STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
March 10, 1942

MEETING #118 A regular meeting of the State Board of Higher Education
was held at the Heathman Hotel, Portland, Oregon, on March 10, 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 January 27, 1942, and approved the minutes of this meeting as they appeared in the docket.

PURCHASE OF PROPERTY AT OCE Acting Chairman Robert W. Ruhl, presented the following report of the Committee on Building, Grounds and Capital Outlay:

"President Howard presented to the Committee a recommendation for the purchase of a piece of property lying north of the campus and in the approved projected campus plan of the Oregon College of Education. The property consists of four lots, each 133 x 224 feet. Dr. Howard pointed out the advantages to future campus expansion and control of the adjacent property, resulting from the acquisition of these lots. This property has been taken by the county and can be purchased for taxes.

"The Building Committee is recommending the purchase of these lots at a price of $300, with the understanding that the necessary funds will be provided within the budget of the Oregon College of Education."
The Board approved the purchase of the property at the Oregon College of Education as recommended by the Building Committee.

Mr. Ruhl continued the report of the Building Committee as follows:

"For the information of Board members, President Howard presented the problem of relocation of Highway 99-W made necessary by the construction of the cantonment. Since the highway at the present time bisects the College of Education campus, the institution and the Board have a very vital interest in the plans for relocating this artery. Arrangements are being made by the Building Committee to have a member of the Committee attend with Dr. Howard a meeting of the Highway Commission in the near future."

The report of the Building Committee on the highway location at Monmouth was received by the Board.

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

"In order that the 1942-43 catalog may be revised in keeping with the major function assigned the Department of Mining Engineering by Board action at the January meeting, Acting President Gilfillan, with the approval of the Chancellor, recommends the following course adjustments:

1. Change in course title:
   
   Met 481, 482. Mineral Dressing. Formerly, Ore Dressing.
   Met 483. Mineral Dressing Laboratory. Formerly, Ore Dressing.
   MIE 442. Mine Development. Formerly, Mining Engineering.
   MIE 443. Mine Exploration. Formerly, Mining Engineering.

2. Change in course credit:
   
   MIE 441. Mining Methods. 3 hours, Formerly, 4 hours.

3. Courses dropped:
   
   Met 491, 492. Ore Dressing Laboratory. (g) 3 hours each term.

4. The Department of Mining Engineering now provides courses MIE 405, Reading and Conference and MIE 407, Seminar. It is recommended that the following
listings complete the series: MIE 401, Research.
(g) Terms and hours to be arranged. MIE 403.
Thesis. (g) Terms and hours to be arranged.

"The Committee also reviewed the four-year major curricu-
ulum in Mining Engineering and recommends that the course
changes and curriculum as presented be approved.

"The Curriculum Committee also concurs in the recommenda-
tion that baccalaureate and graduate degrees in Mining
Engineering as authorized at the last meeting be added
to the list of degrees offered in the School of Engineer-
ing."

The Board voted to approve the curricular adjustments
and degrees in Mining Engineering as recommended by the
Committee.

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

"The following emergency course requests were submitted
by institutional officials, with the approval of the
Chancellor:

PE 370, Red Cross Home Nursing, 2 hours, to be of-
fered at the University of Oregon.

FN 224. Nutrition for National Defense. 1 hour,
to be offered at the State College.

"These courses will contribute to the defense training
program of the state and the Committee is recommending
them to the Board for approval."

The Board voted to approve the emergency curricular ad-
justments at the State College and University as presented.

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

"Because of increasing delays at Washington, D. C.
federal funds are not forwarded to the College promptly
enough to care for salary payments to instructors and
for material and equipment for the operation of the
Engineering, Science and Management Defense Training
program being administered at the College through the
U. S. Office of Education. To meet this situation,
State College officials, with the approval of the Chan-
cellor, recommend that permission be granted to overdraft
the ESMDT account when it may be necessary in an amount not to exceed $10,000. Obligations for instructors and materials are not incurred until the Director of ESMDT in the U. S. Office of Education has authorized the expenditure, so that no risk is involved in allowing this overdraft. It is expected that the actual amount of the overdraft will be considerably less than $10,000.

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

The Board authorized an overdraft in the ESMDT account, as recommended by the Finance Committee.

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

"In December, Dean Caldwell was notified of the intention of the Portland School Board to increase substantially the annual rental of $2,400 now paid for Lincoln High School facilities used by the Portland Extension Center. A survey of other quarters was made by the Dean and members of the Finance Committee, but no other adequate facilities were available. After conferences with the Business Committee of the Portland School Board, an annual rental of $3,600 was agreed upon.

"The Finance Committee, therefore, recommends that the Board approve a rental agreement with the Portland School Board for the facilities used by the Portland Extension Center at a flat rate of $3,600 annually, effective September 1, 1942, which will require an addition of $1,000 to the 1942-43 General Extension budget."

The Board approved the rental arrangements for Lincoln High School as recommended and appropriated $1,000 to the 1942-43 General Extension budget to provide the increase in rent.

The report of the Finance Committee was continued as follows:

"The Chancellor presented with his approval the following emergency recommendations from the State College:

J.S. Butts
Leave of Absence

Leaves of absence without pay; effective March 18, 1942, for Dr. J. S. Butts, Professor of Biochemistry, to enter military service."
Jack Roof
Leave of absence without pay, effective March 18, 1942, for Jack G. Roof, Assistant Professor of Chemistry, for service with the National Defense Research Committee of the federal government.

J.R. Haag
Transfer of one-fourth time of Dr. J. R. Haag, Research Professor of Agricultural Chemistry, to teaching, effective March 18, 1942, for the remainder of the academic year.

van Wagendonk
Transfer of Dr. W. J. van Wagendonk, Research Associate on the Williams-Waterman fund, for half-time service in the Chemistry Department, effective March 18, for the remainder of the academic year.

Walter Wells
Salary increase for Walter Wells, Stockkeeper for the Chemistry Department, from $1,300 to $1,700, 12-months basis, yearly tenure, effective March 18. Mr. Wells has received an offer at a considerably higher salary.

Recommendation will be made later regarding substitute assistance for Professor Roof.

"These adjustments result in slight savings in the current year and a saving of $1,550 in 1942-43. The Finance Committee concurs and so recommends to the Board."

The Board voted to approve the emergency personnel adjustments as recommended by the Finance Committee.

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

"Acting President Gilfillan, as Managing Chairman of the Institute of Marine Biology, has presented to the Chancellor an emergency request for the re-occupancy of the buildings at the Institute of Marine Biology at Coos Head by the CCC for a three-months period. While no rental income will accrue, the CCC will make certain improvements for the occupancy, and the granting of this privilege will contribute to the defense program.

"The Finance Committee is recommending that this permission be granted."

The Board approved the report of the Finance Committee regarding permission for the CCC to occupy buildings at the Institute of Marine Biology for a three-months period.
The Board directed the Secretary to express to Coach Gill and the Oregon State College basketball team congratulations on their success in winning the conference championship and best wishes for their success in the Pacific coast conference series.

Mr. Marks reported the receipt of a letter from the Siskiyou Minerals Association of Grants Pass, Oregon, requesting the re-establishment of the School of Mines at the State College.

Mr. Marks presented a letter from the American Red Cross setting forth the personnel of the state organization of the American Red Cross and offering their services on matters of mutual interest.

Mr. Marks read a letter from the Ashland Ministerial Association requesting the Board to approach the State Liquor Commission in the interests of having the license cancelled for the operation of a cocktail lounge in the Lithia Hotel. No action was taken.

Mr. Marks read a letter from the Corvallis Post of the American Legion, condemning the action of Mr. Lemon in appointing Molly Kageyama, a Japanese girl, employed in the Registrar's Office, to the selective service board at the College on February 16, 1942, requesting her dismissal, and asking assistance in locating radios or firearms thought to be in use by Japanese students. President Gilfillan reported that Miss Kageyama had not been utilized in the capacity referred to, and that apologies had been received from the American Legion for this unjust accusation. Dr. Gilfillan stated that no action had been taken regarding her dismissal, inasmuch as a policy had not yet been established for the System on this matter.

Chancellor Hunter presented a letter dated February 27, 1942, signed by missionaries on furlough who have been in attendance at the School for Missionaries held on the College campus. Appreciation was expressed for the opportunities afforded them and for the hospitality of the administration, faculty and students.

The Chancellor presented, with his recommendation, a request from Acting President Gilfillan for an extension of the sabbatical leave for W. A. Jensen, Executive Secretary at the State College, from April 1 to July 1, 1942. The Board approved the sabbatical leave as requested on one-half pay.
The Chancellor presented a letter from Dean Dillehunt in which he requested leave of absence for one year to recuperate from illness. The Board voted to approve a sabbatical leave for Dean Dillehunt from July 15, 1942 to July 15, 1943, at one-half salary.

Dr. Hunter presented a report entitled, "A Plan for Wartime," which he read in its entirety. The plan dealt with a program of adjusting the System to wartime emergency requirements as related to a long-time developmental plan looking forward to the post-war period. The report recommended action by the Board clarifying the present aims and administrative procedures of the System and its several units, and asked for confirmation of the institutional patterns emerging from official Board action. A committee to study the relationship of support for the present emergency program to a continuing plan of support was also recommended. The Board received the report of the Chancellor for further study.

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

**University**

Mrs. Potter, Mr. Bailey

Gift of 685 law volumes to the Law Library from Mrs. E. O. Potter and Mr. Edward F. Bailey of Eugene. These volumes are from the collection in the office formerly maintained by Judge Potter and Mr. Bailey.

Elizabeth Montgomery Collection

Gift of 110 volumes of educational books from Dr. Elizabeth Montgomery, assistant Professor of Education, to be known as the Elizabeth Montgomery Library.

T.N.Taylor Scholarship

Gift of $100 from T. Neil Taylor of Oakland, California, to renew the T. Neil Taylor Scholarship in Editing.

Science Equipment

Gifts totaling $750 from a number of individuals and business firms in Eugene for the purchase of scientific equipment for the science departments at the University.

**State College**

Gresham Berry Growers

Gift of $3,000 from the Gresham Berry Growers' Cooperative to the Agricultural Experiment Station for research on the control of insect vectors of strawberry virus diseases.

Klamath County Court

Gift of $700 from the Klamath County Court for the purchase of equipment required in conducting the experimental program under the Klamath Experimental Area project.
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Howard Weed
Gift of books and publications from Howard Weed to the Department of Entomology.

OSC Library
Alumnus Gift
Gift of two U. S. Savings Bonds with $100 maturity value. These gifts were directed to the Oregon State College Library and came anonymously from an alumnus.

Southern Oregon College of Education

BMT Classical Library to SOCE
Gift of the classical library of Broadcast Music, Incorporated, from Mrs. W. J. Virgin of Medford. This gift includes over 600 orchestrations.

BUDGET ADJNS
SCHOOL OF EDUCATION
The Board approved the following budget additions to the School of Education at the State College, reimbursement to be received from the State Board of Vocational Education:

Clerical help for Dr. Blazier — — — — — — — — — — — — — $ 400

Clerical help and travel for Professor Gibson — — 700

$1,100

RELEASE OF PATTERSON TRACT TO JACKSON COUNTY

The Board unanimously adopted the following resolution releasing to the County Court of Jackson County 18.41 acres known as the Patterson tract, which the Board has leased since 1924:

WHEREAS the Board of Regents of the State Agricultural College of the State of Oregon entered into a lease with the County Court of Jackson County, Oregon, on the 12th day of November, 1924, for a tract of land for the use of the Southern Oregon Branch Experiment Station and described as follows, to wit:

Beginning at a one-inch gas pipe monument at the S.E. corner D.L.C. #43 T. 38, S. R. 1 W., W.M; thence N.O degrees 15' E. 673.4 feet; thence West 1519.8 feet, to a gas pipe monument; thence along the toe of the lower slope of the irrigation canal, South 50 degrees 00' East 195.2 feet; thence South 47 degrees 00' E. 150.0 feet to a 1" gas pipe monument; thence South 40 degrees 00' E. 250.0 feet, to a 1" gas pipe monument; then South 32 degrees 00' E. 300.00 feet, to a 1" gas pipe monument on the South line of above mentioned D. L. C. #43; thence East along the South line of D. L. C. #43 944.0 feet to the point of beginning, containing 18.41 acres.

AND WHEREAS the Jackson County Court has purchased a tract of land known as the "McCall tract" consisting of 45 acres and is entering into a lease with the State Board of
Higher Education for the use of this land by the Southern Oregon Branch Experiment Station for as long as such land may be required for experimental work, and

WHEREAS the newly acquired "McCall tract" is more suitable than the "Patterson tract" for conducting experiments and investigations dealing with agricultural crops and the "Patterson tract" is no longer required for experimental work by the Southern Oregon Branch Experiment Station, THEREFORE BE IT RESOLVED that the State Board of Higher Education (successors to the Board of Regents of the State Agricultural College of the State of Oregon) does hereby release and turn back to the Jackson County Court the "Patterson tract" referred to above, covered by the agreement made on the 12th day of November, 1924.

JACKSON COUNTY LEASE FOR McCALL TRACT

The Board approved a lease from Jackson County to the State of Oregon for 45 acres of land, known as the McCall tract, effective February 1, 1942, and authorized the proper officers to execute the necessary documents. The consideration involved is that the land shall be used for experimental investigations dealing with agricultural crops.

W. H. PAUL SALARY INCREASE AND PROMOTION

The Board confirmed the action of the Executive Committee in approving a salary increase for W. H. Paul, Associate Professor of Mechanical Engineering, from $2,500 to $3,200 per year, effective April 1, 1942, and promotion in rank from Associate Professor to Professor.

SIGNATURE AUTHORIZATIONS

The Board approved the following adjustments in the State College and Central Business Offices resulting from the death of H. B. Auld:

Authorization for Ray E. Herman, Auditor, or S. H. Rondeau, Emeritus Auditor, to sign vouchers on behalf of the Board for payment by the Secretary of State.

Authorization for E. M. Smith, Emeritus Assistant Comptroller, to sign checks on the suspense and revolving fund accounts with the State Treasurer.


COUNTY EXTENSION BUDGETS

The Board approved the interim county extension budgets for the period January 1 to June 30, 1942, as submitted, representing funds from the following sources:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balances</td>
<td>$11,962.17</td>
</tr>
<tr>
<td>County funds</td>
<td>66,327.00</td>
</tr>
<tr>
<td>State Funds</td>
<td>38,355.00</td>
</tr>
<tr>
<td>Federal funds</td>
<td>64,642.50</td>
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</tbody>
</table>

$181,286.67

(The detailed budget for each county is on file in the Board's Office.)
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PERSONNEL

The Board approved the following personnel adjustments at the University:

Col. Sampson Assignment
Assignment of Colonel Charles L. Sampson to the University of Oregon Military Department as Assistant Professor of Military Science and Tactics, effective February 1, 1942. Colonel Sampson's entire salary is paid by the federal government.

E.R. Walker Salary Increase
Salary increase for E. R. Walker, Ticket Manager for the Educational Activities and Athletic Boards, from $2,000 to $2,120, effective January 1, 1942, 12-months basis, yearly tenure. Funds for the increase are provided by the Athletic Board.

L. Marguth Salary Increase
Salary increase for Lorene Marguth, Secretary in the School of Business Administration, from $90 per month to $110 per month, effective February 1, 1942. Miss Marguth has assumed additional responsibilities as a part-time typing instructor. Funds for the increase are provided within the Business Administration budget.

W.L. Morse Leave of Absence
Leave of absence for Wayne L. Morse, Dean of the School of Law, without salary, during the spring term of 1941-42. Dean Morse has been appointed a member of the National War Labor Board. Dean Morse's work will be handled by other members of the Law School faculty, savings of $416.67 in his salary to revert to the Board's unappropriated fund.

E.F. Lawrence Sabbatical Leave
Sabbatical leave on full salary for Dean Ellis F. Lawrence during the spring term of 1941-42 for writing, research, and recuperation. Dean Lawrence's work will be carried by members of his staff without additional expense.

J.H. Gilbert Appointment
Appointment of James H. Gilbert as Dean of the College of Liberal Arts, effective July 1, 1942, without change in tenure or salary.

C.V. Boyer Change in Rank
Change in rank for Dr. C. V. Boyer from Dean of the College of Arts and Letters to Professor of English and Head of the English Department, without change in tenure or salary, effective July 1, 1942. This adjustment results from the reorganization of the Schools of Arts and Letters, Social Science, and the science departments into a College of Liberal Arts.
The Board approved the following personnel adjustments at the State College:

<table>
<thead>
<tr>
<th>Name</th>
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</tr>
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<tbody>
<tr>
<td>J.J. Brady</td>
<td>Leave of absence without pay for J. J. Brady, Associate Professor of Physics, for the spring term of the current year, to participate in a defense research program at Massachusetts Institute of Technology, salary savings to be transferred to the wage budget for substitute assistance.</td>
</tr>
<tr>
<td>D.L. Sitton</td>
<td>Appointment of Dudley L. Sitton as Assistant Superintendent of the Malheur Experimental Area project, effective February 16, 1942, rank of instructor, yearly tenure, 12-months basis, salary rate of $2,200. Position provided in budget.</td>
</tr>
<tr>
<td>L. Kanipe</td>
<td>Salary increase for Mrs. Louisa Kanipe, Research Assistant Professor in Farm Crops, from $2,400 to $2,500, effective October 1, 1941. The increase was recommended by the federal government and the necessary funds are provided from federal sources.</td>
</tr>
<tr>
<td>M.R. Lewis</td>
<td>Salary increase for M. R. Lewis, Irrigation and Drainage Engineer, from $4,600 to $4,800, effective October 1, 1941, without change in tenure or rank. The increase was recommended by the federal government and the necessary funds are provided from federal sources.</td>
</tr>
<tr>
<td>G. Strickland</td>
<td>Sabbatical leave on full salary for Miss Gertrude Strickland, Assistant Professor of Clothing, Textiles and Related Arts, for travel and study, during the spring term of the current year. Miss Strickland's work will be cared for within the department without additional expense.</td>
</tr>
<tr>
<td>F. Alexander</td>
<td>Salary increase for Miss Frances Alexander, Secretary of the School of Home Economics, from $1,300 to $1,660, twelve months basis, effective April 1, and change in title to Secretary and Assistant to the Dean.</td>
</tr>
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The Board approved the following personnel adjustments at the Medical School:

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<tbody>
<tr>
<td>W.W. Black</td>
<td>Promotion in rank for Dr. Walter W. Black from Clinical Associate to Assistant Clinical Professor. Dr. Black is on a voluntary basis.</td>
</tr>
<tr>
<td>H.M. Bouvy</td>
<td>Promotion in rank for Dr. Harry M. Bouvy from Clinical Associate to Assistant Clinical Professor. Dr. Bouvy is on a voluntary basis.</td>
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</tbody>
</table>
Nellie Crowe  The Board approved a salary increase for Mrs. Nellie Crowe, Claims Clerk in the Central Business Office, from $1,200 to $1,260, effective October 1, 1941, to compensate her for additional responsibilities assumed in the reorganization of the Claims Division. Funds for the increase are provided within the Business Office budget.

ADJOURNMENT  The Board adjourned at 11:40 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary