STATE BOARD OF HIGHER EDUCATION  
MINUTES OF MEETING HELD AT  
HEATHMAN HOTEL, PORTLAND, OREGON  
April 28, 1942

MEETING #119  
A regular meeting of the State Board of Higher Education  
was held at the Heathman Hotel, Portland, Oregon, on  
April 28, 1942, at 10:45 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. E. Kleinsorge  
   R. C. Groesbeck        Beatrice Walton Sackett  
   Mac Hoke               Edgar W. Smith  
   Willard L. Marks


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 min-  
utes of the last meeting held on March 10, 1942, and  
approved the minutes of this meeting as they appeared  
in the docket.

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

"The Chancellor presented a recommendation from State  
College officials that in view of the uncertainties of  
the wartime period and the impossibility of construc-  
tion in the immediate future, final decision on the  
site for the proposed pavilion and other related problems  
be postponed. The Building Committee concurred and is  
recommending that determination of the site be deferred  
and the study continued with the view of presenting  
a recommendation in time to proceed with construction  
as soon as conditions warrant."

The Board voted to approve the report of the Building  
Committee regarding the pavilion at Oregon State College.
MEDICAL SCHOOL FIRE PROTECTION AND ROADWAY CONSTRUCTION

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

"At its May, 1941, meeting, the Board authorized the utilization of $2,500 of building fee funds to install water mains, fire hydrants and alarm boxes on the Medical School campus as recommended by the State Fire Marshall and the City of Portland Fire Marshall. Because of rising prices and necessary modification in required layouts, the low bids for these installations totaled $4,087, and contracts in this amount have been let by the State Purchasing Department.

"Medical School officials have also reported that in order to complete the surfacing of roadways and parking areas on the Medical School campus, additional funds totaling $3,500 would be required. The advisability of completing campus plans for the Medical School was also pointed out, with the possibility of utilizing the services of Professor Cuthbert for part of the summer period to make the studies and construct the complete campus plan.

"The cost of the fire protection facilities and the roadway, plus an estimated sum of $500 for the landscape architect's fee, totals approximately $3,100. Medical School officials, with the approval of the Chancellor, recommended that permission be granted to utilize building fee balances on hand, plus collections for the spring term, summer term, and an advance of $600 on fall term collections. Since the Medical School does not face an enrollment decrease, building fee collections next fall will easily repay the advance and restore a substantial balance to the account. The Building Committee concurs and so recommends to the Board."

The Board approved the report of the Building Committee regarding fire protection and roadway construction at the Medical School.

EAST HOUSE RENOVATION AT OCE

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

"President Howard presented a recommendation that East House, which formerly housed the Health Service, be improved for rental to the president as a residence. The house is now unoccupied and will deteriorate rapidly if left vacant. The present residence of the president is listed for sale and the acute housing shortage in Monmouth makes it imperative that Dr. Howard make other arrangements. He estimated that approximately $1,200 will be required to provide the necessary repairs,
alterations and equipment, the cost to be amortized from rental income.

"The Building Committee looked with favor upon this proposal, but asked that a very careful study be made as to whether the condition of the house warrants the expenditure of such a sum. It was the understanding that Mr. Traver and Secretary Byrne would investigate the situation thoroughly and report to the Building Committee at its June meeting."

The Board accepted the report of the Building Committee regarding the renovation of East House at Oregon College of Education.

The report of the Building Committee was continued as follows:

"At its June, 1941, meeting, the Board advanced $4,000 to complete the basement area of the girls' dormitory at E.O.C.E., with facilities to house twelve girls, with the understanding that the advance would be liquidated from dormitory profits. The actual cost of this improvement exceeded the estimate by $327. Because of the improved financial situation in the dormitory account, the Building Committee is recommending that $327 from dormitory profits during the current year be utilized to cover the excess cost."

The Board approved the report of the Building Committee regarding the utilization of dormitory profits for the completion of the basement rooms of the Eastern Oregon College of Education dormitory.

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

"Medical School officials, with the approval of the Chancellor, presented a group of curricular adjustments, including certain new courses to meet wartime requirements, changes in old courses to modernize the curriculum, and recommendations for the dropping of 21 3/4 credits of old courses.

"The Curricula Committee has reviewed these recommended adjustments as included in a document filed with the Secretary, and is recommending them to the Board for approval."

The Board voted to approve the emergency curricular adjustments at the Medical School as recommended by the Curricula Committee.
Mr. Brand continued the report of the Curricula Committee as follows:

"Last July the Board approved an arrangement whereby students at the Eastern Oregon College of Education could take work in secretarial science at the Draper's School of Commerce at La Grande, and apply credits earned toward graduation at the College of Education. The School of Commerce is being discontinued, thus removing the opportunity formerly afforded for students to obtain this work. President Maaske, with the approval of the Chancellor, has proposed that the necessary technical courses in secretarial training be approved for the College of Education, thus making it possible to offer the complete two-year curriculum at the College.

"This curriculum follows the same general pattern as that approved recently for the Southern Oregon College of Education. The Curriculum Committee has reviewed the proposal carefully and is recommending approval of the curriculum as outlined and the offering of the following courses:

- SS 121, 122, 123. Typing. 2 hours each term.
- SS 111, 112, 113. Stenography. 3 hours each term.
- RA 111, 112, 113. Constructive Accounting. 4 hours each term.
- SS 211, 212, 213. Applied Stenography. 3 hours each term.
- SS __, __, __ Office Practice and Organization. 3 hours each term.
- Eng. 217. Business English. 3 hours fall term.
- RA 256. Business Law. 3 hours winter term.
- SS __ Salesmanship and Advertising. 3 hours spring term.

"Financial arrangements will be included in the report of the Finance Committee."

The Board approved the curriculum in secretarial science at the Eastern Oregon College of Education, as recommended by the Curricula Committee.

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

"The Curricula Committee proposes the following resolution

RESOLVED, that the Board authorize a reorganization, beginning with the academic year 1942-43, to enable the Oregon State College to meet more adequately the needs
of students primarily interested in business as related to the industrial courses distinctive of the land-grant type of institution.

This contemplates that the combination of secretarial science together with the service departments of economics, sociology and political science, enriched with a limited number of new courses to be developed by the College, will provide a curriculum leading to appropriate degrees and having the following principal objectives:

1. Liberalize the curricula of the entire institution to meet the needs of modern citizenship training.

2. Meet more adequately the needs of industry for young men and women trained in combined business and industrial courses.

3. Provide an economical curriculum involving the fundamental courses in business and technology, yet sufficiently liberal to train future civic and business leaders in fields related to the specific work assigned the State College under the unified system of higher education.

Those objectives do not contemplate duplication within the System in training for specialization in the social sciences or in the specialized fields of business administration.

The Board adopts the program leaving the details of courses, organization and administration to be worked out and submitted for approval at a later date."

The Board voted unanimously to approve the resolution presented by the Curricula Committee regarding curricular reorganization at the State College.

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

"Since 1926 the Hood River Branch Experiment Station has leased a 10-acre tract of orchard land adjacent to the station for conducting experiments in fruit production. This area has now been offered for sale. The loss of the use of this tract would affect adversely much of the experimental program in the Hood River Valley."
"The Experiment Stations Committee is recommending that the proper officials of the State College be authorized to negotiate for the purchase of this area, and to consummate the purchase if satisfactory terms can be obtained with the understanding that the necessary funds will be provided from sales income balances of the Hood River Station, which are ample to cover the transaction."

The Board approved the report of the Experiment Stations Committee as presented regarding negotiations for the purchase of a ten-acre tract of land for the Hood River Station.

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

"The report of the Curriculum Committee contained a recommendation for a secretarial science curriculum at the Eastern Oregon College of Education, which has just been approved by the Board. President Maasko presented a plan for the purchase of the equipment owned by the Draper's School of Commerce, by means of an assessment of a special $5.00 per term fee for all students enrolling in this curriculum. This fund over a period of years would cover the cost of equipment such as typewriters, desks, business machines, etc., and establish a reserve for depreciation.

"It was the feeling that a comparable fee should be assessed at the Southern Oregon College of Education. Inasmuch as the Southern Oregon College at present is renting the necessary equipment from the local high school, and war conditions preclude the purchase of new mechanical equipment, it was agreed that the fee income should be allowed to accumulate for future purchases, if and when such equipment is on the market.

"The Finance Committee recommends the establishment of the $5.00 per term fee at the two Colleges of Education for the secretarial science curriculum, and that President Maasko and Mr. Eiko be authorized to work out with Mr. Draper satisfactory arrangements for the purchase of this business school equipment."

The Board approved the $5.00 per term fee for the secretarial science curriculum at the Eastern and Southern Oregon Colleges of Education, as recommended by the Finance Committee.
Mr. Smith continued the report of the Finance Committee as follows:

"The Chancellor presented to the Finance Committee for its consideration yesterday the annual budgets of the several institutions which had been prepared in accordance with a general plan agreed upon by the Board at its March 10 meeting. You will recall that this plan involved a reduction in the current operating level of approximately $223,000 in order to balance the budget within the estimated income for the next fiscal year. Due largely to a prospective loss in student enrollment, estimated at 25%, the income for the year 1942-43, particularly from student fees, has been substantially reduced.

"The Committee reviewed the detailed budgets as presented by the Chancellor and gave careful consideration to the method by which this large reduction was accomplished, with the view of making the curtailment where the least harm would be done to the instructional, research and service programs. Because of the large anticipated decreases in student enrollment, most of the reductions have been made in the instructional divisions of the institutions. At the Medical School where no decrease in the student body is anticipated, no reductions were levied. Similarly, in the fields of research and extension where war demands have placed even heavier burdens, the budgets are continued on practically the same operating level. By institutions, the following reductions have been made:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Oregon</td>
<td>$78,559.00</td>
</tr>
<tr>
<td>Oregon State College</td>
<td>115,250.00</td>
</tr>
<tr>
<td>Medical School</td>
<td>810.00</td>
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<tr>
<td>Oregon College of Education</td>
<td>12,476.36</td>
</tr>
<tr>
<td>Southern Oregon College of Education</td>
<td>7,898.00</td>
</tr>
<tr>
<td>Eastern Oregon College of Education</td>
<td>6,974.97</td>
</tr>
<tr>
<td>General Extension</td>
<td>821.00</td>
</tr>
<tr>
<td>General Control</td>
<td>7,244.96</td>
</tr>
<tr>
<td><strong>Total Reduction</strong></td>
<td>$234,035.29</td>
</tr>
</tbody>
</table>

"In connection with these budgetary curtailments, it should be pointed out that the Finance Committee has purposely anticipated the most pessimistic picture from the standpoint of student enrollment. It is sincerely hoped that the loss in student enrollment will not be so drastic in view of the general policy
of the armed forces in urging students, and particularly qualified high school graduates, to continue their education and prepare themselves for larger service to their country. If students respond to this policy, it is entirely possible that the enrollment decline will not be so great as anticipated and necessary budgetary adjustments can accordingly be made in the fall.

"I would call your attention to the fact that such a large cut cannot be made without taking some drastic steps. Releases, resignations, leaves of absence and reductions to part-time service are equivalent to 107 staff members. Eliminations have been made where teaching loads have been most affected by the enrollment declines and every effort has been made to give consideration to the welfare of individuals. It is well to point out that this retrenchment program comes on top of a biennial cut made last year amounting to $216,000. Moreover, these drastic curtailments come in the face of a constantly rising price level for materials and supplies for instruction and for equipment replacements. With no funds available for blanket increases in salary and wage levels, staff members will also bear heavy financial sacrifice due to the rising cost of living. On behalf of the Committee, however, I wish to commend the Chancellor, institutional executives and the entire staff of the State System for the fine spirit displayed in meeting the situation.

"The budgetary totals for each institution and activity have been in the hands of all Board members and you are familiar with the allotments made in the budget. Board members have also had in their hands for some time the recommended personnel adjustments. The Finance Committee is, therefore, recommending approval of the budgets as recommended by the Chancellor and contained in the document, 'Budget Summaries and Personnel Adjustments for the Fiscal Year Ending June 30, 1943'."

The Board voted to approve the report of the Finance Committee regarding the budgets for 1942-43 and adopted the budgets as submitted.

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

"Chancellor Hunter submitted at the March meeting a 'Plan for Wartime' for the Oregon State System of Higher Education, which was received for further
study. The Finance Committee recommends the approval of the following report of the Chancellor, including the preparation of the financial program proposed therein:

"For the people of Oregon to realize the maximum service from their educational institutions in their total contribution to the war effort of the nation, administration should be made as economical and effective as humanly possible. To achieve the greatest effectiveness the policy of the Board and its executive office must be authoritative and clearly understood by all responsible executives and generally by members of the staff.

"For reasons obvious to the Board, a confirmation and definition of the aims of the unified program and a stated recognition of the principles and procedures of control are much needed just now. This clarification should be extended to cover the nature of the several institutions of the System as conceived by the present policy of the Board. In my judgment, the Board should also make directive provisions for the preparation of a program for the coming legislative session, as essentially related to the war emergency and the development of the resources of the state.

"The principal recommendations of my report on "A Plan for Wartime" are designed to accomplish this purpose. They may be briefed as follows:

I.

The purposes of the System as stated in the committee reports adopted by the Board in March, 1932, and the principles of control already established in the prevention of duplication and the minimizing of rivalry and controversy are essentially these:

1. It is the administrative policy of the System to study and to attempt to meet the educational needs of Oregon with the highest quality of instructional and research service possible to the resources of the state.

2. We should eliminate and continually avoid costly and unnecessary duplication in curricular structure and administrative organization. (Duplication is costly and unnecessary when the reason for it is institutional advantage, and when the real educational and student needs can be met without it.)
3. All important problems and issues should be resolved in terms of student and state-wide educational needs.

4. Considerations of institutional advantage and petty claims for favors should be entirely eliminated as a motive for official action.

5. The agencies and mechanisms of the unified system should be used to administer the operation of the several institutions in the most economical manner possible.

6. The fundamental curricular allocations and specialized emphases now allotted to the several institutions should continue indefinitely, and organizational, administrative and curricular changes should be made only after long and careful study, unbiased investigation, and the presentation of convincing evidence of the necessity for such change.

7. The cooperative policy of administration and mutual understanding must be carefully safeguarded as the essence of the unified System.

II.

The delimitations and recognized special emphases assigned to the several institutions of the System are as here set forth. These assignments are in accordance with the original structure of the unified System modified only by official action of the Board to date.

University of Oregon

1. Pattern and Emphasis.

Recognition, encouragement and support of the University as a "comprehensive" university of the separate type; that is, the type which, since the Morrill Act of 1862, has developed separately from the land grant colleges in nineteen of our states, should be accorded by the State of Oregon. The principal emphasis should be upon the primacy of the University as the center for the humanities and leadership in the professions founded upon them. Such emphasis would mean the development of the newly established liberal arts college and the several professional schools correlated with it: law, medicine (in academic relationships), business admin-
istration, journalism, music, architecture and allied arts, education and physical education. The pattern to be followed in the ultimate development of the institution is set by the preliminary study of the structure and offerings of the separate comprehensive university made by President Erb at the request of my office. The University should not be the largest of those separate non-land-grant universities, but it should seek to be the most exemplary in manning the professions of the state and the region with the ablest and best prepared leaders; in articulation with the cultural and economic resources and progress of the state; and in its direct and indirect service to youth through the generations.

2. New Curricula and Additional Units of Administration.

'As the state requires additional services in the area of the assignment to the University, expert study of the needs and accurate definition of the proposed curricula or facilities should be made by expert research scholars and faculty under the direction of and in accordance with the guiding principles established by the Board. At all times the University should be aware of the professional needs of the state in its specific professional areas and the placement of its out-put in these fields through a policy of continuing surveys. The aims and principles under which the unified System operates and the present practices of the Board in preventing duplication should apply to any proposals for expansion.

Oregon State College

1. Pattern and Emphasis.

'The state should support and maintain Oregon State College as a standard or separate land grant college of the type evolved in the United States since the passage of the Morrill Act in 1862. The land grant institutions created under the impetus of this statute are of two kinds, the land grant university of which there are twenty-eight, and the separate land grant college of which there are nineteen in the several states. But both the nineteen separate colleges, as well as the twenty-eight land grant universities have become more highly complex and serviceable institutions than would be possible under the minimum curricular requirements in the Morrill Act. Characteristically all of the separate type have as a core curriculum basic science, and correlated and closely knit with this, broadening
and liberalizing courses in languages and social sciences. This, Oregon State College should have in considerably fuller provisions than it has at present. This contention is fully supported by the pattern study, "How Complete is Oregon State College", made by Mr. Goode under the direction of Acting President Gilfillan, at the request of Mr. Sammons, copies of which you have.

'The ultimate curricular structure and organization of the College should follow the type known as the separate land grant college. This means that the State College should not be a second university. It need not even be the largest and most elaborate of the separate institutions. But it should seek to be the most exemplary and most serviceable to the state and especially to the state's youth. As at present, its emphasis should be upon science (pure and applied) and scientific instruction and research. The state must continue to depend upon the findings of this institution and the contribution of leaders it has trained for the enhancement of its great natural wealth.

Consequently, the professional schools founded upon science should continue to be maintained and encouraged at the College; continuing surveys of the needs of the state and region for highly competent professional men and women should always be maintained; and a full knowledge of the numbers needed and the placement of the graduates in the professions should characterize the accurate articulation of all these schools with their respective active fields of service.

2. New Curricula and Additional Units of Administration.

'The same principles and policies should prevail in the supervision and regulation of new courses and administrative structures at the College as outlined for the University and as contemplated for the entire System.

Colleges of Education

Oregon College of Education - Monmouth
Southern Oregon College of Education - Ashland
Eastern Oregon College of Education - La Grande

1. Pattern and Emphasis.

'The original aims of the Board as set forth at the time of the inauguration of the unified System have been somewhat modified and re-interpreted by recent actions of the Board.
(a) On January 26, 1937, a core curriculum relating
the technical preparation of teachers to a broad
liberal base was established through the work of
the faculties of these institutions and the
Executive Council of the System. This core
curriculum was adopted by the Board and is now
in operation.

(b) A four-year curriculum for teacher education was
adopted by the Board on February 8, 1941. This
is in operation at the present time and the
institutions are seeking recognition as regular
four-year colleges of education under the American
Association of Teachers Colleges and the North-
west Association of Secondary and Higher Schools.

(c) At the October 28, 1941 meeting, the State Board
determined upon a program for increased emphasis
on terminal courses and technical junior college
curricula for the Southern Oregon College of
Education at Ashland and the Eastern Oregon College
of Education at La Grande. These programs should
be encouraged and should enter into the plans
contemplated by the Board for the next several
bicentennia.

2. New Curricula and Additional Units of Administration.

The aims and principles of the unified System as recog-
nized and practiced by the Board should apply to pro-
posals for changes in curricula and institutional
structure at these institutions, as well as at the major
institutions of the System.

University of Oregon Medical School

1. Pattern and Emphasis.

The Association of American Medical Schools, of which
our University of Oregon Medical School is a member,
determines the pattern and standards of all its seventy-
seven component members. The Association has officially
commended our school, and the uniquely high standing of
its graduates in their examinations before the boards
of licensure of the several states attests to the
correctness of this high appraisal by the Association.
The state should continue to encourage and maintain the
Medical School at this high level.

2. New Curricula and Administrative Units.

Expansion in curricular or administrative structure
should be subject to the same general code of control
under direction of the Board as the other institutions of the System. Little deviation, of course, is possible under the accreditation restrictions of the Association. The relationship of the Medical School to the University and the other units of the State System has been specifically defined by action of the State Board of Higher Education at the June, 1941 meeting, and the subsequent clarification and interpretation at the January, 1942 meeting.

III.

'It is my further recommendation that the necessary steps be taken to prepare such recommendations in conformity to this program and in view of our present financial situation as will be most effective in making our presentations to the Legislature meeting on January 1, 1943, and to seek the completion of the preliminary financial provisions not later than July 1, 1942.'"

The Board approved the report of the Chancellor as presented.

COMMUNICATION FROM U.S. OFFICE OF EDUCATION

Secretary Byrne reported the receipt of a letter from J. W. Studebaker, Commissioner of the U. S. Office of Education, expressing appreciation for the services of Chancellor Hunter as consultant on the acceleration program.

RESIGNATION J. C. OTHUS

The Chancellor reported the resignation of J. C. Othus, Associate Professor of Mechanical Engineering at the State College, to accept a position in the shipbuilding industry, effective April 18, 1942. The Board voted to accept the resignation of Professor Othus.

J. J. WAHL APPOINTMENT TO UC STAFF

The Chancellor reported that Colonel Strohm in reorganizing Base Hospital Unit No. 46 requires a quartermaster and has chosen John J. Wahl for this position. In order that this appointment may comply with federal regulations, Mr. Wahl requires an affiliation with the University. The Board, therefore, approved the recommendation of President Erb and the Chancellor, that Mr. Wahl be appointed as instructor in physical education, yearly tenure, without salary, 12-months service, effective May 1.

FEDERAL AID FOR ACCELERATION

The Chancellor reported that the federal plan for aid to students in accelerating their educational programs is now before the Budget Bureau, and that word is expected shortly regarding the outcome.

W. K. KELLOGG FOUNDATION LOAN AND SCHOLARSHIP FUNDS

The Chancellor reported that the W. K. Kellogg Foundation had offered to make available to the University of Oregon Medical School loan and scholarship funds because of the accelerated medical program necessary for the duration. The Board voted to accept the generous offer of the Kellogg
Foundation, authorized Medical School officials to make the appropriate application, and directed that expression of appreciation be sent the Foundation.

GIFTS

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

**University**

**Phi Beta**
Gift of $500 to the School of Music from Phi Beta, a music honor society, for the purchase of reference material.

**Mu Phi Epsilon**
Gift of $150 to the School of Music from Mu Phi Epsilon, a music honor society, for the purchase of reference material.

**State College**

**Peterson and Dering**
Gift of 256 rose plants from Peterson and Dering of Scappoose.

**Multnomah Anglers and Hunters**
Gift of $150 from the Multnomah Anglers' and Hunters' Club to establish a scholarship in the Department of Fish and Game Management.

**Medical School**

**Am. Med. Assn.**
Gift of $350 from the American Medical Association for endocrine research to be conducted by Dr. Ben Vidgoff.

**Eastern Oregon College of Education**

**Am. Legion Post No. 39**
Gift of 16' x 16' wrestling mat, valued at $125, from the American Legion, Post No. 39, Elgin, Oregon.

**Miller Gift**
The Board voted to accept the gift of Chinese art treasures, given to the State College and University, by Miss Laura Miller in memory of her father, at one time president of Oregon State College and later director of the School of Commerce at the University. The Secretary was directed to send appropriate expression of appreciation to Miss Miller and her family.

**Ward Request**
The Doernbecher Hospital for Children is the beneficiary of a $5,000 bequest under the will of T. H. Ward, a resident of Portland. The $5,000 bequest is part of a $50,000 trust, the income of which will accrue to a relative of Mr. Ward during her lifetime. Upon her death, the trust will cease and the Doernbecher Hospital will receive the $5,000. The Board voted to accept the legacy and authorized the proper officers to sign the necessary documents.
PEAKE ESTATE
An offer of $2,500 was received for the purchase of a quarter block owned by the Doernbecher Memorial Hospital. This property is located at 16th and Overton Streets and was part of the Peake bequest. The Executive Committee authorized the sale of the property on this basis. The Board confirmed the action of the Executive Committee and authorized the proper officers to execute the necessary documents.

UO LOAN FUND - SALE OF PROPERTY
The Board voted to accept the offer of $150 received for the purchase of Lot 18, Block 8, Oak Grove, Oregon, owned by the University of Oregon Student Loan Fund, and authorized the proper officers to execute the necessary documents.

PERSONNEL
The Board approved the following personnel adjustments at the University:

F.L. Cuthbert
Reduction in time of F. L. Cuthbert, Associate Professor of Landscape Architecture at the University and the College, from full time to two-thirds time during April, May and June, 1942, in order to devote one-third of his time to landscape work for the federal government; and the temporary addition of $40 per month to the salary of George Jette, Instructor in Landscape Architecture, who will care for part of Professor Cuthbert's work during this period. The net effect of this adjustment is a saving of $130 in the University budget to revert to Board's unappropriated funds and a saving of $83.31 in the State College budget to be transferred to wages for substitute assistance.

O.L. Rhinesmith
Salary adjustment for O. L. Rhinesmith, campus police officer, from .1,700 to .1,800, effective April 1, 1942, 12-months basis, yearly tenure, funds for the increase to be provided from the wage budget for watchmen and police.

R. K. Lyon
Retirement of Colonel Robert K. Lyon, Professor of Military Science and Tactics and Head of the Department, effective June 30, 1942, and the promotion of Colonel Charles L. Sampson, Assistant Professor of Military Science and Tactics, to the rank of Professor of Military Science and Tactics and Head of the Department, effective March 22, 1942.

G.A. Oliver
Leave of absence without pay for G. A. Oliver, Head Football Coach and Assistant Professor of Physical Education, and Vaughn Corley, Assistant Football Coach and Instructor in Physical Education from May 1, 1942 to February 28, 1943. (Both men are entering the naval service.) In order to absorb a cut of $3,932.11 in the physical education budget for next year and at the same time carry on the physical education program, the Board approved the reappropriation for next year of the saving of $759.74 in this year's physical education salary budget.
J. Warren
Appointment
Appointment of John Warren as Head Football Coach for the same period with salary details to be recommended at a later date when it is possible to submit a final Athletic Board budget.

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

H. R. Sinnard
Leave of Absence
Leave of absence without pay for Professor H. R. Sinnard, Associate Professor of Agricultural Engineering, effective April 24, to enter military service, and the transfer of the unused portion of his salary to wages for the employment of substitute assistance.

R. C. Kuehner
Leave of Absence
Part-time leave of absence for R. C. Kuehner, Lane County Club Agent, from April 1 to September 30, 1942, to work for the "Keep Oregon Green" Association, and the appointment of E. A. Danielson as Assistant County Club Agent from April 1 to September 30, at a salary rate of $2,200, rank of acting instructor. These adjustments result in a salary saving of $60 in the current year to be transferred to the director's reserve.

Because of the death of Professor H. T. Vance, the following reorganization in the Department of Secretarial Science was approved:

C. T. Yerian
Promotion
Designation of Dr. C. Theodore Yerian as Chairman of the Department of Secretarial Science, effective January 5, 1942, 10-months basis, indefinite tenure, and an increase in salary from $2,200 to $3,300. The department chairmanship is to be on a year to year basis.

C. C. Callarman
Salary Increase
Salary increase for C. C. Callarman, Assistant Professor of Secretarial Science, from $2,100 to $2,400, effective January 5, 1942, 10-months basis, yearly tenure.

E. Vietti
Salary Increase
Salary increase for Edward Vietti, instructor in Secretarial Science, from $2,000 to $2,100, effective January 5, 1942, 10-months basis, yearly tenure.

Louise Orner
Salary Increase
Salary increase for Mrs. Louise J. Orner, instructor in Secretarial Science, from $1,600 to $1,650, effective January 5, 1942, 10-months basis, yearly tenure.

The net savings of $1,192.34 resulting from these adjustments are to be held in the budget of the State College to care for emergency requests.
The Board approved the following personnel adjustment at the Medical School:

L.S. Lucas
Promotion in Rank
Promotion in rank for Dr. Leo S. Lucas from Assistant Clinical Professor of Orthopaedic Surgery to Clinical Professor of Orthopaedic Surgery and Acting Head of the Division, effective April 7, 1942. Dr. Lucas is on a voluntary basis.

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

Eloise Buck
Leave of Absence
Leave of absence without salary for Miss Eloise Buck, Assistant Professor of English, from July 1 to August 15, 1942. This results in a saving of $337.50 in the 1942-43 budget.

Helen Anderson
Resignation
Resignation of Helen C. Anderson, Dean of Women and Assistant Professor of English, effective June 30. Miss Anderson has been on leave since July 1, 1940.

Dean Gilfillan, on behalf of the State College, expressed appreciation for the action of the Board reorganizing the curricular structure at the State College.

The Board adjourned at 11:45 a.m.

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