STATE BOARD OF HIGHER EDUCATION  
MINUTES OF MEETING HELD AT  
UNIVERSITY CLUB, PORTLAND, OREGON  
APRIL 18, 1932.

Pursuant to adjournment of the meeting of the Board on March 16, 1932 the Oregon State Board of Higher Education met at the University Club, Portland, Oregon at 11:00 o'clock A.M., April 18, 1932. The following members were present:

Mr. B. F. Irvine  
Mr. E. C. Pease  
Mr. C. L. Starr  
Mr. O. C. Colt  

Mr. E. C. Sammons  
Mr. Albert Burch  
Mr. F. E. Callister  
Mr. Herman Oliver

Mrs. Cornelia Marvin Pierce was not present.

READING OF MINUTES

The Board approved the minutes of Board Meetings #23 held March 7, and #24 held March 18, 1932.

The Board approved the minutes of the Curricula Committee meetings held March 24 and 25, and ratified the acts of the Committee as so recorded.

The Board received the minutes of the hearing held by the Military Training Committee on March 20 and directed that they be filed.

The Board ratified the action of the Executive Committee as reported orally to the Board by President C. L. Starr as set forth in a communication from the Executive Committee to President Hall under date of April 4 relative to the naming of athletic coaches for the coming year, faculty status to be determined later.

REPORTS OF COMMITTEES

FINANCE COMMITTEE

The Finance Committee reported that recommendations on the budget for the fiscal year beginning July 1, 1932 would be made at a later meeting of the Board.

The Board adopted the report of the Finance Committee relative to bank deposits and directed that the Secretary of the Board work out with the State Treasurer a plan for the handling of all funds of the Board by him, according to the terms of Chapter 246 of the Laws of 1931.
The Finance Committee presented the following resolution which was adopted by the Board:

RESOLVED, That all budgetary matters be submitted by Directors and Deans through their respective Presidents whose approval must first be obtained, and that in cases of difference the Finance Committee act as arbiter, and that the report be made back to the Committee within ten days if possible.

CURRICULA COMMITTEE

The Curricula Committee presented the following resolution which was adopted by the Board:

RESOLVED, That in carrying out and putting into effect the report of the Curricula Committee as adopted by the Board of Higher Education, the Deans and Directors be required to submit their recommendations to the Board through their respective Presidents whose approval must first be obtained;

That, in the case of Directors and Deans whose jurisdiction affect both campuses, they obtain the approval of both Presidents before their findings are submitted to the Board, and in the event that the Presidents cannot agree, the Curricula Committee shall act as arbiter;

That the Director of Elementary Teacher Training submit his recommendations covering curricular adjustments to the Curricula Committee for final recommendation to the Board;
That if this resolution is adopted the report of
the setup as outlined in this resolution be back to the
Curricula Committee not later than ten days from now
which will be April 28.

UNIFIED ADMINISTRATION COMMITTEE

The Unified Administration Committee presented the following
resolution which was adopted by the Board:

RESOLVED, That in the matter of the recommendations
for personnel and salaries at the University and the
College, pending the appointment of a Chancellor, the
Directors and Deans be required to submit them to the
Board through their respective Presidents, whose approval
must be first obtained; that in the case of Directors and
Deans whose activities affect both campuses, they obtain
the approval of both Presidents before submitting their
lists to the Board; and in the event that the Presidents
cannot agree the Committee upon Unified Administration shall
act as arbitrator; and that the Director of Elementary
Teacher Training shall submit his recommendation for personnel
and salaries to the Board.

The Board adopted and approved the following report of the Uni-
fied Administration Committee relative to the consolidation of
the printing plants at the College and the University:
PROGRESS REPORT
Of The
COMMITTEE UPON UNIFIED ADMINISTRATION

OREGON STATE BOARD OF HIGHER EDUCATION
APRIL 18, 1932.

CONSOLIDATION OF PRINTING PLANTS

At the last meeting of the Board there was referred to this Committee the question of the consolidation of the University and College printing plants with the State printing plant at Salem.

The Committee had before it the University brief dated May 27, 1931, a letter from the College Editor dated January 31, 1931, and a statement to the State Treasurer from the State Printer dated March 3, 1932. One member of the Committee visited the University plant and conferred with those in charge, and two members interviewed the State Printer, Mr. Hobbs, and Dr. Kerr, President of the College.

As a result the Committee recommends that no change be made in the present setup.

Apparent Saving in Cost:

Mr. Hobbs stated that, while his letter was dated March 3, 1932, it was based upon data a year old and that conditions are now different.

For instance, while a year ago a superintendent at the College plant (Mr. Hobbs himself) received a salary of $5400
per year, the plant, due to reduced business, is now run by the linotype operator who receives a salary of $500 per year in addition to his hourly compensation. No similar change was made at the University, though there the proof-reading, except for the student publication, is done by the superintendent and bookkeeper.

An analysis of Mr. Hobbs' letter which shows an estimated saving of $41,000 per year by consolidation, shows the major item to be $25,000 for wages. In other words he estimates that additional employees at the State plant costing $13,000 per year will be sufficient to enable the State plant to do the work, the wages for which amount to $35,000 per year at Eugene and Corvallis. At Eugene enough employees are regularly employed to handle only the estimated minimum amount of work and extra part-time people are employed for any additional work, which means close to 100% efficiency. At Corvallis, Mr. Hobbs says, an efficiency of 86.6% is reached. Manifestly no such saving as he estimates could be effected unless there is a great deal of slack to be taken up in the Salem plant. Mr. Hobbs says that there he maintains a regular crew capable of caring for the average instead of the minimum estimated load. Doubtless a material saving could be made at Salem by adopting the minimum system used at Eugene.

The next highest saving that is claimed is $7,600 for rent based upon the charges made to the State plant at Salem,
which are upon a square foot of floor space basis. There the rate charged, according to Mr. Hobbs' recollection, is 1\(\frac{1}{2}\)\(\#\) for basement, 5\(\frac{1}{2}\)\(\#\) for ground floor, and 3\(\frac{1}{2}\)\(\#\) for second floor, and he proposes a rate of 5\(\frac{1}{2}\)\(\#\) for the Eugene and Corvallis plants because they both happen to be in single story buildings. This disregards the fact that in each case much of the space is used for storage, just as are the basement and second floor areas at Salem.

This means, in the case of the University, a rental of $5,280 per year on a building worth $18,000 before depreciation, erected on lots not worth more than $2,000, which is manifestly absurd.

As a matter of fact, this Committee does not see why any rent whatever should be charged for a building owned by the State, which was bought and paid for out of the profits of the printing plant.

All three plants charge rates ranging from 10\% to 20\% less than going commercial rates; and, in the case of the University, the profit averaged more than $12,000 per year for a period of five years.

This profit was used in part for the replacement of the building, which had been destroyed by fire, in part for new equipment, and in part as a contribution to the general fund of the University; which, as the Board will remember, was enriched by $25,000 from this source this year.
Payments for new equipment should to a considerable extent be charged to operating expenses, but if all of these were eliminated, there would still remain more than $5,000 per year, which would go a long way toward paying the cost of the School of Journalism.

The Plants as Laboratories:

With Industrial Journalism abolished at the College, there is not so much need for the printing plant as a laboratory for students, though Dr. Kerr insists that students in other departments will derive much benefit from its use as such.

At the University, however, where some journalism is to be taught, it will still be invaluable as a laboratory.

The contention of Mr. Robbs that the plant should not be used to train printers is sound, but the fact seems to be that only one outstanding and successful printer has ever been turned out by the University; while many prospective proprietors of small newspapers have learned enough of printing to be of great service to themselves.

Book-binding:

We see no merit in the contention of the University that skillful binding cannot be done in the Salem plant, but we are not convinced that there would not be undue delay caused by sending the binding there.

Convenience:

The strongest argument against consolidation of the plants
is that of convenience for the writers and editors of the institutions; and, in this case convenience means real money, though it cannot be estimated in dollars and cents. Wasted time which could be used for other purposes would certainly fall to the lot of high-priced specialists.

There is no business man who has attempted long range management but knows, that with the best of systems, there is some resultant lost motion and waste.

Quality of Employees:

Mr. Hobbs from his experience of fourteen years at the College plant, says that the ordinary run of plant employees are not suited to College work where all-round men are required.

Staffs of such men have been built up at both places over a period of years and the committee believes that it would be poor economy to disrupt them now.

(Signed) ALBERT BURCH, Chairman

B. F. IRVINE

E. C. PEASE

E. C. SALTONS

C. L. STARR

*For copy of the report referred to herein as being made to the State Treasurer by the State Printer on this matter see the files of the Board.*
The Board directed that a committee consisting of Mr. C. C. Colt, Chairman of the Curricula Committee, Mr. Albert Burch, Chairman of the Unified Administration Committee, and Mr. L. R. Simmons, Chairman of the Finance Committee, formulate a letter of instruction to the Presidents with reference to the carrying out of the Board's program for coordination of curricula, personnel and budgets. In accordance with this order the following letter was formulated and forwarded to President Hall and to President Kerr.

April 16, 1939.

To President Kerr and President Hall:

At the meeting of the Board of Higher Education held in Portland on April 16 the following resolution was passed:

RESOLVED, That in carrying out and putting into effect the report of the Curricula Committee as adopted by the Board of Higher Education, the Deans and Directors be required to submit their recommendations to the Board through their respective Presidents whose approval must first be obtained;

That, in the case of Directors and Deans whose jurisdiction affect both campuses, they obtain the approval of both Presidents before their findings are submitted to the Board, and in the event that the Presidents cannot agree, the Curricula Committee shall act as arbiter;

That the Director of Elementary Teaching Training submit his recommendations covering curricula adjustments to the Curricula Committee for final recommendation to the Board;

That if this resolution is adopted the report of the setup as outlined in this resolution be back to the Curricula Committee not later than ten days from now which will be April 26.

Approaching this subject it is the hope of the Board that it will be entirely possible for you both to agree on the subjects referred to you by the Deans in the spirit of what is best for the system of higher education rather than controversial points affecting personnel or courses of study. It is quite evident that the recommendations of the Deans involve considerable
overlapping into other divisions and it is these technical problems which the Board desires you to settle to the satisfaction of yourselves and the Board. Please approach the subject without any thought of making recommendations that will affect the policy of the Board as adopted by the Curricula Committee's report.

Copies of the resolutions regarding personnel and budget are inclosed herewith and the same general considerations that are outlined in the preceding letter apply also to them.

Very sincerely yours,

(Signed)  C. C. Colt, Chairman of Curricula Committee
B. C. Sammons, Chairman of Finance Committee
Albert Burch, Chairman of Unification Committee

COMMUNICATIONS, PETITIONS AND MEMORIALS

The Board directed the Secretary to acknowledge receipt of and file the resolution received from the Portland Chapter of Associated General Contractors of America.

The Board deferred consideration of the communications from the University and the College faculties under dates of April 12 and April 14 relative to the following proposed organization of faculties:

THE STATE BOARD OF HIGHER EDUCATION:

The faculty of the University of Oregon respectfully recommends the adoption of the following regulations in order that faculty organization conform with the policy of the Board in the unification of higher education. Subject to control by the Board of Higher Education:
I. The primary organization of the faculties shall be by schools and colleges; namely, Physical and Biological Science, Social Science, Literature-Language and Arts, Fine Arts, Business Administration and Commerce, Education, Physical Education, Agriculture, Forestry, Engineering, Pharmacy, Medicine, Home Economics, Law, and such other schools and colleges, coordinated with these, as may hereafter be established.

II. The faculty of each school or college shall determine its courses of study and requirements for degrees.

III. The dean of each school or college shall be the presiding officer thereof.

IV. Regular meetings of the faculty of each school and college shall be held at least once a month during the regular academic year.

V. A University Senate shall be established consisting of the deans of the schools and colleges ex officiis, two representatives from each school and college elected annually by their respective faculties in May of each year, and shall hold office for the next ensuing fiscal year, from July 1st to June 30.

VI. The Senate shall have jurisdiction over all matters affecting University calendar, general academic requirements and other scholastic interests of the University as a whole, relations of schools and colleges to each other, and shall recommend the granting of all degrees. It shall make recommendations to the Board of Higher Education affecting fundamental changes in the establishment and continuance of schools and colleges.

VII. The Chancellor, or in his absence, a designated dean, shall preside over the Senate. Regular meetings shall be held in December, February and May of each year. The Executive Secretary of the Board shall be secretary of the Senate. He shall keep records of all proceedings of the Senate and copies thereof shall be filed in the office of the Chancellor and in the Registrars' offices at Corvallis and Eugene.

*In the absence of an official designation, the term "University" is used herein to include the schools and colleges of the University of Oregon and the Oregon State College.
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The Board approved the request contained in the communication from the Board of Governors of the Memorial Union Building at Corvallis under date of March 17 forwarded to the office of the Board by Manager E. C. Allworth under date of April 12, relative to an overdraft in the accounts of the Memorial Union Building to meet payments and interest on bonds due, with the understanding that this overdraft would be met from the first income subsequently accruing to these accounts.

The Board deferred consideration of the communication from Mr. E. Hall Chaney of Portland, Oregon under date of April 12 requesting information relative to the curricular offerings under the new set-up, until such time as the catalog material is available.

The Board received the following letter from the transportation division of the State Board of Control:

STATE OF OREGON
Oregon State Board of Control
Transportation Division
SALEM

W. W. Ridehalgh
Supervisor of Transportation

State Board of Higher Education,
Building.

Gentlemen:

When the Board of Control passed a resolution setting the maximum charges to be made by state employees for meals and rooms at 50¢ for Breakfast, 65¢ for Lunch and 85¢ for Dinner, and $2.50 for room, it was the intent of that resolution that these figures should be the maximum, to be exercised only when absolutely necessary, and not for daily charge.

Voucher of Lucy A. Case, $87.18 is herewith returned to you, as the charges on this voucher are invariably the maximum for meals, not complying with the strict intent of the resolution although within the letter.

Please have same corrected, and earnestly hoping for your cooperation in the matter, I am,

Very truly yours,

(Signed) W. W. Ridehalgh
Supervisor of Transportation.
The Board directed the Secretary to write to the Board of Control in reply to the above letter and state that the Board does not wish to consider individual claims when they are clearly within the rule that was made by the State Board of Control.

UNFINISHED AND MISCELLANEOUS BUSINESS

The Board deferred action on the report of the Student Living Conditions Committee in view of the absence of the Chairman of this Committee.

The Board adopted the recommendation of the Military Training Committee that the report of the Committee as previously filed with the Board abolishing compulsory military training at the College and the University be withdrawn.

NEW BUSINESS

FISCAL

The Board resolved that the letter written by Dean Dillehunt to Mr. R. E. Koozer of Ashland, Oregon under date of April 8 as given below be the general policy of the Board governing future requests of this character:

April 8, 1932.

Mr. R. E. Koozer, Manager,
Bagley Canning Company,
Ashland, Oregon.

Dear Mr. Koozer:

In reply to your letter of March 19, relative to the conduct of biological tests upon tomato juice, I think it would be best for you or your representative to come to the Medical School and confer with Dr. Ira A. Marvilles, assistant professor of Physiology, under whose direction this type of work is done.

We have numerous requests for studies to be made, but with the present limited personnel and budget of the Medical School we are incapable of conducting these studies, which require a very considerable time and outlay in even a relatively small project. Our interest in the determination of such values as you refer to is based upon the attitude that the Medical School is an institution conducted
for the relief of suffering and the prolongation of life, and that there does exist a class of diseases, known as deficiency diseases, which may be associated with the presence or absence of certain factors in the various foods. We are therefore, from a scientific standpoint, interested in the whole problem; and our laboratories are carrying forward such studies. However, inasmuch as our facilities and budgetary allotments are fully utilized at the present time, it has become necessary to establish some policy concerning such work.

It is altogether possible and proper to conduct these biological tests on tomatoes, and a single test would occupy about a six months period, in which we would be able to determine the vitamin content with reference to three of the known vitamins. In your discussion with Professor Manville, it would be best to determine which vitamins it is desired to study, as if all six were to be determined, it would take two six months periods or else double the work in one six months period. The cost of conducting such a study would amount to approximately $500.00 for the six months period and should be accompanied by the following stipulations:

(1) That such a fund be deposited in the name of the grantor with the Medical School, to be forwarded to the Board of Higher Education, to be used for this specific purpose.

(2) The study to be made in the most modern, approved and scientific manner and be prepared for publication in a scientific treatise, the same as any other, regardless of whether the results are favorable to or unfavorable to the product; and the results shall become available to the donor of the grant at the same time.

(3) It is, of course, understood that the results of the findings shall be in no manner influenced by anything except the scientific conclusions.

(4) The Medical School cannot recommend individual products by commercial names, but can give the results of its research with regard to the particular product and its opinion concerning the value of certain methods in preparing such a product.

If, under this arrangement, you find it desirable to have the Medical School proceed with the study, we shall be pleased to hear further from you.

Very truly yours,
(Signed) Richard B. Dillehunt,
Dean.
The Board deferred consideration of the communication under date of April 9 from the deans of the Schools of Social Science, Literature, Language and Arts, and Physical and Biological Sciences relative to the budget provision for faculty retirement allowances.

The Board approved the following transfers in budget headings requested:

**From Dean Schoenfeld under date of March 30:**

- Purnell Funds - From Administration $700.00
- From Entomology $700.00
- From Agricultural Chemistry $466.67
- From Horticulture $466.67

- Research Millage Funds –
  - From Horticulture $466.67
  - To Agricultural Chemistry $466.67

**From Dean Schoenfeld under date of March 18:**

- Purnell Funds - From Director's Office $110.00
- To Agricultural Chemistry $110.00

**From President Kerr under date of March 19:**

- From Finance and Administration $1,563.34
  - and Political Science $35.55 $1,666.67
  - To Dean of Commerce $1,666.67

- From Physical Education Men $600.00
- To Hygiene $600.00

**From President Hall under date of April 5:**

- From Physical Plant $20,062.45

- To Museum of Art $500.00
- and President's Emergency Fund $19,562.45 20,062.45
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From President Hall under date of April 14:

From Class of 1935 Campbell Memorial Fund $ 46.51
Class of 1928 Fine Arts Bldg. Fund 56.92
Class of 1929 Museum Building Fund 111.47
Art Museum Building Fund 1,002.10 $1,217.00

To Museum of Art Construction Account $1,217.00

With authorization to use this money for the following purposes:

Bronze tablets for the Museum of Art $ 522.00
Two hand-lettered tablets for the
   Museum of Art @ $55.00 70.00
Frames for hand-lettered tablets 50.00
Tiling of the pool in the Memorial
   Court of the Museum of Art 500.00
Additional dwarf boxwood for the
   Memorial Court 75.00 $1,217.00

From President Churchill under date of April 9:

From General Instruction $ 265.00

To Library $ 115.00
   and Janitorial $ 150.00 $ 265.00

From President's Office $ 104.56
To Janitorial $ 104.56

The Board approved the claim of M. C. Phillips of the College in
the sum of $2.00 covering expenses incurred in connection with al-
terations to the heating plant at the Oregon Normal School, this
charge to be made against the heating plant budget of the Oregon
Normal School.

The Board authorized payment of its expenditures for the period
ending April 1, 1932 as follows:

AGAINST MILLAGE TAX ACCOUNT $ 3,556.58
(Nos. S4733 and S4960)

AGAINST INSTITUTIONAL FUNDS $ 1,719.52
(Nos. 9898; 10074; 10897; 11181 to
11201; 11203 to 11213; 11254 to
11257)
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OUT OF STATE TRAVEL

The Board approved the request for authorization for out of state travel in the sum of $75.00 for President Hall of the University to visit several foundations in New York with a side trip to Washington, D. C., as set forth in a communication from President Hall through Executive Secretary Pallett under date of April 4.

ADVERTISING AND PUBLICITY

The Board ratified the action taken by the Public Relations Committee on the following items which were referred to the Committee by the Board on March 7 and 18 respectively, with power to act:

Approval of copy submitted by the College for the following summer session advertisements in the April issues of educational and technical journals, the insertion of which was approved at the meeting of the Board held October 6, in accordance with the communication from President Kerr under date of February 25:

2. Sierra Educational News, one-half page advertisement — — — — — — — — — — — — — — — $55.00
4. Industrial Arts and Vocational Education Magazine, one-fourth page — — — — — — — $30.00
5. Industrial Education Magazine, one-fourth page — — — — — — — — — — — — — — — $17.00
6. Oregon Education Journal, one-half page — — — — — — — $16.00

Approval of printing of 25,000 copies of the Preliminary Bulletin of the 1932 Summer Sessions of the University of Oregon, at a cost not to exceed $525.00, in accordance with copy and recommendation submitted by President Hall through Executive Secretary Pallett under date of March 15.

The Board approved the favorable action previously taken, due to the time element, by the Public Relations Committee on the following requests:

Approval of Medical School folder at an approximate cost of $14.56, in accordance with purchase request submitted under date of March 21.
Approval of publication of 2,500 copies each of Mothers Day announcements for the annual Mothers Day activities on the University of Oregon campus, May 6, 7, and 8, at a total cost not to exceed $80, in accordance with copy and recommendation submitted under date of April 7 by President Hall through Executive Secretary Pallett.

Authorization for the College to place summer session advertisements in the May issues of the following education and technical journals, the insertion of which was approved at the meeting of the Board held October 6, the copy for which is identical to that approved for the April issues, in accordance with communication from President Kerr under date of March 30:

1. Journal of Home Economics, one-quarter page — $25.00
2. Sierra Educational News, one-half page ——— 55.00
3. Washington Education Journal, one-third page — 20.00
4. Industrial Arts and Vocational Education Magazine, one-quarter page ———— 30.00
5. Industrial Education Magazine, one-quarter page 17.00
6. Oregon Education Journal, one-half page ——— 16.00

Approval of copy submitted by the College for the following summer session advertisements in the May issues of educational and technical journals, the insertion of which was approved at the meeting of the Board held October 6, in accordance with the communication from President Kerr under date of March 30:

1. Los Angeles School Journal, one page ———— $20.00
2. Athletic Journal, one-third page, one column — 40.00

Authorization for the publication by the College of 8,500 copies of the 1932 Summer Session catalogue at an approximate cost of $425.00, in accordance with copy and recommendation submitted by President Kerr under date of March 30.

Authorization for the publication by the Southern Oregon Normal School of the summer session announcement as per copy and recommendation submitted by President Churchill under date of March 18.

Authorization for the following University of Oregon summer session printing and advertising, as per copy and recommendation submitted by President Hall through Executive Secretary Pallett under date of April 15:

1. The general catalogue of the summer session. 8,000 copies. To be paid from the General Catalogue and Circulars Fund.
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of the University, supplemented from the budget of the summer session.

2. Law leaflet. 4 pages. 250 copies. Estimated cost, $20. To be paid by the School of Law.

3. Platoon demonstration school leaflet. Portland summer session. 8 pages, illustrated. 1,000 copies. Estimated cost $30. To be paid out of the budget of the summer sessions.

4. Art Center leaflet. 12 pages, illustrated. 1,000 copies. Estimated cost, $45. To be paid out of the budget of the summer sessions.

5. Poster. 500 copies. Estimated cost $25. To be paid out of the budget of the summer sessions.

Advertising

1. Oregon Education Journal, May issue, one page. $35. To be paid from the budget of the summer sessions.

2. Oregon Education Journal, June issue. One page. $35. To be paid from the budget of the summer sessions.

3. Los Angeles School Journal, issue of May 9 (special summer school number). One page. $20. To be paid from the budget of the summer sessions.

4. Portland Grade Teachers Bulletin, May or June issue. One page. $18. To be paid from the budget of the summer sessions.

5. Sierra Educational News (California), May issue. One page. $100. To be paid from the University of Oregon summer cruise fund.

6. Same copy in Montana Education, May or June issue. One page. $40. To be paid from the University of Oregon summer cruise fund.

7. Same copy in Utah Educational Review, May or June issue. One page. $50. To be paid from the University of Oregon summer cruise fund.

8. Sierra Educational News (California), June issue. One page. $100. To be paid from the University of Oregon summer cruise fund.
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CHANGES IN PERSONNEL

The Board approved the recommendation from President Kerr under date of April 12 for the appointment of Earl D. West, instructor in Mathematics for the spring term beginning April 1, 1932 at a salary of $100 per month, and the resignation of Kathryn Wightman, effective as of March 31, 1932, salary $1,400 for nine months, whom Mr. West succeeds.

The Board deferred action on the recommendations of the deans and directors of the various schools for the academic year 1932-33 relative to personnel in their respective divisions, as set forth on pages 16 to 36 of the Board's docket.

MISCELLANEOUS

The Board deferred action on the memorandum relative to student welfare and personnel work on the various campuses which appeared on the docket as Item 29 under NEW BUSINESS.

The Board approved the request from the University for authorization to organize the program for the Biennial Session of the Pacific Institute of International Relations in connection with the Portland Summer Session, as per communication from President Hall submitted by Executive Secretary Pallett under date of March 15.

The Board referred to the Curricula Committee with power to act certain matters relative to extension work raised by a letter to the Board under date of April 16 signed jointly by Directors Powers and Maris.

Mr. Paul R. Kelty, editor of the OREGONIAN, and Mr. Ben R. Litfin, editor of The Dallas CHRONICLE, appeared before the Board in behalf of the re-establishment of the School of Journalism. A statement filed by the Editorial Association referred to by Mr. Kelty and Mr. Litfin is not incorporated in the minutes because of its length but is on file in the office of the Board.

The Board referred to the Curricula Committee with power to act the oral and written report made by Director Churchill on the curriculum report set up for the Normal Schools.
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April 16 and 30, 1932.

The Board referred to the Finance Committee with power to act the oral and written report made by Director Churchill on the summer session budgets for the Normal Schools.

The Board adjourned at 6:00 o'clock P. M. to meet again at 1:30 o'clock P. M. April 29 at the University Club in Portland.

Pursuant to adjournment on April 18 the Board met at the University Club in Portland at 1:30 P. M., April 29 and adjourned because a quorum was not present.

The adjourned meeting convened at 9 o'clock A. M., April 30 at the University Club, the following members being present:

Mr. E. C. Sammons                   Mr. E. C. Pease
Mr. Herman Oliver                   Mr. C. L. Starr
Mr. C. C. Colt                      Mr. B. F. Irvine
Mr. Albert Burch

Mrs. Cornelia Marvin Pierce and Mr. F. E. Callister were absent.

REPORTS OF COMMITTEES

UNIFIED ADMINISTRATION COMMITTEE

The Board approved the following resignations and leaves of absence for the academic year 1932-33 as recommended by President Hall and President Kerr.

School of Business Administration and Commerce

David E. Favilla, Dean, $4,725, resignation effective October 1, 1932 to accept Associate Professorship at Stanford University.

D. B. Gage, Associate Professor, $3,000, leave of absence for one year without pay effective October 1, 1932 to get his doctorate in the University of Michigan.

C. D. Hadley, Assistant Professor, $2,400, leave of absence for one year without pay effective October 1, 1932 to get more practical experience in the business field.

A. C. Schmitt, Professor at $4,000, resignation effective July 1, 1932.

F. L. Robinson, Associate Professor, $2,900, sabbatical leave with half pay effective October 1, 1932.

Lucy M. Weese, Instructor at $2,200, resignation effective July 1, 1932.

Maybelle Rardin, Instructor at $2,000, resignation effective July 1, 1932.
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School of Education

H. S. Tuttle, Associate Professor at $3,555, leave of absence for one year without pay effective October 1, 1932 to pursue studies at Columbia University.

E. R. Means, Supervisor of Science, University High School, $1,000 with balance of $2,400 paid by City of Eugene, resignation effective July 1, 1932.

Audrey May, Supervisor of Commercial Subjects, $500 with balance of $1,500 salary paid by City of Eugene, resignation effective July 1, 1932.

Frances Wright, Assistant Professor at $1,400, resignation effective July 1, 1932.

Lura Keiser, Instructor at $1,150, resignation effective July 1, 1932.

School of Fine Arts

Evelyn Brown, Associate Professor, $2,525, leave of absence on half pay effective October 1, 1932.

Brownell Frasier, Instructor, $1,400, resignation effective October 1, 1932.

Clara Dodson, Instructor, $1,600, resignation effective July 1, 1932.

School of Literature, Languages and the Arts

Leslie L. Lewis, Assistant Professor, $2,520, leave of absence extended one year without pay effective October 1, 1932.

W. E. Hampstead, Jr., Instructor, $1,800, resignation effective October 1, 1932.

Dorothy Delzell, Instructor and Secretary, $1,500, resignation effective July 1, 1932.

Lewis M. Meyers, Instructor, $1,600, resignation effective October 1, 1932.

Frederick Berchtold, Professor, $3,800, appointment as Emeritus Professor of English with half pay effective October 1, 1932.
Meeting #25

April 18 and 30, 1932.

Ida B. Callahan, Associate Professor, $2,500, appointment as Emeritus Professor of English with half pay effective October 1, 1932.

Eleanor Ingalls, Instructor, $2,000, resignation effective July 1, 1932.

Wesley Couts, Instructor, $1,400, resignation effective July 1, 1932.

Louis Bach, Professor, $3,100, appointment as Emeritus Professor of German with half pay effective October 1, 1932.

School of Physical Education

Marjorie E. Forchamer, Assistant Professor, $2,400, resignation effective October 1, 1932.

Clarence W. Spears, Professor and Coach, $3,500, resignation effective April 1, 1932.

John E. Kenny, Instructor, $2,400, resignation effective July 1, 1932.

Ruth Robinson, Head Department for Women, $4,000, resignation effective July 1, 1932.

Lelia Beggs, Instructor, $1,800, resignation effective July 1, 1932.

Louise Hoeshchen, Instructor, $1,800, resignation effective July 1, 1932.

Ruth Thayer, Instructor, $1,800, resignation effective July 1, 1932.

School of Social Science

John R. Mez, Associate Professor, $3,250, resignation effective October 1, 1932.

Edward Conyers, Instructor, $225, resignation effective July 1, 1932.

Margaret D. Creech, Associate Professor at $3,000, resignation effective October 1, 1932.

J. B. Horner, Professor, $3,600, retired as Emeritus Professor of History and Director of Research in Oregon History on half pay effective October 1, 1932.
School of Agriculture

G. L. Hankins, Fellow in the department of Animal Husbandry, whose term expires July 1, 1932 and whose place will not be filled.

School of Engineering

G. Victor Palmrose, Instructor in Department of Chemical Engineering, salary $1,500, resignation effective June 30, 1932.

R. A. Wanless, Instructor in Civil Engineering, salary $2,100, resignation effective June 30, 1932.

R. F. Newton, Instructor in Mechanical Engineering, salary $2,000, resignation effective June 30, 1932.

M. L. Gramming, Instructor, Industrial Arts, salary $2,700, resignation effective June 30, 1932.

School of Forestry

E. G. Mason, Assistant Professor, leave of absence from July 1, 1932 to June 30, 1933 for the purpose of studying for his doctorate, the salary to be arranged in accordance with the terms of the Board's regulation on sabbatical leaves, one half salary — $1,400, with the recommendation that his rank be changed from Assistant Professor to Associate Professor.

School of Home Economics

A. Grace Johnson, salary $5,600, leave of absence from October 1, 1932 to September 30, 1933 on half pay, for the purpose of rest, travel and study.

Agnes Kolshorn, continuation of leave granted for 1931-32 for the period from October 1, 1932 to September 30, 1933 because of necessary cuts in budget, without salary.

Alma C. Fritchoff, salary $3,200, leave of absence from October 1, 1932 to September 30, 1933 on half pay, for the purpose of rest, travel and study.

Anna C. Price, salary $2,200, from October 1, 1932 to September 30, 1933 without salary owing to necessary cuts in budget.

Lillian E. Tingle, salary $4,272, leave of absence on half pay to use the time as she sees fit. It is recommended she receive salary as follows: $1,085 from July 1 to October 1, 1932; without salary from
Meeting #25

April 18 and 30, 1932.

October 1, 1932 to March 1, 1933; receive one-fourth salary or $1,068 from March 1, to July 1, 1933.

Juanita Manning, salary $1,600, resignation owing to the fact that her services are not needed because of the return of Mrs. Brandon from leave of absence, effective June 30, 1932.

Katherine B. Haight, resignation effective June 30, 1932, salary $700 - services no longer needed.

Dorothy Schreiner, resignation effective June 30, 1932, salary $675, services no longer needed because of decreased offerings.

Dorothy G. Fish, salary $900, resignation effective October 1, 1932, services not needed due to certain courses at Eugene being taught by Corvallis specialists.

School of Physical and Biological Sciences

R. H. Johnson, Instructor, $1,500, resignation effective July 1, 1932.

E. C. Calloway, part-time Instructor, $1,350, resignation effective July 1, 1932.

James H. Hance, Dean and Professor of Geology and Metallurgy of School of Mines, salary $4,700, resignation effective July 1, 1932.

T. M. Bains, Associate Professor of Metallurgy in School of Mines, salary $3,800, resignation effective July 1, 1932.

Kathryn Wightman, Instructor, $1,400, resignation effective March 1, 1932.

R. S. Weese, Instructor, $2,000, resignation effective July 1, 1932.

Jacob Jordan, Associate Professor, $5,400, resignation effective July 1, 1932.

W. R. Varner, half-time Instructor, $1,050, resignation effective July 1, 1932.

A. W. Marker, half-time Instructor, $1,050, resignation effective July 1, 1932.

Lourene I. Olsen, half-time Instructor, $675, resignation effective July 1, 1932.
Graduate Assistant at $500 not reappointed.


Graduate Assistant at $500 not reappointed.

Graduate Assistant at $500 not reappointed.

Graduate Assistant at $500 not reappointed.

H. J. Unger teaching Fellow $600 resignation effective July 1, 1932.

Federal Cooperative Extension

Mrs. Susie Bucknum, voucher clerk in office of the Director at salary of $1380, released as services not required.

Camille Freél, stenographer in office of U. S. Burt at salary of $1200 released as services not required.

Agricultural Research

J. Wilcox, Department of Entomology, salary $2700, resignation effective August 1, 1932.

Norton L. Peck, Research Fellow in Farm Management, salary $700, resignation effective June 30, 1932.

A. H. Walker, Farm Superintendent, salary $1800, resignation effective June 30, 1932.

George L. Sulerud, Agricultural Economics, salary $2800, resignation effective March 1, 1932.

Martha Smith, Home Economics, salary $750, resignation effective September 1931.

D. E. Bulls, Assistant Professor in Agricultural Chemistry, sabbatical leave from March 1, 1932 to March 1, 1933 on one-half pay, total salary $2800, to pursue further study in the chemical changes occurring in fruits and vegetables preserved commercially by low temperature refrigeration in connection with his Furnell project dealing with this subject.

Gordon G. Brown, Horticulturist at the Hood River Experiment Station, sabbatical leave from April 1, 1932 to April 1, 1933, on one-half pay, total salary $3200, for the purpose of rest and medical attention.
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April 18 and 30, 1932.

The Board approved the following personnel lists for the normal schools as submitted by the Unified Administration Committee, the salaries named to be considered the maximum:

**EASTERN OREGON NORMAL SCHOOL**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Proposed Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be supplied</td>
<td>Art Department</td>
<td>2400.00</td>
</tr>
<tr>
<td>Kate L. Houx</td>
<td>Director of Training School</td>
<td>3200.00</td>
</tr>
<tr>
<td>Arta F. Lawrence</td>
<td>Primary Supervisor</td>
<td>2400.00</td>
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<tr>
<td>John M. Miller</td>
<td>Education Department</td>
<td>2800.00</td>
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<tr>
<td>R. L. Skeen</td>
<td>Psychology Department</td>
<td>2900.00</td>
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<tr>
<td>Amanda Zabel</td>
<td>English Department</td>
<td>3000.00</td>
</tr>
<tr>
<td>Madeline Larson</td>
<td>Physical Ed. Department</td>
<td>2800.00</td>
</tr>
<tr>
<td>E. R. Quinn</td>
<td>Physical Ed. Department</td>
<td>2800.00</td>
</tr>
<tr>
<td>Jennie Peterson</td>
<td>Music Department</td>
<td>2500.00</td>
</tr>
<tr>
<td>Ralph Badgley</td>
<td>Science Department</td>
<td>2800.00</td>
</tr>
<tr>
<td>To be supplied</td>
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<td>2800.00</td>
</tr>
<tr>
<td>Edward Daniel</td>
<td>Social Science Department</td>
<td>2800.00</td>
</tr>
<tr>
<td>To be supplied</td>
<td>English &amp; Social Science Department</td>
<td>2400.00</td>
</tr>
<tr>
<td>Alma Whitmer</td>
<td>Training Teacher</td>
<td>1200.00</td>
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<tr>
<td>Freeda Kennedy</td>
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<tr>
<td>Eva Wear</td>
<td>Training Teacher</td>
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<tr>
<td>To be supplied</td>
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<tr>
<td>Mayme McCarter</td>
<td>Training Teacher</td>
<td>1100.00</td>
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<tr>
<td>Margaret Carstairs</td>
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**SOUTHERN OREGON NORMAL SCHOOL**

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<th>Name</th>
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<tr>
<td>Marion Ady</td>
<td>Art Department</td>
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<tr>
<td>Florence P. Allen</td>
<td>Supervisor of Teaching</td>
<td>800.00</td>
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<tr>
<td>Edith L. Bork</td>
<td>Supervisor of Teaching</td>
<td>1100.00</td>
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<tr>
<td>Angus L. Bowmer</td>
<td>English Department</td>
<td>2800.00</td>
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<tr>
<td>Eloise Buck</td>
<td>English Department</td>
<td>2500.00</td>
</tr>
<tr>
<td>Lucile G. Burtis</td>
<td>Art Department</td>
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<tr>
<td>Margaret O. Cason</td>
<td>Supervisor of Teaching</td>
<td>1100.00</td>
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<tr>
<td>Henrietta Challis</td>
<td>Music Department</td>
<td>2500.00</td>
</tr>
<tr>
<td>Virginia D. Hales</td>
<td>Physical Ed. Department</td>
<td>2800.00</td>
</tr>
<tr>
<td>Betty Hileman</td>
<td>Supervisor of Teaching</td>
<td>1100.00</td>
</tr>
<tr>
<td>R. W. McNeal</td>
<td>Athletics and Science</td>
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<tr>
<td>Loren E. Messenger</td>
<td>Science and Education</td>
<td>3000.00</td>
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<tr>
<td>Ila Myers</td>
<td>Supervisor of Teaching</td>
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<tr>
<td>Lillian Nicholson</td>
<td>Supervisor of Teaching</td>
<td>1100.00</td>
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### Southern Oregon Normal School (Cont'd)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Walter Radford</td>
<td>Geography Department</td>
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<tr>
<td>Bertha A. Smith</td>
<td>Health Department</td>
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<tr>
<td>Jessie Sasser</td>
<td>Supervisor of Teaching</td>
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<tr>
<td>Bertha Stephens</td>
<td>Supervisor of Teaching</td>
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<tr>
<td>A. C. Strange</td>
<td>Education Department</td>
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<tr>
<td>Arthur S. Taylor</td>
<td>Mathematics, History &amp; Education</td>
<td>$3100.00</td>
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<tr>
<td>Isabella Wattenbarger</td>
<td>Supervisor of Teaching</td>
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<tr>
<td>Wayne Winfield Wells</td>
<td>Science Department</td>
<td>$3100.00</td>
</tr>
<tr>
<td>Eva L. White</td>
<td>Supervisor of Primary Grades</td>
<td>$2700.00</td>
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<tr>
<td>Louise Woodruff</td>
<td>Music Department</td>
<td>$2500.00</td>
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### OREGON NORMAL SCHOOL

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Alabama Brenton</td>
<td>Art Department</td>
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<tr>
<td>Pearl Heath</td>
<td>Art Department</td>
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<td>Katherine P. Larson</td>
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<td>Helen C. Anderson</td>
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<td>Edna Mingus</td>
<td>English Department</td>
<td>$3100.00</td>
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<td>Beulah Thornton</td>
<td>English Department</td>
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<td>Eloise Buck</td>
<td>English Department</td>
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<tr>
<td>J. S. Landers</td>
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<td>Mori E. Bonney</td>
<td>Education Department</td>
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<td>J. F. Santee</td>
<td>Education Department</td>
<td>$2860.00</td>
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<td>Ida Mae Smith</td>
<td>Education Department</td>
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<td>Mrs. W. A. Barmacy</td>
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<td>Emma Henke</td>
<td>Education Department</td>
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<tr>
<td>Clara A. Trotter</td>
<td>Education Department</td>
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<tr>
<td>Katharine Arbuthnot</td>
<td>Geography Department</td>
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<tr>
<td>Millicent Horwege</td>
<td>Health Department</td>
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<tr>
<td>Laura J. Taylor</td>
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<tr>
<td>Oscar Christensen</td>
<td>History &amp; Sociology Dept.</td>
<td>$2800.00</td>
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<td>Elmer E. Pendell</td>
<td>History &amp; Sociology Dept.</td>
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<td>A. G. Stanbrough</td>
<td>Mathematics Department</td>
<td>$2800.00</td>
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<tr>
<td>Grace M. Mitchell</td>
<td>Music Department</td>
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<td>Florence Hutchinson</td>
<td>Music Department</td>
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<td>Margaret Lee Slusher</td>
<td>Music Department</td>
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<tr>
<td>Hilda Top</td>
<td>Physical Ed. Women</td>
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<tr>
<td>Gloria Osika</td>
<td>Physical Ed. Women</td>
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<tr>
<td>Hazel Kirk</td>
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<td>Lawrence Wolfe</td>
<td>Physical Ed. Men</td>
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<td>Verne V. Caldwell</td>
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<td>L. E. Forbes</td>
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<td>A. S. Jensen</td>
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Meeting #25  
April 18 and 30, 1932.

Oregon Normal School (Cont'd.)

<table>
<thead>
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<th>Proposed Salary</th>
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<tbody>
<tr>
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<tr>
<td>Homer Dodds</td>
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TRAINING SCHOOLS

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<tr>
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<tr>
<td>Dora Scheffskey</td>
<td>Monmouth</td>
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<tr>
<td>Florence Beardsley</td>
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<tr>
<td>Phoebe Cox</td>
<td>&quot;</td>
<td>1260.00</td>
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<tr>
<td>Neva Dallas</td>
<td>&quot;</td>
<td>819.00</td>
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<tr>
<td>Ruth McClure</td>
<td>&quot;</td>
<td>1260.00</td>
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<tr>
<td>Lucille Wall</td>
<td>&quot;</td>
<td>1890.00</td>
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<tr>
<td>To be supplied</td>
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<td>900.00</td>
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<tr>
<td>Elsie Bolt</td>
<td>Independence</td>
<td>1170.00</td>
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<tr>
<td>Mary Donaldson</td>
<td>&quot;</td>
<td>1280.00</td>
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<tr>
<td>Lelia Howe</td>
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<td>501.00</td>
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<tr>
<td>Delia Keeneey</td>
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<td>900.00</td>
</tr>
<tr>
<td>Clara V. Thompson</td>
<td>&quot;</td>
<td>900.00</td>
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<tr>
<td>Henrietta Wolfer</td>
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<td>1260.00</td>
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<tr>
<td>Helen Nelson</td>
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<td>900.00</td>
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<tr>
<td>Helen Lawrence Martin</td>
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<td>Oma Belle Emmons</td>
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<td>2160.00</td>
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<tr>
<td>Pearl Eyres</td>
<td>Oak Point</td>
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<tr>
<td>Alma Dempsey</td>
<td>Greenwood</td>
<td>990.00</td>
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<tr>
<td>Marjory Dew</td>
<td>Rickreall</td>
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</tr>
<tr>
<td>Catherine McEwen</td>
<td>&quot;</td>
<td>900.00</td>
</tr>
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</table>

The Board approved the recommendation of the Unified Administration Committee for the appointment of Miss Lucy Lewis of Corvallis as Director of Libraries, her term of office to begin July 1; also the appointment of Mr. Walter Redford of Ashland as President of the Southern Oregon Normal School, effective July 1, 1932.

CURIricula COMMITTEE

The Board adopted the recommendation of the Curricula Committee for the approval of the curriculum for the University and College for the academic year 1932-33, as filed by the respective deans and directors and approved jointly by President Hall and President Kerr as being in keeping with the spirit and the letter of the action of the Board relative to curricula as taken March 7, 1932. Due to the limitations of space this material is not included here but is on file in the offices of the Board and constitutes an integral part of these minutes.
The Board adopted the recommendation of the Curricula Committee for the approval of the curricula for the three Normal Schools for the academic year 1932-33 which was referred to that Committee with power to act on April 18, 1932. Due to the limitations of space this material is not included here but is on file in the offices of the Board and constitutes an integral part of these minutes.

The Board adopted the recommendation of the Curricula Committee that the material appearing in the report of the Curricula Committee as adopted by the Board on March 7, 1932 on page 59 thereof commencing with the seventh line from the top beginning "all extension ....." to the bottom of the same page ending with "......organization and administration of these activities." be eliminated and the following be inserted in lieu thereof as having been formulated by Directors Maris and Powers and approved jointly by President Kerr and President Hall:

1. The Director of General Extension will be responsible to the Board through the chancellor of the system for the efficient organization and administration of all social welfare (urban), state-wide extension classes, correspondence study, radio activities, visual instruction, all summer sessions, and the Portland Center, with its offerings enriched by the resources of the State College and the Oregon Normal Schools, as recommended in the survey report.

2. The Director of Cooperative Extension Work in Agriculture and Home Economics, to be known as the "Director of Federal Cooperative Extension," will be responsible to the Board through the chancellor of the system for the efficient organization and administration of all extension activities provided for by Federal Smith-Lever and supplementary legislation.

3. Community organization work at the University and rural organization at the College, as distinct contributions to the State and as authorized in each instance by the Board of Higher Education, shall be administered through the Agricultural Extension Service, which would have the responsibility of drawing upon General Extension for needed resources in that field and of correlating services with the research carried on in the Department of Sociology in the School of Social Science.

4. Municipal service and field center training shall be administered by General Extension, which would have the responsibility of drawing upon Federal Cooperative Extension for needed resources in that field and of correlating services with the research carried on in the Department of Sociology in the School of Social Science.
Meeting #25

April 18 and 30, 1932.

5. Short Courses: The Director of General Extension shall have supervision over short courses and conferences concerned primarily with the social sciences and the humanities and the professional fields based thereon, in cooperation with the deans of the schools immediately involved. The Director of Federal Cooperative Extension shall have supervision over 4-H Club summer schools and short courses offered by the schools of Agriculture, Home Economics, Engineering, Forestry, Pharmacy, and Science, in cooperation with the respective deans of the schools immediately involved.

The Board adopted the Curricula Committee's recommendation that the following insertion be made on page 23 of the report of the Curricula Committee as adopted by the Board on March 7, 1932, just ahead of "Training for Junior High School Positions:"

"Teacher training on the Corvallis campus shall be under the control of the Director of High School Teacher Training and shall prepare high school teachers of Science and Mathematics and their applications, and of vocational subjects, together with approved combinations of subjects, and shall lead to Bachelor's and Master's degrees on the Corvallis campus."

The Board adopted the Curricula Committee's recommended clarifications of the orders of the Board relative to work in secretarial training and training of commercial teachers as approved jointly by President Hall and President Kerr: First, secretarial training in the upper division at the College be eliminated and a certificate at the end of the lower division be given; and second, the whole field of teacher training in Commerce be left at the Eugene campus.

The Board unanimously adopted the recommendation of the Curricula Committee that Journalism be reinstated as a degree granting school on the campus at Eugene at a cost not to exceed $3,000 from State funds.

BUILDING AND GROUND COMMITTEE

The Board adopted the Building and Ground Committee's recommendation as follows:

The Building Committee recommends the employment of Mr. R. H. Thomas, effective July 1, 1932, as General Superintendent of Buildings and Grounds for all of the institutions under the control of the Board at a salary of $300.00 per month.

The Committee recommends that Mr. Thomas be authorized to select his own subordinates subject to the approval of the Board, and reorganize the various departments upon all of the campuses.
Meeting #25  
April 18 and 30, 1932.

The Committee also recommends that the President of the College ask Professor Peck of the Landscape Architecture Department, Professor Phillips of the Mechanical Engineering Department, and Professor Skelton of the Roads, Sewers and Walks Department to act as consultants when called upon by Mr. Thomas if not inconsistent with their other duties at the time.

(Signed) ALBERT BURCH  
Albert Burch, Chairman

(Signed) C. C. COLT  
C. C. Colt

FINANCE COMMITTEE

The Board directed that the Finance Committee formulate a letter of instruction to the Presidents with reference to making further reductions in the budgets in the sum of $146,300. In accordance with this order the following letter was formulated and forwarded to President Hall, President Kerr and Director Churchill:

April 30, 1932.

To Presidents W. J. Kerr,  
Arnold Bennett Hall,  
J. A. Churchill.

Dear Sirs:

An analysis of the budget situation of the Oregon system of higher education reveals that the total income to be available for higher education during the fiscal year 1932-33 will be $3,487,886. It also reveals that the present rate of budget expenditures calls for an income of $5,913,556. In order to balance the proposed expenditure for the coming year against the income estimated to be available, it is therefore necessary to reduce the budget by $425,680. If there is to be added to this $100,000 to provide an adequate reserve for emergencies in this time of uncertainty and reorganization the total cut in the present annual rate of expenditures will need to be $525,680. This is a cut of 13.4%. On the 1930-31 rate the cut is $900,000 or 20%. 

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April 18 and 30, 1932.

To date you have filed with the Board budgets prepared by the new functional deans and other administrative officers of the system of higher education calling for an expenditure of $3,535,996. This is a reduction of $377,559 below the present rate of expense. As noted above, however, the total reduction necessary to balance the budget and to provide an adequate reserve for emergencies is $525,560. The Board is therefore confronted with the necessity of finding ways and means of making a further saving of $148,500.

Detailed analysis of the budgets as submitted by you reveals that most of the budgets have been prepared with great care, keeping in mind at the same time the present financial emergency and the indispensable needs of the various activities to be cared for.

To find ways and means of making a further cut of $148,500 is the most important problem now before the Board. It is requested, therefore, that you reopen the budgets as submitted in the light of the above deficit and make further cuts wherever practicable, keeping in mind the importance of the welfare of the students attending the institutions of higher education and of the various forms of public service rendered to the state.

May we suggest that the following procedure be followed:

1. Scrutinize closely for further cuts the budgets of the deans and directors of the various schools and divisions falling under your direction. The Committee has in mind particularly the following budgets which do not seem to show substantial savings in the light of the present emergency: General Extension; Radio; School of Medicine; School of Law; School of Agriculture; School of Engineering; School of Home Economics; School of Pharmacy; Agricultural Research; Federal Cooperative Extension; Libraries; and Normal School instruction.

2. Analyze fee charges and examine the possibility of increasing the student proportion of the cost of highly professional and technical schools. Also examine the possibility of increasing revenue by an adjustment of fees at the normal schools.

3. List and analyze salary rolls and report adjustments which would make it possible to apply such salary cuts as may be necessary, as a last resort, in balancing the budget.

The Finance Committee would appreciate having this report May 6, and would be very glad to meet with the Presidents at any time prior to that date to iron out any difficulties which may be encountered.

Very sincerely yours,

FINANCE COMMITTEE,
OREGON STATE BOARD OF HIGHER EDUCATION.
UNFINISHED AND MISCELLANEOUS BUSINESS

The Board at its last meeting referred the summer session budgets of the Normal Schools to the Finance Committee with power to act. In accordance with this action the Committee has approved the budgets as submitted by Director Churchill under date of April 15, 1932.

COMMUNICATIONS, PETITIONS AND MEMORIALS

The Board directed that the communication from G. H. Fullenwider of Carlton, Oregon under date of April 5 be answered as fully as possible at this time, and Mr. Fullenwider be advised that after the Board has taken action on the other points raised in his letter they will be answered.

The Board received the following communications from the Transportation Division of the State Board of Control:

STATE OF OREGON
Oregon State Board of Control
Transportation Division
Salem

W. W. Ridehalgh
Supervisor of Transportation

March 31st, 1932

TO ALL DEPARTMENTS, BOARDS, COMMISSIONS, HOSPITALS AND INSTITUTIONS:

The following hotels throughout the state of Oregon have agreed to make reduced rates for hotel accommodations to all state officials and employees when traveling about the state on official business. The maximum under such reduced rates will be $2.00 per day for room and bath.

It will be necessary to request hotel clerks for the reduced rates when registering.

You are requested to pass this information on to all who travel on business for your department.

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<th>City</th>
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<td>Albany</td>
<td>Albany, St. Francis</td>
<td>Lakeview</td>
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<td>Arlington</td>
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<td>La Grande</td>
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<td>Corvallis</td>
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<td>Portland</td>
<td>Congress, Governor</td>
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Meeting #25

April 18 and 30, 1932.

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<td>Enterprise</td>
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<td>Breakers</td>
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<td>Hood River</td>
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<td>New Salem, Bligh, Argo</td>
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<td>Klamath Falls</td>
<td>Hall</td>
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Your earnest cooperation is respectfully requested.

Yours very truly,

(Signed) W. W. Ridehalgh
Supervisor of Transportation

STATE OF OREGON
Oregon State Board of Control
Transportation Division
Salem

W. W. Ridehalgh
Supervisor of Transportation

TO ALL DEPARTMENTS, BOARDS, COMMISSIONS, HOSPITALS AND INSTITUTIONS:

You were recently furnished with a list of hotels in Oregon which had agreed to furnish rooms, with bath, at the rate of $2.00 per day to officials and employees traveling on state business.

That list enumerated these hotels which up to that time had advised us of this rate and was furnished you solely for the convenience of yourselves and your employees in locating hotels where desirable lodging could be obtained within the limit of $2.00; and was in no way intended to recommend those particular hotels only to you, nor to discriminate against other hotels.

Since that letter of March 31st, listing certain hotels, advices have been received from many other first-class hostelries that they also are willing to make special rates to officials and employees traveling on state business.

Therefore, in future when inquiring for rates at hotels throughout the state, please inform the management that you are traveling on state business, so that you will be allowed the special reduction.
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With this information before you, it is apparent there will be no justification for an expenditure in excess of $2.00 per day for one person for room, with bath, within the State of Oregon.

Yours very truly,

(Signed) W. W. RIDEHALGH
Supervisor of Transportation

The Board instructed the Secretary to furnish members of the Board and the institutions with copies of the list of hotels as contained in the foregoing communication, and acknowledge receipt of the letter.

The Board directed that all claims involving travel expense up to and including the present date, April 30, 1932, be audited in the Board's office in accordance with the former limits as set by the Board.

The communications from the University and College faculties under date of April 12 and April 14 relative to a proposed organization of faculties, action on which was deferred at the meeting of the Board on April 18, 1932, were referred to the Faculty Welfare Committee with the understanding that representatives of the faculty groups involved confer with the committee on faculty welfare before the next meeting of the Board.

The Board received and directed the Secretary to reply to an inquiry from Mr. L. M. Archembeau of Sutherlin, Oregon relative to the organization of teacher training work for high schools.

The Board referred a petition from the Greenwood School Board with reference to the retention of Greenwood as a training center, and a communication from a graduate of the Oregon Normal School in support of the rural training department at that institution, to Director Churchill for recommendations.

NEW BUSINESS

FISCAL

The Board approved the following transfers in budget headings requested:

From President Kerr under dates of April 12, 19 and 20:

| Purnell Funds: | From - Administration | $450.00 |
|               | To - Agricultural Economics | $500.00 |
|               | To - Animal Husbandry | $150.00 |
|               | From - Agricultural Economics | $932.34 |
|               | To - Administration | $932.34 |
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From Botany $41.00
To Administration $41.00

State Funds:
From Botany $466.67
To Administration $466.67

Fees & Sales Projects:
From Administration $1700.00
To Veterinary Medicine $1700.00

From President Kerr under dates of April 18 and 23:

Supplemental Federal Smith-Lever Funds:
From Malheur County Agent $853.71
To Yamhill Co., Agent 453.71
Columbia " " 200.00
Deschutes " " 200.00 853.71

The Board authorized payment of its expenditures for the period ending April 30, 1932:

AGAINST MILLAGE TAX ACCOUNT $3,565.64
(Nos. 55646-55648; 55855)

AGAINST INSTITUTIONAL FUNDS $587.64
(Nos. L11202; L11397-98; L11642-L11653; L11728)

ADVERTISING AND PUBLICITY

The Board confirmed the approval of the Public Relations Com-
mitee given because of the time element, for the insertion in the
May issue of OLD OREGON of a one-page summer session advertisement at
a cost of $75, to be paid for from the University of Oregon summer
cruise fund, as per copy and recommendation submitted by President
Hall through Executive Secretary Pallett under date of April 20, 1932.

MISCELLANEOUS

The Board directed the Secretary to pay to Mr. Ira C. Powell of
Monmouth, Treasurer for the Oregon Normal School Alumni Association,
the balance in the trust fund held by the Secretary in the Ladd & Bush
Bank at Salem amounting to $705.22, in accordance with the communication
received by the Board from Mr. Powell under date of April 26, 1932, as
follows:
FIRST NATIONAL BANK
Monmouth, Oregon

April 26, 1932

Ira C. Powell,
President

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

Dear Mr. Lindsay:

I am referring to your letter of April 7, relative to the request of the Oregon Normal School Alumni Association for use of the fund, turned over to the Board from a miscellaneous subscription.

I have had the files of the Alumni Association checked through thoroughly, and there does not appear to be any record of any fund of this kind. Also, I have talked with Mr. Stebbins, the Normal School Secretary here, and he has gone through his files, and does not find any trace or record of this matter. Mr. Butler, and myself have made inquiry from all available sources, and from such meager reports as we could get verbally, it appears that this was a voluntary movement outside of the School authorities, and not any directed act of the Alumni Association, but principally among the Alumni members. This resulted in the subscription, according to the records in your office, being turned over to the Board. It appears to us that this leaves the fund on hand at the disposition of the Board, since there is no trust-agreement, or record of any kind as to its purpose. There is no doubt that the fund in question is the one you referred to, but we are unable to supply any written instructions as to its disposition. However, since its evident purpose was for the improvement of the campus, it would seem to us, that the Board might reasonably include in its purpose the improvement and payment for the extension, proposed in the purchase of additional land.

Hoping this explanation will comply with the requirements of the Board, and that we may receive the fund, we remain,

Yours very truly,

(Signed)  IRA C. POWELL
Treasurer
Oregon Normal School Alumni Assoc.

ICP:LP
Meeting #25
April 18 and 30, 1932.

The Board selected President C. L. Starr and Mr. E. C. Sammons as the representatives of the Board to make the trip east to interview prospective candidates for the position of Chancellor, as provided for in the report of the Unified Administration Committee adopted by the Board under date of March 18, and in the event that either Mr. Starr or Mr. Sammons is unable to go they were authorized to select the other man.

The Board approved the oral recommendation of President Kerr, confirmed under date of May 5, 1932, for an increase in the salary of Mr. R. G. Johnson, Jr., County Agricultural Agent of Grant County, in the amount of $500 a year, effective immediately, to be paid from federal funds.

The Board approved the oral recommendation of President Kerr, confirmed under date of May 9, for out of state travel in the sum of $60 for Professor E. L. Potter of the Department of Animal Husbandry to come from Stanford University where he is making a study of cattle marketing, to Burns, Oregon to attend the annual meeting of the Cattle and Horse Raisers Association to be held on May 27 and 28, 1932.

The Board adjourned at 6:30 o'clock P. M., April 30, 1932.

C. L. STARR, President.

E. E. LINDSAY, Executive Secretary.