STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
MEMORIAL UNION BUILDING, CORVALLIS, OREGON
April 26, 1938

MEETING #84

A regular meeting of the State Board of Higher Education was held in the Memorial Union Building on the Oregon State College campus at Corvallis, Oregon, at 9:45 a.m. on April 26, 1938.

ROLL CALL

The meeting was called to order by the President of the Board, Mr. Willard L. Marks, and on roll call the following answered present:

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

E. C. Sammons

There were also present Frederick H. 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; and President J. A. Churchill of Oregon Normal School.

MINUTES APPROVED

The Board voted to dispense with the reading of the minutes of the last meeting on March 8, 1938, and approved the minutes of this meeting as they appeared in the docket.

PURCHASE OF PIANOS FOR STATE COLLEGE

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

"At the March 8 meeting, the Board voted to ask the State Board of Control to re-advertise for bids on eleven pianos to be purchased for the State College with allowance deducted for fourteen pianos taken in exchange. The Committee met yesterday afternoon and reviewed the bids submitted by eight dealers from all sections of Oregon. The Committee also had the benefit of a report submitted by Professor Petri with the approval of President Peavy and the Chancellor. After considering the matter carefully, the Committee is recommending the purchase of the Steinway grand piano from Sherman, Clay & Co. at the bid price of $1,550 and the dividing of the order for ten upright pianos by purchasing five Kimbells from the Collins & Erwin Piano Co. at the bid price of $1,575 with a $700 allowance for seven Schiller pianos to be traded in, making a net price of $875 on the order; and five Haddorfs from the Sherman, Clay & Co. at the bid price of $1,580 with a $505 allowance for seven Schiller pianos to be traded in, making a net price of $975 on the order."
The Board approved the report of the Building Committee with regard to the purchase of pianos for the State College and approved the purchase of one Steinway grand piano from Sherman, Clay & Co. at the bid price of $1,550 and the dividing of the order for ten upright pianos by purchasing five Kimballs from the Collins & Erwin Piano Co. at the bid price of $1,575 with a $700 allowance for seven Schiller pianos to be traded in, making a net price of $875 on the order; and five Haddorfs from the Sherman, Clay & Co. at the bid price of $1,580 with a $605 allowance for seven Schiller pianos to be traded in, making a net price of $975 on the order."

Chairman Callister then presented the following report in regard to elevator repairs at the Medical School.

"The Chancellor presented a request for certain repairs to the elevators at the Medical School ordered by the State Bureau of Labor and estimated to cost $432.50. At the suggestion of the Chancellor, the Committee referred this matter for further study to Mr. Byrne and Mr. Couch who are to report to the Chancellor for whatever action he deems advisable."

The Board accepted the report of the Building Committee in regard to elevator repairs at the Medical School.

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

"Letters have been received from the Public Works Administration in regard to the consideration of the applications for the Chemistry Building project at the State College and the Dormitory at the Eastern Oregon Normal School which have been approved but which are awaiting allotment of funds. The P.W.A. also requested an immediate report on any new projects the Board might wish to present in case Congress passes the pending legislation on federal aid for building projects.

"In harmony with previous Board action, the secretary of the Board indicated to Mr. Hockley that the Board urgently desired consideration of the Chemistry Building project at the State College and the Dormitory at the Eastern Oregon Normal School for which plans and specifications are complete. In listing possible new projects, Mr. Byrne reported to the Public Works Administration those projects which the Board has already approved, including the Humanities Building at the University and the construction of the additional wing of the Chemistry building at the State College. He indicated that it would depend upon the provisions of the new legislation as to whether or not the Board would wish to file applications under the new program. Studies of the possible security that could be used for loans on these projects indicate that increased enrollment and the resulting increase in building fees may make these projects feasible.

*(Insert) Building and remodeling of the old Science
"No action is necessary at the present time because the Public Works Administration is not receiving any new applications, but the Building Committee is suggesting that if and when Congress approves the program, it may be advisable to call a special meeting of the Board in order to consider applications and submit without delay those that are feasible under a new program of federal aid."

The Board accepted the report of the Building Committee with regard to the status of the PWA projects, and authorized the President to call a special meeting to consider applications which would be feasible under a new program of federal aid, if such action becomes necessary in the interim between Board meetings.

BUDGETS FOR 1938-39

Mr. Walter E. Pearson, acting Chairman of the Finance Committee, presented the following report on budgets for the fiscal year 1938-39:

"The Finance Committee, with other Board members present, met yesterday to give consideration to the budgets as prepared by the several institutions and presented by the Chancellor.

"Board members have had in their hands the document containing budget summaries and personnel adjustments as recommended for the year 1938-39. The budgets have been prepared on the general financial basis approved by the Board at its March meeting, calling for an operating level essentially the same as for the current fiscal year. The Committee is recommending that the budgets submitted in the document "Budget Summaries and Personnel Adjustments", including institutional, school, and departmental allotments, salary adjustments, appointments, changes in rank and tenure, leaves of absence, changes in time service, and resignations and releases, be approved, and that action on the supplemental requests presented by the Chancellor be deferred until the enrollment for the fall quarter is determined."

The Board accepted the report of the Finance Committee with regard to the budgets for 1938-39, and adopted the budgets as submitted.

BUDGET ADDITIONS TO AVOID OVERDRAFTS

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

"At the March meeting, the Board referred to the Chancellor for further study certain requests of the several institutions to avoid overdrafts on June 30. The Chancellor recommended that the following items, totaling $3,059.70, be deferred until the end of the fiscal year to determine the exact extent of the overdrafts and the amount of balances to meet the deficits."
University
Building Repairs, to cover old overdraft . . . $2,359.70

Medical School
Building Repairs . . . . . . . . . . . . . . . . . . . . . . . 400.00

Southern Oregon Normal School
Building Repairs . . . . . . . . . . . . . . . . . . . . . . . 300.00

$3,059.70

"The Chancellor recommended the following additions totaling $3,035 to avoid overdrafts on June 30:

State College
Janitorial Service . . . . . . . . . . . . . . . . . . . . . . . $ 900.00
Campus Maintenance . . . . . . . . . . . . . . . . . . . . 1,060.00

University
News Bureau . . . . . . . . . . . . . . . . . . . . . . . . . . $ 150.00
Housing and Employment . . . . . . . . . . . . . . . . . 500.00
Dean of Personnel Administration . . . . . . . . . . . . 325.00

Eastern Oregon Normal School
Heating and Gas . . . . . . . . . . . . . . . . . . . . . . . . 300.00

$3,035.00

"The Committee concurs in the recommendations of the Chancellor and is so recommending to the Board."

The Board approved the report of the Finance Committee in regard to budget additions to avoid overdrafts and authorized additions to the accounts indicated in the amount of $3,035.

**DAMAGE SUIT FOR LIVESTOCK LOSSES**

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

"In the shipment of livestock from Paulina, Oregon, to Birkenfeld, Oregon, the John Jacob Astor Branch Experiment Station suffered losses to livestock in transit amounting to $1,553. Since negotiations with the company have failed to produce satisfactory settlement for these losses, the Committee voted to request the Attorney-General to bring suit against the transportation company for damages amounting to $1,553."

The Board accepted the report of the Finance Committee and voted to request the Attorney-General to bring suit for damages to livestock in the amount of $1,553 for the John Jacob Astor Branch Experiment Station.
President Peavy reported on a proposed exchange of land in the Lake County tract which was received through the McDonald bequest, with the National Forest Service for standing timber which will have a market value of $5,625. The Board voted to authorize President Peavy to exchange 1762.78 acres of land in the Lake County tract with the National Forest Service for standing timber on National Forest land, and authorized the President and/or Secretary to execute the necessary documents.

Mr. Marks reported that negotiations were still in progress for a new mortgage in connection with the McDonald timber property in Coos County.

Mr. Marks reported the receipt of a communication from the Interstate Associated Creameries, commending the work of the Division of Animal Industries of the School of Agriculture.

Mr. Marks indicated that he had been in communication with Mr. L. E. Latourette, City Attorney of Portland, in regard to certain property bequeathed to the Board through the will of Eleanor Peake. He asked Mr. Sammons to report on the details. Mr. Sammons reported that there was a question as to whether title rested in the Board or in the executor, and that the delinquent taxes exceeded what the Board could get out of the property. He therefore recommended that the Board cooperate with the City of Portland in either tendering the City a deed in lieu of foreclosure or in otherwise relinquishing its claim. The Board voted to authorize the Executive Committee to take whatever action is necessary in releasing any claim the Board may have to Lots 1 and 8 and the North 37.5 feet of Lots 2 and 7, Block 140, East Portland.

Mr. Marks appointed the following Board members to represent the Board at the Commencement exercises of the several institutions and to sign the degree lists:

- Oregon State College: Beatrice Walton Sackett
- University of Oregon: E. C. Sammons
- Oregon Normal School: C. A. Brand
- Eastern Oregon Normal School: F. E. Callister
- Southern Oregon Normal School: Robert W. Ruhl

The Secretary reported the receipt of a communication from the Oregon Cooperative Council urging the continuance of Radio Station KOAC on a state-owned and state-operated basis.
Upon recommendation of the Chancellor, the Board approved the appointment of Dr. Olof Larsell as Dean of the Graduate Division, effective July 1, 1938, without change in salary, to succeed Dr. George Rebek who is retiring as Dean to a part-time position.

The Chancellor read the letter of resignation of Dr. W. J. Kerr as Director of Research in Production and Marketing. The Chancellor recommended that the resignation be accepted with the understanding that Dr. Kerr's status as Chancellor Emeritus and adviser be continued, and that a suitable resolution be adopted in recognition of the splendid service Dr. Kerr has rendered the State System of Higher Education.

The Board voted to accept the resignation of Dr. Kerr as Director of Research in Production and Marketing and adopted the following resolution in appreciation of his outstanding service:

WHEREAS, At its meeting on October 28, 1935, the State Board of Higher Education did appoint Dr. W. J. Kerr as Director of Research in Production and Marketing to make a survey of the problems of marketing in Oregon, and

WHEREAS, Dr. Kerr has rendered distinguished service to the Board and the State of Oregon in gathering essential facts by studying conditions not only in Oregon but also in the neighboring states, United States and even foreign countries, and

WHEREAS, As a result of his investigations he has produced a scholarly and valuable report on marketing problems as they affect the State of Oregon and its industrial and agricultural development, therefore be it

Resolved, That the State Board of Higher Education express its sincere commendation of this splendid piece of research and resulting report and be it further

Resolved, That the Secretary be directed to spread this resolution on the official minutes of the Board.

The Chancellor reported that Dr. John Henry Nash of San Francisco has made a loan to the University of Oregon Library of his remarkable collection of books, valued at approximately $150,000, with the understanding that there will be no obligation to the Board other than payment of freight charges and provision for a suitable depository for the books.

Upon recommendation of the Chancellor, the Board approved the following allocation of the $10,000 reserve for General Research projects and scholars, and the $4,365 carried in the regular budget for the year 1938-39:
### New Projects

<table>
<thead>
<tr>
<th>Name</th>
<th>Project</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>F. M. Combellack</td>
<td>Alexandrian Homeric Scholarship</td>
<td>$ 40.00</td>
</tr>
<tr>
<td>F. G. G. Schmidt</td>
<td>Biography of G. Hauptmann</td>
<td>50.00</td>
</tr>
<tr>
<td>N. A. David</td>
<td>The Effects of Codeine Substitution in Morphine Addiction</td>
<td>370.00</td>
</tr>
<tr>
<td>F. R. Menne</td>
<td>A Study of Cholesterol Induced Arteriosclerosis in Rabbits</td>
<td>160.00</td>
</tr>
<tr>
<td>James W. Ferguson</td>
<td>Pinacol-Pinacolone Rearrangement</td>
<td>150.00</td>
</tr>
<tr>
<td>Vivian Roberts</td>
<td>The Losses of Vitamin C, Calcium and Phosphorus</td>
<td>70.00</td>
</tr>
<tr>
<td>F. H. Smith</td>
<td>The Cytology of Species Hybrids in the Cucurbit</td>
<td>150.00</td>
</tr>
<tr>
<td>Glenn Voorhies</td>
<td>Growth and Utilization of Oregon Myrtle</td>
<td>270.00</td>
</tr>
<tr>
<td>C. H. Brown</td>
<td>A Study of a Proposed Bill to Amend Bankruptcy Act for Reorganization and Liquidation of Insurance Companies</td>
<td>50.00</td>
</tr>
<tr>
<td>H. D. Sheldon</td>
<td>History of Political Liberalism in Relation to State Education</td>
<td>245.00</td>
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### Continuing Projects

<table>
<thead>
<tr>
<th>Name</th>
<th>Project</th>
<th>Amount</th>
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<tbody>
<tr>
<td>L. Artau</td>
<td>Musicological Studies</td>
<td>120.00</td>
</tr>
<tr>
<td>C. E. Beall</td>
<td>Franco-Italian Literary Relations</td>
<td>575.00</td>
</tr>
<tr>
<td>R. P. Bowen</td>
<td>Corneille's Treatment of Balzac's Novels</td>
<td>45.00</td>
</tr>
<tr>
<td>L. Hart</td>
<td>Proletarian Interest in Painting</td>
<td>75.00</td>
</tr>
<tr>
<td>C. L. Johnson</td>
<td>Unpublished Letters of Longfellow</td>
<td>40.00</td>
</tr>
<tr>
<td>Maude Kerns</td>
<td>Tempera Painting and Adaptation of Certain Japanese Techniques</td>
<td>90.00</td>
</tr>
<tr>
<td>E. P. Kremer</td>
<td>Lexicological Studies in English-German</td>
<td>40.00</td>
</tr>
<tr>
<td>S. S. Smith</td>
<td>The Psychological Novel</td>
<td>270.00</td>
</tr>
<tr>
<td>Astrid Williams</td>
<td>Biography of Knut Hamsun</td>
<td>30.00</td>
</tr>
<tr>
<td>L. O. Wright</td>
<td>Usages of Modern Spanish in Mexican Novels</td>
<td>575.00</td>
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<tr>
<td>G. E. Burget</td>
<td>Influences of Hyperthyroidism upon the Normal Absorption Rate</td>
<td>370.00</td>
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<tr>
<td>O. Larsell</td>
<td>Morphology of the Cerebellum of Birds</td>
<td>370.00</td>
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<tr>
<td>W. F. Allen</td>
<td>Olfactory Sense as Determined by Brain Lesions and Conditional Reflex Tests</td>
<td>240.00</td>
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<tr>
<td>E. E. Osgood</td>
<td>Bone Marrow Studies</td>
<td>200.00</td>
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<tr>
<td>H. J. Sears</td>
<td>Antigenic Classification of Bacterium coli mutantable</td>
<td>200.00</td>
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<tr>
<td>E. S. West</td>
<td>A Study of the Reaction of Vitamine C (ascorbic acid) with Formaldehyde</td>
<td>470.00</td>
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<tr>
<td>Arthur L. Albert</td>
<td>Radio Telephone</td>
<td>50.00</td>
</tr>
<tr>
<td>A. F. Everest</td>
<td>Pleistocene History of Willamette Valley</td>
<td>370.00</td>
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</tbody>
</table>
E. C. Callaway  Chemotactic Reactions of Insects to Certain Organic Compounds  $500.00
J. S. Jones  Utilization of Port Orford Cedar Oil  $370.00
Don C. Mote  Experimental Taxonomy of Oregon Plant Species  $200.00
Bert Christensen  Phosphorus in Cereals  $310.00
LeRoy Detling  Lignin of Western Woods  $640.00
Margaret Fincke  Thermochromy of Hydrazine  $570.00
Leo Friedman  Behavior and Distribution of Oregon Vertebrates  $200.00
Kenneth Gordon  Genetics of Peromyscus  $530.00
R. R. Huestis  Aquatic Insects of Oregon  $60.00
Don C. Mote  The Lower Basidiomycetes of Oregon  $100.00
D. P. Rogers  Fossil Flora of Western Oregon  $80.00
Ethel Sanborn  Biology and Taxonomy of the Cereerini  $80.00
H. A. Scullen  History of the Hudson's Bay Company in Oregon  $395.00
Alfred Taylor  Gland Tissue Transplantation  $200.00
Rosalind Wulzen  in Mammalian Nutrition  $400.00
S. M. Zeller  Gasteromycetes of North America  $200.00
L. F. Beck and A. R. Moore  Physiology of the Central Nervous System with Reference to the Formation of Associations  $100.00
R. C. Clark  History of the Hudson's Bay Company in Oregon  $395.00
L. S. Cressman  Early Man in the Northern Basin-Range Area of South Central Oregon  $985.00
H. R. Crosland  Letter Position Difference Among Defective Readers  $150.00
Mrs. A. H. Ernst  Ceremonial Masks and Rituals of the Northwest Coast Tribes  $145.00
Andrew Fish  19th Century English Historian--Froude  $85.00
J. T. Canoe  Recent American Constitutional History  $415.00
Charles Howard  Annotaten of the American Law Institute's Restatement of the Law of Contracts with Oregon Cases  $85.00
A. R. Moore  Formation of Association in Amblystoma  $640.00
E. H. Moore  Internal and Interstate Migration, United States  $75.00
George Turnbull  History of Oregon Journalism  $50.00

Mrs. Mable McClain Research Associate  $1,000.00

Total Grants  $14,250.00
Office Expenses  $115.00

Total Budget  $14,365.00
The following appointments of research assistants are included in the list of grants noted above:

<table>
<thead>
<tr>
<th>Name</th>
<th>Grantee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas O'Neill</td>
<td>I. S. Allison</td>
<td>$270.00</td>
</tr>
<tr>
<td>Robert Corruccini</td>
<td>E. C. Gilbert</td>
<td>540.00</td>
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<tr>
<td>Donald Erickson</td>
<td>Leo Friedman</td>
<td>540.00</td>
</tr>
<tr>
<td>Mary Kessi</td>
<td>C. B. Beall</td>
<td>540.00</td>
</tr>
<tr>
<td>Grace Parker Morris</td>
<td>R. C. Clark</td>
<td>270.00</td>
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<tr>
<td>Stanley Robe</td>
<td>L. O. Wright</td>
<td>540.00</td>
</tr>
<tr>
<td>Robert Arthur Drews</td>
<td>L. S. Cressman</td>
<td>540.00</td>
</tr>
</tbody>
</table>

GIFTS

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

**Medical School**

John E. Weeks
For Library Wing
Gift of $100,000 from Dr. John E. Weeks of Portland to supplement the $100,000 gift by the Rockefeller Foundation for the erection of the Library wing of the Medical School Building.

O. E. Carman
For Research
Gift of $450 from Mr. O. E. Carman for the purpose of research work in processed milk.

Washington State Apple Advertising Commission
Gift of $12,000 from the Washington State Apple Advertising Commission for the continuation of research on the nutritive and therapeutic value of apples, to be conducted by Dr. Ira A. Manville.

**GS 507 SEMINAR COURSE AT STATE COLLEGE**

The Board approved the following course at the State College which had been inadvertently omitted from the report of the interinstitutional Curriculum Committee submitted at the January meeting:

GS 507. Seminar. Terms and hours to be arranged.
A graduate course in General Science for advanced students specializing in a particular department or in General Science.

**STAFF REGULATIONS REVISED**

The Board adopted the following revised staff regulations and new rules as drawn up by an interinstitutional committee and approved by the Chancellor, and directed that the official administrative code be revised in line with the following modifications and new regulations:
MINOR MODIFICATIONS OF EXISTING REGULATIONS AND PROCEDURES

Classification of Staffs

There shall be two major classifications of staff members in the State System of Higher Education as follows:

a. Academic Classification, comprising those staff members having academic rank. Academic rank—assistant, scholar, fellow, instructor, lecturer, associate (only at Medical School), assistant professor, associate professor, professor—is assigned to staff members in the academic classification whether the type of service be teaching, research, extension, administration, or other service. Department heads, deans, directors, presidents, and Chancellor have the academic rank of professor unless otherwise designated.

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

Procedure of Appointment

a. Salary Budget. Staff members whose services are of a continuous nature, as from month to month or from year to year, are generally on a salary basis. Appointments to positions in the academic and non-academic classifications in the salary budget are made by the Board upon the recommendation of the department head, the dean, the executive head of the institution and the Chancellor.

b. Wage Budget. Appointments to positions in the wage budget are normally subject to institutional regulations. In case an individual is already employed full-time in the salary budget, however, the approval of the department head, the dean, the executive head of the institution, and the Chancellor are required, if he is to receive additional compensation from the wage budget. The responsibility for seeing that this regulation is followed rests with the dean or department head seeking the additional employment of the staff member on the wage budget.

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

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

Perquisites

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

Non-Academic Salary and Wage Scales

As far as practicable, in the case of employees in the non-academic classification, salary ranges at base rates are established for various classes of positions. Salary ranges are subject to the approval of the executive head of the institution, the Comptroller, and the Chancellor. Compensation for positions filled on a wage basis may be on either an hourly, daily, weekly or monthly basis. In general, wage scales for different institutions are issued periodically, setting the range of compensation for different classes of work, such as stenography, typewriting, accounting, mimeographing, correcting papers, laboratory work, and for general and skilled labor such as that performed by farmers, orchard workers, janitors, carpenters, linotypers, steamfitters, etc.

Exceptional cases requiring pay outside the established ranges given above are subject to the written approval of the executive head of the institution and must be a matter of record in the local institutional business office.

Terms of Service

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

Staff members on an academic-year basis are subject to service from September 1 in one calendar year through June 30 of the next calendar year, or for such equivalent period of service within the fiscal year as best serves the particular type of work involved. Absence from the institution during this period is only with the approval of the department head and of the dean (of the president in the case of the Normal Schools). Nothing in this regulation shall be construed to prevent an individual from being employed for the summer sessions, or for other service within the institution not to exceed two months, provided his responsibilities for the regular academic year have been fulfilled to the satisfaction of the department head and the dean.

Appointment on a nine-months basis, unless stated to the contrary, is from September 16 of one calendar year through June 15 of the next calendar year.
Appointment of an individual on a twelve-months basis is for the entire fiscal year.

Research and Extension staff members appointed on a ten-months basis are subject to service for any ten months of the fiscal year deemed necessary by the Dean-Director. The particular ten months of the year for which the individual is expected to serve will be shown in official budgets. Any change in this set-up will be upon the recommendation of the Dean-Director and approval of the institutional President.

b. Non-Academic. Terms of service for employees in the non-academic classification vary according to the conditions in individual cases and types of service.

Notice of Resignation

Notice of resignation should be filed in the Executive Office through the regular channels not later than one month before the resignation is to take effect. In the case of resignation, the Executive Office shall notify the Business Office as soon as possible in order that proper accounting shall be made as to inventory of property in the custody of the employee, delivery of keys, etc.

Arrangements in Case of Illness

Arrangements to care for the work of a staff member incapacitated by illness over a period longer than one month must have the approval of the executive head of the institution.

Sabbatical Leave

In place of item b (7), which reads as follows:

(7) A staff member, employed on the basis of four full academic terms per year, is allowed one term's leave on full pay in each three years (twelve terms) of continuous service; in addition, at the end of eighteen terms of service such member may elect to take a full year on half pay in lieu of the one term on full pay to which he would be next entitled. In the case of the one term's leave as provided for above, the particular term selected for absence shall be by mutual agreement of the President of the institution and the employee concerned, taking into account the interests of the institution.

it is proposed that the following be substituted:

c. In lieu of the one year on half pay after six years or eighteen terms of service, as provided above, a staff member may be allowed one term's leave on full-pay after four years or twelve terms of continuous service.
Privileges of Staff Members

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

(1) Graduate Assistants, Scholars, and Fellows. Assistants, scholars, and fellows are classified into two groups: (a) full-time, those devoting approximately 18 hours per week to institutional service and employed at a base salary of $500 (or more); and (b) half-time, those devoting approximately 9 hours per week in institutional service and employed at a base salary of $250 (or more). Employees in these classifications may register for academic work without any special application to the Executive Office. Full-time assistants may register for a maximum of 10 hours per week. Half-time assistants may register for a maximum of 12 hours a week.

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

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

c. Gymnasium Privileges. In so far as practicable, the facilities of the gymnasiums are available to staff members for recreational purposes, upon the payment of a $2 per term use fee.

d. Health Service Limited. The Health Service is available only to those students who register for credit. Its facilities are not available to staff members.

Working Hours

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

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

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

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

Individual institutions must adopt either plan (a) or plan (b). Exceptions to the plan adopted by an institution can be made only with the approval of the president.

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

Holidays

The following are institutional holidays: New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, Christmas Day. On these days all employees compensated on an annual or monthly basis are excused from regular institutional work, except where their duties are of such character that release is not practicable, in which case the same amount of time may be allowed at another date. Student recesses in addition to the days above named do not constitute institutional holidays.

Employees To Have No Pecuniary Interest in Contracts

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

Employment of Members of the Same Family

Employment of two or more members of an immediate family in the same institution is regarded as exceptional and is to be approved only under unusual circumstances. Employment of two or more members of one family shall be reported by the department heads concerned and the Business Manager to the executive head of the institution for his consideration. Nothing in this regulation shall be construed to change the status of any present employee (1935).

Building Repairs

In order to obtain uniformity of practice, all expenditure from unrestricted funds for maintenance of buildings and grounds, improvements, and repairs are to be charged to Physical Plant budgets.
Cash Receipts

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

All money collected by persons authorized by the Business Manager 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. No part of such collection is to be used to pay bills of any kind. Depositing of receipts in banks may be done only with the approval of the Comptroller. (See Report of Gifts, Handling of Gift Funds.)

Working Funds

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

Report of Gifts

a. All cash gifts and grants, except those derived regularly from political subdivision, amounting to more than $100 shall be reported upon receipt by the institutional executive office to the Chancellor's Office, and no expenditure shall be made by the business office against such gift or grant until authorization has been received by the Comptroller from the Chancellor's Office. Cash gifts of less than $100 shall be deposited with the institutional business manager to be forwarded through the usual channels.

b. All gifts of property - such as real estate, equipment, machinery, books, etc. - valued at more than $100 shall be reported to the institutional executive office and by it to the Chancellor. Authorization for the acceptance of such gifts shall be received from the Chancellor before delivery of the gift. Gifts of property valued at less than $100 shall be reported to the institutional executive office for annual inventory purposes.

Handling of Gift Funds

a. All gifts and grants, except those derived regularly from political subdivision, shall not be incorporated in the regular budgets but shall be recorded as gift accounts to be expended through the regular business channels, except where the administration of the fund can be facilitated by including it in the budget.
b. When the gift is made to an individual with a specific understanding that the fund shall be expended by the individual, the fund will be neither budgeted nor listed as a special gift account, provided the facilities of the institution are not used in carrying out the intent of the gift, but, in all cases when the institutional facilities are used, the gift shall be deposited with the institutional business office in accordance with the terms of the gift upon requisition by the donee. If the donee should leave the institution, any unexpended balance in the gift fund will be remitted to donee.

Sales of Equipment

a. The term equipment as used in the regulations and in the budgets is construed to include all capital purchases that have an expected use of more than one year and that involve a cost of $5.00 or more. Items costing less than $5.00 are not classed as equipment unless their period of use evidently extends over several years. Books are classed as equipment.

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

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

Travel

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

(1) The basis of decision shall be the needs of the institution rather than of the individual, and the amount of travel allowance shall be proportional to the institutional interests involved, as follows:

(a) The institution may pay railroad, pullman, hotel, and living expenses.

(b) The institution may pay railroad and pullman fares only.

(c) The institution may grant a leave for this purpose but bear none of the expense of the trip.

(2) Application for out-of-state travel is subject to the approval of the department head, the dean, the president, and the Chancellor, regardless of whether unrestricted or restricted funds, or both, are involved.
(3) When state funds are involved in out-of-state travel, authorization of the Governor must be secured. Application for the Governor's approval must in all cases be made by the Chancellor.

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

(a) The fare allowed between two points is the round-trip bus or train fare.

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

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

(d) Where the need for travel is urgent and there are no public conveyances at the time, allowances for use of personal car may be made at approved state mileage rates on file in the Business Office. Where substantial mileage is traveled with personal car, the allowance per mile may be reduced. No allowance is granted for such charges as garage rent and toll-bridge charges.

(e) Where economy in travel cost can be effected by staff members traveling in the same automobile, or otherwise, the savings thus made are to accrue to the institution.

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

Use of Facilities by Outside Organizations

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

All institutional contracts shall be drafted as follows:

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

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

All institutional contracts shall be executed as follows:

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

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

c. All contracts must bear the seal of the State Board of Higher Education.

d. The Secretary of the Board shall file one copy of the contract with the Comptroller and two copies shall be sent to the institutional Business Officer, one for the institutional files and the second for the other party to the contract.

Purchase of Books and Periodicals.

Books and periodicals are ordinarily purchased from library funds and only such books and periodicals as are used as laboratory and office supplies are purchased from departmental funds. Payment for books requisitioned from departmental unrestricted funds budgets will be made by the institutional library, and a corresponding transfer will then be made from the departmental budget to the library budget. In all cases books are catalogued by the library.

Publications and Printing

a. All publications of the State System or of the several institutions are submitted to the Division of Information--through the local Publications Office, if there is one at the institution from which the publication emanates, or through the central office of the Division of Information.
b. All manuscripts are submitted, with pictures, if any, as desired to be printed. The author is responsible for all subject matter, its organization, and for the use of all proper and technical terms.

c. In preparing typescripts, pictures, drawings, and graphs, authors and typists are requested to consult Leaflet 103 issued in 1936 by the Division of Information, "Preparation of Copy for Publication and Rules for the Technical Phases of Copy and Proof."

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

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

f. Precedence of all publications of institutional interest is determined by the Division of Information, with the approval of the Chancellor.

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

Custody of Board Securities

Custody of Board's securities is placed with the Assistant Comptroller and the Chief Accountant, both of the Comptroller's Office, and authority is granted them to make arrangements for safety deposit boxes.

Budgeting of Self-Sustaining Projects.

The budgeting of self-sustaining projects is entirely separate and apart from general institutional budgets, and in accounting they are so kept and reported and not merged into regular institutional budgets. Such self-sustaining projects include dormitories, dining service, intercollegiate athletics, student activities, health service, associated student projects, student loan funds, etc. In general, self-sustaining auxiliary activities are permitted to carry over unexpended balances from one fiscal year to the next.
NEW REGULATIONS AND PROCEDURES

Purchases for Individuals Prohibited

Individuals are not permitted to purchase supplies or equipment for personal use through institutional channels.

Extension of Credit

Bills for purchases or services from an institution are payable by the tenth day of the following month. Departments may not extend credit for a period longer than sixty days without approval of the Business Manager.

Control and Accountability for Property

a. Each department head is accountable for the property in his possession as reflected on the original inventory and any changes thereto, and he is charged with responsibility for proper care and disposition of such property until officially released therefrom as provided under d.

b. The State Board of Higher Education encourages the practice of lending property between departments and between institutions. These loans are subject to the approval of the Business Manager of the lending institution. Forms and instructions for the loan of property are obtainable at the Business Office of the institution.

c. Departmental property which is surplus or which it is desired to dispose of or trade for other articles shall be reported to the institutional Business Manager, who, in cooperation with the Property Custodian, will make every effort to dispose of such surplus property at a price and under conditions which will be satisfactory to the department.

d. A department head wishing to obtain release from further responsibility of property in his custody requests such release on a blank which can be secured from the institutional Business Manager. Where property is to be traded in on the purchase of new equipment, the release form and the yellow inventory card are to be attached to the requisition.

Use of Institutional Property

Institutional property of whatever kind (scientific and technical equipment, automobiles, trucks, etc.) is intended for institutional use and not for private purposes.

Issuance of Keys

a. All requests for keys are approved by the head of the department
concerned. A deposit is required for each key issued. The deposit may be refunded on return of the key. Keys are to be issued only to responsible, regular employees. Master keys are issued to deans and general executive officers for their personal use upon written request of the applicant as approved by the Executive Secretary.

b. The Physical Plant department is equipped with key filing machines and all keys are made and issued only by that department. Under no circumstances are keys to be duplicated by outside agencies.

Purchase of Student Books and Supplies

Books and supplies are sold only through institutional book stores or other dealers and are not sold by instructors unless for adequate reason authorized by the institutional Business Office.
Meeting #84 - 22

C. V. Langton
MEMBER BASIC
SCIENCE COMM.

The Board approved the appointment of Dr. Clair V. Langton as a permanent member of the Basic Science Examining Committee to succeed Dr. M. P. Isaminger, resigned.

WPA PROJECT
TO REFINISH
LAW SCHOOL
FURNITURE

The Board voted to approve a WPA project at the University to refinish the Law School furniture prior to occupation of the remodelled Law School Building, involving $4,500, of which the government will supply $4,000 in labor and the University will provide $500 in materials and supervision out of its Physical Plant budget of next year. There will be no additional cost to the Board.

WPA PROJECT
FOR REHABILITATION
OF UNIVERSITY
BUILDINGS

The Board voted to approve the continuation of a WPA project covering the rehabilitation and remodelling of Friendly Hall, the Law School, Oregon Hall, Villard Hall, Architecture Building, and McArthur Court. The project involves approximately $6,000 of federal labor and $3,000 of funds from the University budget for 1938-39, $2,000 of which will be cash funds and $1,000 of which will represent supervisory labor and materials on hand, with the understanding that a deficit will not result in the Physical Plant budget. There will be no additional cost to the Board.

WPA PROJECT
FOR IRON GATES
AND POSTS

The Board voted to approve the filing of an application with WPA for the continuation of a project covering the fabrication and erection of campus entrance gates and posts at the University. The project totals $19,435 of which $14,403 represents federal funds for labor and materials and $5,032 represents the sponsor's contribution. These funds are to be furnished by the Oregon Dads organization and no Board funds are involved.

WPA CURRICULUM
PROJECT

The Board voted to approve sponsorship of a WPA project to gather data and investigate the curriculum of Oregon public schools, under the general direction of the State Superintendent of Public Instruction. The WPA will make available clerical and other assistance to the General Extension Division for this project and no Board funds are involved.

At 10:45 a.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 and on roll call the following answered present:

C. A. Brand
F. E. Callister
Willard L. Marks
Herman Oliver

Walter E. Pearson
E. C. Pease
Robert W. Ruhl
Beatrice Walton Sackett

E. C. Sammons
The Board voted to refer to the Chancellor for further investigation and later report the matter of Board participation in a WPA project for building a replica of the Jason Lee mission.

The Board approved the budgeting of sales income realized in excess of estimates in the amount of $3,900 for the Squaw Butte and Harney Branch Experiment Stations to care for additional expenditures in the operation of these stations.

The Board approved the budgeting for the Health Service at the State College of income realized in excess of estimates in the amount of $1,126 to care for added expenditures as a result of increased enrollment.

The Board approved utilizing balances consisting of $320 in Junior High School salaries in the Training School budget and $50 in the heating budget at the Southern Oregon Normal School for the necessary remodelling and purchasing of equipment for a chemistry laboratory.

The Board approved the following personnel adjustments at the University:

Resignation of Major Edwin T. Wheatley as Assistant Professor of Military Science and Tactics and the appointment of Major Henry L. Barrett as Assistant Professor to succeed him. The change in assignment was made by the federal government and no Board funds are involved.

Employment from Board funds of Mrs. Mabel K. Garner, Secretary of the Museum, effective April 1, 12-month basis at an annual salary of $1,248. Mrs. Garner's salary has previously been cared for from the personal funds of Mrs. Gertrude Bass Warner, Director of the Museum of Art.

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

Increase in salary for F. E. Price, Assistant to the Dean of Agriculture, and Head of Research in the Department of Agricultural Engineering, from $4,500 to $4,800, effective May 1, 1939, and promotion in rank to Assistant Dean of Agriculture and Head of Research in the Department of Agricultural Engineering. Budget addition required to July 1, $50, of which $25 is gift funds.

Increase in salary for Dr. D. B. DeLoach, Assistant Professor of Business Administration, from $2,964 to $3,500, effective April 1, 1938. Budget addition to July 1, $79.
Bertha Herse
Extension of Sabbatical Leave

Extension of the one-term sabbatical leave on half pay granted on January 25 to Miss Bertha E. Herse, Reference Librarian, to October 30, 1938, which will complete the nine months on half pay to which she is entitled. Salary saving will be used to employ substitute assistance.

George Scott
Resignation, Maurice Shepard
Appointment

Resignation of George T. Scott, Manager of the Oregon State Alumni Association, effective April 1, 1938, and the temporary appointment of Maurice Shepard as Manager of the Association for the months of April and May, 1938. No change in budget.

J. N. Shaw
Salary Increase and Promotion in Rank

Promotion of Dr. J. N. Shaw, Associate Professor of Veterinary Medicine, to a full professorship and head of the Department and Veterinarian of the Experiment Station to succeed Dr. R. T. Simms, resigned, at an increase in salary from $4,000 to $4,300, effective May 1, 1938. Professor Simms received $4,500 as head of the department. Saving of $518.13 in Experiment Station budget (Purnell and millage funds) to be transferred to Administration and Publications.

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

Alabama
Brenton, Leave of Absence, Marie Erickson
Appointment

Leave of absence without pay for Miss Alabama Brenton, Assistant Professor of Art, during the spring term, and the appointment of Mrs. Marie Ring Erickson as substitute at a salary of $206.57 per month. Saving of $130 to revert to Board’s unappropriated funds.

The Board voted to extend a vote of thanks to Oregon State College, its faculty, administrative officers and students for the fine hospitality shown to the Board during its sessions on the College campus.

ADJOURNMENT

The Board adjourned at 2:10 p.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary