

The Board of Trustees of State College of Arkansas convened in regular meeting on June 25, 1969, at ten o'clock in the morning in the Board Room in the Administration Building on the college grounds in Conway, Arkansas, with the following members and officers of the Board present, to-wit:

Chairman:	Louie H. Polk
Vice-chairman:	Cleddie W. Harper
Trustees:	J. C. Mitchell
	Dr. John W. Sneed, Jr.
	James W. Ahlf

and with the following Officer and Trustee absent, to-wit:

Secretary:	Mrs. Rufus W. Morgan, Jr.
Trustee:	Wm. C. Norman

constituting a quorum of said Board, at which meeting the following business was transacted, to-wit:

A motion was made by Trustee Mitchell, seconded by Trustee Ahlf, and passed by unanimous vote that the minutes of the last meeting, having been sent to Trustees, be approved.

Upon the recommendation of President Snow, the following appointments, resignations, adjustments, and leaves of absence were approved:

Appointments:

1. Russell Westmeyer, Professor of Economics, effective September 1, 1969 @ \$1622.00 per month--Carmichael Foundation will contribute \$2000 plus \$500 (moving expense) toward his annual (9 months) salary.
2. Walter Hodges, Professor & Head of Early Childhood Education, July-August, 1969 @ \$1200 per calendar month; September-May, 1970 @ \$1611.11 per calendar month.
3. Mabel Anderson, Professor of Early Childhood Education, September-May, 1970 @ \$1611.11 per calendar month.
4. Valinda Parrish, Assistant Professor of Early Childhood Education, June 1969 @ \$800; July 1969 @ \$900; August 1969 @ \$800 per month. Effective September-May, 1970 @ \$1277.77 per month.

5. Betty Pagan, Assistant Professor of Early Childhood Education, June 1969 @ \$800; July 1969 @ \$900; August 1969 @ \$800 per month. Effective September-May, 1970 @ \$1000 per calendar month.
6. Mary James, Assistant Professor of Early Childhood Education, June 1969 @ \$800; July 1969 @ \$900; August, 1969 @ \$800 per month.
7. J. O. Keeter, Associate Professor of Psychology & V. A. Counselor, effective September 1, 1969 @ \$1200 per month.
8. Arthur Hoyt, Assistant Professor of Chemistry, September 1, 1969 @ \$1155.55 per month.
9. James McKim, Assistant Professor of Mathematics, September 1, 1969 @ \$1011.11 per month.
10. Kenneth F. Jordan, Assistant Professor of Industrial Education, September 1, 1969 @ \$1177.77 per month if doctorate is earned by September 1, 1969.
11. Bennie W. Horton, Comptroller, July 1, 1969 @ \$1062.50 per month.
12. John Buckner, Assistant Professor of History, September 1, 1969 @ \$1000.00 per month.
13. Lenore Gerdes, Assistant Professor of Nursing, September 1, 1969 @ \$955.55 per month.
14. Robert Feese, Instructor of Psychology, September 1, 1969 @ \$922.22 per month.
15. Grace Vineyard, Instructor of English, September 1, 1969 @ \$900.00 per month.
16. Randy Jeter, Instructor of Art, second summer term @ \$170 per week; September 1, 1969 @ \$877.77 per month.
17. Joe E. Yates, Instructor of Geography, September 1, 1969 @ \$833.33 per month.
18. Hilda Avila, Instructor of Foreign Languages, September 1, 1969 @ \$833.33 per month.
19. Frances M. Jeffress, Instructor of Home Economics, September 1, 1969 @ \$822.22 per month.
20. Sally Roden, Instructor of Speech, September 1, 1969 @ \$822.22 per month.
21. Leonard Phillips, Instructor of Music, September 1, 1969 @ \$640.00 per month.
22. John Hurley, Dean of Men, July 1, 1969 @ \$866.66 per month.
23. Jerry Rose, Instructor of Physical Education & Assistant Basketball Coach, September 1, 1969 @ \$800.00 per month.
24. Jim Schneider, News Media Specialist, July 1, 1969 @ \$679.00 per month.
25. Evelyn Douglas, Registered Nurse, first & second summer terms and September-May, 1970 @ \$256 per month plus apartment and utilities in Minton Hall and food for self when eaten in college cafeteria.
26. Elizabeth Mulchy, Instructor of Music, September 1, 1969 @ \$444.44 per month.
27. Billie Barrett, Secretary in Public Relations and Student Aid Office, effective July 1, 1969 @ \$311 per month.

28. Dr. Ed Dunaway, College Physician, July 1, 1969 @ \$75 per month.
29. Dr. Charles Archer, College Physician, July 1, 1969 @ \$75 per month.
30. Dr. Bob Banister, College Physician, July 1, 1969 @ \$75 per month.
31. Carolyn Williams, Instructor of History, September 1, 1969 @ \$744.40 per month. (one year terminal appointment)
32. Ona Marie Wachtendorf, Assistant Professor of Business Education, September 1, 1969 @ \$500 per month. (to teach eight hours)
33. Ann Thompson, Assistant Professor of Nursing, September 1, 1969 @ \$955.55 per month.

Leaves of Absence:

1. Cliff Horton, Assistant Professor of Physical Education & Basketball Coach, academic year 1969-70.
2. Lois Hobby, Instructor of History, academic year 1969-70.

Resignations:

1. Deane Jacobs, Instructor of Psychology, effective May 31, 1969.
2. Jack P. Oden, Instructor of History, effective May 31, 1969.
3. John Humbert, Assistant Professor of Industrial Education, effective May 31, 1969.
4. A. L. Henze, Professor of Psychology, effective May 31, 1969.
5. Alan Patrick, Instructor of Foreign Languages, effective May 31, 1969.
6. T. John Alexander, Instructor of Sociology, effective May 31, 1969.
7. Sarajane Phelan, Registered Nurse, effective May 31, 1969.

Adjustments:

1. A. E. Burdick, Vice President for Academic & Instructional Affairs, from \$17,250 to \$18,000 effective July 1, 1969.
2. Harold D. Eidson, Vice President for Business & Financial Affairs, from \$15,750 to \$16,500 effective July 1, 1969.
3. Austin Glenn, Associate Professor and Director of Teacher Corps, from \$11,300 to \$15,000 effective July 1, 1969.
4. Dorothy Long, Associate Professor of Mathematics & Dean of Women, from \$12,400 to \$12,500 effective July 1, 1969.
5. C. C. Hudson, Assistant Business Manager, from \$11,448 to \$12,024 effective July 1, 1969.
6. Jerry Poole, Associate Professor & Head, Department of Art, 9 months salary from \$10,700 to \$11,000 effective September 1, 1969.
7. Charles Downs, Registrar, from \$10,392 to \$10,908 effective July 1, 1969.
8. Homer Saunders, Assistant Professor of Business, 9 months salary from \$10,400 to \$10,700 effective September 1, 1969.
9. William Zaffiro, Associate Professor of Psychology, 9 months salary from \$10,400 to \$10,600 effective September 1, 1969 (professorial rank and salary adjustment contingent upon doctorate being earned by September 1, 1969).

10. Curtis Terrell, Associate Professor of Accounting, 9 months salary from \$10,250 to \$10,450 effective September 1, 1969.
11. L. P. Crafton, Accountant, from \$9432 to \$9900 effective July 1, 1969.
12. Helen Russell, Secretary in Business Office, from \$3924 to \$4116 effective July 1, 1969.
13. Nell Graddy, Secretary in Business Office, from \$3924 to \$4116 effective July 1, 1969.
14. Mary Stout, Secretary in Library, from \$3732 to \$3924 effective July 1, 1969.
15. B. A. Lewis, Dean of Graduate Studies, from \$15,750 to \$16,250 effective July 1, 1969.
16. O. W. Rook, Dean of College of Science & Humanities, from \$15,750 to \$16,250 effective July 1, 1969.
17. Jefferson D. Farris, Dean of College of Fine and Applied Arts and Sciences, from \$15,750 to \$16,250 effective July 1, 1969.
18. Conrad Carroll, Dean of College of Business, from \$15,750 to \$16,250 effective July 1, 1969.
19. Robert O. Morrow, Dean of College of Education, from \$15,750 to \$16,250 effective July 1, 1969.
20. H. B. Hardy, Jr., Professor & Dean of Undergraduate Studies, from \$15,000 to \$16,250 effective July 1, 1969.

A motion was made by Trustee Mitchell, seconded by Trustee Sneed, and passed by unanimous vote that President Snow's recommendation be adopted.

Trustee Sneed made a motion approving a one-year study prior to the initiation of a Master of Science in Education Degree with emphasis in Nursing. A second to this motion was made by Trustee Mitchell and passed by unanimous vote.

A motion was made by Trustee Mitchell, seconded by Trustee Ahlf, and passed by unanimous vote that the following Board Policies be approved and entered in the official minute book of the Board of Trustees. This motion further stipulated that those policies as established in the revised faculty and student handbooks be adopted by the Trustees.

STATE COLLEGE OF ARKANSAS BOARD OF TRUSTEES

Organization and Scope

The State College of Arkansas forms a single-administrative unit. The Board of Trustees has seven members appointed by the Governor of the State and approved by the upper house of the General Assembly. Each member of the Board serves for seven years. One member's term expires each year. The Board elects its Chairman, Vice-chairman, and Secretary.

There is no geographical limitation within Arkansas on the selection of Board members since the College was created to serve the entire state.

Organizational Meeting

The Board of Trustees at its first regular meeting after the beginning of the fiscal year shall organize by the election of a Chairman, Vice-chairman, and a Secretary from among its members, each of whom shall serve for a term of one year, or until his successor is elected.

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It shall be necessary to have a quorum of the Board present at any meeting for the election of officers, or for any other action by the Board, unless otherwise specified by law or in these policies.

Duties of Board Officers

1. The Chairman shall preside at all meetings, shall decide questions of order in accord with Robert's Rules of Order Revised, and shall appoint all committees unless otherwise directed by the Board. He shall have the right, as other members of the Board, to discuss and to vote on all questions.
2. The Chairman shall call a special meeting of the Board whenever conditions set out for special meetings have been met.
3. In the absence or incapacity of the Chairman, the Vice-chairman shall perform the duties and have the obligations of the Chairman.
4. The Secretary of the Board shall keep a record of the proceedings (this may be done through the secretary to the President of the College).
5. The Secretary of the Board shall furnish each member of the Board and the President of the College a copy of the minutes of each regular or special meeting prior to the following meeting of the Board.
6. No member of the Board of Trustees, by virtue of his office, may exercise administrative responsibility with respect to the college.

Duties of the Board of Trustees:

The Board of Trustees shall provide a college program and establish general policies in keeping with the best interests of the college and the requirements of the state law. Members of the Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual Board member except when such statement or action is in pursuance of specific instructions of the Board.

The responsibilities of the Board of Trustees shall be:

1. To select the President of the College and support him in the discharge of his duties;
2. To elect members of the faculty and staff and fix their salaries upon nomination and recommendation of the President;
3. To consider and act on policies for the College program. Such policies may be initiated by the President, or that person or persons charged by him with this responsibility. Any policy must be submitted to the President for his consideration and recommendation;
4. To evaluate the reports of the President concerning the progress of the college program and finances;
5. To adopt or revise an annual operating College budget as recommended by the President;
6. To contract and be contracted with; to own, purchase, sell, and convey all types of property; to accept gifts;
7. To make lawful bylaws, rules and orders as they deem necessary for themselves and all officers and employees of the College;
8. To perform the specific duties imposed upon the Board by Statutes;
9. To make binding any business transacted by conference telephone calls when a majority of the Board is thereby contacted. Such business to be brought before the Board at its next meeting and said action confirmed by motion duly made and seconded.

COMMITTEES

Committee of the Whole

Except as hereinafter noted, committee work shall be done by the members of the Board sitting as a Committee of the Whole.

Special Committees

Special committees may be created by the Board for special assignments. When so created, such committees shall terminate upon completing their assignments, or such committees may be terminated by a vote of the Board.

Meetings

All regular meetings of the Board of Trustees shall be held quarterly in the office of the President unless otherwise specified (Sec. 6-602, Arkansas Statutes)

Special Meetings

Special meetings of the Board of Trustees shall be called by the Chairman of the Board when in his opinion it is necessary, or when requested by two members of the Board of Trustees. No business shall be transacted at any special meeting of the Board which does not come within the purpose or purposes set forth in the call for the meeting unless all members are present and agree to consideration of the additional items. A notice in writing must be given seven days prior to the called meeting, or in case of an emergency, three days will suffice.

Quorum

A majority of the Board shall constitute a quorum for the transaction of business.

Order of Business

The order of business at a regular meeting of the Board of Trustees shall be:

1. Call to Order
2. Roll Call
3. Minutes
4. Reports
5. Correspondence
6. Business
 - a. Old
 - b. New
7. Adjournment

Minutes

The official Minutes of the Board of Trustees shall be kept in the office of the President.

Amendment of Policies

The policies of the Board may be amended by a majority of the Board of Trustees at any meeting, provided each member shall have been furnished a copy of the proposed amendment at least one week in advance.

Board Legislation

1. The Board of Trustees is the policy-making body of the College, and it acts with the advice and assistance of the President of the College;
2. Any amendment of these policies shall require a quorum vote of all members of the Board at a regular meeting or at a special meeting, in the call for which the purpose of considering change has been announced;
3. The administration of these policies shall be the duty of the President. Any appeal to the Board of Trustees from such administration will be to the Board as a legislative body rather than as an executive body;
4. The President shall report to the Board as a legislative body from time to time on the operation of these policies and shall be expected to propose any changes he may consider necessary.

College Board Agenda

An agenda for each regular meeting of the Board shall be prepared by the President and submitted to the Board of Trustees.

Upon motion made by Trustee Ahlf, effective September 1, 1969, matriculation fees will be increased at the rate of \$25 per semester per student. A second to this motion was made by Trustee Harper and passed with one Trustee abstaining. This information will be entered in the 1969-70 edition of the College catalog as follows:

Students enrolling for seven (7) or more semester credit hours are charged an enrollment fee of \$150.00 plus a \$2.00 fee for Student Senate and \$3.00 per semester for the College Yearbook. Of the above amount \$40.00 is not refundable, the remaining \$115.00 is refundable in accordance with the refund schedule shown below.

Students enrolling for four (4) to six (6) semester credit hours are charged an enrollment fee of \$75.00 plus a \$1.00 fee for the Student Senate and \$1.50 per semester for the College Yearbook. Of the above amount \$20.00 is not refundable, the remaining \$57.50 is refundable in accordance with the refund schedule shown below.

Students enrolling for three (3) or fewer semester credit hours are charged an enrollment fee of \$37.50 plus \$.50 fee for the Student Senate and \$.75 per semester for the College Yearbook. Of the above amount \$10.00 is not refundable, the remaining \$28.75 is refundable in accordance with the refund schedule shown below.

Non-Resident Undergraduate Students pay a \$195.00 fee per semester, or \$97.50 per summer term, in addition to the regular fees paid by all undergraduates.

Refund Schedule:

Fall Semester

September 8 through September 22	80%
September 22 through September 28	60%
September 29 through October 5	40%
October 6 through October 12	20%
After October 12--no refund	

Spring Semester

January 26 through February 8	80%
February 9 through February 15	60%
February 16 through February 22	40%
February 23 through March 1	20%
After March 1--no refund	

Summer Terms

One calendar week or less	50%
Beginning with the second Monday of each summer term no refund will be given	

The motion further stipulated that because the following charges will be dropped effective September 1, 1969, the following information is to be deleted from the 1969-70 College catalog:

Students entering their professional education semester pay a student teaching fee of \$25.00 in addition to their general enrollment fee.

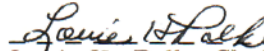
Graduate students pay a registration fee of \$37.50 when they first enroll for graduate credit. In addition, residents of Arkansas pay \$12.50 per student credit hour, and non-residents of Arkansas pay \$25.00 per student credit hour for each hour enrolled.

Trustee Harper made a motion authorizing the administration to negotiate a contract with Nabholz Construction Company, low bidder on Project No. 7-00405-0 (Renovation and Conversion of a Dormitory into R. O. T. C. Facility). Said base bid of Nabholz Construction Company prior to negotiations being in the amount of \$112,880. A second to this motion was made by Trustee Ahlf and passed by unanimous vote.

A motion was made by Trustee Mitchell authorizing withdrawal of sufficient funds from the systems sinking fund to approximately double the space of the present postoffice located in the Student Center. A second to this motion was made by Trustee Sneed and passed by unanimous vote.

President Snow recommended the adoption of the 1969-70 operating budget. Trustee Mitchell made a motion, seconded by Trustee Sneed, and passed by unanimous vote adopting the 1969-70 budget as presented.

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



Louie H. Polk, Chairman



Mrs. Rufus W. Morgan, Jr., Secretary