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

MEETING #116 A regular meeting of the State Board of Higher Education
was held at the Heathman Hotel, Portland, Oregon, on
December 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 Robert W. Ruhl
R. C. Groesbeck Beatrice Walton Sackett
R. E. Kleinsorge Edgar W. Smith
Willard L. Marks

Absent: Mac Hoke, E. C. Sammons

There were also present Chancellor Frederick M. Hunter;
Dr. Charles D. Byrne, Secretary of the Board; Acting
President F. A. Gilfillan of Oregon State College; Presi-
dent Donald M. Erb of the University of Oregon; President
C. A. Howard of Oregon College of Education; and President
Roben J. Maaske of Eastern Oregon College of Education.

Mr. Marks reported that Mr. Sammons had been called to
Washington, D. C., and that Mr. Hoke was in attendance
at a meeting in Chicago.

MINUTES APPROVED The Board voted to dispense with the reading of the min-
utes of the last meeting held on October 28, 1941, and
approved the minutes of this meeting as they appeared
in the docket.

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

"The Committee gave consideration to Items 6 and 9 in
the docket and endorsed the proposals in these two
items. These will be taken up in the usual order of
business.

"The United States Bureau of Mines has under considera-
tion the establishment of an electro-development labora-
tory in the Pacific Northwest. Because similar labor-
atories have been located by the Bureau of Mines in connec-
tion with the University of Alabama and the University of
Maryland, inquiry was made by State College officials regarding the possibility of the location of this laboratory for the Northwest at the State College. The proximity to the Bonneville Administration offices, the facilities of the Schools of Engineering and Science, and the availability of electricity make the Corvallis location particularly advantageous. Government officials have replied that careful consideration will be given to the proposal of the State College but indicated that a requisite condition is that the Government must own the land on which any laboratory building for such purposes is to be located.

"The Building Committee is highly favorable to the location of such a laboratory on the State College campus and recommends to the Board the tender of a suitable site to the Bureau of Mines for such a laboratory, the exact location to be determined when the federal government makes its final decision."

The Board approved the report of the Building Committee regarding a tender of a suitable site to the Bureau of Mines for the proposed electro-development laboratory.

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

"Comptroller Bork reported that question had arisen as to whether or not the 4-H Club organization of the Extension Division should purchase liability insurance for the protection of children who are transported by the Extension Division in pursuance of 4-H Club activities. Mr. Bork indicated that insurance companies could offer protection up to $1,250 in case of a fatality and $250 for hospitalization for individual cases at the rate of 22 ½ per day per child.

"The Insurance Committee favored such protection, and directed Comptroller Bork and Dean Schoenfeld to work out the details of such insurance protection to be covered by contributions from the 4-H Club members."

The Board approved the report of the Insurance Committee with reference to liability insurance for 4-H Club members.

Mr. Smith also reported that consideration had been given to the feasibility of securing liability insurance for county agents who transport passengers in connection with Extension activities. The matter was referred to Dean Schoenfeld and Comptroller Bork, with report to be made at a later date.
Mr. C. A. Brand, Acting Chairman of the Experiment Stations Committee, presented the following report:

"At its September meeting, the Experiment Stations Committee gave consideration to a proposed lease for a 540-acre tract near Burns, Oregon, for experimental purposes in connection with the Squaw Butte-Harney Station. The lease called for an annual rental of $1,200, with a purchase option for a ten-year period and a provision for using half of the rental payments to apply on the purchase price, $21,000. The Committee postponed action at that time, pending an inspection of the tract by Mr. Hoke. Mr. Hoke has inspected the area and recommends that the acreage be leased for the ten-year period at an annual rental of $1,200, and that no further consideration be given to the purchase of this tract at the present time. It was also suggested that attempt be made to secure a more favorable purchase option.

"The Experiment Stations Committee concurs and so recommends to the Board."

The Board approved the report of the Experiment Stations Committee regarding the lease of the 540-acre tract near Burns.

Mr. Brand continued the report of the Experiment Stations Committee as follows:

"Superintendent Richards has reported that the main water pipe line to the Union Branch Experiment Station is completely worn out and needs immediate replacement, at an estimated cost of approximately $2,000. Investigation was made regarding the possibility of securing county funds but this proved impossible.

"Consideration was also given to the possibility of making request to the Legislature for this replacement, but it was felt that it would be impossible to delay the improvement until the meeting of the Legislature. The limited funds available in the Board's reserve preclude an appropriation being made from this source.

"Therefore, the Experiment Stations Committee recommends that the improvement be made from Union Experiment Station funds, the Board making whatever advance is necessary to finance immediately the replacement of the water main, the advance to be repaid to the Board from Union Station income as rapidly as possible."

The Board approved the replacement of the water main at the Union Station on the basis recommended by the Experiment Stations Committee.
Mr. Edgar W. Smith, Chairman of the Public Relations Committee, presented the following report:

"At the July meeting of the Board, authority was granted for the employment of a publicity assistant on a part-time basis at a salary of $75 per month for the General Extension Division, as an experimental measure. After an experimental period of four months, Dean Caldwell is recommending the continuation of this position for the remainder of the year, until July 1, at the same salary, under the general supervision of the Division of Information of the System. Funds for the position are available in the present budget of the General Extension Division. The Chancellor endorses this request, and the Committee recommends its approval."

The Board approved the arrangements for General Extension Division publicity for the remainder of the current fiscal year, on the basis recommended by the Public Relations Committee.

Mr. Smith continued the report of the Public Relations Committee as follows:

"President Erb presented to the Committee a request to resume publication of the 'Oregon Business Review'. Such a publication has been issued from time to time on previous occasions. The request has the approval of the Business Administration faculty and the University Publications Committee. It contemplates a useful and dignified monthly publication issued for the present in mimeographed form, to be financed from Miner Building funds and from funds now budgeted to the Bureau of Business Research.

"The Committee recommends granting authority for the publication of the 'Oregon Business Review' in accordance with the plan submitted."

The Board approved the publication of the "Oregon Business Review" as recommended by the Public Relations Committee.

Mr. Brand reported that a meeting of the Curricula Committee had been held to give consideration to and hear presentations on the request of the State College for degree granting work in Commerce and Mining Engineering. He indicated that these matters would be studied thoroughly and reported at a later time by the Committee to the Board.

Mr. Smith reported that since he was the only member of the Finance Committee present, no meeting had been held, and that the Chancellor would make report on those items requiring immediate Board action.
Mr. Marks reported the receipt of a communication from the Oregon State College Mothers' Club regarding the restoration of the School of Commerce to the State College.

Mr. Marks reported the receipt of a resolution requesting that an investigation be made with reference to the relationships between the forestry industry in Oregon and the School of Forestry at the College. President Marks appointed Mr. Mac Hoke, Mr. Edgar Smith and Dr. R. E. Kleinsorge as a committee to make the requested investigation.

Secretary Byrne reported the receipt of communications from the Oregon Grange, the Oregon Dads Club, Mr. Malcom Bryant, Mr. Howard F. Tony, Mrs. Leon M. Morton, and Mr. Fred Weatherford, regarding the restoration of the School of Commerce to the State College.

Dr. Hunter reported that a resolution had been filed by the College chapter of the American Association of University Professors in regard to restoration of Commerce.

Dr. Hunter reported that in connection with the policy of the Board in supporting state and national defense activities, there is involved the policy on the loan or rental of equipment by the institutions to the various defense forces of the country and the disposition of income arising from such rental. The Chancellor recommended that the matter be referred to the Chancellor's Office for study and report at the January meeting.

The Chancellor reported that Dr. Carl Lamanna of the Department of Bacteriology has received an offer from the federal government at a considerable increase in salary, but had expressed a desire to remain at the State College for an annual increase of $200. The Board approved a salary increase for Dr. Lamanna from $2,000 to $2,200, effective January 1, 1942. Budget addition required in 1941-42, $120.

The Chancellor reported that a study had been made regarding the establishment of a uniform method of restricting admission of non-resident students at the State College and the University. Inasmuch as a loss of student fee income was involved, Dr. Hunter indicated that the matter would be referred to the Finance Committee for consideration at the January meeting of the Board.

The Board approved the recommendation of the Chancellor for the budgeting of additional fee income at the Medical School beyond amounts estimated, as follows:

<table>
<thead>
<tr>
<th>Materials and expense</th>
<th>$1,260</th>
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<tbody>
<tr>
<td>Wages:</td>
<td></td>
</tr>
<tr>
<td>Resident for teaching Radiology at an annual rate of $1,140, effective January 1, 1942</td>
<td>570</td>
</tr>
<tr>
<td>Increase for physiotherapist</td>
<td>300</td>
</tr>
<tr>
<td>Total</td>
<td>$2,130</td>
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GIFTS
The Board officially accepted the following gifts and instructed the Secretary to make suitable acknowledgment to the respective donors:

University

UO Mothers Club
Gift of $1,253.17 from the University of Oregon Mothers to be used for the Mothers Scholarship and the Oregon Mothers Emergency Loan Fund.

Mrs. Sanderson Reed
Gift of 96 volumes from the library of Mr. Sanderson Reed, by Mrs. Reed as a memorial to her husband.

Col. R. A. Miller
Gift of 268 volumes from the estate of Colonel Robert A. Miller, valued at $268.

State College

Tobacco By-Products
Gift of apparatus valued at $248.32 from the Tobacco By-Products and Chemical Corporation of Louisville, Kentucky, for research.

Medical School

Oregon Fed. Women's Clubs
Gift of $400 from the Oregon Federation of Women's Clubs to the Doernbecher Hospital to provide for nursing emergencies in the Hospital.

Zeso Club
Gift of $100 from the Zeso Club, Portland, to the Doernbecher Memorial Hospital.

Markle Foundation
Gift of $900 from the John and Mary R. Markle Foundation of New York to be used by Dr. William E. Youmans for research.

Markle Foundation
Gift of $700 from the John and Mary R. Markle Foundation to be used by Dr. Hance F. Haney in experimental studies.

AMERICAN LEGION BOYS' PROGRAM
The American Legion is sponsor of a national program of boys' state activities. The Legion has again requested permission to continue its summer program at the State College the week of June 22-27, utilizing a set-up similar to that for the 4-H Club summer session. The Board voted approval of this cooperative program, upon the recommendation of Acting President Gilfillan, with the understanding that there will be no conflict with the regular summer session activities at the State College and that there will be no additional cost to the State.
MEDICAL SCHOOL GRANT FROM U.S. DEPT. PUB. HEALTH

The University of Oregon Medical School has received a grant of $10,285 from the United States Department of Public Health for the training of additional nurses, both graduate and undergraduate. The Board approved the budgeting of this amount as follows for the period January 1 to June 30, 1942:

**Salaries**
- Associate Professor at $2,400
- Public Health Nurse, Field Supervisor, at $2,400, effective December 1
- $1,200
- $1,400

**Wages**
- Clerical
- Instruction (lecture basis)
- 530
- 2,400

**Materials and Expense**
- 4,000

**Travel**
- 605

**Equipment**
- 150

**Total**
- $10,285

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LEASE FOR MALHEUR AREA

A law passed by the 1941 Legislature made provision for the Agricultural Experiment Station to conduct "investigations and demonstrations in production and utilization of various agricultural crops, including livestock, on irrigated farm land peculiar to the Vale-Owyhee project in Malheur County", and "for the purchase of necessary equipment and livestock for the operation of the Malheur Experimental Area." The Board approved a lease agreement for approximately 120 acres of land owned by Malheur County to be used in connection with the experimental work authorized by the Legislature. The land is to be furnished by the county without cost to the state, as provided by the legislative act.

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INDUSTRIAL ACCIDENT INSURANCE AT UO BUDGET ADD’N

The 1941-42 budget for State Industrial Accident Insurance at the University made provision for a $1,500 assessment. The total assessment for the current year will probably total $2,600, resulting in an estimated overdraft of $1,100. The increase in assessments is due to an increase in rates which became effective July 1, 1941, and to an increase in the University's experience rating. The Board approved a budget addition of $700 for industrial accident insurance at the present time, consideration to be given to balancing this account when the final assessment is known.
FENTON HALL COMPLETION OF REMODELING TO HOUSE CPT OFFICE

The Civilian Pilot Training Program has been housed in temporary and inadequate quarters at the University. The expansion of the program and apparent relative permanence has necessitated establishment of more adequate facilities. President Erb recommended the completion of the remodelling work in the basement of Fenton Hall to house this department as long as the program continues. The estimated cost of finishing two rooms, a hall and a toilet is $2,500. The Board authorized the completion of remodelling work in Fenton hall as recommended by President Erb, and the utilization of $2,500 of Civilian Pilot Training fund balances to complete these facilities.

HOME ECONOMICS BUDGET ADD'NS

Due to the exceptionally large freshman class of last year, the sophomore laboratory courses in foods and nutrition and in clothing and textiles at the State College show a large increase. The Board approved budget additions of $333.33 to each of these departments to employ additional instructional help for the winter term.

LIBRARY STATE COLLEGE, BUDGET ADD'N

The new Library wing at the State College, resulting in the operation of four additional reading rooms, has created an emergency situation in providing staff for the facilities, particularly in the engineering reading room and in part-time help. The Board approved an appropriation of $500 to the wage budget of the State College Library.

PHYSICAL PLANT REPAIRS

Soils Lab.

Zoology Dept.

Forestry Dry Kiln

Three emergency physical plant projects were recommended by Acting President Gilfillan. One involves the completion of remodelling and equipping of two soils laboratories in the Agricultural Building; a second is to provide space for a laboratory in the Zoology Department for histology, microtechnique, experimental embryology and cytology; and the third is to replace a condemned boiler and provide the necessary boiler setting and heating unit in the experimental dry kiln in the School of Forestry. After a careful inspection by the Chancellor's Office resulting in a reduction of the requested amounts, the Board approved the following allotments from the equipment and plant improvement reserves:

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<tr>
<th>From</th>
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<tbody>
<tr>
<td>Equipment</td>
<td>Improvement</td>
</tr>
<tr>
<td>Reserve</td>
<td>Reserve</td>
</tr>
<tr>
<td>Soils Laboratory Remodelling and Equipment</td>
<td>$250.00</td>
</tr>
<tr>
<td>Zoology Laboratory</td>
<td>750.00</td>
</tr>
<tr>
<td>Boiler Improvements in Dry Kiln</td>
<td>500.00</td>
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</tbody>
</table>
The Board approved the following personnel adjustments at the State College:

**J.R. Griffith**
Extension of leave of absence without pay for J. R. Griffith, Professor of Structural Engineering, from December 10, 1941, to December 10, 1942, to continue service with the Navy Department.

**D.B. DeLoach**
Salary increase for Dr. D. B. DeLoach, Associate Agricultural Economist, 12-months basis, indefinite tenure, from $4,000 to $4,200, effective January 1, 1942, and change in rank from Associate Agricultural Economist and Associate Professor to Agricultural Economist in the Experiment Station and Professor of Agricultural Economics. Funds for the additional salary to be provided from federal sources in 1941-42 and thereafter.

**M. Holthouse**
Salary increase for Mary Holthouse, Secretary in the Division of Agricultural Economics, from $1,400 to $1,500 per year, effective January 1, 1942, monthly tenure, 12-months basis, and change in position from Secretary to Statistical Technician and Secretary. Funds for the increase to be provided from federal sources in 1941-42 and thereafter.

**M. Kageyama**
Appointment of Molly Kageyama as stenographer in the Registrar's Office, effective October 20, 1941, monthly tenure, 12-months basis, at a salary of $1,080. This position was budgeted at $900. Funds for the increase will be provided by further adjustments in the Registrar's Office.

**J.B. Long**
Salary increase for Jay B. Long, Instructor in Fish and Game Management, from $1,920 to $2,000, effective October 1, 1941, yearly tenure, 12-months basis. Budget addition required in 1941-42, $60, to be transferred from wages.

**B.O. Wheeler**
Resignation of Bayard O. Wheeler, Assistant Professor of Economics and Business Administration, effective November 10, 1941, to accept a position at a considerable increase in salary at the University of Washington; and the following adjustments due to this resignation:

**M. Lundell**
Appointment of Marienne Lundell as Acting Instructor in Business Administration, effective November 10, at a salary rate of $1,800, 10-months basis, yearly tenure.

**A. Dehner**
Salary increase for Albert Dehner, Instructor in Business Administration, from $1,800 to $2,000, effective November 10, 10-months basis, yearly tenure.
P. Kleinsorge
Salary Increase

Salary increase for Dr. Paul Kleinsorge, Assistant Professor in Business Administration and Economics, from $2,100 to $2,300, effective November 10, yearly tenure, 10-months basis.

The net effect of these adjustments is a saving of $111.82 in 1941-42 to revert to the Board's unappropriated funds.

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

M. R. Erickson
Leave of Absence

Leave of absence without pay for Mrs. Marie Ring Erickson, Assistant Professor of Art, from January 1 to June 30, 1942, and the appointment of Mrs. Katherine Peterson Larson as a substitute during this period at a salary of $182 per month. The net effect of this adjustment is a saving of $390 in 1941-42, of which $50 will be transferred to travel for staff members to participate in radio programs from KOAC and $340 will revert to the Board's unappropriated funds.

MEMBERS FORUM LUNCHEON

The Board directed the Secretary to express the appreciation of the Board and its executive officers for the courtesies extended on the occasion of the Forum Luncheon of the Portland Chamber of Commerce on December 8.

ROSE BOWL

The Board directed the Secretary to write to Coach Stiner expressing the appreciation of the Board for the distinction and honor brought to the State College and the State of Oregon through the accomplishments of the football team in winning the Pacific Coast championship and being designated for the Rose Bowl honor.

ADJOURNMENT

The Board adjourned at 11:00 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary