STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
UNIVERSITY CLUB, PORTLAND, OREGON
December 17, 1934

MEETING #52
The Oregon State Board of Higher Education convened for its regular December meeting at the University Club in Portland, Oregon, at 10:30 a.m., December 17, 1934, at the call of President Willard L. Marks. The following members were present:

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

MINUTES APPROVED
The Board voted to dispense with the reading of the minutes of the meeting of October 22, 1934, and approved the minutes as previously submitted to Board members.

The Board voted to dispense with the reading of the minutes of the special meeting of November 12, 1934, and approved the minutes as submitted with the following correction, suggested by Mr. Brand, substituted for the material on page 4, fifth paragraph, beginning with the word "met" in the fourth line:

"met with Dr. Ernst and Dr. Boyer and, after discussion, it was decided to see if the difficulties might not be ironed out by conference between Miss Lewis and the University representatives. No Board action was necessary."

RESIDENCE OF STUDENTS DECIDED
The Board voted to accept the recommendation of the interinstitutional review committee on special out-of-state tuition cases, the committee recommending that five students, three from the College and two from the University, be declared residents of the state and six other students non-residents.

OFFER OF LA GRANDE HOTEL FOR DORMITORY REFUSED
Mr. Finseth, reporting for the Buildings, Grounds and Capital Outlay Committee, stated that the committee had met with one member of the Finance Committee in La Grande on Sunday, November 25, and had considered the matter of accepting the La Grande Hotel as a dormitory for Eastern Oregon Normal School. After going into the matter fully, the committee decided and recommended to the Board that the offer be courteously refused.

The Board voted that the offer of the La Grande Hotel for a dormitory at the Eastern Oregon Normal School be courteously refused.

PHYSICAL EDUCATION COURSE CHANGES, NORMALS
Mr. Brand, reporting on the changes recommended in the physical education courses at the normal schools, indicated that the Curricula Committee as a committee was making no recommendation on the changing of these courses because no meeting was possible in the absence of other members of the committee.
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The Board voted that the following course changes at the normal schools be made:

Physical Education for the Primary Grades and Physical Education for the Intermediate Grades, from two-hour to one-hour courses.

PROPOSED
DESIGNATION
OF NORMALS
AS JUNIOR
COLLEGES
DROPPED

Mr. Brand reported that an opinion had been secured from the Attorney-General to the effect that it would be necessary to have an act passed by the Legislature in order to designate the normal schools at La Grande and Ashland as junior colleges in the official names of the institutions. This would appear to prevent action on the change of names at this time. He stated that no report was possible from the Curricula Committee, since the Committee had not met on the matter. President Marks indicated that in view of the Attorney-General's opinion no Board action was necessary and that the matter would be dropped.

TRAINING
SCHOOL
PLANS AND
SPECIFICATIONS
APPROVED BY
BUILDING
COMMITTEE;
CONTRACT
WITH BENNES
AUTHORIZED

Mr. Finseth reported as follows for the Buildings, Grounds and Capital Outlay Committee:

"The matter of the Benne contract was referred to the Buildings, Grounds and Capital Outlay Committee at a previous meeting of the Board, and the President and Secretary were authorized to enter into a contract with Mr. Benne when the Building Committee had approved the plans and authorized the officers to enter into the contract. Plans for the building have been approved by President Inlow and the faculty at the Eastern Oregon Normal School and also by the La Grande School Board. Your committee is now ready and willing to approve the plans and so recommends. A meeting has been arranged this afternoon with Mr. Benne, architect, to draw up the contract."

President Marks stated that, since the Board had taken previous action both on the plans for the building and on the authorization for the President and Secretary to sign the architect's contract, no Board action was necessary.

COOPERATION
IN BONNEVILLE
DAM DEVELOPMENT TO BE CONTINUED

President Marks made the following report on the question of the staffs of the institutions of higher learning cooperating with the Portland Chamber of Commerce and other agencies of the state in the development in connection with the Bonneville Dam.

"You will have noticed from your docket that there is a letter from the Portland Chamber of Commerce asking permission to send some of its representatives before the Board. The matter is of some importance, and it was felt by some of the members of the Board that perhaps it could be handled a little more advantageously, to the best interests of all concerned, if some members of the Board talked to officers of the Chamber. Therefore, the President of the Board, the President of the College and the President of the University met this morning
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with Walter W. R. May and W. D. B. Dodson, discussed
the matter, and tentative plans for a meeting between repre-
sentatives of the Chamber and members of the faculties
of the two state institutions were made. The matter is
therefore progressing. It was pointed out to the Chamber
that the staffs of the University and College have already
been cooperating and that this cooperation would be continued
fully and freely in any reasonable and logical way considering
the facilities that the institutions have to offer."

Chancellor Kerr reported that at the meeting of the High School
Principals' Association held in Salem the last week in October,
the plans presented by the High School Contacts Committee of the
State System of Higher Education received unanimous endorsement
by the Association. Not only was the formal report endorsed,
but following this a voluntary motion was made from the floor
extending a vote of confidence to the High School Contacts Com-
mittee, to Dr. D. V. Poling, representing the Board in high
school contacts, and Dr. H. R. Taylor, chairman of the inter-
institutional committee on counseling. This motion was passed
unanimously by the Association.

The Board adopted the following resolution empowering Compt-
troller H. A. Bork to sell or assign a certain $500 registered
bond:

RESOLVED, That H. A. Bork, Comptroller, is hereby author-
ized and empowered to sell and assign 1st Liberty Loan
Bond 4 1/4% due 10/15/32-37, #2586 for $500, registered
on the books of the Treasury Department in the name of the
Board of Regents, University of Oregon, the Oregon State
Board of Higher Education being the successor to the Board of
Regents, University of Oregon, by act of the 1929
Legislature, Oregon Code 1950, Sec. 35-4506.

The Board approved the recommendation that $353 of unrestricted
funds be transferred from the Director's Office, Agricultural
Experiment Station Budget, to Division of Plant Industry,
Agricultural Experiment Station, to care for an emergency
in connection with research work in the Horticultural Pro-
ducts Department.

The Board voted an emergency appropriation of $1,425, distrib-
uted as follows, to cover the State Industrial Accident
Insurance for all students working at the various institutions
under FERA fund allotments, with the provision that any unex-
pended balance in these funds revert to the Board's unas-
signed balance: University, $450, College $525, Medical
School $50, Oregon Normal School $150, Southern Oregon
Normal School $125, and Eastern Oregon Normal School $125.
The Board voted that the matter of allotting funds from the Board’s unappropriated balance for repair and improvement projects under the state and federal relief programs on the campuses of the University and State College be referred to a committee consisting of the President of the Board, Mr. Oliver, representing the Finance Committee, and Mr. Finseth, representing the Building Committee, this committee to have power to act.

The Board approved a budget addition of $5,307.99 to care for the following additional instructional help required at the College for the winter and spring terms as a result of increased enrollment:

- For continuation of three full time graduate assistants, Forestry, two terms: $930.00
- For employment of full time instructor in Forestry, third term, base salary $1,800, reduced rate $1,548, amount required: $464.40
- For increase from half time to two-thirds time for Dr. David B. Charlton, Instructor in Bacteriology, for January, February and March: $180.00
- For continuation of full time graduate assistant, Botany, two terms: $310.00
- For continuation of two full time graduate assistants, Mathematics, two terms: $620.00
- For continuation of full time graduate assistant, Physics, two terms; half time provided in budget, addition required: $151.67
- For full time graduate assistant, Zoology, third term: $155.00
- For continuation of half time graduate assistant, Biological Science Survey, two terms: $158.32
- For continuation of full time instructor, English, net salary $144.08 per month, two terms: $792.44
- For continuation of half time instructor, English, net salary $65.00 per month, two terms: $357.50
- For increase from half time to full time for Mrs. Eleanor C. Ingalls, Instructor in English, net salary to be $144.08 per month, two terms, amount required: $396.22
- For continuation of full time instructor, Secretarial Science, net salary $144.08 per month, two terms: $792.44

Total: $5,307.99

The Board approved a budget addition of $1,467.25 to care for emergencies in connection with the following University departments:

- Mathematics—for continuing part time instructor, winter term: $100.00
- Psychology—for additional clerical help: $200.00
- Herbarium—for addition to requisition allowance: $100.00
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Philosophy—for telephone for Dr. H. G. Townsend... 17.25
Campus and Grounds—for purchase of power lawn mower 400.00
Journalism—for increase in time of Charles M. Hulten,
part-time instructor, to teach two additional
courses, $150 per term... 300.00
Education—for graduate assistant to assist Supervisor
of English, University High School, reduced
rate $50 a month, January 1 to June 1... 250.00
Geography—for increase in travel budget to cover
travel expense of Stephen B. Jones, Oregon Normal
School, in conducting seminars at University,
for the academic year... 100.00
Total... $1,467.25

ACTION DE-
FERRED ON
FEE TO MED.
SCHOOL ALUMNI
ASSOCIATION

Action was deferred, pending further study, on the allocation
to the Medical School alumni association of the $2.00 portion
of the regular graduation fee paid by medical students which
now goes to the University alumni association.

DEDUCTION OF
INSURANCE
PREMIUMS

The Board voted to deny the request of a commercial insurance
company that the University Business Office deduct from the
monthly salary checks of faculty members the premiums due the
company.

EXAMINATION
FEE FOR
STUDENTS
NOT REGULARLY
ENROLLED IN
GRADUATE
DIVISION

The Board approved the following recommendations of Dr. George
Rebec, Dean, and Director of the interinstitutional Graduate
Division:

That an examination fee of $10.00 be charged graduate stu-
dents taking the preliminary or the final examination when
they are not enrolled at the time.

That in the case of a student enrolled for a limited amount
of graduate work requiring a tuition fee of less than
$10.00, the examination fee assessed shall be the differ-
ence between the amount paid as a regular fee and the $10.00
examination fee.

That the examination fee shall be paid at least two weeks
before the examination.

That the Graduate Council at each institution shall have
authority to grant exemptions from this fee, upon petition.

CONTRACT:
MULTNOMAH
COUNTY
HOSPITAL

The Board voted to approve the contract between the Univer-
sity of Oregon Medical School and the Multnomah County Hospi-
tal continuing the cooperative arrangement between the Medical
School and the county hospital, and authorized the officers
of the Board to execute the contract.
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The Board approved the following personnel adjustments at the College, as recommended by President George W. Peavy:

THELMA GAYLORD, SALARY INCREASE
Increase in salary of Thelma Gaylord, Clackamas County Home Demonstration Agent, base rate from $2,100 to $2,329.41, reduced rate from $1,827 to $2,150, twelve months basis, effective November 15, 1934. No unrestricted funds involved.

LUCILE REYNOLDS, RESIGNATION
Resignation of Miss Lucile Reynolds, Associate Professor of Household Administration, now on leave of absence without pay for two months, resignation to be effective as of October 1, 1934; savings in Miss Reynolds' salary $1,042.99.

The following adjustments to take care of Miss Reynolds' work:

MRS. MARY HEINER, APPOINTMENT
Appointment of Mrs. Mary Heiner as Acting Associate Professor of Household Administration to replace Miss Reynolds, winter term only, January 1 to March 20 inclusive, at a net salary of $700

MARY BERTRAM, CHANGE IN RANK AND SALARY
Change in rank of Miss Mary Bertram from part time graduate assistant to part time Instructor, and increase in her salary for 7/8 time from $31.66 net per month to $96.22 net per month, January 1 to June 15, 1935; amount required $355. Requirements for replacement $1,055.00. Budget addition necessary $12.01.

The Board approved the following personnel adjustments at the University, as recommended by President C. V. Boyer:

JOHN M. RAE, LEAVE OF ABSENCE
Leave of absence without pay for John M. Rae, Associate Professor of Business Administration, for one year beginning October 24, 1934; and appointment of Clausin D. Hadley, who has been on leave without pay, as Assistant Professor of Business Administration to fill the vacancy caused by Professor Rae's leave, for one year beginning October 25, 1934, ten months basis, at a base rate of $2,926.83, reduced rate $2,400. Salary saving of $554.66 transferred to the Business Administration wage budget.

H. L. EVERETT, RESIGNATION; SUCCESSOR TO BE CHOSEN
Resignation due to ill health of Henry L. Everett, Associate Professor of Law, effective December 31, 1934; and authorization for the Dean of the Law School to engage a successor at the same salary.
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The Board approved the following personnel adjustments recommended by Dean R. B. Dillehunt of the Medical School:

R. L. BENSON, TITLE CHANGED

Change in title of Dr. Robert L. Benson from Clinical Professor of Pathology to Assistant Clinical Professor of Medicine. Dr. Benson serves without compensation.

DR. BAIRD NAMED MEDICAL DIRECTOR

Designation of Dr. David W. E. Baird, Assistant Clinical Professor of Medicine, as Medical Director of Hospitals and Clinics in the Medical School; no change in salary.

RALF COUCH NAMED GEN. SUPT. OF HOSPITALS AND CLINICS

Designation of Ralf Couch, Secretary and Business Manager of the Medical School, as General Superintendent of Hospitals and Clinics in the Medical School; no change in salary.

The Board approved the following personnel adjustments, as recommended by President H. E. Inlow of Eastern Oregon Normal School:

THELMA WHALEY, RESIGNATION;

Appointment of Helen Druley to succeed Miss Whaley for the remainder of the fiscal year, effective January 1, 1935, at the same salary rate of $2,400 base, $2,064 reduced.

No change in budget.

INTERPRETATION OF ACT PROVIDING FUNDS FOR U. O. INFIRMIARY TO BE SUBMITTED TO LEGISLATURE

The Board voted to request Attorney Estes Snedecor to prepare a bill to be submitted to the next Legislature interpreting the act (Oregon Laws 1929, Chapter 451) appropriating $50,000 to the University for the construction of an infirmary provided an equal sum were raised through private subscriptions, the interpretation to be that money collected through the student building fee be considered the same as private subscriptions.

INHERITANCE TAX ON ZOLA WHITE TRUST

The Board voted to refer to the Executive Committee, with power to act, the matter of requesting the Legislature to waive the inheritance tax involved in the Zola White trust.

DR. HAYES, UNIVERSITY, SABBATICAL LEAVE

The Board voted to approve the plan of granting Dr. Marian G. Hayes of the University Health Service a sabbatical leave for the spring term on full pay with the stipulation, however, that the matter will be brought before the Board at a later meeting in order to make the action legal, since the sabbatical leave is not in accord with the Board's expressed policy on sabbatical leaves.

The Board adjourned at 11:30 a.m.

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