STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
January 27, 1942

MEETING #117

A regular meeting of the State Board of Higher Education was held at the Heathman Hotel, Portland, Oregon, on January 27, 1942, 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  Willard L. Marks
R. C. Groesbeck  Robert W. Ruhl
Mac Hoke  Beatrice Walton Sackett
R. E. Kleinsorge  E. C. Sammons

-Edgar W. Smith

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; 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 December 9, 1941, and approved the minutes of this meeting as they appeared in the docket.

FIRE HAZARDS AT OSC

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

"A request was made to the last Legislature for a special appropriation of $10,000 to correct certain fire hazards at the State College, including $6,000 for additional exits from the Men's Gymnasium and $4,000 for elimination of hazards in the Agriculture Building, Apperson Hall, and the Pharmacy Building.

"In view of the fact that a law authorizing the building of a new pavilion had been passed, the Legislature eliminated from the total request the $6,000 item for construction of the exits from the Men's Gymnasium. College officials asked the Board for authority to proceed in spending the $4,000 that was appropriated, in accordance with the intent of the legislative committee recommending the appropriation. The Building Committee recommends to the Board that College officials be instructed to proceed with these projects."
"In view of the fact that the Board contemplates erection of the new pavilion as soon as possible, and because any funds spent on temporary exits from the Men's Gymnasium would be entirely wasted, the Committee is asking College officials to continue the program of restricting the crowds at basketball games, and to exercise very careful patrol at all large gatherings."

The Board approved the report of the Building Committee as presented.

Mrs. Sackett presented the following report on the Social Science House at the University:

"At the June 10 meeting, the Board authorized a loan from endowment funds of $5,000 to remodel the social science house at the University for use as a student cooperative residence. The actual cost of remodelling exceeded this sum by $2,300. Increased prices and other factors caused the over-run of the original estimate.

"The Building Committee consulted with the Finance Committee on the matter, and both committees are recommending that an additional loan be made from endowment funds sufficient to cover the complete cost of the remodelling, with the period of amortizing the loan from rental income extended accordingly."

The Board approved the joint recommendation of the Building and Finance Committees regarding the social science house at the University.

The report of the Building Committee was continued as follows:

"At two previous meetings, the Board has appropriated approximately $1,100 to match federal funds on a WPA project involving the installation of new sewer lines at the University. An additional sum of $790 was requested by President Erb to continue the project and utilize WPA labor and certain materials that are now on hand. In order to realize on the benefits of the investment already made, the Building Committee felt that the request should be granted.

"The matter was brought to the attention of the Finance Committee, and the two committees join in recommending that an appropriation of $790 be authorized, the funds to come from the reserve for physical plant improvements."
The Board approved the joint recommendation of the Building and Finance Committees regarding the continuation of the WPA sewer project at the University, including an appropriation of $790.

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

"The Curriculum Committee gave consideration at yesterday's meeting to the proposed course changes recommended by the several institutions. The recommendations included a net addition of 348 credit hours at the University, a large part of which were represented by the upper division and graduate science work recently authorized by the Board. The State College requests included 57 additional credits which were balanced against 57 credits eliminated. The principal additions at the Colleges of Education were the secretarial science courses at Southern Oregon College of Education authorized by recent Board action.

"The report submitted by the Chancellor included the recommendations of the Interinstitutional Curriculum Committee which made some minor changes in the original recommendations of the institutions. The Chancellor submitted an added recommendation that six hours of work in American history and government be required in the curriculum for medical technicians at the State College and in the curricula in secretarial science at the Eastern and Southern Oregon Colleges of Education.

"Your Committee is recommending to the Board that the recommendations of the Interinstitutional Curriculum Committee and the Chancellor be approved and that the course offerings submitted in the document be officially confirmed with the modifications suggested by the Interinstitutional Curriculum Committee and the Chancellor. The Committee is also recommending that the Chancellor be given power to act in approving the secretarial science curriculum at the Southern Oregon College of Education which was referred back by the Interinstitutional Curriculum Committee. I recommend adoption of this report."

The Board voted to approve the report of the Curriculum Committee regarding curricular adjustments for 1942-43.
Mr. Brand continued the report of the Curriculum Committee as follows:

"President Erb also submitted a request that two courses in science approved for next year, General Bacteriology 207, 208, 209, and Human Parasitology, Z 461, be approved for offering in the spring term of this year in order to meet some of the war emergency requirements. The Committee so recommends."

The Board authorized the offering of General Bacteriology and Human Parasitology at the University during the spring term of the current year, as recommended by the Curriculum Committee.

The report of the Curriculum Committee was continued as follows:

"President Erb also presented to the Committee, with the Chancellor's approval, a recommendation for the discontinuance of the College of Social Science and the College of Arts and Letters at the University, and the combination of the work in social science, arts and letters, and the science departments into a College of Liberal Arts. He pointed out the administrative and curricular advantages of such an arrangement and indicated that some financial savings would accrue. The Committee concurs in this recommendation."

The Board voted to approve the organization of the College of Liberal Arts at the University as recommended by the Curriculum Committee, effective July 1, 1942.

Mr. Brand continued the report of the Curriculum Committee as follows:

"The Chancellor also presented the matter of including the secretarial science curriculum at the Eastern Oregon College of Education in the official catalogs. This curriculum embraces work offered by the Draper's Business College. The Committee is recommending the inclusion of this curricular material in the catalogs."

The Board approved the report of the Curriculum Committee regarding the secretarial science curriculum at the Eastern Oregon College of Education.
The report of the Curriculum Committee was continued as follows:

"The Committee gave consideration to the requests of the State College for degree-granting work in mining engineering and for the restoration of degree work in commerce. Members of the College staff presented supplementary information on their request which had been submitted at the December meeting, including estimated costs. The Committee is recommending approval of the request for a degree in mining engineering beginning with the academic year 1942-43. Action on the request for restoration of degree work in commerce was deferred for further study by the Committee, with report to be made at the March meeting, if possible, and if not, at the April meeting."

The Board voted to approve the request of the State College for degree-granting work in mining engineering beginning with the academic year 1942-43, and deferred for further study the request of the State College for degree work in commerce, such report to be made at the March meeting, if possible, and if not, at the April meeting.

Mr. Brand continued the report of the Curriculum Committee as follows:

"The Chancellor presented to the Committee an eight-point program for adapting the offerings and calendars of the institutions to the wartime emergency. This program had been discussed by the Chancellor's Wartime Council and had met with unanimous approval. Inasmuch as no additional cost to the Board is involved in the program, the Committee is submitting with its recommendation of approval the following eight proposals:

1. That the current school year be shortened at the University and the State College by approximately two weeks, bringing the closing date about June 1, and that the Colleges of Education shorten their periods sufficiently to bring their commencement dates to approximately the same time as those of the major institutions. (Arrangements for the Medical School are included in a separate recommendation.)

2. That the summer school offerings be enriched at the two major institutions and in the Portland Center by offering courses helpful in the national emergency and also by such enlarged offerings as will enable college students and entering high school students to accelerate their educational programs."
3. That to finance this broadened summer session program, the Board authorize the utilization of Board funds now allocated for the summer sessions plus all the fees collected.

4. That authority be granted to adjust the summer session dates to the new dates for closing the regular sessions, if this is deemed advisable, and to shorten the summer sessions, either by employing a six-day week or by instituting a sixty-minute period instead of a fifty-minute period, these changes to be determined by the institutional executives and the summer session directors.

5. That the establishment of a post-session at the Portland Center be authorized if further study reveals a necessity for it.

6. That the Medical School be authorized to operate on a four-quarter basis, so that students may graduate in three years instead of four, and that the program for pre-medical students be accelerated in all the institutions of higher education through offering appropriate summer session courses.

7. That the Institute of Marine Biology be temporarily suspended, if it is found desirable after careful study.

8. That federal financial aid be sought to cover

a. Losses in income through decreased enrollment and increased costs due to special wartime activities and offerings.

b. Loss of earning power of students because of accelerated programs."

The Board adopted the recommendations of the Curriculum Committee regarding the acceleration of the various sessions.

FEE SCHEDULE 1942-43

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

"The Finance Committee received the recommendations of the Chancellor and the Interinstitutional Fee Committee on the fee schedule for 1942-43. The major changes were as follows:
1. An increase in the health service fee at the University and State College and three Colleges of Education from $3.50 to $4.00 per term.

2. An increase of $10 per term, or $30 per year, in the non-resident fee at the University and State College.

3. An increase of $4.00 per term, or $12.00 per year at the Colleges of Education, in the non-resident fee.

4. An increase in the part-time student rate from $3.00 per credit hour to $4.00 per credit hour.

5. A rate of $2.00 per credit hour for auditors, to replace the former rate of $1.00 for non-laboratory courses and $3.00 for laboratory courses.

"In view of the increased costs due to rising prices of materials and supplies, and the financial stringency due to reduction in student fee income and income from other sources, the Committee is recommending adoption of the fee schedule which includes the foregoing changes."

The Board adopted the fee schedule for 1942-43 as recommended by the Finance Committee.

ATHLETIC STAFF
AT OSC SALARY ADJUSTMENTS

The Athletic Board at the State College, with the concurrence of Acting President Gilfillan and the Chancellor, has submitted the following program of salary adjustments for members of the intercollegiate athletic staff:

1. It is recommended that the following program of adjustments for members of the athletic staff be approved:

<table>
<thead>
<tr>
<th>Name</th>
<th>Present Annual Rate</th>
<th>Annual Increase for Current Fiscal Year Retroactive to July 1, 1942</th>
<th>Rate Effective July 1, 1942</th>
</tr>
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<tbody>
<tr>
<td>A. L. Stiner</td>
<td>$6600</td>
<td>$600</td>
<td>$7200</td>
</tr>
<tr>
<td>D. I. Allman</td>
<td>3700</td>
<td>200</td>
<td>3900</td>
</tr>
<tr>
<td>James Dixon</td>
<td>3120</td>
<td>360</td>
<td>3600</td>
</tr>
<tr>
<td>Hal Moe</td>
<td>2820</td>
<td>360</td>
<td>3300</td>
</tr>
<tr>
<td>Wm. McKalip</td>
<td>2640</td>
<td>300</td>
<td>3000</td>
</tr>
<tr>
<td>J.W. Forrester</td>
<td>2520</td>
<td>300</td>
<td>2700</td>
</tr>
</tbody>
</table>
2. It is recommended that Mr. Stiner be given a four-year contract from July 1, 1942, at the salary rate of $7200 annually.

The Board approved the recommended salary adjustments for members of the athletic staff at the State College, funds for the increases to come from athletic receipts, with the understanding that in case war conditions eliminate the football program, satisfactory adjustments would be made in the contractual arrangements with Mr. Stiner.

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

"The Chancellor presented a recommendation for a sabbatical leave on half pay for Dr. Harold G. Noble. Because of the general Board policy on leaves for war service, the Committee is not approving a sabbatical leave, but is approving a leave of absence without pay for Professor Noble, effective January 1, 1942 to July 1, 1942."

The Board approved a leave of absence without pay for Professor Harold G. Noble of the University of Oregon, as recommended by the Finance Committee.

The report of the Finance Committee was continued as follows:

"The Chancellor presented a request for a budget addition of $150 to finance the publication of a condensed edition of the Educational Policies Commission monograph, 'The Education of Free Men in American Democracy.' This was a joint project with the State Department of Education, the Educational Policies Commission, and the Board.

"The Finance Committee concurs in this recommendation."
The Board approved a budget addition of $150 to finance the publication of the condensed edition of the Educational Policies Commission monograph.

Mr. Marks reported the receipt of a communication from Mr. G. A. Brown, Manager of the Interstate Associated Creameries, expressing appreciation of the help rendered by the Oregon State College Extension Service in problems connected with financing diversion plants.

Mr. Marks also reported the receipt of a resolution from the Oregon State Grange, transmitted by Ray W. Gill, Master, requesting the re-establishment of the School of Commerce at the State College.

President Marks also submitted a letter from A. G. Sieberts of Portland, dated January 3, 1942, expressing the wish that Coach Stiner might be awarded a bonus for his services on the Rose Bowl game, and that the athletic staff at the State College be rewarded accordingly.

Mr. Marks indicated that he had received a letter from Mr. J. R. Kline, Secretary of the American Mathematical Society, congratulating the Board on the re-establishment of a mathematics department at the University.

Mr. Marks indicated that Governor Sprague had forwarded to him a letter from A. Ronald Perkins, Business Manager of Triangle Films Productions, offering their services. Since the System has its own department of visual education, Mr. Marks felt that no further action need be taken.

Additional communications from Mrs. Ramond Kinser and Ray W. Gill on the subject of commerce restoration were also reported by Mr. Marks and filed with the Secretary.

The Chancellor reported that a quit-claim deed had been received from the War Department conveying to the University the 12.8 acres occupied by the Institute of Marine Biology. Comptroller Bork stated that the deed had been recorded. The Board officially accepted this property and confirmed the recording of the deed.

Dr. Hunter pointed out that the buildings on the site of the CCC camp at Coos Bay had been officially conveyed and accepted by the Board at its March 26, 1941 meeting. These buildings total sixteen in number.
Chancellor Hunter reported the receipt of a request from State College officials recommending the award of a bachelor of science degree, with a major in commerce, to Glenn S. Roberts. The work completed by Mr. Roberts from 1924 to 1928 covers the essential subject-matter requirements for graduation. Mr. Roberts is seeking a commission in the United States Navy and the securing of his bachelor's degree will expedite the matter. The Board voted to approve the award of the degree as recommended.

Dr. Hunter presented the following emergency recommendations for salary adjustments:

W. H. Paul
W. H. Paul, Associate Professor of Mechanical Engineering, from $2,500 to $3,600, effective April 1, 1942.

Grant Feikert
Grant Feikert, Chief Engineer of KOAC, from $2,400 to $2,880, effective March 1, 1942.

Both staff members had received offers at considerable increases in salary from commercial organizations. Members of the Board expressed concern over the growing number of requests for salary increases to match offers from defense agencies and commercial enterprises. It was the consensus that the Board could not continually match these offers and it was suggested that staff members be cautioned to consider seriously the advantages of tenure and security in their present positions as contrasted with the risks involved in war-time occupations.

The Board approved the salary increase for Professor Feikert as recommended, referred to Acting President Bilfillan for further study the salary increase for Professor Paul, and authorized the Executive Committee to act in the interim.

The Chancellor called attention to Item 1 of the Docket in which is reported the gift by Miss Burgess of rare books and manuscripts to complete the Burgess Collection. Dr. Erb paid tribute to the long period of devoted service to the University rendered by Miss Burgess, and her personal sacrifice which has made this great collection possible.

The Chancellor stated that several questions regarding the administrative relationships of the University and the Medical School had arisen, upon which the joint recommendation of President Erb and Dean Baird had been requested by the Curriculum Committee. The following constitutes their report:
1. Shall the faculty of the Medical School be listed with the University of Oregon faculty in the University catalog?

Answer: In order for the Medical School faculty list to be kept within reasonable size in the University catalog, all of the clinical faculty of the Medical School should not be listed. In the University catalog only the following officers and staff members of the University of Oregon Medical School should be included:

Administrative officers
Heads of clinical departments
Full-time basic science faculty members

2. Should a map or campus plan of the University of Oregon Medical School be included in the University of Oregon catalog?

Answer: No.

3. Should a statement of Medical School fees be included in the University catalog?

Answer: No. It would be confusing and space-consuming to include them. All that should appear in the University catalog is a reference to the proper page or section in the Medical School catalog where all of the Medical School fees are set forth.

4. Should the budget, or statements of income and expense, of the University of Oregon Medical School be consolidated with the budget for the remainder of the University of Oregon?

Answer: No. There are administrative advantages in keeping the budgets of the University of Oregon in Eugene separate from the budget of the University of Oregon Medical School in Portland. There is no advantage to either party in having the budgets combined. The rest of the University of Oregon and the Medical School have all of the relationships which are mutually advantageous without such a combination of budgets.

5. Shall the published enrollment figures for the University of Oregon include the enrollment in the University of Oregon Medical School?
Answer: No. Again, there is no advantage in such a combination and statistical clarity and consistency are furthered by continuing the separate listing of enrollments on the Eugene campus and on the Medical School campus in Portland. However, we do recommend that at the bottom of the enrollment table in the University of Oregon catalog there should be an asterisk after the figure designated as 'Grand Total Students, Regular Sessions', and at the bottom of the page a footnote preceded by an asterisk. The footnote should say, 'This enrollment total does not include the enrollment at the University of Oregon Medical School in Portland. The enrollment at the University of Oregon Medical School for the year 19---/19--- includes ___ medical students and ___ nursing students. For a detailed analysis of this enrollment see the University of Oregon Medical School Catalog.'"

The Board adopted the recommendations of President Erb and Dean Baird on the method of handling catalog material relating to the Medical School in the University of Oregon catalog.

GIFTS

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

University

E.W. Ellis

Gift of $100 from Mr. Ernest W. Ellis of Eugene to assist a deserving and needy student at the University, to be selected by the president.

Burgess Collection

Gift of additional volumes to the Burgess Collection of Rare Books and Manuscripts from Miss Julia Burgess. This latest gift makes the collection complete. The entire collection is valued conservatively at between $8,000 and $9,000.

Gertrude Widmer

Gift of $1,000 from Miss Gertrude B. Widmer to establish the Joseph and George Widmer Loan Fund.

State College

Research Corp.

Grant of $250 from the Williams-Waterman Fund of the Research Corporation for continuation of a research project under the direction of Miss Rosalind Walzen.
Medical School

Gift of $150 to the Doernbecher Memorial Hospital from the Columbia County Chapter of the National Foundation for Infantile Paralysis for special nursing for paralysis cases.

Gift of $150 to the Medical School from Dr. Blair Holcomb of Portland for endocrine research.

Gift of $900 from the estate of Louis A. Vierani for the purchase of orthopedic equipment in the Out-Patient Clinic.

The U. S. Department of Public Health has expanded its program to include non-accredited refresher courses at the Medical School for graduate registered nurses and has appropriated $2,000 for this purpose for the six-months period ending June 30, 1942. The Board approved the cooperative program with the U. S. Department of Public Health and the budgeting of the funds as follows:

Wages  $1,400
Materials  400
Equipment  200

$2,000

At the September 9, 1941 meeting, the Board authorized the calling of the outstanding building bond issues of the Oregon College of Education. It also authorized the loan of $57,000 of endowment funds, of which $43,000 was provided as of November 1, 1941, to redeem the Oregon Normal School Building Bonds, and $14,000 was to be provided as of April 1, 1942, to redeem the outstanding Oregon Normal School Gymnasium Bonds. Because of decreased building fee income, the required loan of endowment funds will be $15,500 instead of $14,000. After consultation with the Attorney-General and the State Treasurer's Office, it was deemed advisable to supplement the previous action of the Board with the adoption of a formal obligation.

The following bond form was presented by Secretary Byrne and duly considered by the Board:
STATE OF OREGON

By the Department of Higher Education of the State of Oregon Acting Through the State Board of Higher Education

OREGON COLLEGE OF EDUCATION REFUNDING GYMNASIUM BOND

The State of Oregon by the Department of Higher Education of the State of Oregon Acting through the State Board of Higher Education, for value received hereby promises to pay to the State Board of Higher Education, Trustee of the University of Oregon Donation Fund under the provisions of O.C.L.A., Section 111-3822 and Oregon Laws 1941, Chapter 71.

FIFTEEN THOUSAND FIVE HUNDRED DOLLARS

in lawful money of the United States with interest on the diminishing unpaid principal balance at the rate of three and one-fourth per cent (3¼) per annum, payable on May 1 and November 1 in each year. No interest payment shall be made on May 1, 1942, and the first interest payment, therefore, on this bond will be for seven months due and payable on November 1, 1942. Principal retirements on this obligation shall be in the amount of $2,000 annually on the first day of May in the years 1943 through 1948 inclusive and $3,500 on the first day of May, 1949. Both principal and interest on this obligation are payable at the office of the Treasurer of the State of Oregon in Salem, Oregon, solely out of and are limited in payment to the special fund in the State Treasury designated as "Oregon Normal School Building Fund."

The State Board of Higher Education of the State of Oregon will charge and collect from each regular student of the Oregon College of Education a student building fee of five dollars ($5.00) for each regular term or semester to be used in and credited to the said "Oregon Normal School Building Fund," and hereby pledges said student building fee for the purpose of meeting the interest payments on this obligation and the principal payments previously referred to. The amount hereby pledged is declared to be a first lien upon such student building fees which shall be in addition to the tuition and other fees charged to the students of the Oregon College of Education.

The State of Oregon by the Department of Higher Education of the State of Oregon acting through the State Board of Higher Education hereby reserves the right to redeem this bond at par on any interest payment date.
The State Board of Higher Education by Resolution may assign this bond or amend the conditions contained therein.

IN WITNESS WHEREOF, The State Board of Higher Education of the State of Oregon has caused this instrument to be signed by its President and attested by its Secretary, sealed with the seal of said Board, and dated as of the first day of April, 1942.

STATE BOARD OF HIGHER EDUCATION OF THE STATE OF OREGON

By: ____________________________

President

Attest:

______________________________

Secretary

(Seal of the Board)

Upon motion by Mr. Sammons and second by Mr. Hoke, the above bond form was adopted, with the following voting aye:

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

Mr. Ruhl
Mrs. Sackett
Mr. Sammons
Mr. Smith

Mr. Marks

and the following voting nay: None.

The President thereupon declared the above bond form duly adopted.

On March 12, 1940, the Board adopted a resolution regarding the mechanics of the transfer of securities, all transactions to be in accordance with the general policy of the Finance Committee and the Board on investments. The United States Treasury Department has requested an amendment to this resolution before it will accept the authorities granted, to include reference to United States Savings and Defense Bonds.

The Board voted to adopt the following revised resolution:

RESOLVED, that the Comptroller be and is hereby fully authorized and empowered to transfer, endorse, sell, assign, set over, and deliver any and all shares of
In harmony with its stated policy of giving every aid in national defense, the following procedure was approved by the Board to make possible the loan or rental of equipment to defense agencies:

1. Equipment may be loaned by any department upon approval by the president of the institution where there is assurance that the loan of the equipment will not result in substantial depreciation through wear and tear, or discommode the regular instructional and research program of the department. There must also be definite assurance that if the equipment is lost or damaged, satisfactory reimbursement will be made.

2. Equipment may be rented by any department upon approval by the president of the institution, the rental rates to be such that they will care for wear and tear and repair or replacement, and the period of rental be fixed so as not to interfere with the instructional or research program of the department.

3. The loan and/or rental of equipment to defense agencies shall be reported to the Chancellor's Office with full details of the terms for review and confirmation.

4. Where rental income is received for equipment, the amount shall be reported to the Chancellor's Office and shall then be credited in a separate account to the department renting the equipment for its use in servicing, repairing and/or replacing the equipment.

In order to reflect more accurately the portion of Dr. H. E. Inlow's time being devoted to the General Extension Division, the Board approved the budgeting of his salary five-sixths to the in-service teacher training budget of the Oregon College of Education and one-sixth to the General Extension Division, effective January 1. This
adjustment requires a budget addition of $350 in 1941-42 to the Oregon College of Education from Board's funds. The saving of $350 to the General Extension Division will be utilized as follows:

<table>
<thead>
<tr>
<th>Materials and expense</th>
<th>$158.12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries budget, to supplement fee income</td>
<td>$191.88</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$350.00</strong></td>
</tr>
</tbody>
</table>

**AGREEMENT WITH MT. VIEW TELEPHONE CO.**

The Board approved an agreement with the Mountain View Cooperative Association for the privilege and right to use the poles of the Cooperative Telephone Association for supporting a portion of the communication circuit between the KOAC transmitter at Granger and the studios at Corvallis.

**PERSONNEL**

The Board approved the following personnel adjustments at the University:

**F.A. Cuthbert**

Reduction in time of Frederick A. Cuthbert, Associate Professor of Landscape Architecture, from full time to two-thirds time, to assist the federal government during January, February and March, 1942, the salary saving of $333.31 to be utilized as follows:

**University**

- Temporary salary increase of $20 per month during this period for Harlow Hudson, instructor in Landscape Architecture: $60.00
- Temporary salary increase of $40 per month during this period for George Jette, instructor in Landscape Architecture: $120.00
- To revert to Board's funds: $70.00

**State College**

Transfer from salaries to wages for substitute assistance: $83.21

**W.A. Dahlberg**

Sabbatical leave on full salary for Professor W. A. Dahlberg, Assistant Professor of Speech, during the spring term of 1941-42 to take work toward the doctorate degree. Professor Dahlberg's work will be carried by the department without additional expense.
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January 27, 1942

E. Montgomery
Leave of Absence

Leave of absence without pay for Dr. Elizabeth Montgomery, Assistant Professor of Education, from January 1 to September 30, 1942, because of illness, and the following adjustments in the School of Education to care for her work:

H. W. Bernard
Add'l Payment

Payment of an additional $300 to Dr. Harold W. Bernard for assuming part of Dr. Montgomery's
work                              $300.00
Transfer to materials              75.00
Transfer to wages                  125.00
To revert to Board's unappropriated funds     416.67
                                              $916.67

F. G. Macomber
Leave of Absence

Extension of leave of absence without pay for Professor F. G. Macomber, Professor of Education, for military
service, from January 1 to September 30, 1942; the
continuation of the appointment of Dr. Hugh M. Shafer
as Assistant Professor of Education, at the rate of
$1,000 per term during the winter and spring terms of
1941-42; and the transfer of $250 from the 1942-43
budget to the current year's budget to enable Professor
Shafer to receive his entire salary during the current
year.

H. Ennor
Appointment

Appointment of Howard Ennor as Finance and Research
Adviser in the Bureau of Municipal Research and Serv-
ice, for one year, effective January 1, 1942, at a
salary of $2,500, 12-months basis. Position provided
in budget. Saving of $208.35 because of delayed ap-
dpointment to revert to Board's unappropriated funds.

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

R. G. Johnson
Promotion to Dept. Head

Designation of R. G. Johnson, Professor of Animal Hus-
bandry, as Head of the Department of Animal Husbandry,
effective February 1. No change in salary.

R. E. Rieder
Salary Increase

Salary increase for Robert E. Rieder, Acting County
Agent in Marion County, from $2,400 to $2,808, effective
February 1, and promotion from instructor to assistant
professor. Funds for the increase will be provided from
the Director's Reserve.
Establishment of home demonstration work in Marion County and the transfer of Miss Frances Clinton, Home Demonstration Agent in Umatilla County, to Home Demonstration Agent in Marion County, without change in salary, rank, or tenure, effective January 15; and the appointment of Mrs. Myrtle Mae Carter as Home Demonstration Agent in Umatilla County, effective January 1, 1942, at a salary of $2,100, rank of instructor, 12-months basis, yearly tenure. No unrestricted funds involved.

Designation of President Emeritus Peavy as "Coordinator of War Activities" for the winter term of the current year. It is understood that the responsibilities thus designated do not constitute an additional position but are merely a transfer of duties from the President's Office. Dr. Peavy will be responsible in this capacity to the President's Office from which assignments will issue.

Salary increase for Dr. R. W. Dougherty, Assistant Professor of Veterinary Medicine, from $2,520 to $2,900, effective January 1. Budget addition in 1941-42, $190, to be provided $152 from Experiment Station funds and $38 from Board's funds.

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

Appointment of Fred Claussen as technician in the Departments of Anatomy and Physiology, effective July 1, 1941, at a salary of $1,500, 12-months basis, yearly tenure, funds to be provided as follows:

- Transfer from Heat and Gas budget: $375
- Transfer from Light and Power budget: $375
- From Board's unappropriated funds: $750
- Total: $1,500

Acting President Gilfillan expressed appreciation on behalf of the State College for the restoration of degree-granting work in Mining Engineering and offered to assist the Board in every way in connection with its study of the request for degree-granting work in Commerce.

The Board adjourned at 11:40 a.m.

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