A regular meeting of the State Board of Higher Education of the State of Oregon was held at Monmouth, Oregon, at 10:00 a.m. on October 26, 1936.

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       E. C. Pease
F. E. Callister    Robert W. Ruhl
Willard L. Marks   E. C. Sammons
Herman Oliver      Beatrice Walton Sackett

Mr. E. F. Irvine was present during the latter part of the meeting.

Members absent: None.

There were also present Frederick M. Hunter, Chancellor; Charles D. Byrne, Secretary of the Board; President C. V. Bover of the University of Oregon; President George W. Peavy of Oregon State College; President J. A. Churchill of Oregon Normal School; President W. B. Inlow of Eastern Oregon Normal School; and President Walter Redford of Southern Oregon Normal School.

The Board voted to dispense with the reading of the minutes of the last meeting on September 14, and approved the minutes of this meeting as they appeared in the docket.

F. E. Callister, Chairman of the Buildings, Grounds, and Capital Outlay Committee, made the following report on the heating plant project at the University of Oregon:

"On July 27, 1936, the Board authorized the filing of an application for a boiler improvement project at the University, through the Public Works Administration, totaling $65,000, of which $29,250 was to be in the form of a grant. Word was received on October 5 of the approval of this application by the Federal Government. Because it was necessary to go ahead with the project immediately, Mr. Byrne wired the members of the Buildings, Grounds, and Capital Outlay Committee and authorization was given to proceed with the advertising for bids, with the understanding, of course, that no funds would be required from the Board's unappropriated balance. In the meantime the Chancellor, working with institutional administrative officers, mapped out the following plan for financing the Board's share, which is $35,750:
From funds already earmarked for the boiler ... $20,000
From credits for engineering fees already paid ... 530
From unpledged cash building fees ... 11,775
From savings in funds earmarked for new building
maintenance ... 3,395

$35,750

"The Building Committee discussed the plans and specifications and went over the alternates carefully. Particular consideration was given to see that the plans and specifications were sufficiently broad to give every opportunity for competitive bidding on the project. Approval of the Public Works Administration has been obtained on this point. The Committee therefore recommends to the Board that the method outlined for financing the project be approved, that the plans and specifications as submitted be approved, and that the Building Committee be authorized to receive bids and award the contract within the amount set up in the financial program."

The Board voted to approve the plan of financing the University heating plant as outlined in the report and the plans and specifications as submitted, and authorized the Buildings, Grounds, and Capital Outlay Committee to receive bids and award the contract within the amount set up in the financial program.

Chairman Callister then made the following report in regard to the State College infirmary and the University physical education building:

"It is entirely possible that the Infirmary at the State College and the Physical Education building at the University will be completed before the next meeting of the Board on December 14. In order to avoid delay in occupancy of these buildings, the Committee recommends to the Board that the Building Committee be authorized to inspect and accept or reject these two buildings subject, of course, to the approval of the Public Works Administration, when the architects and the contractors report them ready for occupancy."

The Board voted to approve the report of the Buildings, Grounds, and Capital Outlay Committee, and authorized the Committee to inspect and accept or reject the buildings when they are reported ready for occupancy, subject to the approval of the Public Works Administration.

Chairman Callister made the following report in regard to proposed gifts to the University of 120 acres in Yamhill County and 160 acres in Washington County valued at approximately $2,500, by Mrs. Flora E. Ward, and 160 acres in western Lane County valued at $1,750 by Mr. A. P. McKinlay:

"Two items in the docket, dealing with the gifts of certain forest lands to the University were given consideration by the
Committee. After going into the matter carefully, it was the sense of the Committee that final and complete acceptance of these tracts of forest land should be deferred, pending a thorough study of the value of the timber, to be made by a staff member of the School of Forestry working in conjunction with the University officials. If an offer which appears satisfactory is received for the timber on one of these properties it is recommended that the Executive Committee be given authority to act in accepting the property, thereby making possible the immediate sale of the timber. Otherwise, final acceptance will be deferred until a complete report can be made on the study of the valuation of the timbered areas."

The Board voted to adopt the report of the Buildings, Grounds, and Capital Outlay Committee, and authorized the Executive Committee to act in accepting any or all of the tracts in question if and when a satisfactory offer of sale be made.

W. P. A.
LANDSCAPING
PROJECT AT UNIVERSITY

The following report was then made by Chairman Callister in regard to a proposed landscaping project at the University:

"President Boyer informed the Committee of the opportunity the University has to obtain a $50,000 landscaping project through Works Progress Administration assistance. The project includes complete landscaping and irrigation service to the area around the new Library, landscaping around the new infirmary and the Physical Education plant, cement walks for the new Library, and a number of other badly needed campus improvements. Plans for the project call for the Federal Government to contribute $43,000 in labor and materials. This will call for $7,000 to be contributed by the University. Of this amount the University has on hand materials and can contribute services valued at $5,000, leaving the net cash contribution necessary $2,000. President Boyer proposes to meet this cash contribution through the following means:

(a) From funds already budgeted to the physical plant and savings in other University budgets $ 3,000

(b) From the W. S. Gilbert bequest . . . . . . . 1,000

"Use of the funds obtained through the Gilbert bequest will, of course, be subject to the approval of Mrs. Gilbert, who desired that the funds be used for some kind of a memorial. President Boyer’s proposal calls for installing memorial plaques in the approach walks to the new Library, making these walks a Gilbert Memorial.

"The Committee recognizes the merit in this project. Many of the items included in the project, such as the landscaping around the new buildings would have to be done with Board funds if this WPA project were not possible. It therefore recommends to the Board that this project be approved under the proposed.
plan of financing, with the understanding that no funds from the Board's unappropriated balance will be required."

The Board voted to adopt the report of the Buildings, Grounds, and Capital Outlay Committee and approved the $60,000 Works Progress Administration project for landscaping on the University campus, with the understanding that no funds from the Board's unappropriated balance would be required.

**BUDGET ADJUSTMENTS**

E. C. Sammons, Chairman of the Finance Committee, reported that the Committee had carefully considered the finance items in the docket and was recommending their approval. The Board thereupon voted to approve the following items:

To care for Increased Enrollment

Confirmation of the action of the Chancellor in approving the budget additions listed below as emergency measures to take care of enrollment increases at the University and the State College:

<table>
<thead>
<tr>
<th>University</th>
<th>Budget Addition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department of English</strong></td>
<td></td>
</tr>
<tr>
<td>Instructor, ten-month basis, one-year tenure, effective October 1</td>
<td>1,125.00</td>
</tr>
<tr>
<td>Graduate assistant, full time, fall term, effective October 1</td>
<td>180.00</td>
</tr>
<tr>
<td><strong>Department of German</strong></td>
<td></td>
</tr>
<tr>
<td>Student Assistant, part-time basis, effective October 1 - Walter Engle</td>
<td>90.00</td>
</tr>
<tr>
<td><strong>Department of Sociology</strong></td>
<td></td>
</tr>
<tr>
<td>Reappointment of Dr. H. R. Martin, Assistant Professor of Sociology, ten-month basis, one-year tenure, effective October 1, on half-time</td>
<td>689.25</td>
</tr>
<tr>
<td><strong>Social Science Survey</strong></td>
<td></td>
</tr>
<tr>
<td>Mildred Baker, from half time to full time Graduate Assistant, effective October 1.</td>
<td>90.00</td>
</tr>
<tr>
<td><strong>Department of Geology</strong></td>
<td></td>
</tr>
<tr>
<td>Lloyd Ruff, Instructor in Geology, increase from half time to full time, ten-month basis, one-year tenure, effective October 1</td>
<td>405.90</td>
</tr>
<tr>
<td><strong>School of Physical Education</strong></td>
<td></td>
</tr>
<tr>
<td>Two part-time instructors, effective October 1</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

Total . . . . . . . . . . . . . $3,580.15
<table>
<thead>
<tr>
<th>State College</th>
<th>Budget Addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar's Office</td>
<td></td>
</tr>
<tr>
<td>Wages and additional Materials</td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>Dean of Men's office</strong></td>
<td></td>
</tr>
<tr>
<td>Transfer of Professor Lucey now on half time in Business Administration to full time as Director of Educational Activities and Assistant to the Dean of Men for the first and second terms; his time to be replaced in Business Administration</td>
<td>600.00</td>
</tr>
<tr>
<td>Requisition budget - equipment</td>
<td>284.94</td>
</tr>
<tr>
<td><strong>School of Agriculture</strong></td>
<td></td>
</tr>
<tr>
<td>Requisition, materials &amp; supplies, etc.</td>
<td>600.00</td>
</tr>
<tr>
<td><strong>School of Engineering</strong></td>
<td></td>
</tr>
<tr>
<td>General Engineering - full time graduate assistant</td>
<td>540.00</td>
</tr>
<tr>
<td>Mechanical Engineering - half time graduate assistant</td>
<td>270.00</td>
</tr>
<tr>
<td>Industrial Arts - half time graduate assistant</td>
<td>270.00</td>
</tr>
<tr>
<td><strong>School of Forestry</strong></td>
<td></td>
</tr>
<tr>
<td>To rent a truck for transportation of students</td>
<td>150.00</td>
</tr>
<tr>
<td><strong>School of Home Economics</strong></td>
<td></td>
</tr>
<tr>
<td>Increase from half to full time for Mrs. Dorothea Muth, Department of Clothing and Textiles, from January 1 to June 30, 1937</td>
<td>750.00</td>
</tr>
<tr>
<td>Full time graduate assistant in Foods and Nutrition, second and third terms</td>
<td>360.00</td>
</tr>
<tr>
<td><strong>Lower Division</strong></td>
<td></td>
</tr>
<tr>
<td>English - Two instructors.</td>
<td>2,610.00</td>
</tr>
<tr>
<td>Art and Architecture - wages for part-time assistance</td>
<td>540.00</td>
</tr>
<tr>
<td>Political Science - wages</td>
<td>125.00</td>
</tr>
<tr>
<td>Psychology - wages</td>
<td>20.00</td>
</tr>
<tr>
<td>History, Modern Language, and Art and Architecture - equipment for secretary</td>
<td>150.00</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
<td></td>
</tr>
<tr>
<td>Materials and Expense</td>
<td>1,200.00</td>
</tr>
<tr>
<td>Wages - Men's Department</td>
<td>400.00</td>
</tr>
<tr>
<td>Women's Department - Miss Jeannette Brauns, recalled from leave of absence</td>
<td>1,179.30</td>
</tr>
</tbody>
</table>
State College (continued)

Science
Chemistry - three-fourths time instructor,  400.00
first term
Half time graduate assistant for year  270.00
Physics - two full time graduate assist-
ants, first term  360.00
Mathematics - two half time graduate
assistants, for year  540.00
Zoology - Increase in time for Miss Benedict,
Instructor  590.87
Science Survey - half time graduate assistant
Requisition budget to be distributed among
science departments as needed  1,000.00

Secretarial Science
One instructor  1,620.00
One instructor  1,458.95
Total ........................ $ 17,308.26

College Health Service
Transfer of $850 from the Health Service account at the State
College to the construction account of the infirmary to make
possible restoration of alternate A calling for three coats of
paint on the interior of the building.

Museum of Art
Addition of $346.23 to the wage budget of the Museum of Art at
the University to keep the Museum open on its present schedule
for the remainder of the fiscal year.

Operating Budget O. N. S. Administra-
Budget allotment to cover operation and maintenance of the new
Administration Building at Oregon Normal School for the re-
maineder of the fiscal year, as follows, funds having already
been set aside for this purpose:
Janitorial -
Wages  830.30
Janitorial Supplies  400.00
  1,230.30
Heating  789.00
Light and Power  700.00
Water  200.00
State Industrial Accident Commission  20.00
Total  $2,959.30

Agricultural And Home Economics Education
Budgeting of $800 contributed by the State Board of Vocational
Education to employ two half-time stenographers in the depart-
ments of agricultural and home economics education at the State
College.
Chairman Sammons reported that, after a thorough discussion of the question, the Finance Committee was recommending that a special committee be appointed to study the use to be made of funds which are now available and which may be derived from the bequest of Mrs. Mary J. L. McDonald to Oregon State College, especially in the field of forestry, and that the committee consist of the members of the Buildings, Grounds, and Capital Outlay Committee of the Board, the President of the State College and the Secretary of the Board, with the president of the Board as legal consultant, this special assignment to result in a report to the Finance Committee on the disposition of funds from the bequest.

The Board voted to adopt the report of the Finance Committee and authorized that the study be made by the special committee as outlined in the report.

Upon recommendation of the Finance Committee, the Board voted to amend its regulations on administrative procedures by adding the following sentence to the provision that "all money collected at the various institutions from any source, including agency money and gift money, must be turned in to the institutional business office at least weekly": "In the case of the Agricultural Branch Experiment Stations, receipts are to be deposited at least monthly, but at no time are the undeposited receipts to exceed $2,500."

The Board adopted the following report of Mr. Sammons, Chairman of the Finance Committee, and approved the recommendation contained therein:

"Resolutions for the different bond issues sold to Public Works Administration provide for the creation and maintenance of reserves to insure meeting of bond costs. In the case of the Gymnasium bond issue at Oregon Normal School, for example, it is provided that: "The State Board of Higher Education does hereby further covenant and agree that the student building fee shall be charged and collected from each student of the Oregon Normal School for each regular term or semester shall not be less than five dollars ($5) until such time as a reserve has been accumulated and maintained in the building fund, after all appropriate charges, in the amount of $7,000 (in cash or in securities issued or guaranteed by the federal Government, which reserve is to be maintained for the sole purpose of meeting any deficiencies in the debt service of the bonds)."

"The Finance Committee therefore recommends that the Comptroller, with the approval of the Chairman of the Finance Committee, be empowered to invest the reserves set up in the bond resolutions of the several bond issues sold to the Public Works Administration in securities that meet the requirements of the contractual agreements."
McDONALD ESTATE, CONSENT TO DISTRIBUTION

President Marks reminded the Board that at its January meeting it had adopted a resolution pertaining to the settlement with the Board of Regents of the University of California of the property of the Mary J. L. McDonald estate and empowered the President and Secretary to execute any necessary documents in connection therewith. At the request of the attorney for the University of California Board of Regents, he and the secretary had signed a "consent to distribution" of the property which was in accordance with the understanding between the University of California Board and the Oregon State Board.

At the request of President Marks, the Board voted to confirm the action of the President and Secretary in signing the "consent to distribution."

COMMUNICATIONS

Commentary resolutions and letters from the Oregon State Mothers Club, the Interstate Associated Creameries, and the United States Department of Justice were filed with the Secretary by President Marks.

ENROLLMENT REPORT

Chancellor Hunter reported that the enrollment of the institutions in the system had reached an all-time high of 8,103, with the State College showing a 20.5 per cent increase over last year, and the University a 5.8 per cent increase. Enrollment at the Medical School, which is controlled by the demands of the profession, had decreased 4.3 per cent, and the normal schools had shown the following decreases under the enrollment on a comparable date last year: Oregon Normal School 11 per cent, Southern Oregon Normal School 22.1 per cent, and Eastern Oregon Normal School 9.4 per cent. Dr. Hunter explained that the reasons for the drop in enrollment at the normal schools were probably the lack of attractiveness of the teaching profession because of low salaries paid teachers, and the fact that students who had been taking their first two years at the normal schools because of the lower cost were now able to attend the State College or the University. The Chancellor also pointed out that the budget and staff additions to take care of increased enrollment had raised the teaching staff of the institutions 10 per cent over the low year of 1933, while enrollment had increased 46.3 per cent in a like period.

ADVISORY COMMITTEE, COOS BAY MARINE BIOLOGICAL STATION

Chancellor Hunter then reported that an interinstitutional committee of the Executive Council had been working on plans for the development of the Coos Bay Marine Biological Station and was recommending that the following prominent citizens in the vicinity of Coos Head be requested to serve as an advisory committee to further the development of the station: Dr. Everett Mingus, Marshfield; Mr. Marcus C. Seals, Marshfield; Mr. Charles Nunn, Marshfield; Mr. Tom Ness, Marshfield; Judge James Brand, Marshfield; Mr. Edgar McDaniel, North Bend; Mr. Robert Banks, North Bend; Mrs. Olive Barber, Marshfield; Mrs. W. S. Nicholson, Marshfield; Mr. L. J. Simpson, Empire; Mr. Robert Theiring, Marshfield.
The Board voted to approve the creation of the advisory committee as recommended by the Executive Council with the members as listed by the Chancellor.

GIFT FROM SIGMA XI

The Board voted to accept officially a gift of $200 from the national society of Sigma Xi to the University of Oregon for research in animal behavior under the direction of Dr. Calvin S. Hall, and instructed the Secretary to make suitable acknowledgment to the donor.

GIFTS FROM ELI LILLY CO. AND AMERICAN ACADEMY OF OPHTHALMOLOGY AND OTOLARYNGOLOGY

The Board voted to accept officially gifts to the Medical School of $1,000 from Eli Lilly and Company for study of human bone marrow under the direction of Dr. E. E. Osgood, and $400 from the American Academy of Ophthalmology and Otolaryngology for study of sinus diseases carried on by Professors Olof Larsell and Ralph A. Fenton.

CERTIFICATES OF PUBLIC HEALTH NURSE

The Board voted to approve the awarding of certificates of Public Health Nurse to the following candidates who have completed their work at the Medical School:

- Dorothy Josephine Dodds
- Edith Thelma Fuqua
- Clara C. Gross
- Leona B. Harrang
- Thelma Marie Krause
- Leona Thompson May
- Emma Vermita Mullen
- Helen H. Peters
- Marian Francis Spinning
- Mary Ellen Turner

DEGREES GRANTED, UNIVERSITY

The Board voted to confirm the action of Mr. Brand in approving a list of candidates for degrees from the University of Oregon, who had completed their work at the end of the summer sessions. (Signed copies of the list are on file in the Board's office as an integral part of these minutes.)

DIVISION OF EXPERIMENTAL MEDICINE

The Board voted to approve the establishment of a Division of Experimental Medicine at the Medical School, with the following budgetary adjustments:

- Designation of Dr. Edwin E. Osgood as Head of the Division with no change in salary.
- Change in time service for Dr. Maurice Gourley from half to full time and promotion to Assistant Professor of Medicine, at a base salary of $3,000, net salary $2,568, twelve-month basis, effective November 1, 1936.

MAURICE GOURLEY, SALARY AND TIME ADJUSTMENT

The Board voted to designate the old administration building at the Oregon Normal School as "Campbell Hall" in honor of two former presidents, T. F. Campbell and P. L. Campbell, father and son.
Mr. Byrne, Secretary, informed the Board that it would be necessary to pass a resolution accepting the offer of the Federal Emergency Administration of Public Works to aid by way of a grant the financing of the construction of a boiler and other heating plant improvements at the University of Oregon, Eugene, Oregon. The offer of the United States of America acting through the Federal Emergency Administration of Public Works was read and the following resolution numbered "1" and entitled, "A Resolution Accepting the Offer of the United States to the Department of Higher Education to Aid by Way of Grant in Financing the Construction of an Addition to the Heating Plant of the University of Oregon," was presented:

RESOLUTION NO. 1

A RESOLUTION ACCEPTING THE OFFER OF THE UNITED STATES TO THE DEPARTMENT OF HIGHER EDUCATION TO AID BY WAY OF GRANT IN FINANCING THE CONSTRUCTION OF AN ADDITION TO THE HEATING PLANT OF THE UNIVERSITY OF OREGON.

BE IT RESOLVED BY THE STATE BOARD OF HIGHER EDUCATION

SECTION 1. That the offer of the United States of America to the Department of Higher Education to aid by way of grant in financing the construction of an addition to the heating plant of the University of Oregon a copy of which offer reads as follows:

P. W. 61409-1

FEDERAL EMERGENCY ADMINISTRATION

OF PUBLIC WORKS

Washington, D. C.,
Dated: September 21, 1936
Docket No. Oreg. 1091-R.

Department of Higher Education of the State of Oregon, Acting through the State Board of Higher Education,

Eugene, Oregon

Subject to the Rules and Regulations (FWA Form No. 179, as amended to date) which are made a part hereof, the United States of America hereby offers to aid in financing the construction of addition to heating plant, consisting of new boiler and necessary equipment, on the campus of the University of Oregon at Eugene, Oregon, (herein called the "Project") by making a grant to the Department of Higher Education of the State of Oregon in the amount of 45 per cent of the cost of the Project upon completion, as determined by
the Federal Emergency Administrator of Public Works, but not to exceed, in any event, the sum of $29,250.

UNITED STATES OF AMERICA

Federal Emergency Administrator of Public Works

By (Signed) HORATIO B. HACKETT
Assistant Administrator

be and the same is hereby in all respects accepted.

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

It is hereby covenanted that work on the project described in the Offer will be commenced as early as possible but in no event later than December 1, 1936; that the work will be planned so that it will reach a substantial peak before March 15, 1937; and that the project will be completed by November 15, 1937.

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

Motion for the adoption of the above resolution was made by Director Callister and seconded by Directors Sammons and Ruhl and was adopted, with the following voting aye:

C. A. Brand
E. C. Pease
F. E. Callister
Robert W. Ruhl
Willard L. Marks
E. C. Sammons
Herman Oliver
Beatrice Walton Sackett
E. F. Irvine

and the following voting nay: None.

The President thereupon declared said Resolution carried.

The Board voted to approve the offering of a course in income tax procedure by the Portland Extension Center as a special course with a fee of $25 for each enrollment, the course to be
The Board voted to approve the following personnel adjustments at the University, the State College, the Medical School, Oregon Normal School, and the General Extension Division:

### University

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAL A. YOUNG</td>
<td>APPOINTMENT Appointment of Halfred A. Young as Professor of Voice to succeed Roy Bryson, resigned, on ten-month basis, effective October 1, 1936, compensation to come from fees received for private lessons.</td>
</tr>
<tr>
<td>L. F. HENDERSON</td>
<td>CHANGE IN TIME SERVICE Change in time service for L. F. Henderson, Professor of Research in Botany and Curator of the Herbarium, at his own request, from full time to part time, effective October 1, 1936, with a change in salary from $2,100 to $648.29 base rate, net salary from $1,854.30 to $654.30.</td>
</tr>
<tr>
<td>L. DETLING</td>
<td>APPOINTMENT Appointment of Dr. Leroy Detling as Assistant Professor of Botany at a base rate of $1,830.66, net salary $1,800, ten-month basis, one-year tenure, effective October 1, 1936, funds for his salary to come from the saving from Professor Henderson's salary supplemented by transfers of $75 from wages in the Botany budget and $225 from savings in the Zoology salary budget resulting from the elimination of an instructorship.</td>
</tr>
<tr>
<td>F. G. BLACK</td>
<td>APPOINTMENT Appointment of Dr. Frank G. Black as Assistant Professor of English to replace Dr. George Williamson, on leave of absence, at a base rate of $2,336.45, net salary $2,000, ten-month basis, one-year tenure, effective October 1, 1936.</td>
</tr>
<tr>
<td>K. W. ONTHANK</td>
<td>LEAVE Leave of absence at half salary for Karl W. Onthank, Dean of Personnel Administration, from October 1, 1936, to March 31, 1937, to continue as state director for Oregon of the National Youth Administration; and transfer of $687.27 of the saving to the wage budget for the employment of a graduate student as interviewer and counselor for freshman and for other special help required as a result of Dean Onthank's leave. Reverting to the Board's unappropriated fund, $228.20.</td>
</tr>
<tr>
<td>H. R. TAYLOR</td>
<td>APPOINTMENT Appointment of Dr. Howard R. Taylor, Head of the Department of Psychology as Assistant Dean of the Graduate Division, effective October 1, 1936, and increase in salary from a base rate of $3,750, net salary $3,051.56, to a base rate of $4,376.99, net salary $3,431.56.</td>
</tr>
</tbody>
</table>
State College

GERTRUDE SANFORD, RESIGNATION

Resignation of Gertrude Skow Sanford, Extension Specialist in Community Social Organization, effective December 15, 1936, and the appointment of Izola D. Jensen to succeed Mrs. Sanford at a base rate of $2,656.96, net salary $2,300, twelve-month basis, one-year tenure, effective December 16, 1936; the increase of $111.42 in the salary budget to be transferred from the Director's reserve.

IZOLA JENSEN, APPOINTMENT

E. T. HODGE, LEAVE

Leave of absence for Dr. Edwin T. Hodge, four-fifths time without salary, to accept a position as Director of the U. S. Engineers Mineral Resources Survey of the Northwest States, effective October 1, and the appointment of Dr. Lloyd W. Staples to replace him as Instructor in Geology for the academic year, at a net salary of $1,400, effective October 15, the saving of $479.08 to be utilized as follows: $200 to the wage budget to pay help made necessary by the delay in the appointment of a successor to Dr. Hodge, $175 to a travel item in a new budget set up for the Coos Bay Marine Biological Station, and the remainder of $104.08 to revert to the Board's unappropriated funds.

L. W. STAPLES, APPOINTMENT

Medical School

J. G. STROH, PROMOTION

Appointment of Linden E. Harris as Assistant Professor of Farm Crops at a base rate of $2,605.74, net salary $2,400, twelve-month basis, one-year tenure, effective November 1, and transfer to the wage budget of the saving of $454 effected because of the delay in finding a man for this position, in order to pay for part-time help employed during this period.

W. K. LIVINGSTON, PROMOTION

Promotion in rank for Dr. William K. Livingston from Clinical Instructor to Assistant Clinical Professor of Surgery.

Oregon Normal School

ELOISE BUCK, LEAVE

Leave of absence without pay for Eloise Buck, Assistant Professor of English, from October 9, 1936 to June 30, 1937, and appointment of Martin E. Erickson to succeed Miss Buck as Instructor in English, effective October 16, 1936, at the same salary.

M. E. ERICKSON, APPOINTMENT

KATHARINE ARBUTNOT, LEAVE

Leave of absence without pay for Katharine Arbutnot, Assistant Professor of Geography, from January 1 to March 31, 1937; the amount budgeted for Miss Arbutnot's salary during these months to be retained for the employment of a successor.
Oregon Normal School (continued)

MAUD R.
MACPHERSON,
LEAVE

Sabbatical leave on half pay for Maud R. Macpherson, Librarian, from January 1 to March 31, 1937, for study and travel, her work to be cared for by a substitute employed for the remaining half of Miss Macpherson's budgeted salary.

Centralized Activities

B. S. HUTTON,
APPOINTMENT

Appointment of Burton S. Hutton as Director of Agricultural Programs of Station KOAC to succeed C. R. Briggs, resigned, at the same base rate of $2,800, net salary $2,396.80, one-year tenure, effective November 1, 1936. Mr. Briggs's resignation was effective August 7, 1936, and hence a salary saving of $554.13 reverts to the Board's unappropriated fund.

MEETING DAY
CHANGED

The Board voted by the necessary two-thirds majority to amend Article I, Section 1 of the by-laws by changing the word Monday to Tuesday wherever it appears, the section then reading, "The State Board of Higher Education shall hold regular meetings on the fourth Tuesday in January, April, July, and October, and the second Tuesday in March, June, September, and December . . . ", the amendment to be effective January 1, 1937.

The Board voted to express to President Churchill and his staff its appreciation for the many courtesies extended during the time of its meeting at the Oregon Normal School.

COMMITTEE ON
AGRICULTURAL
EXPERIMENT
STATIONS

The Board voted unanimously to amend Article II, Section 5 of the by-laws to include a permanent committee on Agricultural Experiment Stations to consist of four members of the Board appointed by the President, the section then reading, "In addition to the Executive Committee, the standing committees of the Board shall consist of the Committee on Finance, Committee on Buildings, Grounds, and Capital Outlay, Committee on Curricula, Committee on Public Relations, Committee on Insurance, and Committee on Agricultural Experiment Stations . . . ."

At the suggestion of Board members, the Chancellor and Secretary were requested to keep in mind the possibility of arranging for future meetings of the Board near the various experiment stations in the state so that Board members might have an opportunity to become acquainted with the work of the stations.

The Board having received an invitation from Dean Dillehunt to hold its next meeting at the Medical School, the Chancellor and the Secretary were requested to make the necessary arrangements if it seemed advisable to hold the meeting at the Medical School.

The Board adjourned at 11:45 a.m.

WILLARD L. MARKS, President

CHARLES L. BYRNE, Secretary