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1962 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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CENTRAL WASHINGTON STATE COLLEGE
Minutes of the Board of Trustees Meeting
Grupe Conference Center, CWSC
Ellensburg, Washington
May 25, 1962

The regular meeting of the Board of Trustees was called to order by Chairman V. J. Bouillon at 8:00 p. m. in the Grupe Conference Center, Central Washington State College, Ellensburg. Present were Board members Mrs. Frederick W. Davis, Dr. Archie S. Wilson, and the chairman. Others present were Dr. James E. Brooks, President; Kenneth Courson, Business Manager; Ed K. Erickson, Director of Educational Services; Bruce A. Robinson, Faculty Council Representative; J. Al Johnson, Kittitas County Civil Defense Director; and Dr. Edward A. Hungerford, Assistant to the President (secretary).

APPROVAL OF MINUTES

Dr. Wilson asked that his voice of "No" to Motion No. 718 of the Minutes of April 13, 1962, be recorded; it was omitted in the rough draft.

MOTION NO. 729: Mrs. Davis moved that the minutes be approved as corrected. Dr. Wilson seconded. Motion carried.

OLD BUSINESS

The Board departed from its usual order of business in order to consult with Mr. J. Al Johnson, the Civil Defense Director, concerning fallout shelters.

Dr. Brooks reported that he had received letters from the Civil Defense office with confirming approval of Kenneth Courson, Business Manager, indicating that two College buildings, North and Wilson Halls, have adequate protection to be designated fallout shelters. Mr. Johnson has replied to all of the questions raised earlier by the Board (see Minutes, March 24, 1962, Motion No. 705) and forwarded to him by Mr. Courson. Much of the ensuing discussion was directed to these same questions.

Mr. Johnson commented on the use of storage facilities, the ventilation needed to make adequate shelters, the approximate numbers to be sheltered in the designated areas, etc. Ten other College buildings are under consideration as shelters; another Federal Government inspection is planned before these buildings will be formally approved by the Civil Defense office for Board action later this year.

Dr. Brooks recommended that the Board approve the two requests pending at this time. He reported that he had discovered nothing in the contracts which would be likely to have disadvantages for the College.

MOTION NO. 730: Mrs. Davis moved that Mr. Bouillon be asked to sign the Fallout Shelter Privileges for the use of North Hall and Wilson Hall by the Kittitas County Civil Defense Office. Dr. Wilson seconded. Motion carried.

REPORTS

Returning to its regular order of business, the Board considered several reports listed in the agenda.

Enrollment. Figures for fall enrollment have improved since the totals were sent out to Board members a week previous to the meeting. The College now has 1457 applicants (1282 freshmen and 175 transfer students). Spring quarter enrollment was the highest in the College's history with 2021 for the past quarter.

Library Dedication. The Library Committee has proposed October 20, 1962, as the date for library dedication. An outstanding speaker will be selected to keynote the ceremonies. A careful check will be made to make sure the October 20 date is not in conflict with other scheduled events.

Air Force ROTC Changes Contemplated. The College continues to plan to change from the ROTC program now in operation to an Officer Education Program as soon as Congress acts to appropriate the necessary funds. When initiated, the program will offer \$1100 scholarships to each student who elects the Officer Education plan. The program is voluntary for juniors and seniors.

Commencement. An oral report summarized the progress on Commencement.

Fund Reservation for Dormitories: If enrollment figures continue as high as at present, and if even 75 per cent of those applying actually enroll next fall, the College will need more dormitory space, Dr. Brooks stated. In view of this, plans are being discussed to ask for a fund reservation from the H. H. F. A. to take care of future needs.

Bond Purchase. On April 6, 1962, the Pacific National Bank of Seattle purchased \$25,000 face value in bonds for the College.

Salary Committee. The Inter-Institutional Salary Committee submitted a report on its meeting of April 26, 1962.

A report of budget changes approved by the President since the last report to the Board was presented. (See Report I, attached.)

Employee changes on Civil Service Program. A three-page report was forwarded by Dr. Brooks in duplicated copies, from the office of Kenneth Courson, Business Manager. Names, classifications, and salaries are listed in this report. (See Report II attached)

MOTION NO. 731: Mrs. Davis moved the approval of the Reports. Dr. Wilson seconded. Motion carried.

NEW BUSINESS

Dr. Brooks recommended the appointment of Dr. Alexander H. Howard, Jr., as Chairman of the Division of Education as reconstituted. Dr. Howard has been Acting Chairman for the past year. Dr. Brooks presented also the recommendation of J. Wesley Crum, Dean of Instruction, indicating his

pleasure in this appointment.

MOTION NO. 732: Mrs. Davis moved the appointment of Dr. A. M. Howard Jr., as Chairman of the Education, Psychology, Philosophy Division. Dr. Wilson seconded. Motion carried.

Work has been completed on most of the Women Students Housing project, and three inspections have been made, Mr. Erickson reported. The electrical work is not yet in finally completed condition, however. Mr. Courson said that these projects are described as Project CH-Wash-48-DS-Unit E.

MOTION NO. 733: It was moved by Dr. Wilson and seconded by Mrs. Davis that the Board of Trustees of Central Washington State College accept the recommendation of Cowan & Paddock, Architects, for the final acceptance of the work performed by Gilbert H. Moen, General Contractor, for construction of Housing for Women Students, Project CH-Wash-48-DS-Unit E. Motion carried.

MOTION NO. 734: It was moved by Dr. Wilson and seconded by Mrs. Davis that the Board of Trustees of Central Washington State College accept the recommendation of Cowan & Paddock, Architects, for the final acceptance of the work performed by Central Mechanical Contractors for the mechanical work on the construction of Housing for Women Students, Project CH-Wash-48-DS-Unit E. Motion carried.

Dr. Brooks summarized for the Board the list of those who have resigned since the last Board meeting when action was taken. These staff members are as follows: Betty Wynkoop, Instructor of Home Economics; James Hulse, Assistant Professor of European History; Judith Watts, Instructor of French, part-time; Norma Byers, Dietitian; Howard Schaub, Associate Professor of Physical Education, and Mary Bowman, Associate Professor of Physical Education.

MOTION NO. 735: Mrs. Davis moved that the Board of Trustees accept the resignations of Betty Wynkoop, James Hulse, Judith Watts, Norma Byers, Mary Bowman, and Howard Schaub. Dr. Wilson seconded. Motion carried.

Dr. Brooks recommended the appointment of several new staff members to the Administration and to the teaching faculty. He indicated the areas in which the college has experienced the greatest difficulty of securing qualified personnel were Physics, Mathematics, Geography, Radio-TV, and Foreign Languages.

MOTION NO. 736: Dr. Wilson moved the appointment of new staff members as recommended by the Administration, at the salaries indicated. Mrs. Davis seconded. Motion carried.

The following appointments were included:

Thomas D. Anderson, Instructor in Health and Physical Education, \$5,620.
Patricia Lacey, Lecturer in Health and Physical Education, \$5,200.
Charles McCann, Associate Professor of English, \$7,940; summer session, 1962, \$1,764.44.

Sara Keith, Assistant Professor of English, \$7,330.
Anthony Canedo, Assistant Professor of English, \$6,495.
Joseph G. Garcia, Assistant Professor of Spanish, \$6,900.
Joseph A. Freivald, Instructor of Mathematics, \$5,850.
Zack E. Zanganeh, Lecturer in Mathematics, \$6,235.
William L. Mayo, Assistant Professor of Education, \$6,625 for the academic year; \$736.11 for the month of September.
Kenneth A. Hammond, Lecturer in Geography, \$6,110.
Richard J. Danilowicz, Instructor of European History, \$5,850.
John L. Silva, Director of Testing and Counseling, \$7,620 (twelve months)
Charles James Cuann, Director of Student Activities and College Union, \$8,500 (twelve months).

Mr. Bouillon recognized Mr. Erickson to comment on the recommendation with respect to landscaping of the areas in connection with new men's and women's housing now under construction. These areas must also be brought together with the new dining hall by next fall. Connecting walks, a bridge across the irrigation canal, lawns, and other landscaping are planned. Obligation of the funds for this purpose has not yet been made, Mr. Erickson indicated; but, since federal government funds are being used to finance the campus planning, it is advisable to have Board action.

MOTION NO. 737: Dr. Wilson moved the approval of the firm of Walker and McGough to do landscape planning and specifications for the area in the vicinity of the new dining hall, subject to the approval of the H. H. F. A. Mrs. Davis seconded. Motion carried.

The Board next turned to items which Dr. Brooks requested might be added to the previously announced agenda.

Dr. Brooks recommended the Board's approval of a proposed amendment to Section X (pp. 14-15) of the Faculty Code regarding the subject of tenure. The Faculty Council has held hearings on the proposed amendment, one of the major effects of which would be to extend the probationary period for tenure. Dr. Brooks said that the Administration believes this amendment would have a beneficial effect in allowing more time for the deans and appropriate divisional chairmen to study a new faculty member's performance and determine whether he should be retained on a permanent basis by the granting of tenure.

MOTION NO. 738 - Dr. Wilson moved that the proposed amendment to the Faculty Code, Section X (pp. 14-15) be approved. Mrs. Davis seconded. Motion carried. (The newly adopted section of the Faculty Code is contained in Appendix A. to these minutes.)

Mr. Erickson recommended the attention of the Board to a resolution concerning the vacation of an alley during the construction of the Music Building.

MOTION NO. 739: Dr. Wilson moved the adoption of the following resolution. Mrs. Davis seconded. Motion carried.

RESOLUTION:

The Board of Trustees of Central Washington State College respectfully request the vacation of the south one half (approximately ten feet) of the alley right-of-way located north of the following lots: Lot 10, Block 28 of Clayton's replot of first railroad addition; Lot 9, Block 28 first railroad addition; and Lots 15 and 16, Block 29 first railroad addition.

The Board called upon Mr. Erickson to review the proposed Capital Fund program, in requests as submitted in preliminary form, paid out of tuition receipts. This program lists in departments and divisions the capital improvements and betterments which it is thought should be undertaken in the 1963-65 biennium. Mr. Erickson also recommended planning for a new Administration Building of approximately 22,000 square feet, to be financed by bond obligations against tuition receipts at a biennial rate of \$60,000. The total biennial receipts from tuition funds are estimated at over \$220,000.

The largest item in the Capital Fund program indicates a request for legislative appropriation of approximately \$2,000,000 for an Art-Industrial Arts-Home Economics Building, of which the land purchase would take \$475,000. Initial equipment for the Music Building would also be requested from the legislature, since approximately \$70,000 planned for that building was not included in the last appropriation. All of these figures are tentative, Mr. Erickson reminded Board members, because the report is meant only to furnish guidelines to the preliminary state of the Capital Funds Program. No Board action was taken.

The Board called upon Mr. Courson to discuss a letter from Eastern Washington State College suggesting a raise in the hourly rate paid to students. Present hourly rate is \$1.00 and the request from EWSC suggests \$1.10 per hour. No action was taken.

Dr. Brooks asked Board members whether a night meeting on Friday, June 8, on the evening preceding Commencement ceremonies, would be satisfactory. It was agreed to meet on June 8. The Board also discussed plans for sending one of the members to a regional meeting of the Association of Governing Boards.

MOTION NO. 740: Dr. Wilson moved that Mrs. Davis represent the Board of Trustees at the meeting of the Association of Governing Boards in New Hampshire on June 28 to 29. Mrs. Davis seconded. Motion carried.

MOTION NO. 741: Dr. Wilson moved that the meeting be adjourned. Mrs. Davis seconded. Motion carried.

The Board was called upon to discuss the materials which have been prepared for legislative requests in the Capital Improvements Program. This summary was distributed and explained. Dr. Brooks indicated that the various items included under Capital Improvements and Betterments have resulted from information gathered from Divisions of Instruction, the Physical Plant, and other budget areas. The Capital Improvement Program summary also outlines a program for land purchases and indicates the requests for new building space, particularly for the Art-Industrial Arts-Home Economics complex.

MOTION NO. 742: Dr. Walds moved the acceptance of the Capital Improvements Program as presented. Mrs. Thurnhout seconded. Motion carried.