

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

MINUTES

SENATE MEETING
April 12-13, 1965

Presiding: Dr. Harold F. Cottingham

I. CALL TO ORDER

The meeting was called to order by President Cottingham at 8:22 p.m. and Dr. John Ross, Acting Chairman of the APGA Credentials Committee declared a quorum present.

President Cottingham introduced the Parliamentarian, Dr. Paul Gardner.

II. REPORTS OF OFFICERS

A. President

President Cottingham's report focused on two areas of concern he labeled "external" and "internal". The external concern was expressed in four particular parts: a. The counseling movement as an agent of social change through proposed legislation, policies demanded by new legislation and policies emerging from governmental agencies and other professional organizations; b. Increasing improvement in counseling by governmental agencies and non-educational institutions; c. Impact of federal programs on demands for counseling services and what can be done to supply the need. On this particular idea President Cottingham suggested the possibility of sub-professional, technical people as counselor aides or youth advisors; and d. Communications with other professional organizations.

The internal concerns were in the areas of: a. Headquarters organizational structure with particular emphasis on the responsibilities of the Executive Director; b. Divisional services through Headquarters; c. Governmental structure of APGA relative to the Executive Committee and Council. He feels that the main policy making body should be the Executive Council which seems to be getting away from this type of activity and becoming more a research and source gathering group; and d. Continuity of evolution. President Cottingham expressed his hope and personal desire that members of the Council would take even more personal responsibility in knowing the history of the Association in order to have a more comprehensive understanding of the activities of the Association.

B. Treasurer

Dr. Farwell reminded the Council that fiscal responsibility is gained through cautious planning based on the estimated income from the paid memberships of the past year. He emphasized that hard-headed decisions regarding the expenditures of moneys would have to be made to keep the Association in a position of fiscal solvency. He reported a visit to the Headquarters office and observed that the financial operation and procedures provide adequate checks and balances. He pointed out that the

major assets of the Association are the properties at 1605 and 1607 New Hampshire Avenue, N. W. and 1764 Corcoran Street and that it is advisable to keep the continual appraisal of the marketable potential of these properties before the Executive Council. He reported establishment of a separate budget for Conventions, and recommended that reserves should be allowed to accrue in this account to balance the Convention when placement results in red figures, and further, that careful consideration should be given to Convention cities.

He pointed out that the Treasurer is appointed for a 3 year term and he was elected to two one-year terms prior to his 3 year appointment which ends this year. He expressed the feeling that three years as Treasurer was long enough for any one individual and he could not consider being appointed again.

C. Executive Director

Dr. Hitchcock expressed his appreciation for all the able assistance and cooperation which he has received from the APGA Headquarters staff this past year.

Dr. Hitchcock pointed out the responsibility of the Executive Director to represent the Association at appropriate professional functions and reported his attendance at APGA Branch meetings and other national organizations' meetings, as well as the meetings of the executive groups of NVGA, ASCA, and ARCA during the last fiscal year. He also listed the various national boards and committees on which he has served.

He informed the Council on the progress that has been made on the APGA-ARCA Project on the Role and Preparation on Rehabilitation Counselors and that it is expected a proposal will be made to the VRA at about the time of the Minneapolis Convention. The APGA-ASCA Project on issues relating to the counselor and school-college relations has progressed to the point of seeking funds for the project. And, as soon as one or a combination of funds are obtained APGA-ASCA are prepared to submit a proposal.

On the matter of administration of Headquarters, Dr. Hitchcock pointed out that overriding attention has been given to finances this past year. He reported the loss of two clerical staff members, with no replacements as yet, and that the Publications Department especially is in dire need of additional personnel. He reported that membership processing has continued to go very well.

Dr. Hitchcock announced that Carl McDaniels will be leaving the Association to go with George Washington University (this resignation having been made only two days earlier) and reminded the Council of Joseph Kauffman's departure to go with the University of Wisconsin. He also stated that he felt the Association is committed to continuing attention in the higher education area.

III. REPORTS OF COMMITTEES

A. American Board on Counseling Services

Dr. Clyde Lindley, Chairman of the American Board on Counseling Services reported. Dr. Lindley brought attention to his written report and pointed out that it has become increasingly evident that the counseling profession has an obligation to the public to keep it informed about the reputable agencies that maintain high professional standards. The American Board, to perform this essential function, evaluated the standards and practices of agencies or individuals and determines whether they are qualified to provide professional counseling services. Such agencies are listed in the Directory of Approved Counseling Agencies.

Dr. Lindley commented that the Board could not perform its evaluative function of the agencies without the help of field observers who are appointed by the Board, and these persons were listed in his written report, and he expressed the sincere appreciation of the Board for their work.

In reporting the future activities of the Board, Dr. Lindley reported that the Board has renewed its efforts in making its work better known among the general public as well as among professional groups, and is considering ways of strengthening the services that consultants make in their panel visits, and in providing more opportunities for Board members to visit agencies. Specific proposals are being developed for consideration by the APGA Executive Council.

In addition, Dr. Lindley expressed the Board's appreciation for support of the Executive Council and Senate. Miss Marjorie Bell congratulated Dr. Lindley on his Board work and appealed to the Senate for help in making the public and the profession more aware of the Board's activities.

B. Archives Committee

There was no report from this Committee as it did not meet during the last year.

C. Building and Grounds Committee

Mr. George W. Murphy, Chairman, reported. Mr. Murphy brought attention to his written report and pointed out a meeting of the Committee in the Headquarters Building in which they observed two holes in the basement floor from faulty beams. Mr. Murphy also pointed out that the Committee felt work space in both buildings was becoming very limited and overcrowded, and felt it important that the Executive Council and the Senate be aware of this.

The Committee recommended that they be authorized to meet three times year as opposed to the previous one in order to make recommendations to the Executive Council as improvements are needed; that immediate

attention be given to the basement of Headquarters because of the two holes in the floor from faulty beams; and that consideration be given to overall improvement to the Headquarters building such as either sandblasting or painting the outside of the building and adding pictures, rugs, etc. to the interior of the building, and possibility of utilizing the property at 1764 Corcoran Street.

Mr. Murphy complimented the Headquarters staff for the maintenance of the building as well as the manner in which the rental property is being maintained.

D. Committee on Branches

Dr. Joseph Hollis, Chairman reported. To illustrate the developments to date of the purposes of the Committee in organizing and re-organizing the state Branch structure within APGA, Dr. Hollis presented a chart indicating those states which have state Branches (39), those which have submitted letters of intent (5), and those where state Branches do not exist. There were only 6 that had not proceeded to the letter of intent stage. He also presented charts indicating the structures within ASCA and NVGA on their Divisional bases.

He presented the New Hampshire Personnel and Guidance Association and the Michigan Personnel and Guidance Association for approval by the Senate explaining that the requirements for charters with APGA were complete, and had Executive Council approval. It was moved by Dr. Robert Colver and seconded by Dr. Drewry (Ohio) that: The APGA Senate approve the Branch charters for the Michigan Personnel and Guidance Association and the New Hampshire Personnel and Guidance Association. Motion passed.

Also presented to the Senate was the application of the Association for Measurement and Evaluation in Guidance for Divisional status within the APGA. There was some discussion on the proposed Division and it was pointed out that the Executive Council had discussed this thoroughly and approved the Division. It was then moved by Dr. Daniel Sinick and seconded by Dr. Robert Colver that: The APGA Senate approve the acceptance of the Association for Measurement and Evaluation in Guidance for Divisional status within the American Personnel and Guidance Association. Motion passed (show of hands was called and the motion passed 105 for-32 against)

Dr. Hollis reported Executive Council acceptance of a seal for state Branch use on letterhead, publications, etc.

He also reported Executive Council approval of tax exempt status for state Branches pointing out said exemption to be made available to those Branches deciding to accept it at this time, but requiring that all Branches chartered in the future be required to accept the tax exempt status.

It was then approximately 9:40 p.m. and Dr. Robert Colver moved and Dr. Ingram (W. New York) seconded that: The meeting be extended from the scheduled 9:30 recess time to 10:00 p.m. Motion defeated.

THE MEETING WAS RECESSED BY PRESIDENT COTTINGHAM AT 9:40 p.m. UNTIL 2:15 p.m. April 13, AT WHICH POINT COMMITTEE REPORTS WERE CONTINUED.

E. Constitution Committee

It was reported that Dr. Bruce Shertzer, Chairman, would be meeting with the Constitution Committee with the addition of Mr. Loren Benson, Dr. Virginia Keehan, Dr. Edward Roeber and Dr. Marcelene Jacques to study the proposed changes in the Constitution and By-Laws, and because these proposed modifications directly affect the government of APGA, the Committee asked that a report be deferred until the study can be completed.

F. Editorial Board

No oral report was presented but attention was brought to the written report of the Editor, Dr. Buford Stefflre. Reportedly, however, there was a new format for the P & G Journal which would go into effect next fall.

G. Ethical Practices Committee

The Ethical Practices Committee drafted a Casebook consisting of at least four brief incidents relevant to each of the principles in the Ethical Standards. At least two illustrate behavior in accordance with the principle and at least two illustrate behavior not in accord with the principle. The introduction depicts the purposes of the Casebook and offers instructions for interpreting the incidents. The draft of the Casebook was distributed to members of the APGA Executive Council for their comments and reactions several months ago, and then reviewed again by a sub-committee on the Ethical Practices Committee.

H. Finance Committee

It was reported that Dr. John Stalnaker, Chairman of the Finance Committee, was out of the country and Mr. David Dawson reported to the Senate. Mr. Dawson pointed out that the Committee recommended that the budget with a deficit of \$15,212 be approved only with the understanding that the deficit would be covered by withdrawing the required amount from the refinancing proceeds reserve. It was strongly recommended that future budget must be prepared without deficits and rigid controls on expenditures be devised and enforced. He also pointed out that the APGA auditor met with the Committee at the October meeting and stressed the need for controls on expenditures and the necessity of developing adequate reserves. The Committee urged that such controls be instituted and followed rigorously.

The Committee recommended that other sources of income be obtained to supplement the Membership Dues in financing rising costs and additional desirable services which the Association can provide; that the Student Membership Dues be increased from \$11 to \$16 annually; budgets be realistic when viewed in the light of income even if services and publications must be curtailed and the present shaky financial situation is sufficiently serious to deserve more attention.

Question was raised relevant to the recommendation of the Committee that student dues be raised. It was pointed out that membership is \$22.50 and the cost for service per member, including students, is \$24.91. Dr. Muchard pointed out that a substantial number of the members of ARCA were student members and that this is a very sensitive area and that the lower charge to students was important in their financial situations - enabling them to belong to the Association until they obtained positions in the profession, and further, encouraged membership in APGA. Lee Reed suggested that if dues were to be raised it should be for the regular membership and further suggested the figure of \$40.00.

Mr. Dawson pointed out the many steps involved in processing student applications which is the same as regular member applications. Question was raised as to the procedure on raising membership dues and Mr. Dawson replied that in this instance the increase was recommended by the Finance Committee to the Executive Council and then, after approval, to the Senate. But, that the Executive Council was empowered by the Constitution to act on such matters between Senate meetings.

Dr. Hitchcock then read that section of the Constitution.

Article VII

Section 2.

- (a) The Executive Council shall be the policy making board of the Association and its function shall be as follows:
 - (1) To formulate policies and recommend such policies to the Senate for its consideration;
 - (2) To formulate policies appropriate for executive action and direct the execution thereof;
 - (3) To perform the functions of the Senate in the interim between meetings of the Senate;
 - (4) To make decisions or refer to the appropriate body for decision, items of major importance in the Association.

He advised that the matter of student membership dues was a different kind of situation than regular and Mr. Dawson advised that the budget would be increased by \$10,000 with the raise.

After discussion it was moved by Dr. Robert Colver and seconded by Marjorie Bell that: The recommendations of the Finance Committee be adopted by the APGA Senate as listed in the Finance Committee report.

Discussion followed and the motion was made by Calvert Bowman and seconded by Marjorie Bell that: The original motion be separated into four parts. Motion passed.

Dr. Bowman then moved and Dr. Watson of Florida seconded that: The first item of recommendation, namely, Other sources of income be obtained to supplement the Membership Dues in financing rising costs and additional desirable services which the Association can provide be changed to read Possibility of other sources of income to supplement the Membership Dues in financing rising costs and additional desirable services which the Association can provide. Motion passed.

Dr. Powers moved and Dr. Witlak (Detroit) seconded that: The APGA Senate approve a student dues increase from \$11.00 to \$16.00. Motion defeated.

Feeling was that items 3 and 4 of the Committee's recommendations were ambiguous and Dr. Dugan moved and Dr. Bowman seconded that: The Senate table any action on items 3 and 4 of the Finance Committee's report. Motion passed.

These two items were: (3) Budgets be realistic when viewed in the light of income even if services and publications must be curtailed; (4) The present shaky financial situation is sufficiently serious to deserve more attention.

It was moved by George McClary and seconded by Leland McCormick that: The APGA Constitution and By-laws be interpreted that no change in dues be made by the Executive Council without presentation to the Senate for approval.

Dr. DiMichael suggested the following rewording, which was accepted by Mr. McClary: In the future when action is taken by the Executive Council dealing with membership dues, that it makes sure it is submitted to the Senate. Motion passed.

Suggestion was then made that this matter be brought to the attention of the Constitution Committee.

I. Committee on Individual Rights and Opportunities

Dr. Dean Hummel, Chairman, reported. Attention was brought to the written report and Dr. Hummel pointed out that the Committee is charged with the development of policies to be recommended to the Council relative to individual rights and opportunities within the affairs of the Association and with the development of programs to be carried out by the Association to enhance the work of members in

the area of individual rights. He also pointed out that an analysis of APGA's statements revealed existence of 18 different statements, applying to the subject area of the Committee, in addition to the Constitution. He expressed the hope that the Committee can complete its task which will take another year, and perhaps take on greater and different tasks later on. Dr. Hummel applauded Dr. Kauffman's good work as Staff Associate for this Committee.

J. Insurance for Members Committee

Mr. David Nolan, Chairman of the Insurance for Members Committee reported. Throughout the year the Committee reviewed the developments of the Income Protection Program which is being administered by Liberty Mutual Insurance Company. Mr. Nolan expressed the Committee's pleasure in the performance of the carrier.

Mr. Nolan reported that on February 1 the second insurance program for members was put into effect. This new program is the Major Medical Insurance coverage. Because of the limited number of enrollees it was necessary to deny coverage to those members who were considered by the underwriters to be poor risks. There were approximately 50 members who received letters of declination, and the balance of the applicants, approximately 450, were immediately covered as of that date. It is hoped that if the program grows with substantial risks it will be possible to hold an open enrollment for all members within the next two years.

Cognizant of the concerns of the Council for professional liability insurance, the Committee is investigating two possible solutions for this coverage. First, would be a rider to assist home owner or apartment dweller insurance policies; and second, the Committee is investigating the possibility of a personally tailored policy to the needs of our members by a different carrier. Contact with this carrier has been made and preliminary discussions have been held.

The Committee feels that the next major step which should be taken in insurance for members would be for life insurance coverage, and they are now investigating the various possibilities in this area with the hope that they can bring it to the attention of the Council in the near future.

The possibility of joining with a similar organization such as APA to enlarge our program was suggested. Mr. Nolan stated that this was discussed and APA was approached, but that APA did not feel this would be feasible for them at this time. In addition, the Committee feels we should continue as at present after their deliberations on this matter.

K. International Relations Committee

Dr. Ivan Putnam, Chairman, reported. He reported there were 70 international visitors registered at the Convention and Mrs. Barbara

Ostrander, Chairman of the International Visitors Hospitality Committee, was doing a splendid job working with these persons under the direction of Dr. Joseph Kauffman of Headquarters. He pointed out the feeling that the Divisions of APGA should become more involved in the International Relations Committee and encouraged those Divisions who were not already represented to become active.

Dr. Putnam reported a luncheon meeting with Dr. Donald Super, Vice-President of International Association for Educational and Vocational Guidance along with several persons of the International Relations Committee, and discussed the activities of that organization as well as the possibility of forming a Canadian organization.

L. Membership Committee

Mr. Leland McCormick, Chairman of the Membership Committee reported. Mr. McCormick brought attention to his written report and applauded the work of Miss Patricia Lawlor, Administrator for Membership and Branches. He related the various promotional literature which had been distributed this past year, the meeting of the National Membership Committee, and the Branch appointed state membership workers for 1965-66.

Mr. McCormick pointed out that a significant number of members of APGA hold membership in more than one Division and that 5800 out of 10,510 carry ASCA alone.

Mr. McCormick was asked the percentage of student members that become regular and he replied that the membership department at Headquarters was in the process of conducting a membership survey which will include this information.

Dr. Levi asked about the Senate acceptance of the report of the Membership Committee relative to the membership application revision. Mr. McCormick replied that the application needs to be approved by the entire membership.

M. Nominations and Elections Board

Dr. Dugan, Chairman of the Nominations and Elections Board reported. He brought attention to his written report and stated that a proposed revised nominations and elections schedule has been approved by the Executive Council (attached as an Appendix). He announced the official election of Dr. Kenneth B. Hoyt as the new President-Elect of APGA.

It was then moved by Dr. Dugan and seconded by Mr. Loren Benson that: The recommendations of the Council for the acceptance of the modified time schedule for nominations and elections be approved by the APGA Senate. Motion passed.

N. Placement Committee

Dr. Robert Calvert, Jr., Chairman reported. Dr. Calvert expressed the appreciation of the Committee to Dr. Carl McDaniels, Staff Associate for the Placement Committee, for the work he has done for and with the Committee. He pointed out the growth of the Placement Bulletin and the possibility that the Bulletin may have to be published in two parts - one listing candidates and the other job opportunities.

Dr. Calvert also brought attention to the Placement Service at the Convention and stated the Committee anticipated the Service would be visited by approximately one third (2000) of the Conventioneers in Minneapolis.

Questions was raised by Dr. DeMichael on the stipulation on the application blank relative to the age of a job applicant. Dr. Calvert replied that this was done at the request of employers.

It was moved by Dr. Malik and seconded by Dr. Walle that: The Placement Committee be instructed to amend the application form to employers, eliminating the stipulation for age in applying for jobs in the furture. Motion passed (show of hands was called for - motion passed 29 for, 20 against.)

Question was raised about whether or not a quorum was present and Robert's Rules of Order were read by the Parliamentarian. A quorum count has to be requested before the vote. Consequently, the motion was official.

Dr. Calvert related the recommendation made to the Executive Committee and approved by the Executive Council that employers be charged a \$5.00 subscription fee which will more adequately cover the expenses of the Placement Bulletin.

O. Professional Preparation and Standards Committee

Dr. Robert Stoughton, Chairman reported. Dr. Stoughton brought attention to his written report pointing out that since the adoption of the 1964 Senate of the APGA Policy Statement on Counselor Preparation and Role the Committee has focused its attention on next steps and has been concerned with new issues which have arisen during the year relative to Divisional activity, implications of federal legislation and other factors which may affect standards, etc. He highlighted the Committee's recommendations which are attached as Appendix to these Minutes.

P. Publications Committee

Dr. Charles Lewis, Chairman was unavailable for a report to the Senate and a summary of the written report of the Committee was given.

It was pointed out that several sub-committees were appointed last November to draft policies and procedures for future review

and control of APGA publications. A report and recommendations were forwarded to the Executive Council relative to specific policy concerning advertising for Association and Divisional Journals and this policy was subsequently adopted by the Executive Council.

The Committee recommended establishing a permanent Publications Review Board which could meet frequently to discuss Association publications, budget and compliance with professional standards. This Board was approved by the Executive Council in a mail vote and subsequently made a matter of record at the April 8-9, 1965 meeting of the Council.

Mr. McClary reported that ASCA had a motion before its Delegate Assembly asking the Council to clarify whether this was a sub-committee of the Publications Committee, or a completely separate Committee.

Dr. Hitchcock replied that this had been discussed and the Board should not be a sub-committee of the Publications Committee but directly connected with it, and further, that there would be a member of the Publications Committee who would also be a member of the Board. Therefore, the Board would report directly to the Executive Council. Dr. Isaksen expressed the feeling that no action should be taken on the Board, as the members of the Publications Committee had not been quite clear on this. Mr. Loren Benson moved that: The report be referred back to the Publications Committee to be re-submitted at a later time. There was no second to the motion and it was dropped.

At this point, Dr. William Cottle expressed a strong feeling that the reports were a waste of time in that it was impossible to try to digest the reports in so short a time and then try to take action. In addition, he felt that each report should be given and then acted upon immediately following that report. Dr. Cottingham reminded the Senate they were out of order. The agenda called for reports first - then action, and further, that he had inquired of the Senate at the beginning of the Session if there was any objection to the order of the Agenda.

It was then moved by Mr. Benson and seconded by Mr. McCormick that: The Publications Committee report be returned to the Committee and reported again in the 1966 Senate meeting. Motion passed.

(This means that the Publications Review Board will be delayed until that time.)

Q. Research Awards Committee

Reportedly, the Committee had reviewed over 50 journals, books from all the major publishers and monographs from a variety of sources, to determine which recently published articles best exemplified good

research technique. As a result of this survey 86 articles, books, monographs, and series of studies were nominated for an Award. Winners of the 1963-64 APGA Research Awards were to be announced at the Banquet during the Convention.

II. OTHER

Relative to the general feeling of the Senate which was expressed earlier in the meeting - that it was difficult for the members to comprehend completely the Committee reports with so little time to do so after receiving them - it was moved by Dr Reed and seconded by Dr. Cottle that: The Executive Director and his staff be directed to mail to the Senate members, at least two (2) weeks prior to the Senate meeting, all the Committee Reports for the purpose of reviewing the reports in advance for better action. Motion passed. Suggestion was then made about the possibility of sending the reports to the Branches and Mr. Benson moved that: The Committee Reports be sent to those Branches that are state-wide. There was no second to the motion and it was dropped.

Mr. Jewell (Virginia) moved and Mr. Mauser seconded that: The original motion relative to Committee Reports be amended to read The Executive Director and his staff be directed to mail to the Senate members, at least 2 weeks prior to the Senate meeting, all the Committee Reports for the purpose of reviewing the reports for better action, with the possibility of having action items listed in separate reports, available at the time of the Senate meetings. Motion passed.

III. NEW BUSINESS

A. Resolutions

The Resolutions Committee reported through Dr. C. Winfield Scott, Chairman, a series of resolutions, which were thoroughly discussed and adopted as reported herein. The adopted resolutions are attached as appendix - to these Minutes.

Dr Scott presented the following resolution which was defeated by the Senate: Whereas, the American Personnel and Guidance Association has officially adopted a policy stating that the minimum preparation of a school counselor is two academic years of specialized graduate education, Therefore

RESOLVED, That the Counseling and Guidance Institutes Branch of the U. S. Office of Education provide financial support, through grants and contracts, to N.D.E.A. Counseling and Guidance Institutes which extends through two consecutive academic years.

Mr Richard V. Walle presented the following resolution which was defeated by the Senate:

Whereas, The American Personnel and Guidance Association has officially dedicated itself to the development of the individual as a creature of basic dignity and worth; and

Whereas, There is much diversification of opinion regarding the effect of opinion regarding the effect of federal programs upon the development of the individual, therefore

RESOLVED, That the APGA petition appropriate authorities for the purpose of recommending appropriate, non-biased research to determine the real effect of an increasingly liberal political system upon the individual.