

10-26-1963

## 1963 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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CENTRAL WASHINGTON STATE COLLEGE

Board of Trustees Meeting

Conference Center

CWSC Campus, Ellensburg, Washington

8 a. m., October 26, 1963

The regular meeting of the Board of Trustees was held on October 26, 1963 in the Conference Center on the campus of Central Washington State College in Ellensburg, Washington. Board members present were: Mr. Victor J. Bouillon, Chairman; Mrs. Frank Therriault; Dr. Roy P. Wahle, Vice Chairman, (arrived later during meeting); Dr. Archie S. Wilson. Mrs. Frederick W. Davis was absent but sent greetings from Paris by telegram from her family to the members of the board.

Also present were Dr. James E. Brooks, President; Mr. Kenneth Courson, Business Manager; Mr. John Ludtka, Director of Information; and Dr. Maurice Pettit, Professor of Education. Mrs. Owen Paul, secretary to the President, acted as secretary.

Mr. Victor J. Bouillon, Chairman, called the meeting to order at 8 a. m.

APPROVAL OF MINUTES

Dr. Brooks requested that the number "500 units" be deleted from Motion No. 473 of the minutes of the September 13, 1963 meeting in order that the planning for additional student dormitories could be kept flexible to meet changing conditions.

MOTION NO. 477: Dr. Wilson moved, seconded by Mrs. Therriault, that the number "500 units" be deleted from Motion No. 473. Motion carried.

MOTION NO. 478: Mrs. Therriault moved, seconded by Dr. Wilson, that item E-Enrollment for Fall, 1963 be added to the agenda under Reports and that items C-Hiring of Consultant to Survey Civil Service Programs at the Five Institutions; D-Approval of Employment of Wendell Hill as Director of Auxiliary Services; E-Purchase of a Butler Building for Storage; F-Authorization for purchase of the Nichol property and G-College Travel Policies, be added to the agenda under New Business. Motion carried.

REPORTS

Dr. Brooks called the Board's attention to the Civil Service Report for the month of September. The report listed the changes in Civil Service staff for that month.

Dr. Brooks reported orally to the Board on item B-Campus Improvements, Remodeling and Campus Planning and item E-Enrollment for Fall, 1963. Dr. Brooks said the Housing Committee and the Campus Site and Development Committee have been meeting regularly to discuss problems that are facing the college. Dr. Brooks stated that the campus plan approved in 1960 needed revision as it is not entirely suitable as a guide to year-to-year planning. Some current problems are: (1) where to build a new administrative building; (2) where to locate additional student

housing for 1966-1967; (3) future use of the old administration building and the old music building; and (4) where to locate a new health center to be constructed sometime in the future. Other problems cited were: (1) funds were requested but not allocated from the legislature this biennium to build a new Fine and Applied Arts building; (2) how long to maintain the pre-fab dormitory buildings on campus; and (3) purchase of additional land around the campus. Dr. Brooks indicated Mr. Harold Dalke, Associate Engineer from the state department of General Administration and Mr. Bruce Walker and Mr. Robert J. Nixon of Walker and McGough, Architects, attended a meeting of the Housing and Campus Site and Development Committees. Many of the campus development problems were discussed at this meeting and as a result the campus architects have agreed to undertake further studies of campus planning and to express their thoughts on paper using maps, diagrams, etc; the results of the study to be presented to the college in November. Because of the increased student body and other factors long range planning is needed now, Dr. Brooks said, so the development of the campus will be orderly and will proceed according to a flexible plan. A point has been raised, Dr. Brooks said, about the development across the tracks--should student housing be concentrated in this one area and would this make the campus become "one-sided"? Should another look be taken at the area around Munson Hall for possible additional dormitories? If the new administration building were located in this area that would possibly block the area for further development of student housing.

Dr. Brooks said the administrators are concerned with legislation: the possibility of applying for federal funds for a new science building. The old science building could be converted to a classroom building for other disciplines. Again in connection with applying for federal funds, the area across the tracks might qualify for urban renewal funds. Dr. Brooks said the feeling has developed that there is not enough money presently available to build an administration building of the size that will be needed to handle operations for an increased enrollment. Dr. Brooks said there is the strong possibility that in the future the administration may again ask the board to authorize bonding against student tuition funds. This is contrary to joint board action but it may be necessary to obtain the money to build the necessary buildings to carry on the college operations. Dr. Brooks said the administrators are currently pessimistic about the legislature granting state funds for buildings in 1965. If the college does bond against tuition funds, according to Mr. Courson's estimate, it will be possible to build one major building and an administration building. The general feeling is that the old administration building is not suitable for an administration building. Bruce Walker supports this view. Some say it would be possible to convert the old administration building into a classroom building. Dr. Brooks said the administration is studying all these problems and is making a complete review of campus planning.

Dr. Brooks then reported on the fall enrollment. Full time students number 51 above the high projection of Dr. Calvin Schmid's 1960 report; and 351 above the medium projection of this same report. In addition, there are 122 special students. Dr. Brooks indicated the college was pressed this fall; part time faculty had to be added to handle certain classes, others were handled by the present faculty on an overload basis. of the 3173 total student enrollment 1760 are living on campus.

There will be new dorms to accommodate 500 more students in 1965. It has been suggested the area west of Walnut Street north of Euclid Way might be appropriate for a future student housing development.

(At this point in the meeting Dr. Wahle arrived)

Dr. Wilson said he would like to see a summary of campus problems go out in a news release. It was suggested some form of a regular publication containing information about the college would be of value if sent to legislators, and it was suggested a summary of Dr. Brooks remarks should be included. Dr. Brooks said John Ludtka, Director of Information, had discussed with him the possibility of a newsletter for distribution to parents and friends of the college, and something similar could go to legislators. Dr. Pettit, Faculty Senate representative, expressed the opinion that a publication to parents and one to legislators should be two different publications--that there would be two different purposes to fulfill. It was the general feeling that some sort of an official resume or summary of information about the college should go to legislators on a regular basis. Dr. Brooks said the college has never issued a biennial report and that it is now working towards that direction. It is hoped that enough information can be prepared so a fact book on the college may be issued. Dr. Brooks pointed out that all this takes extra time and energy which just hasn't been available.

Dr. Brooks reported on the status of the project to establish a foundation for Central Washington State College. Information requests have been sent to 60 colleges regarding their foundations; answers have been received from about 40. A draft form of the proposed foundation for Central has been sent to the Assistant Attorney General Charles F. Murphy. Mr. Murphy's first reply indicated that it was his opinion it may be illegal according to the statutes for Central to be involved in a foundation. However, he later revised this opinion and now indicates Central could establish a foundation in accordance with the laws of the state. Dr. Brooks outlined the simple procedure for incorporation and advised it will be necessary to list the names of the members of the board as active members. Dr. Brooks indicated the preparations of the papers to establish the foundation are in the final stages and will be presented to the board in the near future.

MOTION NO. 479: Mrs. Therriault moved that the reports of the president and principal administrators be accepted as presented. Seconded by Dr. Wilson. Motion carried.

#### UNFINISHED BUSINESS

Dr. Brooks discussed the Crier and Hyakem budgets for 1963-1964 which were not complete at the time the rest of the SGA budget for 1963 was given general approval by the board. Dr. Brooks stated the Crier and Hyakem budgets have now been approved by Dr. Rinehart, Dr. Samuelson, Mr. Quann and the President and indicated the budgets as submitted attempt to provide better service to the students. Dr. Brooks indicated the journalism banquet in the spring has been eliminated from the budget and the funds previously used for this purpose will be

used for other purposes such as additional secretarial help. The board was advised these budgets will be presented to them at the November meeting of the board although they had given general approval previously for the administration to clear such budgets.

#### NEW BUSINESS

Dr. Brooks presented a request to use reserve funds in the amount of \$37,521.05 in certain areas of the college operations. The major request was for \$20,000 additional (making a total budget of \$230,000) to be used in the 1964 summer school program. Dr. Brooks indicated that although the summer school program constitutes practically a fourth quarter at Central the college does not have sufficient funds to give it the full support it deserves.

Mr. Courson and Dr. Brooks presented a Budget Changes Report covering the period from July 1, 1963 (the beginning of the biennium) to the present and listing all the budget transfers made during that time.

MOTION NO. 480: Dr. Wilson moved that the budget transfers be approved including the report of transfers made since the beginning of the biennium this year. Seconded by Mrs. Therriault. Motion carried.

MOTION NO. 481: Dr. Wahle moved, seconded by Dr. Wilson, that the leave of absence requested by Miss Mary German (Home Economics) be approved for the 1964 winter quarter. Motion carried.

MOTION NO. 482: Dr. Wilson moved that the proposal to hire a personnel consultant to survey Civil Service programs at the five state institutions of higher learning be removed from the table. Seconded by Mrs. Therriault. Motion carried.

MOTION NO. 483: Dr. Wahle moved that Central Washington State College employ Mr. Donald D. Dickason on a consulting basis in conjunction with the other state colleges and universities of Washington to survey the Civil Service programs at the five state institutions, the cost of Mr. Dickason's employment to be prorated on the basis of the number of employees at each institution. Seconded by Mrs. Therriault. Motion carried (approved previously by phone).

Mr. Courson indicated the study of the Civil Service programs would be undertaken the latter part of November.

MOTION NO. 484: Dr. Wilson moved that Mr. Wendell Hill be employed as Director of Auxiliary Services at a salary of \$9,600 on a 12 month basis beginning December 2, 1963. Seconded by Dr. Wahle. Motion carried.

Mr. Hill is presently Assistant Treasurer and Business Manager of Washburn University.

MOTION NO. 485: Dr. Wilson moved that \$21,000 be transferred from the Housing System funds to the Plant Fund for the purchase and construction of a Butler type building to provide approximately 8,000 square feet of floor space. Seconded by Mrs. Therriault. Motion carried.

Mr. Courson indicated this building is needed by the physical plant for storage to consolidate all materials in one area.

MOTION NO. 486: Dr. Wahle moved that the administration be granted authority to negotiate for purchase of the Robert W. Nichol property on the east end of 9th and Euclid for a price not to exceed \$12,000. Seconded by Dr. Wilson. Motion carried.

MOTION NO. 487: Dr. Wilson moved, seconded by Mrs. Therriault, that the maximum reimbursement for out-of-state travel be \$20 per day. Motion carried.

Dr. Brooks pointed out that out-of-state travel is defined at the college as travel outside of Washington and adjoining states and British Columbia.

MOTION NO. 488: Dr. Wilson moved, seconded by Mrs. Therriault, that the next meeting of the board be November 22 at 8 p. m. in the Olympic Hotel. Motion carried.

MOTION NO. 489: Dr. Wilson moved, seconded by Mrs. Therriault, that the meeting be adjourned. Motion carried.

The meeting adjourned at 9:30 a. m.

Virginia Revillon, Chairman  
Board of Trustees  
Central Washington State College

RECALL OF MINUTES

MOTION NO. 491: Mrs. Therriault moved, seconded by Dr. Wilson, that the minutes of the meeting on October 24, 1963 be approved. Motion carried.

ADDENDUM TO THE AGENDA

It was asked that under Executive Order 11246 Non-discrimination Policy be added to the agenda.

MOTION NO. 492: Dr. Wilson moved, seconded by Mrs. Therriault, that Executive Order 11246 Non-discrimination Policy be added to the agenda under agenda. Motion carried.