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

MEETING #100  
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 December 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, Chancel-  
lor; 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 Redford of Southern Oregon College of  
Education; and President Robert J. Maaske of Eastern  
Oregon College of Education.

MINUTES  
APPROVED

There the Board voted to dispense with the reading of the minutes  
of the last regular meeting held on October 28, 1939, and  
approved the minutes of this meeting as they appeared in  
the docket.

BUDGET ADD'N  
FOR MOVING  
AND INSTALLA-  
TION COSTS  
AT STATE  
COLLEGE

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

"At the April 25, 1939 meeting, the Board approved an  
appropriation of $5,000 to provide for the moving of  
ten departments at the State College as a result of  
adjustments made necessary by the erection of the new  
Chemistry Building and the remodeling of the old Science  
Building. College officials estimated at that time
that expenses would total approximately $7,500. The original credit of $5,000 has been overdrawn in an amount of $383 and there remains to be completed a considerable portion of the moving program. In addition to the moving, there is a large item of unavoidable expense involved in the installation of some of the laboratory facilities in the new quarters, which could not be foreseen when the original specifications were made. To complete the moving and to provide the necessary installations, College officials estimate that an additional appropriation of $5,467 will be required. The Building Committee, with the approval of the Finance Committee, is recommending that the Board appropriate $5,698 for the moving expense of the several instructional departments involved, and an additional $800 for the moving and installation expense of the Experiment Station Department of Chemistry."

The Board approved the report of the Building Committee regarding an appropriation of $4,298 for moving and installation expense resulting from adjustments required by the erection of the new Chemistry Building and the remodeling of the old Science Building.

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

"Plans for the future development of the Oregon State College campus were presented by Executive Secretary Jensen. These plans are a combination of the Olmstead study of 1909 and the Taylor study of 1928. Both of these firms are nationally known as planning experts. The program of campus development and location of buildings outlined in these expert studies was approved by the former Board of Regents of the State College and has been followed for a number of years. The plans are now being brought to this Board for official record and adoption. The building Committee so recommends."

The Board approved the report of the Building Committee regarding plans for campus development and location of buildings for the State College campus.

The report of the Building Committee was continued as follows:

"College officials presented a plan for the utilization of the old infirmary building located between eighth
and ninth streets in Corvallis as a cooperative house for men. The building has been vacant for some time, but is ideally adapted for group living quarters. It will house approximately thirty-two men and contains the necessary kitchen, dining room and living room facilities. The cost of preparing the house for occupancy and purchasing the necessary furnishings was estimated at $2,215. College officials proposed that a rental of $4.00 per student per month be charged and that the necessary funds for the renovation be supplied from dormitory balances, with the understanding that the rental income be pro-rated between the health service and the dormitory in such a manner that their equities in the property will be wiped out, and that the property thereafter be considered the general property of the State College and the Board.

"The Building Committee presented this matter to the Finance Committee and is recommending Board approval of this plan, with the concurrence of the Finance Committee."

The Board approved the report of the Building Committee in regard to the establishment of a men's cooperative house at the State College.

Mrs. Sackett, Chairman of the Library Committee, presented the following report:

"The Library Committee met yesterday morning with all members present.

"This Board is following a consistent policy of repairing obsolescence and strengthening the equipment of every department as rapidly as funds can be made available for that purpose, and has outlined a consistent program of considering first needs first. The Library Committee feels that the library constitutes an essential part of the equipment for every department on the campus where it functions, and that the vitality of the work of every department, particularly in the graduate fields, as well as the intellectual vitality of the entire campus, depends upon the type of service that the respective libraries can render. In accordance with that view, Chancellor Hunter has recommended that the Library Council make a study of the needs of the various departments, with
a view to outlining a consistent program for meeting
those needs as rapidly as funds can be made available.
The Library Committee recommends that such a survey
be made."

The Board approved the report of the Library Committee
in regard to the survey of library needs to be conducted
by the Library Council, under the supervision of the
Director of Libraries.

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

"The Finance Committee, with all members present, met
yesterday afternoon and gave consideration to a request
from the State College for an appropriation of $657.60
to replace obsolete office equipment and furnishings in
the School of Home Economics. The present furniture
was supplied largely from the Oregon Building at the
1915 San Francisco Exposition. The Finance Committee
concurs in the recommendation of the Chancellor that
a budget addition of $657.60 be made for this purpose."

The Board voted to approve the report of the Finance Com-
mittee regarding an appropriation of $657.60 to provide
office equipment and furnishings for the School of Home
Economics.

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

"Dean Schoenfeld, with the approval of President Peavy,
submitted to the Chancellor a lease for a building
owned by Clatsop County, to be used for a cooperative
program of research between the Experiment Station,
the Fish Commission and Clatsop County. Because of
certain irregularities of procedure and the lack of
information in regard to details of the program, the
Finance Committee has deferred action on approval of
the lease until the January meeting; and is requesting
that College officials be instructed to bring in more
detailed information."

The Board approved the report of the Finance Committee
with regard to the proposed lease with Clatsop County.
Mr. Marks reported that all Board members had been served with a summons in connection with a suit for quiet title in the matter of the estate of Anna Shaw, deceased, who has made the Doernbecher Hospital a residuary legatee of her estate. The Board directed the Secretary to consult the Attorney-General with a view to protecting any interest the Board may have in this estate.

Mr. Marks reported that several Board members had attended the formal dedicatory exercises for the new Chemistry Building at the State College on December 2. Mr. Marks indicated that the entire program was very noteworthy and that Mrs. Sackett had reflected credit on the Board by her splendid address on that occasion.

The Chancellor reported that enrollment for the System as a whole had increased six per cent over last year, with the University, State College, and all the Colleges of Education reporting increases over last year's enrollment.

The Chancellor presented the following report on marketing:

"At the Salem Conference on Marketing held under the authority of the State Board of Higher Education and called by the Chancellor of the State System of Higher Education, a resolution reading as follows was enacted:

'That it be the sense of this meeting that the State Board of Higher Education be asked to bring marketing education in the State System of Higher Education to the same level as production science.'

"This resolution is of much significance. It recognizes the importance of the educational side of any sustained, active program of marketing. It conceives of the necessary educational background as the foundational basis out of which an active marketing agency or series of agencies must finally grow. It also, in connection with the action of the Governor in undertaking to appoint a state-wide council or committee to develop a vigorous promotional program through some sort of proper agency or agencies, takes cognizance of the difference of function between education and research.
on the one hand and regulation and marketing promotion on the other. This is a wise recognition. The Land Grant College Association some twenty years ago adopted as a fundamental tenet this principle at the 31st Annual Meeting at Washington in November, 1917. As proposed by the Executive Committee and approved by the Association, Departments of Agriculture in the several states are to devote their attention to three branches of agricultural stimulation and promotion, namely:

Control  Regulation  Administration

"Two fields are thus left as the great major objectives and responsibility of the land grant colleges, through their divisions of resident instruction, experiment stations, and Federal Cooperative Extension, namely:

Instruction  Research

"In view of this situation, it is well to note what the Oregon State System of Higher Education already offers in this respect. At Oregon State College, at the University of Oregon, and in the Extension Division of the System there are now offered 52 courses in marketing, totaling 168 hours. Of these courses, 45, or 87%, are upper division and graduate work and 7, or 13%, lower division work. These offerings cover a wide range of subjects. There is little or no duplication, as all are applied specifically to the great diversity of needs throughout the State. These needs have their origin in the large variety of natural resources of Oregon. The names of these courses are as follows:

Merchandising  Economics of Socialism and Capitalism
Salesmanship  Wildlife Conservation
Advertising  Seminar in Human Geography
Basic Course in Real Estate  Principles of Agricultural Marketing
Real Estate Appraisals  Marketing Organizations
Advanced Business Research  Commodity Marketing
Credits and Collections  Agricultural Prices
Basic Course in Real Estate  International Trade
in Salem  Elements of Marketing
Economic Problems:  Market Milk
Economics of the Recovery Program  Marketing Poultry Products
Food Purchasing  Marketing Finance
Economic Theory and Problems:  Agricultural Statistics
Business Cycles
Management of Cooperatives
Marketing Problems
Handling and Distribution of Fruits
Vegetable Marketing
Lumber Merchandising
Merchandising and Selling
Money and Banking
Farm Credits
General Advertising
Business and Agricultural Statistics
Retail Accounting
Research
Foreign Trade Marketing

Seminar
Production Management
Personnel Management
Business Statistics
Problems in Distribution
Sales Management
Credit Management
General Advertising
Advertising Production
Advertising Problems
Retail Advertising
Traffic Management
Graduate Thesis

"The avowed purposes of this large and far-reaching list of offerings are acknowledged to be the training of students in the many fields of marketing and the prosecution of research in business, agricultural, and industrial enterprises, and in fields which are related to the utilization of Oregon's great natural wealth. A set of informational and service practices in conveying marketing news, business and marketing situations, newest discoveries in the many fields involved, the range of prices and the like, is vigorously maintained, but is recognized as secondary in purpose to the training of a wide-spread clientele of leadership.

"It now appears that the State System of Higher Education is in position to analyze and appraise the work of this field in the same manner in which other important fields within the System are being carefully surveyed. The State Board of Higher Education, acting on the recommendation of the Chancellor's Office, authorized a study of all of the offerings of the State System, with the view of eliminating dead wood in course offerings and unnecessary duplication between institutions and between schools and departments within a single institution, at its meeting of January 24, 1939. In this careful analytical search of the offerings of the institutions of the System it will be possible to secure an evaluation by some of the most capable and scholarly specialists of our faculties, of the worth of these courses to the purposes to which they are committed. It will be possible then to shape this large group of instructional and research courses so as best to meet the desired objectives and to support
whatever marketing agency and program may develop under the auspices and under the recommendation of the Governor's newly-created economic council.

"It is the purpose of this office to take the necessary steps to put this policy into operation as speedily as possible. That this can be done so as to give full support to any marketing promotional or coordinating agency that may be established, is beyond doubt."

The report of the Chancellor on marketing was received and placed on file.

The Chancellor presented the following report on the presidency of Oregon State College:

"The canvass for a President of Oregon State College began with the official determination of President Peavy to retire on June 30, 1940. The Chancellor's Office was directed by unanimous action of the Board to proceed by the same objective methods heretofore used in the selection of new presidents for the institutions of the System under the unified program, to present highly qualified nominees for the consideration of the Board.

"The study of the peculiar and pressing needs of the College and the kind of scholarly, administrative, and personal qualities most useful in serving this, the largest unit of the System, in meeting its great problems, and rendering the highest possible contribution to the unified System and to the State, has now been carried on for more than nine months. Conferences have been held with the leaders of numerous great universities and land grant colleges; the U. S. Office of Education; the U. S. Department of Agriculture; representatives of the great foundations. A large number of highly qualified and distinguished leaders who might be considered eligible have been interviewed personally and their qualifications reviewed and studied by the Board and its representatives of the executive office. Throughout this study particular attention has always been given to the unique requirements and problems of the College and the qualifications, experience and personality especially adapted to the College situation.

"Great assistance has been rendered the Board and the Chancellor's Office by staff leaders at the College. Large numbers of them have been freely consulted and have given their best help and advice. An Advisory
Committee from the College staff was early created to assist and advise the Chancellor's Office. Through the cooperation and counsel of this committee a thorough and effective plan for free discussion of the presidency problem by the heads of the departments was evolved. This device proved useful and significant. In addition to the eight members of the Advisory Committee and the principal administrative officers of the College, 77 departmental heads and committee members of voluntary faculty organizations were brought into consultation. A set of standards applying uniquely to the College situation was developed by the committee and with slight modifications and adaptations approved and used by the Chancellor's Office.

"This canvass has resulted in the final narrowing of the large number of nominees, many of whom were most able and distinguished administrators, to a single man whose proved administrative ability, long experience, and great insight have again and again made great contributions to the educational interests and the general welfare of Oregon.

"I take great pleasure in recommending the election of Professor Frank Llewellyn Ballard, the present Vice-Director of Federal Cooperative Extension, to be President of Oregon State College, beginning July 1, 1940, tenure to be upon the indefinite basis, and salary at the present rate of $7,500 per year."

Upon motion by Mr. Smith and second by Mr. Oliver, the Board voted to elect Frank Llewellyn Ballard to the presidency of Oregon State College, effective July 1, 1940, at a salary of $7,500, with indefinite tenure, by the following vote:

Ayes: Mr. Callister
      Mr. Marks
      Mr. Oliver

Nays: Mr. Brand
      Mr. Ruhl

Upon motion by Mrs. Sackett and second by Mr. Ruhl, the Board voted to make unanimous the vote by which Mr. Ballard was elected to the presidency of Oregon State College.
The Board officially accepted the following gifts and instructed the Secretary to make suitable acknowledgment to the respective donors:

**University**

**Gifts**

Dr. Burt Brown Barker

Gift of $400 from Dr. Burt Brown Barker for the Oregon Dads W.P.A. Gates project.

R. A. Booth

Gift of $100 from Mr. R. A. Booth, of Eugene, for the purchase of books for the Department of Religion.

**State College**

**Gifts**

Brainerd-Wahoske Collection

Gift of 116 volumes to the Library from Mrs. Henry R. Wahoske of Portland, from the library of her father, the late Erasmus Brainerd, to be known as the Brainerd-Wahoske gift.

**Medical School**

**Gifts**

Markle Foundation

Gift of $1,700 from the John and Mary R. Markle Foundation to be used in research on the visceral responses in animals, under the direction of Dr. H. F. Haney and Dr. W. B. Youmans.

**Eastern Oregon College of Education**

**Gifts**

American Legion

Gift of 27 band suits from the American Legion Post No. 43 of La Grande, valued at $350.

**MEDICAL LIBRARY PROJECT ACCEPTANCE**

On October 29, the Building Committee, with Mr. Callister and Mrs. Sackett present, inspected the Medical School Library, Auditorium and Laboratory Building. The Board voted to approve the recommendation of the Building Committee that this project be accepted, subject to satisfactory completion of the landscaping contract and approval of the architect and the Public Works Administration.

**HUMANITIES BUILDING ACCEPTANCE**

On November 11, the Building Committee, with all members present, inspected the Humanities Building (Chapman Hall) at the University. The Board voted to approve the recommendation of the Building Committee that this project be accepted, subject to approval of the architect and the Public Works Administration.
McDONALD
FOREST
PURCHASE OF
80 ACRES

The Board confirmed the action of President Peavy in purchasing with funds accruing from the sale of timber land in Lake County which was part of the McDonald bequest, 80 acres of land in the approved tract at an average price of $25, or a total purchase price of $2,007. This brings the total area in the McDonald Forest up to 4,621 acres.

BUDGET ADD'N
MUSEUM OF
NAT. HISTORY

The Board approved a budget addition of $300 to the wages account of the Museum of Natural History to continue the services of Mr. E. L. Robe as attendant.

BUDGET ADD'NS
AT UNIVERSITY
FOR INCREASED
ENROLLMENT

The Board approved the following budget additions at the University to care for increased enrollment:

$160 to the wages account of Teacher Placement Service for clerical assistance.
$100 to the Department of Geology for clerical assistance.
$550 to the salaries account of the Department of Germanic Languages for the employment of a graduate assistant during the winter and spring terms, during which time the assistant will carry a normal year's load.
$450 to the wages account of the School of Law for clerical assistance.

ELEANOR
PEAKE
ESTATE
EXTENSION
OF BOND
MATURITY

Included in the assets of the estate of Eleanor Peake given to the Medical School were five bonds of the Portland Gas and Coke Company, each with a par value of $1,000, with interest at 4%, due on January 1, 1940. The Company requested bondholders to agree to an extension of the maturity date to January 1, 1950, the bonds to carry the same rate of interest. The Board voted to confirm the action of the Executive Committee in authorizing the Comptroller to agree, on behalf of the Board, to the extension plan and to sign all necessary documents in connection therewith.

AG. RESEARCH
PROJECTS, RE-
APPROPRIATION
OF BALANCES

The Board approved the re-appropriation of the following balances remaining as of June 30, 1939, in five agricultural research projects, funds for which were made available under 1939 House Bill No. 496:

Horticulture Department
Nursery stock diseases ............ $ 42.17
Cane fruit pests .................. 29.91

Food Industries Department
Prune pests ....................... 344.93
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Fish and Game Management Department
  Fur animal nutrition .................................. $ 34.32

Entomology Department
  Pea diseases .......................................... 4.63
  Flax pests ............................................ 82.74
  Filbert pests ......................................... 184.34

Dairy Husbandry Department
  Dairy cattle nutritional problems ................... 742.73

$1,465.77

JUDGET ADD’N
SCHOOL OF
ARTS AND
LETTERS

The Board approved a special appropriation of $100 to the School of Arts and Letters, Dean’s Office, to provide for clerical assistance for Professor Leavitt O. Wright in editing a Latin American dictionary under the auspices of the American Council of Learned Societies, which is bearing all other expense in connection with the work.

JUDGET ADD’N
DEPT. OF
ECONOMICS

The Board approved a special appropriation of $350 to the equipment account of the Department of Economics at the University for the purchase of a calculating machine required in connection with the work of Miss Aitchison in statistics and applied economics.

MINER BLDG.
INVESTMENT
AND USE OF
INCOME

The Board voted to amend the Board action of December 14, 1937, authorizing Professor C. L. Kelly to invest funds accruing from the Miner Building subject to the approval of the Finance Committee, to provide that investments be made as for other endowment funds—namely, by the Comptroller and the Finance Committee; and that the utilization of the income from invested funds be subject to approval of the President, the Chancellor and the Board in the usual manner.

WILLIAMS
ESTATE--
MacGREGOR
TO REPRESENT
INTEREST OF
BOARD

The Board voted to authorize Dr. Erb to accept the offer of Mr. John M. MacGregor, New York attorney, to keep the Board informed regarding the progress of the estate of Anna Williams who bequeathed $250,000 to the University; and that if and when it becomes necessary to secure legal assistance, Mr. MacGregor be employed to represent the Board’s interest, with appropriate compensation for such legal assistance.

BUDGET ADD’NS
AT EOC FOR
INCREASED
ENROLLMENT

The Board approved the following budget additions for clerical assistance necessitated by increased enrollment at the Eastern Oregon College of Education:

$165 to the wages account of the Library budget.
$160 to the wages account of the Registrar’s budget.
The Board approved a budget addition of $165 to the wage budget of the Physics Department at the State College to reimburse Dr. W. B. Anderson, Emeritus Professor of Physics, for additional services required because of increased enrollment.

The Board approved the following personnel adjustments at the University:

**H. G. Townsend**

**Sabbatical Leave**

Sabbatical leave on full pay for Dr. Harvey G. Townsend, Professor and Head of the Department of Philosophy, 10-months service, indefinite tenure, during the spring term of 1939-40, to investigate original manuscripts on philosophy in America. Arrangements have been made within the department to care for Dr. Townsend's work at no additional cost.

**L. Belloni**

**Salary Increase**

Salary increase for Mrs. Louise Belloni, secretary in the College of Arts and Letters, monthly tenure, 12-months service, from $1,290.30 to $1,500, effective October 1, 1939. Budget addition required in 1939-40, $157.28.

**W. B. Nash**

**Salary Increase**

Salary increase for Mr. William B. Nash, Jr., instructor in Drama, one-year tenure, 9-months service, from $1,350 to $1,500, effective October 1, 1939. Mr. Nash was appointed to succeed Mr. Boyle who was devoting only three-fifths time at a salary of $1,350. Mr. Nash, however, has been required to give full time to instruction. Budget addition required in 1939-40, $150.

**F. A. Cuthbert**

**Increase in Time and Salary**

Increase in time from ten to twelve months service for Professor F. A. Cuthbert, Head of the Landscape Architecture Department, indefinite tenure, effective December 1, 1939; and corresponding increase in salary from $3,500 to $4,000, effective July 1, 1940. The increase in time will make Professor Cuthbert available as University Landscape Architect during the summer months. No budget addition required in 1939-40.

**H. C. Franchère**

**Appointment**

Appointment of Mr. Hoyt C. Franchère as instructor in English, one-year tenure, 10-months basis, at a salary of $2,000, effective January 1, 1940. Position budgeted at $1,800. Salary savings of $350 resulting from delayed appointment to revert to Board's unappropriated funds.
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N. P. Anderson
Appointment
Appointon of Dr. N. Paul Anderson as Associate Professor of Physical Education, 10-months basis, one-year tenure, at a salary rate of $3,000, half of which is paid by the Eugene School Board, effective January 1, 1940. Salary savings resulting from delayed appointment to be distributed as follows:

$300 to compensate Dr. Leslie Porter who carried Dr. Anderson's work during the fall term.
$75 to revert to board's unappropriated funds.

E. Mealey
Appointment
Appointment of Miss Ethel Mealey as Associate Professor of Physical Education, effective January 1, 1940, on a part-time basis, without compensation. Miss Mealey's service for the teaching of two courses is made possible through cooperation of the State Board of Health by which she is employed.

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

A. S. Rosenwald
Salary Increase
Salary increase for Dr. A. S. Rosenwald, Instructor and Assistant Veterinarian in the Experiment Station Department of Veterinary Medicine, one-year tenure, 12-months basis, from $2,200 to $2,400, effective November 1, 1939. Transfer from fees and sales to salaries in 1939-40 will provide the necessary budget addition of $133.36.

R. S. Kearns
Resignation
Resignation of Mr. R. S. Kearns, Assistant Professor of Forestry, to accept a position with the Oregon and California Revested Lands Administration, effective December 1, 1939; and the appointment of Mr. Charles H. Willison to this position at the same salary, $2,600, one-year tenure, 10-months basis, effective January 1, 1940. Salary savings of $207.25 to be transferred to the wages account of the School of Forestry.

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

E. Stebbins
Promotion
Creation of the position of Registrar-Business Manager and the appointment of Ellis A. Stebbins, Business Manager, to this position (succeeding in the Registrar's position Miss Bertha Brainerd, resigned, effective June 30, 1939,) and salary increase from $2,480 to $2,800, 12-months basis, indefinite tenure, effective January 1, 1940. Mr. Stebbins' salary is to be budgeted equally between the Business Office and Registrar's budget; and funds for the increase in 1939-40, amounting to $160, will come from the salary budgeted for a Registrar.
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F. Johnson
Change in Status and Salary Increase

Change in status of Miss Fay Johnson, recorder in the Registrar's Office, to Assistant Registrar-Recorder, and salary increase from $1,620 to $1,800, effective January 1, 1940, 12-months basis, yearly tenure. Funds for the increase in 1939-40, amounting to $80, to come from the salary budgeted for a Registrar.

M. Bishop
Change in Status and Salary Increase

Change in status of Miss Marguerite Bishop, Secretary to the Business Manager and Training Schools, to Secretary to the Business Manager-Registrar, and requisition and invoice clerk, 12-months basis, yearly tenure, and salary increase from $1,271.72 to $1,500, effective January 1, 1940, the salary to be charged two-thirds to the Business Office and one-third to the Registrar's Office. Funds for the increase in 1939-40 amounting to $114.14, to come from the salary budgeted for a Registrar.

M. Miller
Salary Increase

Salary increase for Miss Marie Miller, Cashier, from $1,467.39 to $1,500, effective January 1, 1940, 12-months basis, yearly tenure, to compensate for increased responsibilities under the reorganization. Funds for the increase in 1939-40, amounting to $16.50, to come from the salary budgeted for a Registrar.

As a result of the above personnel changes there are salary savings totaling $1,619.55 in the budgets of the Business Office, Registrar's Office and Training Schools which are to be transferred as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>President's Office, equipment (non-recurring)</td>
<td>$ 500.00</td>
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<tr>
<td>Business Office, wages</td>
<td>$159.00</td>
</tr>
<tr>
<td>Registrar's Office, travel</td>
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<td>Registrar's Office, equipment (non-recurring)</td>
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<td>General Instruction, wages</td>
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<td>Training School, wages</td>
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<td>Board's unappropriated funds</td>
<td>$194.55</td>
</tr>
<tr>
<td></td>
<td>$1,619.55</td>
</tr>
</tbody>
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Annual savings of reorganization in succeeding years total $514.

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

L. Landen
Leave of Absence

Leave of absence without pay for Miss Lucie Landen, Assistant Professor of Music, from January 1, 1940 to September 20, 1940. Salary savings to be used to employ substitute assistance.
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TEMPERANCE
EDUCATION

The Board directed the Chancellor to study further the request from the Oregon Fellowship for Education on Alcohol and Narcotics for Board cooperation in securing the services of Mr. W. D. Bayley as lecturer in a state-wide teaching project; and that should such cooperation seem desirable, the Chancellor be authorized to expend not to exceed $300 as the Board's share in this project.

ADJOURNMENT

Upon motion by Mr. Smith and second by Mr. Oliver, the Board adjourned at 11:30 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary