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1963 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Minutes of the Board of Trustees Meeting
 Conference Center
 Central Washington State College
 May 24, 1963

The regular meeting of the Board of Trustees was held on May 24, 1963 in the Conference Center on the campus of Central Washington State College. Board members present were: Mr. Victor J. Bouillon, Chairman; Dr. Roy P. Wahle, Vice Chairman; Mrs. Frank Therriault; Mrs. Frederick W. Davis; and Dr. Archie S. Wilson. Also present were Dr. James E. Brooks, President; Mr. Roger Munn, Director of Auxiliary Services; Mr. James Cuann, Director of Student Activities; Dr. E. E. Samuelson, Dean of Students; Mr. Paul Bechtel, Director of Physical Plant; Mrs. Norman Howell; Miss Helen Michaelson, Mrs. Alice Low, Dean of Women; Dr. Edward A. Hungerford; Miss Bonnie Wiley; Dr. Wesley Crum, Dean of Instruction; Dr. Daryl Basler; Dr. Robert Gaines; Mr. Wilhelm Bakke; Dr. Donald Baepler; Mr. Bruce A. Robinson; Mr. Albert Imhoff; Dr. Robert Yee and Mr. Jim Mattis, President of the Student Government Association. Mrs. Owen Paul, secretary to the President, acted as secretary.

APPROVAL OF MINUTES

MOTION NO. 403: Mrs. Davis moved the adoption of the minutes of the April 27, 1963 Board meeting. Seconded by Mrs. Therriault. Motion carried.

Dr. Brooks requested that the following items be added to the agenda: Under Reports, Items D. housing and admissions; E. Mr. Cowles' letter; F. speaker scheduling arrangements; and G. architect's selection of engineers, etc. Under New Business, Items J. acceptance of resignation of Mervin Johnson; K. 1963-64 house counselor and assistant house counselor salaries; L. student loan proposal; M. hiring of interior designer for new dormitory; N. bids on landscaping around new dormitories; O. selection of architectural firm for administrative building; and P. approval of schematic drawings for new dormitory.

Dr. Brooks also asked that under New Business, Item G, approval of faculty promotions for 1963-64, be deleted from the agenda. Dr. Brooks indicated this item would receive further study and would appear on the June 7 agenda.

MOTION NO. 404: Dr. Wahle moved, seconded by Mrs. Davis, the addition to the agenda of Items D, E, F, and G under Reports and Items J, K, L, M, N, O, and P under New Business; and the deletion from the agenda of Item G under New Business. Motion carried.

Dr. Brooks requested that the Board move to certain items under New Business on the agenda in order that some college personnel in attendance at the meeting would be released to carry on student personnel work elsewhere on campus that evening. In deference to this request the Board took up Item L - student loan proposal. Dr. Samuelson and Mr. Jim Mattis presented the loan proposal which involves merging \$10,000 from the Student Government Association reserve with the present student loan fund, thus making more money available for student loans. It was proposed to establish maximum amounts for loans for each college class from \$100 for Freshmen to \$400 for Seniors and Graduate students. Loans would be available at 3% interest. Criteria for CWSC student loans were outlined.

MOTION NO. 405: Mrs. Davis moved, seconded by Mrs. Therriault, that the Board approve the Student Loan Proposal as presented. Motion carried.

Dr. Samuelson next presented a list of salaries for house counselors and assistant house counselors for 1963-64 (New Business, Item K). Dr. Samuelson pointed out the counselors were selected and salaries were established in accordance with the policy passed by the board at its last meeting and the list included five graduate students.

MOTION NO. 406: Dr. Wahle moved, seconded by Mrs. Therriault, the approval of the 1963-64 salaries as follows for the house counselors and assistant house counselors: House counselors - Mr. and Mrs. Malcolm Linquist, Stephens Hall, \$200 per month plus apartment; Mr. Thomas Reeves, Barto Hall, \$225 per month plus apartment; Mr. and Mrs. Arnie Tyler, Whitney Hall, \$200 per month plus apartment; Mr. Michael Lacey, Alford Hall, \$150 per month plus room, Mr. Lawrence Fisher, Montgomery Hall, \$150 per month plus room; Mr. Jack Meeks, Munro Hall, \$140 per month plus room; Mr. Phil Philbrick, Carmody Hall, \$140 per month plus room; and Mr. Al Senyohl, Elwood Manor, \$60 per month plus board and room. Assistant house counselors - Mr. Neal Bradford, Barto Hall, \$75 per month; Mr. Richard Beaudreau, Barto Hall, \$75 per month; Mr. Paul Cox, North Hall, \$60 per month; Mr. William Dendurant, Barto Hall, \$75 per month; Mr. Robert Davido, Wilson Hall, \$60 per month; Mr. John Karas, North Hall, \$60 per month; and Mr. Dan Wolfrom, Wilson Hall, \$60 per month. Motion carried.

Dr. Brooks introduced Item F (under Reports) - speaker scheduling arrangements. He indicated that discussions had been held with Dr. Samuelson and Mr. Cuann on how the speaker policy could be implemented. Dr. Wilson stated the speaker policy indicated that a speaker could be invited to campus by any faculty or recognized student group and that the administration could require certain scheduling procedures but no veto of the speaker. Dr. Brooks pointed out there was no directive in the policy to indicate whether the public should or should not be invited to hear speakers on campus. It was agreed that speakers were primarily for the benefit of the faculty and students. Dr. Samuelson and Mr. Cuann presented a form entitled "Speaker Scheduling - Arrangements and Facilities." The form which was for the purpose of screening and clearance of dates and arrangements for speakers was approved by the board after the insertion of the words "OF ARRANGEMENTS" following the words "OFFICIAL AUTHORIZATION."

The next business brought before the board was under New Business, Item P- approval of schematic drawings for new dormitory. Members of the Housing Committee, Mr. Roger Munn, Mr. Paul Bechtel, Mrs. Alice Low, Dr. Emil Samuelson, and Dr. Robert Yee presented tentative drawings of the elevations, general site and floor plans for the information of the board. The plans indicated there would be four separate three-story buildings (2 for men and 2 for women) housing approximately 125 students per building.

MOTION NO. 407: Mrs. Therriault moved, seconded by Mrs. Davis, that the Board approve the schematic drawings of the new dormitories. Motion carried.

MOTION NO. 412: Mrs. Therriault moved, seconded by Mrs. Davis, that

REPORTS OF THE PRESIDENT AND ADMINISTRATIVE OFFICERS

The Board returned to its regular order of business and Dr. Brooks presented the following reports: A. Civil Service Report for April, 1963; B. Budget Report for the Period and Month Ending March 21, 1963; C. Plans for Commencement and Dedication of the following Buildings: Auditorium, College Elementary School, Jennie Moore Hall, Mabel T. Anderson Hall, Harold E. Barto Hall, Old Library and the Classroom Building. Commencement speaker will be Dr. Robert E. McConnell, emeritus president.

MOTION NO. 408: Dr. Wilson moved, seconded by Dr. Wahle, that the names be released at this time for the following buildings: Auditorium - Robert E. McConnell; College Elementary School - Amanda Hebler; Old Library - Selden Smyser and the Classroom Building - Reginald Shaw. Motion carried.

Dr. Brooks passed out copies of the Housing and Admissions Report for May 20, 1963. Dr. Brooks informed the Board of a meeting which will be held on Monday afternoon at 4 p. m. with the Boards of Directors of the Ellensburg Chamber of Commerce and the Ellensburg Development Corporation to discuss the contents of a "Brief on Central Washington State College" by Mr. James H. Cowles.

Mr. Courson explained that under the contract with Fred Bassetti and Company, architects for the construction of the new dormitories the engineers need not be approved by the Board. He indicated as a report that Bassetti is using Valentine and Fisher as engineers on the project.

MOTION NO. 409: Dr. Wilson moved, seconded by Mrs. Davis, that the reports be received. Motion carried.

UNFINISHED BUSINESS

Dr. Brooks explained that Mrs. Mary Elizabeth Whitner was unable to appear at this meeting of the Board of Trustees in connection with correspondence she had sent to and received from the Board of Trustees and the president. The president indicated Mrs. Whitner would be present at the June 7 meeting of the Board.

NEW BUSINESS

MOTION NO. 410: Dr. Wahle moved, seconded by Dr. Wilson that the request by Joan Fennelly, Assistant Professor of Education, for a leave of absence for 1963-64 be approved. Motion carried.

Dr. Brooks stated Mary Simpson, Associate Professor of Education, has been employed by Central Washington State College since 1929 and has now reached retirement age.

MOTION NO. 411: Mrs. Davis moved, seconded by Mrs. Therriault, that emeritus status be given Miss Mary Simpson. Motion carried.

MOTION NO. 412: Mrs. Therriault moved, seconded by Mrs. Davis, that

the resignation of Kenneth Berry, coordinator of instructional material, be accepted. Motion carried.

MOTION NO. 413: Dr. Wahle moved, seconded by Mrs. Davis, that Dr. Louis A. Kollmeyer be named permanent chairman of the Division of Fine and Applied Arts. Motion carried.

Dr. Brooks presented a list of 17 new faculty members and administrators. He pointed out that with the exceptions of the administrators all appointments were in the assistant professor or instructor brackets.

MOTION NO. 414: Dr. Wilson moved, seconded by Mrs. Davis, that the additions to the faculty and administration be approved as follows: Gerald F. Brunner, Acting Assistant Professor of Industrial Arts and Acting Coordinator of Closed Circuit Television - Salary \$8,603.22 (12 month basis). Kenneth A. Erickson, Assistant Professor of Geography - Salary \$7,295 (10 month basis). William B. Evans, Acting Assistant Professor of History - Salary \$7,295 (10 month basis). David H. Gorrie (no rank) - total Salary \$1,104 for teaching one section of Business Law during 1963 Autumn Quarter and one section during 1964 Winter Quarter. Robert J. Harding, Assistant Professor of History - Salary \$7,039 (10 month basis). Arthur P. Hutton, Lecturer in Physical Education - Salary \$7,670 plus \$852 for Aug.-Sept. Assignment = \$ 8,522. Zoltan Kramar, Instructor in History - Salary \$6,319 (10 month basis). Larry L. Lawrence, Assistant Professor of English - Salary \$7,411 (10 month basis). Lester W. McKim, Assistant Professor of French - Salary \$7,411 (10 month basis). John W. Merchant, Instructor in Music -Salary \$6,427 (10 month basis). Demetrius Moutsanides, Assistant Professor of Economics -Salary \$7,300 (10 month basis). Robert M. Panerio, Acting Assistant Professor of Music - Salary \$7,804 (10 month basis). Charles A. Piano, Instructor in Spanish - Salary \$6,319 (10 month basis) Erika Sadu, Assistant Professor of German and Spanish. - Salary \$7,295 (10 month basis). John Utzinger, Assistant Professor of Philosophy - Salary \$7,411 (10 month basis). James Sandoval, Assistant Professor of Biological Science - Salary \$7,039 (10 month basis). Donald Duncan, Dean of Men - Salary \$10,500 (12 month basis). Kenneth Hammond, Director of Extension and Correspondence - Salary \$8,750 (12 month basis). Motion carried.

Dr. Brooks distributed copies of budget changes from 12/31/62 to 5/22/63 including Budget Change Order Nos. 118-166.

MOTION NO. 415: Dr. Wahle moved, seconded by Mrs. Therriault, that the budget transfers be approved as presented. Motion carried.

MOTION NO. 416: Mrs. Therriault moved, seconded by Mrs. Davis, that the resignation of Mervin Johnson, Associate Professor of Education (CES) be approved. Motion carried.

Mr. Courson stated that Fred Bassetti has requested an interior designer be employed for the new dormitory project. The Housing Committee feels the professional assistance of an interior designer is required to (a) select and specify furniture, drapes, carpets, etc. (b) consult with architect on room lay-

out so that furnishings and built-ins provide for most efficiency; (c) advise the architect on color and fabric selection throughout the project so as to provide proper coordination, and (d) work with the architect on all matters of interior design in order to insure the best possible use of space. Dr. Brooks read portions of supporting letters from (1) Fred Bassetti to Roger Munn; (2) Douglas Bennett, Designer, to Roger Munn; (3) Mr. Roger Munn to Mr. Kenneth Courson, and (4) Ed Erickson to Dr. Brooks.

Mr. Courson differed with this point of view and pointed out that the new library project was the first time an interior designer had been employed in addition to the architects, that on all other projects the architects had used an interior designer already with their own firm or one that they employed themselves.

MOTION NO. 417: Dr. Wilson moved, seconded by Mrs. Therriault, that the Board suggest that Mr. Bassetti furnish these services and that the Board not hire an Interior Designer.

MOTION NO. 418: Dr. Wahle moved, seconded by Mrs. Davis, that Motion No. 417 be tabled. Motion carried (Dr. Wilson and Mrs. Therriault voted no.)

MOTION NO. 419: Dr. Wahle moved, seconded by Mrs. Davis, that the architect (Fred Bassetti) be requested to appear at the June 7 meeting of the Board to discuss the subject of an interior designer for the new dormitory project. Motion carried. Dr. Wilson abstained.

MOTION NO. 420: Dr. Wilson moved that Mr. Bassetti be asked to explain why he does not have an Interior Designer on his staff. Motion lost for lack of a second.

Mr. Courson stated four bids were received on landscaping around the new dormitories. The Nelson Landscape Service bid was low.

MOTION NO. 421: Dr. Wilson moved, seconded by Dr. Wahle, that the contract for the Housing and Service Facilities Landscape Work be awarded to the Nelson Landscape Service of Spokane for the sum of \$35,769.00 plus the 4% state sales tax; and also a change order be awarded to Nelson Landscape Service for seeding approximately 35,000 square feet of area into grass at eight cents per square foot, or a total of approximately \$2,800.00, the exact amount to be determined at a later date. Motion carried.

Mr. Paul Bechtel presented a report of the subcommittee of the Campus Site and Building Committee following interviews for an architect to design the new administration building.

Copies of a budget revision dated May 24, 1963 were distributed to board members by Dr. Brooks. He stated he would have more specific and detailed information to present at the June 7 meeting. Dr. Brooks explained the tentative plan was (1) that the faculty salary scale for 1963-64 would be fully implemented, including step increases; upward adjustment made for administrators for 1963-64; (2) 11 faculty additions for 1963 and 20 rather than 26 faculty additions scheduled for

1964 with increases for 1964 if reserves permit; (3) amount for graduate assistants reduced \$7,000; (4) student help reduced \$10,000 per year; (5) summer salaries for faculty figured at 2/9 of 1963-64 salary scale for summer of 1963 and summer salaries for faculty for summer 1964 figured at 2/9 of 1963-64 salary scale; (6) sabbatical leaves figured at 1% of total faculty salaries, with increases if reserves permit; (7) institutional equipment expenditures adjusted, with increases if reserves permit; (8) certain promotions and "temporary salary awards" would be announced June 7.

Dr. Brooks indicated he would ask the Faculty Senate to review faculty salary policies and to review administrative salaries, administrative salaries in comparable institutions, and general job classifications for administrators before contracts are issued for 1964-65 but that the 1963-65 budget would tentatively include estimated reserves to fully implement 1964-65 salary scale, with step increases, as proposed for faculty and appropriate increases for administrators to compensate for 12 months contracts (3/9 additional instead of 2/9 where appropriate).

A discussion followed regarding salaries being paid in September and the definition of "academic year." Dr. Crum commented that September pay was included in the 1963-64 budget for the teachers in the College Elementary School.

Mr. Bouillon, Chairman of the Board of Trustees, received a letter dated May 7, 1963 from Mrs. Bernice Hall, member of the Board of Trustees of Western Washington State College. Mrs. Hall's letter indicated a concern for the action taken by Central's Board in raising non-academic salaries 2.5 percent. Western Washington State College had been advised of this action in a letter written by Mr. Kenneth Courson. Mr. Courson's letter contained an incorrect date for the regular meeting of Central's Board of Trustees and left the impression that Central's board had taken this action prior to the Joint Boards of Trustees meeting at which time the subject was discussed by all three state colleges' boards of trustees. Dr. Brooks indicated he had talked with Dr. James Jarrett, President of Western, and that letters from Mr. Bouillon and Mr. Courson had been sent to Mrs. Hall and that she now understood Central's Board had held their regular meeting after the Joint Board's meeting and not before as stated in Mr. Courson's letter.

It was pointed out that the 2.5 percent increase in Civil Service salaries was tentative and was established in order to give Mr. Courson some figure to work with in compiling the budget for the coming year. A discussion of the budget will be continued at the June 7 meeting of the Board, at which time figures will be finalized.

Dr. Brooks advised the members of the Board that there will be a dinner meeting at 6:00 p. m. on the evening of June 7 with the graduates of the Class of 1913. The board meeting will be held in the Conference Center at 8:00 p. m. that same evening and the following day will be Commencement. The graduation exercises will be held in Nicholson Pavilion at 10:00 a. m. and will be followed by a reception in the CUB Lounge at 2:00 p. m.

The meeting was recessed at 11:30 p. m. for an executive session.

The board reconvened following the executive session.

MOTION NO. 422: Dr. Wilson moved, seconded by Mrs. Therriault that the selection of architects for the new administration building be reconsidered at the next Board meeting on June 7. Motion carried.

Meeting adjourned.

The meeting of the Board of Trustees was held on June 7, 1961 in the Conference Center on the campus of Central Washington State College. Board members present were: Mr. Victor F. Swilling, Chairman; Dr. Ray A. Wade, Vice Chairman; Mrs. Frank Therriault and Dr. Archie E. Wilson. Absent was Mrs. Frederick W. Owen.

Also present were Dr. James E. Backe, President; Dr. J. Wesley Grant, Mr. Donald Crockett; Dr. Alexander Murray; Dr. Langdon Penick; Mrs. Patricia Beverly; Miss Helen Mendenhall; Dr. Robert Yess; Mrs. Wilhelmina Kuhn; Miss Grace Armstrong; Mr. Frank Allen; Mr. Harold Overland; Mr. M. Smith; Dr. Loretta Smith; Mrs. Arthur Pileggi; Mrs. Ray Vialle; Dr. Roy Swoboda; Dr. William Floyd; Dr. William Hager; Mr. James Farwell; Dr. Daryl Saylor; Mr. Kenneth Perry; Mrs. Mary Elizabeth Whitney; Dr. Donald Wares; Mr. Walter Helgeson; Dr. Chester Keller; Dr. Ernest Russell; Mr. Roy Wilson; Dr. Clifford Erickson; Mr. Ed Erickson; Mrs. Janet Lower; Mr. Lloyd Swoboda; Dr. Ralph Costello; Miss Dorothy Ross; Charles Wright; Miss Barbara Kehler; Dr. Don Wilcox; Dr. Louis Kullerberg; Dr. Elmer Jacobson; Miss Amanda Whelan; Mr. Brock Peterson; Dr. Donald Dingley; Dr. Gerald Gagar; Mr. Gerald Halverson; Mr. Elia Johnson; Mr. Harry Crowley; and Mrs. James Brooks, Mrs. Owen Ford, secretary to the President, acted as secretary.

Mr. Victor F. Swilling, Chairman, called the meeting to order at 9 p.m.

MOTION NO. 421: Dr. Wade moved, seconded by Dr. Wilson, that Mrs. Frederick W. Owen be excused from attending the meeting. Motion carried.

Dr. Swilling asked that the following items be added to the agenda: Under Report, Item 3 - Budget Report for the Period Ending April 30, 1961; and Item 4 - Summary of Admissions Processing Fee. Under New Business, Item 2 - S.F.A. Budget.

MOTION NO. 424: Mrs. Therriault moved, seconded by Dr. Vialle that Item 2 and 4 under Reports and Item 2 under New Business be added to the agenda. Motion carried.

MOTION NO. 423: Dr. Wilson moved that Item A under Unfinished Business be added to the agenda. Motion was seconded by Mrs. Therriault. Motion carried.

APPROVAL OF AGENDA

MOTION NO. 425: Mrs. Therriault moved, seconded by Dr. Vialle that the agenda for the meeting of May 14, 1961 be approved. Motion carried.