Meeting #29

STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
UNIVERSITY CLUB, PORTLAND, OREGON
OCTOBER 17, 1932.

The Oregon State Board of Higher Education met at the University Club, Portland, Oregon, for the regular quarterly meeting, at 10:30 A. M., October 17, 1932. Final adjournment was taken at 6:30 P. M. The following members were present:

Mr. C. L. Starr    Mr. F. E. Gallister
Mr. C. G. Colt     Mr. Herman Oliver
Mr. B. F. Irvine   Mr. E. C. Pease

READING OF MINUTES

The Board approved the minutes of Board Meeting #28 held September 6, 1932.

The Board approved the minutes of Executive Committee Meetings #165A, #166, and #167, held September 15, 21, and 26, 1932, and ratified the actions of the Committee as recorded therein.

REPORTS OF COMMITTEES

SPECIAL COMMITTEES

The Board adopted the following resolution as presented to the Board by the Committee appointed for this purpose at the last meeting of the Board as follows: Mr. E. C. Sammons, Mr. B. F. Irvine, and Mr. C. C. Colt:

Dr. Arnold Bennett Hall was selected as President of the University of Oregon in 1928 after a nation-wide search. He came to the University following the death of his beloved predecessor, Prince Campbell.

Dr. Hall, through his intelligence and wide educational experience, untiring energy and faithfulness to his task, built for the University an enviable place in the community and for himself the deep affection of those who came
in contact with him.

NOW, THEREFORE BE IT RESOLVED, in accepting his resignation, the State Board of Higher Education desires to express to Dr. Hall its sincere regret and assures him of their best wishes for his continued success and influence in new fields of endeavor.

BE IT FURTHER RESOLVED, We desire to go on record that his memory shall be cherished in this state for his accomplishments in education, for his contribution to the young people of the commonwealth, and his loyalty and devotion to the task which he so ably discharged.

The Board unanimously suspended the rules and adopted the following amendment to the rules and by-laws of the Board as prepared and presented to the Board by a special committee appointed by the President consisting of Mr. B. F. Irvine, Chairman, Mr. G. C. Colt, and Mr. C. L. Starr:

ARTICLE V. THE CHANCELLOR

Section 1. Field of Function.

The Chancellor shall be the executive head of the several institutions comprising the Oregon State System of Higher Education; namely, the University of Oregon, at Eugene; the Oregon State Agricultural College, at Corvallis; the University of Oregon Medical School, at Portland; the Oregon Normal School, at Monmouth; the Southern Oregon Normal School, at Ashland; and the Eastern Oregon Normal School, at La Grande.

Section 2. Duties.

The Chancellor is the chief executive officer of the Oregon State Board of Higher Education, responsible for enforcing the decisions, actions, administrative regulations, and
business policies of the Board. He shall present business and
other matters to be considered by the Board at its regular or
special meetings or by committees of the Board.

Section 3. Authority.

The Chancellor shall have complete authority over
the selection of all officers, members of the faculties, and
other employees of the Oregon State System of Higher Educa-
tion and its component divisions, exercising this authority
by making recommendations of appointment to the Board, in
which rests the sole power of election. He shall have the
right of presiding over the deliberations of the legislative
bodies of the faculties, and of veto over their decisions.

Section 4. Relations of Chancellor, Board and Staffs.

All relations between the State Board of Higher Educa-
tion and the members of the faculties or other officers or
staff members of the Oregon State System of Higher Education
and its component divisions shall be through the Chancellor.

The Board instructed the President to continue the above named com-
mittee consisting of Mr. Irvine, Chairman, Mr. Colt and Mr. Starr, for
further study of the rules, by-laws and actions of the Board which may
be in conflict with ARTICLE V of the by-laws as just passed, particular-
ly with reference to ARTICLE IV of the by-laws, said committee to report
at the next meeting.

FINANCE COMMITTEE

The Board unanimously suspended the rules and adopted the follow-
ing resolution as presented to the Board by the Finance Committee:

Since the Oregon State System of Higher Education is now
directed by a centralized administration under the Chancellor,
and since it is important from the standpoint of efficiency
and economy that all major executive functions be under his
immediate control, it is recommended by the Finance Committee
that the divisions of the System included in the organization
chart, page 13 of the Report adopted by the Board March 7
under the designation "Business, including Physical Plant," and "Records and Information" be placed under the direct supervision of the Chancellor.

(Signed) EDWARD C. PEASE
HERMAN OLIVER

COMMUNICATIONS, PETITIONS AND MEMORIALS

The Board received the following communication:

TAX REDUCTION ASSOCIATION
Of Multnomah County

Woodlark Building
Portland, Oregon

September 10, 1932.

Mr. E. E. Lindsay
Oregon State Board of Higher Education
Capitol Building
Salem, Oregon

Dear Sir:

Please advise us of the amount spent for administration of our higher educational system during the years of 1927 and 1928, and of the amount asked of the 1931 legislature by the State Board for this purpose together with an itemized statement showing its distribution in each case.

Very truly yours,

TAX REDUCTION ASSOCIATION

(Signed) H. Ashley Ely
Secretary
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The Board instructed the Secretary to reply to inquiries of this kind by referring the inquirers to the biennial or other printed reports of the various institutions for past years and to the Secretary of State for the current biennium.

The Board received a communication from the Oregon Music Teachers Association, Inc. under date of September 16, 1932 commending the Board for its consideration of music in the system of higher education, and directed the Secretary to acknowledge and file same.

The Board received a communication from the National Committee on Education by Radio under date of October 10 congratulating the Board and the State of Oregon on the action of the Board in arranging to finance the state-owned broadcasting station KOAC. The Board directed the Secretary to acknowledge same and place it on file.

The Board received an undated letter signed "A Couple who are much concerned" relating to the work of students in the College at Corvallis, and directed that the Secretary place the letter on file.

The Board received an undated letter from Corvallis relating to student costs, placed on the docket with the signature withheld at the request of Mrs. Pierce. The Board directed the Secretary to place the letter on file.

At the request of Mrs. Pierce the following statement appeared on the docket of the Board:

"Please also include my statement that I again request that all increased salary action be rescinded because of acute financial crisis in Oregon. That I hear from responsible people proposal to close all elementary schools for year. Districts on warrant basis and no prospect of payment; taxes delinquent everywhere and another levy soon. Board must economize. Again I protest increased student fees, costs, tuition and dormitory requirements. Believe Board is doing great injustice to Oregon young people and that operating costs must be cut. I suggest again elimination of duplication and wasteful administrative overhead and of radio. It is not lack of cars which keeps students away, but lack of money, increased fees and costs. A great injustice."

The Board directed that the communication be placed on file and the receipt of same acknowledged by the Secretary.

President C. L. Starr announced the receipt of a letter from President Hall relative to certain financial matters which was referred by the President, with the consent of the Board, to the Finance Committee.
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The Board received the following communication from President Hall under date of October 10:

INSTITUTE FOR GOVERNMENT RESEARCH
Of
The Brookings Institution
Washington, D. C.

722 Jackson Place
October 10, 1932

Oregon State Board of Higher Education,
Salem, Oregon.

Members of the Board:

I am enclosing a copy of my resignation as Chairman of the Advisory Board of the Pacific Ocean School of Social Science and as President of the Pacific Ocean School of Social Science. Since my entering into these undertakings received the approval of the Board I feel that my resignation should be officially brought to your attention.

Very truly yours,
(Signed) Arnold B. Hall.

President Robert E. Swain,
Chairman, Committee on Organization of the Pacific Ocean School of Social Science, Stanford University, California.

My dear President Swain:

Since I have resigned as President of the University of Oregon to take effect December 31 of this year, I hereby tender my resignation, to take effect immediately, as Chairman of the Advisory
Board of the Pacific Ocean School of Social Science, a position which I hold by virtue of the fact that I am President of the University of Oregon, which has been designated as the Executive Institution.

In so far as I have the authority I also tender my resignation as President of the Pacific Ocean School of Social Science, leaving the position of Executive Institution open for appropriate action by the Advisory Board.

I do this with sincere regret as my association with this enterprise has been one that I have thoroughly enjoyed and which gave me, I felt, one of the greatest opportunities that I have ever had. It is my firm belief that the program renders a real contribution to higher education and to the cause of international understanding and good will.

I wish to assure the Committee on Organization and my colleagues on the Advisory Board, of my profound faith in the future of the undertaking, of my unceasing interest in the success of the enterprise, and of my genuine desire to serve this group in any way that it may be possible for me to do it.

Respectfully submitted,

Arnold Bennett Hall.

FISCAL

The Board received the following communication from Vice-President Barker of the University:

UNIVERSITY OF OREGON
Eugene and Portland

Office of the Vice-President
809 Oregon Building
Portland

Board of Higher Education
State of Oregon
Salem, Oregon

Gentlemen:

When Dr. Hall first approached me and asked me to become Vice-President of the University of Oregon, I explained
explained to him that the salary connected therewith was immaterial.

Later when the matter of salary cuts was first suggested, I requested him to place me on the salary roll at one (1) dollar a year. Within the last year I have made similar requests of each member of the Executive Committee, including the chairman of the Finance Committee. I am now reducing that request to writing in order that it may be of record and in proper form for official action.

Trusting that this will aid somewhat in these times of financial distress, I am

Very cordially,

(Signed) Burt Brown Barker

Vice-President

The Board directed that the suggestion incorporated in the above letter be accepted and that Vice-President Barker’s salary be fixed at one dollar ($1.00) a year.

The Board approved the following routine budget transfers with the understanding that they do not affect the totals budgeted:

- From Central Library budget to College Library budget: $2,000.00
- From Central Library budget to Eastern Oregon Normal School Library budget: 100.00
- From Central Library budget to Eastern Oregon Normal School Library budget: 75.00
- From Requisitions to Salaries: 1,057.50
- From General Library, Wages, to Law Library, Salaries: 344.70
- From Wages to Salaries: 630.00
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The Board approved the suggestion of the Chancellor that the handling of county warrants be made a matter for conference between Mr. Ballard and the Finance Committee to report to the Board as a special order of business at its next meeting, and ordered that if Mr. Ballard has a chance to sell the warrants now that he be authorized to do it, and also do whatever he can in that respect.

The Board approved the following additions to budgeted expenditures as recommended by the Chancellor:

$550 to the Committee on Graduate Study at the College
$175 to Landscape Architecture at the College
$650 to the University High School

The Board directed the Secretary to pay to the National Bank of Commerce at Seattle, Trustee for the Memorial Union at the College, the sum of $8,398.12 representing interest due on October 15, 1932, plus trustee’s fee and federal tax, said payment involving an advance from the General Funds of the Board of $4,371.23, said advance to be repaid at the beginning of the next school term from student fees.

The Board directed also that $1.00 per term of student fees, now being used for the repayment of a loan from general funds made by a former Board of Regents of the College to the students for the erection of a grandstand on the athletic field, be transferred until further notice to the retirement of Memorial Union bonds, this $1.00 being in addition to the portion of student fee money now going to the retirement of Memorial Union bonds.

The Board acquiesced in the recommendation of the Managing Committee of the Ion Lewis Scholarship in Architecture under date of September 21 that the property on which this scholarship is based remain under the management of the Commonwealth Trust & Title Company.

The Finance Committee made the following report relative to the biennial budget:

That owing to circumstances beyond the control of the Finance Committee it was impossible for them to prepare the budget and go into it and give it the attention that it deserved, and so instead of the balance of the report being presented by the Finance Committee the balance of the report will be presented to the Board by the Chancellor, W.J. Kerr.

The Chancellor made the following report:
DR. KERR: Without expectation that it would be approved formally at this time, but merely a preliminary statement as a matter of information to the Board, and then as may be decided by the Board a formal statement can be prepared to be inserted here as contemplated in the report of the Public Relations Committee. That will be introduced by calling attention to the enrollment at the different institutions, because that is an important matter, as indicating the change in the income for the support of these institutions. The Enrollment at the University as of October 12th was 20.9 per cent below that of the preceding year on the corresponding date; at the College 25.5 per cent decrease; at the Medical School 4.9 per cent; Monmouth 12.4 per cent; Ashland Normal 3.7 per cent; while the LaGrande Normal School had an increase of 6.7 per cent.

There are other items of information here which I assure the Board would not care to take time to go into just now.

A careful study of the finances of the Board reveals several things. First, in preparing the budget for this year it was estimated that the millage income would be decreased by ten per cent on the basis of the income for the preceding year; second, that the student enrollment probably would decrease about ten per cent, but that the fees were increased to an extent such that it was assumed that the income from fees for this year, assuming the enrollment would be decreased ten per cent, would be the same as for last year. The income of the Board for the support of these institutions is divided into two classes, the unrestricted income and the restricted. The unrestricted income would include the millage tax income, the student fees and certain miscellaneous fees; the restricted income the continuing appropriations for the support of particular projects, like the branch experiment stations, the county agricultural agents, and the like.

In an analysis of the statement of budgetary matters it is necessary that we confine our estimates to the unrestricted funds, because they are the only funds that are available for allocation among the institutions for their support in general. If there be a reduction in the receipts from sales by experiment stations, then the budget costs must be reduced correspondingly. The appropriations made by the legislature for the support of the branch agricultural experiment stations can be used only for the support of the several stations, as provided by law, and regardless of the condition of other funds none of these restricted funds could be used for other purposes than those designated in the law.

The millage income for the present fiscal year was known definitely for the first half of that year at the time the budget was adopted. For the second half it was estimated that there would be a
certain reduction that would result in a reduction of ten per cent of the millage income. The fact is, as shown by a report of the Tax Commission, that the millage levy for 1933 is reduced somewhat less than ten per cent, and only half of that would apply to the budget for this fiscal year, with the result that the actual income under the millage laws for the present year is $17,000 greater than estimated in the budget.

Then the other item would be the item of student fees. Now we cannot take the enrollment, as I just mentioned to you, and reduce the fees on the percentage basis corresponding with the percentages of decrease as given in this report from the registrars' offices, because there are various factors that must be taken into account. For instance, the relative number of non-resident students who pay the non-resident tuition of $150 a year; if twenty-five per cent last year were non-resident students and ten per cent this year non-resident students, that would have to be taken into account in estimating the income from student fees during the present year. And in order to be entirely safe and feel sure that we are accurate so far as estimates may be made at this time, the registrars of the institutions furnished reports giving complete information as to the classification of students so there could be an exact statement of the difference in income from students during the first term this year as compared with the first term last year, and then on the basis of enrollment during the three terms of the year for preceding years estimates were made of the enrollment this year in these different institutions based on the enrollment up to October 12th of the present year. On this basis, worked out very carefully and checked so that as far as may be known they are entirely accurate, the University fees would be reduced by $49,109; the College fees by $55,198; the Medical School fees by $3,571; the Monmouth fees by $3,107; the Ashland fees by $835; and the LaGrande fees would be increased by $760; which would make a total decrease for this year of $111,128.

It will be observed, of course, as the Board understands, that the income per student in the Normal Schools is very much less than that in the College and the University, and that was taken into account in preparing these estimates.

If we take into account these different factors, as I have mentioned, we find that we get this summary:

The millage income as estimated for the fiscal year 1932-33 $2,006,000; the actual income, according to the estimate of the tax valuation of state property by the State Tax Commission for 1933, which would affect the income under the millage laws for the second half of this fiscal year would be $2,040,000, or for the half $1,020,000. The difference between the half of $2,036 and the
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$1,020,000 would be $17,000.

Taking into account the unappropriated balance of $142,000, as reported to the former meeting of the Board, and the emergency fund of $100,000, or $242,125.71, then we deduct from that the authorizations by the Board as recorded in the minutes of the Board for September and July, $55,940.39, leaving a balance of $185,185. Adding the $17,000 difference in the millage income estimated in the budget and the actual income according to the reduced report of the Tax Commission, we would get a balance of $222,000, but the decrease in student fees of $111,128 would leave a balance, assuming there would be no further expenditures authorized between now and July 1st, of $91,055.

Then the budget provides $20,000 for the office of the Chancellor. It also provides for the maintenance of the Presidents of the University and the College throughout the year. The President of the College being transferred to the Chancellor's office would result in a saving of his salary, assuming that this change on the books would begin October 1st, from October 1st to June 30th, and I have transferred to the Chancellor's office Mrs. Hull, who was my secretary and stenographer at the College. This would reduce the amount by the amount paid her. Then President Hall's salary would be discontinued after January 1st and his secretary after November 15th. Then taking into account the cost of the Chancellor's office and the reduction in the cost of these two offices, we have a net saving of $25,500. That would leave a marginal balance of $116,555.

But we cannot assume that conditions may not develop requiring further authorizations during the remainder of the present year. It is impossible to operate institutions such as we are dealing with without contingencies arising, or emergencies of one kind or another, requiring expenditures of money not anticipated in the budget. Hence of course the emergency fund in all budgets adopted. But I have carefully considered the entire situation and I am convinced that there can be still this year large savings affected. For instance, the budget authorization for supplies was on the assumption that the student enrollment this year would be, as I understand, reduced by ten per cent on the basis of last year's enrollment, but now the reduction is, according to this report I have just read you, on an average about twenty per cent. The supplies required would be dependent on the number of students. Take in chemistry, for instance, where chemicals are required, and so on; now the overhead cannot be changed; that is, the stock keeper, and so on; but the actual cost of supplies would be reduced in proportion to the students enrolled in the different classes in laboratory work and other science and technical work requiring supplies. So that, in view of the action of the Board taken already today, I shall immediately, after leaving here, address a letter to all Deans, Directors, and other officers throughout the entire system,
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calling attention to these facts and urging that all orders be placed in a way such that there will be on hand at the end of the year no excess of supplies. In other words, that we reduce the cost for supplies in proportion to the student enrollment, and therefore, the demand for supplies. There can be large savings of course there, and other savings I am sure can be made, but not in large sums, during the remainder of the present year. Also I shall of course study very carefully any request for additional purchases involving expenditures of funds not provided for in the budget and shall approve none except after I have been convinced that there is unquestioned necessity for the expenditure and based on experience and the conditions at the present time, and assuming the registration during the next two years will be as estimated on the basis of former years' registration, it occurs to me that we should be able to hold our additional expenditures, that is expenditures not provided for already in the budget, down to a point such that by July 1st there should be really a balance of some $75,000; that would give us $41,555, or some forty odd thousand dollars to draw on during the remainder of the year. If there should be unanticipated emergencies involving a large expenditure, of course we would have the balance of that to draw upon.

The estimates of the next biennium are now, however, based on the supposition that there will be a balance as of July 1st. In other words, it is my plan to hold that in reserve, and whatever we may have will improve our budgetary situation to that extent. But I am not counting on that in the estimates for the next biennium, and to be brief, without going into unnecessary details, unless you should desire further information, I will state that the income for the first year of this biennium, based on the millage income as estimated by the Tax Commission and the income from students as determined on the basis of this year's income, with $30,000 allowed to cover salary differential—you all remember that the members of the staff at the College and the University who are on the ten months basis were transferred to a twelve months payment basis; now the effect of that was to transfer from this year, according to the reports I have, into the next budget year $30,000, which of course would decrease this year's budget by that amount, but it would increase the budget for next year by that amount and thereafter it would be on a normal basis.

Now the unrestricted funds I am including only, for the reasons indicated, and the income on the basis of this year's expenditures would be less than the requirements by $205,855, some $210,000 or about seven per cent. That is based on the supposition that the student enrollment next year will be the same as this year. I have made a careful study of the situation during the last two or three days since I have had the opportunity to do so, and I am convinced that
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under the present conditions, beyond any question of doubt, taking into account present conditions, there should be an increase in enrollment next year rather than a decrease, and that we ought not to expect that there would be no increase, and I have conferred with different people who have been able to give me information that has been an assistance to me in arriving at this conclusion, and I am confident that for next year there should be an increase of ten per cent in student enrollment and the following year there should be an increase. You notice we have a decrease this year up to as high as 24 or 25 per cent, and I know of no reason under the conditions that we should anticipate now, notwithstanding the economic depression, why there should not be an increase during each of these two years. Now should we have such increase as I have estimated the shortage would be some six per cent. It will be impossible, however, in the interest of the institutions and the interests involved, to make just a uniform cut of seven or eight per cent, or six or seven per cent, for the reason that the conditions are not the same. We have made very, very heavy cuts during last year, and during this year in order to balance the budget, made necessary for three reasons: First, the referendum invoked on the appropriations of $1,161,000; second, the decrease in village income; and, third, the decrease in student enrollment. Now the result is that all the money for capital outlay has been cut from the budget during the past two years, last year and this practically all for improvements; very, very small amounts allowed for equipment, and most of that for replacement as the equipment has become obsolete or has been destroyed, and the replacement of which has been imperative in order to provide for the work. Repairs have been cut last year and then again this year, until now in certain respects instead of a cut in the repair allowance we must increase the repair allowance, because we must keep the buildings in proper repair; otherwise we certainly would be dilatory in the protection of the property of these institutions.

Now there will no doubt be certain increases unavoidably in handling the institutions to the best advantage, having in mind the service they render. On the other hand, there can be large reductions without impairment, any serious impairment in the efficiency of the work. For instance, we have this year, as indicated, some twenty or twenty-five per cent decrease in enrollment and the staff was employed with the expectation there would not be to exceed a ten per cent decrease, but the organizations are all affected, schedules are complete, staffs are employed; we are under contractual obligations to these people, and students are pursuing the work, so it is impossible now to make readjustments and discontinue the services of members of the staff, bring students together in larger sections, and so on. There can be some savings, however, where there might be a resignation, for whatever cause, making readjustments, taking care of the work without the employment of successors. But for the next bimonthal now we shall be able to reduce the size of the faculties in proportion to the reduction in
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student enrollment largely. That will result in large savings. If there should be even, say, fifteen per cent fewer students next year than last year, then in some of the large departments where there are 20, 30 or 40 sections it will be possible to get along with one, two, three or four instructors fewer, with a corresponding saving.

Now that, all through the entire system, particularly in the University and the College — the conditions will be different in the Normal Schools — will result in a large saving there. And then, too, by combining sections wherever possible, being sure that they are as large as they can be consistent with efficiency — of course that is the big objective in all of our educational work — and increasing the carrying load wherever necessary, because this year the staff being unnecessarily large the carrying load would be low, we can bring that back up to normal, or somewhat above normal to the extent necessary, and in these respects we shall be able to effect comparatively large savings in the aggregate without any serious impairment in the efficiency of the work. Then otherwise, of course, wherever economies can be effected they must be consistent with efficiency, kept always to a minimum, with no waste.

Then as a result of a study during the year, watching the results of the experience of the year, no doubt there can be adjustments which may enable us to reduce the cost for duplication. I am assuming that all at once it has not been possible to make all of the adjustments necessary, — all the adjustments necessary in order that duplication be reduced to a minimum; and, therefore, there will be opportunity in certain particulars, or divisions or departments, where the duplication can be further reduced; and that, of course, would result in corresponding decrease in cost.

With my understanding of the economic condition throughout the state, the tremendous burdens the people are carrying for all reasons which are familiar to us all, and notwithstanding the fact there will be several hundred thousand dollars less money during the next biennium than we now have, it is my judgment — and notwithstanding the loss, which I consider certain now, of the $1,181,000 on which the referendum has been invoked, it is my belief that the institutions, first of all, as a matter of duty to the people, should recognize the financial conditions under which the people are working and should cooperate with the people to the extent that we possibly can be effecting economies and thereby reducing the burden of taxation as affected by the call upon the people for support for higher education. And it is my recommendation to the Board, after very, very careful study of the entire situation, that notwithstanding the decrease in income and the need for expenditures throughout the entire system, there shall be no request made for appropriations from the next legislative session.
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That means that we shall have to effect economies in one way or another necessary in order to bring the budget into balance with a sufficient reserve or emergency fund to guarantee against any deficit at the end of the year or the biennium.

Now the Board having acted, and if you should act on this recommendation, we will have a basis on which to work and shall proceed at once, making a careful study of all of the material that is in, with a view of determining the best ways in which cuts can be made with the least harm or impairment possible of efficiency, and submit to the Board final report on the budgets at the earliest date practicable; and unless further information should be desired I do not care to hold the Board at this late hour longer. I recommend that the decision be by the Board that we do not ask the legislature for additional money at this next session.

The Board approved the recommendations of the Chancellor as set forth in the above report.

The Board ruled that a special meeting of the Board be called to act upon the biennial budget as soon as the budget is available, the meeting to be called by the President of the Board.

OUT OF STATE TRAVEL

The Board approved the recommendation of the Chancellor for out of state travel expenditure in the sum of $350 for Dean Philip A. Parsons to be used during his leave of absence from the University campus extending from October 28 to December 5, 1932.

ADVERTISING AND PUBLICITY

The Board approved the recommendation of the Chancellor that a one-page advertisement of correspondence study work be placed in the November issue of the Oregon Education Journal at a cost of $35.00.

The Board received and adopted the report of the Committee appointed by the President at the last meeting of the Board to prepare the text of the biennial report of the Board to the Governor, said report to be published before November. This report is not included here because of length but is on file in the offices of the Board as an integral part of these minutes.
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PERSONNEL

The Board approved the following personnel changes as recommended by the Chancellor:

Sabbatical leave for Jacob Jordan, Associate Professor of Physics at the College, during the fiscal year 1932-33 with a salary of $1,552.

Adjustment in salary of Miss Lucy M. Lewis, Director of Libraries, to $4,200 without the percentage cut.

Adjustment in salary rate of Professor E. B. Beaty in the Department of Mathematics, to $3,800, subject to the percentage cut, involving an addition to the budget for the Department of Mathematics of $345.98.

Changes in salary of members of the School of Fine Arts for the year 1932-33 as follows:

Wallace S. Hayden from $2,315 to $2,465
Herbert A. Sinnard from $2,315 to $2,465
Percy F. Adams from $3,788.42 to $4,036.42

Resignation of Miss Phyllis Hartzog, Instructor in Sociology and Assistant Director of the Lane County Training Center for Rural Executives, effective October 1, 1932, salary $1,000 a year.

Appointment of Miss Laura Robertiello as Instructor in Sociology and Assistant Director of the Lane County Training Center for Rural Executives, succeeding Miss Phyllis Hartzog, resigned, for a period of three months effective October 1, 1932, at a salary rate of $1,000 a year or $83.33 a month, subject to the percentage cut.

Postponement of date of appointment of Ambrose Fuller as Professor of Political Science and Director of the Bureau of Municipal Research and Service for a six-month period beginning October 1, 1932, as approved by the Board at its meeting on September 6, 1932.

Placement of Miss Catherine Bastin of the Department of Nursing Education, because of temporary disability, on part-time service at $60 a month, subject to percentage cut, and appointment of Mrs. Millicent Northway also in connection with this position for an indefinite period, beginning October 1, 1932, at a salary of $150 a month subject to the percentage cut, involving no change in the budget.

Appointment of Miss Elizabeth Breakey as Nurse in the Health Service at the Southern Oregon Normal School, effective October 1, 1932, at a salary of $1,200 for twelve months.
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Promotion of Dr. David W. E. Baird from Clinical Instructor in Medicine at the Medical School, to the status of Assistant Clinical Professor in Medicine, without change in salary.

Resignation of Mrs. Marian Phy Ager, Secretary to Dr. Hall, effective October 15, 1932, with regular vacation allowance of one month's salary to November 15, 1932.

Leave of absence from the University campus from October 23 to December 5, 1932 for Dr. Philip A. Parsons of the College of Social Science for the following purposes:

(1) To make a study of conditions with reference to religious instruction on the campuses of the state universities and colleges west of the Rocky Mountains.

(2) To attend the National Conference of the National Municipal League, in Chicago, November 6 and 7.

(3) To attend the National Conference on Higher Education and Religion, as President of the Pacific Division of the North American Conference.

(4) To meet with representatives of the Mary Spelman Rockefeller Foundation, for the purpose of obtaining a subsidy for the League of Oregon Cities in the Bureau of Municipal Research.

Confirmation of appointment of Richard S. Kearns as Instructor in Forestry on the Corvallis campus at a net salary of $1,272 for nine months' service, September 20, 1932 to June 20, 1933, succeeding Paul Thompson, resigned.

Change in effective date of appointment of Miss Brownell Frasier as instructor on part-time basis in the School of Fine Arts, salary $1,500 subject to percentage cut, from September 1, 1932, as approved by the Board on July 18, 1932, to October 1, 1932.

**MISCELLANEOUS**

The Board by unanimous action suspended the rules and adopted the Chancellor's recommendation that the regulation governing student automobiles taken by the Board on May 23, 1932 as follows -

**Student Automobiles**: That student automobiles should be forbidden, effective at the beginning of the fall term of 1932, the detailed rulings to be prepared by the Faculty and Student Welfare Committees in conjunction with the Presidents.

be amended to read as follows:
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Student Automobiles - That the use of automobiles by students be regulated to the end that such use shall not in any way be a detriment to the maintenance of the highest standards of scholarship, social life, and general welfare of the institutions and the individual members thereof and that the administration of this regulation be under the jurisdiction of the Chancellor.

In this connection Richard Neuberger, Editor of the University Student paper, OREGON EMERALD, appeared before a committee of the Board and discussed briefly the problem of student automobiles.

The Board adopted the recommendation of the Chancellor that the facilities of the Physical Education Departments on the Corvallis campus be made available for extension classes as in former years, with the understanding that the expense be met from special fees collected from the persons registering in these classes.

The Board adopted the recommendation of the Chancellor that the Board authorize the Chancellor to approve personnel adjustments, such as acceptance of resignations, appointments of staff members to fill vacancies in minor positions, etc., as may develop from time to time, with the understanding that such adjustments come within budget authorizations.

The Board adopted the recommendation of the Chancellor that he be authorized to approve transfers from requisition to salary account, or vice versa, with the understanding that no change in the total budget authorization for any given division be made.

The Board adopted the recommendation of the Chancellor that a special course fee in the Department of Nursing in the Medical School of $2.00 per term hour or $5.00 a term, be authorized, as set forth in Dean Dillehunt's letter under date of September 27, 1932.

The Board authorized the Dean of the School of Science to accept the gift of $360 from Dr. L. B. Kingery for assistance in the study of fungicides for pathogenic yeasts and molds; and a sum of $500 from the Standard Brands, Inc. of New York for assistance in a study of a universal growth hormone, as set forth in his letter under date of October 10, with the proviso that the provision of the Board's policy in such matters as formulated by Dean Dillehunt in a communication under date of April 8, 1932 and adopted by the Board under date of April 18, 1932, be met.

The Board approved the list of candidates for degrees as submitted by the University under date of September 26, 1932. These lists are not included here because of length but are on file in the offices
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of the Board as an integral part of these minutes.

In response to a request from President C. L. Starr the Chancellor presented his interpretation of the following rule relative to solicitation of students for funds as adopted by the Board on July 18, 1932:

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.

The Chancellor's interpretation follows:

DR. KERR: My understanding was at the time, and is now, that the intent of the Board was to prevent campaigns such as were put on both at the University and the College, at the former institution for funds with which to construct the McArthur Court and at the College for the construction of the Memorial Union Building, securing pledges from students in relatively large amounts, in many cases requiring payment over a period of years and in some cases working hardship on students. But I did not assume that it applied to incidental matters on the campus, such as the Christian associations soliciting every year for membership, and, therefore, membership fees to support these organizations; the student publications, like the Annual, Oregonia at the University, and the Beaver at the College, things of that kind, purely incidental both as to amount and purpose as compared with the big question which I assumed the Board had in mind. Now some questions have come to me and I submitted one to the Executive Committee. It seemed to me that if the Board could pass on that then the Chancellor can handle these matters, being careful to present to the Board anything that might not appear to be — which might appear to require the action of the Board, and the Board will have saved the necessity of considering these minor matters. I would say such items as I have mentioned, or similar items, but the Chancellor holding these to a minimum, thus protecting the students against unnecessary draft upon their funds.

The Board ruled that the interpretation of the rule as expressed by Chancellor Kerr is the interpretation of the Board.

The Board adjourned at 6:30 P. M., subject to the call of the Chair.

C. L. STARR, President.

E. E. LINDSAY, Executive Secretary, Oregon State Board of Higher Education.