STATE BOARD OF HIGHER EDUCATION  
MINUTES OF MEETING HELD AT  
HEATHMAN HOTEL, PORTLAND, OREGON  
September 9, 1941  

Meeting #114
A regular meeting of the State Board of Higher Education was held at the Heathman Hotel, Portland, Oregon, on September 9, 1941, at 10:00 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 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.

MINUTES APPROVED

The Board voted to dispense with the reading of the minutes of the last meeting held on July 22, 1941, and approved the minutes of this meeting as they appeared in the docket.

CAMPUS PLANS FOR ROCE

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

"As part of the building repairs and improvements program, funds were made available to prepare a long-time campus plan for the Eastern Oregon College of Education, in accord with the practice of the Board in placing on file such long-time plans for the various campuses of the System. A tentative plan was submitted by the Building Committee some time ago and President Maaske yesterday presented the complete campus lay-out which had been prepared under the direction of Professor Cuthbert, Landscape Architect at the University. The plan projects future building needs and sites for the institution, location of walks, campus lights, playground areas and other features of campus development. The Committee felt
that the conception was a very satisfactory one, and wishes to commend Professor Cuthbert and the College of Education officials for their work. The Committee recommends at this time official adoption of this plan, with the understanding that such adjustments as may seem expedient in the future will be made."

The Board voted to approve the plans for the Eastern Oregon College of Education campus as recommended by the Building Committee.

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

"President Maaske also presented to the Committee three projects in the campus development which are more or less of an emergency nature, the total cost of which is $2,384.31. The first project includes the surfacing of the campus driveway up to the women's residence hall. The Highway Commission has promised cooperation in the surfacing of this driveway if materials are furnished.

"The second project involves the minimum lighting for the campus, including six lamp posts and the necessary cable and controls.

"The third project involves the excavation from the tennis court area and a fill between the present gymnasium and dormitory.

"The Committee is recommending immediate approval of the first item costing $689, and the third, costing $365. The campus lighting project was referred back to President Maaske for further investigation and later report to the Board in the hope that the cost of this project could be reduced or amortized over a longer period. The Committee is, therefore, recommending an appropriation of $1,054 as a preferred item in the building repairs and improvements program provided in the Board's budget for the current year."

The Board approved the report of the Building Committee as recommended on campus improvements at the Eastern Oregon College of Education.

The report of the Building Committee was continued as follows:

"In connection with the improvement of the highway through the city of Eugene, University officials have been able to work out an exchange of property between
the State Highway Commission and the Educational Activities Board of the University, which Committee and Board members felt was highly advantageous to each group. The Highway Commission, in order to provide fill dirt for the new railroad right of way, will change the present course of the mill race through the land owned by the Educational Activities Board and thereby greatly improve the area for recreational purposes and for the annual cance fete. To effect the program, it will be necessary for the University to enter into a three-way agreement with the Highway Commission and the power company which controls the power rights on the mill race.

"An agreement has been prepared which is satisfactory to all three parties, and it was submitted to Committee and Board members present at yesterday's meeting. The Building Committee is recommending that the provisions of the agreement be approved and that the President and Secretary of the Board be authorized to sign the agreement and any other necessary documents for the Board."

The Board voted to approve the report of the Building Committee regarding the exchange of property between the Educational Activities Board of the University and the State Highway Commission.

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

"Chancellor Hunter presented a proposed budget for setting up the Malheur Experimental Area, authorized by House Bill 534. The bill provided the sum of $19,500 for the biennium to conduct investigations and demonstrations in production and utilization of various agricultural crops, including livestock on irrigated farms peculiar to the Vale Owyhee project in Malheur County'. Dean Schoenfeld submitted a budget calling for the expenditure of $11,000 for the current year, from the $19,500 appropriation. However, since approximately $5,000 of this proposed budget was for equipment, livestock and materials, less than half of the biennial appropriation will be spent for maintenance during the first year.

"The Committee is recommending approval of this budget in a general way, but is asking that details of the equipment and livestock to be purchased be submitted to the Committee for its information and that there also be submitted a report on the projects to be undertaken under the legislative appropriation."
The Board approved the report of the Experiment Stations Committee on the Malheur Experimental Area budget as recommended.

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

"For a number of years the Dairy Products Laboratory, which is operated as a partially self-sustaining unit of the Dairy Department, has been unable to balance its budget due to conditions in the dairy industry. To avoid continuation of this situation, the Chancellor, after consultation with College officials, is recommending that the Board assume additional salary payments for members of the Dairy Products staff to the extent of $2,600 a year, and if conditions so warrant after enrollment is known, up to $3,000 per year. At least half of this sum will be covered by savings accruing from other departments at the State College.

"The Committee concurs in the Chancellor's recommendation."

The Board approved the financial arrangements for the Dairy Products Laboratory as recommended by the Finance Committee.

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

"For some time negotiations have been under way with the Highway Commission in its program of providing a four-lane highway through the City of Eugene to include as part of that program certain improvements in the new north entrance to the University campus. A cooperative agreement has been prepared wherein the Highway Commission agrees to deed to the University land areas totaling approximately 1.29 acres immediately north of the present University campus and adjacent to the campus gates. In addition, the Highway Commission agrees to provide suitable roadways that will connect the main campus with the new highway and an underpass which will provide a pedestrian lane to the recreational areas owned by the University along the mill race. The proposal calls for the University, in turn, to amortize the cost of these properties deeded to the University and valued at approximately $22,000, over a period of years through maintenance of parkways of the new highway from Alder Street on the west to Onyx Street on the east."
"The estimated additional maintenance cost amounts to $1200 per year of which the University proposes to provide $600 from its present budget, thereby requiring an annual addition to the maintenance budget of $600. In addition, there will probably be an expense of $1,500 to landscape the areas deeded to the University by the State Highway Commission. All of these expenditures are not likely to be incurred for at least a year or two. Board members have had the agreement in their hands for inspection for some time and the Finance Committee is recommending approval of this arrangement and authorization for the proper officers of the Board to sign the necessary documents in consummating the program."

The Board voted to approve the recommendation of the Finance Committee regarding the acquisition of the triangle of property adjacent to the University campus, and authorized the proper officers of the Board to sign the necessary documents.

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

"For some time consideration has been given to the possibility of investing some of the institutional endowment funds in building bonds of the Board. A law passed at the last session of the Legislature legalizes this procedure and the Comptroller presented a plan to the Finance Committee for calling the outstanding bonds of the Southern Oregon College of Education in the amount of $30,000 and two issues of the Oregon College of Education building bonds in the amount of $74,000. There are sufficient uninvested funds of the Williams bequest to provide the funds for calling these bonds. The present interest rate on the bonds is four per cent but in order to make the transaction worth while to the colleges of education and at the same time provide adequate returns for the endowment funds, the Finance Committee is suggesting an interest rate of 3%. It will be necessary for the Board to adopt formal resolutions providing for the calling of these bonds.

"The Finance Committee is recommending this program and I am asking the Secretary of the Board to read the proposed resolutions which have been prepared by the Attorney-General."

The Board voted to approve the report of the Finance Committee regarding the investment of Williams endowment funds in Oregon College of Education and Southern Oregon College of Education building bonds."
Thereupon, Secretary Byrne presented the following resolution, numbered "1" and entitled "A Resolution Providing for the Call and Redemption of the Outstanding Southern Oregon Normal School Gymnasium Bonds with the Necessary Funds To Be Provided by the Loaning of Pooled Endowment Funds." This resolution was read in full by Mr. Byrne and duly considered by the Board:

RESOLUTION NO. 1

A RESOLUTION PROVIDING FOR THE CALL AND REDEMPTION OF THE OUTSTANDING SOUTHERN OREGON NORMAL SCHOOL GYMNASIUM BONDS WITH THE NECESSARY FUNDS TO BE PROVIDED BY THE LOANING OF POOLED ENDOWMENT FUNDS.

BE IT RESOLVED, as follows:

Section 1. The Board hereby directs that the outstanding Southern Oregon Normal School Gymnasium Bonds, authorized by O.C.L.A. Sections 111-3631 through 111-3636, be called and redeemed on November 1, 1941, in conformity with the provisions of said bonds. The President and Secretary of the Board hereby are authorized to call and redeem said bonds.

Section 2. Funds to retire the said Southern Oregon Normal School Gymnasium Bonds shall be provided from the following sources:

a. Accumulated building reserves of about $8,000.

b. $22,000 from pooled endowment funds, in accordance with Chapter 71, Oregon Laws 1941, the loan of which is hereby authorized to be made as of November 1, 1941.

Section 3. To secure the $22,000 loan there are pledged the receipts of the $5.00 per term building fee collected from each regular student at the Southern Oregon College of Education. Said building fees shall be used for the payment of interest on the loan at the rate of 2½% per annum payable semi-annually on May 1 and November 1. Principal payments shall be made on May 1 of each year in multiples of $1,000 as rapidly as cash balances will permit.
Upon motion by Director Smith and second by Director Hoke, the above resolution was adopted, with the following voting aye:

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

and the following voting nay: None.

The President thereupon declared said resolution carried.

Secretary Byrne presented the following resolution, numbered "2" and entitled "A Resolution Providing for the Call and Redemption of the Outstanding Oregon Normal School Building Bonds and Oregon Normal School Gymnasium Bonds with the Necessary Funds To Be Provided by the Loaning of Pooled Endowment Funds," This resolution was read in full by Mr. Byrne and duly considered by the Board:

RESOLUTION NO. 2

A RESOLUTION PROVIDING FOR THE CALL AND REDEMPTION OF THE OUTSTANDING OREGON NORMAL SCHOOL BUILDING BONDS AND OREGON NORMAL SCHOOL GYMNASIUM BONDS WITH THE NECESSARY FUNDS TO BE PROVIDED BY THE LOANING OF POOLED ENDOWMENT FUNDS.

BE IT RESOLVED, as follows:

Section 1. The Board hereby directs that the outstanding building bonds of the Oregon College of Education, authorized by O.C.L.A. Sections 111-3631 through 111-3636, be called and redeemed in conformity with the provisions of said bonds. The Oregon Normal School Building Bond issue is to be called and redeemed on November 1, 1941, and the Oregon Normal School Gymnasium Bond issue on April 1, 1942. The President and Secretary of the Board hereby are authorized to call and redeem said bonds.

Section 2. Funds to retire said bonds shall be provided from the following sources:

a. Accumulated building reserves of about $17,000. Of this total, $10,000 will be available on November 1, 1941; and $7,000 on April 1, 1942.

b. $57,000 from pooled endowment funds, in accordance with Chapter 71, Oregon Laws 1941, the loan of which is hereby authorized. Of the total loan,
$43,000 is to be provided as of November 1, 1941, and $14,000 as of April 1, 1942.

Section 3. To secure the $57,000 loan there are pledged the receipts of the $5.00 per term building fee collected from each regular student at the Oregon College of Education. Said building fees shall be used for the payment of interest on the loan at the rate of 3½% per annum payable semi-annually on May 1 and November 1. Principal payments shall be made on May 1 of each year in multiples of $1,000 as rapidly as cash balances will permit.

Upon motion by Director Smith and second by Director Hoke, the above resolution was adopted, with the following voting aye:

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

and the following voting nay: None.

The President thereupon declared said resolution carried.

OCTOBER BOARD MEETING AT SOCE

Mr. Marks read a letter from President Walter Redford inviting the State Board of Higher Education to hold its regular October meeting on the campus at Ashland. The Board voted to accept the invitation.

DILLEHUNT ILLNESS

The Board directed the Secretary to send to Dean Dillehunt a message expressing the concern of all members of the Board at his illness and best wishes for a speedy recovery.

MOUNTAIN VIEW GRANGE RESOLUTION

Secretary Byrne read a resolution from Mountain View Grange requesting the Board to make available to Bonneville Power Administration information concerning power rates in effect for Oregon State College. Mr. Byrne reported that he had replied to the Grange to the effect that any information requested would be supplied.

YOCOM ASSOCIATE DIRECTOR MARINE BIO. SUMMER SESSION

To assist Dr. Packard in administration of the Institute of Marine Biology, the Chancellor recommended the appointment of Dr. Harry Yocom as Associate Director for the summer session of the Institute, effective immediately, without change in salary. The Board approved the appointment as recommended by the Chancellor.
At the invitation of the Chancellor, President Erb reported the establishment of the Burgess Collection Catalog Fund for the receipt of private contributions and other moneys to make possible the preparation and printing of a catalog of the Burgess Book Collection. Dr. Erb pointed out that such a catalog would be of interest to scholars throughout the world and would be an evidence of interest and appreciation on the part of the University and the Board in the many contributions of Miss Burgess.

President Erb also reported that, for the second year in succession, every graduate of the University of Oregon School of Law who took the State Bar Examination had passed it. He stated that over a period of years an average of well over ninety per cent of the Law School graduates had passed the bar examination.

The Chancellor presented with his approval a recommendation from President Howard for the appointment of Mrs. Dessa Hofstetter as Librarian at the Oregon College of Education to succeed Miss Maud Macpherson, retired, with rank of Assistant Professor, yearly tenure, effective October 1, at a salary of $2,500. The Board approved the appointment of Mrs. Hofstetter as recommended.

The Chancellor presented, with his approval, the following recommended adjustments in the School of Pharmacy resulting from the resignation of Dr. Beals, Assistant Professor of Pharmacy:

Appointment of John A. Ellegood as Assistant Professor of Pharmaceutical Analysis and Director of the Oregon State Board of Pharmacy Drug Laboratory, effective October 1, yearly tenure, at an annual salary of $2,500.

Change in position for Dr. Lewis C. Britt from Associate Professor of Pharmaceutical Analysis and Director of the Oregon State Board of Pharmacy Drug Laboratory, to Associate Professor of Pharmacy, and an increase in salary from $2,700 to $3,100, effective October 1.

The net effect of these adjustments is a budget addition in 1941-42 of $425 and an annual addition thereafter of $566.66.

The Board voted to accept the resignation of Dr. Beals and approved the above recommendations.

The Chancellor presented a recommendation for a leave on half pay for Mr. W. A. Jensen, Executive Secretary at the State College, for a six-months' period beginning October 1, in order that he may recuperate from his recent illness. The Board approved the leave of absence for Mr. Jensen as recommended.
Dr. Hunter presented with his approval a recommendation from President Ballard that Mr. T. P. Cramer, Business Manager at the State College, be made Acting Executive Secretary, effective September 10, at a salary of $4,500 while he occupies this position, his time to be devoted forty per cent to the Business Office and sixty per cent to the President's Office. The Board voted to approve the assignment of Mr. Cramer as Acting Executive Secretary as recommended.

The Chancellor reported that President Ballard had submitted his resignation as President of Oregon State College effective immediately, with a request for assignment to a professorship in the School of Agriculture. President Ballard stated that his health had not improved sufficiently to enable him to assume the full responsibilities of the position.

The Board voted to accept the resignation of President Ballard and directed the Chancellor to convey to him its sympathetic understanding and appreciation of the fine attitudes expressed in his letter of resignation. The Board directed that he be assigned to a professorship in the School of Agriculture, his time and service to be divided between resident instruction, research and extension, effective September 10, 1941.

The Board approved the recommendation of the Chancellor that Dean F. A. Gilfillan, Chairman of the Administrative Council at the State College, be made Acting President, effective September 10, at a salary rate of $7,500 during the period of his service in this capacity. The Board directed the Chancellor to proceed immediately with a canvass of possible nominees for the position, with a view to securing a successor as soon as possible.

Mrs. Sackett presented an additional matter from the Building Committee which was not ready at the opening of the meeting. She reported that Oregon College of Education was faced with the problem of caring for an influx of elementary school children who will be present in Monmouth during the construction of the cantonment and following its establishment. President Howard felt that if plans were made for permanent improvements to the training school facilities, arrangements might be made to secure federal contributions on a cooperative basis. He, therefore, recommended that an architect be secured to make tentative sketches for expansion of the training school facilities.
The Building Committee recommended the employment of Mr. Glenn Stanton of Portland on a contingent basis to make the necessary sketches, and that if additional facilities prove to be unnecessary, he be compensated for his services at the rate of one per cent of the estimated cost of the project. The Board voted to approve the employment of Mr. Stanton as architect for the Oregon College of Education on the basis recommended by the Building Committee, and authorized the officers of the Board to execute a contract on the usual basis.

GIFTS

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

University

Evans Gift

Gift of 263 law volumes valued at $450 from Judge Walter H. Evans, retired judge of the United States Customs Court of New York, to the University of Oregon School of Law.

State College

Ag. Research Foundation

Gift of $1,225 from the Agricultural Research Foundation to the Experiment Station Department of Farm Crops for research in developing methods of grading hops.

Medical School

Natl'1. Found. for Infantile Paralysis

Gift of $1,500 from the Multnomah Chapter of the National Foundation for Infantile Paralysis, Inc., to the Medical School and Doernbecher Hospital for the treatment of poliomyelitis.

American Medical Assn.

Gift of $250 from the American Medical Association for use by Dr. Dow in studying the effects of blood clotting in the cerebral veins.

Eastern Oregon College of Education

Danforth Foundation

Gift of $35 from the Danforth Foundation for the purchase of books on religion.

F.L.Ralston Gift

Gift of $100 from Dr. Frank L. Ralston, La Grande, for emergency grants to needy students during 1941-42.

STEPHENSON BEQUEST

The Doernbecher Memorial Hospital has been named residuary legatee under the will of Mrs. Margaret Stephenson of Forest Grove. The Board voted to accept the bequest.
Expenses totaling $327.99 were incurred during 1940-41 by staff members of the several institutions of the System in travel to meetings of interinstitutional committees. The Board approved an appropriation in this amount to the respective departmental accounts for their proportionate share of this expense.

At the last meeting of the Building and Finance Committees, a proposal was presented by University officials for the acquisition of the George McMorran property for use as the residence of the president of the University. The plan contemplated the purchase of the residence, valued at $25,000, Mr. McMorran to donate $10,000 of the purchase price and the remaining $15,000 to be amortized over a period of about nineteen years through rental payments on the University president's residence on 13th Street, which will be leased to the University Faculty Club, and from income to be realized by renting the present Faculty Club quarters. Income from these two sources is expected to net about $85 per month.

The Board voted to purchase the McMorran property on the basis outlined above, with the following guarantees by the University:

1. That provision will be made within the present physical plant budget for maintenance, not to exceed $1,500 per annum, with the understanding that there will be no resultant overdraft in the physical plant budget.

2. That there will be no capital outlay for improvements and alterations to be met from the funds of the Board within a reasonable period after the transfer of the property.

3. That the arrangements with the Faculty Club for the rental of the present Faculty Club property and for occupancy of the present residence of the president be such as to guarantee the Board against the necessity of paying any part of the amortization costs of the McMorran property during the life of the contract from other sources.

The Board authorized the proper officers to execute the necessary documents and directed that suitable expression of appreciation be made to Mr. McMorran.
TRANSFER OF FUNDS AT OCE

A balance of $424.27 remains in an agency account at the Oregon College of Education from funds deposited by students who participated in Dr. Carls' tour through Oregon and California in connection with certain geography courses. The Board approved the transfer of this amount to the general instruction budget for the purchase of instructional supplies and equipment.

GEORGE DEAN FUNDS TO SCHOOL OF BUS. AD. AT UO

A check for $300, representing payment to the University of Oregon School of Business Administration from the Federal Vocational George Deen Fund for conducting a teacher-training course in distributive occupations, has been received from the State Board of Vocational Education. The Board approved the addition of these funds to the wage budget of the School of Business Administration.

TRANSFER OF FUNDS INSTITUTE OF M. BIO.

Repairs and alterations for the Institute of Marine Biology have made it necessary to exceed the 1941-42 budget for this division by $300. The Board approved the transfer of this amount from the $1,500 reserve for the Institute.

BUDGET ADD'L SCHOOL FOR MISSIONARIES

On March 26, 1941, the Board authorized the second annual School for Missionaries, to be held February 2 to 27, 1942, at the State College. The Board approved a budget addition of $100, non-recurring, for incidental expenses of the School.

PERSONNEL

The Board approved the following personnel adjustments at the University:

C. Snyder
Appointment

Appointment of Cecil Snyder as Acting Director of the News Bureau, Acting Assistant Professor of Journalism, and Acting Information Assistant in the Chancellor's Office, effective September 1, for ten months, at a salary of $250 per month, to replace George Godfrey, on leave of absence. The salary of $2,500 is to be allocated $2,000 to the News Bureau, $250 to the School of Journalism, and $250 to the Division of Information. Savings of $904.84 resulting from this adjustment are to be transferred as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>News Bureau Wages</td>
<td>$290.00</td>
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<tr>
<td>Equipment</td>
<td>100.00</td>
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<tr>
<td>Board's unappropriated funds</td>
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R. Elgin
Resignation

Resignation of Miss Rowena Elgin, secretary of the student loan fund, effective June 25, 1941, and the transfer of the salary budgeted for this position in 1941-42, $1,086.52, from salaries to wages; and a salary
C. Stalsberg
Salary Increase
increase for Clifford Stalsberg, University Cashier, from $2,040 to $2,220 per year, effective July 1, 1941, to compensate him for additional responsibilities assumed by his assignment to handle the student loan fund work. Funds for the increase are to be provided from earnings of the student loan funds.

C. Krieg
Appointment
Appointment of Miss Clarice E. Krieg as Cataloguing Librarian and Assistant Professor, yearly tenure, 12-months basis, effective September 1, at a salary of $2,400, to replace Miss Beatrice J. Barker whose retirement was effective June 30. Salary savings in this adjustment of $108.38 are to be transferred to wages to employ substitute cataloguing assistance to September 1.

A. Elston
Appointment
Appointment of Dr. Arnold Elston as Assistant Professor of Music, 10-months basis, yearly tenure, effective October 1, at a salary of $550 which is provided in the budget. The remainder of his salary will be provided from private lesson fees.

H. Wyatt
Re-appointment
Re-appointment of Harold Wyatt as Assistant Director of the Bureau of Municipal Research in charge of the Portland Branch, effective October 1, 12-months basis, at a salary increase from $2,100 to $2,400, paid $1,800 from Board funds and $600 by the League of Oregon Cities. Funds for the salary increase are to be provided by the League.

F. L. Shinn
Retirement
Retirement of F. L. Shinn, Professor of Chemistry, effective September 30, 1941, because of ill health, with the understanding that the supplemental annuity accumulations on deposit at the First National Bank of Eugene will be made available to him upon his retirement.

As a result of the retirement of Professors Stafford and Shinn and in accordance with the program of economy approved by the Board at the May meeting, the following reorganization of the Science departments as recommended were approved:

E. H. Collins
Appointment
Appointment of E. Hobart Collins as instructor in Physics and Physical Science Survey for the year 1941-42, yearly tenure, 10-months basis, at a salary of $2,200, effective October 1.

Asst. Prof. in Chemistry
Provision for an Assistant Professorship in Chemistry for the year 1941-42, yearly tenure, 10-months basis, at a salary rate of $2,800, effective October 1.

Asst. Prof. in Chemistry and P. Science
Provision for an Assistant Professorship in Chemistry and Physical Science, for the year 1941-42, 10-months basis, yearly tenure, at a salary rate of $2,400, effective October 1.
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A.H.Kunz
Promotion and Salary Increase
Promotion in rank for A. H. Kunz, Associate Professor, to Associate Professor of Chemistry and Acting Head of the Department, indefinite tenure, 10-months basis, and an increase in salary from $3,000 to $3,200, effective October 1.

A.F.Moursund
Salary Increase
Salary increase for A. F. Moursund, Associate Professor of Mathematics and Head of the Department, from $3,100 to $3,300, effective October 1, indefinite tenure, 10-months basis.

C.Secoy
Salary Increase
Salary increase for Charles H. Secoy, instructor in Chemistry, yearly tenure, 10-months basis, from $1,800 to $2,000, effective October 1.

A.E.Caswell
Salary Increase
Salary increase for A. E. Caswell, Professor and Head of the Department of Physics, from $3,910.68 to $4,010.68, effective October 1, indefinite tenure, 10-months basis.

Increases in requisition budgets as follows:

Dean's Office
Wages - - - - - - - - - - - - - - - - - - - - $50.00
Materials - - - - - - - - - - - - - - - - - 130.00
Equipment - - - - - - - - - - - - - - - - - 50.00
Chemistry, wages - - - - - - - - - - - - - - 125.00
Zoology, materials - - - - - - - - - - - - - - 123.12

These adjustments result in a saving to Board's funds in 1941-42 of $827.76 and a saving on an annual basis thereafter of $1,052.54.

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

L.Neugart
Resignation
Resignation of Mrs. Leta Neugart, secretary in the Registrar's Office, effective September 1, salary budgeted at $1,300; and the promotion of Miss Jean Oglesby as her successor at an increase in salary from $1,300 to $1,400, effective September 1. Funds for the increase are to be provided through savings resulting from the appointment of Miss Marie Oetjen as a secretary to succeed Miss Oglesby, at a salary of $1,200, effective September 1, 12-months basis. No change in total budget.

J.Oglesby
Promotion

M.Oetjen
Appointment

H.R.Laslett
Leave of Absence
Leave of absence for one year without salary for Dr. H. R. Laslett to enter military service, effective July 21, 1941, and the following adjustments to provide substitute assistance:
Transfer of 80% of the time of Dr. Robert Reichart, Assistant Professor of English, to the School of Education, as Assistant Professor of Educational Psychology, with a salary increase from $2,000 to $2,600, effective October 1, for the year 1941-42 only.

Savings of $1,125 resulting from this adjustment to revert to Board's unappropriated funds.

Appointment of Dr. Emily F. Bolcom as Assistant Physician in the Health Service, rank of Assistant Professor, effective September 1, 10-months basis, yearly tenure, at a salary of $3,000, to replace Dr. Bertha Brainard whose resignation was effective June 30. Position provided in the budget.

Leave of absence without salary until further notice for O. D. Adams, Associate Professor of Education on a one-third time basis, and the retention of the $1,000 budgeted for this position in the 1941-42 budget pending recommendation for substitute assistance.

Appointment of Mrs. Catherine Read as Assistant Professor of Household Administration, effective October 1, 10-months basis, yearly tenure, at a salary of $2,400, to succeed Miss Elizabeth Paddock, resigned. No change in budget.

Appointment of William F. Engesser as instructor in Industrial Administration, 10-months basis, yearly tenure, effective October 1, at a salary of $2,100, to succeed K. K. Edgar, Assistant Professor, resigned, salary budgeted at $2,600. Utilization of salary savings of $575 in 1941-42 as follows:

Salary increase for Milton C. Sheely, instructor in Industrial Arts, effective October 1, 10-months basis, yearly tenure, from $1,800 to $2,100

Salary increase for Donald L. Mason, instructor in Industrial Arts, effective October 1, 10-months basis, yearly tenure, from $1,700 to $1,800

To revert to Board's unappropriated funds - - 75

$375
A complete reorganization of the Mathematics Department, following the death of Professor Johnson, former head of the Department, and in accordance with the program of economy approved at the May meeting, includes the following adjustments:

**H. Scheffe**
**Leave of Absence**
Leave of absence without pay for one year for Dr. Henry Scheffe, instructor, to do graduate work at Princeton University, effective October 1.

**I. M. Hostetter**
**Appointment**
Appointment of Dr. I. M. Hostetter, rank of Assistant Professor, effective October 1, 10-months basis, yearly tenure, at a salary of $2,400.

**R. Manning**
**Appointment**
Appointment of Miss Rhoda Manning as instructor for one year, effective October 1, 10-months basis, yearly tenure, at a salary of $1,900.

**Salary adjustments as follows:**

<table>
<thead>
<tr>
<th>Salary Adjustments</th>
<th>Present Rate</th>
<th>Recommended Rate</th>
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<tbody>
<tr>
<td>E. Beaty, Professor</td>
<td>$3,600</td>
<td>$3,800</td>
</tr>
<tr>
<td>H. L. Beard, Asst. Prof.</td>
<td>2,400</td>
<td>2,600</td>
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<tr>
<td>G. A. Williams, Assoc. Prof.</td>
<td>2,800</td>
<td>3,200</td>
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<tr>
<td>W. J. Kirkham, Asst. Prof.</td>
<td>2,500</td>
<td>2,600</td>
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<tr>
<td>A. Sobczyk, Instructor</td>
<td>2,000</td>
<td>2,200</td>
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<tr>
<td>P. C. Hammer, Instructor</td>
<td>1,900</td>
<td>2,100</td>
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</tbody>
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After provision for blackboards totaling $248.20 and a transfer of $25 from salaries to materials for annual dues of membership in the American Mathematical Society, these adjustments result in a net saving of $176.80 in 1941-42 and annual savings thereafter of $475. Of the remainder, $75 will revert to Board's funds and $101.80 will be retained in the budget to cover pending adjustments in the School of Science in 1941-42.

**J. Ferguson**
**Salary Increase**
Salary increase for Dr. James Ferguson, Assistant Professor of Chemistry, yearly tenure, 10-months service, from $2,100 to $2,400, effective October 1. Budget addition in 1941-42, $225.

**I. Leach**
**Resignation**
Resignation of Miss Irene Leach, Clackamas County Home Demonstration Agent, effective September 30, and the appointment of Miss Helen N. Allen as her successor, effective October 1, 12-months service, yearly tenure, rank of Assistant Professor, at a salary of $2,508. The salary recommended for Miss Allen is an increase for the position of $108, the increase to come from the Director's Reserve.
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C.L. Smith Transfer
Transfer of Clifford L. Smith, Assistant Marketing Specialist, to the position of Assistant County Agent Leader, at the same salary of $4,008 per year, effective September 15, 12-months basis, yearly tenure, rank of Associate Professor; and the transfer of H.G. Avery, Union County Agent, now on leave of absence, to the position of Assistant Marketing Specialist to succeed Mr. Smith, effective September 15, at a salary rate of $4,008, 12-months basis, indefinite tenure, without change in rank. Mr. Avery received $3,780 as County Agent. Saving of $835.87 in County Agent Leader's budget resulting from delayed appointment to be transferred to Director's Reserve.

The Board approved the following personnel adjustments at the Medical School:

M. Rosenblatt Promotion
Promotion in rank for Dr. Millard S. Rosenblatt from Clinical Associate to Assistant Clinical Professor of Surgery, effective September 1. Dr. Rosenblatt is on a volunteer basis.

M. Wetzel Promotion
Promotion in rank for Miss Maisie Wetzel from Assistant Professor to Associate Professor in Nursing Education, effective September 1. No change in salary.

B.V. Fred Promotion
Promotion in rank for Miss Beatrice V. Fred, from instructor to Assistant Professor of Nursing Education, effective September 1. No change in salary.

Allocation of $4,000 provided in the 1941-42 budget for an assistant professorship in Surgery, as follows:

D. Seabrook Time Increase
Increase in time of Dr. Dean Seabrook, Assistant Professor of Surgery, yearly tenure, 12-months basis, from 35% to 50%, effective August 1, and a corresponding increase in salary from $1,500 to $2,000 - - - - - - - - - - - - - - - - - - - - $ 458.33

M. McKirdie Appointment
Appointment of Dr. Matthew McKirdie as instructor in Surgery, one-half time basis, 12-months service, yearly tenure, effective August 1, at an annual salary of $2,000 - - - - - - - - - - - - - 1,833.34

R.H. Swinney Appointment
Appointment of Dr. Robert H. Swinney as instructor in Surgery on a part-time basis, yearly tenure, effective August 1, at an annual salary of $1,500 - - - - - - - - - - - - - 1,375.00

Savings to Board's unappropriated funds - - 333.33

$4,000.00
Appointment of Dr. Adolph Weinzirl as Professor of Public Health and Preventive Medicine in the Medical School, 12-months basis, yearly tenure, effective September 1, at a salary of $6,000 per year. He is to be assigned, among other duties, as Coordinator, for the Dean of the Medical School, of Health Services and Health Education. Funds for his salary will be provided directly by the trustees through the E. C. Brown estate.

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

D.Blake Resignation
Resignation of Mrs. Dorothy Carr Blake, instructor in the Monmouth Training School, effective October 1, 1941, and the appointment of Miss Elizabeth Rader as her successor, 9-months service, yearly tenure, effective October 1, at a salary of $1,750, of which $765 is provided by the Monmouth School District. Savings of $205 to be utilized for other personnel adjustments.

E.Rader Appointment
Resignation of Miss Martha Taylor, Assistant Professor at the Monmouth Training School, effective October 1, and the appointment of Miss Renelda Capuzzi, rank of instructor, yearly tenure, 9-months basis, as her successor, at a salary of $1,750. Savings of $115 to revert to Board's unappropriated funds.

R.Capuzzi Appointment
Salary increase for Miss Dora Gallagher, Assistant Professor in the Independence Training School, from $1,665 to $1,865, effective October 1, indefinite tenure, 9-months basis. Addition of $200 required in 1941-42 to be provided from savings noted above.

The net effect of these adjustments is a saving of $120 to Board's unappropriated funds.

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

I.Kane Resignation
Resignation of Miss Isabel B. Kane, Assistant Professor of Physical Education and Health, effective September 15, and the appointment of Miss Dorothy Gillanders, rank of instructor in Physical Education and Health, salary of $2,400, 12-months basis, yearly tenure, effective September 16. No change in budget.

Helen Moor Resignation
Resignation of Miss Helen Moor, Dean of Women, effective September 1, 1941. Miss Moor has been on sabbatical leave during the past year, and Board regulations require at least a year's service following return from sabbatical leave. The Board approved the waiving of the regulation in this instance. Recommendation for a successor will be made at a later date.
The Board approved the following personnel adjustments at the General Extension Division:

W.T. Wait
Resignation
Resignation of Dr. W. T. Wait, Professor of Education and Psychology in the Portland Extension Center, effective October 1, and the transfer of the $1,800 budgeted for this position in 1941-42 to wages for substitute assistance.

B. Hutton
Salary Increase
Salary increase for Burton Hutton, Director of Agricultural Programs for KOAC, from $2,800 to $3,200, effective August 15, 12-months basis, yearly tenure. Funds for the increase to be provided as follows:

State Department of Agriculture, for additional time over KOAC farm hours - - - - - - $100
Experiment Station - - - - - - - - - - - - - - - - - - - - 100
KOAC program budget - - - - - - - - - - - - - - - - - - - - - 50
Board's unappropriated funds - - - - - - - - - - - - - - - - - - - - 100
$350

Mary-Jane Finke
Time and Salary Increase
The Board approved an increase in time for Miss Mary-Jane Finke, secretary in the Division of Creative Writing and Publishing, from three-quarters to full time, and a corresponding salary increase from $900 to $1,200, effective July 1, 12-months basis, monthly tenure. Funds for the increase are to be provided from income of the Junior Historical Journal.

GILFILLAN TO CONSIDER
ACCEPTANCE
Dean Gilfillan expressed appreciation for the confidence placed in him as evidenced by his appointment as Acting President, and requested a few days in which to consider the matter.

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

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