STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
June 9, 1942

MEETING #120
A regular meeting of the State Board of Higher Education
was held at the Heathman Hotel, Portland, Oregon, on
June 9, 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; Presi-
dent Donald M. Erb of the University of Oregon; President
C. A. Howard of Oregon College of Education; and President
Walter Redford of Southern Oregon College of Education.

MINUTES APPROVED
The Board voted to dispense with the reading of the min-
utes of the last meeting held on April 28, 1942, and
approved the minutes of this meeting as they appeared in
the docket.

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

"The problem of renovating East House at the Oregon Col-
lege of Education, formerly used as an infirmary, was
presented to the Building Committee at the April meeting
and referred back to President Howard for further study.
In consultation with an architect and Mr. Traver, Presi-
dent Howard investigated several plans for making use of
the house. To put it in desirable condition would take
from $2,500 to $3,000. It was the conclusion of all who
studied the matter that the age of the house and its
construction did not warrant such a large expenditure.

"The other alternative was to place the house in such
shape that it could be rented and thereby obtain some
income from it. Mr. Traver expressed the opinion that
the interior could be brightened up and the essentials done without making any major alterations for $500 or less. In view of the demand for housing facilities in the Monmouth area, the Committee is recommending that the minimum of repairs, not to exceed $500, be approved to place the house in rentable condition. It was also felt that if it could be placed on an income-producing basis, there might be an opportunity to dispose of the property, which is not within the plans for future campus development. The Committee is, therefore, recommending an appropriation from the building repair and improvement reserve of not to exceed $500, with the understanding that the rental income will go into the Board's unrestricted funds."

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

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

"At previous Board meetings the Committee has recommended and the Board has approved funds to match WPA labor in constructing several units of a sewer system on the University campus. To date $2,542 has been appropriated for the general survey and for constructing two units. President Erb presented a recommendation for an additional appropriation of $662 to match WPA labor in constructing a lateral running from 13th Street and Kincaid east to Friendly Hall. He also indicated that $536 would be required for the final unit from 13th Street to the Library. In order to complete this project and save the funds that are being expended in constant repairing of the present sewers, the Committee is recommending that a total of $1,198 be appropriated from the building repair and improvement reserve, with the understanding that when the first unit is completed, University officials will report to the Chancellor's Office and indicate whether or not WPA labor will be available to complete the final unit. Funds for the final unit will then be made available."

The Board voted to approve the completion of the WPA sewer project at the University as recommended by the Building Committee.

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

"More than a year ago the Board purchased out of unpledged dormitory balances two fraternity properties
Immediately adjacent to the State College campus.
One of these was the Sigma Chi fraternity house and the other was known as the Gibson house. The Sigma Chi house was remodelled and equipped last year for an annex to the girls' dormitory. The Gibson house was under lease to the Beta Kappa fraternity for the current year. After a careful study of the entire problem of housing women students on the State College campus, the committee at the College appointed by Acting President Gillilan recommended that the Gibson house be remodelled and equipped similarly to the Sigma Chi house, with a connecting arcade between the two houses from a single kitchen in the Gibson house. Figures were presented showing that 148 girls were housed in boarding and rooming houses throughout the city this year and that the girls' dormitories, particularly in the fall term, had been filled considerably beyond the normal capacity. College officials felt that even with a twenty-five per cent drop in enrollment, which was more than they anticipated, the two houses would be needed to supplement the girls' dormitories in housing the women students. Estimates of the cost of repairs and remodelling were $3,588 and for equipment for the Gibson house and joint kitchen were $5,000. Funds for these expenditures are available from unpledged dormitory balances.

"In view of the conditions under which girls would have to live in boarding and rooming houses and particularly in view of the demand for rooming facilities in Corvallis because of the cantorment, the Committee is recommending the development of these houses along the lines for which they were originally purchased, namely, dormitory annexes; and that not to exceed $8,588 be made available for the repairs and equipment. It is further understood that an itemized list of the equipment will be submitted through the Chancellor's Office for review before the equipment is purchased."

The Board approved the report of the Building Committee regarding repairs and equipment for the dormitory annexes at the State College.

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

"There had been submitted to the Curricula Committee for review emergency course changes and additions for the University and the State College. Many of these arose from special wartime needs. They were submitted with the approval of the Interinstitutional Curriculum Committee and the Chancellor."
"The Committee is, therefore, recommending approval of the following course additions:

University

Geo 399. Military Topography. 3 hours any term.
(Recommended for one year)

Mth 230. Spherical Trigonometry. 2 hours.

Mth 330. Elements of Navigation. 3 hours.
(Recommended for the duration of the national emergency.)

AA 151, 152, 153. Mechanical Drawing. 2 hours each term.

Oregon State College

SL 1, 2, 3. First-year Russian. 3 or 4 hours each term.

EC 314. Economics of War and Reconstruction. 3 hours spring.

ED 358. Safety Education. 3 hours."

The Board voted to approve the emergency curricular adjustments as recommended by the Committee on Curricula.

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

"The Building Committee referred to the Finance Committee a recommendation of President Maaske for the acquisition of thirteen lots adjacent to the campus of the Eastern Oregon College of Education which could be acquired for a very reasonable figure under the delinquency procedure. The Building Committee reported to the Finance Committee that the lots were desirable for future campus development. The total cost of the lots was reported at $990.27. One of the properties consists of a house which President Maaske reported could be rented for $10 a month. This income would bring reasonable returns on the investment. In view of the danger of having these tax delinquent properties sold for purposes that would be undesirable from the standpoint of the institution and because the lots are within the projected campus plan, the Committee is recommending that a bid be filed with Union County in the amount of $990.27. If the offer is accepted by the county, funds are to be made available from the reserve for land purchase. The income rental after providing for the upkeep of the property is to go to the Board's general funds."
The Board approved the purchase of property for the Eastern Oregon College of Education as recommended by the Finance Committee.

Mr. Marks expressed appreciation for the fine representation made by members of the Board at the various commencement activities to which they were assigned.

Mr. Marks read a letter from the Oregon State College Mothers Club expressing appreciation for the curricular adjustments in business and mining recently approved by the Board.

Mr. Marks reported the receipt of several communications from the Oregon Committee on Opium Poppy Control expressing concern regarding the uncontrolled cultivation of the opium-bearing poppy.

Mr. Marks presented a letter from Lyle F. Watts, Regional Forester, setting forth the measures taken by the Forest Service for fire protection and control.

The Chancellor read a resolution from the Oregon Dairymen's Association urging the development of the program for improvement of livestock and livestock facilities. The Board directed the Secretary to acknowledge this communication, expressing the Board's intention to cooperate in such a program within the funds made available by the Legislature.

The Chancellor presented a letter from Associate Dean Baird reporting the offer of a gift of $4,000 from the W. K. Kellogg Foundation to be used as a loan fund for students in nursing education at the Medical School. The Board voted to accept the gift and instructed the Secretary to send appropriate expression of appreciation to the Kellogg Foundation.

Dr. Hunter reported that the Nutrition Foundation, Inc., has approved a research grant of $250 for Dr. Margaret L. Fiske's project, "Thiamin Content of Frozen Vegetables." The Board voted to accept this grant and directed the Secretary to send appropriate acknowledgment to the Foundation.

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

**University**

Gifts totaling $110 from the Gamma Phi Beta Mothers Club of Portland and other individuals for the Gertrude Watson Holman Memorial Scholarship Fund.
American Inst. of Architects

Grant of $2,000 from the American Institute of Architects to the School of Architecture and Allied Arts for scholarships during the 1942 summer session.

State College

Parr Library

Gift from Dr. F. W. Parr, recently resigned, of his personal professional library to the School of Education. This gift includes several hundred books, pamphlets, and bound volumes of periodicals.

GEORGE DAY BEQUEST

The Doernbecher Memorial Hospital was named a residuary legatee under the will of George W. Day and a beneficiary under a trust set up by Mr. Day, with the United States National Bank as trustee. The bequest and trust fund are estimated at $60,000, the income from which is to be used for the Doernbecher Hospital. The Board voted to set aside the proceeds of the bequest and trust fund as the George W. Day Fund and authorized the execution of the necessary documents.

SCIENTIFIC RESEARCH AND DEVELOPMENT

The U. S. Office of Scientific Research and Development allotted $6,425 to the University of Oregon Medical School for research under the direction of Drs. Dow and Raaf relating to concussion and electroencephalographic changes. The Board authorized the execution of an appropriate agreement covering a period of fourteen months, with the understanding that reimbursement will be made to the Medical School for the actual cost of the work completed, not to exceed $6,425.

CANDIDATES FOR DEGREES AND DIPLOMAS APPROVED

The Board voted to confirm the action of the following members in approving the candidates for degrees and diplomas at the several institutions:

- University of Oregon
- Oregon State College
- University of Oregon Medical School
- Oregon College of Education
- Southern Oregon College of Education
- Eastern Oregon College of Education
- R. C. Groesbeck
- E. C. Sammons
- R. E. Kleinsorge
- Edgar W. Smith
- Mac Hoke

Signed copies of the lists of approved candidates are on file in the Board's Office.

M.U. BOARD REPRESENTATIVE

The Board approved the reappointment of Mr. E. C. Sammons as the representative of the Board of Higher Education on the Memorial Union Board of Governors for the fiscal year 1942-43.
At the January 27, 1942 meeting, 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 that the resolution be revised as follows in order to care for the redemption of United States securities:

RESOLVED, That the Comptroller is hereby authorized and empowered to sell and assign or request payment or reissue of any and all United States securities of any description registered on the books of the Treasury Department, or registered securities with respect to which the Treasury Department acts as the transfer agency, now or hereafter held by the State Board of Higher Education as executor, administrator, guardian, trustee, or in any fiduciary capacity whatsoever, and also to sell and assign any such securities which the Board is, or shall be, authorized or empowered to sell and assign as attorney for, or other representative of, the owners thereof.

AND IT IS FURTHER RESOLVED, That any and all assignments or requests for payment or reissue of such securities heretofore or hereafter made by the above-named officer are hereby ratified and confirmed.

Upon motion by Director Smith and second by Director Groesbeck, the Board voted to approve the above resolution, with the following voting aye:

Mr. Brand  Mr. Ruhl
Mr. Groesbeck  Mrs. Sackett
Mr. Hoke  Mr. Sammons
Dr. Kleinsorge  Mr. Smith
Mr. Marks

and the following voting nay: None.

Mr. Marks thereupon declared the motion duly carried by a unanimous vote.

The Board approved the purchase of equipment for secretarial science work at the Eastern Oregon College of Education from the Draper's School of Commerce at a total price of $1,779, payment to be made immediately from funds advanced by the Board and to be reimbursed from funds accumulating from the $5.00 per term additional fee for secretarial science students as authorized at the April, 1942 meeting.

The Board approved an addition of $450 to the wage budget of the Department of Bacteriology at the State College to cover an overdraft necessitated by heavy public service demands on the department. Funds are to be provided from the reserved saving of $1,192 for emergencies at the State College.
PERSONNEL

The Board approved the following personnel adjustments at the University:

L. Marguth
Salary Increase
Salary increase for Miss Lorene Marguth, Secretary in the School of Business Administration, from $110 to $125 per month, effective June 1, 1942, yearly tenure, 12-months basis.

Mary Huser
Salary Increase
Salary increase for Mrs. Mary Huser, instructor in Home Economics, from $1,700 to $1,800, yearly tenure, 10-months basis, effective October 1. Funds for the increase are provided in the wage budget of the Department of Home Economics.

E. L. Peterson
Appointment
Appointment of Dr. Eric L. Peterson as Assistant Professor of Physics at a salary rate of $2,750, effective October 1, to serve for one year during the absence of Dr. A. E. Caswell, salary savings of $412.50 to be utilized as follows:

E. H. Collins
Salary Increase
Salary increase of Dr. E. Hobart Collins from $2,200 to $2,400 for 1942-43, and change in rank from instructor to Assistant Professor of Physics -- -- -- -- -- -- $150.00

Addition of part-time graduate assistant for 1942-43 -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- 262.50

To fill the vacancies thus created, the following adjustments were approved:

K. S. Ghent
Leave of Absence
Leave of absence without pay for Dr. Kenneth S. Ghent, Assistant Professor of Mathematics, to work in the Naval Ordnance Department from October 1, 1942 to September 30, 1943.

T. S. Peterson
Leave of Absence
Leave of absence without pay for Dr. Thurman S. Peterson, who has been appointed a physicist with the Naval Ordnance Bureau from October 1, 1942 to September 30, 1943.

C. R. Bubb
Appointment
Appointment of Charles R. Bubb, Jr., as instructor in Mathematics, effective October 1, at a salary rate of $2,300, yearly tenure, 10-months basis.

Position Retention
Retention of position of Assistant Professor of Mathematics, 10-months basis, salary rate of $2,500, recommendation for appointment to be made at a later date.

C. F. Kossack
Salary Increase
Salary increase for Dr. Carl F. Kossack, instructor in Mathematics, from $2,200 to $2,400, promotion in rank to assistant professor and change in tenure from yearly to indefinite, effective October 1.
Salary increase for C. K. Stalsberg, University Cashier, from $2,220 to $2,400, effective July 1, 1942, the increase to be provided entirely from the Student Loan Fund budget.

Release of one-half time of L. K. Shumaker, Professor of Education, for service with the Eugene School Board from October 1, 1942 to September 30, 1943. Salary savings of $900 in 1942-43 to revert to the Board's unappropriated fund pending approved recommendations for its disposition.

Because of leaves of absence for military service for Coach Oliver and Mr. Corley, certain adjustments have been necessary in the School of Physical Education and the Department of Intercollegiate Athletics, effective July 1, as follows:

Transfer of a portion of the time of Anson B. Cornell, Athletic Manager, from the Athletic Department to the School of Physical Education, rank of instructor, to teach courses formerly taught by Mr. Corley; and the transfer of $1,386.67 of his annual salary of $4,000 to the School of Physical Education.

Increase in time of service for William L. Hayward, Professor Emeritus, and a proportionate salary increase from $2,318.75 to $3,000, for additional responsibilities, funds for the increase to come entirely from the Athletic Board.

Salary increase for John Warren, recently appointed Head Football Coach for next year, from $3,300 to $4,000, the increase to come entirely from the Athletic Board.

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

Salary increase for A. T. Gill, Head Basketball Coach, from $4,620 to $5,000, effective January 1, 1942. Funds for the increase will come entirely from the Athletic Board.

Appointment of Colonel William R. Scott to succeed Colonel Samuel J. Heidner, effective January 21, 1942, with rank of Professor of Military Science and Tactics. Colonel Scott's salary is paid entirely by the federal government.

Salary increase for Miss Iulu Stephenson, Secretary in the School of Pharmacy, from $1,200 to $1,392, effective July 1, 1942. Funds for the increase are provided $100 from Board funds and $92 from the School of Pharmacy budget.

Appointment of Edwin J. Keltner as Acting Superintendent of the Red Soils Experimental Area, effective June 15, 1942, at a salary rate of $2,400, 12-months basis, indefinite tenure, rank of Assistant Professor, to succeed Tom H. DeArmond, resigned.
| D. Busick | Salary Increase | Salary increase for Miss Doris Busick, Secretary at the Eastern Oregon Branch Experiment Station, from $1,080 to $1,200, effective June 1, 1942. Funds are provided from restricted funds available in the branch station budget. |
| J. M. Haley | Resignation | Resignation of John M. Haley, Assistant Hydraulic Engineer, effective April 21, 1942, and the appointment of Albert William Marsh as Assistant in Irrigation Research, effective July 1, 1942, at a salary rate of $2,600, 12-months basis, yearly tenure, rank of Assistant Professor. The unused salary of $249.20 in 1941-42 is to be transferred to wages in the Experiment Station Department of Soils. |
| W. Marsh | Appointment | Leaves of absence without pay for the following members of the Physical Education Department, effective July 1, to serve in the military forces: Moe, Harold Moe, instructor and Assistant Football Coach. McKalip, William McKalip, instructor and Freshman Coach. Dixon, James Dixon, Assistant Professor and Assistant Football Coach. Nebelung, Dr. R. G. Nebelung, Associate Professor of Hygiene. |
| P. E. Dept. | Adjustments | The salary funds in the 1942-43 budget released by these leaves amount to $6,394.40. In order to balance the budget within the reduced quota, the Physical Education Department anticipated some of the leaves and pledged a saving of $2,325, which leaves $4,069.40 for replacements in Physical Education. The following replacements were approved: W. Tyszkowski, Appointment of Walter Tyszkowski as instructor in Physical Education, at a salary rate of $2,000, yearly tenure, 10-months basis, effective October 1. Cost in 1942-43 $1,500.00. Assistant Professor to be appointed, 10-months basis, yearly tenure, annual rate, $3,000. Cost in 1942-43 $2,250.00. Part-time instructor (jointly with Athletic Board) $300.00. Savings to Board funds $19.40 $4,069.40. |
| M. C. Sheely | Promotion | Promotion in rank for Milton C. Sheely from instructor to Assistant Professor of Industrial Arts and change in tenure from yearly to indefinite without change in salary, effective July 1. |
Promotion in rank of Henry Hartman, Professor of Horticulture, to Head of the Department of Horticulture, effective May 11, 1942, and a salary increase from $4,440 to $4,500, 12-months service, indefinite tenure. Professor Hartman replaces Dr. W. S. Brown, who died on May 2.

Resignation of F. W. Parr, Professor of Secondary Education and Director of Supervised Teaching, effective June 30, 1942, to accept the position of Executive Secretary of the Oregon State Teachers Association. The salary saving of $2,700 will enable the School of Education to balance its 1942-43 budget and revert $150 to the Board's unappropriated funds.

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

Appointment of Miss Eleanor Baird as Assistant Superintendent of the Doernbecher Memorial Hospital, effective July 1, 1942, salary rate $2,400 with maintenance, 12-months service, yearly tenure, to replace Miss Grace Phelps, retired, salary savings of $600 in this adjustment to revert to the Board's unappropriated funds.

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

Continuation of the leave of absence for Miss Florence Beardsley, Principal of the Monmouth Training School, to June 1, 1943, and continuation of the appointment of Mrs. Phoebe Butler Cox in this position for the same period of time. Recommendation for a successor for Mrs. Cox as Supervisor of Teaching in the Monmouth Training School will be made at a later date.

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

Salary increase for Miss Florence Allen, training school instructor, from $1,691 to $1,766, effective October 1.

Salary increase for Miss Betty Hileman, training school instructor, from $1,691 to $1,766, effective October 1.

Funds for these increases are provided from the reserve for salary adjustments.

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

Appointment of E. O. Draper as instructor in secretarial science, 9-months basis, 5-year tenure, at a salary rate
of $2,000, effective September 15, with the understanding that if Mr. Draper's services are not satisfactory and not such as will permit accreditation of the course, he agrees to withdraw from employment at the end of the 9-months period, or on June 15, 1943.

ADJOURNMENT

The Board adjourned at 10:50 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary