STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
July 22, 1941

MEETING #113

A regular meeting of the State Board of Higher Education
was held at the Heathman Hotel, Portland, Oregon, on
July 22, 1941, at 10:10 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
R. E. Kleinsorge
Willard L. Marks
Robert W. Ruhl
Beatrice Walton Sackett
Edgar W. Smith

Absent: E. C. Sammons

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 K. Erb of the University of Oregon; President
C. A. Howard of Oregon College of Education; President
Walter Redford of Southern Oregon College of Education.

Mr. Marks reported that Mr. Sammons had been called away
from the city on urgent business matters.

MINUTES
APPROVED

The Board voted to dispense with the reading of the min-
utes of the last meeting held on June 10, 1941, and approved
the minutes of this meeting as they appeared in the docket.

ARCHITECT
FOR OSC
PAVILION

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

"The Building Committee has had under consideration for
some time the selection of an architect for the proposed
pavilion at the State College. The Secretary of the
Board was instructed to invite the architects of the
state to present their qualifications, and he took every
means at his disposal to make this information available
to all architects who might be interested. Approximately
twenty applications were filed, and they were turned over
to the College officials to study. The committee at the
College reported back to the Building Committee a selection
of four firms that they thought were financially and pro-
essionally qualified for the work. The Building Committee
then interviewed these four firms and found them all to be
responsible and well qualified for the service required. Members of the Committee felt that it was advisable to make the selection on the basis of the firm which the College officials thought could best cooperate on the particular building to be planned.

"At a meeting at Corvallis on Sunday, the College officials recommended the employment of the firm of Jones and Marsh for this building. This firm, you will recall, had already made a very satisfactory preliminary sketch for the structure. The Committee is, therefore, recommending the employment of the firm of Jones and Marsh at the usual five per cent fee, plus an engineering fee not to exceed one per cent, with the understanding that the payment for the preliminary sketch, which they have made for us and which they have billed us in the sum of $500, will be part of the final fee payment. The Committee further recommends that the usual one and one-half per cent of the total fee be paid to the architectural firm for a set of specifications that will make possible securing accurate estimates from contractors on the cost of the proposed structure, in order that we may determine whether or not it is practical and expedient to go forward with the project at the present time. It is further recommended that the Secretary of the Board be authorized to enter into a contract with the firm for this service."

The Board voted to enter into a contract with Jones and Marsh, Architects, for services on the proposed pavilion at the State College, on the basis recommended by the Building Committee.

The report of the Building Committee was continued as follows:

"When the Committee was in Corvallis Sunday, it took occasion to inspect the proposed sites for the pavilion. The College officials had suggested two possible locations, one immediately west of the men's dormitory and the other on the same intramural playground area, but south of the men's dormitory. Both sites appeared adequate for the structure, but had the disadvantage of not being immediately adjacent to the present men's physical education facilities. It was felt by the Committee that if this building could be placed in direct juxtaposition with the gymnasium and the playing field, the services of the two buildings could be used interchangeably to very good effect. The Committee further
felt that the highly utilitarian type of building that it will be necessary to erect would not improve the appearance of the dormitory area, and that if the pavilion could be placed in a less conspicuous place, it would be desirable.

"The Committee also viewed a site immediately south of and adjacent to the physical education building and is suggesting that the College officials give very careful study to this site, utilizing the services of the architect in determining whether or not the building could be located in this area adjacent to the physical education building, without too expensive a disruption of the athletic fields. The Building Committee is, therefore, not recommending a site at this time, but has asked the College officials to report back at a later date after these careful studies have been made. No action of the Board is required at this time."

The Board accepted the report of the Building Committee regarding the site for the proposed pavilion at the State College.

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

"The City Attorney of Eugene filed a request for either a deed or an easement on a narrow strip of property immediately east of the Chancellor's residence, for street purposes in connection with the development of residence property that is taking place in that neighborhood. Some time ago the Board granted an easement on this same strip to Mr. Church for a roadway into a residence adjacent to the Chancellor's residence. This easement is now held by Mr. A. L. Hawn who is willing to relinquish the easement so that the Board may either deed the property or give an easement to the City. The Committee is recommending approval of this request, with the understanding that investigation will be made as to whether or not the Board can legally deed the property, and in the event the Board cannot legally deed the property, that an easement be granted."

The Board approved the report of the Building Committee regarding the request of the City of Eugene for an easement or deed on a strip of the Church property.
Mr. Brand, Chairman of the Committee on Curricula, presented the following report:

"The Curriculum Committee gave consideration yesterday to the course adjustments recommended by the Medical School. These curricular changes had the approval of the Interinstitutional Curriculum Committee and the Chancellor. The Committee is, therefore, recommending the course changes and the course eliminations as recommended by Dean Dillehunt for the medical and nursing curricula in his letter of May 21, 1941, with the slight adjustments suggested by the Interinstitutional Curriculum Committee."

The Board approved the emergency curricular adjustments in the medical and nursing curricula as recommended by the Committee on Curricula.

The report of the Committee on Curricula was continued as follows:

"The Committee also gave consideration to the proposal for a cooperative arrangement between Eastern Oregon College of Education and a business school in La Grande in giving a two-year general business and secretarial course. The Interinstitutional Curriculum Committee reported favorably on the arrangement but added the stipulation that it should not 'involve acceptance of credit from or endorsement of a proprietary school which is unaccredited for college work by the regularly established college accrediting agencies,' and further that there should be no 'official announcement of a joint arrangement of this sort or any certificate of completion involving the name of the Eastern Oregon College of Education.'

"The Committee on Curricula endorsed these stipulations and so recommends to the Board."

The Board approved the cooperative arrangement between the Eastern Oregon College of Education and a La Grande business school as recommended by the Committee on Curricula.

Mr. Brand continued the report of the Committee on Curricula as follows:

"The Chancellor presented a proposal made by the Crown-Willamette Paper Company and endorsed by the State College officials for the granting of credit to
students who complete work in the Crown-Willamette Paper School at Camas, Washington, which is conducted for their own employees. Both the Chancellor and College officials have investigated the scholarly quality of the work and have found it very commendable. College officials are recommending the plan, with the following conditions:

1. Credit for this work at the rate of four term hours per year shall be granted to a maximum of sixteen hours, provided no such credit be reported until after the student concerned has satisfactorily completed in regular resident study at Oregon State College the equivalent of one full year of regular college work.

2. When credit is given, it shall be recorded under the catalog course, Reading and Conference, 405, in the particular department concerned.

"The Curriculum Committee recommends approval of this arrangement."

The Board approved the arrangement as recommended by the Committee on Curricula for the granting of credit to students who complete work in the Crown-Willamette Paper School.

Mr. Mac Hoke, Chairman of the Committee on Agricultural Extension and Experiment Stations, presented the following report:

"By action of the last Legislature, the sum of $25,000 was made available for Forestry Research, particularly waste products utilization, the program to be under the general jurisdiction of the State Board of Forestry and an advisory board, with the State College School of Forestry to conduct the program. Acting Dean Mason had worked out a suggested program and budget which had the approval of the advisory committee. He outlined this program to the Committee on Agricultural Extension Service and Experiment Stations at a meeting yesterday. The two projects to be undertaken the first year include a survey of sawmill waste in the state and a study of the possibilities of making a plaster substitute out of wood waste projects. The Committee endorses this program and approves the budget as presented by Acting Dean Mason, including the readjustments called for in the Board's own
budget which result in slight savings. It is understood that the Chancellor's Office will work with Dean Mason in determining whether the men should be placed on a 12-months basis or continued on a 10-months basis with additional compensation for summer work."

The Board approved the program and budget for forestry research as recommended by the Committee on Agricultural Extension and Experiment Stations.

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

The Chancellor reported that because of the possible reduction in student fee income as a result of decreased enrollment, it might be very difficult for the Board to finance the building repair and improvement programs at the several institutions which have been carried on during the past two bienniums. He suggested the possible use of unpledged building fee balances to meet some of the more urgent repair and improvement items. Upon the Chancellor's request, Mr. Byrne reported that on June 30, 1941, there was approximately $10,000 of unpledged building fees available at the several institutions and that on June 30, 1942, there would be approximately $19,000. Mr. Byrne also presented a tentative list of emergency repair and improvement items totaling $42,000. Among the more urgent were the WPA sewer project at the University, remodelling the Home Economics laboratory at the State College, new lighting facilities in the Monmouth Training School, finishing an extra room in the basement of Fenton Hall at the University, remodelling the central administrative unit at the Medical School, completing roof repairs at the State College, and numerous other repairs and improvements. Mr. Byrne indicated that a reserve of $20,000 had been set up for this program, but that allocation was being delayed until such time as the results of the fall term enrollment were definitely known. No action was taken by the Committee beyond reporting the situation for the information of the Board."

The Board accepted the report of the Finance Committee regarding the building repairs and improvements program.

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

"A request was presented for a revision in the Medical School laundry contract, the revision calling for an
increase of approximately ten per cent, which would increase the cost in both unrestricted and restricted funds approximately $1,100. The laundries made this request because of reported increases in labor and material costs. The Committee is authorizing the revision in the contract, with the further provision that the laundries agree to cancelling the contract at any time that the Board finds it possible or advisable to handle its laundry through a state or other publicly owned and/or operated laundry within the state."

The Board approved the report of the Finance Committee regarding the contract for the Medical School laundry.

PEARSON MEMORIAL RESOLUTION

The Board unanimously adopted the following memorial, directed that it be spread on the official minutes of the Board, and instructed the Secretary to send a copy to the family of Senator Walter E. Pearson:

"With deep sorrow at his loss and high appreciation for his distinguished service to the State of Oregon, the State Board of Higher Education records the recent (June 18, 1941,) untimely death of Hon. Walter E. Pearson, State Senator, and member of the State Board of Higher Education from May 3, 1937 to January 2, 1939. His eminent contributions in the official capacities in which he served the commonwealth are a lasting memorial, and his personal qualities endeared him to all who knew him. Through church and through state, he contributed much to youth throughout his lifetime. Realizing the debt society owes him, the Board records its appreciation for his service and extends to his family sincere sympathy in its bereavement."

BALLARD RETURN TO PRESIDENCY

The Chancellor reported the receipt of a letter from President Frank L. Ballard of Oregon State College indicating that he would be able to resume his duties on September 1, 1941.

MINER PROFESSORSHIPS AT UO

The Chancellor presented with his recommendation a request from the University for the appointment of two professors under the 1941-42 budget of the Miner Professorship in Real Estate and Allied Subjects, as follows:

E.G. Daniel Appointment

Appointment of Edward G. Daniel as Miner Professor of Business Administration, 10-months basis, yearly tenure, at a salary of $3,500, effective October 1, and the transfer of salary savings of $375 in this appointment to the materials and expense budget.
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July 22, 1941

L. Faust
Appointment

Appointment of Lloyd Faust as Assistant Professor and Research Associate, 12-months basis, yearly tenure, effective July 1, at a salary of $2,500.

The Board approved the appointments to the Winer Professorships as recommended by President Erb and the Chancellor.

MAUD MACPHERSON
RESIGNATION

The Chancellor presented a recommendation from President Howard for the voluntary retirement of Miss Maud Macpherson, Assistant Professor and Librarian at the Oregon College of Education, effective October 1, 1941, and her assignment as Librarian Emeritus to teach one course in librarianship during the year 1941-42, at an annual salary of $600. The recommendation included provision in 1941-42 for a librarian to succeed Miss Macpherson at a salary of $2,500, necessitating a budget addition of $225. The Board voted to approve the retirement provisions for Miss Macpherson and the arrangements for her successor as recommended by President Howard and the Chancellor.

crippled children's program

The Chancellor reported that Associate Dean Baird had notified him by letter of the illness of Dean Dillehunt. In order to facilitate the administration of the crippled children's program, request was made to authorize Associate Dean Baird to act in the absence of Dean Dillehunt. The following resolution was, therefore, introduced:

I. 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.I.A., 1940, and with the regulations of the federal government.

3. That the Dean, or in his absence the Associate 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, or in his absence, the Associate Dean, 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, or in his absence, the Associate Dean, be authorized to establish such other procedures as may be necessary to initiate and carry out the Crippled Children's Division program.

Upon motion by Mrs. Sackett and second by Mr. Hoke, the Board voted to approve the above program for the general administration of the crippled children's program, with the following votingaye:

Mr. Brand
Mr. Groesbeck
Mr. Hoke
Dr. Kleinsorge

Mr. Marks
Mr. Ruhl
Mrs. Sackett
Mr. Smith

and the following voting nay: None.

Mr. Marks thereupon declared the motion duly carried by a unanimous vote of the members present.

Dr. Hunter reported that Associate Dean Baird had submitted a request to withdraw from the Medical School personnel adjustments listed in the docket the appointment of Dr. Philip Moore. The Board concurred in this recommendation.

The Chancellor presented the following report on cooperation with the State and National Parks Service:

"Dr. John C. Merriam, for many years the distinguished president of the Carnegie Institution of Washington, D.C., and now its president emeritus, has always taken great interest in Oregon. He regards this state as offering a uniquely rich field for research in natural sciences. It was he who stimulated and largely financed a series of studies on the appreciation of natural phenomena and beauties of Oregon in cooperation with certain staff members of the University of Oregon a few years since. A year ago Dr. Merriam made inquiry of the Chancellor's Office as to whether or not it would be feasible to
provide him with office facilities within the State System of Higher Education (without cost to the State Board of Higher Education.) Accordingly, he was enthusiastically provided these facilities by both the University of Oregon and Oregon State College.

"Working in cooperation with the Research Council of the State System of Higher Education, and certain staff members of the University and State College, Dr. Merriam and Superintendent E. P. Leavitt of Crater Lake National Park have surveyed the situation in regard to the relationship between the institutions of the State System of Higher Education and the state and national parks of Oregon. In a letter to the Chancellor's Office dated June 28, 1941, Superintendent Leavitt makes the following request.

'I am making formal request that you give consideration to the appointment of an advisory committee on educational problems of parks in Oregon. This will include not only Crater Lake National Park but the state park system. * * * Crater Lake National Park is keenly interested in research problems and educational problems and is anxious to have the cooperation of the University of Oregon and other institutions. It will be appreciated if favorable action can be taken on this request which is sponsored by the National Park Service and Dr. John C. Merriam.'

"It is obvious that such an advisory board could be of great service. Numerous projects arising in this field could have the best possible treatment through the advice of such a policy-making group. The committee, of course, would serve wholly without compensation or cost of any kind to the State System of Higher Education. It is possible that projects from time to time might be financed by some of the interested foundations or beneficent individuals concerned with this service.

"I recommend approval by the State Board of Higher Education of the following advisory board, to be known as the Advisory Board of the State System of Higher Education on Education Problems at Parks in Oregon:

Honorary Chairman – Dr. John C. Merriam
Chairman – Dr. R. W. Leighton, Dean of the School of Physical Education at the University of Oregon
Dr. Ira S. Allison, Oregon State College
Dr. John P. Buwalda, California Institute of Technology.
Dr. L. S. Cressman, Head of Anthropology Department, University of Oregon
Dr. E. L. Packard, Head of Geology Department, Oregon State College, and Director of Research for the System.
Dr. George C. Ruhle, Naturalist, Crater Lake National Park.
Dr. Warren D. Smith, Head of Geography and Geology Departments, University of Oregon.
Dr. Howel Williams, University of California."

The Board voted to approve the report of the Chancellor regarding cooperation with the state and national park service.

ELECTION OF OFFICERS

Upon motion by Mr. Smith and second by Mr. Hoke, the Board unanimously re-elected for the year 1941-42 the present officers of the Board; namely, Willard L. Marks, President; Beatrice Walton Sackett, Vice-President; and E. C. Sammons, third member of the Executive Committee.

GIFTS

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

University

George Rebec

Gift of $175 from Dr. George Rebec for the George Rebec Prize in Philosophy and the Burgess Book Collection.

Medical School

John C. Higgins

Gift of $1,000 from Mr. John C. Higgins, to be used for research in marrow culture under the direction of Dr. E. E. Osgood.

Vierani Estate

Gift of $861.55 from the estate of Louis A. Vierani to be used for medical and surgical equipment for the Out-Patient Clinic.

Allen Meier

Gift of an Ediphone transcribing machine from Mr. Allen Meier for the Division of Experimental Medicine.

Oregon College of Education

Art Club at OCE

Gift of equipment for instruction in arts and crafts, valued at $100, from the Art Club of the Oregon College of Education.
E.C. Sammons appointed to U.O. Board - Higher Education on the Memorial Union Board of Governors.

Stafford Retirement - The Board voted to confirm the action of the Executive Committee in approving the retirement of O. F. Stafford, Dean of Lower Division and Head of the Chemistry Department at the University, to a part-time basis, effective June 15, 1941, at a salary of $2,200, of which $1,200 will be provided by the Board and $1,000 from T.I.A.A. funds. This approval includes the transfer of supplemental annuity accumulations deposited with the First National Bank of Eugene to his retirement policy with the T.I.A.A. and his designation as Dean Emeritus of Lower Division and Service Departments.

Contract Award for KOAC Transmitter House - At the June meeting of the Board, the Building Committee was authorized to award contracts for the KOAC transmitter house at Granger in the interim between Board meetings. Low bidder on the transmitter house was J. Thomsen of Philomath for $9,135. In order to come within the funds available, $7,000, Mr. Thomsen agreed to substitutions and eliminations, including exclusion of the original heating system, substitution of clay tile walls, and deletion of one set of plumbing facilities, bringing the contract price to $6,196. College officials have agreed to perform additional work totaling $741.20, making a total cost of $6,937.20. The Board voted to confirm the action of the Building Committee in awarding contracts on this basis.

Purchase of Transformers at University - In order to obtain the benefit of a reduced electrical rate for the University from the Eugene Water Board, amounting to approximately $60 per month, the Water Board is applying its rule that all distribution facilities must be owned by the consumer. Accordingly, the University must purchase transformers valued at $14,747.96. Credits for materials sold to the Water Board and retroactive application of the new rate to March 1, 1940, amounting to $1,491.72, make a net cost for the transformers of $13,256.24. The Water Board has submitted a contract which proposes that the University purchase these transformers and pay for them out of the $60 per month saving resulting from the application of the new rate. No interest will be levied and the cost of the transformers will be retired in approximately 18½ years within the present budget of the University.

The Board authorized the execution of a contract with the Water Board on this basis, with the further understanding that savings resulting from increased consumption or further reduction in rates shall be applied to decrease the unpaid balance.
LOSS OF FEDERAL FUNDS

The last Legislature, under Chapter 475, Oregon Laws 1941, made a contingent appropriation up to $33,564 for the Federal Cooperative Extension. The appropriation was to cover anticipated losses in federal funds. It has now been definitely determined that the net decrease in federal funds during fiscal year 1941-42 will be $4,008.97. The Board approved the filing of the required certification requesting that the Secretary of State make available this amount for the current fiscal year from the $33,564 appropriated for the biennium under Chapter 475.

PERSONNEL

The Board approved the following personnel adjustments at the University:

L.H. Wyatt
Appointment

Appointment of Dr. Lisle M. Wyatt as Assistant University Physician and Assistant Professor in the Health Service, effective October 1, 1941, 10-months basis, yearly tenure, at a salary of $2,700. Salary savings of $225 in this appointment to be transferred to the materials and supplies budget.

W.C. Ballaine
Appointment

Appointment of Wesley C. Ballaine as Assistant Professor of Business Administration, yearly tenure, 10-months basis, salary rate of $2,700, effective October 1, 1941, to replace Arthur G. Dudley, whose appointment expired June 30, 1941.

A.G. Dudley
Resignation

Assignment of Hugh M. Shafer as Assistant Professor of Education for the fall term of 1941-42, to replace Dr. F. G. Macomber, on leave of absence; and an addition of $100 to the 1941-42 Education budget to make available a salary of $1,000 for this period.

H.L. Shafer
Appointment

G.H. Godfrey
Leave of Absence

Leave of absence without pay for George H. Godfrey, Associate in the News Bureau, for one year, effective August 15, 1941, to accept a position as Deputy Administrator with the Oregon Defense Savings Staff.

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

C.C. Callarman
Appointment

Appointment of C. C. Callarman as Assistant Professor of Secretarial Science, effective October 1, 1941, at a salary of $2,100, 10-months basis, yearly tenure, to succeed J. Walter Erickson, deceased. Transfer of $525 in 1941-42 to Board's funds.

J.W. Erickson
Death

I.C. Dearmond
Appointment

Appointment of Ivan C. DeArmond as Extension Soil Conservationist, effective July 1, 1941, rank of instructor, yearly tenure, 12-months basis, at a salary of $2,600. Position was budgeted at $2,400. Addition of $200 in 1941-42 to be provided $100 from the Director's Reserve and $100 from federal funds through the Soil Conservation Service.
R. Wulzen
Sabbatical Leave

Sabbatical leave on half salary for Dr. Rosalind Wulzen, Associate Professor of Zoology, from July 1, 1941 to June 30, 1942, to carry on research at the State College under grants from the Research Corporation of New York. Recommendations for substitute assistance will be made at a later date.

E. McKinney
Sabbatical Leave

Sabbatical leave on full salary for Miss Esther McKinney, Accountant for the School of Agriculture and Experiment Station, rank of Assistant Professor, from September 1, 1941 to January 1, 1942, for rest and recuperation.

W. P. Duruz
Extension of Leave

Extension of leave of absence without pay for Dr. W. P. Duruz, Professor of Horticulture, from September 17, 1941 to September 1, 1942, to continue active military service. Utilization of $3,786.67 of resident instruction and federal funds for this period as follows:

<table>
<thead>
<tr>
<th>Resident Instruction</th>
<th>Federal Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of Henry Hartman from Experiment Station to teaching</td>
<td>$370.00</td>
</tr>
<tr>
<td>Appointment of Alfred Roberts as instructor and research assistant, at a rate of $2,000, yearly tenure, 12-months basis, effective July 1</td>
<td>1,260.00</td>
</tr>
<tr>
<td>Graduate Assistant, 2 terms</td>
<td>366.67</td>
</tr>
<tr>
<td>Transfer to materials</td>
<td>183.33</td>
</tr>
<tr>
<td>Applied on College quota reduction</td>
<td>420.00</td>
</tr>
<tr>
<td>$2,600.00</td>
<td>$1,186.67</td>
</tr>
</tbody>
</table>

Mabel Mack
Appointment

Appointment of Mrs. Mabel C. Mack as Specialist in Nutrition, effective July 1, 1941, rank of Associate Professor, indefinite tenure, 12-months basis, at a salary of $2,904. Mrs. Mack has been Acting Specialist in Nutrition during the sabbatical leave of Miss Lucy Case. Funds for this position are being provided from the Family Relationships project which is being discontinued for the present. No change in total budget.

Lucy Lewis
Sabbatical Leave

Sabbatical leave on full salary for Miss Lucy Lewis, Director of Libraries, from November 1, 1941 to February 1, 1942, for rest and recuperation.
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C. Bazo-Fontaneil Resignation
Resignation of Mrs. Catherine Bazo-Fontaneil, Catalog Assistant, effective August 9, 1941, salary rate of $1,400 and the appointment of Eleanor Ross as Documents Cataloguer, rank of instructor, 12-months basis, yearly tenure, effective September 1, 1941, at a salary rate of $1,500. This adjustment results in a net saving in 1941-42 of $3.22.

E. Ross Appointment
J. Brier Jones Resignation
Resignation of Mrs. Jacqueline Brier Jones, Home Demonstration Agent in Jackson County, effective August 31, and the appointment of Miss Marian Jane Farrell as her successor, rank of instructor, 12-months basis, yearly tenure, at a salary rate of $2,100, effective August 1. Position budgeted at $2,400. Saving of $75 in 1941-42 to be transferred to the Director's Reserve.

V. Roberts Salary Increase
Salary increase for Miss Vivian Roberts, instructor in Foods and Nutrition, from $2,100 to $2,500, effective October 1, yearly tenure, 10-months service. Budget addition required in 1941-42 to be provided $275 from funds budgeted for a graduate assistants'hip in the Foods and Nutrition Department and $25 from the unappropriated funds.

W. E. Caldwell Leave of Absence
Leave of absence without pay for Dr. W. E. Caldwell, Associate Professor of Chemistry, to enter military service, from July 1, 1941 to June 30, 1942; and the following adjustments in the Chemistry Department:

B. E. Christensen Promotion
Promotion in rank for Dr. B. E. Christensen from Assistant to Associate Professor, and a salary increase from $2,750 to $2,900, to compensate him for added responsibilities.

L. E. West Promotion
Promotion in rank for Dr. L. E. West from instructor to Assistant Professor of Chemistry, and a salary increase from $2,000 to $2,300, to compensate him for added responsibilities.

A. B. Scott Appointment
Appointment of Dr. Allen B. Scott, for one year, effective October 1, 1941, 10-months basis, rank of instructor, at a salary of $2,000.

The net effect of these adjustments is a saving of $337.50 in the 1941-42 budget which is to be applied on the $5,200 budget reduction for the College.

The Board approved the following personnel adjustments at the Medical School.
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<table>
<thead>
<tr>
<th>W.C. Hunter Promotion</th>
<th>Promotion of Dr. Warren C. Hunter from Associate to full Professor of Pathology, effective July 1, 1941, indefinite tenure, 12-months service. No change in salary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.C. Riddle Appointment</td>
<td>Appointment of Dr. Matthew C. Riddle as Associate Professor of Medicine, effective July 1, 1941, 12-months basis, yearly tenure, at a salary of $4,500. Position provided in the budget.</td>
</tr>
</tbody>
</table>

The Board approved the following personnel adjustment in the General Extension Division:

| R.T. Kuhn Appointment | Experimental appointment of Randolph T. Kuhn as publicity man as an aid to making the extension classes self-sustaining, effective July 1, for a four-months period, at a salary of $75 per month for one-fourth time, with the understanding that the continuation of this position will be subject to review at the end of the trial period. Budget addition required in 1941-42, $300. |

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

<table>
<thead>
<tr>
<th>F. Beardsley Leave of Absence</th>
<th>Leave of absence without pay for Miss Florence Beardsley, Assistant Professor of Education, from October 1, 1941 to June 30, 1942, to do special work in elementary school supervision in the office of the State Superintendent of Public Instruction. Salary savings of $1,450 to be utilized for substitute assistance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.B. Cox Designation as Acting Principal</td>
<td>Designation of Mrs. Phebe Butler Cox, Assistant Professor of Education, as Acting Principal of the Monmouth Training School from October 1, 1941 to June 30, 1942, and a salary increase for this period only from $2,115 to $2,215. Addition required in 1941-42, $100, to come from savings on Miss Beardsley's leave.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>A.C. Strange Leave of Absence</th>
<th>Leave of absence without pay for A. C. Strange, Associate Professor of Education, from August 1 to 31, 1941. Salary savings of $141.66 to revert to Board's funds.</th>
</tr>
</thead>
<tbody>
<tr>
<td>L. Burtis Resignation</td>
<td>Resignation of Miss Lucille Burtis, Assistant Professor of Art and Supervisor of Art in the Training School, effective September 23, 1941; and the appointment of Otto Wilda as instructor in art, Supervisor of Art in the Training School, and part-time instructor</td>
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in English, effective September 23, 1941, yearly tenure, 12-months basis, at a salary rate of $2,500. No change in salary budget.

Sabbatical leave on half pay for R. W. McNeal, Assistant Professor of Geography, from October 1 to December 31, 1941, to do graduate work at the University of California. Salary savings of $387.50 will be used for substitute assistance.

Mr. Marks announced the following membership to permanent and special committees of the Board for the ensuing year:

Permanent Committees

Executive Committee. (ex-officio and elective)
Willard L. Marks, Chairman; Beatrice Walton Sackett; E. C. Sammons.

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 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.

The Board adjourned at 11:10 a.m.