STATE BOARD OF HIGHER EDUCATION
Minutes of Meeting December 7, 1931

Pursuant to call by President C. L. Starr, the State Board of Higher Education held a meeting in the offices of the Board at Salem, Oregon at 10:30 o'clock A. M., December 7, 1931. The following members were present:

Mr. C. L. Starr Mrs. Cornelia Marvin Pierce
Mr. C. C. Colt Mr. Herman Oliver
Mr. F. E. Callister Mr. Albert Burch
Mr. E. C. Pease Mr. B. F. Irvine

Mr. E. C. Sammons was unavoidably detained from the morning session but was present during the afternoon session.

READING OF MINUTES

The Board approved the minutes of Board Meetings #18, held May 27, 28, 29 and June 6; #19, held June 22 and 23, and #20, held October 6.

The Board approved the minutes of Executive Committee Meeting #157 held on November 16, and the minutes of the Building Committee Meeting held on November 16, and ratified the acts of these committees as recorded in the minutes.

The Board ratified, also, the action of the Building Committee taken informally on November 16 and not, therefore, included in the minutes previously approved, reported orally by Mr. Burch, authorizing the purchase from the Oregon Brass Works of a tablet designed by Mr. John V. Benns for Jessica Todd Hall, at a price of $70.00.

OLD BUSINESS

The Board authorized the employment from November 1, 1931 of Mr. Burt Brown Barker as Vice President of the University of Oregon at a salary of $6,000 per annum to be paid out of the funds of the Board as budgeted for the current fiscal year, Mr. Barker's duties to be as stated in the resolution of the Board of Regents of the University and recorded in the minutes of a meeting held January 12, 1929, provided that no authority is given Mr. Barker in the management and operation of property.

The Board directed that the contract between the University and the Alumni Holding Company relative to the reimbursement of the University for the salary and expense of the Vice President's office be cancelled as of November 1, 1931.
The Board approved and adopted the recommendations of the Finance Committee as contained in the following report on matters referred to the Committee by the Board at its last meeting.

REPORT
OF
FINANCE COMMITTEE

With reference to Item 3, Docket No. 2, which is the question of balances on hand July 1 and the allocation of any excess funds available to the Board for expenditure during the current fiscal period over the expenditures of the Board as budgeted, the Finance Committee respectfully reports it has made a thorough investigation of the condition of the Board's finances and finds that instead of there being an available balance for distribution there is actually an excess of expenditures now budgeted over available funds now apparent for the fiscal year ending June 30, 1932 of $70,913.07. This condition is occasioned by decreased millage available for 1932, and decreased tuition fees at the College and the University in consequence of smaller enrollments. In view of this condition over which neither the Board nor the presidents of the respective institutions have any control it is very apparent and is, therefore, the recommendation of the Finance Committee that all requests for expenditures except those of a purely emergency character be denied until such time as the definite amount of millage and other funds available to the Board can be accurately ascertained.
Referring to Docket No. 2, Item No. 2, wherein the Finance Committee was requested to report on the material submitted by President Hall of the University relative to the continuance of the item of $5,400.00 in the budget of the Board for the University for the support of the Alumni organization of that institution, your Committee advises that it has carefully weighed all of the circumstances and recommends that the budget item of $5,400.00 remain as originally budgeted and approved under date of October 6. Among other reasons for this recommendation is the belief of the members of your Committee that the elimination of the item would be far more costly to the State of Oregon than its continuance in the budget. It should be remembered that the Alumni Holding Company is financing a number of important projects for the University out of gift funds of which there remains a balance due of more than $400,000.00, and it is felt that if contact with the Alumni members is foregone for a period it would be reflected in considerably less money collected through the gift campaign and, therefore, the activities being financed from the proceeds of gifts arising out of the gift campaign would have to be cared for by the University through other funds, or the projects abandoned. It is true that work now being carried on by the Alumni Organization is necessary to the University Administration and if
the Alumni Organization ceased to function there would be a portion of this amount now requested expended in the offices of the University. Recognition was given by the members of the committee to the considerable proportion of the present physical plant of the University, which has come through gift sources, an activity which in these times might well be fostered rather than hindered. A further reason for recommending the continuance of the items is that the University, as shown in Items 13 and 14 of Docket No. 3, page 4, reduced the budget for the summer session of 1932 from $55,630.43 to $50,481.00, an amount practically comparable to the amount necessary for the Alumni Organization. Your Committee recommends the Alumni appropriation as a temporary situation only, and is in sympathy with the Board's permanent policy relative to this matter heretofore adopted.

That the Secretary be directed to require from each bank in which the funds of the Board are deposited acceptable physical bonds or surety bonds, the total market value of which is equal to the maximum deposits in the bank at any one time including salary and wage account; placing of these securities in the safekeeping service of another bank acceptable to the Board, all charges of such service to be borne by the bank furnishing the securities, and that 2% interest on
bank balances in checking accounts and not less than 3% on saving accounts be required of the banks desiring the funds for deposit.

(Signed) E. G. Semmons  
(Chairman)  
Edward C. Pease  
Harman Oliver  

FISCAL

In accordance with the action taken in adopting the Finance Committee's Report the Board deferred consideration of Items 1, 2, 3 and 5, Docket 3 of the Board's docket of business, reading as follows:

Item 1. Request for authorization for expenditures in addition to the University budget authorizations for the present fiscal year in the sum of $42,620, as recommended by President Hall under date of November 2. Copies of this communication have been forwarded by President Hall to all members of the Board.

Item 2. Communication from President Kerr under date of November 30 with inclosures setting forth the conditions relative to the financing of Radio Station KOAC and showing that a sum of $16,418.54 over and above the authorized budget figure of $20,920 will be required to liquidate the present overdraft and finance the station until June 30, 1982. President Kerr states that he has "no definite recommendation at this time with reference to the way in which the necessary funds can be provided. I hope, however, by the time the Board meets on December 7 to be able to submit a definite recommendation."

Item 3. Request from the College under date of November 24 for the transfer from the $15,000 President's Emergency Fund of $600 to the Publications budget account to cover the completion and publication of 7,500 copies of the booklet "Shall I Choose Engineering", the publication of which was approved by the Advertising
Committee of the Board on November 8, 1929 but which was not completed.

Item 5. Request from the College under date of November 25 for the transfer from the $15,000 President's Emergency Fund, of $470.30 to the Light and Power Repairs budget heading, and $298.29 to the Elevator Maintenance Repairs budget heading.

The Board approved the transfer from the $15,000 President's Emergency Fund at the College of $1,260 to the School of Forestry budget account to cover the appointment of an additional instructor in the School of Forestry, from October 10, 1931 to June 10, 1932, at a salary of $160 a month, the same action approving the appointment of Paul Thompson to fill this position necessitated by increased enrollments in the School of Forestry, as set forth in a communication from President Kerr under date of October 13.

The Board approved the transfer from the $10,000 President's Emergency Fund at the University of $375 to the Crime Survey budget account to cover the salary of Mr. Ronald H. Beattie from July 1, 1931 to October 1, 1931, at which time his appointment expired, because this item was omitted from the original budget figures, as set forth in a communication from President Hall through Executive Secretary Pallett under date of July 15.

The Board approved the transfer from the $10,000 President's Emergency Fund at the University of $250 to the Geology Department budget account, as set forth in communications from the University under dates of November 2 and December 4.

The Board approved the transfer of $1,000 from the Portland Center Library fund of the University to the General Library Fund, as set forth in a communication from President Hall through Executive Secretary Pallett under date of November 26.

The Board approved the transfer of $740 from Medical School Instruction to Laundry expense, and the transfer of $500 from Medical School Instruction to Repair expense, as set forth in a letter from the University under date of November 27.

The Board approved the following transfers at the Southern Oregon Normal School as requested by President Churchill under date of November 5:
From President's Office Budget:
$500.00 to Library
$36.15 to Registrar's Office
$75.00 to Board

From General Instruction budget:
$184.75 to Janitorial

The Board authorized the Presidents to adjust their budgets within classifications, as Salaries, Wages, Materials and Supplies, Travel, Repairs, Other Expense, and Equipment, under a given budget heading, and to present to the Secretary a report of such adjustments.

The Board approved the expenditure of $1,600 of the Student Building Fee Funds of the College to complete the purchase of the student hospital, as requested in a letter from President Kerr under date of November 4.

The Board authorized the transfer of all monies accruing at the College from late registration fees, transcript fees, reinstatement fees, change of schedule fees, special examination fees, and late payment fees, to the Student Loan Fund as requested by Dr. W. M. Atwood in a communication under date of November 17 and by President Kerr orally before the Board on December 7 confirmed by communications under dates of December 10 and 11, and resolved that such transfer be declared the policy of the Board at the College, Mr. Callister and Mr. Sammons casting negative votes.

The Board approved the request from the College under date of December 2 for the transfer of the balance on hand July 1, 1931 in the gift fund for Wells for Irrigation of $1,431.46 to the budget of the Soils Department at the College which has charge of this work.

The Board authorized the Secretary to transfer balances reserved to meet unpaid requisitions as of July 1, 1931 at the College to the respective departmental budget accounts according to the records showing items outstanding on July 1, 1931.

The Board authorized President Hall of the University to make final payment to Mr. I. K. Tuerck out of funds now on hand for completion of the doors of the Museum of Fine Arts Building.

The Board approved the request from President Kerr of the College under date of October 2 that he be authorized to appoint instructors for the summer sessions at the College for 1932, within the provisions of the authorized budget of $22,000.
The Board approved the request from President Hall under date of November 2 relative to summer sessions, as follows:

1. That a budget not to exceed $50,481 be approved for the summer sessions at Eugene and Portland, with the understanding that approximately $57,000 of this budget shall be produced from fee income.

2. That the Administration of the University be authorized to appoint a director of summer sessions.

3. That the Administration of the University be authorized to proceed in the usual way to the appointment of the summer staff, consisting of regular members of the faculty and visiting professors, the organization of courses of study in the departments represented in the summer program of 1931— all with the provision that it will be kept within the budget listed above and with the understanding that the summer sessions shall consist, as in the past, of the regular six weeks Eugene session from June 20 to July 29, the regular six weeks Portland session from June 20 to July 29, the Eugene post session from August 1 to August 26, the course for laboratory technicians in co-operation with the Medical School and the State Board of Health, the platoon demonstration school in co-operation with the Portland public schools.

4. That the Administration of the University be authorized to offer cruises to Alaska and/or Hawaii, depending upon the economic conditions that prevail at the time when the actual promotion of the cruises will need to start.

The Board directed that the Attorney General be requested to represent the Board in protecting the rights of the State in the property referred to in the letter from the Attorney General under date of October 7.

The Board referred to the Finance Committee with power to act the investment of $7,123.31 now on hand in endowment and other non-expendable funds referred to in the letter from the University under date of November 27.

The Secretary was directed to inform the Security Savings and Trust Company that it was the sense of the Board that the $2,000 note referred to in the letter from the Security Savings and Trust Company under date of October 22, in which the Doernbecher Memorial Hospital has a one-half interest, be extended for the period of one year.
The Board directed that the City of La Grande be paid $598.05 on account of interest on warrants, said payment to take the place of that previously authorized, in the sum of $629.14, as set forth in Item 20 of Docket 3 of the Board's docket of business.

The Board authorized payment of its expenditures as follows:

**AGAINST MILLAGE TAX ACCOUNT**
(Nos. 2929 and 3014 to 3018, incl.)

$2,262.20

**AGAINST INSTITUTIONAL FUNDS**
(Nos. 4642 and 5080)

$139.40

The Board directed that the Secretary request the Attorney General to take such steps as may be necessary to insure payment by the plaintiff of the bill for $152.15 incurred in connection with the case of Smith vs. I. L. Patterson, et al, and included in the cost bill filed in said case, as set forth in Item 22 of Docket 3 of the Board's docket of business.

**CHANGES IN PERSONNEL**

The Board approved the following personnel appointments requested by President Kerr under dates of September 25 and November 24 as being in accordance with the summer session budget of the College:

Appointment of C. C. Grover, Associate Director of Research in the Oakland, California Public Schools as visiting professor to give three courses in Vocational Education, at a compensation of $650 for the six weeks, June 20 to July 29.

Appointment of Mrs. Ella E. Wilson, Dean of Girls at Franklin High School in Portland, to give her course for Deans and Advisers of High School Girls at a compensation of $500 for the six weeks.

Appointment of James R. Patterson, formerly of the Parsons' School of Fine and Applied Arts of New York and Paris, as visiting professor to give courses in House Planning and House Decoration, at a compensation of $900 for six weeks, June 20 to July 29.

Appointment of Dr. Henry C. Sherman, professor and Head of Chemistry Department, Columbia University, as visiting instructor in Nutrition at a compensation of $550 for a period of three weeks.

Appointment of Doris Shumaker, professor of Home Economics, College of Home Economics, Cornell University, to teach two courses
in the field of Parent Education at a compensation of $500 for the last three weeks of the summer session.

Appointment of Miriam J. Birdseye, Extension Nutritionist, Office of Cooperative Extension Work, U. S. Department of Agriculture, to give work in the field of Extension Methods in Foods and Nutrition at a compensation of $200 for the first three weeks of the summer session, June 20 to July 8.

The Board approved the requests and recommendations submitted by President Hall in the following communication as read to the Board, it having been received too late to be included in the docket:

UNIVERSITY OF OREGON
Eugene

Office of the President

December 5, 1931

Dr. E. E. Lindsay, Executive Secretary
Oregon State Board of Higher Education
Salem, Oregon

My dear Dr. Lindsay:

I wish to request the approval of the State Board of Higher Education upon the following items of appointment:

Medical School

Dr. Blair Holcomb, Clinical Associate in Medicine, appointment as Assistant Clinical Professor in Medicine, effective December 1, 1931, without salary.

Drs. Wilford H. Belknap, Canfield Beattie and Wilbur M. Bolton appointment to the associate staff of the Doernbecher Memorial Hospital for Children, effective December 1, 1931, without salary.

I should like to report the receipt from the Vestal Fund of the School Board of the City of Portland of an annual appropriation of $4,000 for the purpose of conducting a Child Guidance Clinic at the University of Oregon Medical School. The entire appropriation is to be restricted to this purpose.
Authority is requested to place Dr. Henry H. Dixon, Associate Clinical Professor of Neuropsychiatry, on a part-time basis at a salary of $2,400 per annum, effective December 1, 1931, to be paid from the funds mentioned above whenever they are available.

The Committee on Art Appreciation Survey, sponsored by the Carnegie Foundation at the University of Oregon, requests the State Board to approve the part-time temporary appointment of Dr. Kate Hewer for research work during the spring and summer quarters of 1932. If it is possible to arrange for her release from teaching duties at the University of Minnesota, as now seems very probable, she would come to Oregon for the full spring and summer quarters at her regular salary of $1,000 per quarter. If, however, she can come for only the last half of the spring quarter and the summer quarter her salary would be proportionately reduced to $1,550. This salary is to be paid from the Carnegie Art Appreciation Gift fund, as provided in its budget.

Respectfully submitted,

(Signed) Arnold B. Hall

Arnold Bennett Hall

The Board referred to the Committee of the Board in charge of certain Monmouth Normal School matters the request of President Landers under date of December 3 for the reappointment of Laurence Wolfe, Director of Physical Education, for another year at his present salary of $3,600 per year, and the reappointment of J. Alfred Cox, assistant to Laurence Wolfe, for another year at his present salary of $2,700.

The Board directed the Secretary to reply to the letter from Thomas E. Rilea, Chairman of the Governor's Committee for Unemployment Relief, under date of November 23 relative to the contribution of the Eastern Oregon Normal School toward unemployment relief, that in view of the fact that the action of the Eastern Oregon Normal School faculty in contributing toward unemployment relief one day's salary per month for "a period of five months or more as the need thereof is apparent" was taken prior to the Governor's appeal, their contribution is allowed to stand as made.

ADVERTISING AND PUBLICITY

The Board authorized the publication of 4,000 copies of a pamphlet
describing correspondence school courses to be offered through the cooperation of the Extension Division of the University of Oregon, the Oregon Federation of Women's Clubs, the Portland Library Association and the State Library, at an approximate cost of $24.50 which will be paid for out of fees, as per copy and recommendation submitted by President Hall through Executive Secretary Pallett under date of November 26.

The Board authorized the publication of 7,500 copies of the advance announcement of the Summer Session at the College, at a cost of $250.00, provision for which is made in the 1931-32 Summer Session budget, as per copy and recommendation submitted by President Kerr under date of November 25.

OUT OF STATE TRAVEL

The Board authorized the following expenditures for out of state travel:

Dr. Victor F. Morris, professor in the Department of Economics at the University, in the sum of $75 to attend and take part in the program of the Eighth Annual Session of the Institute of International Relations to be held in Riverside, California, December 13 to 18, 1931, as recommended by President Hall through Executive Secretary Pallett under date of November 26 and as set forth in Item 1, Docket 7 of the Board's docket of business.

Dr. Arnold Bennett Hall, president of the University, in the sum of $400 to attend the annual meeting of the American Council of Learned Societies in Washington, D.C. and confer with the National Park Commission Committee on the Oregon Crater Lake enterprise and also confer with the various foundations in New York City, from December 25, 1931 to January 12, 1932, as recommended by President Hall through Executive Secretary Pallett under date of November 26 and as set forth in Item 2, Docket 7 of the Board's docket of business.

H. C. Howe, professor of English at the University, in the sum of $100 to attend the annual meeting of the Pacific Coast Inter-collegiate Athletic Conference to be held in San Francisco, California, December 14 to 16, 1931, and to act as official representative for the University of Oregon, as recommended by President Hall through Executive Secretary Pallett under date of November 25, and as set forth in Item 3, Docket 7 of the Board's docket of business.

The Board adopted as its policy on out of state travel the following statement prepared by President Kerr and President Hall under date
of November 26, in accordance with the request of the Board at its meeting held on May 29.

RECOMMENDED
OUT OF STATE TRAVEL POLICY AND PROCEDURE
For
University of Oregon and Oregon State College

1. All out-of-state travel is in accordance with budget authorizations and in harmony with the adopted policies of the Board, as per following excerpts from Board Minutes:

(a) Ruling April 3, 1931:
"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."

(b) Ruling of July 31, 1931:
"The Presidents of the institutions under the control of the Board were authorized to approve when necessary out-of-state trips in conformity with the policy on these matters as set forth in the records of the Board, and in harmony with budget authorizations as made by the Board, sending such requests directly to the Governor's office for approval and authorization, with the understanding that a report of such necessary authorizations by the Presidents be made to the office of the Board at the end of each month, giving complete information, and that these monthly reports include requests for all out-of-state travel authorizations known to be necessary for the succeeding month."
2. Every effort is made to keep to an absolute minimum authorization for out-of-state travel. Out-of-state travel, when authorized, is regarded to be of definite, important advantage to the institution, fully justifying the expense and the time involved. Except in the case of deans and other administrative officers who must attend certain meetings in their official capacity, the policy is to rotate travel duties and privileges among the various officers who may be concerned. The principle of rotation is modified in its application to members of the teaching staff seeking allowance toward the expense of attendance on regional or national meetings of scientific and learned societies, preference being given to those members of the staff who occupy important official or committee positions in such national associations or have been given important places on the programs to present the results of research or productive scholarship that have attracted widespread attention.

Since the meetings of the various national associations are seldom held on the Pacific Coast, but are usually held in the mid-west or east, it is the policy to try to keep departments and schools in contact with the national associations as often as possible, and to try to keep the departments and schools in very close contact with the regional associations meeting on the Pacific Coast.

3. In the payment of out-of-state travel expenses, the following general principles are followed:

(a) That the basis of selection shall be the needs of the institution rather than the interests of the individual.

(b) If the person is traveling exclusively in the interest of the institution, reimbursement should be made for transportation and living expenses.

(c) When it is desirable, but not essential, for the institution to be represented, then the expenses may be shared between the individual and the institution, under some such arrangement as the following: Institution to pay railroad and pullman fares, individual to pay meals and hotel bills.

(d) When it is desirable for the institution to have an individual secure additional professional
training through attendance at such convention or conference, then the institution may grant the privilege of attendance, but bear none of the expenses of the trip.

4. Typical official meetings or conferences at which it is highly desirable that the respective institutions be represented (as often as possible) include the following:

(1) University of Oregon (Submitted by President Hall)
   (a) Administrative Travel -
       American Association of Collegiate Registrars
       American Association of Collegiate Schools of Business
       American Association of Schools and Departments of Journalism
       American Federation of Arts
       American Institute of Architects
       American Law Schools Association
       American Library Association
       Association of Collegiate Schools of Architects
       Meeting of Presidents of Pacific Coast Universities
       National Association of Schools of Music
       National Association of State Universities
       National Conference of American Red Cross
       National Conference on Hygiene
       National Physical Directors Association
       National University Extension Association
       Pacific Coast Association of Collegiate Registrars
       Pacific Coast Athletic Conference
       Pacific Coast Conference of Departments of Economics and Collegiate Schools of Business
       Pacific Coast Physical Directors Association
       Western Association of Collegiate Schools of Business
       Western Division of Playgrounds and Recreation Association

   (b) Scientific and Learned Societies:
       American Association for the Advancement of Science
       American Association of Schools of Professional Social Work
       American Association of Teachers of Spanish
       American Chemical Society
       American Mathematical Society
       American Philosophical Association
       American Psychological Association
       American Society of Certified Accountants
       American Sociological Society
       Economic Association
       Geological Society of America
Inland Empire Educational Association
Institute of International Relations
Linguistic Society of America
Modern Language Association
National Tax Association
Northwest Chartered and Certified Accountants
Pacific Coast Branch of American Historical Association
Pacific Coast Forensic League
Pacific Coast Philological Association
Pacific Division of American Philosophical Association
Western Psychological Association

(2) Oregon State College (Submitted by President Kerr)
(a) Regular Representation —
American Association of Land-Grant Colleges and Universities#
(Concerns principally the President, the Deans of the Schools of Agriculture, Engineering, and Home Economics, and the Directors of the Agricultural Experiment Station and of the Extension Service).
National Society for Promotion of Engineering Education
American Institute of Mining and Metallurgical Engineers
American Institute of Chemical Engineers
American Association for the Advancement of Science
(Concerns all science departments).
National and Regional Conferences of Smith-Hughes Workers
(Concerns only those staff members in charge of Smith-Hughes instruction).
Regional conference of Extension and Experiment Station Workers, called to the end of harmonizing regional or interstate programs and avoiding duplication of effort and expense.#
Intercollegiate Athletic Association
(Pacific Coast Conferences for making schedules, determination of regulations and policies. Cost of College representation always paid from Athletic Association receipts).

# Traveling expenses of Experiment Station and Extension Service representatives for these events are paid in many instances in part or in whole from federal funds available for cooperative work.
(b) Occasional Representation —
Pacific Coast or National Association of
Collegiate Registrars
National Pharmaceutical Association
(Participation required every two
years or College forfeits rating
as an accredited collegiate school
of Pharmacy).
American Student Health Association
Association of Directors of Physical Education
Department of Superintendence of National
Educational Association
Inland Empire Teachers Association
(Concerns principally School of
Vocational Education).
Federal Farm Board of Conference#
(Concerns specialists in Extension,
Experiment Station, and School of
Agriculture).
Pacific Coast Conference of Departments of
Economics and Collegiate Schools of Business

Respectfully submitted,

Arnold E. Hall (Signed)
President University of Oregon

W. J. Kerr (Signed)
President Oregon State College

The Board directed the Secretary to send to the Governor a copy of
the out-of-state travel policy recommendations presented by President
Hall and President Kerr under date of November 28 and adopted by the
Board on December 7.

# Traveling expenses of Experiment Station and Extension
Service representatives for these events are paid in
many instances in part or in whole from Federal funds
available for cooperative work.
MISCELLANEOUS

The Board requested President Hall and President Kerr to appoint representatives to confer with the State Board of Health relative to the solution of problems involving vaccination for smallpox, as presented in the communication from President Kerr under date of November 5.

The Board accepted approximately 680 acres of land lying about seven miles north of Corvallis given by Mrs. Mary I. McDonald for the use of the School of Forestry at the College, as set forth in a communication from President Kerr under date of November 30. The Board designated this area, together with all adjoining land used for the purpose of instruction in the School of Forestry, except the Peavy Arboretum, as "The McDonald Forest", as recommended by President Kerr under date of November 30.

The Board directed the Secretary to acknowledge receipt and express the appreciation of the Board to the donors for the following gifts as reported by President Hall under dates of October 19 and December 4:

(1) $325 from the Carnegie Institute to aid Dr. Ethel I. Sanborn, assistant professor in the Department of Plant Biology at the University, in the completion of her paper on the Paleobotany of the Comstock region and in further investigation of some recently found plant fossil beds near Scio, Oregon.

(2) $7,000 from the Carnegie Corporation of New York for the development of the fine arts program at the University.

(3) $5,000 from the Carnegie Foundation for the Advancement of Teaching, for the support of experiments at the University designed to improve instruction in laboratory courses.

The Board directed the Secretary to thank Professor W. P. Boynton of the University of Oregon for the offer under date of November 6 of the cooperation of a committee of the local chapter of the American Association of University Professors, and to say that at the appropriate time no doubt a committee or committees of the Board will call upon them for advice.

The Board directed that the resignation of President Landers of the Oregon Normal School be kept on file in the offices of the Board.
The Board referred to President Kerr of the College the communication from the Eastern Oregon Wheat League signed by Mr. Charles W. Smith, Secretary, under date of November 21 inclosing a copy of a resolution which was adopted at a meeting of this League held in The Dalles under dates of November 13 and 14 relative to the broadcasting of grain market news from station KOAC.

The Board directed the Secretary to acknowledge receipt of the resolution from the Dairy Cooperative Association relative to the continuance of the services of County Agents in this state, sent to President C. L. Starr by E. A. Newby, President of the Association, under date of November 2.

The Board referred to its committee on high school contacts the communication from J. H. Newman, Chairman of the Department of Music of the Oregon State Teachers Association, under date of November 3 relative to high school band contests.

The Board made the following disposition of matters discussed in the Joint Statement of the Presidents of the State University and the State College submitted to the Board under date of May 27:

- **STUDENT SOCIAL EXPENSES** referred to the Board's committee on Student Living Conditions
- **FACULTY WELFARE** referred to committee of the Board of three to be appointed to work in connection with the Presidents
- **STATE RESEARCH COUNCIL AND EXTENSION SERVICE** referred to committee of the Board on Curriculum

The Board directed the Secretary to reply to the resolution taken by the Board of County Commissioners of Multnomah County on November 25, 1931 and forwarded to the Board under date of November 30, in the matter of the location and establishment of a county road to be known as Gaines Street Extension #1293, this road running through the University of Oregon Medical School property, that no objection will be raised to the establishment of the road without cost to the University provided that prior to January 6, 1932 the Board's offices be supplied with a survey describing the road by metes and bounds, in accordance with the blueprint duly forwarded, but that otherwise a protest is registered against the establishment of this road.

The Board adopted the policy that faculty members of institutions under its control when contributing services to other institutions under the control of the Board be allowed only their necessary traveling expenses for such services.
The Board adopted the following resolution:

Whereas, the Board at a previous meeting adopted as its future policy as and when it can be economically carried out, the unification of administration of the institutions under its charge, be it

Resolved, that the President be authorized to appoint a committee of five to study the question of unified administration both as to time for putting it into effect and the scope to be covered, and that the President be one of the five, and that this committee be authorized to call into consultation any and all other standing committees of the Board and report back its conclusions to the Board.

REPORTS OF COMMITTEES

The Board deferred consideration until the next meeting of the report of the committee created by the Board to recommend a uniform policy relative to sabbatical leave.

The Board received reports of progress from its committees on high school contacts and uniform procedures for all students who enter the five higher educational institutions.

The Board deferred until the next meeting consideration of the adoption of rules and by-laws.

President C. L. Starr announced the following committee appointments:

Chairman of the Board committee on Advertising and Publicity: F. E. Callister

Members of the committee created by the Board on the certification of teachers for small high schools:
City School Superintendent Frank B. Bennett of Tillamook, Oregon
High School Principal L. E. Marschat of Boardman, Oregon
Member and Chairman of the committee created by the Board on high school contacts:
State Superintendent of Public Instruction C. A. Howard of Salem, Oregon

The Board authorized the payment of necessary traveling expenses of persons appointed to serve on committees created by the Board.

The Board adjourned at 5:30 P.M., to meet in Portland on Monday, January 18, 1932.

[C. L. Starr, President.]

[E. E. Lindsay, Executive Secretary.]