STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
October 22, 1940

MEETING #107

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 October 22, 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   Willard L. Marks
F. E. Callister  Robert W. Ruhl
R. C. Groesbeck  Beatrice Walton Sackett
Mac Hoke   E. C. Sammons

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; Dean F. A. Gilfillan, representing the State College; President C. A. Howard of Oregon College of Education; and President R. 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 September 10, 1940, and approved the minutes of this meeting as they appeared in the docket.

W.P.A. SEWER PROJECT AT UNIVERSITY

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

"More than a year ago, the Board authorized an expert survey of the sewer system at the University. President Erb reported to the Committee the results of this survey which indicated that there were some serious deficiencies due to the additional buildings and increased enrollment. To correct the weakest points in the present system, President Erb recommended the filing of a WPA project to construct a new sewer line on Kincaid Street, with a lateral running east on Thirteenth Street. The proposal called for a total project of $18,158, of which the actual cash contribution of the University would be $3,750. It was proposed that the project be filed
immediately and that the financing of the project be determined at a later date when the availability of funds is definitely known.

"The Committee favors the filing of this project with the understanding that there will be no commitments on Board funds until after the legislative session. If the project is approved by the WPA and if funds are available, the allotment when made shall be considered as a part of the University's portion of whatever rehabilitation program is possible. The Committee makes this recommendation to the Board."

The Board voted to approve the filing of a WPA project for sewer improvement at the University as recommended by the Building Committee.

WPA PROJECT FOR EXTENSION OF ARCHITECTURE BLDG. AT UNIVERSITY

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

"President Erb reported that there will be an anticipated WPA labor credit of approximately $6,000 on the present project of constructing the two added wings to the Architecture Building. It has been definitely ascertained that this labor credit can be used to expand the present project on the construction of a connecting wing between the architectural portion of the building and the normal art wing. This addition will provide a studio, several offices, and a materials room. To utilize the labor funds available, it will be necessary to supply the materials, amounting to $3,500.

"While the Building Committee recognizes the need for this addition, it is also cognizant of the necessity of conserving the Board's unappropriated funds. It does not feel that the urgency of the need justifies an appropriation from the Board's small reserve at this time. There will be available, however, in the building fee account from the Book Store rentals sufficient funds to cover the project. The Committee is recommending to the Board that President Erb be authorized to proceed with this project utilizing the labor balance if, in his discretion, he desires to use funds in this account to supply the materials. It asks that Dr. Erb report back at a later date his decision as to whether or not he wishes to go ahead on this basis, so that the Board record will be conclusive on the matter. The Committee makes this recommendation to the Board."
The Board voted to approve the recommendations of
the Building Committee on the proposed WPA project
for the extension of the Art and Architecture
Building at the University.

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

"The Chancellor reported that enrollment increases
at the State College and University, while not large
over all, were sufficient in a number of departments
to cause serious overloads. Requests for relief of
overloads in staff and other emergencies were sub-
mitted, totaling $19,752.80 at the State College,
$8,659 at the University and $1,900 at the Eastern
Oregon College of Education. After careful review
with the deans and presidents concerned, the Chan-
cellar recommended the following appropriations to
care for what he considered the most serious situa-
tions. The additional fee income above the estimates
carried in the budget will more than cover the in-
creases recommended.

State College

Engineering - Salaries . . . . . . . . $ 366.67
Increase four graduate assistants from
.36 to .54 time for fall term only.

Employ two graduate assistants for second
and third terms, one in Electrical and
one in General Engineering - Salaries. . 733.33

Home Economics - Wages . . . . . . . 1,000.00
For additional assistance in the second
and third quarters, two-thirds to Foods
and Nutrition and one-third to Clothing
and Textiles.

English . . . . . . . . . . . . . . . . . 1,440.00
Appointment of instructor, October 15,
1940 to June 15, 1941, ($1,355 of this
amount to be provided from the balance
in the State College reserve for addi-
tional assistance)

History - Wages. . . . . . . . . . . . . . . 110.00

Registrar's Office - Wages . . . . . . . 425.00
Less: portion from reserve $2,720.00

Total $4,075.00
University

Physical Education .................. $1,800.00
Appointment of Dr. W. W. Lassey as Assistant Professor, at $2,400 per year, 10-months service, one-year tenure, effective October 1, 1940.

Editor's Office
Wages ................................ 650.00
Materials ............................ 200.00

Mathematics - Wages ............... 400.00

History
Wages ................................ 75.00
Materials ............................ 75.00

Registrar's Office - Materials .... 250.00

Business Office - Wages .......... 135.00

Home Economics - Wages (for one quarter) . 400.00

$3,985.00

"The Finance Committee concurs."

The Board voted to approve an appropriation of $2,720 for the State College and $3,985 for the University for additional assistance.

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

"The Chancellor presented the budgetary requests of the Dean of the General Extension Division for the 1941 summer sessions. The summer sessions are largely self-supporting, with a total budget of $89,000 last year being provided almost entirely from student fee income, except for approximately $15,000 from Board's funds. The Director's requests called for an increase in the budget amounting to 5% of the fee collections of the 1940 sessions. In view of the indication that enrollments may be leveling off, the Chancellor presented the following recommendations on the summer session budgets:

1. That fee income be estimated the same as that collected in 1940, except that an increase of $850, or 5%, be estimated for the Portland session to bring its budget up to the 1940 level."
2. That the redistribution of state funds recommended by Dr. Caldwell be approved.

3. That the "post" sessions at Eugene and Corvallis be combined with the budgets for the first sessions as recommended by Dr. Caldwell.

4. That the promotion and administration budget be the same as in 1940 (a total of $8,650; to be charged to Eugene, $2,550; Corvallis, $2,550; Portland, $2,550; colleges of education, $1,000.)

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

Portland Session ........................................ $21,195
Eugene Sessions ......................................... 33,658
Corvallis Sessions ....................................... 32,258
Marine Biology Session .................................. 1,516
Colleges of Education (Promotion only) ............ 1,000
                                  $89,637

"Of this amount, $74,386 will come from student fees and $15,241 from Board funds.

"The Chancellor also proposed that upon the request of the Dean of General Extension and the local summer session directors, enrollment and prospective income be reviewed at the end of the first week of the summer session, with a view to making any adjustments in budgets that may be warranted by additional fee income and enrollment, not to exceed the amount recommended by Dr. Caldwell in his report. The Chancellor also proposed that should a Writers' Conference be held during the summer of 1941, it will be considered as a self-sustaining project with the same fee income guaranteed by the Board as for the session when the conference was last held.

"The Finance Committee is recommending approval of this summer session budget."

The Board voted to approve the summer session budgets for 1941 on the basis recommended by the Finance Committee.

T. B. HOSPITAL
BIENNIAL
BUDGET

The report of the Finance Committee was continued as follows:

"The Chancellor presented to the Board for its information the biennial budgetary request of the
University State Tuberculosis Hospital which the Medical School officials have submitted to the Governor. Since this hospital is operated as a unit of the state hospital system under the Board of Control, Board action is not required and a copy of the budget is merely filed with the Board of Higher Education for its information."

The Board accepted the report of the Finance Committee on the biennial budget of the University State Tuberculosis Hospital. (A copy of this budget is on file in the Board's Office.)

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

"At the September meeting of the Finance Committee, Mr. Marks reported that 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. In order to determine 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 the application for increased power was approved by the Commission, Mr. Marks indicated that he had directed letters to all members of the Ways and Means Committee of the last Legislature, seeking their opinion. Yesterday, Mr. Marks reported to the Finance Committee that the replies received from the legislators expressed approval of utilizing the $50,000 appropriation.

"The Finance Committee is, therefore, recommending that the Board approve the utilization of the legislative appropriation for the purpose of increasing the power of KOAC to five kilowatts, and that the appropriate officers be authorized to proceed with the construction of the improvements authorized under the legislative act."

The Board voted to approve the recommendation of the Finance Committee regarding the utilization of the legislative appropriation for Radio Station KOAC improvement.
The report of the Finance Committee was continued as follows:

"The Chancellor reported that a request had been submitted by Emergency Representative Breithaupt for an additional appropriation of $300 to compensate Attorney Fisher for services on the power increase application. The Finance Committee is recommending that the unexpended balance in the special radio account be applied against this bill and that an appropriation be made sufficient to cover the amount due Attorney Fisher.

The Board voted to supplement the unexpended balance in the special radio account in an amount sufficient to reimburse Attorney Fisher for his services on the power increase application.

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

"The Emergency Radio Committee, through its Chairman, L. R. Breithaupt, presented a request, through the Chancellor, for an appropriation of $1,500 to purchase equipment deemed necessary in determining the service area of KOAC as defined by the Commission and the degree of interference of KOY within that area. The Committee also indicated that a sum of approximately $500 would be necessary to conduct the tests and present the findings to the Radio Commission. After considerable discussion, the Finance Committee is recommending to the Board the following procedures:

1. That it be definitely determined whether or not the purchase of this equipment would be possible from the legislative funds made available for KOAC improvement.

2. If so, and if the purchase of the equipment is an emergency matter, the Executive Committee be authorized to act in approving or disapproving the expenditure of $1,500 from the legislative fund.

3. Inasmuch as the KOAC-KOY decision has been rendered, that Professor L. R. Breithaupt's services as Emergency Representative be terminated.
4. That the Chancellor be directed to study the entire management of Radio Station KOAC and its program service, and to bring in a complete report for consideration by the Board."

The Board voted to approve the report of the Finance Committee as presented.

The report of the Finance Committee was continued as follows:

"The Chancellor presented to the Finance Committee a joint request prepared by President Erb and Dean Caldwell of the General Extension Division for an appropriation of $2,652 to provide adequate facilities for broadcasting and radio speech instruction work at the University. Included in this request were a piano for the studio costing $850; a graduate assistant to help in the preparation of continuity and other program material; a wage item of $255 to provide a technician to operate the expensive and delicate radio apparatus during the time it is used for instructional purposes; and other miscellaneous items. In view of the fact that the Board has directed that the Chancellor survey the entire radio management, the Committee recommends approval at the present time of the wage item of $255 for a technician in order to carry forward the instructional program. The other items are deferred to be studied by the Chancellor in connection with the general survey."

The Board voted to approve an appropriation of $255 for a technician in the radio studio at the University as recommended by the Finance Committee.

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

"Secretary Byrne reported that negotiations had been completed for the purchase of the Hall Ranch, consisting of 2,000 acres, in Union County, for the use of the Eastern Oregon Livestock Experiment Station, at a price of $12,000. This purchase had been previously authorized by the Finance and Executive Committees of the Board. The Finance Committee is recommending Board confirmation of this purchase at a cash price of $12,000, with the following amortization program:
1. Payment of $1,000 in cash from the reserve for land purchase in the current budget.

2. Utilization of $11,000 of endowment funds of the Board, repayment to be made at the rate of $1,000 annually, including principal and interest at 4%. Of this annual payment of $1,000, $200 is to be provided from unrestricted funds and $800 from the Union Experiment Station income, the first payment to be made July 1, 1941. This program will retire the loan in approximately fourteen years."

The Board voted to confirm the purchase of the Hall ranch in Union County on the basis recommended by the Finance Committee.

The report of the Finance Committee was continued as follows:

"The Chancellor presented a request from Dean Larsell of the Graduate Division that a limited number of post-doctoral students be permitted to use the facilities of the institutions, particularly the libraries and laboratories. This is in line with the policy of a number of the leading institutions. The Finance Committee concurs in the recommendation of Dean Larsell, with the understanding that the number be limited to a maximum of six each year for the State System, privileges to be for one year only and with a limitation in the use of supplies of $25.00 each."

The Board voted to extend the privileges of institutional libraries and laboratories to post-doctoral students as recommended by the Finance Committee.

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

"The matter of incorporating into the Medical School a program of dental medicine has been before the Board on a number of occasions. In order that accurate information may be available on the need and character of such work, the Finance Committee is recommending that the Chancellor be directed to address a letter to the Carnegie Corporation asking that the Corporation conduct such a survey."

The Board approved the recommendation of the Finance Committee regarding a survey on the need and character of a program of dental medicine at the University of Oregon Medical School.
Mr. Marks reported the receipt of a communication from Mrs. James Caldwell of Albany, Oregon, expressing the hope that some system may be devised whereby students who have answered the call to military service may be kept in touch with their respective institutions. The Board referred this matter to the Chancellor's Executive Council for study.

Mr. Marks presented a letter from Mr. F. Whalley Watson, Secretary-Treasurer of the Oregon Mining Association, requesting the restoration of engineering training in mining and metallurgy to the curricula at Oregon State College. The Board referred this matter to its Curricula Committee.

The Chancellor reported the receipt of a letter from Governor Sprague transmitting a communication being directed by the State Highway Commission to each of its employees who are called to military training or service. The Board voted to adopt the same policy as expressed in the letter of the State Highway Commission in regard to its employees who are called or who volunteer for military service, namely:

1. That a leave of absence without pay be granted.
2. That upon release from the service, the employee will be re-instated in the same position or in a position of equal rank and salary rating, without loss in seniority.

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

**University**

**UO Mothers Club**

Gift of $1,200 from the University of Oregon Mothers Club to be credited $500 to the University of Oregon Mothers Scholarship Fund and $700 to the University of Oregon Mothers Emergency Loan Fund.

**State College**

**Agric. Research Foundation**

Gift of $1,175 from the Agricultural Research Foundation to the Experiment Station for conducting research in developing a practical method of grading hops.

**Eastern Oregon College of Education**

**Elks Club**

Gift of $1,000 from the Elks Club Lodge No. 433 at La Grande for loan fund purposes.
Gift of a flag and flag pole, valued at $125, from the School Board of District No. 1, and the American Legion Post No. 43.

The state boiler inspector has condemned one boiler now in use at the Oregon College of Education, but has consented to its operation under reduced pressure, necessitating an increase in operating time in order to avoid excessive loads. Because of the additional operator's time required and because of a shortage in the normal physical plant staff, the Board approved an addition to the physical plant of a relief fireman and combination physical plant worker, effective October 1, at an annual salary of $1,000.

The Board approved an appropriation of $766.93 to the Medical School budget to cover an overdraft in 1939-40 resulting from inadequate provision in the light and power budget. The Board also approved a recurring addition in this amount to avoid overdrafts in the future.

The Board approved the transfer of Mr. J. R. Beck, Rural Service Specialist, to a new project recently approved by the Bureau of Agricultural Economics, with change in title to Extension Specialist in Land Use Planning, the discontinuance of his present project in Rural Service, and the utilization of his salary in Rural Service, $4,008, together with the requisition budget, $1,600, as follows:

To the new Land Use Project for Mr. Beck's salary (the remainder of his salary, $3,006, to be paid direct by the Bureau of Agricultural Economics) $1,002.00
To wages in the new project 300.00
To travel in the new project 300.00
To requisition budgets of other extension departments 1,255.50
To the Director's Reserve 2,750.50

The Board confirmed its informal action on the investment of the proceeds of the Williams estate, authorizing H. A. Bork, Comptroller, to purchase certificates of deposit (up to the insured maximum of $5,000) in certain insured banks of the state; and authorizing the opening of investment share accounts in insured federal building and loan associations with a maximum of $5,000 in any one association. This program will provide temporary investment for all the proceeds of the estate at interest rates ranging from 1½ to 4%.
The Board approved an appropriation of $310, or as much thereof as is necessary, at the University to finish rooms in the basement of Fenton Hall for additional office space for the staff of the Law School and the Oregon Law Review.

The Board approved an appropriation of $1,000 in the 1940-41 salary budget of the School of Home Economics at the State College to employ an instructor in Family Relationships during the spring term.

The Board approved the sale of five lots owned by the Alumni Holding Company, located in suburban Eugene, at a price of $800 and authorized the proper officials to proceed with the sale of three additional lots in this section at a comparable price, with authority to sign the required documents in connection with these transactions.

The Board approved the following additions to the equipment budgets at the State College and Medical School, the necessary funds to be provided from the reserve for equipment in 1940-41:

**State College**

- Utilization of $200 saved in the purchase of folding chairs approved at the last meeting, for equipment for the President's Office: $200.00

**Medical School**

- Blackboards, laboratory tables, and technical equipment: $2,898.90

The Board approved an additional instructorship in Mechanical Engineering at the State College, funds to be provided from the reserve for additional assistance; and the following appointment to the position:

Dalimil Kybal, instructor in Mechanical Engineering, effective October 1, 1940, on a 10-months basis, yearly tenure, at a salary of $1,800. Funds required in 1940-41, $1,350.
In order to secure the services of Miss Joanna Chapman as critic instructor in Home Economics, the Board approved an increase in the salary budgeted for this position from $1,700 to $1,800, with the provision that the State College portion of this increase in 1940-41, $50.00, be transferred from wages.

The Board approved a leave of absence for one year without salary for Dr. W. P. Duruz, Professor of Horticulture, to report for active duty with the army, effective September 17, and the utilization of the unused portion of his salary in resident instruction, $2,600 and in Experiment Station Purnell funds, $1,186.67, as follows:

<table>
<thead>
<tr>
<th>A. ROBERTS APPOINTMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment of Alfred Roberts as instructor and research assistant from September 16 to June 30, 1941, at $150 per month</td>
<td>$497.00</td>
</tr>
<tr>
<td>Appointment of a graduate assistant during the winter and spring terms</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H. HARTMAN INSTRUCTIONAL SERVICES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment of Professor Henry Hartman for 2 months from instruction to reflect services rendered in teaching an additional course. (Corresponding federal funds released to be budgeted for materials and supplies in Horticulture)</td>
<td>370.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KILHOLLEN FARM REPAIRS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Improvements on Milhollen tract: Planting 10-acre young orchard</td>
<td>500.00</td>
</tr>
<tr>
<td>Building improvements, including necessary repairs to residence as requested July 12</td>
<td>440.33</td>
</tr>
<tr>
<td>Additions to Purnell projects in Horticulture</td>
<td>350.00</td>
</tr>
<tr>
<td>Additions to strawberry fertilizing project</td>
<td>$339.67</td>
</tr>
<tr>
<td>Total</td>
<td>$1,186.67</td>
</tr>
<tr>
<td>PERSONNEL</td>
<td>The Board approved the following personnel adjustments at the University:</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>C. E. Spencer</td>
<td>Leave of absence without salary for Mr. Carlton E. Spencer, Professor of Law, for one year, effective October 1, and the appointment of Mr. George W. Rochester as Acting Professor of Law for one year, effective October 1, 10-months basis, yearly tenure, at a salary rate of $3,900. Salary savings of $67.50 in 1940-41 to be transferred $50 to the wage budget and $17.50 to the Board's unappropriated funds. Professor Spencer has been called to military service.</td>
</tr>
<tr>
<td>G. W. Rochester</td>
<td>Appointment</td>
</tr>
<tr>
<td>H. Trowbridge</td>
<td>Appointment of Dr. Hoyt Trowbridge as Associate Professor of English, effective October 1, 10-months basis, yearly tenure, at a salary rate of $3,150, to replace Dr. Brice Harris who has resigned since the approval of his appointment at the last Board meeting. No change in budget.</td>
</tr>
<tr>
<td>Brice Harris</td>
<td>Resignation</td>
</tr>
<tr>
<td>Military Department</td>
<td>Assignment of Captain Henry William Hall, Jr., and Captain Wilbur Elwood Read to the Military Department to replace Major Henry S. Barrett and Colonel Lawrence A. Quinn, who have been transferred for service in army training camps. No change in budget.</td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
</tr>
<tr>
<td>R. Barthell</td>
<td>Resignation of Russell Barthell, Assistant Director of the Bureau of Municipal Research and Service in charge of the Portland Branch, 12-months basis, yearly tenure, effective September 30, salary budgeted at $2,700 of which the University provides $1,800 and the League of Oregon Cities $900; and the appointment of Harold Wyatt as his temporary successor, yearly tenure, 12-months basis, effective October 1, at a salary of $2,100, of which $1,800 will be provided by the University and the remainder by the League of Oregon Cities. It is the understanding that the $600 saving to the League will be utilized later in the year when a permanent appointment is recommended.</td>
</tr>
<tr>
<td>H. Wyatt</td>
<td>Appointment</td>
</tr>
<tr>
<td>Dr. M. Bates</td>
<td>Appointment of Dr. Murray Bates as Assistant Physician in the Health Service, effective September 1, rank of Assistant Professor, 10-months basis, yearly tenure, at a salary of $2,700, to replace Dr. James Whitely, resigned. Budget addition of $100 for this appointment to be provided from Health Service funds.</td>
</tr>
<tr>
<td>Appointment</td>
<td></td>
</tr>
<tr>
<td>D. J. Whitely</td>
<td>Resignation</td>
</tr>
<tr>
<td>Item</td>
<td>Details</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>H. Packer Resignation</td>
<td>Resignation of Hazel Packer, Home Demonstration Agent in Multnomah County, rank of Assistant Professor, effective December 1; and the appointment of Ann Epperson as Home Demonstration Agent in Multnomah County, effective December 1, at a salary of $2,100, rank of instructor, yearly tenure, 12-months basis. Salary savings of $175 to be transferred to wages to cover a portion of the $237 to be paid Miss Epperson during the training period from October 21 to November 30.</td>
</tr>
<tr>
<td>H. L. Riches Leave of Absence</td>
<td>Leave of absence for Harry L. Riches, Marion County Agent, who has been called to military service, for one year, effective September 15, and the appointment of Robert E. Rieder, Assistant County Agent in Marion County, as Acting County Agent, effective September 16, with advance in salary from $2,100 to $2,400, without change in rank or tenure. Salary saving in 1940-41 of $370.50 to be transferred to Director's Reserve.</td>
</tr>
<tr>
<td>R. E. Rieder Promotion</td>
<td>Appointment of Gerald Nibler as Assistant County Agent in Marion County to replace Mr. Rieder, effective October 16, at a salary of $2,040, rank of instructor, 12-months basis, yearly tenure. Salary saving of $214.76 to be transferred to Director's Reserve.</td>
</tr>
<tr>
<td>E. DuBois Transfer</td>
<td>Transfer of Miss May DuBois, Assistant Professor of Home Economics Education, to the State Board of Vocational Education to serve temporarily as Assistant State Supervisor of Home Economics, from October 15 to January 15, 1941; and the transfer of the salary released by this transfer, $660, to the wage budget to employ substitute assistance.</td>
</tr>
<tr>
<td>R. Sterling Appointment</td>
<td>Appointment of Robert H. Sterling as Assistant County Agent-At-Large, effective October 16, rank of instructor, yearly tenure, at a salary of $2,400. Mr. Sterling will assist in land use planning activity in the various counties of the state and three-fourths of his salary will be paid from federal funds. Funds to create this position in 1940-41, $725.82, to be provided from the Director's Reserve.</td>
</tr>
<tr>
<td>R. J. Allgeier Resignation</td>
<td>Resignation of Dr. R. J. Allgeier, Assistant Technologist at the Food Industries Laboratory at Astoria, effective September 1; and the transfer of the salary saving of $2,000 to wages to continue the research work formerly conducted by Dr. Allgeier.</td>
</tr>
</tbody>
</table>
Appointment of Miss Marjorie Ellsworth as Home Demonstration Agent-at-Large, effective September 16, at a salary of $2,100, rank of Assistant Professor, 12-months basis, yearly tenure, to replace Mrs. Dorothy Bishop, transferred to another position. Funds required in 1940-41, $2,037.50 (including $1,662.50 for salary and $375 for requisition), to be transferred from the Director's Reserve.

Salary increase for Harry J. Endicott, Assistant County Agent in Malheur County, 12-months basis, yearly tenure, from $2,208 to $2,400, effective October 1. Mr. Endicott's salary will be paid entirely from the Bureau of Reclamation for services on the Vale and Owyhee irrigation projects in Malheur County. Funds released, $1,656, to be held in the Director's Reserve pending the appointment of a regular assistant county agent to replace Mr. Endicott.

Salary increase for Dr. Ernst J. Dornfeld, instructor in Zoology, from $1,900 to $2,000, effective October 1, 10-months basis, yearly tenure, to compensate him for duties in student advising and laboratory guidance formerly carried by Dr. Alfred Taylor who is on leave of absence during 1940-41. Dr. Dornfeld's increase is to be provided by savings in Dr. Taylor's leave. The net saving of $99.48 resulting from Dr. Taylor's leave is to revert to Board's unappropriated funds.

Salary increase for Dr. A. S. Rosenwold, 12-months basis, from $2,400 to $2,600, effective November 1; promotion in rank from Assistant Poultry Pathologist and instructor to Assistant Veterinarian in the Experiment Station, rank of Assistant Professor; and change in tenure from yearly to indefinite. Budget addition required in 1940-41, $133.36, to be transferred from the fees and sales account of the Veterinary Medicine Department.

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

Appointment of Miss Elizabeth McKinley as Associate Professor of Nursing, effective October 14, 12-months basis, yearly tenure, at a salary of $2,400. Amount required to create this position in 1940-41, $1,716, to be transferred from wages previously paid to various instructors on a lectureship basis.
Meeting #107 - 17
October 22, 1940

Dr. J. A. Gius
Appointment
Appointment of Dr. John A. Gius as Assistant Pro-

fessor of Surgery, 12-months basis, yearly tenure,
effective October 1, at a salary of $3,600. Dr. Gius
has previously been employed as a part-time instruc-
tor in the Department of Surgery in the Doernbecher
Hospital. Salary saving of $900 in this appointment
to revert to the Board's unappropriated funds.

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

V. N. Phelps
Appointment
Appointment of Victor N. Phelps as Supervisor of
Teaching and Principal of the Training School at
Independence, at a salary of $2,200, 9-months service,
effective October 1, rank of Assistant Professor,
yearly tenure, to replace Miss Viola Brandt, resigned,
budgeted salary, $1,865. Funds for Mr. Phelps' salary
to be provided as follows:

Salary budgeted for Miss Brandt ........... $1,100.00
Salary savings in Professor Carls' resignation (reported in September ) ... 233.33
School district funds .............. 810.00
Salary saving from resignation of Miss Brenton .......... 56.67
$2,200.00

P. Heath
Salary Increase
Salary increase for Mrs. Pearl Heath, Assistant
Professor of Art, from $2,480 to $2,800, effective
October 1. Budget addition required in 1940-41,
$240, to be provided from savings resulting from
Miss Brenton's resignation.

M. R. Erickson
Appointment
Appointment of Mrs. Marie Ring Erickson as Assistant
Professor of Art, effective October 1, at a salary
of $2,600, 12-months service, yearly tenure, to
replace Miss Alabama Brenton, resignation effective
September 30, salary budgeted at $3,000. Savings of
$300 to be used, $240 for Mrs. Heath's salary increase,
$56.67 for the appointment of Mr. Phelps, and $3.33
to revert to Board's funds.

Jessie Smith
Salary Increase
The Board approved a salary increase for Miss Jessie
May Smith, assistant secretary of the Board, from $1,900
to $2,100, effective October 1, 12-months basis, yearly
tenure, to compensate her for additional responsibilities
assumed by her appointment as secretary to the Chancellor.
The Board directed the Secretary to send a letter to President Ballard expressing the sympathy of the Board at his illness and their best wishes for a rapid recovery.

The Board also directed the Secretary to convey to President Redford their best wishes for a speedy recovery from his recent accident.

The Board adjourned at 11:00 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary