STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
OLD HEATHMAN HOTEL, PORTLAND, OREGON
May 13, 1941

Meeting #111

At its last meeting, the Board waived the regularly scheduled meeting of April 22, 1941 and voted to hold a special meeting on May 13. Pursuant to this action, a special meeting of the State Board of Higher Education was held on May 13, 1941, at the Old Heathman Hotel, Portland, Oregon, at 10:05 a.m.

ROLL CALL

The meeting was called to order at 10:05 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; Dean F. A. Gilfillan, representing the State College; President C. A. Howard of Oregon College of Education; President R. J. Masseke of Eastern Oregon College of Education; and President Walter Redford of Southern Oregon College of Education. President Erb was absent because of illness.

MINUTES
APPROVED

The Board voted to dispense with the reading of the minutes of the last meeting held on March 26, 1941, and approved the minutes of this meeting as they appeared in the docket.

PROFESSORSHIP OF
PUBLIC HEALTH
UNDER PRO-
VISIONS OF
BROWN WILL

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

"Through the will of the late Dr. E. C. Brown, a perpetual trust was established, the income of which is to be used to "carry on the instruction and education of the boys and girls and young people of the State of Oregon in respect to what is commonly called "social hygiene"", under the direction of the executive head of the University of Oregon.

"President Erb stated that such a program could be best carried out by a director with an academic title and connection, which logically should be the Medical School.
It was agreed that he might, within the terms of the bequest, devote one-third time to instructional work in this field at the Medical School, the remainder of his time to be devoted to such educational work throughout the State as would accomplish the purposes intended.

"Dr. Erb, with the approval of the Chancellor, recommended that the position of Public Health and Preventive Medicine be established at the Medical School, effective July 1, 1941, and that a recommendation be made at a later date on the man to fill the position, the salary to be paid, and the requisition budget to be established. President Erb reported that sufficient funds would be available on July 1, 1941, from the Brown estate to meet the cost."

"The Curriculum Committee so recommends to the Board."

The Board approved the establishment of a Professorship of Health and Preventive Medicine, effective July 1, 1941, as recommended by the Curriculum Committee.

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

"In view of a recent opinion of the Attorney-General indicating that federal military equipment could be covered by the State Restoration Fund, the Insurance Committee is recommending that the commercial insurance coverage on military equipment at the State College and University be discontinued when it expires and that the equipment be placed under the protection of the State Restoration Fund. This will result in a saving of approximately $250 per year."

The Board approved the report of the Insurance Committee on insurance protection for military equipment at the State College and University.

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

"Comptroller Bork reported that two trucks at the Eastern Oregon College of Education had not been previously included under the blanket public liability and property damage insurance carried by the Board on all automobiles, since they had been in use largely on campus roads where danger of accident is comparatively slight. However, because these trucks are now used occasionally on public roads, Comptroller Bork recommends that these vehicles be included in the liability coverage."
"The Insurance Committee concurs and so recommends to the Board."

The Board approved the inclusion of protection for the trucks at the Eastern Oregon College of Education in the blanket coverage provided by the Board, as recommended by the Insurance Committee.

The report of the Insurance Committee was continued as follows:

"The Comptroller presented information with regard to the possibility of obtaining blanket position bonds applicable to all employees of the System. He was directed to investigate the matter in further detail and to report to the Chairman of the Insurance Committee."

The Board approved the report of the Insurance Committee on the matter of blanket position bonds.

Mrs. Beatrice Walton Sackett, Acting Chairman of the Buildings, Grounds and Capital Outlay Committee, presented the following report:

"At its last meeting the Building Committee directed that plans and specifications be prepared for the remodelling of the heating plant at the Oregon College of Education for which an appropriation of $28,000 was authorized by the Legislature. Superintendent Traver reported that because of the present conditions, the cost of boilers has advanced and also that delivery dates are uncertain. He indicated that from present estimates it appeared impossible to rebuild the conveyor system completely, but that sufficient funds would be available to complete the portion within the building and to repair that portion outside the building.

"The Building Committee directed Mr. Traver and the College of Education officials to call for bids and to place an order through the State Board of Control for the necessary equipment to remodel the heating plant and to proceed with the necessary remodelling work as soon as delivery date of the boilers is assured. It is hoped that the boilers can be delivered for installation before the period of heavy winter heating load; but if delay is experienced, the remodelling in the building and the installation of the boilers will have to be deferred until next spring."
The Board approved the report of the Building Committee regarding the remodelling of the heating plant at the Oregon College of Education.

The report of the Building Committee was continued as follows:

"At the June, 1940 meeting, the Board approved a project of remodelling the plumbing in Waldo Hall, one of the women's dormitories at Oregon State College, and in accordance with recent Building Committee direction, the services of an architect were secured to make plans and estimates. Superintendent Traver reported that the estimated cost at that time was approximately $15,000. After careful study by the architects and Mr. Traver, it is agreed that the minimum cost of carrying out this remodelling project will be somewhat higher. Funds for this improvement are on hand in dormitory balances, but the Building Committee is eager that the cost be kept to a minimum.

"In order that the work may go forward during the summer period when the dormitory is unoccupied, the Building Committee is recommending to the Board that bids be secured on the basis recommended by Mr. Traver and the architects, and that a report be made to the Building Committee at the June meeting before action is taken awarding the contract."

The Board approved the report of the Building Committee on the remodelling program for the plumbing in Waldo Hall.

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

"At its last session, the Legislature passed a bill authorizing the construction and equipment of a fumigatorium at the State College and appropriating $2,500 therefor. Dean Gilfillan reported that a site formerly occupied by the Agricultural Experiment Station fur farm had been recommended for the building, and that plans and specifications are in process of completion.

"The Building Committee is recommending that the site selected for the building be approved, that authority be granted for the utilization of the $2,500 appropriation, and that the proper College officials, under the direction of Superintendent Traver, be authorized to proceed with the construction and equipment of the fumigatorium."
The Board approved the construction and equipping of a fumigatorium at the State College, as recommended by the Building Committee.

The report of the Building Committee was continued as follows:

"Certain fire hazards were reported existing at the Medical School by the State Fire Marshall which could be corrected by installation of fire hydrants and connecting water mains. The cost was estimated at $2,500.

"The Building Committee is recommending that the Secretary of the Board, working with the Medical School officials, confer with the state inspectors and work out a program for obtaining the most vital installations, the costs to be met from the building fee funds at the Medical School."

The report of the Building Committee on fire hazards at the Medical School was approved by the Board as presented.

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

"The Building Committee, consisting of Mr. Ruhl and myself, visited Corvallis Sunday afternoon and inspected the new wing of the State College Library, which is now completed and ready for occupancy.

"I gave a report in some detail at the Building Committee meeting yesterday, and I will not repeat that here. It is sufficient to say that they have doubled their capacity for readers and reading space and increased the book storage space twenty-five per cent; and that the entire project was accomplished at an over-all cost of approximately $133,500, the actual construction and equipment costing $121,000. The Building Committee felt that a very practical and quite harmonious result was achieved, and we recommend the acceptance of the building and the completion of payments on the contract, subject to Mr. Traver's certification and that of the architect."

The Board approved the report of the Building Committee regarding the acceptance of the Library wing and the completion of payments on the contract.
Mr. E. C. Sammons, Chairman of the Finance Committee, presented the following report:

"The Chancellor presented to the Finance Committee for its consideration yesterday the annual budgets of the several institutions which had been prepared in accordance with the general plan agreed upon by the Board at its March 26 meeting. You will recall that this general plan to balance the budgets with the resources available called for the carrying forward of all possible savings this year and also substantial reductions below the current operating level.

"The Committee reviewed the detailed budgets as presented by the Chancellor and gave careful consideration to the proposed reductions, with a view of making these reductions at those points where least damage would be done to the instructional and research programs of the several institutions. In general, the eliminations below the present operating level included large curtailments in the physical plant rehabilitation and equipment replacement programs, savings accruing by placing the General Extension program on a more nearly self-sustaining basis, cuts in the plant maintenance budgets of the State College and University, curtailments in the publications budgets and travel allotments, and finally deferring appointments to fill vacancies in instructional positions at the several institutions. As a result of these reductions, the annual budget of unrestricted funds for next year is $3,442,129 as compared with the present year's operating level of $3,530,433. Because some special expenditures for physical plant and equipment will be larger the first year of the biennium, the total reductions for the two years will amount to $216,606.

"The Finance Committee surveyed in detail the budgetary documents which included the institutional budgets broken down by major divisions and the personnel changes as submitted. All Board members have had these budget summaries in their hands for study for some time.

"The Finance Committee is, therefore, recommending approval of the budgets as recommended in the Chancellor's Report to the Finance Committee and the budget details contained in the document, 'Budget Summaries and Personnel Adjustments for the Fiscal Year Ending June 30, 1942'"
The Board voted to approve the report of the Finance Committee regarding the budgets for 1941-42 and adopted the budgets as submitted.

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

"The Mountain States Power Company submitted a revision of the rate schedule for light and power service at the Oregon College of Education and the State College which will result in annual savings of approximately $1,700. The schedule as submitted also was lower than the proposal presented by the municipal power system of Monmouth. In view of the fact that the College of Education officials report that the service of the company has always been highly satisfactory, the Committee is recommending that the purchase of this service from the Mountain States Power Company at the College of Education be continued on the basis of the new rates and that a five-year contract be entered into for light and power service for both the College of Education and Oregon State College at the rates proposed, details of the contract to be worked out by the Comptroller. All savings resulting from the lowered rate shall revert to the Board's unappropriated funds."

The Board approved the execution of a contract for light and power service at the Oregon College of Education and the State College on the basis recommended by the Finance Committee.

The report of the Finance Committee was continued as follows:

"At the last meeting of the Finance Committee, President Erb was instructed to contact officials of the City of Eugene regarding the possibility of the City providing the $3,750 required to match WPA funds now available for the reconstruction of the sewer system at the University. Dr. Erb reported that the City Council had informed him that it would be unable to cooperate because of insufficient funds.

"In view of the inadequacies of the sewer system due to additional buildings and increased enrollment, it was agreed that every effort should be made to reconstruct the sewer lines. Dr. Erb indicated that he would canvass his physical plant and other budgets for any possible savings, and the Chancellor suggested that additional funds might be available from the small reserve for building repairs and improvements in 1941-42."
"The Finance Committee is recommending that President Erb and Secretary Byrne be authorized to investigate these possibilities and report back to the June meeting of the Board."

The Board approved the report of the Finance Committee regarding the WPA Sewer project at the University.

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

"State College officials reported on a proposed plan for financing the pavilion and suggested alternate sites for the structure. They also presented a preliminary drawing and indicated that the building, on the basis of present costs, could be constructed for $250,000. The annual bond servicing costs on a $250,000 bond issue would amount to approximately $16,000 per year. It was suggested that $5,000 annually be supplied by the Athletic Board from athletic receipts, that the Educational Activities Board provide an equal amount, and that the remaining $6,000 be covered by the unpledged resources of $2.00 of the $5.00 per term building fee.

"The Finance Committee and Building Committee, sitting in joint session on this problem, agreed that the building was very necessary in view of the inadequacy of the present facilities for convocations, commencement, concert programs and basketball games. The uncertainties of student enrollment due to war conditions and the possible difficulties of securing structural materials for the building created some doubt as to the advisability of proceeding with construction immediately. Furthermore, it was agreed that it was very doubtful that the building could now be completed in time for use during the winter basketball schedule and concert series. At the same time, it seemed advisable to continue the studies on the type and location of the building.

"The Committees are, therefore, making the following recommendations:

1. That the Educational Activities Board and the Athletic Board be required to reserve in their budgets for the next fiscal year the sum of $5,000 each for future use in financing the project.

2. That College officials be authorized to proceed in developing a plan with the assistance of an architect, these plans and a recommendation for the location of the building to be brought to the Board as soon as possible."
3. That college officials, working with the Building Committee, be prepared to recommend to the Board at its June meeting the necessary architectural service, the cost of this service not to exceed $1,500 of the estimated cost of the building. This preliminary expense is to be repaid out of the proceeds of the bond issue."

The Board approved the report of the Finance Committee on the pavilion at Oregon State College.

Because of the appointment of a new member on the Board, revision in the committees of the Board was necessary. Mr. Marks announced the following appointments for the remainder of the fiscal year:

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

Curriculum Committee: C. A. Brand, Chairman; Robert W. Ruhl, R. C. Groesbeck.

Buildings, Grounds and Capital Outlay Committee: Beatrice Walton Sackett, Chairman; Robert W. Ruhl, R. E. Kleinsorge.

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

Public Relations Committee: Edgar W. Smith, Chairman; Mac Hoke, R. E. Kleinsorge.

Agricultural Extension Service and Experiment Stations Committee: Mac Hoke, Chairman; C. A. Brand, Edgar W. Smith, Robert W. Ruhl.

Special Committees

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

Unified Administration Committee: R. C. Groesbeck, Chairman; E. C. Sammons, C. A. Brand, R. E. Kleinsorge.

Library Committee: R. E. Kleinsorge, Chairman; Beatrice Walton Sackett; C. A. Brand.
Mr. Marks made the following committee appointments to represent the Board at the various commencement exercises and to approve the degree lists:

- University of Oregon: Mac Hohe
- Oregon State College: Robert W. Ruhl
- Oregon College of Education: R. E. Kleinsorge
- Southern Oregon College of Education: C. A. Brand
- Eastern Oregon College of Education: Edgar W. Smith
- University of Oregon Medical School: R. E. Kleinsorge

Upon invitation of the Board, individuals and representatives of organizations interested in the proposed change in the name of the licensee of Radio Station KOAC from Oregon State College to the State Board of Higher Education, appeared to present their views in the matter. Presentations urging the continuation of the license in the name of the State College were made by Dean F. A. Gilfillan, representing the State College; Ray Gill of the Oregon State Orange; Charles T. Parker and Allan Rinehart of the Oregon State College Alumni Association, O. M. Plummer of the Pacific International Livestock Exposition, Oscar Hagg of the Oregon Dairymen's Association, C. H. Lundell of the Oregon Technical Council, Corbett McClain of the American Institute of Electrical Engineers, Claude Buchanan of the Corvallis Chamber of Commerce, Professor McMillan of the Electrical Engineering Department at the State College, Representative Alex Rennie, Senator Ronald Jones, and George Knutsen. Mr. Rinehart presented a letter from the Oregon State College Dad's Club signed by Dr. Neil McBain, president. A communication from the Professional Engineers of Oregon, signed by Ray Preston and John Summersett, was read by Mr. Lundell.

Dean V. V. Caldwell and Chancellor Hunter explained briefly the advantages to be derived from placing the license in the name of the Board. Mr. Marks indicated that no action would be taken on the matter until a subsequent meeting.

The Board voted to approve the list of General Research projects and assistants for 1941-42 as recommended by Dean Packard and the Chancellor. (The list of projects and assistants is on file in the Board's Office as an integral part of these minutes.)
GIFTS

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

University

Thacher Scholarship

Gift of $100 for the W. F. G. Thacher Scholarship Fund from The Oregonian, The Journal and Radio Station KOIN.

Modern Language Assn.

Gift of $400 from the Modern Language Association of America and the American Council of Learned Societies to assist in the publication of Dr. Chandler Beall's monograph on "Tasso in France".

State College

American Academy of Arts and Sciences

Gift of $350 from the American Academy of Arts and Sciences for the continuation of the study of intermediary metabolism of amino acids to be conducted by Dr. Joseph Butts of the Chemistry Department.

General Motors

Gift to the Mechanical Engineering Department from the General Motors Corporation of a cut-away Chevrolet chassis.

Standard Oil Co.

Gift of a $750 fellowship from the Standard Oil Company of California to the Department of Mechanical Engineering for research work in automotive and petroleum products under the direction of Professor Graf.

Martin-Dennis Co.

Gift of three $750 fellowships for 1941-42 from the Martin-Dennis Company to the Departments of Chemistry and Mechanical Engineering for research on the recovery of chromium from low-grade ores.

Farnsworth Television & Radio Corp.

Gift of a Farnsworth image dissector, valued at $575, from the Farnsworth Television and Radio Corporation to the Department of Electrical Engineering for research on television.

Medical School

American Medical Assn.

Gift of $200 by the American Medical Association for the study of the physiological effects of canine distemper vaccine.

Portland Community Chest.

Gift of $600 from the Portland Community Chest for the operation of the X-Ray department of the Outpatient Clinic.

Ciba Pharm. Products

Gift of $500 from the Ciba Pharmaceutical Products, Inc., for study of blood iodine values.
Meetings #111 - 12  May 13, 1941

VOTING FRANCHISE AT UO

The Board voted to authorize President Erb to regulate the voting franchise of the faculty of the University of Oregon in such a manner as will in his best judgment conform to the present recognized purposes of the University and the State System.

BY-LAWS ADDITION

The Board voted unanimously to amend the By-Laws, Section 2 of Article V, to include the following statement:

"He (the Chancellor) may appoint System-wide councils and committees, such as an Executive Council, Staff Advisory Council, etc., from the staff members of the Oregon State System of Higher Education, for the administration and execution of the recognized and approved policies of the Board. In making appointments, the Chancellor shall consult with the administrative officers of the institutions to be represented. The members of such councils and committees shall serve without additional compensation."

M.U. BOARD REPRESENTATIVE

The Board approved the election of Mr. E. C. Sammons as its representative on the Memorial Union Board of Governors to fill the vacancy created by the retirement of Mr. F. E. Callister.

GRADUATE DIVISION ADMINISTRATION

The Board approved the recommendation of the Chancellor that the Graduate Division created by action of the Board on September 11, 1933, be administered under a General Graduate Council for the System, consisting of the Dean and Associate Deans of the Graduate Divisions of the respective institutions recognized by the Board of Higher Education to do graduate work; namely, the University of Oregon Medical School, the University of Oregon, and Oregon State College; the Dean and Director of General Research; the Dean and Director of General Extension; the Dean of the Schools of Education at the University and State College; and not more than five additional members to be appointed by the Chancellor from the recognized institutional graduate councils as follows: two members from the University of Oregon Graduate Council, two from the Oregon State College Graduate Council, and one from the University of Oregon Medical School Graduate Council. (It shall be assumed that the General Research Council of the State System of Higher Education, the members of which are appointed by the Chancellor, shall be considered as a section of the General Graduate Division of the System, the Research Council to be a separate budgetary entity.)

The administrative responsibilities and functions of the General Graduate Council for the State System of Higher Education shall be defined by the Chancellor after consultation with the Dean of the Graduate Division and his associates on the General Graduate Council.
The Finance Committee at its March meeting authorized the purchase of two properties located within the bounds of the projected University campus, setting an upper limit of $3,500 for the Charles Hanks property on Onyx Street and a limit of $4,000 on the Gamber property on Emerald Street. The Board approved the recommendation of President Erb and the Chancellor that the purchase of these properties be confirmed on the basis of $3,500 for the Gamber property and $3,275 for the Hanks property, the necessary funds for the purchase to be advanced from endowment funds of the University, principal and interest at the rate of four percent to be repaid to the endowment funds from rental income from the properties.

To condition the Gamber property for profitable rental will require repairs and remodelling not to exceed $1,250 which will be added to the original loan from endowment funds.

The Board approved the filing with the Work Projects Administration of an application for labor to assist in setting up grazing demonstration plots in several counties of the state to determine optimum grasses for grazing purposes. All expenses will be borne by the counties participating, and the only Board contribution will be in the form of general supervision by the county agents.

The Board approved the following recommendations to facilitate the administration and business management of the program of the Crippled Children's Division, the administration of which, by action of the 1941 Legislature, was transferred from the State Public Welfare Commission to the University of Oregon Medical School:

1. General Administration.

1. That a Crippled Children's Division be established at the Medical School for the administration of the crippled children's program.

2. That the administration of the Medical School be authorized to proceed with the program of the Crippled Children's Division in accordance with the provisions of Chapters 169 and 170, Oregon Laws 1941, and 126-362, 126-365 and 126-367 C.C.L.A., 1940, and with the regulations of the federal government.

3. That the Dean of the Medical School be authorized to prepare and sign the annual plan, effective July 1, 1941, and each annual plan and quarterly plan thereafter, and to file it with the United States Children's Bureau in Washington.
4. That the Dean of the Medical School be authorized to build and approve the annual tentative budget, including personnel, and to sign and file the same with the United States Children's Bureau.

5. That the Dean of the Medical School as Medical Director of the Crippled Children's Division be authorized to establish such other procedures as may be necessary to initiate and carry out the Crippled Children's Division program.

II. Business Management.

1. That the Business Manager of the Medical School be authorized to receive and sign for any records and equipment of the Crippled Children's Division to be transferred from the Public Welfare Commission of Oregon to the Medical School and to designate the accountable person in the Crippled Children's Division of the Medical School for the equipment transferred.

2. That Ralf Couch, Business Manager of the Medical School, be designated as Disbursing Officer for the administration of the Crippled Children's Division program for an indeterminate period, not exceeding four years, including authority to sign vouchers, payrolls, requisitions for supplies and services, etc.

3. That the Assistant Medical Director of the Crippled Children's Division be authorized to requisition the necessary physician, hospital, technical and laboratory service and appliances and other professional expenses for the patients qualifying under this program, all such authorizations to be cleared through the approved system of purchases for the state.

4. That William Zimmerman, Assistant to the Superintendent of Hospitals of the Medical School, be designated as Assistant Disbursing Officer for the countersigning of the payroll, with authority to countersign payroll checks and such revolving fund checks as are necessary.

5. That the Business Manager of the Medical School be authorized to bond such administering officers and other personnel as may be consistent with the policy of the State Board of Higher Education, and necessary for the administration of the program.
6. That an auditor and the disbursing officer be authorized to sign checks, payrolls, reports, receipts, etc., which require authorization of the State Board of Higher Education.

7. That the Disbursing Officer named above be authorized to make whatever arrangements are necessary with the Secretary of State and the State Treasurer for the operation of the payroll account through which payment will be made to staff members.

8. That authorization be given to utilize the general revolving funds of the State Board of Higher Education to facilitate the conduct of the program for crippled children.

9. That the Business Manager of the Medical School be authorized to keep financial records, prepare reports, and maintain inventories of equipment, supplies and buildings.

10. That the Business Manager of the Medical School be authorized to arrange for audits of the accounts and records by the Secretary of State with copies of the audit to be supplied the State Board of Higher Education, the Chancellor and the Comptroller.

III. Biennial Budget.

1. The biennial budget for the Crippled Children's Division shall be prepared by the Medical School officials following the plan utilized by other state agencies of a similar nature.

2. This budget shall be reviewed by the State Board of Higher Education as to reasonableness.

3. This biennial budget shall not be included in the biennial requests submitted by the Board to the Governor nor included in the printed biennial report; rather, it shall be submitted by the Medical School officials in the same manner and through the same channels as other state agencies of a similar nature.

4. Biennial appropriations shall continue to be made, as in 1941, to the Crippled Children's Division (not to the State Board of Higher Education).
UNIVERSITY STATE T.B. HOSPITAL
MANAGEMENT

In order to make possible parallel procedures in the business management of the University State Tuberculosis Hospital and the Crippled Children's Division, the Board approved the following plan:

1. That Ralf Couch, Business Manager of the Medical School and Superintendent of the University State Tuberculosis Hospital, be designated as Disbursing Officer, effective July 1, 1941, for an indeterminate period, not exceeding four years, and that of the same date and for the same period of time William Zimmerman be designated as Assistant Disbursing Officer and authorized to act in the absence of Mr. Couch.

2. That the Disbursing Officer be authorized to sign all requisitions, claims, checks, payrolls, reports, receipts and other documents which require authorization of the State Board of Higher Education.

3. That a designated auditor and the disbursing officer shall sign claims and shall furnish surety bonds in the amounts which may be required by the Secretary of State and the Comptroller of the State Board of Higher Education.

4. That the Disbursing Officer be authorized to make whatever arrangements are necessary with the Secretary of State and the State Treasurer for the operation of the payroll account through which payments will be made to staff members.

5. That authorization be given to utilize the general revolving funds of the State Board of Higher Education to facilitate the conduct of the business of the University State Tuberculosis Hospital.

6. That the Business Manager of the Medical School be authorized to keep financial records, prepare reports and maintain inventories of equipment, supplies and buildings.

7. That the Business Manager of the Medical School be authorized to arrange for audits of the accounts and records of the University State Tuberculosis Hospital by the Secretary of State, and that copies of the audit report be furnished the State Board of Higher Education, the Chancellor, and the Comptroller.
May 13, 1941

WPA TUNNEL PROJECT AT UNIVERSITY COMPLETION

In the 1939-40 building repairs program, $4,200 was appropriated to match federal labor and materials in continuing the heating tunnel system at the University. The shortage of available W.P.A. labor and the exceptionally large amount of blue rock encountered have required an extension of the completion date, resulting in expenditures beyond the original estimates. The Board approved the transfer of $1,050 in savings from several physical plant budgets at the University to the W.P.A. tunnel project to make possible the completion of the project in accordance with the original plan.

PERSONNEL

The Board approved the following personnel adjustments at the University:

P. B. Means Appointment

Appointment of Dr. Paul B. Means as Professor of Religion, yearly tenure, 10-months basis, effective October 1, 1941, at a salary rate of $3,600, to replace Dr. J. R. Branton, whose resignation is effective September 30.

Lt. Col. Crissey Transfer

Release of Lieutenant Colonel John W. Crissey, Assistant Professor of Military Science and Tactics, for transfer to Fort Lewis, Washington, effective May 1. He is replaced by Captain Benjamin F. Davis whose appointment was approved at the last meeting.

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

H. H. White Leave of Absence

Leave of absence without pay for H. H. White, Associate Extension Economist, to accept temporary government employment, from March 8 to June 30, 1941, and the transfer of salary savings of $880.67 to the wage budget of his department for substitute assistance.

Hazel Packer Appointment

Creation of the position of Home Demonstration Agent in Yamhill County, and the appointment of Miss Hazel Packer to this position, effective April 16, 1941, rank of Assistant Professor, 12-months service, indefinite tenure, at a salary rate of $2,400. Funds for the new position are available from county contributions and from state funds made available at the last session of the Legislature.

Ivan Branton Extension of Leave

Extension of leave of absence without pay for one year for Ivan Branton, Assistant Agricultural Engineer, from August 1, 1941 to July 31, 1942, for military service. Funds provided for this position to be held in the budget for substitute assistance.
Amos Bierly
Appointment

Appointment of Amos W. Bierly as Assistant County Agent in Coos County, effective May 1, rank of instructor, 12-months service, at a salary rate of $1,800, yearly tenure. During the current year, funds for this new position will be provided from balances in county appropriations and during 1941-42 additional state funds will be available from legislative appropriations.

Chester Otis
Appointment

Appointment of Chester Otis as County Club Agent in Lake County, effective May 1, rank of instructor, yearly tenure, 12-months service, at a salary of $2,004. Funds for the new position during the current year are provided by county balances and during 1941-42 state funds will be available from legislative appropriations.

E.W. Harvey
Transfer to Seafood Laboratory

Transfer of Dr. E. W. Harvey, instructor in Food Industries, to the position of Project Leader of the Seafoods Laboratory at Astoria, effective July 1, 1941, 12-months basis, yearly tenure, rank of Assistant Professor and Assistant Food Technologist, and an increase in salary from $2,200 to $2,600. The required addition in 1941-42 will be paid from gift funds. Recommendation for Dr. Harvey’s successor will be made at a later date.

D.E. Bullis
Salary Adjustment

Salary adjustment for D. E. Bullis, Associate Chemist in the Experiment Station, from $3,00 to $3,400, effective May 1. Professor Bullis has been offered a position with the federal government at a substantial increase in salary. Funds for the increase to be provided from federal funds.

L. Noall
Appointment

The Board approved the appointment of Dr. Lawrence Noall as Associate Professor of Orthopaedic Surgery at the Medical School, 12-months basis, yearly tenure, at a salary rate of $4,500, effective July 1, 1941. Position provided in the budget.

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

E.F. Barrows
Sabbatical Leave

Sabbatical leave on half pay for Dr. Edward F. Barrows, Associate Professor of Science, from August 15, 1941 to August 14, 1942, for study and writing. Arrangements have been made to care for Dr. Barrows' work without additional expense. Salary savings of $1,225 to be utilized as follows:

For contribution to alumni records . . . . . . . . . $ 225
To revert to Board's unappropriated funds . . . . 1,000
The Board approved the following personnel adjustments at the Southern Oregon College of Education:

Stephen Eppler
Leave of Absence
Leave of absence without pay for Stephen Eppler, Assistant Professor and Dean of Men, from July 5 to September 22, 1941, to complete work for the doctorate at Columbia University. Salary savings of $599.88 to be applied on required reductions in the 1941-42 budget for Southern Oregon College of Education.

Lucie Landen
Leave of Absence
Leave of absence without pay for Miss Lucie Landen, Assistant Professor of Music, from July 5 to September 22, 1941, to study public school music. Salary savings of $557.02 to be applied on required reductions in the Southern Oregon College of Education quota budget for 1941-42.

Dean Baird
Appointment Coordinator of Health Program
The Board approved the designation of Associate Dean Baird as coordinator of the health education program of the System, pending the appointment of a Professor of Public Health and Preventive Medicine at the Medical School under the provisions of the Brown will.

ADJOURNMENT

The Board adjourned at 12:40 p.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary