STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
January 26, 1943

MEETING #125

A regular meeting of the State Board of Higher Education was
held at the Heathman Hotel, Portland, Oregon, on January 26,
1943, at 10:10 a.m.

ROLL CALL

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

C. A. Brand
R. C. Groesbeck
R. E. Kleinsorge

Willard L. Marks
Beatrice Walton Sackett
Edgar W. Smith


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, and President Walter Redford of Southern Oregon
College of Education.

MINUTES
APPROVED

The Board voted to dispense with the reading of the minutes
of the last meeting held December 8, 1942, and approved the
minutes of this meeting as they appeared in the docket.

CURRICULAR
CHANGES FOR
1943-44

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

"The Committee recommends the approval of the course addi-
tions and changes and new curricula in the form submitted
in the institutional documents with the following modifi-
cations:

1. There shall be no prerequisite for the first term
course in Typing for Teachers at the Oregon College of
Education.

2. The Committee concurs in the Chancellor's recommenda-
tion that six credits of American History and Government
be included in the new curricula in Industrial Engineer-
ing, in Light Building Construction, and in Nursing Ed-
cuation. The Committee adds the following objectives for
these required courses in American History and Government:

The object of this course should contemplate a
broader view of history and government than merely fac-
tual repetition. The essential conditions underlying
human freedom and satisfactory individual life, tracing
these conditions, status of the individual under various
forms of government; the conditions which have brought
about the present world conflict; the sources of our
national strength, economic and social; our relation to
the causes of world conflict; our duty and capacity to
assist in establishing the principles of human freedom and international well-being. A discussion of what results may arise from allied success in this conflict and what results are desirable as to form of government, status of the individual; the relation of such results to our ideals of religion, education, family life, personal economy—in general, our American Way of Life. This course shall tend to make our national ideals clear, to answer, as far as possible, the many questions which young people now have as to our national purposes and their own future relation thereto.

3. In view of the emergency nature of many of the curricular recommendations, all courses and curricular approvals are to be effective immediately.

"In addition to the courses presented in the institutional documents, the Chancellor presented the following emergency courses which have the approval of the Committee and are recommended to the Board:

- Nursery School Education for the Southern Oregon College of Education
- Occupational Therapy for the Southern Oregon College of Education
- Practical Physiology for Wartime Needs for Oregon State College

"The curricular changes presented by the several institutions represent for the most part adjustments and adaptations to meet the war emergency. The Committee is in accord with this flexible policy for the duration and recommends adoption of this report to the Board."

The Board approved the report of the Committee on Curricula with regard to the recommended curricular changes for 1943-44.

The Chancellor reported that he had met with the presidents of the institutions and that they had agreed to present for approval by the Board, the following resolution in connection with curricular changes:

"The presidents and the Chancellor recommend that the faculties of the several institutions and schools give immediate consideration to the modification of all undergraduate degree curricula so as to include adequate instruction in American History and Government, with the thought of providing for all students a minimum of at least six hours in this subject."

The Board approved the resolution on instruction in American History and Government as presented by the Chancellor.
Mr. Brand concluded the report of the Committee on Curricula as follows:

"The Curriculum Committee received from the Chancellor a progress report on the setting up of a definite curriculum in Business and Technology at the State College pursuant to the action of the Board at its meeting last September. It is proposed that the program be put into immediate operation on a flexible basis permitting the student to prepare for war and post-war service. It is understood that after experience in operating the program, some adjustments will undoubtedly be necessary which will be recommended to the Chancellor and the Board should such needs arise.

"The Curriculum Committee recommends the approval of the curricular outline as submitted including the Chancellor's recommendation that a minimum of six hours in American History and Government be added to the requirements of the course."

The Board approved the Business and Technology curriculum as recommended by the Committee on Curricula.

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

"The Board in its biennial budget included an item for wage and salary adjustments for the staffs of the several institutions to offset in part the increased living costs. The sum included was tentative, it being understood that the problem of salary and wage adjustments existed in all state departments and that a solution equitable to all state employees would be considered by the Legislature. In the lapse of time that has occurred since the biennial budget was prepared, the cost of living has continued to rise and the competition from industry has become more serious. It has become increasingly difficult, therefore, to retain key staff members both in the Physical Plant forces and in the professional faculty.

"The Finance Committee yesterday heard a presentation from the Chancellor and the several presidents on this problem. A compilation was submitted showing that more than 700 employees, or half of the staff, receive less than $200 a month, and 123 employees receive less than $100 a month. One institutional president pointed out that a certain large class of employees in the Physical Plants received $111 a month during the depression period and have had no adjustments since that time. In fact, no blanket adjustments for the increased cost of living have been made for any staff members, either in the Physical Plant or in the professional staff, despite the fact that various indices
indicate an increase of from 15 to 25 per cent in the actual cost of living. Particularly has there been a marked rise in the cost of living since the biennial budget was compiled and approved by the Board some months ago. When the situation was reversed during the depression years, salary reductions were levied on all staff members and employees ranging up to as high as 30 per cent.

"It was further pointed out that the salary scale of the professional staff of Oregon's institutions has always been approximately 10 per cent below the average scale of land-grant colleges and universities.

"The Finance Committee, with other Board members in attendance, discussed the entire problem and agreed that a critical situation exists and that unless steps are taken to correct this salary and wage situation, permanent damage through the loss of staff members is inevitable. The Committee also recognizes that a grave injustice is being done to those who remain through a feeling of responsibility and loyalty. We therefore recommend to the Board that the problem, as presented by the Chancellor and the institutional executives, be taken to the appropriate Legislative committee and funds be sought to correct the situation."

The Board approved the recommendations concerning wage and salary adjustments for the staffs of the several institutions as presented by the Finance Committee.

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

"KOAC officials reported through the Chancellor that the special appropriation approved by the Emergency Board for operating KOAC as a relay key station would be used up by February 1, and that to operate the station for the additional 54 hours a week as requested by the armed forces would require $4,882.80 for the remainder of the current fiscal year and $23,437.52 for the next biennium. The Army has requested that KOAC be continued as a relay key station.

"While the Finance Committee is anxious to make the station serve every useful purpose, and particularly this emergency function, it has no funds to continue the station on the additional hours for the remainder of the fiscal year, nor did it include in its biennial budget an item for this added load. It recommends to the Board that the Army officials be notified of this situation and that if the Army's request for the use of KOAC as a relay key station is approved by the Legislature and funds are provided, it will be happy to make the facilities of the station available."

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

"For some time there has been before the Finance Committee a request to increase the compensation for graduate assistants. This group of staff members has received very small compensation and no adjustments have been made in its salary schedule for a number of years. The increased cost of living falls very heavily on the group and it has been very difficult to retain its services in the face of competitive conditions. It is particularly urgent that these graduate assistants be retained because of the large loss of regular, full-time staff members to the armed forces.

"The Chancellor recommended that a 20 per cent increase in the compensation for all graduate assistants be made, effective February 1, for the remainder of the current fiscal year. The cost of this adjustment would be approximately $4,000. The Finance Committee concurs unanimously in this program and so recommends to the Board."

The Board approved the recommended salary increases for graduate assistants as presented by the Finance Committee.

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

"The annual recommendations of the Interinstitutional Fee Committee were presented to the Finance Committee, with the endorsement of the Chancellor. The Fee Committee recommends no major changes in the fee schedule at this time. The following two minor changes in the schedule for the General Extension Division were submitted and are recommended for adoption by the Board:

1. Increase the charge in Home Reading courses in Correspondence Study from 10 cents for each paper submitted to 25 cents.

2. Establish a fee of $2.00 for non-credit courses in Adult Education given by non-paid lecturers."

The Board approved the report of the Finance Committee concerning the two minor fee changes for the General Extension Division.

President Marks read a communication from a committee of the Oregon State College Mothers' Club in which it quoted a letter it had written to the Oregonian protesting views of the paper as expressed in two editorials concerning the Enlisted Reserve Corps. The editorials appeared in the November 27 and December 1, 1942 issues.
President Marks reported the receipt of a communication from Ralph J. Reed, Executive Secretary of the Portland Community Chest, indicating that the budget committee of the organization plans to recommend to its Board of Directors an allocation of $6,500 to the University of Oregon Medical School Out-Patient Clinic for the first six months of 1943.

Chancellor Hunter called on Dr. Erb, Chairman of the Executive Council’s War Activities Committee, to make a preliminary, informational report on the committee’s progress with regard to plans for the summer programs at the major institutions. President Erb reported that the committee had met twice and had reached the following conclusions:

1. Summer offerings should be called a summer "quarter" rather than summer "sessions", and should run for a total of 11 weeks instead of two sessions so that students may get a full quarter's credit. Some five-and-a-half week or six-week courses should be offered for the service of students who will not be able to stay the full 11 weeks.

2. Detailed course announcements must be withheld until March in order to determine what the spring enrollment will be, the action of the Legislature regarding the Board's request for funds to carry on an accelerated summer program, and definite plans for utilization of the State College and University by the armed forces.

3. Cost estimates must be withheld until March for the above reasons and because members of the group did not agree upon whether the regular $50 charge for summer session should be made, or whether the $34.50 charged for a quarter of the regular academic year should be made. This question is under further study.

The Chancellor indicated that this report contained no definite recommendations to the Board, but was made to give members an opportunity to hear of the problems being considered by the Executive Council prior to recommendations which would undoubtedly have to be made later. The Board received the report.

The Chancellor reported that another study made by the War Activities Committee, under the direction of Dr. Byrne, was that of deciding whether or not, in view of uncertain conditions, the institutions should publish catalogs for the coming year. Dr. Byrne reported that he had appointed a committee, consisting of the State College and University editors, to make an investigation of the situation and submit its recommendations to his office. The report contained the following recommendations:
1. That the University and State College 1943-44 catalogs be issued in a moderately "streamlined" form and in smaller editions than usual. It was believed that the copies published could be cut to perhaps 50 per cent of the usual number.

2. That, tentatively, no catalogs be issued for Oregon College of Education and Southern Oregon College of Education, since they still have an adequate supply of 1942-43 catalogs, and that a special booklet be issued to supplement this existing supply of catalogs.

3. That a new catalog be issued for Eastern Oregon College of Education since its supply of 1942-43 catalogs is nearly exhausted.

4. That there be no change in the usual policy for the Medical School catalog since it is on a wartime basis throughout.

5. That in order to meet special demands, the University and State College be allowed to issue special wartime leaflets as supplementary to the catalogs when found to be warranted by needs.

The Board approved the recommendations presented by Dr. Byrne concerning the 1943-44 publication of catalogs for the System, with the suggestion presented by Mr. Groesbeck that the catalogs for the major institutions carry a statement in a prominent place calling attention to the fact that the catalogs are streamlined, and that changes in official announcements may be necessary from time to time due to the war emergency.

Mr. E. B. Lemon, Chairman of the High School Relations Committee, reported that, following the December Board meeting, the committee had been requested by the Chancellor to make a study of the proposal of the Educational Policies Commission to admit to colleges and universities selected young men prior to high school graduation. Following meetings of the committee with members of the State Department of Education, also attended by some 50 high school principals and superintendents and representatives of the independent institutions of higher learning, the following resolution was adopted:

"In view of the resolution of the Educational Policies Commission, the committee recommends that the State Department of Education of Oregon, for the duration, establish a board representing the colleges, the high schools, and the State Department of Education to determine criteria for the selection of students who may be recommended for college admission prior to high school graduation."

A committee appointed in carrying out the provisions of this resolution prepared a report with the following recommendations, which were approved by the High School Relations Committee and the Chancellor and were recommended to the State Board of Higher Education:
1. A program of acceleration rather than omitting any part of the high school course is favored. To this end it is recommended that exceptional students in high school be permitted to carry heavier loads than is normally the case in order that graduation may be accomplished in a shorter period of time. However, to meet the immediate emergency, boys in the present high school senior classes may be released in time for admission to college at the opening of the spring term in March, and outstanding juniors, who will become seniors at the close of the current high school year may be admitted at the beginning of the summer session or in September. Those admitted later will be required to present more units than are normally completed by the close of the junior year.

2. The plan applies to boys only.

3. The applicant must rank in the upper 20 per cent of the boys in his class and must have the recommendation of the high school administrator.

4. At the time of admission to college, the nearest birthday of the applicant must be 17 or over."

The Board approved the plan of accelerating the admission of selected high school boys to college and the recommendation that it be put into operation immediately at the several institutions comprising the System.

President Howard reported to the Board that the three Colleges of Education had received contingent approval as degree-granting institutions by the Northwest Association of Secondary and Higher Schools. The Association followed its usual procedure in granting accreditation for one year, after which another report will be made. The accreditation also applies to the first classes graduated in the spring of 1942. The Board received the report as presented by Dr. Howard.

In order to maintain, as far as possible, the present staff of county agents and club agents when the wartime agricultural program of the country is so important, the Chancellor recommended the following salary adjustments, effective January 1, funds for the increases to be transferred from the Director's Reserve:

**J.R. McCambridge**
John R. McCambridge, Assistant County Agent, Klamath County, from $2,100 to $2,400 . . . . . . . . . . . . . . $ 150.00

**G. M. Lear**
Gene M. Lear, Assistant County Agent, Hermiston, from $2,304 to $2,400 . . . . . . . . . . . . . . . . 48.00

**G. M. Lear**
Gerald Nibler, Assistant County Agent, Marion County, from $2,208 to $2,400 . . . . . . . . . . . . . . 96.00
Meeting #125 - 9

January 26, 1943

C.G. Monroe  Cal G. Monroe, Assistant County Agent, Union County, from $2,004 to $2,400 ... 198.00

D.W. Jossy  Donald W. Jossy, County Club Agent, Clatsop County, from $2,004 to $2,400 ... 198.00

A.C. Ebert  Arnold C. Ebert, Wheeler County Agent, from $2,316 to $2,604 ... 144.00

Required in 1942-43 from Director's Reserve ... $834.00

The Board approved the recommended salary adjustments for the six members of the county agent and club agent staff as recommended by the Chancellor.

GIFTS

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

University

Mu Phi Epsilon  Gift of $100 from the Mu Phi Epsilon Patroness Association to the School of Music to be used toward the purchase of additional recordings for the record library.

State College

A.G. Sieberts  Gift of 30 flags of the United Nations valued at approximately $250 from Mr. A. G. Sieberts of Portland.

Walter Pierce  Gift of documents, numbering approximately 1,900 pieces, from Walter M. Pierce, retiring congressman from eastern Oregon.

Medical School

Dr. R. Rinehart  Gift of $185 from Dr. Robert Rinehart of Portland to be used to purchase equipment for the Department of Biochemistry.

PERSONNEL AND BUDGETARY ADJUSTMENTS AT THE UNIVERSITY

The Board approved the following personnel changes and budget adjustments at the University to care for needs arising from shifts in enrollment and from losses of staff members due to the war emergency:

Funds Released

Department or School Released  Funds 1942-43

Economics

Leave of absence without pay for Delbert R. French, Associate Professor of Economics, from December 28, 1942 through September 30, 1943, to accept a position with the Office of Price Administration in Washington, D.C. No replacement is recommended ... $1,250.00
Psychology

Leave of absence without pay for Lester F. Beck, Associate Professor of Psychology, from December 28, 1942 to September 30, 1943, to accept a position with the war department; $183.33 of the salary savings in 1942-43 to be used for a half-time graduate assistant. .................. 1,087.50

Speech

Funds released by the resignation of Marjorie Waters, graduate assistant. No replacement is recommended .................. 366.67

Total Funds Available .................. $2,704.17

Funds to be Budgeted

Department or School Funds Required
Personnel Administration 1942-43

Addition to wages and materials budgets to replace funds eliminated last spring .................. $ 150.00

President's Office

Addition to wages, materials and travel budgets to carry on work connected with Enlisted Reserve programs .................. 200.00

Mathematics

Increase of a half-time to full-time graduate assistantship to carry on work done by staff members from other departments who were able to help out fall term .................. 183.33

Addition of $555 to the wage budget and $75 to the materials budget to care for continued heavy enrollment for winter term and support additional sections of mathematics classes .................. 630.00

English

Addition of $600 to care for the continued appointment of Mrs. Imogene Bishop Walker as Instructor in English for winter term .................. 600.00

Physics

Addition of $1,261 to wages, $200 to materials and $300 to the equipment budgets to handle needs
arising from the continued heavy enrollment for winter term and additional sections of physics classes .................. 1,761.00

German

Employment of Dr. George F. Stussky on a half-time basis for winter term and Dr. E. P. Kremer on a half-time basis for spring term to accommodate the continued large enrollment in German classes. Both these men are now budgeted for leaves of absence for winter and spring terms .................. 1,166.67

Total Funds Required ................ $4,691.00

Summary

Funds required ........................................ $4,691.00
Funds released ........................................ 2,704.17

Net amount from Board's unappropriated funds. $1,986.83

PERSONNEL AND BUDGETARY ADJUSTMENTS AT THE STATE COLLEGE

The same situation resulting from shifts in enrollment and losses of staff members to the war emergency prevails at the State College as at the University. The Board approved, therefore, the following personnel changes and budgetary adjustments at the State College:

Department or School

Engineering

Funds Available:
Unused salary of Ben Nichols, Associate Professor of Electrical Engineering, on leave for the duration. No replacement has been possible ................ $2,635.47

Leave of absence for the duration for Fred Merryfield, Associate Professor of Civil Engineering, effective January 12 .................. 1,047.30

Total Funds Available .................. 3,682.77

Funds Required

1942-43

(*Indicates Decrease)

Salary increase for R. A. Wanless, Assistant Professor of Civil Engineering, from $2,480 to $2,700, effective January 1 .................. 91.67

Employment of four student assistants in Electrical Engineering to carry on part of the work of Professors Albert and Nichols, on leave of absence. $400.00
Addition to materials budget in Electrical Engineering to care for increased cost of supplies... 335.00

Addition to wage budget for winter term to employ student assistants in Civil Engineering partly replacing Professor Merryfield... 300.00

Continuation of employment for winter term of 16 upperclassmen to assist with freshman work in General Engineering on a wage basis... 1,200.00

Total Funds Required 2,326.67

Savings Applied to Other Departments... $1,356.10*

Art and Architecture

Funds Available:
Resignation of Mrs. Carolyn Pope Morrison, half-time Instructor, effective at the close of fall term... 375.00

Funds available in wage budget to be applied on winter term needs of department... 150.00

Total Funds Available 525.00

Funds Required:
Appointment of Helen McCulloch as Assistant Professor of Art, half-time service, at a salary of $150 per month from January to May, inclusive, to replace Mrs. Morrison, resigned... 750.00

Continuation of employment of Mrs. Marie Erickson from the Oregon College of Education for winter term... 650.00

Total Funds Required 1,400.00

Budget Addition Required, Art and Architecture... $875.00

English

Funds Available:
Unallocated salary remaining in budget as result of the transfer of Fred Young to the Mathematics Department during fall term... 794.73

Funds Required:
Continuation of employment of Eloise Buck and Beulah Thornton from the Oregon College of Education for winter term, requiring $675 and $705, respectively... 1,380.00
Continuation of employment of Carolyn G. Sullivan, Instructor, for winter term .......................... $533.34

Total Funds Required ........................................... $1,913.34

Budget Addition Required, English .............................. $1,118.61

Secretarial Science

Addition to wage budget to employ a part-time instructor for extra sections required in the new Army and Navy Typewriting classes .......................... $ 42.00

Physical Education for Men

Funds Available
Resignation of Robert W. Bergstrom, Assistant Professor, effective December 6 .................................. $1,185.96

Funds available from an unfilled instructorship ............................................. $833.33

Resignation of Walter Tyszkowski, Instructor, effective December 30 ............................................ $833.34

Total Funds Available ........................................... $2,852.63

Funds Required:
Use of additional time of A. L. Stiner for work in Physical Education Department for winter term.
(No change in salary status, only in allocation of time with Department of Intercollegiate Athletics) ............................................. $833.33

Appointment of Mrs. Bernice Adrion as Instructor in Hygiene, for winter term .............................. $400.00

Continuation of the part-time employment of two assistants for winter term at the rate of $150 each per term ................................................................. $300.00

Addition to wage budget to employ student assistants in various activities for winter term ........................... $975.00

Total Funds Required ........................................... $2,508.33

Savings Applied to Other Departments .............................. $ 344.30*

Physical Education for Women

Continuation of the appointment of Marjorie Dennis, Instructor, for winter term .............................. $600.00

Addition to wage budget to continue employment of two part-time assistants at the rate of $150 each per term for winter term .......................... $300.00
Budget Addition Required, Physical Education for Women .............................................. $ 900.00

Chemistry

Funds Available:
Resignation of James W. Ferguson, Assistant Professor, effective December 15 ............................................. 1,000.00

Funds Required:
Salary adjustments effective January 1, due to reassignment of work resulting from the resignation of Dr. Ferguson:

Dr. Charles S. Pease, Associate Professor, from $2,700 to $3,000 .............................................. 125.00

Dr. J. F. Mehlig, Associate Professor, from $2,500 to $2,700 .............................................. 83.33

Dr. B. E. Christopherson, Associate Professor, from $3,000 to $3,200 .............................................. 83.33

Dr. Leo Friedman, Associate Professor, from $2,750 to $2,900 .............................................. 62.50

Dr. L. E. West, Assistant Professor, from $2,400 to $2,600 .............................................. 83.33

E. C. Callaway, Instructor, from $2,000 to $2,200 .............................................. 83.33

Total Funds Required .............................................. 520.82

Savings Applied on Other Departments .............................................. $ 479.18

Mathematics

Funds Available:
Continued leave of absence for Dr. Andrew Sobczyk for winter and spring terms, with the understanding that should his services become available for spring term, funds will be supplied .............................................. 1,250.00

Funds Required:
Continuation of the employment of Professor Emeritus J. A. van Groos on a full-time basis, for winter term .............................................. 450.00

Continuation of the appointment of Mrs. Florence Bakke as Instructor of Mathematics, at the same salary rate of $700 per term .............................................. 700.00
Continuation of appointment of Beatrice Hyland as Acting Instructor for winter term, full time, at a salary rate of $600 per term (less amount in budget for one graduate assistant) ...................... 416.67

Continuation of appointment of William Funkenbusch as Acting Instructor for winter term, three-fourths time, at a salary rate of $450 per term (less amount in budget for one graduate assistant) ........................................... 266.67

Appointment of Myles H. Ritchie as Acting Instructor for winter term, three-fourths time, at the salary rate of $450 .................................................. 450.00

Addition to wage budget to employ student assistance for winter term .......................................................... 400.00

Total Funds Required .......................................................... 2,683.34

Budget Addition Required, Mathematics .................................. $1,432.34

Physics

Funds Available:
Transferred from Department of Mining Engineering to employ Professor A. W. Schlecten, Head of the Department, for part-time instruction in Physics for winter term .................................................. 500.00

Funds Required:
Employment of Professor Schlecten, half-time for winter term .......................................................... 500.00

Continuation of the employment of Curtis Reid, Head of Visual Instruction, for one-fourth of his time for winter term ........................................... 210.00

Continuation of employment of James M. Morris of KOAC for winter term on the same basis as for fall term .......................................................... 250.00

Employment as additional service of Dr. D. T. Ordeman, Associate Professor of English, for winter term for instruction in Physics at the rate of $350 for the term, effective January 11. ....................... 291.66

Total Funds Required .......................................................... 1,251.66

Budget Addition Required, Physics .................................. $ 751.66
Meeting #125 – 16

January 26, 1943

Net Amount Required from Board’s Unappropriated Funds for the State College . . . . . . . . . . . . . . . . . . . . . 2,241.03

Continuation of the appointments of Eloise Buck, Beulah Thorn-ton and Mrs. Marie Erickson at Oregon State College results in a saving to the Oregon College of Education for winter term of $2,030. This amount reverts to the Board’s unappropriated fund.

PERSONNEL

The Board approved the following personnel adjustments at the University:

Mary Rutherford
Resignation
Adjustments in the Library growing out of the resignation of Mrs. Mary Rutherford, Reserve Assistant, effective December 5, 1942, as follows:

<table>
<thead>
<tr>
<th>Authority</th>
<th>Amount Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adeline Adams</td>
<td>1942-43</td>
</tr>
<tr>
<td>Appointment</td>
<td>854.84</td>
</tr>
<tr>
<td>True Morris</td>
<td>160.00</td>
</tr>
<tr>
<td>Salary Increase</td>
<td></td>
</tr>
<tr>
<td>Myrna Barrett</td>
<td>100.00</td>
</tr>
<tr>
<td>Salary Increase</td>
<td></td>
</tr>
<tr>
<td>Ione Brooke</td>
<td>30.00</td>
</tr>
<tr>
<td>Salary Increase</td>
<td></td>
</tr>
</tbody>
</table>

Total Funds Required in 1942-43 $1,144.84

Less savings on Mrs. Rutherford’s salary 797.88

Requested from Board’s funds . . . . . . . . . . . . . . . . . . . . . . 346.96

Hugh Shafer
Leave of Absence
Leave of absence without pay for Hugh M. Shafer, Assistant Professor of Education, from January 8 to March 10, 1943, to complete work for his doctor’s degree, salary savings of $89.38 to revert to the Board’s funds. Arrangements have been made to care for his work within the Department.

Elmer Fansett
Leave of Absence
Leave of absence without pay for the duration for Elmer Fansett, Alumni Secretary, Placement Representative and Records Manager, effective January 3; and the appointment of Doris Hack as
Doris Hack
Appointment
Acting Alumni Secretary and Records Manager, effective January 18, at an annual salary of $1,800 yearly tenure, 12-months basis. Salary savings of $247.31 in the Housing and Employment budget to be transferred to wages and $171.51 in the Alumni Records budget to revert to the Board's unappropriated funds.

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

Glenn Voorhies
Leave of Absence
Leave of absence without pay for Glenn Voorhies, Assistant Professor of Forestry, from January 1 to September 30, 1943, to accept a research position in the federal wood products laboratory at Madison, Wisconsin, with the privilege of extending the leave through 1943-44, if necessary. Mr. Voorhies has completed his instructional work for the year and the remainder of his salary was to have been paid by the State Board of Forestry for research.

Cecile Smith
Salary Increase
Salary increase for Mrs. Cecile Smith, Secretary in the Physical Plant Department, from $1,500 to $1,800, and change in position to Secretary and Statistician, effective October 15, 1942. Funds for the increase are provided by the transfer part-time of D. B. Thompson, Physical Plant Accountant, to the Radio Operation and Maintenance Department. Net savings of $595 in the Physical Plant Department to be applied against the State College deficit.

C. E. Otis
Appointment
Appointment of Chester E. Otis, County Club Agent of Lake County, as Assistant Specialist in Farm Crops, to replace Lawrence Jenkins, resigned, rank of Assistant Professor, yearly tenure, at an annual salary rate of $2,604, effective January 1. No change in total budget.

Helen Whiteis
Salary Increase
Salary increase for Helen Whiteis, Secretary in the Department of Agricultural Engineering, from $1,500 to $1,680, effective January 1. Addition of $90 required in 1942-43 to be paid from Experiment Station Gift Account funds.

Hazel Packer
Salary Increase
Salary increase for Hazel Packer, Home Demonstration Agent in Yamhill County, from $2,400 to $2,592, effective January 1. Addition of $96 required in 1942-43 to be transferred from the Director's Reserve.

Dorothy Bishop
Salary Increase
Salary increase for Mrs. Dorothy Bishop, Home Demonstration Agent in Coos County, from $2,220 to $2,400, effective January 1. Addition of $90 required in 1942-43 to be transferred from the Director's Reserve.

E. R. Franklin
Appointment
Appointment of Earl R. Franklin as Assistant Agricultural Economist in the Department of Farm Management, rank of Assistant Professor, at a salary rate of $3,200 12-months basis, effective January 1, to replace George B. Davis, on leave for the duration. Amount of $1,600 required in 1942-43 to be transferred from the wage budget of the department.
Meeting #125 - 18

January 26, 1943

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

Otto Wilda
Leave of Absence
Leave of absence for Otto Wilda, Assistant Professor, from January 1 to June 30, 1943, $60 of the salary savings to be used to increase the salary of the bookkeeper from $105 to $115 per month to compensate her for increased responsibilities, effective January 1, and the remaining savings of $1,340 to revert to the Board's unappropriated funds.

The Board approved the following personnel adjustments in Centralized Activities:

Harold Rowley
Resignation
Adjustments in the Department of Business Administration at Oregon State College and the Office of the Comptroller to replace Harold Rowley, Assistant Accountant and Property Custodian, resigned effective January 21, as follows:

W.M. Craig
Transfer
Transfer of Willard M. Craig, Assistant Professor of Business Administration, to the Comptroller's Office on a part-time basis for winter and spring terms, and full-time in the Comptroller's Office thereafter at the annual salary rate of $2,700.

F.L. Robinson
Time Increase
Increase in time for F. L. Robinson, Associate Professor of Business Administration, from one-half to three-fourths time at the annual salary rate of $2,175, 10-months basis, to care for part of the work formerly scheduled for Professor Craig.

Transfer of the $1,131.05 unused salary of Mr. Rowley to the wage budget of the Comptroller's Office where Professor Craig will be paid on a wage basis during winter and spring terms.

Savings of $197.92 in the Department of Business Administration resulting from this reorganization to be applied against the State College deficit.

MARCH MEETING DATE
The desirability of having a flexible date for the March meeting of the Board because of uncertainties of the time of Legislative adjournment was presented by the Secretary.

Upon motion by Mr. Smith and second by Mr. Brand, the Board voted unanimously to suspend the rules and by-laws calling for a meeting on March 9, 1943, and authorized the president of the Board to fix the date for the March meeting and issue a call therefor.

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

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