STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
October 28, 1935, at 10:00 a.m.

MEETING #63

A regular meeting of the State Board of Higher Education of
the State of Oregon was held on the 28th day of October,
1935.

The meeting was called to order by the President of the Board,
Mr. Willard L. Marks, and on roll call the following answered
present:

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

Members absent: None

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 Element-
ary Teacher Training; President Walter Redford of Southern
Oregon Normal School; H. E. Inlow, President of Eastern Ore-
gon Normal School; H. A. Borth, Comptroller; Estes Smedescor,
legal adviser to the Board; and E. F. Lawrence, architect.

MINUTES
APPROVED

The Board voted to dispense with the reading of the minutes
of September 16, 1935, and approved the minutes of this meet-
ing as they were printed in the docket.

BUILDING
COMMITTEE
REPORT

F. E. Callister, Chairman of the Buildings, Grounds, and
Capital Outlay Committee reported that the Committee had
met and considered various problems in connection with the
building program of the Board, with all members of the Com-
mittee present, and with Mr. Brand, Mr. Oliver, and Mr.
Marks sitting in on the meeting.

Mr. Callister indicated that the Committee had first consid-
ered the plans and specifications, including complete equip-
ment, for the infirmary at the University as submitted by
Architect Lawrence and approved by Director Miller of the
Health Service, President Boyer, and Chancellor Hunter. Al-
termines totaling approximately $70,000 had been included
in order to be certain that the bids would come under the
funds available for construction, amounting to approximate-
ly $105,000.
PLANS FOR UNIVERSITY INFIRMARY APPROVED

Upon recommendation of the Buildings, Grounds, and Capital Outlay Committee, the Board voted to approve the plans and specifications for the infirmary at the University of Oregon as submitted by the architect.

Chairman Callister reported that the Buildings, Grounds, and Capital Outlay Committee had considered the plans and specifications for the physical education plant at the University as submitted by Architect Lawrence and approved by Dean Bovard of the School of Physical Education, President Boyer, and Chancellor Hunter. Alternates totaling approximately $155,000 had been included in order to be certain that bids would come under the funds available for construction, amounting to approximately $305,000, including about $10,000 for equipment.

PLANS FOR PHYSICAL EDUCATION PLANT, UO, APPROVED

Upon recommendation of the Buildings, Grounds, and Capital Outlay Committee, the Board voted to approve the plans and specifications for the physical education plant at the University as submitted by the architect.

Mr. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, then reported that the Committee had given consideration to the plans and specifications for the administration building at the Oregon Normal School as submitted by Architect Bennes and approved by President Churchill and the Chancellor. After reviewing the plans and specifications, the Committee felt that sufficient alternates were not included to make it certain that bids would come under the funds available, amounting to approximately $87,000, and asked Mr. Bennes to include an additional alternate — that of leaving the third floor unfinished.

PLANS FOR ADMINISTRATION BLDG., O.N.S., APPROVED

Upon recommendation of the Buildings, Grounds, and Capital Outlay Committee, the Board voted to approve the plans and specifications for the administration building at the Oregon Normal School with the revision in the specifications as outlined by the Committee.

Chairman Callister reported that the Buildings, Grounds, and Capital Outlay Committee had inspected the plans and specifications for the infirmary at the State College as submitted by Architect Bennes and approved by Director Reynolds of the Health Service, President Peavy, and Chancellor Hunter. Approximately $91,000 is available for construction, including only built-in equipment, and the alternates included in the specifications on this building were felt to be sufficient to assure obtaining bids below this figure.
Upon recommendation of the Buildings, Grounds, and Capital Outlay Committee, the Board voted to approve the plans and specifications for the infirmary at the State College as submitted by the architect.

The Board voted to adopt as a matter of official record the following statement made by Mr. F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, and directed that the secretary send a copy of this action to Mr. C. C. Hockley, Acting State Director, Public Works Administration:

"A tremendous amount of work has been necessary in completing the plans and documents on these buildings in the short time available. Mr. Byrne and his staff have worked day and night on it. The presidents, the architects, and all involved have done the same thing. It has been a tremendous strain on their organizations, and they have cooperated in fine shape. Special commendation is due Mr. Hockley and Mr. Johnson and the people in their office for the wonderful manner in which they have cooperated in the entire program. I think the Board should understand that in this emergency everyone has worked valiantly. The Buildings Committee has appreciated this because its work has been made so easy."

Mr. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, then reported that careful consideration had been given by the Committee to the architects' contracts for the new buildings. He indicated that the contracts as recommended to the Board included the usual fee of 5 percent of the cost of construction, plus stipulated sums for engineering fees. and, in the case of the administration building at Oregon Normal School and the infirmary at the University for which plans had originally been prepared several years ago, an item covering the actual cost of revision of the plans. The Committee felt that the architect's percentage should not be applied to any portable equipment that might be included in the specifications.

The Board voted to approve the architects' contracts for the physical education plant and the infirmary at the University and the administration building at Oregon Normal School as recommended by the Buildings, Grounds, and Capital Outlay Committee, and authorized the president and secretary of the Board to execute the contracts.
Mr. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, then called on E. F. Lawrence, architect, who summarized briefly the problem in regard to the lighting fixture contract for the University library.

Architect Lawrence indicated that the specifications had been prepared under the supervision of the officials of the Public Works Administration and that at all times the wishes of the Public Works Administration officials had been complied with in interpreting the specifications. He explained that the Edwin F. Guth Company, low bidder on the lighting fixture contract, although ample time and opportunity were given, had not complied with the specifications in submitting for the approval of the architect at the proper time a list of all fixtures they wished to substitute for fixtures listed in the specifications, that they had refused to supply the fixtures specified, and therefore had not qualified on their bid.

Mr. Byrne reported that in a recent conference Public Works Administration officials had indicated that the only course open to the Board which they would approve was to award the contract to the next lowest bidder, the English-Baker Company.

Upon recommendation of the Buildings, Grounds, and Capital Outlay Committee, the Board voted unanimously to adopt the following resolution:

**RESOLUTION NO. 1**

WHEREAS, the lighting fixture contract for the library at the University of Oregon has been heretofore awarded to the Edwin F. Guth Co., subject to final approval by the Public Works Administration, and conditioned upon the Edwin F. Guth Co. contracting in strict accordance with its Proposal and the Invitation for Bids, plans and specifications of the project (P.W.A. Docket 3015); and

WHEREAS, the said Edwin F. Guth Co. has failed, refused and neglected to contract as aforesaid, and the Public Works Administration has refused to approve the contract and modifications thereof made by the Edwin F. Guth Co.;

NOW THEREFORE, BE IT RESOLVED BY THE State Board of Higher Education of the State of Oregon, that the said Board hereby determines that the said Edwin F. Guth Co. has abandoned the said contract; and
Meeting #63 - 5

October 28, 1935

BE IT FURTHER RESOLVED, that the said Board hereby awards the said Lighting Fixture Contract to the next lowest bidder, the English-Baker Co., with a bid of $4,739.00 and with a basic bid of $6,875.00; and

BE IT FURTHER RESOLVED, that the said Board hereby authorize the president and secretary of said Board to execute such contracts and other documents in connection herewith as are necessary.

Chairman Callister then made the following report regarding a site for the University infirmary:

"The original site for the new infirmary at the University was located at the corner of 14th and University Streets. After giving careful consideration to the matter, President Boyer feels that this site should not be used but that this particular block, most of which is now owned by the Board, should be preserved as a site for an auditorium. Mr. Finseth and Mrs. Sackett of the Buildings, Grounds, and Capital Outlay Committee visited the campus and went over the matter thoroughly and agree that this site should not be used unless it is absolutely necessary. Several other sites were considered, and President Boyer is proposing the purchase of a site on the corner of 15th and Oryx Streets. He states that the property could be obtained for approximately $12,000.

"The Building Committee feels, since this is an important matter involving a capital outlay, that the Board as a whole should look this property over. Since it is contemplated that in the near future a Board meeting will be held in Eugene, the Building Committee recommends that action be deferred until such meeting when all members of the Board will be available to inspect the property."

DECISION ON PURCHASE OF SITE FOR INFIRMARY DEFERRED, UNIVERSITY

The Board voted that the decision on the matter of the purchase of a new site for the infirmary at the University be deferred until the next meeting of the Board at Eugene in order that all Board members might inspect the site under consideration and determine whether the purchase of a new site is necessary and feasible.

COMMUNICATIONS RE CHANCELLOR EMERITUS

President Marks filed with the Secretary communications in regard to the emeritus status and salary of Dr. W. J. Kerr from the Sidney and Talbot Farmers Union, Linn County Pomona Grange, South Benton Grange No. 756, Maple Lane Grange No. 296, and Washington County Pomona Grange.
Since for purposes of convenience the meeting place of the Board had been changed from the University Club to the Heathman Hotel, the Board voted to instruct the Secretary, on behalf of the Board, to convey to the University Club of Portland by appropriate letter the thanks and appreciation of the Board for courtesies extended in the past in providing a meeting place for the Board.

Chancellor Frederick M. Hunter then made the following report:

"The anticipated increase in student enrollment at the state institutions of higher education has materialized, and in accordance with provision by the Board at its last meeting, the presidents of the institutions concerned and the Chancellor's office have made recommendations to meet the emergency as conservatively as economically as possible, keeping in mind the maintenance of high standards of service.

"The average increase in student enrollment throughout the system is 12.7 per cent over last year and 35.1 per cent over the year 1933-34. Of the increase of 842 students, 559 are at the State College and 248 at the University.

"The emergency has been met by an addition at the College of 7\(\frac{1}{2}\) assistantship positions, 5 regular positions, and one half-time clerical position; and at the University of 2\(\frac{1}{2}\) assistantships, 3-\(\frac{1}{4}\) regular positions, and one half-time clerical position.

"The additional income which will accrue to the Board as a result of this increase in enrollment is more than $40,000. This marked increase in enrollment shows not only an increased confidence in the state institutions on the part of the people of the state but it also actually brings additional revenue to the Board for the administration of its responsibilities.

W. J. KERR
APPOINTED
DIRECTOR
OF RESEARCH
IN PRODUCTION
AND MARKETING

"At an earlier meeting of the Board I was requested to study the question of a contributive and constructive program for Chancellor Emeritus W. J. Kerr. I have found much to support a program for him. I am therefore announcing that he is being assigned as Director of Research in Production and Marketing for the state system of higher education, with offices in Portland and suitable clerical staff to make his work effective."
"In support of that assignment I should like to indulge in a very brief discussion of what research in the field of production in Oregon is meaning to the state now and what this can mean to the state. I have here agricultural experiment station bulletin number 334. I see on page 11 a record of 333 experiments being carried on by the station under the direction of the State College, in the fields of agriculture, horticulture, and livestock production. They seek to augment the resources and income of the state by bringing scientific knowledge to bear on problems of production. I find a careful and conservative estimate of the results that accrue to the state of Oregon on page 27. The experts—and there are no more expert people anywhere than those at the College—place the annual return very conservatively estimated at $10,000,000 a year. That means $10,000,000 more flowing to the people of Oregon because of this research. How much does this cost the people of Oregon? About $87,000 a year. Any business man in casting around for investments would certainly call an investment of $87,000 that pays a return of $10,000,000 a good thing.

"In the field of market research, however, I have been able to find no program. There are bureaus concerned with market research in the state system but there is no state-wide far-flung program for the development of the marketing of Oregon products. There is no study of the demand of the markets to which Oregon products might go, no study of the adaptation of Oregon products to those markets. In that field Dr. Kerr is certainly the best equipped man in the state of Oregon if not in the country to carry on a program to study the application of science to the resources of the state. The assignment is made with the purpose of extending to the fields of commerce and marketing this aid to income that may result from a proper study of this kind as shown by what has already been done in agriculture under the expert leadership of Dr. W. J. Kerr. Great results have come already in research in the field of production and great results undoubtedly will follow in this field of the application of research to marketing."

Mr. Sammons and Mr. Pease spoke briefly commending the assignment made by Chancellor Hunter for Dr. Kerr.

Chancellor Hunter invited the Board to hold its next meeting in the library of the executive residence in Eugene.

The Board voted that at the close of this meeting it adjourn to meet on November 9 in the library of the Chancellor's residence in Eugene at 10:30 a.m.
Mr. Callister reported briefly on his tour of the eastern Oregon branch experiment stations, and both he and Mr. Irvine discussed the advisability of inspection by the Board of the branch experiment stations, as well as the various campuses, in order to be better informed on the accomplishments of the various units of the system.

The Board voted that it be the future policy to hold meetings at the various institutions in the state system and inspect the experiment stations under the jurisdiction of the Board.

After discussion of the offer of the United States of America to aid by way of grant in financing the construction and equipment of an infirmary building at the University of Oregon at Eugene, Oregon, the following Resolution, numbered "2" and entitled "A Resolution Accepting the Offer of the United States to the Department of Higher Education of the State of Oregon, to Aid by Way of Grant in Financing the Construction and Equipment of an Infirmary Building at the University of Oregon, Eugene, Oregon," was presented by Mr. Snedecor and read in full:

RESOLUTION NO. 2

A RESOLUTION ACCEPTING THE OFFER OF THE UNITED STATES TO THE DEPARTMENT OF HIGHER EDUCATION OF THE STATE OF OREGON TO AID BY WAY OF GRANT IN FINANCING THE CONSTRUCTION AND EQUIPMENT OF AN INFIRMARY BUILDING AT THE UNIVERSITY OF OREGON, EUGENE, OREGON.

BE IT RESOLVED BY THE STATE BOARD OF HIGHER EDUCATION, of the State of Oregon:

Section 1. That the offer of the United States of America to the Department of Higher Education of the State of Oregon to aid by way of grant in financing the construction and equipment of an infirmary building at the University of Oregon, Eugene, Oregon, copy of which offer reads as follows:

P.W. 43059-141

Federal Emergency Administration
of Public Works

Department of Higher Education
of the State of Oregon
Acting by and through the
State Board of Higher Education
Eugene, Oregon

Subject to the Rules and Regulations (PWA Form No. 179,
July 22, 1935, as amended to date) which are made a part hereof, the United States of America hereby offers to aid in financing the construction and equipment of an infirmary building at the University of Oregon at Eugene (herein called the "Project") by making a grant to the State of Oregon in the amount of 45 per cent of the cost of the Project upon completion, as determined by the Federal Emergency Administrator of Public Works, but not to exceed, in any event, the sum of $54,000.

UNITED STATES OF AMERICA
Federal Emergency Administrator of Public Works

By Horatio B. Hackett
Assistant Administrator

be and the same is hereby in all respects accepted.

Section 2. That said State Board of Higher Education agrees to abide by all the rules and regulations relating to such grant, a copy of which rules and regulations were annexed to the Government's offer and made a part thereof.

Section 3. That for the purpose of complying with the conditions of the State appropriation of $50,000 in Chapter 54 Oregon Laws 1935, the Federal Emergency Administration of Public Works be requested to make an advance on account of said grant of the sum of $40,000, instead of the usual grant of not exceeding 15 per cent, so that said sum of $40,000 and the sum of $10,411.54 raised by private subscription may be deposited and paid into the fund of the State Treasury as required by said law.

Section 4. That the Federal Emergency Administration of Public Works be requested to permit the funds from said grant and the other funds used in the construction and equipment of said building to be deposited in the fund of the Treasury of the State of Oregon and set up on the books of the Secretary of State as a separate account, to be known as the "Construction Account"; and that the President and Secretary of the Board be authorized to make the requests herein set forth and to sign such agreements, waivers or modifications with reference thereto as may be required by the Federal Emergency Administration of Public Works.
Section 5. That the Secretary of the State Board of Higher Education be and he is hereby authorized and directed forthwith to send to the Federal Emergency Administration of Public Works three certified copies of this Resolution and three certified copies of the proceedings of this meeting in connection with the adoption of this Resolution, and such further documents or proofs in connection with the acceptance of said offer as may be requested by the Federal Emergency Administration of Public Works.

Upon motion by Director Finseth and second by Director Sackett the above Resolution was adopted, with the following voting ayes:

Mr. Brand  Mr. Marks
Mr. Callister  Mr. Oliver
Mr. Finseth  Mr. Pease
Mr. Irvine  Mrs. Sackett
Mr. Sammons

and the following voting nays: None.

The President thereupon declared said Resolution carried.

After discussion of the offer of the United States of America to aid by way of loan and grant in financing the construction, equipping, and furnishing of a three-story administration and classroom building on the campus of the Oregon Normal School at Monmouth, Oregon, the following Resolution numbered "3" and entitled "A Resolution Accepting the Offer of the United States to the Department of Higher Education to Aid by Way of Loan and Grant in Financing the Construction, Equipping, and Furnishing of a New Administration Building on the Campus of Oregon Normal School at Monmouth, Oregon," was presented by Mr. Snedecor and read in full:

RESOLUTION NO. 3

A RESOLUTION ACCEPTING THE OFFER OF THE UNITED STATES TO THE DEPARTMENT OF HIGHER EDUCATION TO AID BY WAY OF LOAN AND GRANT IN FINANCING THE CONSTRUCTION, EQUIPPING, AND FURNISHING OF A NEW ADMINISTRATION BUILDING ON THE CAMPUS OF OREGON NORMAL SCHOOL AT MONMOUTH, OREGON.

BE IT RESOLVED BY THE STATE BOARD OF HIGHER EDUCATION:
Section 1. That the offer of the United States of America to the Department of Higher Education to aid by way of loan and grant in financing the construction, equipping, and furnishing of a new administration building on the campus of the Oregon Normal School, Monmouth, Oregon, a copy of which offer reads as follows:

P.W. 43296-183

Federal Emergency Administration of Public Works

Department of Higher Education
of the State of Oregon,
Eugene, Oregon

Washington, D.C.
October 19, 1935
State File No. 1084
Oregon

Subject to the Rules and Regulations (PWA Form No. 166, July 22, 1935, as amended to date) which are made a part hereof, the United States of America hereby offers to aid in financing the construction, equipping, and furnishing of a new administration building on the campus of the Oregon Normal School, Monmouth, Oregon, (herein called the "Project") by making a grant to the Department of Higher Education of the State of Oregon in the amount of forty-five (45%) per cent of the cost of the Project upon completion, as determined by the Federal Emergency Administrator of Public Works (herein called the "Administrator"), but not to exceed, in any event, the sum of $45,000 and by purchasing, at the principal amount thereof plus accrued interest thereon, from the Department of Higher Education of the State of Oregon obligations of the description set forth below (or such other description as shall be mutually satisfactory) in the aggregate principal amount of $55,000, less such amount of such obligations, if any, as the Department of Higher Education of the State of Oregon may, with the consent of the Administrator, sell to purchasers other than the United States of America;

(a) Obligor: Department of Higher Education of the State of Oregon;
(b) Type: Special Obligation, Revenue, Serial, Coupon Bond;
(c) Denomination: $1,000; (d) Date: November 1, 1935;
(e) Interest rate and interest payment dates: 4 per cent per annum payable semi-annually on May 1 and November 1 in each year until maturity;
(f) Place of payment: Both principal and interest payable at the office of the State Treasurer, Salem, Oregon;
(g) Registration privileges: At the option of the holder, as to principal only;
(h) Maturities: November 1 of each year as follows:

- $1000 1938 to 1944, both inclusive;
- 2000 1945 to 1946, both inclusive;
- 3000 1947 and 1948;
- 5000 1949 to 1952, both inclusive;
- 6000 1953 to 1955, both inclusive;

(i) Redemption features: Redeemable as a whole or in part at the option of the Applicant on any interest payment date after 30 days' published notice at the principal amount thereof plus accrued interest to date of redemption and a redemption premium of one-quarter of one per cent (1/4%) of the principal amount for each year or fraction thereof from the redemption date to the stated maturity date;

(j) Security: Payable as to both principal and interest from, and secured by, an exclusive first charge (subject only to the lien of $41,000 Oregon Normal School Gymnasium Bonds, dated April 1, 1935) on student building fees of not less than Five Dollars ($5.00) per student for each regular term or semester at the Oregon Normal School, which student building fees shall be in addition to tuition and other fees charged.

UNITED STATES OF AMERICA

Federal Emergency Administrator of Public Works

By Horatio E. Hackett
Assistant Administrator

be, and the same is hereby in all respects accepted.

Section 2. That said Department of Higher Education of the State of Oregon, acting by and through the State Board of Higher Education, agrees to abide by all the rules and regulations relating to such loan and grant, a copy of which rules and regulations were annexed to the Government's offer and made a part thereof.
Meeting #63 - 13

October 28, 1935

Section 3. That the Secretary of said State Board of Higher Education be and he is hereby authorized and directed forthwith to send to the Federal Emergency Administration of Public Works three certified copies of this Resolution and three certified copies of the proceedings of this meeting in connection with the adoption of this Resolution, and such further documents or proofs in connection with the acceptance of said offer as may be requested by the Federal Emergency Administration of Public Works.

Upon motion by Director Irvine and second by Director Oliver the above Resolution was adopted, with the following voting aye:

Mr. Brand    Mr. Marks
Mr. Callister Mr. Oliver
Mr. Finseth   Mr. Sammons
Mr. Irvine    Mrs. Sackett
Mr. Pease

and the following voting nay: None.

The President thereupon declared said Resolution carried.

LILLY LEASE RENEWED

The Board voted to approve renewal of the lease from Leslie Lilly and Wollie E. Lilly of 306 acres of land for producing feed and pasturing livestock in connection with laboratory work of the School of Agriculture at the State College, the lease to be effective for two years from October 1, 1935, to September 30, 1937, at a rental of $800 per year.

DEGREES AND DIPLOMAS APPROVED

The Board voted to approve the recommendations of the various institutions on degrees and diplomas to be granted for the summer session of 1935. (Copies of the lists of candidates are on file in the Board's office.)

BUDGET TRANSFER, O.N.S.

The Board voted to approve the transfer to the president's emergency reserve at Oregon Normal School of salary savings amounting to $1,182.62 resulting from leaves granted by the Board to Miss Eloise Buck and Miss Ida Mae Smith, staff members at Oregon Normal School.

STUDENT DRAMATIC PRODUCTIONS, O.S.C.

The Board voted to approve a budget addition of $500 from the Board's unappropriated funds to finance student dramatic productions at the State College, with the provision that it be matched with $500 income from play receipts; and if and when play receipts exceed the $500, the amount of Board funds be correspondingly increased up to $1,000.
SOCIAL WORK IN PORTLAND POSTPONED

The Board voted to approve postponement for this year of the major portion of the curriculum in social work newly established in Portland, under the direction of the College of Social Science at the University, and the resulting personnel and budgetary adjustments as follows:

DR. MOORE TRANSFERRED TO UNIVERSITY

Transfer of Dr. Elon H. Moore, Professor of Sociology and Director of the Division of Social Work, at his present base rate of $4,500, net salary $3,649.50, twelve-month basis, to the University as Professor of Sociology with the necessary transfer of funds to cover his salary payments for the current fiscal year; and with the understanding that Professor Moore receive no extra compensation for courses taught by him in the Portland Extension Center and that the fee income from such courses be credited to the Board as an offset against the funds budgeted for his salary.

DR. CLASS TRANSFERRED TO EXTENSION CENTER

Transfer of Norris E. Class, Professor of Social Work, at his present base rate of $3,000, net salary $2,514, ten-month service, to the Portland Extension Center, with the necessary transfer of funds to cover his salary for the current fiscal year; and with the understanding that the fee income from courses taught by Professor Class in the Portland Extension Center be credited to the Board as an offset against the funds budgeted for his salary.

BUDGET BALANCE TO REVERT, SOCIAL WORK

Transfer to the Board's unappropriated funds of the unused portion of the budgets set up for the Division of Social Work, amounting to $946.05 in the salary budget and approximately $1,050 in the requisition budget.

BUDGET ADDITION TO REPLACE STOLEN ARTICLES

The Board voted to approve a budget addition of $300 to the School of Physical Education at the University to replace articles stolen from the Men's Gymnasium.

PURCHASE OF PROJECTOR AUTHORIZED

The Board voted to appropriate $200 for the purchase of a Balopticon projector needed for the illustrated lectures given by Mr. Jiro Harada, Visiting Professor of Oriental Art and Culture at the University, the appropriation to be contingent on the raising of $550 from other sources to cover the remainder of the cost.

GIFT FROM STATE RELIEF COMMITTEE

The Board voted to accept a grant of $2,500 of Federal funds from the State Relief Committee to the General Extension Division to carry on certain emergency educational work, and to authorize the setting up of a budget to care for this work.
The Board confirmed the Chancellor's approval of the following personnel and budgetary adjustments to take care of the increase in enrollment at the University and the State College. These adjustments had been made by the Chancellor subject to Board confirmation, in accordance with authority granted him at the September 16 meeting of the Board.

### University

<table>
<thead>
<tr>
<th>Position</th>
<th>Base Rate</th>
<th>Reduced Rate</th>
<th>Budget Addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>President's Office Part-time secretary</td>
<td></td>
<td>$500.00</td>
<td></td>
</tr>
</tbody>
</table>

#### English Department

- **Teaching fellow—Edward D. Kittoe, 9-month basis, effective Oct. 1**
  - $750.00
  - Reduced Rate: $689.25
  - Budget Addition: $689.25
- **Joan Cox, changed from part-time to full-time graduate assistant, former rate $250**
  - $500.00
  - Reduced Rate: $500.00
  - Budget Addition: $250.00

#### Romance Languages

- **Increase in time-service and salary of Dr. C. M. Johnson, from base rate of $1,345.29, net salary $1,200, change effective Oct. 1, 10-month basis**
  - $1,698.75
  - Reduced Rate: $1,500.00
  - Budget Addition: $225.00

#### Science

- **Geology equipment**
  - $100.00
- **Mathematics, half-time Instructor—Mrs. A. F. Moursuni, 9-month basis, effective Oct. 1**
  - $600.00
  - Reduced Rate: $562.20
  - Budget Addition: $562.20
- **Zoology—return of Dr. A.R. Moore, Research Professor of Zoology, from leave of absence, on half-time, 10-month basis, effective Oct. 1**
  - $2,250.00
  - Reduced Rate: $1,946.25
  - Budget Addition: $1,459.69

#### Home Economics

- **Materials and expense**
  - $200.00

#### Women's Physical Education

- **Student assistant, wage basis**
  - $450.00
University (continued)

<table>
<thead>
<tr>
<th></th>
<th>Base Rate</th>
<th>Reduced Rate</th>
<th>Budget Addition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Journalism</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase in time-service and salary of Assistant Professor C. M. Hulten, from part-time to full-time, effective Oct. 1, 10-month basis (from base rate of $1,471.26, net salary $1,312.36)</td>
<td>$2,600.00</td>
<td>2,202.20</td>
<td>597.80</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment of Mrs. Mercy Jane Whaley, part-time Instructor, 10-month basis, effective Oct. 1</td>
<td>870.50</td>
<td>800.00</td>
<td>70.50</td>
</tr>
<tr>
<td>Transfer of E. H. Moore from Division of Social Work, 12-month basis, effective Oct. 1</td>
<td>4,500.00</td>
<td>3,649.50</td>
<td>850.50</td>
</tr>
<tr>
<td>Geography—Increase in time-service and salary of Instructor James Stovall, from part-time at $782.42 base, net salary $719.04, to full-time, effective Oct. 1, 10-month basis.</td>
<td>1,564.84</td>
<td>1,381.75</td>
<td>183.09</td>
</tr>
<tr>
<td>Total budget addition</td>
<td></td>
<td></td>
<td>$8,662.55</td>
</tr>
<tr>
<td><strong>Credits</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer of funds for E. H. Moore’s salary from the Division of Social Work</td>
<td>2,737.13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave of absence without pay during the current fiscal year for Mrs. Mary Amnin Ziniker, Asst. Professor of Sociology</td>
<td></td>
<td>1,926.00</td>
<td></td>
</tr>
<tr>
<td>Cancellation of position of field supervisor in Division of Social Work</td>
<td>946.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total credits</td>
<td></td>
<td></td>
<td>5,609.18</td>
</tr>
<tr>
<td>Net budget addition for increased enrollment</td>
<td></td>
<td></td>
<td>$3,253.50</td>
</tr>
</tbody>
</table>
### State College

#### Engineering

<table>
<thead>
<tr>
<th></th>
<th>Base Rate</th>
<th>Reduced Rate</th>
<th>Budget Addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Engineering—graduate assistants on wage basis</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Engineering—appointment of R. A. Wanless as Instructor, 9-month basis, effective Oct. 15, 1935 to June 30, 1936.</td>
<td>$1,800.00</td>
<td>$1,573.20 1,485.80</td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering—appointment of R. H. Thielemann as half-time graduate assistant, effective Oct. 1</td>
<td>250.00</td>
<td>250.00 250.00</td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering—wages</td>
<td>90.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Forestry

| Appointment of LeVon P. Dunford as graduate assistant, effective Oct. 10 to June 15. | 500.00 | 500.00 456.13 |
| Appointment of George Spaur as graduate assistant, effective Oct. 10 to June 15. | 500.00 | 500.00 456.13 |

#### Lower Division

| English—appointment of Herbert E. Childs as Instructor, 10-months basis, effective Oct. 14 | 2,000.00 | 1,748.00 1,228.67 |
| Political Science—increase in time and salary for Dr. E.W. Warrington, Professor of Education and Philosophy, fall term only. |              | 130.67 |

#### Physical Education

| Elizabeth Kelly, appointment as half-time clerk, 8-month basis, effective Oct. 15. | 400.00 | 382.00 382.00 |
| Increase from half-time to full-time for Howard Raabe, Instructor, from base rate of $1,000, net salary $919, 10-month basis, effective Oct. 1. | 2,000.00 | 1,748.00 621.75 |
| Increase from half-time to three-fourths time for E.A. Stevens, Instructor, from base rate of $1,573.20, 10-month basis, effective Oct. 1. | 2,700.00 | 2,286.90 535.28 |
Meeting #63 - 18

State College (continued)

<table>
<thead>
<tr>
<th>Physical Education (continued)</th>
<th>Base Rate</th>
<th>Reduced Rate</th>
<th>Budget Addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henrietta Morris, appointment as Associate Professor, 10-month basis, effective Oct. 1.</td>
<td>$2,800.00</td>
<td>2,546.40</td>
<td>1,759.80</td>
</tr>
</tbody>
</table>

Science

| Botany--appointment of A. B. Hatch as Instructor, 10-month basis, effective Oct. 10. | 2,000.00 | 1,748.00 | 1,254.02 |
| Botany--wages. | 120.00 |
| Chemistry--appointment of Glen Sinkins as half-time graduate assistant, effective Oct. 1. | 250.00 | 250.00 | 250.00 |
| Chemistry--appointment of Kenneth McClod as half-time graduate assistant, effective Oct. 1. | 250.00 | 250.00 | 250.00 |
| Mathematics--appointment of Ralph Conrad as full-time graduate assistant, effective Oct. 1. | 500.00 | 500.00 | 500.00 |
| Mathematics--appointment of Mahlon Day as half-time graduate assistant, effective Oct. 1. | 250.00 | 250.00 | 250.00 |
| Physics -- wages | 500.00 |
| Zoology -- wages | 250.00 |
| Biological Science Survey--appointment of Eambil Crowell as half-time graduate assistant, effective Oct. 1. | 250.00 | 250.00 | 250.00 |

Total budget addition | $11,270.25 |

Credits

Savings in Bankhead-Jones funds allotted to Home Economics at Board meeting Aug. 19. | 283.47 |
Savings in Engineering budget through leave for S. M. F. Dolan and resignation of W. R. Jones. | 511.92 |
Savings in Agriculture budget through transfer of entire salary of O. H. Math to federal government 7-1-35 to 12-31-35 | 417.95 |

Total credits | 1,215.35 |

Net budget addition for increased enrollment | $10,056.90 |
The Board approved the following personnel adjustments at the State College, the University, Southern Oregon Normal School, and in centralized activities:

**State College**

**H.S. SImmard, Transfer to Ag. Engineering**
Transfer of Assistant Professor Herbert S. Simmard from the Department of Art and Architecture to the new position provided through Bankhead-Jones funds in the School of Agriculture and the Experiment Station, with the title of Associate Professor of Agricultural Engineering and Specialist in Farm Structures, at a base rate of $2,700, net salary $2,286.90, ten-month service basis, transfer to be effective October 1, 1935. Mr. Simmard will continue instructional work in the Department of Art and Architecture until such time as a successor can be obtained.

**Eleanor Spike, Salary Increase**
Salary increase for Miss Eleanor Spike, Instructor in Household Administration, from a base rate of $2,000, net salary $1,748, to a base rate of $2,453.27, net salary $2,100, ten-month basis, effective October 1, 1935. Funds for the increase to come from unused Bankhead-Jones money.

**G.A. Bakkum, Appointment**
Appointment of Dr. Glenn A. Bakkum as Professor of Sociology and chairman of the department, replacing Dr. Elton H. Moore, resigned, at a base rate of $3,700, reduced salary $3,000.70, ten-month basis, appointment effective October 1, 1935. No change in budget.

**Margaret Finch, Appointment**
Appointment of Dr. Margaret Finch as Associate Professor of Foods and Nutrition at a base rate of $3,000, net salary $2,919.80, ten-month basis, appointment effective October 1, 1935. Miss Finch replaces Dr. Beatrice Geiger who was appointed by the Board on August 19 but did not accept. Funds provided in the budget through Bankhead-Jones income.

**W.A. Sawyer, Salary Increase**
Salary increase for W. A. Sawyer, Assistant County Agent of Umatilla County, from a base rate of $2,200, net salary $1,922.80, to a base rate of $2,314.42, net salary $2,022.80, twelve-month basis, effective October 1, 1935; funds for the increase to come from federal Bankhead-Jones restricted funds.

**M. M. Oveson, Salary Increase**
Salary increase for Merrill M. Oveson, Assistant Superintendent of the Sherman Branch Experiment Station, from a base rate of $2,000, net salary $1,919, to a base rate of $2,441.95, net salary $2,319, twelve-month basis, effec-
State College (continued)

tive October 1, 1935. Half of Mr. Oveson's salary is paid
direct from Washington. The other half of the increase
will be met from branch experiment station funds. No unre-
stricted funds involved.

HARRIET
SIMPSON;

Increase in time service with proportionate increase in
salary for Mrs. Harriet Simpson, Instructor in Clothing,
Textiles, and Related Arts, and Mrs. Dorothy Muth, In-
structor in Clothing, Textiles, and Related Arts, from
half time to full time, salaries from $1,250 base rate,
et salaries $1,126.25, to base rates of $2,500, net
salaries $2,140, ten-month basis, effective October 1,
1935. This adjustment is made necessary by the death
of Miss Mildred Chamberlain, Associate Professor of
Clothing, Textiles, and Related Arts. Increases in sal-
ary and time service to be effective only for the fall
term, giving time to select a permanent successor to Miss
Chamberlain. Funds for these increases to come from sal-
ary originally budgeted for Miss Chamberlain. No increase
in budget.

ALICE MALIN,
APPOINTMENT

Appointment of Alice Malin as Home Demonstration Agent of
Clackamas County, succeeding Thelma Gaylord who was trans-
ferred to the central office, at a base rate of $2,038.51,
net salary $1,800, twelve-month basis, effective September

HAZEL PACKER,
APPOINTMENT

Appointment of Hazel Packer as Home Demonstration Agent-at
Large at a base rate of $1,331.85, net salary $1,200,
twelve-month basis, effective September 16, 1935. Federal
funds are already provided in the Cooperative Extension
budget.

A. S. BURRIER,
LEAVE OF
ABSENCE

Leave of absence without pay for A. S. Burrier, Associate
Professor of Farm Management, for the fiscal year 1935-36,
to accept a position with the Federal Resettlement Admin-
istration, and the following adjustments to carry on Mr.
Burrier's work:

A. N. BODTKER,
APPOINTMENT

Appointment of Arnold N. Bodtker as Research Fellow
in Farm Management, at a salary of $500, nine-month
basis, effective October 1, 1935.

BUDGET
TRANSFER,
FARM
MANAGEMENT

Transfer of $2,014 to the requisition budget in Farm
Management for the employment of extra help and for
materials and other expense.

Mr. Burrier was paid entirely from Parrish funds. No
change in budget.
University

V.E. Kerley, Salary increase for Vernon E. Kerley, Instructor in Mathematics and Assistant in Science at the University High School, from a base rate of $1,385.07, net salary $1,223.02, to a base rate of $1,498.32, net salary $1,323.02. Funds for the increase are provided in the budget through minor personnel adjustments in the training school budget.

J.A. Carrell, Salary increase and promotion in rank for James A. Carrell from Instructor in English, Division of Speech, to Assistant Professor of English, and from a base rate of $1,600, net salary $1,412.80, to a base rate of $1,800, net salary $1,573.20, effective October 1, 1935. Budget addition of $120.30 for the current fiscal year.

Lovisa Youngs, Appointment of Miss Lovisa Youngs as Instructor in Education and Music for one year without salary, appointment effective October 1, 1935. Miss Youngs is a graduate student and her teaching will be a part of the Carnegie experimental work in appreciation of music.

Mary A. Zinkier, Leave of absence without pay for one year for Mrs. Mary Zinkier, Assistant Professor in the Department of Sociology, effective October 1, 1935. Mrs. Zinkier's base rate is $3,000, net salary $2,568; budget saving for the current fiscal year $1,925.

R.R. Martin, Advance in rank of Dr. R.R. Martin of the Department of Sociology from Instructor to Assistant Professor with no change in salary, effective October 1, 1935.

Southern Oregon Normal School

Ethel Stockard, Salary increase for Miss Ethel Stockard, Instructor in Education, from a base rate of $800, net salary $706.40, to a base rate of $1,000, net salary $874, effective October 1, 1935. Funds for the salary adjustment to come from savings in the training school salary budget. Remainder of Miss Stockard's salary, $751 per year, is paid by the school district.
Centralized Activities

ALFRED POWERS, LEAVE OF ABSENCE

Leave of absence with pay for Alfred Powers, Dean and Director of General Extension, for 12 days out of each month to work with the Works Progress Administration of Oregon in directing certain educational relief activities. For this service the Works Progress Administration will pay $150 per month as salary for an administrative assistant in the General Extension Division to make it possible for Director Powers to devote the 12 days a month to the relief work. Leave is to be effective immediately and continue for such period as the federal government will supply a salary for the administrative assistant.

A.F. ANDREWS, APPOINTMENT

Appointment of Aubrey F. Andrews as Order Assistant in the central library office to succeed Miss Gladys Watmshdal, resigned, at a base rate of $1,331.85, net salary $1,200, twelve-month basis, appointment effective October 1, 1935. Addition to salary budget of $72.90 to be transferred from the library wage budget.

BORK TO DEPOSIT BOND

The Board voted to authorize Comptroller H. A. Bork to endorse on behalf of the State College the certificate of deposit of Imperial Irrigation District Bonds and to execute whatever other documents are necessary in this refinancing program.

BUILDING COMMITTEE TO AWARD CONTRACTS ON INfirmARIES

Since the opening of bids on the infirmaries at the University and State College could not be scheduled at the time of a meeting of the Board, the Board voted to grant to the Buildings, Grounds, and Capital Outlay Committee power to act in awarding the contracts at the time of the opening of the bids, and authorized the president and secretary of the Board to execute the contracts.

SAMMONS TO SERVE TEMPORARILy ON BUILDING COMMITTEE

At the request of the Buildings, Grounds, and Capital Outlay Committee, President Marks designated E. C. Sammons to act on that committee for the opening of bids on the infirmaries at the State College and University in Portland on November 13.

The Board adjourned at 12 o'clock noon to meet again at 10:30 a.m. on November 9 in Eugene, Oregon.