A regular meeting of the State Board of Higher Education of the State of Oregon was held in the Memorial Union Building, Oregon State College, Corvallis, Oregon, at 9:30 a.m. on October 28, 1939.

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. Fease
Beatrice Walton Sackett
E. G. Sammons
Edgar W. Smith

Absent: Robert W. Ruhl

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

There were also present Dr. Frederick M. Hunter, Chancellor; Charles D. Byrne, Secretary of the Board; President Donald M. Erb of the University of Oregon; President George W. Peavy of Oregon State College; President C. A. Howard of Oregon College of Education; President Walter Bedford of Southern Oregon College of Education; and President Robert J. Maaske of Eastern Oregon College of Education.

Mr. Marks reported that Mr. Ruhl had been detained in the East and had sent his regrets at being unable to attend the meeting.

The Board voted to dispense with the reading of the minutes of the last regular meeting held on September 12, 1939, and approved the minutes of this meeting as they appeared in the docket.

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

"The Building Committee made the official inspection of the new Chemistry Building yesterday. The construction of this building involves several contracts including the general contract, the large equipment contracts for desks, hoods, etc., and some minor contracts for miscellaneous equipment. The Committee was satisfied that the contracts had been satisfactorily
completed and was impressed with the facilities provided within the funds available. The Committee is, therefore, recommending acceptance of the work under the several contracts, subject to final approval by the architect and the Public Works Administration."

The Board voted to approve the report of the Building Committee regarding the inspection and acceptance of the work done under the several contracts for the new Chemistry Building at Oregon State College, subject to final approval by the architect and the Public Works Administration.

Mr. Callister presented the following joint report of the Building and Finance Committees:

"At a joint meeting of the Building Committee and the Finance Committee yesterday afternoon, consideration was given to the appropriation of additional funds for a W.P.A. project involving the building of additional wings for the Art and Architecture Building at the University. At the June, 1939, meeting of the Board, there was appropriated $4,500 from the building repairs and improvements reserve for 1940-41 to match W.P.A. labor and materials for a project involving one new wing for the building. President Erb reported that changes in W.P.A. regulations have made it impossible to finance the project with this amount of Board contribution. He outlined three plans, the first calling for the building of the northwest wing, involving an additional appropriation of $1,565; the second providing for the building of the northeast wing, involving an additional appropriation of $435; and the third providing for the building of both wings, requiring an additional appropriation of $4,725. Dr. Erb indicated that the minimum he would suggest to care for the greatly increased enrollment in Architecture would be the northwest wing.

"The Building and Finance Committees concurred in the Chancellor's recommendation that the plan for the northwest wing be accepted, with the understanding that additional funds totaling $1,565 will come from unpledged balances in the building fee account at the University. It was further agreed that the University would be authorized to file an application for both wings, with the understanding that the amount of Board contribution would not exceed the $4,500 originally allocated, plus the $1,565 from the building fee unpledged funds. This is the joint recommendation of the Building and Finance Committees on this matter."
The Board voted to approve the joint recommendation of the Building and Finance Committees regarding the addition of the northwest wing to the Architecture Building at the University, and the utilization of $1,565 from unpledged building fee balances in addition to the $4,500 allocated for this purpose in the 1940-41 building repairs and improvements program.

Mr. Callister continued the joint report of the Building and Finance Committees as follows:

"Two further building matters were brought to the attention of the Committees.

"Some time ago a report from the War Department indicated that certain military facilities at both the State College and the University required improvement. Efforts made to secure funds from federal sources were not successful. It is the desire of the Building Committee that a study be made of the suggested improvements as outlined by the War Department. The Committees voted to direct the Chancellor to make such a study with the view of determining those projects which might be of an emergency nature.

"A report was presented by the State College indicating a shortage of housing facilities for women students as a result of the large and continuous increase in enrollment. The State College officials suggested that a study be made of the possibility of financing an additional wing for Snell Hall. The Committees appreciate the need on the State College campus for additional facilities for women students, but would like to broaden the scope of study to include not only the possibilities of an added wing for Snell Hall, but also the alternative possibilities of additional cooperative houses, dormitory annex houses, and other forms of low-cost housing. The Committees therefore asked the Chancellor to have the College officials, in consultation with the Board Secretary, make a study of the matter.

"These reports will be brought to the Building Committee at a later date and no action is necessary at this time."

The Board accepted the reports of the Building and Finance Committees regarding the needs for military facilities at the State College and University and for housing facilities at the State College.
Mr. E. C. Sammons, Chairman of the Finance Committee, presented the following report:

"A meeting of the Finance Committee was held yesterday with all members present and with other Board members in attendance. The first matter brought to the attention of the Committee by the Chancellor was a program of budget additions to care for the large increases in enrollment. The increase for the System is 8.2%, which at the University and State College means an added enrollment over last year of about 250 students at each institution. The Chancellor presented the institutional requests for additional staff, supplies and equipment, totaling $53,708.13. Because of the limited resources of the Board, the Chancellor, after careful consultation with the presidents and the deans, reduced these requests to $45,593.67. A tabulation of the Chancellor's recommended allotments by institutions follows:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oregon State College</td>
<td>$24,715.90</td>
</tr>
<tr>
<td>University of Oregon</td>
<td>16,663.77</td>
</tr>
<tr>
<td>Eastern Oregon College of Education</td>
<td>4,214.00</td>
</tr>
<tr>
<td></td>
<td>$45,593.67</td>
</tr>
</tbody>
</table>

"The Chancellor pointed out that these appropriations would be financed largely through the added resources realized over the original estimates made in April on student fee income. A conservative estimate placed this added fee income at $36,600 for the year. By utilizing certain balances in the reserve amounting to approximately $4,200, it was possible to finance the entire recommended appropriation by utilizing only about $4,800 of the Board's emergency reserve. The Finance Committee concurs in the recommendation of the Chancellor and recommends Board approval of the amounts indicated above for the University, the State College and the Eastern Oregon College of Education."

The Board voted to approve the recommendations of the Chancellor and the Finance Committee in regard to budget additions for Oregon State College, the University of Oregon and the Eastern Oregon College of Education, the funds for these budget additions to come from the sources indicated in the Chancellor's recommendation.
Mr. Sammons continued the report of the Finance Committee as follows:

"The Chancellor presented the budgetary requests of the Director of Extension for the 1940 summer sessions. It is pertinent to call attention to the fact that the summer sessions are largely self-supporting, with a total budget of approximately $88,000 last year being provided almost entirely from student fee income, with the exception of approximately $15,000. The Director's requests called for approximately the same amount of Board funds for the 1940 budget, with a guaranteed increase of five per cent in fee income. Because the estimated fee income of last year fell short of realization, the Chancellor made the following recommendations in regard to the summer session budgets:

1. That the amount thus charged against the unappropriated balance of the Board for the expense of the 1939 summer sessions be saved in the operation of the 1940 sessions by reducing the guaranteed increase of fee income from five per cent to approximately three per cent.

2. That a reserve equal to this guaranteed increase, $2,215, be set aside to provide for possible underrealization of this three per cent increase.

3. That the amount of Board funds be the same as for the 1939 sessions, except that the budget for the Institute of Marine Biology summer session be increased $191.20, this increase to come from the reserve set aside for the institute.

4. That the allowance for promotion and administration remain the same as for the 1939 sessions, $6,350.

"These recommendations will result in the following budget allotments for the sessions at the several campuses:

<table>
<thead>
<tr>
<th>Session</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portland Session</td>
<td>$21,774</td>
</tr>
<tr>
<td>Eugene Session</td>
<td>27,134</td>
</tr>
<tr>
<td>Eugene Post Session</td>
<td>6,082</td>
</tr>
<tr>
<td>Corvallis Session</td>
<td>27,891</td>
</tr>
<tr>
<td>Corvallis Post Session</td>
<td>5,895</td>
</tr>
<tr>
<td>Marine Biology Session</td>
<td>1,315</td>
</tr>
<tr>
<td>Colleges of Education (Promotion only)</td>
<td>1,000</td>
</tr>
</tbody>
</table>

$89,089
"Of this sum $73,648 will come from student fees.

"The Finance Committee is recommending approval of the budgetary recommendations as submitted by the Chancellor."

The Board voted to approve the report of the Finance Committee on summer session budgets for 1940.

The report of the Finance Committee was continued as follows:

"In the budget approved for the General Extension Division at the April meeting, the usual clause, calling for fees earned in excess of the estimates to accrue to the budget up to 25 per cent of the estimates, was eliminated and the Chancellor indicated at the time that he would bring in a substitute recommendation at a later date. After careful study, the Chancellor proposed the following plan:

1. That the Extension Division in preparing its budget separate the income from the regular funds of the Board and the income estimated to be raised by student fees, and that the sum of these two items constitute the total budget for each ensuing year.

2. That any increase in student fee income accruing from the management of the Extension Division and its classes and operations be divided at the end of the fiscal year equally between the funds of the Board and the income budget of the Extension Division for the ensuing year.

3. That the Extension Division be allowed to add its half to the budget for the ensuing fiscal year, but that the Board apply its 50 per cent of this increment to the reduction of Board funds hitherto provided for the Extension Division.

"The Finance Committee recommends this plan for approval by the Board."

The Board voted to approve the report of the Finance Committee regarding the plan to be followed in building the Extension Division budgets."
Mr. Sammons continued the report of the Finance Committee as follows:

"In the cooperative agreement worked out with the Board of Control for the administration of the University State Tuberculosis Hospital on the Medical School campus, the Board assumed the responsibility of approving the budgets within the funds appropriated by the Legislature for the operation and maintenance of this hospital. The building is now complete and ready for operation, and the following budget has been submitted by Medical School officials for board consideration:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$15,350.00</td>
</tr>
<tr>
<td>Wages</td>
<td>26,605.00</td>
</tr>
<tr>
<td>Materials and Expense</td>
<td>36,340.00</td>
</tr>
<tr>
<td>Travel</td>
<td>120.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>65,151.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$143,666.00</strong></td>
</tr>
</tbody>
</table>

"The Finance Committee concurs in the recommendation of the Chancellor that these classifications of available funds be approved, and that the memorandum of procedures for the administration and business operations of the hospital as submitted by a committee appointed by the Chancellor be made a matter of record."

The Board voted to approve the report of the Finance Committee regarding the budget for the Tuberculosis Hospital. (The memorandum of procedures is on file in the Board's Office as an integral part of these minutes.)

The report of the Finance Committee was continued as follows:

"A letter was received by the Chancellor from Mr. Eccles, Budget Director, indicating that the Governor had instructed him to advise the Board of his desire to have returned to the general fund $33,619 of the supplemental appropriation made for higher education at the last session of the Legislature and $1,675 from the appropriation made for improvements to KOAC. While the constant pressure of added students creates a difficult situation in making this requested reduction, the Finance Committee feels that the Board and its
institutions should cooperate with the program of the Governor in attempting to balance the state income and expenditures for the current biennium. The Committee, therefore, is recommending that the Board direct the Chancellor to notify the Governor that the savings requested in Mr. Eccles' letter of September 21, 1939, will be made and the amounts returned to the general fund of the state."

The Board approved the report of the Finance Committee regarding funds to be returned to the general fund of the state from appropriations made by the last Legislature and directed the Chancellor to send notification thereof to the Governor.

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

"The Committee gave consideration to a deferred bill of the Corvallis Water Commission, and approved a proposal by the Commission to accept settlement by the prompt payment of $990,64. A budget addition of approximately $350 will be required to settle this bill. The Committee is recommending immediate payment of the bill on the basis proposed by the Corvallis Water Commission, and the appropriation of the necessary funds."

The Board approved the report of the Finance Committee regarding the deferred bill of the Corvallis Water Commission, and appropriated the necessary funds, amounting to approximately $350, for payment of the obligation.

Mr. Marks reported the receipt of a communication from the Fleet Reserve Association, requesting that sons and daughters of army and navy officers be exempt from tuition. The Secretary was directed to notify the Association that under state law the Board is not permitted to waive tuition.

The Chancellor reported that he had received a copy of the will of Mrs. Mildred Anna Williams, in which the University was bequeathed $250,000 in memory of Dr. Kenneth A. J. MacKenzie, the fund to be known as the Kenneth A. J. MacKenzie Memorial Fund. The will provides that "the trustees of the University may use this fund for such purposes as they in their absolute discretion may deem to be to the best interests of the University." The Chancellor indicated that the funds are in cash and will probably be available as soon as legal proceedings in connection with the execution of the will are completed.
DEPARTMENTS
OF RELIGION

The Chancellor reported the receipt of a communication from the Eugene Ministerial Association expressing appreciation of the establishment of a chair of religion at the University and commending the Board upon the selection of Dr. J. R. Branton to fill this position. The Chancellor indicated that plans for a similar program at the State College were going forward and that as rapidly as funds become available consideration will be given to needs along this line at the Colleges of Education.

KOAC CASE

The Chancellor indicated that a suggestion had been made that the Board forward a letter to the Federal Communications Commission, urging their further consideration of evidence presented by the engineering specialists in the case of KOAC against KOY. The Board authorized the Secretary to address such a letter, signed by the President of the Board, to the Chairman of the Federal Communications Commission.

GIFT

The Board officially accepted the following gift and instructed the Secretary to make suitable acknowledgment to the donor:

Medical School

Bioproducts, Inc.

Gift of $100 from the Bioproducts, Inc., of Astoria, Oregon, for the study of vitamin-containing fish oils.

DAVID WILSON

AWARD OF DEGREE

The Board authorized the awarding of the degree of bachelor of arts from the University of Oregon, effective immediately, to Mr. David G. Wilson, who completed all requirements for this degree subsequent to June, 1939, in order that he may be admitted to the Georgetown University Law School.

CIVILIAN PILOT-TRAINING
AT SOCE

The Southern Oregon College of Education has been designated by the Civil Aeronautics Authority as a civilian pilot-training school. The Board authorized the Southern Oregon College of Education to participate in this program on the same basis as that approved for the State College and University by Board action on September 12, 1939.

CONTRACT AWARDS ON PWA PROJECTS

The Board confirmed the awards of the Building Committee of the following contracts on the several P.W.A. projects and confirmed the action of the President and Secretary in executing the required documents:
General contract for remodeling Science Building at State College, to L. H. Hoffman ... $89,368.00

Contracts for construction and furnishing of equipment for Chemical Engineering Department in Chemistry Building at State College, to:
- Schmitt Steel Company ................. 1,594.00
- Cork Floor Products Company ........... 105.40
- Harsch Refrigeration Corporation ...... 420.00
- B. F. Shearer Company ................. 1,188.17

Office and classroom equipment for Chemical Engineering Department in Chemistry Building at State College, to Northern School Supply Company ......................... 5,020.00

Landscaping contract for Library, Auditorium and Laboratory wing at Medical School to Portland Rose Nursery ................. 819.00

The Board approved a budget addition of $768 to repair roof leaks, improve the plumbing and make other minor repairs in the grandstands at the State College, with the understanding that funds to provide this addition will come from savings reverting to the Board through the transfer of Dr. DeLoach.

The Board approved the re-appropriation of the following balances remaining as of June 30, 1939, in the Experiment Station Department of Botany, for four agricultural research projects, funds for which were provided through special legislative appropriations:
- Cane Fruit Pests and Diseases .......... $13.85
- Cherry Diseases and Pests ............. 12.16
- Onion Diseases and Pests ............. 20.24
- Nursery Stock Diseases ............... 7.37

Total: $53.62

The Board approved the budgeting of $2,000 received by the Agricultural Experiment Station Department of Agricultural Economics from the Oregon Milk Control Board, as follows:
- Wages ..................................... $1,200
- Travel .................................... 500
- Materials ................................ 500

Total: $2,000
These funds supplement $500 granted by the Oregon Milk Control Board, budgeted at the September meeting, and will be used for conducting research on "Economics of the Production and Distribution of Fluid Milk for the Bottle and Can Trade," under the direction of Dr. DeLoach.

At its July meeting, the Board accepted an offer of $2,000 from the heirs of the Schneiderman estate to settle the mortgage on certain Portland lots which were received by the Doernbecher Hospital under the terms of the Eleanor Peake bequest. Since payment has not been received and there is no assurance that the compromise settlement will be consummated, the Board authorized the proper officers to foreclose on the mortgage, with the understanding, however, that should an offer be received for settlement before foreclosure proceedings have been instituted, the Executive Committee shall be empowered to act in accepting or rejecting such offer.

A reserve of $20,000 was set aside in the 1939-40 budget to care for physical plant maintenance costs of new buildings. The Board approved the following allocation of this reserve for the 1939-40 budget and for the annual budget rate for a full year:

<table>
<thead>
<tr>
<th></th>
<th>1939-40</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td></td>
</tr>
<tr>
<td>State College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry Building</td>
<td>$10,586.00</td>
<td>$11,346.00</td>
</tr>
<tr>
<td>Agric. Engr. Building</td>
<td>2,123.00</td>
<td>2,340.00</td>
</tr>
<tr>
<td>University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities Building</td>
<td>1,843.00</td>
<td>2,987.30</td>
</tr>
<tr>
<td>Medical School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Library</td>
<td>5,443.00</td>
<td>6,717.00</td>
</tr>
<tr>
<td></td>
<td>$20,000.00</td>
<td>$23,390.30</td>
</tr>
</tbody>
</table>

The academic year 1939-40 marks the fiftieth anniversary of the establishment of Home Economics at Oregon State College. In order that the College may give recognition to this event, the Board approved a budget addition of $480 for incidental expenses in connection with the golden anniversary which is to be celebrated at the time of the Home Interests Conference in February, 1940.
The Board approved a budget addition of $400 to the physical plant budget at the State College to prepare a room in the Agricultural Utilities Building for the Fish and Game Laboratory.

The Board approved a budget addition of $204 to the physical plant budget at the State College to install heating equipment for the north wing of the Agricultural Engineering Building.

On September 11, 1939, the Building Committee authorized the Secretary of the Board to negotiate for the purchase of the Buchner farm in Benton County for experimental purposes, with the Executive Committee having power to act in closing the deal. Arrangements were made to purchase the 118-acre farm at a price of $14,000, payments to be made in semi-annual installments of $700 beginning April 1, 1940, with interest at five per cent. The annual payments will cover the principal and interest and amortize the purchase price over a ten-year period, with a net saving over the rental for this period of $750. Because of the large interest payment the first year and one year's taxes, a budget addition of approximately $350 will be required in 1939-40, decreasing additions until 1944, and from then on budget savings. The Board voted to confirm the action of the Executive Committee in approving the purchase of the Buchner farm on the basis indicated and authorized the required budget additions and deductions over the ten-year period.

The Board approved the following personnel adjustments at the University:

Appointment of Dr. Harold G. Merriam as Professor of English, 10-months basis, yearly tenure, at a salary of $3,150, effective October 1, to replace Professor S. Stephenson Smith who is on leave of absence without pay during 1939-40. No change in budget.

Appointment of Mr. Gordon Wright as Assistant Professor of History, effective October 1, 10-months basis, yearly tenure, at an annual salary of $2,600, to replace Dr. John Gilbert Reid, resigned. No change in budget.

J. G. Reid
Resignation
E. M. Hulme
Appointment

Appointment of Mr. Edward M. Hulme as part-time Professor of History for the winter term of 1939-40 to replace Dr. Henry D. Sheldon who was granted sabbatical leave on full pay during the winter term. Dr. Sheldon will care for the cost of the substitute assistance.

H. D. Sheldon
Sabbatical
Leave

L. F. Henderson
Decrease in
Time Service and Change in
Rank to Emeritus

Decrease in time service of Professor L. F. Henderson, Research Professor and Curator of the Herbarium, from one-third to one-sixth, with corresponding reduction in salary from $1,200 to $600, effective October 1, and change in status to Emeritus Research Professor and Emeritus Curator of the Herbarium. Budget saving in 1939-40 of $450 to be utilized as follows:

L. Detling
Salary
Increase and Promotion

$277 to provide salary increase for Mr. LeRoy Detling, Assistant Professor of Botany and Assistant Curator of the Herbarium, from $2,050.66 to $2,400, effective October 1, and change in rank to Assistant Professor of Botany and Curator of the Herbarium.

$73 to the materials and expense item and $100 to the travel item of the Museum of Natural History.

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

E. Heath
Salary
Increase

Salary increase for Miss Elisabeth Heath, secretary in the Department of Physical Education, from $1,440 to $1,500, effective October 1, 12-months basis, one-year tenure; and the transfer of $45 from wages to salaries to provide this increase.

G. L. Gifford
Appointment

Appointment of Mr. Gilbert L. Gifford as instructor in Business Administration, 10-months basis, yearly tenure, at an annual salary of $2,000, effective October 1, to replace Dr. D. E. DeLoach, who was transferred to Agricultural Economics. Budget saving in 1939-40, $975.

D. E. DeLoach
Transfer

J. N. Haley
Appointment

Appointment of Mr. John Melville Haley as Assistant Irrigation Engineer to assist Professor M. R. Lewis in conducting investigations on soil conservation problems, at an annual salary of $2,200, 12-months basis, with rank of Assistant Professor, yearly tenure. The federal government will contribute one-half of Mr. Haley's salary. No change in budget.
Resignation of Professor Curtis Kelley as Acting Head of the Department of Business Administration in order to devote full time to his teaching activities, and the appointment of Professor M. N. Nelson, Head of the Department of Economics, as Acting Head of the Department of Business Administration for the current year. No change in budget.

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

Promotion of Dr. Paul Bailey, clinical instructor in Otolaryngology on a volunteer basis, to Assistant Clinical Professor.

The Board extended a vote of thanks to the students, faculty, and administrative officials of Oregon State College for the efficient arrangements and excellent entertainment provided for the Board and its visiting officials on the occasion of its meeting on the State College campus.

The Board adjourned at 10:40 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary