STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
BENSON HOTEL, PORTLAND, OREGON
July 25, 1944

Meeting #133 A regular meeting of the State Board of Higher Education was held at the Benson Hotel, Portland, Oregon, on July 25, 1944.

ROLL CALL The meeting was called to order at 10:00 A.M. by the President of the Board, Willard L. Marks, and on roll call the following answered present:

Leif S. Finseth
H. E. Kleinsorge
B. C. Groshek
Beatrice Walton Sackett
Mac Hark
Edgar W. Smith
William L. Marks


There were also present Chancellor Frederick W. Hunter; Dr. Charles D. Byrne, Secretary of the Board; Acting President Orlando Hollis of the University of Oregon; President A. L. Strand of Oregon State College; President C. A. Howard of Oregon College of Education; President Robert J. Maasko of Eastern Oregon College of Education; President Walter Bedford of Southern Oregon College of Education; and Dean and Director J. F. Cramer of the General Extension Division.

LETTER FROM MR. Buhl AND MR. SAMMONS President Marks reported to the Board that he had received a letter from Mr. Buhl stating that he was in the East and would be unable to attend the meeting of the Board. He further reported that the Chancellor had received a wire from Mr. Sammons stating that he would be in Washington, D.C. at the time of the meeting.

MINUTES APPROVED The Board voted to dispense with the reading of the minutes of the last meeting held June 13, 1944, and approved the minutes of this meeting as they appeared in the docket.

UNIVERSITY ARCHITECTS CONTRACTS Dr. R. E. Kleinsorge, Chairman of the Buildings, Grounds and Capital Outlay Committee, presented the following report:

"It will be recalled that the proposed contract for architect's services for the Union Building and laboratory building at the University of Oregon was referred by the Building Committee to a special committee for further investigation, at the June meeting of the Board.

"Reporting for that committee, Acting President Hollis presented a new proposal for contracts with Lawrence and Lawrence calling for a flat 5 per cent of the construction cost, plus not to exceed .3 of 1 per cent engineering fees on the Union Building and .75 of 1 per cent engineering fees on the laboratory building, with the further provision that not to exceed $1,500 be allowed as a consulting fee for a specialist in Union Building planning, as originally suggested by the Board."
"The Building Committee approved the proposed contracts and submits them to the Board for final approval with the further recommendation that these contracts also serve as a pattern for all State Board architect's contracts in the approved building program, particularly in respect to a 5 per cent basic fee, plus variable allowances for engineering services, depending on the type of building to be constructed. The Committee also directs that all future architect's contracts be negotiated in cooperation with the Board's office."

The Board approved the proposed contracts and the recommendations of the Building Committee.

MEDICAL SCHOOL

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

ARCHITECTS

"Dean Baird, for the Medical School, submitted a proposed contract with the firm of Lawrence and Lawrence for architect's services on the proposed hospital, included in the Board's building program, at the terms of 5 per cent plus 0.8 of 1 per cent for engineering fees. The Committee recommends approval of this contract."

The Board approved the proposed architect's contract for the University Hospital.

SOUTHERN OREGON COLLEGE OF EDUCATION

Dr. Kleinorge presented the following report regarding a contract for architect's services at Southern Oregon College of Education:

ARCHITECTS

"President Redford requested authorization to prepare a contract for architect's services on the proposed Southern Oregon College of Education dormitory, which was included as a project for the first biennium in the Board's building program. He nominated Howard Kable as the architect. While construction of this building is dependent on a legislative appropriation, it is the feeling of the Committee that immediate preparation of preliminary plans is advisable. The Committee, therefore, recommends that a contract be negotiated with Mr. Kable for final consideration by the Committee and the Board at the September meeting."

The Board authorized President Redford to prepare and submit a contract for architect's services on the proposed dormitory.

MOVING OF NURSES' HOME

Dr. Kleinorge presented the following report regarding the moving of the nurses' home at the University:

"When the Board approved the construction of a new physical plant shop at the University, it was understood that two houses on the site would have to be disposed of. President Hollis reported to the Building Committee yesterday that attempts to sell both houses at a reasonable figure were unsuccessful, but that it appears practical now to sell one of them through private negotiations. He recommended moving the other to a vacant lot owned by the
University where it can be continued in its present use as a nurses’ home. The estimated cost of moving, including the actual moving, new foundation etc., connection with the University steam line, general repairs and miscellaneous items, is $1,675. This investment will doubtless be more than covered from the income from the continued rental of a house owned by the University which would have been necessary as a nurses’ home if the present one had been sold.

"The Building Committee, therefore, recommends with the concurrence of the Finance Committee that $1,675 be provided out of the Board’s unappropriated fund to finance the moving of this house to the new site."

The Board approved the recommendation of the Building Committee and voted an appropriation of $1,675 to move the nurses’ home.

HEATING SURVEY AT THE MEDICAL SCHOOL

Dr. Kleinseorge gave the following report regarding the heating facilities on the Medical School campus:

"Mr. Couch appeared before the Building Committee to discuss the future development of heating facilities on the Medical School campus. At present there are three systems that supply heat to the various buildings. Conflicting opinions have been expressed as to the best way of proceeding with a long range heating program for the Medical School plant in view of the plans now being made for additional buildings. Mr. Couch proposed that a heating survey be made by a competent firm with a view of getting expert opinion on the subject, including the proper location and the approximate cost of a central heating plant, if one is recommended.

"The firm of DeWitt C. Griffin and Associates offered to make such a survey for $600, which would include test hole drilling for foundation for a central heating plant. The Building Committee believes that such a survey is highly desirable and recommends approval of the employment of this firm at a sum not to exceed $600."

The Board approved the recommendation of the Building Committee for a heating survey at the Medical School and voted an appropriation of not to exceed $600 with which to make the survey.

MEN’S DORMITORY AT OSC

Dr. Kleinseorge concluded the report of the Building Committee as follows:

"When the recent building program was adopted by the Board no provision was made for additional men’s dormitory space at the State College, although a women’s dormitory unit estimated to cost $300,000 was included as a self-liquidating project.

"Dr. Strand presented to the Building Committee the findings of a faculty committee indicating the urgent need in a year or two for
additional men's dormitory space because of the changed situation in private housing since the previous high registration. President Strand proposed that an additional dormitory for men be included as a self-liquidating project. It appears that the State College dormitory finances are in such shape that the estimated cost of a dormitory addition for 300 men can be financed without undue risk if the existing law authorizing bond issues for such purposes be amended so as to permit pooling the resources of all the dormitories back of the necessary bonds.

"The Building Committee, therefore, recommends that a men's dormitory to house approximately 300 students be added as an amendment to the Board's official building program as a self-liquidating project in the first biennium at a cost of approximately $450,000 and that President Strand be authorized to nominate an architect for preliminary plans for this project. It is also recommended that the necessary steps be taken by the Board's office to bring about the amendment of the present dormitory bonding law so as to permit pledging the pooled income from all dormitories at an institution."

The Board approved the amendment of the Board's official building program so as to include a men's dormitory unit at the State College and instructed the Board's office to take steps to bring about the amendment of the present dormitory bonding law.

PROPOSAL FOR RETIREMENT PLAN

Mr. R. G. Groesbeck, Acting Chairman of the Insurance Committee presented the following report:

"Chancellor Hunter presented to the Insurance Committee a proposal looking to the ultimate establishment of an adequate retirement plan for the State System of Higher Education. A detailed study of several plans had been made under the direction of the Chancellor after consultation with the institutional executives and the System Executive Council.

A retirement annuity program has long been under discussion by the Board, with the desirability and merits of a retirement plan undisputed by those familiar with the situation. After discussing the subject anew with all the institutional executives, the Insurance Committee recommends approval of the Chancellor's recommendations, substantially as follows:

(1) That Legislative action be requested to provide permissive authority to the State Board of Higher Education to establish a retirement system which is financially sound and educationally equitable and effective.

(2) That the Chancellor be authorized to have prepared specific retirement plans applicable to Oregon conditions, with supporting facts and data ready for discussion or adoption when and if needed."

The Board approved the recommendations of the Insurance Committee in regard to the retirement plan.
IN-SERVICE: Mr. Edgar W. Smith, Acting Chairman of the Finance Committee, presented the following report:

The budget for teachers in cooperation with the State Department of Education, the Chancellor recommended an additional appropriation of $7,500 for this work, of which $3,000 will be allotted to the State College, $3,000 to the University, and $1,500 to the Colleges of Education. The program suggested by the State Superintendent is to cover in-service training institutes in the following four fields: physical education, English, mathematics and science, with the physical education program organized so as to follow the same kind of institute arrangement as the other subjects.

He also recommended a $1,500 addition to the General Research Reserve Fund of the System Research Council. This amount would be spent for graduate work only during the ensuing year upon the approval of the Dean of the Graduate Division.

The Finance Committee concurs with these proposals, with the understanding that these funds shall come from the unused balances from the several institutions, accruing from the year 1943-44, and so recommends to the Board.

The Board approved the report of the Finance Committee and the recommendations contained therein.

LAUNDRY SERVICE AT THE MEDICAL SCHOOL: Mr. Smith presented the following report regarding laundry service at the Medical School:

The Board of Control, through its Secretary, suggested to the Medical School the possibility of economy in having the penitentiary laundry perform the laundry service for all the units at the Medical School. Mr. Couch explained that a marked increase in laundry costs was in the offering and that the proposal of the Board of Control would mean an annual saving of some $6,000 to $7,000. However, in order to take advantage of the service at the penitentiary it will be necessary to purchase additional linen stocks because deliveries are to be made less frequently.

Dean Baird, with the approval of the Chancellor, recommended an appropriation of $5,000 from restricted hospital fee income to purchase the required additional linens. The Finance Committee is recommending that the Board approve the policy of having the laundry work of the Medical School performed by the penitentiary laundry, and the budgeting of not to exceed $5,000 to purchase the required additional linens.

The Board approved the report of the Finance Committee and the budgeting of not to exceed $5,000 in restricted funds to purchase the required additional linens.
Mr. Smith presented the following report concerning the purchase of property for the proposed University building program:

"In accordance with the previous authorization of the Board to obtain property needed in carrying out the proposed building program, Acting President Hollis obtained options on four parcels of land concerning which he reported to the Finance Committee. These parcels are:

Lot 8, Block 8, in the amended plat of the University Addition to the City of Eugene - $12,000.

Lot 1, Block 9, University Addition to the City of Eugene - $10,000.

Lot 10, Block 9, University Addition to the City of Eugene - $8,500.

And the north half of Lot 7 and 8 in Block 1 in Kincaid Addition to the City of Eugene - $12,500.

"All four of these parcels of property have buildings on them that are now in use, while the buildings on the second and third parcels mentioned include considerable furniture and household equipment. All four of the properties will produce substantial rental income which will accrue to the Board until such time as the properties are required for building sites.

"In addition, a fifth parcel of property, located just north of the Sheldon house is needed for the proposed building program, an option on which could not be obtained at a satisfactory price.

The Finance Committee recommends that the four parcels on which options were obtained be purchased at the prices indicated and in accordance with previous Board authorization. It is further recommended that the appropriate Board officials be authorized to institute condemnation proceedings to obtain the fifth parcel."

The Board approved the report of the Finance Committee and the recommendations contained therein.

Mr. Smith presented the following report regarding additional funds required to install steam lines at the University:

"The Board, at its May meeting, approved a proposal of University officials to install certain steam lines and steam line returns in the south area of the campus, the entire project to cost not more than $13,384. After the necessary plans were prepared and bids obtained, it was found that the low bid for the installation, plus other necessary expenses, would exceed the amount authorized by $2,403. President Hollis explained the situation to the Finance Committee and said that unless the additional funds are provided it will be necessary to operate the steam lines in the present precarious condition through the coming winter season."
"The Finance Committee believes that this installation is necessary and recommends that an addition of $2,403 be provided from the Board's unappropriated fund to make possible proceeding with the work."

The Board approved the report of the Finance Committee and voted an appropriation of $2,403 to make it possible to proceed with the installation of the steam lines.

**IMPROVEMENTS AT RADIO STATION KOAC**

Mr. Smith presented the following report regarding improvements at Radio Station KOAC:

"President Strand presented to the Finance Committee a recommendation of the Electrical Engineering Department, which is charged with the operation and supervision of the physical plant of Radio Station KOAC, for the following improvements to the plant:

1. A used gasoline motor electric generator to be installed as an auxiliary power set to be used as a standby in case regular power is interrupted. Estimated cost $1,500.

2. The construction of an operator's cottage at Granger, near the main station building, which is necessary because student assistants are not now available to operate the transmitter as originally planned. Estimated cost $2,650.

"President Strand reported a balance of $650 in the Radio Improvement Account, restricted funds from the Legislative appropriation, which can be applied toward the construction of the operator's cottage. The remaining $3,500 is balanced by that amount turned into the unappropriated fund of the Board from the sale of the old radio transmitter earlier this year.

"The Finance Committee recommends that the $3,500 of Board funds be appropriated for these two items and that the College authorities be authorized to proceed with the project."

The Board approved the report of the Finance Committee and voted an appropriation of $3,500 to enable the College to proceed with the project.

**SETTLEMENT OF HAZEN ESTATE**

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

"Under the terms of the joint will of M. F. Hazen and Mary Hazen, deceased, the State Board of Higher Education, on behalf of the Doernbecher Memorial Hospital, was named residuary legatee. A subsequent will made it necessary to refer the bequest to the Attorney General to work out a compromise settlement. In accordance with his recommendations, the proper Board officials should be authorized to execute the necessary documents whereby four parcels of property will be
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Deeded to the Board and whereby the Board will execute quit
claim deeds on five parcels of land, all in St. Helens."

The Board approved the report of the Committee and the recommendation
contained therein.

President Marks informed the Board that a conference on the proposed
building program had been held with Governor Snell, George Aiken,
Secretary of the Board of Control and John W. Kelly, President of the
Post-War Planning Committee on June 29. The State Board of Higher
Education was represented by R. E. Kleinsorge, Mac Hoke, Leif S.
Finseth, Willard L. Marks, Chancellor F. W. Hunter and Dr. Charles
D. Byrne. Dr. Kleinsorge explained the program to the State
officials. While there were no commitments made, it was felt that
the matter was well received and that it would receive due consid-
eration.

President Marks reported that he had received a request for an
appeal from R. E. Herman, a former employee of the System in the
Comptroller’s office. In his appeal, Mr. Herman stated he was
resigning because he was dissatisfied with his salary level. Mr.
Marks read Mr. Herman’s appeal to the Board. Members of the Board
expressed the feeling that his advancements in salary were in line
with his educational background and experience. Inasmuch as Mr.
Herman had resigned his position, there was nothing further to be
done on the matter and the Board unanimously agreed to deny the
appeal and declared the matter closed.

Dr. Byrne presented a communication to the Board which had been
received from the Oregon State Board of Dental Examiners requesting
that the State Board of Higher Education "seriously consider having
a merger of the North Pacific College of Dentistry with the University
of Oregon." Mr. Marks asked that the communication be filed.

The Chancellor informed the Board that Dr. Maaske had received a
letter from Brigadier General Martin F. Scanlon commending Eastern
Oregon College of Education on its "participation in the training of
aviation students for the Army Air Forces during an extremely
trying period in our Nation's history." The letter was accompanied
by a certificate of award.

The Chancellor presented a communication from the Committee for Local
529 AFSC & ME requesting pay increases for the physical plant staff
at the University of Oregon and a communication from J. E. Eaton,
Secretary of the Oregon State Council of Local Unions supporting
this request. The Chancellor asked that the communication be filed
as an official request for such attention as may be given to it at
the next meeting of the Board.

The Chancellor reported that he had received a communication
from Nelson Rockefeller, Coordinator of Inter-American
Affairs, commending the report of the General Extension
Division on the Inter-American Institutes held in five
Oregon communities last May. Mr. Rockefeller stated that this
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represents a fine contribution to Inter-American cooperation and understanding and that he hopes it will encourage the State Board of Higher Education to continue a program of similar activities next year. The Chancellor further reported that he had a communication from John C. McClintock, Acting Coordinator, extending the present budget until December 31, 1944.

DISCUSSION
OF VETERANS' BILL

Chancellor Hunter stated that the Board had on several occasions asked him about the provisions of the Veterans' Bill and inasmuch as he was unable to get sufficient copies to distribute to all Board members, he had prepared a synopsis of the bill. (Copies were distributed to the members of the Board.)

LETTER TO
RETAIL
TRADE
BUREAU

At the June 13 meeting of the Board, Chancellor Hunter presented a communication from the Retail Trade Bureau recommending certain curricular adjustments to meet post-war needs. Among the recommendations were the offering of courses in business administration and pharmacy in Portland and the expansion of the Medical School offerings to include dentistry and optometry. The Chancellor presented a copy of his reply to the Retail Trade Bureau explaining to them what is already being done within the institutions to attempt to meet the goals set forth in the letter.

ELECTION OF
BOARD OFFICERS

Upon motion by Mr. Groesbeck and second by Mr. Smith, the Board unanimously reelected for the year 1944-45 the present officers of the Board; namely, Willard L. Marks, President; Beatrice Walton Sackett, Vice President; and Mr. E. C. Sammons, third member of the Executive Committee.

GIFTS

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

University of Oregon

Gift of $1,400 from the Oregon Mothers' Club for scholarships for worthy students during the academic year 1944-45.

Gift of $300 from the United Airlines of Seattle for a $75 scholarship to each of four students in the University summer session.

Gift of $1,000 from Lawrence T. Harris and $375.05 from the State Association of University of Oregon Women to establish the Jennie Beatie Harris Scholarship Loan Fund at the University of Oregon. The purpose of this loan fund is to assist needy and deserving women students regularly enrolled in the University and is established in honor of Mrs. Jennie Beatie Harris who for many years was very active in the State Association of Oregon Women.

State College

Gift of $250 from Kelley, Farquhar and Company of Tacoma, Washington, to the experiment Station Department of Food Industries, for special research on freezing fruits and vegetables.
Gift of $150 from Blue Lake Producers of Salem, to the Experiment Station Department of Food Industries, for research in canning fruits and vegetables.

Grant of $300 from the Ella Sack Flota Foundation, Boston, Massachusetts, for a nutritional research project under the direction of Dr. William J. Van Wagendonk.

**Eastern Oregon College of Education**

Gift of $444 for scholarships in 1944-45 as follows:
- LaGrande Aerie # 259, Fraternal Order of Eagles, for an all-tuition freshman scholarship, $74.
- Mr. and Mrs. Bay Price, La Grande, for an all-tuition freshman scholarship, $74.
- La Grande Scraptimist Club for an all-tuition freshman scholarship, $74.
- Miss Anna Johnson, La Grande, for a sophomore student, $74.
- Mrs. Della C. Wagner, La Grande, for a junior student, $74.
- Masonic Lodge, Union, for an all-tuition freshman scholarship, $74.

**CANDIDATES FOR DEGREES AND DIPLOMAS**

The Board voted to confirm the action of the following members in approving the candidates for degrees and diplomas at the several institutions:
- University of Oregon: Edgar W. Smith
- Oregon State College: Beatrice Walton Sackett
- Oregon College of Education: R. C. Groesbeck
- Southern Oregon College of Education: Robert W. Ruhl
- Eastern Oregon College of Education: Mac Hoke
- University of Oregon Medical School (Dec. 22): R. E. Kleinsorge

Signed copies of the lists of approved candidates are on file in the Board's office.

**AUTHORIZATION TO SIGN DOCUMENTS**

In the conduct of the State Board of Higher Education financial transactions with other state offices, certain authorizations are required for staff members in the Comptroller's office to sign documents. In the past, specific authorizations have been granted through Board action. To avoid constant changes in these specific authorizations, due to frequent changes in personnel, the Board approved the recommendation of the Chancellor that the Comptroller, and in his absence the Secretary of the Board, be authorized to:

1. Appoint a person or persons to sign claims on behalf of the Board for payment by the Secretary of State.
2. Appoint a person or persons to sign payrolls for payment by the Secretary of State, to provide the necessary surety bonds required by the Secretary of State, and upon termination of appointments to cancel the bonds.

3. Appoint a person or persons to sign checks on bank accounts with the State Treasurer or commercial banks.

4. Designate individuals to have access to the Board's safety deposit box at a commercial bank and to authorize the release of securities held in safekeeping by a bank; provided, however, that access to the safety deposit box shall only be permitted upon the appearance and joint signatures of two staff members and that the release of securities held in safekeeping require the written approval of two staff members.

5. Appoint an assistant treasurer of the experiment station and extension service, subject to the approval of the Dean and Director of the Federal Cooperative Extension and Agricultural Research.

REDUCTION IN REQUIRED HOURS FOR DEGREE

In order to place the University and State College in a better competitive situation with other institutions and to make it possible for graduate and research assistants to earn a Masters degree in one academic year and a summer session, the Board approved the General Graduate Council's recommendation for a reduction of required service hours for full-time graduate assistants from 13 per week to 15; and an increase in their maximum registration from 10 to 12 credit hours per term; and a comparable reduction in required service hours for half-time graduate assistants from 9 hours to 8; hours per week; the maximum load to remain at 15 credit hours per term.

ED. OFFICE BUDGET ADDITION

The Board approved the addition of $400 in 1944-45 to the Editor's office budget at the University to cover increased costs of printing catalogs and other University publications.

BUDGETING OF FUNDS FOR CORONER'S ASSISTANCE

For a number of years members of the Medical School staff have cooperated with the County Coroner and the Board of County Commissioners by serving as coroner's surgeons and performing autopsies in Multnomah County. This service has greatly increased and the problem of obtaining technical assistants has changed to the extent that it was necessary to request the Commissioners to provide additional funds for this service. The Commissioners agreed to give an additional $900 per year and the Board approved the budgeting of this $900 as wages to provide technical assistance.

CADET NURSE CORPS BUDGET AT ECOE

The Board approved the following budget additions at Eastern Oregon College of Education for the Cadet Nurse Corps program affiliated with the Deaconess Hospital School of Nursing, Spokane,
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Washington, to cover the period from March 16 through June 30, 1944;

1. **Instructional Budget**

   Estimated net income from tuition and matriculation fees: $2,615.84

   Budget planned:

   - Wages (Added instructional assistance): $363.71
   - Materials and equipment: $624.65
   - Travel: $300.00
   - Equipment: $423.74
   - Library: $201.29

   Balance which will be available for reappropriation next fiscal year as a restricted fund to the extent required: $784.45

2. **Non-Instructional Budget**

   There is to be available from Federal funds the following restricted funds recommended for budgeting for the purpose for which they were allotted by the Government.

   - Student textbooks: $1,424.66
   - Health Service (at a rate of $4 per term per student): $256.00
   - Building Fee ($5 per term per student): $320.00
   - Dormitory Housing and Messing: $5,175.00

**PERSONNEL**

The Board approved the following personnel adjustments at the University:

- **R. S. Hoyman**
  - Appointment of Howard S. Hoyman, Associate Professor of Physical Education, as Acting Dean of the School of Physical Education for the fall term 1944-45 with no change in salary.

- **R. Pielemeyer**
  - Resignation of Rosalie Pielemeyer, Junior Assistant in the Catalog Department and Instructor, at an annual salary rate of $1,800, 12-months basis, yearly tenure, effective July 31; and the appointment of Eileen Hillyard to succeed her as Junior Assistant in the Catalog Department and Instructor, at an annual salary rate of $1,900, 12-months basis, yearly tenure, effective September 1. Salary savings of $66.66 in 1944-45 due to the delayed appointment will revert to the Board's unappropriated fund.

- **C. Krieg**
  - Extension of appointment of Clarice Krieg as Acting Librarian, rank of Assistant Professor, at an annual salary rate of $3,070 from July 1 to September 30, 1944. Amount of $75 required in 1944-45 to be transferred from funds available in the salary budget for the appointment of a librarian.
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B. E. Jessup
Salary adjustment
Salary adjustment for Bertram E. Jessup, Assistant Professor of English and Aesthetics, from $2,670 to $2,870, 10-months basis, indefinite tenure, effective October 1, 1944. Amount of $150 required in 1944-45 to be transferred from the Institutional Salary Adjustment Reserve.

A. Elston
Increase in time
Increase in time for Dr. Arnold Elston, Assistant Professor of Music, from 57 per cent to 90 per cent, with a corresponding salary increase from $1,653.90 to $2,600.00, effective October 1, 1944.

D. W. Allton
Appointment
Appointment of Donald W. Allton as Assistant Professor of Organ and Theory of Music, succeeding John Stark Evans, resigned, at a salary rate of $2,000, 10-months basis, yearly tenure, for 67 percent of his time, effective October 1, 1944.

Additional of $190.80 required in 1944-45 from the Board's unappropriated fund.

N. B. Zane
Retirement
Retirement of Howland B. Zane, Associate Professor of Architecture and Allied Arts, due to ill health, with the title of Associate Professor Emeritus of Space Arts, no salary, effective October 1, 1944. Mr. Zane's retirement compensation will accrue from the regular University annuity plan, including supplementary annuity funds on deposit with the First National Bank of Eugene. Salary savings, except amount for the supplemental annuity payment, to be held in budget pending appointment of a successor.

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

Mrs. V. Freed
Appointment
Appointment of Mrs. Virgil H. Freed as research assistant in Biochemistry in the Experiment Station Department of Agricultural Chemistry at an annual salary of $2,000, rank of Instructor, 12-months basis, yearly tenure, effective July 1. Funds for this position are to be transferred from the requisition budget of the Agricultural Chemistry Experiment Station Department.

O. K. Beals
Resignation
Resignation of O. K. Beals as County Agent in Josephine County, effective May 19; and the transfer of Jens F. Svinth, Assistant County Agent in Washington County, to the position of County Agent in Josephine County at an annual salary of $3,000, rank of Assistant Professor, indefinite tenure, effective June 19. Salary savings of $389.14 to be transferred to the Director's Reserve.

J. W. Ellison
Appointment
Appointment of Dr. Earnest V. Vaughn, Professor of History and Head of the Department, who has reached the age of voluntary retirement, effective September 30, 1944. Dr. Vaughn waives his right for part-time employment during the fiscal year 1944-45 with the privilege of requesting part-time employment....
the following year. Appointment of Dr. Joseph W. Ellison to replace Dr. Vaughn as Professor of History and Head of the Department and an increase in salary rate from $3,370 to $3,670, 10-months basis, effective October 1, 1944. Salary savings of $2,277.50 to be retained in the budget pending employment of a substitute for the position vacated by Dr. Ellison.

A. D. Hughes
Leave of Absence
Leave of absence without pay for A. D. Hughes, Associate Professor of Mechanical Engineering for one year, effective October 1, 1944 to engage in war work. Salary savings of $2,227.50 to be retained in the budget to employ substitute assistance.

L. E. Harris
Resignation
Resignation of Professor L. E. Harris as Associate Agronomist in the Experiment Station Department of Farm Crops to accept a position with the Chipman Chemical Company, effective July 1, 1944, and the appointment of Virgil H. Freed as Research Assistant in the Experiment Station Department of Farm Crops, rank of Instructor at a salary rate of $2,400, 12-months basis, yearly tenure, effective August 1, 1944. Salary savings of $1,400 to be transferred to the wage budget.

F. L. Ballard
Continuation of appointment
Continuation of appointment of F. L. Ballard as State Supervisor. War Food Production and Conservation work, at his present annual salary of $4,272, effective July 1, 1944, through June 30, 1945. Salary savings of $4,272 in the Extension budget to be transferred to the Director's Reserve.

W. R. Varner
Salary adjustment
Salary adjustments for W. R. Varner, Associate Professor of Physics from $3,070 to $3,370, 10-months basis, effective October 1, 1944. Amount of $225 required in 1944-45 to be transferred from the Institutional Salary Adjustment Reserve.

H. R. Vinyard
Promotion
Promotion in rank for H. R. Vinyard from Assistant Professor to Associate Professor in the Department of Physics and a corresponding salary adjustment from $2,870 to $3,170, 10-months basis, effective October 1, 1944. Amount of $225 required in 1944-45 to be transferred from the Institutional Salary Adjustment Reserve.

E. Cortright
Appointment
Appointment of E. S. Cortright as Assistant Professor of Speech, replacing D. Palmer Young, on military leave, at a salary rate of $2,800, 10-months basis, yearly tenure, effective October 1, 1944. Addition of $225 required in 1944-45 to be transferred from the Institutional Salary Adjustment Reserve.

E. W. Eldred
Resignation
Resignation of E. W. Eldred, Assistant Superintendent of the Squaw Butte-Harney Branch Experiment Station, at an annual salary rate of $3,000, rank of Assistant Professor, effective July 1, and the transfer of the $3,000 salary savings in 1944-45 to the wage budget of that station.
Continuation of appointment of Maryolive Snarr as County Club Agent-at-Large at an annual salary rate of $2,100, rank of Instructor, yearly tenure, for the fiscal year July 1, 1944 to June 30, 1945; and the budgeting of $200 for materials and expense and $800 for travel for this project. The amount of $3,100 required in 1944-45 to be transferred from the Director's Reserve.

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

Promotion in rank for the following faculty members:

C. E. Carlson  Dr. Carl Elmer Carlson, from Assistant Clinical Professor to Associate Clinical Professor of Orthopedic Surgery.

J. Dahl  Dr. Joyce Dahl, from Clinical Associate to Assistant Clinical Professor of Dermatology and Syphilology.

M. A. Howard  Dr. Martin A. Howard, from Clinical Associate to Assistant Clinical Professor of Surgery.

J. R. Labadie  Dr. John H. Labadie, from Clinical Associate to Assistant Clinical Professor of Dermatology and Syphilology.

D. R. Laird  Dr. Donald R. Laird, from Clinical Associate to Assistant Clinical Professor of Surgery.

K. H. Martaloff  Dr. Karl H. Martaloff, from Clinical Associate to Assistant Clinical Professor of Surgery.

T. S. Saunders  Dr. Thomas S. Saunders, from Clinical Associate to Assistant Clinical Professor of Dermatology and Syphilology.

All the above faculty members are on a volunteer basis, with the exception of Dr. Joyce Dahl whose stipend does not change as a result of this promotion in rank.

E. Baird  Leave of absence without pay for military service for Eleanor Baird, Superintendent of the Doernbecher Hospital, at an annual salary rate of $2,670, rank of Assistant Professor, effective August 16; and the appointment of Shirley Thompson as Superintendent of Doernbecher Hospital at the annual salary rate of $2,670, rank of Assistant Professor, yearly tenure, effective August 16. No change in budget.

F. R. Menne  Resignation as a full-time staff member of Dr. Frank R. Menne, Head of the Department of Pathology, effective July 1, and continuation of his services as Professor of Pathology on a part-time basis, at an annual salary rate of $2,235, 12-months basis, yearly tenure. This part-time status is to terminate when an adequate full-time replacement can be secured.
W. C. Hunter
Appointment
Appointment of Dr. Warren C. Hunter, Professor of Pathology, as Head of the Department of Pathology, and an increase in salary rate from $5,835 to $6,570, 12-months basis, effective July 1.

W. Ebbert,
H. Gong,
P. Myers
Appointment
Appointment of Winifred Ebbert, Henry K. Gong and Paul C. Myers as student assistants at an annual salary rate of $1,200 each, 12-months basis, yearly tenure, effective July 1.

No change in total budget.

C. Grunow
Resignation
Resignation of Dr. Otto Grunow, Assistant Professor of Radiology, effective July 1; and appointment of Dr. Selma Hyman as Assistant Professor of Radiology, on a 36 per cent time basis, at an annual salary rate of $2,280, yearly tenure, effective July 1. No change in budget.

J. Gius
Leave of Absence
Leave of absence without pay for military service for Dr. John A. Gius, Associate Professor of Surgery, effective July 1.

J. Hershey
Appointment
Appointment of Dr. John H. Hershey as Associate Professor of Surgery replacing Dr. Gius, at a salary rate of $6,000, 12-months basis, yearly tenure, effective July 1.

J. Guiss
Appointment
Appointment of Dr. John W. Guiss as Assistant Professor of Surgery on half-time basis, at an annual salary rate of $3,000, 12-months basis, yearly tenure, effective July 1.

Funds for the above adjustment are provided in the present budget of the Medical School and from the Mackenzie Endowment Fund.

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

Committee on Finance: E. C. Sammons, Chairman; Edgar W. Smith; Mac Hoke.

Committee on Curricula: R. C. Groesbeck, Chairman; Robert W. Ruhl; Beatrice Walton Sackett.

Committee on Buildings, Grounds and Capital Outlay: R. E. Kleinsorge, Chairman; Robert W. Ruhl; Leif S. Finseth.

Committee on Insurance: Edgar W. Smith, Chairman; Robert W. Ruhl; R. C. Groesbeck.

Committee on Public Relations: Edgar W. Smith, Chairman; Mac Hoke; Leif S. Finseth.

Committee on Agricultural Extension Service and Experiment Stations: Mac Hoke, Chairman; Edgar W. Smith; Robert W. Ruhl; R. E. Kleinsorge.
Special Committees:

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

Committee on Unified Administration: Leif S. Finseth, Chairman;

Committee on Libraries: Beatrice Walton Sackett, Chairman; Leif S. Finseth; R. E. Kleinsorge.

ADJOURNMENT The Board adjourned at 11:20 A. M.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary