STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
UNIVERSITY CLUB, PORTLAND, OREGON
Meeting #27
JULY 18 and 19, 1952.

The Oregon State Board of Higher Education met at the University Club, Portland, Oregon for the regular quarterly meeting, at 10:15 A.M., July 18, 1952. Final adjournment was taken at 8:30 P.M., July 19. The following members were present:

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

READING OF MINUTES

The Board approved the minutes of Board Meeting #25 held April 16 and 30, and #26 held May 23, 1952, with the provision that amplifications of Meeting #26 be presented to the Board in a supplementary report.

The Board approved the minutes of Executive Committee Meetings #160 and #161 held May 2 and July 7, 1952; Public Relations Committee meeting held May 16, 1952, and Student Welfare Committee meeting held July 11, 1952 and ratified the actions of the various committees as recorded therein.

REPORTS OF COMMITTEES

FINANCE COMMITTEE

The Board adopted the recommendation of the Finance Committee that the two reports of the Student Fee Committee, with the exception that the Normal School registration fee be set at $9.00 instead of $12.00, be adopted as the policy of the Board. The Board expressed its appreciation of the work of the members of the committee which was appointed pursuant to the action of the Board taken March 7, 1952, as follows: E. B. Lemon, Chairman, College; Carl M. Pallett, University; and Ellis A. Stebbins, Normal Schools.

The schedule of fees and regulations pertaining thereto as adopted by the Board follows; the full reports are not included here because of length but are on file in the Board's office as an integral part of these minutes.
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I. FEES

<table>
<thead>
<tr>
<th>Division and Fees to be Charged</th>
<th>Amount of Fees per term</th>
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<tbody>
<tr>
<td></td>
<td>Undergraduates</td>
</tr>
<tr>
<td>A University and College</td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$24.00</td>
</tr>
<tr>
<td>Health Service</td>
<td>3.50</td>
</tr>
<tr>
<td>Associated Students Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Associated Building Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Class Fee</td>
<td>$.50</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$38.00</strong></td>
</tr>
<tr>
<td>B Normal Schools</td>
<td>All Students</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$9.00</td>
</tr>
<tr>
<td>Health Service</td>
<td>3.00</td>
</tr>
<tr>
<td>Associated Student Fee</td>
<td>$5.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$17.00</strong></td>
</tr>
<tr>
<td>C Medical School</td>
<td>All Students</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

II. DEPOSITS

One deposit of $10.00 is required of each student at the time of his first registration. All assessments for breakage or loss of institutional property should be reported to the business office and charged against this deposit. From time to time the student would be required to pay such amounts as may have been charged against him in order that the deposit should be retained at approximately the $10.00 amount. The aggregate of these deposits will be deposited and the bank "Deposit Interest Fund" and used for the purpose of absorbing possible losses.

III. ADDITIONAL REGULATIONS

A. A student registering for not more than six credits may do so on the payment of a fee of $3.00 per credit hour.
B. Any student registering after any set registration date is assessed a late fee at the rate of $1.00 a day to a maximum of $5.00.

C. Graduate assistants and fellows appointed by the State Board of Higher Education and required to devote essentially one-half time to the institution served, will be limited to a study load of not more than 10 hours per term. Such students due to the limited study load which may be carried, will be extended a fee concession by reducing the term charge to $16.00 which covers health service and associated student fee as given above, and one-half of the regular graduate student registration fee. All other graduate assistants not covered by the above classification shall pay the regular graduate student fee.

D. Members of the regular staff who may be permitted to register for a minimum number of credit hours will be charged at the rate of $1.50 per credit.

E. REFUNDS
   1. Amounts which may be refunded:
      a. If withdrawal is requested after the student's registration has been filed, but before the close of the first week in which recitations begin, $5.00 shall be retained, and any amount paid by the student above $5.00 shall be refunded.
      b. If withdrawal is requested after the close of the first week in which recitations begin, but before the close of the second week, a refund of three-fourths of the term fees shall be granted.
      c. If withdrawal is requested after the close of the second week of recitations, but before the close of the fourth week, one-half of the term fees shall be refunded.
      d. If withdrawal is requested after the close of the fourth week of recitations, and before the close of the sixth week, one-fourth of the term fees shall be refunded.
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e. After the close of the sixth week no refunds shall be allowed.

2. Application for refunds.

a. Any claim for refund must be made in writing with student body ticket attached, before the close of the term in which said claim originated.

b. Refunds in all cases shall be calculated from the date of application for refund and not from the date when the student ceased attending classes, except in cases of a student withdrawing on account of illness, in which case refunds shall be calculated from the date of last class attendance.

3. Accounting.

a. The $5.00 retained in the case of a student withdrawing during the first week shall be credited to state funds.

b. Refunds made after close of first week shall be pro-rated to the items which constitute the total fees paid by the student.

The Finance Committee reported that it had acted favorably on the readjustments of salaries as reported to it by the College, the University, the Normal Schools and the Executive Secretary's office. The Board ratified the actions of the Finance Committee. The lists are not included here because of length but are on file in the Board's office as an integral part of these minutes, and are incorporated in the budget for the fiscal year beginning July 1, 1932.

PUBLIC RELATIONS COMMITTEE

The Committee reported completion of the work on the booklet descriptive of the Oregon State System of Higher Education to be issued to high school graduates and other interested citizens of the State, presenting the material to the Board in the form of a page-proof dummy copy. The Board adopted the report of the Committee and approved the copy of the booklet which is on file in the office of the Board as an integral part of these minutes.
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STUDENT WELFARE COMMITTEE

Dormitory Management:
The Board adopted the report of the Committee that Mrs. Genevieve Turnipseed be made Director of Dormitories to take effect August 1, 1932.

The Board adopted the recommendation of the Committee that the Finance Committee should have a conference with the bondholders committees of the various dormitories, to see if it is not possible this year to pass the capital payment and meet the interest only.

The Board adopted the recommendations of the committee that an audit of the accounts of the various dormitories be made, that a uniform accounting system for the dormitories be established, and that the Finance Committee should look into the matter of subsidizing the dormitories to see that it is uniform on the two campuses.

The Board adopted the recommendation of the Committee that the rates in dormitories at the University and College be as follows:

Board: $5.50 per week for women
       $6.00 for men
Room:  $8.00 for women
       $10.00 for men
These basic prices to be adjusted as between furnished and unfurnished rooms.

The Board adopted the recommendation of the Committee that the Finance Committee be given authority to act in fixing the salaries of the Director of Dormitories, the Director of Libraries, and any other salaries that have not yet been fixed, and also approving the budgets of these two departments when they are prepared.

Student Automobiles:
The Board directed that the matter of regulating the use of automobiles by students at the various institutions be referred to the Student Welfare Committee with the instructions that the Committee in conjunction with the Presidents of the institutions work out regulations pursuant to the former action of the Board, the cost of administration of which will not exceed $5,000.00.

Elimination of Solicitation of Students for Funds:
The Board directed that all solicitation of students for funds for whatever purpose be prohibited unless authorized by the Board of
Higher Education or the Executive Committee of the Board.

LIBRARY COMMITTEE

The Committee presented to the Board the report of the Director of Libraries as made to the Committee by the Director in conjunction with the Presidents. This material is not inserted here because of length, except as given below, but is an integral part of these minutes and is on file in the office of the Board as transmitted by President Kerr under date of July 15, together with certain objections to the report raised by the University as set forth in a letter under date of July 11 signed by Executive Secretary Fallett and accompanying material headed "More Detailed Statement of Reasons Why the University Administration Does Not Favor the Adoption of Miss Lewis' Library Plan". A copy of this material, with the exception of detailed budget figures, is also on record in pages 51 to 85 of the docket of business prepared for the regular July quarterly meeting of the Board, 1932.

The Board adopted the plan of reorganization proposed by the Director of Libraries and authorized the Executive Committee to pass on questions of personnel. It will be noted that a former action of the Board at this meeting gives the Finance Committee power to pass upon the questions of budget. The plan of library reorganization adopted by the Board follows:

PLAN FOR SINGLE LIBRARY SYSTEM FOR THE INSTITUTIONS
OF HIGHER EDUCATION IN OREGON

I. Single Library System.

The action of the Board of Higher Education for the "organization of Library service into a single unit under the direction of one head" was the first step toward putting into operation an ideal for a great common supply of books and other print-ed material, which should be made available to every student in each of the various institutions of higher learning in Oregon, and of a trained staff of specialists in the various divisions of library service, working toward that end as a single unit.

II. Organization.

The Plan of organization provides for:

1. The Director of Libraries, (who will also act as Librarian
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on the College campus) is by action of the Board of Higher Education responsible for the policies and organization of the libraries; the organization of divisions of service, and staff personnel, including library instruction; the preparation of the budget; the allocation of funds; upon approval by the Presidents.

2. A Librarian in charge on each campus to carry out general policies, studying the book needs of the students and faculty, supervising book selection, and such detail of order work as may be assigned to the local library, and presenting the needs of the library to the Director.

3. The Book Stock of the libraries, as property of the State, shall circulate freely between the institutions to meet the needs of the curricula. Transfer of books may be authorized by the Director in consultation with the librarians and deans of the schools concerned. Special collections built up from endowed funds or other special funds that pertain to an individual campus and its work should not be broken up or removed.

4. A common book fund to be allocated by the Director according to the curricular needs of the different institutions, and schools within institutions, as presented by librarians and Deans, and approved by the Presidents; with a reasonable emergency reserve of book funds allocated to the Director and Librarians to meet emergency purchases or to build better balanced libraries by filling in hitherto neglected fields. For the present year until the organization is completed, an emergency wage budget should also be reserved to meet the emergencies of copying records and transfer of books.

5. Orders. Working toward central ordering and cataloging, all orders will go through the Director's office for final approval, to prevent unnecessary duplication of books and permit a strict accounting to the Board in annual reports to the President, or Chancellor; and as soon as possible, all order work will be centralized in the Director's office, transferring from the University enough staff to complete the organization.

Deans operating on a single campus may present book requests through the Librarian on that campus. Those
operating on two campuses will present orders, or authorize Heads of Departments to present orders, through the Librarian on the campus for which the books are required.

6. **Instruction in the use of the Library** should be provided for on each campus, looking forward in the near future to the appointment on the Library staff of a Supervisor of Library Instruction, with training and experience as Librarian and teacher, including training for teacher librarians in connection with the School of Education.


(a) Centralization of orders through the Director's office. The organization to be completed during August and September by duplication of author cards for order checking record and the correlation of order forms with central business office. In the meantime maintain separate order departments on the two campuses until organization is completed when certain members of the order department staff will be transferred from the University to the central office.

(b) Reorganization of technical, reference and circulation departments at the College for better correlation of work under two department heads instead of three. This change is already being put into effect.

(c) Reorganization of the reserve and circulation department at the University so as to restrict the reserve book collection to the provision of duplicate books for collateral reading and eliminate the practice of furnishing text books for student use.

(d) Making transfer of such books from one library to another as may be required by deans and professors to meet curricula needs.

(e) The reduction of periodical subscription list by the elimination of duplicates whenever one copy will be sufficient for two institutions. This will probably be possible only in the case of foreign publications or such other periodicals as may be used for graduate student or faculty use.
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(f) The establishment of uniform wage rates at the institutions, in keeping with the times.

COMMITTEE APPOINTED TO PREPARE A STATEMENT OF INFORMATION RELATIVE TO THE EFFECT ON THE EDUCATIONAL SYSTEM OF THE STATE OF THE PROVISIONS OF THE PROPOSED INITIATIVE BILL, IF ADOPTED:

The Committee reported that a statement had been drawn up, presented to each member of the Board through the mails, and issued to the press as approved by them. The Board directed that formal record be made of its approval of the statement as prepared and issued to the press by the Committee. The statement is not included here because of length but is on file in the offices of the Board as an integral part of these minutes.

COMMUNICATIONS, PETITIONS AND MEMORIALS

Selection of Chancellor

The Board directed that the first five items on page eight, Docket 5, consisting of communications from various individuals and organizations relative to the selection of a chancellor be referred to the Committee on Unified Administration.

Initiative Moving Bill

The Board received the following communications from the Hood River Chamber of Commerce under date of July 6 and Dr. Ralph A. Fenton under date of June 14 relative to the initiative moving bill and directed the Secretary to make proper acknowledgment thereto.

HOOD RIVER CHAMBER OF COMMERCE
Hood River, Oregon
July 6, 1932.

Oregon State Board of Higher Education
Salem, Oregon

Gentlemen:

From various sources have come requests that this organization, The Hood River Chamber of Commerce, take a definite stand regarding the controversy as to the consolidation of the two State
institutions of higher learning. As a result we wish merely to state our confidence in the wisdom and sincerity of the State Board of Higher Education. We further wish to say that this organization places itself on record as supporting whatever disposition of this problem the State Board sees fit to recommend.

Respectfully submitted,

HOOD RIVER CHAMBER OF COMMERCE

(Signed) M. R. Hanger
Managing Secretary

Portland, Oregon
June 14, 1952

The State Board of Higher Education,
Salem, Oregon

Permit me to express sincere appreciation of your wise and courageous statement in opposition to the hasty, ill-conceived and ruinous initiative proposal of so-called "consolidation" of the various State Schools.

In this regard, may I suggest that the Kenneth L. Fenton Memorial Law Library, presented by my father to the University School of Law some years before his death, was given with the understanding that the School of Law was to be maintained at Eugene, where several of our family graduated. I must point out to you that the proposed removal of the School of Law to Salem would violate the conditions of the deed of gift, and would probably cause steps by the heirs of Wm. D. and Katherine L. Fenton to set aside the aforesaid conveyance for breach of trust.

There would be no point in the transfer to Salem of such a library, valuable as it is in its present location, because of the large Supreme Court library.

No doubt you are in receipt of similar communications relative to the much more valuable Warner collection, the Howell, Cusick and Gorman herbaria, the Condon geological collection, and other priceless treasures belonging in trust to the Univer-
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sity of Oregon in Eugene.

You may count on every effort we can make to uphold the splendid work of co-ordination which you are effecting.

Very truly yours,

(Signed) Ralph A. Fenton

Oleomargarine Tax

The Board received the following communications from the Oregon State Grange under date of June 15 and the State Board of Agriculture under dates of June 20 and July 7, 1932 relative to certain matters in connection with the oleomargarine tax law:

Resolution No. 59

Silverton, Oregon
June 15, 1932

Whereas, the physical well-being of all people depends upon the use of dairy products;

Whereas, the dairy industry which produces the greater portion of all agricultural prosperity furnishes labor to a vast number of persons whose wages, in large part, are spent for the necessities of life;

Whereas, said dairy industry, one of the largest taxpayers in the state, is threatened with destruction by competition from oleomargarine produced by foreign labor performed under living conditions far below the American standard; and,

Whereas, a law passed by the last legislature protecting the dairy industry by taxing said oleomargarine is being held up by referendum; and,

Whereas, the State Board of Higher Education has ordered its employees to take no active part in legislative matters; and,

Whereas, this ruling prevents the employees of the state college, including experimental station and extension workers, from rendering any assistance in the campaign to protect the dairy industry, now therefore be it
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Resolved, that the State Board of Higher Education be request-
ed to instruct the employees of the State College to give full
co-operation and assistance to the efforts now being made to
defeat the referendum on the oleomargarine tax, and be it further

Resolved, that this resolution be presented to the Resolution
Committee of the State Grange for consideration of the Oregon
State Grange at the annual meeting in Silverton.

I hereby certify this is a true and correct copy.

(Signed) Bertha J. Beck,
Secretary, Oregon State Grange
By Charlotte Isaac

DEPARTMENT OF AGRICULTURE
Agricultural Building
Salem, Oregon
June 20, 1932

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

My dear Dr. Lindsay:

Hereewith enclosed you will find a copy of a resolution
adopted by the Board of Agriculture at its regular meeting
held Saturday, June 18th.

You will find this resolution self-explanatory.

Very sincerely yours,

(Signed) Max Gehlhar
Director
RESOLUTION NO. 59.

WHEREAS, the physical well-being of all people depends upon the use of dairy products;

WHEREAS, the dairy industry which produces the greater portion of all agricultural prosperity, furnishes labor to a vast number of persons whose wages, in large part, are spent for the necessities of life;

WHEREAS, said dairy industry, one of the largest taxpayers in the state, is threatened with destruction by competition by oleomargarine produced by foreign labor performed under living conditions far below the American standard, and,

WHEREAS, a law passed by the last legislature protecting the dairy industry by taxing said oleomargarine is being held up by referendum;

RESOLVED, that the State Board of Higher Education be requested to permit the employees of the Oregon State College to give full cooperation and assistance to dairy organizations in their efforts now being made to defeat the referendum on the oleomargarine tax.

DEPARTMENT OF AGRICULTURE
Salem, Oregon
July 7, 1932

Dr. E. E. Lindsay
Board of Higher Education
Capitol Building

Dear Dr. Lindsay:

I am herewith enclosing a copy of a resolution passed by the Board of Agriculture at the last session.

From some source they gained the information that members of the Extension staff would not be permitted to extend their usual assistance to dairymen in the dairymen's efforts to widen the market for dairy products by curtailing the marketing of dairy substitutes.
These people have been very helpful in the past in the way of furnishing a common meeting place in the counties, and I can assure you that dairymen in Oregon have appreciated these services.

Very sincerely yours,

(Signed) Max Gehlhar
Director

(The inclosure referred to above is the same as that inclosed with letter under date of June 20, 1932, which appears on the preceding page of these minutes.)

In response to certain questions of policy raised by these communications the Board adopted the following resolution:

WHEREAS, a communication from the Oregon State Grange indicates a misunderstanding of the Board’s action

BE IT UNDERSTOOD that the State Board of Higher Education has never made a ruling or request of the employees of the institutions under its control to take any action for or against any controversial matters of a legislative nature;

BE IT RESOLVED, That as a matter of policy this Board do not attempt to control or sway the personal opinion of any person in the faculty or otherwise on the payroll of any of the institutions, but do request that no employee take action which might be construed as committing the institution or the Board officially favoring or opposing controversial matters of a legislative nature.
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The Board directed the Secretary to acknowledge receipt of the letters from the Grange and the Department of Agriculture, to include a copy of the resolution adopted by the Board, and to request the Grange in view of the misunderstanding as to the Board's position, to publish the resolution in their bulletin.

Communications from Board of Control

The Board received the following communications from the Transportation Division of the Board of Control under dates of June 6 and June 30, 1932 relative to travel expenses and claims:

STATE OF OREGON
Oregon State Board of Control
Transportation Division
Salem

W. W. Ridehalgh
Supervisor of Transportation

June 6, 1932

State Board of Higher Education,
Capitol Building.

Mr. E. E. Lindsay, Executive Secretary.

Dear Sir:

At a meeting of the Board of Control held June 1st, the following resolution was introduced and passed:

"Effective immediately the maximum allowance for traveling expenses for state employees traveling on state business will be as follows:

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<table>
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<tr>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>.40</td>
</tr>
<tr>
<td>Lunch</td>
<td>.50</td>
</tr>
<tr>
<td>Dinner</td>
<td>.75</td>
</tr>
<tr>
<td>Hotel room</td>
<td>2.00 per day</td>
</tr>
</tbody>
</table>

It is Governor Meier's suggestion, "in view of the existing business conditions, that the department heads adopt these maximum charges for their guidance, and their support is solicited to minimize state expenditures."

Please be governed accordingly.

Yours very truly,

(Signed) W. W. Ridehalgh
Supervisor of Transportation.
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STATE OF OREGON
Oregon State Board of Control
Transportation Division
Salem

June 30, 1932

W. W. Ridehalgh
Supervisor of Transportation

Dr. E. E. Lindsay, Executive Sec.,
State Board of Higher Education,
Building.

Gentlemen:

In view of the authority vested in the Oregon State Board of Control to purchase all supplies, etc., for each and every state activity, and to adopt such rules and regulations and prescribe such forms, blanks, etc., as may be necessary in connection therewith, a standard "daily expense account and diary" has been prescribed by that body for the use of all persons in the service of the state, in order that uniformity may be maintained in the rendering of all travel expenditures.

Under existing conditions, each state department appears to be using a different blank or form from that of any of the other departments; consequently uniform reports are impossible. For the purpose of simplicity, efficiency and uniformity, the prescribed form has been devised and adopted by the Board and its use by all in the employ of the state from July 1, 1932, in rendering their traveling expense accounts, is desired.

These forms in books may be secured at a nominal cost from the State Printer by all state activities for the use of their employees in keeping details of their daily traveling expenses. It is self-explanatory, though it must be supplemented by a receipt form for all miscellaneous expense items which must be attached to the daily sheet upon which any such item may be listed. Items of travel, gas, oil, etc., covered by scrip books, credit cards, etc., for which there is no cash outlay are not to be listed. Only items for which there is specific personal outlay on the part of the employee are to be entered on the daily sheet (though the travel is to be noted thereon).
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For the purpose of preparing claims for reimbursement for any such cash outlay "recapitulation" sheets have been prepared. Upon these the amount of the daily expenditure for each day under the respective heads or classifications are to be entered and both the "daily expense account and diary" sheet for each day and the "recapitulation" sheet for the month or period are to be attached to the voucher for payment.

The cooperation of each state officer and employe in uniformly using the prescribed forms is earnestly solicited to the end that there may be available the desired details of all necessary travel expenditures.

Yours very truly,

(Signed) W. W. Ridehalgh
Supervisor of Transportation.

The Board directed that the schedule for travel expenses be approved and the form for use in the preparation of travel claims be adopted for the guidance and use of all persons connected with the Oregon State System of Higher Education.

The Board received the following communications from the Board of Control relative to the reduction of salaries of state employees:

OREGON STATE BOARD OF CONTROL
State Purchasing Department
Salem

Office of Secretary  
July 8, 1932.

Dr. E. E. Lindsay
State Board of Higher Education
Building

Dear Sir:

Enclosed you will find a copy of the report transmitted to the Board of Control by a committee appointed by the Board for the purpose of recommending a graduated scale for the reduction of salaries of state employees. Its purpose is to balance the budget for the present biennium. Enclosed also you will find a record of the action of the Board on the committee's report directing that the reduction
be made effective as of July 1st and for the remaining six months of the present biennium in all offices and institutions under the supervision of the Board, and strongly recommending that the same schedule of reductions be adopted by all other state departments, officers and institutions.

As indicated by the report of the committee, the state is in a precarious financial condition, and a cut in salary schedules is imperative. The Board feels that the schedule recommended by the committee should be regarded as a minimum, and earnest efforts should be made by department heads to reduce and standardize salaries and wages in accordance with prevailing business practice. Your cooperation is essential and necessary to effect these economies.

It is desired that you submit at your earliest convenience a statement of the savings in your department as a result of this recommendation.

Very truly yours,

Oregon State Board of Control

(Signed) William Einzig
Secretary

Portland, Oregon, June 29, 1932.

Governor Julius L. Meier,
Statehouse,
Salem, Oregon.

The undersigned Committee has been appointed by you to survey the State payrolls. We have had before us the detailed payrolls of each department reflecting the present status and the adjustments already made. Realizing the difficulty in making recommendations on such an involved subject in the short time at our disposal, we believe that State payrolls must be adjusted more nearly in keeping with the downward revision in industry and other businesses. We further recognize that the State is in a precarious financial condition and reductions of the salary roll are imperative.

With these ideas in mind we have prepared recommendations as follows:
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1st. A 15% reduction on all salaries in excess of $6,000 per year.

2nd. A 10% reduction on all salaries from $6,000 to $4,000 per year inclusive.

3rd. A 10% to 3% reduction on all salaries from $4,000 to and including $1,200 per year on the following schedule:

- $100 to $129 inclusive 3%
- $130 to $159 inclusive 4%
- $160 to $199 inclusive 5%
- $200 to $229 inclusive 6%
- $230 to $259 inclusive 7%
- $260 to $299 inclusive 8%
- $300 to $330 inclusive 9%

Departments and institutions which have had recent salary reductions of at least the above percentages should not be reduced further at this time except to make their payrolls conform to as near a uniform scale as possible. Where employees are furnished living quarters and sustenance, those items should be taken into consideration as income. Any reductions in cases of elective officers' salaries would have to be voluntary.

We further recommend that as soon as possible and before January 1, 1933, a special investigation be made under the direction of the Board of Control of all salaries, wages and other compensation paid by the State in order that a standard scale be established for similar work in the various offices, departments and institutions.

Respectfully submitted,

Lynn S. McCready Chairman

Henry L. Corbett

E. P. Mahaffey
by L.S.M.
COMMITTEE
Meeting #27

July 6, 1952
Oregon State Board of Control

Present:
Julius L. Meier, Governor
Hal E. Hess, Secretary of State
Rufus C. Holman, State Treasurer

The report of the Committee appointed to make recommendations on salary reductions was laid before the Board by Governor Meier, whereupon the Board directed that a copy of the report be incorporated in the minutes.

It was moved by Mr. Holman, and properly seconded, that the report be tentatively adopted as of July first for the remaining six months of the present biennium by the departments and institutions under the jurisdiction of the Board of Control; that the Board recommend to all other State departments, officers, and institutions the adoption, as of July first, of the recommendations contained in the report, and that the report be referred to a committee consisting of Mr. William Einzig, Secretary of the Board of Control and Mr. Henry M. Hansen, State Budget Director, for study with a view to ascertaining total savings to be effected by the reductions recommended by the Committee and for such further recommendations as they might see fit to submit.

The motion was unanimously carried.

The Committee consisting of Mr. Einzig and Mr. Hansen was directed to estimate the value of board and lodging and any other items which might be deemed part of an employee's compensation where such items are furnished by the State.

Mr. Holman desired particularly to stress the last paragraph of the report, which reads as follows:

"We further recommend that as soon as possible and before January 1, 1953, a special investigation be made under the direction of the Board of Control of all salaries, wages and other compensation paid by the State in order that a standard scale be established for similar work in the various offices, departments and institutions."
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The Board directed that the Secretary acknowledge receipt of
the Board of Control's communications, stating that the Board of
Higher Education had on May 23, 1932 adopted certain rates of salary
reduction affecting all employees in the State System of Higher Ed-
ucation, effective as of October 1, 1932.

Miscellaneous

The Board received a communication filed in the office of the
Board under date of June 27, 1932 from Jacob Jordan, formerly
Associate Professor of Physics and Radio at the College, submitting
certain matters in connection with his resignation, notification of
which was forwarded to him from the administration of the College
under date of May 26, 1932, and referred same to the Faculty Welfare
Committee that this committee might make a thorough examination of
the matter and report back to the Board. The communication is not
included here because of length but is on file in the Board's office
as an integral part of these minutes.

Mr. Ray W. Gill, State Master of the State Grange, and Mrs.
Bertha Beck, Mr. George Palmiter, and Dr. Slaughter, members of
the Executive Committee of said body, appeared before the Board in
connection with the following resolution presented by Mr. Gill to
the Board at its meeting on May 23, 1932:

"Be it Resolved by the Oregon State Grange Executive
Committee, in session at The Dallas, Oregon, that it favor
a continuation of Station KOAC as a publicly owned station,
and that we request the State Board of Higher Education
that the personnel and the arrangement of programs be con-
tinued under the management of the Oregon State College."

Mr. Gill expressed the appreciation of the Grange that the Board
had acted favorably upon the first part of this recommendation and
had retained station KOAC as a publicly owned station, and urged
favorable consideration at this time of the second portion of the
recommendation, namely that the personnel and the arrangement of
programs be continued under the management of the Oregon State
College.

The Board expressed appreciation of the interest of the Grange
in the matter and advised that action on the recommendation, involv-
ing a matter of policy, would under the rules and by-laws of the
Board necessarily be deferred to a subsequent meeting.
UNFINISHED AND MISCELLANEOUS BUSINESS

The Board approved the recommendation of Director Churchill under date of May 26, 1932 that the Greenwood School be retained as a training school center of the Oregon Normal School, in accordance with the terms of the petition from the Greenwood School Board referred to Director Churchill under date of April 30, 1932.

The Board directed that Professor Percy P. Adams be given the rank of Assistant Dean in the School of Fine Arts in accordance with the communication from President Hall through Executive Secretary Pallett under date of July 10 stating that the recommendation had the approval of both President Hall and President Kerr.

The Board by unanimous action suspended the rules and approved the recommendation as submitted by President Hall through Executive Secretary Pallett under date of July 10 with the statement that it had received the approval of both President Hall and President Kerr, as follows:

That all degrees offered now to majors in the School of Fine Arts be continued, and to them be added the degree of Bachelor of Landscape Architecture for completion of the equivalent of the five year curriculum; and that students in this curriculum should be entitled to receive a Bachelor of Arts in Landscape Architecture upon meeting the requirements specified for the B. A. degree.

The Board approved the recommendation as submitted by President Hall through Executive Secretary Pallett under date of July 10 with the statement that it had received the approval of both President Hall and President Kerr, as follows:

That Professor Leo Fairbanks be allowed to remain at Corvallis for the coming year and that Professor Lance Hart remain at Eugene.

The Board directed that the Department of Interior Design be reinstated in the School of Fine Arts at a cost not to exceed $1,500, with the understanding that this increase in cost would be offset by additional income in the form of fees, as recommended by President Hall through Executive Secretary Pallett under date of June 9, 1932.

The Board received an opinion from the Attorney General under date of June 22, 1932 to the effect that it is the duty of the trustees of the John Bernard Jakway Scholarship Fund to return same to the donor, and directed that the request of the donor be complied with and the trustees of the fund instructed to return the fund of $1,000.
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The Board approved the report of President Hall relative to provision for Science work on the University campus for the coming year in order that the present juniors in Science at the University may have the opportunity of securing their degrees from the University of Oregon, as submitted by President Hall through Executive Secretary Pallett under date of May 28, 1932.

ELECTION OF OFFICERS

The Board by unanimous action elected for the fiscal year beginning July 1, 1932 the same officers who had served during the year ending June 30, 1932, as follows:

President - C. L. Starr
Vice-President - C. C. Colt
Treasurer - B. F. Irvine
Member of Executive Committee - E. C. Sammons

The President announced that the membership of the standing committees of the Board will remain the same for the year beginning July 1, 1932 as for the year ended June 30, 1932, as follows:

Committee on Finance
E. C. Sammons, Chairman
E. C. Pease
Herman Oliver

Committee on Curricula
C. C. Colt, Chairman
Mrs. C. M. Pierce
F. E. Callister

Committee on Insurance
C. C. Colt, Chairman
Albert Burch
E. C. Pease

Committee on Buildings, Grounds
and Capital Outlay
Albert Burch, Chairman
F. E. Callister
C. C. Colt

Committee on Public Relations
F. E. Callister, Chairman
E. F. Irvine
Herman Oliver

Committee on Faculty Welfare
E. C. Pease, Chairman
E. F. Irvine
Herman Oliver

Committee on Student Welfare
Mrs. C. M. Pierce, Chairman
F. E. Callister
Albert Burch
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NEW BUSINESS

FISCAL

The Board authorized the payment to the Randolph T. Kuhn Advertising Agency of $12.20, balance due over the amount of $50.00 previously authorized by the Board, to be paid from the University of Oregon Summer Cruise Fund, as recommended by President Hall through Executive Secretary Fallett under date of June 16, 1932.

The Board approved the request from President Hall under date of June 22, 1932 that the balances in the following research budgets as of June 30, 1932 be re-appropriated and carried forward into the fiscal year beginning July 1, 1932:

Educational Survey
Business Bureau of Research
Business Survey
Educational Research Bureau
General Research

The Board approved the request from the Eastern Oregon Normal School for authorization to set aside $50.00 from the account of the Gamma Chapter of Phi Beta Sigma honorary educational association as a loan fund, as submitted by President Inlow under date of June 22, 1932.

The Board approved the request set forth in the communications from the Oregon Normal School under dates of June 30 and July 8, 1932 relative to the establishment and acceptance by the Board of a student loan fund available to worthy and needy students attending the normal school, to be known as the J. S. Landers Student Loan Fund.

Pursuant to the discussion of the Board relative to student loan funds the Chair asked that members of the Finance Committee give some thought to possible ways and means of increasing the principal amounts of student loan funds in order to meet more nearly present student emergencies, and to report at the next meeting of the Board if possible.

The Board adopted the following recommendation of the Finance Committee to apply to all budget headings under the control of the Board as a substitute for the recommendation from President Kerr under date of July 6, 1932 relative to the budgets of the Dean and Director of the School of Agriculture and Experiment Station:
That the control accounts under all budget headings shall be two in number, namely the Salary Account and the Requisition Account, all expenditures to be kept within the budgeted amounts in these two accounts unless specific authorization of the Board is had to the contrary."

The Board adopted the following recommendation of the Finance Committee as a substitute for the recommendation from President Hall under date of July 1, 1932 relating to the balance as of June 30, 1932 in the budget of the School of Applied Social Science —

"That this balance do revert to the General Funds of the Board without any mortgage on it, but with the assurance that the Board will continue to give its consideration to any meritorious suggestion that is brought up, it being the thought of the Committee that any of the Board's General Fund should not be encumbered at this time."

The Board approved the request from President Kerr under date of July 8, 1932 for an addition of $1500 to the budget of the Agricultural Extension Service to meet the requirements of Director Maris in the work of the State-wide Relief Council.

The Board approved the recommendation from President Kerr under date of July 8, 1932, approved also by President Hall, that an addition of $400 be made to the Department of Home Economics on the Eugene campus for secretarial service in the department.

The Board approved the recommendation of the Ion Lewis Managing Committee relative to the transfer of management of the property involved, as set forth in a letter under date of June 7, 1932 to the branch business office of the Board at Eugene signed by the Secretary of the Ion Lewis Managing Committee, E. F. Lawrence, and including a copy of the minutes of the meeting of the Committee held on June 4, 1932 as follows:

MINUTES OF THE MEETING OF THE
MANAGING COMMITTEE
of the
ION LEWIS SCHOLARSHIP IN ARCHITECTURE

Held at 325 Falling Building
on June 4th, 1932

Messrs. Whitney, Whitehouse, Parker and Lawrence in attendance.

Mr. Whitney reported conference with Mr. Hunt Lewis, representing owner of 1/3 of property involved in the Trust, regarding letter from the Commonwealth Trust & Title Co., notifying him
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that brokerage was to be charged from now on, for new rentals, in addition to the usual managerial fees. Mr. Hunt Lewis favors taking the management of the property from the Commonwealth Trust & Title Co., and offers, through his own organization, to manage it — or if this is not satisfactory, he suggests the firm of Wakefield-Fries, who formerly handled the property successfully.

All members concurring, the Secretary was instructed to notify the Comptroller of the University that it recommends that the Lewis Investment Co. be given the management of the property — 1st, because Mr. Lewis is himself personally interested as owner, and 2nd, because his charges will save brokerage on new rentals.

Mr. Whitney was asked to secure a written offer from Mr. Lewis, confirming his terms for handling the property, to be submitted with this Committee recommendation to the Comptroller of the University.

The Secretary reported Mr. Ager's telephone message that the fund now stood at $1095.00 and that the check of $1000.00 authorized by the Committee was now being made out and should be forwarded to the travelling fellow within the next few days.

Mr. Whitehouse suggested that the travelling fellow visit Shalbourne, England, and Mr. Whitney that he see the architecture of Bath, England.

At the request of the travelling fellow, the propriety of his selling articles or sketches during the period of travel was discussed. It was ruled that the matter be left to his own judgment, but that obviously the first duty of the fellow is to study and travel, and that no activity should interfere with this major purpose.

(Signed) Ellis F. Lawrence
Secretary, Managing Committee,
The Ion Lewis Scholarship in
Architecture
June 4, 1932.

The Board approved the modification of Declaration of Trust in connection with the Ion Lewis Scholarship Fund as submitted by the branch business office at Eugene by the Secretary of the Managing Committee of the Ion Lewis Scholarship Fund under date of May 26, 1932. The modification of Declaration of Trust so authorized follows:
MODIFICATION OF
DECLARATION OF TRUST

WHEREAS under date of October 2, 1930, ION LEWIS of the City of
Portland, Oregon, as Trustor, and the STATE BOARD OF HIGHER EDUCATION
OF OREGON, as Trustee, made, executed, delivered and entered into
that certain Declaration of Trust commonly known and designated as
"The Ion Lewis Scholarship in Architecture", covering the property
therein described, and which Declaration of Trust was made, execut-
ed and delivered for the uses, purposes and intents therein ex-
pressed, to which Declaration of Trust reference is hereby made
and by reference herein incorporated as fully as if set forth herein, and

WHEREAS the Trustor and the Trustee desire to modify said
Declaration of Trust in the respects hereinafter specified, now
therefore.

KNOW ALL MEN BY THESE PRESENTS that for and in consideration
of the sum of One Dollar ($1.00) and other good and valuable considera-
tions by each of the parties hereto to the other in hand paid, the re-
cipt of which considerations is hereby acknowledged, and in considera-
tion of the continuance of the said Trustee to act as such, the parties
hereto covenant and agree that said Declaration of Trust shall be and
hereby is modified as follows:

I.

Subdivision (b) of Paragraph II of said Declaration of Trust shall
be modified to provide as follows:

In the payment from the net income, whenever such is
available, to any person who shall have been employed as
an architectural draftsman in the State of Oregon for the
period of not less than one year immediately preceding the
scholarship award, or who, while a legal resident of the
State of Oregon for the period of not less than one year
immediately preceding the scholarship award (whether
actually residing in the State of Oregon or not), shall
have studied architecture or practised architecture as may
be determined by the Managing Committee hereinafter pro-
vided for, for the purpose of enabling such person to pur-
sue his architectural studies, either in the United States
or other countries, as may be deemed best by the said Manag-
ing Committee; it being an express condition of this trust
that the Trustee, during its administration as Trustee,
shall endeavor to maintain a Traveling Scholarship or
Scholarships in architecture of the value at least of
$1,000.00, during each and every year, forever; provided,
however, that should no suitable candidate be available for such Traveling Scholarship in the judgment of the aforesaid Managing Committee, the Managing Committee may award scholarship grants or loans to any deserving student of architecture, to enable him to secure architectural training in the Department of Architecture in the Division of Fine Arts of the University of Oregon (formerly designated as the School of Architecture and Allied Arts of the University of Oregon), by whatever name said Department shall be hereafter known or designated. Any award made hereunder shall be confined to persons who have been or are to be students of the University of Oregon, either as regular or as special students, enrolled in regular courses, extension courses, or in summer school of the University; provided, that should the Managing Committee determine that a candidate not so connected with the University of Oregon ought to be awarded a Traveling Scholarship, such person may qualify and receive the same by becoming a candidate for the degree of Master of Fine Arts, or such other degree as may be offered by the University of Oregon and for which he is eligible; and the work done by him while under the Scholarship Award may apply toward such degree, if satisfactory to the Department of Architecture of the University.

II.

Paragraph IV of said Declaration of Trust shall be modified to provide as follows:

In case the Department of Architecture in the Division of Fine Arts of the University of Oregon (formerly designated as the School of Architecture and Allied Arts of the University of Oregon), by whatever name said Department shall be hereafter known be abolished or removed from the jurisdiction of the University of Oregon, then the Trust Property shall be conveyed to the Oregon Chapter of the American Institute of Architects, or to such other proper organization, as trustee, as the Managing Committee shall then designate; and thereafter the State Board of Higher Education shall no longer act as Trustee, and the member of the Managing Committee nominated and representing the Corps of Instructors of the Department of Architecture in the Division of Fine Arts of the University of Oregon (formerly designated as the School of Architecture and Allied Arts of the University of Oregon), by whatever name said Department shall be hereafter known, shall be supplanted by a third member to be nominated and elected by the Oregon Chapter of the American Institute of Architects, acting through the Executive Committee of that organization. The trust shall thereupon be continued forever for the use and benefit of Oregon Architectural students and craftsmen and to give educational advantages of travel and observation to such
students and draftsmen, but without limitation or preference to students or draftsmen taking courses at the University of Oregon. At the time the State Board of Higher Education ceases to function as Trustee, all Trust property and funds, and all books of account and records of the trust shall be turned over to the new Trustee which thereafter shall have all of the powers, duties and obligations of Trustee as herein provided.

III.

Paragraph V of said Declaration of Trust shall be modified to provide as follows:

The first members of the Managing Committee hereby approved and accepted by the State Board of Higher Education shall be

Morris H. Whitehouse and Harrison Whitney, representing the Oregon Chapter of the American Institute of Architects; and

Ellis F. Lawrence, representing the University of Oregon.

Of these, Morris H. Whitehouse shall serve four years, and at the end of that period he shall be re-elected, or his successor shall be elected by the Trustee upon nomination by the Executive Committee of the Oregon Chapter of the American Institute of Architects, which body shall thereafter every fourth year continue to nominate a representative, to be elected or rejected by the Trustee. Harrison Whitney shall serve for a period of two years, at which time he shall be re-elected, or his successor shall be elected by the Trustee upon the nomination of the Executive Committee of the Oregon Chapter of the American Institute of Architects, which body shall thereafter every second year continue to nominate a representative to be elected or rejected by the Trustee. Ellis F. Lawrence shall continue to serve while a member of the Corps of Instructors of the Department of Architecture in the Division of Fine Arts of the University of Oregon (formerly designated as the School of Architecture and Allied Arts of the University of Oregon), by whatever name said Department shall be hereafter known, and while the Department of Architecture in the Division of Fine Arts is under the jurisdiction of the University of Oregon; and on his death, removal or resignation from that position his successor shall be nominated and elected as herein provided.
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IV.

Except for the modifications herein specified, said Declaration of Trust of October 2, 1930, in each and every term, provision and condition thereof, is hereby continued in full force and effect and is hereby ratified, approved and confirmed.

IN WITNESS WHEREOF the State Board of Higher Education of Oregon has caused these presents to be executed in duplicate by its Chairman and its Executive Secretary, and the Trustor has executed these presents, this ___ day of ___ 1932.

The Board approved the recommendation of the Finance Committee that an appropriation of $1500 per year be added to the Medical School budget for the appointment of a Clinical Associate in the Out-patient Clinic in the division of surgery in the Medical School, as recommended in two communications from Dean Dillahunt under date of July 18, 1932.

The Board adopted the report of the Finance Committee recommending the approval of the revised budget of the Oregon Normal School as supplied by Director Churchill under date of July 14, 1932. This budget is not included here due to length but is on file in the Board's offices as an integral part of these minutes.

The Board approved the budget transfers requested in closing the books as listed on pages 15, 16 and 17 under the heading of "Item 11 (A)." These items are not listed here because of length but are on file in the Board's offices as an integral part of these minutes.

The Finance Committee presented to the members of the Board copies of balance sheets showing the condition of the funds under the control of the Board at the close of the fiscal year June 30, 1932, and discussed with the Board various items therein. Copies of these sheets are not included here because of length but are on file in the offices of the Board as an integral part of these minutes.

ADVERTISING AND PUBLICITY

The Board ratified the actions of its Public Relations Committee as follows:
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Authorization for the publication of six issues of 1500 copies each for the Summer Session Newspaper at the University, "Summer Sun", at a cost of $198, to be paid from the Eugene Summer Session budget, as submitted by President Hall under date of June 8, 1932.

Authorization for the publication of a four page preliminary program in connection with the Third Biennial Session of the Institute of International Relations held in Portland July 11 to 15, 1932, as recommended by President Hall under date of June 10, 1932.

Approval of printing of 3000 copies of final program of the Third Biennial Institute of International Relations held in Portland July 11 to 15, and 1500 additional copies of membership enrollment blanks, at an approximate cost of $40, to be paid out of the budget of the Portland Summer Session, as per copy and recommendation submitted by the University under date of July 8, 1932.

Approval of publication of 700 copies of questions for Oregon Teachers' Reading Circle, 1932-33, at an approximate cost of $50 to be paid entirely from fees, as per copy and recommendation submitted by President Hall through Executive Secretary Pallett under date of June 27, 1932.

Approval of purchase requests under dates of June 24 and 28 from the University for the publication of The Franklin Press at a cost of $72 and two University bulletins at $225 and $325 respectively.

PERSONNEL

The Board approved the following changes in personnel:

Reappointment of Miss Brownell Frazier as instructor in the School of Architecture and Fine Arts on part-time basis for one year effective September 1, 1932 at a salary of $1500, subject to reduction, as recommended by President Hall through Executive Secretary Pallett under date of June 9, 1932.

Appointment of Howard S. Hoyman as instructor in Physical Education for one year effective October 1, 1932 at a salary of $2,000, not subject to reduction, as recommended by President Hall through Executive Secretary Pallett under date of June 1, 1932.
Resignation of Miss Elsa B. Smith, assistant in the Circulation Department of the University Library, effective July 11, 1932, salary $1,320, as recommended by President Hall through Executive Secretary Pallett under date of July 8.

Appointment of Miss Katherine Karpenstein as Assistant in the Circulation Department of the University Library, effective July 11, 1932 at a salary of $1,320, succeeding Miss Elsa B. Smith, resigned, as recommended by President Hall through Executive Secretary Pallett under date of July 8.

Administrative organization of the Department of Nursing Education, formerly connected with the School of Applied Social Science, as recommended by President Hall through Executive Secretary Pallett under date of July 11, said executive faculty to have control of admissions, curricula arrangements and staff appointments subject to the approval of the Medical School, the President of the University and the State Board:

Richard B. Dillehunt, Dean of the Medical School
Elmora E. Thomson, R.N., Professor of Nursing and Director of Department of Nursing Education
Grace Thelpe, R.N., Associate Professor of Nursing and Director of Nursing, University of Oregon Medical School
Catherine Sylvia Bastin, B.A., R.N., Assistant Professor in Nursing and Assistant Director of Nursing Education
Harry Johnson Sears, Ph.D., Professor of Bacteriology and Hygiene and Head of the Department
Ralph Albert Fenton, A.B., M.D., Clinical Professor of Otolaryngology and Head of the Department
Clarence Joseph McGuaker, B.S., M.D., Clinical Professor of Obstetrics and Head of the Department
Ira Albert Manville, M.A., M.D., Associate in Physiology
Harry R. Cliff, M.D., Director, Multnomah County Hospital, (ex officio)

Ralph Couch, Secretary of the Medical School (ex officio)

Return of Mrs. Bessie Samuelson, who had been given added responsibilities as part-time financial secretary of the Extension Service at a salary of $750, to her former status as half-time clerk at a salary of $650, subject to reduction, as recommended by President Kerr under date of July 7, 1932.

Appointment of Ernest E. Shank to the position of Secretary to Director Maris of the Extension Service, effective August 1 at a salary of $2500 per year, subject to reduction, succeeding W. E. Johnson, resigned, said appointment being necessary due to additional work required by the State Emergency Relief Council, as recommended by President Kerr under date of July 7, 1932.
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Advance in rank of Miss Mabel Wood from Assistant Professor to Full Professor in Home Economics, in accordance with the joint recommendation of President Hall and President Kerr under date of July 1, 1932.

Resignation of Ella Miller, Home Demonstration Agent in Deschutes County, effective May 31, 1932 as recommended by President Kerr under date of May 28, 1932.

Resignation of Miss Gertrude Suess, head of the Circulation Department in the Oregon State College Library, effective August 1, 1932 as submitted by Miss Lewis through President Kerr under date of July 7, 1932.

Reappointment of M. L. Granning, Instructor in Industrial Arts, for the year 1932-33 at a salary of $2,500 for 10 months' service, as recommended by President Kerr under date of July 15.

Appointment of James C. Moore as Assistant Horticulturist in the Agricultural Experiment Station effective July 1, 1932, at a salary of $2,700, $2,200 of which will be paid by the Oregon-Washington Pear Bureau as Mr. Moore's work will be cooperative with this Bureau, as recommended by President Kerr under date of July 13.

Appointment of Henry Hartman as Horticulturist in the Agricultural Experiment Station effective July 1, 1932, at a salary of $4,000 per year, $5,000 of which will be paid by the Oregon-Washington Pear Bureau, as recommended by President Kerr under date of July 13.

Transfer of W. S. Averill, assistant county agent of Washington county, to county agent of Benton county effective August 1, 1932 at a salary of $2,600 per annum, succeeding Cyrus Briggs who has been transferred to the radio service, as contained in a letter from County Agent Leader Ballard under date of July 16 approved by President Kerr.

Resignations, appointments replacing resignations, and new appointments jointly recommended by Presidents Hall and Kerr and submitted by President Hall through Executive Secretary Pallett under date of July 10, 1932:

Cornelia P. Myers, instructor in the Romance Languages Department at the University, resignation effective October 1, 1932, salary $1400.

A. J. Matthews, Romance Languages Department at the University, appointment as part-time instructor for one year effective October 1, 1932 at a salary of $818 for the period, not subject to pending cut.

Lowell B. Ellis, Romance Languages Department at the University, appointment as part-time instructor for one year effective October 1, 1932 at a salary of $500 for the period, not subject to pending cut.
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Alice B. Myers, German Department at the College, appointment as part-time instructor for ten months effective October 1, 1932 at a salary of $750 for the period, subject to pending cut.

Grant Swan, appointment as part-time instructor in Physical Education at the College for one year effective October 1, 1932 at a salary rate of $750, subject to pending cut.

Ruth Thayer, appointment as part-time instructor in Physical Education at the College for one year effective October 1, 1932 at a salary rate of $800, subject to pending cut.

Dr. Howard P. Lewis, reappointment as instructor in the Medical School, part-time, for one year effective July 10, at a salary of $1,500, subject to pending cut. Dr. Lewis replaced Dr. Wesley Gatewood, resigned.

Dr. A. E. Wrightman, appointment as resident physician in the Medical School for one year effective July 10, 1932 at a salary of $632 for the period, subject to pending cut. Dr. Wrightman replaces Dr. Howard P. Lewis who succeeds Dr. Gatewood.

Dr. William B. Handford, appointment as assistant resident physician in the Medical School for one year effective July 10, 1932, at a salary of $420 for the period, subject to pending cut. Dr. Handford replaces Dr. Joyle Dahl, resigned.

Dr. George R. Suckow, reappointment as resident physician in the Medical School for one year effective July 10, 1932 at a salary of $632 for the period, subject to pending cut. Dr. Suckow replaces Dr. William H. Cone, resigned.

Dr. Walter Kelsey, appointment as assistant resident physician in the Medical School for one year effective July 10, 1932 at a salary of $420 for the period, subject to pending cut. Dr. Kelsey replaces Dr. George R. Suckow who succeeds Dr. Cone.

Dr. Milton Steiner, appointment as resident physician in the Medical School for one year effective July 10, 1932 at a salary of $632 for the period, subject to pending cut. Dr. Steiner replaces Dr. Squire Boxarth, resigned.

Dr. Willard Stone, appointment as resident physician in the Medical School for one year effective July 10, 1932 at a salary of $632 for the period, subject to pending cut. Dr. Stone replaces Dr. Ronald G. Romig, resigned.

Dr. W. P. Wilbur, appointment as assistant resident physician in the Medical School for one year effective July 10, 1932 at a salary of $420 for the period, subject to pending cut. Dr. Wilbur replaces Dr. Robert L. McArthur, resigned.
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Arlie Moore, reappointment as floor supervisor in the Doernbecher Hospital for one year effective July 1, 1932 at a salary of $1,500, subject to pending cut. Miss Moore replaces Evelyn Flanagan, resigned.

Jack E. Hewitt, change in rank from instructor to assistant professor in Physical Education at the College, effective October 1, 1932 and transfer from Eugene campus, at present salary of $2,400, subject to pending cut.

Laura McAllaster, change in rank from instructor to assistant professor and chairman of the department of Physical Education for Women at the College, with increase in salary from $2,400 to $2,600, effective October 1, 1932, subject to pending cut. Provision is made in the budget for this increase.

Mildred Reynolds, appointment as instructor in the Sociology Department at the University and assistant director of the Lane County Training Center for Rural Executives, for one year effective July 1, 1932 at a salary of $1,000 subject to pending cut.

Appointments and leaves of absence for the normal schools as submitted by Director Churchill under dates of June 18 and July 9 and 16:

Eastern Oregon Normal School

Appointment of Thelma Whaley as director of art instruction at a salary of $2226, net, for the 12-month year beginning September 15, 1932, succeeding Caroline Daniel, salary $2600.

Appointment of Joseph Gaiser, instructor of social science, at $2400, net, for the 12-month year, beginning September 15, 1932, taking the place of Edward G. Daniel, salary $2600 who will be on leave of absence next year.

Appointment of Florence M. Day, instructor in English, at $2226, net, for the 12-month year beginning September 15, 1932.

Appointment of Henry P. Hansen as instructor in Biology for twelve months beginning September 15, 1932 at a salary of $2400, net, taking the place of Elmo Stevenson, salary $2800.

Appointment of Lethal Kiesling as Training Teacher for nine months beginning September 1, 1932 at $1800, net, succeeding Caroline Stevenson, resigned, whose salary was $2000. $300 of Miss Kiesling's salary is paid by the La Grande school district.

Appointment of Melba Williams, Director of Music, for six weeks beginning June 13, 1932 at $500 for the six weeks period, taking the place of Jennie Peterson, on leave of absence.
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Appointment of Lethal Kissing, Training Teacher, for six weeks beginning June 13 at $270 for the six weeks period.

Reappointment of Jennie Peterson as music supervisor for the 12 month year beginning September 15, 1932, at $2600 per year, subject to pending cut.

Leave of absence without salary for Elmo Stevenson for 12 months beginning September 15, 1932, for the purpose of advanced study.

Leave of absence without salary for Edward G. Daniel from September 15, 1932 to September 15, 1933.

Leave of absence without salary for Jennie Peterson from June 15, 1932 to September 1, 1932.

Southern Oregon Normal School

Appointment of Miss Katherine Tesack as supervisor of music at a salary of $2226, net, the regular salary for this position being $2500.

Withdrawal of sabbatical leave request for R. W. McNeal from September 1932 to September 1933 on half pay, salary $3,000, as appearing in the minutes of the Board of May 23, 1932, and substitute sabbatical leave from June 1932 to September 1932.

Appointment of Howard A. Hobson to the position of supervisor of physical education for men and instructor in science at the Southern Oregon Normal School at a salary of $2552, net, for a period of twelve months beginning October 1, 1932.

Oregon Normal School

Appointment of Mrs. Rose Johnson Pence at a salary of $900 for nine months beginning with the opening of the public schools at Rickreall in September. The remainder of Mrs. Pence's salary is paid by the school board of the Rickreall district.

Appointment of Miss Lucille Wall at a salary of $845, net, for nine months beginning with the opening of the public schools at Monmouth in September. The remainder of Miss Wall's salary is paid by the school board of the Monmouth district.

Appointment of Mr. Delmer R. Dewey in the Department of Education at a salary of $2552, net, for the twelve month year beginning September 15, 1932.
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Appointment of Edward Fletcher Barrows as instructor in biology at a salary of $2582, net, for 12 months. Mr. Barrows received his M. A. degree in English from Harvard and his Ph. D. degree in biology from Brown University.

Appointment of Dr. Stephen D. Jones as instructor in geography at a salary of $2582 a year, the minimum salary which has been paid. Mr. Jones secured both his M. A. and his Ph. D. degrees from Harvard University.

Appointment of Miss Blanche Cohen to take the place of Mrs. Hutchinson on leave of absence for the summer, as supervisor in music at a salary of $160 a month beginning at the opening of the summer session. The salary of Mrs. Hutchinson has been $230.

Resignation of Miss Milicent Horwege as health nurse at the Oregon Normal School, effective October 1.

The Board unanimously moved the suspension of the rules and approved the request of Dean M. Ellwood Smith as presented to the Board by Presidents Hall and Kerr in a letter from President Hall through Executive Secretary Pallett under date of June 10, 1932, that the title of the individual in charge of Lower Division work on both campuses be that of Dean and Director of Lower Division, the present title being Director of Lower Division.

The Board referred the recommendation of Miss Melissa Hunter as transmitted to the Board by President Kerr under date of July 14 relative to leave of absence for Mrs. Katharine E. Haight, preceptress at Margaret Snell Hall at the College, for the year 1932-33 with salary equal to one-half of her present dormitory salary, or $50 per month for a period of ten months; also transfer of Mrs. Barret Staley, preceptress at Kidder Hall, to Margaret Snell Hall for the year 1932-33, to the Director of Dormitories for consideration and report to the Board at its next meeting.

The Board approved the recommendations of Director Lewis as transmitted to the Board by Presidents Hall and Kerr under date of July 16 that:

Ruth Cole be appointed Circulation Assistant in the Oregon State College Library, at a salary of $1200 per year, effective August 1, 1932, to succeed Miss Lenna Guthrie who is being promoted to Acting Head of Circulation to succeed Miss Suess, resigned; and that

Bernice Rice be promoted to Acting Head of Circulation Department, at a salary rate of $2,000, instead of Head of Circulation Department at a salary of $2200 as listed in the proposed budget for Libraries.
The Board suspended the rules by unanimous action and adopted the joint recommendations of President Hall and President Kerr under date of July 1, 1932 that

"the work in Military Science and Tactics at the University and at the College be continued as separate or independent departments, the heads of these departments to be responsible to the Board of Higher Education through the respective presidents and the Chancellor", and that

"military training, as provided in the R.O.T.C. work of the University and of the College, be limited to the minimum requirements of the Federal Government — 36 clock hours per year for freshmen and sophomores and 160 clock hours per year for those electing the advanced division of the work in the junior and senior years."

The Board approved the program for the organization of a Research Council for the purpose of administering General Research Funds of the University and the College, as prepared by Deans Packard and Schoenfeld and approved by Presidents Hall and Kerr, submitted by President Hall through Executive Secretary Pallett under date of July 8, 1932. This material is not included here because of length but is on file in the offices of the Board as an integral part of these minutes.

The Board approved the recommendation of Dean Eric W. Allen of the School of Journalism as presented to the Board by President Hall and President Kerr received in the offices of the Board under date of July 2, 1932 setting forth the curriculum of the School of Journalism as follows:

### CURRICULA

#### SCHOOL OF JOURNALISM

Courses Offered 1932-33

<table>
<thead>
<tr>
<th>Course Abbreviation &amp; No.</th>
<th>Course Name</th>
<th>Credits</th>
<th>Term Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soc. Sci. 101,102,103</td>
<td>Background of Soc. Sci.</td>
<td>3</td>
<td>three terms</td>
</tr>
<tr>
<td>J. 111, 112, 113</td>
<td>Elementary Journalism</td>
<td>2</td>
<td>three terms</td>
</tr>
<tr>
<td>J. 201,202,203,301,302,305</td>
<td>Backgrounds of Publishing</td>
<td>3</td>
<td>three terms</td>
</tr>
<tr>
<td>J. 331, 332, 333</td>
<td>Reporting</td>
<td>3</td>
<td>three terms</td>
</tr>
<tr>
<td>J. 334, 335, 336</td>
<td>Copyediting</td>
<td>2</td>
<td>three terms</td>
</tr>
<tr>
<td>J. 400, 401, 402</td>
<td>Newspaper Problems &amp; Shop. Mgt.2</td>
<td>2-3</td>
<td>three terms</td>
</tr>
<tr>
<td>J. 421, 422, 423</td>
<td>The Specialized Press</td>
<td>2-3</td>
<td>three terms</td>
</tr>
<tr>
<td>J. 464, 465, 466</td>
<td>Typography</td>
<td>1</td>
<td>three terms</td>
</tr>
</tbody>
</table>
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July 18 and 19, 1932.

J. 471, 472, 473  Estimating on Printing  1  three terms
J. 481, 482, 483  Investigative Methods in  Editing  5  three terms
J. 507          Seminar            3  three terms
J. 501          Thesis              3  three terms

CROVALLIS

Course Abbreviation and No.       Course Name          Credits     Terms Offered
Soc. Sci. 101, 102, 103 Background of Soc,Sci.3  3  three terms
J. 111, 112  Elementary Journ.  3  two terms
J. 211          Copy Editing        3  fall or winter
J. 212          Ind. Journalism      3  winter
J. 213  Public Inf. Methods  3  winter
J. 214          Tech. Writing        3  one term
J. 223          Ed. Writing           3  winter

The Board directed that until such time as the Board may change
the basic structure of the set-up of higher education in this state
the Secretary of the Board should function as it was intended that
he should function and that would include handling requisition
accounts and recommendations to the Board in the departments under
his control just as the President does in academic matters on his
individual campus.

The Board received the invitation from the Director of the Ex-
periment Station as transmitted by President Karr under date of
July 6, 1932, to participate in an inspection tour of the Agricul-
tural Experiment Stations of the state and expressed its apprecia-
tion of the invitation. After some discussion relative to the dates
that different members of the Board could participate in the tour
the Chairman suggested that members of the Board who can visit one
or more of these stations familiarize themselves with the itinerary
and then advise the Secretary so that arrangements may be made.

The Board approved the list of candidates for degrees con-
ferred by the University of Oregon, as submitted by President Hall
through Executive Secretary Pallett under date of June 3. This list
is not included here because of length but is on file in the Board's
office as an integral part of these minutes.
Meeting #27

The Board approved the granting of the following honorary degrees by the University of Oregon at the commencement in June, and authorized the President and Secretary to sign the diplomas for said degrees as submitted by President Hall through Executive Secretary Fallest on under date of June 13, 1932.

Doctor of Laws - Stephen Samuel Wise
Henry Baldwin Ward
Robert Gordon Sproul

Doctor of Science - Chester Wesley Washburne

The Board approved the lists of graduates from the Oregon Normal School from March 24, 1932 to June 1932 as submitted by President Landers under date of June 27, 1932. These lists are not included here because of length but are on file in the Board's office as an integral part of these minutes.

In order to establish a uniform procedure in the Board's consideration of lists of applicants for degrees, the Board directed that a committee of one for each of the institutions under the control of the Board be appointed by the Board at its April meeting and visit the respective institutions with power to act for the Board in considering recommendations for degrees.

The Board accepted the gift of $2500 from the Carnegie Endowment for International Peace to the University in accordance with a communication from the University under date of July 11, 1932, and directed the Secretary to make proper acknowledgment of said gift.

The Board accepted the appropriation of $400 made by the National Research Council, Washington, D. C. to Professor E. C. Gilbert of the College for the purpose of apparatus in connection with his study of the thermo-chemistry of hydrazine and its compounds, in accordance with a communication from President Kerr under date of July 13, 1932, and directed the Secretary to make proper acknowledgment of the gift.

The Board received an opinion from the Attorney General relative to the status of the Thomas Condon Fellowship in Paleontology as requested by the University under date of June 13, to the effect that the terms of the will creating this fellowship can be carried out under the new organization of higher education as outlined by the State Board. This opinion is not included here because of length but is on file in the offices of the Board as an integral part of these minutes.

The Board authorized the removal of all former Board of Regents or Board of Higher Curricula records from the various institutions under the control of the Board to the Board's offices at Salem for the purpose of making possible ready reference to actions and rulings of these former boards.
The Board adopted the following catalog statement on non-resident students prepared pursuant to the action of the Board under date of October 6, 1931:

The Oregon State Board of Higher Education has defined a non-resident student as a person who comes into the state of Oregon from another state for the purpose of attending one of the institutions under the control of the Board.

In order to draw a clear line between resident and non-resident students the Board has ordered that all students in the institutions under its control who have not been for more than one year immediately preceding the day of their first enrollment in the institution domiciled in the State of Oregon shall be termed non-resident students, with the following exceptions:

1. Students whose fathers (or mothers, if the father is not living) are domiciled, as defined under (1) below, in the State of Oregon.


3. Students holding bachelor or higher degrees from higher educational institutions whose work is acceptable as preparation for graduate work.

4. Students in summer sessions.

The Board established the following rules to be observed in determining the resident status of students:

(1) Residence and Domicile are synonymous and domicile shall be considered to be a fixed permanent residence to which, when absent, one has the intention of returning.

(2) A student entering from another state or country is prima facie a non-resident, and to change this residence the burden of proof is upon the student.

(3) Residence cannot be changed by mere declaration of intention so to change, and in addition to declaration of intention to change residence must be supporting fact sufficiently strong to satisfy the authorities that the intention has actually been effected.

(4) In case of minors, change of residence of parents or legal guardians will be closely examined.
(5) In case of persons of legal age, such things as residence of parents, or nearest relatives, or wife, or children, or intimate friends to whom one would naturally go in case of illness or other distress, will be considered as factors entering into the matter of intent.

(6) Actions will be considered as speaking louder than words in determining the weight of evidence, hence less weight will be given to a person's declarations than to his acts.

(7) The length of time in the state will not alone determine residence.

(8) Voting residence will not be a determining factor because of the Oregon constitutional provision, Art. II, Sec. 4, providing that a person shall not be held to have gained or lost a residence for the purpose of voting while a student at any institution of learning.

(9) Two things, namely, (a) actual habitation, and (b) intention of remaining must exist simultaneously, and the intention to remain must be construed to mean remain permanently and not merely during school term or any other equally temporary time. It must be a bona fide permanent residence with no thought of change in the intent or residence when the school period shall have expired.

(10) A non-resident at the time of his enrollment must be held to that classification throughout his presence as a student except in those rare cases where it can be proved that his previous domicile has been abandoned and a new one established independent of the college or his attendance thereon.

In connection with the adoption of the above catalog statement and rules relative to non-residence the Board directed that -

A permanent review committee be established consisting of one representative from each institution under the control of the Board to be appointed by the presidents of the institutions, each institution to be permitted to bring before this committee cases which appear to the institution concerned to be of exceptional merit but which do not come within the terms
of the above recommendations, such cases not to exceed in number 5% of the total non-resident enrollment of the respective institution for the given term. The function of the committee is to consider the evidence presented in such cases and to formulate recommendations to be presented to the Board, said committee to meet in the offices of the Board upon call by the Secretary of the Board, based upon applications for hearing filed.

The Board deferred action on the recommendation relative to regulations governing transfer of equipment from one campus to another in the State System of Higher Education as presented by Presidents Kerr and Hall under date of July 7, 1932, until such time as a Chancellor has been selected.

The Board adopted the recommendations of Deans Boyer and Gilbert as approved by Presidents Kerr and Hall that the name of the School of Literature, Language and Arts be changed to the College of Arts and Letters, and that the School of Social Science be changed to the College of Social Science.

The Board adjourned at 8:30 P. M., July 19, 1932, to meet again subject to the call of the President.

C. L. STARR, President.

E. E. LINDSAY, Executive Secretary.