STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
BENSON HOTEL, PORTLAND, OREGON
December 12, 1944

MEETING #141

A regular meeting of the State Board of Higher Education was held at
the Benson Hotel, Portland, Oregon, on December 12, 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:

R. C. Groesbeck
R. E. Kleinsorge
Robert W. Ruhl

Beatrice Walton Sackett
Phil Metschan
Edgar W. Smith

Willard L. Marks

Absent: Leif S. Finseth and Mac Hoke.

RE APSENCCE
OF MAC Hoke

President Marks reported to the Board that Mr. Hoke was in Chicago
attending a Farm Bureau Federation meeting and, therefore, would be
unable to attend this meeting of the Board.

MINUTES
APPROVED

The Board voted to dispense with the reading of the minutes of the
last meeting held October 24, 1944, and approved the minutes of this
meeting as they appeared in the docket.

NORTH
PACIFIC
COLLEGE
OF
DENTISTRY

President Marks announced that a Committee representing the interests
of the North Pacific College had requested a hearing before the Board.
The following Committee was present and each member presented a brief
argument for the transfer of the North Pacific College to the Oregon
State System of Higher Education:

Dr. J. Kuratli, President of Oregon
State Dental Association

Dr. C. W. Redpath, President of North
Pacific College Alumni Association

Dr. J. Pettit, Trustee of North Pacific
College

Dr. J. H. Fassman, Chairman of Legisla-
tive Committee of Oregon State Dental
Association

Members of the Committee pointed out that the trustees of the College
were now ready to transfer ownership of the building, including the
adjacent parking lot, and all equipment, to the State free of all
debt. Dr. Pettit, who is a member of the trustees of the College,
substantiated this offer.

The Committee indicated that it was the plan of the State Dental
Association and the alumni of the institution to go to the Legisla-
ture with a request that sufficient funds be appropriated to enable
the State Board of Higher Education to accept the offer of the
physical plant of the College and operate a dental school on a high educational plane. Dr. Pettit asked that the Board endorse such a program.

After considerable discussion in regard to what kind of endorsement or statement the Board might adopt, President Marks indicated that the Board would give consideration to the matter at a meeting of the Committee of the Whole following adjournment.

NEW STOKERS FOR EOCB

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

"The State Boiler Inspector reported some time ago that emergency repairs would have to be made to the boilers in the heating plant of Eastern Oregon College of Education before it could be operated this fall. Cost of the repairs was $742.98.

"President Maasle also reported to the Committee the desirability of replacing two old coal stokers that have been in operation for 15 years with a modern two bin stoker. Cost of the new stoker installed is $3,430 against which there is an estimated trade-in value of $450 for the old stokers, leaving a net cost of $2,980. The total cost of the two projects is $3,721.98 against which there is an available balance in the institutional budget of $1,300, leaving a net cost of $2,421.98.

"The Building Committee recommends the necessary appropriation from the reserve for Building Improvements."

The Board approved the recommendation of the Building Committee and voted an appropriation of not to exceed $2,421.98 to cover the cost of the stokers.

LAND PURCHASE FOR ATHLETIC FIELD AT OSC

Dr. Kleinsorge gave the following report regarding the purchase of land at Oregon State College needed for the new athletic field:

"At the May meeting of the Board, President Strand was authorized to obtain options on certain parcels of land adjacent to the Oregon State College campus needed in connection with the construction of the proposed pavilion, which is one of the self-financing projects in the post-war building program. President Strand reports that options have been obtained on eight of these parcels totaling about 14 acres at an aggregate cost of $27,100. These purchases were considered by the Building Committee at its last meeting but approval was deferred for further study of possible financing plans. It appears that these may be financed from institutional funds accruing through the facility use fee for buildings paid by the Army.

"A number of usable houses are included in these purchases which may be rented until such time as development is begun. There may also be some salvage value in the houses."
The Building Committee recommends the use of $27,100 from the fund mentioned to purchase these parcels of property as follows:

1. Jeanne L. Auld, approximately 2 acres. .......... $5,800
2. George P. and Helen M. Rentsch, approximately ½ acre . ........... 3,500
3. Marie Jorgensen, approximately 1 acre. .......... 2,300
4. Aaron and Della Dearing, 1 acre. ............... 4,800
5. Pearl Shedd, approximately 4 acres . ........... 3,950
6. J. L. and Faustina J. Dunn, approximately 3 acres. ............... 1,500
7. L. A. and Ana Stegner, Lots 6 and 7, Block 2, Oak Creek Addition. . 2,750
8. R. H. Williams, approximately 2 acres. .......... 2,500

The Board approved the appropriation of $27,100 from the Army facility use fee to purchase the eight parcels of land needed in connection with the construction of the proposed pavilion.

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

"Dean D. W. E. Baird reported to the Committee the need for making certain improvements at the Doernbecher Hospital which have been postponed from time to time because of inability to obtain materials. Due to changes in WPB regulations, these are now available. Dean Baird, with the approval of Chancellor Hunter, has recommended the following improvements or replacements at costs indicated:

1. To replace the central supply sterilizing equipment. ............... $4,300
2. To install automatic elevator service for use 24 hours a day to replace the present manual service ............... 4,000
3. To install acoustical materials to reduce noise which now hampers the treatment of patients. ............... 3,300

$11,600

"Dean Baird reports that these improvements can be financed out of available balances in the Doernbecher Hospital patient fee fund.

"The Committee recommends approval of the items as listed, funds to come from the source indicated."

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

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

"After the Board's Experiment Station Committee made its annual inspection this last summer, it reported the urgent need of an adequate research program for the turkey industry. No turkey project has been maintained at the Central Experiment Station despite the fact that the industry has grown rapidly to the point where annual farm income from it exceeds that of the sheep industry.
"A site for an experimental turkey farm has been authorized by the Board and all the costs of fencing, water lines, roadways and range preparation can be met from Experiment Station and farm maintenance balances now on hand. However, the Board does not have funds available for the necessary building construction and equipment purchase. The Committee, therefore, recommends the following plan in connection with the animal industries' improvement program and the turkey research project:

1. That the Board sponsor a bill at the coming Legislature for a $20,000 appropriation to cover the cost of buildings and equipment needed for the turkey unit.

2. That the cost of all fencing, water lines, roadways and range preparation be met from Experiment Station and farm maintenance balances.

3. That physical plant improvements for animal industries, such as beef barns, farm roads, etc., await improved labor conditions and that recommendations on particular items be presented as conditions and funds warrant.

4. That items of herd improvement, some of which are now taking place, be proposed from time to time as opportunities for desirable stock purchases arise."

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

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

"A proposal was presented to the Board at its last meeting regarding the establishment of a Condon Lectureship in earth history, with lectures to be given at various units of the State System and possibly at some of the leading parks and museums in the State. At that time the matter was deferred for further study. The Chancellor is now recommending that $1,500 be appropriated for a trial of the program between now and July 1, 1945 to see if it proves successful and serves the purpose intended. The project has received the endorsement of the Advisory Board of Educational Problems of Parks in Oregon.

"The Committee is recommending that $1,500 be appropriated for this trial program."

The Board approved the report of the Committee and appropriated $1,500 for the establishment of the trial lectureship program.

Mr. Smith presented the following report on water costs at Oregon State College:

"The Finance Committee yesterday had before it a report on water costs at several institutions. It appears that the rate paid for water at Oregon State College is materially higher
than that paid either at Eugene or Portland. The possibility of installing a private water system for the Oregon State College Campus, particularly for irrigation, has been proposed from time to time. The Finance Committee feels that a thorough investigation of this possibility is justified. It is, therefore, recommending that the Physical Plant Department at the State College, with the assistance of other College or Board representatives as needed, be authorized to study the matter and make a report to the Board when facts have been obtained."

The Board approved the report of the Committee and authorized the Physical Plant Department of the State College to conduct a study on the matter.

Mr. Smith presented the following report regarding a discrepancy in the title on property owned by Mrs. Victor P. Morris:

"Dr. Victor P. Morris presented a written request to the Board in behalf of his wife for a quitclaim deed on certain property owned by Mrs. Morris in Monmouth upon which there appears a cloud in the title. A discrepancy in the records makes a break in the title back in 1872 at the time when Monmouth University, the forerunner of the Oregon College of Education, deeded certain lots to a private party.

"All the evidence submitted by Dr. Morris indicates that the records should be cleared. The Finance Committee recommends that the Board officials be authorized to execute a quitclaim deed."

The Board authorized the proper officials to execute a quitclaim deed to clear the title on the property in question.

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

"The Chancellor submitted to the Finance Committee the Comptroller's annual report on investment of endowment and other funds. The Committee was very favorably impressed with the interest earnings and with the general spread of investments.

"The Comptroller recommended that the annual interest distribution to funds participating in the general investment pool be set at 2 3/4 per cent, with any excess in actual earnings set aside in a reserve against possible losses.

"The Finance Committee desires to commend Comptroller Bork on his report and makes the following recommendations:

1. That the several funds participating in the pooled investment receive an annual interest of 2 3/4 per cent, beginning July 1, 1944."
2. That conferences be sought at a later date with the
   Attorney General to determine the possibility of
   extending investments into the field of preferred
   and common stocks."

The Board approved the report of the Finance Committee and the recom-
   mendations contained therein.

Due to the resignation of E. C. Sammons, it was necessary to elect a
   new member to the Executive Committee of the Board and to the Memorial
   Union Board at Oregon State College. The Board cast unanimous ballots
   for Edgar W. Smith as the third member of the Executive Committee
   and for Phil Metschan as a member of the Memorial Union Board.

It was also necessary to make changes in the other committees of the
   Board, because of the resignation of Mr. Sammons, and President Marks
   appointed the following membership to permanent and special committees
   of the Board for the remainder of the fiscal year:

Committee on Finance: Edgar W. Smith, Chairman; Mac Hoke;
   Phil Metschan.

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: Mac Hoke, Chairman; Edgar W. Smith,
   R. C. Groesbeck.

Committee on Public Relations: Leif S. Finseth, Chairman;
   Mac Hoke, Phil Metschan.

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

Committee on Rules and By-Laws: Robert W. Ruhl, Chairman;
   Leif S. Finseth, R. C. Groesbeck.

Committee on Unified Administration: Phil Metschan, Chairman;

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

Communications

Secretary Byrne presented communications from Dr. Miller, Chairman
   of the Board of Trustees of North Pacific College and Dr. Redpath,
   President of the Alumni Association of North Pacific College,
   regarding the proposed transfer of the College to the State Board
   of Higher Education. Board members indicated they had received
   photostatic copies of the letters and asked that they be filed.
Secretary Byrne read communications from several labor groups in Eugene supporting the request of the University of Oregon Physical plant employees for a wage increase. Chancellor Hunter stated that he had answered the communications indicating that the proper Committee would give the problem full attention and consideration.

RE HAZEL P. SCHWERING AND JESSICA TRODD

Mrs Sackett presented the following statement regarding contributions to the Oregon State System of Higher Education by two prominent women who recently passed away:

"Mr. President and Members of the Board: There is a matter I would like to mention briefly. Since the last meeting of the Board we have learned of the death of two women who contributed greatly to the State System of Higher Education in Oregon. I would like to make recognition of their services.

With Mrs. Schwering's contribution I know you are all familiar. We feel deep regret that her career should be too early terminated, when she had shown such steady growth in stature and usefulness. Her faithful service, her fine character and her charming personality are a tragic loss to the University. I know that appropriate recognition has been made by the University, and desire only to add to it the expression of our appreciation and sorrow.

With the contribution of the other woman some of you who have not long been associated with higher education in Oregon may not be familiar. I refer to Miss Jessica Todd, who died recently at the home of her brother in Ford City, Pennsylvania. Those of you who know the earlier history of higher education in Oregon know that Miss Todd rendered great service as a training teacher and later as dean and head of the dormitory at Monmouth. That dormitory is a monument to her. She made it what it is—an example of pleasant and cultured living, as well as of adequate housing.

I feel that it would be highly suitable for the students at the Oregon College of Education to know that the Board recognizes her contribution and considers it appropriate for them to rededicate themselves to the ideals to which she adhered. I find frequently in meeting teachers in Oregon that as they have matured they appreciate the contribution Miss Todd made to them more fully than they did when they were youthful students. Not many know how many students Miss Todd assisted, giving them material and financial aid, as well as personal encouragement, which enabled them to complete their education.

I do not ask for any official action, but I should like students at Oregon College of Education to know that Miss Todd rendered great service to that institution, and that it has not been forgotten."
MEMBERSHIP IN JOHN DAY ASSOCIATES

Chancellor Hunter presented a communication from Dr. L. S. Cressman, Secretary of the Advisory Board on Educational Problems of Parks in Oregon, recommending the names of Dr. Ralph L. Lupher and Dr. LeRoy Detling, for admission to membership in the John Day Associates. The Board approved the recommendation and asked that the communication be filed.

RESOLUTIONS ADOPTED BY OSTA

Chancellor Hunter reported that the Representative Council of the Oregon State Teachers' Association adopted the following two resolutions regarding the expansion of the in-service teacher training program and the endorsement of the Board's ten-year building program:

"The Association commends the State Department of Education and the State Board of Higher Education for the program of in-service teacher growth sponsored and developed by them and urges the two organizations to expand the program as rapidly as possible during the current war conditions."

"We endorse the proposed postwar building program of the State Board of Higher Education for the improvement and expansion of the physical plants of the state institutions of higher education."

The Board directed that the resolutions be filed.

CHANCELLOR'S RPT ON PLANS FOR POST-WAR EDUCATION

Chancellor Hunter had copies of his report on "Plans for Post-War Education" distributed to the members of the Board. He stated that the report was a summary of the steps of the Board in the development of the post-war program through the past year. The Chancellor asked that it be filed as an official document.

GIFTS

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

University

M. Widmer - Bequest of $5,000 from the estate of Margaret M. Widmer, of Eugene.

Propeller Club - Gift of $100 from the Propeller Club of the United States, New York City, to the School of Business Administration, to furnish books for the local Propeller Club library.

State College

Lucy Lewis - Gift to the Library of the personal file of library periodicals and other library literature from Miss Lucy Lewis, Director of Libraries. This collection consists of 102 volumes and is valued at $280.

Beaver Cabinet Works - Gift of $2,000 from the Beaver Cabinet Works, Corvallis, to provide technical services for a study of wood fiber products in a cooperative research project under the joint direction of the School of Forestry and the Oregon Forest Products Laboratory.

Melissa Hunter - Gift to the Library of 63 miscellaneous volumes, valued at $165, from Miss Melissa Hunter, former Director of Dormitories.
Medical School

Mrs. M. Hart  
Gift of $100 from Mrs. Milla Hart, of Portland, to the Doernbecher Memorial Hospital for Children.

Edgar Kaiser  
Gift of $500 from Edgar Kaiser of the Oregon Shipbuilding Company, Portland, to be used for the purchase of medical books and journals pertaining to the subjects of industrial health, toxicology, and preventive medicine.

Eastern Oregon College of Education

Heppner Parent-Teacher Assoc.  
Gift of $50 from the Parent-Teacher Association, Heppner, for a winter-spring quarter freshman teacher training scholarship for 1944-45.

Irrigon High Sch. Seniors  
Gift of $74 from the high school senior class, Irrigon, for an all-tuition freshman scholarship for 1945-46.

INCREASES FOR UNIVERSITY TRAINING SCHOOL PERSONNEL  
The Eugene School Board reported increases in salary to the following University Training School personnel, which were approved by the Board for recording in the official budget:

Stanley Williamson, Instructor in Science and Education and Acting Principal at University High School, from $1,604 to $1,804. The amount paid by the University remains at $1,096, making a total salary of $2,900. The full-time equivalent is changed from: University .41, Eugene School Board .59, to: University .38, Eugene School Board .62.

George Nelson, Instructor in Education and Principal of Roosevelt Junior High School from $2,316 to $2,524. The amount paid by the University remains at $207.70, making a total salary of $2,731.70.

No change in budget.

GRADUATE DIV. RANK  
The Board approved the dropping of the rank "scholar" from the official rank designations of the Graduate Division.

HEALTH SERVICE PROGRAM AT MED. SCHOOL  
The Board approved the inauguration of July 1, 1945 of a compulsory health service program for all medical and nursing students at the Medical School, the plan of coverage to be as outlined by Dean Baird. Where bona fide residents of Portland have satisfactory equivalent health service, formal action may be taken by the Dean exempting these students from the compulsory feature. The approved per term charge for this health service is $4.50 per student, the funds from this fee to cover all costs of the medical, dental and hospital service rendered.
The Board approved the transfer of $1,000 from balances in the Civil Aeronautics Authority account to the Aeronautical Investigations account at Oregon State College to be budgeted as follows:

Wages .................................. $ 600.00  
Materials and expense .............. 125.00  
Travel .................................. 275.00  
$1,000.00

The purpose of this new account is to provide funds for preliminary work prior to launching government contracts and to provide funds for necessary travel in connection with these contracts.

The Board approved the addition of $300 to the wage budget of the Dean of Women's Office at the University to employ substitute assistance during the illness of Dean Schwering.

The Board approved the appropriation of $550 to cover wages, materials, and supplies to aid in conducting the 8th Annual National Traffic Institute of the eleven western states, to be held on the State College campus March 19-30, 1945.

The Board approved an addition of $650 to the wage budget of the Physical Education Extension account at the State College to cover the expense of added classes and wage increases in the department. Funds required in 1944-45 will be provided from unbudgeted July 1, 1944 balances in the restricted fund.

The Board approved the transfer of not to exceed $5,000 from the Doernbecher Hospital Patient Fee account to the Microscope Rentals account for the purchase of student microscopes, with the understanding that this loan will be repaid at a rate of not less than $500 annually from the rental fee income for the microscopes.

In view of the lowered inventory of military equipment assigned by the Federal Government to Oregon State College, the Ninth Service Command has requested a revised bond to replace a number of different bonds totalling approximately $550,000. The new bond will be for only $75,000. Because of the constant revisions that are likely to be required in the amount of bond coverage at the three institutions having military programs, the following resolution was submitted for adoption by the Board:

RESOLVED, That the Secretary and the Comptroller of the Board be and they hereby are authorized, empowered, and directed to execute in behalf of the Board for Oregon State Agricultural College, the University of Oregon and the University of Oregon Medical School, a bond or bonds unto the United States of America in such amounts as may be required by the War Department for the safekeeping of public animals, arms, uniforms and equipment issued to educational institutions under the National Defense Act of June 3, 1916 and as amended subsequent thereto.
BE IT FURTHER RESOLVED, That the said Secretary and Comptroller be and they hereby are authorized, empowered and directed to execute from time to time, in behalf of the said Board for Oregon State Agricultural College, the University of Oregon and the University of Oregon Medical School, any or such additional bond or bonds unto the United States of America as may be required by the War Department to guarantee the safe-keeping of such property hereinbefore described, or like property, issued to the said institutions under the said National Defense Act of June 3, 1916, or any other act or acts similarly applying.

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

Mr. Groesbeck  
Dr. Kleinsorge  
Mr. Ruhl  
Mr. Marks  
Mrs. Sackett  
Mr. Metschan  
Mr. Smith

and the following voting nay: None.

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

PERSONNEL

The Board approved the following personnel adjustments at the University:

H. W. Robinson,  
Increase in salary  
for Horace W. Robinson, Assistant Professor of Speech and Dramatic Arts, for his extra load in serving as Acting Manager of Educational Activities, effective October 1, 1944, until such time as he is relieved of these extra duties. Under this arrangement, Mr. Robinson will receive an increase in his total salary from $3,450 to $3,690 on a 10-months basis. Funds for the increase are to be provided from the Educational Activities Board budget.

L. K. Shumaker,  
Return to original status  
and Director of Lower Division Advisory Group, to his original status of 50 per cent time at $1,335, effective at the beginning of the winter term; and the appointment of Linn Hutchinson as Assistant Professor of Education for the winter and spring term, for half-time, at an annual salary rate of $1,350, 10-months basis, yearly tenure. Mr. Shumaker will be employed 50 per cent time by the Eugene School Board. Salary savings of $857.28 will revert to the Board's unappropriated fund.

A. B. Stillman,  
Sabbatical leave  
for A. B. Stillman, Professor of Business Administration, on full salary for the spring term, April 2 to June 17, 1945, to complete a book in the field of cost accounting.
The Board approved the following personnel adjustments at the State College:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>N. Fasten, Resignation</td>
<td>Resignation of Dr. Nathan Fasten as Professor and Head of the Department of Zoology, effective December 31, 1944. Salary savings of $2,385 to be retained in the budget pending appointment of a successor.</td>
</tr>
<tr>
<td>Lucy Lewis, Retirement</td>
<td>Retirement of Miss Lucy Lewis, Director of Libraries for the System and Librarian of Oregon State College, with title of Director of Libraries Emeritus, at an annual salary rate of $2,400 for half-time service, effective January 1, 1945. Salary savings will be retained in the budget pending appointment of a successor.</td>
</tr>
<tr>
<td>E. F. Kurth, Appointment</td>
<td>Appointment of Dr. Ervin F. Kurth as Professor of Wood Chemistry in the Department of Chemistry, at an annual salary rate of $4,500, 12-months basis, yearly tenure, effective January 1, 1945. Amount of $2,250 required in 1944-45 to be provided from the Board's unappropriated fund.</td>
</tr>
<tr>
<td>C. L. Clark, Appointment</td>
<td>Appointment of Dr. Charles L. Clark as Assistant Professor of Mathematics, at an annual salary rate of $2,750, 10 months basis, yearly tenure, effective November 1, 1944. Amount of $2,301.86 required in 1944-45 to be provided from the Board's unappropriated fund, most of which will be offset by reimbursement for army teaching.</td>
</tr>
<tr>
<td>G. E. Crossen, Appointment</td>
<td>Appointment of Dr. George E. Crossen as Acting Dean of the School of Pharmacy, at an annual salary rate of $4,800, rank of Professor, 12-months basis, yearly tenure, effective February 1, 1945. Of the $2,000 required in 1944-45, $1,863.75 is to be provided from funds released by transferring Dr. Ziefle to half-time and the remaining $136.25 is to be provided from funds released by Professor Stuhr's resignation.</td>
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<tr>
<td>G. Schooeman, Salary Adjustment</td>
<td>Salary adjustment for Mrs. Gladys Schooeman, Secretary in the Dormitory Department, from $1,920 to $2,200, 12-months basis, yearly tenure, effective December 1, 1944. Amount of $163.33 required in 1944-45 to be provided from dormitory balances.</td>
</tr>
<tr>
<td>C. L. White, Salary Adjustment</td>
<td>Salary adjustment for Mrs. Carrie L. White, Secretary in the Division of Animal Industry, from $1,728 to $1,920, 12-months basis, monthly tenure, effective November 1, 1944. Amount of $128 required in 1944-45 to be transferred from the wage budget of the department.</td>
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<tr>
<td>L. Friedman, Advance in rank</td>
<td>Advance in rank for Dr. Leo Friedman, from Associate Professor to Professor of Chemistry and a corresponding salary adjustment from $3,170 to $3,270, 10-months basis, indefinite tenure, effective January 1, 1945; and an adjustment in time from full-time to 87 per cent time on instruction and 13 per cent time to the State Board of Forestry, retroactive to September 1, 1944. Amount of $66.67 required in 1944-45 to be provided from the Institutional Salary Adjustment Reserve.</td>
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</table>
W. McCulloch
Return from leave

Return from leave of absence of W. F. McCulloch, Assistant Professor in the School of Forestry and a promotion in rank to Professor with a corresponding increase in salary from $2,700 to $3,600, 10-months basis, indefinite tenure, effective April 1, 1945. Of the $1,200 required in 1944-45, $210 will be provided from the Institutional Salary Adjustment Reserve and the remaining $990 will be provided from the reserve for staff members returning from leave.

E. N. Hoffman,
Transfer

Transfer of E. N. Hoffman, Assistant County Agent of Malheur County to the position of County Agent of Wheeler County with an advance in rank from Instructor to Assistant Professor, and corresponding increase in salary from $2,670 to $3,060, 12-months basis, indefinite tenure, effective November 1, 1944. Amount required in 1944-45 to be transferred from the Director's Reserve.

J. A. Milbrath,
Advance in rank

Advance in rank for Dr. John A. Milbrath, Assistant Plant Pathologist in the Experiment Station, from Assistant Professor to Associate Professor and a corresponding increase in salary from $3,470 to $3,800, 12-months basis, indefinite tenure, effective December 1, 1944. Amount of $192.50 required in 1944-45 to be transferred from the wage budget of the department.

COMMENDATION ON MISS LEWIS' SERVICES TO STATE SYSTEM

Chancellor Hunter made the following statement on Miss Lewis' retirement:

"Miss Lewis should not be permitted to retire from the System without some recognition being made of the unique and very valuable service she has rendered the State College and the State System of Higher Education. Through her efforts the State System has received high recognition for its excellent unified library plan. She made a survey in 1939-40 of the standards required in this area in view of recognized standards throughout the country in upper division and graduate work. As a result of this survey, this Board made several special appropriations that have greatly strengthened the library collections of the several institutions. Much of the progress of the libraries in the State System of Higher Education has been brought about by Miss Lewis through her quiet, business-like and scholarly endeavors. She has been a splendid librarian for the State College and a great leader in the library field in the State of Oregon."

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

L. Offield,
Resignation

Resignation of Dr. Leonard Offield, Assistant Professor of Urology, effective January 1, 1945; and appointment of Dr. W. F. Herman as Instructor in the Department of Urology at a salary rate of $1,800 for 30 per cent time, effective October 15, 1944. Salary savings of $217.74 to revert to the Board's unappropriated fund.
Resignation of Dr. Frederick A. Kiehle, Professor of Ophthalmology and Head of the Department, with the title of Professor Emeritus of Ophthalmology, effective December 31, 1944. Dr. Kiehle is serving on a volunteer basis. No change in budget.

Advance in rank for Dr. Charles P. Wilson, from Clinical Associate to Assistant Clinical Professor of Medicine on a voluntary basis. No change in budget.

Appointment of Lieutenant Colonel Silas W. Williams as Professor of Military Science and Tactics, effective November 10, 1944, succeeding Colonel R. W. Bryan. Salary is paid in full by the Federal Government.

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

Reduction in time for Dr. Ivan C. Milhous, Associate Professor and Head of the Department of Education and Psychology, from 100 per cent to 42.6 per cent time and a corresponding reduction in salary for the period January 1 to July 1, 1945, in order that he may continue to give part-time service to the State Department of Education as State Supervisor of Elementary Schools.

Of the salary savings of $1,110, $500 is to be retained in the budget to employ substitute assistance and $610 is to be transferred to the Board's unappropriated fund.

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

Return from military leave of Angus L. Bowmer, Assistant Professor of English, at an annual salary rate of $3,070, 12-months basis, indefinite tenure, effective January 1, 1945. Requires $1,535 in 1944-45 from the reserve for returning staff members.

Upon motion by Mr. Groesbeck and second by Mr. Smith, the Board voted unanimously to suspend the rules and by-laws calling for a meeting on January 23, 1945 and to change the date to January 16, 1945 in order for the Board to discuss problems of higher education which may come before the Legislature.

The Board adjourned at 11:55 A.M.

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