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Executive Board Meeting Agenda, July 10, 1970

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EXECUTIVE COMMITTEE, BOARD OF TRUSTEES
SOUTHWESTERN AT MEMPHIS

July 10, 1970

Board Room

4:00 P.M.

AGENDA

I. Call to order

1. Call to order. Prayer. Roll call.
2. Approval of minutes of May 11, 1970 meeting.

II. Business

1. Approval of new Board members.
2. Approval of President's administrative action concerning requests by seniors to graduate in absentia on June 1, 1970.
3. Report on income. *Campaign Chairman, Unsubmitted gift totals by categories,*
4. Reports on staff benefits.
\$ 1000000000 (Medical. Retirement. Disability. Administrative sabbatical.)
5. Reports on status of estate gifts. Settlement of Parrent case. ✓
(Hanson. Neely. Anonymous Memphis family. Morrow. Birmingham property.)
6. Reports and approval of revisions in college administration and organization.
 - (a) Report: Staff work on administrative and organizational revisions.
 - (b) Proposal: Establish position of Vice President for Student Affairs.
 - (c) Proposal: Modify title of Vice President and Dean of the College to Vice President for Academic Affairs and Dean of the College.
 - (d) Proposal: Modify title of Vice President and Treasurer to Vice President for Fiscal Affairs and Treasurer.
 - (e) Proposal: Modify the present Office of Development into two distinct divisions of the college administration, Office of Development and Office of Institutional Development.
 - (f) Proposal: Establish position of Director, Southwestern National Alumni Association.
7. Approval of personnel appointments.
 - (a) Dr. Julius W. Melton as Vice President for Student Affairs.
 - (b) Mr. A.P. Perkinson as Director, Office of Development.
 - (c) Mr. Loyd Templeton as Director, Office of Institutional Advancement.
 - (d) (Approval to begin recruitment of Director of Southwestern National Alumni Association).
8. Fall Board Meeting.
 - (a) Dedication of S. DeWitt Clough Hall.
 - (b) Inauguration of the president - Fall or Spring?

III. Next Meeting

Executive Committee, Monday, September 21, 1970, Southwestern At Memphis,
Board Room, 4:00 P.M.

IV. Adjournment

MINUTES OF THE EXECUTIVE COMMITTEE

SOUTHWESTERN AT MEMPHIS

July 10, 1970

The regular monthly meeting of the Executive Committee of Southwestern At Memphis was held on Friday, July 10, 1970, at 4:00 P.M., in the Directors Room, Palmer Hall, on the campus.

The meeting was called to order by the Chairman, Robert D. McCallum, and was opened with prayer by Dr. W.J. Millard.

The members of the Executive Committee present were: L. Palmer Brown, Edward B. LeMaster, Ross M. Lynn, Robert D. McCallum, W.J. Millard, Edmund Orgill, A. Van Pritchardt, Sidney A. Stewart, Jr., Russell S. Wilkinson and William L. Bowden. Also present by invitation were Jameson M. Jones, Vice President and Dean of the College, and M.J. Williams, Jr., Vice President and Treasurer.

The following members were absent: Walter P. Armstrong, Jr., Stanley J. Buckman, W. Neely Mallory, S. Shepherd Tate and Norfleet Turner.

Upon motion duly made and seconded, the minutes of the Executive Committee held May 11, 1970, a copy of which has been received by the members of the Executive Committee and the Board of Trustees, were approved.

The Chairman announced the names of Synod members of the Board of Trustees re-elected in 1970. From the Synod of Alabama, Mr. Belin V. Bodie was re-elected for his third term to serve from 1970 to 1974. From Louisiana, Mr. William C. Raspberry was re-elected in 1970 for a second term expiring in 1974. From Mississippi, the Reverend Park H. Moore, Jr., was elected for his first full term in 1970 to serve until 1974. Also, the Honorable John H. Stennis, State Representative, was elected in 1970 to fill out the term of the Reverend Larry D. Kennon whose term expires in 1971. From Tennessee, Dr. John W. Wade was re-elected in 1970 for a second term expiring in 1974.

The Chairman requested the Board of Trustees to consider filling a vacancy on the Board, and suggested the name of Mr. Wayne W. Pyeatt, President, National Bank of Commerce, Memphis. Following discussion, the Executive Committee unanimously voted to approve the selection of Mr. Pyeatt as a member of the Board of Trustees.

President Bowden requested approval of his administrative action to honor late requests by seniors to graduate in absentia on June 1, 1970. The requests were received too late to receive routine review and approval by the Board before the graduation exercises. Upon motion duly made and seconded, the Executive Committee unanimously voted to approve this administrative action by President Bowden.

Robert Milo Blade - in Walpole, Massachusetts.

Carol Clark Elam - her husband had a clerkship under a London doctor during the month of June, which meant they had to leave for London before June 1.

John Burl Kimbro - working at the University of Mississippi and did participate in the 1965 graduation exercises.
Kitty Jones McDonald - participated in 1969 graduation exercises.
Deborah Mary Sale - participated in a foreign study program of the Department of German of Southwestern.
Coby Vernon Smith - participated in 1969 exercises.
Randall Barry Sunday - had to leave before June 1 for a summer job in Alaska.
Elisabeth Watson Tarver - in Europe.
Mary Bayler Wilkinson - in hospital with a broken leg.

Mr. Loyd C. Templeton, Jr. was invited into the meeting to provide late information regarding the 1969-70 fund drive. Members present expressed opinions that the Development Office had done a most worthwhile job of raising funds during the year in the face of many obstacles.

Mr. M.J. Williams reported on staff benefits planning, including discussions with Mr. Earl Mallick, Chairman, Finance Committee. The items concerning staff benefits that were discussed included disability insurance (a salary continuance plan), retirement plan, administrative sabbaticals and leave of absence without pay. In the following paragraphs are descriptions of each of these items.

1. A Salary Continuance Plan. At the present time, the college has no provision nor procedure for paying persons who are disabled while in the service of the college. These decisions are often based on one, the particular situation; two, the availability of finances; three, the longevity of the person disabled. In the past few years, there have been two or three cases that the college has taken care of in their entirety. For some years, Dr. John Quincy Wolf has been disabled and the college has continued to pay his salary in full, although he teaches only one or two courses and these courses are taught in his home. The other case is that of Dr. Raymond Vaughn. In the summer of 1969, it was discovered that Dr. Raymond Vaughn had a malignant tumor. He did not teach during the 1969-70 academic session and the other instructors in Chemistry took care of his classes. He died in April of this year. The college continued his salary during this period on a full-time basis.

The college currently has its Major Medical, pension and a small amount of life insurance placed with the Teachers' Insurance Annuity Association which is underwritten by the Carnegie Foundation. In their package, they also offer a salary continuance plan, the basic features of which are:

- a. Payment begins at the end of six months disability.
 - b. Payments are based on 60% of the first \$1,000 of monthly salary and 40% of any monthly salary in excess of \$1,000, up to a maximum payment of \$1,500 per month.
2. Retirement Plan. At present, the college has a retirement plan whereby the college contributes 6% of an employee's salary beginning at the end of three years of service. This amount must be matched with at least 6% of the employee's salary.

Following the fifth year of full-time service, the college contribution increases to 7-1/2% of the faculty or staff member's salary and following the tenth year of service, this increases to 9%. The maximum required contribution on the part of the faculty or staff member is 6%, although he can place additional funds in the program if he so desires. Thus, over the entire range, he can reach a maximum of 15% contribution following ten years of full-time service with the college.

The college is proposing a plan which will relate to the Social Security benefits to be received by a pensioner. This plan calls for a 5% contribution on the part of the faculty or staff member from his salary and the college will contribute 5% up to the Social Security maximum, that is \$7,800, of his salary and 10% for the amount beyond \$7,800 earned. The effect of this change is to be realistic in terms of Social Security retirement payments. That is to say, if the college looks at what a person contributes to his total retirement program, it must take into consideration his payments into the Social Security System. Most of the college's employees get less protection beyond the \$7,800 figure and it actually works to the detriment of the higher paid employees of the college.

There will be a savings on the part of the college of a sufficient amount to pay for the salary continuance plan above. In real figures, this saving amounts to \$7,000 a year, whereas the salary continuance plan will cost \$7,800 per year.

The insurance people on the Board, Mr. Sidney A. Stewart and Mr. A. Van Pritchatt, have indicated that this salary continuance plan is a very good and reasonable cost plan. The administrators of the college have talked over these plans with the faculty and while there are one or two people who feel that they might have a legitimate complaint about the effect of the pension program, the great majority of people realize that the college is trying to improve the overall package of benefits for college personnel.

3. Administrative Sabbaticals. Informally, there has been a plan for the taking of sabbaticals by administrators of the college. The college now desires to formalize this program.

Leave of Absence with Pay (Administrative Sabbatical)

Following each six years of full-time service with the college, persons who are heads of an administrative department, such as Directors, Associate Directors, Deans, Registrar or Librarian, become eligible for a leave of absence with pay of from ten to thirteen weeks during the summer period (June, July, August). To be eligible for this leave, the person must submit a program indicating the desired dates for the leave of absence and the program to be followed during this leave. The President will authorize such a leave after the request has been approved by the Vice President for Fiscal Affairs and Treasurer and the Vice President for Academic Affairs and Dean of the College. Requests for such a leave must be submitted at least one year in advance of the time of the requested leave.

The President and Vice Presidents will be required to take a leave of absence, with pay, for a minimum of ten weeks during the summer following each six years of service with the college. The maximum amount of leave with pay will be thirteen weeks. Such a leave is mandatory and is not elective on the part of the President or the Vice Presidents. They are not required to provide a specific program or proposal for their summer period.

4. Leave of Absence Without Pay. This is to formalize, on the college's part, a provision for allowing some of its people to utilize unusual opportunities that would not be in the normal course of a sabbatical program. That is to say, if one of the secretaries decided to take a year's leave of absence to upgrade her skills, such as getting the schooling necessary for recognition as a professional librarian, the college would want to have some means of allowing this person to come back to the college. The only cost to the college would be the continuance of the items which are listed, such as Major Medical insurance, tuition remission, etc., which is a nominal cost.

A person who has completed five years full-time service with the college may submit for approval a request for leave of absence without pay for a period up to and including one year and have all other fringe benefits protected by the college (major medical, life insurance, tuition remission, etc.).

For purposes of this procedure, "full-time" will mean pay based on a work week of at least 37.5 hours. The equivalent years may be figured by determining part-time percentage of a person who is working for the college. That is, a person working half time (50%) would require ten years service in order to receive these benefits.

Persons on leave of absence without pay will not have the leave time credited as full-time service.

In order to gain approval, a program must be related to the person's work at the college and the leave must accrue some benefit to the college.

The Treasurer and Dean of the College both must approve a leave, but authorization will be by the President.

Upon motion duly made and seconded, the Executive Committee unanimously voted to approve the four staff benefits, as described in the foregoing paragraphs and pending the approval of the Finance Committee. (See ECminutes, 5/19/69, p.1)

Mr. M.J. Williams requested approval of the Executive Committee to sell a parcel of property, a vacant lot, located in Birmingham, Alabama. He explained that the property was a small lot, and was not well located or likely to be valuable in the future. Presently the college is paying taxes on the lot, and is getting no income in return.

The following motion was duly made, seconded and adopted by the Executive Committee:

RESOLVED that the Treasurer be authorized to proceed with the sale of Lot 10, Block 17, Ensley Development Company, tax identification number Unit No. 33-9883, located in Jefferson County, Alabama, and that the proceeds be placed in the endowment funds.

Mr. M.J. Williams reported the settlement of the claim against the college by Mrs. H. Clinton Parrent. (See minutes of Executive Committee meetings held 11/21/69, page 2 and 2/16/70, pages 1 & 2.) Mrs. Parrent had submitted a bill of \$22,500 for work done by her late husband on plans for a continuing education center that did not materialize. With the advice and assistance of the college attorney, Mr. Jesse Johnson, Mr. Williams submitted a counteroffer to Mrs. Parrent and a check for \$10,000, which she accepted. In her letter of acceptance, Mrs. Parrent acknowledged her satisfaction with the settlement and relinquished any further claims upon the college.

Mr. Williams also reported on the status of various estate gifts. The members of the Executive Committee received this information with appreciation.

President Bowden reviewed needs for revisions in the college administration and organization. He recommended the following Board actions:

1. To modify the title of Dr. Jameson M. Jones from Vice President and Dean of the College to Vice President for Academic Affairs and Dean of the College.
2. To modify the title of Mr. M.J. Williams, Jr., from Vice President and Treasurer to Vice President for Fiscal Affairs and Treasurer.
3. To establish a position of Vice President for Student Affairs.
4. To appoint Dr. Julius W. Melton, Jr. as Vice President for Student Affairs.
5. To modify the present Office of Development into two autonomous divisions of the college administration, namely, Office of Development and Office of Institutional Advancement.
6. To appoint Mr. A.P. Perkinson, Jr. as Director, Office of Development.
7. To appoint Mr. Loyd C. Templeton, Jr. as Director, Office of Institutional Advancement.
8. To establish the position of Director, Southwestern National Alumni Association.

The recommendations were discussed fully by the members of the Executive Committee. Recruitment of new staff was not involved in any of these requested actions, except in the case of the proposed Director, Southwestern National Alumni Association. President Bowden explained that there was no pressure to fill this position, but that within a year assistance should be found to augment the work of Mr. Goodbar Morgan, Director of Alumni Affairs. The appointment of Dr. Julius Melton to the Office of Vice President for Student Affairs involves only an internal reassignment of responsibilities. Upon motion duly made and seconded, the Executive Committee unanimously voted to approve the recommendations of President Bowden.

Upon motion duly made and seconded, the Executive Committee unanimously voted to dedicate the new S. DeWitt Clough Hall on the occasion of the Board meeting, October 14-15, 1970.

The Chairman raised the question concerning the inauguration of the President. President Bowden requested that thought be given to keeping the inauguration simple in view of costs to the college and to others who would be attending. Suggestions ranged all the way from eliminating the inauguration altogether and mailing out an announcement throughout the nation to a simplified inauguration ceremony involving possibly just the Memphis area or just the Tennessee public and private institutions, plus representatives from the four Synods. Chairman McCallum requested Dr. Jameson Jones to discuss the various alternatives for the President's inauguration with faculty and to report recommendations by the time of the annual meeting of the Board in October.

The Chairman announced that the next meeting of the Executive Committee would be on Monday, September 21, 1970, Southwestern At Memphis, Board Room, 4:00 P.M.

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

Secretary Pro Tem