

MINUTES
Board of Trustees Meeting
March 1, 1962

A regularly scheduled meeting of the Board of Trustees of Edinboro State College was held in the Board Room of Normal Hall, Meadville Street, Edinboro, Pennsylvania, on March 1, 1962, beginning at 10:45 a.m.

The following members were present: Mr. Wesley Reitze, Mrs. Jane Conaway, Mrs. Susan McComb, Dr. Hugh O'Hare, and Mr. Hyman Roseman.

The minutes of the October 14, 1961, meeting were read. Upon recommendation of Mr. Reitze, the following omission from the minutes of action taken was incorporated into the minutes:

"It was voted, on motion of Mrs. Rye, seconded by Mr. Roseman, that the Board approve the request for a sabbatical leave-of-absence for Miss Louise Barber for second semester 1961-62 with full pay for restoration of health and travel."

It was voted, on motion of Mrs. Conaway, seconded by Mrs. McComb, that the minutes as amended be approved.

It was voted, on motion of Mrs. McComb, seconded by Mrs. Conaway, that the bills for the months of September, October, November, and December 1961 be approved as certified by the Business Manager to be correct to the best of his knowledge.

The following request 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:

James Beatty	\$ 90.20	Fred Kellerman	\$203.70
Sarah Bright	44.40	Sandra McPhaden	22.15
Lynn Campbell	99.00	Kathryn Mehler	25.00
Robert Davis	48.10	C. Lee Moore	50.00
J. Alan Dean	118.00	Lois Mott	50.00
Richard B. Forsythe	27.70	Claire Ohrman	116.40
Nancy Chess Fox	94.00		

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

It was voted, on motion of Mrs. Conaway, seconded by Dr. O'Hare, that upon the recommendation of Dr. Miller, the Board approve the appointment of the following new faculty members who began their duties since the last meeting of the Board of Trustees.

Mr. Jack La Marca - Physical Education - Temporary Instructor @ \$500 per month

Mrs. Barbara Greer - English & Library - Temporary Instructor - \$2,650 for second semester

It was voted, on motion of Dr. O'Hare, seconded by Mr. Roseman, that the following changes be made in the status of non-instructional personnel:

Alvin David - change from wage to salary payroll - boiler room helper -
@ \$130.00 per bi-weekly pay period

Anna Leonard - change from wage to salary payroll - Clerk I - @ \$112.50 per
bi-weekly pay period

Caroline Tucci - change from wage to salary payroll - Clerk I - @ \$112.50 per
bi-weekly pay period

It was voted, on motion of Dr. O'Hare, seconded by Mr. Roseman, that the following faculty members and non-instructional employees of the college reaching age sixty-five may be invited to work for one additional year, provided such employees are able to furnish a written statement from a qualified physician stating that they are physically capable of continuing full-time employment in their present position.

Non-instructional employees reaching retirement age who wish to work one more year, June 1, 1962 to May 31, 1963:

C. C. Porter
Mary Warner

Faculty reaching retirement age who wish to teach one more year, September 1, 1962, to May 31, 1963:

Dr. John Hoshauer
Miss C. Frances Whitney

It was voted, on motion of Mrs. Conaway, seconded by Mrs. McComb, that Dr. Miller and the College Administration be empowered to employ necessary faculty to staff the college for September 1962.

It was voted, on motion of Mrs. McComb, seconded by Mrs. Conaway, that the Board approve the College request to the National Science Foundation to provide funds for an Earth-Space Science Program at Edinboro during the 1963 Summer Session.

At the request of the Board, Mr. Robert Krider, Architect, presented a sketch of the proposed comprehensive campus plan and commented at length regarding the proposed plan. Mr. Krider gave an informative talk about the plan and answered questions directed to him by Board members. Mr. Reitze thanked Mr. Krider for his presentation.

It was voted, on motion of Dr. O'Hare, seconded by Mrs. Conaway, that the Board accept the preliminary sketch of the comprehensive campus plan and call attention to the Commonwealth Officials that the Board, after having discussed the feasibility of electrical heat as compared with some other form of fuel, believes that the cost of electrical heat will be consistently more expensive to the maintenance and operation of the College, and, therefore, requests that the Commonwealth make allowance for this additional expenditure in the maintenance and operating budget of the College.

Dr. Miller introduced Mr. Charles, Babbitt, President of the Student-Faculty Cooperative Government of Edinboro State College and Mr. Babbitt presented the following information to the Board:

Edinboro State College
Student-Faculty Cooperative Government

MOVIE AND SOUND EQUIPMENT FOR MEMORIAL AUDITORIUM

When the enrollment of Edinboro State College was much smaller, the college did not need the modern projection equipment that it needs today. For this reason, the Student-Faculty Cooperative Government has decided to purchase new movie equipment and present it to the College. This decision has just resulted in the purchase of a new Victor Model 1600 Arc Projector, Da-Lite Cinemascope Scenic Roller Screen, Cinemascope Projector Lens, and a complete Dukane sound system for the showing of films in the Auditorium. The equipment was paid for by the reserve fund from the budget of the 1961-62 Student Activity Fund. All arrangements have been made, and the equipment should be arriving within thirty days.

The screen will be 11' x 28' and mounted in the ceiling of the stage. The light source to the screen will be projected from the present booth by the new 1600 arc projector. This projector will have an attachment with a cinemascope lens which permits the showing of either regular or wide screen films. The intensity of the arc light will at all times provide necessary screen illumination for both black and white and color films.

The controls for the new 12 speaker Dukane sound system on the arc projector will permit the operator to control both the tone and the volume so that the sound will be more uniform.

At the present time there are two speakers which shoot the sound so that it bounces from only a few points in the auditorium and creates sound distortion. With the new 12 speaker system, flush mounted in the ceiling and connected to matching transformers, the sound will be evenly distributed so that it will cover the auditorium much more uniformly.

Charles Babbitt

It was voted, on motion of Dr. O'Hare, seconded by Mrs. McComb, that the Board of Trustees accept the additional equipment as donated by the student body and that the Board express their deep gratitude to the student body for the fine presentation.

It was voted, on motion of Dr. O'Hare, seconded by Mrs. Conaway, that the Board adopt the following grievance procedure for employes with the exception that this procedure will not apply in areas where specific Board regulations already govern the situation:

Procedure for the Presentation and Adjustment
of Grievances of Institutional Employees
of the Department of Public Instruction

Purpose

The purpose of this procedure is to insure the prompt and orderly consideration and adjustment of grievances submitted by the department's institutional employes. The procedure shall apply to grievances arising from conditions of employment which are in whole or in part subject to the control of the institution head or the Superintendent of Public Instruction. These would include safety or health matters, physical facilities, surroundings, material or equipment, supervisory and disciplinary practices, assignment of working hours, and all other similar conditions of employment. The procedure shall not apply to matters exclusively covered by civil service law, rules, and regulations or to technical matters of position classification for which separate procedures are provided.

Representation

An employe shall be entitled to have anyone he chooses assist or represent him in the presentation or processing of a grievance. The employe shall identify his representative at all stages, giving his name, address, and formal designation.

Time Off for the Processing of Grievances

The employe and his representative, if a state employe, shall be allowed such time off from his regular duties as may be necessary and reasonable for the processing of a grievance under this procedure. All discussions and hearings between an employe and his supervisor shall, as far as practicable, be conducted during regular working

hours. Time and place of discussions and hearings shall, as far as practicable, be mutually agreeable to the parties concerned.

Procedural Steps

Step 1. The employe shall discuss his complaint with his immediate supervisor in an effort to settle the grievance. The immediate supervisor may arrange an informal hearing for the employe and his representative, if any, and he may call in higher level supervisors for consultation. Within three working days after the employe presents his grievance, the immediate supervisor shall inform the employe of his decision. Discussion and resolution of the grievance at this stage shall be on an oral basis.

Step 2. If the grievance is not settled to the employe's satisfaction at the first step, the employe may, within five working days after being given his immediate supervisor's decision, submit a written appeal to the institution head or his designated representative. The institution head or his representative will arrange an informal hearing for the employe and his representative, if any. The employe's immediate supervisor will be given the opportunity to appear at the hearing and higher level supervisors may also be called in for consultation. Within ten working days after receiving the employe's appeal, the institution head or his representative must hold the hearing, pass upon the grievance, and send a written notice of his decision to the employe. Copies of the notice shall be sent to the employe's immediate supervisor and to the Superintendent of Public Instruction.

Step 3. If the decision at the second step is not satisfactory to the employe, he may, within five working days after receiving the decision, submit a written appeal to the department's personnel director, who shall immediately forward the appeal to the chairman of an advisory grievance committee appointed by the Superintendent of Public Instruction. The committee shall consist of three officers or employes of the department, one of whom shall be the department's legal counsel or his representative, who shall serve as chairman. Within twenty working days after the personnel director receives the appeal, the committee shall hold an informal hearing for the employe and his representative, if any, and submit a report with recommendations to the Superintendent of Public Instruction. Within ten working days after receiving the report from the committee, the Superintendent shall send a written notice of his decision to the employe. Copies of the notice shall be sent to the institution head and to the employe's immediate supervisor.

It was voted, on motion of Dr. O'Hare, seconded by Mrs. McComb, that the following action be taken by the Board of Trustees:

"Be It Resolved that the Degree of Master of Education at Edinboro State College can be completed and the degree granted at least three times during each calendar year. These three completion dates are: 1. At the end of the twelve week summer session; 2. at the end of the first semester of the college year; and 3. at the end of the second semester of the college year."

The above action was taken in order that pay increments may be granted by school boards at the time that a degree is completed rather than at the time the degree may be awarded officially at a commencement.

It was voted, on motion of Mrs. Conway, seconded by Dr. O'Hare, that the Board accept with gratitude the preliminary designation by Dr. Boehm which designates Edinboro as a center for Northwest Pennsylvania in the development of the physical sciences in connection with the new arts and sciences program and that Dr. Boehm's letter of February 7, 1962, to Mr. Will Rose, President of the Edinboro State College Board of Trustees, be placed in the minutes of the meeting.

February 7, 1962

Mr. Will Rose
President, Board of Trustees
Edinboro State College
Box 1617, Beach Station
Onond Beach Manor
Onond Beach, Florida

Dear Mr. Rose:

The Department of Public Instruction is very much interested in the proposals which Doctor Miller and the faculty at Edinboro have made for the application to the National Science Foundation to provide funds for a special program in connection with the 1963 Summer Session at Edinboro. This program is designed to provide instruction in the use of a planetarium and other instructional aids as well as a background in methods and materials for earth and space science, in particular, for teachers at both the elementary and secondary school levels. The Department of Public Instruction is very enthusiastically endorsing this proposal and I hope it will meet with favorable consideration on the part of the Trustees.

I think there is no need to document the importance of such a project and I am especially delighted that Edinboro has shown leadership in this direction. This undertaking will require a great deal more effort than one which is ordinarily expected of the faculty and President. Edinboro is to be commended for having taken the leadership in so many matters among our State Colleges, including the establishment of the language laboratory, closed circuit television, the use of IBM accounting, special curriculums, and the special education library. Because of this leadership, I have made a preliminary designation of Edinboro as a center for Northwest Pennsylvania in the development of the physical sciences in connection with the new programs.

With kindest personal regards, I remain

Sincerely yours,

Charles H. Boehm

Copy to - Mr. Wesley Reitze
Vice President
Board of Trustees
Edinboro State College

A copy of the Governor's Address to the Association of Pennsylvania State College Faculties delivered in the Appian Room, Hotel Harrisburger, HARRISBURG, PA. Thursday, December 28, 1961, was given to each Board member.

Dr. O'Hare's letter of October 18, 1961, regarding fallout shelters for Edinboro State College was reviewed by the Board and the policy of the American Association of School Administrators was also reviewed. The need for fallout shelters was discussed. It was voted, on motion of Dr. O'Hare, seconded by Mrs. McComb, that the following resolution be submitted to Dr. Boehm:

"Be it resolved that the need for fallout shelters be called to the attention of the Commonwealth of Pennsylvania and that Dr. Boehm be complimented on his stand in asking that fallout shelters be added to the construction of new buildings. The Board heartily endorses Dr. Boehm's policy."

It was voted, on motion of Mrs. McComb, seconded by Dr. O'Hare that the Board extend an invitation to Dr. Boehm, Mr. Hamilton, and Mr. Nowak to attend the Board meeting in May which will be held immediately after the May, 1962 Commencement.

A contract committee consisting of Mr. Gabreski, Mrs. Rye, and Mr. Reitze will meet with the Local School District contract committee to negotiate a new contract prior to September 1, 1962.

On motion of Mrs. Conaway, seconded by Mr. Roseman, 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 first day of March, 1962, the following members were present:

Mrs. Jane Conaway
Mrs. Susan McComb
Dr. Hugh O'Hare
Mr. Wesley Reitze
Mr. Hyman Roseman

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>
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Attached 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:

Mrs. Jane Conaway	Mr. Wesley Reitze
Mrs. Susan McComb	Mr. Hyman Roseman
Dr. Hugh O'Hare	

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 first day of March, 1962.

/s/ Hugh O'Hare
/s/ Hyman Roseman
/s/ Susan B. McComb
/s/ Wesley Reitze
/s/ Jane F. Conaway

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.

Vice-President Reitze declared the meeting adjourned at 1:20 p.m.

Respectfully submitted,

Marjorie G. Koon

(Mrs.) Marjorie G. Koon
Secretary to the Board of Trustees

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 MAY 31, 1961

I submit the following statement concerning the Comments on Financial Operations contained on page 3 of the Audit Report of the fiscal year ending May 31, 1961.

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 one, page three. "Our examination of the fixed assets ledger again disclosed that postings are not being maintained on a current basis. We again recommend that the fixed assets ledger be brought up to date and every effort made to keep it on a current and accurate basis."

Answer to Criticism: The College has begun to maintain a fixed assets ledger on the basis outlined in Accounting Circulars Number 1 and 7, as of June 1, 1959. The college has attempted to set up an inventory system as of that date for new additional equipment and retirements of old equipment. No complete inventory has, however, been made of equipment already in use by the college at this time. This college has consistently asked for such inventory and appraisal.

The college will make every effort to keep its postings maintained on a current basis on our present fixed assets ledger. In order for all fixed assets to be properly valued, however, I again recommend an inventory and appraisal be made of those fixed assets now belonging to the college which were purchased before June 1, 1959.

Respectfully submitted,

Thomas R. Miller
President

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
MAY 31, 1961.

We, the members of the Audit Committee, appointed by the Board of Trustees at their March 1, 1961 meeting, have examined the Auditor's Report for the fiscal year ending May 31, 1961.

We submit the following in answer to the recommendations contained on page 3 of the Audit Report for the fiscal year ending May 31, 1961.

Subject of Criticism: Paragraph one, page three. "Our examination of the fixed assets ledger again disclosed that postings are not being maintained on a current basis. We again recommend that the fixed assets ledger be brought up to date and every effort made to keep it on a current and accurate basis."

Answer to Criticism: We concur with the answer of the President of the College. In addition, we are asking that the Business Manager, the President, and Mr. Roseman of the Board of Trustees work out satisfactory procedures so that postings can be maintained on a current basis in the fixed assets ledger.

Respectfully submitted,

