Pursuant to action taken by the Board at its July 28, 1942 meeting, the State Board of Higher Education met in regular session at the Heathman Hotel, Portland, Oregon, on September 9, 1942, at 9:15 a.m.

The meeting was called to order by the President of the Board, Willard L. Marks, and on roll call the following answered present:

R. E. Kleinsorge                      Robert W. Ruhl
Willard L. Marks                      Beatrice Walton Sackett
                                           E. C. Sammons

Absent: C. A. Brand, R. C. Groesbeck, Mac Hoke, Edgar W. Smith.

The Board voted to adjourn the meeting at 9:25 a.m. to reconvene at the call of the President.

The Board reconvened at 7:45 p.m., September 9, 1942, upon the call of President 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
E. C. Sammons
                                            Edgar W. Smith

The Board voted to dispense with the reading of the minutes of the last meeting held on July 28, 1942, and approved the minutes of this meeting as they appeared in the docket.

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

"The Marine Biology Station property on Coos Head is being used by the military authorities with the consent of the State System authorities. There has been some question as to whether the System should receive rent for the use of this property or some other form of compensation, if any. Acting President Gilfillan, who is Director of the Station, has conferred with the military authorities recently, and after consultation with the Chancellor, recommended that the property be turned over to the military forces for the duration at a token rental of $1.00 a year,
with the understanding that before the buildings are turned back, they will be placed in condition at least equal to that when turned over. The plan is to occupy all buildings except two in which Biology Station equipment will be stored. This arrangement is mutually agreeable to the military authorities and to our own officials and will require no Board action. It is reported here for your information."

The Board accepted the report of the Building Committee on arrangements for occupancy of the Marine Biology Station by the military forces.

ARCHITECT'S CLAIM FOR SERVICES AT OCE

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

"At the meeting of the Board on September 9, 1941, Mr. Glenn Stanton, Portland architect, was authorized to prepare sketches for a proposed extension to the training school building at the Oregon College of Education, the idea being that if an influx of elementary school children required it, that federal funds might be available to proceed with a permanent improvement. The sketches have now been prepared to the satisfaction of the College of Education authorities and Architect Stanton has submitted a bill of $420, which is within the amount allowed for this service. The Building Committee asked that the plans be examined by Secretary Byr and Mr. Traver and recommends that if the plans are found satisfactory, the bill be paid from available building fee funds."

The Board approved the payment of Architect Stanton's claim for services as recommended by the Building Committee.

SALE OF EAST HOUSE AT OCE

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

"Oregon College of Education authorities were authorized at the July meeting of the State Board of Higher Education to sell East House, which is no longer needed as College property, and to purchase the Nicolai property, which is needed for future development. East House has been sold for $2,700 and the Nicolai property purchased at $3,000. The completion of these two transactions was reported to the Building Committee, indicating satisfactory deals in both instances. The rental income from the Nicolai property is expected to make up the difference in the price in a comparatively short time."

The Board accepted the report of the Building Committee on the two property transfers at the Oregon College of Education.
Mrs. Sackett concluded the report of the Building Committee as follows:

"The Board recently acquired at Eastern Oregon College of Education certain lots through tax sale to be added to the property of the Eastern Oregon College of Education. On one of these lots is a small house which would be rentable if repaired. President Wesske estimates that the expenditure of $195 will put the building into condition to be rented and that a rental could be obtained which would reimburse the Board for its outlay in approximately a year. The Building Committee concurs in this plan, with the understanding that clear title to the property is obtained, that not to exceed this amount be appropriated, and that the rental be taken into the regular income of the Board. The Committee so recommends."

The Board approved the program of repair on the property at the Eastern Oregon College of Education as recommended by the Building Committee.

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

"The Curriculum Committee recommends adoption by the Board of the following resolution:

WHEREAS, on the 28th day of April, 1942, the State Board of Higher Education adopted a resolution authorizing 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 and

WHEREAS, said resolution has been misinterpreted in various quarters in presenting to the Board desired curricular offerings pursuant to said resolution, and

WHEREAS, it was not the intention of the Board in adopting said resolution to establish at Oregon State College a School of Commerce or of Business Administration and

WHEREAS, because of the said misunderstanding and resultant confusion and the various suggestions as to courses to be presented pursuant thereto, the Board feels that it should interpret said resolution, and thereby direct all recommendations as to courses,

NOW, THEREFORE, BE IT RESOLVED by the State Board of Higher Education that it was not the intention of said resolution or the desire of the Board in adopting the same that a School of Commerce or Business Administration should be established at Oregon State College,
That it was the intention of said resolution and the desire of the Board that various courses at the College should be reorganized and liberalized so that instruction in business and technology should be provided to enrich and develop the work of the professional and industrial schools at the College, and

That recognition of the work of a student in such combined course be given by a bachelor's degree in business and technology,

BE IT FURTHER RESOLVED that the following plan for a major in business and technology be approved:

- **40 hours of fundamental courses in business and economics.**
- **40 hours in technical fields offered by the College with at least two year-sequences in one field, in addition to science prerequisites.**
- **These offerings may be expanded in the technical fields to the full extent of the electives available or to give emphasis to management in industry, finance or marketing.**
- **40 hours in liberalizing fields including a two-year sequence in English language and literature.**

AND BE IT FURTHER RESOLVED, that the following courses be and are hereby approved:

<table>
<thead>
<tr>
<th>Business Administration</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 212,213 Principles of Accounting</td>
<td>6</td>
</tr>
<tr>
<td>BA 215,216 Introduction to Business</td>
<td>6</td>
</tr>
<tr>
<td>BA 372 Sales Management</td>
<td>4</td>
</tr>
<tr>
<td>BA 411 Marketing Problems</td>
<td>3</td>
</tr>
<tr>
<td>BA 412 Credits and Collections</td>
<td>3</td>
</tr>
<tr>
<td>BA 418 Budgetary Control</td>
<td>3</td>
</tr>
<tr>
<td>BA 421 Advanced Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 423 Income Tax Procedure</td>
<td>3</td>
</tr>
<tr>
<td>BA 431 Applied Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>BA 438 Principles of Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Economics</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ec 114 Economic Geography</td>
<td>3</td>
</tr>
<tr>
<td>Ec 411 Economics of Consumption</td>
<td>3</td>
</tr>
<tr>
<td>Ec 412 Economics of Public Utilities</td>
<td>4</td>
</tr>
<tr>
<td>Ec 420 Business Combinations</td>
<td>4</td>
</tr>
<tr>
<td>Ec 421 Business Fluctuations</td>
<td>4</td>
</tr>
<tr>
<td>Ec 426 Collective Bargaining and Labor Legislation</td>
<td>4</td>
</tr>
<tr>
<td>Ec 427 Comparative Economic Systems</td>
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</table>
Political Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 430</td>
<td>Public Service</td>
<td>3</td>
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</tbody>
</table>

Sociology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soc 465</td>
<td>Urban Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Soc 475</td>
<td>Community Organization and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Leadership</td>
<td></td>
</tr>
</tbody>
</table>

AND BE IT FURTHER RESOLVED, that all courses under these provisions meet the standard enrollments required by the institutions and that they be not given unless these enrollment levels are reached, and

BE IT FURTHER RESOLVED, that the program and list of courses above set out are only experimental in nature and are outlined for the purpose of accommodating such students as may desire to enroll in business and technology during the school year 1942-43, and that the program above mentioned and courses set forth are subject to change by substitution, addition, or elimination at the discretion of the Board."

The Board voted to approve the above resolution as recommended by the Curriculum Committee.

KOAC DESIGNATION AS KEY STATION

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

"The Federal Communications Commission, through Mr. Kenneth G. Clark, inspector in charge of District No. 13, has recommended to the U. S. Army that KOAC be used as a relay key station to serve the radio stations of western and southern Oregon in case of notification for black-outs, alerts, and similar emergency notices. Dean Caldwell, as Director of General Extension, presented the matter to the Finance Committee with estimates from F. O. McMillan, supervising engineer, indicating that the service would require extending the program time of KOAC from 12 to 18 hours, which on a temporary basis would cost approximately $2,000 for the next six months. The Finance Committee appreciates the compliment that is paid KOAC by this request and it is desirous of cooperating in this national defense work to the fullest extent possible. Because of the extreme shortage of funds, however, the Committee does not see how it can appropriate additional funds for this project. If the necessary funds can be provided from either federal or from state civilian defense sources, the Committee would be happy to recommend that the Board authorize the extension of time service by KOAC."

The Board approved the report of the Finance Committee regarding the designation of radio station KOAC as a relay key station.
Mr. Sammons continued the report of the Finance Committee as follows:

"Since the adoption of the annual budget in April, numerous changes have occurred in the staff of the men's physical education department at Oregon State College, including the release of three men to the military service. At the same time the plans for physical education instruction call for a continuation of upperclassmen in required physical education courses.

"It has, therefore, been recommended by Acting President Gilfillan, with the approval of Chancellor Hunter, that E. A. Stevens, Assistant Professor of Physical Education and crew coach, be restored from two-thirds to full time at his former rate of $3,000 per year. The additional $1,000 will be transferred to salary from funds now allocated to the wage budget of the department to be paid to Professor Stevens for work in addition to his present duties, for either intramural rowing or classes in physical education. In view of the fact that interest in physical education should now center on a program of physical conditioning, of which rowing is one of the best forms, in preparation for active military service, it is further recommended that in view of the war situation intercollegiate rowing meets be eliminated in favor of strictly class and intramural activity. The Committee so recommends."

The Board voted to approve the recommendation of the Finance Committee regarding the restoration of Professor E. A. Stevens to full-time service and the enlarged physical education program at the State College.

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

"About a year and a half ago the School of Agriculture at Oregon State College asked, through the State Board of Control, for bids on the construction of an irrigation system on the College dairy farm. Low bidder was the Builder's Supply Company of Corvallis, which was awarded the contract.

"Specifications called for the laying of a pipe line which would withstand pressure of 20 pounds per square inch. After the system was installed, tests made by the Agricultural Engineering Department showed that it would not withstand even a pressure of five pounds and that it leaked water so badly as to be unusable. Efforts since that time to obtain satisfaction on the contract have been unavailing, hence the School of Agriculture, through Dean and Director Schoenfeld, is requesting authority to sue for damages of $3,767 covering the cost of installing the system properly and to compensate for crops lost through inability to provide irrigation."
"The Finance Committee recommends that the proper officials be authorized to contact the Attorney General and request the suit be instituted to recover the amount indicated."

The Board approved the report of the Finance Committee regarding the recovery of damages on the irrigation contract at Oregon State College.

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

"An offer has been received for the purchase of 20 acres from the Widmer farm near Eugene owned by the University of Oregon Medical School. The area concerned is the least desirable on the farm and its sale will not hamper the operation of the farm as an economic unit. The Finance Committee, therefore, recommends that the sale of this 20 acres for $2,000 be approved and that the proper officials of the Board be authorized to sign the necessary papers."

The Board voted to approve the report of the Finance Committee regarding the sale of 20 acres of the Widmer farm property.

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

"President Erb reported to the Committee that because of unexpected heavy burdens being placed on some instructional departments by the war and by the development of the College of Liberal Arts, the University is faced with an acute shortage of teaching and laboratory space in Deady Hall. A plan for remodelling has been worked out in line with the long range plans for the use of Deady Hall, which have been discussed from time to time with the Building Committee. The expenditure of approximately $1,800 will add some $400 or $500 square feet to the present physics laboratory. The proposal has the approval of the Building Committee, and as it appears essential, the Committee is recommending that $1,800 be appropriated from the emergency fund to meet this situation, with the understanding that any unused amount revert to the Board's unappropriated fund."

The Board approved the appropriation of funds to remodel Deady Hall at the University as recommended by the Finance Committee.
Mr. Sammons continued the report of the Finance Committee as follows:

"A request has been received from Mrs. W. W. Gabriel, representing the Oregon Fellowship, that the Board cooperate in financing a lecturer to be used in the institutions, among other places, in carrying on educational work against the use of beverage alcohol. While the Board cooperated in such a program several years ago, the Finance Committee does not feel justified in recommending the use of its limited emergency funds for this worthy purpose at this time."

The Board voted to approve the report of the Finance Committee concerning a lecturer on alcohol.

Upon the recommendation of the Finance Committee, the Board authorized the necessary funds to purchase for the President's residence at the State College living room furniture estimated at from $1,200 to $1,400 and a kitchen stove.

Mr. Mac Hoke, Chairman of the Special Forestry Investigation Committee, presented the following report:

"It will be recalled by members of the Board that the School of Forestry at Oregon State College has been operating for several years without a full dean in charge. During the presidency of Dr. George W. Peavy, he also retained his position as Dean of the School with Professor Earl G. Mason as Assistant. Upon Dr. Peavy's retirement, the Board named Professor Mason as Acting Dean, in which capacity he has served ever since about six months ago a special Committee was appointed to investigate the Forestry School situation and make recommendations for action to the Board. This Committee has gone into the entire situation thoroughly and has purposely taken enough time before making its report to weigh all angles with utmost care.

"As the selection of a permanent dean was considered of immediate importance, Acting President Gilfillan was instructed to canvass the field and consider all available candidates, including the present acting dean. After making such a nation-wide canvass, during the course of which the Committee has been in close touch with the progress, Acting President Gilfillan has submitted his recommendations with the approval of the Chancellor. The Committee, with other members of the Board and President-elect Strand present, has considered these proposals and makes the following recommendations for Board action:
1. That P. M. Dunn, Dean of Forestry at Utah State College, be named Dean of the School of Forestry at Oregon State College at a salary of $5,000 for 12-months' service, indefinite tenure, effective September 20, 1942.

2. That Acting Dean Mason be retained as Professor of Forestry on the School staff at his present salary of $4,200 for 12-months' service.

"The Committee members are unanimous in the belief that Dean Dunn will provide strong leadership for this important school and that the entire existing staff in addition is needed to carry on the work this coming year."

The Board voted to approve the recommendation of the Special Forestry Committee regarding adjustments in the School of Forestry at the State College.

Mr. Marks reappointed the following membership to permanent and special committees of the Board for the ensuing year:

**Permanent Committees**

- **Executive Committee.** (ex-officio and elective)
  - Willard L. Marks, Chairman; Beatrice Walton Sackett; E. C. Sammons.

- **Finance Committee.** E. C. Sammons, Chairman; Edgar W. Smith; Mac Hoke.

- **Curriculum Committee.** C. A. Brand, Chairman;
  - Robert W. Ruhl; R. C. Groesbeck.

- **Buildings, Grounds and Capital Outlay Committee.**
  - Beatrice Walton Sackett, Chairman; Robert W. Ruhl; R. E. Kleinsorge.

- **Insurance Committee.** Edgar W. Smith, Chairman;
  - Robert W. Ruhl; R. C. Groesbeck.

- **Public Relations Committee.** Edgar W. Smith, Chairman;
  - Mac Hoke; R. E. Kleinsorge.

- **Agricultural Extension and Experiment Stations Committee.**
  - Mac Hoke, Chairman; C. A. Brand;
  - Edgar W. Smith; Robert W. Ruhl.
Special Committees

Rules and By-Laws Committee. Robert W. Ruhl, Chairman; Mac Hoke; R. C. Groesbeck.

Unified Administration Committee. R. C. Groesbeck, Chairman; E. C. Sammons; C. A. Brand; R. E. Kleinsorge.

Library Committee. R. E. Kleinsorge, Chairman; Beatrice Walton Sackett; C. A. Brand.

WAGE INCREASE FOR HEATING PLANT EMPLOYEES AT UO

Secretary Byrne presented a letter from J. W. MacClements, Business Manager of the International Union of Operating Engineers in Portland, addressed to the Chancellor, requesting a 10% wage increase for heating plant employees at the University. The Board referred the matter to the Chancellor's Office and the Finance Committee for consideration.

HELPING WIN THE WAR

The Chancellor reported that a few recent newspaper editorials and articles had expressed the sentiment that the war effort might be assisted if some of the institutions of higher education were discontinued for the duration. He stated that there was an apparent lack of public understanding of what the institutions were doing. He presented a report which pointed out the contributions of Oregon's institutions to the war effort of the country. Members of the Board expressed the opinion that the higher educational institutions should direct themselves to the task of winning the war, and that the many contributions of the institutions, as presented in Dr. Hunter's report, should be publicized. Therefore, the Board directed the Secretary to prepare a statement formulating its thoughts in this matter for release to the public.

ASSIGNMENT FOR W.A. JENSEN

The Chancellor reported that Mr. W. A. Jensen, Executive Secretary at the State College, who has been on leave of absence due to illness, has been assigned, with the approval of his physician, to twelve hours duty per week on committee organization and faculty personnel at the State College from July 1, to December 31, 1942.

APPOINTMENT OF LOWER-DIVISION COMMITTEE

The Chancellor presented the following report on the appointment of a lower-division committee:

"It is the recognized policy of the Board continually to encourage more effective functioning of the coordinated administration of the System and its component units as the Board has moved toward further stabilization of the System by the enactment of recent measures, especially the adoption of a platform of guiding principles and patterns. The interinstitutional assignment of some of the administrative deans and directors has had special consideration. Numerous problems are present in the relation of the teaching institutions to each other,
which require special study and expert analysis. Noteworthy among these is the development of the lower-division organization and curricula. Emergency emphasis to this type of problem is given by our activity in the war program. Requirements for technical preparation of highly specialized character, and of terminal courses of various kinds are urgently pressed upon the institutions.

"I am appointing a System Committee of three to study lower-division organization, curricula and methods to be known as the "System Committee on Lower-Division". It will have no administrative authority and its function is to be wholly advisory to the Chancellor's Office. Its meetings will be upon the same basis as other interinstitutional committees. Its duties will be to canvass the standards, policies, and trends of lower division organization in the several states, especially the western and Pacific Coast areas; to compare our own facilities and procedures with the best recognized practices elsewhere; to confer with the Chancellor's Office in ascertaining our needs and possible courses of action; and to recommend to the Chancellor's Office such steps as will best carry forward the recognized policy of the Board.

"A report of progress will be made on or before January 1, 1943, and a report with recommendation of initial measures, if found to be needed will be made by May 1, 1943.

"The personnel of the Committee will be Dean Ellwood Smith, Chairman; Professor Will V. Norris, President Roben J. Maaske."

The Board received the report of the Chancellor on the appointment of the System Committee on Lower-Division.

GIFT OF LIBRARY OF CONGRESS TO OSC

The Chancellor reported that the State College has received a gift from the Library of Congress of cards supplementary to the bound catalog. The gift has been valued at between $1,500 to $2,000. The Board directed the Secretary to make suitable acknowledgement to the Library of Congress.

GIFT

The Board officially accepted the following gift and instructed the Secretary to make suitable acknowledgment to the donor:

Medical School

Portland Vet. Med. Grant of $700 from the Portland Veterinary Medical Association for studies in comparative pathology.
The Board approved the budgeting of $1,899.51 to the materials classification in the Experiment Stations publications budget. Since the budgets were prepared, Congress has reinstated this portion of its previous reduction in Federal Bankhead-Jones funds.

On June 30, 1942, the following restricted balances in the Experiment Station were carried forward:

- Gifts: $2,743.37
- Sales, branch stations: $7,332.17
- State appropriations, branch stations: $3,016.02
- State appropriations, special investigations: $8,898.48
- State appropriations, seed testing: $32.53
- Emergency Board appropriations, thrip pests: $385.43
- Total: $22,408.00

There was also a balance of $217.33 in the state appropriation for rodent eradication in the federal cooperative extension budget.

The Board approved the addition of these funds to the current budget of the respective departments and branch stations concerned.

When the 1942-43 budgets were submitted to the Board in April, the detailed requisition budgets for county extension were not included because the county appropriations had not been made. The budgets were received and exceeded the estimated county income by $4,614.75. The counties have provided these additional funds for travel and office expenses of the several county agents. The Board approved the budgeting of the increased income to the appropriate extension accounts.

The Board voted to accept the offer of $150 received for the purchase of Lot 15, Block 8, Oak Grove, Oregon, a portion of the Oscar Brun estate, owned by the University of Oregon Loan Fund, and authorized the proper officers to execute the necessary documents.

At the June meeting the Board approved a half-time leave of absence for L. K. Shumaker, Professor of Education at the University, and returned $900 in salary savings to the Board's unappropriated funds, pending recommendation for its disposition. The Board approved the following allocation of these savings:

- Housing and Employment, Wages: $400
  - For restoration of position of housing secretary on a half-time basis

- President's Office, Wages and Materials: $500
  - For emergency clerical assistance in connection with the army, navy, and marine corps officer reserve programs

- Total: $900
The general policy for many years at the State College has been to supply raw milk to the dormitories from the College Dairy. A committee appointed to study the problem has recommended that in the future all milk supplied by the College Dairy to the dormitories be pasteurized. To cover the cost of pasteurization, it will be necessary to charge the dormitories six cents per gallon above the present price. The additional income will provide only half of the extra operating costs. In order to install the necessary machinery and provide space for the work, the Board approved an appropriation of $800.

The 1941 Oregon Laws provided a total appropriation of $33,564 for the biennium beginning July 1, 1941 for the Extension Service, all or any part of which fund shall be made available when the Secretary of State has been advised by certificate executed by the Director of the Extension Service that a like amount of money has been discontinued by Congress. Reductions were made as follows in federal funds:

1941-42 - - - - - - - - - - $4,008.97
1942-43 - - - - - - - - - - - 7,546.60 $11,555.57

Appropriate certificate was filed for the 1941-42 deficiency. The Board approved the filing of the certificate with the Secretary of State for the 1942-43 deficiency of $7,546.60.

The Board approved the following additions to the physical plant budgets to relieve Health Service budgets of utility and janitorial costs:

University of Oregon - - - - $2,210.00
Oregon State College - - - - 2,820.00
Oregon College of Education- - 123.00 $5,153.00

The Board approved the following personnel adjustments at the University:

E. R. Walker
Salary Increase
Salary increase for E. R. Walker, Ticket Manager, from $2,120 to $2,400, effective July 1. Funds for the increase will be provided entirely by the Athletic Board.

L. Hartwig
Leave of Absence
Leave of absence without salary for Lawrence Hartwig, Assistant Professor of Law, from October 1, 1942, to September 30, 1943, to accept a position with the Office of Price Administration. Salary savings of $2,863.96 to be held in the budget pending the appointment of a successor.

Adjustments in the School of Business Administration, Miner Professorship and the Department of Economics as follows:

Daniel Gage
Leave of Absence
Leave of absence without pay for Dr. Daniel D. Gage, Associate Professor of Business Administration, effective October 1, to accept a position as rent administrator.
Ruth Thompson
Leave of Absence

Leave of absence without pay for Mrs. Ruth Chilcote Thompson, instructor in Business Administration, during the fall and winter terms of 1942-43.

Armen Alchian
Leave of Absence

Leave of absence without pay for Armen A. Alchian, instructor in Economics, effective October 1, to enter the Army Air Corps.

Jessie Smith
Appointment

Appointment of Jessie May Smith as instructor in Business Administration, 10-months basis, yearly tenure, at a salary of $2,000, effective October 1.

E.G. Daniel
Division of Time

Division of time for Dr. Edward G. Daniel, Miner Professor of Business Administration, equally between the Miner Professorship budget and the Department of Economics budget and change in title to Miner Professor of Business Administration and Professor of Economics, effective October 1, without change in salary.

C.L. Kelly
Transfer

Transfer of $1,000 of the salary of C. L. Kelly, Professor of Business Administration, to the Miner salary fund.

The net effect of these adjustments is a reduction of $212.50 in the restricted Miner Professorship budget, which will revert to the endowment fund balance. No change in the total unrestricted budget for the School of Business Administration.

C.M. Hulten
Leave of Absence

Leave of absence without pay for Charles M. Hulten, Associate Professor of Journalism, for one year, effective October 1, to accept a position with the Bureau of the Budget in Washington; and the appointment of Warren C. Price as Associate Professor of Journalism, 10-months basis, yearly tenure, effective October 1, at a salary of $3,000. No change in budget.

W.L. Morse
Leave of Absence

Leave of absence without pay for Wayne L. Morse, Dean of the School of Law, for the academic year 1942-43, to continue his service on the War Labor Board; and the reappointment of Professor Orlando J. Hollis as Acting Dean of the Law School. Salary savings of $3,750 to be held in the Law School budget pending recommendation for substitute assistance.

O.J. Hollis
Acting Head Law School

Appointment of Helen Petroskey as Assistant Professor of Physical Education, effective October 1, 10-months basis, yearly tenure, at a salary of $2,300. Position budgeted at $2,500. Salary savings of $150 in 1942-43 to be transferred to wages.

F.A. Cuthbert
Leave of Absence

Leave of absence without pay for F. A. Cuthbert, Associate Professor of Landscape Architecture, from September 1, 1942 to August 31, 1943, to accept an appointment with the National Housing Agency. Salary savings to be held in the budget pending appointment of substitute assistance.
C.J. Sullivan
Reappointment

Reappointment of C. J. Sullivan as Assistant Professor of Philosophy, 10-months basis, yearly tenure, effective October 1, at a salary of $2,400. This position was eliminated in the 1942-43 budget to provide a leave for military service. Professor Sullivan was subsequently relieved from military duty because of physical disability. Budget addition required in 1942-43, $1,800.

Military
Dept.
Changes

Release of Major Henry W. Hall and Captain Benjamin F. Davis, Assistant Professors of Military Science and Tactics, for assignment elsewhere. Major W. S. Averill succeeds Major Hall. Salaries are paid entirely by the federal government.

Health Serv.
Staff-Salary Increases

Salary increases as follows for Health Service nurses in order to retain them on the staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Mos. of Service</th>
<th>Present Rate</th>
<th>Recommended Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hannah Foote</td>
<td>12</td>
<td>$1,215</td>
<td>$1,335</td>
</tr>
<tr>
<td>Henrietta Holcomb</td>
<td>12</td>
<td>1,020</td>
<td>1,140</td>
</tr>
<tr>
<td>Lou Vogel</td>
<td>12</td>
<td>1,020</td>
<td>1,140</td>
</tr>
<tr>
<td>Gladys Samel</td>
<td>9</td>
<td>765</td>
<td>855</td>
</tr>
<tr>
<td>Margaret Troost</td>
<td>9</td>
<td>765</td>
<td>855</td>
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<tr>
<td>New Position, Nurse</td>
<td>9</td>
<td>—</td>
<td>855</td>
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</tbody>
</table>

These increases are effective October 1 for the 12-months staff and September 16 for the 9-months staff. Budget addition of $1,305 required in 1942-43 to be provided from the Health Service reserve.

C. Snyder
Resignation

Resignation of Cecil Snyder, Acting Director of News Bureau, to enter military service, effective September 15; and the appointment of Lyle M. Nelson as his successor effective September 1, 12-months basis, yearly tenure, rank of instructor, at a salary of $1,800. Salary savings of $804.16 to be utilized as follows:

- Transfer to Speech Division for materials and supplies ———— $200.00
- Salary increase for secretary in News Bureau —— 150.00
- Revert to Board's unappropriated funds ———— 454.16
  $804.16

Utahna Hall
Salary Increase

Salary increase for Utahna Hall, secretary in the News Bureau, from $1,020 to $1,200, effective September 1, 12-months basis, yearly tenure. Budget addition of $150 in 1942-43 to be provided from savings listed above.

The Board approved the following personnel adjustments at the State College:
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G.J. Cavanagh</td>
<td>Salary increase for G. J. Cavanagh, instructor in Civil Engineering, from $1,800 to $2,300, effective October 1. Budget addition required in 1942-43, $375.</td>
</tr>
<tr>
<td>A. Nash</td>
<td>Appointment of Alexander Nash as Associate Professor of Hygiene, yearly tenure, 10-months basis, effective October at a salary of $3,000. Position provided in budget.</td>
</tr>
<tr>
<td>J.A. Ellegood</td>
<td>Resignation of John A. Ellegood, Assistant Professor of Pharmaceutical Analysis, effective September 1, to accept a position with a commercial firm at a considerable increase in salary; and the appointment of Frank R. Henry as his successor, 12-months basis, yearly tenure, effective September 1, at a salary of $2,400, rank of Assistant Professor of Pharmaceutical Analysis and chemist for the Oregon Board of Pharmacy. Salary savings of $55.55 to revert to the Board's funds.</td>
</tr>
<tr>
<td>F.R. Henry</td>
<td>Salary increase for H. P. Ewalt, instructor and research assistant in the Dairy Department, from $2,600 to $3,000, effective August 1, and change in rank to Assistant Professor and Assistant Dairy Husbandman. Budget addition of $366.67 in 1942-43 to be transferred from the wage budget of the Dairy Department.</td>
</tr>
<tr>
<td>H.P. Ewalt</td>
<td>Appointment of J. F. Bailey as Assistant Professor of Mechanical Engineering, 10-months basis, at a salary of $3,000, effective October 1, yearly tenure. Mr. Bailey will replace J. C. Othus, whose resignation was effective April 18. Savings of $297.97 were applied on salary adjustments in the engineering department approved at the last Board meeting.</td>
</tr>
<tr>
<td>J.C. Othus</td>
<td>Appointment of Elinor Jones as Science Reference Assistant in the library, effective September 1, 12-months basis, yearly tenure, at a salary of $1,650 to replace Sam E. Keeton, who resigned June 15 to enter military service. Salary saving of $125 in this appointment to be transferred to wages.</td>
</tr>
<tr>
<td>E. Jones</td>
<td>Appointment of Luke Gill as Assistant Athletic Coach and instructor in Physical Education, 12-months basis, yearly tenure, effective September 1, at a salary of $3,600. Appointment involves no increase in Board Funds.</td>
</tr>
<tr>
<td>S.E. Keeton</td>
<td>Appointment of W. J. van Wagendonk, research associate under the Williams-Waterman Vitamin Research budget, as Assistant Professor of Chemistry, yearly tenure, 10-months basis, effective October 1, at a salary of $2,400, one-half of his time to be allocated to the Williams-Waterman Research budget and one-half to the Department of Chemistry. Position provided in budget.</td>
</tr>
</tbody>
</table>
Salary increases in the School of Science as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>W.T. Lund</td>
<td>Walter T. Lund, instructor and technician, from $1,600 to $1,800, 12-months basis,</td>
</tr>
<tr>
<td>Salary Increase</td>
<td>yearly tenure, effective July 1. Mr. Lund will assume additional instructional</td>
</tr>
<tr>
<td></td>
<td>responsibilities.</td>
</tr>
<tr>
<td>R.L. Post</td>
<td>Richard L. Post, technician, from $1,000 to $1,200 with a corresponding change in</td>
</tr>
<tr>
<td>Salary Increase</td>
<td>time from 50 per cent to 60 per cent, effective July 1.</td>
</tr>
<tr>
<td>W.R. Warner</td>
<td>W. R. Warner, Assistant Professor of Physics, from $2,300 to $2,700, effective</td>
</tr>
<tr>
<td>Salary Increase</td>
<td>October 1, and promotion in rank to Associate Professor.</td>
</tr>
<tr>
<td></td>
<td>Budget additions for the above adjustments total $700. This amount will be provided</td>
</tr>
<tr>
<td></td>
<td>from savings resulting from an unfilled position in the Department of Botany.</td>
</tr>
<tr>
<td>W.S. Engesser</td>
<td>Salary increase for William S. Engesser, instructor in Industrial Administration,</td>
</tr>
<tr>
<td>Salary Increase</td>
<td>from $2,100 to $2,500, 10-months basis, yearly tenure, effective October 1. Budget</td>
</tr>
<tr>
<td></td>
<td>addition required in 1942-43, $300.</td>
</tr>
<tr>
<td>E.A. Yunker</td>
<td>Leave of absence without pay for Dr. E. A. Yunker, Professor of Physics, effective</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>October 1, for work in radio research. Salary savings of $3,000 to be retained in</td>
</tr>
<tr>
<td></td>
<td>budget pending the appointment of a successor.</td>
</tr>
</tbody>
</table>

Salary increases in the Department of Farm Crops as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. Pierpoint</td>
<td>Mrs. M. Pierpoint, seed analyst, from $1,320 to $1,440, effective August 1.</td>
</tr>
<tr>
<td>Salary Increase</td>
<td></td>
</tr>
<tr>
<td>H. Fulton</td>
<td>Mrs. Helen Fulton, seed analyst, from $1,200 to $1,440, effective August 1.</td>
</tr>
<tr>
<td>Salary Increase</td>
<td></td>
</tr>
<tr>
<td>J. Tunison</td>
<td>Mrs. Jenetta Tunison, seed analyst, from $1,200 to $1,440, effective August 1.</td>
</tr>
<tr>
<td>Salary Increase</td>
<td></td>
</tr>
<tr>
<td>W.L. Powers</td>
<td>Leave of absence without pay for Dr. W. L. Powers, Head of the Department of Soils,</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>for one year, effective September 15, to conduct soils survey and land classification</td>
</tr>
<tr>
<td></td>
<td>work for the Venezuelan government; and the designation of Professor C. V. Ruzek,</td>
</tr>
<tr>
<td></td>
<td>Professor of Soil Fertility, as Acting Head of the department during Dr. Powers'</td>
</tr>
<tr>
<td></td>
<td>absence. Salary saving to be held in the budget pending recommendation for its</td>
</tr>
<tr>
<td></td>
<td>disposition.</td>
</tr>
<tr>
<td>C. V. Ruzek</td>
<td>Acting Head</td>
</tr>
</tbody>
</table>
Meeting #122 – 18

Leave of absence without pay for Richard C. Kuehner, Assoc Profess of Agricultural Engineering, to enter military service, effective September 1; and the continuance of the appointment of E. A. Danielson as Assistant County Club Agent pending the appointment of a successor for Mr. Kuehner. Salary savings of $579.99 in 1942-43 to be transferred to the Director's Reserve.

Salary increase for Mrs. Laura Leach, technician in the Department of Bacteriology, from $720 to $800, effective August 1. Mrs. Leach is on a half-time basis. Budget addition in 1942-43, $73.33.

Increase in time of service for R. N. Lunde, Assistant Professor of Agricultural Engineering, from 7 to 10 months without change in the salary rate of $2,350. Addition of $705 in 1942-43 to be transferred from the Horticulture Department and the Agricultural Engineering Department.

Appointment of W. L. Griebeler as instructor and research assistant in Agricultural Engineering, effective August 1, for a period of five months, at a salary rate of $2,100. Funds for this position are provided in the budget.

Salary adjustments in the Department of Horticulture, effective August 1, as follows:

John A. Milbrath, Assistant Professor, from $2,400 to $2,600.

Elmer Hansen, Assistant Professor, from $2,320 to $2,600.

Alfred Roberts, instructor and research assistant, from $2,000 to $2,200.

These salary increases will compensate the staff members for additional responsibilities assumed by departmental reorganization. Funds are available in the Experiment Station Horticulture budget and no unrestricted funds are involved.

Salary increase for Dr. Rhoda Manning, instructor in Mathematics, from $1,900 to $2,300, effective October 1, 10-months service, yearly tenure. Budget addition require in 1942-43, $300.

Salary increase for Margaret Hurst, secretary of the Experiment Station, from $1,500 to $1,680, effective September 1. Budget addition in 1942-43, $150, to be provided from the Agricultural Research Foundation.
D.R. Morrill
Appointment
Appointment of Dr. Don R. Morrill as Assistant Veterinarian in the Experiment Station Department of Veterinary Medicine, at an annual salary of $2,400, effective September 1, 12-months basis, yearly tenure, to replace Dr. A.S. Rosenwald for the duration. No unrestricted funds involved.

A.S. Rosenwald
Leave of Abs.

W. Jorgensen
Leave of Absence
Leave of absence without pay for William E. Jorgensen, Librarian in charge of the engineering and technology reference room, effective August 8, to enter military service; and the appointment of Margaret M. Field as his successor, rank of instructor, at a salary of $1,800, 12-months basis, yearly tenure, effective September 16. Salary savings in 1942-43, $73.06, to be transferred to wages.

M. Field
Appointment

E.H. Wiegand
Leave of Absence
Leave of absence without pay for E.H. Wiegand, Professor of Food Industries, during the month of October to conduct two short courses for the army in New York. Salary savings of $375 to be transferred to wages to provide substitute assistance.

Norma Rees
Appointment
Appointment of Mrs. Norma Rees as assistant to the Curator of the Herbarium, effective October 1, yearly tenure, at a salary of $1,200, and increase in time of service of this position from 9 to 12 months.

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

M. Bergheim
Appointment
Appointment of Mildred M. Bergheim as Social Service Supervisor in the hospitals and clinics, at a salary of $3,000, effective August 1, 12-months basis, yearly tenure. Position provided in budget.

R.B. Karkeet
Appointment
Appointment of Dr. Robert B. Karkeet as Clinical Professor of Otolaryngology, effective July 1. Dr. Karkeet is on a voluntary basis.

C. Holman
Promotion
Promotion in rank for Dr. Charles Holman from instructor to Assistant Professor of Medicine, increase in time to 70% and a corresponding salary increase from $1,450 to $2,950, effective July 15. Budget addition in 1942-43, $1,443.55, to be transferred from wages.

Mary Toy
Appointment
Appointment of Mrs. Mary Toy as Assistant Professor of Nursing Education, effective August 1, at a salary of $2,400. Mrs. Toy will be paid by the U.S. Public Health Service.

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

J.N. Phelps
Resignation
Resignation of Victor N. Phelps, Principal of the Independence Training School, to accept a school superintendency, effective September 1. Salary savings to be held in the budget pending the appointment of a successor.
Meeting #122 - 20

September 9, 1942

H. Fabricius
Resignation

Resignation of Helen Fabricius, instructor in physical education, to accept a position in Minnesota, effective September 1. Salary savings of $1,458.80 to be utilized as follows:

R. Lautenbach
Salary
Increase

Salary increase for Ruth Lautenbach, Assistant Professor of Physical Education, from $2,534.10 to $2,600, effective July 1 = $65.90

Transfer to wages budget of Business Office = 90.00

Transfer to Watchman and Police budget to employ a full-time watchman, effective October 1 = 900.00

To revert to Board's unappropriated funds = 402.90

$1,458.80

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

Angus Bowmer
Leave of Absence

Leave of absence without pay for Angus L. Bowmer, Assistant Professor of English, to enter military service, from September 21 to July 1, 1943; and the appointment of Otto Wilda as his successor, rank of assistant professor, salary rate of $2,800, 12-months basis. No change in budget.

L. Thompson
Salary
Increase

Salary increase for Lucille Thompson, secretary, from $1,250 to $1,500, effective September 1, 12-months basis, yearly tenure. Budget addition required in 1942-43, $208.33.

F. McConnell
Appointment

Appointment of Mrs. Frances McConnell as Supervisor of the Health Service, effective September 1, yearly tenure, 12-months basis, at a salary of $1,200. Position provided in budget. This appointment results in a saving of $400 to Health Service funds.

May Herboth
Appointment

Appointment of May Herboth as Director of the Women's Residence Hall and Counsellor for Women, rank of instructor yearly tenure, 12-months basis, effective September 1, at a salary of $1,500, plus maintenance. Savings in dormitory funds, $36.56, and in unrestricted funds, $168.28.

R. Moore
Resignation

Resignation of Ruth Moore, Registrar and Director of Teacher Placement, effective August 22; and the appointment of Lyle Johnson as Registrar and Director of Teacher Placement, rank of instructor, yearly tenure, 12-months basis, effective September 4, at a salary of $2,400. Savings of $77.99 in 1942-43 to be transferred to wages.
W. Bradway  
Appointment  
Appointment of Dr. Winnefred Bradway as acting instructor of Science, effective September 15, 9-months basis, yearly tenure, at a salary of $1,800, to replace Dr. A. V. Logan who entered military service. Salary savings of $451.09 to be utilized as follows:

Payment of title insurance report on lots recently purchased -- -- -- -- -- -- $100.00  
Revert to Board's unappropriated funds -- -- $351.09  
$451.09

The Board approved the following personnel adjustments in the General Extension Division:

Allen Miller  
Appointment  
Appointment of Allen Miller as Program Manager for Radio Station KOAC, effective October 1, at a salary of $3,400, 12-months basis, yearly tenure, rank of assistant professor. Position provided in the budget.

William Reid  
Appointment  
Appointment of Dr. William Curtis Reid, instructor in Physics at Oregon State College, as Head of the Department of Visual Instruction, yearly tenure, 12-months basis, at an annual salary of $2,800, rank of assistant professor, effective September 15.

Due to the delay in the above two appointments, the addition from Board funds required in 1942-43 is somewhat less than previously reported and will be $2,150 annually, and $724.44 in the current fiscal year.

L. Berelson  
Leave of  
Absence  
Leave of absence without pay for Dr. Louis Berelson, Secretary of Summer Sessions and Assistant Professor of English in Portland Extension, for one year, effective August 17; and the appointment of Ann-Reed Burns as Secretary of the Summer Sessions and instructor of Romance Languages, at a salary of $2,100, 12-months basis, yearly tenure. No change in budget.

The Board approved the following personnel adjustments in Centralized Activities:

Edna Clerin  
Salary  
Increase  
Salary increase for Mrs. Edna D. Clerin, Secretary in the Graduate Division, from $1,200 to $1,500, effective September 1, 1942, 12-months basis, yearly tenure. Budget addition in 1942-43, $250.

Ray Herman  
Salary  
Increase  
Salary increase for Ray Herman, Auditor in the Comptroller's Office, from $2,200 to $2,350, effective September 1. Budget addition required in 1942-43, $125.
Meeting #122 - 22

September 9, 1942

Marie Jackson
Appointment

Appointment of Mrs. Marie Hull Jackson as Union Cataloguer in the Library, rank of instructor, 12-months basis, yearly tenure, effective October 1, at a salary of $1,800, to replace Priscilla Ferguson, resigned August 31, whose salary was budgeted at $1,600. Addition required in 1942-43, $16.63.

ADJOURNMENT

The Board adjourned at 9:10 p.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary