STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
UNIVERSITY CLUB, PORTLAND, OREGON
January 29, 1934

MEETING #43  The Oregon State Board of Higher Education met at the University
Club in Portland, Oregon, at 2:30 p.m., January 29, 1934, pur-
suant to adjournment of the meeting of January 15, 1934, wherein
action was taken providing for a special meeting on this date to
receive the recommendations of the Chancellor with reference to
the functions of the two Acting Presidents and interinstitutional
deans and other details of organization which the Chancellor de-
sired to recommend. The following members were present:

ROLL CALL  C. A. Brand   Willard L. Marks
           F. E. Callister  E. C. Sammons
           B. F. Irvine

MINUTES APPROVED  The Board dispensed with the reading of the minutes of the last
regular meeting on January 15, 1934, and approved the minutes as
submitted.

OPTIONAL MEMBERSHIP  The Board approved the report of the Student Welfare Committee
IN A.S.U.O. recommending that the request for optional membership in the
DISALLOWED  Associated Students of the University of Oregon as submitted in
a petition by ten University students, be disallowed.

BONUS FOR COACH CALLISON TABLED  Mr. E. C. Sammons, Chairman of the Finance Committee, reported on
the matter of a $1,000 bonus for Prince G. Callison, head football
coach at the University of Oregon, as submitted in a letter from
Hugh E. Rosson, graduate manager. The finance Committee recom-
manded, inasmuch as negotiations are under way for a new contract
for Mr. Callison and for A. L. Stiner, head football coach at
Oregon State College, that the matter be laid on the table.

The Board approved the recommendation of the Finance Committee
that the request for a bonus of $1,000 for Coach Prince G. Calli-
son at the University be tabled for the time being.

H. A. BORK APPOINTED  Chancellor Kerr reported that he had completed negotiations with
COMPTROLLER FOR SYSTEM  H. A. Bork in accordance with authority granted him by the Board
and announced that Mr. Bork had agreed to accept the position of
Comptroller for the Oregon State System of Higher Education.

The Board voted to confirm the appointment of H. A. Bork as Com-
troller for the System at a salary of $3,850 on a twelve months
basis, effective March 1, 1934, and to allow him $400 for moving
expense.
DUTIES AND FUNCTIONS OF the duties and functions of the Presidents (Acting Presidents) of the University of Oregon and the Oregon State Colleges & Interinstitutional deans and directors, this statement having been formulated and agreed upon by the two Acting Presidents in conference with the Chancellor.

PRESIDENT (ACTING PRESIDENT)

1. Subject to review and approval by the Chancellor and the Board, the President (Acting President) exercises leadership in the intellectual and educational program of his institution, taking the initiative in shaping and maintaining its educational policy.

2. He is responsible for the coordination of the various divisions of the institution, for the development and maintenance of esprit de corps in the staff, for the promotion of faculty and student cooperation, and for keeping the program of his institution in harmony with the program and objectives of state-supported higher education.

3. The President (Acting President) is responsible to the Chancellor for the administration of his institution.

4. As the chief executive officer of his institution, he is a member of the Chancellor's executive staff and is an adviser to the Chancellor for his institution in matters of interinstitutional administration.

5. With the Chancellor he attends meetings of the State Board of Higher Education. On invitation of a Board committee, transmitted through the Chancellor, he attends Board committee meetings that are concerned with problems vital to his institution.

6. He confers with the faculty through the committees or other administrative units provided in his institution for promoting mutual understanding and for furthering the objectives of the institution.

7. He is the authorized channel of communication between the students and faculty of his institution, on the one hand, and the Chancellor and the Board of Higher Education on the other.

8. He presides at convocations, general staff or faculty meetings, or any general institutional meetings of like character.
Meeting #43 - 3

January 29, 1934

9. He approves and submits to the Chancellor all recommenda-
ditions covering personnel, curricula, and budgets for
his institution.

10. All institutional reports are subject to his review
before release.

11. All projects and programs which form any part of the
activity of his institution are subject to his approval.

12. Disagreements between officers or between officers and
other staff members within an institution are referred
to the President (Acting President), but may be appealed
to the Chancellor. Disagreements involving a President
(Acting President) or interinstitutional officers are re-
ferred to the Chancellor. As a final resort disagreements
may be appealed to the Board, briefs and a spokesman for
each side of the question being given due consideration.

INTERINSTITUTIONAL DEANS-DIRECTORS

In general the interinstitutional Deans-Directors are respon-
sible directly to the Chancellor for all of their functions that
are essentially interinstitutional in character and to the
respective Presidents (Acting Presidents) to the extent that
their work constitutes an essential part of the work of any
institution. Functions and relationships of the interinstitu-
tional Deans-Directors are defined, for convenience, under two
classifications.

I.

Arts and Letters; Business Administration,
Education, Fine Arts, Home Economics,
Journalism, Physical Education,
Science, Social Science

Each Dean-Director in this classification is concerned with a
subject-matter field in which work is offered at more than one
institution. From the standpoint of institutions where work in
each field is offered, the work is either major in character,
leading to degrees, or non-major, including lower division and
service courses.

1. Each Dean-Director responsible for major work at an insti-
tution has the usual functions of a Dean of a school, with
control of budgets, personnel, and all course offerings on
his campus, and is directly responsible to the President
(Acting President) of the institution. In case major work
is offered at two institutions, as is true of Education,
the Dean-Director is a Dean at both institutions but has an
assistant dean at one institution to assist him and repre-
sent him when absent.
Meeting #45 – 4

January 29, 1954

2. In the case of non-major work in his field offered at any institution, each Dean-Director has the right of approval or disapproval, jointly with the President* (Acting President) of the institution where the work is offered, of all recommendations for curricular and course changes. In case of disagreement between the Dean-Director and the President (Acting President), the question is to be referred to the Chancellor.

3. In the determination of budgets, personnel, standards, and policies, other than curricular, in his field in the institution where any non-major work in that field is offered, the Dean-Director has advisory functions, but the control is vested in the President* (Acting President) subject to approval by the Chancellor and the Board.

4. Each Dean-Director is the Chancellor's principal adviser in his special curricular field.

II

Business Offices, Dormitories, Elementary Teacher Training,
General Extension, General Research, Graduate Division,
Information, Libraries, Lower Division

Comprised in this classification are the general interinstitutional administrative activities necessary for the effective operation of the state system of higher education. Deans-Directors under this classification have charge of activities either centralized for the system or organized on a parallel basis at the several institutions. In this classification belongs the Director of Elementary Teacher Training who directs parallel work at three institutions, but since all the normal schools are under Presidents, the definition of functions and relationships here following applies to him in a general way only. For all other Deans-Directors in this classification, functions and relationships are defined as follows:

1. Each Director is responsible directly to the Chancellor for the efficiency and proper coordination of all activity in his field throughout the system.

2. Each Director is the Chancellor's principal adviser on matters pertaining to the special field in which he serves.

*Or a designated officer responsible to the President (University and State College); for the normal schools the Director of Elementary Teacher Training.
Meeting #43 - 5

January 29, 1935

3. Each Director is responsible directly to the Chancellor for all activities in his field that are interinstitutional in character.

4. To the extent that the activities he administers are institutional in character, each Director is responsible to the President (Acting President) of the respective institution.

Upon motion by Mr. Callister and second by Mr. Irvine, the Board approved the above definitive statement of the duties and functions of the Presidents (Acting Presidents) of the University of Oregon and the Oregon State College and of the interinstitutional deans and directors as submitted by the Chancellor, and directed that this statement be made a matter of official record.

IMPROVEMENTS IN MUSEUM OF ART BUILDING, UNIVERSITY

The Board referred to the Finance and Building committees for study and report to the Board the request of Mrs. Gertrude Bass Warner for improvements and alterations in the Museum of Art building at the University, as submitted under date of January 26, 1934.

ADDITIONAL FUNDS FOR CWA PROJECTS

The Chancellor reported that there was a possibility of additional improvement and repair projects for the higher educational institutions being approved by the Civil Works Administration, and recommended that an additional $15,000 be appropriated for materials to carry on these projects.

The Board voted to allot from the unappropriated balance an additional $15,000 or as much thereof as may be needed to meet the requirements of the Federal government in such repair and improvement projects in the higher educational institutions as may be approved by the Civil Works Administration.

At the suggestion of Mr. Sammons, an editorial by Roger W. Babson on the "Future of Education" was read by the secretary.

CALLISTER TO HANDLE CO. WARRANT SITUATION

President Marks designated Mr. Callister to handle negotiations in connection with the county warrant situation in the absence of Mr. Sammons, Chairman of the Finance Committee, who reported that he would be in the East for some little time.

The Board adjourned at 3:15 p.m.

WILLARD L. MARKS, President
CHARLES D. BYRNE, Acting Secretary