STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
March 12, 1940

MEETING #102
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 March 12, 1940.

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  Herman Oliver
F. E. Callister  Beatrice Walton Sackett
Willard L. Marks  Edgar W. Smith

Absent: Robert W. Ruhl and E. C. Sammons

Mac Hoke, whose appointment to the Board is awaiting confirmation, sat in as an observer at the meeting.

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 Redford of Southern Oregon College of Education; and President Roben J. Maaske of Eastern Oregon College of Education.

Mr. Marks reported that Mr. Sammons had been called east on business and that Mr. Ruhl was absent because of illness.

MINUTES APPROVED
The Board voted to dispense with the reading of the minutes of the last regular meeting held on January 23, 1940, and approved the minutes of this meeting as they appeared in the docket.

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

"At a previous meeting of the Board, the matter of acquiring Shepard Hall, located in the center of the Oregon State College campus and owned by the State College Y.M.C.A., was discussed. For a number of years this building has been rented by the State College for
classroom and office use at an annual rental of $600. After considerable negotiations, the Board of Trustees of the Y.M.C.A. offered to sell the property to the State Board of Higher Education for $13,500, with a down payment of $2,000 and an annual payment of $1,000 on the interest and principal. Under this plan, payments on the building and site would be completed in approximately seventeen years. The Committee inspected the structure carefully Sunday and is of the opinion that the property is worth the price indicated.

"In order to make the building usable, however, a program of repairs and alterations is needed which the College officials estimated at something over $4,000. The building would then provide a large amount of storage space for the library, office and classroom facilities for the Speech Department, and office and waiting room space for the Housing and Employment Service."

"The Building Committee is recommending that the property be purchased at the stipulated price of $13,500 with a down payment of $2,000; annual payments thereafter to be $1,000 on the interest and principal. It is also recommended that the President and Secretary of the Board be authorized to execute the necessary papers in giving the Board of Trustees of the Y.M.C.A. a mortgage on the property until the payments are completed and that the matter of repairs be referred to Mr. Byrne and Mr. Traver to work out a minimum expenditure that will remodel the building to be serviceable for the departments to be housed, with final approval on the repair and remodelling program to be given at the April meeting. The annual addition to the budget as a result of the purchase of the property will amount to $400."

The Board voted to approve the recommendation of the Building Committee regarding the purchase of Shepard Hall on the State College campus at a price of $13,500, with a down payment of $2,000, and annual payments of $1,000 on the principal and interest. The Board authorized the President and Secretary to execute the necessary documents in giving the Board of Trustees of the Y.M.C.A. a mortgage on the property until payments are completed; and directed Mr. Byrne and Mr. Traver to work out a program of minimum expenditure that will make the building serviceable for the departments to be housed therein, with report on such program to be made at the April meeting.
The report of the Building Committee was continued as follows:

"For some time there has been under consideration a program of completing certain features of the Memorial Union Building that were included in the original plans, and certain other desirable changes which have developed as the building has been used. In consideration of the Memorial Union Board's relinquishing any claim on the building fee in order to permit the amortization of the loan to erect the Chemistry Building, the Board agreed to give priority to the completion of certain features of the building as contemplated by the Memorial Union Board of Governors. The estimated cost of the remodeling and improvements has been placed at $71,000. The Building Committee has gone over the plans carefully on a number of occasions and is recommending, with the approval of the Finance Committee as to finances, that plans and specifications be completed and that bids be called for as soon as possible.

"The Committee has suggested to the Finance Committee the following financial program:

- From unpledged cash building fee balances...$31,000
- From a portion of the $160,000 bond issue...29,000
- From Memorial Union balances........11,000

"It is also understood that the Memorial Union Board of Governors will pay the architect's fee and costs of supervision.

"If the Finance Committee approves this program, the Building Committee is recommending that the plans be approved as submitted by the Memorial Union Board of Governors, that the Board's Office call for bids as soon as possible, and that the proper officers of the Board be authorized to enter into the necessary contracts following the award by the Building Committee."

The Board voted to approve the program for the completion of the Memorial Union Building on the basis presented by the Building Committee, including authorization for the Board's Office to advertise for bids, and the President and Secretary to execute the necessary contracts, following completion of negotiations by the Finance Committee and the Board for a bond issue, a portion of which will be used for the M. U. building program."
Mr. Callister continued the report of the Building Committee as follows:

"The large increases in enrollment at the State College have resulted in the present Library building being entirely inadequate for storage of library materials, for reading room space, and for essential library service to the students and faculty. For some time the Building Committee has considered this Library need as the number one project following the erection of the Chemistry Building. Miss Lewis, Director of Libraries, in cooperation with Mr. Bennes, the architect, has worked out a plan for the addition of a three-story wing to the west of the present Library building. The plan submitted to the Committee also looks forward to the eventual remodelling of the present Library structure and the erection of a similar wing to the east of the present building, which will not only modernize the Library facilities, but will provide for a long-time program of library expansion as the institution grows.

"The wing now proposed will provide a reading room and stack facilities for Science and allied subjects. It will also bring together on one floor the entire administrative staff of the Library, will release considerable book storage space in the old portion of the building, and will also provide a small reading room for Engineering. The Committee was very favorably impressed with the plans as presented. The estimated cost of the addition including architect's and engineering fees is approximately $133,000, of which $2,000 from building fee funds has already been paid as the architect's fee on the preliminary plans. This leaves a required sum of $131,000 which the Building Committee is suggesting to the Finance Committee be raised as a portion of a proposed bond issue of $160,000, to be amortized from the unpledged $1.00 building fee of the State College. If the Finance Committee approves and acts upon the proposed bond issue, the Building Committee is recommending that the plans submitted by Miss Lewis and the architect be approved, that Architect Bennes be authorized to complete the detailed plans and specifications for this building, that the Board's Office be authorized to call for bids as soon as possible, and that the proper Board officers be authorized to enter into the necessary contracts, following the award by the Building Committee."

The Board voted to approve the program for an addition to the Library building at the State College as presented by the Building Committee, including approval of the plans submitted by Miss Lewis and the architect, authorization for the architect to complete the detailed plans and
specifications, authority for the Board's Office to advertise for bids, and for the President and Secretary to execute the necessary contracts following awards by the Building Committee.

The report of the Building Committee was continued as follows:

"A report has come to the Board's Office from the State Fire Marshal that certain hazards exist in the Men's Gymnasium at the State College, particularly when large crowds gather in this building for basketball contests, convocations, and other large assemblies. The Fire Marshal made certain recommendations to correct this situation. The Building Committee inspected the entire building on Sunday, and was impressed not only with the hazard reported by the Fire Marshal, but also with the very evident inadequacy of the building for the Physical Education program of the large student body. Finances, however, will not permit consideration of an addition to the structure at the present time, and the Committee is recommending that immediate correction of the hazards be referred to Mr. Byrne and Mr. Traver to work out with the Fire Marshal, the cost and the plan of correction to be brought to the Building Committee and the Board, if possible, at the April meeting."

The Board directed that correction of the fire hazards in the Men's Gymnasium at the State College be referred to Mr. Byrne and Mr. Traver to work out with the Fire Marshal a plan of correction and the estimated cost thereof, report to be made, if possible, to the Building Committee and the Board at the April meeting.

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

"At the last meeting of the Board, an appropriation of $1,000 from next year's building repairs and improvements reserve was made to remodel the third floor of the Dairy Building vacated by Mathematics, to be used for Farm Management and Agricultural Economics office space. College officials reported that the sum appropriated is inadequate to do all the work desired in preparing this floor for its new uses. Upon recommendation of the Chancellor and in consideration of the many
demands on the Board for remodelling and improvements to the Physical Plant, the Committee is recommending that need for any further appropriation for this particular project be studied in the survey made by Mr. Byrne and Mr. Traver."

The Board directed that the need for further appropriations to remodel the third floor of the Dairy Building for the use of Farm Management and Agricultural Economics be included for study in the survey of building repairs and improvements for 1940-41 to be made by Mr. Byrne and Mr. Traver.

The report of the Building Committee was continued as follows:

"At the January meeting, the attention of the Building Committee and the Board was directed to the need for repairs in the Creamery Laboratory at the State College. The Board approved as a preferred item in the 1940 building repairs program an item of approximately $1,100 for minor improvements to the laboratory. The Building Committee made a thorough inspection of the Creamery Laboratory portion of this building and concluded that some action is necessary to correct the existing deficiencies. Upon recommendation of the Chancellor, the following procedure is presented to the Board for action:

1. That the College officials through the head of the Dairy Department and Dean of Agriculture secure accurate estimates on the cost of repairing and remodelling the present quarters, looking forward to utilizing space in the present building for a period of at least ten years.

2. That estimates also be secured on a wing of an Animal Industries building that would house the Creamery Laboratory, including necessary refrigeration equipment. The latter estimate should also cover the cost of preparing the vacated space in the present Dairy Building for other general classroom and laboratory purposes.

"These estimates are to be submitted to the Building Committee and the Board, if possible, prior to the April meeting, so that a course of action can be determined as soon as feasible."
The Board voted to approve the report of the Building Committee directing the College officials to submit estimates on the cost of remodelling the present quarters of the Creamery Laboratory and also to submit estimates on a wing of the Animal Industries Building which would house the Creamery Laboratory, with the understanding that such estimates shall be submitted to the Building Committee and the Board prior to the April meeting, if possible.

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

"A general policy has been approved by the Board calling for the formation of campus plans for the future development of the several institutions under its control. President Erb submitted the plot plan of the University campus, which outlined the future development and the location of buildings and other campus features. The plan as submitted contained certain alternate locations for some of the buildings, with final decision to be determined in the light of future circumstances. The Building Committee was very favorably impressed with the plan as presented by Dr. Erb and is recommending its approval by the Board."

The Board voted to approve the campus plot plan for the University as recommended by the Building Committee, with the understanding that ultimate locations for some of the buildings shall be finally determined in the light of future circumstances.

The report of the Building Committee was continued as follows:

"The Building Committee while on the State College campus Sunday, made the final inspection on the reconstruction of the old Science Building now known as the Education Building. This is the last of the building projects completed under the P.W.A. building program. Mr. Byrne reported that this building had been remodelled at a cost of approximately $100,000, 45 per cent of which was a grant from the federal government and 55 per cent a loan to be paid from student building fees, as a part of the general Chemistry Building project. The Committee was very favorably impressed with the results on this project, with the completely new fireproof interior well planned for the purposes for which it was intended, and well lighted and ventilated. The Committee was amazed at the space available in this
building, and wishes to express appreciation to the architect for the work he has done in converting this old structure erected in 1902 into an attractive, modern, fireproof classroom and laboratory building. Estimates given by the architect indicate that a new building of the same area would cost at least $200,000. The Building Committee is recommending acceptance of the work under the several contracts, subject to final approval by the architect of a few minor items and also approval by the Public Works Administration."

The Board voted to accept the work under the several contracts on the remodelling of the Science Building on the State College campus, subject to final approval of a few minor items by the architect, and the approval of the Public Works Administration.

Mr. Herman Oliver, Acting Chairman of the Finance Committee, presented the following report:

"The Chancellor presented a recommendation from the Institute of Marine Biology for the installation of a salt-water system for use in connection with research and instruction. The cost of the project will be covered by the utilization of $990 already budgeted for the Institute, and C.C.C. labor will be provided by the federal government. The Finance Committee concurs in the recommendation of the Chancellor that this project be approved."

The Board approved the report of the Finance Committee regarding the installation of a salt-water system at the Institute of Marine Biology, utilizing $990 already budgeted to the Institute, with the understanding that the federal government will provide C.C.C. labor.

The report of the Finance Committee was continued as follows:

"In order to facilitate the procedure in the sale and transfer of stocks and other securities, Comptroller Bork, with the approval of the Chairman of the Finance Committee, is recommending the adoption of a resolution conveying such authority with the understanding that such transactions shall be conducted by the Comptroller under an investment policy which has the approval of the Finance Committee and that individual transactions shall have the approval of the Chairman of the Finance Committee."
The Board voted to approve the report of the Finance Committee regarding the authority of the Comptroller in the sale and transfer of stocks and other securities, with the understanding that all transactions by the Comptroller shall be conducted under an investment policy which has the approval of the Finance Committee and that individual transactions shall have the approval of the Chairman of the Finance Committee.

The following resolution was unanimously adopted by the Board:

RESOLVED, that the Comptroller be and is hereby fully authorized and empowered to transfer, endorse, sell, assign, set over, and deliver any and all shares of stocks, bonds, debentures, notes, evidences of indebtedness, or other securities now or hereafter standing in the name of or owned by the State Board of Higher Education, and to make, execute, and deliver any and all written instruments necessary or proper to effectuate the authority hereby conferred.

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

"University officials reported the receipt of an offer of a gift to the University of Oregon of 5,160 acres of land in Harney County. Investigation was made as to the sale value and possible rental income from these lands, which are scattered throughout the county. Before taking final action on the offer, the Finance Committee is requesting the Secretary to secure from the County Agent a map showing the location of the various parcels of land and to report back to the Finance Committee at its next meeting."

The Board approved the report of the Finance Committee regarding the offer of a gift to the University of 5,160 acres of land in Harney County and directed the Secretary to secure a map showing the location of the various parcels of land, with report to be made at the April meeting of the Finance Committee.

The report of the Finance Committee was continued as follows:

"Board members are familiar with the bequest of $250,000 made to the University of Oregon in the will of the late Mildred Anna Williams. The bequest was made in memory of Dr. Kenneth A. J. MacKenzie, former Dean of the Medical School. Under the terms of the will, the trustees of the University may use this fund for the
purpose they deem to be to the best interests of the institution. President Erb and Dean Dillehunt have given much consideration to the matter and present, with the approval of the Chancellor, the following joint recommendation for the utilization of the income from the bequest.

1. One thousand dollars of the annual income to be used to establish the Kenneth A. J. MacKenzie Memorial Fellowship in the Medical School to be granted annually to the premedical student at the University of Oregon, who in the opinion of the President of the University and the Dean of the Medical School, upon the basis of scholastic standing and economic necessity, is most eligible thereto in the University of Oregon Medical School.

2. The remainder of the income from the Kenneth A. J. MacKenzie Memorial Fund shall be utilized to establish the Kenneth A. J. MacKenzie Professorship of Surgery in the Medical School, this remaining income to be allocated to the Department of Surgery upon recommendation of the President of the University and the Dean of the Medical School.

"The Finance Committee concurs in this recommendation and so recommends to the Board."

The Board voted to approve the plan of utilization of the income from the Kenneth A. J. MacKenzie Memorial Fund as recommended by the Finance Committee.

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

"The Buildings, Grounds and Capital Outlay Committee presented to the Finance Committee proposals for the remodelling the improvements in the Memorial Union Building and the construction of an additional wing to the Library at the State College. The Finance Committee concurs in the Building Committee's recommendation regarding the need for these improvements, and also has studied the proposal to finance the projects out of a $160,000 bond issue which will be amortized over a 30-year period from the $1.00 unpledged portion of the student building fee. The proceeds of the special bond issue, plus student building fee cash on hand in the amount of approximately $51,000 and certain resources of the Memorial Union Board of Governors, will adequately cover the cost of estimates submitted by the architect."
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The Committee is, therefore, recommending that $29,000 of the bond issue, plus $31,000 in cash balances in the building fee fund, be authorized to cover the contracts for the Memorial Union improvement project, with the understanding that any excess in the cost of the project over this amount will be met from resources of the Memorial Union Board of Governors, and that the Memorial Union Board of Governors will pay the architect's fee and any supervision costs. It is also recommending that the remaining proceeds of the bond issue be utilized for the construction and equipment of the additional wing for the Library."

The Board voted to approve the method of financing the completion of the Memorial Union Building and the Library extension, as recommended by the Finance Committee.

Mr. Oliver reported that certain offers had been received for a $160,000 bond issue, but that the Finance Committee was recommending that these bids not be accepted at the present time and that the Secretary be authorized to advertise for bids for a $160,000 issue, such bids to be opened in Portland at the Finance Committee meeting at 2:00 p.m., Monday, April 22, 1940. The Board voted to approve the Finance Committee's recommendation regarding the $160,000 bond issue and directed the Secretary to take the necessary steps in securing the bids.

INSTRUCTIONS FROM GOVERNOR

Mr. Marks read a letter dated February 6, 1940 from Governor Sprague, requesting that outlines of legislation to be recommended be prepared by September 1st for review by the Executive Office, and that drafts of necessary bills be ready by December 15. The Governor also asked that budgets be filed with the State Budget Director by August 1. The Chancellor indicated that appropriate instructions would be given to see that the Governor's request will be complied with.

E.C. PEASE RESOLUTION

The Board unanimously adopted the following resolution in recognition of the years of faithful service of Mr. E. C. Pease, retiring member of the State Board of Higher Education:

WHEREAS, after almost a decade of service as a member of the State Board of Higher Education, Mr. E. C. Pease retired from its membership upon termination on March 2, 1940, of his official appointment, and
WHEREAS, Mr. Pease, who was one of the original appointees on the unified Board, has been able, because of his sterling traits of character and broad understanding, to render invaluable service to the State of Oregon and its higher educational institutions, therefore, be it

RESOLVED, that the State Board of Higher Education, both as an expression of the personal opinions of each member and as an official act of appreciation, pay tribute to Mr. Pease for his devotion to higher education and for the kindly and cooperative attitude he has always maintained in working with his colleagues on the Board, and be it further

RESOLVED, that this resolution be spread upon the official minutes of the Board and a copy transmitted to Mr. Pease.

MRS. SACKETT ELECTED AS VICE-PRESIDENT

Mrs. Beatrice Walton Sackett was nominated by Mr. Oliver to succeed Mr. E. C. Pease as Vice-President of the Board. Upon motion by Mr. Callister and second by Mr. Smith, the Board voted to instruct the Secretary to cast a unanimous ballot for Mrs. Sackett as Vice-President of the State Board of Higher Education.

TEMPERANCE EDUCATION

The Chancellor reported that in accordance with previous action of the Board, the services of Mr. W. D. Bayley had been made available to the several institutions of the System for a series of lectures on temperance education. The institutions reported satisfactory results of the program conducted by Mr. Bayley.

GIFTS

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

University

Amer. Inst. of Architects

Grant of $5,500 from the American Institute of Architects for the support of the 1940 Carnegie summer session art work.

Wetherbee Collection

Gift of a collection of baskets, beadwork, bags, etc., from Mrs. Phyllis Harrington Wetherbee of Eugene for the Museum of Natural History, the gift to be known as the "Phyllis Harrington Wetherbee Collection."

Medical School

Dazian Foundation

Gift of $2,500 from the Dazian Foundation for Medical Research for studies in neuro-physiology under the direction of Dr. Robert S. Dow.
Central Library

Carnegie Corporation of New York for research in microphotography, for the purpose of developing a more satisfactory method of making available and preserving source material.

STUDY LOAD FOR GRAD. ASSISTANTS

The Board voted to authorize an increase in the study load of graduate and research assistants, scholars and fellows from 12 credit hours of academic work to a maximum of 15 credit hours per term.

STATE RESTORATION FUND SAVINGS

The assessment against Board's unrestricted funds for the State Restoration Fund in 1939-40 is $15,025.15, whereas the budget provided $16,960.15 for this purpose. The Board authorized the return of savings totaling $1,937 to Board's unappropriated funds.

MEDICAL SCHOOL RESTRICTED ACCOUNTS ADJUSTMENTS

In order to reflect increased income from patients' fees, and balances and overdrafts carried forward on June 30, 1939, the Board approved additions and reductions to Medical School restricted accounts, as follows:

**Additions:**

- Clinic Patient Service--Fees $1,884
- Pathological Service 330
- Hospital Children's Service 7,270

**Reduction:**

- Clinic Patient Service--Gifts 450

H.B. 496 FUNDS BUDGETING

The Board approved the budgeting of legislative funds available under 1939 House Bill No. 496, to the following Experiment Station projects:

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<thead>
<tr>
<th>Department</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications</td>
<td>Diseases of Range Livestock</td>
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<tr>
<td>Soils</td>
<td>Soils Research Investigations</td>
<td>595.20</td>
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<tr>
<td>Red Hill Lands</td>
<td>Red Hill Lands Investigations</td>
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</tr>
<tr>
<td></td>
<td>Experimental Area</td>
<td></td>
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</table>
PEAKE ESTATE

Included in the assets of the Eleanor Peake estate, which was bequeathed to the Doernbecher Hospital, is an agreement providing for the purchase by Oscar T. and Elizabeth Jacobson of the west 45 feet of Lot 15, Block 11, Portland, for $2,300. Contractual monthly payments since 1933 have been made at irregular intervals, and there is an amount still owing of $1,006.59 and unpaid taxes of $302.29. The Board directed that the Attorney-General be requested to take the necessary legal steps to protect the Board's interest, with the understanding that should an acceptable offer for settlement be received before legal proceedings have been instituted, the Executive Committee shall be authorized to accept or reject such offer.

PEAKE ESTATE

The Board voted to accept the offer of Lyman W. Noyes, Los Angeles realtor, to purchase Lot 14, Block "O", of the Palisades in Santa Monica, California, which is part of the assets of the Eleanor Peake estate bequeathed to the Doernbecher Hospital, at a price of $4,000, less the realtor's commission and minor expenses; and authorized the proper officers of the Board to execute the necessary documents.

BUDGET ADD'N VACUUM TUBES FOR KOAC

The Board approved a budget addition in the current year of $200 to provide for replacement of vacuum tubes in the KOAC transmitter; and an annual recurring appropriation in succeeding years of $470 for this purpose.

WYATT FARM PURCHASE

The Board confirmed the purchase of the Wyatt farm for animal husbandry purposes at the State College, involving a purchase price of $17,532 for the 175.32 acres; and authorized a budget addition of $2,155.34 in the current fiscal year to cover the first payment, plus interest and taxes, and an annual budget addition in succeeding years of $1,200. This addition, plus the annual rental savings of $800, will be utilized for the annual payment of $2,000 on interest and principal until the purchase contract is fulfilled.

WPA PROJECT FOR ART AND ARCHITECTURE BLDG. AT UNIVERSITY

At previous meetings of the Board, $4,500 of unrestricted funds and $1,500 of building fee funds were authorized for a W.P.A. project involving the construction of two additional wings in the Art and Architecture Building at the University. At the January meeting, the Board also authorized Dr. Erb to utilize additional building fees to the extent he desired in carrying forward the construction of both wings of the building. The Board voted to confirm the action of President Erb in utilizing $1,748.42 of additional unpledged building fees for this purpose, making a total cash contribution toward the project of $7,748.42.
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The Board voted to approve a recurring budget addition of $500 in the Registrar's Office to provide materials and labor necessitated by increased enrollment, and also a budget addition of $148 for materials in the Business Office.

The Board voted to approve a non-recurring budget addition of $320 for wage assistance in the News Bureau Office at the University, the need for which has arisen because of the withdrawal of Planning Board and N.Y.A. help.

The Board approved a non-recurring budget addition of $200 to cover the cost of mimeographing the decisions of Dean Wayne Morse in labor arbitration cases.

The Board approved a recurring budget addition of $50 to the travel item for the Department of Religion at the University, funds for which were required because of unusual demands for the services of Dr. Branton in various parts of the state.

For some time the University has operated a W.P.A. landscaping project, utilizing funds in the regular budget for the institution's contribution to match W.P.A. labor. New construction work through the P.W.A. and W.P.A. has created a heavy load in landscaping, and in order to realize the full value of labor available through W.P.A. additional funds for materials are required. The Board approved an addition to the landscaping project of $1,293, the funds to come from savings of $672 in the heating budget at the University and $621 from Board's unappropriated funds.

The Board approved the following allotments for the purchase of equipment for the several departments at the State College moving to new quarters in the remodelled Science Building:

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Education</td>
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<tr>
<td>Mathematics</td>
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<td>Geology</td>
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<td>Speech</td>
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</tr>
<tr>
<td>Teacher Placement Service</td>
<td>91</td>
</tr>
</tbody>
</table>

$1,491
The Board approved the following personnel adjustments at the University:

**L. O. Wright**  
Sabbatical Leave  
Sabbatical leave on full salary for Dr. Leavitt O. Wright, Professor of Romance Languages, during the spring term of the current fiscal year, for recuperation of health and research in linguistics in Mexico. Arrangements have been made within the department to care for Professor Wright's work without additional cost to the Board.

**H. C. Howe**  
Sabbatical Leave  
Sabbatical leave on full salary for Mr. H. C. Howe, Professor of English, during the spring term of the current fiscal year, in order to recover from illness. Arrangements have been made within the department to care for Professor Howe's work without additional cost to the Board.

**F. Alden**  
Sabbatical Leave  
Sabbatical leave on full salary for Miss Florence Alden, Professor and Head of the Department of Physical Education for Women, during the spring term, to study curricula in physical education and the preparation of recreational leaders at other institutions of the country. Arrangements have been made to care for Miss Alden's work at no additional cost to the Board.

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

**Mrs. Williams**  
Sabbatical Leave  
Sabbatical leave on full pay for Mrs. Jessamine C. Williams, Professor and Head of the Department of Foods and Nutrition, from March 16 to June 8, 1940, for the observation of home economics work at other institutions. Arrangements have been made to care for Mrs. Williams' work at no additional cost.

**B. Thompson**  
Sabbatical Leave  
Sabbatical leave on full salary for Miss Betty Lynd Thompson, Associate Professor of Physical Education for Women, from March 25 to June 7, 1940, for the purpose of study and writing. Arrangements have been made within the department to care for Miss Thompson's work at no additional expense.

**W. P. Duruz**  
Sabbatical Leave  
Sabbatical leave on half salary for Dr. W. P. Duruz, Professor of Pomology, from March 10 to June 10, 1940, to attend the Command and General Staff School for Reserve Officers at Ft. Leavenworth, Kansas. Transfer of $200 from salaries to wages in the Horticulture Department to provide substitute assistance.
Leave of Absence

C.P. Hegarty

Leave of absence without pay during the spring term of 1939-40 for Dr. C. P. Hegarty, instructor in Bacteriology, to take a position in the research laboratory of the National Canners' Association; and the utilization of Dr. Hegarty's unused salary as follows:

- Advancement of Mr. Owen Weeks, graduate assistant, to the position of temporary instructor in Bacteriology during the spring term at a salary of $165 per month.
- Transfer of $105 to wages in the Experiment Station budget.
- Transfer of $100 to Board's unappropriated funds.

TOTAL $700

Funds budgeted for Mr. Weeks' salary as graduate assistant to be transferred to wage budget to employ substitute assistant.

Promotion

O. Weeks

Transfer

G. Perry

Transfer of Mr. Grant Perry, Union County Assistant County Agent, to the position of Extension Soil Conservationist in Extension Project VII, Soils, at a salary of $2,400, of which $360 is paid by the Extension Service and $2,040 by the Soils Conservation Service, effective March 11, 1940, rank of instructor, yearly tenure, 12-months basis. This transfer involves a salary increase for Mr. Perry from $2,004 to $2,400. Salary savings of $503.61 in the Union County Extension budget to be transferred to the Director's Reserve, pending the appointment of a successor.

Salary Increase

M.R. Lewis

Salary increase for Professor M. R. Lewis, Irrigation and Drainage Engineer, from $4,000 to $4,600, and change in time from 50% to 84% with the U.S.D.A., and from 50% to 16% with the Experiment Station, effective January 1, 1940. Funds for the increase will be provided entirely by the U.S.D.A. The federal government has confirmed the appointment of Mr. Jack Haley as Assistant Irrigation Engineer to assist Professor Lewis, effective January 5, 1940. Mr. Haley was appointed by the Board at the October meeting. The delay in this appointment and the reallocation of Professor Lewis' time result in salary savings of $65.20, to be transferred to the requisition budget of the Experiment Station Department of Soils to reimburse the Department of Agricultural Engineering for funds advanced for the installation of irrigation equipment at the Granger federal cooperative forage experiments and to finance certain Experiment Station publications.

Appointment

Jack Haley
Meeting #102 - 16

March 12, 1940

Appointment of Mr. L. N. Traver as General Superintendent of the State College Physical Plant, yearly tenure, 12-months basis, at an annual salary of $3,000 for three-fourths time service, effective March 15, 1940. Mr. Traver is to succeed Professor M. C. Phillips who has been serving part time as General Superintendent of the Physical Plant, part time as Superintendent of the Heating Plant, and part time in instructional work in Engineering. The following budgetary adjustments to effect this appointment were approved:

Mr. Traver's salary of $875 for the current year to be absorbed through savings in the fuel budget due to the mild winter. Mr. Traver's salary after July 1 to be covered by $1,375 now budgeted in the Physical Plant for Professor Phillips, and the balance of $1,625 to be appropriated from Board funds.

Professor Phillips' time after July 1 to be divided two-thirds to instruction in Mechanical Engineering and one-third as Superintendent of Heating in the Physical Plant. The one-third of his salary, ($1,500), chargeable to the heating plant is already provided. For the remaining two-thirds of his time for instruction, a $750 budget addition in Mechanical Engineering will be required.

The net annual cost of the above adjustments is $2,375. It is understood that reorganization and readjustments in the Physical Plant organization will be studied with the view of saving approximately an equivalent amount.

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

V. V. Caldwell
Sabbatical Leave

Sabbatical leave on full pay for Dr. V. V. Caldwell, Professor of Psychology, during the spring term of 1939-40, for the purpose of observation at various higher educational institutions. Arrangements have been made to care for Dr. Caldwell's work at no additional cost to the Board.

W. G. Beattie
Appointment

Board action at the January meeting designated Professor W. G. Beattie as Assistant Director of General Extension and Summer Sessions. The Board approved the recommendation of President Erb and the Chancellor that this action be revised to designate Professor Beattie as Assistant Director of Extension and Professor of Education, effective January 1, 1940, indefinite tenure, 10-months basis at the salary budgeted for this position of $5,785.48
and that his services and salary for the summer session be determined when the summer session staff is submitted for approval; and that Dr. Dan E. Clark, who was appointed at the January meeting as Head of the History Department at the University, at a salary of $4,203.48, 10-months basis, effective January 1, 1940, be designated as Summer Session Director at the University, the compensation to be determined when the summer session staffs are submitted for approval.

HERMAN OLIVER RESIGNATION

President Marks and other Board members expressed their appreciation for the splendid service Mr. Oliver has rendered during his eleven years as a member of the Board and wished him well in his new appointment on another state board.

ADJOURNMENT

The Board adjourned at 11:25 a.m.

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