STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
UNIVERSITY CLUB, PORTLAND, OREGON
September 16, 1935

MEETING #62
The regular September meeting of the State Board of Higher Education—postponed from the 9th to the 16th of September by Board action at the meeting on August 19 at which eight members were present—was held at the University Club in Portland, Oregon, at 2 p.m. on the 16th day of September, 1935.

The meeting was called to order by the President of the Board, Mr. Willard L. Marks.

ROLL CALL
The Secretary of the Board called the roll. Those present and those absent were as follows:

Present:
C. A. Brand
F. E. Callister
Leif S. Finseth

B. F. Irvine
Willard L. Marks
E. C. Pease

Absent:
Herman Oliver
Beatrice Walton Sackett
E. C. Sammons

There were also present Dr. Frederick M. Hunter, Chancellor; Charles D. Byrne, Secretary of the Board; President C. V. Boyer of the University of Oregon; President George W. Peavy of Oregon State College; J. A. Churchill, Director of Elementary Teacher Training; President Walter Redford of Southern Oregon Normal School; and Estes Smedore, legal adviser to the Board.

President Marks reported that illness prevented Mrs. Sackett's attendance at the meeting, and the Secretary was directed to write Mrs. Sackett expressing the sincere regret of Board members at her illness and wishing her speedy recovery. President Marks also announced that Mr. Sammons was in the East, and that he had received a letter from Mr. Oliver saying he would be unable to attend because of the press of seasonal ranch operations.

MINUTES APPROVED
The Board voted to dispense with the reading of the minutes of September 2, 1935, and approved the minutes of this meeting as they were printed in the docket.
REPORT ON BID OPENING, S. O. N. S. GYMNASIUM

F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, made the following oral report in regard to the opening of bids earlier in the day on the gymnasium at Southern Oregon Normal School at Ashland:

"The Board had available for the construction of the gymnasium at Southern Oregon Normal School the sum of $45,000, of which $36,000 was a FWA loan and $9,000 a FWA grant. Of this $45,000, approximately $5,000 was required for such overhead as architect's fees, legal fees, clerk-of-the-works, etc., leaving $40,000 available for construction of the building.

"The low bidder was the firm of Shattuck and Meland, with a basic bid of $52,442. The net bid of $48,361, after deducting the various alternates, still was over the available funds.

"The Building Committee, together with Chancellor Hunter and members of the staff went into conference with Dr. G. C. Hockley and Mr. Folger Johnson of the Public Works Administration, who were very fine and constructive in their attitude toward the entire problem. It finally resolved itself into the necessity of revising our request to the Public Works Administration, bringing our requested loan and grant to $55,000. Because of the uncertainty of the exact amount of grant to which the Board would be entitled, the actual request to the federal government would be for a maximum loan of $41,000 and a maximum grant of $14,000. The total of those two is $55,000, but that gives us a leeway to shift back and forth in accordance with the amount of grant to which we are finally entitled.

"Expenditures from this $55,000 would be distributed about as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low net bid</td>
<td>$48,361</td>
</tr>
<tr>
<td>Overhead costs</td>
<td>3,768</td>
</tr>
<tr>
<td>Contingency fund</td>
<td>2,871</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$55,000</strong></td>
</tr>
</tbody>
</table>

"The contingency fund would include the amount of $741 which would be required as additional funds if maple flooring is substituted for fir in the basketball floor. I think it is practically the unanimous opinion of all who know anything about gymnasiums that maple flooring is almost necessary because it would be only a short time until the softer wood splintered."
"This loan could be amortized from building fees over a 14-year period instead of the 10-year period required under the previous loan and grant arrangement, with no overdrafts in the building fund and with an adequate reserve. I have here a table of amortization which I presume the Board will not care to go into. Mr. Finseth and I, as the Buildings, Grounds, and Capital Outlay Committee, went over the matter very carefully. We felt that we didn't want to stop now in securing this very desirable building for Southern Oregon Normal School.

"Incidentally, we talked to the contractor who submitted the low bid, and he stated that he would give us a 90-day acceptance period on his bid, pending approval of this request for additional loan and grant, provided he could get the consent of his subcontractors. He called Mr. Byrne just a few minutes ago and stated that he had the approval of the subcontractors and would have a letter in Mr. Byrne's hands tomorrow formally accepting that proposition."

S.O.N.S. GYMNASIUM, REQUEST FOR ADDITIONAL LOAN AND GRANT; LETTING OF CONSTRUCTION CONTRACT

Upon motion by Director Callister and second by Director Finseth, the Board unanimously voted to authorize the President and Secretary to file a supplementary application with the Public Works Administration for a revised loan and grant totaling $85,000, the loan to be $41,000 and the maximum grant $16,000; and further, to authorize the President and Secretary to enter into and execute the contract for the construction of the gymnasium at Southern Oregon Normal School at Ashland with the low bidder, Shattuck & Neland, when and if the request for the revised loan and grant is approved by the Public Works Administration, the contractor having agreed to extend the acceptance period of his bid for 90 days.

IDAHO PROPERTY, BEQUEST OF W.S. GILBERT

In the absence of E. C. Sammons, Chairman of the Finance Committee, the report on the disposition of the mortgage on the Hegsted property near Rexburg, Idaho, acquired through a bequest of W. S. Gilbert to the University, was deferred.

REPORT ON PURCHASE OF PROPERTY, UNIVERSITY AND COLLEGE

At the request of F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, Leif S. Finseth made the following report in regard to properties offered for sale to the University and State College, and in regard to a warehouse and garage at the University:

"Mrs. Sackett and I visited the campuses at Corvallis and Eugene and looked over the properties in question. The Chancellor and the presidents of the University and State College were also present. After going into the matter quite fully, we make the following recommendations:"
State College

The Sigma Chi property, although undoubtedly needed for future expansion, should not be considered as a purchase at this time.

The Gibson property, because of its present condition following the destructive fire, could well be considered as a possible purchase when funds other than the unrestricted funds of the Board are available.

The Y.M.C.A. property at $12,000 is considered the best purchase, but the present lease is thought to be very favorable and therefore purchase might well be deferred until such time as the Board's finances are improved.

University

Lot 11, Block 2, is deemed a very desirable purchase from the standpoint of the need for future expansion if and when funds other than unrestricted funds of the Board are available.

Lot 5, Block 2, is also considered by the committee to be a very desirable purchase if and when funds other than unrestricted funds are available.

The five other parcels of property offered (Lot 1, Block 7; East one-half of Lot 8, Block 2; Lot 10, Block 9; West three-fourths of Lots 21 and 22, Block 4) are all deemed essential to future campus expansion, but the committee feels that the immediate need is not as great as for the two pieces of property mentioned above.

Although a warehouse and garage at the University is badly needed, a favorable recommendation would not be practical at this time."

BUILDING COMMITTEE REPORT ADOPTED

Upon motion by Director Finseth and second by Director Callister, the Board adopted the report and recommendations of the Buildings, Grounds, and Capital Outlay Committee in regard to the purchase of certain properties at the University and State College and the construction of an $80,000 warehouse and garage at the University.

EXTENSION OF TIME GRANTED ON COMMUNITY HOTEL CORPORATION BOND

In the absence of E. C. Sammons, Chairman of the Finance Committee, Comptroller Bork was called upon for information in regard to the status of the proposed reorganization of the Community Hotel Corporation of Seattle in which was invested the University Homer Library Book Endowment Fund.
Mr. Bork explained that the $1,000 defaulted bond belonging to the Board was deposited with the board of trustees of the corporation in 1933 to make possible the reorganization of this corporation, that the period for which the bond was deposited had expired, and that the board of trustees was requesting an extension of time in order to complete the reorganization.

The Board approved the extension of time requested to complete the reorganization of the Community Hotel Corporation and the retention for the necessary length of time of the $1,000 bond deposited with them in 1933, and authorized the execution of the necessary papers in connection therewith.

COMMUNICATIONS
President Marks filed with the Secretary a communication reporting a resolution of the Santiam Valley Grange at Lyons, Oregon, in regard to the emeritus status and salary of Dr. W. J. Kerr.

MEETING OF
The Board voted to authorize any member of the Board, the Chancellor, or any executive of the institutions who might find it possible to attend the annual meeting of the Association of Governing Boards of State Universities and Allied Institutions at the University of Nebraska in Lincoln on November 7, 8, and 9; and directed that such person or persons who were able to attend the meeting should obtain the necessary credentials from the secretary of the Board.

CHANCELLOR'S
Chancellor Frederick M. Hunter reported that he was ac-
COMMISSIONERS
Payson, Idaho, reporting to the Board on the Memorial Union Board of Governors at the State College for the year ending June 30, 1936.

FEDERAL
Dr. Hunter then reported that federal emergency relief funds would be available for student aid during the year 1935-36, under practically the same plan as the previous year which called for an average $15 per month allotment for 12 per cent of the students enrolled at each institution as of October 15, 1935. He indicated that this would mean that aid would be available for about 750 students in the system, the total funds each month amounting to slightly more than $11,000. He stated that the allocation of these funds had been placed under the National Youth Administration, with Paul Jackson as administrator for Oregon.
STAFF ADDITIONS FOR INCREASED ENROLLMENT AUTHORIZED

Chancellor Hunter also reported on prospective student enrollment for the year 1935-36, indicating that increases were expected at all the institutions and that estimates had been prepared on the basis of applications already on file which indicated an increase of 500 students at the State College and of 15 per cent at the University. He requested that he be authorized to approve the necessary staff additions at the various institutions to take care of the larger number of students, as soon as actual requirements could be determined. He pointed out that additional students would mean an increase in fee income, and stated that the cost of staff additions would be kept within the increased income from student tuition and fees over the amount estimated by the Board in making up the 1935-36 budgets, and that the staff additions would be submitted to the Board for confirmation.

The Board voted to authorize the Chancellor to approve the necessary emergency additions to the staffs of the various institutions to take care of increased enrollment, with the understanding that such additions be made as economically as possible and within the increased income from student tuition and fees over the amount estimated by the Board in making up the 1935-36 budgets, and also with the understanding that such staff additions would be submitted to the Board for confirmation.

MEMORIAL UNION BOND PAYMENTS

The Board voted to advance against the January building fee collections at the State College the sum of $3,000, or whatever amount was necessary to supplement the funds on hand in meeting the semi-annual principal and interest payment of $14,120 on Memorial Union bonds due on October 15, 1935.

Chancellor Hunter stated that he hoped that in the future it would be possible to submit such items, involving financial policy, to the Finance Committee in advance of the Board meeting in order that the committee might bring in a recommendation.

UNIVERSITY DORMITORY BOND PAYMENTS

The Board authorized the payment of the semi-annual principal and interest obligations totaling $14,937.03 on the dormitory bonds of the University of Oregon due October 1, 1935, payment to be made from unrestricted funds set aside for this purpose when the budget was prepared, and the charge to be set up as an overdraft on the dormitory account to be repaid from dormitory income.
Meeting #52 - 7

KIDDER HALL
MAINTENANCE
BUDGET,
COLLEGE

The Board approved the addition of $2,625 to the Physical Plant budget at the State College from the Board's unappropriated funds to care for maintenance of Kidder Hall during the remainder of the fiscal year, this amount to be budgeted as follows:

- Janitorial—regular expense including moving: $1,100
- Repairs: $60
- Plumbing and Steamfitting: $25
- Fire protection: $60
- Heating: $800
- Light and Power: $400
- Water: $180

Total: $2,625

ENGINEERING EQUIPMENT AUTHORIZED

The Board approved an addition of $3,014 to the equipment budget of the Civil Engineering Department at the State College for the purchase of new transits and levels to replace borrowed equipment which had been recalled by the Federal Government.

NURSING EDUCATION, SUMMER SESSION BUDGET

The Board voted to confirm the Chancellor's approval of an emergency addition of $640 to the summer term budget of the Department of Nursing Education, funds for the addition coming from increased fee income resulting from a greater enrollment in this department during the summer session than was anticipated.

AUTHORITY OF BOARD TO DISPOSE OF PROPERTY

Mr. Byrne informed the Board that the Attorney-General had ruled that a law passed by the Legislature at the 1935 session (Chapter 138, Oregon Laws 1935) gave the State Board of Higher Education authority to dispose of property under the control of the Board which was no longer required for educational purposes. (Copy of the Attorney-General's opinion is on file in the Board's office.)

SALE OF LAND, UMATILLA STATION

The Board voted to authorize the proper State College official to negotiate the sale of twenty acres of land at Hermiston purchased in 1929 from sales funds but no longer used for experimental purposes, and the crediting of the income from the sale of the land to the capital fund of the Umatilla Branch Experiment Station.

OLD NORMAL SITE AT ASHLAND

At the suggestion of F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, President Redford was requested to report on the advisability of disposing of the small tract of land at Ashland known as the old normal school site. President Redford stated that the proposed Pacific Highway would go directly past this property, which would increase its value. He expressed the view that the offer previously received was much too low.
Meeting #62 - 8  

September 16, 1935

The Board voted to reject the offer received for the tract of seven acres of land at Ashland known as the old normal school site--located about one-half mile from the present site and no longer in use--and deferred action on the matter of disposing of this land.

GIFT: FROM FIRST NATIONAL BANK OF PORTLAND

The Board officially accepted the gift of $500 to the School of Business Administration at the University from the First National Bank of Portland to defray the expenses incident to the preparation and publication of a monthly research bulletin dealing with business and industrial conditions in Oregon and the Pacific Northwest, and directed that suitable acknowledgment be made to the donor.

GIFT: FROM NATIONAL RESEARCH COUNCIL

The Board voted to accept the gift of $450 from the National Research Council to the Department of Veterinary Medicine of the Agricultural Experiment Station for use in studying the lung worm in sheep, and directed that suitable acknowledgment be made to the donor.

INFIRMARY QUARTERS, O.N.S.

The Board approved the leasing of the second floor of a residence in Monmouth belonging to Mrs. H. N. Harvey to provide infirmary quarters for the health service at the Oregon Normal School at a rental of $75 per month, the lease to run for nine months beginning September 16, 1935, and terminating June 15, 1936, with an option for renewal; and authorized the President and Secretary of the Board to execute the lease on this property as drawn by the Attorney-General.

CONTRACTS FOR STUDENT TRANSPORTATION, O.N.S.

The Board approved the following contracts for the transportation of students taking practice teaching at Oregon Normal School to the outlying teacher-training centers, and authorized the President and Secretary to execute the necessary contracts:

To Harry Dempsey, contract for transportation of all the practice teachers to the training centers at Rickreall and Greenwood, at the rate of 12½ cents per mile for each mile traveled over the routes specified in the contract.

To Raymond Derby, contract for transportation of all the practice teachers to the training school at Independence, at a flat rate of $140 per calendar month.

The Board approved the following personnel adjustments at the State College, the Oregon Normal School, and the Southern Oregon Normal School:
State College

C. L. SMITH, RESIGNATION
Acceptance of the resignation of C. L. Smith, Clatsop County Agent, effective August 1, 1935, to accept permanently a position as State Director of Rural Rehabilitation at a greatly increased salary. Mr. Smith has been on leave without pay during the past year, and his position has been filled by Afton Zundell.

BEATRICE HIEBENTHAL, SALARY ADJUSTMENT
Salary increase for Beatrice Hiebenthal, secretary in Polk County Extension office, from a base rate of $900, net salary $843.30, to a base rate of $1,044.61, net salary $980, twelve-month basis, effective September 1. Increase to be met from county and federal Bankhead-Jones funds.

MAUD MUELLER MÖRSE, APPOINTMENT
Appointment of Mrs. Maud Mueller Morse as Extension Specialist in Child Development and Parent Education at a base rate of $2,558.96, net salary $2,300, twelve-month basis, effective October 1, 1935. Funds for this position were provided in the budget of federal Bankhead-Jones funds approved by the Board.

D. D. HILL, LEAVE OF ABSENCE
Leave of absence without pay for D. D. Hill, Associate Professor of Farm Crops, from October 10, 1935, to June 30, 1936; and transfer of R. L. Webb, Junior Agronomist at the Moro Branch Experiment Station, to the position of Assistant Professor of Farm Crops to replace Professor Hill at a base rate of $2,186.80, net salary $1,920, twelve-month basis, effective September 1, 1935. No increase in budget.

R. L. WEBB, APPOINTMENT

Oregon Normal School

ETHEL MAY TAYLOR, APPOINTMENT
Appointment of Miss Ethel May Taylor as Assistant Professor of Education and Supervisor of Teaching in the Monmouth training school to replace Miss Dora B. Scheffsky from October 1, 1935 to February 15, 1936, and Mrs. Phoebe Butler Cox from February 15, 1936 to June 30, 1936. Mrs. Cox and Miss Scheffsky have been granted leaves without pay for the periods indicated, and the funds released by their absence will be used to compensate Miss Taylor. No change in budget.

RUTH H. REED, RESIGNATION
Acceptance of resignation of Mrs. Ruth H. Reed, Assistant Professor of Education and Supervisor of Teaching in Independence training school, effective September 30, 1935; and appointment of Miss Edith H. Norton as Instructor in Education and Supervisor of Teaching to replace Mrs. Reed at the same salary from state funds, base rate $900, net salary $788.60, nine-month basis, effective October 1, 1935. The local school district pays a net salary of $685.
D.R. DEWEY
CHANGE IN
TIME SERVICE

Change in time service of Delmer R. Dewey, Assistant Professor of Biology and Education, from part time to full time to take over half of the work of Prof. J. F. Santee, who is on sabbatical leave, funds for the resulting increase of $657.18 in Mr. Dewey's net salary for the nine-month period beginning October 1, 1935, to come from savings in the salary originally budgeted to Professor Santee; additional budget savings amounting to $287.30 to be transferred to the President's Emergency Fund at the Oregon Normal School.

GLORIA PARKER,
LEAVE OF
ABSENCE

Leave of absence without pay for Miss Gloria Parker, Instructor and Supervisor of Physical Education for Women, for a period of one year from October 1, 1935, to September 30, 1936, to accept a temporary position at an advanced salary at the University of Washington. To take care of Miss Parker's work, increase in time service and in salary for Miss Hazel Kirk and Mrs. Hilda Top Grant, both of whom are now giving part time service—Miss Kirk to get $12.68 a month additional for the nine-month period, and Mrs. Grant to get $28.72 a month additional for the nine-month period, both increases to be effective October 1, 1935; budget saving of $511.80 for the year to be transferred to the President's Emergency Reserve.

HAZEL KIRK,
SALARY
ADJUSTMENT

EVA L. WHITE,
EXTENSION OF
LEAVE

Extension of leave without pay for Eva L. White, Assistant Professor of Education, from September 1, 1935, to July 1, 1936, because of illness; recommendation for filling this vacancy to be submitted later.

HILDA T.
GRANT,
SALARY
ADJUSTMENT

Southern Oregon Normal School

KIDDER HALL,
REMODELING
OF THIRD FLOOR

At the request of F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, President Peavy reported on the need for the remodeling of the third floor of Kidder Hall to provide additional office and classroom space. President Peavy indicated that prior to January 1, 1934, the State College had provided office space for 18 federal employees, that the total had been brought to 42, and that 20 more were soon to be added. He stated that this large increase in the number of federal employees stationed at the College, together with the probable increased enrollment in the fall term made the need for increased office and classroom space very urgent. He estimated the cost of such remodeling at $8,971, but called attention to the increased income from fees which would accompany any increase in enrollment.
Meeting #62 - 11  

September 16, 1935

The Board approved a maximum appropriation of $9,000 for the immediate remodeling of the third floor of Kidder Hall at the State College to care for the emergency situation brought on by the need for office space for additional federal employees stationed at the State College and by the anticipated need for additional classroom space because of probable increased enrollment this fall.

INDOOR GOLF FACILITIES, COLLEGE

Request for a budget addition of $408 to provide facilities for indoor golf instruction in the attic of Kidder Hall at the State College was withdrawn by President Peavy.

LIGHTING FIXTURES CONTRACT, UNIVERSITY LIBRARY

The question of the lighting fixtures contract for the University library then came up for discussion. Attorney Snedecor stated that no action by the Board was necessary in view of the fact that the Edwin F. Guth Company, in signing the contract, had added modifications which were not in accordance with the specifications upon which the bids were submitted and the contract awarded. He recommended that the contracts again be presented to the Edwin F. Guth Company and that if they failed to sign the contracts in accordance with the specifications, then proper action should be taken as to forfeiture of the certified check which accompanied the bid of the Edwin F. Guth Company and awarding of the contract to the next lowest bidder.

REPORT ON PROGRESS OF BUILDING PROGRAM

Mr. Snedecor, who had just returned from Washington, D. C., also reported on the status of certain building projects of the Board which had not been approved by the Public Works Administration. He stated that the request for a grant for construction of an infirmary at the University had been approved as to engineering and submitted to the allotment board where it had been held up pending a decision as to the type of projects on which money would be expended. He had also received word that favorable action would probably be taken on the request for increased loan and grant on the University library.

INFIRMARY, STATE COLLEGE

In regard to the infirmary at the State College, Mr. Snedecor stated that all loan and grant problems had been cleared up and the Board could proceed to advertise for bids and let the contract when the plans and specifications had been approved by the Public Works Administration.
Meeting #62 - 12

September 16, 1935

It was moved by Director Irvine and seconded by Director Brand that the Board adjourn. Motion carried.

The Board adjourned at 3:30 p.m.

[Signatures]
WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary