STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
SACAJAWEA HOTEL, LA GRANDE, OREGON
January 27, 1936, 10:00 a.m.

MEETING #65
A regular meeting of the State Board of Higher Education of the State of Oregon was held at the Sacajawea Hotel in La Grande, Oregon, on January 27, 1936.

ROLL CALL
The meeting was called to order by the President of the Board, 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      Beatrice Walton Sackett
B. F. Irvine         E. C. Sammons

Members absent: E. C. Pease

There were also present Dr. Frederick M. Hunter, Chancellor; Charles D. Byrne, Secretary of the Board; President George W. Peavy of Oregon State College; Dr. W. V. Norris representing President C. V. Boyer of the University of Oregon; J. A. Churchill, Director of Elementary Teacher Training; President Walter Redford of Southern Oregon Normal School; President H. E. Inlow of Eastern Oregon Normal School.

MINUTES APPROVED
The Board voted to dispense with the reading of the minutes of Board meeting #64 held on December 9, 1935, and approved the minutes as they were printed in the docket.

F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, made the following report in regard to fire-proof storage at the Oregon Normal School:

"The State Fire Marshal requested that certain inflammable materials now being stored in the administration building at the Oregon Normal School be removed, and recommended that a small fire-proof storage building be constructed. President Churchill had plans drawn for such a building, utilizing for two walls of the building existing concrete walls of other structures. A bid of $626.00 was secured on the cost of erecting the storage building. It would appear from other estimates that have been made that considerable saving can be made by erecting the building under the supervision of some of our own experts and with our own labor.

"The Building Committee therefore recommends that the building as planned be constructed, utilizing the State
College experts and construction force, with President Peavy and President Churchill working out the necessary details. The cost of the building can be financed from the President's Emergency Budget at Oregon Normal School."

The Board approved the report of the Buildings, Grounds, and Capital Outlay Committee and authorized the construction of a fire-proof storage building on the Oregon Normal School campus, utilizing the State College experts and construction force, funds to come from the President's Emergency Budget.

F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, made the following report on the testing of roof arches in the Eastern Oregon Normal School gymnasium:

"In adding balconies to the gymnasium at the Eastern Oregon Normal School, certain structural changes in the roof arches were necessary to carry the added load of the balconies. Architect Bennes, in redesigning these arches, secured the services of two competent engineers, Mr. Kremers and Mr. Blood of Portland, and the designs were approved by the local Public Works Administration office. However, due to assuming slightly different conditions, the Public Works Administration engineers in Washington questioned the structural adequacy of the arches and requested that a test be made. Unless the test is made, it is possible that the Public Works Administration will place restrictions on the use of the balconies or that the Board might be forced to spend considerable additional money in reinforcing these arches. The Building Committee has every confidence in the engineers and architect who designed the arches but, rather than have restrictions placed on the use of the building, it is recommending that the test be made. The maximum cost of the test is placed at approximately $1,000 including the designing and supervision of the test and the necessary labor in connection with it. Funds are available in the construction and building fee accounts."

The Board approved the report of the Buildings, Grounds, and Capital Outlay Committee and authorized the test of the roof arches of the Eastern Oregon Normal School gymnasium to be made in accordance with the requirements of the Public Works Administration, funds for the test to come from the construction and building fee accounts.
F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, made the following report on programs of additions to the University building projects:

"In order to make the most efficient use of the contingency funds for the three new buildings at the University, President Boyer in cooperation with his staff has worked out a program for the utilization of these contingency funds as they can be released for construction purposes. The present contingency funds on the three buildings are approximately as follows: University Library, $14,000; University Infirmary, $2,500; University Physical Education Building, $25,600. The program as worked out also includes certain other essentials that cannot be financed within the contingency fund. To make possible inclusion of these in the construction contracts, it was proposed to utilize unpledged cash funds in the building fee account. This amounts to approximately $13,350. By adding this money into the construction account it may be possible to get additional grants which will aid in financing other needed facilities. The University officials propose using $3,000 cash funds for the library, $7,350 cash funds for the physical education building, and approximately $8,560 health service fee balances for the infirmary.

"The Building Committee has studied these programs carefully and feels that all the items listed are worth while, that the method of financing is sound, and that the Board should take advantage of the possibility of securing additional grant. The Committee therefore recommends:

That the programs for these three buildings as outlined be approved subject, of course, to the availability of finances and approval by the Public Works Administration. (Copies of these programs of changes and additions to the three buildings are on file in the Board's office.)

That the Secretary of the Board be authorized to make application to the Public Works Administration for the additional grant to which the Board would be entitled as a result of adding the cash funds to the construction accounts of the buildings."

The Board approved the report of the Buildings, Grounds, and Capital Outlay Committee, authorized the program of additions to the University buildings as presented, and empowered the Secretary to make application to the Public Works Administration for the additional grants made possible by the use of the added cash funds.
Upon the request of F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, the report of the Committee on property inventory and control was deferred pending further study of the problems involved.

F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, made the following progress report on the Public Works Administration building projects:

"Board members will be interested in a summary of our Public Works Administration building program prepared by the Secretary. The eight buildings included in the program will total approximately $1,450,000. Of this total, $461,500 or 33 per cent, is a grant from the federal government; $727,000 is loaned by the government at 4 per cent interest and amortized over a long period of time from student building fees; and $235,500 comes from other sources. Only $100,000, or 7 per cent of the total building program, comes from state tax funds. In brief then, we are getting $1,500,000 worth of buildings at a cost of about $100,000 to the taxpayers.

"Following are brief reports on each of the buildings:

"La Grande Training School: The final cost of the training school, including the gymnasium, will be approximately $160,000. Of this approximately $150,000 will be for actual construction work, the remainder being professional, engineering, architect's fees, and other overhead charges. Board members had an opportunity to view the building yesterday. We were all present except Mr. Sammons and Mr. Oliver. The Building Committee went over it especially carefully. It is a fine building, a credit to the Board and to the State. I think a great deal of credit is due to the architect, the contractor, Mr. Inlow, Miss Houz, the people of La Grande, and last but not least, to Mr. Byrne, Secretary. The Building Committee therefore recommends that the building be accepted by the State Board of Higher Education, subject to the test already a matter of record, and the approval of the Public Works Administration."
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Chairman Callister continued his report as follows:

"Gymnasium at Oregon Normal School: All the exterior structural work on this building is complete and the interior finishing is going forward rapidly. There has been some delay on the building, due to difficulty in securing labor. It is expected that the building will be ready for occupancy about March 1. There have been no emergencies encountered in the erection of the building, and as a result there were only a few minor additions ordered out of the contingency fund, which originally amounted to about $2,500 on the $67,000 project.

"With the building practically completed, President Churchill has compiled a list of badly needed equipment to place the building in operation, and an order for this will be put through to the Public Works Administration, to be paid for out of the remaining contingency fund. It will also probably be possible to finish the walls of a couple of rooms in the basement which, according to the plans and specifications at the time the contract was let, were to be left unfinished. The Building Committee recommends that the Board authorize the expenditure of the remainder of the contingency fund on necessary equipment and additional basement finishing."

The Board voted to authorize the President of the Oregon Normal School, the Secretary of the Board, and the architect to approve the expenditure of the remainder of the contingency fund for the gymnasium for needed equipment and the finishing of additional basement rooms.

Chairman Callister continued his report as follows:

"University of Oregon Library: With the additional loan and grant secured from the federal government, and the $15,000 contributed by the Alumni Holding Company, this project will total approximately $465,000. Construction work is going forward rapidly, and the concrete for the basement and first floor has been poured. The added loan and grant from the federal government made possible the excavation of an additional large room in the basement, and also the inclusion of several other badly needed facilities."
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College Infirmary

"Infirmary at State College: Ground was broken for this building about a week ago, and excavation is under way. Permission has been secured from the federal government to use approximately $5,500 of fall term building fees for the project. This means that the total funds available will be about $105,500, which will make it possible to include many of the facilities which were eliminated at the time the contracts were let. Dr. Reynolds and the College authorities are working out a program of additions very carefully, and will have it ready at a later date.

U. of O. Infirmary

"Infirmary at University of Oregon: Work has been under way for about three weeks on this building, and most of the excavation is completed. The old handball courts had previously been moved to a new location for a physical plant storehouse. As you will recall, the change in site for this building made it possible to excavate an additional storage room in the basement. The cost of this has not jeopardized the contingency fund, which amounts to slightly less than $3,000. The University officials worked out a careful program for the use of this fund for necessary facilities, as the contingency fund can be released for construction work. With the addition of the Health Service fee balances for equipment, the building will be very adequate for the Health Service functions it is to serve.

S.O.N.S. Gymnasium

"Gymnasium at Southern Oregon Normal School: Contracts have finally been signed for this building, at the original bid of the contractor, after delays of several months awaiting word from the Public Works Administration on the additional loan and grant. The building has been laid out and actual construction work is ready to start. There will be $54,600 available for the project, and the construction contract amounts to $48,361. Including the overhead expenses and the restoration of the maple floor instead of the fir floor as recommended by the Building Committee will leave a contingency fund slightly over $1,200. This, however, can be augmented by the building fee collections for the fall term, amounting to about $1,500, which are unpledged on the bond issue. President Redford is working out a program of restoring needed facilities as the contingency fund can be released for construction purposes.

U. of O. Physical Education Building

"Physical Education Building at University: The site for this building has been cleared by moving the military barracks and drill shed, and construction work has been authorized by the Public Works Administration.
Because of the haste in preparing the plans, and because many of the alternates were eliminated at the time the contracts were let, it has been necessary to make considerable revision in the original plans and specifications. Board members will recall that the contract was let for $300,212. There remained as a contingency fund approximately $26,000 above the actual construction contracts. The question has been just how to most effectively use this $26,000 in restoring certain eliminated facilities. The University officials have worked out a program which will have to be approved by the Public Works Administration.

"Administration and Classroom Building at Oregon Normal Schools: Contracts have been approved, and the Public Works Administration has authorized the work to begin on this building. The building has been laid out by the architect, and the contractors are ready to begin work. As you will recall, this is a $100,000 project, and there remains, after the construction contract of $86,108 is taken care of and the overhead expense budgeted, a contingency fund of approximately $6,000. President Churchill plans to work out a program for the utilizing of this money in the most efficient way possible in restoring certain facilities that were eliminated in the contracts. These restorations, of course, can not be actually made until the construction work is well under way and there is assurance that there will be no emergencies in foundations, etc."

Chairman Callister then made the following report in regard to additional basement excavation for the Southern Oregon Normal School gymnasium:

"There remains in the contingency fund for the Southern Oregon Normal School gymnasium slightly more than $1,200. There is also approximately $1,500 in building fee cash available. President Redford is planning to work out a program for the utilization of these funds as the emergency stage of the building is passed. Many of the necessary features of the building were eliminated through alternates in order to get the low bid under the funds available. One of the very desirable additions to the contract would be removing the dirt from the unexcavated portion of the building at the same time as the remainder of the basement is excavated. This could be done much easier and at much lower cost than at a later date. This added excavation would make a large storeroom which President Redford says is badly needed on the campus. No estimate has been secured for this excavation or for the lowering of the founda-
tions to the bottom level of the excavation. However, the work should be done at the same time that the other excavation is under way and the foundation walls are being constructed.

"The Building Committee therefore recommends that estimates be secured on the cost of this work and that it be left in the hands of the Building Committee, the Chancellor, President Redford, and the Secretary of the Board, with power to act."

The Board voted to approve the report of the Buildings, Grounds, and Capital Outlay Committee, and authorized the excavating of additional basement space and lowering of foundation walls of the gymnasium of the Southern Oregon Normal School, arrangements to be left with the Building Committee, the Chancellor, President Redford, and the Secretary of the Board.

Upon recommendation of E. C. Semmons, Chairman of the Finance Committee, the Board voted to authorize the Chancellor to trade in the Cadillac car which he is now using on the purchase of a Ford, necessary funds to come from the Chancellor's budget.

E. C. Semmons, Chairman of the Finance Committee, reported that the committee had examined carefully the county extension budgets as submitted by Director Schoenfeld and President Peavy, that the budgets called for the expenditure of no Board funds but allotted only federal funds, continuing state appropriations restricted to county extension work, and county funds already authorized by county officials. At the request of certain counties, some new positions were provided for in the budget. These positions and a few small salary raises were made possible by the federal Bankhead-Jones funds recently allotted for cooperative extension work. It was recommended that the budgets be adopted on the calendar year basis, since county and federal funds were so budgeted, rather than on the fiscal year basis.

The Board approved the county extension budgets for 1936 on the calendar year basis as submitted by Director Schoenfeld and President Peavy and recommended by the Chancellor and the Finance Committee.

C. A. Brand, Chairman of the Curricula Committee, made the following report in regard to curricular changes for 1936-37:
The Curricula Committee met with the Chancellor yesterday afternoon. Course changes for the various institutions, including the summer sessions, had previously been sent out to the members of the Curricula Committee.

Most of the changes were of a routine nature. The net credit addition at the University was 4 hours, at the State College 51, and at the three normal schools 16 hours. The credit changes at the normal schools were entirely the result of the outlining of a seventh term curriculum which is the result of a law passed at the last regular session of the Legislature requiring seven terms of normal school training for state teacher certification.

There was not sufficient time available following the completion of the curricula reports for the Chancellor and the Committee to give complete study to some of the courses involved in the reports of the two major institutions, neither of the Presidents being present.

Upon the recommendation of the Chancellor, therefore, the Committee approved the reports of the various institutions under the following conditions:

That the Chancellor confer with President Boyer and President Peavy and arrive at an adjustment in regard to the courses in question, and report to the Curricula Committee which requests power to take final action.

That the seventh term curriculum for the normal schools be approved for inclusion in this year's catalog, but that the permanent three-year curriculum for the normal schools be studied carefully by a committee appointed by the Chancellor, and brought to the Curricula Committee for final approval in advance of the publishing of the 1937-38 catalogs.

That the establishment of a Department of Anthropology at the University as recommended in the curricula reports and the docket be referred to the Chancellor and President Boyer for consideration and report to the Curricula Committee which requests power to act.

The Chancellor also recommended that a permanent inter-institutional committee on courses and curricula be established as a subcommittee of his Executive Council, this committee to act as a clearing house for all curricular and course matters of the State System. The
Committee heartily endorsed the appointment of such a committee by the Chancellor."

The Board approved the report of the Curricula Committee in regard to course changes for 1936-37, and authorized the Committee to act in disposing of the curricular problems still to be adjusted.

At the request of Leif S. Finseth, Chairman of the Insurance Committee, Mr. Byrne read the following report in regard to fire insurance on Experiment Station properties:

"The Capitol fire resulted in a large drain on the state restoration fund which provides the only insurance carried by the Board on its properties. As a result, it seemed advisable to investigate some of the more extreme fire hazards that existed at the various experimental farm properties of the Board. The matter was referred for study by the Insurance Committee to the State College officials working with the Secretary of the Board. As a result of this study, it appears that at the various experimental units at the branch stations and home station there exist risks amounting to from $1,000 to a maximum of slightly more than $50,000, the greatest single risk being at the Union Branch Station. Even in this large risk the buildings are scattered so that a total loss would be improbable from a single fire. As a result of the investigation, it was learned from Mr. Fry that the state restoration fund still has about $80,000 to cover fire losses. It therefore seemed inadvisable, since we are already paying the equivalent of insurance premiums into this fund, to take private insurance when no single risk amounted to more than $50,000.

"The Committee therefore recommends:

That for the present no fire insurance be taken on the branch station properties or the home experiment station properties;

That the Chairman of the Insurance Committee of the Board contact Mr. Fry and request that he be notified when and if the fund is reduced to $50,000 or thereabouts;

That the Chairman of the Insurance Committee, acting with the Comptroller, be given power to act immediately in insuring any or all of these farm properties when and if the restoration fund drops to the danger point."
The Board approved the report of the Insurance Committee and authorized the Committee to act immediately in insuring any or all of the properties at the branch stations, the home experiment station, or other farm properties, when and if the restoration fund drops to the danger point.

At the request of Leif S. Finseth, Chairman of the Insurance Committee, Mr. Byrne read the following report in regard to State Industrial Accident premiums on Branch Station employees:

"About two years ago the Board voted to carry State Industrial Accident Insurance on its central and branch station employees, and appropriated a sufficient sum from the unrestricted funds of the Board to cover the premiums. The millage funds have therefore been paying the Industrial Accident premiums for the branch stations. Since it is the policy of the Board to have the branch station funds all considered as restricted, with all expenses paid within the specific state appropriations and sales income, the Insurance Committee recommends that in making up the budgets for the next fiscal year the Industrial Accident premiums on the branch station workers be included in the branch station budgets and that any other insurance premiums for the branch stations be paid from their restricted funds."

The Board approved the report of the Insurance Committee and directed that funds for providing State Industrial Accident Insurance on branch experiment station workers be included in the station budgets, and that any other insurance premiums for the branch stations be paid from their restricted funds.

President Marks reported receiving a letter from Harris and Bryson, Eugene attorneys, regarding the recent decision of the Supreme Court that the Miner building, a gift to the University, was not exempt from taxation under the present status of the trust indenture, and recommending that the State Board of Higher Education take legal title to the property. Mr. Marks also reported a request from President Boyer that, if the Board did not wish to act on the matter without more extensive consideration, the matter be referred to a committee with power to act so that the negotiations could be completed as soon as possible.

The Board voted to refer to the Finance Committee with power to act the matter of taking legal title to the Miner building.
In reply to an inquiry from President Marks, President Peavy of the State College reported that no state funds had been used in financing affirmative arguments for the student fee bill in the Voter's pamphlet, that payment was made from fees voluntarily paid and collected by the students of the various student bodies, and that for convenience and safe keeping the money was deposited in the business offices of the institutions. The officers of the various student associations had agreed that each would pay a share of the cost of the argument in the pamphlet. No state funds or any other funds under the control of the Board were used.

At the suggestion of Mr. Sammons, the Secretary read the resolution adopted by the Board at its meeting of December 9 affirming its stand in favor of a compulsory student activity fee.

Chancellor Hunter reported on the winter term enrollment at the various institutions, which showed an average increase of 11.6 per cent over the enrollment on a corresponding date in 1934-35, and indicated that the mounting enrollment was making more acute the problem of the scarcity of funds throughout the system.

The Board voted to approve the granting of degrees to the candidates from the University of Oregon as recommended by the President and faculty of the institution. (Copies of the list of candidates are on file in the Board's office.)

The Board voted to approve the awarding of diplomas to the candidates from the Oregon Normal School as recommended by the President and faculty of the institution. (Copies of the list of candidates are on file in the Board's office.)

The Board voted to confirm the action of the Buildings, Grounds, and Capital Outlay Committee in approving the appointment of William Laing as clerk-of-the-works for the Southern Oregon Normal School gymnasium at $156 per month as recommended by John V. Benms, architect, and President Walter Redford.

The Board voted to rescind its resolution passed on December 9 awarding the contract for the construction of the Southern Oregon Normal School gymnasium to Shattuck & Nelson at a price of $48,175, and reaffirm its resolution passed on September 16 awarding the contract to that firm at the low net bid of $48,361.
Oscar Brun Estate

The Board voted to authorize the Comptroller to enter into negotiations for the settlement of the University's interest in the Oscar Brun estate, and delegated power to the Finance Committee to act in approving final arrangements for the settlement.

Staff Regulations Adopted

The Board adopted the following staff regulations and business procedures as drawn up by an interinstitutional committee and approved by the Chancellor, and directed that they be incorporated into the official administrative code:

**Staff Regulations and Administrative Procedures**

**Classification of Employees.**

There shall be two major classifications of employees of the State System of Higher Education as follows:

a. Academic Classification, comprising those employees having academic rank. Academic rank—assistant, fellow, instructor, lecturer, associate (only at Medical School), assistant professor, associate professor, professor, department head, dean or director, president, Chancellor—is assigned to employees in the academic classification whether the type of service be teaching, research, extension, administration, or other service.

b. Non-Academic Classification, comprising all employees not having academic rank. Types of service in this classification comprise a wide range of services, such as clerical, stenographic, nursing, artisan, labor, janitorial, food preparation and serving, and other service. Regardless of the type of service, however, an employee falls in this classification unless he has been assigned specific academic rank.

**Procedure of Appointment.**

a. Employees in the Salary Budget. Employees whose services are of a continuous nature, as from month to month or from year to year, are generally on a salary basis. Appointments to positions in the academic and non-academic classifications in the salary budget are made by the Board upon the recommendation of the department head, the dean, the executive head of the institution, and the Chancellor.
b. Employees in the Wage Budget. Appointments to positions in the wage budget are normally subject to institutional regulations. In case an individual is already employed in the salary budget, however, the approval of the department head, the dean, the executive head of the institution, and the Chancellor is required, if he is to receive additional compensation from the wage budget.

c. Voluntary Services. Appointments to non-salaried academic positions are to be made in the same manner as outlined for salaried positions in paragraph "a".

Perquisites.

In cases where employees receive perquisites in addition to cash salary, proper notation thereof is made on the salary budget, together with an explanation showing the items allowed and the value thereof. The granting of perquisites to employees who are on either a wage basis or a salary basis on non-budget accounts (such as dormitories), requires the approval at the beginning of each fiscal year of the executive head of the institution concerned.

Non-Academic Salary and Wage Scales.

As far as practicable, in the case of employees in the non-academic classification salary ranges at base rates are established for various classes of positions. Salary ranges are subject to the approval of the executive head of the institution, the Comptroller, and the Chancellor. Compensation for positions filled on a wage basis may be on either an hourly, daily, weekly or monthly basis. If on an hourly basis, the following ranges of compensation are to be generally adhered to:

1. Assistants. Stenography, typewriting, accounting, mimeographing, mailing, laboratory work, correcting papers, etc., 30 to 50 cents per hour.

2. General labor. Dormitories, farm, orchard, campus, janitorial, and other unskilled labor, 30 to 40 cents per hour.

3. Skilled labor. Technical labor, such as mill workers, painters, carpenters, brick-layers, linotypers, compositors, plumbers, steamfitters, etc., prevailing scale of pay.
Exceptional cases requiring pay outside the ranges given above are subject to the written approval of the executive head of the institution and must be a matter of record in the local institutional business office.

The rates of pay noted above are the base rates. Compensation received by individuals employed on a wage basis shall not exceed the established salary range for such work.

Terms of Service.

a. Academic. Staff members may be appointed on the academic-year basis, nine-months basis, twelve-months basis, or on some other basis, as may be arranged in individual cases.

Staff members on an academic-year basis are subject to service from September 1 in one calendar year through June 30 of the next calendar year. Absence from the institution during this period is only with the approval of the department head and of the dean (of the president in the case of the Normal Schools). If in the judgment of the department head and the dean, the academic responsibilities of the staff member do not require his presence on the campus during times when regular instructional work is not being conducted, he may be authorized to use his time as he deems best. Nothing in this regulation shall be construed to prevent an individual from being employed for the summer sessions, or for other service not to exceed two months, provided his responsibilities for the regular academic year have been fulfilled to the satisfaction of the department head and the dean.

Appointment on a nine-months basis, unless stated to the contrary, is from September 14 of one calendar year through June 15 of another calendar year.

Appointment of an individual on a twelve-months basis is for the entire fiscal year.

Research and Extension staff members appointed on a ten-months basis are subject to service for any ten months of the fiscal year deemed necessary by the Dean-Director. The particular ten months of the year for which the individual is expected to serve will be shown in official budgets. Any change in this setup will be upon the recommendation of the Dean-Director and approval of the institutional President.
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b. Non-Academic. Terms of service for employees in the non-academic classification vary according to the conditions in individual cases and types of service.

Notice of Appointment.

All regular employees in the salary budget of the Oregon State System of Higher Education shall receive each year formal notification of conditions and terms of employment for the fiscal year beginning July 1. Such notification is sent out from the President's Office. Unless otherwise specifically stipulated in individual notices, or otherwise provided herein, appointments or reappointments are for a period not beyond the fiscal year designated in the notification of appointment.

Tenure.

a. Academic Staff. Members of the academic staff below the rank of assistant professor are generally appointed on one-year tenure unless in individual cases there is a definite written understanding to the contrary. On recommendation of the executive head of the institution and the Chancellor and the approval of the Board, members of the academic staff of the rank of assistant professor or above may be placed on indefinite tenure.

b. Non-Academic Staff. Non-academic employees on a salary, as distinguished from wages, are employed on a month-to-month basis unless special arrangements to the contrary are approved by the executive head of the institution.

Resignations.

Resignation of an institutional employee should be filed not later than one month before the resignation is to take effect. At the time of resignation and before the final salary payment is made by the Business Office, proper accounting shall be made as to inventory of property in the custody of the employee, delivery of keys, etc.

Sick Leave.

Arrangements for sick leave extending for a period longer than one month, must have the approval of the executive head of the institution.
Privileges of Employees.

a. Academic Work. Staff members may have the privilege of registering for class work on the following conditions:

(1) Graduate Assistants and Fellows. Graduate assistants are classified into two groups: (a) full-time, those devoting approximately 18 hours per week to institutional service and employed at a base salary of $600 (or more); and (b) half-time, those devoting approximately 9 hours per week in institutional service and employed at a base salary of $250 (or more). Employees in either of these classifications may register for academic work without any special application to the Executive Office. Full-time graduate assistants may register for a maximum of 10 hours per week. Half-time graduate assistants may register for a maximum of 12 hours a week. (Regulation adopted by the State Board of Higher Education April 16, 1934.)

(2) Full-Time Staff Members. Staff members on a regular salary basis, other than graduate assistants and fellows, must make application for the privilege of carrying work for credit, such application to be approved by the department head and the dean, and submitted for approval to the executive head of the institution before being filed in the Registrar's Office. In general full-time staff members shall not carry work involving more than three term hours of credit; five term hours shall be the maximum. Requests may be in the form of a letter and should make clear the subjects and credits for which registration is requested. It is assumed that the regular duties of the staff member will not be interfered with.

b. Auditing. No fee is required of staff members for the privilege of auditing. "Auditor" privileges are accorded staff members under the same general procedures as provided under a. (2) above. Auditors are not expected to participate in the class discussions, and their presence should in no way interfere with the class program.

c. Gymnasium Privileges. An employee may take physical education without credit on the payment of a fee, without formal application to the Executive Office. The employee pays the required fee at the Business
Office and presents the receipt to the Physical Education Office, where lockers are assigned and other details adjusted.

d. Health Service Limited. The Health Service is available only to those students who pay the health service fee. Its facilities are not available to staff members.

Working Hours.

a. Academic. On account of the varied nature of the work, no attempt is made to define the exact number of working hours of administrative, instructional, research, or extension workers. All such staff members are expected to give the institution their undivided efforts, free from outside interests that interfere with their ability to render the institution maximum service. Determination of time of service is the responsibility of the executive head of the institution. Staff members are expected to announce regular consultation hours subject to the approval of the administrative office, dean or department head.

b. Non-Academic.

(1) Working hours for laborers, artisans, and mechanics are adjusted by the head of the department concerned. It is expected that hours will conform as nearly as conditions permit to the customs of the trade concerned.

(2) For all other non-academic employees in all departments of the respective institutions in the State System of Higher Education, regular working hours shall be maintained on one of two plans:

(a) 7 1/2 hours per day with 4 hours on Saturday.
(b) 8 hours per day with 4 hours on Saturday.

Individual institutions may adopt either plan (a) or plan (b). Whichever plan is adopted shall be subject to the approval of the executive head of the institution. Exceptions to the plan adopted by an institution can be made only with the approval of the president.

Vacation privileges for employees in the non-academic classification are different for the two plans of working hours. (See Vacations.)
Vacations.

Vacation privilege is defined to mean absence from duty for the purpose of recreation and rest for a limited period during which regular compensation is received. Vacation privilege is not cumulative from year to year. Vacation privilege is not open to employees not serving for twelve months of the year.

a. Academic Staff. Staff members in the academic classification who are appointed on a twelve-months basis are eligible for one month's vacation with pay after one year's service.

b. Non-Academic Staff. Employees in the non-academic classification who are employed on a twelve-months basis are eligible to vacation privilege as follows:

(1) Physical plant and farm labor employees, paid on either an hourly or a monthly basis, may be eligible for vacation with pay not to exceed two weeks. If in any case the compensation is in line with the prevailing rate in industry, however, and the custom in industry is not to grant a vacation with pay, the institution will conform as closely as possible to the established custom. Vacation privileges do not accrue to those employees receiving an increased rate of pay for over-time or holidays.

(2) Other employees in the non-academic classification, whether on a salary or a wage basis of compensation, are subject to one of two plans of vacation privileges. The choice of one of the two plans is left to the executive head of the institution. The plans are as follows:

(a) If continuous employment is on the basis of 7½ hours per day for 5 days per week and 4 hours on Saturday, vacation privilege at the end of six months of continued service may be granted not in excess of one week. If the employment has been continuous for at least a twelve-months period, the vacation with pay may not exceed two weeks. Service for a longer period of time, such as two, three, or more years will not warrant an increase in vacation privilege in excess of two weeks.
(b) Staff members employed continuously for a six-months period on the basis of 8 hours per day for 5 days per week and 4 hours on Saturday may be eligible after six months of continued service to one-week vacation with pay. For those who have been in continuous employment for one year, the vacation privilege is not to exceed two weeks. For those who have been in continuous service for two years, or more, the vacation privilege is not to exceed four weeks with pay.

In meritorious cases not provided for above, vacation privileges may be granted within the discretion of the executive head of the institution.

Teaching Load.

Classroom work involving 14 term hours of credit shall be considered an average teaching load for full-time members of the teaching staff. In determining the teaching loads, administrative officers shall take into consideration the nature of the subject matter involved, the number of different subjects carried, and the size of sections.

Holidays.

The following are institutional holidays: New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, Christmas Day. On these days all employees are excused from regular institutional work, except where their duties are of such character that release is not practicable. Student recesses in addition to the days above named do not constitute institutional holidays.

Employees to Have No Pecuniary Interest in Contracts.

No employee of the State System of Higher Education or of any of the institutions thereof shall be in any wise pecuniarily interested in any contract for supplies or services other than the services of his or her regular employment.

Professional Activities.

No full-time employee in the Oregon State System of Higher Education or of any of the institutions thereof shall engage in any outside activity which
substantially interferes with his regular duties. Prior to acceptance of any employment involving time or honorarium, the individual concerned shall secure the approval of the executive head of the institution.

Political Activities.

While there is no prohibition against active participation by employees in the State System of Higher Education in various community and public affairs, it is expected that time given to such activities shall not interfere with the major duties of the employees concerned. Before an employee shall become a candidate for any public office whether such may be a salaried or a non-salaried position, he is expected to consult with the President of his institution.

Employment of Members of the Same Family.

Employment of two or more members of one family in the same institution is regarded as exceptional and is to be approved only under unusual circumstances. Employment of two or more members of one family shall be reported to the executive head of the institution for his consideration. Nothing in this regulation shall be construed to change the status of any present employee.

GENERAL RECOMMENDATIONS

Building Repairs.

In order to obtain uniformity of practice, all expenditures for maintenance of buildings and grounds, improvements, and repairs are to be charged to Physical Plant budgets.

Cash Receipts.

Persons authorized to receive money for the various institutions are accountable to the local Business Office for all money coming into their hands, and the local Business Office in turn is responsible to the Comptroller's Office. Funds received must be promptly deposited with the local Business Office.

All money collected at the various institutions from any source, including agency money and gift
money, must be turned into the institutional Business Office at least weekly. No part of such collection is to be used to pay bills of any kind. Depositing of receipts in banks may be done only with the approval of the Comptroller.

Working Funds.

The Comptroller may authorize the issuance of a petty cash or working fund to any member of the staff handling business for the institution. The individual thus entrusted with a working fund is personally responsible therefor unless loss is incurred because of failure of a bank which has been approved by the Comptroller in which such funds are deposited.

Entertainment of Official Guests.

Claims for expense incurred in entertainment of official guests and group gatherings are subject to the approval of the executive head of the institution. Names of guests are to be listed in the claim. Extreme care is to be used in determining the validity of using institutional funds for such purposes.

Local Expenses.

In general, it is not the policy to honor claims of an institutional employee for his own expenses for meals or similar items incurred in the local community. In rare cases, however, where the extent of expense incurred for local entertainment by an institutional officer in the proper performance of his duties is in excess of a normal amount, the institutional head may bring the case to the attention of the Chancellor for adjustment. If approved by the Chancellor, notification of whatever authorization may be determined is given to the local Business Office and the Comptroller's Office.


All gifts to institutions in the State System shall be reported for approval. Reports giving complete information shall proceed from the head to the dean or administrative officer and finally to the office of the executive head of the institution. Appropriate record thereof is to be made in the institu-
tional Business Office and, if necessary, in the Comptroller's Office. Gifts of substantial amounts, or those involving questions of policy are to be reported to the Chancellor and the Board.

Sales of Institutional Property.

No capital equipment of the institutions, except livestock, shall be sold by any employee of the institution without the approval of the local Business Officer, who in turn shall secure the approval of the Comptroller and the State Board of Control. In the sale of livestock, complete accounting records are to be maintained by the department or station making the sale.

Equipment may be transferred by sale between departments, the proceeds of the sale to accrue to the department making the sale, subject to rules and regulations on file in the respective business offices.

Travel. (This supplements, modifies, and abbreviates regulation on travel adopted by the Board on pages 23 and 24 of the Administrative Code.)

The following principles shall govern the payment of traveling expenses of staff and faculty members to conferences or professional associations:

1. The basis of decision shall be the needs of the institution rather than of the individual.

2. When it is clearly evident that it is necessary for the institution to be represented at a conference, then the institution should pay salary, railroad, pullman, hotel, and living expenses.

3. When it is desirable but not essential that the institution be represented, then the institution may pay part of the expenses and the individual himself bear part of them, under some such arrangement as the following: institution to pay railroad and pullman fares, individual to pay meals and hotel bills.

4. When it is desirable for the institution to have an individual secure additional professional training through attendance at such association or conference, then the institution should pay salary when in attendance, but bear none of the expense
of the trip, all of which should be borne by the individual concerned.

(5) Application for out-of-state travel is subject to the approval of the department head, the dean, the president, and the Chancellor, regardless of whether unrestricted or restricted funds, or both, are involved.

(6) When state funds are involved in out-of-state travel, authorization of the Governor must be secured. Application for the Governor's approval should in all cases be made by the Chancellor.

(7) Instructions regarding maximum expense items for which reimbursement may be claimed, receipt blanks, etc., are obtained from the Business Office. Among general regulations are the following:

(a) The fare allowed between two points is the round-trip bus or train fare with no car mileage to be allowed.

(b) Expense for meals and hotel is allowed to the amount actually incurred, subject, however, to the maximums established from time to time, and which are on file in the respective business offices.

(c) In general, taxicab expense is permitted only when regular means of transportation, such as street cars and busses, are not available.

(d) Where the need for travel is urgent and there are no public conveyances at the time, allowances for use of personal car may be made. The maximum allowance for personal car is 5 cents per mile with no allowance being granted for such charges as garage rent and toll-bridge charges. Where substantial mileage is traveled with personal car, the allowance per mile may be reduced below 5 cents.

Travel - Local.

In general, it is not the policy to honor expense claims for travel by employees in the community in which the institution is located. The incidental
travel and the expense thereof is presumably reflected in the compensation of the individual. In rare cases, however, where the extent of the local travel carried on by an individual in the proper performance of his duties is in excess of a normal amount, the institutional head shall bring the case to the attention of the Chancellor for adjustment. If reimbursement for local travel is authorized by the Chancellor, notification is to be given to the local and central business offices.

Uncollectible Accounts.

The procedure in writing off uncollectible accounts in the various institutions of the Oregon State System of Higher Education is as follows:

(1) In general, accounts are not to be written off until they are at least six years old. Accounts may be written off before the expiration of the six-year period if it has been definitely determined that there is no possibility of collection. At the end of the six-year period they may be written off only if the indications are that collection will prove impossible.

(2) Accounts in excess of $1.00 are not to be written off until a detailed list is submitted to the Comptroller for approval. This list is to show the name of the individual, date of services, amount unpaid, and reason for uncollectibility.

(3) Uncollectible accounts which do not exceed $1.00 may be written off with the consent of the President of the institution. Notification, however, is to be given to the Comptroller with whatever explanation seems necessary.

Use of Facilities by Outside Organizations.

In general it shall be the policy of the various institutions in the State System not to make available the buildings and other facilities of these institutions to outside organizations except for community, regional, or state gatherings, where no admission fee is charged. The benefiting organization, in all instances, will be expected to meet any normal expenses such as janitorial, policing, etc. Any exceptions to this policy shall be approved by the executive head of the institution.
Contracts.

All institutional contracts shall be drafted as follows:

(1) The institutional officer who is best acquainted with the subject matter of the contract and in whose department lies the responsibility for carrying out the provisions of the contract, prepares a tentative form of agreement which is approved by the Business Manager and the President of the institution.

(2) The contract is then presented in quadruplicate to the Secretary of the Board for approval relative to legal form and validity.

All institutional contracts shall be executed as follows:

(1) All major contracts or those involving some general institutional policy shall have the approval of the Attorney-General and shall be signed by the President of the Board and the Secretary of the Board, unless specifically provided otherwise.

(2) Minor contracts or those involving the purchase of ordinary supplies, purchase of military uniforms, rental of real property, and other routine matters in the ordinary operation of institutional affairs shall be signed by the Secretary of the Board and by the Comptroller.

(3) All contracts must bear the seal of the State Board of Higher Education.

(4) The Secretary of the Board shall file one copy of the contract with the Comptroller and two copies shall be sent to the institutional executive, one for the institutional files and the second for the other party to the contract.

Authorization of Expenditures.

Obligations involving the use of requisition budget funds shall be incurred only upon proper filing of a requisition presented to and approved by the Business Officer of the institution and by the Comptroller. Since the Comptroller's office keeps no record of unpaid obligations of departmental budget
accounts, the responsibility for not issuing requisitions in excess of the funds available remains with the department.

Withholding Credits Because of Unpaid Obligations.

At the discretion of the executive head of an institution, registration may be canceled, graduation denied, and transcript withheld where a student has contracted a debt to the institution for which payment is overdue. Unpaid obligations include such items as unpaid fees, unpaid room and board charges, non-return of institutional property, etc. Nothing in this regulation shall be construed to permit delaying the payment of board and room and other fees which are definitely required by Board action to be paid in advance.

No Solicitation on Campus.

Notices shall be posted in conspicuous places in the various buildings under the control of the Board, indicating that solicitors are not permitted to interview employees during regular office hours. The notice is intended to protect the members of the various staffs from agents and solicitors who persist in taking up the individual's time. This does not apply to representatives of firms doing business with the institution.

Legal Service and Attorney-General's Opinions.

In accordance with State law (Oregon Code 1930, Sec. 67-505), the Attorney-General is the legal representative of the Board unless other legal services are authorized. To avoid duplication and conflict of policy, all opinions from the Attorney-General shall be requested by the Secretary of the Board or by a Board member.

Purchase of Books and Periodicals.

Books and periodicals are ordinarily purchased from library funds and only such books and periodicals as are used as laboratory and office supplies are purchased from departmental funds. In all cases books and periodicals are catalogued by the library.
Publications and Printing.

a. All publications of the State System or of the several institutions are submitted to the Division of Information—through the local Publications Office, if there is one at the institution from which the publication emanates, or through the central office of the Division of Information.

b. All manuscripts are submitted, with pictures, if any, as desired to be printed. The author is responsible for all subject matter, its organization, and for the use of all proper and technical terms.

c. The Division of Information is responsible for the rhetorical effectiveness of the bulletin and for the form of its publication.

d. In the printing of all bulletins and other official publications, the Division of Information is responsible for placing the printing, ordering of engravings, and the handling of proofs, whether the printing be done by the institutional press or elsewhere. The Division of Information approves invoices for all printing and engraving for bulletins or official publications. When all invoices against any publication have been approved, the press issues an invoice for the entire publication against the department ordering the publication.

e. Precedence of all publications of institutional interest is determined by the Division of Information.

f. The printing of forms, stationery, and other matter not official publications is handled by requisition to the institutional press and does not pass through the Division of Information.

HORNING LEASE RENEWED
The Board voted to approve the renewal of the lease of 52 acres of land near Corvallis from Mrs. Grace Horning for experimental purposes at an annual rental of $531.20 for a five-year period from October 15, 1935 to October 15, 1940, and authorized the President and Secretary to execute the contract.
HALL LEASE The Board voted to approve the leasing of 1,920 acres of pasture land to be used for experiments in sheep grazing by the Eastern Oregon Branch Experiment Station from G. F. Hall at an annual rental of $600, and authorized the President and Secretary to execute the contract.

PRESIDENT'S INAUGURATION, BUDGET APPROVED The Board voted to approve the setting up of a budget of $1,000 for the inauguration of C. V. Boyer as President of the University, funds to come from $502.61 originally budgeted for Dr. E. W. Warrington in the School of Education, who was transferred full-time to the College; and $497.39 released through the death of Dr. Timothy Cloran.

HORTICULTURE, BUDGET ADDITION The Board voted to approve an addition of $1,084 to the budget of the Department of Horticulture, Experiment Station, to care for additional expense of experimental work, funds to come from increased sales of fruit crops.

HOOD RIVER STATION, BUDGET ADDITION The Board voted to approve an addition of $1,500 to the budget of the Hood River Branch Experiment Station to care for cost of harvesting and packing a large crop and additional experimental work, funds to come from increased sales.

OVERDRAFTS, DAIRY PRODUCTS LAB. The Board voted to authorize the Comptroller to permit temporary overdrafts up to $4,000 in the dairy products laboratory account, the overdraft to be protected by surplus butter and other products in storage.

The Board voted to approve the following personnel adjustments at the University, the State College, Southern Oregon Normal School, and in centralized activities:

**University**

To care for the work of Professor Timothy Cloran, deceased:

CARL JOHNSON, SALARY INCREASE Increase in salary and time service of Carl L. Johnson from part-time Acting Assistant Professor to Acting Assistant Professor of Romance Languages, from a base rate of $1,698.75, net salary $1,500, to a base rate of $2,336.45, net salary $2,000, effective December 8, 1935.

W. T. STARR, SALARY INCREASE Increase in salary and time service for William T. Starr, Graduate Assistant, amounting to $300 for the remainder of the present fiscal year, effective December 8, 1935.

Transfer of the remainder of Dr. Cloran's budgeted salary as follows: $497.39 to the President's inaugural budget and $131.75 to the paint and repair WPA project.
State College

G. VOORHIES, APPOINTMENT
Appointment of Glenn Voorhies as Instructor in Wood Products to succeed Associate Professor W. J. Baker, resigned, at a base salary of $2,200, net salary $1,903, ten-month basis, effective January 1, 1936, and transfer of the $61.08 remaining in the salary budget to the Forestry wage budget to provide miscellaneous hourly assistance. Professor Baker has accepted a position as Head of the Department of Wood Products at Michigan State College.

W. J. BAKER, RESIGNATION

B. E. NICHOLS, TEMPORARY SALARY INCREASE
Temporary salary increase for B. E. Nichols, Assistant Professor of Engineering, of $30 per month during January, February, and March because of his added duties and responsibilities in the absence of Dean Dearborn who is on sabbatical leave; funds for the increase to come from the salary saving as a result of Dean Dearborn's leave.

MAUD WILSON, LEAVE OF ABSENCE
Leave of absence without pay for Maud Wilson, Home Economist in the Experiment Station, from December 15, 1935 to June 15, 1936 to accept a position with the Housing Division of the Resettlement Administration in organizing federal housing plans as related to farm homes; and transfer of the $1,406.35 saving in Purnell funds released in the salary budget to the wages and materials and expense budgets to provide funds for carrying on Miss Wilson's and other research projects. No unrestricted funds involved.

B. GLENN, LEAVE OF ABSENCE
Leave of absence without pay for Durette Glenn, Associate Professor of Civil Engineering, from January 13 to June 30, 1936, to become Assistant State Traffic Officer and Manager of Traffic Surveys in the State Highway Department; appointment of F. G. Robley as assistant to care for Professor Glenn's work at a salary of $150 per month for the five months, funds to be provided by transferring the remaining portion of Professor Glenn's salary, totaling $832.52, to the wage budget.

F. G. ROBLEY, APPOINTMENT

AZALEA SAGER, SALARY INCREASE
Salary increase for Mrs. Azalea Sager, Extension Specialist in Clothing, from a base rate of $2,803.74, net salary $2,400, to a base rate of $3,137.73, net salary $2,700, twelve-month basis, effective January 1, 1936; funds for the increase to come from Bankhead-Jones funds budgeted for salary adjustments. No unrestricted funds involved.
Southern Oregon Normal School

A. S. TAYLOR, LEAVE OF ABSENCE
Leave of absence without pay for Arthur S. Taylor, Associate Professor, from January 1 to June 15, 1936, to accept a position with the Workers' Education state-wide program in cooperation with the General Extension Division; and appointment of A. B. Sageser to succeed him as Instructor at a salary of $1,161.10 for the period, effective January 7; and transfer of the salary saving of $42.30 to the President's emergency fund.

A. B. SAGESER, APPOINTMENT

Centralized Activities

L. L. ROBERTS, LEAVE OF ABSENCE
Leave of absence without pay for Luke L. Roberts, Manager of Radio Station KOAC, from January 1 to April 1, 1936, to accept a fellowship granted by the General Education Board to study modern methods of presenting radio programs, principally at the New York headquarters of the Columbia Broadcasting System; and appointment of George E. Jennings as announcer for the three months on the wage budget at a salary of $125 per month; and the transfer of the remaining salary budgeted for Mr. Roberts ($68.56) to materials and expense, radio budget.

G. E. JENNINGS, APPOINTMENT

President Marks then reported that as a result of the death of Mary J. L. McDonald, the College was the recipient of all her lands situated in Oregon and that the remainder of her property, real and personal, was bequeathed to the University of California. Factors involving the execution of a first mortgage on certain timber owned by the Umpqua Timber Company in Coos County had greatly complicated the settlement of the estate. A conference was held in Corvallis by Mr. Marks, Mrs. Sackett, and Mr. Fimseth representing the Board, Attorney-General Van Winkle, and an attorney representing the Board of Regents of the University of California.

After lengthy discussion, Mr. Marks indicated, it became apparent that the interests of the two institutions were in opposition and that prolonged litigation would have to be undertaken unless a settlement agreeable to both parties could be arrived at. Since the attorney representing the University of California had been instructed to offer to divide in half with the State College the property in question, the terms embodied in the following resolution were agreed upon by the parties concerned:
WHEREAS, Mary J. L. McDonald, deceased, late of the City and County of San Francisco, State of California, by her Last Will and Testament, after certain specific devises and bequests, devised to the Oregon State Agricultural College at Corvallis, Oregon, "all lands situate in the State of Oregon belonging to me at my death or in which I may at my death retain an interest, legal or equitable," and further devised and bequeathed to the Regents of the University of California all of the rest, residue and remainder of her estate for educational purposes, and said Will has been admitted to probate in both of the States of California and Oregon; and

WHEREAS, the said Mary J. L. McDonald during her lifetime was the owner of a note, in the principal sum of $40,000.00, made and executed by the Umpqua Timber Company, a corporation of the State of Oregon, which note was secured by a first mortgage on certain timber lands belonging to said corporation located in Coos County, Oregon, and upon which note there was due and unpaid interest in approximately the sum of $12,000.00, together with taxes accrued and accruing since September, 1933; and

WHEREAS, Mrs. McDonald in June and July, 1935 offered to purchase said timber lands from said corporation for the consideration of said note and mortgage and the payment of $6,000.00 in addition, which offer was accepted by the holders of a majority of the stock of said corporation by adoption of a resolution at a meeting of such stockholders duly called and held on the 8th day of August, 1935; and

WHEREAS, minority stockholders not present at said meeting have questioned the validity of said resolution and threaten to test the same in the courts if the contract thereby evidenced is sought to be carried out; and

WHEREAS, the said Mrs. McDonald died on or about August 25, 1935, without said contract being carried to completion; and

WHEREAS, the claim of title of the State Board of Higher Education of the State of Oregon, on behalf of the Oregon State Agricultural College, to said lands covered by said mortgage rests upon the validity of said executory contract consisting of such offer and acceptance, thus creating an equitable estate in the said Mary J. L. McDonald in and to said lands; and
WHEREAS, the interests of the Regents of the University of California and of the contesting stockholders of the said Umpqua Timber Company, involving the ownership of said lands, are in conflict with the interest of the State Board of Higher Education of the State of Oregon, on behalf of the Oregon State Agricultural College, the decision upon which conflicting interests would require serious and prolonged litigation in the courts unless the same can be settled by agreement of the parties.

NOW, THEREFORE, BE IT RESOLVED That in order to avoid litigation and to promote the best interests of both of said institutions of higher education, the State Board of Higher Education of the State of Oregon does hereby waive all claim to any right, title or interest in or to said timber lands, the legal title to which is in the Umpqua Timber Company and covered by the mortgage of said company held by Mary J. L. McDonald during her lifetime and now a part of her estate, upon the following conditions:

1. That said mortgage be administered by the California executor of the Last Will and Testament of said Mary J. L. McDonald;

2. That the Regents of the University of California, within a reasonable time hereafter, secure the said note and mortgage from the Executor of said Will as a partial distribution and make demand upon the Umpqua Timber Company for prompt payment thereof;

3. That in the event settlement of said note and mortgage cannot be secured within a reasonable time, the same shall be foreclosed in accordance with arrangements mutually agreeable to the Regents of the University of California and the State Board of Higher Education of the State of Oregon.

4. That the proceeds of said note and mortgage be equally divided between the State Board of Higher Education of the State of Oregon and the Regents of the University of California.

BE IT FURTHER RESOLVED that the President and Secretary of this Board be and they are hereby authorized and directed to enter into a written contract on behalf of this Board with the Regents of the University of California, embodying the terms of this resolution and for the purpose of carrying the same into full force and effect.
The Board adopted the resolution as recommended by President Marks and authorized the President and Secretary to execute the contract with the University of California embodying the terms of the resolution.

There being no further business, the Board adjourned at 12 o'clock noon.

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