STATE BOARD OF HIGHER EDUCATION
Minutes of Meeting April 3, 1931

Pursuant to call by President C. L. Starr, the Oregon State Board of Higher Education held a meeting at the University Club, Portland, Oregon, at 10:30 o'clock A. M., April 3, 1931. The following members were present:

Mr. Albert Burch
Mr. F. E. Callister
Mr. C. C. Colt
Mr. B. F. Irvine

Mr. Edward C. Pease
Mrs. Cornelia Marvin Pierce
Mr. C. L. Starr

Mr. Oliver and Mr. Sammons were unable to attend the meeting.

At the invitation of the Board the Presidents of the five institutions were present.

The minutes of Board Meeting #14 held on March 10 were approved.

Action on the minutes of Executive Committee Meetings numbered 143 to 149, held on January 17, February 2, February 21, February 24, March 2, March 15, and March 19, 1931, was deferred.

The following letter from Governor Meier was read by the Secretary:

STATE OF OREGON
Executive Department
Salem

Julius L. Meier
Governor

Hon. C. L. Starr, Chairman, and
Members of the State Board of Higher Education,
University Club,
Portland, Oregon.

Gentlemen:

It was with the hope that I might be present during your deliberations upon the problems confronting you that I extended an invitation through your secretary to meet at the Executive Offices at Salem.

In reply thereto your chairman advised me by letter that it would be inconvenient for several of the members of the Board
to meet at Salem, and he, in turn, extended an invitation to me to meet with you in Portland. Unfortunately important meetings scheduled at Salem, which could not be postponed, prevent my attendance, and consequently I am directing this communication to you with the hope that it may contain suggestions which will merit your consideration.

The press carried reports to the effect that you are now confronted with a threatened referendum on the appropriation awarded the institutions of higher learning by the recent legislative assembly. It is my candid opinion that unless your board introduces and puts into effect certain economies contemplated by the act creating the State Board of Higher Education, the referendum will be invoked and the entire appropriation will be suspended until the people can vote thereon at the next general election in November 1952.

As I understand it, the introduction of these economies has been deferred pending completion of the survey undertaken in compliance with Section 9 of Chapter 251, General Laws of Oregon for 1929, creating the Department of Higher Education. This survey is now complete and is before your body for consideration and action.

As the report of the survey was only placed in my hands within the last few days, I have not had an opportunity to analyze it fully, but even a hasty perusal reveals the following facts:

First: that the per capita expenditure for higher education in Oregon as compared with other states is relatively high, and that this is, to a considerable extent due to the uncoordinated system under which our higher educational institutions have been and are being operated.

Second: that there exist numerous duplications of courses and that this duplication is especially burdensome in the case of advanced courses where the number of students per section is very small.

Third: that research work is not organized in such a manner as to utilize adequately the resources of the institutions and that extension activities, publications and publicity are poorly organized from the standpoint of economy and of obtaining the best results from the efforts expended.

Fourth: that evils result from the competitive efforts of the institutions to attract and hold the maximum number of students, and that there is a great waste of money and effort
in this competitive scramble for students, since there is no program designed to direct students into curricula which will make them of greatest service to the state and which will insure them useful employment.

Fifth: that the facilities of the educational institutions are not being utilized in such a manner as to derive the fullest value from the use of school plants.

The points touched upon herein and many others of which the survey treats at length give ample evidence of the fact that duplications can be eliminated and savings can be put into practice which will permit the institutions of higher learning in Oregon to operate more economically than they are now functioning, without impairing the efficiency of our system of higher education and without imposing hardship or undue curtailment upon any institution or branch of activity.

In this connection, let me direct your attention to Section 10, of the act creating your board, which provides that the State Board of Higher Education shall inaugurate its program beginning July 1, 1951. If economies contemplated under the act are to be made effective during the current biennium, this program must be initiated in an effective manner not later than the prescribed date.

In conclusion let me call your attention to the fact that in my judgment if the proposed referendum is to be averted, a definite program of retrenchment must be launched by the State Board of Higher Education prior to the last day for the filing of the referendum petitions.

Again let me reiterate the statement made in my inaugural message to the effect that I regard the education of our young people as the most important function of the state, and assure you of my desire to cooperate at all times in an effort to secure for the State of Oregon the fullest returns for the large investment which we make in this important activity.

May I renew the invitation that your next meeting be held in the Executive Offices in the State Capitol at Salem?

Very truly yours,

(Signed) Julius L. Meier.

Governor.
The Secretary was instructed to acknowledge receipt of the Governor's letter and express to him the regrets of the members of the Board that he could not be present at the meeting. The Secretary was also instructed to express to the Governor the Board's appreciation and acceptance of his invitation to hold the next Board meeting in the Executive Chambers.

The following resolution was presented by Mr. Colt and adopted by the Board:

WHEREAS it has been the desire and intention of the State Board of Higher Education since its organization to effect substantial economies by elimination of duplications, by coordination of work and by cooperation among the several institutions of higher learning, and

WHEREAS a survey of the state institutions has been made for the guidance of the State Board in bringing about these results, and

WHEREAS the economic situation which now confronts the state greatly restricts the available funds for the institutions of higher learning,

NOW THEREFORE BE IT RESOLVED That the State Board of Higher Education adopts a policy of retrenchment and of conservatism and instructs the Presidents of the various institutions to bear in mind the necessity herein presented and make their recommendations to the Board for its deliberations based upon the survey in keeping with this policy:

First, that a saving of approximately $1,500,000 must be effected during the last eighteen months of the present biennium.

Second, that where the survey recommends any change or improvements requiring additional funds, these recommendations will not be considered at the present time.

BE IT FURTHER RESOLVED That the presidents of the various institutions, acting upon the recommendations in the survey report, proceed immediately to appoint their faculty committees and schedule meetings with the Secretary of the State Board of Higher Education, for the purpose of presenting definite recommendations to the Board not later than May 4, 1931, as to possible immediate reorganization of courses and abandonment of present activities made necessary by curtailment of funds.
OLD BUSINESS

In view of the contemplated reorganization based on the Survey Report, the Board deferred action on the request for new equipment at the Oregon Normal School training schools, as recommended by President Landers under date of January 17.

The following resolution was adopted by the Board:


Whereas, the Thirty-Fifth Legislative Assembly of the State of Oregon placed all the state institutions of higher learning under the control of a single board, known as the Oregon State Board of Higher Education, and

Whereas, Governor Patterson appointed Mr. Aubrey R. Watzek as a member of this board for a term to expire March 2, 1931, and

Whereas, Mr. Watzek accepted the appointment and gave a large portion of his time during his two years membership to the work of the Board, and

Whereas, Mr. Watzek served during the major part of this period as Secretary of the Board without compensation by the State, and

Whereas, Mr. Watzek also served as Chairman of the Survey Committee of the Board which had in charge the conduct of the Survey of all higher educational institutions in the State as made mandatory by the Thirty-Fifth Legislative Assembly in the act creating the Board, and

Whereas, Mr. Watzek served as a member of the Executive Committee, which committee in carrying on the routine matters of the Board met approximately one hundred fifty times during the two years of Mr. Watzek's membership on the Board, and

Whereas, Mr. Watzek at all times gave to the fullest extent of his time and energy to the work of the Board, and
Whereas, Mr. Watzek's term expired on March 2, 1931, and
Whereas, Mr. Watzek is no longer a member of the Board.

Be It Resolved by the Undersigned Who Have Served with Mr. Watzek on the Board:

That an expression of their appreciation of Mr. Watzek's interest in and devotion to the work of the Board in all its phases, and particularly his services as Secretary of the Board, Chairman of the Survey Committee and a member of the Executive Committee, be spread upon the records of the Board and a copy of the same be forwarded to Mr. Watzek and to the Presidents of the Institutions.

(Signed) ALBERT BURCH HERMAN OLIVER

F. E. CALLISTER E. C. PEASE
C. C. COLT E. C. SAMMONS

B. F. IRVINE C. L. STARR
President

E. E. LINDSAY
Secretary

The Board deferred action on renting space for the Oregon Normal School made necessary by the discontinuance of the use of two third floor rooms, due to fire hazard, as set forth in the letter from President Landers under date of March 23, 1931.
CLAIMS

The Board approved the following claims:

OREGON NORMAL SCHOOL (Board Off. Nos. ON1175 to ON1179)

Against Dormitory Account in the sum of $1,748.11
Against Millage Tax Account in the sum of 15,968.99

SOUTHERN OREGON NORMAL SCHOOL (Board Off. No. SN1180)

Against Millage Tax Account in the sum of 6,201.18

EASTERN OREGON NORMAL SCHOOL (Board Off. No. EM1200)

Against Millage Tax Account in the sum of 4,994.61

BOARD'S OFFICE (Board Off. Nos. Bl187 to Bl199)

Against Millage Tax Account in the sum of 1,389.24

TOTAL $30,282.13

CHANGES IN PERSONNEL

The Board approved the following changes in personnel as involving no new engagements after the end of the 1931 Summer School Session:

COLLEGE

Appointment of Miss Rena Heagen, assistant professor of Hygiene, to have charge of two courses during the six weeks summer session at a salary of $550, conditional upon the student fees accruing from these courses equaling this sum, as recommended
by President Kerr under date of March 20.

Leave of absence for Mrs. Vera H. Brandon, instructor in Household Administration, beginning July 1, 1931, without salary, as recommended by President Kerr under date of March 25.

Leave of absence for six weeks for Mrs. Zelta Feike Rodenwold, Extension Specialist in Home Management, beginning July 13, 1931, with salary for one month of this period, since she is entitled to one month's leave, as recommended by President Kerr under date of March 25.

UNIVERSITY

Leave of absence for an indefinite period, due to illness, for Miss Cornelia Ingram, assistant professor in the School of Architecture and Allied Arts, without pay, effective April 1, as recommended by President Hall through Executive Secretary Pallett under date of March 20.

Appointment of Miss Brownell Frasier as assistant professor in the School of Architecture and Allied Arts to carry on Miss Ingram's work for three months at a salary of $250 per month, effective April 1, as recommended by President Hall through Executive Secretary Pallett under date of March 20.

Appointment of Miss Kate Hevner for one-half of the spring quarter at a salary of $650 to assist in the conduct of the Art Appreciation Survey provided for by the Carnegie grant said salary to be paid from the Carnegie grant, as recommended by President Hall through Executive Secretary Pallett under date of March 20.

OREGON NORMAL SCHOOL

Appointment of the following supervisors or critic teachers for the six weeks period of the summer session beginning June 22, 1931, for the positions and at the salaries indicated, as recommended by President Landers under date of March 24.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position, Monmouth</th>
<th>Salary per Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wall, Lucille</td>
<td>Beginning and first grade</td>
<td>$315.00</td>
</tr>
<tr>
<td>McClure, Ruth</td>
<td>Second and third grades</td>
<td>$360.00</td>
</tr>
<tr>
<td>Scheffskey, Dora</td>
<td>Fourth, fifth and sixth grades</td>
<td>$345.00</td>
</tr>
<tr>
<td>Beardsley, Florence</td>
<td>Seventh, eighth, and ninth grades</td>
<td>$372.50</td>
</tr>
<tr>
<td>Name</td>
<td>Position, Independence</td>
<td>Salary per session</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Hayman, Helen</td>
<td>First grade</td>
<td>$300.00</td>
</tr>
<tr>
<td>Shoemaker, Muriel</td>
<td>Second grade</td>
<td>315.00</td>
</tr>
<tr>
<td>Kennedy, Helen</td>
<td>Third and fourth grades</td>
<td>300.00</td>
</tr>
<tr>
<td>Davis, Marjorie</td>
<td>Fifth and sixth grades</td>
<td>300.00</td>
</tr>
<tr>
<td>Wolfer, Henrietta</td>
<td>Seventh and eighth grades</td>
<td>360.00</td>
</tr>
</tbody>
</table>

Position, Valsets

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary per session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Pearl</td>
<td>First and second grades</td>
<td>267.00</td>
</tr>
<tr>
<td>March, Margaret</td>
<td>Third and fourth grades</td>
<td>318.00</td>
</tr>
<tr>
<td>Thompson, Clara V.</td>
<td>Fifth, sixth, seventh, and eighth grades</td>
<td>300.00</td>
</tr>
</tbody>
</table>

Position, Salem

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary per session</th>
</tr>
</thead>
<tbody>
<tr>
<td>McEwen, Catherine</td>
<td>Third grade</td>
<td>300.00</td>
</tr>
<tr>
<td>Pence, Rose</td>
<td>Sixth grade</td>
<td>300.00</td>
</tr>
<tr>
<td>Bolt, Elsie</td>
<td>Third grade</td>
<td>345.00</td>
</tr>
<tr>
<td>Donaldson, Mary</td>
<td>Fourth grade</td>
<td>360.00</td>
</tr>
<tr>
<td>Butler, Phebe</td>
<td>Seventh and eighth grades</td>
<td>360.00</td>
</tr>
</tbody>
</table>

Position, Corvallis

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary per session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dallas, Neva</td>
<td>Fourth and fifth grades</td>
<td>266.50</td>
</tr>
</tbody>
</table>

Appointment of the following supervisors or critic teachers for the six weeks summer session beginning June 22, 1931, for the positions and at the salaries indicated, as recommended by President Landers under date of March 24.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary per session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catherine Edmeades</td>
<td>Kindergarten, Independence</td>
<td>$285.00</td>
</tr>
<tr>
<td>Geneva Keirnes</td>
<td>Second grade, Salem</td>
<td>275.00</td>
</tr>
<tr>
<td>Mrs. Grace T. Pearce</td>
<td>Monmouth Demonstration School</td>
<td>350.00</td>
</tr>
<tr>
<td>Aura J. Mabrey</td>
<td>Monmouth Demonstration School</td>
<td>225.00</td>
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</table>

Position, Salem

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary per session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waters, Olita</td>
<td>First grade</td>
<td>250.00</td>
</tr>
<tr>
<td>Duncan, Minnie V.</td>
<td>Second grade</td>
<td>250.00</td>
</tr>
<tr>
<td>Swansson, Violet</td>
<td>Fourth grade</td>
<td>250.00</td>
</tr>
<tr>
<td>Taylor, Dorothy</td>
<td>Fifth grade</td>
<td>250.00</td>
</tr>
<tr>
<td>Rauch, Mae</td>
<td>Seventh and eighth grades</td>
<td>250.00</td>
</tr>
<tr>
<td>Hendrickson, Grace</td>
<td>First grade, Park School</td>
<td>250.00</td>
</tr>
<tr>
<td>Sleen, Bernice</td>
<td>Fifth and sixth grades</td>
<td>250.00</td>
</tr>
<tr>
<td>Crowley, Carlotta</td>
<td>General supervisor</td>
<td>275.00</td>
</tr>
<tr>
<td>Name</td>
<td>Position, Corvallis</td>
<td>Salary per session</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Grout, Claire</td>
<td>First grade</td>
<td>$275.00</td>
</tr>
<tr>
<td>To be supplied by Corvallis</td>
<td>Second grade</td>
<td>250.00</td>
</tr>
<tr>
<td>To be supplied by Corvallis</td>
<td>Third grade</td>
<td>250.00</td>
</tr>
<tr>
<td>Lehman, Ernest</td>
<td>Sixth, seventh and eighth grades</td>
<td>250.00</td>
</tr>
</tbody>
</table>

Leave of absence of Mrs. Florence Hutchinson of the Department of Music for the summer quarter, without salary, as recommended by President Landers under date of March 24.

Leave of absence of Miss Margaret Lee Slusher of the Department of Music for the summer session, without salary, as recommended by President Landers under date of March 24.

Leave of absence of Mr. J. F. Santee of the Department of Education during the summer quarter, without salary, as recommended by President Landers under date of March 24.

Leave of absence of Mrs. Anne Ulen Bell of the Department of Art, for the summer quarter, without salary, as recommended by President Landers under date of March 24.

Leave of absence of Miss Katherine Peterson for the last half of the summer quarter, without salary, as recommended by President Landers under date of March 24.

Resignation of Mrs. Anne Murray Beighle of the Home Economics Department, as recommended by President Landers under date of March 24.

Appointment of N. A. Baker to teach the Technique and Practice of the Platoon System for the six weeks period beginning June 22, at a salary of $260 per month, as recommended by President Landers under date of March 24.

Appointment of Robert Barnett as a teacher of art for the twelve weeks period beginning June 22, at a salary of $225 per month, as recommended by President Landers under date of March 24.

Appointment of Miss Marietta Johnson as special lecturer on progressive education for a two weeks period beginning June 22, at a salary and expense account combined of $500, as recommended by President Landers under date of March 24.
Appointment of Miss Doris Schumaker as special lecturer on child welfare and psychology during a two weeks period beginning June 22, at a salary of $150, as recommended by President Landers under date of March 24.

Appointment of Golda Wickham as assistant in Mathematics and English, for a three months period beginning June 22, at a salary of $160 a month, as recommended by President Landers under date of March 27.

Appointment of O. E. Hogue, janitor in a building used as a training school at Salem, for a six weeks period beginning June 22, at a total wage of $90.00, as recommended by President Landers under date of March 27.

Appointment of J. C. Barnes, janitor in a building used as a training school at Salem, for a six weeks period beginning June 22, at a total wage of $90.00, as recommended by President Landers under date of March 27.

Appointment of H. W. Sickafouse, janitor in a building at Monmouth used as a training school, for a three months period beginning June 22, at a total wage of $75.00, as recommended by President Landers under date of March 27.

SOUTHERN OREGON NORMAL SCHOOL

Leave of absence of V. V. Caldwell, instructor in psychology, from July 1, 1931 to October 1, 1932, without salary, as recommended by President Churchill under date of March 24.

Leave of absence of Mrs. Bertha Smith, instructor in health, from July 1 to October 1, 1931, without salary, as recommended by President Churchill under date of March 24.

Leave of absence for Eloise Buck, instructor in English, from July 1 to October 1, 1931, without salary, as recommended by President Churchill under date of March 24.

Appointment of Miss Marie Churchill as instructor in English for the first six weeks of the 1931 summer school, at a salary of $200 per month, as recommended by President Churchill under date of March 24.

Appointment of a representative of the Palmer Penmanship Company as instructor in penmanship for the first six weeks of the 1931 summer session, the company to pay the salary while the state is to pay for the instructor's board and room while in
Ashland, the total not to exceed $47.50 for the six weeks, as recommended by President Churchill under date of March 25.

Leave of absence for Miss Lucile Burtis, instructor in art, for the last five weeks of the 1931 summer session without salary, as recommended by President Churchill under date of March 24.

The Board deferred action on the following change in personnel:

In view of the contemplated reorganization based on the Survey Report, the Board deferred action on the appointment of David McDonald as instructor in psychology from October 1, 1931 to October 1, 1932 at a salary of $2,800, as recommended by President Churchill under date of March 24.

OUT OF STATE TRAVEL

The Board approved the verbal authorization given by the Executive Committee, due to the time element involved, for the following out-of-state travel requests:

Dr. Frank Menne, Department of Pathology in the University of Oregon Medical School, in the sum of $165 to attend a meeting of the American Association of Pathologists and Bacteriologists in Cleveland, Ohio, April 2 to 4, this sum to be paid from the grant made by the General Education Board of New York for this specific purpose, as recommended by President Hall through Executive Secretary Pallett under date of March 20.

Dr. George E. Burgett, head of the Department of Physiology in the University of Oregon Medical School, in the sum of $243 to attend the annual meeting of the American Physiological Society in Montreal, Canada April 6 to 11, this sum to be paid from the grant made by the General Education Board of New York for this specific purpose, as recommended by President Hall through Executive Secretary Pallett under date of February 6 and March 24.

After some discussion the Board established the following general policy with regard to out-of-state travel:

That requests that appear conclusively to have for their object the gaining of more funds for the support of the institutions from outside sources be approved without question during the present biennium; that requests based on contractual relations with the federal government regarding federal participation in support of Oregon institutions be approved without question during the present biennium; that the general policy also is that those requests
for out-of-state travel which will probably result in bringing back ideas instead of money, for the benefit of the state institutions of higher education, be approved, but that during the present biennium all such requests should be very carefully scanned and reduced to a minimum.

President Kerr withdrew the following out-of-state travel items from the Board's docket of business:

Clair V. Langton, Dean of the School of Health and Physical Education, in the sum of $45 toward the expenses of a trip to Spokane, Washington, April 7 to 11, to attend the meeting of the Inland Empire Teachers Association, to preside as chairman of one of the general sessions, and to act as secretary-treasurer of the Northwest Section of American Physical Education Association, which meets at the same time and place, as recommended by President Kerr under date of March 26.

Ruth Robinson, head of Physical Education for Women, in the sum of $45 toward the expenses of a trip to Spokane, Washington, April 7 to 11, to attend the meeting of the Inland Empire Teachers Association and the Northwest Section of American Physical Education Association, as recommended by President Kerr under date of March 26.

Dean J. R. Jewell of the School of Vocational Education, in the sum of $50 toward the expenses of a trip to Spokane, Washington, April 7 to 11, as recommended by President Kerr under date of March 26.

Dean M. Ellwood Smith of the School of Basic Arts and Sciences, in the sum of $50 toward the expenses of a trip to Spokane, Washington, April 7 to 11, to attend the Inland Empire Teachers Association and to act as chairman of the Committee on Higher Education, as recommended by President Kerr under date of March 26.

John M. Kierzek, professor in the English Department, in the sum of $50 toward the expenses of a trip to Spokane, Washington, April 7 to 11, to attend the meeting of the Inland Empire Teachers Association, as recommended by President Kerr under date of March 26.

Earl Wells, Department of Public Speaking, in the sum of $50 toward the expenses of a trip to Spokane, Washington to attend the meeting of the Inland Empire Teachers Association, April 7 to 11, as recommended by President Kerr under date of March 26.
O. R. Chambers, Department of Vocational Education, in the sum of $30 toward the expenses of a trip to Spokane, Washington to attend the meeting of the Inland Empire Teachers Association, April 7 to 11, as recommended by President Kerr under date of March 26.

Carl Salser, Professor of Personnel and Placement Service, in the sum of $30 toward the expenses of a trip to Spokane, Washington to attend the meeting of the Inland Teachers Association, April 7 to 11, as recommended by President Kerr under date of March 26.

President Hall withdrew the following out-of-state travel items from the Board's docket of business:

Dean H. D. Sheldon of the School of Education, in the sum of $40 toward the expenses of a trip to Spokane, Washington to attend the Inland Empire Teachers Association meetings April 8 to 10, as recommended by President Hall through Executive Secretary Pallett under date of February 16.

C. L. Huffaker of the School of Education, in the sum of $40 toward the expenses of a trip to Spokane, Washington to attend the Inland Empire Teachers Association meetings April 8 to 10, as recommended by President Hall through Executive Secretary Pallett under date of February 16.

One member of the School of Physical Education, in the sum of $40 toward the expenses of a trip to Spokane, Washington to attend the Inland Empire Teachers Association meetings April 8 to 10, as recommended by President Hall through Executive Secretary Pallett under date of February 16.

Mrs. Anne L. Beck, Professor of Public School Music, in the sum of $40 toward the expenses of a trip to Spokane, Washington to attend the annual conference of Northwest Music Supervisors' Association, April 6 to 8, as recommended by President Hall through Executive Secretary Pallett under date of February 16.

Dean J. F. Bovard of the School of Physical Education, in the sum of $75 toward the expenses of a trip to San Jose, California, during April to attend the annual meeting of the National Recreation Association, as recommended by President Hall through Executive Secretary Pallett under date of February 16.

H. B. Yocom, R. R. Huestis, Ernst Gellhorn of the Department of Animal Biology, in the total sum of $90 toward the expenses of a trip to Pasadena, California during June to attend the annual meeting of the Pacific Branch of the American Association for the Advancement of Science, and to present reports of research work, as
recommended by President Hall through Executive Secretary Pallett under date of February 16.

O. F. Stafford, R. J. Williams, and Leo Friedmann of the Department of Chemistry, in the sum of $75 toward the expenses of a trip to Los Angeles, California, during June to attend the annual meeting of the American Association for the Advancement of Science, and to present reports on research work, as recommended by President Hall through Executive Secretary Pallett under date of February 16.

President Churchill withdrew the following out-of-state travel item from the Board's docket of business:

Miss Esther Church, head of the Music Department of the Southern Oregon Normal School, in the sum of $75 toward the expenses of a trip to Spokane, Washington to attend and take part in the program of the Northwest Conference of the National Supervisors of Music, April 6, 7 and 8, as recommended by President Churchill under date of February 25.

President Inlow withdrew the following out-of-state travel item from the Board's docket of business:

President H. E. Inlow of the Eastern Oregon Normal School in the sum of $55.00 toward the expenses of a trip to Spokane, Washington to attend the Inland Empire Teachers Association meeting on April 8, 9 and 10, and to visit the campuses of several institutions of higher learning in Eastern Washington and Northern Idaho in order to study construction and administration of dormitories and training schools, as requested by President Inlow under date of March 20.

The Board approved the transfer of $100 from the unappropriated fund balance of the University to the out-of-state travel budget of that institution in accordance with the recommendation submitted by President Hall through Executive Secretary Pallett under date of February 16 and revised by President Hall at the meeting of the Board on April 3.

The Board approved the following out-of-state travel requests:

Dean Ellis F. Lawrence of the School of Architecture and Allied Arts of the University in the sum of $250 to attend meetings in San Antonio, Texas, April 11 to 16, of the Association of Collegiate Schools of Architecture, of which Mr. Lawrence is vice-president, and the American Institute of Architects, at which Mr. Lawrence is to appear on the program, as set forth in the recommendations made by President Hall through Executive Secretary Pallett under dates of February 16 and March 11.
Miss Claribel Nye, State Leader of Home Economics Extension at the College, in the sum of $46.51 to attend a conference on homemaking education, and to serve, at the invitation of U. S. Commissioner Cooper, as discussion leader at the conference, to be held in Spokane, Washington April 8 and 9, as recommended by President Kerr under date of February 26.

H. D. Scudder, Head of the Department of Farm Management at the College, in the sum of $57.50 to attend the annual meeting of the Western Farm Economics Association in Pullman, Washington, June 9 to 12, as recommended by President Kerr under date of March 26.

P. M. Brandt, Head of the Department of Dairy Husbandry, I. R. Jones, Associate Professor of Dairy Husbandry, G. Wilster, Professor of Dairy Manufactures, and Roger W. Morse, Extension Specialist in Dairying at the College, in the total sum of $250 to attend the meeting of the American Dairy Science Association to be held in Berkeley and Davis, California, July 14 and 15, as recommended by President Kerr under date of March 26.

Dean Ava B. Milam, Department of Home Economics at the College, in the sum of $20 to attend the meeting of the Inland Empire Teachers Association to be held in Spokane, Washington, April 7 to 11, as recommended by President Kerr under date of March 26.

FISCAL

Copies of the following letter from the Governor were handed to members of the Board:

March 25, 1931

Dr. E. E. Lindsay,
Executive Secretary,
Department of Higher Education,
BUILDING.

Dear Sir:

According to the State Budget Commissioner, the state deficit now approximates $3,000,000. This amount represents a material increase over the preceding biennium and emphasizes the absolute need of retrenchment in state expenditures.
It follows, of course, that this retrenchment must be general, and the purpose of this communication is to urge you to make a careful survey of your operating expenses with a view of curtailing wherever possible. Among the more important items of expense deserving close scrutiny are payrolls, traveling expenses, telegraph, telephone, postage, and supplies in general.

Figures prepared by the State Budget Commissioner disclose that the payroll for the state for the previous biennium totaled $16,853,039. In addition to an apparent lack of uniformity in salaries paid, there are departments where the payroll has been padded and employees are incompetent.

The figures of the Budget Commissioner further disclose that the traveling and subsistence expenses for the state during the previous biennium totaled $1,166,565, telephone and telegraph expense $127,567, postage $197,215, stationery and printing $166,285, and general office supplies $61,842.

From investigations made of outside travel requisitions submitted to me since assuming the office of Governor, I am convinced that travel expenditures by various state departments and activities have been extravagant and wasteful, not only outside the state, but inside its borders.

From investigations made with reference to such items of expense as telegraph, telephone, postage, stationery and general office supplies, I am also satisfied that there has been considerable waste of public funds.

Sound business principles and economy should govern the administration of state affairs as well as private business, and I am convinced that if the same strict economy is practiced in state affairs as in private business, public expenditures can be greatly curbed and the state can be saved much money during the current biennium.

It is my judgment, from a more or less cursory survey made of state expenditures, that there should be a general reduction of not less than ten percent. Absolute necessity should be your guide in the purchase of equipment, materials and supplies, as well as in other expenditures. Requisitions
submitted to the purchasing agency should be so prepared as to show a need for the purchase, if in any amount of appreciable size, before the requisition is made.

The state has been confronted with a steadily increasing deficit for several years. By slashing expenditures to the bone we can accomplish much toward wiping out this deficiency. By applying business methods and practicing rigid economy, you can help to transfer the financial affairs of the state from the red to the black column on the ledger.

Thanking you in advance for the cooperation which I am confident of receiving from you in this much needed retrenchment program, and requesting a reply on this subject, I am

Very truly yours,

(Signed) Julius L. Meier,

Governor.

The Board approved of the transfer from the unappropriated fund balance of $7,275 to the University's account for the State Board of Higher Education, as recommended by President Hall under date of March 19.

The Board deferred action on the cancellation of the agreement with the Oregon Alumni Holding Company by which this company underwrites payments involved in the "election of Burt Brown Barker, Vice-President in Charge of Public Relations of the University of Oregon at a salary of $6,000 per annum," and the placing of Mr. Barker on indefinite tenure at an annual salary of $6,000 to be paid from institutional funds as recommended by President Hall under date of March 14.

The Board referred to the Insurance Committee the communication from President Hall under date of March 20 recommending contribution from institutional funds toward faculty group insurance and inclosing a copy of a report on this matter worked out by a faculty committee, and communications from President Kerr under dates of January 20 and March 10 advising of the situation at the College with respect to insurance and retirement allowances and inclosing a report of a faculty committee on the subject of "Annuity and Retirement Allowances."

The Board authorized the expenditure of $2,850 from the balance in the Laboratory Fee Fund of the College for an X-Ray unit and
Quartz Lamp to replace similar worn out equipment in the Student Health Service, as recommended by President Kerr under date of March 2.

The Board authorized the advancing of $2,500 to the Court of Jackson County to apply as the first payment for a tract of land for experimental use, all remaining payments to be made by Jackson County, and the $2,500 now advanced by the Board to be returned to the Board at the end of the amortization period of seven or eight years, as set forth in the communication and accompanying documents from President Kerr under date of March 3, and also under date of January 13.

The Board referred to the Finance Committee with power to act the selection and approval of securities submitted by the First National Bank of Corvallis as security for the Board's deposits in that bank as set forth in a letter from President Kerr through Manager E. M. Smith under date of March 25.

The Board deferred action on the renewal for the coming school year of the Oregon Normal School contracts for the training of student teachers with the school districts of Independence, Greenwood, Oak Point and Rickreall as set forth in the recommendation and copies of contracts submitted by President Landers under date of March 24.

The Board deferred action on the renewal of Oregon Normal School verbal contracts for the training of student teachers with the school districts of Valsetz and Mommouth, as set forth in the letter and explanatory material submitted by President Landers under date of March 24.

The Board deferred action on the payment of street assessment charges against the property occupied by the Eastern Oregon Normal School to the City of La Grande, as set forth in the letters and accompanying material submitted by President Inlow under dates of March 17 and March 25.

The Board deferred action on the appointment of an architect to prepare final plans for training school building at La Grande, conditioned upon the successful bond election, as recommended by President Inlow under date of March 23.

In view of the contemplated reorganization based on the survey report, the Board deferred action on the definition by the
State Board of Higher Education of the term "non-resident student", said definition to be applicable to all institutions under the control of the Board as suggested by President Inlow under date of March 23.

The Board authorized the expenditure by the Southern Oregon Normal School of $100 to pay the expense of baccalaureate and commencement speakers, and fixed the baccalaureate date of that institution as June 7 and the commencement date as June 9, as requested by President Churchill under date of March 25.

NEW COURSES AND DEGREES

In view of the contemplated reorganization based on the survey report, the Board deferred action on the request for authorization for the University to offer two new graduate degrees, namely, Master of Education and Doctor of Education, as set forth in the letter and material submitted by President Hall through Executive Secretary Pallett under date of March 10.

The Board approved the request for authorization of the University to offer two new courses during the spring term of the current year only, entitled THE LURE OF MUSIC and THE APPRECIATION OF MUSIC THROUGH UNDERSTANDING, these courses to be offered in connection with the gift of $10,000 from the Carnegie Corporation for studies in the appreciation of music, as set forth by President Hall through Executive Secretary Pallett under date of February 24.

The Board resolved that there be a committee of three appointed by the President to consider the matter of Military Training in both the University and College and to confer with the EUGENE COUNCIL FOR THE PREVENTION OF WAR, and report back to the Board. The President appointed Mrs. Pierce, Mr. Irvine and Mr. Callister. The matter for this committee's consideration is a request from the EUGENE COUNCIL FOR THE PREVENTION OF WAR that compulsory military training at the University be abandoned and that the institutions be authorized to enter into a program of "scientific research into all phases of influence of military training in colleges", as transmitted to the Board with accompanying documents under date of March 5, without recommendation by President Hall.

ADVERTISING AND PUBLICITY

Magazines and Bulletins

The Board approved the publication by the College of the Summer Session Advertising, set forth in the following tabulation, the expense of
which is covered by the regular Summer Session Budget, in accordance with the recommendation and copies submitted by President Kerr under date of March 25.

ATHLETIC JOURNAL: one-third page May issue, repeating copy authorized for April issue $40.00

JOURNAL OF HOME ECONOMICS: one-half page May issue, repeating copy authorized for April issue 26.00

INDUSTRIAL ARTS MAGAZINE: one-fourth page May issue, repeating copy authorized for April issue 24.00

INDUSTRIAL EDUCATION MAGAZINE: one-fourth page, May issue, repeating copy authorized for April issue 17.00

SIERRA EDUCATIONAL NEWS: one-half page May issue, repeating copy authorized for April issue 55.00

WASHINGTON EDUCATION JOURNAL: one-third page May issue, repeating copy authorized for April issue 25.00

OREGON EDUCATION JOURNAL: one page May issue 32.00

CALIFORNIA QUARTERLY OF SECONDARY EDUCATION: one page 30.00

LOS ANGELES SCHOOL JOURNAL: one page 20.00

THE BULLETIN OF THE PORTLAND GRADE TEACHERS ASSOCIATION: one-half page 9.00

The Board approved the publication by the University of announcements for Mothers Day exercises at the University in the sum of $100.00 to be paid out of the budget for Catalogues and Circulars, in accordance with the recommendation and copy submitted by President Hall through Executive Secretary Pallett under date of March 24.

Catalogues

The Board approved the publication by the University of 8,000 copies of a 72 page 1931 Summer Session Catalogue, at a cost of $675 to be paid from the Catalogue and Circulars Fund and the Summer Session budget, in accordance with recommendation and copy submitted by President Hall through Executive Secretary Pallett under date of March 11, with the elimination of all mention of the two new graduate degrees requested by the University, namely, Master of Education and Doctor of Education.
The Board approved the publication by the College of 8,500 copies of a 50 page 1931 Summer Session catalogue at a cost of $400 to be paid from the publications budget of the College, in accordance with the recommendation and copy submitted by President Kerr under date of March 23.

In view of the contemplated reorganization based on the survey report, the Board deferred action on the publication of catalogues for the academic year 1931-1932 until after the Board's program based on the survey report has been determined. The items thus deferred were as follows:

Publication by the University of 9,000 copies of the catalogue for the academic year 1931-1932 at a cost of $2,700.

Publication by the College of 15,000 copies of the catalogue for the academic year 1931-1932 at a cost of $4,500.

Publication by the Eastern Oregon Normal School of the 1931-1932 catalogue in accordance with President Inlow's statements of March 21.

Publication by the Southern Oregon Normal School of the 1931-1932 catalogue in accordance with the recommendation and copy submitted by President Churchill under date of February 25.

Oregon Normal School is not planning to issue a catalogue until the Board's program has been determined, as stated by President Landers under date of March 11.

Publication of 2,000 copies of the Medical School catalogue for 1931-1932 at a cost of $232.25 to be paid from the Medical School budget.

Publication of 5,000 copies of the "Correspondence Study Catalogue", at a cost of $450 for printing and mailing, to be paid from the Catalogues and Circulars fund.

The Board authorized the publication by the University of a statement for present use with candidates for admission to the Medical School setting forth the admission requirements of that school.

**MISCELLANEOUS**

The Board approved the adjournment of the regular sessions of the Eastern Oregon Normal School during the three days April 8, 9
and 10 to permit the staff members to attend the Inland Empire Education Association Conference at Spokane, Washington, and in lieu of a spring vacation, as recommended by President Inlow under date of March 21.

The Board approved the election of Jamieson Parker to take the place as an alternate for Ellis F. Lawrence on the Managing Committee of the Ion Lewis Scholarship in Architecture, since Mr. Lawrence's son is a candidate for the traveling fellowship made possible through the Ion Lewis Scholarship in Architecture, as requested in a letter from Mr. Lawrence under date of March 24.

The Board referred the letter from the Oregon State Medical Society relative to the attitudes of administrative officers and faculties of state institutions of higher learning toward the Medical Profession to the Executive Committee, said committee to constitute a special committee to investigate the matter.

The Board directed the Secretary to acknowledge the letter from Mr. H. E. Raven, Chairman of the Committee on College Relations of the Oregon Butter and Ice Cream Makers Association and to state that the matters presented will be considered by the Board in building the budget for the coming fiscal period.

The Board directed the Secretary to acknowledge the letter from Dr. Charles L. Williams of McMinnville, Oregon relative to the State College furnishing landscape gardening for public highways and parks in the State of Oregon, and to state that his suggestion will be given careful consideration.

The Board directed the Secretary to reply to the request from the architectural firm of Johnson and Wallwork for consideration by the Board when selecting architects and to state that the request will be placed on file for consideration as occasion may arise.

The Board adopted the following resolution:

RESOLVED that the Board shall take no sides for or against the proposed referendum of the appropriation for the institutions of higher learning.

SURVEY REPORT

The Board directed the Secretary to supply the libraries of the State with copies of the Advance Sheets of the Survey Report.

At the direction of the Executive Committee of the Board the Secretary had prepared and presented to the Board a summarized statement in outline form of the findings and recommendations of
the Survey Commission, together with an analysis of these recommendations suggesting the "First Steps" necessary in putting the program outlined in the Survey Report into effect.

The Board directed that the presidents of the institutions be included on all committees set up by the Board to confer with representatives of the Board with regard to reorganizations recommended by the Survey, choosing their own faculty members to make the decisions with regard to their program.

At the invitation of the Board the Presidents of the five institutions discussed the Survey and their attitudes toward it.

The Board directed that the presence of Dr. Arthur J. Klein, Director of the Survey in Oregon be secured as soon as possible.

The Board directed that Presidents Hall and Kerr prepare and present to the Board on April 20 a brief covering their suggestions as to the solution of the problem before the Board, a full discussion of the Survey Report as it applies to that solution, having in mind a unification of the institutions under one administrative head and also keeping in mind that very material savings must be made in the expense of administering the institutions, such economies to be such as will not prevent the ultimate growth of the institutions.

The Board directed that Presidents Churchill, Landers and Inlow prepare and present to the Board on April 20 a brief offering the solution of the problem so far as the Normal Schools are concerned in the light of the Survey Commission's Report.

There being no further business the Board adjourned until 10:00 A. M. Monday, April 20, 1931, the meeting to be held in the Governor's offices.

C. L. Starr, President. E. M. Lindsay, Executive Secretary.