STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
UNIVERSITY CLUB, PORTLAND, OREGON
October 22, 1934

MEETING #50

The Oregon State Board of Higher Education convened for its regular October meeting at the University Club in Portland, Oregon, at 10:30 a.m., October 22, 1934, at the call of President Willard L. Marks. The following members were present:

ROLL CALL
C. A. Brand Willard L. Marks
F. E. Callister Herman Oliver
Leif S. Finseth E. C. Sammons
B. F. Irvine

WAIVING NON-RESIDENT TUITION
The Board voted to waive the non-resident tuition of two students enrolled at the University, Alberta Davis and Edith Mary Davis, with the understanding that the case be considered a special one entitled to this consideration under the Board’s regulations on non-resident students passed at Meeting #27, July 18-19, 1932.

LA GRANDE HOTEL AS DORMITORY AT E.O.N.S.
Mr. F. E. Callister, Chairman of the Buildings, Grounds and Capital Outlay Committee, presented the matter of reconsidering the offer of the La Grande Hotel for a dormitory at the Eastern Oregon Normal School, which had received an unfavorable vote at the executive session of the Board on June 17, 1934. Mr. Callister expressed the feeling that the recent opinion of the Attorney-General, making it possible for the Board to use funds under its control for maintenance of the dormitories, should open the question for further consideration. President H. E. Inlow of Eastern Oregon Normal School was present and spoke in behalf of acceptance of the offer.

The Board voted to refer to the Finance Committee and the Buildings, Grounds and Capital Outlay Committee, for further consideration and report to the Board at a special meeting of the Board to be held November 12, in Portland, the offer of the La Grande Hotel as a dormitory for the Eastern Oregon Normal School.

REPORT OF RADIO COMMITTEE DEFERRED
At the request of Mr. E. C. Sammons, Chairman of the Radio Committee, final action on the request of KGW that KOAC share its wave length with KTAR of Arizona was postponed until the special meeting on November 12.

AMENDMENT TO BY-LAWS APPROVED
With the consent of the Rules and By-Laws Committee, the Board approved the suggested amendment to Article IV, Sections 1 and 3, of the By-Laws.
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E.C.N.S. PLANS
NOT REFERRED TO BUILDING COMMITTEE

Mr. F. E. Callister registered disapproval of the adoption by
the Board at its special meeting of October 12, 1934, of the
plans and specifications for the Eastern Oregon Normal Training
School at La Grande without approval of the Buildings, Grounds
and Capital Outlay Committee.

MINUTES APPROVED

The Board voted to dispense with the reading of the minutes of
the meetings of September 10 and October 12, 1934, and approved
the minutes of these meetings as previously submitted to Board
members.

LIBRARY REPORT DEFERRED

The report of the Library Committee on the question of centralized
library control was deferred due to the absence of Mrs. Cornelia
Marvin Pierce, Chairman of the Committee.

DORMITORY MAINTENANCE MAY BE PAID FROM BOARD FUNDS

Mr. E. C. Sammons, Chairman of the Finance Committee, reported
that an opinion had been received from the Attorney-General
under date of September 23, 1934, indicating that the Board had
authority to use funds under its control for maintenance of the
dormitories at the various institutions. (A copy of the opinion
is on file in the Board's office.)

ADVANCE OF BOARD FUNDS TO RETIRE McARTHUR COURT INDEBTEDNESS

The Board approved the following report of the Finance Committee
recommending an advance of unappropriated funds of the Board to
retire immediately the indebtedness on McArthur Court, with the
understanding that the money so advanced would be returned to the
unappropriated balance of the Board out of winter and spring
term building fees.

FINANCE COMMITTEE REPORT ON UNIVERSITY ASSOCIATED STUDENTS INDEBTEDNESS ON McARTHUR COURT
Meeting at Heathman Hotel, October 21, 1934

An indebtedness of approximately $14,487.69 remains on McArthur
Court as of October 16, 1934. This indebtedness is on a note
held by the U. S. National Bank of Portland. The indebtedness
is to be retired in three installments during the coming year
from the income of the State Board of Higher Education accruing
under the building fee of $5 per term levied against each regu-
larly enrolled student at the University.

If the Board advanced the $14,487.69 immediately to retire
this indebtedness, there would be a gross saving of $299.25
on interest. Calculating the 2 per cent interest which would
be received by the Board on the funds deposited with the State
Treasurer, the net saving in interest would be $213.75. Of
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the funds advanced by the Board, approximately $9,783.08 would be returned on January 2, 1935, when the winter term fees are collected, and the remainder of $4,704.61 would be returned on April 2, 1935, when the third term fees are collected.

The Finance Committee, therefore, recommends that the Board approve an advance of approximately $14,487.69 out of unappropriated funds to retire immediately the indebtedness on McArthur Court, with the understanding that the money so advanced will be returned to the unappropriated balance of the Board out of winter and spring term building fees.

Finance Committee:

(signed) E. G. Sammons, Chairman
(signed) Herman Oliver

LETTERS ON
COMPULSORY
MILITARY
TRAINING
RECEIVED
Communications from Cecil F. Ristow, Chairman of Committee on Temperance, Reform, and Social Service of the Oregon Methodist Episcopal Church, and from George J. Clause, Chairman of Social Service Committee of the Oregon Congregational and Christian Churches, in regard to compulsory military training at the state institutions of higher learning, were read and referred to the Curricula Committee for reply.

LETTER ON
MINING
INSTRUCTION
RECEIVED
A communication from Horace Murray Hair, Grants Pass, Oregon, in regard to mining instruction and research work at the institutions of higher learning was read and referred to the Curricula Committee for reply.

REPORT ON
FEDERAL
RELIEF
FUNDS
Chancellor W. J. Kerr reported on the amount of federal funds allocated to the state institutions of higher learning for repair and other projects now completed and under way, and also on the amount of federal money allotted for student relief.

BY-LAWS
REVISED
The Board approved the revised by-laws as submitted by the Rules and By-Laws Committee, with the following amendments of the revision incorporated into the by-laws:

Article I, Section 5, first line, to read: "All material to be presented at any regular meeting of the Board . . . ."

Article II, Section 5, first sentence, to read: "In addition to the Executive Committee, the standing committees of the Board shall consist of the Committee on Finance, Committee on Buildings, Grounds and Capital Outlay, Committee on Curricula, Committee on Public Relations, and Committee on Insurance." (This amendment carries with it the inclusion of Article III, Section 9, of the original by-laws, defining the functions of the Public Relations Committee.)
Article IV, Section 2, to read: "The President shall be elected by the State Board of Higher Education and shall hold office on indefinite tenure."

Article V, Section 2, first line, to read: "The Chancellor shall have complete authority, except as conferred on the presidents in Article IV, Section 3, over the selection, appointment, . . . . ."

Article V, Section 3, last line, to read: "... shall be through the respective presidents and the Chancellor."

The Board voted an expression of commendation for the splendid work of the Rules and By-Laws Committee in revising the by-laws.

The Board approved the payment, already made on authority of the Finance Committee, of $500 on account to John V. Bennes, architect for the Eastern Oregon Normal Training School at La Grande.

The Board approved the carrying over of the following balances in gift funds of the Agricultural Experiment Station as of July 1, 1934, and the budgeting of these funds for the specific purposes for which the grants were made:

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Oil Products (Agricultural Chemistry)</td>
<td>$0.99</td>
</tr>
<tr>
<td>Game Commission and City of Portland (Entomology)</td>
<td>$49.64</td>
</tr>
<tr>
<td>Pear Bureau (Horticulture)</td>
<td>$1,097.19</td>
</tr>
<tr>
<td>Booth Nutrition Project (Poultry)</td>
<td>$205.58</td>
</tr>
<tr>
<td>Deep Well Fund (Soils)</td>
<td>$52.50</td>
</tr>
<tr>
<td>Game Commission (Veterinary Medicine)</td>
<td>$25.62</td>
</tr>
<tr>
<td>Greenhouse Funds (Greenhouse Experiment Sta.)</td>
<td>$232.44</td>
</tr>
<tr>
<td>Relation of Electricity to Agriculture (Agricultural Engineering)</td>
<td>$1,348.00</td>
</tr>
<tr>
<td>Game Commission (Entomology)</td>
<td>$160.00</td>
</tr>
</tbody>
</table>

The Board approved a budget addition of $4,954.23 to the Agricultural Experiment Station budget, the funds for the budget addition to come from an increase in the estimated income from fees and sales.

The Board ratified the action of the Finance Committee in approving a temporary advance of approximately $4,930 to the Memorial Union Board of Governors at the College to meet the bond obligations on the building due October 15, the advance to be repaid out of student building fees collected during the fall and winter terms.
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**APPROPRIATION FOR LAW INSTITUTE**

The Board approved an appropriation of $350 for publication of the proceedings of the Pacific Coast Institute of Law and Administration of Justice, and an addition of $150 to the Law School budget to make up a deficit incurred in meeting the expenses of the Institute.

**COLLEGE BUDGET ADDITIONS, FALL TERM, TO CARE FOR INCREASED ENROLLMENT**

The Board approved the following emergency budget additions to care for the fall term adjustments in staff at the College necessitated by increased enrollment:

- For three full-time graduate assistants, Forestry... $465.00
- For one instructor in Secretarial Science... 432.24
- For one full-time graduate assistant, Botany... 155.00
- For two full-time graduate assistants, Mathematics... 310.00
- For increasing one half-time graduate assistant to full-time, Physics... 75.83
- For one full-time and one half-time instructor, English... 627.24

Total budget addition, fall term... $2,065.31

**UNIVERSITY BUDGET ADDITIONS FOR THE YEAR TO CARE FOR INCREASED ENROLLMENT**

The Board approved the following emergency budget additions to care for adjustments in staff at the University, for the academic year, necessitated by increased enrollment:

- For one full-time and two half-time graduate assistants, English... $940.00
- Credit in English budget due to resignation of teaching fellow... 682.50
  - Net budget addition, English... $257.50
- For one full-time and one half-time graduate assistant in Business Administration... 702.50
- Increase in Mathematics wage budget for additional part-time instructor... 100.00
- Increase in Chemistry wage budget to provide help for additional quiz section... 180.00
- Increase in Chemistry materials and supplies budget... 120.00
- For increasing part-time graduate assistant to full-time, Economics... 227.50
- For increasing part-time graduate assistant to full-time, Social Science Survey... 227.50
- For additional instructor in Architecture and Allied Arts, base salary $2,380.95, reduced rate $2,000, ten months basis, appointment effective November 1. Budget addition required... 1,333.34
Increase in Law School equipment budget .... $  42.50
Increase in Physical Plant budget for additional
  tables and chairs for Law School .... 415.00
Total budget addition for full year .... $3,605.84

ACTION ON
REVOLVING
FUNDS
DEFERRED

Action on the recommendation of Comptroller H. A. Bork in regard
to the handling of revolving funds and security thereon was
defered until the next meeting of the Board, pending an opinion
of the Attorney-General regarding a specific statute on small
revolving funds.

DEFER ACTION
ON MEMBERSHIP
IN ASS'N OF
GOV. BOARDS

Action was deferred on membership in the Association of Governing
Boards of State Universities and Allied Institutions, until the
next meeting.

CONTRACTS FOR
TRANSPORTA-
TION, O.N.S.,
APPROVED

The Board voted to approve the contracts with Raymond E. Derby and
J. Ragdale for transportation of students and teachers from the
Oregon Normal School to the training schools, and authorized the
officers of the Board to execute the contracts.

DEGREES
GRANTED,
UNIVERSITY

The Board confirmed the action of President Willard L. Marks in
approving the lists of candidates who had completed work for
degrees during the summer sessions at the University. (Signed
copies of the list are on file in the Board's office.)

The Board officially accepted the following gift and bequest,
and instructed the Secretary to express suitable acknowledgment:

DONNELLY
BEQUEST TO
MEDICAL
SCHOOL

Bequest of James F. Donnelly to the University of Oregon Medi-
cal School for the purchase of permanent equipment, amounting
to $1,500 cash immediately and a 5/27 interest in certain
securities and balances which are estimated at more than
$7,000, payable when the estate is finally settled.

GIFT: APPLE
GROWERS TO
HORTICULTURE
DEPARTMENT

Grant of $360 from the Apple Growers' Association of Hood
River to the Horticulture Department of the Agricultural Ex-
periment Station at the College for conducting special research
work in utilization of apples and pears and in canning methods.

GILBERT
BEQUEST:
ATTORNEY-
GENERAL'S
OPINION

The Board voted to instruct the Secretary to advise Mrs. William
S. Gilbert that the Board regrets its inability to comply with
her request of July 11, 1934, that a certain note and mortgage be
accepted by the Board in complete satisfaction of the bequest made
to the University by her husband, W. S. Gilbert; and directed that
a copy of the Attorney-General's opinion be sent Mrs. Gilbert, and
that she be advised that if she can comply with the opinion of the
Attorney-General, the Board will be glad to consider further the
matter of accepting other securities in satisfaction of the be-
quest.
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AUTOMOTIVE
ENGINEERING
COURSE
AUTHORIZED,
PORTLAND

Upon recommendation of the Curricula Committee, the Board voted
to authorize the Mechanical Engineering Department at the College
to offer the following course through the General Extension
Division in Portland:

ME 266p, 267p, 268p. Elements of Automotive Engineering.
Three terms, 2 hours each term.

OUT-OF-STATE
TRAVEL:
DR. FRED N.
MILLER

The Board approved the request of Dr. Fred N. Miller, Director
of the Health Service at the University, for an out-of-state
travel permit to attend a meeting of the Pacific Coast Division
of the American Student Health Association in Palo Alto, his
expenses not to exceed $45 to be met from funds already budgeted
to the Health Service.

PHYSICAL
EDUCATION
REORGANIZED,
COLLEGE

The Board approved the recommendation that the Departments of
Physical Education for Men and of Physical Education for Women
at the College be combined into a single administrative unit
called the Division of Physical Education, with Dr. Clair V.
Langton, Professor and Director of Physical Education, in charge.

The Board approved the following personnel adjustments recommended
by President George W. Peavy of the College:

LEAVE:
H. A. LINDGREN

Leave of absence without pay for Professor Harry A. Lindgren,
Extension Animal Husbandman, from September 15 to November 30,
1934, to serve the Federal Government as assistant director in
the drought relief program, in connection with the handling of
sheep.

SALARY
INCREASE:
F. L. BALLARD

Increase in salary of Frank L. Ballard, Vice-Director of Co-
operative Extension, base rate from $4,500 to $5,000, reduced
rate from $3,555 to $3,850, twelve months basis, effective
October 1, 1934. No unrestricted funds involved.

EXTENSION OF
LEAVE:
B. A. MANACE
APPOINTMENT:
R. S. HAINES

Extension of leave of absence without pay for Dr. B. A. Manace,
College Physician, from September 15, 1934, to September 15,
1935, to continue medical study in New York City; reappointment
of Dr. R. S. Haines to replace him for the nine-month period from
September 15, 1934, to June 15, 1935, at a net salary of $2,000;
and transfer of the salary saving of $133 to the College Health
Service materials and supplies budget.

SALARY
INCREASE:
FRANCES
CLINTON

Salary increase for Miss Frances Clinton, Home Demonstration
Agent in Multnomah County, from a base salary of $2,400 to
$2,857.14, reduced rate from $2,064 to $2,400, twelve months
basis, effective October 1. No unrestricted funds involved.

SALARY
INCREASE:
R. G. LARSON

Salary increase for County Agent R. G. Larson of Malheur County
from a base salary of $3,000 to a base salary of $3,439.03 re-
duced rate from $2,520 to $2,820, twelve months basis, effective
November 1, 1934. No unrestricted funds involved.
The Board approved the following personnel adjustments recommended by President C. V. Boyer of the University:

**LEAVE:**
- **E. S. CONKLIN**
  Leave of absence without pay for Dr. E. S. Conklin, Professor of Psychology and Head of Department, for one year, effective October 1, 1934, to accept a position as head of the Psychology Department at Indiana University for the current academic year; and appointment of Dr. Howard R. Taylor as Acting Head of the Department of Psychology, without change in salary, during the period of Dr. Conklin's leave of absence.

**APPOINTMENT:**
- **CALVIN S. HALL**
  Appointment of Dr. Calvin S. Hall as Assistant Professor of Psychology to replace Dr. E. S. Conklin for one year at a base salary of $2,950, reduced rate $2,419, ten months basis, effective October 1, 1934. Salary saving, $618.10.

**CHANGE IN TITLE:**
- **L. S. CRESSMAN:**
  Change in title of Dr. L. S. Cressman from Professor of Sociology to Professor of Sociology and Anthropology, without change in salary.

The Board approved the following personnel adjustment recommended by J. A. Churchill, Director of Elementary Teacher Training:

**RESIGNATION**
- **KATHRYN TESACK**
  Resignation of Kathryn Tesack, Instructor in Music at Southern Oregon Normal School and Supervisor of Music at Lincoln Training School, effective October 1, 1934; and appointment of Lucie Neale Landon to succeed Miss Tesack, effective October 1, 1934, at a base rate of $2,400, reduced rate $2,064, twelve months basis. No change in budget.

**SALARY INCREASE:**
- **H. B. MYERS**
  The Board confirmed the action of the Executive Committee in approving an increase in salary for Dr. Harold B. Myers, Associate Dean of the Medical School, net rate from $4,885.50 to $4,885.50, base rate from $4,725 to $5,580.67, effective October 1, 1934, twelve months basis, as recommended by Dean R. B. Dilleshunt of the Medical School.

**INVESTMENT IN GOV'T. BONDS**
- The Board referred to the Finance Committee with power to act the reinvestment in government bonds of certain trust funds of the Board now invested in early-maturing government bonds.

**PROGRESS ON CREW HOUSE**
- Mr. C. A. Brand reported on the progress made by the students at the College in remodeling and equipping the crew house.
RESOLUTION ON RESTORATION OF MILLAGE TO BE PREPARED

The Board voted that a resolution relative to the restoration of the millage funds directed by the 1933 Legislature be prepared by the Chancellor, the President of the University, the President of the College, and the Director of Elementary Teacher Training, for presentation to the Board at the special meeting to be held November 12, 1934.

SPECIAL MEETING TO BE HELD

The Board voted to adjourn at 12:15 p.m., to meet again in a special meeting on November 12, 1934, at 10:00 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Acting Secretary