

4-18-1958

## Board of Trustees Minutes, April 18, 1958

Eastern Washington College of Education

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Eastern Washington College of Education  
MINUTES FOR MEETING OF BOARD OF TRUSTEES  
7:00 p. m., Antlers Hotel, Ellensburg  
April 18, 1958

The Board of Trustees met at the Antlers Hotel in Ellensburg at 7:00 p. m., Friday, April 18, 1958. Those present were Mrs. Zelma R. Morrison, chairman; Mr. Harvey Erickson, Mrs. Frank Laughon, Mr. Melvin Voorhees, members; Dr. Wm. W. Force, secretary; Dr. Don S. Patterson, president of the college; Dr. Walter L. Powers and Mr. Karl Morrison of the EWCE faculty.

#### MINUTES

The meeting was called to order by Mrs. Morrison and the minutes were read and approved as corrected.

#### INSURANCE PROGRAM

Mr. Jack Higgins, broker of record, was invited to attend the meeting and to explain the details of the current fire insurance program at the college. He pointed out that among other important items, the ratio of dividend-paying to non-dividend paying companies was 43:57. In his opinion, this was an excellent relationship and it was his recommendation that this approximate ratio be continued.

#### CONSTRUCTION OF HOUSING

Mr. Warren Adams, of Spokane, attended the meeting to discuss further his proposal for building units on the college grounds for rental to faculty and students. Mr. Adams explained that he needed official action from the Board now in order to assist him in obtaining a federal loan. Mr. Erickson moved that the Board of Trustees give its general approval to the plan as presented by Mr. Adams to build a \$135,000 building to house twenty units, consisting of one three-bedroom, four two-bedroom, and fifteen one-bedroom apartments, and that the Board authorize the details to be drawn up between the respective officials of the Adams group and the college, and that Mr. Adams be given an official letter stating the action taken by the Board so as to furnish evidence of the intent to proceed with the plan. Mr. Voorhees seconded the motion, and the motion carried.

#### LETTER FROM ATTORNEY GENERAL

The president read a letter from the State Attorney General pointing out that the state institutions must use only the Attorney General for legal matters. Mr. Erickson moved and Mr. Voorhees seconded the motion that information be obtained from the Attorney General to clarify the reason that the letter was transmitted to the college. Motion carried.

RESIGNATIONS

Mr. Erickson moved and Mrs. Laughbon seconded the motion that the following resignations be accepted:

Mr. Harry Ladas, instructor in physical education  
Mr. Wm. F. Murray, instructor in science  
James Everman, acting instructor in campus school  
Charles Ray, assistant in student personnel services  
Motion carried

NEW PERSONNEL

Mr. Voorhees moved and Mr. Erickson seconded the motion that the following appointments be approved:

Mrs. Sandra McGee, junior secretary, registry office,  
as of August first, at \$2770  
Mrs. Mana Bridges, acting instructor in English, for  
1958-59 at \$4600

Summer Session -

Library

Margaret Frederking, assistant fulltime, for seven weeks,  
at \$175 per month  
Verla Dickey, assistant fulltime, at \$175 per month for  
seven weeks  
Robert Pattee, assistant halftime, at \$87.50 for seven weeks

Faculty

Raymond Krebsbach, English, at \$1193 for seven weeks  
J. Austin Andrews, Music, at \$1123 for seven weeks (replacement)  
Dow Patterson, Education, at \$900 for seven weeks  
Glen Minard, Education, at \$700 for seven weeks

Increase in salary for J. E. Rich from \$800 to \$850  
Addition of John G. Church to the staff for the post session  
at \$250 for the two weeks, to be from general funds

TENURE GRANTED

Motion carried

Mrs. Laughbon moved, seconded by Mr. Erickson, that the persons listed below be granted tenure:

Dean Daryl G. Hagie, dean of students  
Miss Janet Douglas, dean of women  
Mr. Leonard Kennedy, assistant professor, campus school  
Mr. Bernard Kingsley, assistant professor, campus school  
Mr. Russell Smith, assistant professor, business education

Motion carried

PROMOTIONS IN RANK

Mr. Erickson moved and Mr. Voorhees seconded the motion that the following promotions in rank be approved, effective in September:

Miss Jean Taylor, from assistant professor to associate professor  
Dr. Gerald Mercer, from assistant professor to associate professor  
Dr. Frank D. Nicol, from associate professor to professor  
Dr. Loyd W. VandeBerg, from associate professor to professor

Motion carried

DR. MILLER TO HEAD OF DIVISION

Mrs. Laughbon moved and Mr. Erickson seconded the motion that Dr. Richard F. Miller be made head of the Division of Language and Literature, effective with the fall quarter of 1958-59. Motion carried.

RAISE IN CEILING FOR CERTAIN MAINTENANCE JOBS

Dr. Patterson recommended that the following jobs on the maintenance staff have their ceilings raised as indicated:

Carpenter-----from \$4610 to \$4700  
Custodian -----from \$4130 to \$4200  
Gardener -----from \$4010 to \$4100  
Truck Driver --from \$3710 to \$3800

Mrs. Laughbon moved that the ceilings be increased and Mr. Erickson seconded the motion, Motion carried.

SALARY INCREASES FOR 1958-59

It was moved and seconded that action on the schedule of administrative, academic and non-academic salaries as listed on the attached sheets be postponed for further study and that action be taken at the next meeting May 17. Motion carried.

NURSING PROGRAM AT ST. LUKE'S HOSPITAL

It was moved and seconded that permission be granted to the college to enter into a cooperative agreement with the administrators of St. Luke's Hospital in Spokane for nurses training, and that the agreement concerning the details be worked out and returned to the Board for final approval as soon as that agreement has been completed. Motion carried.

## CLAIMS AGAINST VISTA CONSTRUCTION COMPANY

The claims against the Vista Construction Company, copy of which is attached to these minutes, were filed with the Board.

## SUB COLLEGE COURSES

It was moved and seconded that sub college courses in English and mathematics be no longer given by the college, but that testing in these subjects be conducted in the high schools in the spring and again in the fall at the college for those who did not take the tests in the spring. Students who fail to pass these tests must make up the deficiency by independent study or by extension and pass a satisfactory examination by the department concerned. Motion carried.

## ANNUAL LEAVE FOR ADMINISTRATIVE PERSONNEL

It was moved by Mr. Erickson and seconded by Mrs. Laughbon that the major administrative personnel be granted an annual leave of twenty-one working days. Motion carried.

## NEW BUDGETARY PROCEDURES

The comptroller of the college reported that the new budgetary procedures were being worked out by John Donaho and Associates. He pointed out that a new budgetary system included a programming of the expenditures into general administration, student services, plant operations and maintenance, libraries, instructional departments, extension and field services, as well as auxiliary enterprises and associated students. It was also pointed out that the Capital Outlay program has been considerably revamped and would constitute a single sheet for each project or building proposed. This capital outlay program is due June first.

## LEAVE OF ABSENCE

Mr. Erickson moved and Mr. Voorhees seconded the motion that Leo Collins, associate professor of music, be granted leave of absence to do graduate study at Boston University for the 1958-59 year. Motion carried.

## EXCHANGE PROFESSORSHIP FOR DR. COLTON

Mrs. Laughbon moved and Mr. Erickson seconded the motion that Dr. Agnes Colton be authorized to accept an exchange professorship in London, England, for next year. Motion carried.

DEDICATION OF MARTIN HALL

Mrs. Laughbon moved and Mr. Erickson seconded the motion that Martin Hall be formally dedicated at a date to be set later. It was suggested that the dedication be one of the home-coming activities, or be made at the time of the opening of the new elementary school. Motion carried.

ANNOUNCEMENTS

The president announced that an Eastern Washington College of Education student was winner of the Miss Washington contest. The young lady is Miss Anne Henderson, a drama major.

Dr. Patterson announced the date and hour of spring Commencement as June first at two 'clock. It was agreed by the board that Mr. J. Harold Anderson be invited to confer the degrees. The exercises will be held in the Fieldhouse and Mr. Elwyn Schwartz has accepted the invitation to be speaker.

ADJOURNED

The meeting adjourned at 11:15 p.m. The date of the next meeting of the Board is May 17.

APPROVED

Zelma R. Morrison  
Zelma R. Morrison, Chairman

William W. Force  
Wm. W. Force, Secretary

EASTERN WASHINGTON COLLEGE OF EDUCATION

Cheney, Washington

April 14, 1958

President Patterson:

I herewith recommend for your consideration the following additional individuals as members of the 1958 summer school for the seven-week session:

Resident Faculty Members -- 7-Week Session

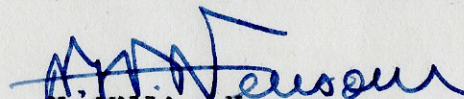
1. Ray Krebsbach	English	\$1193
2. Jay Andrews	Music	1123
<hr/>		
TOTAL		\$2316

Visiting Faculty Members -- 7-Week Session

1. Dow Patterson (California State Department of Education)	Education	\$ 900
2. Glen Minard (Director of Curriculum, Spokane Public Schools)	Education	700
<hr/>		
TOTAL		\$1600
GRAND TOTAL		\$3916

Earl Thomas has resigned as a member of the seven-week session. I recommend that his resignation be accepted. Dr. Andrews is herein recommended to replace him.

Respectfully submitted,

  
W. William Newsom  
Director of Summer School

NWN:ml

# Eastern Washington College of Education

Cheney, Washington  
April 14, 1958

Dr. Don S. Patterson, President  
Eastern Washington College  
Cheney, Washington

Dear Dr. Patterson:

The Science Division requests the approval of the Board of Trustees to offer a basic science program at St. Luke's School of Nursing. The program will include:

Chemistry 165. <u>Nursing Chem.</u> (5,3,4) Emphasizes the aspects of inorganic, organic and biochemistry related to nursing.	5 credits
Biology 132, 133. <u>Anatomy &amp; Physiology</u> (3,2,2) An introduction to anatomy and physiology for nursing students, beginning with an analysis of body organization, cells, tissues, organs and systems. Main organized systems are studied including skin, skeleton, muscles, nervous system, blood and circulation, respiration, digestion, excretion, metabolism and endocrines.	3 "
Biology 221. <u>Nursing Bacteriology</u> (5,2,6) Emphasis placed on public health, transmission and control of organisms and their physiology.	5 "
Psychology 101. <u>General Psychology</u> (5,5,0) A survey of the objectives and techniques employed in the study of human behavior. Special attention given to psychological principles which will aid in more successful living.	5 "
TOTAL 21 credits	

These courses are to be taught at St. Luke's Hospital in the afternoon. The hospital is providing the laboratories completely equipped, supplies, and library, with the exception that Eastern is to provide fifteen microscopes.

*Final permission  
instead pres to  
conserve a contract  
with St. Luke's  
subject to  
examination  
of final approval  
also required*



St. Luke's will pay the regular fee for extension classes, \$6.50 per hour per student. The faculty will be paid on the same basis as extension and the load will not be counted as part of the regular teaching load.

*Faculty member  
restricted to one  
course per  
quarter*

In order to promote the program, we would also like permission to grant residence credits for these courses, although the program is being handled by the extension office. The reason for this is that the hospital is anxious to encourage their nurses to continue for the graduate nurse degree and would like the credits to be transferable. Residence credits transfer more readily than extension. There is justification for this, too, in that these classes are closed classes and the hospital guarantees us that the laboratories will be well equipped and there will be adequate library facilities.

Sincerely,

*Dana Harter*

Dr. Dana Harter, Head  
Division of Science & Mathematics

DH:bb

April 17, 1958

CAPITAL OUTLAY REPORT

133-3 Eastern Washington College of Education General Fund  
Capital Outlays, Major Repairs, and Betterments, Inc.  
Maint. Sheds Ch. 298-57

Total Appropriated 1957-59		\$275,000.00
Less: Addition to Industrial Arts Building	\$51,953.42	
Road Repairs Black Topping Parking Areas	26,206.90	
Roof Repairs	15,154.69	
Change Order No. 1, Repairs to Streets	562.86	
Emergency Steam Repair	2,500.00	
Lighting Fixtures for Campus Building	9,891.17*	
Contour Maps	206.66	
Material to Complete Interior of Industrial Arts Annex	<u>972.61</u>	<u>107,448.31</u>
Total For Use For 2nd Year of Biennium		<u>\$167,551.69</u>

133-4 Eastern Washington College of Education  
Construction and Equipment and Purchase of Land for  
Washington, Ch. 298 General Fund State Building Construction Acct.

Total Appropriated 1957-59		\$422,000.00
Less: Allocation for the Purchase of Land	\$50,800.00	
Property Survey	<u>258.33</u>	<u>51,058.33</u>
Total For Use For 2nd Year of Biennium		<u>\$370,941.67</u>

\* Purchase will be made for less than \$6,000.00.

NOTICE OF CLAIM OF LIEN  
AGAINST VISTA CONSTRUCTION COMPANY

<u>Name</u>	<u>Amount</u>
Ace Sand & Gravel Co., Inc.	1,592.69
Building Supplies, Inc.	121.30
Crawford Door Sales of Spokane	347.00
Johnsons Lumber & Mill Work Co.	613.00
Krueger Sheet Metal Company	1,486.00
Mott Electric Company	1,034.30
Joseph T. Ryerson & Son, Inc.	570.05
Spokane Glass Company, Inc.	325.00
Spokane Hardware Supply, Inc.	261.65
United Paving Company, Inc.	504.00
Aqua Plumbing and Heating, Inc.	3,057.80
Union Iron Works	865.96
Buel V. Rees, Masonry Contractor	2,630.00
Hay-Win Company, Inc.	492.00
Bennet and Azlein, Cement Contractors	225.36
Spokane Painting & Decorating Co.	<u>806.82</u>
Total	\$14,932.93

*Hall*



# The State of Washington

OFFICE OF ATTORNEY GENERAL

Olympia

JOHN J. O'CONNELL  
ATTORNEY GENERAL

April 4, 1958

*Write & state  
what we are doing  
get his message*

Hon. Don S. Patterson, President  
Eastern Washington College of Education  
Cheney, Washington

Re: Appointment of Bond Counsel

Dear Dr. Patterson:

As you know, the statutes and Constitution of the State of Washington establish the Attorney General as the legal adviser to all of the state officials, departments, commissions, agencies and boards of the State of Washington.

In recent months several misunderstandings have arisen concerning the employment of special counsel to perform legal services leading to the issuance and sale of bonds. Your attention is directed to RCW 43.01.080, which expressly prohibits any officer, administrative agency, board or commission of this state, other than the Attorney General, to employ any attorney to act in a legal or quasi-legal capacity in the performance of duties imposed by law on the Attorney General.

In order to prevent any further misunderstanding, we request that the Attorney General be advised of the plans of the officials, departments, boards, agencies and commissions of this state to issue bonds prior to any official action leading to the issuance of the bond. To intelligently determine the necessity for the employment of special counsel it will be necessary that the Attorney General be apprised as to whether or not the bonds are general obligation bonds or revenue bonds, whether or not the bonds will be sold on the open market, the amount of the bond issue, the date that the bond resolutions must be completed, the deadline for completion of the sale of the proposed bond

*this services are as follows*

Hon. Don S. Patterson

-2-

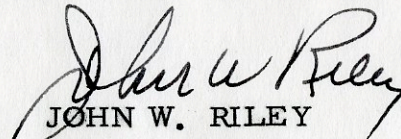
April 4, 1958

issue and the statutory authority for the issuance of the bond. Accordingly, it will be sincerely appreciated if you will transmit the information of this letter to the officers of your particular organization who are engaged in or responsible for the issuance and sale of bonds.

We trust that compliance with this procedure will prevent any further misunderstanding and facilitate the issuance and sale of bond issues.

Cordially,

JOHN J. O'CONNELL  
Attorney General

  
JOHN W. RILEY  
Chief Assistant  
Attorney General

JWR:mw

cc: Mr. E. J. Vandenberg  
Assistant Attorney General

**COMMITTEE OF NINE**

**APRIL 4, 1958**

**PLACE: Ellensburg, CWCE**

**PRESENT: WWCE**  
Mr. Donald Ferris  
Mr. Sam J. Buchanan  
Dr. Maurice Freehill

**EWCE**  
Dr. William Newsom  
Dr. W. W. Force  
Mr. Norman Thompson

**CWCE**  
Dr. J. Wesley Crum  
Dr. Eldon Jacobsen  
(Absent-Mr. Courson)

**LEGISLATIVE AUDITOR**  
Dr. Paul Ellis

**MINUTES:**

1. Dr. Paul Ellis announced that the Legislative Budget Committee would like to have all material on capital outlay requests by June 1, 1958. He indicated that it was his understanding that this is the same date that the Budget Director has set. He also indicated that the Legislative Budget Committee probably will make no further visits to the Colleges of Education prior to the 1959 session of the Legislature.
2. Dr. Force and Mr. Buchanan reported that the business managers believe that no useful purpose will be served by trying to achieve greater comparability in cost data for the current or previous biennia due to the proposed change in the State's accounting system. The figures tentatively presented at the January meeting are the best figures available for comparison purposes.
3. Mr. Robert Johnson (CWCE) appeared before the Committee of Nine and presented the report for the Inter-Institutional Faculty Load Committee. See the attached report for details.

The Committee of Nine expressed its appreciation for the fine work done in collecting data and in arriving at a forward looking report. It made the following suggestions:

- a. The chairman (or someone designated by him) of the Inter-Institutional Faculty Load Committee should make the report to the Joint Boards of Trustees on April 19.
- b. A summary of the research data should be attached to the report before it is presented to the Joint Boards of Trustees.

c. The Inter-Institutional Faculty Load Committee could well point out the problems involved in putting the "twelve hour" load into operation. Some of these are as follows:

- (1) The average class size will need to increase in about the same proportion as the average teaching hour load is reduced, or the faculty will need to be increased accordingly.
- (2) Dr. Ellis indicated that it was his opinion that the Colleges of Education might find it advisable to continue the use of the existing staffing formula for several biennia before trying to convince the Legislature that it should be increased.
- (3) An increase in the number of faculty requested and a request for an increase in faculty salaries will be competing with each other for funds.
- (4) Teaching faculty and administrative faculty will want to consider all the ramifications of this proposal and make recommendations as to when and how the "twelve hour" load should be put into effect.

Mr. Johnson indicated that the committee was unable to reach agreement on a formula for the various assignments mentioned in "a". He suggested that it might be advisable to have administrators responsible for the instructional program on a committee to work on this problem.

Mr. Johnson also indicated that the committee did not have time to give serious consideration to the summer session problem.

4. The group was reminded that it had discussed the summer session load problem upon several occasions. It was the consensus of the group that it should be recommended that budget requests for the 1959-61 biennium summer sessions should be calculated on a faculty size that will allow a teaching load comparable to that carried during the regular academic year. A summer session quarter of nine weeks normally has 44 days while an academic year quarter averages about 55 days. A faculty member teaching a 15 credit (hour, faculty load point) load during the academic year should only carry a 12 credit (hour, faculty load point) load during the summer to have a comparable load. A comparable load for a seven week summer session would be about 9 1/2 or 10 credits. A six week summer session load might be 8 or 8 1/2 credits. It was agreed that very short session (one or two week workshops) loads would need to continue to be figured on approximately the same basis as previously used.

5. The business managers and Dr. Ellis discussed various aspects of the new budget and accounting system to clarify ideas.
6. Each college reported that it would be ready for Donovan Smith's next visit early in May.
7. Walter Powers, accompanied by other members of the Inter-Institutional Salary Committee, reported verbally upon recommendations for the 1959-61 salary requests. The full report will be presented by Mr. Powers, or a committee member appointed by him, at the April 19 meeting of the Joint Boards of Trustees. The report will contain basic research data and the recommendations. The basic portion of the report was the following proposed new salary scale:

Full Professor	\$9,100 - \$10,500 plus possible merit increases
Assoc. Professor	\$7,600 - \$9,000
Asst. Professor	\$6,300 - \$7,500
Instructor	\$5,400 - \$6,200

Faculty members are to be placed on the new scale by linear interpolation and then given a \$400 general increment, if eligible. THESE RECOMMENDATIONS SHOULD BE CHECKED AGAINST THE OFFICIAL REPORT WHEN AVAILABLE.

The committee was commended for its work.

8. Dr. Hamilton Howard, and other members of the Inter-Institutional Disability (Sick) Leave Committee, reported on the recommendations that had been agreed upon by the committee. See the attached copy of the report.

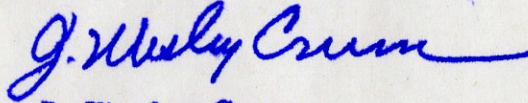
The Committee of Nine commended the Disability Leave Committee for its work and suggested that Dr. Howard make a report to the Joint Boards of Trustees.

9. It was the consensus of the Committee of Nine that the three colleges should continue to study the minimum requirements for the various academic ranks.
10. It was agreed that at least one member of the Committee of Nine from each of the three colleges should be present at the meeting of the Joint Boards of Trustees when the reports are made.
11. Dr. Paul Ellis presented and discussed copies of Calvin Schmid's latest enrollment forecasts for the three colleges. It was agreed that a letter should be written to Dr. Schmid requesting that some "full-time-equivalent" student projections be worked out and published with his forecasts of full-time students only and that his tables carry a footnote as follows: "Actual and fore-



casted enrollments include only actual full-time students. All part-time students have been ignored. The data have not been converted to full-time-equivalent students."

Respectfully submitted,

A handwritten signature in blue ink, reading "J. Wesley Crum". The signature is written in a cursive style with a long, sweeping underline.

J. Wesley Crum

**PROPOSALS REGARDING FACULTY LOADS RECOMMENDED BY THE JOINT  
COMMITTEE OF THE THREE WASHINGTON COLLEGES OF EDUCATION AT  
ELLENSBURG, FEBRUARY 8, 1953**

1. A faculty member's total work load shall be based on a 45-hour work week which shall include both teaching and non-teaching load hours.
2. The teaching load for a full-time faculty member should not average more than twelve hours of lecture or lecture-discussion classes, nor more than eighteen actual contact hours of laboratory or activity-type classes. (The hours allowed for mixed-type classes, having both lecture and laboratory, shall be determined by the number of hours devoted to each type of activity.)

This teaching load provides a working week, related to teaching only, of thirty-six hours, based on the principle of two hours' preparation and follow-up for each lecture-hour and one hour of preparation and follow-up for each lab or activity class. Within these limits, each institution shall determine the faculty load points allowed for each type of class.

3. In addition to the teaching load, each faculty member (full-time) shall be expected to carry non-teaching responsibilities, such as committee work, guidance and counselling, administrative duties, etc., to the extent of nine hours per week, which, combined with the teaching load, brings the total work load up to 45 hours per week.
4. Division heads should have their teaching loads reduced by one-third of the basic twelve hours.
5. Under special circumstances, a person's load, including division heads, may be adjusted as between the teaching and non-teaching loads within the total 45-hour week. This adjustment should be made by agreement between the administration, the division head, and the faculty member concerned.

The committee has not lost sight of other factors which should enter into the evaluation of faculty loads, such as the size of classes, stage management responsibilities, handling intramural programs, coaching, etc., which affect certain faculty members. These, however, seem to be special cases requiring individual consideration by each of the three institutions.

During the past several biennia the Joint Boards of Trustees have recognized the need for the establishment of inter-institutional standards for salary and retirement. This establishment of standards has proved effective in dealing with the problems of recruitment and retention of qualified personnel for our faculties. These policies have promoted feelings of security for both teachers and administrators at the three colleges. It now seems desirable also to provide standards for disability leave.

There is much evidence, supported by experience in other occupational fields, that the conditions of employment under which teachers work have a distinct influence upon the quality of the job being done, and, in the end, upon the quality of the total educational program of a school. Enable faculty to stay away from school without penalty, financial or otherwise, for sufficient time to recover from a disability is a protection to students and faculty alike.

Experience in the three institutions indicates that short term disabilities present no pressing problems because work can be absorbed adequately by colleagues, a substitute being used when possible. Long term disabilities occur infrequently, but when they do they create serious problems for the individual concerned and for administrators who must find a suitable, qualified substitute. To insure feelings of security and good morale on the part of faculty members and to expedite administrative action in the case of disability, a definite policy needs to be established for disability leave.

The committee proposes the following basic plan:

### A PLAN FOR DISABILITY LEAVE

#### I. Definition of disability.

- A. Disability should include incapacity to perform regular duties, resulting from accident or illness.
- B. Pregnancy should not be considered a disability.

#### II. Nature of disability benefits.

- A. Members of the college faculty should be given leave with pay for both short term and long term disabilities.
- B. Individuals on such leave should retain their full status on the faculty.

#### Eligibility for benefits.

- A. All faculty members should be eligible to receive benefits, including administrators, librarians, college teachers, and teachers in the laboratory school.
- B. Eligibility should be extended to regular faculty members with tenure and working toward tenure, and temporary faculty members, such as summer school faculty and substitute teachers. (See IV - A - 3)
- C. Faculty members should be eligible to receive benefits only when they are on the payroll or would normally have been on the payroll. Members who incur disability during times when they are temporarily off the payroll should begin to receive benefits from that time when they normally would have been placed again on the payroll.
- D. Basic disability leave should be given up to the maximum amounts available for each separate case of disability as required for recovery to resume normal duties. Benefits in the amounts indicated in Section III should be guaranteed as minimum for each separate case of disability.
- E. The administration should have the prerogative of requiring verification of disability by one or more licensed physicians.

#### IV. Amount of benefits.

##### A. Basic disability leave.

- 1. Faculty members with tenure, librarians, and administrators should receive benefits as follows:
  - a. First 3 months with full pay and full status.
  - b. Next 6 months with half pay and full status.
  - c. Next 9 months with no pay but full status.
  - d. Extended leave with or without pay beyond the basic disability leave should be granted at the discretion of the President and the Board of Trustees.
- 2. Faculty members working toward tenure should receive benefits as follows:
  - a. First 3 months with full pay and full status.
  - b. Next 6 months with half pay and full status.
  - c. To end of current appointment period with no pay but full status.
  - d. Extended leave with or without pay beyond the basic disability leave should be granted at the discretion of the President and the Board of Trustees.

#### V. Administration of disability leave.

- A. Details of providing for a substitute and for pay should be handled by the appropriate administrators as a matter of normal routine.

- B. To insure that an individual on leave will take the full time needed for recovery and be free of worry, the administration should provide for adequate, paid substitutes.
- C. Leave should be granted beginning with the date on which the individual is disabled.
- D. Termination of disability leave benefits should be preceded with an advance written notice to the individual concerned, and such termination should be a matter of official college record.

This plan does not attempt to cover all details and special problems. Each institution will need to word a final statement suited to its particular circumstances. It is assumed that its operation will be handled in a spirit of mutual faith and trust.

Respectfully submitted,

Miss Agnes Colton, EWCE

Miss Gwen Harper, EWCE

Mr. Ray Hawk, WWCE

Mr. Norman Howell, CWCE

Mr. A. H. Howard, Jr., CWCE, Chairman

Inter-Institutional Committee on Disability Leave