STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
October 25, 1937

Meeting #79
A regular meeting of the State Board of Higher Education of
the State of Oregon was held at the Heathman Hotel, Portland,
Oregon, at 2 p.m. on October 25, 1937.

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
F. E. Callister
Willard L. Marks
Walter E. Pearson
E. C. Pease
Robert W. Ruhl
Beatrice Welton Sackett
E. C. Sammons

Absent: Herman Oliver

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

MINUTES APPROVED
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.

REPORT OF BUILDING COMMITTEE
F. E. Callister, Chairman of the Buildings, Grounds and Cap-
tal Outlay Committee, then presented the following report:

"Word was received from Mr. C. C. Hockley, FWA Director,
that the brief presented by the Board on the Chemistry
Building project at the State College was successful in
placing the Chemistry Building in a classification eligible
to receive a FWA loan and grant. However, in the same
letter, Mr. Hockley indicated that ' . . . the total number
of projects which qualify under this subdivision call for
amounts far in excess of the limits prescribed therein.

"'Furthermore, the Public Works Administration is not at
this time making any further recommendations of allotments.'

"Mr. Byrne wrote Mr. Hockley asking whether or not this
closed the door on this project. Mr. Hockley's reply was
that this question was controlled by congressional act and
presidential interpretation, and that he could not say what
turn the future may take.

"The Building Committee is making no recommendation at this
time on any further steps to take in advancing this project."

The Board approved the report on the Chemistry Building as presented by the Building Committee.

Mr. Callister continued with his report as follows:

"The committee reviewed the plans for a proposed WPA project for wrought iron gates at the east entrance of the State College campus. President Peavy and Mr. Jensen indicated that the project had been approved by the WPA, with the provision that labor will be furnished and with the understanding that the institution will supply about $1,000 in materials. College officials indicated that they merely desired approval of the project, and that they were not asking for any funds for materials, because they were hoping to secure donations to cover this expense.

"The committee is recommending to the Board that the project be approved, with the understanding that there will be no expense to the Board for the project."

The Board approved the report of the Building Committee in regard to the WPA project for wrought iron gates at the State College.

The Building Committee report was continued as follows:

"The committee gave consideration to a proposed WPA project for a delivery driveway and walks for the new Library. The cost of materials for the delivery driveway is $1,120, the WPA furnishing the necessary labor. For the walks project the cost for materials was estimated at $600, with the WPA furnishing the labor.

"The committee feels that the cement driveway is very necessary, not only for delivery facilities, but also to take care of drainage around the building and is recommending to the Board that the sum of $1,120 be appropriated to match federal labor for the completion of this project. The committee feels that the walks project is not of emergency nature and therefore is recommending that it be deferred."

Upon recommendation of the Building Committee, the Board approved the appropriation of $1,120 for a cement driveway for the new Library at the University, and deferred action on the walks project.

Mr. Callister continued with his report as follows:
"Consideration was given to a proposal for a WPA project amounting to approximately $5,414 to excavate under one wing of the Medical School for storage space, utilizing WPA labor. There was also included in this project a proposal for WPA help in clearing up brush on the Medical School campus. The amount requested for materials was $342. The committee is recommending approval of that portion of the project dealing with the excavation, but is not recommending approval of that portion of the project dealing with clearing of brush. It is, therefore, recommended that the portion of the $342 necessary for the excavating be approved."

The Board approved the recommendation of the Building Committee in regard to the WPA excavation project at the Medical School as presented by the chairman.

FINANCE COMMITTEE REPORT

The following report of E. G. Sammons, Chairman of the Finance Committee, was then presented:

"The Finance Committee met this morning with Mr. Pearson and myself as members present, and with Mrs. Sackett, Mr. Callister, Mr. Brand, and Mr. Marks as other members of the Board present. We discussed at length the Chancellor's report on supplementary budget requests as well as the items in the docket, on pages 5, 6 and 7. The committee is recommending confirmation of these items, No. 2 and No. 3, as they come up in the regular order of business. The committee also recommends the following supplementary budget requests not included in the docket:

University

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>$550.00</td>
</tr>
<tr>
<td>Office mechanical appliances</td>
<td></td>
</tr>
<tr>
<td>Business Office</td>
<td>$281.31</td>
</tr>
<tr>
<td>Typewriter and adding machine</td>
<td></td>
</tr>
<tr>
<td>General Equipment</td>
<td>$100.00</td>
</tr>
<tr>
<td>25 straight-back chairs for classrooms</td>
<td></td>
</tr>
<tr>
<td>Geology</td>
<td>$100.00</td>
</tr>
<tr>
<td>Laboratory desk</td>
<td></td>
</tr>
<tr>
<td>Journalism</td>
<td>$250.00</td>
</tr>
<tr>
<td>Wages to employ readers</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>10 reading tables, ($730); 80 chairs, ($320)</td>
<td></td>
</tr>
</tbody>
</table>
Music .......................................................... $562.50
Increase in time of Louis Artau, Assistant
Professor of Music, from .08 to .33 time,
effective October 1, 1937, with adjustment
in salary from $250 to $1000.

Service drive to new Library .................. 1,120.00
To construct a concrete drive from
Kincaid Street for delivery of books, sup-
plies, etc., and to provide for drainage
west and south of building. Request in-
cludes materials only. (Item recommended
in Building Committee report.)

Total ....................................................... $4,013.81

State College

Agriculture, Farm Maintenance ............... 4,764.59
Materials for Animal Husbandry

Art and Architecture .............................. 360.00
Wages for laboratory assistance

Botany ................................................. 380.00
Increase in time of G. S. Powell, assistant
in Herbarium from part-time to full-time
with salary adjustment from $700 to $900,
($200); half-time graduate assistant winter
and spring terms, ($180).

Chemistry ............................................ 1,000.00
Equipment for physical Chemistry laboratory.

Dean of Women ..................................... 93.55
Typewriter

Electrical Engineering .......................... 300.00
Graduate assistant winter and spring terms

Entomology ......................................... 360.00
Graduate assistant winter and spring terms

Horticultural Products ......................... 330.00
Laboratory table, ($200); microscope ($130)

Graduate Division .................................. 414.00
Wages for secretarial help, ($300); type-
writer, ($114)
October 25, 1937

Journalism ........................................ $360.00
Wages for assistance in reading papers

Library .............................................. 1,462.50
Wages for service in periodical room,
($700); 10 fir tables, ($150); desk and
chair, ($80); filing cabinet, ($28.50);
60 chairs, ($504)

Military Science ................................. 103.00
2 desks, 3 office chairs, 1 stove for field
artillery unit

Physical Education, Men .......................... 225.00
Increase in time of E. A. Stevens, instructor,
from three-fourths to full-time, with salary adjust-
ment from $2700 to $3000, effective October 1, 1937

Physical Education, Women ...................... 1,350.00
Addition of instructor at $1,800 per year,
effective October 1, 1937

Registrar’s Office ............................... 475.00
Clerical assistance

Total .................................................. $11,977.64

"In addition to the above requests the Finance Committee is
recommending the following salary adjustments to be effective
October 1, 1937:

<table>
<thead>
<tr>
<th>Name, Title and Department</th>
<th>Recommended Base Salary</th>
<th>Recommended Salary</th>
<th>Net Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. B. Stillman, Asst. Prof. Business Administration</td>
<td>2,900.00</td>
<td>3,600.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Roy Andrews, Instructor Chemistry</td>
<td>1,200.00</td>
<td>1,500.00</td>
<td>150.00</td>
</tr>
<tr>
<td>A. F. Moursund, Assoc. Prof. Mathematics</td>
<td>2,500.00</td>
<td>2,700.00</td>
<td>150.00</td>
</tr>
<tr>
<td>John T. Gance, Assoc. Prof. History</td>
<td>2,600.00</td>
<td>2,700.00</td>
<td>75.00</td>
</tr>
<tr>
<td>John L. Casteel, Asst. Prof. English and Speech</td>
<td>2,800.00</td>
<td>2,900.00</td>
<td>75.00</td>
</tr>
<tr>
<td>A. E. Caswell, Prof. Physics</td>
<td>3,790.68</td>
<td>3,910.68</td>
<td>90.00</td>
</tr>
</tbody>
</table>

Total salary adjustments at University $615.00
### State College

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Salary</th>
<th>Previous Salary</th>
<th>Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gertrude Strickland, Ass. Prof., Clothing and Textiles</td>
<td>2,500.00</td>
<td>2,700.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Marion McMaster, Stockroom Clerk</td>
<td>750.00</td>
<td>800.00</td>
<td>50.00</td>
</tr>
<tr>
<td>G. A. Williams, Asst. Prof. Mathematics</td>
<td>2,600.00</td>
<td>2,800.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Kenneth Gordon, Asst. Prof. Zoology</td>
<td>2,400.00</td>
<td>2,500.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Vida L. Bower, Secretary President's Office</td>
<td>1,320.00</td>
<td>1,400.00</td>
<td>80.00</td>
</tr>
</tbody>
</table>

**Total salary adjustments at State College**: $410.00

### Southern Oregon Normal

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Salary</th>
<th>Previous Salary</th>
<th>Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grace Coombe, Secretary and Bookkeeper</td>
<td>1,260.00</td>
<td>1,380.00</td>
<td>90.00</td>
</tr>
<tr>
<td>Dorothy Woodell, Secretary Registrar's Office</td>
<td>1,080.00</td>
<td>1,260.00</td>
<td>135.00</td>
</tr>
</tbody>
</table>

**Total salary adjustments at Southern Oregon Normal**: $225.00

### Eastern Oregon Normal

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Salary</th>
<th>Previous Salary</th>
<th>Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betty Martin, Assistant Business Office</td>
<td>768.41</td>
<td>900.00</td>
<td>98.69</td>
</tr>
</tbody>
</table>

### General Extension

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Salary</th>
<th>Previous Salary</th>
<th>Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret M. Sharp, Secretary Portland Extension</td>
<td>2,000.00</td>
<td>2,200.00</td>
<td>150.00</td>
</tr>
</tbody>
</table>

### Centralized Activities

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Salary</th>
<th>Previous Salary</th>
<th>Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irene Davis, Secretary Division of Information</td>
<td>1,500.00</td>
<td>1,600.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Mary Elizabeth Randolph, Secy. Statistician's Off.</td>
<td>1,200.00</td>
<td>1,320.00</td>
<td>90.00</td>
</tr>
</tbody>
</table>

**Total salary adjustments in Centralized Activities**: $165.00
The Board approved the report of the Finance Committee on supplementary budget additions and salary adjustments as outlined above for the several institutions.

MARY J. L. MCDONALD ESTATE IN COOS COUNTY

Mr. Marks reported that in connection with the mortgage on timber property in Coos County, in which the Board holds half-interest as a result of the Mary J. L. McDonald bequest, a suggestion has been made by the University of California, holder of the other half-interest, that the mortgage be foreclosed because of the delinquency in interest payments and the accumulation of unpaid taxes on the property. The Board voted to refer the matter of foreclosure on the mortgage to the Executive Committee with power to act.

AMENDMENT TO TRUST AGREEMENT

At the request of Mr. Marks, Mr. Sammons reported that under the provisions of a certain trust fund in favor of the State Board of Higher Education for Medical School purposes, the trustee can invest the cash principal only in municipal bonds or in U.S. government bonds paying not less than four per cent. Since it is very difficult to find such bonds for investment purposes, the donor wishes to revoke the original trust, amending it so that the trustee can "invest and reinvest the money and any cash principal of said trust fund at any time in its hands in any property in which trustees are authorized to invest by the laws of the State of New York from time to time in force." The Board voted to consent to the amendment to the trust and authorized the president and secretary to execute the necessary documents.

The Chancellor presented his report on which action was taken as follows:

AUTOMOBILE INSURANCE FOR BODILY INJURY

The Board voted to increase automobile insurance policies for bodily injury on automobiles under the control of the Board from $10,000 for injury to one person and $20,000 for injury to all persons injured in an accident, to $10,000 and $100,000 respectively for vehicles transporting large numbers of students and employees, and to $10,000 and $40,000 respectively for all other automobiles and trucks.

GENERAL RESEARCH SCHOLARS AND PROJECTS

The Board approved the Chancellor's recommendations for the following appointments of research scholars, 9-months service, effective October 1, 1937, the funds to come from the special appropriation of $10,635 earmarked in the budget for general research projects:

Maurice Mundorff Appointment

Maurice Mundorff, half-time research scholar at the State College, assigned to Dr. I. S. Allison's project, "Willamette Valley History," $270.
Francis Reithall, half-time research scholar at the Medical School, assigned to Dr. E. S. West's project, "A Study of the Reaction of Vitamin C. (Ascorbic Acid) with Formaldehyde," $270.

James Overturf, full-time research scholar at the University, assigned to Dr. H. R. Croslund's project, "Correlation Between Left-Eye Dominance and Deficient Skill and Other Important Visual Phenomena, into Problems of Defective Reading," $540.

Max Bocek, half-time research scholar at the State College, assigned to Dr. E. E. Christensen's project, "Camphor in Port Orford Cedar," $270.

Siegfried Von Berghelsdorf, half-time research scholar at the Medical School, assigned to Dr. O. Larsell's project, "Study of Muscle Masses in Vertebrates in Relation to Development of Divisions of the Cerebellum," $270.

Grace P. Morris, half-time research scholar at the University, assigned to Dr. R. G. Clark's project, "A History of the Hudson's Bay Company in Oregon," $270.

Elizabeth Dearfield, half-time research scholar at the State College, assigned to Dr. Margaret Finke's project, "Phosphorus in Cereals," $270.

The Board approved the following projects and allotment of funds, totaling $1,920, the allotments to come from the special appropriation of $10,535 earmarked in the budget for General Research projects.

<table>
<thead>
<tr>
<th>Name</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. L. Albert and F. A. Everest</td>
<td>Radio Telephone Transmitters</td>
<td>80.00</td>
</tr>
<tr>
<td>Dr. A. L. Alderman</td>
<td>Studies of the Salamander</td>
<td>50.00</td>
</tr>
<tr>
<td>L. Artau</td>
<td>Studies in the History of Music</td>
<td>50.00</td>
</tr>
<tr>
<td>Dr. F. G. Black</td>
<td>Eighteenth Century Novels</td>
<td>30.00</td>
</tr>
<tr>
<td>Dr. R. P. Bowen</td>
<td>A Study of Corneille</td>
<td>50.00</td>
</tr>
<tr>
<td>G. W. Gleeson</td>
<td>Solution of Salts</td>
<td>100.00</td>
</tr>
<tr>
<td>G. W. Gleeson</td>
<td>Heat Transfer Coefficients</td>
<td>100.00</td>
</tr>
<tr>
<td>G. W. Gleeson and F. Merryfield</td>
<td>Dilution and Industrial Waste</td>
<td>100.00</td>
</tr>
<tr>
<td>Lance Hart</td>
<td>Proletarian Interest in Painting</td>
<td>30.00</td>
</tr>
<tr>
<td>Maude I. Kerns</td>
<td>Studies in Art</td>
<td>70.00</td>
</tr>
<tr>
<td>Dr. E. P. Kramer</td>
<td>Lexicographical Studies</td>
<td>50.00</td>
</tr>
<tr>
<td>Dr. E. C. A. Lesch</td>
<td>Elizabethan Texts</td>
<td>30.00</td>
</tr>
<tr>
<td>R. E. Summers</td>
<td>Oregon Boiler Waters</td>
<td>100.00</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Fee</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>A. M. Vincent</td>
<td>Cinematographic Art Project</td>
<td>70.00</td>
</tr>
<tr>
<td>Dr. Astrid Williams</td>
<td>Biography of K. Hamsun</td>
<td>35.00</td>
</tr>
<tr>
<td>Dr. Lester F. Beck</td>
<td>Physiology of the Central Nervous System with Reference to the</td>
<td></td>
</tr>
<tr>
<td>and Dr. A. R. Moore</td>
<td>Formation of Association</td>
<td>100.00</td>
</tr>
<tr>
<td>Dr. R. C. Clark</td>
<td>A History of the Hudson's Bay Company in Oregon</td>
<td>50.00</td>
</tr>
<tr>
<td>Dr. H. R. Crosland</td>
<td>Correlation between Left-Eye Dominance and Deficient Skill</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and Other Important Visual Phenomena, into Problems of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Defective Reading</td>
<td>100.00</td>
</tr>
<tr>
<td>Dr. Margaret Fincke</td>
<td>Phosphorus in Cereals</td>
<td>90.00</td>
</tr>
<tr>
<td>Dr. Leo Friedman</td>
<td>Lignin of Western Woods</td>
<td>50.00</td>
</tr>
<tr>
<td>Dr. John T. Gance</td>
<td>Constitutional History of the United States during the period of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the World War, with Special Emphasis on Administrative Organization</td>
<td>50.00</td>
</tr>
<tr>
<td>Dr. E. C. Gilbert</td>
<td>Thermochemistry of Hydrazine</td>
<td>50.00</td>
</tr>
<tr>
<td>Dr. Charles Howard</td>
<td>Annotations of the American Law Institute's Restatement of the Law of Contracts</td>
<td>25.00</td>
</tr>
<tr>
<td>Dr. R. R. Huestis</td>
<td>Mouse Genetics</td>
<td>50.00</td>
</tr>
<tr>
<td>J. S. Jones, E. C.</td>
<td>Insect Reaction to Organic Compounds</td>
<td>50.00</td>
</tr>
<tr>
<td>Callaway, and Dr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. C. Mote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. A. J. Marder</td>
<td>English Navalism in the Period 1889-1904</td>
<td>25.00</td>
</tr>
<tr>
<td>Dr. E. H. Moore</td>
<td>Analysis of Insurance Company Records to show the Incidence of Mobility</td>
<td>25.00</td>
</tr>
<tr>
<td>Dr. H. D. Sheldon</td>
<td>History of Education in Oregon</td>
<td>100.00</td>
</tr>
<tr>
<td>Dr. Alfred Taylor</td>
<td>Gland Transplantation</td>
<td>50.00</td>
</tr>
<tr>
<td>George Turnbull</td>
<td>History of Journalism in the State of Oregon</td>
<td>25.00</td>
</tr>
<tr>
<td>Dr. Rosalind Walzen</td>
<td>Pl in Mammalian Nutrition</td>
<td>50.00</td>
</tr>
<tr>
<td>Dr. S. M. Zeller</td>
<td>Gasteromycetes of North America</td>
<td>50.00</td>
</tr>
<tr>
<td>Dr. L. O. Wright</td>
<td>Studies of the Mexican Novels</td>
<td>35.00</td>
</tr>
</tbody>
</table>

The Chancellor reported that in a recent survey made by the American Library Association, the Library at the University is one of the top-ranking libraries in the per capita circulation of its books.
The Board officially accepted the following gifts and instructed the Secretary to make suitable acknowledgment to the respective donors:

University

Gift of $229.50 from Miss Julia Burgess to assist in the purchase of display cases for the Burgess Rare Book Collection.

State College

Gift of bronze bust of the late General Ulysses Grant McAlexander done by Pompea Coppini, noted sculptor of New York City, valued at $1,000, from the General’s daughter-in-law, Mrs. Frances T. McAlexander. The bust has been on loan to the College since 1934.

Gift of "Rock of the Marne" lamp for the College Museum, valued at $50.00, from the grandson of General McAlexander, Tallmadge McAlexander. The lamp was constructed from shells and other relics of the battle fields, by friends and admirers of the late General.

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:

University

<table>
<thead>
<tr>
<th>Department of English</th>
<th>Budget Addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two graduate assistants, full-time, 9-months basis, effective October 1, at $540 each. Provision already made for $155.54.</td>
<td>914.46</td>
</tr>
<tr>
<td>Part-time instructor, 9-months basis, effective October 1.</td>
<td>900.00</td>
</tr>
<tr>
<td>Graduate assistant in Speech, full-time, 9-months basis, effective October 1.</td>
<td>540.00</td>
</tr>
</tbody>
</table>

College of Social Science

Economics - full-time graduate assistant, 9-months basis, effective October 1. 540.00

Geography - full-time graduate assistant, 9-months basis, effective October 1. 540.00

History - full-time graduate assistant, 9-months basis, effective October 1. 540.00
Lower Division and Service Departments
Biological Science Survey - increase in wage budget to employ student assistant .......... 45.00

School of Business Administration
Instructor in accounting, 10-months basis, one-year tenure, at a salary of $2,000,
effective October 1 .................. 1,500.00

Graduate assistant, full-time, 9-months basis, effective October 1 ............ 540.00

School of Education
Student assistant to conduct band and orchestra for University High School, 9-months basis,
effective October 1 .................. 225.00

Library
100 tablet arm chairs for lower division reading room .................. 600.00

TOTAL $5,884.46

State College
School of Agriculture
Fish and Game - additional laboratory assistant 500.00
Fish and Game - laboratory lights ............ 40.00
Soils - teaching fellow, 9-months basis, effective October 1 .......... 440.00

School of Education
Appointment of Ann McClew as critic teacher of home economics in Corvallis High School at a salary of $1,700, 10-months basis, tenure one year, one-half of salary to be paid by the high school .................. 850.00

For supervising nine student practice teachers each term, three terms, at Albany, $15.00 per student to be paid to three critic teachers on the Albany staff .................. 405.00

For supervising three student practice teachers each term, three terms, at Philomath, $15.00 per student to be paid to three critic teachers on the Philomath high school staff ........... 135.00

Transportation for practice teachers to Albany : 405.00
Transportation for practice teachers to Philomath 180.00
School of Engineering
Civil Engineering - part-time assistance
(40 hours per week, wages) .................. 200.00

Electrical Engineering - part-time assistance
(25 hours per week, wages) .................. 125.00

Mechanical Engineering - graduate assistant,
full-time, nine-months basis, effective
October 1 ................................. 540.00

Industrial Arts - increase in time of
D. L. Mason, assistant, from three-fourths
to full-time, monthly tenure, 9-months basis ... 270.00

Forestry
Instructor in Forestry, 10-months basis, tenure
one year, at a salary of $2,600, effective
October 1 ................................. 1,950.00

School of Home Economics
Clothing and Textiles - increase in time of
Mrs. Helen Robinson from one-third to one-half
time instructor, yearly tenure, 10-months basis ... 418.50

School of Science
Botany - increase from two-thirds to full-time
of assistant in Herbarium, fall term ........ 100.00

Botany - one-half-time graduate assistant, fall
term ........................................ 90.00

Chemistry - increase in time of E. C. Callaway,
instructor, from 80% to full-time, 10-months
basis, one-year tenure, with a corresponding
increase in salary from $1,386.65 to $1,750,
effective October 1 ....................... 272.52

Chemistry - one-half-time graduate assistant .... 270.00

Entomology - full-time graduate assistant, fall
term ....................................... 180.00

Science Survey - one-half-time graduate assistant 270.00

TOTAL ..................................... $7,541.02
ATHLETIC DEPARTMENT

The Board confirmed the following salary adjustments as contained in the Athletic budget for 1937-38 filed by the Associated Students of the University, the increases to come from Associated Students funds.

Howard Hobson

Salary increase for Howard Hobson, basketball and baseball coach and instructor in physical education, from $3,000 to $3,300, effective July 1, 1937, one-year tenure, 12-months basis.

John Warren

Salary increase for John Warren, freshman coach and instructor in physical education from $2,400 to $2,600, effective July 1, 1937, one-year tenure, 12-months basis.

FISH AND GAME MANAGEMENT

The Board approved the budgeting of $2,285.32 to the Department of Fish and Game Management in the Experiment Station, from funds made available by the legislative appropriation provided in House Bill 465 earmarked for the investigation of wild game problems.

JONES PATHOLOGY RESEARCH FUND MORTGAGE

The Board approved the proposed action of a Portland bank, trustee, in foreclosing on a mortgage in the amount of $395.45, delinquent since February, 1937, which is part of the Jones Pathology Research Fellowship fund of $5,000.

PERSONNEL

The Board approved the following personnel adjustments at the University:

Clifford Stalsberg

Increase in salary for Clifford Stalsberg, Cashier in the Business Office, from $1,500 to $1,600, effective October 1, 1937, 12-months basis, one-year tenure. Budget addition of $150 to be transferred from the University Multigraph Stores balance to the salary budget of the Business Office.

Walter Browne Resignation

Resignation of Dr. Walter Paul Browne, Assistant University Physician, as of October 1, 1937, and the appointment of Dr. Ronald C. Romig as part-time physician in the Student Health Service, rank of Assistant Professor, monthly basis, to be paid $100 per month from wages, effective October 1, 1937. Saving of $475 due to Dr. Browne's resignation to be transferred to materials and supplies in the Health Service budget.

Ronald C. Romig Appointment

Salary increase for Margaret Hurst, stenographer in Federal Cooperative Extension, who is assuming special responsibilities of Frances Oddy, resigned, from $1,200 to $1,250, effective October 1, 1937, 12-months service, monthly tenure. Funds for the increase provided by a transfer within restricted funds.
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October 25, 1937

Mary Binford
Appointment

Appointment of Mary E. Binford as catalog assistant in the Library, rank of instructor, salary rate $1,800, 12-months service, one-year tenure, effective October 1, 1937, to replace Josephine Halverson, resigned, whose budgeted rate was $1,600. Additional funds required, $65.55, to be transferred from savings in Business Administration.

Josephine Halverson
Resignation

Margaret Ann Villeneuve
Appointment

Appointment of Margaret Ann Villeneuve as circulation assistant in the Library, rank of instructor, salary rate $1,600, 12-months service, one-year tenure, effective October 11, 1937, to replace Eleanor Inness, resigned, whose budgeted rate was $1,300. Additional funds required $75.62, to be transferred from savings in Business Administration and Mathematics.

Eleanor Inness
Resignation

Robert Steiner
Appointment

Appointment of Robert A. Steiner, instructor in Business Administration, salary rate $1,800, 10-months basis, one-year tenure, effective October 1, 1937, to replace Willard M. Craig, resigned, whose salary rate for the current fiscal year was $1,450. Salary saving of $100 to be utilized in above Library appointments requiring budget additions.

Willard Craig
Resignation

W. J. Kirkham
Leave of Absence

Leave of absence without salary for Dr. W. J. Kirkham, Assistant Professor of Mathematics, salary rate $2,400, 10-months basis, indefinite tenure, effective October 1, 1937, to accept a year's appointment as statistician for the federal government in Washington, D. C., and the appointment of Dr. Paul Gerhard Hoel as instructor in Mathematics, salary rate $2,800, 10-months basis, yearly tenure, effective October 1, 1937. Budget saving of $150, to be transferred as follows:

Library, salaries account . . . . . . . $39.17
WPA Art Project, Account C-624 . . . . . . . . . . . . . 110.33

Paul Gerhard Hoel
Appointment

Mrs. Ruth Forest
Leave of Absence

Leave of absence without salary for Mrs. Ruth Forest, instructor in School of Education and Critic Teacher at Corvallis High School, salary rate $2,000, 10-months basis, effective October 1, 1937, to serve the State Department of Vocational Education for one year, and the appointment of Lois Knapp as critic teacher at a salary rate of $1,500, 10-months basis, yearly tenure, effective October 1, 1937. One-half of salary to be paid by high school. Salary saving of $187.50 to be transferred to WPA Art Project, Account C-624.

Lois Knapp
Appointment
The Board approved the following personnel adjustments at the Medical School:

Mary Hughes
Appointment
Appointment of Mary Hughes as assistant in Library, effective July 1, 1937, at a salary of $1,200, 12-months basis, monthly tenure. Budget addition required $1,147.12.

Orra Kirshner
Appointment
Appointment of Orra Kirshner as assistant librarian, effective July 1, 1937, at a salary of $1,500, 12-months basis, one-year tenure, one-half of the salary to come from gift funds. Budget addition required $750.

Frances Langoe
Salary Increase
Increase in salary for Frances Langoe, secretary for the business office and Outpatient Clinic, from $1,200 to $1,500 effective September 15, 1937, 12-months basis, one-year tenure. Budget addition required $237.50.

Lola Voit
Salary
Increase
Increase in salary for Lola Voit, secretary in the Registrar's Office, from $1,200 to $1,500, effective September 15, 1937, 12-months basis, one-year tenure. Budget addition required $237.50.

Instructor
Appointment
Appointment of part-time instructor in Medicine, 9-months basis, one-year tenure, at a salary of $900, effective October 1, 1937. Budget addition required $900.

The Board approved the following personnel adjustments at the Oregon Normal School:

Eloise Buck
Salary Increase
Salary adjustment for Eloise Buck, Assistant Professor of English, from $2,500 to $2,700, effective October 1, 1937, 9-months service, indefinite tenure. Miss Buck's name was inadvertently omitted by the Normal School from the list of instructors and assistant professors whose salaries were adjusted to a minimum scale. Budget addition required $150.

Henry Hendren
Salary Increase
Salary adjustment for Henry R. Hendren, superintendent of buildings and grounds, one-year tenure, 12-months basis, from $1,800 to $2,000, effective October 1, 1937. Budget addition required $150.

Ellis Stebbins
Salary Increase
Salary adjustment for Ellis A. Stebbins, business manager, 12-months basis, indefinite tenure, from $2,360 to $2,480, effective October 1, 1937. Budget addition required $90.
The Board approved the following personnel adjustments in the General Extension Division.

Shirley Wright
Salary Increase
Increase in salary for Mrs. Shirley Wright, secretary, from $1,020 to $1,140, effective October 1, 1937, 10-month basis, one-year tenure. Mrs. Wright receives $240 additional from the wage budget during two summer months as secretary for the Eugene Summer Session. Funds for the salary increase of $120 to be transferred from the wage budget of Eugene Extension Division.

Lucy Lewis
Sabbatical Leave
The Board approved a sabbatical leave on full pay for Miss Lucy M. Lewis, Director of Libraries, from November 15, 1937 to February 15, 1938, for the purpose of travel to study library organization and buildings in the United States.

The Board adjourned at 3:40 p.m.

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