STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
BENSON HOTEL, PORTLAND, OREGON
December 14, 1943

Meeting #132  A regular meeting of the State Board of Higher Education was
held at the Benson Hotel, Portland, Oregon, on December 14,
1943.

ROLL CALL  The meeting was called to order at 10:10 a.m. by the Vice
President of the Board, Mrs. Beatrice Walton Sackett, and on
roll call the following answered present:

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

Absent: Leif S. Finseth and Willard L. Marks.

There were also present Chancellor Frederick M. Hunter; Dr.
Charles D. Eyme, 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  The Board voted to dispense with the reading of the minutes of
APPROVED  the last meeting held October 19, 1943, and approved the minutes
of this meeting as they appeared in the docket.

EQUIPMENT  Dr. R. E. Kleinsorge, Chairman of the Committee on Buildings,
SURVEY  Grounds and Capital Outlay, presented the following report:

"The Chancellor presented a report to the Building Committee summarizing the equipment survey. This report included all but the Medical School equipment lists. The Committee reviewed the summary of needs and discussed the best methods of utilizing the information that was presented through the survey. As a result of the discussion, the following recommendations are made to the Board:

(1) That authority be granted to purchase, if possible at an advantageous price, the dormitory equipment furnished by the Army at the University, the State College and Eastern Oregon College of Education, if and when that equipment becomes available through discontinuation of the military specialized training program. Purchase of this equipment is to be financed from dormitory funds, and approval of the purchases is to be authorized by the Chairman of the Building Committee, after review by the Chancellor and the Secretary of the Board."
(2) In order to make it possible for the institutions to acquire needed instructional, office and physical plant equipment when and if it is made available for military and war production sources, a reserve of $50,000 is recommended. Equipment to be purchased from this fund should be selected from items included in the survey as ranking high from the standpoint of necessity, and should also be purchasable at advantageous prices from war emergency stock piles. Authority for purchases of equipment utilizing this reserve fund shall be obtained in the same manner as outlined in (1) above.

(3) The Committee recommends that Dr. Strand be asked to restudy the lists he submitted arranging the equipment in the order of purchase preference from the standpoint of the entire institution, eliminating such items as might not be defensible from the standpoint of necessity.

For the information of the Board, the Committee proposes to re-study the entire survey after Dr. Strand has made the revision and after the Medical School has submitted its equipment program, with the view of determining the extent and estimated costs of the institutional needs and a procedure to follow in realizing these needs."

The Board approved the report of the Building Committee and the procedures contained therein.

**RESERVE FOR PURCHASE OF LIBRARY BOOKS**

Dr. Kleinsorge continued the report of the Building Committee as follows:

"The Chancellor's report also recommended a $25,000 reserve for the purchase of books for the several institutions, the reserve to be allocated $10,000 to each of the major institutions and $5,000 to be distributed among the other institutions of the System. After discussion of library needs and the availability of books at the present time, the Building Committee recommends approval, with the concurrence of the Library and Finance Committees."

The Board approved the $25,000 reserve for the purchase of library books, as recommended by the Building Committee.

**HOUSING FOR NURSING TRAINEES**

Dr. Kleinsorge presented the following report on the purchase of housing facilities for nurse trainees at the Medical School:

"For some time the Building Committee and the Board have had under consideration the problem of providing housing facilities for nurses in training at the Medical School. The situation has become acute and there is no prospect..."
of erecting quarters under present war construction regulations. At the last meeting of the Board the Medical School officials were authorized to negotiate for the purchase of the Portland Medical Hospital which is situated adjacent to the Medical School campus. Yesterday Mr. Couch, in the absence of Dean Baird, presented the matter, indicating that the building could be purchased for not to exceed $63,000. The equipment which included complete furnishings, kitchen facilities, and a minor surgery, can be purchased for not to exceed $17,500. This makes a total purchase price of not to exceed $80,500. It will require approximately $5,400 to expand the equipment to house 100 nurses, the present equipment being adequate for only 64 nurses. The total cost, then is $85,900.

To finance this program, Mr. Couch presented the following proposals:

Cash building fee funds (through Fall term) .... $14,688
Advance against future building fee collections (prospective collections for two calendar years beginning January 1, 1944) .... 16,000
Gift funds .............................................. 20,000
Accumulated cash balance from Doernbecher patient fees ........................................... 15,000
Board appropriation .................................... 20,212
Total ................................................... $85,900

Of the Board appropriation of $20,212, it is anticipated that $7,712 will be returned to the Board through additional income from patient fees at the Doernbecher Hospital above the present estimated amount in the operating budget. This means that the actual Board appropriation will be $12,500.

The Building Committee is impressed with the necessity of supplying nurses quarters and feels that this hospital will be adequate for this purpose and will always be useful for general medical school purposes in the event that it is no longer needed for student dormitory purposes. The Committee, with the concurrence of the Finance Committee, therefore makes the following recommendations:

1. That the Medical School officials be authorized to close the negotiations for the purchase of the building from the Lovejoy Investment Corporation and the equipment from the Portland Medical Hospital Corporation.

2. That the program outlined above for financing the project be approved.

3. That the proper Board officials be authorized to enter into the necessary contractual agreements.
4. That gift funds totaling $20,000 be accepted.

5. That the Medical School officials be authorized to inaugurate a self-sustaining operating plan for the project.

The Board approved the purchase of the Portland Medical Hospital and equipment, as recommended by the Building Committee, and appropriated the necessary funds.

Dr. Kleinsorge concluded his report to the Board by stating that President Strand has requested the services of an architect to assist in studying the building proposals to be presented at the January meeting. The Board authorized the employment of an architect on a per diem basis for this preliminary survey.

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

"The Insurance Committee received a recommendation from President Strand that the Price collection of paintings on public display on the campus be covered for fire and theft by a $25,000 insurance policy, on which there would be an annual premium of approximately $160. Dr. Strand pointed out in his letter that while the agreement under which Mrs. Price left the 69 paintings with the State College relieves the College of any claim for loss or damage, there is a moral obligation to provide protection against theft or vandalism. The Committee is recommending that this insurance be purchased and an appropriation be made to cover the premium."

The Board approved the report of the Insurance Committee and authorized the proper officials to purchase the insurance.

Mr. R. C. Groesbeck, Chairman of the Committee on Curricula, presented the following report:

"President Strand, with the approval of the Chancellor recommended the appointment of Mrs. Antonina Riasanovsky as Assistant Professor of Russian, 10-months basis, yearly tenure, at a salary rate of $3,500 per year, effective January 1, this salary rate to be subject to reconsideration at the close of the emergency period. Mrs. Riasanovsky has been employed by the State College as a teacher of Russian for the Army Specialized Training Program, and the State College is desirous of having her become a regular member of the staff, available for the teaching of civilian students after the war emergency. The Committee is recommending approval of this appointment."

The Board approved the appointment of Mrs. Riasanovsky, under the terms recommended by the Curriculum Committee.
Mr. E. C. Sammons, Chairman of the Committee on Finance, presented the following report:

"The Finance Committee heard a report from Dr. Erb yesterday on the progress being made in planning for a Union Building at the University. Dr. Erb cited particularly the enthusiastic work of the student committee on a Union Building which has been active for a number of years and has been particularly active this year in keeping alive the student and alumni interest in the realization of the program. He pointed out that there is some evidence that there would be a substantial response in private contributions to the building if a definite program for the post-war construction of the Union could be assured. The student committee has been particularly interested in securing the viewpoint of the Board in regard to utilization of bookstore rentals amounting to $2,400 a year for the building program. While no action is necessary on the matter at the present time because the funds from these rentals have been accumulating and will continue to accumulate in a separate account, the Finance Committee wishes to indicate its sentiment in support of the Union Building program by stating that the accumulations from this rental will continue to be reserved for the Union Building project unless exigencies arise which require its use in meeting obligations on present building bonds. The Committee further adds that it is unlikely that such a necessity will arise."

The Board approved the report of the Finance Committee in regard to the Union Building program at the University.

Mrs. Sackett, Vice President, 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 December 22, 1943.

President Strand reported that the State College plans to hold a Commencement Exercise and award degrees at the close of each term in order that ASTP students and civilian students soon to be called into the military service may receive their degrees immediately upon completing requirements. The Board voted to approve the list of students recommended for degrees, subject to completion of their work. (A copy of the list is on file in the Board's office as an integral part of these minutes.)

Mrs. Sackett presented letters from Mrs. Jessie Honeymoon, President of the Oregon Roadside Defense Council reporting on the progress of the Council and the publication of their seasonal leaflet.
Mrs. Sackett presented a letter from Bert Friedman, Vice President of the Retail Trade Bureau recommending that the State Board of Higher Education take the necessary steps to incorporate the North Pacific Dental College into the University of Oregon Medical School. The letter was referred to the Chancellor's office for study.

Secretary Byrne presented the following resolution confirming the action of the Board's officers in approving and signing a contract with the Navy Department to establish a Navy Training Medical Unit at the University of Oregon Medical School:

WHEREAS the Navy Department of the United States of America did tender an offer to negotiate a contract for the establishing of a Navy Training Medical Unit at the University of Oregon Medical School at Portland, Oregon, and

WHEREAS a contract between the United States of America and the State of Oregon for the education of such trainees was negotiated to be effective July 1, 1943, and

WHEREAS this contract between the United States of America and the State of Oregon, acting through the State Board of Higher Education on behalf of the University of Oregon Medical School was on November 10, 1943, approved and executed by the President of the Board, Willard L. Marks, and the Secretary of the Board, Charles D. Byrne, under authority previously granted by said Board,

NOW, THEREFORE, BE IT RESOLVED that the State Board of Higher Education in regular meeting assembled on December 14, 1943 at Portland, Oregon, confirms the action of its officers in approving and signing said contract.

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

- Mr. Groesbeck
- Mr. Hoke
- Dr. Kleinsorge
- Mr. Ruhl
- Mrs. Sackett
- Mr. Sammons
- Mr. Smith

and the following voting nay: None.

Mrs. Sackett thereupon declared the motion duly carried by a unanimous vote.
REPORT ON POST WAR PLANNING

Supplementing the report on post-war planning made to the Board at the October 19 meeting, Chancellor Hunter presented a further report including a memorandum submitted by Dr. Victor P. Morris. The Chancellor's report listed the members of a sub-committee on education appointed by Dr. Morris to serve with the Governor's committee in formulating a correlated program. It also outlined nine fields in which the State System of Higher Education can assist the Governor's committee in a post-war planning program. (Copies of the Chancellor's report and Dean Morris's memorandum are on file as an integral part of these minutes.)

APPOINTMENT OF DR. JOHN F. CRAMER AS GENERAL EXTENSION DIRECTOR

Chancellor Hunter recommended the appointment of Dr. John F. Cramer, Superintendent of Public Schools in Eugene, as Dean and Director of the General Extension Division of the State System of Higher Education, the appointment to be at the annual salary rate of $5,470, 12-months basis, indefinite tenure, effective January 1, 1944, or as soon thereafter as possible. The Board approved the appointment of Dr. Cramer.

GIFTS

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

University:

Mrs. Gertrude Bass Warner
Gift of $2,500 from Mrs. Gertrude Bass Warner, of Eugene, to be added to the University Museum Library Furniture Fund,

Mr. Roy T. Bishop
Gift of $500 from Mr. Roy T. Bishop, to the School of Architecture and Allied Arts, for the modeling of a replica of the Marion County Courthouse.

Mr. Frank D. Coenders
Gift of $2,50 in bonds and cash, from Frank D. Coenders, a private in the United States Army, the funds to be used for whatever purpose the University desires.

State College

Research Corporation
Grant of $1,200 from the Williams-Waterman Fund of the Research Corporation to support the project of Dr. Vernon H. Cheldelin entitled "Study of the Nature and the Isolation of a Substance which is Necessary for the Growth of Penicillin Digitatum."

Mr. Frank D. Coenders
Gift of $105 for the purchase of bonds, from Frank D. Coenders, a private in the United States Army, the funds accruing at maturity for whatever purpose the State College desires.

Anonymous Donor
Gift of $100 from an anonymous donor to the Student Loan Fund to aid students in the School of Forestry.

General Education Board
Grant of $3,000 from the General Education Board of New York City, through Dean E. C. Young of Purdue University, Director
December 14, 1943

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of the Farm Work Simplification Fund, to the Agricultural Experiment Station for conducting investigations in farm work simplification.

RESEARCH CORPORATION

At the October 19, 1943 meeting, the Board approved the budgeting of $2,300 from the Williams-Waterman Fund of the Research Corporation as an advance against a $7,550 grant from the Foundation for the support of a continuing project on "A Study of a New Vitamin Present in Unpasteurized Cream", under the direction of Dr. Rosalind Wulzen of the Zoology Department of the State College. The Board approved acceptance of the grant of $7,550 and the budgeting of the funds for the purpose indicated.

CUSTODY OF PRICE PAINTINGS

An agreement between the State College and Sarah B. Price, of Pasadena, California, for the custody of 69 paintings was entered into by the State College and was signed by President Strand. The Board confirmed the signing of this agreement.

BUDGET ADDITIONS AT UNIVERSITY

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>To the wage budget of the Museum of Natural History to replace the loss of time resulting from Dr. H. G. Barnett's transfer to the Army program.</td>
<td>$350</td>
</tr>
<tr>
<td>To the wage budget of the Department of Romance Languages to employ student assistants.</td>
<td>150</td>
</tr>
<tr>
<td>To the wage budget of the Office of the Dean of Personnel to employ clerical assistance.</td>
<td>180</td>
</tr>
<tr>
<td>Total Budget:</td>
<td>$580</td>
</tr>
</tbody>
</table>

BUDGET ADDITIONS AT OSC

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>To the wage budget in General Engineering to employ part-time student help.</td>
<td>$ 90</td>
</tr>
<tr>
<td>To the wage budget of the Department of Religion to employ a part-time secretary.</td>
<td>250</td>
</tr>
<tr>
<td>To the Women's Physical Education budget for an additional instructor for 9-months, requiring $2,070; and $450 to the wage budget for a part-time instructor or student assistants.</td>
<td>2,520</td>
</tr>
<tr>
<td>Total Budget:</td>
<td>$2,660</td>
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ADDITION TO REPAIR BUDGET AT EOCE

The Board approved a $60 addition to the repair budget of Eastern Oregon College of Education to make minor repairs on the residence property approved for purchase at the September Board meeting.
BUDGET ADDITIONS TO COVER STATE AUDIT REPORT

The 1942-43 budget included the amount of $3,468.67 to cover cost of the 1941-42 state audit report. Final cost of the audit was set at $4,029.31. The Board approved an addition of $561.24 to cover the deficiency.

BUDGET ADDITIONS AT ECGE

On July 27, 1943, the Board approved the Cadet Nursing Program at the Eastern Oregon College of Education, with the understanding that upon completion of negotiations a definite budget would be submitted to the Board for approval. Funds provided from the general educational fee for these students are estimated for the year at $4,110. The Board approved budget additions as follows:

Wages (instructional assistance) ................ $1,100
Materials and Expenses (laboratory supplies) .. 875
Equipment .................................... 835
Travel ....................................... 300
Library ..................................... 300

$3,410

The balance of $700 will be added to the Board's unappropriated fund.

The Board also approved the budgeting of restricted Federal funds for the following purposes:

Dormitory housing and messing for cadet nurses ................... $11,160
Health Service (at rate of $4 per term per student) ............. 360
Gym suit service (at $1.50 per term) .......................... 135
Uniforms for cadet nurses .................................. 3,810
Student textbooks ........................................ 1,395
Building fee (at $5 per term per student) ..................... 450

ADVANCE FROM BOARD FUNDS TO SET UP A "RESERVE FOR WAGE ADDITIONS"

In providing instruction for the Army program at the State College, certain people have been employed on a month-to-month or other temporary basis. While secured for the Army program, these staff members are often assigned some civilian work. To facilitate payment of these persons who are paid part from Board funds and part from ASTP funds, the Board approved an advance from Board funds to set up a "Reserve for Wage Additions" in the amount of $5,000, all of which will be offset by charges against Army income at the end of the year.

BUDGET ADDITION TO UNION EXPERIMENT STATION

When the Board authorized purchase of the Hall Ranch for the Union Experiment Station on October 22, 1940, arrangements for annual payments were made on the basis of $800 from station sales funds and $200 from unrestricted funds. Because of increased sales income and in order to reduce interest expense, the Board, on July 27, 1943, authorized three yearly payments on the property instead of one. There is now available, to make additional advance payments on this property, the sum of $1132 from the sale of Union Branch Station land to the Union.
Pacific Railroad and $468 from the sales account of the Station, or a total of $1600 from Experiment Station funds. The Board approved a budget addition of $400 from the land purchase reserve to match this $1600 of Experiment Station funds thereby making possible two more full-year advance payments on this property.

**Budget Allotments for In-Service Teacher Training**

For the purpose of expanding and strengthening the In-Service Teacher Training Program at the elementary level now conducted jointly by the General Extension Division and the Colleges of Education, an addition to the travel budget of $300.00

For inaugurating and operating an In-Service Teacher Training Program at the Secondary level in cooperation with the State Superintendent and in accordance with the plan developed cooperatively by The State Department of Education and the Executive Council of the State System, an allotment for travel of University and State College staff members $1,200.00

**Total Budget Addition to the Department of Art at OSC**

On September 14, 1943, the Board approved a budget addition of $150 to the State College Department of Art and Architecture to cover packing, transportation and cartage of certain valuable paintings which Mrs. William H. Price of Pasadena, California has placed in the custody of the State College. The actual cost totaled $269.51, leaving a deficit of $119.51. The Board approved an appropriation of $119.51 to cover this deficit.

**Revised Educational Activities Budget at OSC**

A budget of $10,000 for the Educational Activities Department at the State College was approved by the Board for the year 1943-44. This budget consisted of an estimated $9,600 in restricted fee income and $400 of carry-over balances. The Board approved a revised budget totaling $10,745.09 made up of $9,000 in estimated restricted fee income and $1,745.09 of carry-over balances.

**Budget Additions to Dept. of Farm Management**

The Board approved a budget addition of $1,800 to the department of Farm Management at the State College to cover the salary of Professor H. D. Scudder from October 1 to June 30, 1944. Professor Scudder's reemployment was approved at the October meeting of the Board.
The Board approved the following personnel adjustments at the University:

**W. P. Riddlesbarger**
Reduction in time for W. P. Riddlesbarger, Associate Professor of Business Administration, from full-time to 37% of his time, 10-months basis, effective October 1, and a corresponding reduction in salary from $3,270 to $1,200 to accept part-time employment with a private law firm in Eugene. Salary savings of $1,072.50 in 1943-44 will revert to the Board’s unappropriated fund.

**A. Elston**
Reduction in time for Dr. Arnold Elston, Assistant Professor of Music, from 57% to 36% of his time and a corresponding reduction in salary from $1,653.90 to $1,053.90, effective October 1, to allow him more time for instruction in the Army program at the State College. Salary savings of $450 to be transferred to the wage budget of the School of Music to employ substitute assistance.

**O. K. Burrell**
Transfer of O. K. Burrell, Professor of Business Administration, from full-time to 25% of his time in the School of Business Administration and to 75% of his time in the Comptroller's Office to assist with accounting work on the Army program. Salary savings of $2,120.62 in 1943-44 in the School of Business Administration will revert to the Board's unappropriated fund. From his time in the Comptroller's Office, Mr. Burrell will be paid from Army funds on a wage basis.

**Salary increase for Health Service staff**
Salary adjustments for Health Service staff members, effective November 1, as follows:
- Lou Vogel, Dispensary Supervisor, from $1,275 to $1,355.
- Henrietta Hilton, Hospital Supervisor, from $1,275 to $1,355.
- Ione Wasem, Registered Nurse, from $990 to $1,080.
- Margaret Troost, Registered Nurse, from $990 to $1,080.
- Hanna Foote, Registered Nurse Technician, from $1,470 to $1,650.
- Gladys Samel, Registered Nurse Technician, from $990 to $1,260.

Amount of $593.16 required in 1943-44 to be provided from Health Service funds.

**G. Wright**
Leave of Absence without pay for Dr. Gordon Wright, Assistant Professor of History, from December 28 to September 30, 1944 to accept an appointment as Divisional Assistant in the United States Department of State. Salary savings of $1,320.83 to be retained in the salary budget pending appointment of a substitute.
The Board approved the following personnel adjustments at the State College:

**J. Schulein**
Appointment
Appointment of Joseph Schulein as temporary instructor in Chemical Engineering for 70% of his time, at a monthly rate of $182, from October 1 to June 30, 1944. Amount of $1,638 required from the Board's unappropriated fund will be covered later by funds accruing to the department from the Army.

**E. W. Harvey**
Salary adjustment
Salary adjustment for E. W. Harvey, Assistant Professor and Superintendent of the Seafoods laboratory at Astoria, from $3,270 to $3,670, effective November 1. Amount of $266.66 required in 1943-44 to come entirely from federal funds in the Experiment Station budget.

**G. D. Chambers**
Reappointment
Reappointment of Mrs. Gladys D. Chambers and Mrs. Lyra M. Dann as half-time instructors in Psychology, at the salary rate of $1,050 each, for three terms, effective October 5. Amount of $2,100 required for the three terms appropriated from Board funds.

**J. Wasson**
Appointment
Appointment of Josephine Wasson as Instructor in House Planning in the Department of Art, at a salary rate of $250 a month from October 23 to June 30, 1944 to restore a position eliminated in 1943-44 because of uncertain civilian enrollment. Amount of $2,072.58 required from the Board's unappropriated fund.

**R. MacCloskey**
Increase in Time
Increase in time for Ruth H. MacCloskey, Instructor in Clothing, Textiles and Related Arts, from 75% to full-time service for fall term. Requires a budget addition of $172.50 from Board funds.

**J. O. Schnautz**
Salary adjustment
Salary adjustment for J. O. Schnautz, Instructor in Veterinary Medicine, from $2,670 to $3,270, and advance in rank from Instructor and Research Assistant to Assistant Professor and Assistant Veterinarian, effective October 15. Amount of $425 required in 1943-44 to be provided from restricted funds in the Experiment Station.

**Afton Zundel**
Leave of Absence
Return from leave of absence of Afton Zundel, County Agent of Clatsop County, effective October 17, at his increased salary rate from $3,378 to $3,600 per year. Funds for the increased salary for the position to be transferred from the wage budget of the Extension Service.

**J. A. Milbrath**
Salary Adjustment
Salary adjustment for Dr. J. A. Milbrath, Assistant Professor of Horticulture, Botany, and Plant Pathology, from $2,870 to $3,270 per year, effective December 1. Amount of $350 required in 1943-44 to be transferred from the requisition account of the Department of Plant Pathology.
Salary adjustment for Dr. F. P. McWhorter, Plant Pathologist in the Experiment Station, from $3,780 to $4,000, effective December 1. Amount of $128.33 in 1943-44 to be provided from restricted funds in the Experiment Station.

Reduction in time for E. G. Mason, Professor of Forestry, from full-time to half-time, and a corresponding reduction in salary, to allow him to accept a position with a private concern for part of the year. Salary savings of $1,117.50 to revert to the Board's unappropriated fund.

Retirement of Colonel W. R. Scott, Commandant and Professor of Military Science and Tactics, effective September 30; and the appointment of Lieutenant Colonel Glen W. Webster to replace him as Commandant and Professor of Military Science and Tactics, effective October 1. Salary is paid in full by the Federal Government.

Reduction in time for F. L. Robinson, Associate Professor Emeritus of Business Administration from full to three-fourths time, for the fall term, and a corresponding reduction in salary. Savings of $264.17 will revert to the Board's unappropriated fund.

Leave of absence without pay for military service for W. F. Marshall, County Agent in Gilliam County, effective November 30. Salary savings of $1,795.50 to be transferred to the Director's Reserve pending appointment of a substitute.

Appointment of Mrs. Dorothy Eidem Hull as Instructor in the Department of Foods and Nutrition, at the rate of $733.33 per term, for winter and spring terms, effective January 1. Amount of $1,466.66 required in 1943-44 will be provided from the Board's unappropriated fund.

Federal salary adjustment for Marion D. Thomas, Assistant Extension Economist, from $2,600 to $2,700, effective October 1. Funds for the entire increase will be provided by the United States Department of Agriculture.

Personnel adjustments in the Department of Farm Crops as follows:

Promotion in rank for Dr. R. E. Fore from Associate Professor and Associate Agronomist to Professor and Agronomist, and a salary adjustment from $3,370 to $4,000, with a transfer from 57% of his time to full-time service in research and teaching, effective Jan-
January 1. Dr. Fore has previously devoted nearly half of his time to the hop breeding program, payment for which has come from the United States Department of Agriculture. Requires $1,073.05 from Board funds in 1943-44.

J. D. Sather Transfer Transfer of J. D. Sather, Instructor and Research Assistant, to half-time service with the United States Department of Agriculture and half-time at his present work in the Department of Farm Crops, effective January 1. Salary savings of $600 in 1943-44 in state funds to be transferred to the wage budget of the department.

Mabel Lee Resignation Resignation of Mabel Lee, Secretary, effective December 31; and the appointment of Mrs. Virginia Englert to succeed her at the increased salary rate from $1,564 to $1,656, 12-months basis, monthly tenure, effective January 1. Requires $36 transferred from the wage budget of the department.

F. M. Shideler Leave of Absence Leave of absence without pay for Fred M. Shideler, Associate Professor of Journalism, for winter term, to accept a position in the Office of War Information in Washington, D.C. Salary savings of $367.50 to be transferred to wages in the Department of Journalism and the News Bureau for substitute assistance and $25 to the equipment budget of the News Bureau.

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

Adjustments as follows in the Registrar's and Dean's offices because of the death of Mrs. Lucy Davis Phillips, registrar:

C. Hoopmann Appointment Appointment of Caroline Hoopmann as Registrar at an annual salary rate of $2,670, rank of Assistant Professor, yearly tenure, 12-months basis, effective November 16.

Mary Goss Salary Increase Salary increase for Mary Goss, secretary in the Dean's and Registrar's office, from $150 to $162 per month, effective November 16, and transfer full-time to secretary in the Dean's office.

The above adjustments result in a saving in 1943-44 of $356.50 in the two offices, and an annual saving of $156.

P. V. Woolley Military Leave Leave of absence without pay for military service for Dr. Paul V. Woolley, Associate Clinical Professor of Pediatrics and Assistant Medical Director of the Doernbecher Hospital, effective December 1; and increase in time for Dr. John H.
J. H. Benward
Increase in Time
Benward from part to full-time service to replace him as Assistant Medical Director and Assistant Professor of Pediatrics, with a corresponding salary increase from $3,000 to $6,000 a year, effective November 15. Salary savings of $1,074.17 to revert to the Board's unappropriated fund.

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

L. H. Johnson
Promotion
Promotion in rank for Iyle H. Johnson, Registrar and Director of Teacher Placement and Counsellor for Men, from Instructor to Assistant Professor, 12-months basis, yearly tenure, no change in salary, effective December 15. No change in budget.

REPORT ON FOURTH WAR LOAN DRIVE
Mr. Sammons expressed to the Board his appreciation for the services of Dr. Newel Comish, Professor of Business Administration at the University, who acted as Chairman of the Lane County Third War Loan Drive. He also requested the services of Dr. Comish and Dr. G. W. Peavy to serve as County Chairman of Lane and Benton counties, respectively, for the Fourth War Loan Drive, which will open in January.

ADJOURNMENT
The Board adjourned at 11:50 a.m.

BEATRICE WALTON SACKETT, Vice President

CHARLES D. BYRNE, Secretary