

12-19-1959

## Board of Trustees Minutes, December 19, 1959

Eastern Washington College of Education

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Eastern Washington College of Education  
MINUTES OF MEETING OF THE BOARD OF TRUSTEES  
Green Room, Davenport Hotel, Spokane  
10:30 a.m., Saturday, December 19, 1959

The December meeting of the Board of Trustees of Eastern Washington College was held in the Green Room of the Davenport Hotel on the 19th, with Mrs. R. R. Morrison, chairman, Mr. Harvey Erickson and Mr. Melvin Voorhees, members, and Dr. Don S. Patterson, president of the college, present. Also in attendance were Dr. R. H. Hagelin, vice-president of the Faculty Organization, Mr. Henry Koslowsky, acting director of public information, Mr. M. H. Surbeck, director of the physical plant, and Mr. T. T. Wall, supervisor of property and procurement. Mrs. Naomi Wall acted as secretary in the absence of Dr. Force.

#### APPROVAL OF MINUTES

Mr. Erickson moved, seconded by Mr. Voorhees, that reading of the minutes be dispensed with and that the minutes be approved as written. Motion carried.

#### RETIREMENT

Dr. Patterson read a letter from Mr. Wm. L. Rowles, head of the Division of Music, in which he asked that his retirement be accepted, effective at the end of the 1960 summer session. It was moved and seconded that his request be granted and that his service to the college be recognized by the granting of the title, Professor of Music Emeritus. Motion carried.

#### RESIGNATIONS

It was moved by Mr. Voorhees and seconded by Mr. Erickson that the following resignations be accepted. Motion carried.

Ladd Kafflen, business manager of the Student Union, as of December 31, 1959, to go in business in Spokane  
Phyllis Wilkerson, junior secretary, office of Director of Graduate Studies, as of November 24, plus eight days of accrued vacation, because of home duties  
JoAnne Maertens, clerk, office of Assistant in Field Services, as of October 13, plus five and one-half days of accrued vacation, because of health  
Dawn Mylerberg, clerk, registry office, as of December 18, plus seven days of accrued vacation, to go with husband who will enroll at the University  
Anna Primiani, junior secretary, office of Director of Public Information, as of November 13



## CHANGES IN STATUS

Mr. Erickson moved, seconded by Mr. Voorhees, that the changes in status as indicated below be approved. Motion carried.

Mrs. Geneva Ditlevson, library clerk, IMC, to junior secretary, office of Director of Graduate Studies, with change in salary from \$270 to \$255, as of November 23

Mrs. Yvonne Chatburn, from library clerk to library assistant, at a change in salary from \$127.50 to \$107.50 (half-time) as of November 1

## NEW APPOINTMENTS

The following appointments to the staff of the college were approved upon motion by Mr. Voorhees, seconded by Mr. Erickson.

George W. Lotzenhiser, as Professor of Music and Head of the Division of Music, at a salary of \$8600 for the academic year 1960-61

B. Ed., B. A., EWCE 1947

M. Mus., University of Michigan, 1948

Ed. D., University of Oregon, 1956

Mr. C. Frederick Heinemann, Student Union business manager, at a salary of \$500 per month as of December 21, 1959, under contract to June 30, 1960

Judy Childress, clerk, office of Assistant in Field Services, as of December 2, 1959, at a salary of \$205 per month

Mary E. Smithson, clerk, registry office, as of December 16, at a salary of \$205 per month

Mary Lou Reitmeier, clerk, office of Director of Public Information, at a salary of \$205 per month as of November 10

Marline Van Wyck, library clerk, IMC, at \$270 per month as of December 1

Greta J. Larson, graduate assistant in the Language Arts under the supervision of Dr. Grafious, for the winter and spring quarters at a salary of \$1000 for the two quarters

## TRAVEL POLICIES

Dr. Patterson presented the attached travel policies which he said he would like for the board to approve, and then give consideration to the proposed application of these policies to professional travel (copy attached). Mr. Voorhees expressed the desire to leave the administration of travel to the president, but Dr. Patterson reminded him that the board has adopted a policy that travel outside the state must have prior approval by the board. This he recommended



be continued as board policy. The travel policies were approved by the board and consideration will be given later to approval of policies for professional travel.

#### TRAVEL

Mr. Erickson moved that the travel listed below be approved as recommended by the president. Mr. Voorhees seconded the motion, which was carried.

Dr. Glen Kirchner, to attend the Elementary School Physical Fitness Conference of the American Association of Physical Education, Washington, D. C., November 28- December 3, travel and per diem, approximately \$311

Dr. Duncan Thomson, to attend annual meeting of American Association for the Advancement of Science, Chicago, December 25-January 3, \$145 toward transportation

Dr. George J. Kabat, to attend national meeting of the American Association of School Administrators, Atlantic City, February 13-17, and to interview potential candidates for positions on staff at various institutions en route, travel and per diem, approximately \$675

Dr. Don S. Patterson, to attend the annual meeting of the American Association of Colleges for Teacher Education, Chicago, February 10-13, travel and per diem

Dr. Raymond L. Schults ) to attend American Historical  
Dr. Donald F. Pierce ) Association meeting in Chicago,  
December 27-January 2, \$145 towards transportation for each

Russell J. Smith, to attend National Business Teachers Association, Cleveland, Ohio, December 27-31, \$145 toward travel

Everett Besola, to attend 1959 convention of the American Business Writing Association, Los Angeles, December 27-30, \$145 toward transportation

Robert F. Bender, to attend annual meeting of National Association for Business Teacher Education, Chicago, February 9-14, \$117.80 transportation

Clara Kessler ) to attend Modern Language Association,  
Kenneth Halwas ) Chicago, December 29-30, \$145 toward  
transportation for each

Charlotte Hepperle, to attend Modern Language Association, German section, Chicago, December 29-30, \$145 toward transportation.

Wm. L. Maxson, to attend National Meeting of College Band Directors, Berkeley, plane fare, \$126.50

Wm. W. Thomas, to attend Midwest Band Clinic, Chicago, \$113.75 (train) or \$145 toward plane fare

Alice Moe, to attend national convention of Teachers of Speech, Washington, D. C., \$145 toward transportation



Dorine Guthrie, per diem from January 4-8, to study and observe methods of selecting freshmen for college mathematics in classrooms in cities in Oklahoma

#### FEE FOR CLOTHING WORKSHOP

Dr. Patterson recommended that a special fee of \$30.00 be approved for a summer workshop in clothing construction which is to be given at the request of Spokane home economics teachers. The fee of \$30.00 would be charged to those not desiring credit; \$30 plus the regular fee for those enrolling for credit. The cost to the college for offering the course would be \$500-600 for the salary of the instructor. Mr. Voorhees moved and Mr. Erickson seconded the motion that the course be given and the fee approved. Motion carried.

#### NEW REGULATION RE BUILDING

Dr. Patterson gave the board copies of instructions to architects (copy attached) from the Department of General Administration at Olympia. It was noted that bids for construction are expected to be opened in Olympia, which would entail quite an item of expense because of the personnel from this college who would be expected to attend. The board directed the president to write to Mr. Fenn, supervisor, Division of Engineering and Architecture, calling his attention to this fact, and asking that a representative from his office attend the meeting of the joint board in January to explain the interpretation of this directive. The board also recommended that the president ask the secretary of the joint board to place a discussion of this item on the agenda. Mrs. Morrison asked that time be allowed at the meeting for an executive session before the regular meeting of the joint board, and that Dr. Jarrett be informed of the thinking of our own board.

#### WITHDRAWAL OF MEMBERSHIP IN TIAA

Dr. Patterson recommended that the board approve the following policies regarding withdrawals from Teachers Insurance and Annuity Association. The board approved the recommendation:

1. Any participating TIAA faculty or staff member resigning employment at Eastern who requests a change in membership to the TIAA program of another college shall be allowed to transfer the state's contribution along with his own.
2. Any faculty member, within his or her first three years, who resigns from the Eastern faculty or staff and withdraws from TIAA retirement program shall be able to withdraw only his own contribution to the fund. The state's contribution shall revert to the source from which it came.



### WAIVER OF SPECIAL FEE

Dr. Patterson explained to the board that beginning with the winter quarter ten top seniors from the Cheney high school are to be admitted to freshman English classes under an advanced placement program which Eastern is initiating. This is an experiment on the part of our English people. The purpose of this program is to find out how well superior high school student can do in regular college English classes. Dr. Patterson recommended that these students be not required to pay the special enrollment fee. The board approved his recommendation, effective with the winter quarter.

### CHANGE ORDERS

Dr. Patterson called on Mr. Surbeck to explain the change orders requested through our college architect. Mr. Erickson moved and Mr. Voorhees seconded the motion that these change orders as outlined below be approved. Motion carried.

#### Campus School - Purvis Construction Company

Install metal railings in all eight observation rooms in accordance with instructions. Cost, \$264.00 plus tax

#### Campus School - Womack & Conboy Plumbing & Heating Company

Install exhaust fan in mechanical equipment room No. 21 including installation of the fan through the exterior wall, making all connections including thermostat to control fan and installing a grille in the door. Cost, \$195.00 plus tax

#### Campus School - Maxwell's Inc.

Place hot water circulator on same night cut-back switch  
Provide new classroom microphones and new observation room speakers

Provide new ear phone jack boxes in observation rooms  
Cost, \$754.40 plus tax

#### Renovation of Buildings - Custis Construction Company

Alterations to office suites

Door to room 109 from corridor and switch

Door to Room 202B from corridor

Remove partition from Room 110

Remove partitions and cabinet from rooms  
206, 206A206B

Cost, \$4,674.88 plus tax

#### Warehouse

Rock excavation for installing water line

Additional guying of electrical service

Rock excavation for installing power pole and guy anchors

Raise electrical service from 100 Amp. to 200 Amp.

Cost, \$473.41



## DESIGNATION OF REPRESENTATIVE ON SURPLUS PROPERTY

The board adopted the following resolution designating a representative of the college in the ~~transfer~~ transfer of surplus property.

"BE IT RESOLVED THAT the Board of Trustees, the duly authorized governing body of Eastern Washington College of Education, having taken the matter into full consideration, and having determined by the required vote, as stated in the minutes, does hereby designate Tilford T. Wall the representative of the aforementioned institution. The said representative is hereby authorized to bind the institution to the particular terms and conditions of transfer which are or may be imposed by the execution of Form HEW 135 or the agency Warehouse Issue sheet. The said representative is moreover empowered to delegate the authority imposed upon him to such people as he considers reasonably necessary to accomplish these purposes. He is hereby instructed to confer upon the people designated by him such authority as is necessary and to see that they are properly identified by card or letter. "

## MASTER PROOF OF LOSS

Dr. Patterson reported to the board that there had been a small fire at Senior Hall which caused property damage to the amount of \$2,450.09, which was promptly settled by the insurance company. An additional \$500 was paid to the student for loss of personal property under our insurance coverage.

## REPORTS AND INFORMATION

The president made reports to the board on the following items:

- Textbook prices
- Legislative Budget Committee visit to the campus
- Annual report
- Establishment of site for secondary institution
- \$4000 gift from Laura King to loan fund

## ADJOURNED

The board adjourned at 2:30 p. m. with the next meeting scheduled when the joint board meets in January. The board of Eastern Washington College will meet on Friday evening, January 22, at the Davenport Hotel in Spokane, and the joint board will meet at ten o'clock, Saturday, January 23, on the Eastern campus.

APPROVED

Zelma R. Morrison  
Zelma R. Morrison, Chairman

W. W. Force  
Wm. W. Force, Secretary



CHANGE ORDER

REQUEST FOR PROPOSAL

Date November 20, 1959  
Project Renovation of Buildings - EWCE  
Change Order No. 1

To: Custis Construction Company  
Contractor

West 1222 - 21st

Spokane Ill, Washington

Will you please submit a proposal for the furnishing of all labor, material and other costs and charges in connection with the following proposed change or changes:

1. Alterations to office suite including rooms 102A, 102B, 103, 104, 105 and 106.
2. Door to room 109 from corridor and switch.
3. Door to Room 202B from corridor.
4. Remove partition from Room 110.
5. Remove partitions and cabinet from rooms 206, 206A, 206B.

(All alterations as detailed on drawings.)

No work or arrangements of any nature are to be undertaken by the contractor in connection with this Request until he is advised that the proposal has been accepted.

An extension of time for completion of the contract will not be approved unless it is clearly shown that any additional time requested is necessary by reason of the proposed change. A separate request shall be made for extension of time.

By John R. Morrison  
Eastern Washington College of Ed.

(Signed) By George M. Rasque & Son  
Architect

PROPOSAL

Date Nov. 1959

To: Board of Trustees

Eastern Washington College of Ed.

Cheney, Washington  
Owner

We hereby submit the following proposal to furnish all labor, material, and other costs and charges in connection with the above described proposed change for the following amount:

1. Add	\$ 2,620.39	5. Add	\$ 428.25
2. Add	683.76		
3. Add	688.38		
4. Add	254.10		
		Total Add	\$4,674.88 (Plus Sales Tax)

This change will require adjustment of the time for completion of the contract by the addition or deduction of      calendar days.

This proposal when accepted shall become and be a part of the contract subject to all conditions thereof, except as modified by this proposal.

(Signed) Kenneth Bustis  
Contractor



CHANGE ORDER

REQUEST FOR PROPOSAL

Date December 2, 1959  
Project Campus School - EWCE - Cheney, Wn.  
Change Order No. 1

To: Maxwell's, Inc.  
Contractor

P. O. Box 5034, Station "C"

Spokane, Washington

Will you please submit a proposal for the furnishing of all labor, material and other costs and charges in connection with the following proposed change or changes:

1. Place hot water circulator on the same night cut-back switch as the unit ventilators and provide a toggle switch for manual operation of the circulating pump when the unit ventilators are off.
2. Provide new classroom microphones and new observation room speakers in accordance with N.W. Electronics letter of Nov. 18, 1959.
3. Provide new ear phone jack boxes in the observation rooms in accordance with N.W. Electronics letter of Nov. 18, 1959.

No work or arrangements of any nature are to be undertaken by the contractor in connection with this Request until he is advised that the proposal has been accepted.

An extension of time for completion of the contract will not be approved unless it is clearly shown that any additional time requested is necessary by reason of the proposed change. A separate request shall be made for extension of time.

By John B. Morrison (Signed) George M. Rasque & Son  
 Eastern Wash. College of Ed. By George M. Rasque  
 Architect

PROPCAL

Date Dec. 1959

To: Board of Trustees

Eastern Washington College of Ed.

Cheney, Washington  
Owner

We hereby submit the following proposal to furnish all labor, material, and other costs and charges in connection with the above described proposed change for the following amount:

1.	Add	\$ 65.00
2.	Add	388.80
3.	Add	<u>309.60</u>

**Total Add \$ 757.40 Plus State Sales Tax**

This change will require adjustment of the time for completion of the contract by the addition or deduction of      calendar days.

This proposal when accepted shall become and be a part of the contract subject to all conditions thereof, except as modified by this proposal.

(Signed) MAXWELLS INC.  
Z. M. Stewart VP.  
Contractor



CHANGE ORDER

REQUEST FOR PROPOSAL

Date Dec. 2, 1959

Project Campus School - EWCE - Cheney, Wn.

Change Order No. 3

To: Womack & Conboy Plbg. & Htg. Co.  
Contractor

328 S. Jefferson

Spokane 4, Washington

Will you please submit a proposal for the furnishing of all labor, material and other costs and charges in connection with the following proposed change or changes:

**Install exhaust fan in mechanical equipment room No. 21 including the installation of the fan through the exterior wall, making all connections including a thermostat to control the fan, and installing a grills in the door to the adjoining room.**

No work or arrangements of any nature are to be undertaken by the contractor in connection with this Request until he is advised that the proposal has been accepted.

An extension of time for completion of the contract will not be approved unless it is clearly shown that any additional time requested is necessary by reason of the proposed change. A separate request shall be made for extension of time.

By John A. Morrison (Signed)  
Eastern Washington College of Ed.

George M. Rasque & Son

By \_\_\_\_\_  
Architect

George M. Rasque

PROPOSAL

Date Dec. 1959

To: Board of Trustees

Eastern Washington College of Ed.

Cheney, Washington  
Owner

We hereby submit the following proposal to furnish all labor, material, and other costs and charges in connection with the above described proposed change for the following amount:

**Add \$195.00 (Plus State Sales Tax)**

This change will require adjustment of the time for completion of the contract by the addition or deduction of \_\_\_\_\_ calendar days.

This proposal when accepted shall become and be a part of the contract subject to all conditions thereof, except as modified by this proposal.

(Signed)

Dale Conboy  
Contractor



CHANGE ORDER

REQUEST FOR PROPOSAL

Date November 19, 1959  
Project Campus School - SACE  
Change Order No. 1

To: Purvis Construction Co., Inc.  
Contractor

P. O. Box 64

Yardley, Washington

Will you please submit a proposal for the furnishing of all labor, material and other costs and charges in connection with the following proposed change or changes:

**Install metal railings in all eight observation rooms in accordance with instructions in our letter of September 6, 1959.**

No work or arrangements of any nature are to be undertaken by the contractor in connection with this Request until he is advised that the proposal has been accepted.

An extension of time for completion of the contract will not be approved unless it is clearly shown that any additional time requested is necessary by reason of the proposed change. A separate request shall be made for extension of time.

By Delma R. Morrison (Signed)  
Eastern Washington College of Ed.

By George H. Jacques  
Jack Siskulka-West  
Architect

PROPOSAL

Date Nov. 1959

To: Board of Trustees  
Eastern Washington College of Ed.  
Cheney, Washington  
Owner

We hereby submit the following proposal to furnish all labor, material, and other costs and charges in connection with the above described proposed change for the following amount:

**Add \$264.00 Plus State Sales Tax**

This change will require adjustment of the time for completion of the contract by the addition or deduction of      calendar days.

This proposal when accepted shall become and be a part of the contract subject to all conditions thereof, except as modified by this proposal.

(Signed) James A. Purvis  
Contractor



DEPARTMENT OF GENERAL ADMINISTRATION

Charles W. Hodde, Director

P.O. Box 1164

Olympia, Washington

Albert D. Rosellini  
Governor

Division of  
Engineering and Architecture  
Clyde J. Fenn, Jr.  
Supervisor

INSTRUCTIONS TO ARCHITECTS

Work at Colleges of Education

The process of planning, designing and constructing a new facility at a State Institution generally will follow this pattern. Additional requirements and conditions are spelled out in the Architectural contract.

Immediately after issuance of an architectural or engineering contract, a Job Captain will be assigned from the Division of Engineering and Architecture, who will coordinate the work.

He will set up a conference through the college, the purpose of which is to establish, for all concerned, the criteria upon which the design is to be based, the extent of the program to be served by the facility, and desirable features. There will be in attendance at the conference, whenever possible, the college president, the Board of Trustees or their representative; such other members of the college staff concerned with the proposed facility, as determined by the president; a representative of plant operations; the Supervisor of the Division of Engineering and Architecture; the Job Captain; the Architect, and his Engineers.

After criteria are established, the Architect will proceed with preliminary design. Copies of all correspondence and communication to or from the Architect will subsequently be addressed to the Job Captain, who will be responsible for advising the college and the Architect on significant problems and decisions. The Architect and the Job Captain will work closely with the college staff during the programming and preliminary planning.

Upon completion of the preliminary plans, which shall include:

1. Plot and Location Plant
2. Floor Plans
3. Elevations
4. Outline Specifications
5. Detailed Cost Estimates

the preliminary plans shall be reviewed, approved, and noted as such on one copy of the plans, in a space provided for that purpose. Signatures indicating approval shall be:

1. Head of the college department concerned, or his equivalent
2. Physical plant director
3. President
4. Supervisor of Engineering and Architecture



Thereupon, the Architect will be notified to proceed with the working drawings and specifications and may at that time voucher the State for that part of his fee covering preliminary plan preparation.

The Architect will communicate as often as necessary during the final plan preparation with the Job Captain to keep him posted on the progress of the work and to resolve any problems arising or major decisions to be made. The Architect may, at his option, voucher the State not more often than monthly, for part payments on his fee commensurate with the progress he has made in plan preparation.

The Architect will be guided by the following:

Drawings are preferred on 24" x 36" sheets; in no case, however, on sheets wider than 29".

Title blocks shall contain at least the identity of contents of the sheet, the job title, the job location, and a note indicating that the work is for the college through the Division of Engineering and Architecture.

Floor plans shall be laid out on a grid system, horizontal lines being numbered consecutively; vertical lines being identified by letters.

Specifications shall be on 8-1/2 x 11 inch sheets, firmly bound with substantial covers, adequately identified. The specifications are preferably printed by the ditto process, mimeographing or multilith direct image series 4,000, with the masters being turned over to the Job Captain subsequent to printing. The Job Captain will furnish copies for samples of the Advertisement for Bids, the General Conditions of the Contract, and Bond Forms.

Upon completion of the working drawings and specifications, the Division of Engineering and Architecture will thoroughly review them prior to issuance of the bid call. The working drawings shall have spaces provided for signatures of approval of the President of the College and the Supervisor of Engineering and Architecture. The bid call will be issued by the Division of Engineering and Architecture, and the bid opening will normally be held in the Division Bid Room, 218-N General Administration Building, Olympia, Washington.

After bids have been received and considered and the lowest qualified bidder selected, a contract will be issued by the Supervisor. A pre-contract conference will then be set up by the Job Captain which will include the Contractor, the Architect, the President, the Physical Plant Director, and the Job Captain. The conference will be for the purpose of familiarizing the Contractor with procedures and with local conditions and requirements.



## Proposal on Policies for Professional Travel

December, 1959

- A. travel policy is intended to
- (1) enable faculty and staff to carry out essential aspects of certain programs of the college
  - (2) attend to certain aspects of the college business
  - (3) provide college representation where it seems essential
  - (4) make possible inter-college planning and coordination of services
  - (5) render certain expected services in the field, and
  - (6) make it possible for faculty and staff members to participate in the activities of their own professional organizations

This latter item (6) is the central focus of the following guides.

The most acceptable procedure would be to give full help to all faculty and staff so all might participate fully in their own professional organizational activities. This is a desired goal to work toward. Until the college receives travel funds to serve this and other travel purposes, we will have to be selective and restrictive on professional organizational travel. Help with or payment of travel only seems the most desirable assistance until more funds are made available.

Professional meetings requiring travel should be viewed as a privilege as well as a benefit. Conscientious conference participation should be viewed as extremely valuable both to the participant and to the various college programs. No professional person can remain alive and growing without wide reading and periodic person to person sharing of ideas with others engaged in similar work in other colleges and universities. No college can achieve the best results without constant interaction with activities and programs on other campuses.

We are now operating under a program budget. This means that monies are set up within specific categories. When budgets are firmed up in Olympia, the college can make some modifications. After we send these back to the State Budget Office, we are expected to operate as indicated. Certain shifts in funds can be made by us, but only after state approval. Thus travel, part-time help, salaries, et cetera, become rather fixed amounts to be used in carrying out designated projected programs.



Distribution of Funds for Travel

Uniform Application of Policies

a. Professional Travel as Applying to Individuals

1. Each faculty or staff member may be entitled to assistance with travel to one out-of-state professional meeting each calendar year, provided there are sufficient funds for such a purpose.
2. Visiting or part-time personnel would not be expected to receive the same consideration on travel as regular faculty or staff members.
3. No distinction necessarily should be made between personnel on continuing tenure and those within the probationary period.
4. Where funds are insufficient for all to attend professional meetings, a biennial rotation schedule should be worked out within each division.
5. Faculty and staff should be assisted with travel to only those professional meetings that deal specifically with their own office or teaching area or organizations where they hold active membership.

b. Distribution of Travel Funds

1. Overall college programs will have allocated travel funds for carrying out the various functions involved. Division funds should not be used when members are indicated as college representatives.
2. When a faculty member is sent by the administration to represent the college, travel will not be charged to divisions. If the division head indicates a member to be a representative because of a divisional program, then travel is charged against division funds.
3. For the next biennial budget, travel to professional meetings should be set forth in departmental-divisional requests. Proration can then be made in terms of specific plans as set forth prior to budget requests to Olympia.



4. Funds for professional travel might be allocated to divisions on the basis of (1) a lump sum to each division, plus (2) per capita allotment to divisions and departments.

c. Administering College Travel Policies

1. It seems important that the policies are administered as nearly uniformly as it is humanly possible to do. Specific criteria might make for greater uniformity of application. Otherwise, faculty members in some divisions may come to feel they are not receiving privileges and benefits similar to individuals in other divisions.
2. On each travel request and voucher, the budget category should be indicated or a statement of purpose so accurate accounting can be kept.



Eastern Washington College of Education  
Policies Regarding Travel Reimbursement

A. Will receive actual cost for travel and per diem within limits set by Board policy

1. For carrying on those activities which are an essential part of one's job responsibilities, such as
  - a. Supervising student teachers
  - b. setting up off-campus courses
  - c. conferring with state officials on college business, budget matters, et cetera
  - d. teaching extension courses
2. For performing activities which are aspects of, or directly related to, the various programs and services of the college, such as
  - a. follow-up of first-year teachers
  - b. High school-college visitations and contacts
  - c. meeting with legislative committees
  - d. alumni meetings
  - e. planning meetings with faculty and staff of other state colleges
3. When sent or indicated as representing the college where the discussion of conference content will be essential to carrying out or improving aspects of college services or programs (help to improve our program) such as
  - a. planning teacher-education or an academic area
  - b. may involve conference or professional meeting attendance
4. When sent to inter-college meetings where the purpose is to plan or implement joint projects or coordinate college services and programs, such as
  - a. Committee of Nine
  - b. joint salary committees, etc
5. When sent as institutional representative for educational services to public schools, other state agencies or organizations where the second agency does not bear any of the expense (helping others with their programs) such as
  - a. meetings set or initiated by state agencies and requesting help from the college
6. Where faculty members go to supervise students involved in extended off-campus activities or field trips which are an extension of regular classwork, such as
  - a. field trips
  - b. citizens clearing house activities
  - c. radio workshop groups
  - d. model UN



# Master Proof of Loss

TO THE VARIOUS COMPANIES UNDER THEIR RESPECTIVE POLICIES AS INDICATED IN THE ANNEXED SCHEDULE OF INSURANCE AND APPORTIONMENT OF CLAIM WHICH IS MADE A PART HEREOF

At time of loss, by the annexed indicated policies of insurance you insured EASTERN WASHINGTON COLLEGE OF EDUCATION

against loss by FIRE AND ICE to the property described under Schedule annexed according to the terms and conditions of the said policies and all forms, endorsements, transfers and assignments attached thereto.

1. Time and Origin: A FIRE loss occurred about the hour of 9:00 o'clock A. M., on the 28th day of OCTOBER, 19 59. The cause and origin of the said loss were: FIRE - PRESUMED CARELESS DISPOSAL OF CIGARETTE

2. Occupancy: The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever: COLLEGE AND LIVING QUARTERS

3. Title and Interest: At the time of the loss the interest of your insured in the property described therein was TITLE HOLDER. No other person or persons had any interest therein or incumbrance thereon, except: NO EXCEPTIONS

4. Changes: Since the said policies were issued there have been no assignments thereof, or change of interest, use, occupancy, possession, location or exposure of the property described, except: NO EXCEPTIONS

5. Total Insurance: The total amount of insurance upon the property described by the involved policies was, at the time of the loss, \$ 3,802,500.00 as more particularly specified in the apportionment attached, besides which there was no policy or other contract of insurance, written or oral, valid or invalid.

6. The Actual Cash Value of said property at the time of the loss was . . . . .	\$ <u>3,802,500.00</u>
7. The Whole Loss and Damage was . . . . .	\$ <u>2,450.09</u>
8. The Amount Claimed under this Master Proof of Loss . . . . .	\$ <u>2,450.09</u>

(SEE APPORTIONMENT ANNEXED)

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policies of insurance or render them void; no articles are mentioned herein or in annexed schedules but such as were destroyed or damaged at the time of said loss; no property saved has in any manner been concealed, and no attempt to deceive the said companies, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

The furnishing of this blank or the preparation of this Master Proof of Loss by a representative of the annexed mentioned insurance companies is not a waiver of any of their rights.

State of Washington Eastern Washington College of Education  
 County of Spokane x  
John R. Morrison Chairman, Board of Trustees - Insured  
 Subscribed and sworn to before me this 5th day of January 19 60  
Medley King Notary Public



GEORGE M. RASQUE & SON

ARCHITECTS

A. I. A.

WASHINGTON TRUST BUILDING  
SPOKANE 4, WASHINGTON

Nov. 30, 1959

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

Re: Warehouse Building - Eastern  
Washington College of Ed.,  
Cheney, Washington.

Dear Dr. Patterson:

The following additional work has been required on the new warehouse now being completed and is submitted for your information and approval:

1. Rock excavation for installing water line to building  
\$142.71
2. Additional guying of electrical service to building  
\$127.60
3. Rock excavation for installing power pole and guy  
anchors  
\$133.10
4. Raise electrical service from 100 Amp. to 200 Amp. in  
view of doubling size of the building  
\$ 70.00

Items 1 through 3 have already been accomplished and the contractor is anxious to get a decision on item 4 so he can complete the electrical service installation as soon as possible. Your early consideration of this matter will be greatly appreciated.

Very truly yours,

By George M. Rasque  
George M. Rasque & Son  
Architects

GMR:fm  
cc: Dr. W. W. Force

*must have  
OK before work  
starts*

*122 of J.  
Appx 12/19*

*473.41*



# CHANGE ORDER

From: STATE OF WASHINGTON  
 Department of General Administration  
 OLYMPIA, WASHINGTON

Date ..... 12-9-59  
 Contract No. .... 541  
 Change Order No. .... 2  
 Appropriation No. .... 370-65  
 Account No. .... 11

To: CONTRACTOR  
 Peter J. Young & Son  
 East 1211 Columbia  
 Spokane 23, Washington

### RECAPITULATION

All amounts shown are exclusive of state sales tax

Original Contract .....	\$ 31,610.00
Previous Additions .....	8,347.00
Previous Deductions .....	
Previous Total .....	39,957.00
This Change (Add.) .....	473.41
(Ded.) .....	
Adjusted Total .....	\$ 40,430.41

Project:  
 Warehouse Building  
 Eastern Washington College of Education  
 Cheney, Washington

The work included in your contract for the above project is hereby modified as follows:

1. Provide one down guy and 205' of span guy on electric service to building. Transfer existing primary line to new pole. (\$127.60)
2. Rock excavation for installing water line to building. (\$142.71)
3. Rock excavation for installing power pole and guy anchors. (\$133.10)
4. Increase electrical service from 100 Amp. to 200 Amp. in view of doubling size of building. (\$70.00)

Your proposal and this acceptance shall constitute and become a part of this contract subject to all conditions contained therein, as modified by this Change Order.

Approved by:

George M. Rasque & Son  
 Architect or Engineer

By: \_\_\_\_\_

Department of General Administration

Approved by: Job Captain <sup>Supervising Engineer</sup>

Approved by: Eastern Washington College of Education <sup>Audit</sup>

Authorized by: SUPERVISOR, DIVISION OF ENGINEERING and ARCHITECTURE <sup>Director</sup>



IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR THE COUNTY OF SPOKANE

In the Matter of the Estate of : NO. 67498  
LAURA L. KING, :  
Deceased : NOTICE OF APPOINTMENT OF  
EXECUTOR AND PENDENCY OF  
PROBATE PROCEEDINGS.

NOTICE TO THE HEIRS AND LEGATEES OF LAURA L. KING, DECEASED:

You are hereby notified that the Last Will and Testament of Laura L. King, Deceased, was duly admitted to probate by the Judge of the above entitled Court on the 9th day of December, 1959 and on said day and date the undersigned was appointed Executor of the Estate of Laura L. King, Deceased, and probate proceedings are now pending in the Superior Court of Spokane County, State of Washington, County Seat and County Court House being in the City of Spokane, County of Spokane and State of Washington .

Dated at Spokane, Washington this 9th day of December, 1959.

SPOKANE AND EASTERN BRANCH OF  
SEATTLE FIRST NATIONAL BANK,

By R. F. Clark  
Trust Officer

H. D. Walker,  
Attorney for Executor,  
Spokane, Washington



LAST WILL and TESTAMENT

I, LAURA L. KING, resident of the County of Spokane and State of Washington, being of sound and disposing mind and memory and not acting under menace, fraud, duress or undue influence of any person whatsoever, do hereby make, publish and declare this my Last Will and Testament in the manner following:

I.

I direct my Executor hereinafter named as soon after my decease as is convenient to pay all of my legal debts and obligations.

II.

Being a single person and not having any child or children I make the following disposition of my estate, to-wit:

- A. I give and bequeath unto my nephew, John M. King of Vancouver, B.C. my organ and such other of my household goods, personal effects and family heirlooms not otherwise bequeathed, tax free, as he may select.

I give and bequeath unto my friend, Ella Hawker of Spokane, Washington, my record player, record library and such of my personal effects and other household items, tax free, as she may desire and not selected by my nephew.

All of the rest, residue and remainder of my personal effects, household goods, clothing and miscellaneous items I direct my Executor hereinafter named shall give to the Spokane "Good Will".

- B. I give, devise and bequeath one-half (1/2) of the rest, residue and remainder of my estate, real, personal and mixed of which I may die seized, possessed of or to which I am entitled at the time of my decease and wherever situated unto the Westminister Presbyterian Church of Spokane, Washington.
- C. I give, devise and bequeath the remaining one-half (1/2) of the rest, residue and remainder of my estate, real, personal and mixed of which I may die seized, possessed of or to which I am entitled at the time of my decease and wherever situated, unto the Eastern Washington College of Education of Cheney, Washington, to be deposited to the Student Loan Fund of said College and to be co-mingled with other funds of said College Loan Fund and administered according to the rules and regulations of said College now or hereafter in effect.

III.

I hereby nominate, constitute and appoint the Spokane and Eastern Branch of the Seattle-First National Bank, of Spokane, Washington or its corporate successor, the Executor of this my Last Will and Testament and of my estate and I



direct that no bond or other security be required of my said Executor for the faithful performance of its duties and that my estate be administered without further intervention of Court after such formal steps and proceedings as the Law may require have been taken giving unto my said Executor full power of sale without Court Order or approval and for any purpose, and I specifically direct that for purpose of distribution of my estate, all property not otherwise bequeathed be reduced to cash.

IV.

I hereby revoke all former wills and other testamentary dispositions by me at any time heretofore made.

IN TESTIMONY WHEREOF I have hereunto subscribed my name and published this instrument this 15 day of October, 1959.

/s/ Laura L. King

The foregoing instrument consisting of one typewritten page besides this one was on this 15 day of October, 1959, signed by the Testatrix, LAURA L. KING, and published and declared by her to be her Last Will and Testament in the presence of us, who, at her request and in her presence and in the presence of each other, have hereunto subscribed our names as witnesses thereof.

/s/ H. D. Walker

Address: Cheney, Wash.

/s/ G. T. Frost

Address: Cheney, Washington