STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
September 12, 1939

MEETING #98

A regular meeting of the State Board of Higher Education
of the State of Oregon was held at the Heathman Hotel,
Portland, Oregon, at 10:00 a.m. on September 12, 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
Robert W. Ruhl
Beatrice Walton Sackett
E. C. Sammons

Edgar W. Smith

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

There were also present Dr. Frederick M. Hunter, Chancellor;
Charles D. Myrne, Secretary of the Board; President Donald
M. Erb of the University of Oregon; President C. A. Howard
of Oregon College of Education; President Walter Redford of
Southern Oregon College of Education; and President Roben
J. Maaske of Eastern Oregon College of Education.

Mr. Marks welcomed Dr. Roben J. Maaske, newly appointed
President of the Eastern Oregon College of Education.

MINUTES
APPROVED

The Board voted to dispense with the reading of the minutes
of the special meeting held on June 19, 1939, and the min-
utes of the last regular meeting held on July 25, 1939, and
approved the minutes of these meetings as they appeared in
the docket.

PROGRESS
REPORT ON
P.W.A.
PROJECTS

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

"The Secretary reported that the new Chemistry Building
at the State College was practically completed and that
temporary occupancy of the building has been requested
from the Public Works Administration so that Chemistry
departments can move immediately and be ready for class
and laboratory work at the opening of school. The build-
ing will, however, not be ready for final inspection
until the October meeting."
"The Medical Laboratory, Library and Auditorium Building is also being occupied by the Medical School under a temporary occupancy permit from the P.W.A., but will be in better shape for final inspection and acceptance at the October meeting.

"The first floor of the new Chapman Hall at the University is being occupied by the Cooperative Bookstore, and the lease which has been approved by the Board has been executed effective September 1, 1939. Portions of the second and third floors are also ready for use, but the building will probably not be completed and ready for acceptance until the December meeting.

"This is merely a report on the status of the building projects and no Board action is necessary."

The Board accepted the report of the Building Committee regarding the P.W.A. program.

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

"At the last meeting of the Board, the sum of $5,000 was appropriated from dormitory balances to affect an interior decoration program for Waldo Hall, one of the girls' dormitories at the State College. The Building Committee asked Mr. Byrne and Mr. Traver to investigate additional improvements for the dining room in this dormitory, including lowering of windows and the ceiling and the covering of unsightly pipes. The Building Committee had felt that the estimated cost of this work was rather excessive. Bids were secured by Mr. Traver at a greatly reduced cost, the price of lowering the windows being reduced about fifty per cent. The total estimate for the job was $1,300. In the absence from the state of the Chairman of the Building Committee and the illness of Mr. Ruhl, and because it was necessary to perform the work immediately in order to have the dining hall ready for school opening, Mrs. Sackett authorized the work to go forward at a cost of not to exceed $1,300 from dormitory balances. The Building Committee concurs heartily in Mrs. Sackett's action and recommends confirmation of this appropriation, with the concurrence of the Finance Committee."

The Board approved the report of the Building Committee, as concurred in by the Finance Committee, regarding improvements in the dining room of Waldo Hall, and authorized the utilization of $1,300 from dormitory balances for this purpose.
The report of the Building Committee was continued as follows:

"At the June 13, 1939 meeting, the Board approved a W.P.A. project for the construction of a third unit to the Dairy Barn at the State College at a total cost of $5,500 from Board funds. Because the Dairy Barn requires almost entirely skilled labor and provides very little work for unskilled labor, College officials found it advisable to enlarge the project to include sixteen different job units on the campus and at the experimental farms which would utilize unskilled labor and thereby be more acceptable to the W.P.A. The additional cost to the Board for a project valued at approximately $30,000 would be $1,492.

"The Building Committee is recommending, with the concurrence of the Finance Committee, the filing of an application for the enlarged project, and a budget addition of $1,492, the funds to come from the reserve set aside for building repairs and improvements."

The Board approved the filing of an application with the W.P.A. for an enlarged project to include the construction of the third unit for the Dairy Barn at the State College and fifteen other job units on the campus and at the experimental farms, with the understanding that $1,492 from the reserve for building repairs and improvements will be added to the $5,500 already designated for the Dairy Barn project to match W.P.A. contributions in the form of labor.

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

"President Erb, with the approval of the Chancellor, recommended the approval of a W.P.A. project at the University to finish the east half of the basement of Fenton Hall. The value of this work is estimated at $3,163.80 and the cost will be met entirely by the W.P.A. with the exception of $550 to be provided by the University for plastering. Completion of this area by the W.P.A. is contingent upon the privilege of utilizing the space for W.P.A. offices for a period of two years.

"The Building Committee is, therefore, recommending, with the concurrence of the Finance Committee, that the Board authorize a budget addition of $350, or as much thereof as is necessary, to the University to cover the cost of plastering; and that permission be granted the W.P.A. to use this basement area, for a period of two years, beginning October 1, 1939, the University to furnish light, heat and water, but not janitorial service."
The Board voted to appropriate $350 for the plastering of the east half of Fenton Hall basement, with the understanding that all other expense in finishing this area will be met by the W.P.A. The Board granted permission to the W.P.A. to occupy this basement area for a period of two years, beginning October 1, 1939, the University to furnish light, heat and water, but not janitorial service.

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

"Because of changes in the administrative staff since the establishment of the Institute of Marine Biology, the Chancellor reported that there was a need for clarifying the Board's records regarding the administrative committee in charge of the Institute. In order to clarify this record and to strengthen both the instructional and the research program, he made the following recommendations:

1. That the Executive Committee of the Institute be constituted as follows:

   Chairman and General Manager—Dean and Director of Science for the State System of Higher Education, F. A. Gilfillan.

   Member of the Committee and Director of Research of the Institute—Chairman of the Interinstitutional Research Council, Dean E. L. Packard.

   Member of the Committee in special charge of the physical plant and legal adviser—Vice-President Bert Brown Barker of the University of Oregon.

   Member and Secretary of the Executive Committee in charge of records and publications (under the auspices of the Division of Information of the State System of Higher Education)—Executive Secretary of the State College, W. A. Jensen.

2. The duties of the Executive Committee in addition to the assignments as indicated above will be to make recommendations to the Chancellor and through him to the State Board of Higher Education on all major policies, appointments and budgetary decisions of the Institute. The budget will be recommended to the Chancellor's Office in the same manner as that of other units of the State System. A full report of the work of the Institute shall be made to the Chancellor annually on or before the end of
the fiscal year. The Administrative Code of the System will prevail in the administration of the affairs of the Institute.

3. Meetings: The Executive Committee shall meet regularly on the occasion of the June and January meetings of the State Board of Higher Education. At one of these meetings the Executive Committee shall also call the Technical Advisory Committee to convene in joint session with the Executive Committee. The Chairman of the Executive Committee shall also at least once each year meet with the local Advisory Committee at Coos Bay. The proceedings of these meetings shall be appended to the Annual Report to the Chancellor.

"The Finance Committee concurs in these recommendations and so recommends to the Board."

The Board voted to approve the report of the Finance Committee regarding reorganization in the administrative control of the Institute of Marine Biology.

The report of the Finance Committee was continued as follows:

"At a previous Board meeting, a gift of a large number of varieties of iris, day lilies and Oriental poppies from Mr. Howard Weed was accepted by the Board. In order to care for the garden properly and to grow the varieties for distribution to the several institutions of the System, State College officials indicated that a maintenance budget of $1,200 would be necessary and a small appropriation would be required to match W.P.A. labor in preparing the ground for the garden. The matter was referred to the Chancellor for investigation. A report from Professor Hartman of the State College indicated extensive research and teaching values in the project. The Chancellor made the following recommendations to the Finance Committee:

1. That the Board approve a budget addition of $1,200 to provide the annual salary of a caretaker for a garden at the State College to care for the gifts of iris, day lilies and Oriental poppies; and for future additions to such a garden as they become available.

2. That the Board approve the expenditure of $200 for materials, with the understanding that W.P.A. assistance will be applied for to provide labor for the establishment of the garden."
3. That in case it is found possible to transfer funds from the Department of Horticulture for this project, an additional $100 will be made available by the Board.

"The Finance Committee concurs in these recommendations and so recommends to the Board."

The Board voted to approve the report of the Finance Committee regarding the establishment of a garden at the State College for iris, Oriental poppies and day lilies, with the understanding that future acquisitions will be provided for in the garden.

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

"In accordance with the Attorney-General's opinion of June 9, 1939, the Finance Committee of the Board recommends that the Comptroller be directed to apply the $1.00 per term building fee collected since 1935 against the advance made by the former Board of Regents at the State College for the construction of the west stadium, the remaining balance of which is $36,135.38."

The Board approved the report of the Finance Committee regarding the application of the $1.00 per term building fee collected since 1935 against the advance made by the former Board of Regents at the State College for the construction of the west stadium.

Mr. Marks announced the appointment of the following membership to permanent and special committees of the Board 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; Edgar W. Smith.

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. Edgar W. Smith, Chairman; Robert W. Ruhl; Herman Oliver.
Meeting #38 - 7

September 12, 1939

Public Relations Committee. E. C. Pease, Chairman; F. B. Callister; Edgar W. Smith.

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; Edgar W. Smith.

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.

ASS'N OF GOVERNING BOARDS

Mr. Marks reported that he had received notice from the Association of Governing Boards of State Universities and Allied Institutions regarding the 1939 meeting of the Association. The Chancellor reported that neither the University nor the State College has been a member of this association for several years.

The Board voted to suspend the by-laws in regard to the time of regular meetings, and accepted the invitation of Oregon State College to hold the next meeting on the campus of that institution on Saturday, October 28, 1939.

OCTOBER MEETING

EXCHANGE PROFESSORSHIP WITH UNIVERSITY OF SYDNEY

The Chancellor reported that Board action in March, 1938, authorized an exchange professorship between Professor E. G. Moll of the University and Professor Victor Hyde of the University of Sydney, Australia, with the provision that the Carnegie Corporation would finance the travel of the two professors. Since the Carnegie Corporation was unable to provide funds for the travel, there was no exchange of professors during 1938-39. The Chancellor reported that arrangements have now been worked out for financing the travel expense. The Board approved the Chancellor's recommendation for an exchange professorship between Professor E. G. Moll of the University of Oregon and Miss Elizabeth Bannan, Lecturer in English at the University of Sydney, during the academic year 1939-40, with the understanding that there will be no additional cost to the University or the Board.

PATENTING PROCEDURE FOR SYSTEM

The Chancellor reported that a committee of the General Research Council which is working on a proposed plan for patenting discoveries of staff members of the State System of Higher Education is making a very thorough canvass of the problem, but is not yet ready to make a final report.
In connection with a research project at the State College being conducted by Professors E. C. Callaway, J. F. Jones and D. C. Mote, the Chancellor indicated that experiments had reached a point where it would be advisable to grant permission to the individuals concerned to secure in the name of the System a patent that will protect their rights and those of the System. The Board voted to grant permission to Professors Callaway, Mote and Jones to proceed with a temporary plan for protecting their discoveries, with the following provisions:

1. The plan shall be reported to and approved by the Research Council and the Chancellor’s Office.

2. The plan shall equitably protect both the personal interests of the investigators and the Oregon State System of Higher Education.

3. Such expenses as are incurred, not to exceed $500, shall be reported for approval to the Chancellor’s Office before commitment is made.

4. Any temporary plan which shall be set up as a result of this action shall be superseded by a permanent plan when such is approved by the Board.

The Chancellor reported that the case of KOAC against KOY is still in process and that no decision is forthcoming at the present time.

The Chancellor indicated that in the event of the successful conclusion of the KOAC case, the funds appropriated by the last Legislature will become available in the amount of $25,000 in 1939-40 and $25,000 in 1940-41 for the extension of KOAC facilities to five kilowatts. Commercial firms interested in submitting bids on the technical equipment have reported that prices will undoubtedly advance considerably during the next few months, and have indicated a willingness to make bids on the basis of present prices with the understanding that no commitment need be made by the Board until the favorable settlement of the KOAC case. The Board authorized State College officials to take the necessary steps in securing bids for equipment which will be required to increase the power of KOAC to five kilowatts, with the understanding that no commitments shall be made until authorization is secured from the Federal Communications Commission to advance the station to five kilowatts.
CIVIL AERONAUTICS AUTHORITY
PILOT TRAINING PROGRAM

The Chancellor indicated that the Civilian Pilot Training Act of 1939 authorizes the Civil Aeronautics Authority to conduct a program for the training of civilian pilots through educational institutions pursuant to such regulations as the Authority may prescribe. Word has just been received that the State College and the University have been designated to participate in this program. In order to establish the pilot training program in cooperation with the Civil Aeronautics Authority, the Board approved the following recommendations of the Chancellor:

1. That the necessary courses of instruction required for participation be authorized at the State College and the University.

2. That the institutions be authorized to charge, not to exceed $40.00 per student to cover the cost of a medical examination, insurance for accidental death or dismemberment, hospitalization and other expenses.

3. That the institutions be authorized to accept from the Civil Aeronautics Authority a fee of $20.00 per student to help defray the expense of ground school instruction.

4. That the entire program shall be on a self-sustaining basis as it affects the State College and the University.

FIRE ALARM SYSTEMS

Secretary Byrne presented the following report on the fire alarm systems and night watchman provisions at the several institutions:

"At the July 25 meeting of the Board, a report of the Insurance Committee was adopted dealing with fire protection and watchman service which authorized negotiations with the cities of Monmouth, La Grande and Ashland for extension of their regular watchman service to the three campuses of the colleges of education, additional night watchman service at the State College and the University, the inauguration of night watchman service at the Medical School, and certain fire alarm box facilities at the State College.

"Following Board action, I conferred personally or by letter with the institutional officers at each of the campuses and have worked out the following program in accordance with Board action:
1. University

Addition of one night watchman, half-time, seven days a week, from 5:00 a.m. to 7:00 a.m. This corrects the situation where there is no watchman from 4:45 a.m. to 6:45 a.m. and strengthens the watchman service by adjustments at other periods .... $600 $425

2. State College

Addition of one night watchman for 36 weeks of the year during which the College is in session, at $20 per week. This will fill in the gap in the early morning hours when there is no night watchman service and will make possible adjustments that will strengthen the service throughout the night hours 760 760

Addition of four of the seven fire-call boxes recommended by the State College. These four are to be located at the most strategic points and will give direct telephone connections to the fire department. Annual rental on these boxes is $20 each per year ......... 360 270

3. Medical School

Providing full-time night watchman at the Medical School campus for 12 months of the year at $80 a month .... 960 720

4. Oregon College of Education

Payment of $10 a month to the city marshal to cover the campus four times each night ......... 120 90

5. Southern Oregon College of Education

City already provides prowls car service for two or three visits each night. Small campus makes further service unnecessary ........... -- --
6. **Eastern Oregon College of Education**

La Grande city police make four trips around the campus each night. In addition, one man sleeps in the Administration Building throughout the year, and in the residence hall when unoccupied. Small campus makes further service unnecessary.

---

**Totals**

$2,800  $2,265

"The above program is in accordance with the direction of the Insurance Committee, and I believe it will greatly strengthen the watchman service and fire protection on the several campuses at a minimum cost in 1939-40 of $2,265."

The Board voted to approve the report on fire alarm systems and night watchman provisions for the several institutions and appropriated $2,265 therefor in 1939-40.

**Gifts**

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

**University**

Schmidt Fellowship in German

Establishment of the F. G. G. Schmidt Fellowship in German, through provision for the University to be his beneficiary of a $5,000 life insurance policy, the income of which is to be used to award a fellowship to a worthy graduate student majoring in German at the University.

**State College**

State Game Commission

Gift of $300 for research from the State Game Commission to the Department of Veterinary Medicine to be credited to the wages account.

State Fish Commission

Gift of $700 to the Experiment Station Department of Fish and Game Management from the Oregon State Fish Commission for conducting special research in the Yaquina Bay oyster industry.

**Medical School**

Ciba Research

Gift of $145 from Mr. Robert Mautner of the Ciba Pharmaceutical Company, to be used for Ciba research by the Department of Pharmacology.
THOMAS HILL BEQUEST TO DOERNBECHER HOSPITAL

The Doernbecher Memorial Hospital received a bequest from Mr. Thomas Hill, deceased, consisting of liquid assets and personal property in the form of furniture. The total value of the estate is estimated at $2,000. The Board authorized the proper officers of the Board to execute the necessary documents in connection with the settlement of the estate.

DOLLY MAGOON BEQUEST

The Doernbecher Memorial Hospital has been made a residuary legatee, equally with the Shriners' Hospital of Portland, in the estate of Dolly Magoon, deceased. The Board voted to authorize the proper officers to execute the necessary documents in connection with the settlement of the estate and consented to the payment of inheritance taxes from the corpus of the estate.

RESOLUTION ACCEPTING SUPPLEMENTARY OFFER OF GRANT ON CHEMISTRY BUILDING

After discussion of the revised offer of the United States of America acting through the Federal Works Agency of the Public Works Administration, the following resolution, 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 a Chemistry Building, Including Necessary Equipment and the Acquisition of Necessary Land, and the Construction of Alterations to the Existing Science Building on the Campus of Oregon State College, Corvallis, 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, ACTING THROUGH THE STATE BOARD OF HIGHER EDUCATION, TO AID BY WAY OF GRANT IN FINANCING THE CONSTRUCTION OF A CHEMISTRY BUILDING, INCLUDING NECESSARY EQUIPMENT AND THE ACQUISITION OF NECESSARY LAND, AND THE CONSTRUCTION OF ALTERATIONS TO THE EXISTING SCIENCE BUILDING ON THE CAMPUS OF OREGON STATE COLLEGE, CORVALLIS, 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 a Chemistry Building, including necessary equipment and the acquisition of necessary land, and the construction of alterations to the existing Science Building on the campus of the Oregon State Agricultural College, Corvallis, Oregon, a copy of which Offer reads as follows, be and the same is hereby in all respects accepted:
FEDERAL WORKS AGENCY

Public Works Administration

Washington, D. C.,
Dated: August 9, 1939
Docket No. Oreg. 1145-F

Department of Higher Education
of the State of Oregon,

Eugene, Oregon.

1. Subject to the Terms and Conditions (PWA Form No. 280, 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 chemistry building, including necessary equipment and the acquisition of necessary land, and the construction of alterations to an existing university building, on the campus of the Oregon State Agricultural College, at Corvallis, Oregon, (all 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 Commissioner of Public Works (herein called the "Commissioner"), but not to exceed, in any event, the sum of $234,900.

2. By acceptance of this Offer the Applicant covenants to complete the Project with all practicable dispatch, and in any event by October 7, 1939.

3. This Offer is made subject to the express condition that, if the Commissioner 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 Commissioner 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 August 13, 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 Works Administrator

By __________________
Acting Commissioner of
Public Works

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 Public Works Administration 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 Public Works Administration.

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

Edgar W. Smith

Nays: None

The President thereupon declared said motion carried and the resolution duly and unanimously adopted.
Technicalities of the Public Works Administration required the acceptance by the Board of a revised offer on the Eastern Oregon Normal School Dormitory, reflecting all the changes which have been made in the original offer. After discussion of the revised offer of the United States of America acting through the Federal Works Agency of the Public Works Administration, the following resolution, 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 a New Dormitory Building, Including Necessary Equipment Therefor, on the Campus of the Eastern Oregon Normal School at 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, ACTING THROUGH THE STATE BOARD OF HIGHER EDUCATION, TO AID BY WAY OF GRANT IN FINANCING THE CONSTRUCTION OF A NEW DORMITORY BUILDING, INCLUDING NECESSARY EQUIPMENT THEREFOR, ON THE CAMPUS OF THE EASTERN OREGON NORMAL SCHOOL AT 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 acting through the State Board of Higher Education, to aid by way of grant in financing the construction of a new Dormitory Building, including necessary equipment therefor, on the campus of the Eastern Oregon Normal School at La Grande, Oregon, a copy of which Offer reads as follows, be and the same is hereby in all respects accepted:

P. W. 91305-5

FEDERAL WORKS AGENCY

Public Works Administration

Washington, D. C.,
Dated: August 12, 1939
Docket No. Oreg. 1082-F

Department of Higher Education of the State of Oregon,

Eugene, Oregon.

1. Subject to the Terms and Conditions (PWA 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 new dormitory building, 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 45 percent of the cost of the Project upon completion, as determined by the Commissioner of Public Works (herein called the "Commissioner"), but not to exceed, in any event, the sum of $36,409.

2. This Offer is made subject to the express condition that, if the Commissioner 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 Commissioner 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.

3. By acceptance of this Offer the Applicant represents that work on the Project was completed as of March 31, 1939.

4. The acceptance of this Offer by the Applicant shall effectuate a cancellation of the contract created by the acceptance of the Offer dated December 5, 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.

5. Notwithstanding the provisions of Paragraph 5, Part II of the Terms and Conditions, the Applicant may deposit Project funds with the State Treasurer rather than with a bank which is a member of the Federal Deposit Insurance Corporation.

UNITED STATES OF AMERICA

Federal Works Administrator

By E. W. Clark
Acting Commissioner of
Public Works
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 Public Works Administration 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 Public Works Administration.

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

Ayes: 
C. A. Brand  
E. C. Pease  
F. E. Callister  
Robert W. Ruhl  
Willard L. Marks  
Beatrice Walton Sackett  
Herman Oliver  
E. C. Sammons  
Edgar W. Smith

Nays: None

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

The Board approved the budgeting of $2,364.97 from funds made available under 1939 House Bill No. 496 for the following projects:

<table>
<thead>
<tr>
<th>Department</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Botany</td>
<td>Investigations of hops and drying</td>
<td>$160.00</td>
</tr>
<tr>
<td>Agr. Engr.</td>
<td>Investigations of hops and drying</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

The following additions will come from unexpended balances in legislative funds budgeted to June 30, 1939:

<table>
<thead>
<tr>
<th>Department</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entomology</td>
<td>Hop pests and agronomy</td>
<td>$222.85</td>
</tr>
<tr>
<td>Entomology</td>
<td>Potato flea beetle</td>
<td>$225.76</td>
</tr>
<tr>
<td>Northrup Creek Area</td>
<td>Grazing Experiment</td>
<td>$1,256.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2,364.97</td>
</tr>
</tbody>
</table>
The Board approved a budget addition of $478 to account for U-SCI, Building Repairs, materials and expense, to cover the cost of repairing and painting the north grandstands at the University, funds to come from savings on the University haggled fuel contract.

The University received $600 representing payment to the School of Business Administration from the Federal Vocational Educational George Deen Fund for conducting teacher training courses in distributive occupations.

Mr. Adams, State Director, informed the University that this contribution should be utilized by the School of Business Administration for improvement of the work in this school. The Board approved the budgeting of the $600 as follows:

$212.50 to wages to pay the salary of Dr. N. H. Comish for a short course in distributive occupations taught during the summer session.

$387.50 for equipment budget to purchase typewriters and other equipment.

The Board approved a non-recurring addition of $1,000 to the instructional division budget of the Medical School in 1939-40 to finance the preparation of student manuals which will be sold to students at cost. The account, after the first year, will balance itself at the close of each year.

Through arrangements with the National Archives in Washington, D. C., the State Department and the Library of Congress, micro-film copies of original documents in connection with historical research being conducted under Mrs. Mabel McClain on Oregon and Northwest history are to be made available to the University. The Board approved a budget addition of $400 to the requisition account of Historical Research to make possible the extension of these acquisitions.

Secondary walks for pedestrian traffic around the new Chemistry Building at the State College could not be provided in the P.W.A. program. The Board approved a budget addition of $424 to cover three units of temporary screen and black top walks to direct pedestrian traffic into the main concrete walks.

The Board approved the budgeting of $2,521.95 received as an increment to the Bankhead-Jones appropriation for the current fiscal year to the Agricultural Experiment Station as follows:
Salaries ........................................ $ 333.33
Wages ............................................. 1,500.00
Materials and supplies ....................... 500.00
Travel ............................................. 188.62

$2,521.95

The Board approved the utilization of these funds, supplemented by $2,500 from the Farm Credit Administration and $500 from the Oregon Milk Board, to establish a project in Agricultural Economics and Marketing; and the transfer of Dr. Daniel B. DeLoach from the Business Administration and Economics Departments to the position of research specialist, effective September 1, 1939, 12-months basis, indefinite tenure, at a salary of $4,000 per year, to be provided in the 1939-40 budget from the following sources:

Bankhead-Jones funds ......................... $ 333.33
Oregon Milk Board Contribution ............ 500.00
Farm Credit Administration ................. 2,500.00

BUDGET ADD’N FOR CHEMICAL ENGR. EQUIPMENT

The Board approved a budget addition of $2,500 to the equipment classification of the Department of Chemical Engineering at the State College toward the purchase of a multiple effect evaporator, the total cost of which is $4,990, with the understanding that the balance due can be paid in a second installment after July 1, 1940. Funds for the $2,500 payment are to be provided as follows:

$2,452 from reserve for equipment.
480 from unappropriated funds.

PERSONNEL

The Board approved the following personnel adjustments at the University:

R. Motherwell
Appointment

Appointment of Mr. Robert Motherwell III as instructor in Art, 10-months basis, one-year tenure, effective October 1, 1939, without compensation.

L. Staples
Appointment

Appointment of Mr. Lloyd Staples as instructor in Geology effective October 1, 1939, at a salary of $2,000, 10-months basis, yearly tenure; and budget addition of $525 in 1939-40 to provide increase in the salary budgeted for this position from $1,300 to $2,000.

E. Landros
Promotion in Rank

Promotion of Mrs. Edna Landros, Assistant Professor of Classics, to Acting Head of the Department of Classics for the academic year 1939-40, 10-months basis, indefinite tenure, with no change in salary.
Meeting #98 - 20

September 12, 1939

U. Clark
Salary Increase
Salary increase for Mrs. Una Clark, secretary in the Business Office, from $1,410 to $1,500, effective August 1, 1939, 12-months basis, yearly tenure. Transfer of $82.50 in 1939-40 from wages to salaries in the Business Office budget to provide the increase.

R. Elgin
Salary Increase
Salary increase for Miss Rowena Elgin, secretary and cashier of student loan funds, from $1,206.52 to $1,286.52, 12-months basis, one-year tenure, effective August 1, 1939. Budget addition of $55 in 1939-40 to be paid from earnings from the student loan fund.

D. E. Hargis
Salary Increase
Salary increase for Mr. Donald E. Hargis, instructor in Speech, from $1,800 to $2,100, effective October 1, 1939, yearly tenure, 10-months basis. Budget addition required in 1939-40, $225.

L. S. Porter
Salary Increase
Salary increase for Dr. Leslie S. Porter, Assistant University Physician, from $2,400 to $2,700, effective September 1, 1939, yearly tenure, 10-months service, the increase of $300 in the current fiscal year to come from health service funds. No unrestricted funds involved.

Social Science Assistantship
Creation of the position of research assistant in the Social Science Service Bureau, effective September 1, 1939, at a salary for the 10-months period of $550. Budget addition of $550 required in 1939-40 to provide this position.

L. K. Shumaker
Change in Position
Change in status of Mr. L. K. Shumaker from Assistant Professor of English and Supervisor of the English Bureau to Assistant Professor of Education, Director of the Lower Division advisory group, and permanent adviser to Lower Division students, effective October 1, 1939, 10-months basis, one-year tenure, and a salary increase from $2,200 to $2,400. This adjustment will provide a coordination between the Lower Division advisory system, the Educational Clinic, the School of Education, and other personnel divisions. The Board approved a budget addition of $1,000 in 1939-40 and departmental transfers of $1,272.91 for the creation of this auxiliary department.

L. S. Bee
Appointment
Appointment of Dr. Lawrence S. Bee as Assistant Professor of Sociology, 10-months basis, yearly tenure, at a salary of $2,400, effective October 1, 1939, to replace Dr. Eugene Stromberg, deceased.
Meeting #98 - 21

September 12, 1939

S. S. Smith
Leave of Absence

Leave of absence without salary for Mr. S. Stephenson Smith, Professor of English, during 1939-40, to give a series of lectures in various parts of the country for an eastern association. Salary now budgeted for Professor Smith is to be held in the salary budget pending the appointment of substitute assistance.

H. D. Sheldon
Sabbatical Leave

Sabbatical leave on full pay for Dr. Henry D. Sheldon, Research Professor of History and Education, during the winter term of 1939-40, for the purpose of reading, research, writing and rehabilitation of his health. Professor Sheldon proposes to pay for a substitute.

E. R. Crosland
Sabbatical Leave

Leave of absence without salary during the winter term and sabbatical leave on full pay during the spring term of 1939-40 for Dr. E. R. Crosland, Associate Professor of Psychology, and the appointment of Dr. Wilbur S. Hulin as Assistant Professor of Psychology to carry Dr. Crosland's work during the 6-months period at an annual salary rate of $2,310, effective January 1, 1940, with the understanding that there will be no additional cost to the University or the Board.

W. V. Norris
Salary Increase

Increase in time service of Dr. Will V. Norris, Professor of Physics, from 10 to 12-months basis, effective January 1, 1940, and corresponding salary increase from $3,600 to $4,200, with the provision that the $300 required in 1939-40 for this adjustment will come from the funds allocated to the University for a survey of sewer facilities. The adjustment will require a budget addition of $600 for the fiscal year 1940-41. The increase in time service will make Dr. Norris' time available for physical plant supervision work and for special engineering studies and surveys in connection with the maintenance of the physical plant.

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

E. Hansen
Leave of Absence

Leave of absence without pay for Mr. Elmer Hansen, Assistant Horticulturist in the Experiment Station Department of Horticulture, from October 1, 1939 to September 30, 1940, and the transfer of $1,575 from salaries as follows:

$ 540 to wages to employ substitute assistance.
1,035 to purchase technical equipment.
Mrs. Bodner
Appointment

Appointment of Mrs. William Bodner as critic instructor in Home Economics at the Corvallis High School, effective October 1, 1939, yearly tenure, 10-months service, at a salary of $1,700, half of which is paid by the Corvallis city schools, to replace Mrs. Lois Christian, resigned, whose salary was budgeted at $1,500. Budget addition required in 1939-40, $75.

L. Christian
Resignation

E. H. Wiegand
Salary Increase

Salary increase for Professor E. H. Wiegand, Head of the Food Products Industries Department, 12-months service, indefinite tenure, from $4,400 to $4,500, effective September 1, 1939, funds for the increase to be provided from restricted funds.

B. Maris
Transfer

Because of the transfer of Mrs. Buena Maris, Assistant Professor of Household Administration, to the Extension Division, and the resignation of Miss Anita Nethken, instructor of Household Administration and supervisor of one of the home management houses, the Board approved the following personnel adjustments:

A. Nethken
Resignation

E. Van Horn
Time Increase

Increase in time for Miss Edna Van Horn, Assistant Professor of Household Administration, from two-thirds to full-time, with corresponding increase in salary from $1,686.87 to $2,400, effective October 1, 1939, yearly tenure, 10-months basis.

E. Paddock
Appointment

Appointment of Miss Elizabeth Paddock as Assistant Professor of Child Development and Director of the Nursery School, effective October 1, 1939, 10-months basis, yearly tenure, at a salary of $2,400.

The net effect of these adjustments is a budget addition of $25 to the salary budget of the School of Home Economics.

F. A. Everest
Salary Increase

Salary increase for Mr. F. Alton Everest, instructor in Electrical Engineering, from $1,900 to $2,400, effective October 1, 1939, 10-months basis, with advance in rank to Assistant Professor and change in tenure from yearly to indefinite. Budget addition required in current fiscal year, $575.

M. Du Bois
Appointment

Appointment of Miss May Du Bois as Assistant Professor of Home Economics Education, effective September 1, 1939, 10-months basis, yearly tenure, at an annual salary of $2,200, half of which will be paid by the State Department of Vocational Education. Budget addition required to create this position, $1,100.
E. Sanborn
Sabbatical Leave

Sabbatical leave on full pay for Dr. Ethel I. Sanborn, Associate Professor of Botany, from April 1 to July 1, 1939, for the purpose of research, writing, and attendance at the International Botanical Congress in Stockholm, with the understanding that arrangements will be made within the department to care for her work at no additional cost.

J. S. Butts
Appointment of Dr. Joseph S. Butts as Professor of Biochemistry, effective November 1, 1939, 10-months basis, yearly tenure, at an annual salary of $4,000 to replace Dr. Roger J. Williams, resigned. Salary saving of $429.72 to provide $150.00 for salary increase for Dr. C. S. Pease and $279.72 to revert to Board's unappropriated funds.

C. S. Pease
Salary Increase
Salary increase for Dr. C. S. Pease, Assistant Professor of Chemistry, from $2,500 to $2,700, effective October 1, 1939, indefinite tenure, 10-months basis, to compensate for additional duties as a result of the separation of biochemistry from organic chemistry.

G. E. Schroeder
Salary Increase
Salary increase for Mr. George E. Schroeder, Assistant Professor of Forestry, from $2,000 to $2,400, effective October 1, 1939, 10-months service, yearly tenure, to retain him on the staff in the light of his ability in the field of instruction in fire protection, research, and personnel. Budget addition required in 1939-40, $300.

M. E. Utt
Appointment
Appointment of Miss Marjorie E. Utt as general circulation assistant in the Library, yearly tenure, 12-months basis, with rank of instructor, at an annual salary of $1,500, effective September 11, 1939, to replace Miss Loretta Fisher who was transferred to another department effective September 5, and a budget addition of $16.37, plus salary savings of $40.86 resulting from Miss Fisher's delayed transfer, to provide an increase in the salary budgeted for this position from $1,400 to $1,500.

L. Fisher
Transfer

G. V. Skelton
Decrease in Time Service
Decrease in time service of Emeritus Professor G. V. Skelton, Head of the Campus Record and Blue Print Service and Specialist in charge of Fire Protection, Roads and Walks, and Sewers, from three-fourths to half-time, effective September 1, 1939, with corresponding reduction in salary from $3,375 to $2,250; and the appointment of Mr. Ervin E. Marklow as assistant to Professor Skelton on a full-time basis, effective September 1, 1939, with rank of assistant professor, yearly tenure, 12-months basis, at an annual salary of $2,400. A transfer of $1,062.50 from wages plus the salary saving provide the necessary funds without a budget addition.

E. E. Marklow
Appointment
Resignation of Mr. J. D. Todd, graduate assistant in the Physics Department, yearly tenure, 10-months basis, at a salary of $550, effective September 1, 1939, and increase in time service for Dr. H. R. Vinyard, instructor, from .61 to full-time, effective October 1, 1939, with a corresponding salary increase from $1,217 to $2,000, yearly tenure, 10-months basis. Addition to the salary budget in 1939-40 to be provided as follows:

$550.00 from salary released by resignation of graduate assistant.

37.25 transfer from wages.

Sabbatical leave for Professor Delmer M. Goode, Editor of Publications, for one term, effective October 1, 1939, on full pay, to take graduate work for the doctorate at Stanford University. Arrangements have been made to care for his work within the present budget.

The Board approved the following personnel adjustments at the Medical School:

Retirement of Dr. Charles R. McClure, Associate Clinical Professor of Orthopaedic Surgery, who has served the Medical School on a volunteer basis for twenty-five years, and designation as Emeritus Professor of Orthopaedic Surgery.

Promotion in rank of Dr. Otis F. Akin, on a volunteer basis, from Associate Clinical Professor to Clinical Professor of Orthopaedic Surgery.

The Board approved the following personnel adjustments at the Southern Oregon College of Education:

Sabbatical leave for Professor R. W. McNeal, on half pay, from October 1, 1939 to December 31, 1939, for the purpose of graduate study, and the utilization of salary savings totaling $387.49 to employ substitute assistance.

Leave of absence without pay for Miss Lucille Curtis, Assistant Professor of Art, from September 25, 1939 to September 23, 1940. Substitute assistance will be secured at no additional expense.

The Board approved the following personnel adjustments in the General Extension Division:
Appointment of Mr. Lincoln Miller, effective September 15, 1939, as Announcer and Director of News and General Interest Programs on the KOAC staff, 12-months basis, one-year tenure, at a salary of $1,900, to replace Mr. Alexander Hall, resigned effective July 31, 1939. Salary savings of $237.50 to revert to Board’s unappropriated funds.

The Board approved the following personnel adjustments in Centralized Activities:

Resignation of Mrs. Helen Austin Bacon, assistant in charge of the Union Catalog in the Library, rank of instructor, yearly tenure, at a salary rate of $1,500, 12-months basis, effective October 1, 1939; and the budget addition of $75 in the 1939-40 salary budget of the Library to make possible the appointment of a successor at a salary rate of $1,600, to be recommended at a later date.

The Board directed the Secretary to send a message to President George W. Peavy, on behalf of the Board and the Chancellor, expressing regret at his illness and hope for his speedy recovery.

Upon motion by Director Sammons and second by Director Sackett, the Board adjourned at 11:35 a.m.

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