

4-28-1961

## 1961 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Central Washington College  
of Education  
Ellensburg, Washington

CENTRAL WASHINGTON COLLEGE OF EDUCATION

BOARD OF TRUSTEES

Ellensburg Washington

April 28, 1961

Conference Center

The meeting was called to order by Chairman V. J. Bouillon at 8:00 p. m. in the Conference Center of the new Education, Philosophy and Psychology building on campus. Those present were: Mr. V. J. Bouillon, Mrs. Mary Ellen Davis, Mrs. Selma Therriault, Dr. Roy P. Wahle and Dr. Archie S. Wilson of the Board of Trustees; Perry H. Mitchell, Acting President; Dr. James E. Brooks, newly appointed president of Central Washington College of Education; Mrs. Sidnie Mundy, Miss Janet Lowe, Mr. Don Baepfer and Mr. Bruce Robinson, faculty representatives. Also appearing were Mr. Ed Erickson, Director of Educational Services; Mr. Kenneth Courson, Business Manager of Central Washington College of Education; Mr. Jim Cowan of the architectural firm of Cowan and Paddock of Yakima; Mr. John Culler, of the architectural firm of Culler, Gale, Martell and Norrie of Spokane. In the audience were Mr. Lloyd Buckles, Budget Officer of the College and Mr. Fredrick Davis of Kirkland.

In deference to the presence of Mr. John Culler, the first item of business was the presentation of Final Plans for the Women's Dormitory as prepared by the architectural firm of Culler, Gale, Martell and Norrie. Mr. Culler stated the plans were almost identical with the plans prepared for the first unit of the Women's Dormitories by Cowan and Paddock, the only changes being ones required by HHFA with regard to stairways and exits. Mr. Culler stated his firm would like permission to call for bids on the 24th of May providing this has HHFA approval. This would allow time to prepare the bid information for the next regular Board meeting on May 26th, at which time the members of the Board of Trustees could recommend the awarding of bids. Mr. Culler stated they would like to cut the construction time for the unit from 270 to 240 days so that the building could be finished at the same time as the first unit.

MOTION NO. 525 - Mrs. Therriault moved, seconded by Mrs. Davis that the Final Plans for the Women's Dormitory as presented by Culler, Gale, Martell and Norrie be accepted and that bids be called for May 24, 1961 providing the HHFA approves. Motion carried.

Mr. Ed Erickson appeared before the Board of Trustees to present plans for campus improvement including landscaping, sidewalks, etc. Mr. Courson emphasized the importance of getting the construction underway as soon as possible in order that funds would be available. Mr. Erickson presented blue prints and charts showing where and what work was being planned.

MOTION NO. 526 - Dr. Wahle moved the adoption of the final plans for campus improvement and the call for bids as soon as possible. Seconded by Mrs. Therriault. Motion carried.

MOTION NO. 527 - Mrs. Therriault moved the minutes for the regular meeting of the Board of Trustees on March 24, 1961 and for the special meeting on April 15, 1961 be approved. Seconded by Mrs. Davis. Motion carried.

MOTION NO. 528 - Dr. Wahle moved the acceptance of Reports A, B, C and D as listed under Reports on the agenda for the meeting of April 28, 1961. Seconded by Dr. Wilson. Motion carried.

There was some discussion of the Friends of Central Washington College of Education Trust Fund Agreement which brought out that the agreement would be activated by the first contribution which could be \$1 or more or property and could be from one or more contributors who would then become the Trustees under the agreement. The National Bank of Washington would be the Trustees. After the trust agreement is activated then it becomes the responsibility of the administration to adopt a policy and approaches can be made toward obtaining the proper person to develop the trust fund.

MOTION NO. 529 - Dr. Wahle moved the acceptance of the report concerning the establishment of the Friends of Central Washington College of Education Trust Fund. Seconded by Dr. Wilson. Motion carried.

The matter of charges for extension and correspondence courses was discussed and will be on the agenda for the Joint Boards of Trustees meeting for April 29, 1961. No action was taken on this pending action at the Joint Boards meeting.

MOTION NO. 530 - Mrs. Davis moved that Reports E & F under Reports (listed as Items 3 & 4 under New Business, Reports) on the agenda for the April 28th meeting be approved. Seconded by Dr. Wahle. Motion carried.

The administration recommended the purchase of four pieces of property to the Board of Trustees and requested authorization for the State to negotiate for purchase of said property. Mr. Courson commented briefly on each piece of property.

MOTION NO. 531 - Dr. Wahle moved the reinstatement of the Board's policy requiring special authorization from the Board for the purchase of property which exceeds the appraised valuation by more than 10% and giving the president authorization to purchase property if it does not exceed 10% of the appraised valuation. Seconded by Mrs. Therriault. Motion carried.

MOTION NO. 532 - Dr. Wahle moved the authorization to proceed with the purchase of the four parcels of property as stated in the Report under New Business on the agenda for the meeting of April 28, 1961. (The properties were: (1) Jump property located directly across from Vetville; (2) Thayer property located at 11th and Poplar Street; (3) Von Barga property and (3) Gehlen property located next to Clerf house on 10th Avenue. Motion was seconded by Dr. Wilson. Motion carried.

MOTION NO. 533 - Dr. Wilson moved that the Resolution concerning the vacation of that portion of E Street north of 10th Avenue to the property line of the Milwaukee Railroad be adopted and that the Board of Trustees also request the City of Ellensburg to vacate that portion of E Street north of 8th Avenue to the portion of E Street now vacated to the College, and that portion of Ninth Avenue from E Street east to Walnut Street. Seconded by Mrs. Therriault. Motion carried.

Mr. Bruce A. Robinson presented the Salary Committee report and stated this report will also be presented for discussion at the Joint Boards of Trustees meeting on April 29th. Mr. Robinson answered questions from the Board members and was commended for the work which his committee had done.

MOTION NO. 534 - Mrs. Davis moved that the resignation of Dr. Norman Cooke, Assistant Professor of History, be accepted effective at the end of the first term of summer session, July 19, 1961.

MOTION NO. 535 - Dr. Wilson moved that the following appointments for the academic year 1961-62 be approved at the salaries listed. Seconded by Mrs. Davis. Motion carried.

Dr. Paul Edwin LeRoy, Assistant Professor History - \$6,600  
Mr. John L. Vifian, Assistant Professor of English - \$6,000  
Mr. James W. Hulse, Assistant Professor of European History - \$6,300  
Dr. Dan L. Willson, Acting Associate Professor of Zoology - \$7,200

MOTION NO. 536 - Mrs. Therriault moved that the engineering firm of Valentine and Fisher be employed as steam and electrical consultants for the installation of the new boiler. Seconded by Dr. Wahle. Motion carried.

Mr. Courson discussed the bids which were opened April 26, 1961 for the Women's Dormitory designed by the architectural firm of Cowan and Paddock of Yakima. Mr. Courson stated that the bids were over the available money and that a request for an additional \$50,000 had been made to HHFA.

MOTION NO. 537 - In connection with the construction of the Women's Dormitory designed by Cowan and Paddock, Dr. Wahle moved the acceptance of the low bidder for the General Contract, Gilbert Moen (less Alternate 1 and 2) in the amount of \$338,600.00, subject to receipt of the additional \$50,000 requested from HHFA. Seconded by Mrs. Davis. Motion carried.

MOTION NO. 538 - Mrs. Therriault moved that Central Mechanical of Yakima (less Alternate #1) in the amount of \$76,685.00 be given the Mechanical contract for the Women's Dormitory designed by Cowan and Paddock, subject to receipt of the additional \$50,000 requested from HHFA. Seconded by Dr. Wahle. Motion carried.

MOTION NO. 539 - Mrs. Davis moved that Electric Smith (less Alternate #1 and #2) in the amount of \$38,664.00 be accepted for the electrical work in connection with the construction of the Women's Dormitory designed by Cowan and Paddock, subject to receipt of the additional \$50,000 requested from HHFA. Seconded by Mrs. Therriault. Motion carried.

MOTION NO. 540 - Dr. Wilson moved that authorization be granted to the Acting President, Perry Mitchell to assign someone to carry out the quarterly inspections of property in connection with the insurance the college carries. Seconded by Mrs. Therriault. Motion carried.

Chairman Bouiloon presented a letter from Mr. Courson advising that Mr. Hyser of the Public Services Administration, planned to be in the Ellensburg area on May 17 and requesting a meeting with the Personnel Committee. Mr. Courson was instructed to contact Mr. Hyser and see if a meeting could be scheduled for May 26 or 27 and if not, then on a Friday or Saturday during May. Mr. Mitchell was instructed to obtain a ruling from the Attorney General's office regarding the legality of having a five member Personnel Committee rather than a three member committee as set forth in Civil Service Initiative #207.

MOTION NO. 541 - Dr. Wahle moved the acceptance of the resignation of Mr. Leo Nicholson as Acting Chairman of the Division of Health, Physical Education and Recreation, with regret and commendation for his years of service and that he retain the position as Director of Intercollegiate Athletics, teacher and coach of the basketball team. Seconded by Mrs. Therriault. Motion carried.

MOTION NO. 542 - Dr. Wilson moved that Mr. Albert Poffenroth be appointed as Acting Chairman of the Division of Health, Physical Education and Recreation. Seconded by Mrs. Davis. Motion carried.

Acting President Mitchell recommended that the fees for rooms be increased to \$7.00 per week at all the dormitories except the pre-fabs where it was recommended the fees should be \$5.00 per week. This represents a raise of approximately \$1.00 per week. It was also recommended that meal service be increased to \$13 per week. These increases in fees would be effective beginning fall quarter 1961.

MOTION NO. 543 - Dr. Wahle moved the acceptance of the recommendation of the administration increasing the dormitories fees to \$7.00 per week in all dormitories except the pre-fabs where the rent would be \$5.00 per week, and that meal service be increased to \$13.00 per week beginning with the Fall quarter. Seconded by Mrs. Therriault. Motion carried.

MOTION NO. 544 - Mrs. Therriault moved that the following Budget Changes be approved. Seconded by Mrs. Davis. Motion carried.

Budget Change #88 - providing two air conditioners for the renovated Business Office in the amount of \$800 to come from local cash reserve.

Budget Change #103 - Making the catalog a two year program instead of yearly, in the amount of \$5,705.00.

There was a discussion of the admission policy where by students with lower grade point averages are admitted only during the spring and summer quarters. If they succeed during the spring and summer they are then allowed to enroll the following fall and winter quarters. Since this has been done since the last fall quarter at Central Washington College of Education, Mrs. Davis suggested this policy should receive more publicity. It was agreed that it should be brought out at the Joint Boards of Trustees meeting the following day.

MOTION NO. 545 - Dr. Wilson moved the meeting adjourn to Saturday afternoon, April 29 following the meeting of the Joint Boards of Trustees. Motion lost for lack of second.

MOTION NO. 546 - Dr. Wahle moved that the meeting recess until Saturday afternoon, April 29, following the Joint Boards of Trustees meeting. Seconded by Mrs. Therriault. Motion carried.

Next meeting of the Board of Trustees will be May 26, 1961.

Meeting recessed at 11:05 p. m.

Respectfully submitted,

Francis H. Mitchell  
Secretary of the Board

The recessed meeting of the Board of Trustees was called to order at 3:10 p. m. April 29, 1961. All members were present.

MOTION NO. 547 - Dr. Wilson moved, seconded by Mrs. Therriault that the extension and correspondence courses fees be increased from \$6 per credit hour to \$8.00 per credit hours. Motion carried.

MOTION NO. 548 - Mrs. Therriault moved, seconded by Mrs. Davis that salary schedule for Faculty be adopted for 1961-63 at 3 1/2% on a base of \$5,500 for 1961-62 and 4% on a base of \$5,500 for 1962-63 less a \$100 per year reduction with the understanding that the schedule for 1962-63 be reviewed with the desire of further implementing the 1962-63 schedule and that administrators be increased by 8.6% the first year and 4% the second year with a \$100 deduction each year of the biennium with the desire that the deduction be removed if possible the 2nd year of the biennium and that the non-academic staff be increased by 7.5% for 1961-62 and 5% for 1962-63 and that operations be adjusted to approximately 10% per year over past year, and that equipment be reduced by approximately 42% or as necessary and that the staffing formula be 9.5 per 1961-62 and 5 for 1962-63 and that the balance be used for additional non-academic staff as needed, and the reserve be approximately \$30,000 per year. Motion carried.

MOTION NO. 549 - It was moved by Dr. Wilson, seconded by Dr. Wahle that the salary schedule as presented by the Salary Committee and approved and recommended by the Administration be acknowledged as the Salary Schedule under which we will work and strive to attain, taking into consideration that the limitation of finances may not allow its full implementation.

Meeting adjourned.

Respectfully submitted,

Perry H. Mitchell  
Secretary of the Board

Perry H. Mitchell, Secretary of the  
Board of Trustees