STATE BOARD OF HIGHER EDUCATION  
MINUTES OF MEETING HELD AT  
HEATHMAN HOTEL, PORTLAND, OREGON  
March 9, 1943

MEETING #126  
A regular meeting of the State Board of Higher Education was held at the Heathman Hotel, Portland, Oregon on March 9, 1943, at 9:30 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:

R. C. Groesbeck  
Mac Hoke  
R. E. Kleinsorge  
Willard L. Marks  
Robert W. Ruhl  
Beatrice Walton Sackett  
E. C. Sammons  
Edgar W. Smith

L.S. FINSETH  
APPOINTMENT  
President Marks announced the appointment of Leif S. Finseth to the Board, but explained that, because the Legislature had not adjourned, Mr. Finseth felt that he should fulfill his obligations as a legislator and that he could not qualify as a member of the Board until after adjournment of the Legislature.

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 Roben J. Maaske of Eastern 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 January 26, 1943, and approved the minutes of this meeting as they appeared in the docket.

EXTERNSHIP PROGRAM AT MEDICAL SCHOOL  
Mr. Robert W. Ruhl, Acting Chairman of the Committee on Curricula, presented the following report:

"A recommendation from Dr. David W. E. Baird, Acting Dean of the Medical School, for a new course, Med 675, 676, and 677, entitled Student Externships, was submitted to the Committee by the Chancellor with his recommendation for approval. This course, amounting to five hours each term, and corollary reductions of 5½ credit hours in other instructional courses of the fourth year medical curriculum has been planned by the Medical School faculty as a wartime emergency to maintain proper standards of clinical instruction. It will include externships in hospitals and war industrial plants in medicine, surgery, obstetrics and gynecology, eye and ear, nose and throat, and other specialties. Dr. Baird reported that there would be no specific additional costs in giving this new course."
"The Committee recommends approval of the course and the resultant credit hour reductions as submitted in several of the other clinical courses."

The Board approved the course changes involved in the externship program at the Medical School as recommended by the Committee on Curricula.

Mr. Ruhl concluded the report of the Curriculum Committee as follows:

"A recommendation to establish a policy of awarding an 'Associate in Secretarial Science' to students completing the two-year curriculum in secretarial training at the Eastern and Southern Oregon Colleges of Education was presented jointly by Presidents Howard, Maske and Redford, with the approval of the Chancellor. After a thorough discussion of the recommendation, the Committee voted to recommend deferment of action on the proposal until the next meeting of the Board and instructed the Chancellor to gather the necessary additional factual information that will enable the Committee to make a decision."

The Board accepted the report of the Curriculum Committee deferring a decision on the awarding of an Associate in Secretarial Science to students at Eastern and Southern Oregon Colleges of Education until the April meeting of the Board.

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

"President Howard, on behalf of the three Colleges of Education, presented the suggestions of the accreditation committee of the Northwest Association of Secondary and Higher Schools. These suggestions grew out of the recent inspection that resulted in temporary accreditation of the three Colleges of Education as four-year teachers' colleges.

"A number of the recommendations called for substantial expenditures for buildings, equipment and personnel. Each suggestion was reviewed by the Committee and, in view of the fact that funds are not available to comply with these suggestions immediately, the Committee instructed the Chancellor to report, in connection with the annual budget, a program of progress in carrying out these suggestions."

The Board approved the recommendation of the Finance Committee with regard to the suggestions of the accreditation committee for the Colleges of Education.
President Marks reported on the action of the Executive Committee of the Board in approving a contract on March 6, 1943, whereby the United States Army would send approximately five hundred trainees to the State College for specialized training in advanced engineering and allied subjects. Board members had been informed of the terms of the contract during the Finance Committee meeting. President Marks asked Secretary Byrne to read the following resolution confirming the action of the Executive Committee in approving the signing of the contract:

WHEREAS, the War Department of the United States of America, acting through the Ninth Service Command at Fort Douglas, Utah, did tender an offer to negotiate a contract for the establishing of a unit of the Army Specialized Training Program at Oregon State Agricultural College at Corvallis, Oregon, and

WHEREAS, the State of Oregon, acting through the State Board of Higher Education in behalf of Oregon State Agricultural College, in accordance with its stated policy, has consistently cooperated in every way possible in making its facilities available in prosecuting the war, and

WHEREAS, a contract between the United States of America and the State of Oregon for the education of approximately five hundred trainees in advanced engineering and allied subjects was negotiated on March 3 to 6, 1943, inclusive, and

WHEREAS, the Executive Committee of the State Board of Higher Education did on March 6, 1943, approve said contract of that date and authorized the President of the Board, Willard I. Marks, and the Secretary of the Board, Charles D. Byrne, to execute said contract,

NOW, THEREFORE, BE IT RESOLVED that the State Board of Higher Education in regular meeting assembled on March 9, 1943, at Portland, Oregon, confirms the action of the Executive Committee in approving the contract and in authorizing its execution by the officers indicated.

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

Mr. Groesbeck
Mr. Hoke
Dr. Kleinsorge
Mr. Marks

and the following voting nay: None.

Mr. Marks thereupon declared the motion duly carried by an unanimous vote.
AUTHORIZATION FOR APPROVING S.T.P. CONTRACTS

Mr. Sammons, Chairman of the Finance Committee and member of the Executive Committee, reported that negotiation and execution of contracts in connection with the specialized training programs at institutions of the System must frequently be completed in a limited space of time. This problem had been discussed during the meeting of the Finance Committee. Mr. Sammons, therefore, presented the following resolution to facilitate completion of these contracts with the federal government:

WHEREAS, the United States of America, through the several branches of its armed forces has instituted specialized training programs to be given through institutions of higher learning, and

WHEREAS, several of the institutions in the Oregon State System of Higher Education have been approved for contracts for conducting these programs, and

WHEREAS, the negotiation and execution of such contracts must frequently be completed in a limited space of time under Government orders,

NOW, THEREFORE, BE IT RESOLVED that the President of the State Board of Higher Education, Willard L. Marks, and the Secretary, Charles D. Byrne, be and they are hereby authorized to approve and execute such contracts when necessary with official recording to follow at the subsequent meeting of the State Board of Higher Education.

Upon motion by Mr. Sammons and second by Mr. Smith, the Board voted to approve the above resolution, with the following voting aye:

Mr. Groesbeck
Mr. Hoke
Dr. Kleinsorge
Mr. Marks

and the following voting nay: None.

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

PLACE FOR APRIL BOARD MEETING

President Marks reported that increasing difficulties had been encountered in obtaining hotel accommodations for the Board meetings and presented a letter from President Erb inviting the Board to meet in Eugene for the duration, or as long as the hotels there are not crowded. Mr. Groesbeck recommended that the facilities in Eugene be investigated by the Secretary, and that the next meeting of the Board be held there if facilities were found suitable, with the understanding that, otherwise, the meeting be in Portland as usual. The Board approved this recommendation for the April meeting.
PROCEDURES REGARDING CONTRACT PROPOSALS

The Chancellor reported that in view of the contracts likely to be made with the federal government in connection with the war program, a directive had been issued by his office to the institutional executives advising them of the proper administrative procedures to be followed in reporting and negotiating these contracts. Dr. Hunter explained that this letter was presented to the Board in order to be made a matter of official record. (Copies of the letter are on file in the Board's office.)

AUTHORIZATION FOR SIGNING MEDICAL SCHOOL CONTRACT

Chancellor Hunter reported that Medical School officials had recently signed a contract with the federal government for a war research project which had had Board approval on June 9, 1942, but which should have been signed by the authorized Board officers. Because the contract was already signed and filed with the government offices concerned, Dr. Hunter recommended that the Board, in this instance, confirm the action of the Acting Dean of the Medical School in signing the contract. The Board voted to approve the Chancellor's recommendation.

1943 SUMMER SESSIONS

At the request of the Chancellor, President Erb, President Strand and Director Caldwell reported on the present outlook and needs for accelerated summer sessions involving a full quarter's work at the two major institutions and in Portland. A preliminary report on the problems of planning the 1943 sessions was made by Dr. Erb at the January meeting of the Board. The reports given revealed that it was still impossible to predict with much accuracy the number of students likely to be enrolled, since the status of certain groups was still indefinite and since it was unknown just how many students would be a part of the specialized training programs.

The Chancellor pointed out that the Colleges of Education were already offering summer work on a full quarter basis, so were not involved in this problem of acceleration. He recommended, therefore, that the Board earmark $25,000 of the $50,000 requested from the Legislature for acceleration purposes to be used, if necessary, for offering a full summer quarter of work at the University, the State College and in Portland. Should funds not be made available, the programs will be planned as they have been in the past.

The Board approved the Chancellor's recommendation with regard to the proposal for the 1943 summer sessions.

MEDICAL SCHOOL COMMENCEMENT

President Marks announced the appointment of Dr. Kleinsorge to represent the State Board of Higher Education in approving and signing the list of candidates for degrees at the University of Oregon Medical School commencement on March 19, 1943.
Mr. Groesbeck presented the following statement:

"This Board takes occasion to express its appreciation of the long and faithful service rendered by Mr. Charles A. Brand, who now retires from its membership. Mr. Brand has long served as a member and as chairman of the Curriculum Committee, to the duties of which he brought a deep sense of responsibility, high intelligence, natural aptitude and scholastic preparation. He has generously given of his time and ability to the interests of Higher Education and as he retires has the assurance of the gratitude which his sincere service has justly merited."

The Board unanimously adopted the statement regarding the services of Mr. Brand and instructed the Secretary to transmit a copy thereof to Mr. Brand.

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

**University**

T. Neil Taylor

Gift of $100 to the School of Journalism from Mr. T. Neil Taylor of Oakland, California, for renewal of the T. Neil Taylor Scholarship in Editing.

**State College**

Leupold Stevens

Gift of a differential manometer, valued at $100, to the Department of Civil Engineering from the firm of Leupold Stevens Instruments in Portland.

A.C. Overland

Gift of $200 from Mrs. A. C. Overland of Lake Grove, Oregon, to be disbursed as scholarships for the 4-H Club summer school to winners of the Pig Club exhibits at the Clackamas County Fair.

HEILIG THEATER BUILDING BEQUEST

President Erb reported that, as he was leaving for the Board meeting, he was informed that property and other assets accruing to the University under the will of Mrs. Rose M. Hollenbeck were now in a state for acceptance by the Board and would come under its administration. The will provides that the proceeds of the bequest be used to establish the Hollenbeck Loan Fund. The real estate consists of a one-half interest in the Heilig Theater Building in Eugene, now leased to the theater and to a furniture company. The latter lease expired on March 1, 1943. Dr. Erb recommended that the Board accept this bequest and authorize the University officials with Secretary Byrne to negotiate and prepare a new lease with the furniture store. The Board approved President Erb's recommendation.

NURSERY SCHOOL TRAINING PROGRAM

Nursery schools to care for children of working mothers are being opened in large numbers in Oregon with the support of the Federal government. Trained teachers will be needed to staff these schools and the School of Home Economics at the State College has arranged to provide as wide instruction
in this field as is possible. By providing an assistant to help with the Corvallis nursery school work, the services of the experienced woman in charge would be made available without cost to the School of Home Economics for the teacher training program. The Board approved a $367 addition to the wage budget of the Household Administration Department to employ such an assistant during the winter and spring terms, making possible this cooperative arrangement.

WAGE INCREASE FOR UO HEATING PLANT EMPLOYEES

The Board approved a budget addition to cover the cost of increasing the hourly rate of pay for the five regular employees of the University heating plant in the amount of 10 cents per hour, effective March 1. The cost of making this increase will be $416 for the remainder of the current fiscal year and $1,248 on an annual basis.

OSC LIBRARY BUDGET ADDITION

Approximately $1,000 was cut from the State College library allotment for the purchase of periodicals in the 1942-43 budget because it was believed that obtaining foreign periodicals would be practically impossible. Through the U. S. Alien Property Custodian, however, many important scientific periodicals from Axis and Axis-dominated countries have been reprinted by the photo-offset process and are now available in limited numbers. The Board approved a budget addition of $600 to the library to purchase these periodicals, and an additional $65 to purchase books needed for wartime courses in the Department of Zoology.

TRANSFER OF GYM SUIT SERVICE FUNDS

In view of the expanded physical education program and the continued large enrollment in the physical education classes at the State College, the Board approved a budget addition of $5,000 from balances in the Gym Suit Service account to make possible purchase of gymnasium suits.

PERSONNEL

The Board approved the following personnel adjustments at the University:

R.C. Williams
Emmogene Travis
Salary Increases

Salary increases for Richard Williams, Educational Activities Manager, from $180 to $200 per month, and for Emmogene Travis, Secretary and Bookkeeper for the Educational Activities Board, from $115 to $135 per month, effective January 25, to compensate them for increased duties resulting from the resignation of Violet Runde, Ticket Manager and Bookkeeper for the Athletic Board. Funds for the increases to be provided entirely from the Athletic Board.

Donna Ray
Time and Salary Increase

Increase in time and salary for Donna Ray, clerk in the Health Service, from $950 to $1,210, effective February 1. The budget addition required in 1942-43 is $50 from Health Service balances.

Charles Secoy
Leave of Absence

Leave of absence without pay for Dr. Charles Secoy, Instructor in Chemistry, from March 1 to June 30, 1943, to accept a position with the war research staff in chemistry at Columbia University, with the recommendation that he be advanced in rank.
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to Assistant Professor and granted indefinite tenure upon his return. Amount of $309.59 remaining in budget to be held pending appointment of a substitute.

Franklin Walker
Leave of Absence

Leave of absence without pay for military service for Dr. Franklin D. Walker, Professor of English, effective February 15, with the recommendation that he be granted indefinite tenure upon his return. Savings of $708.99 to be used for substitute assistance.

Salary increases, effective March 16, 1943, for the following key members of the faculty in order to retain their services in the face of acute demands for skilled specialists in other institutions and in war industries:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Old Salary</th>
<th>New Salary</th>
<th>Increment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carl Kossack</td>
<td>Assistant Professor of Mathematics</td>
<td>$2,400</td>
<td>$2,600</td>
<td>$16.66</td>
</tr>
<tr>
<td>W.W. Massey</td>
<td>Assistant Professor of Physical Education</td>
<td>$2,400</td>
<td>$2,800</td>
<td>33.33</td>
</tr>
<tr>
<td>A.F. Moursund</td>
<td>Associate Professor of Mathematics</td>
<td>$3,300</td>
<td>$3,500</td>
<td>16.66</td>
</tr>
<tr>
<td>T.F. Mundle</td>
<td>Instructor in English</td>
<td>$1,900</td>
<td>$2,100</td>
<td>16.66</td>
</tr>
<tr>
<td>P.J. Van Rysselberghe</td>
<td>Associate Professor of Chemistry</td>
<td>$3,000</td>
<td>$3,200</td>
<td>16.66</td>
</tr>
<tr>
<td>Gordon Wright</td>
<td>Assistant Professor of History</td>
<td>$2,700</td>
<td>$2,900</td>
<td>16.66</td>
</tr>
</tbody>
</table>

From Board's Unappropriated fund: $116.63

Salary increase for Mrs. Margaret Hutchison, payroll clerk in the Business Office, from $1,500 to $1,620, effective March 1. Funds for the increase to be transferred from the wage budget of the Business Office.

Salary increase for Dr. Arnold L. Soderwall, Instructor in Zoology, from $1,800 to $2,000, effective March 1, funds for the increase to come from savings resulting from the leave of absence of Dr. C.W. Clancy, Instructor in Zoology. The remainder of the saving in Dr. Clancy's salary, amounting to $232.17, to revert to the Board's unappropriated fund.
The Board approved the following personnel adjustments at the State College:

**M. Oveson**
**Salary Increase**
Salary increase for Merrill Oveson, Superintendent of the Sherman Branch Experiment Station, from $2,700 to $3,300, and advance in rank from Associate Professor to Professor, effective March 1. Mr. Oveson has been offered a position at Washington State College at a considerable increase in salary. Funds required in 1942-43 amounting to $200 to be transferred from the wage budget of the Station.

**R. M. Evenden**
**Resignation**
Resignation of Robert M. Evenden, Assistant Professor of Wood Products, effective February 15. Salary saving of $587.34 to revert to the Board's unappropriated fund.

**G. H. Schroeder**
**Salary Increase**
Salary increase for George H. Schroeder, Assistant Professor of Forestry, from $2,500 to $3,600, and advance in rank to Associate Professor, effective March 1. Mr. Schroeder has been offered a position with the government at a considerable increase in salary. Addition of $68.69 required in 1942-43.

**O. E. Mikesell**
**Transfer**
Transfer of O. E. Mikesell, Linn County Club Agent, to a new position as Assistant County Agent at Large, effective February 16, with a change in annual salary from $2,448 to $2,604, 12-months service. Addition of $658.04 to the salary budget in 1942-43 to be transferred from the Director's Reserve.

**Irva Brubacher**
**Girtha Price**
**Salary Increases**
Salary increases for Irva Brubacher, Personnel Clerk in the Extension Service, and Girtha Price, Bookkeeper, from $1,500 to $1,680 per year, effective February 1. Addition of $150 needed in 1942-43 to be transferred from the Director's Reserve.

**Ruth Wagner**
**Salary Increase**
Salary increase for Mrs. Ruth Wagner, Cashier in the Business Office, from $1,720 to $1,960 per year, effective February 1. Addition of $100 in 1942-43 required from Board's funds.

**F. H. Young**
**Continuation of Appointment**
Continuation of the appointment of Fred H. Young, Instructor in Mathematics, for the third term at the same salary rate of $666.67 per term. Addition required from Board's funds, $666.67.

**Bessie Skaale**
**Salary Increase**
Salary increase for Bessie Skaale, Secretary in the School of Engineering, from $1,650 to $1,800 per year, effective March 1. Addition from Board funds required in 1942-43, $50.

**H. S. Madsen**
**Appointment**
Appointment of Herbert S. Madsen as Assistant Food Technologist and Assistant Chemist, with the rank of Assistant Professor, at an annual salary rate of $2,700, yearly tenure, 12-months basis, effective March 1. Amount of $900 required in 1942-43 provided by transfers within the Experiment Station.

**F. C. Mullen**
**Resignation**
Resignation of Floyd C. Mullen, County Agent in Linn County and Assistant Professor, effective April 10. Salary savings of $624.00 to be transferred to the Director's Reserve.
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M.C. Sheely
Salary Increase
Salary increase for Milton C. Sheely, Assistant Professor of Industrial Arts, from $2,100 to $2,600, effective April 1. Budget addition required in 1942-43, $5,63.

A.L. Albert
Salary Increase
Salary increase for A. L. Albert, Professor of Communication Engineering, from $2,850 to $3,800 per year, effective July 1, 1943. Professor Albert is on leave of absence without pay at Purdue University for the remainder of 1942-43.

Isola Parker
Resignation
Resignation of Isola Jensen Parker, Assistant Professor and Specialist in Community and Social Organization, effective January 31. Salary savings of $1,110 to be transferred to the Director's Reserve.

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

Robt. Barkman
Appointment
Appointment of Robert Barkman as Pharmacist in the Outpatient Clinic to replace James Shirley, on leave for military service, at the salary rate of $175 per month, effective March 8. No change in budget.

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

Eloise Buck
Leave of Absence
Leave of absence without pay for Eloise Buck, Assistant Professor of English, from April 1 to June 30, 1943, salary saving of $675 to revert to the Board's unappropriated fund. Miss Buck has been on leave fall and winter terms teaching at Oregon State College.

Neva Dallas
Leave of Absence
Leave of absence without pay for Neva Dallas, Assistant Professor of Education and teacher in the Monmouth training school, from February 16 for an indefinite period to carry on special work for the State Department of Education. Salary saving to be used to employ a substitute.

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

M.E. Woodell
Loren Messenger
Leaves of Absence
Leave of absence without pay for military service for Marshall E. Woodell, Instructor and Registrar, effective March 1, and for Loren Messenger, Assistant Professor of Psychology, effective March 13. Of the salary savings, $1,500 is to revert to the Board's unappropriated fund and $200 was approved for emergency equipment for physical education.

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

Ruth Adams
Salary Increase
Salary increase for Mrs. Ruth Adams, Secretary in the Department of Visual Instruction, from $1,320 to $1,440, retroactive to July 1, 1942. Budget addition required from Board funds is $60.

ADJOURNMENT
The Board adjourned at 11:05 a.m.

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