STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
July 23, 1940

MEETING #105
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 July 23, 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
F. E. Callister
R. C. Groesbeck
Mac Hoke
Willard L. Marks
Beatrice Walton Sackett
Edgar W. Smith

There were also present Dr. Frederick M. Hunter, Chancellor; Dr. Charles D. Byrne, Secretary of the Board; President Donald M. Erb of the University of Oregon; President Frank L. Ballard of Oregon State College; President C. A. Howard of Oregon College of Education; and President Walter Redford of Southern Oregon College of Education.

Mr. Marks reported that Mr. Ruhl and Mr. Sammons were absent because of business in the East.

MINUTES APPROVED
The Board voted to dispense with the reading of the minutes of the last regular meeting held on June 11, 1940, and approved the minutes of this meeting as they appeared in the docket.

INVESTMENT OF WILLIAMS ESTATE PROCEEDS
Mr. Edgar W. Smith, Acting Chairman of the Finance Committee, presented the following report:

"The Chancellor and Comptroller Bork presented alternate proposals for the investment of the proceeds of the Williams estate amounting to $250,000. In view of Mr. Sammons' expressed opinion on the matter, prior to his departure from the city, and after considerable discussion as to the financial outlook for investments,
The Committee voted to defer the matter until the return of Mr. Sammons for the exercise of his judgment on the time for the investment of the funds and also the type of investments."

The Board voted to approve the report of the Finance Committee regarding the investment of income from the Williams estate, with the understanding that final action will be taken by the Board at a later date.

The report of the Finance Committee was continued as follows:

"The Chancellor presented to the Finance Committee a proposal to consolidate the administration of the Clerical Exchange and the Press at the State College under the supervision of George Y. Martin, Superintendent of the Press. This proposal is in line with the present administration of the Press and the Multigraph Stores at the University. The Chancellor also indicated that operating statements showed that the Clerical Exchange could well be put on a self-sustaining basis except for a small amount necessary to pay for mailing distribution service rendered the entire institution by the Clerical Exchange. Placing the Clerical Exchange on a self-sustaining basis would save the general funds of the Board much of the present unrestricted budget of $2,857,60. The Chancellor also recommended that Professor Martin's salary be adjusted from $3,000 on a 12-months basis to $3,400 on a 12-months basis, because of the increased responsibility he will carry in connection with the administration of the two departments. The Finance Committee concurs in the recommendation of the Chancellor that the two departments be combined under a single administration, that the Clerical Exchange be placed on a self-sustaining basis except for the general mailing service in an amount to be determined by the Chancellor, and that Superintendent Martin's salary be adjusted as recommended, effective September 1, 1940."

The Board voted to approve the recommendations of the Finance Committee regarding the administration of the Clerical Exchange and the Press at the State College, and the adjustment in salary for Professor Martin, effective September 1.
Mr. Smith continued the report of the Finance Committee as follows:

"At the last meeting, the Board authorized the Chancellor to work out a program of remodelling and repairs for the president's residence at the State College, and appropriated for this purpose $1,500, with the understanding that the details of the program would be brought to the Board for confirmation. The Chancellor reported that after a careful survey he estimated that the cost to make the residence livable and to provide appropriate equipment would reach $3,000. The Finance Committee is recommending that the Chancellor be authorized to complete the program for remodelling and equipping the residence, and that an additional appropriation of $1,500, or as much thereof as is necessary, be authorized for this purpose, with the understanding that Mrs. Sackett, representing the Building Committee, will work with the Chancellor in making the final arrangements."

The Board voted to approve the report of the Finance Committee regarding repairs and equipment for the President's residence at the State College.

The report of the Finance Committee was continued as follows:

"In connection with the request from the University for an appropriation of $820.75 to cover an overdraft in the Light and Power budget, the Chancellor reported that need had arisen for a uniform policy at all the institutions regarding transfers of balances in physical plant accounts, and recommended that the following regulation be made a part of the Administrative Code:

Unused balances or savings in routine physical plant operating budgets, such as heating, light and power, water, State Industrial Accident Insurance, etc., may not be transferred to improvement or repair budgets such as WPA projects and other physical plant improvement budgets. Amounts required for such improvements must be requested as special appropriations."
If unavoidable overdrafts occur in some of the routine physical plant operating budgets the President may transfer requisition balances from other physical plant accounts to cover such overdrafts. This is in harmony with the Board's regulation that savings are to revert to the unappropriated fund and amounts needed for improvement or other special projects are to be provided in the original budget or are to be requested as special appropriations.

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

The Board voted to adopt the regulation recommended by the Chancellor, establishing a uniform policy on the transfers of balances in physical plant budgets and directed that this regulation be included in the Administrative Code.

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

"The Finance Committee also recommends that since the overdraft in the Light and Power budget at the University has already been incurred, an appropriation of $820.73 on a recurring basis be approved."

The Board approved the appropriation of $820.73 on a recurring basis to cover the overdraft in the Light and Power budget at the University.

The report of the Finance Committee was continued as follows:

"Item 22 of the Docket recommends the appointment of Sigurd Nilssen as Professor of Voice at the University, with the indication that his salary will be paid from private lesson fees. The Chancellor reported that in order to secure Mr. Nilssen, it will be necessary to supplement the salary he will receive from private lesson fees by $800. Arrangements have been made whereby the University will be able to contribute from its own budget $400 of this amount if the Board
would provide an equal amount from its unappropriated funds. The Finance Committee concurs in this recommendation of the Chancellor and recommends that Mr. Millesen be employed at a salary of $800 per year from unrestricted funds as specified by the Chancellor, effective October 1, 10-months basis, yearly tenure, the remainder of his salary to come from fees paid by students for private lessons in accordance with the usual policy of the Board."

The Board voted to approve the appointment of Mr. Sigurd Millesen as Professor of Voice at the University on the basis recommended by the Finance Committee.

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

"The Chancellor indicated that with the completion of arrangements for additional laboratory and office space for the Botany Department at the State College, need had arisen for equipment essential to make these facilities usable by the department. Requests for equipment for the Botany Department totaled $2,825.12, of which the Chancellor recommended approval of equipment to the extent of $1,901.12. The Finance Committee concurs in this recommendation, and so recommends to the Board, with the understanding that funds will come from the State College portion of the 1940-41 reserve for equipment."

The Board voted to approve the recommendation of the Finance Committee regarding the allocation of $1,901.12 of the State College portion of the reserve for equipment for 1940-41 to the Botany Department.

The report of the Finance Committee was continued as follows:

"President Erb reported that the University of Oregon Alumni Holding Company had received an offer of $2,000 for the cabin located about thirty miles from Eugene on the McKenzie River. This property was acquired as a gift to the institution some years ago. The Finance Committee recommends acceptance of this offer, as recommended by President Erb and the Chancellor, and authorization for the necessary officers to execute the required documents."
The Board voted to accept the offer of $2,000 for the Alumni Holding Company property on the McKenzie River and directed the necessary officers to execute the required documents.

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

"On July 15 the Building Committee met in Portland to open bids on the additional wing for the Library at the State College. Immediately following the opening, Urban Plumbing and Heating Company, low bidder on the plumbing and heating contract, notified Secretary Byrne that through an error in calculations, amounting to approximately $2,400, they were asking to be relieved of signing the contract and would rather forfeit their bidder's bond. The calculations were checked carefully and it was apparent that a clerical error had been made and that the bid had been submitted in good faith. Therefore, the Building Committee feels that the penalty should not be exacted and is recommending that the heating and plumbing bid be awarded to the second low bidder."

"Secretary Byrne reported that after providing for the contracts, and the restoration of necessary alternates in the general contract, there will be a balance of $4,280 for contingencies, of which probably $2,800 will be required for floor covering in the new wing. This floor covering can be reinstated in the contract at a later date when the amount of funds available can be more definitely ascertained."

"The Building Committee is recommending that the contracts on the Library wing be awarded to the following bidders, and that the President and Secretary be authorized to execute the necessary documents:

L. L. Quigley, General Contract ... $83,216
Lord and Loryea, Plumbing and Heating Contract ... 10,593
Kenney Electric Company, Electric Contract ... 10,445"
The Board voted to confirm the action of the Building Committee in awarding the contracts on the Library wing at the State College, and authorized the President and Secretary to execute the necessary contracts.

The report of the Building Committee was continued as follows:

"The Chancellor submitted to the Building Committee the proposal of University officials for a WPA project to provide additional physical facilities for military instruction. He asked that the Committee study the proposals and that action be deferred until the September meeting of the Board."

The Board received the report of the Building Committee regarding the proposed WPA project at the University to provide additional physical facilities for military instruction.

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

"The Curriculum Committee met yesterday and gave consideration to the usual emergency course adjustments that are scheduled to be presented at the July meeting.

"Included in the material given consideration were minor changes in course offerings in the Department of Nursing Education and the medical curriculum at the Medical School, a complete re-organization of the courses in the School of Music at the University, and three courses in elementary mathematics at the Eastern and Southern Oregon Colleges of Education. All of these curricular changes had been reviewed by the Interinstitutional Curriculum Committee and were submitted with favorable recommendations for approval by this committee and by the Chancellor."

"The Committee was especially pleased with the revisions in course offerings proposed by the Dean of the School of Music, and is recommending
to the Board that all the changes submitted to the Committee, which were reviewed by all Board members present, be approved by the Board."

The Board voted to approve the report of the Curriculum Committee regarding emergency curricular adjustments. (A copy of the approved course changes is on file in the Board's Office as an integral part of these minutes.)

Mr. Edgar W. Smith, Chairman of the Public Relations Committee, presented the following report:

"A careful review of the work of the High School Relations Committee was made by the Public Relations Committee at a meeting yesterday. The program of the Alumni Associations and other public contact agencies was also discussed.

"After study of the report of the Chairman of the High School Relations Committee, it was decided to make no changes in the program at the present time, except to encourage participation by the Board itself and its centralized offices in a program of informing prospective students, parents, and citizens of the state on the aims of the Board and its program of higher education."

The Board received the report of the Public Relations Committee as presented.

The Chancellor presented an invitation from Dean Gilfillan for members of the Experiment Stations Committee and other Board members to visit the Institute of Marine Biology during the tour of experimental work in this region.

The Chancellor indicated that at the June meeting of the Executive Council, it was agreed that the membership of the High School Relations Committee should be increased by the addition of another representative of the High School Principals' Association and an additional representative of the Superintendents' Association. In order to effect this program, the High School Relations Committee, with the approval of the Chancellor, presented the following recommendation:
"The High School Relations Committee shall be composed of one representative each from the University of Oregon, Oregon State College, the High School Principals' Association, the City Superintendents' Association, one representative from the three Colleges of Education and the following ex officio members: the State Superintendent of Public Instruction, the president of the High School Principals' Association and the president of the City Superintendents' Association.

"The representative of the High School Principals' Association shall be designated by the Association or by its elected officers to serve for a period of three years. The representative of the Association of City Superintendents shall be designated in a similar manner and shall serve for a period of three years, except that the term of office for the representative named in 1940 shall be for one year only. The representatives of the institutions of higher learning shall be appointed by the Chancellor, one of whom shall be designated as chairman. Their terms of office shall be at the pleasure of the Chancellor."

The Board voted to approve the recommendation of the Chancellor regarding the increase in the membership of the High School Relations Committee. The Board also concurred in the Chancellor's recommendation that Mr. I. E. Mayfield, Principal of the Medford High School, be appointed to serve until the October, 1940, meeting of the High School Principals' Association, and that J. L. Breckenridge, City Superintendent of Hood River Schools, be appointed to serve until the annual meeting of the City Superintendents' Association in March, 1941.

The Chancellor presented a report on the placement of graduates of the institutions of the System, showing that for the years 1938 and 1939, 92% of all graduates are employed.
Meeting #105 - 10  

July 23, 1940

ELECTION OF BOARD OFFICERS

Upon motion by Mr. Smith and second by Mr. Groesbeck, the Board unanimously re-elected for the year 1940-41 the present officers of the Board; namely, Willard L. Marks, President; Beatrice Walton Sackett, Vice-President; and E. C. Sammons, third member of the Executive Committee.

GIFTS

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

State College

American Philosophical Soc.

Grant of $300 from the American Philosophical Society of Philadelphia to Dr. J. S. Burns for research on the metabolism of amino acids.

Medical School

Surgeon-General's Office

Gift of $150 from the Surgeon-General's Office of the U.S. Public Health Service for research on social diseases.

Eastern Oregon College of Education

F. L. Ralston

Gift of $100 annually, beginning in 1940-41, from Dr. F. L. Ralston, to be distributed by a committee to needy students attending the Eastern Oregon College of Education.

Rose A. Black Estate

On July 26, 1938, report was made that Mrs. Rose A. Black had bequeathed her estate to the Doernbecher Hospital for hospitalization of crippled children who have no other means. The proceeds have been received from the First National Bank of Portland, administrator, in the amount of $7,235.57. The Board directed the proper officers to execute the necessary documents in connection with the acceptance of this bequest.

L. U. Project Contract Awards

The Board confirmed the action of the Building Committee in awarding contracts on the Memorial Union completion program to the following low bidders, and the action of the President and Secretary in executing the necessary contracts:
Meeting #105 - 11

July 23, 1940

L. L. Quigley, general work $28,710.00
L. E. James, structural steel 4,169.00
Acoustical & Flooring Sales Company,
acoustical treatment 5,615.00
Cork Floor Products Company, asphalt
tile flooring 1,793.35
Charles Amman Company, painting and
decoration 2,780.00
Sturm Elevator Company, for elevator
work 1,799.00
Dimitre Electric Company, electric
wiring and equipment 6,332.00
Lord & Loryea, ventilation and air
conditioning 21,373.00

NORTHROP
CREEK PROJ.
ECT ADD'N

The Board approved an addition of $165 to the
1939-40 budget of the Northrup Creek Cut-Over Land
Grazing Experiment project from legislative funds
made available under 1939 House Bill No. 496, with
a corresponding reduction in the 1940-41 budget
for this project.

H. B. 496
BUDGET ADD'NS

The Board approved the following additions to the
1939-40 budget from legislative funds available
under 1939 House Bill No. 496:

Farm Crops Department, for noxious weed
control $ 300
Red Hill Soils Experimental project 300

BUDGET ADD'N
SOCIAL HEALTH
SERVICE

The Board approved an addition of $363.15 to the
Southern Oregon College of Education Health Serv-
ice operating budget for 1939-40 to care for addi-
tional expenses resulting from an influenza epidemic,
funds to come from balances available in the Health
Service reserve.

OVERDRAFT IN
FARM CROPS
DEPT. ACCT.

At its last meeting, the Board approved the per-
mission of an overdraft of $5,000 in the fees and
sales account of the Experiment Station Department
of Farm Crops. Expenditures in connection with
the development of the Milhollem tracts and the
heavy program of cooperative research with the
U.S.D.A. at the six other farms have exceeded
previous estimates. Therefore, the Board approved
the permission of an additional overdraft of $1,700
in the Farm Crops account, with the understanding
that the entire amount, or $4,700, will be covered
by the sales income during 1940-41.
The Board approved a non-recurring budget addition of $500 for the 1940 University summer session, funds to be provided from increased fee income, to provide additional assistance for instructors, clerical help, and materials and supplies necessitated by increased enrollment at the summer session.

The Board approved a budget addition of $1,500 to the Gym Suit Service account at the State College in 1940-41, funds to come from increased fee income.

The Board approved the following budget additions at the State College to care for emergency needs to June 30, 1940:

- Military Department (non-recurring) $125
- Geology (recurring) 25
- Bacteriology (recurring) 75
- Foods and Nutrition (recurring) 395
- Clothing, Textiles and Related Arts (recurring) 100

$720

The Board approved the following staff additions at the State College, the funds to be supplied from the reserve for additional assistance:

**Business Administration**

Appointment of Albert H. Dehner as instructor, effective October 1, 1940, 10-months basis, yearly tenure, at a salary of $1,800. $1,350

**Executive Office**

Appointment of Mrs. Margaret Langan as secretary to the President, effective July 1, 1940, 12-months basis, yearly tenure, at a salary of $2,100, funds to be provided by transfers of $1,375 from the wages budget of the Clerical Exchange, $100 from the wages budget of the President's Office and the remainder from the reserve for additional assistance 625
Home Economics

Increase in time of Roseann Cox, Stenographer, from half to full time, at a salary of $1,000, effective September 1, 10-months basis $ 500.00

Science

Designation of Dr. E. C. Gilbert as Chairman of the Chemistry Department during 1940-41, pending the appointment of a permanent chairman, and an increase in salary from $4,000 to $4,200 for 1940-41 only, effective July 1, 12-months basis, indefinite tenure $ 200.00

ADDITIONAL ASSISTANCE UNIVERSITY 1940-41

The Board approved the following staff additions at the University, funds to be supplied from the reserve for additional assistance:

Chemistry

Charles Secoy

Appointment of Charles H. Secoy as instructor in Chemistry, 10-months basis, yearly tenure, effective October 1, at a salary of $1,800, of which $600 will be provided from the wage budget of the Chemistry Department $ 750.00

Library

Barbara McMillan

Appointment of Mrs. Barbara Hollis McMillan as part-time instructor in library training for the fall term of 1940-41 at a salary of $112.50 for the 3-months period $ 112.50

BONDS FOR T. P. CRAKER AND H. B. AULD

The Board voted to approve the following resolution in connection with the appointment of Mr. T. P. Cramer as Business Manager of Oregon State College and Assistant Comptroller to succeed E. M. Smith:
RESOLVED, that the term of office of E. M. Smith as Disbursing Officer be terminated as of July 31, 1940, and the bonds heretofore given by him to the State of Oregon and now on file in the office of the Secretary of State be terminated and exonerated as of July 31, 1940, and that the authorization of H. B. Auld to sign as Disbursing Officer in the absence of E. M. Smith be terminated as of the same date;

That effective August 1, 1940, T. P. Cramer be appointed as Disbursing Officer for an indeterminate term not exceeding four years and that as of the same date H. B. Auld be appointed to sign as Disbursing Officer in the absence of T. P. Cramer by reason of disability or otherwise for an indeterminate term not exceeding four years;

That the Comptroller be authorized to secure bonds for the said T. P. Cramer and H. B. Auld.

The Board voted to approve the following resolution in connection with the appointment of Mr. T. P. Cramer as Assistant Treasurer of the Oregon Agricultural Extension Service and the Experiment Station:

Resolved, that the term of office of E. M. Smith as Assistant Treasurer of the Oregon Agricultural Experiment Station and the Agricultural Extension Service be terminated as of July 31, 1940;

That effective August 1, 1940, T. P. Cramer be appointed as Assistant Treasurer of the Oregon Agricultural Experiment Station and Agricultural Extension Service with authority to act in the absence of the Treasurer.

In order that the Oregon and Southern Oregon Colleges of Education may carry out their program of cooperation with the Departments of Religion at the State College and the University, and to provide for a program of religious education at the Eastern Oregon College of Education, the Board approved the following budget additions:

- Oregon College of Education: $200
- Southern Oregon College of Education: 200
- Eastern Oregon College of Education: 60
Negotiations have been completed with the Tennessee Valley Authority for a project for research on the value and effect of new forms of plant food under representative conditions within the State of Oregon. The agreement provides for the employment by the State College of a project leader at a salary of $200 per month, the funds to be reimbursed to the College by the T.V.A. The Board voted to approve this project in cooperation with the T.V.A. and authorized the proper officers to sign the necessary documents.

Alterations under way in the Memorial Union Building at the State College will involve moving the dining room used by the Men's Dormitory to a mezzanine floor, with a resulting need for installation of kitchen equipment to handle the dining room service, drapes and fixtures for windows, and refinishing of dining room tables and chairs at an estimated cost of $2,894. Floor covering, estimated at $1,100, is also required for the dining room. Since the M.U. Board is unable to care for these changes and additions, and since they are proper charges against the dormitory, the Board approved the transfer of $3,994 from dormitory balances to the appropriate accounts to cover these items.

The Board approved the budgeting of the following gifts and balances to the Experiment Station Department of Entomology:

From the Dow Chemical Company . . . . . . . . . . . $1,000.00
    For research in developing methods
    of controlling red spider on hops

From the Gresham Berry Growers' Assn. . . . 135.00
    For research on raspberry thrips

From gift fund balances in 1939-40 . . . . . . . . . . 212.38
    For research on prune thrips

The Board voted to confirm the purchase of the Witham farm from C. H. Huston for animal husbandry purposes at the State College, at a price of $5,500 on a cash basis, utilizing endowment funds of the Board, repayment to be made at the rate of 4% per annum, beginning in 1940-41 at the rate of $1,000 annually until the principal and interest are retired.
The Board voted to confirm the purchase of the
Lilly farm for experimental pasture purposes at the
State College, at a price of $11,000 cash. Funds
will be provided $2,000 from the Board's reserve for
land purchases to make the down payment, and the
$9,000 balance from endowment funds of the Board,
repayment to be made beginning in 1940-41 at the
rate of $1,000 annually at an interest rate of 4%.

The Board voted to confirm the purchase of the
Milhollen tract for horticultural experimental
purposes at the State College, involving approxi-
mately 115 acres at a price of $95 an acre.
The purchase will be made on a cash basis, utiliz-
ing endowment funds of the Board, and the $11,000
required to purchase the property will be amortized
over an 11-year period, utilizing the $600 annual
rental previously budgeted for this acreage, plus
sufficient funds from the land purchase reserve to
make $1,000 annual payments plus 4% interest to the
endowment funds on the unpaid balance.

To finance a survey on the feasibility of the es-
ablishment of an in-service program for the
elementary teachers of the state through the
Colleges of Education, the Board approved the
following budget additions:

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<tr>
<th>Institution</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Oregon College of Education</td>
<td>$200</td>
</tr>
<tr>
<td>Southern Oregon College of Education</td>
<td>150</td>
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<tr>
<td>Eastern Oregon College of Education</td>
<td>150</td>
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The Board approved the following personnel adjust-
ments at the University:

A. Fish
Promotion
In Rank
Promotion in rank for Dr. Andrew Fish from
Associate Professor to full Professor of History,
without change in salary, effective July 1, 1940.

F. Walker
Appointment
Appointment of Dr. Franklin Walker as Professor
of English, yearly tenure, 10-months service,
effective October 1, 1940, at a salary rate of
$3,675, to replace Professor H. C. Howe, retired.

H. C. Howe
Retirement
No change in budget.
July 23, 1940

R. W. Barthell
Leave of Absence

Leaves of absence without pay for Russell W. Barthell, Assistant Director of the Bureau of Municipal Research, Portland Branch, during August, 1940, to complete his work for the doctorate. Salary savings of $225 to be transferred to the wages budget of the Bureau to provide substitute assistance.

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

J. Brier
Appointment

Appointment of Jacqueline Brier as Home Demonstration Agent in Jackson County, effective August 1, 1940, rank of Assistant Professor, yearly tenure, 12-months basis, at a salary of $2,400, to succeed Mrs. Mabel Mack, transferred to another department. No change in total Extension budget.

Mabel Mack
Transfer

Mrs. Mabel Mack, transferred to another department.

M. Luten
J. M. Whitely
Resignation

Resignation of Drs. Miriam Luten and James M. Whitely, physicians in the Health Service, effective July 1, 1940, with recommendation for their successors to be made at a later date.

A. Sobczyk
Salary Increase

Salary increase for Dr. Andrew Sobczyk, instructor in Mathematics, from $1,900 to $2,000, effective October 1, 1940. Dr. Sobczyk will replace Dr. O. G. Harrold, on leave during 1940-41, whose salary is budgeted at $2,000. No change in total salary budget.

G. Bibe
Sabbatical Leave

Sabbatical leave on half pay for Miss Georgia Bibe, Assistant Professor in Institutional Economics and Director of the Memorial Union Dining Service, for advanced study, from September 1, 1940 to July 1, 1941; and the appointment of Helma Saylor to replace Miss Bibe during this period, rank of instructor, 10-months basis, effective September 1, at a salary of $1,300. No change in total budget.

N. Saylor
Appointment

Appointment of Dorothy Gatton as Associate Professor in Clothing, Textiles and Related Arts, effective October 1, 10-months basis, at a salary of $2,800, yearly tenure, to replace Miss Edith Rhyme, resigned, whose salary was budgeted at $2,600. Addition required in 1940-41, $150.
Meeting #105 - 18

July 23, 1940

H. G. Avery
Leave of Absence

Leave of absence without pay for H. G. Avery, County Agent, Union County, for one year, effective August 1, 1940, to complete the organization of the Blue Mountain Seed Growers Association, and the promotion of Roland W. Schaad, Assistant County Agent in Union County, to the position of County Agent in that county, effective August 1, 12-months basis, yearly tenure, at a salary of $3,000. Salary savings of $780 over the amount budgeted for the position to be retained in the salary budget pending the appointment of a successor for Mr. Schaad.

R. Schaad
Appointment

W. Teutsch
Transfer to Succeed F. L. Ballard

Transfer of Assistant County Agent Leader William L. Teutsch to the position of Assistant Director of the Extension Service, effective July 1, 1940, 12-months basis, indefinite tenure, at a salary of $4,800. The salary budgeted for this position is $5,000. Savings of $200 to be distributed $81 to the Director's Reserve and $119 for that portion of Dean Schoenfeld's salary paid from extension funds.

C. W. Smith
Transfer

Transfer of Charles W. Smith, Assistant County Agent Leader, to the position of County Agent Leader, effective July 1, 1940, 12-months basis, indefinite tenure, and a salary increase from $4,320 to $4,500, payable entirely from extension funds; the appointment of a successor to Mr. Smith to be recommended at a later date, and the salary for this position reduced from $4,320 to $4,020 and retained in the salary budget for county agent work, pending the appointment of a successor.

W. A. Schoenfeld
Salary Distribution

Increase in the portion of Dean Schoenfeld's salary payable from extension funds from $2,135 to $2,604, effective July 1, 1940, and a corresponding reduction in the contribution of the Agricultural Technical Advisory Service toward his salary. No change in Dean Schoenfeld's total salary of $6,500.

F. E. Price
Salary Distribution

Utilization of the $419 of Agricultural Technical Advisory Service funds released from the salary of Dean Schoenfeld, for the salary of F. E. Price, Assistant Dean of Agriculture, and the release of a corresponding amount of millage research funds from Professor Price's salary for transfer to Wages in Administration. No change in Professor Price's total salary of $4,800.
R. S. Besse  
Change in Title  
Change in title of R. S. Besse from Vice Director to Assistant Director of the Experiment Station, effective July 1, 1940, in order to have a comparable position in the Experiment Station with that in the Extension Service. No change in rank, tenure, or salary.

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

J. N. Carls  
Resignation  
Resignation of Dr. J. Norman Carls, Associate Professor of Geography, effective October 1, 1940, to accept a position at an Illinois institution at a higher salary; and the appointment of Willis Merriam as Assistant Professor of Geography, at the same salary, $2,800, effective October 1, 1940, 12-months basis, yearly tenure.

W. Merriam  
Appointment  

A. Brenton  
Leave of Absence  
Leave of absence without pay for Miss Alabama Brenton, Assistant Professor of Art, from July 1 to September 30, 1940, for the purpose of rest; and the appointment of Mrs. Marie Ring Erickson as her substitute for the three-months period at a salary during this time of $620. Salary savings of $130 to revert to Board’s unappropriated funds.

Marie Ring Erickson  
Appointment  

D. Gallagher  
Leave of Absence  
Leave of absence without pay for Miss Dora Gallagher, Assistant Professor of Education and Supervisor of Teaching, from October 1, 1940 to June 30, 1941, for graduate study. Salary budgeted for Miss Gallagher to be retained in the budget pending the appointment of a substitute.

Edith Morton  
Resignation  
Resignation of Miss Edith H. Morton, Assistant Professor of Education and Supervisor of Teaching, effective October 1, 1940, to accept a position with the Portland schools; and the appointment of Miss Viola Brandt, as Assistant Professor of Education and Supervisor of Teaching, at the same salary, $1,100 for the nine-months period, yearly tenure, effective October 1, 1940.

Viola Brandt  
Appointment  

H. Blackerby  
Resignation  
Resignation of Mrs. Hazel Kirk Blackerby, Assistant Professor of Physical Education, effective July 1, 1940; and the appointment of Miss Ruth Lautenbach, instructor in Physical Education at the same salary, $2,534.10, 12-months basis, yearly tenure, effective July 1.

R. Lautenbach  
Appointment  

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

Ollie Depew
Sabbatical Leave

Sabbatical leave on half pay for Miss Ollie Depew, Assistant Professor of English, for travel, study and writing, from September 24, 1940, to March 23, 1941. Salary savings of $678 to be utilized in employing substitute assistance.

R. W. McNeal
Sabbatical Leave

Sabbatical leave on half pay for R. W. McNeal, Assistant Professor of Geography, from October 1, 1940 to December 31, 1940, for advanced study. Salary savings of $387.50 to be used for substitute assistance.

The Board approved the following personnel adjustment in Centralized Activities:

Mary E. Randolph

Salary increase for Mary Elizabeth Randolph, secretary, from $1,440 to $1,500, effective July 1, 1940, 12-months basis, yearly tenure.

COMMITTEE APPOINTMENTS

Mr. Marks announced the following membership to permanent and special committees of the Board for the ensuing year.

Permanent Committees

Executive Committee. (ex-officio and elective)
Willard L. Marks, Chairman; Beatrice Walton Sackett; E. C. Sammons.

Finance Committee. E. C. Sammons, Chairman;
Edgar W. Smith; Mac Hoke.

Curricula Committee. C. A. Brand, Chairman;
Beatrice Walton Sackett; Robert W. Ruhl.

Buildings, Grounds and Capital Outlay Committee.
F. E. Callister, Chairman; Beatrice Walton Sackett; Robert W. Ruhl.

Insurance Committee. Edgar W. Smith, Chairman;
Robert W. Ruhl; R. C. Groesbeck.

Public Relations Committee. Edgar W. Smith,
Chairman; F. E. Callister; Mac Hoke.
Meeting #105 - 21

Agricultural Experiment Stations Committee.
Mac Hoke, Chairman; F. E. Callister; C. A. Brand;
Edgar W. Smith.

Special Committees

Rules and By-Laws Committee. Robert W. Ruhl,
Chairman; Mac Hoke; R. C. Groesbeck.

Unified Administration Committee. R. C. Groesbeck,
Chairman; E. C. Sammons; C. A. Brand; F. E.
Callister.

Library Committee. Beatrice Walton Sackett,
Chairman; C. A. Brand; R. C. Groesbeck.

ADJOURNMENT

The Board adjourned at 11:20 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary