STATE BOARD OF HIGHER EDUCATION  
MINUTES OF MEETING HELD AT  
BENSON HOTEL, PORTLAND, OREGON  
October 26, 1948  
10:10 A. M.

MEETING #10  
A regular meeting of the State Board of Higher Education was held at the Vanport Extension Center, Portland, Oregon, on October 26, 1948.

ROLL CALL  
The meeting was called to order at 10:10 A. M. by the President of the Board, Edgar W. Smith, and on roll call the following answered present:

   Henry F. Cabell  
   George F. Chambers  
   Leif S. Finseth  
   A. S. Grant  
   R. E. Kleinsorge  
   Cheryl S. MacNaughton  
   Phil Metschan  
   Herman Oliver  
   Edgar W. Smith

Absent: None.

There were also present: Chancellor Paul C. Packer; Dr. Charles D. Byrne, Secretary of the Board; President A. L. Strand of Oregon State College; President Henry M. Gunn of Oregon College of Education; President Roben J. Maaske of Eastern Oregon College of Education; Dean D. W. E. Baird of the University of Oregon Medical School; Dean J. F. Cramer of the General Extension Division; J. O. Lindstrom, representing the University of Oregon.

MINUTES APPROVED  
The Board voted to dispense with the reading of the minutes of the last regular meeting held on July 27, 1948, the special meeting held on September 18, 1948 and the special meeting held on October 7, 1948, and approved the minutes of these meetings as they appeared in the docket.

PRELIMINARY PLANS AND SPECIFICATIONS ON OUTPATIENT CLINIC AT MED. SCH.  
Dr. R. E. Kleinsorge, Chairman of the Buildings, Grounds and Capital Outlay Committee, presented the following report:

"Dean Baird presented a recommendation to the Building Committee that plans and specifications for expansion of the Outpatient Clinic at the Medical School be completed, even though estimated construction costs for the 3,000 square foot addition as a fourth floor to the present building have risen from $35,000 to $71,345. Architect Lawrence pointed out that the first estimate was made on the basis of simple office space, but that actually the construction involves a laboratory, a locker room and other items necessitating specialized equipment which, with the general rise in prices, has raised the cost to the new figure. Because the Outpatient Clinic desperately needs this addition to handle the increasing load of outpatients, the Committee feels that the project should go forward as rapidly as possible. The architect stated
that plans and specifications could be ready for presentation at the January meeting. The Committee recommends that final plans be presented at the January meeting with a decision to be made then on the most opportune time to take bids."

The Board approved the report of the Committee and the recommendations contained therein.

PURCHASE OF CELIA V. HAGER PROPERTY BY U OF O

Dr. Kleinsorge presented the following report on the purchase of the Celia V. Hager property by the University:

"President Newburn presented a recommendation to the Committee for the purchase of the Celia V. Hager property which consists of slightly more than one lot and seven small buildings providing space for 10 apartments. This property is immediately adjacent to the new women's dormitory and some of the buildings on the lot must be removed as soon as the dormitory is ready for occupancy. The purchase price recommended is $21,060 with the understanding that Miss Hager will continue to manage the apartments and receive the rentals until April 1, 1949.

"The Building Committee agrees that the acquisition of this parcel is necessary for the proper development of the dormitory site and therefore, recommends its purchase, funds to come from the Board's Land Purchase Reserve. In accordance with the usual Board policy the net income from the properties will accrue to the Board's unappropriated fund."

The Board approved the purchase of this property at a price not to exceed $21,060 under the terms recommended.

SURVEY OF HEATING REQUIREMENTS AT U OF O

Dr. Kleinsorge reported as follows on a survey of heating requirements at the University:

"In the near future the University will need a new heating plant, if funds are available, or an increase in the horsepower capacity of the present heating plant. President Newburn reported to the Board that a survey of the heating requirements, location and design of the plant should be undertaken immediately. He also indicated that investigations are being made as to the best plan of employing the necessary architectural and engineering services. In order to make the survey available in the near future, the Committee recommends that a suitable architectural or engineering firm be nominated to make the preliminary survey with the understanding that their services would be continued on the project if satisfactory. The recommended firm and the terms of the agreement are to be approved by the Executive Committee of the Board."

The Board approved the report of the Committee and the recommendations contained therein.
Dr. Kleinsorge concluded the report of the Building Committee as follows:

"Two members of the Building Committee inspected the remodelled Animal Quarters at the Medical School yesterday afternoon. This project is now completed to the satisfaction of the Medical School officials and the architect. It gives the Medical School one of the finest laboratories for animal experimentation in the country with modern and sanitary facilities for both the housing of experimental animals and in experimental techniques in utilizing animals in the medical sciences.

"The Building Committee is satisfied with the project and recommends the acceptance of the work."

The Board approved the report of the Committee and accepted the work on the remodelled Animal Quarters at the Medical School.

Mr. Herman Oliver, Acting Chairman of the Finance Committee, presented the following report:

"Dean Baird of the Medical School presented to the Finance Committee the proposed biennial budget for the State Tuberculosis Hospital on the Medical School campus. While the budget for the Tuberculosis Hospital is not a part of the State Board of Higher Education budget, the agreement with the State Board of Control requires that the Board pass upon the biennial request as to reasonableness.

"The budget presented amounts to $692,055.68 for the biennium 1949-51. While this is approximately 50 per cent higher than the budget of two years ago, this is in line with the increases found necessary in the other hospital units of the State. The Finance Committee therefore recommends that the budget as presented be approved for reasonableness."

The Board approved the report of the Committee and also approved the Tuberculosis Hospital budget as to reasonableness.

Mrs. E. B. MacNaughton, Chairman of the Curriculum Committee, presented the following report:

"Chancellor Packer presented to the Curriculum Committee a proposal by President Gunn of the Oregon College of Education that entering students be screened carefully on the basis of their high school record. This has been done in an unofficial way during the past year and has been found very satisfactory. Board members present were entirely in agreement with this proposal as a means of elevating the standards of the teaching profession.

"The Committee, therefore, is recommending that effective with the fall term of 1949 the Oregon College of Education be authorized to refuse entrance of students to the institution whose high school record places them in the lower 50 per cent of their high school graduating class. It is further under-
stood by the Committee that the Eastern and Southern Oregon College of Education will apply this policy to the extent feasible to those students entering these institutions in the teacher education program."

The Board approved the report of the Committee and the recommendations contained therein.

BOARD REP. President Smith reported that the State Nurses Association requested that a member of the Board of Higher Education be present at a meeting of the State Nurses Association in which a survey is being planned. He indicated that Mrs. MacNaughton would represent the Board at this meeting.

COMMUNICATION Dr. Byrne reported that Chancellor Packer had received a communication FROM CANCER from Mrs. William Kletzer, State Commander of the American Cancer Society, enclosing a resolution requesting the 1949 legislature to make available the necessary funds to construct a teaching hospital at the University of Oregon Medical School in order to teach the new methods in cancer surgery, radiation, etc., as well as make these services available to patients living outside of Multnomah County. Dr. Byrne indicated that the Chancellor had replied to the communication informing Mrs. Kletzer that the hospital was included in the State System building program and urged the Cancer Society to not only support the hospital project but the entire building program.

COMMUNICATION Dr. Byrne presented a communication from the Jackson County Court urging that a minimum appropriation of $24,000 be requested from the Legislature for the biennium 1949-1950 for agronomic research at the Talent Experiment Station. Dr. Byrne indicated that Dr. Packer had replied to the communication informing the County Court that a request for $24,000 had already been included in the biennial budget for this purpose.

GIFTS The Board officially accepted the following gifts and bequests and authorized the Secretary of the Board to sign the necessary receipts and make suitable acknowledgment to the donors:

University

Research Corporation Grant of $2,440 from the Research Corporation, New York, for continuation for one year of the Frederick Gardner Cottrell grant-in-aid for the support of a chemistry research project under the direction of Dr. Hans Heymann.


Ore. Golf Association Gift of $100 from the Oregon Golf Association to the University of Oregon Scholarship Fund, to provide a scholarship for a designated student.
State College

Nat. Council for Stream Improvement Gift of $4,500 from the National Council for Stream Improvement to the Department of Fish and Game Management, the funds to be used for sulphite waste research.

Mrs. H. McKinney and Mr. and Mrs. H. McKinney Gift of $500 from Mrs. Harding McKinney and Mr. and Mrs. Henry McKinney, to establish the Harding McKinney Memorial Fund, to be used as a loan fund for the benefit of undergraduate students majoring in electrical engineering.

Mrs. E. T. H. Seamons Bequest of $1,000 from the estate of Mrs. Edna Tibbits Hawley Seamons, to the State College Student Loan Fund to aid worthy and needy graduate students majoring in the biological sciences.

Mrs. J. R. Snellstrom Gift of $1,000 from Mrs. John R. Snellstrom, Eugene, to establish the "John R. Snellstrom Forestry Award." The annual income from this gift is to go to a junior student in the School of Forestry selected by a committee of the staff of the School of Forestry on the basis of character, scholarship, and sincere interest in forestry as a career.

Research Corporation Gift of $5,000 from the Research Corporation, New York, for the support of the research project of Dr. Clara A. Storvick on thiamine.

R. Wulzen Gift of $500 from Dr. Rosalind Wulzen, Professor Emeritus in Zoology, to continue her research project "Biological Studies on the Anti-Stiffness Factor."

Mr. and Mrs. A. K. Wilson Gift of $250 from Mr. and Mrs. A. K. Wilson, Corvallis, to pay the fees of fifty deserving students who may want to make use of the facilities of the College Testing Bureau.

Mrs. Mary F. Burrell Gift to the Library of books and portfolios, valued at $350, from Mrs. Mary F. Burrell, Portland.

Amalgamated Sugar Co. Gift of $400 from the Amalgamated Sugar Company, Ogden, Utah, to cover four freshman scholarships in the School of Home Economics.

War Dept. Grant of $20,000 from the War Department to extend the Army Air Force research project contract on Millimeter Waves, covering the period May 1, 1948 through February 28, 1949.

Medical School

Steam Fitters Union No. 235 Gift of $125 from the Steam Fitters Union No. 235, of Portland, to the Doernbecher Memorial Hospital for Children.

Mrs. S. R. Winch Gift of $100 from Mrs. S. R. Winch, Portland, to Doernbecher Hospital, to be used for entertainment for the children.

Cancer Control Branch of U.S. Public Health Service Grant of $19,370.34 from the Cancer Control Branch of the U.S. Public Health Service, for cancer research under the direction of Dr. Warren C. Hunter, Professor of Pathology, and Dr. Howard L. Richardson, Instructor in Pathology.
Dr. H. Dixon and Dr. H. Dickel
Grant of $1,200 from Dr. Henry H. Dixon and Dr. Herman A. Dickel, Portland, the funds to be utilized for a research project to be conducted by staff members of the Division of Functional Medicine. The grant will be paid in monthly installments of $200, the first of which has already been received.

Women of Moose, Eugene
Gift of $150 from the Eugene Chapter No. 13, Women of the Moose, to be utilized for a tuition scholarship for a designated student nurse enrolled in the Department of Nursing.

Women of Moose, Portland
Gift of $140 from the Portland Chapter No. 297, Women of the Moose, to be utilized for a tuition scholarship for a designated student nurse enrolled in the Department of Nursing.

Winnie S. Laughlin
Bequest of $593.01 from the estate of Winnie S. Laughlin, the funds to be utilized in the Cancer Clinic of the Medical School.

Women of Moose, Eugene
Gift to the Department of Nursing Education of $180 from the Eugene Chapter of the Women of the Moose, to be used to provide a tuition scholarship for a designated student nurse.

Grant Cty. Chap.
Gift of $500 to the Doernbecher Memorial Hospital from the Grant County Chapter of the National Foundation for Infantile Paralysis.

National Institute of Health
Grant of $11,023 from the National Institute of Health in support of a research project under the direction of Dr. Edwin E. Osgood, Professor and Head of the Division of Experimental Medicine, entitled "Factors Influencing Normal and Malignant Cell Growth".

Oregon College of Education
Gift of $89 from the Independence Woman's Club, to provide a full tuition scholarship.

Gift of $75 from the Portland Alumni Chapter of Pi Lambda Theta, to provide a scholarship for a student in elementary education.

Eastern Oregon College of Education
Gift of $300 from Doyle Zimmerman, La Grande, to be used at the discretion of the President.

REVISION IN LEASE ON HOOD RIVER BRANCH EXP. STATION
In order to bring the buildings at the Hood River Branch Experiment Station under the State Restoration Fund, a revision in the continuing lease of the land from Hood River County is necessary. A revision of the original lease dated January 10, 1926 has been prepared and signed by the members of the County Court of Hood River County. The Board authorized the President and Secretary of the Board to sign this lease, which continues indefinitely as long as the described premises are used and maintained as a branch agricultural experiment station.
POLICIES AND PROCEDURES FOR 1949 SUMMER SESSION

The following policies and procedures for the 1949 summer session were approved by the Board:

1. That the 1949 summer sessions at the University, the State College, the Colleges of Education, General Extension Division and Marine Biology be of eight weeks duration, with the exception that the School of Engineering at the State College give a ten weeks session and the University of Oregon Medical School continue its nursing education summer session as at present.

2. That the fee for the eight weeks session shall be $50, calculated on the basis of $6.25 per week. The fee for the ten weeks engineering summer session will, therefore, be $62.50 and for any special short course or work shops the fee will be at the rate of $6.25 per week.

3. At the University, the State College, General Extension Division and Marine Biology, the entire fee will be credited to the general fund. At the Colleges of Education the $50 per session fee will be credited as follows: Health Service, $3; Gym Suit Service, $1; Athletic, Union Activities, $7; Building Fund, $4; General Fund, $35.

4. That the maximum credit hours to be earned in the eight weeks summer session shall be at the rate of 1½ credits per week or 12 credit hours for the eight weeks session. This 12 hours shall be the absolute maximum for graduate students, but in special cases an undergraduate student may earn additional credit upon petition to the proper academic committee.

5. That in order to make it possible for a student to earn a master's degree in three summer sessions, an institution may grant a student the privilege of earning nine credit hours in thesis work in absentia, thus completing the total of 45 credit hours for the master's degree. The regularly established fee for "registration in absentia" of $4 per credit hour shall apply for this thesis credit work done in absentia.

1949 SUMMER SESSION PROMOTION BUDGET

The Board approved the following Summer Session Promotion and Administration budget for 1949:

- University of Oregon $4,100
- Oregon State College 4,100
- Portland Summer Session 3,000
- Colleges of Education ($450 each) 1,350

$12,550

This represents an 8% increase over the 1948 budget which is occasioned by the fact that the major institutions and the Portland Summer Session wish to increase the publicity for next year.
The Board approved the transfer of $795 from the Institutional Reserve to wages in the Electrical Engineering budget at the State College to provide for additional half-time secretarial help in that department.

In order to avoid budget overdrafts at Southern Oregon College of Education during the current fiscal year, the Board approved the following additions:

From The Institutional Reserve:
- Library - Wages: $2,290
- Business Office - Materials and Expense: $150
- Registrar’s Office - Materials and Expense: $150

Total from Institutional Reserve: $2,590

From the Institutional Reserve for Veteran’s Book’s Handling Charges:
- Business Office - half-time clerk-stenographer: $1,020

Total from Institutional Reserve for Veteran’s Book’s Handling Charges: $1,020

From the Board’s Unappropriated Fund:
- Registrar’s Office - half-time clerk-stenographer: $1,020
- Janitorial - wages: $1,000
- Janitorial - supplies: $200
- Library - Books and visual aid: $970

Total from Board’s Unappropriated Fund: $3,190

Total BUDGETING ADDITIONAL COUNTY FUNDS IN AG. EXT. REQUISITION BUDGETS: $6,800

An additional $34,640.11 has been made available by the counties for County Agricultural Extension work. The Board approved the budgeting of this amount in Agricultural Extension requisition budgets as follows:

- County Farm Agent budgets: $24,995.87
- County Home Agent budgets: $2,980.39
- County Club Agent budgets: $663.85

Total from Board’s Unappropriated Fund: $34,640.11

The Board approved budgeting in the Experiment Station Department of Horticulture $3,254.52 of Central Station sales balances brought forward from the year 1947-48 as follows:

- Wages: $1,000.00
- Materials and Expense: $1,754.52
- Travel: $500.00

Total from Experiment Station Department of Horticulture: $3,254.52

The Federal Cooperative Extension Service has been working on a plan to combine the Home Demonstration, 4-H Club and County Agent Projects into a single project for all county extension work of each county. In order to do this it is necessary to get the consent in each county of the county court and local leaders in this work, as well as the Federal Cooperative Extension staff in the counties. Such arrangements have been worked out in Lake and Wallowa Counties. The Board approved the establishment of a single budget in these counties and also the approval of the plan for other counties when arrangements can be completed.
BUDGETING

The Board approved budgeting as follows: $3,400 in unallocated gift funds carried forward from 1947-48 and $3,200 in unallocated balances as of June 30, 1948 in Fees and Sales funds.

AND BALANCES

Entomology, Experiment Station Wages $1,600
Materials & Expense 3,200
Bacteriology, Experiment Station Wages 1,000
Materials & Expense 800

$6,600

ADDITION

The Board approved the addition of $103,170.88 to the Agricultural Experiment Station budget from unbudgeted balances as follows:

TO EXP. ST.

BUDGETS FROM

UNBUDGETED

BANKHEAD-JONES $1,699.19
Research and Marketing 12,346.26
Regional Research 4,757.19
General Legislative 24,860.77
Special Investigations 50,397.55
Crop & Stock Damage (Fluorine) 5,313.28
Branch Station Supplemental - 17.29
The Dalles Experimental Project - 4,396.36
Deschutes Experimental Project 2,010.29
Net Addition . . . . . . . . $103,170.88

PEST CONTROL

For several years some of the buildings on the State College campus have been infested with cockroaches and other insects. A project has been worked out with the Department of Entomology to not only control these pests but to accumulate some valuable information. This project is estimated to cost $4,300, $2,100 of which would be carried by the Experiment Station and $2,200 from the Institutional Reserve. The Board approved this program, with the $2,200 from the Institutional Reserve to be transferred to a Physical Plant account entitled "Building Fumigation".

REDUCTION IN

When the Federal Cooperative Extension budget was approved at the April meeting there was a deficit carried over from the previous year of $26,489.48. By applying budget savings in the current year, this deficit has been reduced to $17,489.48. The Board approved the further reduction of $1,000 in the Director's Reserve, thereby reducing the current deficit to $15,489.48.

ESTABLISHMENT

The Board approved the establishment of a fee of $5 a day for the post-graduate course in cancer which will be held from September 27 through October 1. This course is sponsored jointly by the University of Oregon Medical School and the Oregon Division of the American Cancer Society.

BUDGETING OF

The Board approved budgeting as follows the $5,000 grant received by Oregon State College from the Research Corporation for thiamine research:

THIAMINE RESEARCH GRANT AT

Osc

Salaries

Appointment of Mrs. M. Elizabeth Willard Cox as Research Fellow, at an annual salary rate
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of $1,500 for half-time, 11 month's service, effective October 1, 1948.

Appointment of Hsi-Hsuan Yu as Research Assistant, at an annual salary rate of $750 for half-time, 11-month's service, effective October 1, 1948.

Part-time Fellow to be appointed

Technical Assistance

| Equipment  | 1,000 |
| Supplies   | 850   |
|           | 150   |
|           | $5,000 |

TRANSFER OF UNALLOCATED ITEM IN U OF Q to be transferred to wages to provide the services of a laboratory instructor, and $1,650 to be transferred to the Institutional Reserve.

BUDGETING The Board approved budgeting as follows the $20,000 additional grant received by Oregon State College from the War Department extending the Army Air Force research project on Millimeter Waves:

| Grant at OSC | Salaries | $7,402.50 |
|             | Wages    | 6,014.16  |
|             | Materials and expense | 2,000.00 |
|             | Travel   | 900.00    |
|             | Equipment| 1,000.00  |
|             | Overhead, 20% of wages and salaries | 2,683.24 |
|             |          | $20,000.00 |

ADDITION TO SEVERAL DEPARTMENTAL REQUISITION BUDGETS AT MEDICAL SCHOOL

<table>
<thead>
<tr>
<th>Department</th>
<th>Wages</th>
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<tbody>
<tr>
<td>Ophthalmology Department</td>
<td>$2,316.00</td>
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<tr>
<td>Building Repairs</td>
<td>2,229.53</td>
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<tr>
<td>Janitorial</td>
<td>3,671.27</td>
</tr>
<tr>
<td>Surgery Department</td>
<td>1,087.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>6,000.00</td>
</tr>
<tr>
<td></td>
<td>$16,103.80</td>
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</tbody>
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The amount of $16,103.80 required for the above additions is to be transferred: $8,216.30 from the Institutional Reserve and $7,887 from the Reserve for Staff Additions in Surgery.
The Board approved the purchase by Eastern Oregon College of Education of Lots 5 and 6, Block 23, Chaplin's Addition to the City of La Grande, known as the Deal-Underwood Property, at a price of $743.50, funds for the purchase, to be provided from the Board's Land Purchase Reserve. This property is within the campus expansion plan.

Classes are being held in both Hoke Hall and Ackerman Hall at Eastern Oregon College of Education and it is necessary to extend the present time clock and class bell system to these two buildings. It is estimated that such a project will cost approximately $925. The Board approved this project, the funds to be transferred from the Institutional Reserve to the Building Repair Account.

The Board approved the purchase by Eastern Oregon College of Education, of Lots 1 through 12 in Block 24, Chaplin's Addition to the City of La Grande, known as the Gandy Property, at a total purchase price of $3,600. Mr. Gandy is to retain the buildings and is to remove them within 6 months. Funds for this purchase are to be provided from the Board's Land Purchase Reserve. This property rounds out the campus expansion program on the south.

At the July 1948 meeting the Board approved physical plant rehabilitation items to be financed from the Board's Reserve for Plant Rehabilitation. At that time the University of Oregon Medical School was unable to file the cost estimates on its plant rehabilitation program. The Board approved the following items at the Medical School to be financed from the Board's Plant Rehabilitation Reserve:

- Remodeling and repairing wet room and wet film rooms - Radiology Department $800
- Window screens for all unscreened windows in Clinic Building 474
- Remodeling and enlargement of Clinical Laboratory 800
- Four fire hydrants and approximately 500' of 6" fire line 4,000

$6,074

The Board approved budgeting of branch station requisition budgets.

<table>
<thead>
<tr>
<th>BRANCH STATION</th>
<th>BALANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astor Branch Station</td>
<td>$258.54</td>
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<tr>
<td>Southern Oregon Branch Station</td>
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<tr>
<td>Medford Branch Station</td>
<td>404.45</td>
</tr>
<tr>
<td>Irrigation Water Forecasting</td>
<td>75.97</td>
</tr>
</tbody>
</table>

$853.12

The Board approved the following personnel adjustments at the University, the necessary funds being provided in the 1948-49 budget:

Appointment of Alfred C. Shepard as Assistant Director of the Bureau of Municipal Research and Service, Portland Branch, at an annual salary rate of $3,800, rank of Assistant Professor, 12-month's basis, yearly tenure, effective October 11, 1948. Salary savings of $1,252.15, due to appointment at lesser rate than provided in budget and delay in appointment, to be transferred to the Institutional Reserve.
E. P. Morton, Appointment
Appointment of Edward Perry Morton as Associate Professor of Law, at an annual salary rate of $5,500, 10-months basis, yearly tenure, effective September 1, 1948. Salary savings of $485, due to appointment at lesser rate than provided in the budget, to be retained in the budget pending future recommendation.

W. P. Rhoda, Appointment
Appointment of William P. Rhoda as Instructor in Physical Education, at an annual salary rate of $3,800, 10-month’s basis, yearly tenure, effective October 1, 1948. This is a new position and requires $3,564.95 in 1948-49 to be provided from the Institutional Reserve.

D. M. Brinton, Appointment
Appointment of Dr. Donald M. Brinton as Assistant University Physician, at a salary rate of $250 per month, for 50 per cent time, monthly tenure, effective October 11, 1948 through June 9, 1949. The board also approved the addition of $1,550 to the wage budget to employ a full-time nurse. Requires $3,544.35 in 1948-49 to be provided from an estimated increase in Health Service fee income.

R. C. Williams, Additional title
Addition of the title of Director, Student Union, to the title of Richard C. Williams, Manager, Educational Activities, with no change in salary, rank or tenure, effective November 1, 1948. No change in budget.

Adjustments as follows in the Department of Physics and the A.A.F.
Research Project on Upper Atmosphere:

E. P. Cooper, Resignation
Resignation of Dr. Eugene P. Cooper, Associate Professor of Physics, effective June 30, 1948, to enter government service.

G. C. Omer, Appointment
Appointment of Guy C. Omer as Assistant Professor of Physics, at an annual salary rate of $4,500, 10-months basis, yearly tenure, effective September 1, 1948.

R. Ellickson, Reallocation of time
Reallocation of the time and salary of Raymond T. Ellickson, Associate Dean of the Graduate School and Professor of Physics, from 67 per cent time in Physics and 33 per cent time in the Graduate School to 50 per cent time in Physics, 17 per cent in the A.A.F. Project and 33 per cent in the Graduate School.

F. Goldberg, Reallocation of time
Reallocation of the time and salary of Philip A. Goldberg, Instructor in Physics, from 50 per cent time in Physics and 50 per cent time in the A.A.F. Project to 40 per cent time in Physics and 60 per cent time in the A.A.F. Project.

L. A. Webb, Reallocation of time
Reallocation of the time of Lyman A. Webb, Instructor in Physics, from full time in the A.A.F. Project to 30 per cent time in Physics and 70 per cent time in the A.A.F. Project.

Requires $24,83 in 1948-49 in Physics to be transferred from the Institutional Reserve. Salary savings of $407.83 in the A.A.F. Project to be retained in the budget pending further recommendations.
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G. E. Barkdoll, Increase in time for George E. Barkdoll, Instructor in Dentistry, from half-time to full-time for the period July 1, 1948 through September 24, 1948, and the resignation of Mr. Barkdoll, effective September 24, 1948; and the appointment of Vernon J. Nusberger, 12-month's basis, yearly tenure, effective October 1, 1948. Requires $2,190 in 1948-49 to be transferred from the Institutional Reserve.

V. Nusberger, Appointment

G. Lussky, Resignation

Resignation of George F. Lussky, Professor of Germanic Languages and Literature, effective June 30, 1948; and the appointment of Mrs. Dorothea S. Scott as Instructor in Germanic Languages, at an annual salary rate of $3,200, 10-month's basis, yearly tenure, effective September 1, 1948. Salary savings of $1,809 to be transferred to the Institutional Reserve.

D. S. Scott, Appointment

The Board approved the following personnel adjustments at the State College, the necessary funds being provided in the 1948-49 budget:

C. Anderson, Appointment

Appointment of Dr. Carl L. Anderson as Professor of Physical Education for Men, at an annual salary rate of $5,400, 10-month's basis, yearly tenure, effective January 1, 1949. Requires $3,600 in 1948-49 to be transferred from the Institutional Reserve.

J. Elworthy, Appointment

Appointment of J. Sherman Elworthy as Instructor of Physical Education for Men, at an annual salary rate of $2,400, for 67 per cent time, 10-month's basis, yearly tenure, effective September 1, 1948. Requires $2,400 in 1948-49 to be transferred from the Institutional Reserve.

B. Davey, Appointment

Appointment of Miss Bessie Davey as Experiment Station Fellow in the Department of Home Economics, at an annual salary rate of $1,000, for 50 per cent time, rank of Instructor, 9-month's basis, yearly tenure, effective October 1, 1948. This is a new position and requires $1,000 in 1948-49 to be transferred from the wage budget.

D. G. Miller, Appointment

Appointment of Donald G. Miller as Experiment Station Fellow in the Department of Bacteriology, at an annual salary rate of $1,000, for 50 per cent time, 9-month's basis, yearly tenure, effective October 1, 1948. Funds are available in the budget for this position.

H. J. Meyers, Appointment

Appointment of H. Joe Meyers as Assistant County Extension Agent in Linn County, at an annual salary rate of $3,060, rank of Instructor, 12-month's basis, yearly tenure, effective September 1, 1948. Requires $2,490.50 in 1948-49 to be transferred from the Director's Reserve.

K. E. Duggan, Appointment

Appointment of Kenneth E. Duggan as Experiment Station Fellow in the Department of Food Technology, at an annual salary rate of $1,000, for 50 per cent time, 9-months basis, yearly tenure, effective October 1, 1948. Requires $1,000 in 1948-49 to be transferred from the requisition budget.
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T. P. Human, Appointment
Appointment of Theunis P. Human as Experiment Station Fellow in the Department of Food Technology, at an annual salary rate of $1,000, for 50 per cent time, 9-months basis, yearly tenure, effective October 1, 1948. Requires $1,000 in 1948-49 to be provided by the Agricultural Research Foundation.

J. K. Waite, Appointment
Appointment of Mrs. Jorre K. Waite as Acting Instructor of Bacteriology for the balance of the fall term at a salary rate of $900 for the term, effective October 1, 1948. Requires $900 in 1948-49 from the Institutional Reserve to be transferred; $771.50 to salaries and $128.50 to wages for payment of Mrs. Waite's services in September.

A. T. Lonseth, Appointment
Appointment of Dr. Arvid T. Lonseth as Associate Professor of Mathematics, at an annual salary rate of $5,145, 10-months basis, yearly tenure, effective September 1, 1948. Requires $5,145 in 1948-49 to be provided from two unfilled instructorships in the budget totalling $5,700. Remaining $555 to be retained in the budget pending a future allocation.

J. Painter, Appointment
Appointment of Miss Jeanne Painter as Graduate Assistant for the Nursery School in the Department of Household Administration, at an annual salary rate of $720, 30 per cent time, 10-months basis, yearly tenure, effective September 15, 1948. Requires $720 in 1948-49 to be transferred from the Institutional Reserve.

W. D. Mosher, Appointment
Appointment of Wayne D. Mosher as Assistant County Extension Agent in Douglas County, at an annual salary rate of $3,000, rank of Instructor, 12-months basis, yearly tenure, effective September 27, 1948. Requires $2,833.33 in 1948-49 to be transferred from the Director's Reserve.

K. Munford, Appointment
Appointment of Dr. Kenneth Munford as Assistant Professor of English, at an annual salary rate of $1,250 for 28 per cent time, 10-month's basis, yearly tenure, effective September 1, 1948. Requires $1,250 in 1948-49 to be provided from an unallocated item of $1,738 in the English budget. Remaining $488 to be transferred to the Institutional Reserve. Dr. Munford is employed the balance of the time in Publications, Instruction, and in Agricultural Experiment Station Publications.

J. Covington, Salary adjustment
Salary adjustment for Junius L. Covington, Research Assistant in the Department of Dairy Husbandry, from $3,000 to $3,600, effective September 1, 1948. Requires $500 in 1948-49 to be transferred from the Director's Reserve.

J. T. Elings, Salary adjustment
Salary adjustment for James T. Elings, Klamath County Extension Agent from $3,240 to $3,540, effective October 1, 1948. Requires $225 in 1948-49 to be transferred from the Director's Reserve.

L. Garcia, Salary adjustment
Salary adjustment for Leon Garcia, Clackamas County Extension Agent, from $3,120 to $3,408, effective October 1, 1948. Requires $216 in 1948-49 to be transferred from the Director's Reserve.
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G. Bain, Salary adjustment
Salary adjustment for George Bain, Malheur County Extension Agent, from $3,540 to $3,756, effective October 1, 1948, requires $162 in 1948-49 to be transferred from the Director's Reserve.

W. Jendrezejewski, Salary adj.
Salary adjustment for W. J. Jendrezejewski, Klamath County Extension Agent, from $4,320 to $4,728, effective November 1, 1948. Requires $272 in 1948-49 to be transferred from the Director's Reserve.

Adjustments as follows in the Department of Household Administration effective September 1, 1948:

F. Aller, Appointment
Appointment of Mrs. Florence Aller as Instructor for 60% time, at an annual salary rate of $1,800, 10-month's basis, yearly tenure.

M. Kennen, Salary adj.
Salary adjustment for Mrs. Helva Kennen, Instructor, from $1,890 to $2,250, for 75 per cent time, effective September 1, 1948.

Transfer for student assist.
Transfer to wages $720 to employ a student assistant in the Nursery School.

Requires $2,880 in 1948-49 to be provided from an unfilled $2,250 Instructorship in the budget and an unallocated item of $1,500 in the budget. Remaining $870 to be transferred to the Institutional Reserve.

Adjustments as follows in the Education budget:

G. C. McFadden, Appointment
Appointment of G. C. McFadden as Graduate Assistant, for the fall term, at a rate of $266.67 for the term.

Addition of $1,000 to wages and $500 to travel.

Requires $1,766.67 in 1948-49 to be transferred from the Institutional Reserve.

Adjustments as follows in the School of Engineering:

Dean of Engineering

T. G. Marshall, Transfer

Electrical Engineering

G. W. Watt, Appointment
Appointment of George W. Watt as Instructor, at an annual salary rate of $3,100, 10-months basis, yearly tenure, effective September 1, 1948. $2,700 was provided in the budget for this position. Requires $400 in 1948-49 to be provided from an unfilled $780 Graduate Assistantship. Remaining $380 to be transferred to the Institutional Reserve.
Industrial Engineering and Industrial Arts.

A. M. Epperly, Appointment
Appointment of Albert M. Epperly as Instructor, at an annual salary rate of $3,350, 10-month's basis, yearly tenure, effective September 1, 1948. $2,940 provided in the budget for this position. Requires $410 in 1948-49 to be provided from an unfilled graduate assistantship in the budget. Remaining $370 to be transferred to the Institutional Reserve.

Mechanical Engineering.

C. E. Thomas, Sabbatical leave
Sabbatical leave on half salary for C. E. Thomas, Professor, for the academic year 1948-49, for rest and recuperation; and the appointment of Walter J. Hess as Instructor, at an annual salary rate of $3,000, 10-month's basis, yearly tenure, effective September 1, 1948. Requires $420 to be provided from an unallocated item in the budget.

W. J. Hess, Appointment
Appointment of Thomas G. Marshall as Instructor, at an annual salary rate of $3,200, 10-month's basis, yearly tenure, effective September 1, 1948. Requires $3,200 to be provided from an unallocated item of $2,090 in the budget and a transfer of $110 from the Institutional Reserve.

Adjustment as follows in the Department of Physics and in the AAF Physics research project on Millimeter Waves:

E. A. Yunker, Transfer
Transfer of 50 per cent of the time of E. A. Yunker, Professor of Physics, for the period October 1948 through February 1949, to the AAF research project. Salary savings of $1,470 in Physics to be transferred to wages. Requires $1,470 in AAF research project to be provided from project funds.

J. A. Day, Transfer
Transfer of the time of John A. Day, Instructor, from 12 per cent in Aeronautical Engineering, and 38 per cent in Physics, to full time in Physics, effective September 1, 1948. Salary savings of $472.50 in Aeronautical Engineering to be retained in the budget. Requires $472.50 in Physics to be transferred from wages.

C. E. Egan, Jr., Appointment
Appointment of C. E. Egan, Jr. as Instructor in Physics, at an annual salary rate of $2,970 for 90 per cent time, 10-month's basis, yearly tenure, effective September 1, 1948. Requires $2,970 to be transferred from wages.

R. H. Webster and R. L. Brock, Appointment
Appointment of R. H. Webster and R. L. Brock as Graduate Assistants in Physics, at an annual salary rate of $800, for 30 per cent time, 9-month's basis, yearly tenure, effective September 15, 1948. Requires $1,600 in 1948-49 to be provided from two unfilled positions in Physics totalling $2,770. Remaining $1,170 to be transferred to wages.

J. Griffith, Appointment
Appointment of J. W. Griffith as Instructor on the AAF research project, at an annual salary rate of $1,600, 50 per cent time, for the period October 1, 1948 through February 28, 1949. Requires $800 in 1948-49, which funds are available in the research project budget.
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J. L. Hagen,
Appointment
Appointment of J. L. Hagen as Instructor on the AAF research project, at an annual salary rate of $2,475, for 75 per cent time, 10-month's basis, for the period October 1, 1948 through February 28, 1949. Requires $1,237.50 in 1948-49 which funds are available in the research project budget.

G. H. Hare,
Appointment
Appointment of G. H. Hare as Instructor on the AAF research project, at an annual salary rate of $3,500, 10-month's basis, for the period October 1, 1948 through February 28, 1949. Requires $1,750 in 1948-49, which funds are available in the research project budget.

R. W. Prather,
Appointment
Appointment of R. W. Prather as Instructor on the AAF research project, at an annual salary rate of $1,650, for 50 per cent time, 10-month's basis, for the period October 1, 1948 to February 28, 1949. Requires $825 in 1948-49, which funds are available in the research project budget.

J. C. Riley,
Appointment
Appointment of J. C. Riley as Instructor on the AAF research project, at an annual salary rate of $3,300, for full-time from October 1, to December 31, 1948 and half-time for January 1 to February 28, 1949, 10-month's basis. Requires $1,320 in 1948-49, which funds are available in the research project budget.

C. W. Cook,
Transfer
Transfer of Clive W. Cook from County Extension Agent in Multnomah County to County Extension Agent in Clackamas County, without change in salary, rank, or tenure, effective September 22, 1948. Salary savings of $2,971.35 in Multnomah County Extension budget to be transferred to the Clackamas County budget.

E. J. Freeman,
Transfer
Transfer of Dr. Edith J. Freeman from County Home Demonstration Agent-at-Large to the position of Sociology Specialist, with increase in salary from $3,648 to $3,948, effective October 1, 1948. President Strand plans to discontinue County-Agent-at-Large positions. Accordingly, funds for the above transfer will be provided by a transfer from the Home-Agent-at-Large budget as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$2,736.00</td>
</tr>
<tr>
<td>Wages</td>
<td>635.00</td>
</tr>
<tr>
<td>Materials and Expense</td>
<td>200.00</td>
</tr>
<tr>
<td>Travel</td>
<td>820.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,391.00</strong></td>
</tr>
</tbody>
</table>

Additional $225 salary funds required, due to salary adjustment, to be transferred from the Director's Reserve.

J. C. Moore,
Transfer
Transfer of J. C. Moore, Extension Specialist in Marketing, to the position of Conservation Specialist, with no change in rank, salary, or tenure, effective October 1, 1948. Funds for Mr. Moore's salary for expenses in the new Extension project, "Land and Water Conservation Project", will be transferred from the Agricultural Economics Marketing project as follows: salaries, $3,411; wages, $600; materials and expense, $125; and travel, $248.40.

H. R. Sinnard,
Reallocation of time
Reallocation of the time and salary of H. R. Sinnard, Professor of Architecture, reducing the Experiment Station portion of his time from 24 per cent to 20 per cent and increasing the portion allocated
to the Department of Architecture from 50 per cent to 54 per cent. The balance of Mr. Sinnard's time is budgeted 20 per cent to Agricultural Engineering, Instruction and 60 per cent to Agricultural Technical Advisory Service. Requires $205 in 1948-49 in the Department of Architecture to be transferred from the Institutional Reserve. Salary savings of $205 in the Experiment Station Department of Agricultural Engineering to be transferred to wages.

W. C. Leth, Leave of absence

Leave of absence without pay for Walter C. Leth, County Extension Agent in Polk County, for the period January 1, to December 31, 1949, to consolidate private farming operations. Salary savings of $2,262 in 1948-49 to be transferred to the Director's Reserve.

E. L. Vatter, Leave of absence

Leave of absence without pay for Mrs. E. L. Vatter, half-time instructor in Economics, for the fall and winter terms. Salary savings of $997.33 in 1948-49 to be transferred to the Institutional Reserve.

T. E. Miller Resignation

Resignation of Miss Thelma E. Smith Miller, County Extension Agent for Home Economics in Josephine County, effective September 30, 1948. Salary savings of $2,380 in 1948-49 to be transferred to the Director's Reserve.

W. K. Ousterhout, Resignation

Resignation of William K. Ousterhout, Experiment Station Fellow in the Department of Animal Husbandry, effective September 15, 1948. Salary savings of $1,000 in 1948-49 to be transferred to wages.

W. C. Weir, Resignation

Resignation of William C. Weir, Associate Professor of Animal Husbandry, effective August 31, 1948, to accept a position at the University of California. Salary savings of $3,673.33 in 1948-49 to be retained in the budget pending appointment of a successor.

D. W. Wells, Resignation

Resignation of Dr. Donald W. Wells, Assistant Professor in the Department of Religion and Philosophy, effective September 1, 1948; and the appointment of Elmer J. Smith as Assistant Professor in the Departments of Religion and Philosophy, at an annual salary rate of $4,200, 10-month's basis, yearly tenure, effective September 1, 1948. Dr. Smith's time will be divided 60 per cent to Philosophy, 20 per cent to Religion and 20 per cent to Household Administration. Requires $210 in 1948-49, due to appointment at higher rate than provided in the budget, to be transferred from the Institutional Reserve.

The Board approved the following personnel adjustments at the Medical School, the necessary funds being provided in the 1948-49 budget:

C. Peterson, Appointment

Appointment of Dr. Clare G. Peterson as Instructor in Surgery and Physiology, at an annual salary rate of $4,500, 12-month's basis, yearly tenure, effective September 1, 1948. Dr. Peterson's time will be budgeted 69 per cent in Surgery and 31 per cent in Physiology. Requires $2,600 in 1948-49 in Surgery to be transferred from the Reserve for Staff Additions in Surgery and $1,150 in Physiology to be provided from an unfilled part-time instructorship.

H. Richardson, Increase in time

Increase in time for Dr. Howard Richardson, Assistant Professor of Pathology, from 44 per cent to full time for the months of October, November and December, at an increase of $200 per month in salary.
for this period. Requires $600 in 1948-49 to be transferred from the requisition budget of the U. S. Public Health Service Cancer grant. Dr. Richardson is now employed 44 per cent time on U. S. Public Health Service Cancer grant funds and the balance of the time by the Oregon State Police.

Adjustments as follows in the Department of Anatomy:

R. Warrington, Appointment
Appointment of Dr. Richard Warrington as Instructor, at an annual salary rate of $1,500, for 33 per cent time, 12-month's basis, effective October 1, 1948 through June 30, 1949.

M. Campagna, Appointment
Appointment of Mario Campagna as Student Assistant in Anatomy, at an annual salary rate of $660, for 30 per cent time, 10-month's basis, yearly tenure, effective September 1, 1948.

Requires $1,785 in 1948-49 to be provided from a balance of $1,800 available in the budget. Remaining $15 to be transferred to the Institutional Reserve.

Adjustments as follows in the Department of Sundry Clinical Instruction:

M. Bridgeman, Transfer to volunteer status
Transfer to a volunteer status of Dr. Morris Bridgeman, Associate Clinical Professor of Pediatrics, effective August 1, 1948. Dr. Bridgeman now receives an annual salary rate of $1,281 for 25 per cent time.

J. Whittemore, Appointment
Appointment of Dr. James Whittemore as Clinical Instructor in Pediatrics, at an annual salary rate of $2,400, for 33 per cent time, 12-month's basis, yearly tenure, effective July 13, 1948.

Requires $1,148.33 in 1948-49 to be transferred from the Institutional Reserve.

The Board approved the following personnel adjustment at Oregon College of Education, the necessary funds being provided in the 1948-49 budget:

K. Knox, Increase in time
Increase in time for Mrs. Faye Knox, Instructor in Physical Education, from 40 per cent to 47 per cent for the fall and winter terms, with an increase in salary from $402.50 to $469.50 for each term. It is also recommended that Mrs. Knox be appointed for the spring term for 47 per cent time, at a salary rate of $469.50 for the period. Requires $603.50 in 1948-49 to be transferred from the Institutional Reserve.

The Board approved the following personnel adjustments at Southern Oregon College of Education, the necessary funds being provided in the 1948-49 budget:

D. M. Lewis, Transfer
Transfer of Donald M. Lewis from Instructor in Secretarial Science to Acting Business Manager, rank of Instructor, with an increase in salary from $3,500 to $4,250, and change in service from 10 to 12 months, yearly tenure, effective September 1, 1948. Requires $3,500 in 1948-49 to be transferred from the Institutional Reserve.
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Mr. Boyden, Transfer
Transfer of Miss Marie Boyden from full-time in General Instruction to half-time in General Instruction and half-time in Secretarial Science; without change in rank, salary or tenure, effective September 1, 1948. Salary savings of $1,500 in General Instruction to be transferred to the requisition budget. Requires $1,500 in Secretarial Science to be provided from salary savings of $3,500, due to Mr. Lewis' promotion. Remaining $2,000 to be transferred to the Institutional Reserve.

At the suggestion of Dean Cramer the Board directed its Secretary to write a letter to Major General Fleming, Administrator of the Federal Works Agency in Washington, D. C., expressing the Board's appreciation for his interest and cooperation in helping to secure facilities for the Vanport Extension Center following the Vanport flood disaster.

Change in Date of December Meeting
Due to the fact that it will be impossible for some members of the Board to be present at the regularly scheduled meeting on December 14, the Board voted to change the date of its next regular meeting from December 14 to November 30, 1948.

Appreciation of Board Re Holding Meeting at Vanport
President Smith expressed the appreciation of the Board to Dean Cramer and the staff of the Vanport Extension Center for making it possible for the Board to hold its meeting at the Vanport Extension Center. He also expressed the appreciation of the Board to the Students who were to be hosts at a luncheon for the Board.

Adjournment
The Board adjourned at 10:50 A. M.

Edgar W. Smith, President
Charles D. Byrne, Secretary