STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
UNIVERSITY CLUB, PORTLAND, OREGON
January 28, 1935

MEETING #53

The Oregon State Board of Higher Education convened for its regular January meeting at the University Club in Portland, Oregon, at 2:00 p.m., January 28, 1935, at the call of President Willard L. Marks. The following members were present:

C. A. Brand
F. E. Callister
Leif S. Finseth
B. F. Irvine
Willard L. Marks
Beatrice Walton Sackett

TEMPORARY FINANCE COMMITTEE APPOINTED

President Marks announced that because of the absence of Mr. Sammons and Mr. Oliver and the resignation of Mr. McLeod, there was no Finance Committee present to act on certain financial problems that required attention. He had therefore asked Mr. Finseth and Mr. Callister to act as a Finance Committee for this meeting.

MINUTES APPROVED

The Board voted to dispense with the reading of the minutes of the joint meeting of the Buildings, Grounds, and Capital Outlay Committee and the Finance Committee on November 25, 1934, at La Grande, and approved the minutes as previously submitted to Board members.

The Board voted to dispense with the reading of the minutes of the meeting of December 17, 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 committee on SERA and FERA projects on December 17, 1934, and approved the minutes as previously submitted to Board members.

The Board voted to dispense with the reading of the minutes of the Buildings, Grounds, and Capital Outlay Committee on December 17, 1934, and approved the minutes as previously submitted to Board members.

REPORT ON OPENING OF BIDS, E. O. N. S. TRAINING SCHOOL

Mr. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, reported that the bids on the training school at Eastern Oregon Normal School at La Grande had been opened that morning and that the lowest bids on the construction of the complete building were $138,724.00, a sum approximately $20,000 in excess of the funds available for construction. By eliminating the physical education facilities of the building, as specified in the architect's alternates, the lowest bids were $119,196.00, which would come within the amount available for construction. He said that the Buildings, Grounds, and Capital
Outlay Committee felt that an effort should be made to secure additional funds to make possible the construction of the complete building. By securing approximately $5,000 from Union County School District No. 1, La Grande, and the complete legislative appropriation of $50,000, and by eliminating an $800 item for the portable bleachers, sufficient funds would be available to construct the complete building.

President Inlow of Eastern Oregon Normal School reported that he had conferred with the La Grande officials by telephone and that they had assured him that they would guarantee $3,500 additional for building construction and would take care of the item of interest during construction, amounting to approximately $1,575.

The Board voted to request the State Board of Control to make available the entire $50,000 appropriation for the construction of the training school at the Eastern Oregon Normal School, and referred the matter to the President of the Board and the Chancellor with power to act.

The Board adopted the following resolution awarding the contracts for the construction of the training school at the Eastern Oregon Normal School at La Grande:

WHEREAS, The Hoffman Construction Company with a bid of $86,902.00 was the low bidder on the general contract for the training school at Eastern Oregon Normal School, excluding alternates "A", "B", and "C"; and with the low basic bid, less alternate "C", amounting to $103,540.00; and

WHEREAS, The firm of Lord and Loryea with a bid of $17,842.00 was the low bidder on the heating and ventilating contract for the training school at Eastern Oregon Normal School, excluding alternates "A" and "B"; and with the low basic bid of $20,741.00; and

WHEREAS, The Urban Plumbing and Heating Company with a bid of $5,872.00 was the low bidder on the plumbing and drainage contract for the training school at Eastern Oregon Normal School, excluding alternates "B" and "C"; and with the low basic bid of $6,311.00; and

WHEREAS, The W. R. Grasley Company with a bid of $6,580.00 was the low bidder on the electrical work contract for the training school at Eastern Oregon Normal School, excluding alternates "A" and "B"; and with the low basic bid of $7,332.00; therefore be it
Resolved, That the State Board of Higher Education award the contracts to the contractors above mentioned; and be it further

Resolved, That the Board authorize the President and the Secretary to execute such contracts and other documents as are necessary; and be it further

Resolved, That in the event that additional funds will be available either from the State of Oregon or from School District No. 1, Union County, Oregon, or both, making possible the inclusion of the alternates eliminated in the above mentioned specifications, the Board hereby authorizes the Buildings, Grounds, and Capital Outlay Committee of the Board to award the contracts to the contractors above stipulated, including or excluding such alternates as in the judgment of the Buildings, Grounds, and Capital Outlay Committee are deemed advisable, and further, authorizes the President and the Secretary of the Board to execute said contracts and other documents; and be it further

Resolved, That the awarding of all contracts mentioned above be subject to final approval by the Public Works Administration.

The Board approved an appropriation of $875 from the Board's unappropriated funds for the materials necessary in building handball courts at the Oregon Normal School as an SERA project, the SERA to furnish the necessary labor.

The Board voted that Mr. Finseth investigate fully and report to the Board at the next meeting on the possibility of acquiring title to the property secured by the note of Jennie Cooper—the mortgage on this property being the residue of the Lucius W. Moody estate, of which Doernbecher Hospital was named joint beneficiary with Masonic Lodge #55 of Portland.

The Board adopted the following report of the Finance Committee on summer session budgets:

REPORT OF THE FINANCE COMMITTEE ON SUMMER SESSION BUDGETS

In view of the necessity of starting the plans and programs for the 1935 summer sessions at the various institutions, so that proper publicity may be given sufficiently in advance of the opening of the sessions, the Finance Committee deems it advisable to recommend the summer session programs on practically the same basis as the 1934 sessions with the provision that expenditures be kept at approximately the
same level as last year, using the fee income of last year as the basis for the estimates of fee income this year and supplementing this with approximately the same amount of Board funds. The committee therefore recommends the following budgetary program for the 1935 summer sessions of the State System:

I. Regular sessions at the University, State College, and Portland.

That each session be allowed to budget the same fee income as was realized for the 1934 session.

That to supplement the fee income where necessary, the Board appropriate for the regular sessions at the University, State College, and Portland the sum of $6,500, the allocation of this fund to be determined by the Chancellor in conference with the officials concerned after a careful study of the needs.

II. Post Sessions.

That the Post Sessions be entirely self-sustaining, with expenditures kept within fee income realized (income estimates to be submitted with budgets).

III. Normal Schools.

That the Board appropriate an amount not exceeding the expenditures last year for administration and promotion expense for the Normal School sessions. Salaries of the summer session staffs are provided in the regular instruction budget and all fees accrue to the General Fund of the Board.

IV. Nursing Education at Medical School.

That the 11-week nursing education session at the Medical School be entirely self-sustaining, with expenditures kept within fee income realized (income estimates to be submitted with budgets).

V. Special Self-Sustaining Projects.

All special projects such as the alternating coaching school, physical education classes for non-summer session students, geology field trip, etc., shall be entirely self-sustaining, and expenditures kept within fee income realized for the particular project (income estimates to be submitted with budgets).
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VI. That each session bear a fair proportion of the general expenses of administration and promotion, and that an item to cover this expense be included in the budget for each session.

VII. That budgets for all sessions and special projects thereof be submitted to the Chancellor for approval in the same manner as for the regular sessions, listing details of proposed expenditures for wages (list of personnel and amount paid each), materials and supplies, travel, etc.

Finance Committee:
(signed) Leif S. Finseth, Acting Chairman

REPORT OF COMMITTEE ON THE SELECTION OF A CHANCELLOR

The Committee on the Selection of a Chancellor submitted the following report, which was read by the Secretary:

"The committee heretofore appointed to consider the selection of a Chancellor desires to report that it has been unable thus far to secure a suitable man for the position. It has obtained information on a number of persons, most of whom have been investigated without their knowledge. It is proceeding with caution, as it realizes the absolute necessity of securing someone well qualified to handle the position, bearing in mind the particular needs of the State of Oregon and considering local conditions from all angles, so that when a Chancellor is selected, he will be a man who can serve successfully and for the best interests of higher education in Oregon for many years. The committee has faced conditions which perhaps are not generally realized, financial and otherwise, in its search for a Chancellor. Because of this situation, it asks the Board for further time in which to pursue its search."

ZOLA WHITE TRUST AGREEMENT ON DOROTHY STROWBRIDGE JACKSON MEMORIAL FUND

At the December 17th meeting, the Board voted to refer to the Executive Committee with power to act the matter of preparing a bill to submit to the Legislature requesting the waiving of the inheritance tax involved in the Zola White trust. President Marks, reporting for the Executive Committee, indicated that he and Mr. Sammons, with the consent of Mr. Brand, had met with Mr. Cookingham, the attorney, and discussed the entire matter. The Executive Committee found that it was necessary to execute the trust agreement immediately, and authorized the Board officers to do so. Mr. Marks also reported that a bill is being prepared to submit to the Legislature covering the waiving of the inheritance tax involved. He requested confirmation of the actions of the Executive Committee.
The Board voted to confirm the action of the Executive Committee in approving and authorizing execution of the Zola White trust agreement on the Dorothy Strowbridge Jackson Memorial Fund.

W. S. GILBERT
BEQUEST:
MORTGAGE ON
IDAHO
PROPERTY
ACCEPTED

President Marks reported that he had conferred with the Attorney-General on the legality of accepting the mortgage on lands in the State of Idaho in lieu of the bequest of $2,000 to the University by W. S. Gilbert. The Attorney-General stated that it was his opinion that the Board could accept mortgages on out-of-state property if it wished to do so. He further indicated that the statement in his letter to the Board under date of October 16, 1934, advising mortgages on Oregon property rather than on out-of-state property, was merely a suggestion.

The Board instructed the Secretary to notify Mrs. Gilbert that the Board accepts, in accordance with previous action of the Board taken on July 23, 1934, the note and mortgage on property in Idaho offered in lieu of the bequest, and directed the Secretary to see that the necessary papers are executed.

SABBATICAL
LEAVES;
DR. HAYES

The Board voted to grant a sabbatical leave for the spring term on full pay to Dr. Marian G. Hayes of the University Health Service, for special study on tuberculosis.

ADMINISTRATIVE
CODE APPROVED

The Board voted to omit from the Administrative Code section D-5, General Policy, on page 14 of the document submitted under date of December 13, 1934.

The Board voted to approve the Administrative Code with the change indicated and authorized the publication of the Code as a printed loose-leaf document which would include the following three sections: significant state and federal laws affecting higher education in Oregon; Board By-Laws; and Administrative Code.

BUDGET
ADDITION:
PHYS. ED.,
COLLEGE

The Board voted to approve an addition of $1,600 to the requisition budget for Physical Education for Men at the College to care for additional expense resulting from increased enrollment.

SOCIOLOGY
INSTRUCTOR,
UNIVERSITY

The Board authorized the employment of a half-time instructor in Sociology at the University, ten months basis, annual base rate $1,000, reduced rate $910, appointment from January 1 to June 30, and approved a budget addition of $606.67 required for the appointment.
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The Board approved a budget addition of $1,750 to the Harney Branch Experiment Station budget to make certain repairs and improvements in the station physical plant, most of the labor to be supplied by the SEERA, and the funds for the budget addition to come entirely from increased income from sales of farm products.

The Board appropriated the sum of $500 to the General Extension Division to cover necessary expenses in the administration of certain phases of the Federal Emergency Adult Education program in Oregon, which is being conducted in cooperation with the State Department of Education and the State Emergency Relief Administration.

The Board approved the following schedule of fees for general extension classes and correspondence study:

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<th>Non-Credit</th>
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<td>Correspondence Study*</td>
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<td>Registration fee -- none</td>
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<td>Course fees**</td>
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<td>5 to 9 students--each</td>
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<td>10 or more *</td>
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<td>Entrance Courses -- each one-half unit --</td>
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<td>Non-resident fee, additional, per course or section</td>
<td>5.00</td>
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<tr>
<td>Entrance Examinations--each unit or fraction</td>
<td>$5.00</td>
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<td>Parent Teacher Outlines--each enrollment</td>
<td>1.00</td>
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<td>Home Reading Courses--each paper submitted</td>
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<td>Reading Circle Certificate</td>
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<td>Renewal fee (required when course not completed within year from enrollment)</td>
<td>2.00</td>
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*Men in C. C. C. camps and others unable to pay full fee at once may pay in fixed installments and patients in State Tuberculosis Hospital and inmates of State Penitentiary may enroll without payment of fees, but no credit will be given until course fee is paid in full.

**Except for a few courses where expense necessitates larger fee.

Extension Classes in Portland and Other Cities Per term, with or without credit

Regular Registration Fees --

For one course# | $ 5.00
For two courses# | 8.00
For three courses# | 10.00

#Regardless of number of hours per course, total not to exceed six.
For 7 to 10 hours, by special permission $15.00
Exceptions: When course given to satisfy less than required number of students, they pay entire cost. Students who enter after middle of term for no credit pay $5.00 for one, two or three courses. Staff members in state higher educational institutions pay $1.50 per term hour.

Special Fees --
Delinquent fee -- per week of delinquency $.50
Fees are delinquent after fourth week of classes. No fees accepted after ninth week.
Diploma fee 6.50
Laboratory, service or course fees are charged in some cases, as indicated in course descriptions.

DEGREES GRANTED, UNIVERSITY

BEN BLUMAUER REQUEST ACCEPTED

The Board voted to confirm the action of Mr. Marks in approving the candidates for degrees at the University who had completed their work during the fall quarter. (A signed copy of the list is on file in the Board's office.)

The Board voted to accept the bequest of $2,500 of the late Ben Blumauer of Portland to the Doernbecher Memorial Hospital for Children, and instructed the Secretary to extend suitable acknowledgment.

BUDGET ADDITION: HORTICULTURAL PRODUCTS, COLLEGE

The Board approved an addition of $1,640 to the budget of the Horticultural Products Department at the College for the continuation of experimental work in the canning of fruits and vegetables, the funds for this budget addition being available from increased income from sales of canned fruits and vegetables.

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

R. M. KNOX PROMOTED TO CURRY COUNTY AGENT

Promotion of R. M. Knox, Assistant County Agent in Coos and Curry counties, to the position of County Agent in Curry county, effective January 1, 1935, without change in salary. An appropriation has been made by the Curry county court to finance a full time county agent for 1935.

C. H. BERGSTROM, SALARY ADJUSTMENT

Increase in salary of C. H. Bergstrom, County Agent of Tillamook county, base rate from $3,000 to $3,277.11, reduced rate from $2,520 to $2,720, effective January 1, 1935. The Tillamook county court has appropriated the necessary funds to make possible the salary increase.

DR. SPARKS: FULL TIME TO HEALTH SERVICE

Transfer of Dr. Rachel Sparks, who now gives half time to the Department of Physical Education for Women and half time to the Health Service, to full time in the Health Service, no change in salary.
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HENRIETTA MORRIS,
APPOINTMENT
PHYS. ED.
FOR WOMEN,
COLLEGE

Appointment of Dr. Henrietta Morris as half time Associate Professor in the Department of Physical Education for Women, to take over the instruction in hygiene formerly conducted by Dr. Sparks, at a reduced salary rate of $120 per month, appointment from January 1 to June 15. Budget addition of $275.00 to employ Dr. Morris.

SALARY INCREASES:

Salary increases, effective January 1, 1935, for the following secretaries in the offices of county agricultural agents as recommended by the local county budget officers. Funds for the increases are provided in the county budgets. No unrestricted funds involved.

VELMA O'NEAL

Velma O'Neal, Tillamook County, base rate from $774.19 to $923.08, reduced rate from $720 to $840.

MARGARET FROMAN

Margaret Froman, Gilliam County, base rate from $645.16 to $989.01, reduced rate from $600 to $900.

LAURA McLEOD

Laura McLeod, Coos County, base rate from $840 to $989.01, reduced rate from $781.20 to $900.

MURIEL STRITE

Muriel Strite, Wallowa County, base rate from $780 to $989.01, reduced rate from $725.40 to $900.

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

KENNETH J. O'CONNELL,
APPOINTMENT

Appointment of Kenneth J. O'Connell as Assistant Professor of Law, to succeed Henry L. Everett, resigned, at the same salary rate of $2,600 base, reduced rate $2,158, net salary to be paid this year $899.17, ten months basis. No budget addition.

ERIC A. POLLARD,
LEAVE;
APPOINTMENT,
ASTRID H. WILLIAMS

Leave of absence without pay for Eric A. Pollard, Assistant Professor of German, during the winter and spring terms; and appointment of Mrs. Astrid H. Williams to replace him at a base rate of $2,250, reduced rate $1,912.50, ten months basis, appointment January 1 to June 30; amount budgeted, $796.89. No budget addition.

GLADYS TURLY,
REIGNATION;
LUCILLE CATLIN,
APPOINTMENT

The Board voted to accept the resignation of Gladys Turley, Health Nurse at Eastern Oregon Normal School, effective December 21, 1934, and approved the appointment of Miss Lucille Catlin to succeed Miss Turley, effective January 1 to June 15, nine months basis, at the same salary rate of $900 base, reduced rate $819, or $91 per month.
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J. N. SHAW,
SALARY AND
TIME SERVICE
ADJUSTMENT

The Board approved a salary and time service adjustment for Dr. J. N. Shaw, Associate Professor of Veterinary Medicine at the College, from a base rate of $2,926.83, reduced rate $2,400, ten months basis, to a base rate of $4,000, reduced rate $3,200, twelve months basis—the net addition of $133.34 for the current fiscal year to come from service fees and sales income already budgeted.

REPORT ON
UNIVERSITY
LIBRARY

The Board adopted the following report of the Buildings, Grounds, and Capital Outlay Committee:

REPORT OF BUILDINGS, GROUNDS, AND CAPITAL OUTLAY COMMITTEE ON UNIVERSITY LIBRARY

1. That the location of the Library be at the head of the Hall, southwest of the present Museum of Art building, as was previously determined by the Building Committee, and designated in the application to the Public Works Administration.

2. That the plans known as "C-Z", which are a slight modification of the "L" plans previously determined upon, be approved with any changes in details of the plans to be worked out by the architect with the approval of the Director of Libraries in consultation with the University Librarian, it being understood that no changes will be made that will require such approval of the Public Works Administration as will delay the construction of the building.

3. That in addition to specifications on the complete building, several alternates be specified in calling for bids.

4. That the Board approve the contract with the firm of Lawrence, Holford, and Allyn for the architect's service for the Library (form of contract approved by Attorney-General and copy on file), and authorize the Board officers to enter into this contract.

5. That the Buildings, Grounds, and Capital Outlay Committee be authorized to handle any details in connection with the contracts and construction of the Library that require emergency action.

Buildings, Grounds, and Capital Outlay Committee:
(signed) F. E. Callister, Chairman
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January 28, 1935

RESOLUTION:

G. B. McLeod

The Board adopted the following resolution in recognition of the services of G. B. McLeod, Board member, whose resignation was accepted by the Governor early in January:

WHEREAS, Mr. George B. McLeod served as a member of this Board from April, 1933, until January 1935, and

WHEREAS, Business interests made it necessary for him to sever his connection with this Board before the expiration of his term of office; therefore, be it

Resolved, That this Board express its deep appreciation for the intelligent, faithful, and effective service rendered to higher education by Mr. McLeod during his membership on the Board, for his devotion, self-sacrifice, and fair-mindedness applied to the many important problems that came before the Board and the committees on which he served, and for his unfailing courtesy in his contacts with fellow members; and be it further

Resolved, That this Board extend its best wishes for his continued success and happiness in his new position.

NEXT MEETING AT UNIVERSITY

Upon the suggestion of Mr. Irvine and with the approval of other Board members present, Mr. Marks stated that he would call the next meeting of the Board at the University unless contracts or other matters in connection with the PWA building program necessitated holding the meeting in Portland.

The Board adjourned at 4:00 p.m.

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