STATE BOARD OF HIGHER EDUCATION

MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
January 24, 1939

MEETING #91

A regular meeting of the State Board of Higher Education of the State of Oregon was held at the Heathman Hotel, Portland, Oregon, at 10:30 a.m. on January 24, 1939.

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
Herman Oliver

E. C. Pease
Beatrice Walton Sackett
E. C. Sammons
Edgar W. Smith

Absent: Robert W. Ruhl

The members named constitute all members of the State Board of Higher Education of the State of Oregon.

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 W. 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 that Mr. Ruhl was unable to attend the meeting because of his absence in the East.

Mr. Marks welcomed Mr. Edgar W. Smith, newly appointed member of the Board.

Mr. Marks read a letter from Mr. Pearson, expressing appreciation for the opportunity of service on the Board and regret at leaving its membership.

W.E. PEARSON
RESOLUTION

WHEREAS, Mr. Walter E. Pearson has resigned from the State Board of Higher Education to accept appointment as State Treasurer for Oregon, and

WHEREAS, Mr. Pearson served with this Board from May, 1937, to January, 1939, during which period he devoted earnest and intelligent attention to the business of
the Board, serving as Chairman of the Insurance Committee
and as a member of the Finance, Rules and By-Laws and
Public Relations Committees, and

WHEREAS, The service of Mr. Pearson on the Board was
always characterized by keen interest in and constant
attention to the many problems that came before the Board
for consideration during his term of office, and by loyal
devotion to the best interests of higher education in
this State, therefore, be it

RESOLVED, That this Board express its deep appreciation
for the effective service rendered to higher education
by Mr. Pearson and extend to him its congratulations and
best wishes for success in his new field of service to
the State.

The Board unanimously adopted the resolution regarding the
services of Walter E. Pearson to the State Board of Higher
Education and instructed the Secretary to transmit the
resolution to Mr. Pearson.

The Board voted to dispense with the reading of the minutes
of the last meeting on December 13, 1938, and approved the
minutes of this meeting as they appeared in the docket.

C. A. Brand, Chairman of the Curricula Committee, presented
the following report:

"The Curricula Committee met yesterday to consider the
proposed curricular adjustments for the several institu-
tions for 1939-40, with Mr. C. A. Brand, Chairman, and Mrs.
Beatrice Walton Sackett present. In the absence of Mr.
Ruhl, Mr. Brand requested that Mr. Callister act as the
third member of the committee. Also present were Mr.
Marks, Mr. Smith, Chancellor Hunter, Mr. Byrne and instit-
tutional representatives.

"The Committee considered the proposed course changes
for the University, the State College, and the Medical
School, and approved the recommendations of the Inter-
institutional Curriculum Advisory Committee and the
Chancellor in regard to all course additions, course
eliminations and other adjustments.

"The Interinstitutional Curriculum Advisory Committee
recorded a four to four vote on the following courses at
the University:

Z 455 The Invertebrate Nervous System
Z 456 Vertebrate Neuroembryology
Z 457 The Vertebrate Nervous System
"The Curricula Committee is, therefore, recommending that these courses be disapproved.

"The Curricula Committee is also following the recommendation of the Interinstitutional Committee in regard to disapproval of J 251, Journalism Practice, at the State College, with the further recommendation that this course be restudied in the light of the general policy on granting credit for extra-curricular activities and in the light of the general policy of having courses passed on by the major department.

"The Curricula Committee also endorsed the Chancellor's proposal of having the Interinstitutional Curriculum Advisory Committee study all of the offerings of the State System, with the view of eliminating unnecessary duplication between institutions and between schools and departments within a single institution.

"The Curricula Committee had previously reviewed and approved the proposed course changes for the 1939 summer session.

"The Committee is recommending adoption of its report and approval of the actions contained therein."

The Board voted to approve the report of the Curricula Committee regarding curricular adjustments for 1939-40. (A copy of the recommended course changes of the several institutions and the report of the Interinstitutional Curriculum Advisory Committee are on file in the Board's office as an integral part of these minutes.)

Mr. Brand read a brief report on recent "County Senior Days" which are being conducted by the High School Contacts Committee. This report is on file in the Board's Office.

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

"Mr. Byrne reported that the date specified by P.W.A. for the completion of the Eastern Oregon Normal School Dormitory is February 24, but that in order to insure sufficient time to complete the building, request is being made for an extension of time. A balance of $1,428 remains in the construction fund, which will be utilized for restoring certain alternates omitted from the original contract. These include installation of telephones; window screens for the first floor; Alternate "C" which provides such furnishings as rugs and dining room chairs; and other minor changes."
"The Building Committee is recommending that it be authorized to inspect the dormitory and to take action in accepting or rejecting the building."

The Board approved the report of the Building Committee and authorized the Committee to inspect the Dormitory upon completion and to take action in accepting or rejecting the building.

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

"With negotiations completed for the sale of bonds to finance the Humanities Building to parties other than the Public Works Administration, it becomes unnecessary to pledge the income from the Bookstore rental for security on the bonds; and the thirty-year lease required by P.W.A. is, therefore, unnecessary. The Building Committee, with the concurrence of the Finance Committee, is recommending that the lease be worked out with the Cooperative Bookstore on a shorter term basis, which will be more advantageous to both the Bookstore and the Board."

The Board voted to approve the report of the Building Committee with regard to negotiation with the Bookstore for a lease for the first floor of the Humanities Building on a shorter-term basis than the thirty-year period originally contemplated.

E. C. Sammons, Chairman of the Finance Committee, presented the following report:

"Offers from local bond houses for the purchase of the Eastern Oregon Normal School Building Bonds were received yesterday morning. The offer of Camp & Co., Inc., Baker, Fordyce, Tucker Co., and Atkinson, Jones & Co. will mean a saving of between $4,000 and $5,000 in interest over the life of the bonds when compared to a sale to the Public Works Administration. The Committee is, therefore, recommending that the offer be accepted and that the Board adopt the resolutions to be presented by Attorney Coughlin."

Mr. Coughlin, thereupon, presented the following resolution, numbered "1":

RESOLUTION NO. 1

BE IT RESOLVED, by the Department of Higher Education of the State of Oregon, acting through the State Board of Higher Education, that there shall be established four regular terms each school year at the Eastern Oregon Normal School at La Grande, Oregon.
The Board voted to adopt the resolution establishing four terms at the Eastern Oregon Normal School.

Thereupon, Mr. Coughlin presented the following resolution, numbered "2" and entitled "A Resolution Providing for the Issuance and Sale of $39,000 Special Obligation Bonds of the State of Oregon, Acting Through the State Board of Higher Education, Providing for the Furnishing of $5,500 by the Said Board for a Certain Construction, Providing for the Method of Payment of Such Bonds, the Maturities Therefor, and Other Related Matters." This resolution was read in full by Mr. Coughlin and duly considered by the Board:

RESOLUTION NO. 2

A RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF $39,000 SPECIAL OBLIGATION BONDS OF THE STATE OF OREGON BY THE DEPARTMENT OF HIGHER EDUCATION OF THE STATE OF OREGON, ACTING THROUGH THE STATE BOARD OF HIGHER EDUCATION, PROVIDING FOR THE FURNISHING OF $5,500 BY THE SAID BOARD FOR A CERTAIN CONSTRUCTION, PROVIDING FOR THE METHOD OF PAYMENT OF SUCH BONDS, THE MATUREITIES THEREFOR, AND OTHER RELATED MATTERS.

WHEREAS, the Legislature of the State of Oregon has in Chapter 27 of the Acts of the Second Special Session, 1933, as amended in Chapter 88, Oregon Laws 1937, passed an Act creating special building funds for each of the higher educational institutions of the State of Oregon, defining terms, authorizing the collection of student fees for building purposes, authorizing the State Board of Higher Education to construct buildings or to cause buildings to be constructed for said Board, authorizing said Board to accept grants from the United States of America to defray cost of construction under the provisions of certain Acts of Congress, and to accept loans from the United States of America, or the Federal Emergency Administrator of Public Works appointed by the President of the United States under the National Industrial Recovery Act, or any other person, against the pledge of said student fees, to finance building projects by the issuance of bonds of the State payable out of the said special building funds provided for and created by said Act; and

WHEREAS, the Eastern Oregon Normal School at La Grande, Oregon, is one of the higher educational institutions of the State of Oregon under the supervision and control of said Board and is in need of and does require a new dormitory at said school by reason of the fact that there

*(Insert) State of Oregon by the Department of Higher Education of the
are at present no dormitory facilities for the housing of students at said school under present conditions and with reasonable certainty of increase of enrollment in said school, and it is of vital importance to both the health and welfare of the students of said school that a new dormitory be erected on the campus of said school at La Grande, Oregon; and

WHEREAS, the said Board deems it necessary and advisable that said dormitory be constructed on the campus of the Eastern Oregon Normal School at La Grande, Oregon; and

WHEREAS, said dormitory will be constructed on the said campus at an approximate cost of $38,909 and that the cost of construction be provided by a grant from the United States of America of 45% of the cost of said project, but not to exceed in any event the sum of $36,409, and by a loan of $39,000 from the purchasers of the bonds hereafter authorized, and by a deposit by the State Board of Higher Education of $5,500, or such other sum as will in addition to such loan and said grant suffice to complete such project; and

WHEREAS, the Board finds that it can sell bonds to secure said loan to persons other than the Government on terms more favorable than those offered by the Government; and

WHEREAS, the Board deems it necessary and advisable to issue bonds of the State of Oregon by the Department of Higher Education of the State of Oregon, to purchasers other than the Government, payable out of the Eastern Oregon Normal School Building Fund, in the amount of $39,000 to finance part of the cost of the construction of said dormitory; and

WHEREAS, the Board has received a proposal to purchase $39,000 of such bonds bearing interest at four per cent (4%) per annum and three and three quarters per cent (3 3/4%) per annum.

NOW, THEREFORE, be it resolved by the Department of Higher Education of the State of Oregon, acting through the State Board of Higher Education, as follows:

Section 1. The Board hereby accepts the offer of the United States of America, acting through the Federal Emergency Administration of Public Works, dated December 5, 1938, for a grant in the amount of 45% of the cost of construction and equipping of a dormitory on the campus of the Eastern Oregon Normal School at La Grande, Oregon, but not to exceed $36,409, and hereby agrees to abide by all the terms and conditions of the said offer, which relates solely to said grant. But pursuant to the terms and conditions of said offer, the Board hereby revokes
and rescinds that part of the acceptance of the Board dated December 13, 1938 which related to the acceptance of an offer of a loan in the aggregate principal amount of $39,000. The secretary of the Board is hereby authorized and directed to transmit to the said Administrator such proofs of the acceptance of the grant and the rescission of the offer of loan as may be requested by the Federal Emergency Administration of Public Works or said Administrator.

Section 2. For the purpose of providing funds with which to construct and equip said dormitory building on the campus of the Eastern Oregon Normal School at La Grande, Oregon, there are hereby directed to be issued and sold bonds of the State of Oregon by the Department of Higher Education of the State of Oregon, acting through the State Board of Higher Education, in the aggregate principal amount of $39,000.

Section 3. Said bonds shall be special obligation coupon bonds designated "Eastern Oregon Normal School Dormitory Building Bond", shall be dated November 1, 1938, shall be in the denomination of $1,000 each, shall be numbered consecutively from 1 to 39, both inclusive, shall bear interest at the rate of four per cent (4%) per annum on the bonds maturing in the years 1940 through 1957, both inclusive, and three and three quarters per cent (3 3/4%) per annum on the bonds maturing in the years 1958 and 1959, which interest shall be payable semi-annually on May 1st and November 1st of each year until maturity, the first interest payment date to be May 1, 1939, shall be payable both as to principal and interest in lawful money of the United States of America at the office of the Treasurer of the State of Oregon in Salem, Oregon, and shall mature serially in numerical order in the years and amounts as follows:

$1,000 on May 1st in the years 1940 through 1944, both inclusive;
$2,000 on May 1st in the years 1945 through 1955, both inclusive;
$3,000 on May 1st in the years 1956 through 1959, both inclusive.

Said bonds shall express on the face thereof the purpose for which the bonds are issued and the fact that said bonds are issued pursuant to the constitution and laws of the State of Oregon, including Chapter 27, Oregon Laws 1933, Second Special Session, as amended by Chapter 88, Oregon Laws 1937.
Both principal and interest of said bonds shall be payable solely out of and shall be limited in payment to a special fund in the State Treasury designated as "Eastern Oregon Normal School Building Fund".

Section 4. For the punctual payment of the principal of and interest on said bonds when and as the same shall become due, the said Board hereby covenants and agrees with each successive holder of each of said bonds and coupons that said Board, beginning with the spring term of 1939, and for so long thereafter as required to pay the bonds hereby authorized, shall and will charge and collect from each regular student at the Eastern Oregon Normal School at the time of registration a fee of not to exceed $5 for each regular term or semester, of which there shall not be less than four each school year. The said Board further hereby covenants and agrees that it will fix such fee (hereinafter referred to as "Student Building Fee") annually in advance for said school. Said Student Building Fee shall be in addition to the tuition and other fees charged to regular students at said school and shall not be returnable to the students under any circumstances after a lapse of ten (10) days from the date of registration. The Board by so covenanting to charge and collect said Student Building Fee as herein described does hereby pledge said Student Building Fee for the payment of the principal of and interest on said bonds, and the amount so pledged is hereby declared to be a first lien upon said Student Building Fee. The said Board further covenants and agrees that it will cause commercial fire insurance to be placed on the said dormitory building during construction, and upon completion thereof, in an amount in excess of the outstanding Eastern Oregon Normal School Dormitory Building Bonds.

Section 5. Said Board hereby further covenants and agrees that the Student Building Fees collected as hereinabove provided shall be paid into the fund of the State Treasurer within ten (10) days from the date of the collection thereof, and the Student Building Fees so paid shall be credited by the State Treasurer to the Eastern Oregon Normal School Building Fund. Said Student Building Fees shall be irrevocably pledged to and used for the payment of the interest on and principal of said bonds when due, the creation of a reserve in said fund equal to the principal and interest requirements of said bonds for the ensuing two years, and the redemption of said bonds as provided for herein so long as any of said bonds or the coupons appertaining thereto remain outstanding and unpaid; provided, however, when the said reserve has been created in said fund in cash or in securities issued
by or guaranteed by the Federal Government, the Board may decrease the Student Building Fee to a sum less than §5, but said fee shall be at least sufficient in amount to maintain said reserve and to meet the payments of principal of and interest on said bonds; and provided further that when the total of the funds in said building fund shall be equal to the total amount of the interest on and principal of all the said outstanding bonds to the last maturity thereof, then no further Student Building Fees need be charged and collected from the students of the Eastern Oregon Normal School.

Interest earnings of said fees in said fund shall be credited to the said fund.

Section 6. Any reserve in said fund may be invested in bonds issued by or guaranteed by the United States of America.

Section 7. The said bonds and coupons attached thereto shall be in substantially the following form:

UNITED STATES OF AMERICA

$1,000

STATE OF OREGON

BY THE DEPARTMENT OF HIGHER EDUCATION OF

THE STATE OF OREGON

ACTING THROUGH THE STATE BOARD OF HIGHER EDUCATION

EASTERN OREGON NORMAL SCHOOL DORMITORY BUILDING BOND.

The State of Oregon by the Department of Higher Education of the State of Oregon acting through the State Board of Higher Education for value received hereby promises to pay to the bearer, solely from the special fund herein described, on the first day of May, 19___, unless this bond shall have been called for prior redemption, the sum of

ONE THOUSAND DOLLARS

AND to pay from said special fund interest hereon at the rate of ___ percent per annum, payable on May 1 and November 1 in each year until maturity, upon surrender of the annexed interest coupons as they severally become due. Both principal and interest on this bond are payable in lawful money of the United States of America at
the office of the State Treasurer of the State of Oregon at Salem, Oregon and payable solely out of and limited in payment to a special fund in the State Treasury of the State of Oregon, designated as "Eastern Oregon Normal School Building Fund".

This bond is issued by the State of Oregon by the Department of Higher Education of the State of Oregon acting through the State Board of Higher Education for the purpose of providing funds with which to construct and equip a new dormitory building on the campus of the Eastern Oregon Normal School at La Grande, Oregon, by virtue of a resolution of the State Board of Higher Education of the State of Oregon duly passed and adopted on January 24, 1939, and pursuant to the Constitution and Laws of the State of Oregon, including Chapter 27 Oregon Laws 1933, Second Special Session, as amended by Chapter 88, Oregon Laws 1937.

The State Board of Higher Education of the State of Oregon hereby irrevocably obligates and binds itself to charge and collect from each regular student of the Eastern Oregon Normal School for and after the spring term, 1939, at the time of registration, a Student Building Fee of up to but not exceeding $5 for each regular term or semester, of which there shall be not less than four each school year, to be used in and credited to said Eastern Oregon Normal School Building Fund, at least sufficient in amount to meet the installments of principal of and interest on this bond as they respectively become due, and to create a reasonable reserve therefor. The amount so pledged is hereby declared to be a first lien upon such Student Building Fees, which fees shall be in addition to the tuition and other fees charged to the regular students of the Eastern Oregon Normal School.

On or after May 1, 1944, when the required reserve is present in said fund, the State of Oregon by the Department of Higher Education of the State of Oregon acting through the State Board of Higher Education, hereby reserves the right to redeem this bond prior to maturity on any interest payment date upon at least thirty (30) days' prior notice by publication in a newspaper published and of circulation in the City of Portland, Oregon. Said publication shall be at least once a week for four successive weeks and shall state the number and amount of the bonds to be called and redeemed, the price to be paid therefor, and the time and place where the same are to be paid.

If any bonds are called pursuant to the last paragraph, the call price shall be:
102 if called on May 1, 1944 or any interest date thereafter up to and including November 1, 1948; 101\(\frac{1}{2}\) if called on May 1, 1947 or any interest date thereafter up to and including November 1, 1949; 101 if called on May 1, 1950 or any interest date thereafter up to and including November 1, 1952; 100\(\frac{1}{2}\) if called on May 1, 1953 or any interest date thereafter up to and including November 1, 1955; 100 if called thereafter.

Bonds may be called in any order the Board determines and all bonds called and redeemed pursuant hereto shall be cancelled.

It is hereby certified and recited that all the conditions, acts and things required by the Constitution and Laws of the State of Oregon to exist, to have happened and to have been performed precedent to and in the issuance of this bond, exist, have happened and have been performed.

IN WITNESS WHEREOF, The State of Oregon by the Department of Higher Education of the State of Oregon acting through the State Board of Higher Education has caused this bond to be signed by the President of said State Board of Higher Education, sealed with the corporate seal of said Board, and attested by the Secretary of said Board, and the interest coupons hereto attached to be signed by the facsimile signature of said President, and this bond to be dated as of November 1, 1938.

_________________________
President

ATTEST:

_________________________
Secretary

(Form of Coupon)

No. __________  $________

The State of Oregon by the Department of Higher Education of the State of Oregon acting through the State Board of Higher Education on the first day of _______, 19__,
will pay to bearer Dollars in lawful money of the United States of America, at the office of the Treasurer of the State of Oregon at Salem, Oregon solely out of the special fund designated as "Eastern Oregon Normal School Building Fund", being six (6) months' interest then due upon its Eastern Oregon Normal School Dormitory Building Bond dated November 1, 1938, and bearing No. _____, unless said bond is sooner redeemed as therein provided, which redemption will render this coupon void.

President

Section 8. The said bonds shall be signed by the President of the State Board of Higher Education, sealed with the corporate seal of said Board, and attested by the Secretary of said Board, and the interest coupons attached thereto shall be signed by the President by his facsimile signature.

Section 9. On or after May 1, 1944, when the reserve created by this resolution shall exist in the said fund, the said Board reserves the right to redeem any of the outstanding bonds before maturity on any interest payment date, upon at least thirty (30) days' prior notice by publication in a newspaper published and of circulation in the City of Portland, Oregon. Said publication shall be at least once a week for four successive weeks and shall state the number and amount of the bonds to be called and redeemed, the price to be paid therefor, and the time and place where the same are to be paid.

If any bonds are called pursuant to this section, the call price shall be:

102 if called on May 1, 1944 or any interest date thereafter up to and including November 1, 1946;
101 1/2 if called on May 1, 1947 or any interest date thereafter up to and including November 1, 1949;
101 if called on May 1, 1950 or any interest date thereafter up to and including November 1, 1952;
100 1/2 if called on May 1, 1953 or any interest date thereafter up to and including November 1, 1955;
100 if called thereafter.

Interest on bonds so called shall cease after funds are available for redemption as herein provided.

All bonds called and redeemed pursuant hereto shall be cancelled.
Section 10. The words "regular term or semester" referred to in this resolution shall constitute a period of the school year of the Eastern Oregon Normal School as determined by the State Board of Higher Education or other proper body; provided, however, there shall be not less than four such regular periods, terms or semesters in each school year.

Section 11. The Board hereby further covenants and agrees that it will deposit in a special account, entitled "Eastern Oregon Normal School Dormitory Building Construction Account" the sum of $5,500.00 or such other sum as will in addition to the loan and grant hereinbefore mentioned suffice to complete the cost of construction of said dormitory.

Section 12. The Board further covenants and agrees that the proceeds derived from the sale of said bonds shall be paid over to the State Treasurer subject to withdrawal by the Secretary of State, who shall credit the funds to the said Eastern Oregon Normal School Dormitory Building Construction Account. There shall also be credited to said account funds received from the United States of America or the Federal Emergency Administration of Public Works as a grant to aid in the construction and equipping of said dormitory. The moneys in this special account are to be used solely for the construction and equipping of the said dormitory, except that any funds remaining after completion of this project shall be used for bond service.


Section 14. The President and Secretary of the State Board of Higher Education are hereby authorized to do all acts and things necessary for the delivery and sale of said bonds to Camp & Co., Inc., Baker, Fordyce, Tucker Co., and Atkinson, Jones & Co.

Section 15. The said Board hereby represents that no bonus or fee has been paid directly or indirectly to any person, firm or corporation for attempting to procure an approval of the Board's application or for alleged services in procuring or attempting to procure such approval, nor has there been any activity of the nature commonly known as "lobbying" performed or agreed to be performed in connection with the Board's application.
Section 16. This resolution may be amended by a resolution of the State Board of Higher Education upon the written consent or approval of the holders of three-fourths in amount of all the outstanding Eastern Oregon Normal School Dormitory Building Bonds.

Date passed by the State Board of Higher Education:

January 24, 1939.

APPROVED:

January 24, 1939.

BY WILLARD L. MARKS
President

ATTEST:

CHARLES D. BYRNE
Secretary

Upon motion by Director Sammons and second by Director Callister, the above resolution was adopted, with the following voting aye:

Mr. Brand
Mr. Pease
Mr. Callister
Mrs. Sackett
Mr. Marks
Mr. Sammons
Mr. Cliver
Mr. Smith

and the following voting nay: None.

The President thereupon declared said resolution carried.

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

"At its last meeting, the Finance Committee authorized its Chairman and the Comptroller to investigate the possibilities of the purchase by the Mutual Benefit Life Insurance Company of a University of Oregon Refunding Building Bond issue in the amount of $452,000 with a $4.00 per term building fee as security, and carrying a lower rate of interest than the University Building Bonds now held by the Mutual Benefit Life Insurance Company. This company has agreed to purchase
the $452,000 issue and also to purchase the Humanities Building Bond issue in the amount of $90,000 with a $1,000 per term building fee security on the latter issue. The bonds of the new issues will bear an interest rate of 3.75% and each $1,000 bond will be sold for $1,020. This will provide a net saving in interest during the life of the bonds of $33,000. The Finance Committee is recommending that the Board approve the refunding of the University Building Bonds and the sale of the Humanities Building Bonds on this basis. The bond resolutions will be brought to the Board at its next meeting."

The Board voted to approve the report of the Finance Committee regarding the sale of the University Refunding Building Bonds and the Humanities Building Bonds, with the understanding that the bond resolutions will be brought to the Board at its next meeting.

The report of the Finance Committee was continued as follows:

"A proposal has been received from E. M. Adams & Co., Atkinson, Jones & Co., Conrad, Bruce & Co., and Hemphill, Fenton & Campell, Inc., that the Board call on April 1 all of the outstanding College 4 3/4% Dormitory Building Bonds and the University 4 3/4% Dormitory Building Bonds, and to issue therefor refunding bonds for which they offer par for an issue of $461,500 at the rate of 3%. This offer would afford a gross saving in interest over the life of the bonds of $23,000 to $25,000, and a net saving of $15,000 to $18,000 after deducting the cost of calling the bonds. In order to negotiate this sale, Chapter 289, Oregon Laws 1927, would need to be amended in order to give the Board power to refund these bonds. Attorney John W. Shuler will take the responsibility of preparing such an amendment and having it introduced at the Legislature. The refunding bonds would constitute a first lien upon the net income from the dormitory buildings in the same manner as the present outstanding bonds. The Committee recommends that the Board accept the proposal of the four firms named above and that the refunding bonds be issued after the passage of an amendment by the Legislature to Chapter 289, Oregon Laws 1927. Bond resolutions will be submitted to the Board at a later date."

The Board voted to approve the report of the Finance Committee regarding refunding the University and the State College Dormitory Bonding Bonds after the passage of an amendment to Chapter 289, Oregon Laws 1927, and with the understanding that the bond resolutions will be brought to the Board at a later date.
Mr. Sammons continued the report of the Finance Committee as follows:

"Upon invitation of the Chancellor, Professor McMillan, Professor Breithaupt and Vice-Director Ballard attended the committee meeting in order to present evidence regarding the emergency situation in connection with the application of Radio Station KOY for the same wave length as that now being used by KOAC.

"After considerable discussion, the Committee is making the following recommendations:

1. That the Board confirm the action of the Chancellor in permitting a credit of $500 for the use of Professor Breithaupt during November and December; and the action of the Executive Committee of the Board in further extending this credit in the amount of $500 in January.

2. That the Board confirm the action of the Chancellor in approving the appointment by President Peavy of Professor Breithaupt as special representative of the Chancellor and emergency representative of Oregon State Agricultural College for KOAC for the period of this case.

3. That an additional $500 be allotted immediately to carry on the case and that the Executive Committee be authorized to approve a budget for such funds as are necessary to carry the case for KOAC to successful conclusion."

The Board voted to approve the recommendations of the Finance Committee in regard to KOAC.

The report of the Finance Committee was continued as follows:

"A request was transmitted from President Peavy to the Finance Committee for the enactment by the Legislature of amendments to the laws appropriating funds for the Hermiston and Pendleton Branch Experiment Stations. These amendments would increase the continuing appropriation from $3,000 to $6,000 annually at the Hermiston Station and from $2,000 to $6,000 annually at the Pendleton Station.

"According to word received from Dean Schoenfeld, the request is occasioned by information from the federal government that due to decrease in appropriations it cannot continue supporting these stations as heretofore.

"The Finance Committee is recommending that the Chancellor be authorized to take the necessary steps to have these amendments introduced after investigation of the situation."
The Board voted to approve the recommendations of the Finance Committee in regard to proposed amendments to increase the continuing appropriations for the Hermiston and Pendleton Stations.

President Marks appointed Edgar W. Smith to membership on the following committees:

- Insurance Committee, Chairman
- Finance Committee
- Public Relations Committee
- Rules and By-Laws Committee

Mr. Marks reported the receipt of a resolution from the Aero Club of Oregon regarding the establishment at Oregon State College by the Civil Aeronautics Authority of an organization for the training of pilots and mechanics.

Mr. Marks reported the receipt of a communication from the Farmers' Educational and Cooperative Union of America, Oregon Division, regarding Radio Station KOAC and a copy of a resolution directed to the Federal Communications Commission requesting that KOAC be permitted to keep their present wave length.

Mr. Byrne read a letter from the First Assistant Secretary of the U. S. Department of Interior, written in reply to the Board's acknowledgment of the $10,000 contribution by the Department of Interior for the Squaw Butte Station.

Mr. Byrne read a resolution adopted by the Oregon District Attorneys' Association regarding expansion of the Crime Detection Laboratory at the University of Oregon Medical School.

Upon recommendation by the Chancellor, the Board approved an indefinite leave of absence for Dean John J. Landsbury of the School of Music of the University of Oregon, effective immediately.

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

**University**

- Gift of $150 from Dr. Burt Brown Barker to aid in the construction of campus gates which are being erected as a WPA project.

**Medical School**

- Gift of $500 from Dorial Laboratories to be used in determining the therapeutic value of products of the Dorial Laboratories.
The Board approved the appointment of F. E. Callister as representative of the Board of Higher Education on the Oregon State College Memorial Union Board of Governors, to complete the term of Walter E. Pearson, resigned.

The Board approved a budget addition of $600 to the State College Summer Session budget, funds to come from estimated additional fee income. These funds will provide additional instructional assistance in the Industrial Arts Department.

To care for added clerical work at the Eastern Oregon Normal School as a result of increased enrollment, the Board approved a budget addition of $70 to the wages* account of the Registrar's Office.

The Board approved a budget addition of $600 to the School of Business Administration at the University, equipment account, funds to come from the State Board for Vocational Education, representing the payment to the School of Business Administration, from the Federal Vocational George Deen Fund for conducting classes in problems in distribution, sales, and elements of marketing.

The Board approved a budget addition of $231.31 to the repairs budget of the University Physical Plant Department for repairs in the Art Museum.

The Board approved a budget addition of $400 to the requisition account of the University Library budget to care for additional expense occasioned by increased enrollment.

The Board approved a budget addition of $220 to the placement service budget of the Oregon Normal School, representing a recurring budget addition approved in June, 1938.

At the December 13, 1938 meeting of the Board, a request was submitted for $2,717 to match federal funds for a WPA paint and repair project at the University. The request was referred to the Chancellor to be worked out with University officials in a manner which would not require an appropriation from Board funds. The Board voted to approve the Chancellor's recommendation that $2,717 of unpledged building fee balances be utilized to match federal funds for the continuation of the WPA paint and repair project.

The Board voted to approve the following schedule of fees and dormitory charges for 1939-40 as printed in the January 24 docket:

*(Insert) account of the general instruction budget and $70 to the
### TUITION, FEES, AND BOARD AND ROOM CHARGES

Oregon State System of Higher Education

#### TUITION AND FEES*

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

<table>
<thead>
<tr>
<th></th>
<th>University and College</th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Resident Students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$50.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>Laboratory and Course Fee</td>
<td>$11.50</td>
<td>$34.50</td>
<td></td>
</tr>
<tr>
<td>Incidental Fee#</td>
<td>$5.50</td>
<td>$16.50</td>
<td></td>
</tr>
<tr>
<td>Building Fee</td>
<td>$5.00</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Resident Fee</strong></td>
<td></td>
<td>$72.00</td>
<td>$216.00</td>
</tr>
</tbody>
</table>

|                    | University and College |          |          |
| **Graduate Students (including Graduate Assistants, Scholars, and Fellows)** |                       |          |          |

|                    | University and College |          |          |
| **Full-Time Graduate Students** - registering for 7 credits or more |                       |          |          |
| Tuition            | $10.00                 | $30.00   |          |
| Laboratory Fee     | $11.50                 | $34.50   |          |
| Incidental Fee#    | $3.50                  | $10.50   |          |
| Building Fee       | $5.00                  | $15.00   |          |
| **Total Graduate Fee** |                       | $30.00   | $90.00   |

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

|                    | University and College |          |          |
| Deposit (breakage, loss, etc.) for all graduate students | $5.00 | 5.00 |

---

*Fees may be paid in three installments each term, if desired.

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

#The incidental fee is to be distributed as follows:

- Undergraduate students: $3.50 to Health Service, $1.50 to Gym Suit Service, and $0.50 to Board's unrestricted funds.
- Graduate students: $3.50 to Health Service.
## Tuition and Fees

### University and College (continued)

<table>
<thead>
<tr>
<th></th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Members</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit hour</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>(Staff members may audit courses without fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(No deposit for breakage, loss, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Staff members carrying more than 6 hours of academic work will also pay the $5.00 building fee.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Part-Time Undergraduate Students - registering for 6 credits or less</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit hour</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Deposit (breakage, loss, etc.)</td>
<td></td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Auditors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-laboratory courses</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Laboratory courses</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>(No deposit for breakage, loss, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Fees, Deposits and Fines</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Matriculation fee (not refundable)</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>✓ Late registration</td>
<td>1.00 to $5.00</td>
<td></td>
</tr>
<tr>
<td>Change of program</td>
<td>.25</td>
<td></td>
</tr>
<tr>
<td>Reinstatement fee</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>✓ Special examination fee (per credit hour)</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Transcript fee (one furnished without cost)</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Graduation fee (including $2.00 alumni fee)</td>
<td>6.50</td>
<td></td>
</tr>
<tr>
<td>Penalty for delinquent installments of registration fee</td>
<td>.25 per day</td>
<td></td>
</tr>
<tr>
<td>Registration in absentia (6 credit hours or less), per credit hour</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

* Charged all undergraduate students registering for the first time in the System. In the case of students transferring from the Normal Schools to the University or State College, the payment of $3.00 will be required to make up the difference between the $2.00 matriculation fee at the Normal Schools and the $5.00 matriculation fee at the University and State College.

* Graduate students taking the preliminary or final examination when they are not enrolled at the time are assessed a $10 fee for the examination. A student enrolled for a limited amount of graduate work requiring a tuition fee of less than $10 shall pay an examination fee equal to the difference between the amount paid as tuition and the $10 examination fee.
**TUITION AND FEES**

University and College (continued)

**DISTRIBUTION OF FEES OF PART-TIME STUDENTS (GRADUATE AND UNDERGRADUATE), STAFF MEMBERS AND AUDITORS**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Total Fee</th>
<th>Distribution of Fee</th>
<th>Board Funds</th>
<th>Gym Suit</th>
<th>Health Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-Time Fee:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 hour</td>
<td>$ 3.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 3.00</td>
<td></td>
</tr>
<tr>
<td>2 hours</td>
<td>6.00</td>
<td>2.50</td>
<td>-</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>3 hours</td>
<td>9.00</td>
<td>5.50</td>
<td>-</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>4 hours</td>
<td>12.00</td>
<td>8.50</td>
<td>-</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>5 hours</td>
<td>15.00</td>
<td>11.50</td>
<td>-</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>6 hours</td>
<td>18.00</td>
<td>14.50</td>
<td>-</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>Staff (per hour)</td>
<td>1.00</td>
<td>1.00</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Auditors (per hour)</td>
<td>1.00</td>
<td>1.00</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** All part-time students are entitled to the usual services and facilities of the institutions, including the laboratories, libraries, gymnasium and health service. Faculty members are entitled to the gymnasium service (except suits), but not the health service.
TUITION AND FEES

Normal Schools

<table>
<thead>
<tr>
<th>Fee</th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$8.00</td>
<td>$24.00</td>
</tr>
<tr>
<td>Incidental Fee*</td>
<td>4.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Building Fee†</td>
<td>5.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Total Resident Fee</td>
<td>$17.00</td>
<td>$51.00</td>
</tr>
<tr>
<td>Non-Resident Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$14.00</td>
<td>$42.00</td>
</tr>
<tr>
<td>Incidental Fee*</td>
<td>4.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Building Fee†</td>
<td>5.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Total Non-Resident Fee</td>
<td>$23.00</td>
<td>$69.00</td>
</tr>
</tbody>
</table>

Special Fees (uniform at all normal schools)

- Matriculation fee* (not refundable) . . . . . . $2.00
- Graduation fee (diploma $3.00, alumni $1.50). 4.50
- Transcripts (one furnished without cost) . . . . 1.00
- Late-registration . . . . . . . . . . . . . . . 1.00 to $5.00

*Incidental Fee of $4.00 per term to be distributed $3.50 to Health Service and $0.50 to Board's unrestricted funds.

#Assessed all students registered for 7 or more hours per term. Note: Advanced students who have already obtained Normal School diplomas are not assessed the building fee until after September 1, 1939.

/Charged all students registering in the System for the first time.
Medical School

### Medical Students

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

### Special Fees

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

### Special Students

* Special Students, (minimum $10.00) per credit hour                  | 5.25     |
* Auditor's fee, per term hour for lectures                          | 1.00     |
  An auditor is a person who has obtained permission to attend classes without receiving academic credit.
  The fee is payable at the time of registration. It entitles the student to attend classes but to no other institutional privileges.
* Summer students do not pay the building fee. All "full-time" students pay the fee. "Full-time" indicates students taking 7 hours or more.
* Tot assessable upon students who have already matriculated in the Oregon State System of Higher Education.
* "Part-time" special students become "full-time" special students when registered for 7 hours or more.
<table>
<thead>
<tr>
<th>Graduate Students* (including Graduate Assistants and Fellows)</th>
<th>Per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Graduate Students, tuition fee when registered for 7 or more credit hours of work</td>
<td>$21.50</td>
</tr>
<tr>
<td>Part-Time Graduate Students, tuition fee when registered for 6 credits or less, per credit hour</td>
<td>3.00</td>
</tr>
<tr>
<td>Breakage Deposit</td>
<td>5.00</td>
</tr>
<tr>
<td>Building Fee for Full-Time Graduate Students</td>
<td>5.00</td>
</tr>
<tr>
<td>(No non-resident fee)</td>
<td></td>
</tr>
</tbody>
</table>

**Students in Nursing**

**Regular Registration Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, per term hour (maximum $45.00)</td>
<td>3.00</td>
</tr>
<tr>
<td>Non-resident fee, per term (additional)</td>
<td>20.00</td>
</tr>
<tr>
<td>#Trainees in Public Health Nursing</td>
<td>85.00</td>
</tr>
<tr>
<td>Building fee, matriculation and non-resident fees apply in addition</td>
<td></td>
</tr>
<tr>
<td>Building fee for all full-time students</td>
<td>5.00</td>
</tr>
<tr>
<td>(For students carrying more than 6 term hours)</td>
<td></td>
</tr>
</tbody>
</table>

Every nursing student pays a matriculation fee of $5.00 at the time she first registers in the Oregon State System of Higher Education (Normal School transfers pay $5.00 addition.)

**Special Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation fee (If certificate also at same time, $4.00 additional)</td>
<td>6.50</td>
</tr>
<tr>
<td>Late registration fee</td>
<td>1.00</td>
</tr>
<tr>
<td>Penalty for late payment of tuition fees</td>
<td>.25 per day</td>
</tr>
<tr>
<td>(Registration cancelled after one week)</td>
<td></td>
</tr>
<tr>
<td>Transcript fee (one furnished without cost)</td>
<td>1.00</td>
</tr>
</tbody>
</table>

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

*Students enrolled in the Medical curriculum are not assessed the graduate fee. Graduate students allowed one week after regular registration day for registration. Penalties apply accordingly thereafter.*

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

`Full-time students are those taking 7 hours or more. (Bedside courses not included in this interpretation.)`
TUITION AND FEES

Summer Session Fees

University and College

*Regular Students

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

Part-Time Students - registering for not more than 3 hours

Per credit hour .................................................. 3.50

Auditors

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

Coaching School

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

*Special Fees

Late registration (Due after third day of session) ............. $1.00 to 3.00
Examination fee for graduate students not enrolled .............. 10.00
Gymnasium and recreation fee ....................................... 2.00
Orchestr a Institute at Eugene (four weeks session) ............ 10.00

Normal Schools

Twelve-Week Session

Registration fee ............................................... 9.00
#Building fee .................................................. 5.00
Associated Student fee (optional) ................................ 5.00
Incidental fee (for health service) ................................ 2.00
Late-registration ................................................. $1.00 to 3.00
(No non-resident tuition)

First or second six-week session, taken separately

Registration fee ............................................... 9.00
#Building fee .................................................. 2.50
Associated Student fee (optional) ................................ 2.50
Incidental fee (for health service) ................................ 1.00
Late-registration ................................................. $1.00 to 3.00
(No non-resident tuition)

Special two-week session ........................................ 9.00
Late-registration ................................................. $1.00 to 3.00
(No non-resident tuition)

*Special additional laboratory fees are charged for certain courses as indicated in the catalog course descriptions.
#Charged at all institutions in State System.
#Assessed all students registered for 7 or more hours per term. Note: Advanced students who have already obtained Normal School diplomas are not assessed the building fee until after September 1, 1939.
TUITION AND FEES

General Extension

*Correspondence Study

| Registration fee--none          | $5.00 | $7.00 | $9.00 | $11.00 | $13.00 |
| Registration fee--free         |       |       |       |        |        |

Course fees** = $5.00
Group Study:**

| 5 to 9 students--each          | 4.00  | 6.00  | 7.00  | -      | -      |
| 10 or more students--each      | 3.00  | 5.00  | 6.00  | -      | -      |

Entrance Courses, each 1/2 unit, $7.00

Non-resident fee, additional, per course or section

| 5.00  | 5.00  | 5.00  | 5.00  | 5.00  |

Entrance Examinations--each unit or fraction

| 5.00  |       |       |       |       |

Parent Teacher Outlines--each enrollment

| 1.00  |       |       |       |       |

Home Reading Courses--each paper submitted

| .10   |       |       |       |       |

Renewal fee (required when course not completed within year from enrollment)

| 2.00  |       |       |       |       |

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

**Except for a few courses where expense necessitates larger fee.

Extension Classes in Portland

and Other Cities

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

<table>
<thead>
<tr>
<th>1 or 2 hr.</th>
<th>3 hr.</th>
<th>4 hr.</th>
<th>5 hr.</th>
<th>6 hr.</th>
<th>7 hr.</th>
<th>8 hr.</th>
<th>9 hr.</th>
<th>10 hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad.</td>
<td>$5.00</td>
<td>$7.00</td>
<td>$9.00</td>
<td>$10.50</td>
<td>$12.00</td>
<td>$13.50</td>
<td>$15.00</td>
<td>$16.50</td>
</tr>
<tr>
<td>Graduates</td>
<td>6.00</td>
<td>6.50</td>
<td>11.00</td>
<td>13.00</td>
<td>15.00</td>
<td>17.00</td>
<td>19.00</td>
<td>21.00</td>
</tr>
</tbody>
</table>

Note: A fee of $3.00 per student, one hour per week, per term or equivalent, is charged for lecture courses carrying no credit.

Exceptions: When course given to satisfy less than required number of students, they pay entire cost. Students who enter after the middle of the term for no credit pay $5.00 for one, two or three courses. Staff members in the state higher educational institutions pay $1.00 per term hour.

Special Fees:

Delinquent fee per week of delinquency

| $ .50 |

Fees are delinquent after fourth week of classes.

No fees accepted after ninth week.

Diploma fee

| 6.50 |

Laboratory, service, or course fees are charged in some cases, as indicated in course descriptions.
<table>
<thead>
<tr>
<th>Institution</th>
<th>Board and Room</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Double Room</td>
<td>Single Room</td>
<td>Only</td>
</tr>
<tr>
<td>University*</td>
<td>$33.00#</td>
<td>$36.00</td>
<td>$23.00</td>
</tr>
<tr>
<td>College#</td>
<td>30.00</td>
<td>33.50</td>
<td>23.00</td>
</tr>
<tr>
<td>Oregon Normal School**</td>
<td>26.50</td>
<td>29.50</td>
<td>20.50</td>
</tr>
<tr>
<td>Eastern Oregon Normal School##</td>
<td>26.50</td>
<td>29.50</td>
<td>20.50</td>
</tr>
</tbody>
</table>

*Rugs and draperies are furnished by the University. Men students are required to furnish blankets and towels; in the case of the girls' dormitory, the occupants must furnish dresser scarfs, towels and rugs.

#A rate of $30.00 is available for women students who care for their own rooms and provide their own towels, pillows, pillowcases, sheets, blankets, bedspreads, curtains, rugs and dresser scarfs, provided all the girls in a given suite elect this type of service.

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

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

##Students furnish pillowcases, towels, sheets, blankets, bedspreads, draperies and rugs.

---

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

Placement Service Registration Fees

<table>
<thead>
<tr>
<th></th>
<th>University</th>
<th>College</th>
<th>Normal Schools*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial registration with Bureau</td>
<td>$3.00</td>
<td>$3.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Fee for credentials if ordered by student</td>
<td>$0.25</td>
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Special Music Fees--See catalogs of institutions

Student Health Service Fee

The student health services at the institutions in the Oregon State System of Higher Education are supported by student registration fees. Every student registered for credit is entitled to general medical attention and advice at the Student Health Service during office hours. If his condition requires hospitalization for general medical attention he is entitled to free care in the Health Service hospital not to exceed five days per term. For a longer period an additional charge is made. When a special nurse is necessary, the expense must be met by the student. All expenses of, or connected with, surgical operations or highly specialized service must be borne by the student. A student who is ill may, on request, be attended at his home or place by Health Service physicians. For each such call at a student's place of residence an additional fee of $1.00 is charged, payable at the Business Office upon receipt of a statement from the Student Health Service. Calls, after Health Service hours, should be telephoned to the Student Health Service. The privileges of the Student Health Service are not available to members of the faculty.

The director may waive the $1.00 call charge where justified.

Library Fines and Charges

The following regulations govern Library fines and charges:

(1) A fine of 5 cents per day is charged for all overdue books borrowed from the Circulation Department.

(2) All books especially needed for use at the Library are subject to recall at any time and should be returned promptly when sent for. A maximum fine of $1.00 per day may be imposed for failure to comply with this request.

(3) The following fines are charged for violation of the rules of the Reserve Department: (a) for overdue books, a regular fine of 25 cents for the first hour and 5 cents for each succeeding hour, or fraction thereof, until the book is returned or reported lost (a maximum charge of $1.00 per hour may be made in cases of flagrant violation of the rules); (b) for failure to recheck books at stated times, a fine of 25 cents; (c) for failure to return books to proper department desk, a fine of 25 cents.

*Not charged graduating senior for first year out of school.
Special General Fees and Rules (Cont'd.)

(4) A service charge of 10 cents is added to all accounts reported to the Business Office for collection.

(5) If a book, which has been reported lost and has been paid for, is returned within one year, refund will be made after deduction of the accumulated fines, plus 5 per cent of the list price of the book for each month it was missing from the Library.

(6) The regular rental rate for books in the special rental collection is 3 cents per day; books for which there is less demand rent for 10 cents per week. Books in the reserve rental collection rent for 3 cents per day or 10 cents per week.

Late-Registration Fees

Late-registration fees shall be assessed at all institutions as follows:

(1) Regular Sessions:

   (a) Undergraduate students shall be assessed the late-registration fee after the first day of registration.
   (b) Graduate students shall be assessed the late-registration fee after the first week of each term.
   (c) Part-time students, auditors, and staff members shall not be assessed a late-registration fee. Part-time students are those who carry six term hours of work or less.

(2) Summer Sessions:

   (a) For all institutions except the Portland Summer Session:

      Students registering after a set date pay a late-registration fee of $1.00 for the first day and $1.00 for each additional day until a maximum charge of $3.00 is reached. The rules governing late-registration fees are as follows: (1) Undergraduate students in the six-week session and post session pay a late-registration fee if they register after 3:00 p.m. on the third day of the session. (2) Graduate students at both sessions pay a late-registration fee if they register after the close of the first week (noon Saturday).

   (b) Portland Summer Session:

      The late-registration fee for the Portland Summer Session is not due until after the close of the first week. This applies to both graduate and undergraduate students. The reason for the extension of time is due to the lack of facilities for collection at the Portland Office.

   (c) The late-registration fee is not assessed against part-time students, auditors, or staff.
After discussion of the offer of the United States of America acting through the Federal Emergency Administration of Public Works, the following resolution numbered "3", and entitled "A Resolution Accepting the Offer of the United States to the Department of Higher Education of the State of Oregon, acting Through the State Board of Higher Education, To Aid by Way of Grant in Financing the Construction of Additions and Improvements to Athletic Field Stands on the Campus of the University of Oregon at Eugene, Oregon," was read by Secretary Byrne and considered by the Board:

RESOLUTION NO. 3

A RESOLUTION ACCEPTING THE OFFER OF THE UNITED STATES TO THE DEPARTMENT OF HIGHER EDUCATION OF THE STATE OF OREGON ACTING THROUGH THE STATE BOARD OF HIGHER EDUCATION, TO AID BY WAY OF GRANT IN FINANCING THE CONSTRUCTION OF ADDITIONS AND IMPROVEMENTS TO ATHLETIC FIELD STANDS ON THE CAMPUS OF THE UNIVERSITY OF OREGON AT EUGENE, 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, acting through the State Board of Higher Education, to aid by way of grant in financing the construction of additions and improvements to athletic field stands on the campus of the University of Oregon, Eugene, Oregon, a copy of which Offer reads as follows be and the same is hereby in all respects accepted:

P.W. 86635-5

FEDERAL EMERGENCY ADMINISTRATION
OF PUBLIC WORKS

Washington, D.C.,
Dated: Jan. 7, 1939
Docket No. Oreg. 1316-F

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

Eugene, Oregon.

1. Subject to the Terms and Conditions (FHA Form No. 230, 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 additions and improvements to athletic field stands (herein called the "Project") by making a grant to the Department of Higher Education of the State of Oregon, acting through the State
Board of Higher Education (herein called the "Applicant"), in the amount of 45 percent of the cost of the Project upon completion, as determined by the Federal Emergency Administrator of Public Works (herein called the "Administrator"), but not to exceed, in any event, the sum of $18,315.

2. By acceptance of this Offer the Applicant covenants to complete the Project with all practicable dispatch, and in any event by August 19, 1939.

3. This Offer is made subject to the express condition that, if the Administrator shall determine at any time that the Applicant has paid or agreed to pay, whether directly or indirectly, a bonus, commission or fee to any person, firm or corporation for attempting to procure an approval of the Applicant's application, or for alleged services in procuring or in attempting to procure such approval, or for activities of the nature commonly known as lobbying performed or agreed to be performed in connection with the application, then the Administrator shall have the right, in his discretion, to rescind this Offer and any agreements resulting herefrom, and, in the event of such rescission, the United States of America shall be under no further obligation hereunder.

4. The acceptance of this Offer by the Applicant shall effectuate a cancellation of the contract created by the acceptance of the Offer dated September 21, 1938, made by the United States of America to the Applicant; Provided, that the cancellation of such contract shall not impair or vitiate any acts performed or proceedings taken thereunder prior to such cancellation, but such acts or proceedings may be continued under the contract created by the acceptance of this Offer.

UNITED STATES OF AMERICA

Federal Emergency Administrator
of Public Works

By K. A. Gray
Assistant Administrator

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 Callister and seconded by Director Oliver 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. Callister
- Mr. Marks
- Mr. Oliver
- Mr. Pease
- Mrs. Sackett
- Mr. Sammons
- Mr. Smith

Nays: None

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

**AWARD OF CONTRACT ON AGR. ENGR. BUILDING**

The Board confirmed the action of the Building Committee in awarding the construction contract for the Agricultural Engineering Building to Dougan-Hammond Construction Company of Portland at the net bid price of $52,756.

**AWARD OF CONTRACT ON SCIENCE ELDG. W. ENTRANCE**

The Board confirmed the action of the Building Committee in awarding the contract for remodelling the west entrance of the Science Building at the State College to Dougan-Hammond Construction Company of Portland at the net bid price of $5,929.

**RESOLUTION ACCEPTING LOAN AND GRANT ON HUMANITIES BUILDING**

After discussion of the offer of the United States of America acting through the Federal Emergency Administration of Public Works, the following resolution numbered "4", and entitled "A Resolution Accepting the Offer of the United States to the Department of Higher Education of the State of Oregon, Acting Through the State Board of Higher Education, To Aid by Way of Loan and Grant in Financing the Construction of a Humanities Building, Including Necessary Equipment, on the Campus of the University of Oregon at Eugene, Oregon," was read by Secretary Byrne and considered by the Board:

**RESOLUTION NO. 4**

A RESOLUTION ACCEPTING THE OFFER OF THE UNITED STATES TO THE DEPARTMENT OF HIGHER EDUCATION OF THE STATE OF OREGON,
ACTING THROUGH THE STATE BOARD OF HIGHER EDUCATION, TO
AID BY WAY OF LOAN AND GRANT IN FINANCING THE CONSTRUCTION
OF A HUMANITIES BUILDING, INCLUDING NECESSARY EQUIPMENT,
ON THE CAMPUS OF THE UNIVERSITY OF OREGON AT EUGENE, ORE-
GEN.

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, acting through the State Board of Higher Educa-
tion, to aid by way of loan and grant in financing the
construction of a Humanities building, including neces-
sary equipment, on the campus of the University of Oregon,
Eugene, Oregon, a copy of which Offer reads as follows,
be and the same is hereby in all respects accepted:

P.W. 86575-2

FEDERAL EMERGENCY ADMINISTRATION

OF PUBLIC WORKS

Washington, D.C.,
Dated: Dec. 30, 1938
Docket No. Oreg. 1240-F

Department of Higher Education of
the State of Oregon,

Eugene, Oregon,

1. Subject to the Terms and Conditions (FWA Form No.
230, 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 humanities
building, including necessary equipment, on the campus of
the University of 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 45 percent of the cost of the Project upon
completion, as determined by the Federal Emergency
Administrator of Public Works (herein called the
"Administrator"), but not to exceed, in any event, the
sum of $74,455, and by purchasing from the Applicant, at
the principal amount thereof plus accrued interest there-
on, obligations of the description set forth below (or
such other description as shall be mutually satisfactory)
in the aggregate principal amount of $91,000:
(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 and building revenue, serial, coupon bond, designated "University of Oregon Building Bond, Series 1938";

(c) Denomination: $1,000;

(d) Date: November 1, 1938;

(e) Interest rate and interest payment dates: 4 percent per annum, payable semi-annually on May 1 and November 1 in each year;

(f) Place of payment: The Office of the Treasurer of the State of Oregon, Salem, Oregon;

(g) Registration privileges: As to principal only;

(h) Maturities: On May 1 in amounts and years as follows:
   §18,000 in 1964 to 1967, inclusive, and
   §18,000 in 1968;

(i) Redemption provisions: Redeemable on any interest payment date, at the option of the Applicant, in whole or in part, in reverse order of maturity, at a price (being called the "Current Redemption Price") per Bond equal to the principal amount thereof and accrued interest plus a redemption premium of 1% of 1% of the principal amount for each unexpired year or fraction thereof, such premium, however, not in any case to exceed 3%, upon not less than 30 days' notice by publication and by mailing such notice to the last known address of the holder of any registered Bond selected for redemption;

(j) Payable as to both principal and interest from and secured by an exclusive first lien on the gross rentals to be derived from a certain lease of a portion of the Project to the University of Oregon Cooperative Association, and additionally secured, subject only to the prior lien of not exceeding §506,000 outstanding University of Oregon Building Bonds, dated November 1, 1935, by a second lien on student building fees of not less than $5 per full-time
undergraduate student for each of not less than 3 regular terms or semesters per year.

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 December 31, 1938, and to complete such Project with all practicable dispatch, and in any event not later than August 31, 1939.

3. This Offer is made subject to the condition that, prior to the payment by the Government of any grant or loan funds, the Applicant shall have submitted a lease of the ground floor of the Project to the University of Oregon Cooperative Association for an annual rental of not less than $2,500 for a period extending at least to May 1, 1965, such lease to be satisfactory in form and substance to the Administrator.

4. This Offer is also made subject to the condition that, prior to the payment by the Government for any of the Bonds, the Applicant shall have submitted evidence of the incorporation in the proceedings of the State Board of Higher Education of the State of Oregon for the issuance of the Bonds, of covenants, among others, providing:

(a) That the Applicant will maintain the student building fee, charged to and collected from each full-time undergraduate student at the time of enrollment, at not less than $5 for each of not less than 3 regular terms or semesters per year, until all of the bonds shall have been paid off, or provision shall have been made for their payment;

(b) That the Applicant will create and maintain a reserve equal to the interest requirements of the Bonds in the next two fiscal years; and

(c) That all income, whether derived from rentals or from student building fees, pledged for payment of the Bonds, after deducting only the principal, interest and reserve requirements of not exceeding $506,000 University of Oregon Building Bonds, dated November 1, 1938, and the interest and reserve requirements of the Bonds, shall be used to cancel Bonds, by purchase at not exceeding the Current Redemption Price or by redemption.

5. This Offer is made subject to the express condition that, if the Administrator shall determine at any time that the Applicant has paid or agreed to pay, whether directly or indirectly, a bonus, commission or fee to any person,
firm or corporation for attempting to procure an approval of the Applicant's application, or for alleged services in procuring or in attempting to procure such approval, or for activities of the nature commonly known as lobbying performed or agreed to be performed in connection with the application, then the Administrator shall have the right, in his discretion, to rescind this Offer and any agreements resulting herefrom, and, in the event of such rescission, the United States of America shall be under no further obligation hereunder.

6. The acceptance of this Offer by the Applicant shall effectuate a cancellation of the contract created by the acceptance of the Offer dated October 14, 1938, made by the United States of America to the Applicant: Provided, that the cancellation of such contract shall not impair or vitiate any acts performed or proceedings taken thereunder prior to such cancellation, but such acts or proceedings may be continued under the contract created by the acceptance of this Offer.

UNITED STATES OF AMERICA

Federal Emergency Administrator of Public Works

By E. W. Clark
For the Assistant Administrator

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 Callister and seconded by Director Sackett 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. Callister
Mr. Marks
Mr. Oliver

Mr. Pease
Mrs. Sackett
Mr. Sarmons
Mr. Smith
The President thereupon declared said motion carried and the resolution duly and unanimously adopted.

PERCUTIIL

The Board approved the following personnel adjustments at the University:

W.S. Hayden
Sabbatical Leave

Sabbatical leave on full pay during the spring term of 1939-39 for Mr. Wallace S. Hayden, Assistant Professor of Architecture, to travel in Europe for the purpose of studying architectural history and surveying architectural schools of England and western Europe.

Dr. D. McDonald
Temporary Appointment

Appointment of Dr. David McDonald as Acting Professor of Education, effective January 1, 1939, at a salary of $2,000 for six months service, to replace Dr. Nelson Bossing, resigned. No budget addition in current fiscal year. Permanent successor to be appointed at a later date.

J.A. Rademaker
Temporary Appointment

Appointment of Mr. John A. Rademaker as Assistant Professor of Sociology during the winter term, at a salary of $200 per month, to substitute for Dr. Eugene Stromberg who will be unable to report until the spring term due to ill health. No budget addition required.

F.G.C. Schmidt
Retirement

Retirement of Dr. F. G. C. Schmidt, Professor of German and Head of the Department of Germanic Languages, effective June 30, 1939, 10-months basis, indefinite tenure, salary rate of $4,200; and the appointment of Dr. George E. Luskey as Professor of German and Head of the Department of Germanic Languages, 10-months basis, one-year tenure, at a salary rate of $4,200, effective October 1, 1939.

Marjorie Earll
Resignation

Resignation of Marjorie Earll, part-time graduate assistant in English, effective December 31, 1938, one-year tenure, 9-months basis, salary rate of $270; and time increase for Valborg Anderson, instructor in English, from .25 to .43 and salary increase from $375 to $555. Adjustment for current year only, with no change in total budget.

J. Belanger
Resignation

Resignation of Mr. Joseph Belanger, Morrow County Agent, rank of Assistant Professor, salary rate of $2,856, 12-months basis, to accept a position with the Soil Conservation Service; and the transfer of the unpaid portion of his salary for the fiscal year amounting to $1,666 in restricted extension funds to the Director's Reserve pending the appointment of a successor.
G.A. Mitchell
Promotion to Superintendent

Promotion of Mr. G. A. Mitchell, Assistant Superintendent of the Pendleton Branch Experiment Station to Superintendent of the Pendleton Station, with rank of Professor, effective January 1, 1939. Mr. Mitchell's salary is paid entirely from federal funds.

Ava Milam
Sabbatical Leave

Sabbatical leave for Dean Ava B. Milam of the School of Home Economics, on full pay from March 1 to June 1, 1939, to study at Columbia University in the field of home economics education. Mrs. Jessamine Williams will assume the duties of the dean in Miss Milam's absence.

H.I. Nettleton
Salary Increase

Salary increase for Mr. Harry I. Nettleton, Assistant Professor of Forestry, 10-months service, indefinite tenure, from $2,600 to $3,200, effective January 1. Mr. Nettleton received an offer from a federal department at a substantial increase in salary. Budget addition required in current fiscal year, $250.*

ELEANOR PEAKE ESTATE

Mr. Sammons reported that there was a possibility that the Board might receive an offer for the purchase of Lots 1 and 2 and the north 37.5 feet of Lots 2 and 7, Block 140 in East Portland, which were bequeathed to the Doernbecher Hospital under the will of Eleanor Peake. In case such an offer is not received, Mr. Sammons indicated that it would be advisable to give the City of Portland a quit-claim deed for this property in lieu of payment for street assessments and back taxes. The Board authorized the Executive Committee to take the necessary steps in disposing of this property, and authorized the President and Secretary to execute the necessary documents.

ADJOURNMENT

Upon motion by Director Callister and second by Director Cliver, the Board adjourned at 12:00 noon.

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

*(Insert following paragraph)

L. J. Conklin
Resignation

Resignation of Mr. L. J. Conklin, County Agent in Lincoln County, rank of Assistant Professor, effective January 2, 1939, to accept a position with a federal department at a considerable increase in salary. Transfer of salary savings of $1,204.90 from restricted extension funds to the Director's Reserve pending the appointment of a successor.