

The Board of Trustees of The Arkansas State Teachers College met in the Board Room of the Administration Building on the campus at ten o'clock in the morning on March 28, 1963 pursuant to legal call of the meeting by the Vice-Chairman. The following members were present: Mr. Louie H. Polk, Vice-Chairman, Mrs. Rufus W. Morgan, Jr., Secretary, Dr. Dee W. Halbrook, Cleddie W. Harper, J. C. Mitchell, and J. Kendall Hoggard. Absent: Digby C. West. Silas D. Snow, President of the College, met with the Board.

Vice-Chairman Polk directed roll call, declared a quorum present and called the meeting into formal session.

Minutes of the last meeting of the Board were approved.

Upon unanimous vote the following members were elected to Board offices:

Louie H. Polk, Chairman
 Dr. Dee W. Halbrook, Vice-Chairman
 Mrs. Rufus W. Morgan, Jr., Secretary

A motion was made by Trustee Mitchell, seconded by Trustee Morgan and unanimously passed that the list of personnel as presented by President Snow be elected. This information is given below:

ADMINISTRATION AND GENERAL (1963-64)

	<u>Position</u>		<u>1962-63</u> <u>Salary</u>	<u>1963-64</u> <u>Salary</u>
President's Office:				
Silas D. Snow*	President	\$	12,500.00	\$ 13,000.00
Maxine Crafton	Sec & Adm Asst		4,000.00	4,600.00
Dean's Office:				
A. E. Burdick	Dean		11,000.00	11,800.00
Ruby Chick	Secretary		3,750.00	4,350.00
Business Office:				
Harold D. Eidson	Business Manager		9,500.00	10,300.00
Virginia H. Smith	Asst. Disb. Officer		4,000.00	4,600.00
Judy Edwards	Cashier		2,100.00	2,400.00
Peggy Havens	Bookkeeper		2,100.00	2,400.00
Bob Dempsey	Asst Purchasing Agent		4,000.00	4,500.00
David McDonald	Accountant		6,000.00	6,600.00
Registrar's Office:				
William Osborne	Registrar		7,000.00	7,800.00
Corinne Robinson	Secretary		3,450.00	4,000.00
Loretta Farris	Secretary		2,700.00	3,100.00
Director of Students:				
James Sylar	Dir of Student Activities		8,400.00	9,400.00
Wanda Berry	Secretary		2,400.00	2,500.00
Director of Women:				
Olive Ferguson**	Dir of Women's Activities		5,700.00	6,200.00
Switchboard:				
Barbara Ritter	Switchboard Operator		2,700.00	2,800.00
Placement:				
H. B. Hardy, Jr.	Dir of Placement & Assoc Prof		7,000.00	8,000.00
Testing:				
Paul Witherspoon	Dir of Test & Assoc Prof		8,000.00	9,000.00

*Contract for a period of two years--ending July 1, 1965. For the convenience of the Board of Trustees, the President is required to live in the President's Home for which no rent nor utilities are paid.

**Plus single apartment and utilities.

	Position	1962-63 Salary	1963-64 Salary
Public Relations:			
C. R. Teeter	Dir of Dev & Assoc Prof	\$ 8,600.00	\$ 9,500.00
Tommy Smith	Dir of Public Affairs	7,750.00	8,500.00
Patty Larsen	Secretary	2,700.00	3,000.00
INSTRUCTIONAL:			
Art Department:			
Marie Schichtl	Prof & Head	8,700.00	9,500.00
Gene Hatfield	Assistant Professor	6,700.00	7,500.00
Biology Department:			
Neal Buffaloe	Professor & Head	9,500.00	10,300.00
T. J. Burgess	Associate Professor	6,800.00	7,600.00
Richard Collins	Assistant Professor	6,800.00	7,600.00
Ray Kinser	Instructor	6,500.00	7,200.00
Jewell Moore	Professor	8,000.00	9,000.00
Economics, Sociology, & Business Education Department:			
D. W. Blackburn	Professor & Head	9,500.00	10,300.00
Fred Basco	Associate Professor	7,300.00	8,000.00
Joe Shaw	Assistant Professor	6,800.00	7,500.00
Andre McNeil	Assistant Professor	6,600.00	7,400.00
Ona M. Wachtendorf	Assistant Professor	6,200.00	6,900.00
Carlisle Ellis	Instructor	6,100.00	6,700.00
Education and Psychology Department:			
B. A. Lewis	Prof & Head & Dir of Grad Stud.	9,750.00	10,550.00
A. L. Henze	Professor	8,500.00	9,400.00
E. R. Hopkins	Prof & Dir of Student Teaching	8,750.00	9,550.00
Bert Stark	Associate Professor	8,050.00	9,000.00
Norman Gale	Associate Professor	6,900.00	7,650.00
Mabel Grey Patterson	Associate Professor	6,900.00	7,700.00
Harold Love*	Assistant Professor		9,000.00
Claude Snow	Assistant Professor	7,300.00**	8,000.00
Billie Hukill	Secretary	2,000.00***	2,200.00***
English, Speech, & Journalism Department:			
E. A. Nolte	Professor & Head	9,500.00	10,300.00
Mary K. Sands	Prof & Dir of Speech Clinic	8,750.00	9,550.00
Ralph Behrens	Professor	7,700.00	8,500.00
Roberta Clay	Associate Professor	6,900.00	7,650.00
Leona Scott	Associate Professor	6,900.00	7,650.00
Frances Terry	Associate Professor	6,900.00	7,650.00
Mary Robinson	Assistant Professor	6,700.00	7,300.00
Sue Lineback	Instructor	5,800.00	6,300.00
Betty Young	Instructor	4,700.00***	5,200.00***
Mary Henze	Assistant Professor	4,700.00***	5,200.00***
E. C. Polk	Associate Professor	8,500.00	9,400.00
Richard Hudson	Assistant Professor	7,200.00	8,000.00
Foreign Languages Department:			
H. Dorothy Allen	Professor & Head	9,000.00	10,000.00
Nicole Hatfield	Instructor	4,500.00***	5,000.00***
Karl Meyer	Instructor	6,500.00	7,200.00

*Effective June 3, 1963.

**On leave 1962-63.

***Salary for a period of nine months, effective 9/1/63 and ending 5/31/64.

	Position	1962-63 Salary	1963-64 Salary
Geography Department:			
C. S. Williams	Assoc Prof & Acting Head . \$	7,750.00	\$ 8,600.00
William F. Keinath	Assistant Professor	7,200.00	8,000.00
Paul Hagle	Instructor	6,400.00	7,100.00
History & Political Science Department:			
Horace Adams	Professor & Head	9,500.00	10,300.00
W. F. Lisenby	Associate Professor	8,000.00	9,000.00
Lewis A. Dralle	Professor	8,750.00	9,550.00
Orville Rook	Associate Professor	8,400.00	9,250.00
Ophelia Fisher	Associate Professor	6,800.00	7,500.00
Paul Bushnell	Assistant Professor	7,400.00	8,000.00
Charles Evans	Associate Professor	7,500.00	8,300.00
Home Economics & Nursery Department:			
Mary Jane Scott	Professor & Head	9,000.00	10,000.00
Frances Webb	Asst Prof & Dir of St Teachers	7,000.00	7,600.00
Helen Collier	Assistant Professor	6,700.00	7,300.00
Sue Adams	Assistant Professor	6,600.00	7,200.00
Osborne, Mousie	Nursery School Teacher	1,500.00*	1,800.00*
Industrial Education Department:			
E. W. Packard	Professor & Head	8,700.00	9,500.00
V. N. Hukill	Professor	8,700.00	9,500.00
Raymond Dow	Instructor	6,600.00	7,200.00
Mathematics Department:			
O. L. Hughes	Professor & Head	8,950.00	9,750.00
J. D. Henry	Professor	8,750.00	9,550.00
Dorothy Long	Associate Professor	6,950.00	7,700.00
Virginia Bonds	Assistant Professor	6,800.00	7,500.00
Harold Henry	Assistant Professor	6,800.00	7,500.00
Darrell Killman	Instructor	6,600.00	7,200.00
Music Department:			
Howard Groth	Professor & Head	9,500.00	10,300.00
Carl Forsberg	Associate Professor	7,600.00	8,600.00
Homer Brown	Instr & Band Director	7,200.00	7,900.00
Wayne Griffith	Assistant Professor	5,800.00	6,400.00
Sue Evans	Instructor	6,100.00	6,700.00
Jean Adams	Assistant Professor	5,500.00	6,000.00
David Ritter	Instr & Asst Band Director	4,500.00**	5,000.00**
Physical Education:			
Jefferson Farris	Assoc Prof & Acting Head	7,600.00***	8,600.00
Frank Koon	Assoc Prof & Dir of Athletics	8,200.00	8,950.00
Cecil Garrison	Prof & Dir of Audio-Vis. Dept.	8,300.00	9,100.00
Raymond Bright	Instr, Asst Football Coach & Head Track Coach	7,550.00	8,300.00
Fletcher Lowry	Instr, Asst Football Coach & Baseball Coach	7,200.00	8,000.00
Cliff Horton	Instr & Basketball Coach	7,200.00	8,000.00
Betty Swift	Assistant Professor	6,700.00	7,400.00
Ann Machen	Instructor	5,300.00	5,900.00

*Salary for a period of ten months.

**Salary for a period of nine months.

***On Leave, 1962-63.

	Position		1962-63 Salary	1963-64 Salary
Physical Science:				
Joe Smith	Professor & Head	\$	9,500.00	\$10,300.00
Denver Prince	Assistant Professor		6,700.00	7,500.00
Faril Simpson	Assistant Professor		6,800.00	7,600.00
Allen Robinette	Assistant Professor		6,600.00*	7,500.00
Ralva Bass	Assistant Professor		6,800.00	7,600.00
Library:				
Gladys Sachse	Assoc Prof & Asst Libr		6,700.00	7,500.00
Ruth Dunaway	Instr & Asst Libr		5,800.00	6,400.00
Opal Walters	Instr & Asst Libr.		5,800.00	6,400.00
Mona Hall	Instr & Asst Libr.		5,700.00	6,000.00
Extension:				
Audie Lynch	Dir of Field Services		9,250.00	10,250.00
Grace Ethridge	Secretary		3,150.00	3,750.00
Maintenance:				
N. V. Wimberly	Sup of Bldgs & Grounds		5,900.00**	6,500.00**
Sid Coleman	Asst Sup Bldgs & Grounds		4,800.00	5,300.00
Elsie Wimberly	Secretary		2,300.00	2,600.00
Cafeteria:				
Howard Montgomery	Director of Food Services		7,200.00***	7,600.00***
Emily Montgomery	Dietitian		2,850.00	3,250.00
Geneva Milburn	Secretary		3,300.00	3,600.00
HOUSING:				
Bernard:				
Edith Reynolds	Hostess		2,100.00#	2,400.00#
Doyme; Meadors:				
Kathleen McNeil	Hostess		2,100.00##	2,400.00##
McAlister:				
Lois Lee	Hostess		2,100.00#	2,400.00#
Wingo:				
Nellie C. Irby	Hostess		2,100.00#	2,400.00#
Minton:				
Freda Prince	Hostess		2,100.00##	2,400.00##
Short:				
Martha Nemeec	Hostess		2,100.00#	2,400.00#
Denney:				
Mabel Jones	Hostess		2,100.00#	2,400.00#
Veterans:				
Mrs. Bert Stark	Hostess		1,800.00##	2,100.00##

*On leave 1962-63.

**Plus college-owned house and utilities.

***Plus food for self and family when eaten in college cafeteria.

#Plus apartment, food when eaten in college cafeteria, and utilities.

##Plus apartment and utilities for self and family.

			1962-63	371.	1963-64
	<u>Position</u>		<u>Salary</u>		<u>Salary</u>
Student Center:					
R. H. Carter	Manager of Bookstore	\$	6,800.00	\$	7,400.00
Roy Woole	Asst Mgr of Bookstore		4,400.00		5,000.00
Kathleen Bright	Secretary		2,700.00		3,300.00
Infirmery:					
Estelene Duke	Nurse		2,700.00*		3,000.00*
Beryl Noe	Asst Nurse		2,100.00*		2,500.00*
Dr. Ed Dunaway	Medical Examiner		1,200.00		1,200.00

*Plus apartment and utilities for self and family.

Trustee Mitchell made a motion that Mrs. Nolen Irby's contract be for a period of two years in order for her to qualify for teacher retirement benefits--her contract to expire June 30, 1965. The motion was seconded by Trustee Harper and passed unanimously.

Upon motion made by Trustee Mitchell, seconded by Trustee Hoggard and unanimously passed leaves of absence as presented by President Snow be approved. This information is given below:

Miss Ophelia Fisher, Associate Professor of History & Political Science, second summer term with pay.

Miss Sue Evans, Instructor of Music, first summer term without pay and second summer term with pay.

Joe C. Shaw, Assistant Professor of Sociology, second summer term with pay.

Karl H. Meyer, Instructor of Foreign Languages, first and second summer terms without pay.

Miss Roberta Clay, Associate Professor of English & Journalism, first and second summer terms without pay.

Faril Simpson, Jr., Assistant Professor of Physical Science, first summer term without pay and second summer term with pay.

Cliff Horton, Instructor of Physical Education and Basketball Coach, first summer term with pay.

Horace Adams, Professor & Head of Department of History & Political Science, second summer term with pay.

Miss Mary Robinson, Assistant Professor of English, second summer term with pay.

Dr. Jewel E. Moore, Professor of Biology, second summer term with pay.

Dr. Neal D. Buffaloe, Professor & Head of Department of Biology, first summer term without pay.

Miss Frances Webb, Assistant Professor of Home Economics and Director of Student Teachers, second summer term with pay.

Paul Hagle, Instructor of Geography, first and second summer terms without pay.

C. S. Williams, Associate Professor & Acting Head of Department of Geography, second summer term with pay.

George Amos, Assistant Professor of English, on leave without pay during the year beginning September 1, 1963 and ending September 1, 1964.

Miss Frances Terry, Associate Professor of English, second summer term with pay.

Denver L. Prince, Assistant Professor of Physical Science, leave without pay from September 9, 1963 to the end of second summer term, 1964.

A motion was made by Trustee Hoggard that three resignations of personnel be approved. This motion was seconded by Trustee Harper and unanimously passed. Resignations are listed below.

Miss Mildred James, Librarian, effective June 30, 1963.

Mrs. Bernard Glidewell, Assistant Professor of Business Education, effective June 1, 1963.

Miss Doyce Johnson, Instructor of Business Education, effective June 1, 1963.

Trustee Morgan made a motion that President Snow be authorized to fill vacancies for the summer session of 1963, for 1963-64, and to be formally acted upon at subsequent meetings of the Board. This motion was seconded by Trustee Hoggard and unanimously passed.

President Snow presented the following personnel to be considered for summer appointments:

Mary Ellen Burton, first summer term @ \$100 per week in the Department of Education.

Mrs. Frances Elmer, first summer term @ \$100 per week in the Department of Education.

Terrell Powell, second summer term @ \$120 per week in the Department of Education.

A motion was made by Trustee Mitchell, seconded by Trustee Hoggard and unanimously passed that the above recommendation be approved.

Trustee Mitchell made a motion that the college trade in three old cars when funds are available. The motion was seconded by Trustee Halbrook and passed unanimously.

A motion was made by Trustee Mitchell and seconded by Trustee Hoggard that the college explore the most advantageous manner to obtain I. B. M. data processing equipment, i. e., by outright purchase, lease purchase, or option to buy to be exercised later and be authorized to enter into such. This motion was passed by unanimous vote.

The motion was made by Trustee Mitchell, seconded by Trustee Morgan and unanimously passed that administrative officials of the college explore the possibilities of establishing a tax sheltered annuity program for staff members of the college.

A motion was made by Trustee Halbrook, seconded by Trustee Mitchell, and unanimously passed that the business manager and the accountant of the college purchase and install a mechanical bookkeeping system that will enable the college to modernize its system of accounting. The estimated cost of this project is up to \$18,000.00.

A financial report of the college was presented by Harold D. Eidson, Business Manager.

Dr. A. E. Burdick, Dean, gave a report on the academic affairs of the college.

Trustee Harper made a motion that the position of Security Officer be declared vacant. This motion was seconded by Trustee Mitchell and unanimously passed.

President Snow recommended that the position of Security Officer be offered to Marvin Iburg at a salary of \$4,000 annually plus a college owned house and utilities. A motion including the above information was made by Trustee Mitchell, seconded by Trustee Hoggard and unanimously passed.

A motion was made by Trustee Mitchell, seconded by Trustee Hoggard and unanimously passed that \$50,000 of the \$1,200,000 appropriated for the new library be used to purchase books for the library during the next two years and that the remainder left from the library construction fund amounting to approximately \$150,000 be applied on complete renovation and modernization of the old administration building that is now known as "Main."

A motion was made by Trustee Harper to order the remainder of library furnishings amounting to approximately \$93,000 as quickly as the State Comptroller's Office approves such. This motion was seconded by Trustee Halbrook and unanimously passed.

Trustee Morgan made a motion, seconded by Trustee Hoggard and unanimously passed that the site immediately west of the old B. W. Torreyson Library be approved for the construction of the W. C. Ferguson Memorial Chapel if concurred in by the ASTC Endowment and Trust Fund Board.

A motion was made by Trustee Mitchell that beginning September 1, 1963, the account carried in the Business Office as New Building Fund of 1962 (for which a \$5 Building Fee has been collected since September, 1962) is to be increased to \$9.50 in order to conform to the new regulation of \$90 per student per semester and of this money already collected and credited to the account the amount of \$12,000 is to be transferred to the W. C. Ferguson Memorial Chapel Fund. Upon a second to this motion by Trustee Harper it was passed unanimously.

A motion was made by Trustee Mitchell and seconded by Trustee Halbrook authorizing the development of plans for the new men's dormitory to include five large study rooms if financing for same can be arranged satisfactorily. This motion was passed unanimously.

The matter of the investment of the Dormitory Reserve Account now being held in the Union National Bank, Little Rock, Arkansas, was brought to the attention of the Board. Since the amount of this balance had reached \$95,000 and since Government Securities are the only thing that the Bond Indenture permits us to invest in, a motion was made by Trustee Mitchell and seconded by Trustee Morgan that Trustee Harper and Harold D. Eidson be authorized to invest this money in Government Securities in accordance with their best judgement. This motion was passed unanimously.

There being no further business to come before the Board, the meeting was adjourned.

L. H. Polk
L. H. Polk, Chairman

Mrs. Rufus W. Morgan, Jr.
Mrs. Rufus W. Morgan, Jr., Secretary