STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
June 10, 1941

MEETING #112
A regular meeting of the State Board of Higher Education
was held at the Heathman Hotel, Portland, Oregon, on June
10, 1941, at 10:05 a.m.

ROLL CALL
The meeting was called to order by the President of the
Board, Willard L. Marks, and on roll call the following
answered present:

C. A. Brand
R. C. Groesbeck
Mac Hoke
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
Donald M. Erb of the University of Oregon; President C. A.
Howard of Oregon College of Education; President Walter
Redford of Southern Oregon College of Education; and
President Roben J. Maaske of Eastern Oregon College of
Education.

Mr. Marks reported that Dr. Kleinsorge was absent because
of illness in his family.

MINUTES
APPROVED
The Board voted to dispense with the reading of the min-
utes of the last meeting held on May 13, 1941, and approved
the minutes of this meeting as they appeared in the docket.

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

GIRLS'
CO-OP
HOUSE AT
UNIVERSITY
REMODELLING
OF SOCIAL
SCIENCE
HOUSE

"University officials reported that Highland Cooperative
House, one of the three girls' cooperative houses at the
University, will not be available next year. A thorough
canvas has been made of rental possibilities, but the
housing situation in Eugene has become so acute that it
is impossible to rent a suitable house for this purpose.
President Erb reported that an investigation had been
made of the feasibility of remodelling the old Social
Science House located at the corner of Thirteenth and
Onyx. Estimates indicated that it will cost approximately
$5,000 to put this house in shape to accommodate thirty
girls."
"Dr. Erb recommends that $5,000 of Board endowment funds be utilized to remodel the Social Science House into a girls' cooperative house, repayment to be made as soon as possible from rental income, with interest on unpaid balances at the rate of four per cent. The University Housing Committee has endorsed this proposal.

"The Building Committee, with the approval of the Finance Committee, concurs and so recommends to the Board."

The Board approved the report of the Building Committee regarding the rehabilitation of the Social Science House at the University for use as a girls' cooperative house.

The report of the Building Committee was continued as follows:

"Building Committee members studied the location map and detailed plans for the proposed KOAC transmitter house to be located on the experimental farm at Granger. The Committee is recommending approval of the site; the detailed plans as presented; and authorization for State College officials to secure bids for the construction of the building. The Committee is requesting authorization to award the contract in the interim between Board meetings, if necessary, and recommends that the President and Secretary of the Board be authorized to execute the necessary contracts. It was agreed that a complete financial program, detailing the estimated expenditures from the legislative appropriation for KOAC improvement, should be available for Building Committee consideration before contract awards are made."

The Board approved the recommendations of the Building Committee regarding the KOAC transmitter house at Granger.

Mrs. Sackett presented the following report on tennis courts at the Eastern Oregon College of Education:

"President Maaske reported that increased enrollment at the Eastern Oregon College of Education had made inadequate the present tennis court facilities. There remains in the campus W.P.A. project an allotment of labor which could be assigned to this tennis court construction. Additional funds, however, are required to match the W.P.A. labor. President Maaske
recommended the utilization of $1,625 of unpledged building fee funds as the sponsor's contribution in constructing the tennis court facilities.

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

The Board approved the recommendation of the Building Committee regarding tennis court facilities at the Eastern Oregon College of Education.

The report of the Building Committee was continued as follows:

"President Maaske reported that the number of reservations for dormitory quarters at the Eastern Oregon College of Education for next fall indicates that the projected completion of the north basement area of the girls' dormitory may be feasible during the summer, with a view to having it ready for occupancy by the opening of the fall quarter. Estimates indicated that the finishing of this area, with facilities to house twelve girls, will cost approximately $4,000. The annual profit from the dormitory, including the additional facilities, will be about $520. The project will, therefore, be self-liquidating over a period of eight or ten years.

"The Building Committee concurs in the recommendation of President Maaske that the basement area be completed, as originally contemplated, with the understanding that no architectural services will be required and that the work will be done under the most efficient and economical plan. The Committee recommends that advances be permitted from Board's cash funds not to exceed $4,000, with the understanding that the advances will be liquidated as soon as possible from dormitory profits."

The Board approved the recommendations of the Building Committee regarding the finishing of the basement rooms in the dormitory at the Eastern Oregon College of Education.

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

"The Building Committee gave consideration to the selection of an architect for preliminary plans on the proposed pavilion at the State College. Interviews have been arranged with representatives of architectural firms for this afternoon. While it may not be
possible to arrive at a final decision before the next Board meeting, the Building Committee is request-
ing that it be given authority to act in selecting the architect, if it is found desirable."

The Board authorized the Building Committee to act in selecting an architect for the pavilion at the State Col-
lege, if a final decision is required before the next Board meeting.

The report of the Building Committee was continued as follows:

"At the Building Committee meeting yesterday, bids were not available for the plumbing at Waldo Hall. Bids were submitted to the Committee this morning, however, and the low bidder on the general contract was E. E. Settergren at $10,221.00. In his proposal he also included a bid for the use of clay tile in lieu of asphalt tile which Mr. Traver considers very desirable, at a figure of $982.15, making a total amount on the general contract of $11,203.15.

"Lord and Loryea were low bidders on the plumbing at a figure of $4,338. The substitution of the clay tile will entail an additional plumbing cost of $114. Certain additional toilet facilities were recommended, costing $928, making a total cost on the plumbing of $5,380.

"Therefore, the total amount for the general contract and the plumbing contract is $16,583.15. The architect's fee will be $1,322.65, making a total cost of $17,905.80. Mr. Traver considers a contingency fund of $600 essential, making a total figure of $18,505.80.

"When the architect's first estimate on this was presented, it was for a project estimated at $25,000. The plans were returned to him with the request that he attempt to approach the original figure of $15,000 and those of you who sat in with the Building Committee at the last meeting will remember that we fixed from $18,000 to $20,000 as a figure for this project. Total costs as presented are $18,505.80. Mr. Traver and Mr. Byrne both think that these figures are reasonable and perhaps not in excess of what they expected in view of the mounting costs of building materials. Mr. Ruhl and I met this morning and we are prepared to recommend that these bids be let at a total of $16,583.15, with an architect's fee of $1,322.65 and a $600 contingency fund, and I so recommend."
Meeting #112 - 5
June 10, 1941

The Board voted to award the contracts for the plumbing improvements in Waldo Hall at the State College on the basis recommended by the Building Committee, and authorized the President and Secretary to execute the necessary documents.

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

"At the last meeting of the Building Committee an estimate was submitted totaling $3,000 to remodel the Sigma Chi house which was purchased to supply additional dormitory facilities for the girls at Oregon State College. Mr. Traver has checked this proposal over carefully and feels that a very excellent job can be done for $3,000. He has made detailed estimates and considers that the house can be put into livable and attractive shape for that figure.

"In accordance with the suggestion made at the last meeting of the Board, I now recommend that an appropriation of $3,000 from dormitory funds be approved to repair and remodel the Sigma Chi house."

The Board approved the report of the Building Committee regarding repairs and remodelling for the Sigma Chi house.

The report of the Building Committee was continued as follows:

"The Director of Dormitories at Oregon State College has requested an appropriation of $4,200 for furniture and equipment for the Sigma Chi house. She will transfer some furniture from Snell, using the new furniture to replace it. Mr. Traver and Mr. Byrne have not yet had an opportunity to check over her estimates to determine whether or not they are reasonable and necessary. However, because time is the essence in this matter and because the building must be ready before the opening of school, the Building Committee recommends that Mr. Byrne, Mr. Traver, and the Chancellor be authorized to check over Miss Hunter's estimates and to spend not to exceed $4,200 if they find that these estimates are correct and reasonable, and I so recommend.

The Board approved the report of the Building Committee regarding equipment and furniture for the Sigma Chi house."
Mr. Edgar W. Smith, Chairman of the Insurance Committee, presented the following report:

"At the present time the Board protects itself against loss of money, securities or property by means of a schedule bond covering some specifically named employees. Under a new type of fidelity bond, it is now possible to secure a blanket position bond which will cover all employees. The premium costs of this broader protection are only slightly more than for the present limited coverage. The Insurance Committee is, therefore, recommending that the Comptroller be authorized to secure from the American Surety Company a blanket position bond in the amount of $10,000 and supplementary coverage for a few employees. The premium cost of this policy is $935 as compared to $868 at the present time."

The Board approved the report of the Insurance Committee regarding blanket fidelity insurance coverage.

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

"After considerable discussion of the proposal to change the licensee for Radio Station KOAC from the State College to the State Board of Higher Education, the Committee is recommending that final action on this matter be deferred until further information is secured on the procedures in making such a change and until present uncertain conditions are stabilized."

The Board approved the recommendation of the Finance Committee that final action on the change in licensee for Radio Station KOAC be deferred pending the receipt of further information and until present uncertain conditions are stabilized.

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

"The Committee is further recommending that the Chancellor be authorized to study with the Committee approved at the meeting of the Board on March 26, 1941, and to determine whether or not the request for time reductions in the summer program would jeopardize the interests of the station. If he finds such to be the case, an additional appropriation up to $475 for program service is authorized."

The Board approved the report of the Finance Committee regarding the summer program time of Radio Station KOAC.
The report of the Finance Committee was continued as follows:

"At the June 11 and July 23, 1940 meetings of the Board, appropriations totaling $3,000 were approved to repair and recondition the President's residence at the State College. Expenditures exceeded this appropriation by $555.69. The Finance Committee is recommending an additional appropriation to cover this overdraft."

The Board approved an appropriation of $555.69 to complete the repairs and remodelling of the President's residence at the State College.

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

"On October 22, 1940, the University of Oregon was authorized to file an application for a sewer project with the Work Projects Administration. This project was approved and latest estimates indicate that a sponsor's contribution of $3,270 will be required. Because of the limited resources, the Committee does not wish to recommend such a large commitment at the present time until enrollment trends are more definitely determined. The Committee is recommending, therefore, that the University officials be authorized to start the project in a limited way with an appropriation of not to exceed $300 to come from the $20,000 reserve set up for building repairs and improvements. When enrollment for the fall term is ascertained, consideration will be given to the requirements for funds to complete the project."

The Board approved the allocation of $300 from the building repairs reserve for the WPA Sewer project at the University, on the basis recommended by the Finance Committee.

The report of the Finance Committee was continued as follows:

"Offers have been received for two properties acquired through the Peake Estate bequeathed to the Medical School. An offer of $750 has been received for the property located at 2019 S. W. Fifth Avenue and $700 for the property located at 2608 S. E. 23rd Avenue. The Finance Committee is recommending the sale of these properties, with the proper officials authorized to sign the necessary documents."
The Board approved the sale of the Peake Estate lots on the basis recommended by the Finance Committee.

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

"President Howard presented to the Committee a request from Mayor Bowersox of the City of Monmouth for financial assistance to the City in its program of improved lighting for Monmouth Avenue which bisects the Oregon College of Education campus. The fixtures have been installed by the City and the lighting service is being supplied without cost to the Board. This has meant a substantial saving to the institution in its cost for electricity. President Howard is recommending that the City of Monmouth be reimbursed for this installation and service to the extent of $100 per year for a five-year period, with the understanding that this will conclude all obligations of the institution for the street lighting program, and that funds for this payment be provided within the present College of Education budget."

The Board approved the report of the Finance Committee regarding an annual payment of $100 from the College of Education budget for a five-year period to reimburse the City of Monmouth for improved lighting facilities on the campus streets.

The report of the Finance Committee was continued as follows:

"University officials presented an offer from Mr. W. J. Lichty of Eugene for the purchase of stumpage on timberland in Lane County given to the University by Mr. A. P. McKinlay of Los Angeles. The proposal called for a cash payment of $3,000 for timber twelve inches or more in diameter, with permission to cut the timber over a period of three years. The Committee is recommending that the Secretary of the Board, acting with Comptroller Bork and University officials, be authorized to conclude the sale of the timber, if in their judgment, the offer is adequate."

The Board approved the sale of the McKinlay timber land as recommended by the Finance Committee, and authorized the proper officials to execute the necessary documents.
Mr. Sammons presented the following report of the Finance Committee on Medical School relations:

"At a previous meeting the Chancellor had been authorized by the Board to bring in recommendations clarifying the relationships of the Medical School to the other institutions of the Oregon State System of Higher Education with particular reference to administrative relationships and to the matter of awarding degrees.

"The Chancellor presented recommendations to the Committee yesterday which were thoroughly discussed and upon which institutional representatives presented their points of view.

"A partial interpretation of the original Board ruling regarding the awarding of the degrees was made by the Chancellor on April 7, 1936. The Committee is recommending approval of the following further interpretation submitted by the Chancellor:

1. The University of Oregon Medical School shall receive candidates for masters' and doctors' degrees (M.A., M.S., and Ph.D.) in the medical sciences, namely: anatomy, bacteriology, biochemistry, pathology, pharmacology and physiology; and give courses leading to such degrees when the candidate enters with the bona fide intention of using these courses and degrees as part of his preparation for a professional career in medicine or allied fields, such as dentistry, nursing, and medical or dental technician. Such candidates may be matriculated in the Medical School provided the purpose of the candidate in taking the course is for a professional career as here defined. These advanced degrees, earned in the Medical School, shall be awarded by the University of Oregon upon recommendation of the Medical School faculty.

2. Candidates for advanced degrees in the above-named scientific fields not intending to enter the above-named professional careers in medicine and allied fields are to matriculate and the courses are to be given in the School of Science at the State College. These degrees earned at the State College shall be awarded by the State College upon recommendation of the appropriate faculty.
Note: This shall not be construed as to inhibit a student matriculated for an advanced degree in Science at the State College, upon joint approval of the Dean of Science and the Dean of the Medical School, from being assigned in his graduate program course, work in the medical sciences at the Medical School up to a maximum of one term's work. Conversely, a student matriculated for an advanced academic degree in the Medical School under the terms outlined above, upon approval of the Dean of the Medical School and the Dean of Science, may be assigned in his graduate program up to a maximum of one term's course work in science at the State College. In either case, the work shall count as resident credit at the institution where the student is a candidate for the advanced degree.

"The Committee is further recommending that for this year only, career objectives be disregarded, and that the following students who have completed graduate work at the Medical School be awarded degrees by the University of Oregon as recommended by the faculty and Dean of the Medical School:

Major in Anatomy:           Jean Hill           Master of Arts
Major in Bacteriology:     Julia Joski         Master of Arts
                           Mary Kuylaars        Master of Arts
                           Robert Landis        Master of Arts
                           Kate Rogers          Master of Arts
                           Willis Smick         Master of Arts
                           Jean Taylor          Master of Arts
                           John Uchiyama        Master of Arts

"The Chancellor presented the following statement on the academic traditions and administrative practices of the Medical School:

'Academically, the University of Oregon is the parent institution of the Medical School. Although like many of the great medical schools of the country, the Oregon institution was founded independently, it soon came to be sponsored by the University of Oregon and was fostered, encouraged, and improved under University aegis and guardianship. The academic relationships such as the granting of degrees and the use of the name have been maintained currently by both the Medical School and the University.'
'This academic relationship of the University of Oregon Medical School to the University of Oregon is officially recognized by the State Board of Higher Education. It is thus an integral part of the University of Oregon for the purposes of conferring degrees and a mutual scholarly and cultural interest of the institutions. The Oregon State System of Higher Education will recognize this relationship in the world of higher learning both within the state and before the scholarly and learned societies of the nation and the world.'

"The Committee is, therefore, recommending that the relation of the Medical School as a school of the University of Oregon be and is hereby confirmed; that all graduate degrees earned at the Medical School be granted by the University of Oregon in accordance with the above interpretation; that in all catalogs and printed matter its said relationship to the University shall be made clear; that in administration the Medical School shall be considered as a school of the University, with the following understandings:

a. The name of the institution shall continue to be the University of Oregon Medical School.

b. The graduation exercises at the Medical School may take place either at Portland as at present or on the campus of the University of Oregon.

c. The Dean of the Medical School shall make financial recommendations such as annual budget requests for capital and operating appropriations, changes in salary levels, requisitions, etc., to the Chancellor's Office and the Board.

d. The Dean of the University of Oregon Medical School shall recommend staff appointments to the Chancellor's Office.

e. The University of Oregon Medical School catalog shall continue to be separate as at present time.

f. The members of the University of Oregon Medical School faculty, administrative and academic, are not to be considered voting members of the University faculty at Eugene.
"As in the original unified administration program of the Board, the Dean of the University of Oregon Medical School shall be responsible for technical supervision of the health services of the several institutions of the Oregon State System of Higher Education.

"I move the adoption of this report."

President Erb, Dean Gilfillan, Associate Dean Baird and Dean Larsell presented the points of view of their respective institutions or divisions on the problem.

The Board voted unanimously to adopt the report of the Finance Committee as presented on Medical School relationships.

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

"An emergency course matter was presented to the Curricula Committee yesterday. All members of the Committee were present.

"The Committee at its February 8, 1941 meeting, upon recommendation of the Chancellor, deferred action on certain courses in science requested by the University for defense training purposes. President Erb presented a request to the Committee yesterday for immediate reconsideration of Physics 470 and 471, Advanced Meteorology.

"After hearing President Erb's presentation of the need for the course and Dean Gilfillan's presentation of the position of the State College, the Committee is recommending approval of the course for the duration of the defense emergency, with the understanding set forth by the Interinstitutional Curriculum Committee that the number be changed to Physics 270 and 271. It was also understood that the offering of the course would not entail any additional budgetary allotment."

The Board approved the recommendation of the Curricula Committee regarding the offering of a course in advanced meteorology at the University.
Mr. Marks reported the receipt of a letter from Dean Gilfillan, expressing appreciation of the State College for the privilege of presenting its views at the May 13 meeting on the proposed change in the licensee for Radio Station KOAC.

Mr. Marks appointed Mr. Sammons to act as third member of the Building Committee, in the absence of Dr. Kleinsorge, at the meeting to interview architects.

Secretary Byrne reported the receipt of a letter from Miss Lewis expressing appreciation for the additional facilities made available for the Library at the State College.

The Chancellor presented the following report:

"The Chancellor's Office proposes that the State Board of Higher Education adopt a recommendation reading substantially as follows:

WHEREAS, unified administration of the Oregon State System of Higher Education under the enactment of the Legislature of 1929 has been in operation as an official policy for a period of nine years with results highly beneficial to the people of Oregon, especially to the youth of the state, and substantial economies and benefits have accrued, such as the following:

The administrative and service costs of the institutions of the System have been reduced to a point where they are 14 per cent less than the average reported for like institutions by the United States Commissioner of Education.

The total cost of the System and its institutions for the biennium just now ending is $186,230 less than for the biennium with the highest previous enrollment, although the current enrollment is 2,172 students, or 23 per cent greater than the previous high point of enrollment.

Substantial reductions in "dead timber" courses and costly duplications in both curricular and administrative structure have been made.

A reduction of 20 per cent in the unit cost per student has been achieved during this period."
Notable benefits have accrued in increased support for instructional and research activities of the several institutions ranging from 16 to 63 per cent in comparison with the low point of the depression period.

Measurable improvement in the quality of instruction as determined by the generally recognized valid indices for the results and outcomes of American higher education has been recorded.

Highly valuable increases in the services of applied science to the natural resources of the state have been attained, and

WHEREAS, in the administration of this program, the State Board of Higher Education has found it necessary from time to time to inaugurate changes in the unified and coordinated structure as originally adopted as shown in such scholarly studies as the "Co-ordinated Control of Higher Education in Oregon" by Dr. Byrne, and

WHEREAS, the program of unification is not wholly completed in that certain deficiencies in the curricular structure occasioned by the stresses and dislocations in the complex processes of unification and now emphasized by the pressing needs of our great national and international emergency through the requirements of the total defense program, have been defined and clarified by the careful studies of the Chancellor's Office, now therefore, be it

RESOLVED, that the Chancellor's Office be directed to present to the State Board of Higher Education not later than the meeting of October 28, 1941, a plan designed to integrate and harmonize the operation of the present curricular structure in its interinstitutional relationships in order that the present high quality of service in both instruction and research be maintained, and possibly improved, with the understanding that any proposals to correct such deficiencies as now exist will

a. Comply with both the spirit and letter of the law creating the present State System of Higher Education.
b. Continue the present policy of eliminating costly and unnecessary duplication and 'dead timber' courses from the curricular offerings.

c. Have, if possible, the cooperative support of the several institutions of the System as represented by their principal administrative authorities."

The Board unanimously approved the resolution as presented by the Chancellor.

FORESTRY RESEARCH

Upon invitation of the Chancellor, Mr. Hoke reported that an appropriation by the 1941 Legislature had been made to the State Board of Forestry for a research program in which it is contemplated that the School of Forestry will participate. Because of the close relationship of Agriculture and Forestry in certain research problems, Mr. Hoke suggested that the Board had a definite obligation to see that the program was properly outlined for the necessary research and that there should be a feeling of cooperative endeavor between the State Board of Forestry and the State Board of Higher Education. The Chancellor suggested that the matter be referred to the Agricultural Extension and Experiment Stations Committee operating through the proper executive officials. The Board so directed.

GIFTS

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

University

Gamma Phi Beta Mothers' Club to the Gertrude Watson Holman Memorial Scholarship fund.

Gamma Phi Beta Motheners' Club

Gift of $125 from the University of Oregon

State College

Grant of $3,500 from the Research Corporation to support Dr. Rosalind Wulzen's research project on "Study of a New Vitamin Present in Unpasteurized Cream."

Eastern Oregon College of Education

Senior Class

Gift of $58 from the Senior Class toward the purchase of a cappella choir robes and accessories.
The National Defense Research Committee has extended an offer to the School of Engineering at the State College for a grant of $6,900, consisting of $4,200 for salaries and $2,700 for equipment, to continue certain research in electrical engineering on defense problems. The Board approved the recommendation of State College officials and the Chancellor that the tentative contract as submitted be approved and that the proper officers be authorized to enter into the final contract when it is received.

The Board voted to confirm the action of the following members in approving the candidates for degrees and diplomas at the several institutions:

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

Signed copies of the lists of approved candidates are on file in the Board's Office.

The Drama Division at the University ended the year 1939-40 with an overdraft of $246.33 which was deducted from the 1940-41 budget. The Board approved the transfer of $246.33 of the $345.10 earned in excess of the budgeted income during the current year to the Drama Division to avoid an overdraft on June 30. This adjustment leaves a balance of $98.77 to revert to the Board's unappropriated funds.

The Board approved a non-recurring addition of $100 to the 1940-41 School of Law budget to care for the circulation of Dean Morse's decisions on arbitration cases.

The Board approved a non-recurring addition of $350 to the requisition budget of the Eastern Oregon College of Education to care for emergency expenditures to June 30, 1941, with the understanding that should enrollments warrant, consideration will be given to placing this addition on a recurring basis.
ALUMNI
HOLDING
COMPANY
SALE OF
LOT

The University of Oregon Alumni Holding Company received an offer of $1,000 for Lot 7, on East Sixth Street in the Eugene industrial area. The Board approved the sale of the lot for $1,000, with the understanding that the purchaser will furnish his own abstract or title policy, and authorized the proper officers to sign the necessary documents.

BRALY
CONTRACT
FOR ORNITHO-
LOGICAL
COLLECTION

The Finance Committee at its May 12 meeting requested that certain modifications be made in the contract with Mr. and Mrs. J. C. Braly for the acquisition of the Braly ornithological collection. The Executive Committee was authorized to approve the contract. The Board confirmed the action of the Executive Committee on May 16 in approving the contract as prepared in revised form by the Attorney-General, and the action of the President and Secretary in executing the contract.

GENERAL
EXTENSION
BUDGETARY
STRUCTURE

On October 28, 1939, the Board of Higher Education adopted a regulation concerning the preparation of the General Extension budgets. Since that time a reorganization of the Extension departments has been worked out so that state-wide classes outside of Portland are to meet from student fee income the entire direct costs of the classes. In view of this change in organization, the Board approved the recommendation of the Chancellor that the regulation of October 28, 1939, be rescinded and that the following plan be substituted:

1. That for state-wide extension classes (all classes outside of Portland), all direct costs of the classes, including payments for services of instructors, travel of instructors, and other direct costs of conducting the classes, be met from student fees; that any excess of fee income over direct costs accrue to Board funds; and that to make possible the carrying out of these provisions the Director report to the Chancellor's Office each term the exact amounts of direct expenses and fee income for each class conducted during the term.

2. That for the other departments supported in part from fee income (Portland Extension Classes, Correspondence Study and Visual Instruction), the fee income is to be estimated in the budget on the basis of collections during the preceding year, enrollment trends and other factors affecting fee income. It is understood that these fee estimates are to be guaranteed, with any underrealization to accrue to Board funds, in the same manner as now approved for the summer session budgets.
3. That the Dean and Director of General Extension is to organize and conduct all the departments in General Extension with a view to reducing the requirements from Board funds to the minimum consistent with reasonable service to the people of the state.

**PERSONNEL**

The Board approved the following personnel adjustments at the University:

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<tr>
<th>Appointment</th>
<th>The Board approved the following personnel adjustments at the University:</th>
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<tr>
<td>W. C. Jones</td>
<td>Appointment of Dr. William C. Jones as Professor of Political Science and Head of the Department, effective October 1, 1941, 10-months basis, yearly tenure, at a salary of $3,500 per year. Position budgeted at $4,000. Saving of $375 in 1941-42 to be applied on required budget reductions at the University.</td>
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<tr>
<td>Lloyd Staples</td>
<td>Change in rank for Lloyd Staples from instructor to Assistant Professor of Geology, 10-months basis, yearly tenure, effective July 1, 1941.</td>
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<tr>
<td>K. J. O'Connell</td>
<td>Change in rank for K. J. O'Connell from Assistant to Associate Professor of Law, 10-months basis, yearly tenure, effective July 1, 1941.</td>
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<tr>
<td>D. McCosh</td>
<td>Salary increase for David McCosh, Assistant Professor of Drawing and Painting, from $2,480.95 to $2,680.95, effective October 1, 1941, 10-months service, indefinite tenure, to compensate him for additional responsibilities assumed as a result of the death of Lance Hart, Assistant Professor of Art. Addition of $150 required in 1941-42 will be provided within the University budget.</td>
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The Board approved the following personnel adjustments at the State College:

<p>| Leave of Absence | Leave of absence without salary for Dr. W. J. Chamberlin, Associate Professor of Entomology, from May 1, 1941 to April 30, 1942, to enter military service. Savings after provision for substitute assistance, totaling $744.41 to revert to Board's unappropriated funds. |
| Salary Increase | Salary increase for Fred Merryfield, Associate Professor of Engineering, from $2,700 to $3,000, effective October 1, 1941, 10-months basis, indefinite tenure. Professor Merryfield has been offered a position with the City of Portland at a substantial increase in salary. Addition of $225 required in 1941-42. |</p>
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<th>Name</th>
<th>Description</th>
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<tr>
<td>Promotion in</td>
<td>Change in rank for Mrs. Buena Maris, Dean of Women—Elect, from Assistant Professor to Professor. This change in rank was inadvertently omitted by the State College in its budgetary documents.</td>
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<tr>
<td>Rank—Buena</td>
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<td>Maris</td>
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<td>F.B. Richards</td>
<td>Salary increase for Frank B. Richards, Assistant Military Property Custodian, from $1,500 to $1,600 per year, effective July 1, 1941, 12-months basis, monthly tenure. Mr. Richards has been offered a position in Los Angeles at a considerable increase in salary. Addition of $300 required in 1941-42.</td>
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<td>Salary</td>
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<td>Increase</td>
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<tr>
<td>H. Rozendal</td>
<td>Resignation of Hendrine Rozendal, documents cataloguer in the Library, effective July 1, 1941, 12-months basis, yearly tenure, salary budgeted at $1,800, and provision for a successor to be appointed at a salary rate of $1,630. Savings of $170 in 1941-42 to be utilized as follows:</td>
</tr>
<tr>
<td>Resignation</td>
<td></td>
</tr>
<tr>
<td>C. Garrett</td>
<td>Salary increase for Catherine Garrett, general assistant, rank of instructor, from $1,430 to $1,500, 12-months basis, yearly tenure. Required in 1941-42 $70.00</td>
</tr>
<tr>
<td>Salary</td>
<td></td>
</tr>
<tr>
<td>Increase</td>
<td></td>
</tr>
<tr>
<td>K. Hughes</td>
<td>Promotion of Katherine W. Hughes, Science Specialist in the Reference Department of the Library, rank of Assistant Professor, to head of the Science Reference Room, and a salary increase from $1,700 to $1,850, effective July 1, 1941, 12-months basis, indefinite tenure. Funds for the increase will be provided by adjustments within the Library budget.</td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
</tr>
<tr>
<td>W. Jorgensen</td>
<td>Promotion of William Jorgensen, circulation assistant in the Library, to head of the Engineering Reference Room, and a salary increase from $1,500 to $1,650, effective July 1, 1941, 12-months basis, yearly tenure. Funds for the increase will be provided by adjustments within the Library budget.</td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
</tr>
<tr>
<td>H. Warner</td>
<td>Salary increase for Harriet Warner, Assistant Reference Librarian, from $1,700 to $1,800, effective July 1, 1941, 12-months basis, indefinite tenure, rank of Assistant Professor. Funds for the increase will be provided by adjustments within the Library budget.</td>
</tr>
<tr>
<td>Salary</td>
<td></td>
</tr>
<tr>
<td>Increase</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>W. W. Gorton</td>
<td>Resignation of W. W. Gorton, Assistant Professor of Farm Management, effective June 7, 1941, yearly tenure, 12-months basis. Unused salary to be held in the budget pending the appointment of a successor.</td>
</tr>
<tr>
<td>R. S. Dow Salary</td>
<td>Salary increase for Dr. Robert S. Dow, Assistant Professor of Anatomy, from $3,232.16 to $3,432.16, effective July 1, 1941, 12-months basis, yearly tenure. Addition required in 1941-42, $250, to be supplied by salary savings in the position of a graduate assistant.</td>
</tr>
<tr>
<td>T. M. Joyce Appointment to Mackenzie Professorship</td>
<td>Appointment of Dr. Thomas M. Joyce, Professor of Surgery, to the honorary position of the K. A. J. MacKenzie Professorship in Surgery. This designation is in recognition of Dr. Joyce's work in organizing and supervising the Department of Surgery for the last seven years.</td>
</tr>
<tr>
<td>E. Arbuthnot Sabbatical Leave</td>
<td>Sabbatical leave on full pay for Miss Katherine Arbuthnot, Assistant Professor of Social Science, from July 1 to August 15, 1941, for hospitalization. Miss Arbuthnot's work will be cared for within the department without additional expense.</td>
</tr>
<tr>
<td>Clara Trotter Change in Salary and Position</td>
<td>Miss Clara Trotter, Associate Professor of Education, has requested that she be relieved of administrative duties as Director of the Training School and assigned to full-time instructional work, resulting in a salary adjustment from $3,340 to $3,100 per year. Dr. Ivan C. Milhos will assume the duties of the Director of the Training Schools without additional compensation, effective July 1, 1941. Salary savings of $200 to be utilized for other adjustments and $40 to revert to the Board's unappropriated funds.</td>
</tr>
<tr>
<td>Henry Hendren Salary Increase</td>
<td>Salary increase for Henry R. Hendren, Superintendent of Buildings and Grounds, from $2,200 to $2,300, effective July 1, 1941, 12-months basis, yearly tenure. Addition of $100 in 1941-42 to be provided from savings in the College of Education budget.</td>
</tr>
</tbody>
</table>
Salary increase for Miss Florence Beardsley, Principal of the Monmouth Training School, from $2,115 to $2,215, effective July 1, 1941, 9-months basis, indefinite tenure. Addition of $100 in 1941-42 to be provided from savings in the College of Education budget.

ADJOURNMENT

The Board adjourned at 11:30 a.m.

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