STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
March 8, 1938

MEETING #83
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 March 8, 1938.

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

Mrs. Sackett was not present on roll call but came in later.

Members absent: Herman Oliver, E. C. Sammons

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

President Marks reported the receipt of a telegram from Mr.
Herman Oliver, indicating his inability to be present because
of illness. Mr. Sammons had been called East.

President Marks welcomed Dr. Donald M. Erb, newly elected
President of the University of Oregon.

MINUTES
APPROVED

The Board voted to dispense with the reading of the minutes of
the last meeting on January 25, 1938, and approved the minutes
of this meeting as they appeared in the docket.

CHEMISTRY
VAULT AT
STATE
COLLEGE

F. E. Callister, Chairman of the Buildings, Grounds, and Capital
Outlay Committee, made the following report:

"At the January 25 meeting the Board appropriated $3,000
for the construction of a vault for chemical supplies as
a temporary safeguard against the fire hazard in the Chemis-
try Building at the State College. President Peavy at the
meeting yesterday reported that he has studied the situation
carefully with Professor Fulton, Head of the Chemistry
Department, and that since alcohol, ether, and other highly
combustible materials are at present stored in fireproof
vaults in the building, the construction of a storage vault adjacent to the Chemistry Building would not reduce the hazard sufficiently to justify the expenditure of the funds appropriated by the Board. The chief fire hazards result from wood construction throughout the interior of the building, open central stairways, oil-soaked floors, and the narrow stairway to the upper floor. These factors would not be eliminated by the erection of a vault."

The Board approved the report of the Building Committee with regard to eliminating the construction of a storehouse for chemical supplies at the State College, with the understanding that the $3,000 provided therefor will revert to Board's unappropriated funds.

PURCHASE OF MACPHERSON PROPERTY FOR CHEMISTRY BUILDING SITE

Chairman Callister then presented the following report in regard to the purchase of the Macpherson property for the Chemistry Building site at the State College:

"The option which the State College holds to purchase for $5,000 the Macpherson house and lot in Corvallis which is needed to complete the site for the proposed Chemistry Building, will expire on June 15, 1938. It is probable that the Board will be unable to obtain an extension of this option on as favorable a basis. The State College authorities recommended the purchase of this property from the $5,752.36 balance in the unpledged portion of the Student Building Fee account. There exist, however, as an obligation against this balance the notes taken over by the Board which represent a debt amounting to $12,384.96 against the Student Association for the erection of the stadium. Following the spring collection of the building fee there will be a sufficient balance in the unpledged Building Fee account to retire these notes. The Committee, therefore, recommends that this obligation be retired, thereby clearing up this old debt. It also recommends that the Board advance whatever funds are needed to take up the option on the property immediately, with the understanding that the general funds of the Board will be reimbursed from the unpledged Building Fee account as soon as the fall term collections are made."

The Board accepted the report of the Building Committee in regard to the purchase of the Macpherson property for the Chemistry Building site at the State College, and approved the payment of $12,384.96 to the Board from the unpledged portion of the Student Building Fee after the spring term collection, to retire the notes held by the Board against the Student Association for the erection of the stadium. The Board also approved an advance from unappropriated funds of the amount necessary to take up the $5,000 option held by the State College on the property of Hector Macpherson, with the understanding that Board funds will be reimbursed from the unpledged portion of the Student Building Fee as soon as fall term collections are made.
Mr. Callister continued with the report of the Building Committee as follows:

"Item 2 in the Docket recommends confirmation of the informal action taken by the Board on January 25 accepting the gift from Mr. Campbell Church of his residence property in Eugene estimated to have a value of $50,000, the house to be used for the residence of either the President of the University or the Chancellor of the State System of Higher Education. At the same meeting the Board took informal action designating the Campbell Church house as the residence of the Chancellor and the President's house on the campus as the residence for Dr. Erb. The Committee is recommending that these informal actions be confirmed by the Board."

The Board voted to confirm its informal action taken on January 25 in accepting the gift from Campbell Church of his residence in Eugene, and in designating the Campbell Church house as the residence of the Chancellor and the President's house on the campus as the residence of Dr. Erb.

Upon recommendation of the Building Committee, the Board voted to adopt the following resolution in appreciation of Mr. Campbell Church's generous gift of his residence to the State Board of Higher Education.

WHEREAS, Mr. Campbell Church, Eugene, Oregon, did offer to deed to the State of Oregon acting by and through the State Board of Higher Education, a residence with an estimated value of $50,000 for the use of either the Chancellor of the Oregon State System of Higher Education or his successor, or the President of the University of Oregon or his successor, as the State Board of Higher Education shall from time to time designate; and

WHEREAS, The State Board of Higher Education has taken action accepting the residence under the terms stipulated by the donor, therefore,

Be It Resolved, That the Board extend to Mr. Campbell Church its sincere appreciation for his generosity to and interest in all higher education, and particularly the University of Oregon, and be it further

Resolved, That the residence be designated as the ADELAIDE WRISLEY CHURCH MEMORIAL in memory of the grantor's deceased wife, Mrs. Adelaide Wrisley Church, and be it further

Resolved, That the Secretary of the Board be instructed to spread this resolution on the official records of the Board, and also to transmit a copy of the resolution to the donor, Mr. Campbell Church.
The report of the Building Committee was continued as follows:

"The Chancellor also reported to the Committee tentative estimates on the maintenance and remodeling costs of the Church residence and on necessary repairs on the residence for Dr. Arb. The Building Committee has made arrangements to inspect these residences on Wednesday of this week and, because of the urgency of getting the remodeling and repair work under way, is requesting authority to contract immediately for the necessary repairs and remodeling up to $7,500 for the Church residence, and $1,000 for the President's residence."

The Board approved the report of the Building Committee in regard to the repair work on the residences of the Chancellor and the President, and authorized the Building Committee to contract for necessary repairs and remodeling up to $7,500 for the Church residence and $1,000 for the President's residence.

Mr. Callister continued with the report of the Building Committee as follows:

"President Erb presented to the Committee a resolution from the University of Oregon Law School faculty requesting that the Old Library, which was remodeled for Law School purposes, be given the official name, 'School of Law, Fenton Hall,' in honor of William David Fenton, who has been a benefactor of the Law School and who was a distinguished Oregon attorney. The resolution also requests that the Law Library wing of the building carry an inscription, 'Kenneth Lucas Fenton Memorial Law Library,' in honor of the deceased son of William David Fenton. The Committee is recommending the granting of this request."

The Board approved naming the former Library Building at the University "School of Law, Fenton Hall", in honor of William David Fenton, and also the inscription "Kenneth Lucas Fenton Memorial Law Library" in the Law Library wing of the building in honor of the deceased son of William David Fenton.

Mr. Callister concluded the report of the Building Committee with the following account of the building repair and improvement program.

"At the request of the Chancellor, Mr. Byrne reported on the progress of the Building Repair and Improvement program authorized by the Board on June 8, 1937. Although part of the work has not been completed due to the impossibility of carrying on certain outside work during the winter season, present indications are that the projects authorized by the Board as a result of the survey will be completed
within the funds allotted and that there may possibly be a saving of approximately $2,500 on the program. The Committee feels that this rehabilitation of the physical plants which had seriously deteriorated during the depression years should be continued under the direction of Mr. Byrne in line with the survey made last year. It, therefore, recommended to the Finance Committee yesterday afternoon, that there be set aside for 1938-39 the sum of $11,814 in addition to the regular repair budgets of the several campuses, this special fund to be expended under the plan followed during the current year. This sum is being set aside by the Finance Committee in the budget plans for the next year."

The Board accepted the report of the Building Committee in regard to the building and repair program.

INSURANCE SURVEY

Walter E. Pearson, Chairman of the Insurance Committee, made the following report:

"The Insurance Committee met yesterday afternoon with Mr. Ruhl and myself as committee members present. Other Board members sitting in with the Committee were Mr. Callister, Mr. Brand, Mr. Pease, and Mr. Marks.

"The Chairman presented a survey of all types of insurance now in effect at the various institutions of the System. The survey indicated a definite need for central supervision in the purchase and administration of insurance. Therefore, the Committee is recommending that responsibility for purchasing and supervising all insurance for the System be vested in the Comptroller, who will from time to time advise with the Insurance Committee. It is the Committee's recommendation that so far as possible insurance companies be patronized who maintain general agencies in the State of Oregon and that no mutual insurance be purchased in excess of their net line.

RETIEMENT OF STAFF.

"In the administration of the retirement age rule adopted by the Board at the last meeting, the Committee authorized the Chancellor to bring in to the Committee his recommendations regarding individual staff members who have reached retirement age, or who will reach such age before the close of the fiscal year."

The Board voted to adopt the report of the Insurance Committee in regard to centralized purchase and administration of insurance. The Board also approved the Committee's recommendation that the Chancellor report to the Insurance Committee regarding staff members who have reached retirement age, or who will reach such age during the fiscal year. (The insurance survey report is on file in the Comptroller's Office.)

BUDGET ADDITIONS TO AVOID OVERDRAFTS

Walter E. Pearson, Acting Chairman of the Finance Committee in the absence of Mr. Sammons and Mr. Oliver, submitted the following report regarding budget additions to avoid overdrafts at the close of the fiscal year:
"The Chancellor presented a report on additions requested for the requisition budgets of the several institutions for the remainder of the current fiscal year in order to avoid overdrafts. When budget additions were made last fall to care for increased enrollment, the Board approved only the necessary staff additions, leaving the supplementary requisition requirements for materials and supplies to be acted upon later in the year. After reviewing budget requests from all institutions totaling $31,473.55, the Chancellor recommended to the Committee appropriations from Board's unrestricted funds totaling $23,198.85, allotted to the institutions as follows: $15,066.82 for the State College; $5,935.89 for the University; $1,512 for the Medical School; $500 for Southern Oregon Normal School; and $83.14 for the Eastern Oregon Normal School. The Committee is recommending approval of these supplementary appropriations as indicated.

"Items in the amount of $8,274.70 are deferred and are to be brought to the Board when and if it is deemed necessary. In connection with the deferred items, the Committee is recommending that there be allotted to the State College for maintenance of the new lawn area completed through the WPA projects, the sum of $1,310, or as much thereof as is necessary, after a study by the Chancellor and Mr. Byrne."

The Board approved the report of the Finance Committee in regard to budget additions, and voted to appropriate $23,198.85 from unappropriated funds in order to avoid overdrafts on June 30.

Mr. Pearson continued the report of the Finance Committee as follows:

"The Committee gave consideration to the question of increasing fees $1.00 a term at the State College and University, which had been referred to the Chancellor at the last meeting of the Board. I am asking the Chancellor to present his findings on the matter."

The Chancellor read his report to the Board on the question of increasing fees, indicating that his recommendation is that the fees be retained at the present level for the next fiscal year. (Copies of this report are file as an integral part of these minutes.)

The Board voted to approve the report of the Chancellor recommending that student fees at the University and State College be retained at the present level for the fiscal year 1938-39, thereby adopting the following schedule of fees and dormitory charges for 1938-39 as printed in the January 25 docket:
### Tuition and Fees*

#### Undergraduates

<table>
<thead>
<tr>
<th></th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resident Students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Laboratory and Course Fee</td>
<td>11.50</td>
<td>34.50</td>
</tr>
<tr>
<td>Incidental Fee#</td>
<td>5.50</td>
<td>16.50</td>
</tr>
<tr>
<td>Building Fee</td>
<td>5.00</td>
<td>15.00</td>
</tr>
<tr>
<td><strong>Total Resident Fee</strong></td>
<td>$32.00</td>
<td>$96.00</td>
</tr>
</tbody>
</table>

|                     |          |          |
| **Non-Resident Students** |          |          |
| Tuition              | $50.00   | $150.00  |
| Laboratory and Course Fee | 11.50    | 34.50    |
| Incidental Fee#      | 5.50     | 16.50    |
| Building Fee         | 5.00     | 15.00    |
| **Total Non-Resident Fee** | $72.00   | $216.00  |

**Deposit (breakage, loss, etc.)**: $5.00

#### Graduate Students (including Graduate Assistants, Scholars, and Fellows)

|                     |          |          |
| **Full-Time Graduate Students** - registering for 7 credits or more |          |          |
| Tuition              | $10.00   | $30.00   |
| Laboratory Fee       | 11.50    | 34.50    |
| Incidental Fee       | 3.50     | 10.50    |
| **Total Graduate Fee** | $25.00   | $75.00   |

|                     |          |          |
| **Part-Time Graduate Students** - registering for 6 credits or less |          |          |
| Per Credit Hour      | $3.00    |          |

**Deposit (breakage, loss, etc.) for all graduate students**: $5.00

*Fees may be paid in three installments each term, if desired. In case of withdrawal of students, refunds may be granted in accordance with a refund schedule on file with the registrar's office. The partial payment schedule and refund schedule will be prepared each year by an interinstitutional committee.

#Incidental fee of $5.50 to be distributed $3.50 to Health Service, $1.50 to Gym Suit Service and $1.00 to Board's unrestricted funds.
### University and College (continued)

**Staff Members**

<table>
<thead>
<tr>
<th>Per credit hour</th>
<th>$1.00</th>
</tr>
</thead>
</table>

(Staff members may audit courses without fee)
(No deposit for breakage, loss, etc.)

**Part-Time Undergraduate Students - registering for 5 credits or less**

<table>
<thead>
<tr>
<th>Per credit hour</th>
<th>3.00</th>
</tr>
</thead>
</table>

Deposit (breakage, loss, etc.) | 5.00 |

**Auditors**

<table>
<thead>
<tr>
<th>Per credit hour</th>
<th>1.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-laboratory courses</td>
<td></td>
</tr>
<tr>
<td>Laboratory courses</td>
<td>3.00</td>
</tr>
</tbody>
</table>

(No deposit for breakage, loss, etc.)

### Special Fees, Deposits and Fines

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation fee (not refundable)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Late registration</td>
<td>1.00 to $5.00</td>
</tr>
<tr>
<td>Change of program</td>
<td>$.25</td>
</tr>
<tr>
<td>Reinstatement fee</td>
<td>2.00</td>
</tr>
<tr>
<td>Special examination fee (per credit hour)</td>
<td>1.00</td>
</tr>
<tr>
<td>Transcript fee (one furnished without cost)</td>
<td>1.00</td>
</tr>
<tr>
<td>Graduation fee (including $2.00 alumni fee)</td>
<td>6.50</td>
</tr>
<tr>
<td>Penalty for delinquent installments of registration fee</td>
<td>$.25 per day</td>
</tr>
<tr>
<td>Registration in absentia (6 credit hours or less), per credit hour</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### Notes
- Charged all undergraduate students registering for the first time in the System.
- In the case of students transferring from the Normal Schools to the University or State College, the payment of $5.00 will be required to make up the difference between the $2.00 matriculation fee at the Normal Schools and the $5.00 matriculation fee at the University and State College.
- Graduate students taking the preliminary or final examination when they are not enrolled at the time are assessed a $10 fee for the examination. A student enrolled for a limited amount of graduate work requiring a tuition fee of less than $10 shall pay an examination fee equal to the difference between the amount paid as tuition and the $10 examination fee.
Normal Schools

Regular Registration Fee

<table>
<thead>
<tr>
<th></th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resident Students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$8.00</td>
<td>$24.00</td>
</tr>
<tr>
<td>Incidental Fee*</td>
<td>4.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Building Fee*</td>
<td>5.00</td>
<td>15.00</td>
</tr>
<tr>
<td><strong>Total Resident Fee</strong></td>
<td>$17.00</td>
<td>$51.00</td>
</tr>
</tbody>
</table>

|                        |          |          |
| **Non-Resident Students** |        |          |
| Tuition                | $14.00   | $42.00   |
| Incidental Fee*        | 4.00     | 12.00    |
| Building Fee*          | 5.00     | 15.00    |
| **Total Non-Resident Fee** | $23.00  | $59.00   |

Special Fees (uniform at all normal schools)

|                        |          |
| Matriculation fee (not refundable) | $2.00    |
| Graduation fee            | $4.50    |
| Diploma                   | $3.00    |
| Alumni                    | $1.50    |
| Transcripts               | $1.00    |

*Advanced students who have already obtained Normal School diplomas are not assessed the building fee.

#Charged all students registering in the System for the first time.

#Incidental Fee of $4.00 per term to be distributed $3.50 to Health Service and $.50 to Board's unrestricted funds.
Medical Students

Regular Registration Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident tuition and laboratory fee</td>
<td>$95.00</td>
<td>$285.00</td>
</tr>
<tr>
<td>Non-resident tuition and laboratory fee</td>
<td>115.00</td>
<td>345.00</td>
</tr>
<tr>
<td>Building fee</td>
<td>5.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Breakage deposit (first and second years)</td>
<td></td>
<td>15.00</td>
</tr>
<tr>
<td>Breakage deposit (third and fourth years)</td>
<td></td>
<td>10.00</td>
</tr>
<tr>
<td>Entrance deposit (includes the $5.00 matriculation fee and $20.00 tuition fee)</td>
<td></td>
<td>25.00</td>
</tr>
</tbody>
</table>

Special Fees

- Matriculation fee (not refundable)          | 5.00     |
- Graduation fee (including $2.00 alumni fee) | 6.50     |
- Transcript fee (one furnished without cost)  | 1.00     |
- Microscope rental fee (for students who wish to rent microscopes) | 3.00 to 4.00 |
- Penalty for late payment of tuition fees at beginning of each term | 2.00 |
  (For first day of delinquency and $ .25 additional each day thereafter. Registration cancelled after one penalty week.)
- Penalty for delinquent installments of tuition fees | .25 per day |
  (Registration cancelled after one week)
- Late-registration fee | 1.00 to 5.00 |
- Students registering after the scheduled registration day of any term pay a late-registration fee of $ 1.00 for the first day and $ 1.00 for each additional day until a maximum charge of $ 5.00 is reached.

Special Students

- Special Students, minimum $10.00 per credit hour | 5.25 |

Auditor's fee, per term hour for lectures | 1.00 |
Auditor's fee, per term hour for laboratory courses | 5.25 |

An auditor is a person who has obtained permission to attend lecture classes without receiving academic credit. The fee is payable at the time of registration. It entitles the student to attend classes but to no other institutional privileges.

# Students working toward graduate degrees (M.A., M.S., Ph.D.), part-time special students, and summer students do not pay the building fee.

* Not assessable upon students who have already matriculated in the Oregon State System of Higher Education.

/ Changes credit hour rate to conform to term tuition rate put in effect last year.
Medical School (Continued)

Per Term

Graduate Students* (including Graduate Assistants and Fellows)

Full-Time Graduate Students, tuition fee when registered for 7 or more credit hours of work ................ $21.50

Part-Time Graduate Students, tuition fee when registered for 6 credits or less, per credit hour .............. 3.00

(No non-resident, building, or breakage fees)

Students in Nursing

Regular Registration fees

Tuition, per term hour ................................ (maximum $45.00) 3.00
Non-resident fee, per term (additional) .............. 20.00
Trainees in Public Health Nursing .................. 90.00
(includes $5.00 Building fee. Matriculation and non-resident fees apply in addition)
Building fee for students in hospital schools .......... 1.00
(for students carrying more than 5 term hours)
Building fee for all other students .................. 5.00
(for students carrying more than 5 term hours).

Every undergraduate nursing student pays a matriculation fee of $5.00 at the time she first registers in the Oregon State System of Higher Education (Normal School transfers pay $3.00 addition.) This fee is not refundable.

Special fees

Graduation fee (If certificate also at same time, $4.00 additional) ........................................... 6.50
Late registration fee .................................... 1.00
Penalty for late payment of tuition fees .............. .25 per day
(Registration cancelled after one week)
Transcript fee (one furnished without cost) ........... 1.00

(Auditors not permitted to substitute for regular courses for purposes of payment of smaller fees.)

*Students enrolled in the Medical curriculum are not assessed the graduate fee.

#Assignees of departments of health of various states for advanced Public Health training. Subsidized mostly through federal government grants.
Summer Session Fees

University and College

Regular Students*

Six-Week Session ........................................... $25.00
Eugene Post Session (four weeks) ......................... 15.00
Corvallis Post Session (five weeks) ...................... 25.00
(No non-resident tuition)

Part-Time Students - registering for not more than 3 hours Per credit hour ............................................ 3.50

Auditors

Six-Week Session, per course ............................... 6.00
Post Session, per course .................................... 3.00

Coaching School

Registration fee ............................................... 10.00
Fee for students taking only one or two courses ....... 5.00
Fee for students also enrolled in regular session ... 5.00

Special Fees*

Late registration/ ......................................... $1.00 to 3.00
Change of program/ ......................................... .25
Examination fee for graduate students not enrolled ... 10.00
Gymnasium and recreation fee ............................. 2.00

Normal Schools

Twelve-Week Session

Registration fee .............................................. 9.00
Building fee/ ................................................ 5.00
Associated Student fee (optional) ......................... 5.00
Incidental Fee (for health service) ...................... 2.00

First or second six-week session, taken separately

Registration fee .............................................. 9.00
Building fee/ ................................................ 2.50
Associated Student fee (optional) ......................... 2.50
Incidental Fee (for health service) ...................... 1.00

Special two-week session .................................. 9.00

(No non-resident tuition)

*Special additional laboratory fees are charged for certain courses as indicated in the catalog course descriptions.

/Charged at Eugene only.

#Advanced students who have already obtained Normal School diplomas are not assessed the building fee.
Correspondence Study*

Registration fee -- none
Course fees** ... $5.00 $7.00 $9.00 $11.00 $15.00
Group Study:**
5 to 9 students -- each ... 4.00 6.00 7.00 - -
10 or more students -- each ... 3.00 5.00 6.00 - -
Entrance Courses, each 1/2 unit, $7.00
Non-resident fee, additional, per course or section ... 5.00 5.00 5.00 5.00 5.00

Entrance Examinations--each unit or fraction ... 5.00
Parent Teacher Outlines--each enrollment 1.00
Home Reading Course--each paper submitted .10
Renewal fee (required when course not completed within year from enrollment)... 2.00

*Men in C.C.C. camps and others unable to pay full fee at once may pay in fixed installments and patients in State Tuberculosis Hospital and inmates of State Penitentiary may enroll without payment of fees, but no credit will be given until course fee is paid in full.
**Except for a few courses where expense necessitates larger fee.

Extension Classes in Portland and Other Cities

Regular Registration Fees, per term, with or without credit:

<table>
<thead>
<tr>
<th></th>
<th>1 or 2 hr.</th>
<th>3 hr.</th>
<th>4 hr.</th>
<th>5 hr.</th>
<th>6 hr.</th>
<th>7 hr.</th>
<th>8 hr.</th>
<th>9 hr.</th>
<th>10 hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad.</td>
<td>$5.00</td>
<td>$7.00</td>
<td>$9.00</td>
<td>$10.50</td>
<td>$12.00</td>
<td>$13.50</td>
<td>$15.00</td>
<td>$16.50</td>
<td>$18.00</td>
</tr>
<tr>
<td>Graduates</td>
<td>6.00</td>
<td>8.50</td>
<td>11.00</td>
<td>13.00</td>
<td>15.00</td>
<td>17.00</td>
<td>19.00</td>
<td>21.00</td>
<td>23.00</td>
</tr>
</tbody>
</table>

Exceptions: When course given to satisfy less than required number of students, they pay entire cost. Students who enter after the middle of the term for no credit pay $5 for one, two or three courses. Staff members in the state higher educational institutions pay $1.00 per term hour.

Special Fees:

Delinquent fee per week of delinquency ... $ .50
Fees are delinquent after fourth week of classes.
No fees accepted after ninth week.
Diploma fee ... 6.50
Laboratory, service, or course fees are charged in some cases, as indicated in course descriptions.
BOARD AND ROOM CHARGES
(Per Calendar Month)

<table>
<thead>
<tr>
<th></th>
<th>Board and Room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Double Room</td>
</tr>
<tr>
<td>University*</td>
<td>$33.00</td>
</tr>
<tr>
<td>College#</td>
<td>30.00</td>
</tr>
<tr>
<td>Oregon Normal School/</td>
<td>26.50</td>
</tr>
</tbody>
</table>

* Rugs and draperies are furnished by the University. Students are required to furnish only the blankets and towels. In the case of the girls' dormitory, the occupants must furnish an extra blanket.

# Students furnish towels, pillows, pillowcases, sheets, blankets and bed spreads. In the case of the girls' dormitories, the occupants must also provide curtains and rugs.

/ Furnishings include bed linen, blankets, bedspreads and towels. Student furnishes dressing table cover.

The official catalogs of the institutions state that "payment for board and room is made in advance." Strict adherence to the regulation is imperative.

<table>
<thead>
<tr>
<th></th>
<th>University</th>
<th>College</th>
<th>Normal Schools**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Bureau Fees</td>
<td>Initial registration with Bureau</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td></td>
<td>Fee for credentials if ordered by student</td>
<td>$0.25</td>
<td>$0.25</td>
</tr>
</tbody>
</table>

**Not charged graduating senior for first year out of school.
Meeting #83 - 15
March 8, 1938

Mr. Pearson submitted the following report of the Finance Committee in regard to the salary for Dr. Boyer as Dean of the College of Arts and Letters:

"With Dr. Boyer's return to his position as Dean of the College of Arts and Letters, the Chancellor recommended to the Committee that the Dean's salary be fixed at $5,000, effective March 1, 1938. The Committee concurs in this recommendation."

The Board approved the recommendation of the Finance Committee that Dr. Boyer's salary be placed at $5,000, effective March 1, 1938.

Mr. Pearson concluded the report of the Finance Committee as follows:

"In connection with the tournament and competition between R.O.T.C. units of the University and State College, it is necessary to provide transportation for 1,250 men from Corvallis to Eugene and return. The Finance Committee is recommending an allotment of $1,250 to provide this transportation."

The Board voted to allot $1,250 to provide transportation for 1,250 students from Corvallis to Eugene and return in connection with the tournament between the R.O.T.C. units of the University and State College.

Mr. Marks reported that negotiations were still in progress for a new mortgage in connection with the McDonald timber property in Coos County, in which the State Board of Higher Education has a one-half interest. He indicated that the matter will soon be consummated in accordance with previous action of the Board.

Mr. Marks reported the receipt of a communication from the attorneys for the estate of Loella La Forest, deceased, in whose will the University of Oregon, through the State Board of Higher Education, is a contingent beneficiary. Mr. Marks reported that present indications were that the Board would receive little, if any, income from the bequest.

By the terms of the Eleanor Peake bequest, accepted at the July 27, 1937, meeting, the Board holds an equity in the Central Building, Vancouver, Washington, which has been carried on the inventory of the estate at $1,000. Mr. Marks reported that the Executive Committee had taken action accepting an offer of $1,000 for this equity. The Board confirmed the action of the Executive Committee in accepting the offer of $1,000 for the Board's equity in the Central Building at Vancouver, Washington, and authorized the President and Secretary to execute the necessary documents.
Mr. Marks reported that Dr. W. J. Kerr, Director of Research in Production and Marketing, had completed his work and that copies of his final report, "A Survey of Oregon Agricultural and Industrial Marketing", had been distributed to all Board members. The Board authorized the President to appoint a committee of three members to study the report of Dr. Kerr, this committee to report at the April 26 meeting on the recommendations contained in the Survey in regard to the continuation of the work as a Division of Agricultural and Industrial Marketing.

On this committee President Marks appointed Walter E. Pearson, Chairman; Robert W. Ruhl, and Charles A. Brend.

In order to make Dr. Kerr's report available for public distribution, the Board authorized the printing of 5,000 copies, at an estimated expense of $385.

Mr. Byrne reported the receipt of a communication from Dean Packard, indicating that the Coos Bay Advisory Committee of the Institute of Marine Biology had elected Dr. Raymond McKeown as chairman and Mrs. W. S. Nicholson as the secretary.

The Chancellor recommended to the Board that the facilities of Radio Station KOAC be extended to the campus of the University by leasing a remote control line at a cost not to exceed $1,500. It was indicated that Station KORE at Eugene will, at its own expense, establish a line from its broadcasting station to a studio on the University campus, and that the School of Music will be able to provide facilities for a studio without added expense. The Board approved the Chancellor's recommendation in regard to leasing the remote control line from Radio Station KOAC to the University campus, and accepted the offer of Station KORE to establish a line from its studio to the campus at no expense to the Board. The Board voted to appropriate $1,500 for the rental of the remote control line from Corvallis to Eugene from the 1938-39 budget.

Upon recommendation by the Chancellor, the Board approved the following additions to General Research projects, in the amount of $971.81, which utilizes the balance remaining in the $10,000 reserve set up for these projects:
<table>
<thead>
<tr>
<th>Name</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. L. Albert</td>
<td>Radio Telephone Transmitters</td>
<td>$15.00</td>
</tr>
<tr>
<td>L. Artau</td>
<td>Studies in the History of Music</td>
<td>50.00</td>
</tr>
<tr>
<td>G. B. Beall</td>
<td>Studies of the Franco-Italian Literary Relations</td>
<td>17.50</td>
</tr>
<tr>
<td>F. C. Black</td>
<td>Eighteenth Century Novels</td>
<td>20.00</td>
</tr>
<tr>
<td>R. P. Bowen</td>
<td>A Study of Corneille</td>
<td>20.00</td>
</tr>
<tr>
<td>W. E. Caldwell</td>
<td>Cinnabar from Ore</td>
<td>20.00</td>
</tr>
<tr>
<td>E. C. Callaway, et al</td>
<td>Insect Reaction to Organic Compounds</td>
<td>90.00</td>
</tr>
<tr>
<td>B. E. Christensen</td>
<td>Gas Analysis Apparatus</td>
<td>50.00</td>
</tr>
<tr>
<td>Leo Friedman</td>
<td>Lignin of Western Woods</td>
<td>60.00</td>
</tr>
<tr>
<td>G. W. Gleeson</td>
<td>Heat Transfer Coefficients</td>
<td>20.00</td>
</tr>
<tr>
<td>G. W. Gleeson and F. Merryfield</td>
<td>Dilution and Industrial Waste</td>
<td>45.00</td>
</tr>
<tr>
<td>Lance Hart</td>
<td>Proletarian Interest in Painting</td>
<td>22.50</td>
</tr>
<tr>
<td>Maude Kerns</td>
<td>Studies in Art</td>
<td>32.50</td>
</tr>
<tr>
<td>E. P. Kremer</td>
<td>Lexicographical Studies</td>
<td>20.00</td>
</tr>
<tr>
<td>E. G. Lesch</td>
<td>Elizabethan Texts</td>
<td>22.50</td>
</tr>
<tr>
<td>D. P. Rogers</td>
<td>Masidomycetes of Oregon</td>
<td>25.00</td>
</tr>
<tr>
<td>R. E. Summers</td>
<td>Oregon Boiler Waters</td>
<td>45.00</td>
</tr>
<tr>
<td>Alfred Taylor</td>
<td>Gland Transplantation</td>
<td>150.00</td>
</tr>
<tr>
<td>A. M. Vincent</td>
<td>Cinematographic Art Project</td>
<td>57.00</td>
</tr>
<tr>
<td>L. O. Wright</td>
<td>Studies of the Mexican Novels</td>
<td>17.51</td>
</tr>
<tr>
<td>A. M. Williams</td>
<td>Biography of K. Hamsun</td>
<td>17.50</td>
</tr>
<tr>
<td>S. K. Zeller</td>
<td>Gasteromycetes of N. America</td>
<td>70.00</td>
</tr>
<tr>
<td>E. S. West</td>
<td>Study of the reaction of vitamine C with formaldehyde</td>
<td>50.00</td>
</tr>
<tr>
<td>G. E. Burget and H. F. Haney</td>
<td>A study of the intestinal loop with regard to the effect upon mortality</td>
<td>75.00</td>
</tr>
</tbody>
</table>

Less refund from Dr. Larsell

$91.81

$971.81

PURCHASE OF PIANOS FOR STATE COLLEGE

At its December 14 meeting, the Board referred the matter of purchase of pianos for the State College to President C. W. Peavy for a report at a later meeting. President Peavy read to the Board his recommendation that the Board accept the recommendation of the Music Department relative to the choice of pianos. Hearing was given to Mr. W. A. Erwin and to Mr. H. F. Moore, representatives of Portland piano dealers, on questions involved in the purchase of the pianos. On motion by Mr. Pearson and second by Mrs. Sackett, the Board voted to reject all bids on the pianos specified in the requisition of the Oregon State College Music Department dated September 31, 1937, and to ask the Board of Control to re-advertise for bids on these same pianos, with the understanding that it shall be specified on the price inquiry of the Board of Control that "other competitive manufacture bids of equal grade will be accepted" and with the further understanding that all piano dealers in the State of Oregon shall be given the opportunity of bidding.
AUDIT REPORT

GIFTS

At the request of the Chancellor, Mr. Bork presented a brief resume of the State Audit Report for 1936-37.

The Board officially accepted the following gifts and instructed the Secretary to make suitable acknowledgment to the respective donors:

University

Carnegie Institution to Dr. L. S. Cressman

Gift of $500 from the Carnegie Institution of Washington, D. C., for Dr. L. S. Cressman, Head of the Department of Anthropology, to continue his archaeological research in Eastern Oregon.

Medical School

American Medical Association

Gift of $500 from the American Medical Association of Chicago to be used in experimenting with the inhibitory hormone.

BUDGET ADDITION OUTPATIENT CLINIC

The Board approved an increase in the restricted budget of the Medical School Outpatient Clinic in the amount of $5,900 in order to care for the increased number of indigent sick. The addition is to be allotted $5,600 to Clinic Patient Service, $1,500 to Clinic Patient Service--Fees, and $500 to Venereal Diseases Clinic. The funds involved are to be provided by Multnomah County, Clinic Patient Fees, and the State Board of Health respectively.

BUDGET ADDITION CHILD GUIDANCE CLINIC

The Board approved the budgeting to the Child Guidance Clinic travel account of an additional $600 in the current fiscal year, the funds to come from the special legislative appropriation for the Clinic made in 1937.

BUDGET ADDITION STATE AUDIT

The Board voted to approve a budget addition of $440.21 to cover the increased cost of the State Audit above the $3,400 originally budgeted to care for this expense.

SAVAGE ESTATE PURCHASE OF INTEREST IN PARKING LOT

At its January 25 meeting the Board authorized the Finance Committee to negotiate for the purchase of a one-half interest in a parking lot in Portland, at an amount not to exceed $12,000 less the Board's interest in the mortgage which it holds on this property as a result of the bequest of Dora Savage to the Medical School. In order to complete the transaction, the Board voted to authorize the President and Secretary to execute a mortgage release on the mortgage assigned to the Board by a Portland bank, the principal balance of which is $2,898.06.
The Board approved the following personnel adjustments at the University:

**Resignation of Prince G. Callison, Head Football Coach and Assistant Professor of Physical Education, effective February 28, 1938.** Mr. Callison’s contract between March 1 and June 30, 1938, will be cared for by the Athletic Board from Associated Students funds.

**Appointment of Gerald A. Oliver as Head Football Coach and Assistant Professor of Physical Education from March 1, 1938 to June 30, 1941, 12-months basis, at a salary of $6,000, distributed $2,394.97 to Physical Education for teaching services and $3,605.03 to the Athletic Board for coaching services. This represents the same salary and same division of services as budgeted for Mr. Callison. No change in budget will result from the above resignation and appointment.**

**Sabbatical leave on half-pay for Wayne L. Morse, Dean of the Law School, during the spring term of 1937-38, to assist the Attorney-General in the Survey of Release Procedures. Dean Morse was granted two terms sabbatical leave on half salary in 1936-37. This additional term will complete the year to which he is entitled. Salary saving of $833.28 to be applied as follows:**

- Increase salary of Professor Orlando Hollis for administrative services during spring term ........ $150.00
- Increase salary of Professor W. P. Riddlesberger for teaching course in Wills ............................... 200.00
- Purchase of law library furniture, including reading tables ....................................................... 483.28

**Exchange professorship between E. G. Moll, Professor of English, and Victor Hyde, Lecturer in English of the University of Sydney, Australia. Final arrangements will depend upon whether the Carnegie Corporation of New York will provide passage money and incidental expenses. There will be no additional expense to the Board and each professor will remain on the salary roll of his respective institution.**

The Board approved the following personnel adjustments at the State College:

**Sabbatical leave on full pay for Dr. Florence E. Blazier, Professor of Home Economics Education, from March 15 to June 1, 1938, to visit European institutions of higher learning and secondary schools, the State Board of Vocational Education to furnish a substitute teacher to carry on Dr. Blazier’s work during the spring term.**
Olga Skartvedt, Appointment

Appointment of Miss Olga Skartvedt as catalog assistant in the Library, effective March 14, 1938, rank of instructor, one-year tenure, 12-months basis, at a salary of $1,800, to replace Miss Margaret Macnair, catalog assistant, resigned effective February 1, salary $1,500. Budget saving of $87.90 due to delay in appointment to be transferred to wages to employ substitute help during the interim.

Margaret Macnair, Resignation

Resignation of Dr. B. T. Simms, Head of the Department of Veterinary Medicine, effective May 1, 1938, to accept a position as Director of a Federal Research Laboratory in Alabama. The salary saving of $750 is to be used in the employment of a successor.

B. T. Simms, Resignation

Mabel Mack, Sabbatical Leave

Sabbatical leave with full pay for Mrs. Mabel C. Mack, Home Demonstration Agent in Jackson County, from March 21 to June 21, 1938, in order to pursue the necessary work in residence for the Master's degree at the State College. This leave is in lieu of the one-year sabbatical leave on half salary granted Mrs. Mack last spring, which she was unable to take. Mrs. Dorothy Bishop, home demonstration agent-at-large will care for Mrs. Mack's work, with no additional cost to Board funds.

Lois Lutz, Promotion in Rank

Promotion in rank of Miss Lois Lutz, Home Demonstration Agent in Lane County, from instructor to assistant professor, effective January 1, 1938, one-year tenure, with no change in salary.

Maud Purvine, Promotion in Rank

Promotion in rank of Mrs. Maud Purvine, Home Demonstration Agent in Columbia County, from instructor to assistant professor, effective January 1, 1938, one-year tenure, with no change in salary.

Hazel Packer, Promotion in Rank

Promotion in rank of Miss Hazel Packer, Home Demonstration Agent in Multnomah County, from instructor to assistant professor, effective January 1, 1938, one-year tenure, with an increase in salary from $2,040 to $2,280 as approved at the January meeting.

E. M. Dickinson, Appointment

Appointment of Dr. E. M. Dickinson as Associate Professor of Veterinary Medicine in the School of Agriculture and Associate Veterinarian in the Experiment Station, to succeed Professor W. T. Johnson, deceased, at an annual salary of $3,600, 12-months basis, one-year tenure, effective May 1, 1938. Funds are available within the present budget from instructional, research, and fees and sales income to cover Dr. Dickinson's salary for the remainder of the fiscal year.
The Board approved the following personnel adjustments for the Eastern Oregon Normal School:

Amanda Zabel, Sabbatical Leave
Sabbatical leave on full pay for Miss Amanda Zabel, Assistant Professor of English, from June 6 to September 6, 1938, to undergo an operation. Miss Zabel's work will be cared for by other staff members at no additional cost.

J. H. Caesar, Sabbatical Leave
Sabbatical leave on half pay for Joseph H. Caesar, Assistant Professor of Social Science, from September 1, 1938 to September 1, 1939. The summer quarter classes will be cared for by other staff members at no additional cost. The salary saving of $1,350 to be used to employ a substitute for the regular session.

Mildred Lowell, Sabbatical Leave
Sabbatical leave on half pay for Mrs. Mildred Hawksworth Lowell, Librarian with rank of Assistant Professor, from September 15, 1938 to June 15, 1939, to pursue graduate work toward the Master's degree at the University of Chicago. Salary saving of $1,012.50 to be used to employ a substitute.

E. N. Stevenson, Leave of Absence
Leave of absence without pay for Elmo N. Stevenson, Assistant Professor of Science, from June 20 to August 19, 1938, to teach in the summer session at Stanford University. Salary saving of $466.67 to be used to employ substitute assistance.

At 12:20 p.m. the Board meeting was adjourned to reconvene at 1:30 the same afternoon.

The adjourned meeting was called to order by President Willard L. Marks at 1:30 and on roll call the following answered present:

C. A. Brand
F. E. Cellister
Willard L. Marks
Beatrice Walton Sackett
Walter E. Pearson
E. C. Pesce
Robert H. Ruhl

Absent: E. C. Sammons, Herman Oliver.

The Board held an adjourned session in order to give further consideration to the matter of purchase of pianos for the State College. Action was taken as noted on page 17 of the minutes.

ADJOURNMENT
The Board adjourned at 2:45 p.m.

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