

MINUTES
Board of Trustees Meeting
January 16, 1960

A regularly scheduled meeting of the Board of Trustees of the Edinboro State College was held in the Board Room of Normal Hall, Meadville Street, Edinboro, Pennsylvania, on January 16, 1960, beginning at 10:00 a.m.

The following members were present: Mr. Frank Holowach, Mrs. Jane Conoway, Mr. W. Verne Zahniser, Mrs. Helen Rye, Mr. Malcolm Mershon, Mrs. Susan McComb.

It was voted, on motion of Mrs. Rye, seconded by Mrs. McComb, that Mrs. Marjorie Koon become the new Secretary to the Board of Trustees.

It was voted, on motion of Mr. Zahniser, seconded by Mrs. Conoway, that the minutes of the Board of Trustees meeting held October 10, 1959, be approved as submitted by the secretary to each member of the Board.

It was voted, on motion of Mrs. McComb, seconded by Mr. Mershon, that the following names be affixed to buildings and each architect shall furnish suitable bronze plaques inscribed for posterity, giving information regarding persons for whom the buildings are named.

The women's new dormitory shall be called Heather Hall.
The new college library shall be called Hamilton Library.
The college food service building shall be called Ross Hall.
The clinic addition to the training school shall be known as Leader Clinic.

Mr. Frank Holowach read the telegram from Mr. Rose concerning the buffet supper held in honor of Dr. Offner. Dr. Miller reported that he had seen Dr. Offner in Washington and extended Dr. Offner's good wishes to the Board.

It was voted, on motion of Mrs. Conoway, seconded by Mr. Zahniser, that the bills for the months of September, October, and November 1959 be approved as presented by the Bursar.

It was voted, on motion of Mr. Mershon, seconded by Mrs. Rye, that the refunds for the following be granted in the amount due them as shown by the records of the Bursar.

John Anspach	\$143.85	Kay McCalips	\$273.70
Donna Doebler	25.00	Mary Lou Smith	136.85
Margaret Frederickson	312.80	Richard Timney	203.70
Ronald Hamel	101.85	Shirley Wadsworth	33.00
Nancy Kirschner	124.85	Regis Zeolla	164.40

It was voted, on motion of Mrs. Rye, seconded by Mrs. McComb, upon the recommendation of Dr. Miller, that the Board approve the appointment of the following new faculty members.

Dr. Harry Earley, Dean of Instruction and Professor, \$11,066.64
Miss Carol Hogan, Temporary Instructor, English, 1 sem., \$2,250.00
Mr. James L. Smart, Temp. Instructor, Phys. Ed., 6 mos., \$10 per mo.
Mr. Robert Wilson, Associate Professor, \$7,000.00 for nine months to begin September, 1960.

and that

Mr. H.W. McNeese, who becomes 65 years of age in March 1960, be re-employed for one year beginning September 1960.

It was voted, on motion of Mrs. Conoway, seconded by Mr. Mershon, that the resignations of Dr. Herman Offner and Mrs. June Connors be accepted with regret, and that letters of commendation and resolutions of the Board be sent to them and that such be spread upon the minutes of the January 16, 1960, meeting.

DR. HERMAN L. OFFNER: We, the members of the Board of Trustees of Edinboro State College, wish to express our appreciation for the services which you have rendered to the college in the years that you have been here as faculty member and Dean. Your work as a member of the education department in which you supervised the work of student teachers has brought you, we are sure, many friends who will always remember your good work with them.

Your contribution, however, as Dean of the College in which you have come to be known by the many schoolmen of Northwest Pennsylvania, is one which is a contribution not only to the college itself, but to the profession of education.

As a member of faculty committees working with alumni, as a man who has had the real interest of Edinboro State College at heart, as a member of the faculty and administration which has worked so hard to make Edinboro the kind of college it really is, you have indeed contributed to Northwest Pennsylvania and not alone to Edinboro State College. As a master of psychology who has tempered the hard facts of scholarship committee action to many a student, as a believer in the necessity for an essential toughness which a student must develop in order to be successful, you have indeed contributed to the education of many of the students who have attended this college.

We do regret that it has been necessary for you to terminate your service with this college, but we are pleased that you have been able to go to a larger field of endeavor in which we are sure that you will continue the fine things you have done here at Edinboro.

We have asked that this letter be spread upon the minutes of our January 16, 1960, meeting."

THE BOARD OF TRUSTEES

"MRS. JUNE CONNORS: We all want you to know how much the Board of Trustees as a whole have appreciated the fine service which you have provided for the college, for Dr. Miller, as President, and for us as members of the Board of Trustees. Your unfailing good humor, your pleasant manner, and your facility for keeping the needed materials at hand, have helped all of us as we have visited the college and as we have worked as members of the Board of Trustees.

We all wish for both you and your husband the best of everything in the days ahead. Good luck to both of you.

We have asked that this letter be spread upon the minutes of the Board of Trustees meeting held January 16, 1960."

THE BOARD OF TRUSTEES

It was voted, on motion of Mr. Zahniser, seconded by Mrs. Rye, that the Board approve the following actions concerning non-instructional personnel upon the recommendations of Dr. Miller:

Marjorie Koon, Promotion to Clerk Stenographer III, \$158.00 bi-weekly from Clerk Stenographer II at \$150.50 bi-weekly. Appointment as Secretary to the President.

Patricia Falkowski from Clerk Typist I to Clerk Typist II.

Howard Hanks, Former wage employee, place on salary payroll beginning next pay period.

Clark Porter, Former wage employee, place on salary payroll beginning next pay period.

It was voted, on motion of Mr. Mershon, seconded by Mrs. McComb, that the Board approve the following sabbatical leaves-of-absence:

James Coffman, one full year with one-half salary, September 1960 to June 1961, for study.

L. W. VanLaningham, one semester, beginning September 1960 through January 1961, for travel and study provided all arrangements can be made.

It was voted, on motion of Mrs. Rye, seconded by Mr. Zahniser, that the Board grant tentative approval for Lawrence Vincent to have a full year sabbatical leave beginning September 1961 through May 1962 for study, provided all arrangements can be made.

It was voted, on motion of Mrs. Conoway, seconded by Mrs. Rye, that the Board go on record as approving application to the State Council of Education for approval of courses in library science and women's physical education, the work in these two fields to begin at such a time as the facilities and staff of the college are capable of carrying the additional responsibility, with the understanding that library science will be the first field to be developed.

It was voted, on motion of Mr. Mershon, seconded by Mrs. Conoway, that in view of the standards required by A. L. A. for college libraries, and looking forward to the addition of library science as a major curriculum offering of the college program, that some re-organization of the library staff will be necessary, beginning with the employment of a professional librarian with a minimum of at least a master's degree in library science, to be placed in charge of the staff. Any personnel changes necessary should be absorbed either in the teaching staff or the library staff of the college.

It was voted, on motion of Mrs. McComb, seconded by Mr. Zahniser, that Dr. Miller be authorized to proceed with employment of new faculty for fall 1960.

It was voted, on motion of Mr. Mershon, seconded by Mrs. McComb, that the Board adopt for a trial period of three years the proposed uniform policy of employment and dismissal for the faculties of the State Teachers Colleges of Pennsylvania submitted by the Pennsylvania State Teachers College Board of Presidents. This period as explained in Point Sixteen shall become effective when approved by the Boards of Trustees of each of the colleges and the State Superintendent, not earlier than September 1, 1960. The policy is as follows:

EDINBORO STATE COLLEGE

A PROPOSED UNIFORM POLICY OF EMPLOYMENT AND DISMISSAL FOR THE FACULTIES OF THE STATE TEACHERS COLLEGES OF PENNSYLVANIA

This policy is based on a mutual understanding existing among the Faculty Association of the Teachers Colleges in Pennsylvania, the Presidents and Boards of Trustees of the State Teachers Colleges, and the Superintendent of Public Instruction.

1. The procedure described in this statement of policy shall apply to all full-time faculty members classified as assistant professor or higher.

Appointment

2. There shall be a uniform system of employing of members of the faculties of the State Teachers Colleges for the regular college year of 36 weeks, September to May, inclusive. The precise terms and conditions of appointment shall be in writing and copies in the possession of faculty members employed and the President of the College.

Employment of New Faculty Members

3. On appointment, a new faculty member shall be informed that after the probationary period of three years he may be eligible for continuous employment. Upon accepting a position (unless specified as temporary and/or for less than a period of one academic year) the faculty member shall receive an appointment for one year, which may be renewed for the remainder of the three-year probationary period.

4. During this probationary period, the President of the College shall inform the faculty member sixty (60) days before the end of the college year whether his services will be required for the following academic year, September to May, inclusive. The faculty member shall indicate in writing his acceptance or rejection of the appointment within ten (10) days.

5. If the college administration does not desire to place a faculty member under continuous employment, the administration shall so notify the faculty member at least sixty (60) days before the end of the third academic year of his employment, provided the President of the College may set specific requirements to be met by the faculty member on a yearly basis, subject to review at the end of each semester. Such continuance of year to year employment shall not exceed two years.

Continuous Employment

6. After the expiration of a probationary period of three (3) years, a faculty member may have continuous employment, subject to the retirement policy of the college. At the end of five (5) years of service, the college must either employ the faculty member on a continuous basis or employment will be automatically terminated.

7. The only valid causes for termination of his services shall be physical disability, emotional instability, immorality, incompetency, insobriety, willful and persistent neglect of duty, or participation in treasonable activities.

8. Should reduced needs of the institution, curricula, changes, and / or financial exigency make it necessary to dispense with the services of a faculty members, he shall be granted leave-of-absence without pay.

9. No new appointments in a specific area shall be made while there are personnel on leave-of-absence available for reappointment and reinstated faculty members shall return with no reduction in rank or salary.

Procedure for Termination of Services for Those in Continuous Employment.

Those having continuous employment status may be dismissed for the causes enumerated before by following this procedure:

10. The faculty member shall be notified in writing by the President of the College that his services are not satisfactory, specifying the areas of shortcomings. He shall be given ten (10) days to reply and an ample opportunity to correct his deficiencies. In case a faculty member is alleged to have engaged in immoral or treasonable practice, he shall be suspended from all duties at once. Similarly, a faculty member who is certified by a competent medical authority to be suffering from mental aberration or serious physical disability may be immediately relieved of his duties.

11. If, after the faculty member has had the opportunity to reply and direct the alleged causes of complaint, the President of the College is still of the same opinion, the President shall notify the faculty member by registered letter that he intends within thirty (30) days to recommend to the Board of Trustees termination of employment.

12. If the faculty member wishes to contest this action, he may request by registered mail, a formal hearing before the Board of Trustees. A stenographic record shall be made of the hearing, a copy of which shall be given to the faculty member involved.

13. The faculty member may appeal from the ruling of the Board of Trustees to the Superintendent of Public Instruction for a review and recommendation.

14. If, after receiving the recommendation of the Superintendent of Public Instruction, the Board of Trustees still desire to terminate the employment of the faculty member, the faculty member shall be informed by registered letter that his services will be terminated at the end of the second semester of the college year or four months from the date of the decision, whichever is greater, except in cases where the charges of immorality or treason is upheld. In these cases, the staff member shall be dismissed immediately.

Procedure for Termination of Services of Those Accepting Another Position

15. A faculty member who accepts another position shall present his resignation to the President of the College at least ninety (90) days before the beginning of the new academic year.

16. This policy shall become effective, when recommended by the President of each State Teachers College and approved by the Boards of Trustees and the State Superintendent, not earlier than September, 1960. It may be approved for a trial period of not less than three (3) years, after which time the policy will be reviewed by an appropriate committee of the Board of Presidents, who shall then make proper recommendations to the Boards of Trustees and the Superintendent of Public Instruction.

It was voted, on motion of Mrs. Conoway, seconded by Mrs. McComb, that the Board authorize Dr. Miller to go ahead with preliminary details of negotiating a contract with the General McLane Area Jointure. It was further resolved that a committee be appointed to work out a contract with the General McLane Jointure for presentation to the Board at its next regular meeting.

The following members were appointed by Mr. Holowach as the committee:

Mr. Malcolm Mershon, Chairman
Mr. W. Verne Zahniser
Mrs. Helen Rye

It was voted, on motion of Mr. Zahniser, seconded by Mrs. McComb that it be resolved that this board petition Governor Lawrence to use his influence to secure an access from Route 99 (going north from Edinboro) where it intersects with the new East-West Thruway now crossing Erie County.

That such an access, we believe, is very important to this college--for students, faculty members, and visitors, travelling to and from points east and west in New York and Ohio.

HON. DAVID L. LAWRENCE: The following resolution was passed unanimously by the members of the Board of Trustees of Edinboro State College meeting at Edinboro, Saturday, January 16, 1960.

Resolved that we, The Board of Trustees of Edinboro State College, respectfully petition you to use your influence as Governor to secure an access from Route 99 (going north from Edinboro) where it intersects with the new East-West Thruway now crossing Erie County.

Such an access, we believe, is very important for this college, for our students, faculty members, and visitors traveling to and from points east and west in New York and Ohio."

THE BOARD OF TRUSTEES"

It was voted, on motion of Mrs. Conoway, seconded by Mrs. McComb, that the Board recommend to Dr. Boehm and the Governor's Executive Committee that the President's salary be raised to the beginning of pay range number 40 with a cash salary of \$12,075.00 plus a full superintendent's maintenance.

The next meeting of the Board is tentatively scheduled for April 1960.

It was voted, on motion of Mrs. Conoway, seconded by Mrs. Rye, that the meeting adjourn at 1:30 p.m.

Respectfully submitted,

Secretary, Board of Trustees