STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
BENSON HOTEL, PORTLAND, OREGON
January 25, 1949
10:10 A.M.

MEETING #182
A regular meeting of the State Board of Higher Education was held at the Benson Hotel, Portland, Oregon, on January 25, 1949.

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
Leif S. Finseth
A. S. Grant
R. E. Kleinsorge

Cheryl S. MacNaughton
Phil Metschan
Herman Oliver
Edgar W. Smith

Absent: George F. Chambers

There were also present: Chancellor Paul C. Packer; Dr. Charles D. Byrne, Secretary of the Board; President Harry K. Newburn of the University of Oregon; President A. L. Strand of Oregon State College; President Henry Gunn of Oregon College of Education; President Elmo N. Stevenson of Southern 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.

RE CHAMBERS ABSENCE
President Smith reported that Mr. Chambers was on a trip to South America and therefore unable to be present at this meeting of the Board.

MINUTES APPROVED
The Board voted to dispense with the reading of the minutes of the last regular meeting held on November 30, 1948 and approved the minutes of this meeting as they appeared in the docket.

INSPECTION OF HEATING PLANT AND ENGINEERING BLDG. AT OSC BY BLDG. CMT.
Dr. R. E. Kleinsorge, Chairman of the Buildings, Grounds and Capital Outlay Committee, presented the following report:

"Members of the Building Committee inspected two Building projects at Oregon State College on Thursday, January 20. All members of the Committee were present.

"The addition to the Heating Plant, you will recall, was let in three contracts: one for the construction of the addition to the building, a second for the auxiliary equipment and a third for the boiler. The first two contracts are essentially complete. There has been considerable delay in the installation of the boiler and workmen were busy on this last named contract the day of the inspection.

"As designed by the architects, Jones and Marsh, and the engineer, J. Donald Kroecker, the total project involved the addition of a 55' x 60' wing, the installation of one additional boiler,
revamping and enlarging pump pit, pumps, heaters, valves, piping and conveyors. The budget for this project was $170,000 and College officials reported that the project would be completed within this allotted sum.

"In general, the Building Committee was satisfied with the two completed contracts and voted to accept the entire project, subject to the completion of the boiler contract to the satisfaction of the professional engineer and Professor Baker, the State College Heating Plant Engineer.

"A thorough inspection of the Electrical Engineering Wing was also made by the Committee. Dean Gleeson and Professor McMillan explained the functional purpose of all the areas of the building. Dean Gleeson reported to the Committee that the general design of the building and of the laboratories in all phases of electrical engineering incorporated the latest ideas in a building serving this field of engineering education. The Building Committee was impressed with the tremendous detail required in planning a building so highly technical and wishes to commend the architect for his work. There was a large amount of equipment included in the contract.

"The total budget for the building was $865,000, of which approximately $685,000 was used for the actual construction contracts. The remainder covered the architect's and engineering fees, utilities, instructional equipment, electric crane, elevator and miscellaneous items.

"President Strand, Dean Gleeson and Professor McMillan all expressed satisfaction with the design of the building.

"The Committee is pleased to recommend acceptance of this project to the Board as a much needed and splendid addition to the technical facilities of the State College."

The Board approved the report of the Committee and accepted the Electrical Engineering Building. It also accepted the Heating Plant at Oregon State College subject to completion of the boiler contract, as recommended.

Dr. Kleinsorge made the following report on the final plans and specifications for expansion of the Outpatient Clinic at the Medical School:

"Dr. G. N. Holman, administrator and director of hospitals and clinics, presented the final plans and specifications for expansion of the Outpatient Clinic at the Medical School, such expansion to comprise 3,200 additional square feet as a fourth floor to the present building. The Building Committee approved the final plans and specifications, which provide for increased laboratory and research facilities, office space and locker facilities, and room for a Tumor Clinic office, and recommends that the proper officers of the Board be authorized to advertise for bids to be opened at the meeting of the Board, March 8 at 9:00 A. M."

The Board approved the report of the Committee and authorized the proper Board officials to advertise for bids to be opened March 8 at 9:00 A. M.
Dr. Kleinsorge reported as follows on the location of the proposed University Hospital:

"The Committee heard Architect Lawrence report that preliminary surveys show that it is geologically feasible to locate the proposed University Hospital on the north side of the ravine which divides the Medical School property, and that such a location could provide for integration of all Medical School and future Dental School facilities and, in addition, allow development of adequate parking facilities. Dr. Holman reviewed the advantages of such a location as compared with development of the south side of the ravine, such as better inter-communication of students, staff, supplies and records. He also reported that road development for the proposed site has been tentatively approved by both the city and county. On the basis of the reports, and the previously expressed recommendation of the Board that the Hospital be located on the north side of the ravine if the location proves physically suitable, the Building Committee recommends that the site to the north of the ravine be approved as the location of the University Hospital and that the architect be authorized to proceed with preliminary plans on this site."

The Board approved the site north of the ravine as the location of the University Hospital and authorized the architect to proceed with the preliminary plans on this site.

Dr. Kleinsorge presented the following report concerning the emergency heating problem at Oregon College of Education:

"President Gunn reported to the Committee on the emergency heating problem which had arisen at Oregon College of Education during the protracted cold spell and which necessitated borrowing some and buying other oil heating equipment to substitute for hogged fuel which was temporarily not available. Dr. Gunn reported that such heating problems were arising periodically and asked approval of an appropriation to cover the costs of the recent emergency and a slight additional appropriation to install standby facilities on a permanent basis. The Committee recommends that not to exceed $2,000 be appropriated from the Board's rehabilitation reserve to meet the emergency costs and to provide permanent standby heating facilities."

The Board approved the appropriation of not to exceed $2,000 from the Board's rehabilitation reserve to meet the emergency costs and to provide permanent standby heating facilities at Oregon College of Education.

Dr. Kleinsorge made the following report on the purchase of the Gamber property by the University of Oregon:

"Chancellor Packer recommended approval of the purchase of Lot 8 in Block 9 of the University Addition, Eugene, and the house thereon, known as the Gamber property, and owned by Ella E. Balmanno and Mary L. Gamber, at a cost of $11,100. This property, President Newburn explained, is directly to the south of the new Erb Memorial
Union Building and is needed for improving the site of that building. The Committee recommends the purchase of this property, funds to be provided from the Board's land purchase reserve."

The Board approved the purchase of the above described Camber Property at a price of not to exceed $11,100, funds to be provided from the Board's land purchase reserve.

Dr. Kleinsorge concluded the report of the Building Committee as follows:

"President Strand transmitted to the Committee, through Chancellor Packer a proposal from the World War II Memorial Chapel Committee of the Oregon State College Alumni Association that Board cede to a chapel corporation a site on the campus for the construction and operation of such a memorial chapel financed entirely from gifts to be collected. While the Committee is entirely in sympathy with the laudable purpose embodied in the proposed memorial chapel, it feels that it could not justify relinquishing title to campus property for erection and operation of a chapel not in any way under its control."

The Board approved the report of the Committee and the feeling expressed therein.

Mr. Henry F. Cabell, Chairman of the Finance Committee, presented the following report:

"As the time is near when copy for the new institutional catalogs must be prepared, Dr. Byrne, Chairman of the Inter-institutional Fee Committee, reported to the Finance Committee its recommendations for fee schedules and for dormitory rates for the year 1949-50 and the summer sessions of 1950. It appears that the previous rates set for dormitory charges as to board and room have yielded income about as anticipated, which has been sufficient to meet operating expenses and bond service charges. It is recommended that these dormitory rates be continued as at present, with the understanding that food and labor costs will be reviewed again before next fall so as to permit adjustment at that time if warranted. It is also recommended that the room rates in the new dormitory for women at the University of Oregon, expected to be ready next fall, be established on the basis of $65.00 per term for two-student occupancy for rooms, which is the same as now prevails at Beatrice Walton Sackett Hall at Oregon State College. The differential between this rate for the new dormitories and the old dormitories, after experience to date, appears to be a proper spread considering the additional floor space per occupant and the quality of the facilities in the new dormitories at both campuses.

"It is also recommended that the present tuition and fee schedules for the regular school year be continued for the year 1949-50."
"With respect to the 1950 summer sessions, it is proposed that all class and laboratory fees be abolished and that the policy of collecting a flat over all fee for students, regardless of the school in which a student is enrolled, be adopted; the fee to be $55.00 for the eight weeks session at all institutions. Of this amount, $1.00 would be budgeted at the University and Oregon State College for student union activities and $1.00 for Gym Suit Service to support activities rendered by these units for summer session students. At the three Colleges of Education, $3.00 of the total fee would be budgeted to the Health Service, $1.00 to the Gym Suit Service, and $7.00 to the Athletic and Union Activities. At the Vanport summer session, if it is operated in 1950, $3.50 of the total fee would be budgeted to Student Educational and Athletic Activities. At the General Extension Division all of the $55.00 fee would be budgeted to the Board's general funds. The fee for part-time students enrolled for four credits or less would be $27.50 and for short courses and workshops $7.00 per week with a minimum of $11.00.

"For the 1949 summer session a $25.00 fee for part-time students taking four credits or less is recommended. For short courses and workshops a fee of $6.25 per week with a minimum of $12.50 is recommended for 1949.

"The Finance Committee recommends that these fees and rate schedules, as outlined, be adopted."

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

Mr. Cabell presented the following report regarding the continued operation of the Vanport Extension Center:

"The Chancellor's Office has investigated the possibility of obtaining the use of the Oregon Shipyard Administration Building for the use of the Vanport Extension Center for an additional year, July 1, 1949 to June 30, 1950. While it is not yet certain, there is a reasonable possibility that the building will be available and definite word is expected by March 1. At present and prospective enrollment indicates a continued emergency need for this Center, especially with regard to married veterans, it is recommended that the Vanport Extension Center be continued for the additional year."

The Board approved the report of the Committee and authorized the continuation of the Vanport Extension Center for an additional year.

Mr. Cabell reported as follows on the amendment to the scholarship law designed to encourage the training of more elementary school teachers:

"It will be recalled that at the November meeting of the Board, officials of the Portland School System appeared and presented the grave emergency that exists because of the scarcity of elementary school teachers. In order to encourage the training of
more elementary school teachers in the Oregon colleges of education, all of which have facilities for an increase, it is proposed that the present state higher education scholar-
ship law be amended to provide additional inducement for students to register for such work.

"It is recommended, therefore, that steps be taken to have intro-
duced such an amendment which would provide that the scholarship quota for each college of education be increased by 10 per cent of the number of students registered for elementary teacher training in the previous years. As the Board already has authority to set the amount of these state scholarships, it is proposed that all scholarships applying to students taking elementary teacher training be fixed at an amount that will include all tuition and incidental fees."

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

REGULATIONS
RE TRANSFERS IN PHYSICAL PLANT BUDGETS

Mr. Cabell made the following report regarding transfers and overdrafts in physical plant accounts:

"Chancellor Packer called attention of the Committee to what appears to be an unnecessary amount of detailed fund transfers among departments in the Physical Plants in order to comply with the present regulations regarding overdrafts in departmental accounts. It was explained that since all of the physical plant departments are under the supervision of one man on each campus, the procedure could be safely simplified to meet the peculiar situation in physical plant accounts whereby certain ones, such as water and heat, may require more or less than amounts budgeted because of situations beyond control, such as weather or other emergencies. It is therefore recommended that the following new regulations be adopted:

1. For regular physical plant operating and maintenance budget accounts, overdrafts in individual budgets will be offset against balances in other accounts, but not in excess of the total of all such balances. If there is a net balance, such balance is to revert to the Board, while if there is a net overdraft, such overdraft is to be covered by reducing the President's Reserve for the succeeding fiscal year.

2. Within the total amount of funds available to each institution in its annual authorized budget, the President is to provide for all physical plant operating and maintenance costs including contingencies resulting from unusual weather, price fluctuations and other factors beyond the control of the institution. Extreme emergencies may, as in the past, warrant review of the situation with the Chancellor who may recommend financing from either the Board's unappropriated fund or from institutional funds as circumstances may warrant.
3. Detailed budgets will be prepared for each physical plant department and expenditures will be recorded separately for each department as in the past to provide comparable information from year to year on expenditures for heat, building repairs, janitorial costs and other items of physical plant operation and maintenance."

The Board approved the report of the Committee and the new regulations as recommended concerning transfers and overdrafts in institutional physical plant budgets.

Mr. Cabell reported as follows concerning the inclusion of time spent in the military service by staff members during the war toward accumulated service time for sabbatical leave:

"Chancellor Packer reported to the Board that the question has arisen regarding the inclusion of time spent in the military service by staff members during the war toward accumulated service time for sabbatical leave. It was pointed out that staff members have been given credit for time spent in military service by the State Retirement Board in computing the prior service credit for retirement allowances. It appears to the Committee that equal consideration is justified in the case of those applying for sabbatical leave."

"It is therefore recommended that for purposes of determining eligibility for sabbatical leave, time spent by a staff member on an authorized military leave from an institution of the State System of Higher Education during the period of the war emergency, 1940 to 1946 inclusive, be considered as institutional service, with the understanding that during such military service leave the staff member is considered as having the same academic rank that he held at the commencement of his leave. The application to sabbatical leave qualification time, of war service leave other than direct military service, will be considered by the Board on its merits for each individual case that may arise."

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

Mr. Cabell completed the report of the Finance Committee as follows:

"The Medical School is the legatee of a 1/114th interest in the Estate of Mrs. Helen D. Manley. An offer was made sometime ago by other legatees for this 1/114th interest. This was turned down by Board officials with the suggestion that a careful study be made by Medical School officials acting with other public bodies that have a comparable interest in the Estate. An offer of $22,500 has now been made for the Medical School's 1/114th interest. Careful investigation by the Medical School officials and other legatees indicates that this offer is adequate. It is recommended that it be accepted and that the Secretary of the Board be authorized to sign the necessary documents."

The Board approved acceptance of the offer of $22,500 for the Medical School's 1/114th interest in the Manley estate and authorized the Secretary of the Board to sign the necessary documents.
Mr. A. S. Grant presented the following report regarding the establishment of a junior college in Multnomah County:

"In connection with Senate Bill No. 9 which calls for the establishment of a junior college in Multnomah County, the State Board of Higher Education calls attention to the following facts:

1. The authority to create new institutions in the higher educational system of Oregon rests solely with the State Legislature or the people.

2. It is the function of the State Board of Higher Education to administer institutions created by the Legislature or the people within the funds made available to the end that the highest quality of instruction will be available to the youth of the state.

3. The Board, in the exercise of its administrative function, has submitted to the Legislature a minimum operating budget and a request for $21,500,000 for buildings necessary to care for the greatly increased student bodies now enrolled at existing institutions. Of this total request for buildings, $12,000,000 is considered an emergency matter and is included in the request for the next biennium. The remainder of $12,500,000 is for additional immediate needs and should be made available by the 1949 or 1951 Legislature. This is the minimum amount required to bring our existing institutions to a reasonable standard of educational effectiveness. The Board cannot express too strongly its opinion that these requirements should be met before additional institutions are created. A new institution in Multnomah County for 2,000 students would require a capital outlay of at least $41,000,000 and an annual operating budget of approximately $800,000.

4. The Board is now operating the Vanport Extension Center as an emergency institution in the Portland area. It plans to continue this institution for at least another year.

5. The Board has also operated for years, an extensive collegiate night class and adult education program in Portland through its General Extension Division. This unit is now housed in rented facilities which are entirely inadequate. The Board believes that by purchasing an existing building in Portland which could house the daytime collegiate program now offered in the Vanport Extension Center and the night classes now offered by the General Extension Division, the requirements of the Portland area for collegiate instruction for several years could be met. Such a program through the existing General Extension Division would be much more economical than creating a new institution."

The statement as presented by Mr. Grant was unanimously approved by the Board as the sentiment of the Board regarding the establishment of a junior college in Multnomah County.
Mrs. Cheryl S. MacNaughton, Chairman of the Curriculum Committee, presented the following report:

"The Curriculum Committee has held two meetings in reviewing the course additions and changes recommended by the several institutions and the Chancellor's recommendations thereon. All members of the Committee were present at the meeting last week but Mr. Chambers was unable to be present at the meeting yesterday. The presidents of both the University and State College were in attendance at both meetings.

"As a result of those deliberations, the Committee is recommending to the Board the approval of all course additions, course deletions and course changes submitted in the curricular documents prepared by the Colleges of Education, the Medical School, the Dental School, the General Extension Division and the University of Oregon. In the document submitted by the State College, the following courses are recommended for disapproval by the Board:

Eng. 230  Effective Writing, 3 hours
J. 225, 6  Journalism Projects, 4 term hours
Sp. 245  Stage Planning and Design, 3 hours
Sp. 290  Phonetics, 3 hours
Sp. 346  Advanced Stagecraft, 3 hours
Sp. 437, 8, 9  Radio Work Shop, 9 hours
GS. 464a, 5, 6  Applied Physical Geography (G), 12 term hours
FS. 210  Constitutional Law, 3 hours
Mus. 350  Music for the High School Teacher, 3 hours
FS. 341, 2, 3  Political Thought, 3 hours each term
AA 263, 4, 5  History of Western Art, 3 hours each term
AA 350, 1, 2  Industrial Design, 3 hours each term

"The Committee is also recommending disapproval of changing the following courses to upper division status:

Hst. 206  Modern Russia, 3 term hours
Hst. 209  The World Since 1914, 3 term hours

"The Committee is also recommending the following modifications in new courses submitted by the State College:

AA 223  Interior Design Elements, 2 hours, to be changed to AA 223, Elements of Interiors
AA 275, 6, 7  Graphic Arts, 2 hours each term, is recommended for approval at the State College and also added to the University's list of approved courses.

A new course AA (with a 200 number), Technical Drawing, 2 or 3 hours any term, is recommended to replace the proposed courses AA 392, 3, 4, Commercial Art, 2 hours each term, and AA 395, Scientific Illustration, 3 hours.
A new course AA 281, 2, 3, Industrial Arts Drawing and Design, 3 hours each term, is recommended in place of the recommended courses:
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AA 281 Industrial Arts Drawing, 3 hours
AA 282 Industrial Arts Design, 3 hours
AA 283 Industrial Arts Applied Design, 3 hours

A new course GS 311, 12, Cartography, 3 hours credit, is recommended for approval as a lower division course, with appropriate 200 number substituted for 300 numbering.

"For a considerable period of time the following courses have been carried as approved offerings of the Department of Economics:

Ec. 413 Money and Banking, (g) 4 hours
Ec. 435 Transportation, (g) 4 hours
Ec. 440 International Trade, (g) 4 hours
Ec. 475, 6, 7 Current Economic Theory and Problems, (g) 3 hours each term.

In 1947 the Board approved the following footnote referring to the above courses: 'Applicable toward a graduate major in Division of Agricultural Economics, School of Agriculture.' The Committee recommends that these courses be continued as authorized courses in the Department of Economics and confirms its previous action for the inclusion of the above footnote in the catalog.

"The recommended course, Eng. 376, 7 and 8, 'The Western World of Fiction', 9 term hours credit, is recommended for disapproval and in lieu thereof the present course Eng. 276 'The Novel', 3 term hours credit is recommended for upgrading to upper division status with the number Eng. 376, 'The Novel', 3 term hours.

"The Committee disapproved the recommendation presented by Dr. Strand that a professional major in physical education in the School of Education, including graduate status be offered."

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

RECESS

The Board recessed at 10:40 A.M. in order to give the Building Committee members an opportunity to discuss with University officials and architects the bids opened at 9:00 o'clock that morning on the Library Addition at the University. The Board reconvened at 10:50 A.M.

AWARDING OF

BIDS ON

LIBRARY ADDN

AT U OF O

Dr. Klinskorge reported that five bids had been received on the general contract on the Addition to the University Library, three bids on the mechanical contract and three bids on the electrical contract. After careful study by members of the Building Committee and University officials, the Committee is recommending that the bids be awarded to the following low bidder on each of the contracts, with Alternate A deducted, this award to be subject to the authorization of funds by the Emergency Board and the Board of Control:
In order to award the bids on the project on this basis, it will be necessary to bring some additional funds to the project. There is available in the University's allocation of the building fund $735,000. However, to provide for the revised project budget carrying an adequate emergency reserve, the necessary architects' and engineering fees, minimum equipment allotment and for other miscellaneous costs, an additional $20,000 is required. President Newburn proposed to the Committee that this $20,000 be supplied from earnings of the Veterans Commons on the University campus, for which building funds were advanced when the Commons Building was constructed.

The Building Committee feels that the maximum amount of building space should be erected at this time and also that the quality of the building should not be sacrificed. It therefore approved the award of the contracts on this basis and the bringing of the additional $20,000 to the project fund.

President Newburn reported to the Committee that it may be possible, after careful study and conference with the architects, to make certain adjustments in the building as designed and thereby affect sufficient savings which, if combined with portions of the unused emergency fund, would make it possible to restore Alternate A in each of the contracts and thereby get the complete building.

The Board voted to approve the report of the Building Committee on the Library Addition at the University of Oregon and the recommendations contained therein.

BROTHERHOOD WEEK

President Smith reported that he had been requested to inform the several institutional executives of the National Conference on Christians and Jews and the observation of Brotherhood Week, which is the week of Washington's birthday. He indicated that the organization behind the National Conference would greatly appreciate any activities promoted by the colleges in this connection. As an example, he cited the program planned by the Vanport Extension Center at which he will preside and at which the three guest speakers will be a Catholic priest, a Rabbi and a Baptist minister.

AFFILIATION WITH OREGON STATE BROADCASTERS' ASSOCIATION BY KOAC

Dr. Byrne presented a communication from Dean Cramer to Chancellor Packer indicating that the Oregon State Broadcasters' Association wishes to affiliate more closely with Radio Station KOAC and that a committee of the Association has recommended that James M. Morris, Program Manager of KOAC, be named Executive Secretary of the Oregon State Broadcasters' Association. Dean Cramer indicated in his letter that he felt that such a move is very desirable and requested approval of the proposed plan. Chancellor Packer replied to Dean Cramer's letter stating that the proposed cooperative relationship seemed very desirable and should prove mutually beneficial and not only was he in favor of such cooperation but that it also carried the approval of President Newburn and President Strand. The communication was presented merely for the information of the Board and was accepted for filing.
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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

Coos Bay-North Bend Rotary Club  Gift of $1114 from the Coos Bay-North Bend Rotary Club to establish a perpetual loan fund to be known as the Coos Bay-North Bend Rotary Scholarship Fund.

State College

Nat. Institute of Health  Grant of $3,200 from the National Institute of Health, Bethesda, Maryland, to continue a chemistry research project under the direction of Dr. Vernon H. Cheldelin.

Nutrition Foundation, Inc.  Grant of $1,500 for each of the years 1949 and 1950, from the Nutrition Foundation, Inc. New York, for the work of Dr. Joseph S. Butts, Professor of Biochemistry. The funds will be made available on January 1 of each of the years concerned.

Dr. R. Wulzen  Gift of $200 from Dr. Rosalind Wulzen, Professor Emeritus of Zoology, to continue her research project "Biological Studies on the Anti-Stiffness Factor".

Ag. Research Foundation  Gift of $880 from the Agricultural Research Foundation for the use of the Experiment Station.

American Cyanamid Co.  Gift of $1,500 from the American Cyanamid Company for the conduct of certain research in connection with weed investigations.

Glenn Stanton  Gift of bronze tablets, from Glenn Stanton, Architect, bearing the name of Beatrice Walton Sackett, to be placed on the new Women's Dormitory.

Medical School

John and Mary R. Markle Foundation  Grant of $5,000 from the John and Mary R. Markle Foundation, New York, to continue support of the research investigations of Dr. W.E. Youmans, Professor and Head of the Department of Physiology, on studies of the regulation of heart rate after chronic sino-aortic denervation. One-half of the grant was paid in 1948 and the balance will be paid in 1949.

Mrs. Philip Hart  Gift of $1,000 to the Doernbecher Memorial Hospital for Children from Mrs. Philip Hart, Portland.

A. R. Watzek  Gift of $1,000 from Aubrey R. Watzek, Portland, to the Department of Ophthalmology, to be used at the discretion of Dr. Kenneth C. Swan, Professor and Head of the Department. It is Dr. Swan's plan to utilize this gift to establish a research fund to be known as the Watzek Ophthalmology Research Fund, which will finance preliminary work in new research projects in ophthalmology.
A. R. Watzek  Gift of $2,000 from Aubrey R. Watzek, $1,000 of which is to be added to the Thomas M. Joyce Memorial Fund and $1,000 to be utilized for research in the Department of Medicine under the direction of Dr. Howard P. Lewis.

G. O. Peterson  Gift of $100 from Carl O. Peterson, to the Doernbecher Memorial Hospital for Children.

Wallowa Cty Chap, Nat. Foundation  Gift of $250 from the Wallowa County Chapter of the National Foundation for Infantile Paralysis to the Doernbecher Hospital for Children.

Asbestos Supply Company  Gift of $100 from the Asbestos Supply Company, Portland, to the Doernbecher Hospital for Children, in appreciation for the care given Leland Jones, who was a poliomyelitis patient in the Hospital.

Estate of Gabriel Clark  Bequest of $12,154 from the Estate of Gabriel Clark to the Doernbecher Memorial Hospital for Children.

Mothers' Club of Dept. of Nursing  Gift of $600 from the Mothers' Club of the Department of Nursing to establish a loan fund for the use of students in the Department.

Smith, Kline and French Laboratories  Grant of $2,000 from the Smith, Kline and French Laboratories, Philadelphia, to the Department of Ophthalmology, to be used for the continuation of studies on the ocular effects of Dibenamine and its derivatives. This research is under the direction of Dr. Kenneth C. Swan, Professor and Head of the Department of Ophthalmology. It is estimated this project will take 2 or 2½ years for completion. The Smith, Kline and French Laboratories will send checks in the amount of $2,000 every 6 months until the project is completed.

U. S. Public Health Service  Additional grant of $25,000 from the U. S. Public Health Service to continue the cancer teaching and research projects being carried out under the direction of Dr. Howard Richardson, Assistant Professor of Pathology.

Mrs. Don McGraw  Gift of $5,000 from Mrs. Don McGraw, Portland, to establish a fund to be known as the Don McGraw Research Fund and to be utilized for research in cardiovascular disease and related disorders, under the direction of Dr. Howard P. Lewis, Professor and Head of the Department of Medicine.

Argosy Fund  Gift of $1,000 from the Argosy Fund, San Francisco, for the purpose of supporting research under the direction of Dr. Kenneth C. Swan, Professor and Head of the Department of Ophthalmology, on functional changes of the blood vessels in the fundus of the eye.

Navy Dept.  Grant of $8,750 from the Navy Department, to be added to the two previous grants totaling $25,666.75, to cover a research project in the field of anatomy and physiology of the acoustic system in the brain and in the mechanism of the ear. This project is being conducted under the direction of Dr. Archie Tunturi, Assistant Professor of Anatomy.
Eastern Oregon College of Education

Dr. and Mrs. C. E. Branner
Gift of $89 from Dr. and Mrs. C. E. Branner, to provide an all-tuition freshman scholarship for 1949-50

Southern Oregon College of Education

Ashland Kiwanis Club
Gift of $258.50 from the Ashland Kiwanis Club to provide three tuition scholarships for the school year 1948-49.

General Extension Division

Ed. Advisory Cmt. of Ora. Liquor Control Commission
Grant of $5,000 per year from the Educational Advisory Committee of the Oregon Liquor Control Commission to be added to the previous grant of $600 a year from that Committee, to provide a position of Assistant Professor of Education. The person appointed to this position is to extend to other localities of the state the teaching program of the course "Alcohol Studies in the School Curriculum" now offered under the direction of the General Extension Division in Portland.

Vanport Bus. and Professional Club
Gift of $300 from the Vanport Business and Professional Club and $90 from anonymous donors, to provide short term loans, without interest, to Vanport students lacking sufficient funds to pay fees or for veterans whose subsistence checks are late.

APPOINTMENT OF GEORGE C. KOTCHIK TO ION LEWIS SCHOLARSHIP MANAGING COMMITTEE
In accordance with the nomination submitted by Frank Roehr, President of the Oregon Chapter of the American Institute of Architects, the Board approved the following architect as a member of the Ion Lewis Scholarship Managing Committee:

Geogge Clair Kotchik, 2040 S. W. Jefferson St., Portland 1, Oregon, to succeed Mr. H. Abbott Lawrence, for the two year term expiring October 2, 1950; appointment to be retroactive to October 2, 1948.

This nomination is to be retroactive because of an inadvertence on the part of the Institute in failing to nominate when the term expired on October 2, 1948.

PURCHASE OF ERICKSON PROPERTY BY U OF O
The Board approved the purchase by the University of the following described property at a price of $9,000, funds to be provided from the Board's Land Purchase Reserve:

Lot 11, Block 2, Amended Plat, University Addition, Eugene, Lane County, Oregon.

This lot is located across the street from the Architecture Annex Building and will make an ideal parking area.

ADDN TO SCHOOL OF MUSIC AT U OF O
In order to make it possible to carry out certain phases of the music program at the University that have not been developed in an adequate manner, the Board approved the transfer of $1,000 from the Institutional Reserve to the School of Music to be distributed: $200 to wages and $800 to materials and expense.
REVISION IN FLIGHT TRNG. BUDGET AT OSC

Due to low registration, the flight training courses will be discontinued for the winter term at Oregon State College, which necessitates a revision in the Aeronautical Engineering Flight Training budget inasmuch as this budget was originally approved for the entire year. The Board approved the following revised budget for the fall quarter:

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<tr>
<td>Wages</td>
<td>$1,302.00</td>
<td></td>
</tr>
<tr>
<td>Materials and expense</td>
<td>1,170.20</td>
<td>$2,472.20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 students at $105 per student</td>
<td></td>
<td>$1,050.00</td>
</tr>
<tr>
<td>Provided from the Emergency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board appropriation for Civil Service increases</td>
<td>120.00</td>
<td>$1,170.00</td>
</tr>
<tr>
<td>Required from the Institutional Reserve</td>
<td></td>
<td>$1,302.20</td>
</tr>
</tbody>
</table>

ADDN TO OFFICE OF STUDENT AFFAIRS AT U OF O.

Due to the heavy enrollment and the volume of work handled by the Office of Student Affairs at the University, it is necessary to increase the funds available for operation. Accordingly, the Board approved the transfer of $2,000 to wages and $750 to materials in the Office of Student Affairs budget, funds to be transferred from the Institutional Reserve.

ADDN TO WATCHMAN AND POLICE BUDGET AT OSC

The Board approved the transfer of $1,306 from the Institutional Reserve to the Watchman and Police budget at Oregon College of Education for employment of a full-time watchman.

TRANSFER TO BOTANY AND PLANT PATH. AT OSC

The Board approved the transfer of $2,050 from salary to wages in the Herbarium budget of the Department of Botany and Plant Pathology at Oregon State College to employ a Technician-Instructor on a civil service basis.

DISPOSITION OF FUNDS IN PHYSIOLOGY AT MED. SCH. DUE TO RENSHAW DEATH

Due to the fact that it has been impossible to find a replacement for Dr. Birdsey Renshaw, Associate Professor of Physiology at the Medical School, who died of poliomyelitis on November 23, 1948, the Board approved retaining in the budget the salary funds of $3,956.07 remaining for this position, pending appointment of a successor.

ADDN TO COUNSELING CENTER BUD. AT U OF O

To provide for equipment and travel needs in the Counseling Center at the University, the Board approved an increase of $650 in the equipment budget and $100 in the travel budget, funds to be provided from an increase in estimated income, Testing Bureau Fees.
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BUDGETING OF U. S. PUBLIC HEALTH SERVICE GRANT AT MEDICAL SCHOOL

The Board approved budgeting as follows at the Medical School, $12,500 of the $25,000 U. S. Public Health Service Cancer fund reported in the gift section:

Salaries $2,150.00

Transfer of Dr. Howard Richardson, Assistant Professor of Pathology, from 64 per cent time in the Medical School budget and 56 per cent time on the Oregon State Police budget, to full time on the Medical School budget, at an annual salary rate of $8,000, 12-months basis, yearly tenure, effective January 1, 1949.

Wages $11,750.00
Materials and expense 5,600.00
Travel 1,000.00
Equipment 2,000.00

$12,500.00

DISPOSITION OF FUNDS IN PHARMACOLOGY AT MED. SCH. DUE TO KARR RESIGNATION

Due to the fact that it has been impossible to find a successor for Dr. Norman W. Karr, Assistant Professor of Pharmacology at the Medical School, who resigned last August, and it appears that it will be impossible to find a replacement before April 1, 1949, the Board approved distributing as follows, salary savings of $3,156.78 accruing to April 1: $1,000 to materials and expense and $2,156.78 to wages in the Department of Pharmacology.

TRANSFERS AND BUDGET ADJ. AT OSC

The Board approved transfers and budget adjustments as follows at Oregon State College:

From: Institutional Reserve $3,690
To: General Equipment $3,150
Agricultural Engineering, wages 540 3,690

From: Science Surveys, salaries 800
To: Institutional Reserve 800

J. C. Li, Transfer

Transfer of 64 per cent of the time of Jerome C. Li, Assistant Professor, from the Mathematics to the Agricultural Economics budget for the winter term. Salary savings of $645 in the Mathematics budget to be transferred to wages. Requires $645 in Agricultural Economics to be transferred from the Institutional Reserve.
PAYMENT FROM STATEWIDE CLASSES TO ED. AT OSC FOR WORK OF PROF. GIBSON

The Board approved the payment of $630 by the Department of State-wide Classes, General Extension Division, to the School of Education, Oregon State College, to reimburse that department for work done by Professor H. H. Gibson, Head of the Department of Agricultural Education. These funds are to be distributed: $100 to materials and expense and $530 to travel.

BUDGETING IN EXP. ST. DEPT. OF FARM CROPS OF AMERICAN CYANAMID CO. GIFT

The Board approved budgeting as follows in the Experiment Station Department of Farm Crops: $1,150 of the $1,500 gift from the American Cyanamid Company reported in the gift section:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$ 666.66</td>
</tr>
<tr>
<td>Appointment of Thomas W. Thompson as Experiment Station Fellow, at an annual salary rate of $1,000, for 50 per cent time, 9-months basis, yearly tenure, effective January 1, 1949.</td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>100.00</td>
</tr>
<tr>
<td>Materials and expense</td>
<td>83.34</td>
</tr>
<tr>
<td>Travel</td>
<td>200.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td>$1,150.00</td>
</tr>
</tbody>
</table>

PURCHASE OF MEYERS PROPERTY AT OSC

The Board approved the purchase, by Oregon State College, of a house and lot located at 2300 Western Avenue, owned by Helen G. and M. J. Meyers, at a price of $9,000, funds to be provided from the Board's Land Purchase Reserve. This property is located in the athletic area and this purchase is necessary immediately to provide adequate drainage for the Pavilion site.

PURCHASE OF CHAMBERLIN PROPERTY AT OSC

The Board approved the purchase, by Oregon State College, of the following described property from Minnie Southam Chamberlin, at a price of $13,500, funds to be provided from the Board's Land Purchase Reserve:

All of lots 6 and 7 and the west 90 foot of lot 5 in Block 9 of N. B. & P. Avery's Addition to the City of Corvallis, Benton County, Oregon, together with the house and outbuilding located thereon.

In the event that Mrs. Chamberlin decides to retain the house for removal to another location, the purchase price shall be $12,500. This property joins the campus immediately east of the Armory and will be an ideal site for the proposed laundry.
DEPARTMENTAL OVERDRAFTS FOR 1947-48 AT SOCE

The Board's policy regarding departmental budget overdrafts at the close of the fiscal year requires that the amount of any departmental overdraft be deducted from that department's budget allowance for the succeeding year. Due to insufficient 1948-49 allowances in certain departments at Southern Oregon College of Education, the Board approved not deducting the following 1947-48 budget overdrafts from the 1948-49 budget allowances:

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office</td>
<td>$511.60</td>
</tr>
<tr>
<td>Diplomas and Certificates</td>
<td>469.92</td>
</tr>
<tr>
<td>Publications</td>
<td>222.76</td>
</tr>
<tr>
<td>Conference Institutes for Teachers</td>
<td>32.69</td>
</tr>
<tr>
<td>Teacher In-Service Extension</td>
<td>101.80</td>
</tr>
<tr>
<td>Janitorial</td>
<td>280.05</td>
</tr>
</tbody>
</table>

$1,618.82

ADDN TO AN. HUSB. BUD. AT OSC FOR TRAVEL FOR STOCK JUDGING TEAM

The Board approved the transfer of $600 from the institutional Reserve to the travel budget of the Animal Husbandry Department at Oregon State College to finance approximately one-half of the cost of travel and subsistence for the Stock Judging Team on its trip to Denver. Livestock organizations have contributed approximately $600 to aid in financing the expenses of this team.

ADDN TO MALHEUR EXP. AREA BUDGET

Due to increased travel costs and purchase and feeding costs in excess of those estimated at the beginning of the fiscal year, the Board approved an addition of $6,000 to the Malheur Experimental Area budget to be distributed as follows, funds to be provided from unbudgeted Fees and Sales funds:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>$1,300</td>
</tr>
<tr>
<td>Materials</td>
<td>4,500</td>
</tr>
<tr>
<td>Travel</td>
<td>200</td>
</tr>
</tbody>
</table>

$6,000

STREET IMPROVEMENT AT SOCE

A cooperative arrangement has been worked out with the City of Ashland for the improvement of Madrone and Indiana Streets, which border the campus at Southern Oregon College of Education on the south and east. The institution's share of this improvement is as follows:

- Curbing and guttering of 1,600 feet on Madrone and Indiana Streets $2,400
- Macadam paving of Madrone and Indiana Streets $1,600
- Surfacing parking area near Susanne Homes $500
- Hall bordering on Indiana Street $500

This project will provide good access streets to the new Women's Dormitory and will greatly aid in caring for the drainage problem of the entire campus. The Board approved an appropriation of $4,500 from the Board's Reserve for Physical Plant Rehabilitation.
BUDGET TRANSFERS AT OSC

The Board approved budget transfers as follows at Oregon State College:

From: Institutional Reserve $9,200

To: Moving to Electrical Engineering Building, Materials and expense $5,000
   (This is to cover moving costs connected with the occupancy of the new Electrical Engineering Building.)

To: Heating, Physical Plant 3,500
   (To cover increased cost of fuel for 1948-49)

To: Pharmacy, Materials and expense 700
   (To cover increased cost of laboratory supplies and reagents)

From: Pharmacy, Salaries $720

To: Institutional Reserve (Resulting from unfilled graduate assistantship in the budget) $720

ADDN TO LIBRARY BUD. AT OSC

To provide needed shelving space in the Library at Oregon State College and to continue the binding program at its present rate, so as not to lose the progress made in catching up on war time binding arrearages, the Board approved additions as follows to the Library budget, funds to be provided from the Institutional Reserve:

Binding $4,060
Shelving 1,250
$5,310

MILTON-FREEWATER EXPERIMENTAL PROJECT BUDGET

Four thousand dollars made available by Umatilla County was matched by $8,000 by the 1947 Legislature from the general fund of the State, making a total of $12,000 available for use by the Experiment Station at the Milton-Freewater Experimental project. The Board approved budgeting as follows $9,200 of this amount:

Salaries $4,116

C. A. Larson, Change in title
Change in title for C. A. Larson, Superintendent of the Umatilla Branch Station, to Superintendent of the Umatilla Branch Station and Milton-Freewater Experimental Area, with a reallocation of time from 48 per cent in the Umatilla Branch Station and 52 per cent with the United States Department of Agriculture to 6 per cent in the Umatilla Branch Station, 42 per cent in the Milton-Freewater Experimental Area and 52 per cent with the United States Department of Agriculture. Salary savings of $1,200 in the Umatilla
Branch Station to be transferred: $349.12 to materials and $850.88 to wages. Requires $1,200 in 1948-49 in the Milton-Freewater Experimental Area.

Establishment of the position of Experiment Station Fellow, at an annual salary rate of $1,000 for 50 per cent time, 9-months basis, yearly tenure, effective January 1, 1949. Requires $666 in 1948-49.

Establishment of the position of Assistant Entomologist, at an annual salary rate of $4,500, 12-months basis, yearly tenure, effective January 1, 1949. Requires $2,250 in 1948-49.

| Wages      | $1,560 |
| Materials  | 500    |
| Travel     | 624    |
| Equipment  | 2,400  |
| **Total**  | **$9,200** |

PURCHASE OF NORTON PROPERTY AT OSC

The Board approved the purchase by Oregon State College of a house and lot located in the Wells and Avery Addition and owned by Perry E. and Alberta Norton, at a price of $5,500, funds to be provided from the State College Land Purchase Reserve. This property is located within the Pavilion site.

ADDITION TO U OF O BUSINESS OFFICE

The activities in the University Business Office have increased considerably over that originally planned when the 1948-49 budget was prepared. This has necessitated certain changes which have resulted in increased costs of operation. In order to care for this increase, the Board approved the addition of $3,645 to the Business Office budget as follows:

To: Wages
From: Reserve for Veterans Books Handling Charges, Materials and expense $2,520 Institutional Reserve 450

To: Equipment
From: Equipment Reserve 675

$3,645
The Board approved an addition of $494 to the Physical Plant operating budget at Southern Oregon College of Education to cover the Board's Reserve for Maintenance of New Buildings to care for the operation of the temporary Music Conservatory Building. The cost for a full fiscal year will be $550.

The Board authorized providing funds from the Board's Reserve for Maintenance of New Buildings to cover the physical Plant operating costs for the remainder of the fiscal year of the new engineering building, Dearborn Hall, in the amount of $14,063.17, and some general physical plant costs for Sackett Hall in the amount of $1,027. The amount for Sackett Hall covers such added costs as Watchman and Police, Delivery Service, Fire Protection, Heating, Line Repairs, etc. The cost for a full fiscal year will be $23,821.61 for Dearborn Hall and $1,927 for Sackett Hall.

The Board approved the transfer of $296.67 from the General Extension Division, State-Wide Classes wage budget to the General Instruction wage budget at Eastern Oregon College of Education to provide payment for Dr. Martha L. Addy, Professor of Education, to teach a three-hour course at Baker during the winter term.

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

E. M. Baldwin, Appointment
Appointment of Dr. Ewart M. Baldwin, Assistant Professor of Geology, as Curator of the Condon Museum of Geology in the Museum of Natural History, with no change in salary, effective December 1, 1948. No change in budget.

C. E. Avery, Appointment
Appointment of Curtis E. Avery, Director of the E. C. Brown Trust, as Professor of Education, 12-months basis, yearly tenure, effective December 24, 1948, with no salary or time on any University budget. This is merely an honorary appointment. No change in budget.

H. N. Wicman, Appointment
Appointment of Dr. Henry N. Wicman as Visiting Professor of Philosophy for the winter term, at a salary of $2,000 for the term. Funds are available in the budget for this position due to the death of Dr. Harvoy Townsend, Professor of Philosophy and Head of the Department, on December 19, 1948. Remaining $1,990 to be retained in the budget pending further adjustments.

J. O. Lindstrom, Red. in time and salary
Redistribution of the time and salary of J. O. Lindstrom, Business Manager, from 95 per cent time on the University budget and 5 per cent on the Dental School budget to full time on the University budget, effective January 1, 1949. Salary savings of $175 in the Dental School budget to be transferred to the Institutional Reserve. Requires $175 in 1948-49 in the University Business Office to be transferred from the Institutional Reserve.
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January 25, 1949

L. E. Anderson
Redistribution of the time and salary of Lester E. Anderson, Alumni Secretary, from 11 per cent in the Athletic Activities Department, 73 per cent in Alumni Records and 16 in the Alumni Association, to 64 per cent in Alumni Records and 16 per cent in the Alumni Association, effective January 1, 1949. Salary savings of $262.50 in the Athletic Activities budget to be transferred to the requisition budget. Requires $262.50 in 1948-49 in Alumni Records to be transferred from the Institutional Reserve.

R. D. Roche
Transfer of Captain Richard D. Roche, Assistant Professor of Military Science and Tactics, to Fort Ord, California, effective September 21, 1948. Captain Roche's salary is paid entirely from federal funds, no change in budget.

H. Trowbridge
Sabbatical leave on full salary for Hoyt Trowbridge, Professor of English, for the period March 19 to June 19, 1949 for research and writing. No change in budget.

H. G. Stoffel
Leave of absence without pay for Dr. Henry G. Stoffel, Professor of Dentistry and Head of the Department of Orthodontia, for the period July 1 to September 30, 1948; and a decrease in time service from 50 to 30 per cent and a change in salary from $2,500 for 50 per cent time to $1,560 for 30 per cent time, effective October 1, 1948. Salary savings of $1,230 in 1948-49 to be transferred to the Institutional Reserve.

E. G. Daniel
Resignation of Edward G. Daniel, Minor Professor of Business Administration and Professor of Economics, effective December 31, 1948, and the appointment of Mark R. Greene as Assistant Professor of Business Administration, at an annual salary rate of $4,000, 10-months basis, yearly tenure, effective January 3, 1949. Mr. Greene's time will be charged 52 per cent to the School of Business Administration and 48 per cent to the Minor Professorship in Real Estate and Allied Subjects. Salary savings of $223.33 in the School of Business Administration and $190 in the Minor Professorship budget, due to appointment at lesser rate, to be retained in the budgets.

M. R. Greene
Appointment

I. M. Newell
Resignation of Dr. I. M. Newell as Assistant Professor of Biology and Curator of Invertebrate Collections in the Museum of Natural History, effective December 31, 1948, to accept a position at the University of Hawaii; and the appointment of Dr. Lowell Jones as Assistant Professor of Biology, for the winter and spring terms, at an annual salary rate of $3,600, 10-months basis, yearly tenure, effective January 12, 1949. Salary savings of $4,021.11 in 1948-49 to be transferred to the Institutional Reserve.

R. A. Douglass
Appointment of Miss Rizpah A. Douglass as Josephine County Home Agent, at an annual salary rate of $3,600, rank of Assistant Professor, 12-months basis, yearly tenure, effective January 1, 1949. Requires $1,800 in 1948-49 to be transferred from the Director's Reserve.

The Board approved the following personnel adjustments at the State College, the necessary funds being provided in the 1948-49 budget:
Appointment of Olivor Heintzelman as Assistant Professor of Geography, at an annual salary rate of $3,800, 10-months basis, yearly tenure, effective January 1, 1949. Requires $2,533.34 in 1948-49 to be transferred from the Institutional Reserve.

Appointment of Miss Margaret Jo Schwab as Instructor and Research Assistant in the Experiment Station Department of Food Technology, at an annual salary rate of $2,640, 12-months basis, yearly tenure, effective January 1, 1949. Requires $1,320 in 1948-49 to be provided from $880 in gift funds from the Agricultural Research Foundation and $440 to be transferred from the requisition budget of the Department of Food Technology.

Salary adjustments as follows in the Federal Cooperative Extension Service, effective January 1, 1949:

- W. W. Burkhart, Washington County Agent, from $3,300 to $3,600
- F. van Borstel, Douglas County Agent, from $3,000 to $3,200
- Mrs. M. M. Heide, Lane Club Agent, from $2,760 to $3,200
- A. W. Riney, Marion Club Agent, from $3,000 to $3,240
- J. R. Huber, Union Club Agent, from $3,180 to $3,384

Requires $678 in 1948-49 to be transferred from the Director's Reserve.

Adjustments as follows in the Experiment Station Department of Agricultural Chemistry:

Appointment of Miss Alice Mae Schmidt as Research Assistant, at an annual salary rate of $2,400, 12-months basis, yearly tenure, effective January 1, 1949.

Salary adjustment for Mrs. Carol Bowman, Instructor, from $2,400 to $2,520, effective January 1, 1949.

Transfer $100 to wages and $625 to equipment

Requires $1,985 in 1948-49 to be provided from a reserve in the Director's Administration budget for crop and stock damage study.

Adjustments as follows in General Engineering:

Resignation of Lester E. Bruns and Joseph L. Stark, Graduate Assistants, effective December 31, 1948; and the appointment of James Latimer Gray as Instructor, at an annual salary rate of $3,000, 10-months basis, yearly tenure, effective January 1, 1949. Requires additional $960 in 1948-49 to be provided from an unallocated $960 item in the budget.

Transfer of $300 unallocated salary funds to wages to employ one additional student assistant.

Transfer of $2,698.33 unallocated salary funds to the Institutional Reserve.
January 25, 1949

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Adjustments as follows in Education, Religion and Philosophy:

E. J. Smith
Resignation

Resignation of Elmer J. Smith, Assistant Professor of Religion and Philosophy, effective December 31, 1948.

E. W. Warrington
Transfer of time

Transfer of 1/4 per cent of the time and salary to Dr. E. W. Warrington, Professor of Education, from Education of Philosophy, for the winter term.

E. L. Waian
Appointment

Appointment of E. Loo Waian as Instructor in Education, 25 per cent time, at a salary rate of $350 for the winter term, monthly tenure.

Salary savings of $2,450 to be retained in the budget pending future allocation.

Adjustments as follows in the Health Service, effective January 1, 1948:

D. C. Reynolds
Salary adj.

Salary adjustment for Dr. D. C. Reynolds, Director, from $5,534 to $7,500.

C. E. Skinner
Salary adj.

Salary adjustment for Dr. Charles E. Skinner, Assistant Physician, from $5,933 to $7,000 and promotion in rank to Professor.

Establishment of the position of Assistant Physician, at an annual salary rate of $6,500, rank of Assistant Professor, 10-months basis, yearly tenure.

Appointment of Dr. John Scarl Giffin as Assistant Physician, at an annual salary rate of $6,000, rank of Assistant Professor, 10-months basis, yearly tenure, effective January 1, 1949.

The latter two positions are presently carried on the wage budget. Requires $9,319.80 in 1948-49 provided in the budget.

W. C. Leth
Adjustment in date for leave

Adjustment in date for leave without pay for Walter C. Leth, Polk County Agent, from January 1 through December 31, 1949 to February 1 through December 31, 1949. Requires $377 in 1948-49 to be transferred from the Director's Reserve.

M. M. Oveson
Salary Adjustment

Adjustment in salary for M. M. Oveson, Superintendent of the Pendleton Branch Station, from $6,300 to $6,000 annually, plus prequisites valued at $300 per year, effective December 1, 1948. No change in budget.

R. Coleman
Promotion

Promotion of Robert Coleman from Graduate Assistant in Geology to Instructor in Geology, at an annual salary rate of $3,200 for 90 percent time, 10-months basis, yearly tenure, effective January 1, 1949. Requires $2,133.33 in 1948-49 to be transferred from the Institutional Reserve. Salary savings of $533.33 resulting from Mr. Coleman's termination as Graduate Assistant to be retained in the Geology budget pending appointment of a successor.
G. A. Mitchell, Transfer of G. A. Mitchell from Superintendent of the Pendleton Branch Experiment Station to Superintendent of the Sherman Branch Experiment Station, at an annual salary rate of $1,479.60, rank of Professor, 12-months basis, indefinite tenure, effective December 1, 1948. Sixty per cent of Mr. Mitchell's salary will be paid by the federal government. Requires $1,036 in 1948-49 to be transferred from the requisition budget of the Station. Mr. Mitchell's entire salary was paid by the federal government while at the Pendleton Branch Station.

R. G. Rosenstiel Leave without pay Leave without pay for R. G. Rosenstiel, Assistant Entomologist and Assistant Professor in the Experiment Station Department of Entomology, for the period March 1 to May 21, 1949, for advanced study at the University of California. Salary savings of $1,000.00 to be transferred as follows: $700 to wages, $83.35 to materials and expense, and $216.65 to travel.

M. N. Nelson, Sabbatical leave Sabbatical leave on full salary for Milton N. Nelson, Professor of Economics, for the period March 28 to July 1, 1949, for research and study. No change in budget.

E. C. Gilbert, Sabbatical leave Sabbatical leave on full salary for Dr. E. C. Gilbert, Chairman of the Department of Chemistry, for the winter term, for travel and study. No change in budget.

M. L. Fincko, Sabbatical leave Sabbatical leave on full salary for Dr. Margaret L. Fincko, Professor and Head of the Department of Foods and Nutrition, for the period March 12, to June 11, 1949, for writing and travel. No change in budget.

V. B. Shafter, Resignation Resignation of Mrs. Viola B. Shafter, Polk County Home Agent, effective December 31, 1948, to be married. Salary savings of $1,812 in 1948-49 to be transferred to the Director's Reserve.

R. A. Ingalls, Resignation Resignation of Dr. R. A. Ingalls, Assistant Agronomist in the Seed Testing Laboratory in the Experiment Station Department of Farm Crops, effective December 31, 1948. Salary savings of $2,000.01 in 1948-49 to be transferred to the requisition budget of the Department of Farm Crops.

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

Adjustments as follows in the Department of Post-Graduate Medical Instruction:

R. V. Crowe, Appointment Appointment of Dr. Ray V. Crowe as Resident Physician in Neurosurgery, at an annual salary rate of $900, plus perquisites valued at $200 per year, 12-months basis, yearly tenure, effective January 1, 1949.

R. H. Loeper, Appointment Appointment of Dr. Ralph H. Loeper as Resident Physician in Ophthalmology, at an annual salary rate of $900, plus perquisites valued at $200 a year, 12-months basis, yearly tenure, effective January 1, 1949.

Addition of $1,600 to the wage budget.
Addition of $4,500 to the materials and expense budget.
Requires $7,000 in 1948-49 to be provided by an increase in estimated fee income.

D. H. Labby, Promotion
Promotion of Dr. Daniel H. Labby from Clinical Instructor in Medicine to Assistant Clinical Professor of Medicine, with no change in salary, effective December 1, 1948. No change in budget.

N. W. Morcier, Resignation
Resignation of Dr. Nelson W. Morcier, Clinical Instructor in Pediatrics, effective December 15, 1948. Dr. Morcier has been employed 20 per cent time. Salary savings of $688.23 in 1948-49 to be transferred to the Institutional Reserve.

C. Gatchett, Resignation
Resignation of Mrs. Caroline Gatchett, Instructor in Nursing Education and Pediatric Teaching Supervisor, effective November 1, 1948; and the promotion of Miss Eleanor Luttrel, Assistant Pediatric Teaching Supervisor, to the position of Instructor in Nursing Education and Pediatric Teaching Supervisor, with an increase in salary from $2,895 to $2,961, effective November 1, 1948. Salary savings of $1,930 to be retained in the budget pending appointment of a successor for the position vacated by Miss Luttrel.

E. Luttrel, Promotion
Resignation of Maisie Wetzol, Associate Professor and Assistant Director of the Department of Nursing, effective January 1, 1949. Salary savings of $2,110 in 1948-49 to be transferred to wages.

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

D. Murray, Appointment
Appointment of Denise Murray as Instructor in Music, for the winter and spring terms, at an annual salary rate of $3,700, 40 per cent time. Requires $986.67 in 1948-49 to be provided from the Institutional Reserve.

C. Heintzelman, Resignation
Resignation of Oliver Heintzelman, Instructor in Social Science, effective December 31, 1948, to accept a position at Oregon State College as Assistant Professor of Geography. Salary savings of $2,466.67 in 1948-49 to be transferred to the Institutional Reserve.

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

S. A. Powell, Time & salary adjustment
Increase in time for Dr. Sarah Ann Powell, Acting Assistant Professor of Psychology, from 40 per cent to 60 per cent, with a corresponding increase in salary from $1,066.67 to $1,600, for the period January 1 through June 15, 1949. Requires $533.33 in 1948-49 to be provided from an unallocated item of $2,333.33 in General Instruction. Remaining $1,800 to be transferred: $1,500 to the requisition budget of General Instruction and $300 to the Institutional Reserve.
The Board approved the following personnel adjustments in the General Extension Division, the necessary funds being provided in the 1948-49 budget:

**W. K. Perrior, Appointment**
Appointment of W. Kenneth Ferrior as Assistant Professor of Education, at an annual salary rate of $5,600, 10-months basis, yearly tenure, effective February 1, 1949. Funds for this position are to be made available from the grant of the Educational Advisory Committee of the Oregon Liquor Control Commission, as indicated in the gift section.

**M. S. Spande, Appointment**
Appointment of Miss Myrtle S. Spande as Assistant Professor of Physical Education, at an annual salary rate of $3,900, 10-months basis, yearly tenure, effective January 1, 1949. Requires $2,600 in 1948-49 to be provided $600 from the General Extension Division Reserve and $2,000 from an unfilled $2,000 assistant professorship in the Portland Extension Center. Miss Spande's appointment will carry an associate professorship in the School of Physical Education at the University.

**KLEINSORGE TO REPRESENT BOARD AT DADS' DAY PROGRAM to be held at the University of Oregon on February 5.**

**ADJOURNMENT**
The Board adjourned at 11:20 A.M.

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EDGAR W. SMITH, President

CHARLES D. EYRNE, Secretary