STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
September 10, 1940

MEETING #106

A regular meeting of the State Board of Higher Education of the State of Oregon was held at the Heathman Hotel, Portland, Oregon, at 10:10 a.m., on September 10, 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:

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<tr>
<th>C. A. Brand</th>
<th>Willard L. Marks</th>
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<tr>
<td>P. E. Callister</td>
<td>Robert W. Ruhl</td>
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<td>R. C. Groesbeck</td>
<td>Beatrice Walton Sackett</td>
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<td>Mac Hoke</td>
<td>E. C. Sammons</td>
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<td>Edgar W. Smith</td>
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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; President Walter Redford of Southern Oregon College of Education and President Roben J. Maaske of Eastern Oregon College of Education.

MINUTES APPROVED

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

WPA PROJECT FOR ROTC BARRACKS AT UNIVERSITY

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

"At the June meeting of the Board, the Building Committee suggested to University authorities that they investigate the possibilities of financing the needed R.O.T.C. quarters as a W.P.A. project. University officials prepared preliminary sketches and estimates of a three-unit building adequate for military instruction, including an instructional unit, a drill shed unit and a storage unit. The total cost of
this project was estimated at $214,875. Dr. Erb indicated that conversations with W.P.A. authorities resulted in a distribution of this amount in the ratio of $184,875 from W.P.A. and $30,000 from the Board as sponsor's contribution.

"The Building Committee voted yesterday to approve the filing of this project inasmuch as the military facilities at the University have been repeatedly objected to by the Army authorities. The Committee is recommending Board approval of the filing of this project, with the understanding that the actual financing of the project will come up for consideration if and when the project is approved by the federal government."

The Board voted to approve the filing of a project with the W.P.A. for a three-unit R.O.T.C. building at the University, with the understanding that the financing of the project will be considered if and when the project is approved by the federal government.

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

"The Chancellor made a report yesterday to the Finance Committee on his proposed distribution of the reserve for equipment which is already carried in the budget for 1940-41. He also recommends the following additional items of equipment to be financed from the Board's unappropriated funds.

**State College**

**Botany:**
- Built-in equipment . . . . . . . . . . . . $740

**Bacteriology:**
- Built-in incubator . . . . . . . . . . . . 250
- Alterations in Room 411 . . . . . . . . 150

**Lower Division:**
- 5 bookcases, 8 tables for Speech . . 121 $1,261
University

Drama Department:
Alterations to building, installation of curtains, change of stage, etc. $320

Total . . . . . . . . . . $1,581

"The Finance Committee recommends approval of these items."

The Board voted to approve an appropriation of $1,581 for the purchase of equipment at the State College and University, as recommended by the Finance Committee.

REPAIRS TO GRANDSTANDS AT COLLEGE

The report of the Finance Committee was continued as follows:

"The Chancellor recommended for Finance Committee approval the appropriation of $812.98 to make needed repairs on the south and west grandstands on the State College athletic field. The Finance Committee recommends approval of this item by the Board."

The Board voted to approve an appropriation of $812.98 for needed repairs to the grandstands on the State College athletic field.

PERMISSION CF OVERDRAFT IN FARM CROPS DEPARTMENT

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

"Heavy demand for the testing of seeds during July and August and the delay in reimbursement for this service will create a temporary overdraft in the seed testing account of the Agricultural Experiment Station at the State College. In order to meet the payroll expense for the two months, a request was submitted, with the approval of the Chancellor, for permission to allow a temporary overdraft of $2,000. The Finance Committee recommends that this temporary overdraft be allowed."

The Board voted to permit a temporary overdraft of $2,000 in the seed testing account of the Agricultural Experiment Station at the State College.
Mr. Marks reported that since the last Board meeting, the application of KOAC for increased power had been approved by the Federal Communications Commission with the restriction that it apply only to day-time operation. Mr. Marks indicated that question had arisen as to whether or not approval of the application on this basis would constitute compliance with the terms under which the $50,000 appropriation was made by the Legislature; namely, that the appropriation would be available when KOAC won its case with KOY and when application for increased power (both day and night) was approved by the Commission. Mr. Marks indicated that on behalf of the Executive Committee of the Board he had directed a letter to each member of the Ways and Means Committee of the last Legislature, seeking his opinion on this matter. The Board voted to approve the action taken by the Executive Committee and deferred further action until the October Board meeting, when the replies from the legislators will be available.

The Chancellor presented the following report on adjustments within the General Extension Division:

"In accordance with instructions of the Board at the time of the formulation of the budget for the current year, the Chancellor's Office has moved in the direction of a more effective organization of certain aspects of the General Extension Division.

"In order to provide a more productive outlet for the development of creative writing and publishing, there has been set up within the present budget of the Extension Division a new unit to be known as the Division of Creative Writing and Publishing. Because of the productive record of Dean Powers in this field, I have asked him to become a dean and director of this unit. He assumed office on the first of September.

"In further pursuance of the instructions of the Board, Professor V. V. Caldwell has been appointed dean and director of the General Extension Division, beginning the same date. The salaries of both offices have been maintained at the same level and the cost kept within the present budgetary
structure of the Extension Division by economies
developed in accordance with the survey made by
the budget department two years ago.

"The new assignment for Dean Powers shall be con-
sidered as an advisory adjunct to the Extension
Division in the field of creative writing. One-
half of his time is to be devoted to teaching
courses in this field. Summer session courses
shall consist of a Writers' Conference unless
omitted by agreement with the Chancellor's Office.
One-half of this time is to be devoted to editorial
and managerial duties of scholarly publications,
such as the Oregon Historical Quarterly. In
performing the function of management, there will
be no additional cost to the State Board. Further
duties shall be, in general, supervision and stim-
ulation of the creative writing function within
the institutions of the System."

The Board voted to approve the recommendations
presented by the Chancellor for adjustments within
the General Extension Division.

The Chancellor indicated that the very close
relationship existing between the Extension Ser-
vice and the Agricultural Experiment Station made
it desirable for the Agricultural Experiment
Stations Committee to function for the Extension
Service as well. The Board voted unanimously
to amend Article 3, Section 11 of the By-Laws,
to read as follows:

Section 11. COMMITTEE ON AGRICULTURAL EXTENSION
SERVICE AND EXPERIMENT STATIONS

The Committee on Agricultural Extension Service
and Experiment Stations shall study the problems
and review the work of these divisions and from
time to time shall make report to the Board.

The Chancellor presented the following report
of his Executive Council Committee appointed to
recommend a plan regarding credit and refunding
of fees for students who may be drafted under the
conscription bill:

"Your Committee, appointed to recommend a proce-
dure to be followed in the six institutions under
the control of the Oregon State Board of Higher
Education, in regard to the granting of credit and the refunding of fees to students called to military service, has the following to report:

1. The Committee recommends that action be postponed in regard to the granting of credit as it seems advisable to confer with other Pacific Coast institutions so that a uniform policy can be followed. The committee will report at a later date on this point and make definite recommendation.

2. The Committee recommends that in case no credit is involved the following action be taken in regard to the refunding of fees: students who file with the Registrar official documentary evidence of conscription or enlistment in the military service of the United States shall be refunded fees in full for the term, except that when withdrawal occurs after the 10th day of the term the building fee shall be retained, in compliance with the law. The official documentary evidence must be presented to the Registrar within thirty days after withdrawal from school."

The Board voted to adopt the report of the Chancellor's committee on matters involving students who may be called to military service. The Chancellor indicated that he would report further at the October meeting.

W. A. JENSEN
ILLNESS

The Board directed the Secretary to convey to Mr. W. A. Jensen, Executive Secretary at the State College, their concern for him during his recent illness and best wishes for a continued rapid recovery.

GIFTS

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

University

Basey Book Collection
Gift of the book collection of the late Captain James Dodson Basey, valued at $500, from Miss Mabel Dodson of Portland.

Rebec Prize Fund
Gifts from various donors, totaling $100, and $500 from Dr. Rebec, to be used for the George Rebec Prize in Philosophy. The total amount in the fund is now $877.50.
### State College

**Campus Entrance Gates**

Contributions totaling $1,400, raised by the Corvallis Gates and Gardens Committee for the construction of the campus entrance gates.

**Budget Add'n**

**School of Law**

The Board voted to approve an addition of $100 to the materials and expense item of the Law School budget at the University to care for mimeographing the arbitration cases of Dean Morse.

**Travel for Interinst. Committees**

The Board approved an appropriation of $470.51 to the appropriate 1939-40 budget accounts for travel expenses of various interinstitutional committees.

**George Deen Fund**

The Board approved the budgeting of $300, representing payment to the University of Oregon School of Business Administration from the Federal Vocational Educational George Deen Fund for conducting a teacher training course in distributive occupations, to the equipment budget of the School of Business Administration.

**Martin-Dennis Cooperative Project**

The Board voted to approve the proposal of the Martin-Dennis Company of New Jersey for a cooperative project with Oregon State College for the investigation of methods in the development of securing mineral resources of the State of Oregon, including the following provisions:

1. Appointment of Mr. Joseph Schulein, representing the Martin-Dennis Company, as research associate in Chemistry, without salary.

2. Provision for two $750 fellowships in 1940-41 to be known as the Martin-Dennis Fellowships and awarded to two fellows chosen by Professor Ware and Mr. Schulein.

3. Grant of $1,977.25 for the purchase of an electro-magnetic and an electro-static separator for the Chemical Engineering Department, to be donated to the College at the close of the research program.

**Armstrong Heat Control Equipment at Medical School**

Because of the difficulty in measuring the actual heat savings on the basis stipulated in the purchase contract for the Armstrong Heat Control equipment which was installed about a year and a half ago at the Medical School, officials of the company have
offered to sell the equipment at a price of $3,500, a saving of $375 over the original contract price. The Board voted to purchase the equipment with endowment funds, repayment to be made to the endowment funds at the rate of $900 per year with four per cent interest on the unpaid balance, payments to be made from the present heating budget of the Medical School, beginning in 1940-41.

PEAKE ESTATE
Hall Mortgage

At the June meeting, the Board authorized the taking of steps to foreclose on a mortgage signed by Raymond G. Hall and wife on certain property acquired through the Eleanor Peake estate. Since foreclosure proceedings would require a considerable period of time and rental would be lost on the property now occupied by Mr. and Mrs. Hall, the Board voted to execute a quit-claim deed in favor of the Board for $50.00 and authorized the President and Secretary to execute the necessary documents.

Kenny Mortgage

In connection with the Eleanor Peake estate, there is an old mortgage for Lots 3 and 4 in Block 5 of Henry's Addition to East Portland in favor of Eleanor Peake, that had been satisfied prior to the acquiring of the property by the Board through the will of Mrs. Peake, but no official release has been executed or recorded. The Board authorized the President and Secretary to execute the release of mortgage signed by Mary H. and J. J. Kenny.

ADD'L ASSISTANCE AT STATE COLLEGE

The Board approved the following staff additions at the State College, necessary funds to be supplied from the reserve for additional assistance in 1940-41:

Agricultural Economics

Increase in time of Professor E. L. Potter devoted to instruction from .35 to .50, effective July 1, with a corresponding reduction in his time devoted to research . . . . $ 720

Change in time of Professor D. B. DeLoach, Assistant Professor of Agricultural Economics, to 58% on instruction, with a corresponding reduction in his time devoted to research, to assume a portion of the work of M. N. Nelson, who is on leave without pay during 1940-41. Dr. DeLoach's instructional salary is to be provided $1,307.67 from
savings in Professor Nelson's salary and $1,000 from the reserve for additional assistance. The remainder of Professor DeLoach's total salary of $4,000 will be paid from federal funds .................. $1,000

Chemistry

Appointment of George S. Durham as instructor in Chemistry, effective October 1, yearly tenure, 10-months service, at an annual salary of $2,000. .................. 1,500

Foods and Nutrition

Appointment of Mrs. Laura Wells as graduate assistant, 10-months service, yearly tenure, effective September 1, at a salary of $550 550

Science Education

Appointment of Dr. Elmo N. Stevenson as Professor of Science Education, effective October 1, 1940, 10-months basis, yearly tenure, at an annual salary of $3,000, his time to be divided equally between the School of Education and the School of Science .................. 2,250

After provision for these staff additions, there remains a balance of $2,705 in the State College portion of the reserve for additional assistance.

PERSONNEL

The Board approved the following personnel adjustments at the University:

G. A. Oliver
Extension of the contract with Mr. G. A. Oliver, Head Football Coach, from July 1, 1940 to March 31, 1943, with an increase in salary from $6,000 to $6,600, effective October 1, 1940, funds for the increase to be provided entirely by the Athletic Board. No unrestricted funds involved.

C.K. Stalsberg
Salary increase for Mr. C.K. Stalsberg, Cashier, from $1,920 to $2,040, effective July 1, 1940, 12-months basis, yearly tenure, funds to be provided entirely by the Educational Activities Board.
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J. Stovall
Summer
Compensation
Budget addition of $100 to compensate Mr. James Stovall, instructor in Geography, 10-months basis, for services rendered in the past session. Funds are to be provided from overrealized income in the summer session.

M. Garnett
Appointment
Appointment of Miss Maude Garnett as Assistant Professor of Public School Music, at a salary rate of $2,800, effective October 1, 10-months basis, yearly tenure, to succeed Mrs. Anne Landsbury Beck who is on sabbatical leave during 1940-41. Funds for this appointment, totaling $2,100, to be provided as follows:

- Elimination of an instructorship in Music ... $ 1,350
- Elimination of graduate assistantship in Music ... 550
- Contribution from Eugene Public Schools ... 200
  $ 2,100

Brice Harris
Appointment
Appointment of Dr. Brice Harris as Associate Professor of English, 10-months basis, yearly tenure, at a salary of $3,150, to replace Professor S. Stephenson Smith, resigned, whose salary was budgeted at $3,150. No change in salary budget.

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

B. Brainard
Appointment
Appointment of Dr. Bertha B. Brainard as Assistant Physician in the Health Service, effective September 1, 10-months basis, yearly tenure, at an annual salary of $2,700, rank of Assistant Professor, to replace Dr. Miriam Luten, resigned, whose salary was budgeted at $2,900. Salary savings of $200 in Health Service funds.

M. Luten
Resignation

H. Walsh
Appointment
Appointment of Miss Helen Walsh as Assistant Professor of Household Administration, effective October 1, 1940, 10-months basis, yearly tenure, at a salary of $2,400, to replace Miss Edna Van Horn, resigned. No change in salary budget.

E. Van Horn
Resignation

Ivan Branton
Leave of Absence
Leave of absence without pay from August 24, 1940, to July 31, 1941, for Mr. Ivan Branton, Assistant Agricultural Engineer, who has been ordered to active duty with the regular army. Transfer of $2,157.80 from salaries to wages to employ substitute assistance.
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<td>J. A. Milbrath</td>
<td>Promotion and Salary Increase</td>
<td>Promotion in rank for Dr. J. A. Milbrath from instructor to Assistant Plant Pathologist in the Experiment Station, 12-months basis, yearly tenure, effective September 1, 1940, and a salary increase from $2,120 to $2,400. Funds for Dr. Milbrath's salary are provided entirely from a restricted state appropriation for agricultural research problems.</td>
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<td>E. M. Gibson</td>
<td>Resignation</td>
<td>Resignation of E. M. Gibson, Assistant Professor of Secretarial Science, effective September 30, and the appointment of Mr. Lloyd Q. Larse as Assistant Professor of Secretarial Science, effective October 1, 1940, 10-months basis, yearly tenure, at a salary of $2,400. No change in salary budget.</td>
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<td>L. Q. Larse</td>
<td>Appointment</td>
<td>Transfer of the salary of M. M. Oveson, Superintendent of the Sherman Branch Experiment Station, entirely to the budget of the Sherman Station, because of the discontinuance of the U. S. Bureau of Plant Industry contribution of $2,600 annually, of which $600 was applied against the salary of the Superintendent and $2,000 was used for the employment of labor. No change in rank, tenure, or salary, and no unrestricted funds involved.</td>
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<td>M. M. Oveson</td>
<td>Transfer of Salary</td>
<td>Leave of absence without pay for Dr. M. N. Nelson, Head of the Department of Economics and Business Administration, effective September 1, to accept a professorship during 1940-41 at the University of Illinois. Salary savings of $1,307.67 to be transferred to the instructional salary of Dr. D. B. DeLoach, to replace federal funds withdrawn, and $2,615.33 to be held in the salary budget of the Economics Department pending the appointment of a substitute assistant.</td>
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<td>Resignation of Dr. Clark Emery, instructor in English, effective June 30, 1940, to accept a position at the University of Indiana, and the appointment of Robert L. Maurer as instructor in English, effective October 1, 10-months basis, yearly tenure, at a salary of $1,600. Salary savings of $150 in this appointment to revert to Board's unappropriated funds.</td>
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<td>Appointment of James C. Lewis as Assistant Chemist in Animal Nutrition in the Experiment Station Department of Agricultural Chemistry, effective September 1, 12-months basis, yearly tenure, at an annual salary of $1,800, to replace Mr. L. D. Wright, resigned.</td>
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The Board approved the following personnel adjustments at the Medical School:

**C. T. Chamberlain**
**Retirement**
Retirement of Dr. Charles T. Chamberlain, Clinical Professor of Otolaryngology, to the position of Emeritus Professor of Otolaryngology, effective immediately.

**S. Mayer**
**Appointment**
Appointment of Dr. Sidney Mayer as Assistant Professor of Medicine for one year, effective September 1, 1940, at an annual salary of $3,600, 12-months service, yearly tenure. Salary savings of $600 to revert to Board’s unappropriated funds.

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

**A. Brenton**
**Resignation**
Resignation of Miss Alabama Brenton, Assistant Professor of Art, effective September 30, 1940, salary rate of $3,000. Unexpended salary to be held in the budget pending the appointment of a successor.

**J. N. Carls**
**Resignation**
Change in effective date of resignation for J. Norman Carls, Associate Professor of Geography, from September 30 to August 31. Salary savings of $233.33 to be applied on a pending appointment of a principal at Independence Training School.

**I. C. Milhous**
**Appointment**
Appointment of Dr. Ivan C. Milhous, rank of Associate Professor, 12-months basis, yearly tenure, to serve as Head of the Department of Education and Psychology, effective October 1, at a salary of $3,600. Position provided in the budget.

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

**S. Epler**
**Appointment**
Appointment of Mr. Stephen Epler as Dean of Men and instructor in Education, effective September 1, 1940, 12-months basis, yearly tenure, at a salary of $2,800. Funds for the creation of this position provided $1,400 from salary savings resulting from Professor Strange’s retirement to a half-time status and $933.34 from Board’s unappropriated funds.
Extension of leave of absence without pay for Miss Lucile Burtis, Assistant Professor of Art, from September 24, 1940 to September 23, 1941, and the appointment of Mr. Otto Wilda to replace her during 1940-41 as Assistant Professor of Art, 12-months basis, yearly tenure, at the salary budgeted for the position of $2,500.

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

Designation of Miss Mary Whitelaw, Director of Women's Dormitory, as Acting Dean of Women during the sabbatical leave of Miss Helen Moor, Dean of Women, during 1940-41, and a salary increase from $1,200 to $1,500 for 1940-41 only, the funds to be provided in the salary savings resulting from Miss Moor's leave.

Designation of Miss Ruth Moore, Executive Secretary, as Acting Registrar, during Miss Moor's sabbatical leave, and a salary increase from $1,800 to $2,100 for this period only, the funds to be provided from salary savings accruing from Miss Moor's leave.

Appointment of Mr. Kenneth E. Schilling as Assistant Professor of Music, effective September 23, 12-months basis, yearly tenure, at an annual salary of $2,600, to replace Miss Harriett Baldwin, on leave of absence without pay during 1940-41, salary budgeted at $2,400. The addition required for this appointment to be provided from savings in the appointment of a librarian.

Leave of absence without pay for Mrs. Mildred H. Lowell, Librarian, from September 23, 1940 to September 22, 1941, to accept a fellowship at the University of Chicago, and the appointment of Mr. Floyd E. Crton as Librarian during this period, effective September 23, 12-months basis, yearly tenure, rank of instructor, at a salary of $2,400. The saving of $231.67 in this appointment to be applied on the salary of Mr. Schilling, Assistant Professor of Music and on the salary of Dr. Bussard, instructor in French and German.
Appointment of Dr. Charles W. Quaintance as Assistant Professor of Biology and Men's Adviser, effective September 23, 12-months basis, yearly tenure, at a salary of $2,700, to replace Dr. Elmo Stevenson who has been transferred to the State College. Salary savings over the amount budgeted, totaling $154.44, to be applied against the new position in French and German.

Reduction from full time to seven-tenths time for Dr. A. V. Logan, Assistant Professor, from July 1 to September 30, 1940, to give instructional training in the C.A.A. program, with a corresponding reduction in salary from $2,500 to $2,312.50. Dr. Logan will be compensated for his C.A.A. services by the Federal government. Budget savings of $187.50 to be applied against the instructorship in French and German.

Appointment of Dr. L. H. Bussard as instructor in French and German, effective September 15, 9-months basis, yearly tenure, at a salary of $2,000. Funds to be provided as follows:

\[
\begin{align*}
\text{Reduction in time of A. V. Logan} & \quad \$187.50 \\
\text{Savings in appointment of C. W. Quaintance} & \quad 154.44 \\
\text{Savings in Miss Moor's sabbatical leave} & \quad 1,266.67 \\
\text{Savings in appointment of F. E. Orton} & \quad 123.89 \\
\text{Additional savings made by the President} & \quad 267.50 \\
\text{Total} & \quad 2,000.00
\end{align*}
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The Board approved the following personnel adjustments in the General Extension Division:

Appointment of Dr. Edward M. Hulme as Professor of History in the Portland Center, replacing Dr. Alexander Goldenweiser, deceased, from October 1 to June 30, 1941, at a salary of $2,475, with the understanding that the appointment of Dr. Hulme carries no commitment regarding retirement.

Appointment of Kenneth Scott Wood as Director of News and General Interest programs at KOAC, succeeding Lincoln Miller, effective August 15, 1940, 12-months basis, yearly tenure, at a salary of $1,900. Salary savings of $127.68 in this appointment to be held in the budget pending a recommendation for disposition.
The Board approved the following personnel adjustment in the Central Library:

E. M. Dolley
Appointment
Appointments of Elizabeth M. Dolley as order assistant, effective September 1, rank of instructor, 12-months basis, yearly tenure, at an annual salary of $1,500, to replace Mrs. Adele Emery resignation effective September 1, salary rate $1,332. Budget addition required in 1940-41, $140.

A. Emery
Resignation

V. V. Caldwell
WELCOMED

Mr. Marks welcomed Dean V. V. Caldwell of the General Extension Division, in attendance for the first time in his new capacity.

ADJOURNMENT

The Board adjourned at 10:50 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary