STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
December 8, 1942

MEETING #124

A regular meeting of the State Board of Higher Education was held at the Heathman Hotel, Portland, Oregon, on December 8, 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             Robert W. Ruhl
R. C. Groesbeck         Beatrice Walton Sackett
R. E. Kleinsorge        Edgar W. Smith
Willard L. Marks


There were also present Chancellor Frederick M. Hunter; Dr. Charles D. Byrne, Secretary of the Board; President Donald M. Erb of the University of Oregon; President A. L. Strand of Oregon State College; President C. A. Howard of Oregon College of Education; President Walter Redford of Southern Oregon College of Education, and President Roben J. Maaske of Eastern Oregon College of Education.

MINUTES APPROVED

The Board voted to dispense with the reading of the minutes of the last meeting held October 27, 1942, and approved the minutes of this meeting as they appeared in the docket.

BOOKLET TO ENCOURAGE GIFTS AT EOCE

Dr. R. E. Kleinsorge, Acting Chairman of the Committee on Public Relations, presented the following report:

"President Maaske presented a proposal to the Committee for the publication of a modest illustrated booklet which could be used to encourage gifts and bequests to the Eastern Oregon College of Education. The Chancellor reported that this matter had previously been considered by the Executive Council and that there was no objection on the part of the other institutions to a booklet of this kind being published on an experimental basis, the thought being that if it proves beneficial in attracting gifts and bequests that a more inclusive System booklet may be warranted in the future. President Maaske explained that he already had some definite encouragement indicating that early returns could be expected to far exceed the estimated cost.

"The Committee believes that publication of this booklet as an experimental project is entirely justified and is so recommending, with the understanding that details of the publication and actual cost are to be worked out with the Chancellor's Office and the Director of Information."
The Board approved the report of the Committee recommending publication of a booklet to encourage gifts and bequests to the Eastern Oregon College of Education.

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

"Representatives of the Medical School presented to the Building Committee a proposed long-time campus development plan for that institution as worked out over many years and drawn this past summer with the assistance of Professor Fred Cuthbert of the Department of Landscape Architecture.

"The Building Committee, with other members of the Board present, considered these plans and approves the projected development subject, of course, to detailed changes as future circumstances may require. Similar campus development plans for all the other institutions have already been approved by the Board from time to time and are now on file.

"The Building Committee recommends that approval be given to this plan, which completes the list."

The Board approved the long-time campus development plan for the Medical School as recommended by the Building Committee.

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

"Since its construction in 1939, the Women's Residence Hall at the Eastern Oregon College of Education has had no official name. The women occupants of the hall are desirous of having the hall named and have, at the suggestion of President Maaske, conducted an informal contest and vote upon a proposed name. The result is that the students are overwhelmingly in favor of the name, Dorion Hall, which has some historical significance, since this was the name of a woman who accompanied the Astor party on the Wilson Price Hunt overland expedition through that region.

"The Building Committee sees no reason to deny this request of the women students at Eastern Oregon College of Education, and recommends that Dorion Hall be the official name of this building."

The Board approved the recommendation of the Building Committee that the women's dormitory at the Eastern Oregon College of Education be officially named Dorion Hall.
Mr. R. C. Groesbeck, Acting Chairman of the Committee on Insurance, presented the following report:

"Under the terms of a state law passed by the last Legislature, state departments are authorized to make voluntary payroll deductions for the support of group medical, hospital, or similar insurance organizations. Employees of the Medical School are desirous of having such a plan put into effect in connection with the hospitalization plan sponsored by the Northwest Hospital Service Plan. As this plan is entirely voluntary, involves but slight additional clerical work and has the full approval of the local medical societies, the Committee is recommending that the Medical School be authorized to carry out the necessary arrangements."

The Board approved the request that Medical School employees be authorized to have put into effect the hospitalization plan they desire, as recommended by the Insurance Committee.

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

"From time to time the Interinstitutional Dormitory Committee has considered the matter of rates to be charged students for room and board in the dormitories at the several institutions. The last adjustment of rates was made January 1, 1942. Since that time there has been an increase of approximately 15 per cent in the cost of food, and labor costs in operating the dining rooms and residence halls have gone up more than 20 per cent. An increase had been considered last June, but was purposely postponed until actual conditions this year could be studied. Dr. Byrne, chairman of the interinstitutional group, reported that after careful study of increased costs, together with general student living conditions, it was agreed by all institutional representatives that a moderate increase such as is necessary to prevent an operating loss can be put into effect without unfairness to the students.

The proposed increase is from $26 to $29 a month for board at the University and State College and from $24 to $27 a month at the colleges of education; also an increase from $33 to $34 per term for room rent at the University, from $24 to $26 at the State College, and from $18 to $20 at the colleges of education, the combined increase in both board and room amounting to approximately $3.75 a month. These are on the basis of double rooms with comparable increases for single rooms. It was also explained that this change would also involve a comparable increase in hourly pay for students working in the dormitories and dining halls for room and board."
"The Committee recommends that these proposed increases be authorized, effective at the beginning of the winter term and that they be subject to clearance by the Chancellor's Office of any wartime regulations which may be involved."

The Board approved the recommended increases in room and board rates for the dormitories of the System, effective at the beginning of the winter term.

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

"Because of already restricted income to the Educational Activities and Intercollegiate Athletics Boards at the State College, and even more uncertain future financial income, the two boards, with the approval of President Strand, have requested that the Board's requirement for the setting aside of $5,000 a year by each board to the State College pavilion fund be waived for the time being.

"After scanning the budgets of the two boards, the Finance Committee agrees that the requirement for setting aside this amount should be waived temporarily and so recommends."

The Board voted to waive for the time being the setting aside of $5,000 each by the Educational Activities and Intercollegiate Athletics Boards toward the pavilion fund at the State College, as recommended by the Finance Committee.

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

"Representatives of the physical plant employees at the University of Oregon have presented a request through President Erb for further consideration of the need for wage and salary adjustments for those in the low-income brackets at all institutions. It was the belief of these representatives that the estimated amount included in the biennial budget for this purpose would prove inadequate. The Finance Committee is quite sympathetic with the position of these employees and agrees that the need for adjustment is urgent. Steps are being taken to have full information available for presentation to the appropriate Legislative committees.

"It should further be pointed out that the estimated sum included in the biennial budget is by no means a final figure and that it was included with a definite statement that it was subject to change in accordance with increased living cost conditions at the time the Legislature meets, and with the understanding that the State Board of Higher Education is asking that its employees in these brackets be given the same consideration by the State Budget Department and Legislature as those similarly situated in other state departments."
The Board approved the recommendation of the Finance Committee concerning the legislative request for pay increases for employees in the low-income brackets.

The report of the Finance Committee was continued as follows:

"For several years the Medical School has held title to a farm west of Eugene which was received as a gift from Margaret and Gertrude Widmer. Twenty acres of this farm were recently sold for $100 an acre. An offer has now been received for the purchase of the remaining 138.17 acres at the same price of $100 an acre. Medical School representatives approve acceptance of the offer. The Committee recommends sale of the property and authority for the proper Board officials to sign the necessary papers."

The Board approved the sale of the remainder of the Widmer farm as recommended by the Committee on Finance.

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

"Chancellor Hunter reported that in connection with the personnel adjustments included in the regular docket, there were five changes at the State College and one in Centralized Activities in which further investigation was necessary after the docket was made up. These involved moderate salary increases required to retain the services of the staff members listed below. The Chancellor reported that he had investigated these cases and found that all were cases requiring emergency adjustment. Two of the six require additions from the Board's unappropriated funds, one is provided from savings in a discontinued position and the other three are paid entirely from restricted funds. The Committee recommends that the following adjustments be authorized:

Harry F. Cline
Salary Increase
Salary increase for Harry F. Cline, instructor and Assistant County Agent of Umatilla County, from $2,556 to $2,760, effective November 1. Addition of $136 in 1942-43 to be transferred from the Director's Reserve.

H. H. White
Salary Increase
Salary increase for H. H. White, Assistant Professor and Associate Extension Specialist, from $2,800 to $3,000, effective December 1. Addition of $116.65 in 1942-43 to be transferred from the Director's Reserve.

Dudley L. Sitton
Salary Increase
Salary increase for Dudley L. Sitton, Assistant Superintendent of the Malheur Experimental Area, from $2,200 to $2,400, effective December 1. Addition of $116.66 required in 1942-43 to be transferred from the wage budget of the Experiment Station."
May DuBois
Salary Increase

Salary increase for May DuBois, Assistant Professor of Home Economics Education, from $2,200 to $2,500, effective January 1. Additional funds of $180 required in 1942-43 to come from savings in a discontinued position.

Adelaide Lake
Increase in Rank and Salary

Salary increase for Adelaide V. Lake, instructor of Journalism, from $1,800 to $2,250, with an advance in rank to Assistant Professor, effective January 1. Budget addition required in 1942-43, $225.

Myrtle Bosworth
Salary Increase

Salary increase for Mrs. Myrtle Ann Bosworth, Accountant for the Libraries of the System, from $1,320 to $1,620, effective December 1. Budget addition required in 1942-43, $175."

The Board approved the additional personnel adjustments at the State College and in Centralized Activities as recommended by the Finance Committee.

COMMUNICATION

President Marks reported the receipt of a letter from La Grande signed by four alumni representatives of the various institutions in which they expressed appreciation for the informative address given by Edgar W. Smith at a combined meeting of the Chamber of Commerce, Rotary, Lions and Soroptimist Clubs in that city. They commended this type of program in making known the contributions and needs of the State System of Higher Education.

INSPECTION OF BOILERS AT UNIVERSITY AND STATE COLLEGE

President Marks reported that a defective boiler in one of the State College sororities had been brought to his attention by C. H. Gram, State Labor Commissioner. Mr. Gram offered the services of his staff in inspecting the boilers of all the fraternity and sorority houses on the University and State College campuses without charge to avert any future danger of this kind. This had been done, and the Board voted to express its appreciation of this important service through a letter to Mr. Gram from the President and Secretary of the Board.

RECOMMENDED COLLEGE WORK FOR HIGH SCHOOL SENIORS

Chancellor Hunter presented the following report:

"As discussed informally with members of the Board yesterday, there is a definite movement on foot among leading educational institutions to admit to colleges and universities a limited number of especially qualified high school students who have attained senior standing. Such students would be able to spend at least a year in college prior to being inducted into military service. Upon satisfactory completion of their first year in college, they would be granted both a high school diploma and full credit for their freshman year."
"This plan, recommended as a wartime measure by the Educational Policies Commission, has already been adopted by Stanford University and several other leading institutions. It is my recommendation that my office be authorized to consider this proposal thoroughly with heads of the several institutions of the System, with the state Superintendent of Public Instruction, and other representatives of the public school system of the state, with the idea of formulating a definite recommendation to be submitted at a later meeting of this Board."

The Board approved the recommendation that the Chancellor, with other state educators, study the proposal for college work for selected high school seniors.

GIFTS

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

University

J. Hugh Pruett
Gift of $1,000.45 from Mr. and Mrs. J. Hugh Pruett to be used toward the purchase of a high-grade telescope.

Margaret Widmer
Bequest of $5,070.85 to the School of Architecture and Allied Arts from the estate of Miss Margaret M. Widmer.

State College

W. Dorr Legg
Gift of books valued at more than $160 to the Department of Landscape Architecture from the collection of W. Dorr Legg, Assistant Professor of Landscape Architecture, recently resigned.

J. W. Sherburne
Gift of 75 books to the School of Education from the collection of Dr. J. W. Sherburne, Associate Professor of Psychology, on leave of absence for the duration.

KOAC APPROPRIATION FOR RELAY KEY STATION

The State Emergency Board, at its October 23, 1942 meeting, allocated to Radio Station KOAC an appropriation of $1,200 to make possible immediate operation of the station on an 18-hour daily schedule up to February 1, 1943, to fulfill requirements for its use as a relay key station by the armed forces. The Board approved budgeting the funds toward operation and maintenance of KOAC as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Wages</td>
<td>$620</td>
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<tr>
<td>Materials and Expense</td>
<td>$490</td>
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<td>Travel</td>
<td>$90</td>
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Total: $1,200
**Meeting #124 - 8**  
December 8, 1942

<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
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<tbody>
<tr>
<td>BUDGETING OF VOCATIONAL EDUCATION FUNDS</td>
<td>The Board approved the budgeting of $1,250 granted to the Departments of Agricultural and Home Economics Education by the State Department of Vocational Education. This fund is to be used for clerical assistance in the two departments and for travel in Agricultural Education.</td>
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<td>RELIGIOUS PROGRAM AT EOCE</td>
<td>Eastern Oregon College of Education is planning to sponsor a religious conference as a part of its religious education program. The Board approved a budget addition of $60 to help defray part of the expenses of the program again this year.</td>
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<td>CHANGES IN BUREAU OF MUNICIPAL RESEARCH AND SERVICE</td>
<td>Leaves of absence granted Herman Kehrl and Harold Wyatt of the Bureau of Municipal Research and Service at the University resulted in salary savings of $1,791.67 for the current fiscal year, after providing for the appointment of Howard Ehrlich as Acting Director. In order to carry on the work for the remainder of the year, the Board approved the following recommendations:</td>
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<td>Mary Soranson Salary Increase</td>
<td>Salary increase for Mary C. Soranson, Secretary and Librarian, from $120 to $150 per month to compensate her for enlarged responsibilities, and change in title to Secretary and Research Assistant, effective November 1. Funds provided from savings.</td>
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<td>Dorothy Rowland Appointment</td>
<td>Appointment of Dorothy Rowland as Stenographer and Librarian in the Eugene office at a salary rate of $90 per month, for eight months service, effective November 1. Funds required in 1942-43, $720. Balance of $831.66 to be transferred to the Board's unappropriated fund pending recommendations for additional help in the Portland branch of the Bureau.</td>
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<td>BUDGETING OF SURPLUS CORRESPONDENCE STUDY FEES</td>
<td>Dean Caldwell reported that fee collections from correspondence study courses are considerably larger than those of a year ago, although the budget for the year was based upon an anticipated reduction of 25 per cent. The Board approved the recommendation that $1,650 from these surplus fees be budgeted to the Correspondence Study requisition budget to cover the enlarged program of correspondence study.</td>
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<td>ADDITION TO KOAC WAGE BUDGET</td>
<td>Due to lack of NYA assistance this year, Director Caldwell reported that the wage budget of Radio Station KOAC is in critical need of additional funds. The Board approved a budget addition of $500 to the wage item of the KOAC program budget.</td>
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The Board approved the following personnel adjustments at the University:

**W.E. Reed**
*Transfer*
Transfer of Major Wilbur E. Reed, Assistant Professor of Military Science and Tactics, to duty at Fort Douglas, Utah, effective September 28. Replacement was reported at the October meeting of the Board. Salary for this position is paid entirely by the federal government.

**L. Alderman**
*Resignation*
Resignation of Dr. Lovell Alderman, Assistant Professor of Zoology, effective October 31. Dr. Alderman has been on leave of absence without pay since October 1, 1941. No budgeted funds involved.

**Rex Underwood**
*Salary Increase*
Salary increase for Rex Underwood, Professor of Music, from $1,700 to $2,200, effective October 1, to compensate him for increased teaching duties. Budget addition required in 1942-43, $375.

**G.M. Wilson**
*Appointment*
Appointment of George M. Wilson as Assistant Professor of Physical Education at a salary rate of $2,800, yearly tenure, 10-months service, effective November 15, replacing Paul Washke, on leave of absence for the duration. Savings of $726.69 due to lowered rate and delayed appointment to be transferred to wages to employ additional assistance.

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

**H.W. Raabe**
*Leave of Absence*
Leave of absence without pay for the duration for Howard W. Raabe, Assistant Professor of Physical Education, to enter military service, effective October 16; and the appointment of James A. Carr as instructor of Physical Education and Freshman Football Coach, effective October 16, 10-months basis, yearly tenure, at a salary rate of $2,700, $600 to be paid annually by the Department of Intercollegiate Athletics. No change in budget.

**Adelaide Simpson**
*Salary Increase*
Salary increase for Mrs. Adelaide Simpson, Secretary in the School of Forestry, from $1,400 to $1,500, effective October 15. Budget addition required in 1942-43, $70.83.

**F.H. Young**
*Transfer*
Transfer of Fred H. Young, instructor of English, to the Department of Mathematics for fall and winter terms at the salary rate of $2,000, 10-months basis, effective October 26. Budget addition required in 1942-43 in the Mathematics Department, $1,114.21, the remainder of Mr. Young's salary in the English Department to be used for a substitute assistant.
J. W. Sherburne
Leave of Absence
Leave of absence without pay for the duration for Dr. James W. Sherburne, Professor of Psychology, to enter military service, effective November 1; and the appointment of Mrs. Gladys Chambers and Mrs. Lyra Dann as half-time instructors of Psychology, effective November 1, at a salary rate of $1,050 each, to be paid in seven installments. Budget addition required in 1942-43, $297.34.

R.R. Reichart
Transfer of time
Transfer of one-fourth of the time of Dr. R. R. Reichart, Assistant Professor of English, to the School of Education to take over part of the work of Dr. J. W. Sherburne at a salary rate of $2,600, 10-months basis, effective November 2. Budget addition required in 1942-43 to the School of Education, $558.74, and to the Department of English for substitute assistance, $111.06.

Louise Orner
Salary Increase
Salary increase for Mrs. Louise Orner, instructor of Secretarial Science, from $1,650 to $1,800, effective December 1. Budget addition required in 1942-43, $87.50.

Ann Erkkila
Resignation
Resignation of Mrs. Ann Epperson Erkkila, Home Demonstration Agent in Multnomah County, effective November 30; and the appointment of Jessie D. Hinton as Home Demonstration Agent at a salary rate of $2,400, rank of Assistant Professor, yearly tenure, 12-months basis, effective December 1. This is an annual increase of $192 in the position, $112 required in 1942-43 to be transferred from the Director's Reserve.

Lelia Easson
Appointment
Appointment of Mrs. Lelia Easson as Assistant Professor of Household Administration for winter and spring terms, at a salary of $1,300 to be paid in six installments, effective January 1, to replace Helen Walsh, resigned October 1. Additional saving from this resignation, amounting to $150, to be paid to Mrs. Eleanor Oehler, Director of Home Management Houses, as a temporary salary increase for teaching the course in Household Management during fall term in addition to regular duties.

Eleanor Oehler
Salary Increase
Salary increases for Ernst J. Dornfeld, Assistant Professor of Zoology, from $2,200 to $2,400, and for Clifford Grobstein, instructor of Zoology, from $1,900 to $2,200, effective October 1. Budget addition required in 1942-43, $375.

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

Eleanor Baird
Appointment
Appointment of Miss Eleanor Baird, Assistant Superintendent of Doernbecher Hospital, as Assistant Professor of Nursing Education in the Medical School, without salary, effective October 1.
The Board approved the following personnel adjustment at the Southern Oregon College of Education:

W. A. Woods
Leave of Absence
Leaves of absence without pay for the duration for Dr. Harvey A. Woods, part-time physician in the health service, effective December 1. No replacement is recommended.

ADJOURNMENT
The Board adjourned at 10:40 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary