McConnell stated that he had been waiting for Mr. Bechtel and Mr. Courson to report to him that the project was completed. Mr. Bechtel answered that the building is not complete, and he recommended that it not be accepted at this time. One of the problems now is a leak in the roof.

President McConnell felt that it was a good policy to have all repairs made before the final payment. He stated that he would sign the completion data even after he has left the campus, if the Board so desired. No further action was taken on this matter.

MOTION NO. 223. It was moved by Mr. Legg, seconded by Dr. Wahle, that there be placed on the agenda of the next Board meeting the topic "Future Building Plans", that there be supplied to each Board member information on the present status of Long Range Planning, and that review be made of:

- (1) Securing monies for future planning
- (2) Capital outlay requests to the legislature
- (3) Procedure for selection of architects
- (4) Recommendations on architects as needed
- (5) Other related topics.

Motion carried.

Mr. Legg stated that the reason for this motion was that he felt the Board should proceed with all possible speed, and now might be the opportunity to take stock of where we are in this program. This contemplates setting up a procedure for selection of architects, and also contemplates that the administrators could proceed on all of these matters.

Dr. Wahle asked if the Board was not calling for recommendations of an architect for the Student Union Building at the next meeting. Mr. Legg answered that this matter might be discussed now. He stated that it would be his view that if the College officials wanted to present that at the next meeting it could be considered and possibly passed on. The Board might wish to refer this matter to the committees.

Mr. Erickson stated that the committees that are directly responsible for interviewing architects have been asked to give their reasons as to why they wish to select certain architects.

Mr. Bouillon stated that there are three committees who pass upon architects. Mr. Erickson stated that the committees are concerned with the continuity of planning. Mr. Bouillon asked if it would be possible to handle the committee meetings simultaneously or is it mandatory that they follow a regular routine. Mr. Erickson answered that the Campus Site Committee would meet with the Union Committee and their recommendations could then go to the Administrative Council.

Mr. Legg stated that some of this work could be done during the interim. There are a number of other items that have not been presented to the Board for some time. And since the Board's feeling was expressed earlier on the building situation possibly the matter should be considered now.

Mr. Bouillon stated that he was concerned with possible undue delay with the Student Union Building. Mr. Erickson stated that many architects have been interviewed.

Dr. Wilson raised the question as to how architects were selected after they had been interviewed. Mr. Erickson answered that his experience had been that a number of architects write asking to be considered and interviewed when they learn that a project is in view. The committee considers the firm, the man power, the kind of service that they can give. The committee then goes into detail in interviewing the firm who has a staff large enough to handle the project. Also to be considered is how the architect is to work with. Four or five firms were recommended on the Union Building, and in most instances it was felt that the firm passed on can do the job. This same procedure is practised every time an architect is to be selected. We might need different architects for different types of buildings.

Dr. Wilson asked if the architects in this area know of the College's construction plans. Mr. Erickson answered that word does get around, although there isn't a well organized way of informing the people who might be interested. That is a weakness in the system.

Dr. McConnell suggested that from now on consideration might be given to using the advice of the Campus Planning architect. The Administrative Committee can inquire of them which architect would do the best job on a particular project. Mr. Erickson stated that the committee is extremely happy with the firms it is working with now. The firms work together on the buildings with complete harmony. Dr. McConnell stated that Bassetti & Morse have been very good to work with. They are interested in the overall plan.

President McConnell stated that he had had two meetings since the opening of College this year on College planning, and many groups in the institution are working on it. He thought it might be well to have a progress report on such matters as space study, needs for classrooms, need for more dormitories, need for remodelling and needs for additional personnel.

President McConnell announced that he had been informed by Dr. Paul Ellis, Legislative Auditor, that the Legislative Budget Committee had cancelled their visit to Central's campus on November 13. A meeting will be called at a later time.

Dr. Wahle stated that he was still registering concern about selection of an architect for the Union Building. If through reporting process between now and the next meeting of the Board, is it possible to bring in an appropriate procedure. Actually the Campus Planning Committee will review the matter. The site is already chosen. Secondly it goes to Administrative Council. We will acknowledge that it is here the architect, Bassetti & Morse, sit in with the Council. Mr. Erickson stated that the architect does not sit in with Council, but with the Planning Committee, and then to the Council for its recommendation to the Board for its approval. Dr. Wahle felt that it should be possible to have a recommendation to go before the Board at its next meeting on the application for funds for preliminary planning on the Union Building and the dormitory for girls. Mrs. Therriault asked if the delay would jeopardize the funds available. President McConnell felt that it would not. Mr. Courson stated that some work could be done on this application without the final architectural plans.

Dr. Wilson remarked that as he understood the motion before the Board, it is relative to long range planning and the general topic of construction, rather than the detailed one in item #6, and he asked to have the voting on this motion explained. Mr. Legg explained. Mr. Bouillon stated that the passing of this motion means that no action is taken on item number six of the agenda.

President McConnell stated that he had a letter from Valentine and Fisher giving a progress report on the steam line project. As yet they are not ready to call for bids, but there is a possibility that the plans may be ready for the next Board meeting, or sooner. He stated that he would suggest that the Board act by telephone as soon as word is received that the plans and specifications are ready to go out for bids. The

steam lines should be worked on as soon as possible because of the coming cold weather. It took longer to study the development of this project than had been anticipated, and it was preferred that ample time be spent in working out the plans than to complete them hurriedly.

MOTION NO. 224. It was moved by Dr. Wahle, seconded by Dr. Wilson, that the Chairman of the Board of Trustees be authorized to advise Valentine & Fisher by telephone to call for bids on the renovation of the steam lines as soon as word is received that the plans and specifications are completed. Motion carried.

MOTION NO. 225. It was moved by Mr. Legg, seconded by Dr. Wahle, that if funds are available in Board budget that the Secretary be requested to secure for each member of the Board a copy of a book issued by Carnegie Corporation, "College & University Trusteeship" Motion carried.

Mr. Legg requested that the unfinished business in connection with the material supplied by him on May 30, 1959 be placed on the next agenda.

The meeting recessed at nine-forty p.m.

The meeting reconvened at ten-thirty p.m.

MOTION NO. 226. It was moved by Mrs. Therriault, seconded by Dr. Wilson, that Mr. Perry Mitchell be named Acting President, and that Mr. Enos Underwood be named Acting Registrar, and that salary adjustments be made as follows, effective November 1, 1959:

Acting President	\$14,000.00
Dean of Instruction	13,000.00
Business Manager	13,000.00

and further moved that the report of Faculty Council on possible procedure for selection of a new president be accepted and taken under advisement. Motion carried.

The next meeting of the Board of Trustees will be held in Seattle Friday, November 20, 1959, at eight p.m., in the Edmond Meany Hotel.

The meeting adjourned at eleven p.m.

Respectfully submitted,

Secretary



AGENDA - BOARD OF TRUSTEES - Friday, October 23, 1959 - 8:00 p.m.

1. Minutes of meeting of September 18, 1959
2. Personal report from Culler, Gale, Martell & Norrie on the plans for the Education and Psychology Building. These plans have been approved by the State Engineer but the architect wishes to present them to the Board of Trustees in detail before advertisements for bids are called.
3. Bassetti and Morse, Architects, have consumed the budgeted amount of \$3,336.28 on the Master Planning and the Landscape Planning. It is suggested that another \$1,200 be transferred from the balance in local funds to this account for the completion of planning for this year. Bassetti and Morse states that the balance left in the \$4,000 fund will not complete the final landscape plans for the Education and Library Buildings but that Mr. Haag estimates additional services costing \$1,000 to \$1,200.
4. Contract for interior decorations and planning on the library building. Mr. Courson will report the results of the examination by the Attorney General.
5. The letters from the many insurance brokers will be available at the meeting. Many are interested but most suggest that a local broker be used and that the insurance be placed with the Washington Association of Insurance Agents. Your President is recommending that the Hugh Hitchcock Agency, Ellensburg, be employed as the broker. Attached is a copy of a letter from Mr. Hugh Hitchcock.
6. Applications have been sent to HHFA for \$300,000 for remodelling the College Union Building and \$500,000 for building a dormitory for girls. The Board of Trustees may wish to apply for funds for preliminary planning for these buildings and also for additional buildings which may be requested from the next legislature.
7. History of the College - Motion No. 76, January meeting, states that the publication of the college history be taken under advisement at the next meeting of the Board and that the manuscript be made available to Board members who have not yet examined the book. The book has not yet been returned to the President's Office to be taken to the publisher to ascertain an estimate of cost.  
  
It is recommended by the President that the manuscript be examined as soon as possible and that an estimate of cost be secured from the University of Washington Publications Office and that consideration be given to the financing of this project. The finances available will be found in the balance left in local funds from the last biennium. These are the funds that are used for unexpected and miscellaneous projects.
8. In conformance with a motion of the Board of Trustees, President McConnell has appointed a Committee of Seven to consider policies for guiding the Board of Trustees in the selection of names for buildings and areas on the campus. The Committee consists of the following people:



Dr. Lyman Partridge, Chairman, Division of Speech, Drama, Radio & TV.  
A member of the faculty for twelve years.

Mr. Don Knowles, President, Student Government Association.

Mr. Harold Barto, Professor of History and a member of the staff for twenty-seven years.

Dr. Ernest Muzzall, Director of Graduate Studies and former Dean of Instruction. Member of the staff for twenty-one years.

Miss Barbara Kohler, a graduate of the college and a member of the staff for twelve years. Is now a member of the staff of College Elementary School.

Mr. Joe Lassoie, Tacoma, President of the Alumni Association.

Mr. Chet Read, Principal of an elementary school in the Highline School District and former President of the Alumni Association. He and his wife and daughter all attended Central Washington College.

9. Change order to provide funds for equipment for Tutorial Clinic.
10. Budget Change Orders made necessary by increased student load. Forms will be available at meeting.
11. Topics for the agenda for the meeting of September 18, 1959 proposed by Mr. Legg which were not considered because of the lack of time. These items are already in the possession of the members of the Board of Trustees.

There are no personnel procedures and establishing personnel policies are important. The suggestion that you designate the Business Manager is made only because this is the practice in smaller state colleges where a full time personnel officer is not justified. In such cases the Business Manager does not, however, handle personnel problems affecting personnel staff such as members of the athletic program in athletic departments, faculty members for example for the athletic department and the blind and deaf or faculty members of the institutions of higher learning.

I am assigning Bob Leary, Field Representative of our State Council, to work with the Local Union in conjunction with your Business Manager. It goes back favorable action to this request, in looking for presentation at a later meeting of your Board the written personnel procedures which we feel are badly needed and which we feel would greatly improve the personnel program for non-student staff at your College.

I am again pressing the request that Mr. Carl Smith and I be provided with the minutes of each meeting of your Board.

The interest that you and the Board have shown in the progress of our non-student employees, and the working you have always exhibited in this regard have attracted your attention and a positive appreciation.

Sincerely,

WILLIAM J. SMITH

Executive Secretary

Letter of October 22, 1959 from Norman Schut, Executive Secretary, Washington Federation of State Employees AFL-CIO:

Mr. V.J. Bouillon, Chairman  
Board of Trustees  
Central Washington College of Education  
c/o National Bank of Washington  
Ellensburg, Washington

Dear Mr. Bouillon:

Per our phone conversation, I am writing to request that your Board consider the grievance of our Local Union at your College relating to the pay increase for watchman John O'Connell. The action of your Board in granting pay increases for non-academic personnel provided an across-the-board \$15 pay raise with a provision for additional adjustments to correct certain inequities. In the case of employee O'Connell, he was granted only a \$5 raise on the basis of what is contended to be the existence of an inequity, in his case apparently in his favor.

The Local Union at your College feels that your action provided a \$15 across-the-board pay raise for all non-academic staff other than clerical and administrative. They feel that Mr. O'Connell is entitled to this raise as of July 1, 1959, and that the administration should not have granted him less than \$15 in view of the action by the Board.

As I discussed with you in our telephone conversation, we are also requesting that the Board designate a non-academic employee, preferably the Business Manager, to work with a Committee of our Local Union to promulgate needed rules and regulations on personnel procedures and establishing personnel policies now non-existent. The suggestion that you designate the Business Manager is made only because this is the practice in smaller state operations where a full time personnel officer is not justified. In such cases the Business Manager does not, however, handle personnel problems affecting professional staff such as members of the clinical program in Mental Hospitals, faculty members for schools for the mentally retarded and the blind and deaf, or faculty members of the institutions of higher learning.

I am assigning Bob Henry, Field Representative of our State Council, to work with the Local Union in conjunction with your Business Manager, if you take favorable action on this request, to develop for presentation to a later meeting of your Board the written personnel procedures which we feel are badly needed and which we feel would greatly improve the personnel program for non-academic staff at your College.

I am again renewing the request that Mr. Omar Doblis and I be provided with the minutes of each meeting of your Board.

The interest that you and the Board have shown in the problems of the non-academic employees, and the courtesy you have always extended us when we have attended your meetings are sincerely appreciated.

Sincerely,

NORM SCHUT  
Executive Secretary

Letter of October 22, 1959 from Norman Schut, Executive Secretary, Washington Federation of State Employees AFL-CIO:

Mr. V.J. Bouillon, Chairman  
Board of Trustees  
Central Washington College of Education  
c/o National Bank of Washington  
Ellensburg, Washington

Dear Mr. Bouillon:

Per our phone conversation, I am writing to request that your Board consider the grievance of our Local Union at your College relating to the pay increase for watchman John O'Connell. The action of your Board in granting pay increases for non-academic personnel provided an across-the-board \$15 pay raise with a provision for additional adjustments to correct certain inequities. In the case of employee O'Connell, he was granted only a \$5 raise on the basis of what is contended to be the existence of an inequity, in his case apparently in his favor.

The Local Union at your College feels that your action provided a \$15 across-the-board pay raise for all non-academic staff other than clerical and administrative. They feel that Mr. O'Connell is entitled to this raise as of July 1, 1959, and that the administration should not have granted him less than \$15 in view of the action by the Board.

As I discussed with you in our telephone conversation, we are also requesting that the Board designate a non-academic employee, preferably the Business Manager, to work with a Committee of our Local Union to promulgate needed rules and regulations on personnel procedures and establishing personnel policies now non-existent. The suggestion that you designate the Business Manager is made only because this is the practice in smaller state operations where a full time personnel officer is not justified. In such cases the Business Manager does not, however, handle personnel problems affecting professional staff such as members of the clinical program in Mental Hospitals, faculty members for schools for the mentally retarded and the blind and deaf, or faculty members of the institutions of higher learning.

I am assigning Bob Henry, Field Representative of our State Council, to work with the Local Union in conjunction with your Business Manager, if you take favorable action on this request, to develop for presentation to a later meeting of your Board the written personnel procedures which we feel are badly needed and which we feel would greatly improve the personnel program for non-academic staff at your College.

I am again renewing the request that Mr. Omar Doblis and I be provided with the minutes of each meeting of your Board.

The interest that you and the Board have shown in the problems of the non-academic employees, and the courtesy you have always extended us when we have attended your meetings are sincerely appreciated.

Sincerely,

NORM SCHUT  
Executive Secretary