STATE BOARD OF HIGHER EDUCATION

Minutes of Meeting August 26-27, 1929

Pursuant to call by the President, the State Board of Higher Education met at the University Club in Portland, Oregon, August 26th at 10 A.M. The following members were present:

Mr. Burch
Mr. Irvine
Mr. Pease
Mr. Sammons
Mr. Starr
Mr. Watzek

Mr. Callister and Mr. Oliver sent word that prior engagements would prevent their attending the meeting. Mr. Colt arrived at 11 o'clock and was present for the remainder of the meeting.

President Starr presided and Mr. Watzek acted as Secretary.

The minutes of the meeting of the Board, held on July 15, 1929, were read and on motion by Mr. Sammons, seconded by Mr. Pease, they were approved.

There then followed a discussion whether the minutes of the Executive Committee, as approved by the Board, should be set out in full in the minutes of the Board meeting, or whether they should be incorporated in the minutes of the Board meeting only by reference.

Upon motion by Mr. Burch, seconded by Mr. Irvine, it was unanimously

Resolved that for the present the minutes of the meetings of the Executive Committee be kept in its possession, that they not be set out in full in the minutes of the meetings of the Board, and that a copy of the minutes of each meeting of the Executive Committee be sent to each member of the Board immediately after the meeting.

Mr. Watzek then read the minutes of the meetings of the Executive Committee held on the following dates: July 18th, July 22nd, July 24th, July 25th, August 1st, August 7th, August 9th, August 14th, August 19th, August 21st, and August 24th.

Upon motion by Mr. Irvine, seconded by Mr. Pease, it was unanimously

Resolved that the acts of the Executive Committee, as disclosed by the minutes of the meetings which have just been read, be approved, ratified and confirmed.

The Secretary presented for approval by the Board two bonds executed by the New Amsterdam Casualty Company as surety, one for $25,000, and one for $2,500, for Mr. B. F. Irvine as Treasurer of the Oregon State Agricultural College. The bonds were executed on forms prepared by the Attorney General.

On motion by Mr. Sammons, seconded by Mr. Pease, it was unanimously

Resolved that the two bonds be approved and accepted.
The Board then considered a letter from President Kerr, dated August 23, 1929, in which he recommended that the salary of R. E. Summers, instructor in Mechanical Engineering, be increased from $2200 to $2400 per year.

Upon motion by Mr. Sammons, seconded by Mr. Irvine, it was unanimously

Resolved that the salary of R. E. Summers be increased from $2200 to $2400 per year.

The Board then considered a letter, dated August 23, 1929, from President Landers of the Oregon Normal School, containing recommendations for faculty changes, repairs to buildings, and retention of the Training School at Farm Home.

Upon motion by Mr. Burch, seconded by Mr. Irvine, it was unanimously

Resolved that the following recommendations by President Landers for faculty changes be approved and the changes authorized:

1. A leave of absence for one year to the following:
   Miss Cora L. Turnidge, of the Junior High School in Monmouth
   Miss Emma Henkle of the Department of Methods and Education
   Miss Louise Kreuter of the Valsetz Training School.

2. Acceptance of the resignations of the following:
   Mr. Charles G. King of the Junior High School in Monmouth
   Mrs. Sylvia Belden of the Department of Music

3. The appointment of the following instructors to fill vacancies at the salaries listed:
   Miss Mignonne Goddard, Kindergarten-Primary, Monmouth Training School $2100
   Miss Lucille Wall, Primary, Monmouth Training School $2100
   Mrs. Muriel Shoemaker, Primary, Monmouth Training School $2100
   Miss Neva Dallas, Valsetz Training School $1900
   Mrs. Genevieve Gaskins, Department of Music $2400

Upon motion by Mr. Burch, seconded by Mr. Irvine, it was unanimously

Resolved that President Landers be authorized to proceed with repairs listed in his letter of August 23rd provided they are within the budget allowance, and that the Training School at Farm Home be retained for the coming year.

Upon motion of Mr. Pease, seconded by Mr. Burch, it was unanimously

Resolved that the request of President Churchill of the Southern Oregon Normal School to employ an additional stenographer at a salary of $105 per month be granted, subject to the provision that the budget will cover the salary.

The Board then considered the question of whether the State Board of Control should have been requested to ask for bids for the heating plant for the Oregon Normal School at Monmouth, and also the general question of what purchases for the institutions under the jurisdiction of the Board should be made by the State Board of Control. The Secretary read an opinion from the Attorney General, dated August 20, 1929, in which he stated that the heating plant being a fixture
did not come under Sections 2987 and 2989 Oregon Laws as amended by Chapter 279 General Laws of Oregon 1927, which give to the State Board of Control the authority to act as purchasing agent, and that therefore it was within the power of the State Board of Higher Education to make the purchase.

The Secretary also read an opinion of the Attorney General, dated August 24th, 1929, in which he stated that the State Board of Control has authority to make purchases of personal property for all the institutions of higher education, but this authority does not extend to real property, or to buildings, or fixtures which become a part of a building.

On motion of Mr. Burch, seconded by Mr. Sammons, it was unanimously

Resolved that President Landers of the Oregon Normal School be instructed to request the State Board of Control to ask for bids for fuel for the new heating plant at Monmouth.

Mr. Colt arrived at this time.

On motion of Mr. Burch, seconded by Mr. Pease, it was unanimously

Resolved that a committee of three be appointed to settle a definite policy for the future purchase of supplies, equipment, and everything else that may be needed for the operation of the institutions under the jurisdiction of the Board, and that the committee consult with the heads of the institutions and confer in Salem with the Attorney General and the State Board of Control.

Mr. Sammons, Chairman of the Finance Committee, was asked to make a report to the Board. He stated that he had been advised by Wm. Whitfield & Co., the auditors for the Board, that the audits of the Oregon Normal School and the Southern Oregon Normal School were practically completed; that the audit for the Oregon State Agricultural College had been delayed until Sept. 1st because of alterations which were being made in the College business office; that the audit of the Eastern Oregon Normal School would be finished in about ten days, and that Chaney, Wood & Co. had completed its audit of the University of Oregon and that this would be checked by Wm. Whitfield & Co. Mr. Sammons also reported that Mr. Whitfield will be going East in September to attend a national meeting of accountants and while there will confer with eastern accountants who are engaged in University audits, and that he hopes to obtain from them suggestions regarding the unified system of accounting so that he will be able to make recommendations on such a system before the end of the year.

The meeting adjourned until 1:30 P.M.

The meeting was resumed at 1:30 P.M., the same members present.

Mr. Burch suggested that President Starr be a member of the committee which was authorized at the morning session to confer with the Attorney General and Board of Control on the matter of purchases.

President Starr then appointed the following members on this committee:

Mr. Callister, Chairman
Mr. Sammons
Mr. Starr
The Board then considered a letter from Dean Alfred Powers, of the Extension Division of the University, dated August 22nd, in which he requested authority to have printed certain pamphlets covering courses for the Portland Extension Center for the fall and winter terms, and also authority to advertise in the Oregon Education Journal for the Extension Division.

Upon motion of Mr. Colt, seconded by Mr. Sammons, it was unanimously

Resolved that in accordance with the request contained in Dean Powers’ letter of the 22nd, the printing of pamphlets covering courses for the Portland Extension Center for the fall and winter terms be approved, and that his request for advertising in the Oregon Education Journal for the Extension Division also be approved, with the understanding that all copy for advertising be submitted to the Executive Committee for its approval and that in case any new courses should be offered they be first submitted to the Executive Committee.

Mr. Colt, chairman of the Committee on Rules and By-Laws, was asked for a report and stated that his committee had nothing to report.

At this time in response to an invitation from the Board, the following representatives of the University arrived:

Mr. Burt Brown Barker, Vice President
Mr. Karl W. Onthank, Executive Secretary
Mr. L. H. Johnson, Comptroller
Mr. Paul W. Ager, Assistant Comptroller

Mr. Onthank, in the absence of President Hall who was in the East, extended an invitation to members of the Board to be present at the first summer school Commencement exercises to be held on August 30th. He then presented a list of faculty changes which he recommended should be made.

Upon motion of Mr. Watzek, seconded by Mr. Irvine, it was unanimously

Resolved that the following faculty changes at the University be approved and authorized:

College of Literature, Science and The Arts

The reappointment for an indefinite period of Robert H. Seashore, Associate Professor of Psychology, with an increase in salary from $3,000 to $3,300, effective Oct. 1, 1929.

School of Architecture and Allied Arts

The reappointment of Louise E. Schroff as Instructor in the Department of Painting and Drawing for one year commencing October 1, 1929, at a salary of $2,400.

A leave of absence to A. H. Schroff, Professor of Fine Arts, for one year commencing October 1, 1929, without pay.

School of Business Administration

Acceptance of the resignation of James T. Brown, Assistant Professor.

The appointment of George W. Robbins, as Assistant Professor, for one year commencing October 1st, at a salary of $2850, to succeed Mr. Brown.
The acceptance of the resignation of Earl L. Moser, Associate Professor.

The appointment of Daniel D. Gage, Jr., as Associate Professor, for one year commencing October 1st at a salary of $3,000 to succeed Mr. Moser.

The appointment of Ronald Hubbs as Research Assistant for nine months, commencing October 1st at a salary of $500.

The appointment of Raymond Leach as Research Fellow for a period from Sept. 27th, 1929, to June 10, 1930, at a salary of $900.

School of Education

Reappointment of Nelson L. Bosson as Associate Professor for one year commencing October 1st at a salary of $3250.

The appointment of Gordon Ridings as Teacher of Physical Education for nine months, commencing October 1st at a salary of $600 to fill an existing vacancy at the same salary.

Transfer of Ralph Leighton from Teaching Fellow on the general payroll at a salary of $900, to Research Assistant on the Research Fund at the same salary.

The appointment of J. D. Davis, formerly Graduate Assistant at a salary of $500, as Teaching Fellow for nine months, commencing Oct. 1st, at a salary of $750 to fill a vacancy.

School of Journalism

The appointment of Ralph D. Casey, formerly Associate Professor, as Full Professor and the increase in his salary from $3,600 to $3,800 for 1929-1930.

Medical School

Acceptance of the resignation of Dr. R. L. Benson as Head of the Department of Pathology, effective Oct. 1st.

The appointment of Dr. Frank R. Menne, Professor of Pathology as Head of the Department of Pathology at an increase in salary from $4500 to $6000, effective Oct. 1st.

Increase in salary of Dr. Edwin E. Osgood, Assistant Professor of Medicine, from $3,500 to $3,750, effective Oct. 1st.

The acceptance of the resignation of Clinton H. Thienes, Assistant Professor of Pharmacy, effective August 1st.

School of Physical Education

Acceptance of the resignation of Delbert Obersteuffer, Associate Professor and Director in the Department for Men, effective Oct. 1st.

The appointment of E. R. Knollin, as Associate Professor in the School of Physical Education for one year, commencing Oct. 1st, at a salary of $3000.

The acceptance of the resignation of Edward F. Abercrombie, Assistant Professor in the Department for Men, effective October 1st.
The increase in the salary of G. L. Hermance, instructor in the Department for Men, from $2400 to $2600, effective October 1st.

Research Assistants

The appointment of Robert F. Jackson as Assistant to Dr. E. D. McAllister of the Physics Department, for nine months, commencing October 1st, at a salary of $500 to fill a vacancy.

The appointment of De Etta Robnett as Assistant to F. L. Stetson in the School of Education for nine months, effective October 1st, at a salary of $500 to fill a vacancy.

Upon motion of Mr. Watzek, seconded by Mr. Irvine, it was unanimously

Resolved that the following new courses in the University be approved:

410 Democracy
411 Public Opinion
412 Political Problems
Stage Design
Theatre Workshop

On motion of Mr. Sammons, seconded by Mr. Watzek, it was unanimously

Resolved that the question of heating connections for new buildings at the University be referred to the Building Committee.

Mr. Burch then stated that the Building Committee had already instructed the architects to ask the Board of Control to purchase the necessary materials to make these connections and that the labor would be performed by the local force at the University.

Mr. Onthank then presented to the Board for its approval, advertising and pamphlets for the School of Music. Mr. Onthank stated that, as the School of Music receives half of its support from fees paid by students, he felt that it would be essential to continue to advertise as had been done in the past.

Upon motion of Mr. Irvine, seconded by Mr. Sammons, it was unanimously

Resolved that the advertising for the School of Music be authorized and that the proofs submitted by Dean Landsbury be approved.

Upon motion of Mr. Watzek, seconded by Mr. Irvine, it was unanimously

Resolved that all advertising and publicity approved by the State Board of Higher Education shall bear the name of the institution and below the name of the Institution the words "BY AUTHORITY OF THE STATE BOARD OF HIGHER EDUCATION".

President Starr then stated that the Board would next consider a booklet entitled "Investments in the Future of Oregon" which the University proposed to have published as a part of its gift campaign and he asked Mr. Barker, Vice President of the University, to explain the plan of the gift campaign as disclosed by the booklet. Mr. Barker then explained it in detail and expressed the hope that the Board would see fit to approve the publication of the pamphlet.

On motion of Mr. Irvine, seconded by Mr. Burch, final action was deferred until the following morning.
Mr. Johnson and Mr. Ager were then called upon to explain briefly the operation of the business office of the University. They were followed by Mr. Smith who made the same explanation for the College.

The meeting then adjourned until 9:30 the following morning, August 27th.

The meeting was resumed the morning of August 27th, at 9:30. All the members who were present the preceding day were also present at this session.

Mr. Starr stated that upon a recent visit to La Grande he was informed that the Eastern Oregon Normal School might be offered a gift of nine city lots opposite to the property of the Normal School in La Grande on condition that the Normal School assume the cost of street improvements which will shortly have to be made. The members informally expressed themselves as being in favor of the acceptance of such a gift but no definite action was taken.

President Starr then appointed the following Advertising and Publicity Committee:

Mr. Irvine, Chairman
Mr. Colt
Mr. Sammons

Mr. Irvine asked Mr. Sammons to act as Secretary of the Committee and to him were delivered the files of correspondence and printed matter which had been accumulated pending the appointment of this committee.

The Board then resumed discussion of the gift campaign of the University and of the pamphlet, "Investments in the Future of Oregon".

On motion of Mr. Burch, seconded by Mr. Watzek, it was unanimously

Resolved that the gift campaign of the University as disclosed by the booklet "Investments in the Future of Oregon", and its publication, be approved with the understanding that there be inserted just prior to the foreword of the booklet the following:

"The Act of the 1929 Legislature of the State of Oregon, which created the State Board of Higher Education, provides that the Board shall encourage gifts to the Institutions under its jurisdiction and the Board is therefore glad to endorse the plans outlined in this booklet, and especially the appeal for adequate gifts that take care of both construction and maintenance, and for gifts without restriction as to use which will allow the University to take advantage of changing conditions.

State Board of Higher Education"

Mr. Burch then made a report for the Building Committee. He stated that since the last meeting the Building Committee has taken action upon the construction of the Museum of Fine Arts at Eugene, the change in the heating system at the Oregon Normal School, and the controversy over the payment of money for the plumbing at the Eastern Oregon Normal School. In connection with the first matter, contracts were prepared for the construction of the Museum of Fine Arts, and submitted to the Attorney General for his approval. Contracts were returned by the Attorney General with a memorandum covering items to be inserted, and also a statement by the Attorney General that the Board had no authority to sign contracts of construction until all of the funds in the hands of the Alumni Holding Company were placed in the control of the Board. This was followed by a rather obscure statement that this could be done either by depositing the funds directly with the State Treasurer, or by turning the funds over to the Board to be deposited by the Board with the State Treasurer. The Building Committee interpreted this to mean that if all the funds were actually placed in the hands of the
Board for its disposal, the objections of the Attorney General would be met. Therefore the Building Committee telegraphed to the Alumni Holding Company requesting that all funds in its hands be transferred immediately to the Comptroller of the University. Upon receipt of a wire that this had been done, the contracts were turned over to the architects for rewriting, with instructions that when they were re-written, they were to be submitted again to the Attorney General for his approval. The Attorney General, or rather his assistant, in the absence of the Attorney General, returned the contracts without his approval, stating that the Building Committee had not acted in accordance with original instructions in not turning the money over to the State Treasurer. As Chairman of the committee, in company with Mr. Callister, I interviewed the Assistant Attorney General, Mr. Moore, at Salem, and called his attention to some changes in the law which seemed to make an exception. Mr. Moore was not willing to change the ruling of the Attorney General but stated that he would discuss it with the Attorney General upon his return from a vacation. As the contractors were becoming restless on account of the possibility of having bad weather, the Building Committee decided that the contracts should be executed and that, if the Attorney General after reconsidering should still insist that all funds be placed in the hands of the State Treasurer, the funds could be transferred at any time. The contracts have therefore been executed.

With reference to heating system, the chairman of the committee investigated two heating plants installed by one company in Salem, and two heating plants installed by another, and arrived at the conclusion that the one type was far superior to the other, but the manufacturer of the poorer equipment insisted upon being considered, and the committee asked him to put in a bid on the equipment. Two bids were received, and it showed that the higher class equipment was to be installed at a price $100 less than the equipment of the poorer bidder. The committee therefore instructed Professor Landers, President of the Normal School, to order the equipment selected by the committee through the State Purchasing Agent. The State Purchasing Agent refused to place the order without having bids submitted to him. The committee then took the matter up with the Attorney General, and the Attorney General decided that the Board of Higher Education had authority to make its own selection and place the order for it. The committee then placed the order for the equipment selected.

The committee submitted to the Attorney General the controversy over the payment of money for the plumbing at the Eastern Oregon Normal School, and thus far he has not rendered an opinion. The Assistant Attorney General told the Chairman of the Committee last week that he had been called on the telephone by one of the parties to the dispute and had been given some information over the telephone which he refused to accept, and he was awaiting a written statement.

The Building Committee approved the plans prepared by the Architects, Lawrence, Holford, Allyn & Bean, for the proposed Infirmary Building at Eugene.

Upon motion of Mr. Colt, seconded by Mr. Irvine, it was unanimously

Resolved that the report of the Building Committee be approved and the acts of the Committee as disclosed by the report be confirmed and ratified.

Upon motion of Mr. Irvine, seconded by Mr. Watzek, it was unanimously

Resolved that the Building Committee be authorized to approve plans and let contracts for the construction of the Infirmary at the University whenever the necessary funds therefore have all been paid in.

On motion of Mr. Burch, seconded by Mr. Sammons, it was unanimously

Resolved that the Building Committee be authorized to select a site for the Clinic Building in Portland and approve the plans of the architects when completed.
Mr. Pease, Chairman of the Committee on the selection of an Executive Secretary was then called upon for a report. He stated that it had been impossible to get the committee together and that he was unable to report any progress. He expressed the desire to obtain from all members of the Board their respective opinions regarding the proper type of man to fill this position so that the committee might have that assistance in making its investigations. Mr. Pease stated that it was his own opinion that the Executive Secretary should be a person who would be able to gather for the members of the Board whatever information they might need and bring it to them in concrete form so that they might have it to use as a basis for action. He should be a man of tact, with the necessary education to fully comprehend educational problems and a man of business ability who has had financial training.

He further stated that there had been submitted to the Committee for its consideration the name of Mr. Roy W. Kelley and certain letters of recommendation were read to the Board. Messrs. Colt, Sammons, Starr and Watzek, who had either met Mr. Kelley or had had some contact with him, expressed themselves on his fitness for the position.

President Starr then called on each member of the Board to express his opinion on the type of man it should seek for Executive Secretary. Mr. Irvine said that he felt that it was not an executive which the Board should have but a man of clerical ability. The other members of the Board, including the President, were not wholly in sympathy with Mr. Irvine's idea and were inclined to favor the type of man described by Mr. Pease.

At noon the meeting adjourned until 1:30 P.M.

At 1:30 P.M. the Board began the afternoon session with the same members present.

Upon motion of Mr. Pease, seconded by Mr. Burch, it was unanimously

Resolved that Mr. Watzek, as Temporary Secretary, be requested to employ a competent assistant and to provide the necessary quarters and office equipment for the assistant's use.

Mr. Watzek was then called upon to make a report for the Survey Committee and he stated that except for the distribution of certain material to the members of the committee he had nothing to report. There then followed a general discussion regarding a proper bureau or group of individuals to make the survey and also regarding the time the survey should be made. No action was taken regarding it.

The Board then considered a proposed new four year course at the University for the training of teachers for the elementary schools. Letters from Mr. G. H. Billings of Ashland, Wm. C. Bryant of Moro, and President Churchill of the Southern Oregon Normal School, regarding the proposed course were read and discussed. A long letter from President Hall, dated August 4, 1929, explained the position of the University and was carefully considered.

Upon motion of Mr. Sammons, seconded by Mr. Burch, it was unanimously

Resolved that the training of teachers for elementary schools shall be confined to the Normal Schools until the survey, about to be made by the State Board of Higher Education, is completed.

Mr. Sammons then read a letter from Mr. F. C. Knapp, vice-chairman of the Commission of Public Docks in Portland, enclosing a letter from the Secretary of the Commission of Public Docks regarding the wheat weevil menace, in which the Commission
asked that the Board refer the matter to the Oregon State Agricultural College with the request that it render any assistance in its power to remedy the situation.

Upon motion of Mr. Sammons, seconded by Mr. Watzek, it was unanimously

Resolved that the question of the weevil menace be referred to President Kerr of the College with the request that he recommend what action should be taken and that the Executive Committee be authorized to work out with the College some plan to remedy the evil.

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

[Signatures]

C. L. STARR, President.

A. R. Watzek, Temporary Secretary.