A regular meeting of the State Board of Higher Education of the State of Oregon was held at the Heathman Hotel, Portland, Oregon, at 10:00 a.m. on December 10, 1940.

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
Willard L. Marks
Robert W. Ruhl
Beatrice Walton Sackett
E. C. Sammons
Edgar W. Smith

Absent: Mac Hoke

There were also present Dr. Charles D. Byrne, Secretary of the Board; President Donald M. Erb of the University of Oregon; Dean P. A. Gilfillan, representing the State College; President C. A. Howard of Oregon College of Education; President R. J. Maaske of Eastern Oregon College of Education and President Walter Redford of Southern Oregon College of Education.

Mr. Marks reported the receipt of a letter from Mr. Hoke in which he indicated that he would be unable to attend the Board meeting because of his father's illness. It was also reported that the illness of both Chancellor Hunter and President Ballard prevented their attendance at the meeting.

The Board voted to dispense with the reading of the minutes of the last regular meeting held on October 22, 1940, and approved the minutes of this meeting as they appeared in the docket.

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

"Board members will recall that in June when the building repairs and improvement program for this year was approved, there were certain urgent items which had to be deferred because of a lack of funds. These included the remodelling of the heating plant at the Oregon College of Education to comply with the state boiler regulations,
the correction of fire hazards in the Men's Gymnasium and the renovation of plumbing in Waldo Hall at the State College. Because these projects will have to be carried out during the summer period, it is necessary that the plans and specifications be started in the near future and estimates of cost compiled. Some of these projects may require the expert services of an architect or an engineer in preparing the plans and specifications. The Building Committee is recommending to the Board that where no outside services are required the respective institutions proceed to have plans and specifications prepared on an alternate basis and submitted to the Board, if possible, at the January meeting. In the event it is found that outside architectural or engineering services are necessary, the Committee is asking that recommendations for the employment of such persons be submitted to the Committee at the next meeting.

The Board approved the report of the Building Committee with regard to preparation of plans and specifications for emergency repair projects, as recommended.

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

"College officials presented to the Building Committee a request to enlarge the housing facilities for girls at the State College through the erection of an additional dormitory wing. A delegation from the Oregon State Mothers also appeared before the Committee supporting the proposal. While the Committee is cognizant of the need for additional facilities, it is repeating its previous conclusion that now is a poor time to create additional indebtedness to finance a new wing. It also feels that the general trend in enrollment and war conditions might cause a drop in student enrollment thereby jeopardizing the present occupancy of some of the dormitories on which bond retirement and interest are dependent. The Committee, therefore, wishes to repeat its previous recommendation to the Board that for the present no additional dormitory facilities for girls be constructed. It also recommends that a thorough study be made, in cooperation with the Chancellor's Office, of the possibilities of eliminating graduate students from the girls' dormitories, acquiring through lease or purchase houses that could be operated as dormitory annexes, or arranging through some form of permanent guarantee to private operators for satisfactory rooming houses for girls. The Committee is recommending that this study be submitted at the time of the January meeting if possible."
The Board voted to approve the report of the Building Committee regarding additional housing facilities for women at the State College.

The report of the Building Committee was continued as follows:

"President Maaske presented a plan for an experimental cooperative house for men at the Eastern Oregon College of Education, to be operated during the winter and spring terms. If the necessary twenty boys can be obtained, the plan is to operate the project on the basis of $21.00 per month for board and room. Officials of the College of Education would give general supervision and would assist the student manager in every way possible. If the project proves successful, it would be continued on a more permanent basis next year. The Committee was very favorably impressed with this method of solving the men's housing problem and is recommending that President Maaske be authorized to proceed in exercising whatever responsibility is necessary in establishing such a cooperative house. There will be no financial obligation to the institution or the Board."

The Board approved the establishment of a cooperative house for men at the Eastern Oregon College of Education on the basis recommended by the Building Committee.

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

"All members of the Building Committee have inspected the Memorial Union improvement project at the State College during recent weeks. Some of the contracts are finished but on others there remains some work to be done. The Memorial Union Board of Governors is asking for authority to approve final payments on such of these contracts as are satisfactorily completed. The Committee recommends that this authority be given and that final acceptance of the project by the Board be deferred until such time as all the work is completed.

The Board approved the recommendations of the Building Committee with reference to the Memorial Union improvement project at the State College.

The report of the Building Committee was continued as follows:

"Mrs. Lester R. Brooks of Portland has offered to give the University her deceased son's library, consisting largely of approximately 2,000 fine volumes of English,
American, and French classics. She also offers to build a room costing approximately $5,000 as an addition to the Library to house the collection and to furnish the room completely with necessary cases, tables, and other equipment. Included in the offer are some fine paintings, and wrought iron doors to be used as an entrance to the room.

"The Committee has studied the plan for the additional room and finds that it works in harmoniously with the original plan for the building. The donor stipulates that the collection shall be maintained permanently as the 'Philip Ranney Brooks Memorial Library'. The Building Committee, with the Library Committee concurring, recommends that this generous gift be accepted and that the University officials be authorized to negotiate a contract for the construction of the addition on a cost plus basis. The Committee also recommends that appreciation of the Board be expressed to Mrs. Brooks for her generosity."

The Board officially accepted the gift of Mrs. Lester R. Brooks including her son's library and provision for an addition to the University Library to house the collection, to be known as the "Philip Ranney Brooks Memorial Library"; and directed that suitable acknowledgment be made to Mrs. Brooks for her generosity.

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

"The Public Relations Committee met yesterday with Mr. Smith, chairman, and Mr. Callister present. Members of the Library Committee and other Board members also attended the meeting.

"President Erb presented a request to establish a library research series of monographs to be called the 'University of Oregon Library Studies in Bibliography'. The series is to include occasional scholarly manuscripts of bibliographies and collations of unusual materials and collections in the University Library. Dr. Erb indicated that the issues of the series would be financed within the present publications budget of the University. The Public Relations Committee, with the Library Committee concurring, recommends approval by the Board of the establishment of this series, with the understanding that no additional funds will be required to finance the publications issued under the series."
The Board approved the establishment of the "University of Oregon Library Studies in Bibliography" series as recommended by the Public Relations Committee, with the understanding that no additional funds will be required to finance the publications issued under this series.

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

"The Curricula Committee met yesterday with all members present and reviewed course changes and additions for the 1941 summer sessions. The Committee authorized inclusion of the courses presented in the preliminary announcement of the summer sessions, with the understanding that the Interinstitutional Curriculum Committee will review the courses and present a report for final consideration of the Curriculum Committee of the Board prior to the January meeting.

"There was also presented a new course for the Medical School, Nursing 491, Field of Social Work, 3 hours, with Dean Dillehunt's recommendation that the course be approved for the winter term. The Interinstitutional Curriculum Committee had passed favorably on this course and the Curriculum Committee is recommending its approval by the Board."

The Board approved the report of the Committee on Curricula on the summer session courses for 1941 and the emergency course request of the Medical School for permission to give Nursing 491, Field of Social Work, during the winter term of the current year.

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

"Board members will recall that at the October 22 meeting the Chancellor recommended budget additions to care for increased enrollment in departments and schools where student teaching loads were excessive. Certain of these additions, however, were made to relieve situations for one term only with consideration to be given later to urgent needs for the winter and spring terms. In the absence of the Chancellor because of illness, Secretary Byrne assembled requests submitted by the University, the State College and the Eastern Oregon College of Education for relief appropriations. After consultation with institutional officials, Mr. Byrne presented the following for final consideration by the Finance Committee which now recommends approval of these items:
University of Oregon

Addition of 1/10 time of Mr. George Godfrey, Director of the News Bureau, to Journalism Department to teach a course in news photography, saving in News Bureau salary account to be transferred to wage budget for part-time assistance ........................................ $ 320.00

Addition of $100 to the wage budget of the School of Journalism to cooperate with Washington and California in paying honoraria to three speakers for annual press conference (non-recurring) .................................................. 100.00

Total, University .................................................. $420.00

State College

Continuation of increase in time of one graduate assistant in Civil Engineering and two in Mechanical Engineering for winter term only (non-recurring) .................................................. $ 275.00

Wages to provide student assistance in Industrial Arts for fall and winter term (non-recurring) .................................................. 366.67

Graduate assistant in Household Administration for nursery school supervision, winter term (non-recurring) .................................................. 183.33

Wages for instructional assistance in Mathematics, fall and winter term (non-recurring) .................................................. 600.00

Materials and supplies for Chemistry (non-recurring) .................................................. 500.00

Increase from three-fourths to full time of Miss Jeanette Brauns in Women's Physical Education, effective October 1, 1940 ........................................ 356.25

Total, State College .................................................. $2,281.25

Eastern Oregon College of Education

Wages for clerical help, Registrar's Office, (non-recurring) .................................................. $ 200.00
December 10, 1940

For laboratory materials and supplies in Physics ................... $ 100.00

Total, E. O. C. E. ........................................ $ 200.00

Total, All institutions ....................................... $3,001.25

The Board voted to approve the emergency budget additions for increased enrollment as recommended by the Finance Committee.

The report of the Finance Committee was continued as follows:

"President Erb presented requests from the University for budget additions of $2,000 for wages for the campus and grounds account, and for $817.65 to complete the retaining wall for the physical education intramural field. Dr. Erb pointed out that while the campus area at the University has increased by one-third, the campus and grounds budget is $5,200 less than in 1929-30. The Finance Committee is cognizant of the needs in the physical plant as presented by Dr. Erb but is hesitant to reduce the Board's unappropriated balance except for extreme emergencies. It is, therefore, recommending that certain salary savings totaling $767.43 resulting from the discontinuance of the University's contribution toward the supplemental annuity payments for staff members to be retired on June 30, be applied for this year against the $2,000 request for additional wages, and that if and when resources are available, the Board give consideration to this problem again."

The Board approved the budget addition of $767.43 for the current year to the wages account of the University campus and grounds budget, funds to be provided from salary savings within the University budget.

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

"At the April 23, 1940 meeting, the Board accepted a gift of property from Mrs. Jessie Parks Staley to the University, including approximately 5,000 acres of land in Harney County, with the understanding that there were no unpaid taxes or other liens against the property. Delay on the part of the donor in completing the transaction has resulted in taxes, estimated at $100, becoming due on March 15, 1941. Mrs. Staley has revised her offer
to include only 4,200 acres, with the understanding that the Board will assume the unpaid taxes. The possible rental income of this land is approximately $100 per year.

"The Finance Committee is recommending that the Board accept Mrs. Staley's revised offer of 4,200 acres, with the understanding that the Board will advance funds to pay the taxes due on March 15, 1941, reimbursement to be made from any income received from the property."

The Board approved the acceptance of the gift of land in Harney County from Mrs. Jessie Parks Staley on the basis recommended by the Finance Committee.

The report of the Finance Committee was continued as follows:

"At the last meeting, the Board authorized the temporary investment of a portion of the proceeds of the Williams estate in investment share accounts of insured federal building and loan associations, with a maximum of $5,000 in any one association. Comptroller Bork has been informed through the Attorney-General's Office that the state constitution provides that no state department shall subscribe to nor be interested in the stock of any company, association or corporation. The Finance Committee, therefore, recommends that Comptroller Bork be authorized to withdraw the funds deposited with the building and loan associations, effective December 31, 1940."

The Board authorized Comptroller Bork to withdraw funds of the Williams estate on deposit with building and loan associations, as recommended by the Finance Committee, to comply with constitutional provisions.

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

"An offer has been received from the present tenants of the Eleanor Peake estate property in Clackamas County to purchase the property located in blocks #93, 94, 95, 97, 98 and 99, Park View Acres, at a price of $7,500, with a down payment of $1,000 and a monthly payment thereafter of $50, with interest at five per cent on the unpaid principal. The Finance Committee is recommending that this offer be accepted and that the proper officers of the Board be authorized to execute the necessary documents."
The Board voted to accept the offer of the present tenants to purchase the Park View Acre tract of the Eleanor Peake estate at $7,500, with a down payment of $1,000 and a monthly payment thereafter of $50, with interest at five per cent on the unpaid principal.

The report of the Finance Committee was continued as follows:

"Mr. Ralf Couch and Dr. D. W. E. Baird of the Medical School appeared before the Finance Committee to present the urgent need for immediate replacement of certain X-Ray equipment in the Department of Radiology. It was pointed out that this equipment, which is used for the Outpatient Clinic, the Doernbecher Hospital and the Multnomah County Hospital, is outmoded and practically worn out. While the supplementary budget of the Medical School indicated $35,000 as the amount required to replace the equipment, Mr. Couch and Dr. Baird indicated that $10,500 would meet the emergency at the present time by replacing the main unit and one radiographic unit.

"The Finance Committee explained to Medical School officials that replacement of obsolescent equipment is one of the major items in the Board's supplementary request to the Legislature, and that every effort will be made to secure funds for this and other emergency replacements."

The Board accepted the report of the Finance Committee on X-Ray equipment for the Medical School.

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

"Since the last Board meeting, when authorization was granted to proceed with the program of improvement for Radio Station KOAC and to utilize the $48,125 made available for this purpose by the 1939 Legislature, a report has been received from State College officials stating that the cost of the completed project will exceed the funds available by approximately $11,000. Professor McMillan explained that this estimated increase is due largely to the refusal of the U. S. Navy to approve a five-kilowatt non-directional transmitter on 550 kilocycles because of the possible interference with radio communication at Tongue Point Naval Base, now under construction. KOAC is, therefore, forced to adopt a directional antenna system for the new trans-
mitter, with consequent additional costs which were not anticipated in the original program approved by the Legislature. Professor McMillan reported that under authority granted at the last meeting, contracts for KOAC had been placed through the State Board of Control totaling approximately $40,000.

"The Finance Committee spent considerable time in discussion of the problem, and agreed that in the light of the many emergencies which cannot be met, it would be impossible for the Board to assume the additional responsibility of meeting the $11,000 deficit. The Finance Committee is, therefore, recommending that the Secretary of the Board be authorized to request the Board of Control to suspend the contingent contract for the transmitter for a period of ninety days, and that an application for an extension of the completion date be filed with the Federal Communications Commission. It further recommends that a request be made to the Ways and Means Committee of the Legislature for an appropriation to complete the KOAC project."

The Board approved the report of the Finance Committee regarding the KOAC improvement project, including authorization for the filing of an application with the Federal Communications Commission for an extension of the completion date, for the Secretary of the Board to request the Board of Control to suspend the contingent contract on the transmitter for ninety days, and for a request to be submitted to the Ways and Means Committee of the Legislature for an appropriation to complete the KOAC project.

Mr. Marks presented letters from the Oregon Section of the American Institute of Mining and Metallurgical Engineers and from the Oregon Technical Council, requesting the reestablishment of a degree curriculum in mining and metallurgy at Oregon State College. These letters were referred to the Curricula Committee of the Board for consideration.

Secretary Byrne presented an invitation from President Howard for the Board to hold its January meeting on the campus of the Oregon College of Education. The Board voted to hold its January meeting on the Monmouth campus and to express appreciation to President Howard for the invitation.
CENSUS OF STAFF FOR NATIONAL DEFENCE PURPOSES

Secretary Byrne reported that Governor Sprague had requested representation by the State System at a meeting in Salem on November 12 for the purpose of outlining procedures relative to the mobilization of labor for national defense, and that Mr. Collins had represented the Board on that occasion. Each institution has been requested to take a census of staff included in the physical plant, clerical force, or other non-professional occupations and to make report thereof to the Board for Mobilization of Labor.

FACULTY CLUB INVITATION

Secretary Byrne extended an invitation from G. V. Copson to all Board members to attend the Men's Faculty Club dinner on Tuesday evening, December 10, at 6:30, at Corvallis.

GIFTS

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

State College

Oregon Milk Control Board

Gift of $1,500 from the Oregon Milk Control Board to the Experiment Station Department of Agricultural Economics for conducting research on the handling and distribution of milk.

Gift of $140 from the Oregon Milk Control Board to the Experiment Station Publications budget for publishing the results of a recent investigation on the accuracy of certain methods of sampling, preserving and testing milk received at milk plants.

University

Mrs. S. D. Allen

Gift from Mrs. S. D. Allen of 575 law books to the University of Oregon School of Law Library.

Oregon Dads' Gates

Gifts totaling $22,000 for the construction of the University of Oregon Dads' Gates, consisting of a labor contribution of $17,546 from the federal government, and $4,454 from 270 Oregon Dads.

Medical School

Abbott Laboratories

Gift of $1,200 from the Department of Clinical Research of the Abbott Laboratories, Chicago, for marrow culture research on the chemotherapy of infections.

Mrs. Hebard Gift of $500

Gift of $500 from Mrs. Kate P. Hebard of Portland to the Doernbecher Hospital for the birthday party fund.
Oregon College of Education

Dr. Fenton
Gift of Books

Gift of a collection of twenty-nine text books from Dr. Ralph A. Fenton. These were books used by his father when a student at the Oregon College of Education in 1872.

Tobacco By-Products Cooperative Program

The Board voted to accept the offer of the Tobacco By-Products and Chemical Corporation of Louisville, Kentucky, for a cooperative program with Oregon State College for the investigation of new organic insecticides derived from nicotine and closely related compounds. The corporation offer provides a grant of $3,490, including two research fellowships in 1940-41, and a budget for wages, travel and equipment.

Medical School
General Hospital

During the World War the Medical School organized Base Hospital #46, comprised of 42 medical officers of the staff, 400 enlisted men, and 100 nurses. The Surgeon General of the U.S. Army has now requested the Medical School to organize General Hospital #46. The Board approved the recommendation of Dean Dillehunt that the Medical School comply with this request, including the designation of a staff of 73 officers from the personnel of the Medical School.

Budgeting of Legis. Funds Under H.B. 496

The Board approved the budgeting of unused cash balances remaining on June 30 in the agricultural research funds appropriated under House Bill No. 496, as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dairy Husbandry</td>
<td>$653.59</td>
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<tr>
<td>Fish and Game Management</td>
<td>25.19</td>
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<tr>
<td>Poultry</td>
<td>40.00</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>1,152.70</td>
</tr>
<tr>
<td>Farm Crops</td>
<td>145.14*</td>
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<tr>
<td>Horticulture</td>
<td>166.59</td>
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<tr>
<td>Food Industries</td>
<td>361.33</td>
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<td>Soils Department</td>
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<td>Agricultural Chemistry</td>
<td>488.19</td>
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<tr>
<td>Botany</td>
<td>132.58</td>
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<tr>
<td>Entomology</td>
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<tr>
<td>Nematodes</td>
<td>52.61</td>
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<tr>
<td>Red Hill Lands Investigation</td>
<td>144.65*</td>
</tr>
<tr>
<td>Northrup Creek Project</td>
<td>255.85</td>
</tr>
<tr>
<td></td>
<td>$4,525.98</td>
</tr>
</tbody>
</table>

*Reduction
RESTORATION FUND SAVING

The budget for the Board's contribution to the State Restoration Fund for 1940-41 was $15,978.28, while the assessment was only $14,476.74. The Board voted to return the savings of $1,501.54 to the unappropriated fund.

BUDGET ADD'N ART MUSEUM REPAIRS

Some time ago the Board appropriated $450 for special repairs to the Art Museum at the University. The actual cost exceeded the amount appropriated by $190.13. The Board approved a budget addition of $190.13 to the 1940-41 physical plant budget to cover this overdraft.

BUDGET ADD'N UO INFIRMARY OPERATING BUDGET FOR REPAIRS

Certain extraordinary repairs beyond the normal repair budget for the infirmary building at the University are necessary. The Board approved the recommendation of President Erb that a transfer of $500 be made from the Health Service reserve to the Health Service operating budget in 1940-41, non-recurring.

MEDICAL SCHOOL LANDSCAPING PROJECT-- BUDGETING OF BLDG. FEES

At the June, 1939 meeting, the Board allotted $2,000 for the campus landscaping project at the Medical School, with the understanding that this contribution would be supplemented by building fees to be realized during 1939-40. The project is more than one-half completed, and it has become necessary to provide funds to meet the incurred expenses. The Board approved the budgeting of an additional $15,029.76 to this landscaping project, of which $11,429.76 is to come from cash building fees on hand and $3,600 from an advance on building fee collections for the winter and spring terms.

RACHEL PHILLIPS PROPERTY IN CARVER

The Oregon College of Education is joint owner with the First Baptist Church of Oregon City and the Old Folks' Home at Salem, of a lot in Carver, received through the will of Mrs. Rachel Phillips. The assessed valuation of the property, which is located in an undeveloped portion of the town, is $50. Church officials have requested that the Board deed its share to the Church for the development of a religious center, with the understanding that should the property at any time be used for other than religious purposes, it shall revert to the original owners. The Board approved the recommendation of President Howard that this proposal be accepted and that the proper officers of the Board be authorized to execute the necessary documents.

DOLLY MAGOON ESTATE

The First National Bank of Portland, trustee named in the will of Dolly Magoon, in which the Doernbecher Hospital is a joint beneficiary with the Shriners'
Hospital for Crippled Children, has raised the question as to whether the trustee has authority under the terms of the will and codicils thereto to sell securities of the trust estate for reinvestment. The Board voted to authorize the First National Bank of Portland as trustee of the Dolly Magoon estate to sell securities of the estate for reinvestment.

The Board approved the following recommendations of the Chancellor for allotments from the equipment reserve to certain departments at the State College and for the Eastern Oregon College of Education:

**English**

- 2 office desks ................................ $55.00
- 1 steel file ................................... 11.38
- 10 tables ...................................... 70.00

**Psychology**

- 1 typewriter and table ...................... 117.00
  material for constructing apparatus .... 150.00

**Sociology**

- 1 typewriter and table ...................... 104.61 $508.19

**Eastern Oregon College of Education**

- Equipment for Physics ...................... 44.00
  $552.19

After deduction of the above items there remains a balance of $1,237.54 in the reserve for equipment.

The Board approved the following personnel adjustment at the University:

**M.H. Douglass**

Sabbatical Leave on half salary for Mr. M. H. Douglass, Librarian, from January 1 to 31, 1941 for rest, and the transfer of the salary savings of $171.74 to the Library wage budget to provide substitute assistance.

The Board approved the promotion of the following volunteer staff members at the Medical School:

**Dr. M'Kelvey**

Promotion Dr. Gilbert J. M'Kelvey from Clinical Instructor to Assistant Clinical Professor of Surgery.
Meeting #108 - 15

December 10, 1940

Dr. Brunkow Promotion
Dr. Clarence W. Brunkow from Clinical Associate to Assistant Clinical Professor of Surgery.

Dr. J. Raaf Promotion
Dr. John Raaf from Assistant Clinical Professor to Associate Clinical Professor of Surgery.

R. J. Maaske Utilization of Vacation
The Board granted permission for President R. J. Maaske to utilize his month's annual vacation in 1941 to accept an invitation to be a guest professor at the University of Colorado from June 16 to July 18, 1941.

F.M. Hunter Utilization of Vacation
The Board granted permission for Chancellor Frederick M. Hunter to utilize his annual vacation period for 1940 during the month of December in order to recover from his recent serious operation.

ADJOURNMENT
The Board adjourned at 10:50 a.m.

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