STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
September 14, 1936, 10:15 a.m.

MEETING #70
A regular meeting of the State Board of Higher Education of the State of Oregon was held at the Heathman Hotel in Portland, Oregon, at 10:15 a.m., on September 14, 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
E. C. Pease
B. F. Irvine
Robert W. Ruhl
Beatrice Walton Sackett

Mr. E. C. Sammons was present during the latter part of the meeting.

President Marks reported that he had received word from Herman Oliver that he would be unable to attend the meeting because of the illness of Mrs. Oliver. Board members directed the Secretary to express to Mr. Oliver their regrets at his inability to be present and their interest in Mrs. Oliver's prompt and complete recovery.

Others present were Dr. Frederick M. Hunter, Chancellor; Charles D. Byrne, Secretary of the Board; President C. V. Boyer of the University of Oregon; President G. W. Peavy of Oregon State College; President J. A. Churchill of Oregon Normal School; President Walter Redford of Southern Oregon Normal School; President H. E. Inlow of Eastern Oregon Normal School; and Ralf Couch, representing Dean R. B. Dillehunty of the University of Oregon Medical School.

MINUTES APPROVED
The Board voted to dispense with the reading of the minutes of the last meeting on July 27, and approved the minutes of this meeting as they appeared in the docket.

ACCEPTANCE OF U.O. INFIRMARY AND O.N.S. ADMINISTRATION BUILDING

F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, made the following report on the acceptance of the University of Oregon infirmary and the Oregon Normal School administration building:

"Two members of the Building Committee inspected the University Infirmary and the Oregon Normal School administration building on Friday afternoon and Saturday. These buildings, except for a few minor items to be completed and delivery of some equipment covered in the contract, are ready for occupancy. In fact, temporary occupancy of the University Infirmary had already been obtained and some of the Health Service equipment had been moved into the building."
"Committee members were very pleased with both of these structures. Not only were the construction features of the buildings well done but the facilities afforded in the arrangement of the building and the equipment were more complete than the committee members expected at the time the projects were launched. The committee feels that the contractors, the architects, and the institutional officials who were concerned in both buildings should be congratulated on their efforts. In both instances, not only were the present needs taken care of but possibilities for future expansion were also provided.

"In the University Infirmary the basement floor provides unfinished space to care for emergencies and epidemics. At the Oregon Normal School, the third floor of the administration building is unfinished, but all partitions are in ready for plastering and the wiring and plumbing are roughed in.

"The committee therefore, without any reluctance, recommends to the Board that both of these structures be accepted, subject, of course, to final approval by the architect of uncompleted portions of the contract."

The Board voted to accept the infirmary at the University of Oregon, subject to final approval by the architect of uncompleted portions of the contract.

The Board voted to accept the administration building at the Oregon Normal School, subject to final approval by the architect of uncompleted portions of the contract.

Chairman Gallister made the following report in regard to the moving of the dairy and hog barns at the State College:

"Notification of approval by the Works Progress Administration of this project has been received by the State College officials. You will recall that at the April 27 meeting of the Board, State College officials were authorized to file an application for moving these barns to a new location if the government would provide the labor and a portion of the materials. The cost of the proposed project totalled approximately $88,000 to which the Board pledged at that time $22,130. Following the approval of the project the College authorities restudied the entire matter and find that the project can be completed with an appropriation of $21,374, which is approximately $700 less than the amount pledged at the time the application was filed.

"Members of the Building Committee inspected the new sites for both barns and found them very satisfactory. The proposed plans were also examined. This project will mean much to the efficiency of the instructional and research work carried on by the Animal Industries Division and will
also remove the very objectionable features in the present location of the buildings because of their proximity to the campus proper.

"The committee therefore recommends to the Board that the State College officials be authorized to proceed with the project in cooperation with the Works Progress Administration and that an appropriation of $21,374 be approved as the Board's contribution. It further recommends that the proposed sites and plans be approved."

The Board voted to adopt the report of the Buildings, Grounds, and Capital Outlay Committee, approved the proposed sites and plans for the dairy and hog barns, and authorized State College officials to proceed in cooperation with the Works Progress Administration, the Board to contribute $21,374 toward the project.

STOCK JUDGING The Board voted to adopt the following report of F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay PAVILION Committee, in regard to the fire in the Stock Judging Pavilion at the State College, and approved the recommendations contained therein:

"On September 7 a fire occurred in the Stock Judging Pavilion at the State College which did considerable damage to the central portion and the entrance to the building. Careful estimates made by the College officials indicate that the total cost of restoring the building will be $809.59. The largest single item is for the rewiring of the building which will amount to slightly over $500 if the recently enacted specifications in the Oregon Code are complied with.

"The Building Committee therefore recommends that the report to the State Board of Control on this fire loss and the request for restoration as submitted by the State College officials be approved, and that the Building Committee and the proper administrative officials be authorized to sign the report."

RECREATIONAL AND LANDSCAPING The Board voted to adopt the following report of Chairman Callister in regard to the Works Progress Administration recreational and landscaping project at the State College, and approved the recommendations contained therein:

"The recreational and landscaping project at the State College, which has been under way for approximately a year, is nearly completed. However, the unemployment situation is such that it has been very difficult to get skilled labor, especially cement finishers. This has necessitated hiring with Board funds appropriated for this project more skilled labor than was anticipated when the project application was filed."
"College officials have reported that unless $3,700 of additional Board funds are made available, it will be impossible to complete all the tennis courts and walks, and WPA funds set aside for labor, sand, and gravel would go unused. In addition, if the cement blocks in the old tennis courts are to be salvaged for building a walk from the Men's Dormitory to the Poultry Building, an additional $1,300 will be necessary for renting a derrick or a steam shovel, and for special drayage and other similar expenses.

"Members of the Building Committee were agreed that the project should be completed because the Board was obtaining excellent concrete walks for an expenditure of 11 cents for every dollar in value, and in the case of the tennis courts an expenditure of 15 cents for every dollar of value.

"However, the committee could not see its way clear to recommend an additional appropriation from the Board's unappropriated fund. The Chancellor volunteered to study the matter and report a solution. He has suggested the following method of obtaining the $5,000 required to complete the project:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings in Board funds made on WPA barn moving project</td>
<td>$ 756</td>
</tr>
<tr>
<td>Savings in various physical plant budgets</td>
<td>$ 1,244</td>
</tr>
<tr>
<td>Remaining balance to come from student building fees unpledged on Infirmary bonds and from revolving funds heretofore advanced from unrestricted funds for auxiliary activities</td>
<td>$ 3,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 5,000</strong></td>
</tr>
</tbody>
</table>

The committee therefore recommends to the Board that the Chancellor's plan of financing the completion of this project be approved."

ACCOUNTS RECEIVABLE

The Board voted to adopt the following report of E. C. Pease, Acting Chairman of the Finance Committee, in regard to the method of collecting accounts receivable, and approved the recommendations contained therein:

"Careful consideration was given by the Finance Committee to the question of the collection of accounts receivable at the several institutions, both the delinquent accounts of the student loan funds and accounts owed directly to the Board. It is the recommendation of the committee that after the institutional Business Offices have exerted every effort to collect these delinquent accounts, a list be submitted by the Comptroller to the Secretary of the
Board who shall be given authority either to authorize the placing of the accounts immediately in the hands of a collection attorney or, in case of the larger accounts where questions of policy are involved, to bring them to the attention of the Finance Committee for its decision on collection procedure."

The Board voted to adopt the following report of R. W. Ruhl, Chairman of the Insurance Committee, in regard to insurance on borrowed property, and approved the recommendations contained therein:

"The Board, in 1930, took action making it mandatory to insure all property loaned to the institution unless a release of all liability in case of damage had been secured from the owner of the loaned property. The enforcement of this regulation is found to be impractical in many instances and would result in considerable unnecessary expense in insurance premiums. The Insurance Committee therefore requested an opinion of the Attorney-General as to the Board's liability on property loaned voluntarily to the institutions for laboratory and demonstration purposes. The essence of the Attorney-General's opinion was that there was no liability on the part of the state or the State Board of Higher Education for the destruction of or damage to loaned equipment unless, by the terms of the contract of loan, such liability was assumed.

"The committee therefore recommends that the former action of the Board be rescinded and that all proposed loans of equipment in which the owner requires insurance coverage as a part of the loan agreement be submitted through the usual administrative channels."

President Marks reappointed the same membership to the committees of the Board for the coming year and, upon suggestion of Chairman C. A. Brand, discharged the committee on Military Training. The personnel of the committees for the coming year is as follows:

Permanent Committees --

Executive Committee - (ex-officio and elective) Willard L. Marks, Chairman; E. C. Pease; E. C. Sammons

Buildings, Grounds, and Capital Outlay Committee - F. E. Callister, Chairman, Robert W. Ruhl; Beatrice Walton Sackett

Finance Committee - E. C. Sammons, Chairman; Herman Oliver; E. C. Pease

Insurance Committee - Robert W. Ruhl, Chairman; Herman Oliver; F. E. Callister
Curricula Committee - C. A. Brand, Chairman; Beatrice Walton Sackett; B. F. Irvine

Public Relations Committee - F. E. Callister, Chairman; Herman Oliver; E. C. Pease

Special Committees --

Rules and By-Laws Committee - B. F. Irvine, Chairman; Robert W. Ruhl; Beatrice Walton Sackett

Unified Administration Committee - Herman Oliver, Chairman; B. F. Irvine; E. C. Sammons; C. A. Brand

Library Committee - Beatrice Walton Sackett, Chairman; C. A. Brand; Robert W. Ruhl

APPROVAL OF SUMMER GRADUATES CONFIRMED

The Board voted to confirm the action of the committees of one in approving lists of summer graduates submitted by Oregon Normal School, Southern Oregon Normal School, and Eastern Oregon Normal School. (Signed copies of these lists are on file in the Board's office as an integral part of these minutes.)

COOPERATION WITH WAR DEPARTMENT

The Board voted to confirm a cooperative arrangement whereby the Department of Mechanical Engineering of the State College will make tests and analyses on various materials for the construction of dams and other works at the request of the Corps of Engineers, War Department, at Eugene, the cost of the tests to be borne by the War Department.

GIFT: BOOKS FROM MRS. H. D. McCASKEY

Mr. Ruhl brought to the Board's attention a letter from Mr. Albert Burch in regard to a gift of books to the State College from Mrs. E. D. McCaskey in memory of her late husband. The Board voted to accept the gift officially, authorized officials of the State College to place in its library a plaque acknowledging the memorial, a replica to be sent to Mrs. McCaskey, and directed that the books, valued at about $5,000, be administered as a special collection. The Secretary was instructed to make suitable acknowledgment to the donor on behalf of the Board and to report the action of the Board to Mr. Burch.

E. O. N. S. BUILDING FEES BUDGETED

The Board voted to approve the budgeting of $313.98 of unpledged balances in the building fee fund at the Eastern Oregon Normal School as follows:

- Building repairs, including completion of the art room and office rooms in the training school building... $190.00
- Building equipment, including soap dispensers and mirrors for new building... 65.00
- Campus improvements, including grading and campus light installation... 58.98
The Board voted to approve budget adjustments for the Health Services at the University and the State College necessitated by their occupancy of the new infirmaries, as follows:

University of Oregon

Present budget, $24,828.57. Addition to budget, $2,747.77.

MEREDITH HESDORFFER, RESIGNATION

Resignation of Dr. Meredith Hesdorffer, Assistant University Physician, effective September 30, 1936, to accept a position at the University of Montana; and appointment of a successor to Dr. Hesdorffer at a base rate of $2,384.30, net salary $2,040.96, ten-month basis, one-year tenure, effective October 1, 1936. Budget saving $498.78.

LULU GEIL, TRANSFER

Transfer of Miss Lulu Geil from Nurse to Superintendent of Nurses with a change in salary from a base rate of $1,215, net salary $1,033.76, to a base rate of $1,400, net salary $1,248.60, effective October 1, 1936, and a change in term of service from nine to ten months.

ADDITIONAL NURSES, BUDGET FOR

Appointment of an additional nurse for night duty at a base rate of $720, net salary $614.68, nine-month basis, one-year tenure.

Appointment of an additional half-time relief nurse at a base rate of $426.32, net salary $407.13, nine-month basis, one-year tenure.

MARGARET COLAHAN, SALARY ADJUSTMENT

Adjustment in salary for Margaret Colahan, nurse, because of decreased responsibility and daily time service, from a base rate of $1,035, net salary $932.53, to a base rate of $900, net salary $827.10, nine-month basis, effective October 1, 1936.

GRACE TURNER, SALARY ADJUSTMENT

Adjustment in salary for Grace Turner, nurse, because of decreased responsibility and daily time service, from a base rate of $1,012.25, net salary $912.04 to a base rate of $900, net salary $827.10, nine-month basis, effective October 1, 1936.

Increase in requisition budget of $1,783.12.

ESTHER JACOBSEN, CHANGE IN TIME SERVICE

Change in time service of Esther M. Jacobsen, technician, from part-time at a base rate of $426.32, net salary $207.13, to full-time at a base rate of $900, net salary $827.10, nine-month basis, effective October 1, 1936.

Oregon State College

Present budget $28,160.47. Addition to budget, $1,946.16.
Meeting #70 - 8  
September 14, 1936

ANN MAURIS,  
HELEN  
KIRCHOFF,  
APPOINTMENT

Appointment of Ann Mauris and Helen Kirchoff as nurses with the rank of instructor at a base rate each of $1,080, net salary $973.08, ten-month basis, effective September 1, 1936.

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

State College

J.W. FERGUSON,  
APPOINTMENT

Appointment of Dr. James W. Ferguson as Instructor in Organic Chemistry to succeed C. C. Robinson, resigned, at a net salary of $2,000, ten-month basis, one-year tenure, effective September 15, 1936, requiring a budget addition of $320.10, with the understanding that Dr. Ferguson is not to be eligible for any salary restoration during the fiscal year.

C.C. ROBINSON,  
RESIGNATION

Appointment of Harry I. Nettleton as Instructor in Forestry at a base rate of $2,336.44, net salary $2,000, ten-month basis, one-year tenure, effective October 1, 1936, and the discontinuance of a graduate assistant budgeted at $540 in order to provide the $320.10 additional necessary for Mr. Nettleton's salary, the remainder of $219.90 to be transferred to wages to be used for part-time assistance.

RUTH HAMMOND  
APPOINTMENT

Appointment of Mrs. Ruth Hammond as Assistant Professor of Household Administration at a base rate of $1,666.67, net salary $1,471.67, ten-month basis for two-thirds time, one-year tenure, effective October 1, 1936; funds provided in the budget for this position in excess of requirements amounting to $113.45 to be transferred to the wage budget, Dean's office.

L. E. WEAVER,  
APPOINTMENT

Appointment of L. E. Weaver as Graduate Research Assistant in Plant Pathology, Department of Botany, Agricultural Experiment Station, for the nine-month period from October 1, 1936, to June 30, 1937, at a net salary of $540, federal Furnell funds in this amount to be transferred from the Director's office. No unrestricted funds involved.

C. S. KEEVIL,  
RESIGNATION

Resignation of Charles S. Keevil, Head of the Department of Chemical Engineering, effective October 1, 1936, and the following adjustments, resulting in a saving of $315, to care for his work:
State College (continued)

G. W. GLEESON,
Salary
Increase
Advance in rank for George W. Gleeson from Assistant Professor to Associate Professor and an increase in salary from a base rate of $2,600, net salary $2,202.20, to a base rate of $3,400, net salary $2,788, ten-month basis, effective October 1, 1936. Mr. Gleeson will be temporarily in charge of the Department of Chemical Engineering.

E. G. LOCKE,
Appointment
Appointment of Dr. Edward G. Locke as Assistant Professor of Chemical Engineering at a base salary of $2,600, net salary $2,202.20, ten-month basis, one-year tenure, effective October 1, 1936.

A. B. HATCH AND
T. E. WEIER,
Resignation
In botany, effective June 30, 1936, and appointment of Dr. Donald P. Rogers and Dr. Frank H. Smith as instructors in botany to succeed them at a base rate for each of $2,060.92, net salary $1,600, ten-month basis, one-year tenure, effective October 1, 1936. Requires an increase of $25.63 in the salary budget to be transferred from wages in the same department.

P. N. JOHNSTON,
Resignation
Effective August 15, 1936; transfer of LeRoy C. Wright from the position of County Club Agent in Clackamas County to County Agent in Sherman County, at a base rate of $2,658.96, net salary $2,300, twelve-month basis, effective August 16, 1936; and appointment of Edwin G. Keltner to succeed Mr. Wright as County Club Agent for Clackamas County at a base rate of $1,793.72, net salary $1,500, twelve-month basis, one-year tenure, effective August 20, 1936. No unrestricted funds involved.

E. G. KELTNER,
Appointment
Transfer of J. R. Beck, Polk County Agent, to the position of Rural Service Specialist on the Central Extension staff, at a base rate of $4,146.35, net salary $3,400, twelve-month basis, the saving of $133.34 in the salary budget set up for this position to be transferred to the Director's reserve; and appointment of Walter C. Leth to replace Mr. Beck as Polk County Agent with an advance in academic rank to assistant professor at a base rate of $3,068.60, net salary $2,600, twelve-month basis, one-year tenure, effective September 1, 1936. No unrestricted funds involved.

W. B. BOLLEN,
Salary
Increase
Increase in the salary of W. B. Bollen, Assistant Professor of Bacteriology, from a base rate of $2,500, net salary $2,140, to a base rate of $2,900, net salary $2,430.20, ten-month basis, effective September 1, 1936, requiring a budget addition of $290.20. Dr. Bollen was offered the position of research associate professor of soils at Ames, Iowa, at a considerable increase in salary.
State College (continued)

CALLA VAN SYCKLE,
RESIGNATION

Resignation of Calla Van Syckle, Home Demonstration Agent-at-large, effective July 31, 1936, and appointment of Eileen Catherine Perdue with the rank of instructor to succeed Miss Van Syckle, at a base rate of $2,427.72, net salary $2,100, twelve-month basis, one-year tenure, effective September 5, 1936, the necessary $107.82 addition to the salary budget to be transferred from the Director's reserve. No unrestricted funds involved.

C. R. BRIGGS,
RESIGNATION

Resignation of C. R. Briggs, Director of Farm Programs on Radio Station KOAC, effective August 7, to accept another position. A successor to Mr. Briggs will be recommended at a later date.

H. E. SELBY,
RESIGNATION

Resignation of H. E. Selby, Head of the Department of Farm Management, effective September 1, 1936. Professor Selby has accepted a position with the Resettlement Administration at a $2,300 increase in salary. Advance in rank of A. S. Burrier, Associate Professor of Farm Management, to Professor and Head of the Department of Farm Management to succeed Mr. Selby, with an increase in salary and time service from a base rate of $4,000, net salary $3,280, to a base rate of $4,500, net salary $3,649.50, twelve-month basis, effective October 1, 1936. Professor Burrier has been on temporary duty with the Resettlement Administration at a net salary of $3,800.

R. E. DIMICK
ADVANCE IN RANK

Change in rank for R. E. Dimick, Head of the Department of Fish, Game, and Fur Animal Management, from Assistant Professor to Professor, effective October 1, 1936, with no change in salary.

E. M. DICKINSON,
RESIGNATION

Resignation of E. M. Dickinson, Assistant Poultry Pathologist in the Department of Veterinary Medicine, effective September 10, 1936, to accept a position with the University of California. A successor to Dr. Dickinson will be recommended at a later date.

W. J. GILMORE,
CONTINUATION OF LEAVE

Continuation to January 1, 1937 of the leave of absence without pay for W. J. Gilmore, Head of the Department of Agricultural Engineering, who has been on leave for employment with the Resettlement Administration; and transfer of the saving of $1,148, federal Bankhead-Jones funds, in the salary budget to the requisition accounts of the Agricultural Engineering Department in the following classifications: wages, $600, materials $387, travel $81, equipment $100. No unrestricted funds involved.
State College (continued)

F. P. GRIFFITHS, APPOINTMENT
Appointment of Dr. F. P. Griffiths as Instructor in Fish and Game Management and Assistant Economic Biologist in the Agricultural Experiment Station at a base rate of $2,427.74, net salary $2,100, twelve-month basis, one-year tenure, effective September 15, 1936, necessitating a transfer of $137.50 from the wage budget to the salary budget.

ALTA GARRISON, LEAVE
Leave of absence without pay for one year for Alta E. Garrison, Assistant Professor of Foods and Nutrition, to accept a temporary position at the University of Arizona at a greatly increased salary; and appointment of Dr. Irene Sanborn Hall as Acting Assistant Professor to succeed Miss Garrison at a base rate of $2,100, net salary $1,816.50, ten-month basis, three-fourths time, one-year tenure, effective October 1, 1936. No change in budget.

University

G. G. OSBORN, APPOINTMENT
Appointment of Dr. Clarence G. Osborn as Assistant Professor of History to succeed Harold J. Noble, on leave of absence, at a base rate of $2,600, net salary $2,202.20, ten-month basis, one-year tenure, effective October 1, 1936. No change in budget.

ELIZABETH MONTGOMERY, APPOINTMENT
Appointment of Dr. Elizabeth Montgomery as Assistant Professor of Education to succeed E. W. DeBusk, deceased, at a base rate of $2,000, net salary $1,748, ten-month basis, one-year tenure, effective October 1, 1936, the saving of $1,208.14 to be applied to the salary of Dr. Mays.

L. L. MAYS, APPOINTMENT
Appointment of Dr. Luther L. Mays as Assistant Professor of Education to take over part of the work of Dr. DeBusk at a base rate of $2,000, net salary $1,748, ten-month basis, one-year tenure, effective October 1, 1936. Salary budget savings in the School of Education will provide $1,278.95 of the $1,311 required during the current fiscal year. A budget addition of $32.05 from Board funds is necessary.

W. S. BROOKS, APPOINTMENT
Appointment of Dr. Wendell S. Brooks as Acting Professor of Education to succeed F. L. Stetson, Professor of Education, on leave of absence, at a base rate of $2,400, net salary $2,054.40, ten-month basis, one-year tenure, effective October 1, 1936, the saving of $72.61 to be applied to the salary of Dr. Mays.

H. C. HOWE, ACTING DEAN, COLLEGE OF ARTS & LETTERS
Appointment of Herbert Crombie Howe, Professor of English, as Acting Dean of the College of Arts and Letters for one year with no change in salary.
University (continued)

ROY BRYSON,
RESIGNATION
Resignation of Roy Bryson, Assistant Professor of Voice, effective October 1, 1936, to accept another position.

E. SHIELDS,
SALARY
INCREMENT
Increase in salary of Eugene Shields, football line coach and Instructor in Physical Education, from a net salary of $3,000 to a net salary of $3,600, effective July 1, 1936, the increase to come entirely from Associated Students funds.

J. A. CARRELL,
RESIGNATION
Resignation of James A. Carrell, Assistant Professor of Speech, effective October 1, 1936, to accept a position with the speech department of Ohio State University at a larger salary. A successor to Mr. Carrell will be recommended at a later date.

MABEL WOOD,
SABBATICAL
LEAVE
Sabbatical leave for Miss Mabel A. Wood, Head of the Department of Home Economics, for one year effective September 29, 1936, on a basis whereby Miss Wood receives approximately $300 less salary than she would be entitled to under the Board's sabbatical-leave regulations calling for half-pay. Miss Wood has an opportunity to spend a year making a study of educational conditions in China.

ALICE REID,
LEAVE
Leave of absence without pay for Miss Alice Reid, Instructor in Home Economics, for one year effective October 1, 1936, because of ill health.

MARY BERTRAM,
APPOINTMENT
Appointment of Miss Mary Bertram, Instructor in Foods and Nutrition at the State College, as Instructor in Home Economics at the University at a base rate of $1,500, net salary $1,338, one-year tenure, ten-month basis, effective October 1, 1936.

MARTHA MELLINGER,
APPOINTMENT
Appointment of Miss Martha Mellinger as Instructor in Home Economics at a base rate of $1,700, net salary $1,501.10, one-year tenure, effective October 1, 1936.

EMMAJEAN
PETERTON,
ACTING HEAD
OF DEPARTMENT
Appointment of Mrs. Emmajean Peterson, Instructor in Home Economics, as Acting Head of the Department of Home Economics for one year with an increase in salary from a base rate of $1,700, net salary $1,501.10, to a base rate of $1,950, net salary $1,704.30, effective October 1, 1936.

Eastern Oregon Normal School

JENNIE
PETERTON,
RESIGNATION
Resignation of Miss Jennie Peterson, Assistant Professor of Music, effective September 16, 1936. A recommendation for a successor will be submitted at a later date.
Eastern Oregon Normal School

J. M. MILLER
LEAVE

Leave of absence without pay for John M. Miller, Assistant Professor of Education, from September 16, 1936, to September 15, 1937, to accept a temporary appointment as assistant to the State Superintendent of Public Instruction; and appointment of Reuben R. Palm as Instructor in Education to succeed Mr. Miller at a base rate of $2,400, net salary $2,097.50, twelve-month basis, one-year tenure, effective September 16, 1936. Budget saving $236.37.

Southern Oregon Normal School

BERTHA SMITH,
LEAVE

Leave of absence without pay for Mrs. Bertha Smith, Assistant Professor of Health, from September 21, 1936, to March 21, 1937, the salary for Mrs. Smith to be retained in the budget to employ a substitute during her absence.

J. G. STROHM,
ADVANCE IN RANK DEFERRED

At the request of Mr. Irvine, consideration was deferred on the recommendation for an advance in rank for Dr. J. Guy Strohm from Assistant Clinical Professor of Syphilology and Urology to Clinical Professor of Urology at the Medical School.

NEXT MEETING AT O. N. S.

President Churchill reminded the Board that arrangements had previously been made to hold the meeting on October 26 at Monmouth, and the Board agreed to meet at the Oregon Normal School on that date.

CHANGE IN DAY FOR HOLDING MEETINGS DISCUSSED

Mr. Irvine raised a question as to holding Board meetings on Monday, which necessitated committee meetings and informal sessions of the Board on Sunday. Since a change in the day of meeting involved alteration of the by-laws and as much as Mr. Oliver, who had to travel the greatest distance in order to attend Board meetings, was not present, consideration of this matter was deferred until a later meeting of the Board.

OSCAR BRUN ESTATE

Mr. Sammons, who had been unable to attend the early part of the meeting, reported that as Chairman of the Finance Committee he had investigated the matter of settling the interest of the University amounting to 20 per cent of the residue of the Oscar Brun estate, and that the committee was recommending that the Board accept as final settlement lots 13 to 18, Block 8, Oak Grove, Oregon, valued at about $400, in accordance with the request of the administrator of the estate, subject to approval by the Attorney-General of the form of the deed, and that the property be placed immediately for sale, the proceeds to accrue to the student loan fund of the University of Oregon.
The Board voted to adopt the report of the Finance Committee and accept as final settlement of the University's interest in the Oscar Brun estate the six lots number 13 to 18 in Block 8 at Oak Grove, Oregon, in accordance with the conditions and recommendations outlined by the committee.

Upon motion by Mr. Sammons and second by Mr. Pease, the Board adjourned at 11:45 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary