The meeting of the State Board of Higher Education scheduled by the by-laws for March 11, 1941, was not held due to the lack of a quorum. By common consent of Board members, it was agreed to dispense with the meeting and call a special meeting at a later date in March after the outcome of the Board's appropriation requests to the Legislature was finally determined following legislative adjournment.

STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
OLD HEATHMAN HOTEL, PORTLAND, OREGON
MARCH 26, 1941

MEETING #110

There being no quorum present, the regularly scheduled meeting of March 11, 1941, was not held and upon written request of five Board members a special meeting of the State Board of Higher Education was called by the President of the Board at the Old Heathman Hotel, Portland, Oregon at 10:00 a.m. on March 26, 1941.

ROLL CALL

The meeting was called to order at 10:15 a.m. by the President of the Board, Willard L. Marks, and on roll call the following answered present:

C. A. Brand
R. C. Groesbeck
Mac Hoke
R. E. Kleinsorge
Willard L. Marks
Robert W. Ruhl
Beatrice Walton Sackett
E. C. Sammons
Edgar W. Smith

There were also present Chancellor Frederick M. Hunter; 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; President R. J. Maaske of Eastern Oregon College of Education; and President Walter Redford of Southern Oregon College of Education.

KLEINSORGE
APPOINTMENT
TO BOARD

Mr. Marks read a letter from Governor Sprague reporting that the appointment of Dr. R. E. Kleinsorge as a member of the State Board of Higher Education had been confirmed by the Senate. On behalf of the Board, President Marks welcomed Dr. Kleinsorge to membership in the Board.

MINUTES
APPROVED

The Board voted to dispense with the reading of the minutes of the last regular meeting held on January 28 and February 8, 1941, and approved the minutes of this meeting as they appeared in the docket.
Mr. C. A. Brand, Chairman of the Committee on Curricula, presented the following report:

"The Curriculum Committee met yesterday afternoon with all members present. Other Board members were in attendance.

"From time to time appeals have been made to the Chancellor's Office and the Board for the restoration of a degree curriculum in mining engineering at the State College. The question was referred to the Chancellor for study.

"Evidence accumulated by the Chancellor indicated that a limited number of professional and mining engineers are required each year for manning the growing mining industry of the state, but it was also evident that mining schools in the adjacent states of Washington, Idaho and California provide facilities for such training.

"In view of the necessity for the Board's curtailing its present instructional and research program as a result of the reduction in legislative appropriations, it was the unanimous opinion of the members of the Curriculum Committee that expansion in instructional activities should not be undertaken at this time.

"The Committee, is, therefore, recommending that no action be taken re-establishing a degree curriculum at present, but is suggesting that the present offerings be reviewed with the aim of making them serve the best interests of students who desire pre-professional training in mining engineering."

The Board voted to adopt the report of the Curriculum Committee on the mining engineering curriculum at the State College.

Mrs. Beatrice Walton Sackett, Acting Chairman of the Committee on Buildings, Grounds and Capital outlay, reported as follows:

"At the January meeting, the Building Committee authorized Secretary Byrne to ascertain what arrangements might be worked out between Jones and Marsh, architects, and Mr. Bennes for cooperative architectural services on the two remodelling projects at the State College, Mr. Bennes to act in an advisory capacity. Dr. Byrne reported that satisfactory arrangements had been made on this basis. The Building Committee is recommending that Jones and Marsh, with Mr. Bennes advising, be employed for the College remodelling projects in Waldo Hall and the Men's Gymnasium, the fee to be divided equally, after all direct expenses are paid, with the understanding that architectural services for other projects will be considered as the need arises."

The Board voted to approve the recommendation of the Building Committee on the architectural arrangements for the State College remodelling projects.
Mrs. Sackett continued the report of the Building Committee as follows:

"Secretary Byrne reported that negotiations had been completed for the purchase of the Sigma Chi property at the State College at a price of $19,000 and the Gibson property at a price of $11,000, these properties to be utilized in expanding dormitory facilities for women. This purchase had been previously discussed by the Building and Finance Committees of the Board and a plan approved whereby the Board would contribute $2,500 each to the purchase price of the properties as payment for the land, the remainder of the purchase price to be met from dormitory balances. The dormitory investment in these properties is to be repaid through the net income realized from the use of these properties as dormitory annexes, including interest at the rate of four per cent per annum. Following the completion of the repayment to the dormitory, the net income will accrue to the Board's general fund."

The Board voted to approve the purchase of the Sigma Chi and Gibson properties at the State College on the basis recommended by the Building Committee.

The report of the Building Committee was continued as follows:

"The Building Committee also recommends that State College officials be directed to submit to the Board at a later date estimates on the amount required to recondition the Sigma Chi and Gibson buildings for girls' dormitory purposes, with the understanding that these remodelling costs will also be paid from dormitory funds and repayment made from the net income of the properties."

The Board approved the program as outlined for repairs for the dormitory annexes at the State College, with the understanding that further report will be submitted to the Board.

Mrs. Sackett continued the report of the Building Committee as follows:

"The Chancellor presented with his recommendation a request from State College officials for the construction of a horse barn at the State College to accommodate the riding horses owned by students. The proposal is to finance the project through gifts supplemented by WPA labor. The site for the building is to be provided by the State College. The Building Committee is recommending approval of this recommendation with the following understandings:

1. The State College will provide a site for the barn but will provide no funds for construction or maintenance.
2. The Board will assume no responsibility for the administration of the barn."
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3. Riding of horses shall not be permitted on the campus paths, roads, and streets.
4. The College is to report back to the Building Committee on the location and plans for the structure.

The Board approved the recommendation of the Building Committee regarding the construction of a barn for student saddle horses at the State College.

SPECIAL LEGISLATIVE APPROPRIATIONS

The report of the Building Committee was continued as follows:

"A bill was passed by the Legislature authorizing an appropriation of $10,500 for a portion of the needed X-ray equipment at the Medical School. In view of the emergency situation in connection with this equipment, the Building Committee is recommending that Medical School officials be authorized to file a purchase order with the Secretary of the Board of Control for this equipment when the appropriation is approved by the Governor."

X-ray Equipment Medical School

"The Building Committee also directed that plans and specifications be prepared for the remodeling program for the heating plant at the Oregon College of Education for which an appropriation of $28,000 was authorized by the Legislature."

OCE Heating Plant

" Determination of a program for the correction of fire hazards at the State College will await the final disposition of the proposal to erect an auditorium."

OSC Fire Hazards

The Board approved the report of the Building Committee regarding actions to be taken as a consequence of the supplementary legislative appropriations for equipment and building repairs.

KOAC MATTERS

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

"At the January 28 meeting, the Board, at the Chancellor's request, deferred action on the proposed change in the license for Radio Station KOAC from Oregon State College to the State Board of Higher Education. After further study, the Chancellor reported that he was recommending that the license of the station be the State Board of Higher Education after the present case with the Federal Communications Commission has been completed and not later than June 30, 1942, with the understanding that Oregon State College shall continue to be the institution responsible for the management of the physical plant of the station, through the engineering department of that institution."
"Mr. Marks reported that representatives of interested
groups had requested the privilege of appearing before the
Board to present their views in the matter. It was agreed
that before action is taken on this recommendation, all
individuals or organizations desirous of presenting their
views be given an opportunity.

"The Secretary of the Board was directed to write to all
those who have expressed an interest in the proposed action,
inviting them to appear before the Board at the next meeting."

The Board approved the report of the Finance Committee deferring
action on the proposed change in the licensee for Radio
Station KOAC.

The report of the Finance Committee was continued as follows:

"Dr. Hunter reported that in order to clarify the recommenda-
tions approved by the Board at the January meeting on the
organization and operation of Radio Station KOAC, he was
submitting a list of interpretations to accompany the
original report of January 28, 1941, as follows:

a. It is understood that the Advisory Council referred
to in Recommendation No. 1 will serve as a coordinating
group to make more effective all elements in the pro-
gram management of the station in its relation to the
System. As a body, it has no administrative authority,
but its advisory function is exercised through the
office of the Dean-Director of General Extension, the
Chancellor and the Board of Higher Education. Its
purpose and field of advice does not cover technical
matters regarding engineering operation and maintenance
of the physical radio plant, for which the School of
Engineering is responsible through the office of the
President of the College, the Chancellor and the State
Board.

b. It is understood that the "director", in Recommendation
No. 2 is not in charge of the engineering operation and
maintenance of the physical radio plant. Coordination
is to be achieved through the presence of the President
of the College on the Advisory Council, and the
authority of the Board and the Chancellor's Office in
controlling the policies of the physical plant as well
as the broadcast programs.

c. Referring to Recommendation No. 4, the Dean-Director of
General Extension shall prepare the program budget, as
an integral part of the General Extension budget as at
present, and the School of Engineering shall prepare
the operation and maintenance budget as an integral
part of the State College budget as at present.
d. It is understood, however, under Recommendation No. 5 that no use of Radio Station KOAC shall be allowed for the purpose of broadcasting any advertising of goods or services for commercial purposes or for broadcasting any partisan political matter.

"The Finance Committee recommends approval of these interpretations."

The Board approved the Chancellor's interpretations of his January 28, 1941, report on the organization and operation of Radio Station KOAC.

Manager for station

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

"Included in the Board action on KOAC matters at the January meeting was direction for a specific review of the budget of the station with all possible savings. In order to effect economies the Chancellor is recommending that the appointment of a new manager for the station at a salary of $3,000 be postponed for the present; that Dean-Director Caldwell be assigned as ex-officio manager of the station for the present, one-fourth time, allocating $1,000 of his salary to this budget; and that the detailed budget as prepared by the Chancellor, effecting annual savings of $2,485 be approved.

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

The Board voted to approve the report of the Finance Committee on the program budget of Radio Station KOAC.

Legal Services

The report of the Finance Committee was continued as follows:

"The Chancellor reported that State College officials had submitted a request to secure the legal services of the Attorney-General in filing an application with the Federal Communications Commission for permission to transmit at 5,000 watts power night and day instead of 5,000 watts daytime and 1,000 watts at night as provided in the present construction permit.

"The Finance Committee is recommending that the committee appointed by the Chancellor be confirmed, and that the committee be granted permission to confer with the Attorney-General and to file the application for 5,000 watts both day and night, with the understanding that this does not authorize the incurring of any legal costs."

The Board approved this report of the Finance Committee.
Mr. Sammons continued the report of the Finance Committee as follows:

"By authorization of the Board at the regular meeting on September 12, 1939, a temporary procedure in encouraging the use of inventive talents of members of the staff was approved, including an appropriation of $500 for expenses in connection with patenting a process developed by a research group. At the same time it was understood that the General Research Council would recommend a plan looking toward the widest and most serviceable use of incomes arising from patents and discoveries made by staff members of the System. Dr. Hunter reported the receipt of a recommendation from the General Research Council contemplating the establishment of foundations for the several divisions within the System, each foundation to be incorporated and controlled by a board of trustees, and to have power to receive and administer gifts of funds for research in its field and to perform all other functions included in its articles of incorporation and by-laws.

"The Finance Committee concurs in the recommendation of the Chancellor that this plan be approved, with the understanding that the Chancellor's Office be directed to give general supervision and oversight to the application of the policy in the several institutions and schools of the System, such oversight to include an approved system of auditing and an annual report to the Board through the Chancellor's Office."

The Board approved the plan for patent procedures as recommended by the Finance Committee.

The report of the Finance Committee was continued as follows:

"The Chancellor also presented a recommendation on a policy dealing with the rights of a donor in research results growing out of a grant of funds for a specific research project. After a careful survey of the practice among the better institutions, the following policy was recommended:

That the departments of the institutions of the State System reserve the right to publish all or any portion of the results of an investigation. The donor will, however, be supplied with the results long before publication.

"The Finance Committee recommends adoption of this policy."

The Board voted to approve the policy recommended by the Finance Committee regarding the publication of results of cooperative research with industries.
Mr. Sammons continued the report of the Finance Committee as follows:

"Comptroller Bork presented a list of proposed investments for the $110,000 of the Williams estate funds recently withdrawn from savings and loan association investment share accounts because of the constitutional limitation. The Finance Committee is recommending that of the $110,000 fund, $50,000 be invested in U.S. Defense Savings Bonds, and that the remainder be invested in other securities, not to exceed $5,000 each, which meet the approval of the Chairman of the Finance Committee and the Comptroller."

The Board voted to approve the investment of $110,000 of the Williams Estate funds as recommended by the Finance Committee.

The report of the Finance Committee was continued as follows:

"At the October meeting, a joint request from President Erb and Dean Caldwell was presented for an appropriation of $2,652 to provide adequate facilities for broadcasting and radio speech instruction work at the University. With the exception of a wage item of $255 which was approved at that time, the request was deferred pending the survey of KOAC matters by the Chancellor. Dr. Hunter is recommending an appropriation of $1,000, or as much thereof as is necessary, to cover the purchase of a piano, not to exceed $900, and other studio equipment at $100.

"The Finance Committee concurs in this recommendation."

The Board approved a budget addition of $1,000, or as much thereof as is necessary, for equipment for the broadcasting studio and radio speech instruction work at the University.

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

"The Chancellor presented a request from the State College for an emergency appropriation of $1,100 for wages and $1,700 for materials and expense to the requisition budget of the Chemistry Department. He reported that a study of material costs in Chemistry on a student credit-hour basis had been made to determine how large an appropriation is necessary in the current year to prevent a deficit and to formulate a guiding principle from year to year in the budgetary set-up for this department.

"On the basis of the study made by Mr. Collins and Mr. Bork, the Chancellor is recommending a non-recurring appropriation of $1,400 for materials and supplies and $500 for wages for the remainder of the current year. The Finance Committee so recommends to the Board."
The Board approved a non-recurring budget addition of $1,400 for materials and supplies and $500 for wages for the Chemistry Department at the State College for the remainder of the current year.

The report of the Finance Committee was continued as follows:

"The Finance Committee gave consideration to the possibility of proceeding under the new legislative authorization for the construction of an auditorium at Oregon State College, but the preliminary work by the State College has not proceeded far enough for action at this time."

The Board accepted the report of the Finance Committee on the auditorium at the State College.

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

"The Chancellor presented a plan for the acquisition of the J.C. Braly ornithological collection by the State College as an adjunct to the research and instructional facilities in science and allied departments. Board members who attended the Finance Committee meeting expressed approval of the proposal and directed that the Chancellor's Office work out with Mr. Braly a contract incorporating the essentials as reported by the Chancellor, the contract to be submitted at a subsequent meeting of the Board for final action."

The Board voted to approve the report of the Finance Committee regarding the Braly collection.

The report of the Finance Committee was continued as follows:

"As a result of reductions of approximately $300,000 made by the Legislature in the requests of the Board for the biennial period, the annual operating budget for the fiscal year 1941-42 will have to be reduced accordingly. The Chancellor presented to the Finance Committee yesterday three alternate plans for making these reductions. The biennial requests contained two items of $100,000 each for the rehabilitation of physical plant and the replacement of obsolete and worn-out equipment. Both of these items were eliminated by the Legislature, although a special appropriation of $42,500 was approved to care for a few emergency items such as fire hazards, remodelling the heating plant at the Oregon College of Education, and a portion of the X-ray equipment at the Medical School.

"The Finance Committee is reluctant, however, to abandon completely the modest rehabilitation program of buildings and equipment which has been going on over a period of four
years following the enforced neglect during the depression period. It is suggesting to the Board that items of $20,000 each be set aside during the biennium to cover the most urgent items of building and equipment rehabilitation. This is a reduction of approximately $115,000 biennially in the operating level for these purposes. Further reductions in the current operating level will be necessary to balance the annual budget and to provide an emergency reserve fund smaller than usual. Best estimates at this time indicate that $42,854 per year or $85,708 for the biennium will have to be eliminated from the instructional and plant maintenance budgets. The Chancellor presented alternate plans of meeting the deficit through staff eliminations, curtailment of activities and savings in other areas. The particular points at which these reductions will be made are to be submitted to the Board at the next meeting after the Chancellor has conferred with institutional executives and worked out a program that will least impair the instructional and research work of the System.

"In order to make possible this budgetary plan, it will be necessary to carry over as large a balance as possible from this year's budget. The Finance Committee suggests, therefore, that the Chancellor be instructed to address a letter to all the institutions urging that the strictest economy be followed for the remainder of the fiscal year in order to accumulate through savings a balance to carry over into the resources for the next biennium.

"The annual budget prepared on the basis of this plan will, of course, be submitted to the Board for detailed review and final action at its next meeting. The Finance Committee recommends adoption of this report."

The Board voted to approve the report of the Finance Committee on the budgetary program for the fiscal year 1941-42 and the biennium 1942-1943.

Mr. Marks presented a communication from Mr. Oscar Hagg, President of the Oregon Dairymen's Association, urging the development of the six-year livestock improvement program.

President Marks reported that he had received a letter from Senator Holman, indicating that he would make every effort to have the federal contribution reinstated for the support of the Sherman Branch Experiment Station.

Mr. Marks reported the receipt of a letter of invitation from the Oregon Tuberculosis Association to attend the twenty-fifth anniversary of the Association on March 27 and 28.
Mr. Marks reported the receipt of a number of communications from individuals and organizations interested in the KOAC licensee matter, and indicated that the Secretary had been asked to invite the individuals or organizations concerned to present their views at the next meeting of the Board.

President Marks complimented the Chancellor and members of his staff for the efficient presentation of the budgetary requirements of the System before the several meetings of the Ways and Means Committee of the Legislature.

Mr. Sammons presented the following resolution:

RESOLUTION

WHEREAS, Mr. F. E. Callister has retired from the State Board of Higher Education at the expiration of the term of office to which he was appointed, and

WHEREAS, Mr. Callister was one of the original members of the Board and has served continuously since the creation of the unified Board in 1929, having been appointed first by Governor I. L. Patterson and reappointed by Governor Julius L. Meier, and

WHEREAS, Throughout his twelve years of service Mr. Callister has rendered faithful and devoted service to the welfare of higher education in Oregon and has, as Chairman of the Building Committee of the Board, carried much of the burden of directing the betterment and expansion of the physical plants on all campuses of the System involving the expenditure of millions of dollars, now therefore, be it

RESOLVED, That the State Board of Higher Education expresses for its members and for the people of Oregon sincere appreciation for the services of Mr. Callister and extends to him its best wishes for continued health and happiness, and be it further

RESOLVED, That this resolution be spread on the official minutes of the Board and a copy transmitted to Mr. Callister.

The Board unanimously adopted the resolution regarding the services of Mr. Callister and instructed the Secretary to transmit a copy thereof to Mr. Callister.

Members of the Board also expressed concern regarding the illness of Mr. Callister and directed the Secretary to extend to him the best wishes of the Board for his speedy recovery.
President Marks reported that Mr. Callister's retirement from the Board had resulted in vacancies on several committees, and indicated that he would be ready at the next Board meeting to announce appointments.

Chancellor Hunter reported the receipt of a letter from Mr. John H. Reisner, Executive Secretary of the Rural Missions Cooperating Committee, expressing appreciation for the services rendered by the faculty of Oregon State College in the first annual School for Missionaries held from February 3 to 28, 1941, and formally requesting that the School for Missionaries be offered again in 1941-42 on the same basis. The Board voted to extend an invitation to the Rural Missions Cooperating Committee of the Foreign Missions Conference of North America for the second School for Missionaries to be held in 1942, on the same basis as prevailed for the first school.

Chancellor Hunter reported that Mr. Herman Klotz had notified Dean F. A. Gilfillan, Chairman of the Administrative Council of the State College, that the buildings at the CCC camp at Coos Bay had been officially conveyed by the federal government to the State Board of Higher Education. The Board voted official acceptance of this gift and instructed the Secretary to express to the proper government officials the acknowledgement and appreciation of the Board.

The Chancellor reported that the R.O.T.C. departments of the two major institutions have proposed that in view of the emergency character of the defense program and the relationship of these units to the undertakings of the military arm of the government, the annual R.O.T.C. competition be eliminated for the current year. Dr. Hunter indicated that Governor Sprague had agreed to concur in whatever decision the Board wished to make. The Board voted to dispense with the annual military competition for the current year in view of the national defense program.

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

**University**

**Portland Bus. Men**
Gift of $140 from fourteen Portland business men for the Portland Business Men's Scholarship for 1941-42.

**Mrs. C. C. Hammond**
Gift from Mrs. C. C. Hammond to the University Museum of Anthropology of a collection of specimens from the Philippine Islands acquired by the late General Creed C. Hammond, valued at $100.
Senior Gift of $337.24 from the Senior Class of 1940 for the establishment of the "Class of 1940 Endowment Loan Fund."

Judge Gift of books from Judge Lawrence T. Harris of Eugene, consisting of the "Trial of Aaron Burr" and a rare copy of the 1853 Oregon Code.

Judge and Gift of $300 from Judge and Mrs. J. O. Bailey, supplementing a recent gift of $1,000 for a double row of pyramidal English oaks on the University campus as a memorial to their son, Robert.

Mrs. Bailey

Carnegie Gift of $5,000 from the Carnegie Corporation to the School of Architecture and Allied Arts for the purchase of books, slides and photographs.

Corp.

State College

Mrs. Marie B. Gift of 67 books from Mrs. Marie B. Lewis to the State College Library, in memory of her husband, Professor Claude I. Lewis who was a member of the College staff from 1906-1919.

Lewis

Southern Oregon College of Education

W. H. Fluhrer Gift of a time clock valued at $170 for the gymnasium from Mr. William H. Fluhrer of Medford.

HEALTH The present regulation regarding hospitalization in the infirmaries of the several institutions provides that a student shall be allowed five days per term and fifteen days per year. The Board voted to approve the recommendation of Dean Dillehunt, Director of Health Services, with the concurrence of the Health Service Directors and institutional executives, that the 15-day per year maximum be continued, but that the 5-day maximum for a single term be eliminated, with the understanding that a charge at actual cost will be levied for hospitalization beyond the 15-day period.

SERVICE REGULATIONS

AMERICAN The American Legion is sponsor of a national program of boys' state activities. The Legion has requested permission to locate the summer program at the State College the week of June 22-29, utilizing a set-up similar to that for the 4-H Club summer session. The plan proposes a fee of $7.00 per student for board and room and a 50¢ registration fee for the facilities of the institution. The Board voted approval of this cooperative program, upon the recommendation of Dean Gillilan, with the understanding that there will be no conflict with the regular summer session activities at the State College and that there will be no additional cost to the State.
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BUDGET ADD'NS TO AVOID OVERDRAFT

The Board approved appropriations at the University to cover emergency needs to June 30, 1941, as follows:

Architecture and Allied Arts, wages, $375; materials and supplies, $375 ($300 of the total amount to be non-recurring) .............................................. $ 750.00
Physics Department, wages (non-recurring) ........................................... 218.07
Registrar's Office, materials and expense (recurring) ........................................... 475.00

1,443.07

The Board approved the following appropriations at the State College to cover emergency needs to June 30, 1941:

Chemical Engineering, materials and supplies, (non-recurring) ........................................... 100.00
Electrical Engineering, wages (recurring) ........................................... 450.00
Home Economics, salaries, to retain Miss Isabelle Thomas during the spring term as full-time instructor in Foods and Nutrition (non-recurring) ........................................... 600.00
Horticulture Department, additional repairs for Milhollen farm (non-recurring) ........................................... 250.00
Industrial Arts, wages (non-recurring) ........................................... 183.33
Library, wages for moving books and periodicals into the new Library wing, $800 (non-recurring) and wages for additional assistance in the reading rooms, $400 (non-recurring) ........................................... 1,200.00
Science, materials and expense, for biology colloquium (non-recurring) ........................................... 100.00

$2,883.33

The Board approved an addition of $400 to the Statistician's Office budget in 1940-41 for extra costs not provided in the original budget for preparation of biennial budgets and legislative materials.

BUDGET ADD'N BIOLOGY LAB. AT EOCE

Because of additional plumbing and heating facilities needed for the biology laboratory in the Administration Building at the Eastern Oregon College of Education, the actual expenses exceeded by $193.26 the $675 budgeted in the 1940-41 building repairs program. The Board approved a non-recurring addition of $193.26 to the 1940-41 physical plant budget at the Eastern Oregon College of Education for this purpose.

MINER BUILDING PARKING LOT

In the interim between Board meetings, opportunity was presented to purchase at a reasonable figure $14,000, a lot adjacent to the Miner Building which could be used advantageously as a parking lot for Miner Building tenants and their patrons. Because the option expired on March 15, the Finance and Executive Committees of the Board authorized the purchase of the lot at $14,000, utilizing Miner Building funds on hand. The Board voted to confirm this action, and authorized the proper officials of the University and the Board to complete the purchase.
The Board approved the following personnel adjustments at the University:

**O. Etter**
Salary Adjustment
Salary adjustment for Mr. Orval Etter, Research Assistant in the Social Science Service Bureau, from $1,600 to $1,900 for the current year only, for services during the spring term in compiling a cumulative index for the Oregon Law Review. The $300 additional compensation, to be paid $150 in the current fiscal year and $150 in 1941-42, is to come from sales income from the Index.

**L. Artau**
Time and Salary Increase
Increase in time service for Louis P. Artau, Assistant Professor of Music, from .67 to full time and corresponding salary increase from $1,600 to $2,600, 10-months basis, one-year tenure, effective April 1, to meet instructional demands resulting from increased enrollment in the School of Music. Addition of $83.33 required in 1940-41.

**F. I. Agule**
Harvey Blythe Promotion in Rank
Change in rank for Captain Frank I. Agule and Captain Harvey Blythe to Assistant Professors of Military Science and Tactics, effective February 11, 1941. Captains Blythe and Agule were recently promoted to rank of captain, removed from the University payroll and detailed to active duty at the University. Their entire salaries are paid by the federal government.

**Capt. Davis**
Assignment
Assignment of Captain Benjamin F. Davis to the University, with rank of Assistant Professor of Military Science and Tactics, effective February 23, 1941. Salary paid entirely by the federal government.

**Sgt. Hoffman**
Assignment
Assignment of Staff Sergeant Franklin A. Hoffman, effective March 2, at a salary of $1,500 of which the University provides $420 and the federal government $1,080; and assignment of Sergeant Toivo Kangas, effective March 1, at a salary of $1,248 of which the University provides $420 and the federal government $828. Salary savings of $48.63 due to delayed appointments to revert to Board's unappropriated funds.

**Lance Hart**
Sabbatical Leave
Sabbatical leave on full pay for Lance Hart, Assistant Professor of Drawing and Painting, during the spring term of 1940-41 for rest and recuperation. Professor Hart's work will be carried by other members of the staff without additional expense.

**H. M. Shafer**
Temporary Appointment
Temporary appointment of Hugh M. Shafer, as Assistant Professor of Education, for the spring term of 1940-41, at a salary of $750 for the period, to replace Professor Macomber who was granted a leave of absence for military service. Salary savings of $28.88 to revert to Board's unappropriated funds.
The Board approved the following personnel adjustments at the State College:

**T. J. Starker**  
Sabbatical Leave  
Sabbatical leave on half salary for Professor T. J. Starker of the School of Forestry from March 15 to June 30, 1941, to visit forest regions in the East, Southeast and Southwest. Salary savings of $466.70 to be utilized as follows:

**E. McKeown**  
Additional Compensation  
Additional compensation for Mr. Eugene McKeown, graduate assistant, to carry a portion of the load normally assigned Professor Starker . . . . . . $233.35

**B. Orell**  
Additional Compensation  
Additional compensation for Mr. Bernard Orell, graduate student, to carry the remainder of Professor Starker's load . . . . . . . . 233.35

$466.70

**Mrs. P. Hayes**  
Resignation  
Resignation of Mrs. Peggy Hayes, Seed Analyst in the Experiment Station, Department of Farm Crops, effective December 31, 1940, and the appointment of Mrs. Louisa Kanipe as Assistant Seed Technologist, rank of Assistant Professor, effective February 1, 1941, at a salary of $2,400, of which $700 will be paid by the Experiment Station, $1,400 by the U. S. Department of Agriculture, and $300 from resident instruction funds. Addition of $300 required in 1940-41.

**Mrs. L. Kanipe**  
Appointment  
A. Kanipe, as Assistant Seed Technologist, rank of Assistant Professor, effective February 1, 1941, at a salary of $2,400, of which $700 will be paid by the Experiment Station, $1,400 by the U. S. Department of Agriculture, and $300 from resident instruction funds. Addition of $300 required in 1940-41.

**Mrs. V. Brandon**  
Sabbatical Leave  
Sabbatical leave on full salary for Mrs. Vera H. Brandon, Professor of Household Administration, from March 15 to June 7, 1941, to visit colleges and universities on the Pacific Coast. Arrangements have been made within the department to care for Mrs. Brandon's work during her absence.

**R. S. Besse**  
Salary Increase  
Salary increase for R. S. Besse, Assistant Director of the Agricultural Experiment Station, 12-months basis, indefinite tenure, from $4,500 to $4,800 effective April 1. Addition required in 1940-41 to be transferred from wages to salaries in the Experiment Station Administration budget.

**Mrs. Wertz**  
Resignation  
Resignation of Mrs. Sara H. Wertz, Home Demonstration Agent in Deschutes County, effective March 31, and the appointment of Miss Mary Heckathorn, effective March 15, rank of instructor, yearly tenure, 12-months service, at a salary of $2,100. Savings of $6.03 to be transferred to Director's Reserve.

**E. G. Chuinard**  
Promotion  
The Board approved the promotion of Dr. Eldon G. Chuinard from Clinical Instructor to Assistant Clinical Professor of Orthopaedic Surgery. Dr. Chuinard is on a volunteer basis at the Medical School.
The Board accepted the resignation of Luke Roberts, Manager of Radio Station KOAC, effective February 1, 1941, and approved the transfer of the unused salary from this position and from the position of Assistant Announcer, not yet filled, as follows:

From salaries to wages for substitute assistance $ 525.00
To Board's unappropriated fund $ 1,460.49
Total $1,985.49

BY-LAWS SUSPENDED
Upon motion by Mrs. Sackett, the Board voted unanimously to suspend the by-laws and to waive the regularly scheduled meeting of the Board for April 22.

SPECIAL MEETING MAY 13
Upon motion by Mr. Smith, the Board voted unanimously to schedule a special meeting of the Board on May 13, 1941, at 10:00 a.m.

ADJOURNMENT
The Board adjourned at 11:35 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary