STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
CHANCELLOR'S LIBRARY, EUGENE, OREGON.
July 26, 1938

MEETING #86

A regular meeting of the State Board of Higher Education of the State of Oregon was held at the Chancellor's Library, Eugene, Oregon, at 11:00 a.m. on July 26, 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
Robert W. Ruhl
Beatrice Walton Sackett
E. C. Sammons

Absent: Herman Oliver, E. C. Pease

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

Mr. Marks reported the receipt of a communication from Mr. Pease expressing his inability to attend the meeting.

MINUTES APPROVED

The Board voted to dispense with the reading of the minutes of the last meeting on June 14, 1938, and approved the minutes of this meeting as they appeared in the docket.

MEDICAL SCHOOL
LIBRARY WING

Mr. Callister, Chairman of the Buildings, Grounds and Capital Outlay Committee, made the following report regarding an application to the Public Works Administration for a grant on the library wing of the Medical School Building:

"Mr. Couch reported that the plans and specifications for the library wing at the Medical School, housing chiefly the library and auditorium, will soon be ready for submission to the Board. Upon the basis of gifts on hand of $200,000, Dean Dillehunt recommended an application to the Public Works Administration for a grant of $183,000 to enlarge the scope of the project to include quarters for the department of experimental medicine, a proposed department of public health, and additional classroom facilities. Mr. Hockley has indicated that this project will probably receive
favorable consideration, provided the application is filed immediately. It will be possible to proceed with the library unit and then enlarge the project if and when the grant is approved. The Building Committee is recommending that the Board approve the filing of an application for a grant of $163,000 for the third wing of the Medical School Building; and that the President and Secretary be authorized to sign the necessary documents in filing the application."

The Board voted to approve the filing of an application with the Public Works Administration for a grant of $163,000 for the third wing of the Medical School Building, and authorized the President and Secretary to sign the necessary documents in filing the application.

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

"You will recall that an act passed by the 1937 Legislature provided for the construction, operation and maintenance of a state tuberculosis hospital in Multnomah County, the Medical School to furnish the site and the Board of Control to make application to the federal government for funds to supplement a state appropriation of $110,000. The federal grant in the amount of $90,000 has been approved, which, together with the state appropriation, will make possible a $200,000 building. The Building Committee is recommending:

1. That a special committee, consisting of Mr. Marks, Mr. Ruhl, and Mr. Pearson, be appointed to meet with the Board of Control to work out the necessary contractual arrangements.

2. That the contract which this committee shall approve shall be the action of the Board and shall be signed by the proper officers of the Board.

3. That the plans and specifications for the hospital shall meet with the approval of Dean Dillehunt, the Building Committee, and the Board.

4. That this committee also be empowered to discuss with the Board of Control a proposed psychopathic unit, if it is deemed desirable."

The Board voted to approve the recommendations of the Building Committee regarding the Tuberculosis Hospital and the Psychopathic Hospital at the Medical School.
CHEMISTRY BUILDING The report of the Building Committee was continued as follows:

"Board members have been informed on the progress made in connection with the Chemistry Building. While the project has been approved for a $300,000 loan and grant, the official offer has not been received from the federal government. It is probable that this is being held pending a decision on the request for a supplementary allotment of $200,000. Plans and specifications for the project are practically complete and in order not to delay the project, when the official offer is received, the Building Committee should be empowered to advertise for bids and award the contract within the funds available whether it be the restricted project for $300,000 or the enlarged project. The Committee so recommends."

The Board authorized the Building Committee to advertise for bids and award the contract for the Chemistry Building at the State College within the funds available, as soon as the official offer is received from the federal government, whether it be for the restricted project for $300,000 or for the enlarged project; the Board also authorized the President and Secretary to sign the necessary documents connected therewith.

Sale of Residences

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

"A portion of the site for the Chemistry Building consists of the present nursery school, known as Covell House, and two other residences which were purchased within the past year. Originally, it was planned to move the Covell House to a vacant lot owned by the College, but careful investigation by the College officials and the architect indicated that the house was old and in a dilapidated condition, that it would not stand moving, and that the expense of placing it on a foundation and repairing it for use again as a nursery school would be prohibitive. The other two houses, known as the Hackart property and the Macpherson property, are also old and would be of no value for College purposes. Bids were secured by the College authorities on these three houses as follows:

- Covell House . . . . . . . . . . $31.00
- Macpherson property . . . . 16.00
- Hackart property . . . . . . . . 51.00

"President Peavy recommended the disposition of these houses at these bids and the Committee concurs in his recommendation."
"The sale of the Covell House will leave the School of Home Economics without quarters for the nursery school, which is a required part of the Home Economics curriculum and a very vital instructional activity. A number of possible solutions were studied, but all of them were expensive, would entail considerable expense to old structures, and would provide very poor facilities. After a careful survey by the Home Economics Department and other College officials, President Peary, with the approval of the Chancellor, recommended the building of a new nursery school on the site of the residence now occupied by the superintendent of grounds. The proposed structure complete would cost in the neighborhood of $10,000, and while not providing elaborate quarters, would be ideal in lay-out and location. The salvage material from the house now on the site would be used wherever possible. Mrs. Sackett visited the campus and concurs in the solution recommended. The Building Committee is therefore making the following recommendations:

1. That the new nursery school building be approved at an expenditure of not to exceed $10,000. There was originally provided in the Chemistry Building project a sum of $4,500 to move and rehabilitate the Covell House for nursery school purposes.

2. That the funds be provided from the unpledged portion of the College building fee. A temporary advance will be necessary until the building fee balance is reimbursed from the construction fund of the Chemistry Building for expenditures made for architect's and attorney's fees and land purchased for the site. This advance will be repaid just as soon as federal funds are received and certainly by the time the fall building fee collections are made.

3. In order to expedite the building of this structure so that the nursery school can be carried on during the coming year, that the residence of the superintendent of grounds be razed; and that the nursery school building be erected on that site under the supervision of Mr. L. N. Traver rather than by contract. This will make possible utilization of salvage from the old house and avoid the delay of getting bids and awarding contracts."

The Board approved the report of the Building Committee with regard to the disposition of the residences on the site for the Chemistry Building and authorized the construction of a nursery school building as recommended by the Committee.
The Board authorized the Building Committee to have prepared plans and specifications, advertise for bids and award the contract for the nursery school building within the amount of $10,000, in the event it is found necessary to construct the building by contract.

The report of the Building Committee was continued as follows:

"At the October 25, 1937 meeting of the Board, the College officials were authorized to proceed with a WPA project for the fabrication and erection of campus entrance gates, with the understanding that the sponsor's contribution would come entirely from gift funds, chiefly from graduating classes. These gift funds have not been forthcoming and appeal was made to the Committee to provide an advance of $1,700 from the College building fee balances to make up a deficit on the materials for the project and to transport the finished gates from Portland and erect them on the campus. This advance was to be repaid as soon as gifts were secured. It was reported by Mr. Jensen that unless this was done, the gates would have to remain in storage. While the Committee realizes that this is a worthy project, it feels that there are many other needs that are more urgent. The Committee, therefore, feels that it cannot recommend the advance of building fee funds at this time for the project and that its completion should await the raising of gift funds as originally proposed by the College officials, and recommends further, that the $475 advanced by the Chancellor be returned to the Board from first collections from gifts or other sources."

The Board disapproved the request of the State College for an appropriation from building fee balances to complete the iron gates for the campus entrance and requested that the $475 advanced by the Chancellor for this project be returned to Board funds from first collections from gifts or other sources.

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

"The application for a $120,000 loan and grant for a Humanities Building at the University has gone forward to Washington but no word has been received as to its disposition. In order to expedite matters, the Committee is recommending that it be authorized, in case of approval of the project, to proceed with the completion of plans and specifications, to advertise for bids, and to award the contract within the allotted funds. This should include authorization for the President and Secretary to execute the necessary contractual documents."
The Board authorized the Building Committee, in the event the application for the $120,000 loan and grant for the Humanities Building at the University is approved, to proceed with the completion of plans and specifications, to advertise for bids, and to award the contract within the allotted funds; and authorized the President and Secretary to execute the necessary contractual documents.

The report of the Building Committee was continued as follows:

"Board members have probably noted that there has been a movement on foot to secure a PWA project for an auditorium at the University through cooperation with the City of Eugene. This is an involved situation and I am asking President Erb to present the matter to the entire Board."

Dr. Erb reported that the proposal was for the City of Eugene to request a PWA grant of $225,000 which would be added to a $275,000 loan to be financed by Eugene's own bonds, making possible a $500,000 auditorium, to be located on the University campus. He indicated that there was a legal restriction which prevented the City from bonding itself in excess of five per cent of the assessed valuation of property within the city limits. Eugene's bonded indebtedness already exceeds that amount. It is planned, however, to put the proposed bond issue before the voters this fall and, if approved, to legalize the issue by passage of a subsequent enabling act by the State Legislature in January. An added difficulty is presented by the fact that PWA regulations call for construction to begin by January 1, 1939. Dr. Erb indicated that efforts were being made to surmount these difficulties. In the event that the project goes forward, the City would turn over the auditorium to the University to be operated under the University's direction, with the Board assuming the maintenance, estimated at $12,500 a year.

"In accordance with Dr. Erb's suggestions, the Committee is making the following recommendations:

1. That the Board offer to deed to the City of Eugene a suitable site for the proposed auditorium, if such site is already owned by the University and if means of financing are worked out by the City.

2. That the Board agree to allow the City the free use of the building for purely civic purposes on request of the mayor or the City Council at times
which will not inconvenience the University's use of the building, with the understanding that conventions or other private ventures will pay adequate rental which will accrue to the Board's funds as an offset against the maintenance expense.

3. That the matter of assuming the obligation of operating and maintaining the building, provided the City turns over the property to the University, be referred to the Finance Committee.

The Board approved the report of the Building Committee on the proposed University auditorium, and adopted the recommendations contained therein.

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

"President Erb presented a recommendation for a $32,000 PWA project to remodel the grandstands at Hayward Field and to add approximately 3,000 additional seats. The method of financing would be to secure a $14,400 grant from the government, with the Athletic Board supplying $17,600 in cash. It would be necessary for the Athletic Board to borrow approximately $12,800 from the First National Bank of Eugene to be repaid over a period of three years. The Athletic Board, at the present time, has on hand $5,000 in cash for the project. It is the understanding that the Board of Higher Education would not be obligated for this proposed loan from the bank. The Board would merely act as sponsor for the project with the P.W.A. The Committee feels that this is a very worthwhile project and is therefore making the following recommendations:

1. That the President and Secretary of the Board be authorized to sign the necessary documents in filing an application for a grant of $14,400, with the understanding that the Athletic Board will turn over to the Board of Higher Education $17,600, or as much thereof as is necessary, as soon as the money is required to match the grant.

2. That the University officials be authorized to prepare the necessary preliminary plans for the project, with the understanding that there will be no expense to the Board.

3. That the plans and specifications be submitted at a later date to the Building Committee and the Board for approval."
The Board voted to authorize the President and Secretary to sign the necessary documents for filing an application with the Public Works Administration for a grant of $14,400 to aid in the construction of approximately 3,000 seats and to remodel the grandstands on the University Physical Education and Athletic Field, with the understanding that the University Athletic Board will turn over to the Board of Higher Education $17,600, or as much thereof as is necessary, as soon as the money is required to match the grant; and to authorize University officials to prepare the necessary preliminary plans for the project at no cost to the Board, with the understanding that the plans and specifications will be submitted at a later date to the Building Committee and the Board for approval.

The report of the Building Committee was continued as follows:

"Because of the inadequacy of funds for construction, the third floor of the Administration Building at Oregon Normal School was left in an unfinished state. President Churchill reported that it would require $12,500 to finish and equip this floor, and suggested the possibility of a PWA project involving a $5,500 grant and $7,000 in cash funds. The only possibilities for financing the project were an advance from Board funds to be repaid over a period of about nine years from the unpledged portion of the $5,000 building fee at Oregon Normal School, or an outright appropriation of $7,000 by the Board from its unappropriated funds. President Churchill indicated that this room was not needed at the present time but that if enrollment increased, it would be necessary. While the Committee appreciates that there is some merit in attempting to secure the grant for completing this building, it feels that it would be impossible to make an outright appropriation, considering the present Board balance and it also feels that repayment of an advance would be delayed because of the small unpledged annual balances in the building fee. The Committee also feels that if enrollment does increase so that the additional room is needed, the balance in the building fee will increase proportionately and that funds will then be available to complete the structure without federal aid. The Committee therefore recommends that this project be deferred."

The Board approved the report of the Building Committee with regard to deferring the request of the Oregon Normal School for the completion of the third floor of the Administration Building, until such a time as increased enrollment demands additional facilities.
Mr. Callister continued with the report of the Building Committee as follows:

"The official offer for a loan and grant of $70,909 for the dormitory at La Grande has been received from the federal government. The docket contains a proposed resolution for accepting this offer and the Committee feels that the Board should adopt this resolution when it comes up as a docket item. Plans for the dormitory have been revised somewhat by President Howard and his staff and are now complete and in the hands of the PWA awaiting final approval. Mr. Bockley has authorized advertising for bids, and these ads will be carried within the next two weeks, and bids will be opened on the project on August 15. Sufficient alternates have been included in the plans and specifications to bring the building and equipment within the funds available. The Committee is recommending to the Board that it grant the Building Committee authority to award the contract on this building and that the President and Secretary of the Board be authorized to execute the necessary documents."

The Board authorized the Building Committee to award the contract on the dormitory at the Eastern Oregon Normal School following the opening of bids on August 15, and directed the President and Secretary of the Board to execute the necessary documents.

The report of the Building Committee was continued as follows:

"President Howard presented a proposed WPA project for landscaping the campus grounds, particularly around the new Training School Building. The total value of the project is estimated at between six and seven thousand dollars. The actual cash outlay for the project would be $465, of which $300 would come from the present campus and grounds budget, and $165 would come from cash building fee balances on hand. The Committee is recommending that this project be approved."

The Board approved the WPA project for landscaping at the Eastern Oregon Normal School as recommended by the Committee.

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

"President Redford presented an offer from the City of Ashland to donate to the Board a small tract of land adjoining the Normal School campus and separating the campus from the city hospital. A letter from Frank J. Van Dyke,
City Attorney, indicated that the City was willing to deed this land to the Board for use as a part of the Southern Oregon Normal School grounds. The Committee recommends acceptance of this property and an expression of appreciation from the Secretary to the City of Ashland."

The Board accepted the gift of a tract of land adjoining the Southern Oregon Normal School campus and directed the Secretary to make suitable acknowledgment to the City of Ashland for this property.

The report of the Building Committee was continued as follows:

"A WPA project approved last year provided for the grading, seeding, planting, and irrigation facilities for a portion of the grounds around the SONS Gymnasium. The Committee/functioned an area back of the Gymnasium, and the Administration Building. WPA officials have indicated that they would approve a project which would include a contribution by the Normal School of $925 in materials, tools, etc. The Committee feels that this project is very meritorious because it is in line with the carefully worked out plan of campus development and would be very costly to do at a later date when labor could not be secured from the federal government. However, the Committee could not see its way clear to recommend an appropriation from the Board's balance for the project. There has been set up by the Board an emergency repair budget of approximately $11,000 for the several institutions, to be administered under the direction of Mr. Byrne and Mr. Traver. The Committee is therefore recommending that the financing of this WPA project be referred to Mr. Byrne and such amount of this $11,000 as is absolutely necessary be allotted to carry forward the project as far as possible."

The Board referred the financing of the WPA project for landscaping the Southern Oregon Normal School campus to Mr. Byrne and authorized him to allot from the 1938-39 reserve for building repairs and improvements an amount sufficient to carry forward this project.

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

"President Redford also reported that the State Fire Inspector had indicated that deficiencies in fire protection would involve an expenditure of $125.00. The Committee feels that this situation should be corrected and is therefore recommending an appropriation of $125.00 for this purpose."
The Board approved an appropriation of $125.00 to care for deficiencies in fire protection at the Southern Oregon Normal School.

The report of the Building Committee was continued as follows:

"The Chancellor in his report to the Committee presented a summary of the emergency building repair program conducted during the past year under the supervision of Mr. Traver and Mr. Byrne. An appropriation of $61,814 was made for this program and all the items approved by the Board at that time were completed, with a saving of $2,410.68. Mr. Byrne had recommended that this amount be returned to the Board's unappropriated balance inasmuch as a new emergency appropriation of $11,814 had been allotted for this year. The Chancellor concurred in this recommendation. The Committee, however, feels that this is a very small amount to take care of the badly needed repairs on the several campuses, and is recommending that the balance turned back to the Board be reappropriated and added to the sum of $11,814 to be expended under the direction of Mr. Byrne and Mr. Traver, with the approval of the Building Committee."

The Board accepted the report of the Building Committee with regard to the building repairs and improvements program, and reappropriated the $2,410.68 saving in the 1937-38 program with the understanding that it be added to the 1938-39 reserve of $11,814 to be expended under the direction of Mr. Byrne and Mr. Traver, with the approval of the Building Committee.

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

"The Chancellor in his report to the Building Committee recommended an appropriation of $1,615 for repairs, remodelling and furnishings for the President's residence at the State College, and an additional sum of $367.21 for the President's residence at the University, which made a total appropriation for the University residence of $1,367.21. The Committee surveyed carefully the situation regarding the President's residence at the State College, and because this house is not considered a permanent presidential residence, it feels that some of the items, such as Venetian blinds, bathroom remodelling on the third floor, and rugs to fit certain rooms should not be approved for what might be considered a temporary residence. The Committee has asked Mr. Byrne to survey the situation at the State College and work out with President Peavy a program of the most essential
repairs and furnishings. This survey is to be reported to the Building Committee on August 15 when it meets to open bids on the dormitory at La Grande. The Committee also recommends that it be given authority to approve an allotment of funds to meet these necessary expenditures for the State College presidential residence in order that the work may go forward prior to the opening of the school year; and that $367.21 be appropriated to complete the remodelling on the presidential residence at the University."

The Board approved an allotment of funds to meet the necessary expenditures for the most essential repairs and furnishings for the presidential residence at the State College after a survey by President Peavy and Mr. Byrne and report to the Building Committee on August 15; and an appropriation of an additional sum of $367.21 to complete the remodelling of the presidential residence at the University.

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

"Mr. Snedcor, who served as attorney in drafting bonds for the PWA projects, will be unable to serve the Board in that capacity. His former assistant, Mr. John Coughlin, performed much of the legal work in connection with the PWA projects. The Committee is therefore recommending that Mr. Coughlin be employed to do the necessary legal work in connection with the projects, with the understanding that Mr. Byrne will contact the Attorney-General and secure approval for the employment of Mr. Coughlin."

The Board approved the employment of Mr. John Coughlin as attorney for the PWA projects, with the understanding that Mr. Byrne will secure the approval of the Attorney-General for such employment.

Mr. Sammons, Chairman of the Finance Committee, made the following report:

"The Finance Committee met this morning with the Chairman and Mr. Pearson present and gave consideration to a report submitted by the Chancellor. Ordinarily it has been the custom to provide additional staff members required for enlarged enrollments at the September or October meeting of the Board. This practice, however, has made it difficult to secure the best men for the funds available. The prospects are quite definite for increased enrollment at the two major institutions, and there are two or three departments in which added staff members are necessary even if present enrollments are continued. The Chancellor
recommended the following:

State College

Supplemental funds to employ an Assistant Professor of Psychology \$862.32

This sum combined with the funds released by placing Professor Drumbaugh on the half-time retirement basis makes possible the employment of a full-time assistant professor for this position. President Peavy, with the approval of the Chancellor, is recommending the appointment of James W. Sherbourne as Assistant Professor of Psychology at \$2,800 per year, 10-months service, effective October 1.

Supplemental funds for an Assistant Professor of Pharmacy to replace Dr. Gilfillan, who was transferred to the School of Science as Acting Dean \$500.00

The budget of the School of Pharmacy provides only \$2,000, and it was impossible to secure the type of man needed for the funds available. For this position President Peavy, with the approval of the Chancellor, is recommending the appointment of Ernest Leslie Beals as Assistant Professor of Pharmacy at \$2,400 per year, 10-months service, effective September 1.

University

Addition for an instructor in History and Social Science Survey \$1,800.00

This will make possible the employment of an instructor on an annual basis of \$2,400. It relieves the heavy loads in the departments of Economics, History and Social Science Survey. For this position President Erb, with the approval of the Chancellor, is recommending the appointment of Quirinus Breen as instructor in History and Social Science Survey at a salary rate of \$2,400, 10-months basis, effective October 1.

The Board approved the report of the Finance Committee with regard to the employment of two additional staff members at the State College and one at the University, involving an addition of \$1,362.32 at the College and \$1,800 at the University.
The report of the Finance Committee was continued as follows:

"At the June 14 meeting of the Board the plan for submitting the biennial budget required for the general operation of the State System to the State Legislature was approved. It involved a supplemental request of $595,000 for definite purposes. At that time the proposed biennial requests for public service activities were not considered. The Chancellor submitted a plan whereby the Board would include in a separate schedule requests for certain of these activities, with the indication that the Board recognizes the need for these activities and will accept the responsibility for their conduct if the Legislature sees fit to appropriate the necessary funds. The following items which were received as special appropriations from the last Legislature are proposed for this public service schedule, with slight increases in some of these requests:

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<tr>
<th>Medical School</th>
<th>1937-1938</th>
<th>1939-1940</th>
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<tbody>
<tr>
<td>1. Re-enactment of special Doernbecher Hospital appropriation</td>
<td>$34,464</td>
<td>$34,464</td>
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<tr>
<td>2. Re-enactment of Child Guidance Clinic appropriation, with increase</td>
<td>24,000</td>
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<td>Totals, Medical School</td>
<td>$58,464</td>
<td>$67,135</td>
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<tr>
<th>Federal Cooperative Extension</th>
<th>1937-1938</th>
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<tr>
<td>1. Re-enactment of Rodent Eradication appropriation</td>
<td>$10,000</td>
<td>$10,000</td>
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<td>2. Re-enactment of Agricultural Statistics appropriation</td>
<td>10,000</td>
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<tr>
<td>3. Requested addition to present operating level to increase number of county home agents and club agents</td>
<td>12,000</td>
<td>12,000</td>
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<tr>
<td>Totals, Federal Coop. Extension</td>
<td>$20,000</td>
<td>$32,000</td>
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Agricultural Experiment Station

1. Re-enactment of H.B. 114, Soil, Irrigation, Drainage .......................... $10,000 $10,000

2. Re-enactment of H.B. 179, Vale-Owyhee Experiment Station ......................... 3,000 3,000

3. Re-enactment of H.B. 458, Seed Testing ............................................ 7,000 7,000

4. Re-enactment of H.B. 465, Omnibus Bill, with increase of $2,500 in item 17, fur animals .............................. 137,500 140,000

Totals, Ag. Experiment Station ......................................................... $157,500 $160,000

"The Committee recommends that the suggested plan be followed in submitting these requests to the Legislature.

"Because of the decrease in federal funds for Cooperative Extension, a supplemental appropriation of $69,355 will be necessary to carry this activity for the two years of the biennium at the present level. The Chancellor recommended, therefore, that this item be added to the Board's general request of $595,000, but that it be set forth as a special item, indicating that it is to replace federal funds lost. The Committee approves this plan of presenting this request.

"Certain requests for additional funds for Agricultural Experiment Station work presented by Dean Schoenfeld have been deferred for further study."

The Board approved the inclusion in a separate schedule for public service activities in the biennial budget requests to the Legislature of items totaling $67,136 at the Medical School, $32,000 in Federal Cooperative Extension, and $160,000 for the Agricultural Experiment Station, with the indication that the Board recognizes the need for these activities and will accept responsibility for them if the Legislature appropriates the necessary funds; and that a supplemental request of $69,355 be added as a special item to the Board's supplementary request of $595,000, due to the decrease in federal funds for Federal Cooperative Extension."
Mr. Marks reported that negotiations were still in progress for a new mortgage in connection with the McDonald timber property in Coos County.

The Chancellor presented the following report of the special committee appointed by the Board at the June 14 meeting to make recommendations regarding the functions and organization of the Division of Agricultural and Industrial Marketing.

"At the June 14, 1938 meeting of the State Board of Higher Education, the following action was taken:

'Upon motion by Mr. Pearson and second by Mr. Sammons, the Board appointed a committee consisting of the Chancellor, the University President, and the State College President as a committee to nominate the personnel of the Advisory Committee on policies and activities of the Division of Agricultural and Industrial Marketing and to present to the Board a plan indicating the functions of the Division of Agricultural and Industrial Marketing; the administrative relationships of the Director with officers of the State System of Higher Education; his relationships with staff specialists engaged directly or indirectly in the work of production and marketing; the procedure for selecting a Director; and a budget for the Division of Agricultural and Industrial Marketing.'

"Purpose— To increase the wealth and income of the people of Oregon by encouraging the use of scientific methods in marketing Oregon products."

"Means — Investigation, using present research facilities as largely as possible; cooperation and coordination; stimulation and encouragement.

*Approximately half the budget for the institutions of higher learning publicly controlled is now spent for the purpose of increasing the earning power of individuals and developing the resources of the state. Of this, approximately $450,000 annually is spent for the improvement of production and approximately $50,000 in the teaching of subjects concerned with marketing."
Investigation

"1. Using research agencies and information already available to study and analyze the obstacles preventing the best and most advantageous marketing and sale of all Oregon's principal products in both the foreign and domestic markets.

"2. To collect from all available sources (both from within the System and without) information on the most effective methods used in the state and elsewhere, and cause its effective dissemination among the groups engaged in the business of marketing.

Coordination and Cooperation

"1. To act as an adjustment medium between existing organizations and groups concerned with marketing, such as 'cooperatives,' marketing bureaus, etc.

"2. To study the effects of the present policies of these groups and to compare them with the most effective policies and practices of similar groups in other states and places, making common and general use of such studies for the improvement of Oregon practice.

Stimulation and Encouragement

"1. To serve as an authoritative and expert advisory agency to producers throughout the state and the Northwest.

"2. To provide reliable and scientific information to Chambers of Commerce, municipal and state authorities, and promotion groups upon the field and opportunity for new industries in the processing and utilization of by-products.

"3. To create a broad informational basis for such legislation as may be of service in regulation and stimulation of trade, serving as an authoritative legislative reference bureau, both for state policy and national relationships.

"4. To encourage interest in marketing careers, stimulating able young men to specialize in the several fields for which training is offered in the University and College, and assisting in locating them in the field.

Organization

"1. The State Board of Higher Education shall be final authority in all matters of major policy, and shall, upon recommendation of the Chancellor, establish the annual
budget and confirm all acts and appointments, as in the other divisions of the System.

"2. While the Division of Marketing shall be regarded as the authoritative unit of the System within its specialized field, its relationship to other units and staff members of the System shall follow the provisions of the Administrative Code.

"3. An advisory committee is hereby created, consisting of nine (9) members, one appointed each year by the State Board of Higher Education upon joint recommendation of the Chancellor, the President of the University, and the President of the College. The personnel of the Advisory Committee is to be reported at a later date.

"4. The term of service for the original nine members shall be determined at the first meeting by lot.

Duties of the Advisory Committee

"1. To advise the Director in all important matters of policy and procedure. (All major policies shall be submitted to the State Board of Higher Education through the Chancellor's Office for confirmation before becoming effective.)

"2. To exercise its advisory functions through the Director, the individual members being without executive or administrative authority.

"3. After consultation with the Advisory Committee, the Chancellor, the President of the University, and the President of the College shall nominate a person or persons deemed qualified for the position of Director of the Division of Marketing for election by the State Board. (In the first instance to avoid delay, the Director may be chosen without awaiting the action of the Advisory Committee.)

"4. To meet four times a year—in March, June, September, and December.

"5. Compensation will be necessary expenses only.

<table>
<thead>
<tr>
<th>Budget</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>$3,000 to $6,000</td>
</tr>
<tr>
<td>Research Assistants (2, @ $600)</td>
<td>1,200</td>
</tr>
<tr>
<td>Stenographer</td>
<td>1,200</td>
</tr>
<tr>
<td>Travel</td>
<td>1,500</td>
</tr>
<tr>
<td>Expenses, materials, etc.</td>
<td>1,100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,000</strong></td>
</tr>
</tbody>
</table>
"Special projects may be authorized by the Advisory Board upon confirmation by the State Board of Higher Education.

"Gifts for either the general budget of the Division or for special projects may be accepted as for other divisions of the System."

Mr. Sammons moved, seconded by Mr. Pearson, that the report of the Special Committee appointed by the Board to report on the organization and functions of the Marketing Division be adopted as presented by the Chancellor. Mr. Ruhl moved, seconded by Mr. Pearson, that the motion be amended to contain the statement that there shall be no regulatory activities included in the functions of the Marketing Division. The amendment was carried. The Board voted to adopt the report of the Special Committee on the Marketing Division with the amendment prohibiting regulatory activities.

ELECTION OF OFFICERS

Upon nomination by Mr. Brand, Willard L. Marks was elected President of the Board for the ensuing year by a unanimous ballot cast by the Secretary.

E. C. Pease was nominated by Mr. Callister and elected Vice-President of the Board for the ensuing year by a unanimous ballot cast by the Secretary.

Upon nomination by Mr. Callister, E. C. Sammons was elected as the third member of the Executive Committee for the ensuing year by a unanimous ballot cast by the Secretary.

GIFTS

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

**University**

Margaret Widmer
Gift of $2,000 from Miss Margaret M. Widmer to establish the George C. Widmer Loan Fund for needy and dependable students.

Burt Brown Barker
Gift of $500 from Mr. Burt Brown Barker to be used for the construction of entrance gates.

**Medical School**

Portland Com. Chest
Gift of four electric refrigerators valued at $405.58 from the Portland Community Chest for the Doernbecher Hospital.

Vierani Estate
Bequest of $941.44 from the estate of Louis A. Vierani to be used for repairs to cribs and beds and for the installation of ventilators in wards at the Doernbecher Hospital.

Dioral Laboratories
Gift of $500 from the Dioral Laboratories for the study of the therapeutic value of their products.
General Extension Division

Gift from the Carnegie Corporation of a sum to purchase seventeen color reproductions of famous paintings for the use of the General Extension Division in its state-wide service of art exhibits.

W.E. Pearson
M.U. Board
of Governors

The Board approved the reappointment of Mr. Walter E. Pearson as representative of the Board of Higher Education on the Memorial Union Board of Governors for the fiscal year 1938-39.

ANIMAL HUSB.
OVERDRAFT

The Board approved an overdraft of $850 in the 1937-38 budget of the Animal Husbandry, Farm Maintenance Department to make possible the employment of necessary help for June haying operations, with the understanding that this overdraft will be reimbursed from 1938-39 receipts of this department.

DAIRY FARM
MAINTENANCE
OVERDRAFT

The Board approved an overdraft of $1,100, or as much thereof as is necessary, in the 1937-38 budget of the Dairy Farm Maintenance Department in order to meet the June payroll, with the understanding that this overdraft will be reimbursed from 1938-39 receipts of this department.

GENERAL
EXTENSION
BUDGET ADD'N

The Board approved a budget addition of $443.80 for the General Extension Division for the purchase of office equipment and supplies, the funds to come from increased fee income over estimates in the 1937-38 budget.

ASTOR EXP.
STATION
SPECIAL
APPROP.

The Board approved the budgeting of $4,000 appropriated by the State Emergency Board to the John Jacob Astor Branch Experiment Station for investigations and research to determine methods of establishing pasture grasses in the burned and cut-over areas of the Oregon coastal region, the funds to be distributed as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment (cattle)</td>
<td>$2,500</td>
</tr>
<tr>
<td>Wages</td>
<td>1,275</td>
</tr>
<tr>
<td>Materials and supplies</td>
<td>225</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,000</strong></td>
</tr>
</tbody>
</table>

TRANSFERS
TO AVOID
OVERDRAFT

The Board approved the transfer at the University in the 1937-38 budget of $675.88 from the Building Repairs account to the Heat and Gas account in order to avoid an overdraft.

PHYS. ED.
EXTENSION
BUDGET ADD'N

The Board approved the budget addition of $832.85 to the University Physical Education Extension budget for 1937-38 to care for added expense as a result of increased extension enrollment and to purchase equipment for extension students in Physical Education. Funds for the increase are to come
from increased income over original estimates and from balances carried forward from the previous year.

SALES FUNDS
PROCEDURE FOR HANDLING

In order to eliminate a large amount of book work and to avoid delay in the operation of certain agricultural departments, the Board approved the following procedure of handling sales funds in the divisions indicated:

1. In the divisions of Farm Maintenance, Federal Cooperative Extension, Central Agricultural Experiment Station, and Branch Experiment Stations, responsibility for changes in sales income estimates and for regulation of expenditures of sales funds shall be delegated, effective immediately, to the Dean and Director of Agriculture with the approval of the President of the State College. All such adjustments shall be reported to the Chancellor's Office and be recorded in the regular financial report to the Board at each meeting. Twice each year the President of the College with the cooperation of the Dean and Director concerned shall submit a formal summary of such budget changes to the Chancellor's Office which will be responsible for presenting it to and discussing it with the Finance Committee of the Board. These summaries shall be submitted on or before each January 1 and June 1.

2. Total expenditures from sales funds in each of these four divisions may not at any time exceed the total resources from sales funds as conservatively estimated by the Dean of Agriculture, unless an overdraft is approved by the Chancellor. Any overdraft approved is to be covered from sales funds in the next fiscal year.

LAWRENCE AS ARCHITECT FOR MEDICAL SCHOOL BLDG.

The Board approved the employment of Dean Ellis F. Lawrence as architect for the Library wing of the Medical School Building on the basis of 5% of the cost of the work plus an engineering fee of $800, and authorized the President and Secretary to execute the necessary contract.

RESOLUTION ACCEPTING LOAN AND GRANT--BONS DORMITORY

After discussion of the offer of the United States of America acting through the Federal Emergency Administration of Public Works, the following resolution entitled, "A Resolution Accepting the Offer of the United States to the Department of Higher Education of the State of Oregon to Aid by Way of Loan and Grant in Financing the Construction, Equipping, and Furnishing of a Women's Dormitory on the Campus of the Eastern Oregon Normal School, La Grande, Oregon," was read by Secretary Byrne and considered by the Board:
A RESOLUTION ACCEPTING THE OFFER OF THE UNITED STATES TO THE
DEPARTMENT OF HIGHER EDUCATION OF THE STATE OF OREGON TO AID
BY WAY OF LOAN AND GRANT IN FINANCING THE CONSTRUCTION,
equipping AND FURNISHING OF A WOMEN'S DORMITORY ON THE CAMPUS
OF THE EASTERN OREGON NORMAL SCHOOL, LA GRANDE, OREGON.

BE IT RESOLVED BY THE STATE BOARD OF HIGHER EDUCATION of the
State of Oregon:

Section 1. That the offer of the United States of America to
the Department of Higher Education of the State of Oregon to
aid by way of loan and grant in financing the construction,
equipping and furnishing of a women's dormitory on the cam-
pus of the Eastern Oregon Normal School, La Grande, Oregon,
a copy of which offer reads as follows:

P.W. 81393-6

Federal Emergency Administration of Public Works

Washington, D.C.
June 29, 1938
Docket No. Oreg. 1062-F

Department of Higher Education
of the State of Oregon,

Eugene, Oregon.

1. Subject to the Terms and Conditions (PWA Form
No. 250, as amended to the date of this Offer) which are
made a part hereof, the United States of America hereby
offers to aid in financing the construction of a new
dormitory building and the remodeling and repairing of two
existing buildings, including necessary equipment therefor,
on the campus of the Eastern Oregon Normal School, at
La Grande, Oregon (herein called the "Project"), by making
a grant to the Department of Higher Education of the State
of Oregon (herein called the "Applicant") in the amount of
46 percent of the cost of the Project upon completion, as
determined by the Federal Emergency Administrator of Public
Works, but not to exceed, in any event, the sum of $31,909,
and by purchasing, at the principal amount thereof plus
accrued interest thereon, from the Applicant, obligations
(herein called the "Bonds") of the description set forth
below (or such other description as shall be mutually
satisfactory) in the aggregate principal amount of $39,000:

(a) Obligor: State of Oregon, by the Department of Higher
Education of the State of Oregon, acting through the State
Board of Higher Education: (b) Type: Negotiable, special
obligation, student building fee, serial, coupon bond, designated "Eastern Oregon Normal School Student Building Fee Bond"; (c) Denomination: $1,000; (d) Date: October 1, 1938; (e) Interest rate and interest payment dates: 4 percent per annum, payable semi-annually on April 1 and October 1 in each year; (f) Place of payment: Office of the Treasurer of the State of Oregon, Salem, Oregon; (g) Registration privileges: As to principal only;

(h) Maturities: On October 1 in amounts and years as follows:
$1,000 in 1941 to 1949, inclusive, and 2,000 in 1950 to 1964, inclusive;

(i) Redemption provisions: Redeemable on any interest payment date, at the option of the Applicant, in whole or in part (selection as between bonds of the same maturity to be by lot), in reverse order of maturity, at a price per bond equal to the principal amount thereof and accrued interest plus a redemption premium of 1/4 of 1% of the principal amount for each unexpired year or fraction thereof, upon not less than 30 days' notice by publication and by mailing such notice to the last known address of each registered bondholder;

(j) Payable as to both principal and interest solely from and secured by an exclusive first charge on such part of the student building fees (authorized by Chapter 88, Oregon Laws, 1937, to be charged each undergraduate in the Eastern Oregon Normal School in the amount of not to exceed $5.00 per student for each of not less than three regular terms and one summer term in each year) as may be necessary in order that the annual total of such part of such fees available in any given year shall be sufficient to pay the interest on and principal of the Bonds becoming due in such year, and to maintain an adequate reserve therefor.

2. By acceptance of this Offer the Applicant covenants to begin work on the Project as early as possible but in no event later than 8 weeks from the date of this Offer and to complete such Project with all practicable dispatch, and in any event within 6 months from the commencement of construction.

UNITED STATES OF AMERICA

Federal Emergency Administrator of Public Works
By H. A. Gray
Assistant Administrator
be and the same is hereby in all respects accepted.

Section 2. That said State Board of Higher Education agrees to abide by all the Terms and Conditions of said offer, including the Terms and Conditions annexed thereto and made a part thereof.

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

It was moved by Director Sammons and seconded by Director Pearson that the foregoing resolution be adopted. The question being upon the adoption of the resolution, the roll was called with the following results:

Ayes:

Mr. Brand  Mr. Pearson
Mr. Callister  Mr. Ruhl
Mr. Marks  Mrs. Sackett
Mr. Sammons

Nays: None

The President thereupon declared said motion carried and the resolution duly and unanimously adopted.

At 12:45 p.m. the Board took a recess for luncheon and reconvened at 2:30 p.m. with the same members present who answered roll call at the morning session, with the exception of Mr. Callister and Mr. Ruhl.

In order to comply with the regulations of the Public Works Administration which call for insertion in the specifications and contract documents of a schedule of minimum wages to be paid by the contractor in each of the several classes of labor such as unskilled, semi-skilled, and skilled, the Board authorized the Secretary to determine and file the minimum wage rates on the several PWA projects, as shall be deemed reasonable for the community and for the particular project.

The Board approved the following personnel adjustments at the University:
Leave of absence without pay for Willis Warren, reserve librarian and executive assistant with rank of instructor in the Library, from October 1, 1938, to June 30, 1939, to pursue work toward his doctorate degree at Yale, and the appointment of Frederick N. Cromwell as assistant in the Reserve Department at an annual rate of $1,400, to serve during Mr. Warren's leave. The balance of $225 is to be used to increase the salaries of the following staff members for nine months, since their responsibilities will be increased during Mr. Warren's absence:

Jack Plotkin, circulation assistant, from $1,400 to $1,475. Oliver Field, reserve assistant, from $1,400 to $1,475. Gladys Y. Patterson, secretary and assistant in the Order Department, from $1,500 to $1,575.

Appointment of Mr. Bertram Jessup as Assistant Professor of English for one year at a salary of $2,000, effective October 1, 10-months basis. Balance of $200 in budgeted salary for this position to be combined with three unfilled fellowships in the Department of English to create two graduate assistantships ($540 each), half-time graduate assistantship ($275), part-time instructorship ($375) and instructorship ($1500). This adjustment makes no change in the total budget for the English Department.

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

Appointment of Dr. Leland B. Gould as Assistant Physician in the Health Service at a salary of $2,400, 10-months service, yearly tenure, with rank of Assistant Professor, effective September 1, 1938. Position provided in budget.

Salary increase for Miss Jacqueline Brier, instructor in Household Administration, from $1,400 to $1,600. Miss Brier has been offered a position at a considerably higher salary at another institution. The necessary funds in the amount of $150 required in the 1938-39 budget are to be supplied by reducing a graduate assistantship from $540 to $390. No change in total budget.

Appointment of Miss Genevieve Devaney as secretary in the Department of Veterinary Medicine, 12-months basis, at a salary of $1,080, effective August 1. This department has had no secretary and adjustment of U.S.D.A. funds allocated to the College has been made to provide for this position. No change in amount of unrestricted funds.

The Board approved the following personnel adjustments at the Medical School:
Changes in rank for the following volunteer staff members:

R.F. Davis
Ralph Ferrien Davis, M.D., from Associate Clinical Professor of Otolaryngology to Clinical Professor of Otolaryngology.

C.T. Chamberlain
Charles Thompson Chamberlain, M.D., Associate Clinical Professor of Otolaryngology to Clinical Professor of Otolaryngology.

H.E. Carruth
Howard Ernest Carruth, M.D., Clinical Associate in Otolaryngology to Assistant Clinical Professor of Otolaryngology.

H.R. Lucas
Harold Roy Lucas, M.D., Clinical Associate in Otolaryngology to Assistant Clinical Professor of Otolaryngology.

I.M. Lupton
Irving Martin Lupton, M.D., Clinical Associate in Otolaryngology to Assistant Clinical Professor of Otolaryngology.

G.L. Boyden
Guy Lee Boyden, M.D., Clinical Associate in Otolaryngology to Assistant Clinical Professor of Otolaryngology.

J.R. Hand
John R. Hand, M.D., Clinical Associate in Urology to Assistant Clinical Professor of Urology.

A.E. Mackay
Albert Edward Mackay, M.D., from Clinical Professor of Urology to Emeritus Professor of Urology.

L. Perozzi
Appointment of Miss Lucile Perozzi, Educational Director of the Division of Public Health Nursing, State Board of Health, as Assistant Professor of Nursing Education, effective immediately, on a non-salary basis.

G.E. Burget
Decease
In order to care for the work of Dr. George E. Burget, Head of the Physiology Department, recently deceased, the following adjustments were approved, with a saving of $25 reverting to Board's unappropriated funds.

H.F. Haney
Promotion
Promotion of Dr. H. F. Haney, Assistant Professor of Physiology to Acting Head of the Department of Physiology to succeed Dr. Burget, effective July 1, 12-months basis, yearly tenure, with an increase in salary from $3,675 to $4,275. Dr. Burget's salary was budgeted at $4,725. The savings of $450 in this adjustment plus the salary budgeted for Dr. Haney in his former position, $3,675, are to be used as follows:

W.B. Youmans
Appointment
Appointment of Dr. William B. Youmans as instructor in Physiology, 10-months service, yearly tenure, effective September 1, at an annual salary of $3,000.
Provision for an assistantship in the Physiology Department on 11-months basis at an annual salary of $1,100.

Saving to Board's unappropriated funds of $25.

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

In order to care for the work of Professor Landers who has been placed on a part-time basis, the following adjustments were approved in lieu of the appointment of one instructor at $1,700, as provided in the budget, with the resulting saving of $480 reverting to Board's unappropriated funds:

A.C. Stanbrough

Time and Salary Increase

Time and salary increase for Assistant Professor A. C. Stanbrough from three-fourths to full-time, and from $2,180 to $2,800, 12-months basis, indefinite tenure, effective July 1, 1938.

Homer Dodds

Time and Salary Increase

Time and salary increase for Assistant Professor Homer Dodds from three-fourths to full-time, and from $2,180 to $2,800, 12-months basis, indefinite tenure, effective July 1, 1938.

E. Bonnichsen

Resignation

Resignation of Miss Esther Bonnichsen, Supervisor of Teaching in the Training School at Rickreall, and the appointment of Miss Blanche Duguid as Supervisor of Teaching, with rank of Assistant Professor, to replace Miss Bonnichsen at the same salary, $900, 9-months basis, yearly tenure, effective October 1.

B. Duguid

Appointment

V. V. Caldwell

Promotion in Rank

Advancement in rank for Dr. V. V. Caldwell from Associate Professor to full Professor, with no change in salary.

E. Brainerd

Leave of Absence

Leave of absence without pay from August 1, 1938, to January 1, 1939, for Miss Bertha Brainerd, Registrar, and the disposition of the salary saving of $983.33 as follows:

C. Clausen

Appointment

To employ Miss Cornelia Clausen as secretary to aid President Churchill in carrying Miss Brainerd's work for six months at $80 a month, $480.

L. Doell

Increase

To increase the salary for Miss Laura Doell, secretary in the Registrar's Office, from $900 to $960, effective July 1, $60.

Saving transferred to Board's unappropriated funds, $443.33.

A. Brenton

Leave of Absence

Leave of absence without pay because of illness for Miss Alabama Brenton, Assistant Professor of Art, from July 1, 1938.
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Marie Ring Erickson Appointment

July 26, 1938

to August 15, 1938, and the appointment of Mrs. Marie Ring Erickson, instructor, as a substitute at a salary of $206.67 a month. Saving of $65 will revert to the Board's unappropriated funds.

BLACK ESTATE

Mr. Byrne reported that relatives of Mrs. Rose A. Black, deceased, who bequeathed to the Doernbecher Hospital her estate, have requested release of certain personal effects of slight monetary value. The Board authorized the Secretary to notify the Hood River Branch of the First National Bank of Portland, executor of the estate, of its willingness to release these items to the relatives, and any other personal property that is not salable.

COMMITTEE APPOINTMENTS

President Marks appointed the following permanent and special committees for the ensuing year:

Permanent Committees

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

Finance Committee. E. C. Sammons, Chairman; Herman Oliver; Walter E. Pearson.

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

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

Insurance Committee. Walter E. Pearson, Chairman; Robert W. Ruhl; Herman Oliver.

Public Relations Committee. E. C. Pease, Chairman; F. E. Callister; Walter E. Pearson.

Agricultural Experiment Stations Committee. Herman Oliver, Chairman; F. E. Callister; E. C. Pease; C. A. Brand.

Special Committees

Rules and By-Laws Committee. Robert W. Ruhl, Chairman; Beatrice Walton Sackett; Walter E. Pearson.

Unified Administration Committee. Herman Oliver, Chairman; E. C. Sammons; C. A. Brand; F. E. Callister.

Library Committee. Beatrice Walton Sackett, Chairman; C. A. Brand; E. C. Pease.

Upon motion by Director Sackett and second by Director Sammons, the Board adjourned at 2:45 p.m.

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