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MINUTES  
Board of Trustees Meeting  
March 9, 1963

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 March 9, 1963, beginning at 10:00 a.m.

The following members were present: Mr. Wesley Reitze, Mr. Max P. Gabreski, Mrs. Susan B. McComb, Dr. Hugh O'Hare, Mrs. Helen Rye, and Mr. H. A. Roseman.

It was voted, on motion of Mrs. Rye, seconded by Mrs. McComb, that the minutes of the October 18, 1962, meeting of the Board of Trustees be approved as submitted by the secretary to each member of the Board.

The following requests for refunds as shown by the records of the Bursar were recommended by the President and Business Manager for review and action by the Board of Trustees:

Stanley J. Bundy	\$ 22.50	Elaine Lufriu	\$ 8.70
Laurence Eldred	66.56	Mary Ann O'Brian	10.00
Peggy Garthwaite	149.64	Cheryl Powell	76.94
Karol Ann Givens	190.50	Joyce Shannon	50.00
David L. Johnson	191.52	Kay S. Strom	33.28
Judith A. Kress	47.88	Daniel Voitovich	22.50
Eugene S. Leonard	45.00		

It was voted, on motion of Dr. O'Hare, seconded by Mrs. McComb, that the refunds as listed above be granted in accordance with the regulations for repayment.

It was voted, on motion of Mr. Gabreski, seconded by Dr. O'Hare, that the bills for the months of October, November, and December 1962, and January 1963, be approved as certified by the Business Manager to be correct to the best of his knowledge.

It was voted, on motion of Mrs. McComb, seconded by Dr. O'Hare, that the Board accept the resignation of Mr. Earl Shoemaker.

It was voted, on motion of Dr. O'Hare, seconded by Mrs. Rye, upon the recommendation of Dr. Miller, that the Board approve the appointment of the following new faculty members as of the beginning of second semester 1962-63.

Dr. John D. Collins - English - Assistant Professor - \$7,000 per college year  
Mrs. Joan Howlett - Art - Temporary Instructor - \$2,100 for 1 semester  
Miss Judith Wilson - Library - Temp. P. T. Instructor - \$2,000 for 1 semester

It was voted, on motion of Dr. O'Hare, seconded by Mrs. McComb, that Dr. Miller and the College Administration be empowered to employ necessary faculty to staff the college for September 1963.

It was voted, on motion of Mr. Gabreski, seconded by Dr. O'Hare, that the Board accept the following changes in faculty status:

Dr. William Cornell - Appointed as Director of Student Personnel Services (no change in salary)  
Mr. Charles Kinnaird - Change from Instructor to Assistant Professor as of September 1, 1963 (Regular Increment)  
Mr. William Kohland - Granted leave-of-absence without pay for period September 1, 1963 through May 31, 1964

It was voted, on motion of Mr. Gabreski, seconded by Dr. O'Hare, to request President Miller to send a letter of congratulations to each faculty member who receives the doctorate degree, in the name of the Board.

It was voted, on motion of Dr. O'Hare, seconded by Mrs. McComb, that the Board of Trustees direct the President of the College to attend the Scandinavian-American Teachers' Summer School July 3, 1963, to August 4, 1963, Aalborg, Denmark, if it is held this year. The Board believes it will be most advantageous to the College to have this College represented at this institute, stressing educational programs in the Scandinavian countries.

It was voted, on motion of Mr. Gabreski, seconded by Mrs. Rye, that in view of the fine work and capable administration of Dr. Miller which has led to the expanding of the programs at Edinboro State College, as well as increased enrollment, that the Board recommend to Dr. Charles H. Boehm, Superintendent of Public Instruction, that Dr. Miller's salary as President be raised from \$16,978 to \$17,839 effective April 7, 1963. As a part of the service rendered to the College, the President is required to live in the president's home as provided by the college, to use the college food service to provide food or meals, and to use the college laundry, telephone, and domestic service as needed.

It was voted, on motion of Mr. Gabreski, seconded by Mrs. Rye, that the fee for graduate work be increased from \$15.00 to \$20.00 per semester hour graduate credit beginning September 1, 1963.

On motion of Mr. Gabreski, seconded by Dr. O'Hare, it was voted unanimously to disapprove the following fee changes, with the further recommendation that a letter be directed to Dr. Charles H. Boehm, Superintendent of Public Instruction, informing him of the action of the Board and stating that the Board felt that perhaps such a fee change would deprive low income families of education which they were capable of taking advantage of under present fees, and further, that the Board believes it is doing a better service to the Commonwealth as a whole by educating more low income students, thereby creating higher income for these people in the end, resulting in higher tax returns to the Commonwealth.

\$20 per semester hour credit for out-of-state students in Teacher Education and the Arts and Sciences, in addition to all other fees.

\$15 per semester hour credit for part-time Pennsylvania students - Arts and Sciences.

\$12.50 per semester hour credit for part-time Pennsylvania students - Teacher Education.

Mr. Reitze reported regarding the various meetings he has held with Meadville businessmen and the groups he has brought to the campus, to try to get the research center project under way. He suggested that a meeting be set up in June with perhaps twenty people who would be key people interested in a research center, on the campus. He felt that Dr. Boehm or Dr. Hoffman should be invited to this meeting.

It was voted, on motion of Mr. Gabreski, seconded by Mrs. McComb, to suggest to Dr. Miller that an administrative assistant to the President be employed when a satisfactory applicant can be located.

The Board discussed having the area legislators on campus for a meeting. The dates March 28-29 and April 4-5 were discussed and the group felt April 4 would be the most desirable date if it is convenient for the legislators.

Dr. Miller reviewed the State Planning Board recommendations with the Board and the Board received a copy of the Planning Board recommendations for Edinboro State College.

It was voted, on motion of Mrs. McComb, seconded by Mr. Roseman, to authorize Dr. Miller to sign the building plans for the following buildings:  
 Science Classroom Building  
 Athletic Field  
 Two Dormitories  
 Electronics Classroom Building  
 Dormitory

On motion of Mr. Gabreski, seconded by Dr. O'Hare, it was voted that the resolution as read by Dr. Miller and as required by the Department of the Auditor General be approved:

WHEREAS, at the meeting of the Board of Trustees of Edinboro State College held this ninth day of March 1963, the following members were present:

Mr. Max P. Gabreski  
 Mrs. Susan B. McComb  
 Dr. Hugh O'Hare  
 Mr. Wesley E. Reitze  
 Mr. H. A. Roseman  
 Mrs. Helen D. Rye

At which time the report of the Department of the Auditor General was read in detail, and the following resolution was presented and adopted:

RESOLVED, that the Vice-President of the Board of Trustees be authorized to appoint a committee to study the report of the Department of the Auditor General, and submit a reply in detail, in writing, page by page, as to their findings, in the following form:

<u>Page Number</u>	<u>Subject of Criticism</u>	<u>Answer to Criticism</u>
	Attaching thereto the written report of the President of Edinboro State College to this committee in like form and any other reports the committee deems necessary.	

AND BE IT FURTHER RESOLVED, that the committee shall make its report as soon as possible in order that the committee's report, together with the report of the Executive Officer may be forwarded in quadruplicate to the Department of Public Instruction for presentation to the Governor.

The following members were appointed as the committee:

Dr. O'Hare	Mr. Reitze
Mr. Roseman	Mr. Gabreski
Mrs. McComb	Mrs. Rye

We, the members of the Board of Trustees of Edinboro State College, do hereby certify that the above is an exact copy of the resolution adopted on the ninth day of March 1963.

/s/ Hugh O'Hare  
 /s/ H. A. Roseman  
 /s/ Susan B. McComb  
 /s/ Wesley E. Reitze  
 /s/ Max P. Gabreski  
 /s/ Helen D. Rye

The Board then recessed to become a committee of the whole to study the report of the Department of the Auditor General and the written report of the President of the College concerning the criticisms.

The report of the President of the College and the report of the above Committee of the Board of Trustees are attached to these minutes.

The Board then reconvened, accepted the report of the Committee, and authorized the President to transmit the President's Report and the Board of Trustees' findings to Superintendent of Public Instruction Dr. Charles H. Boehm.

Dr. Miller reported briefly regarding the austerity program in Harrisburg and its effect upon the College.

Vice-President Reitze declared the meeting adjourned at 12:40 p.m.

Respectfully submitted,

*Marjorie G. Koon*

Secretary to the Board of Trustees

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STATEMENT OF THE PRESIDENT OF THE EDINBORO STATE COLLEGE AT  
EDINBORO ON THE AUDITOR'S REPORT FOR THE EDINBORO STATE  
COLLEGE FOR THE FISCAL YEAR ENDING JUNE 30, 1962

I submit the following statement concerning the Comments on Fiscal Operations contained on pages 2 and 3 of the Audit Report of the fiscal year ending June 30, 1962.

Paragraphs one, two, and three, page two, represent statements of fact and contain no recommendation or criticism and are, therefore, not commented upon.

Subject of Criticism: Paragraph four, page two. "Our tour of the school disclosed unserviceable property such as steel water tanks, scrap iron, classroom desks and chairs, et cetera. Section 510 of The Administrative Code States in part, "Whenever furnishings, or other personal property of this Commonwealth shall be no longer of service to the Commonwealth, it shall be the duty of the department, board or commission in whose possession such property shall be or come, to put such property into the custody of the Department of Property and Supplies". We recommend that the officials of the school comply with the above section of the Code."

Answer to Criticism: Lists of unserviceable equipment have been forwarded to the Department of Property and Supplies. These lists include steel water tanks, scrap iron, classroom desks and chairs as mentioned in the criticism, and other materials which the College wishes to declare surplus. Whenever the Department takes action, the surplus material will be available for bid by any interested party.

Subject of Criticism: Paragraph two, page three. "Our examination of the fixed assets ledger disclosed that although it is now being maintained on the basis outlined in the Accounting Circulars Nos. 1 and 7 issued by the Department of Public Instruction, the postings are not being maintained on a current basis. We recommend that the fixed assets ledger be brought up to date and every effort be made to keep it on a current and accurate basis."

Answer to Criticism: The Business Manager has been requested to maintain all postings in the fixed assets ledger on a current basis. He assures me that he

has brought the fixed assets ledger up to date and that he is making every effort to keep it on a current and accurate basis.

Respectfully submitted,

/s/ Thomas R. Miller

Thomas R. Miller  
President

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REPORT OF THE AUDITING COMMITTEE OF THE BOARD OF TRUSTEES OF  
EDINBORO STATE COLLEGE AT EDINBORO ON THE AUDITOR'S  
REPORT FOR THE EDINBORO STATE COLLEGE AT  
EDINBORO FOR THE FISCAL YEAR ENDING  
JUNE 30, 1962

We, the members of the Audit Committee, appointed by the Board of Trustees at their March 9, 1963 meeting, have examined the Auditor's Report for the fiscal year ending June 30, 1962.

We submit the following in answer to the recommendations contained on pages two and three of the Audit Report for the fiscal year ending June 30, 1962.

Subject of Criticism: Paragraph four, page two. "Our tour of the school disclosed unserviceable property such as steel water tanks, scrap iron, classroom desks and chairs, et cetera. Section 510 of The Administrative Code States in part, "Whenever furnishings, or other personal property of this Commonwealth shall be no longer of service to the Commonwealth, it shall be the duty of the department, board or commission in whose possession such property shall be or come, to put such property into the custody of the Department of Property and Supplies". We recommend that the officials of the school comply with the above section of the Code."

Answer to Criticism: We concur with the answer of the President of the College to this criticism.

Subject of Criticism: Paragraph two, page three. "Our examination of the fixed assets ledger disclosed that although it is now being maintained on the basis outlined in the Accounting Circulars Nos. 1 and 7 issued by the Department of Public Instruction, the postings are not being maintained on a current basis. We recommend that the fixed assets ledger be brought up to date and every effort be made to keep it on a current and accurate basis."

Answer to Criticism: We concur with the answer of the President of the College to this criticism.

Respectfully submitted,

/s/ Hugh O'Hare  
/s/ Susan B. McComb  
/s/ Wesley E. Reitze  
/s/ Max P. Gabreski  
/s/ Helen D. Rye  
/s/ H. A. Roseman