STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
BENSON HOTEL, PORTLAND, OREGON
September 11, 1945
10:45 A. M.

MEETING #147 A regular meeting of the State Board of Higher Education was held at the Benson Hotel, Portland, Oregon, on September 11, 1945.

ROLL CALL The meeting was called to order at 10:45 A. M. by the President of the Board, Willard L. Marks, and on roll call the following answered present:

Leif S. Finseth
R. C. Groesbeck
R. E. Kleinsorge
Phil Metschan

Beatrice Walton Sackett
Edgar W. Smith
A. R. Watzek
Willard L. Marks

Absent: Herman Oliver

There were also present: Chancellor Frederick M. Hunter; Dr. Charles D. Byrne, Secretary of the Board; President Harry K. Newburn 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. Maske of Eastern Oregon College of Education; President Walter Redford of Southern Oregon College of Education; Dean D. W. E. Baird of the University of Oregon Medical School; and Dean J. F. Cramer of the General Extension Division.

RE HERMAN OLIVER President Marks reported that a telegram had been received from Mr. Herman Oliver advising that he 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 July 24, 1945, and approved the minutes of this meeting as they appeared in the docket.

SECURING PREFABRICATED HOUSES FOR U OF O AND OSC FROM RICHLAND, WASHINGTON

Dr. R. E. Kleinsorge, reporting for the joint Building and Finance Committees, presented the following report:

"Since the last Board meeting, information was received that there was the possibility of acquiring some of the surplus prefabricated houses now located at Richland, Washington. The type of houses and their condition were immediately investigated and an application was filed by both the State College and the University for 50 housing units for each to provide housing facilities for returned married veterans. Both Dr. Strand and Dr. Newburn reported to the Committees on the urgency of securing houses for these married veterans who are applying for entrance into the institutions in large numbers.

"While there is no certainty that the houses will be available or that the National Housing Administration will meet the complete quota of houses applied for, it appears very probable that substantially the allotments requested will be granted. These houses consisting of a desirable distribution among one, two and three-bedroom units will be turned over to the institution without cost,
except the charges for moving, providing the foundations and connecting the utilities. The houses will come fully equipped with essential furniture ready for occupancy. The cost can be financed from endowment funds and repaid over a reasonable period of time from the rental income.

"The Committees are highly in favor of this project which will at least be the first step in the solution of a serious housing problem. The Building and the Finance committees recommend that the plans submitted for financing the transfer of these houses be approved and that the proper officials of the Board be authorized to negotiate and sign the contract with the Federal agency."

The Board approved the above report, including the plan of financing and authorized the proper Board officials to negotiate and sign the necessary agreements.

PURCHASE OF SEVEN NEW PREFABRICATED HOUSES

Dr. Kleinsorge presented the following report regarding the purchase of seven new prefabricated houses for married students or faculty at the University:

"In the interim since the July Board meeting, a recommendation was submitted for the purchase of seven new prefabricated houses for married students or faculty at the University. President Newburn recommended that these houses be purchased at a total cost of approximately $19,000, including the transportation, foundations, etc., with complete equipment. Dr. Newburn proposed financing the project from approximately $17,000 of Woodward dormitory gift funds plus a temporary loan from the pooled endowment funds of approximately $1,800 at 4 per cent interest. It was estimated that the rental income would repay the advance to both accounts in less than 15 years. Because of the necessity of notifying the manufacturer immediately, the Executive Committee approved the purchase of these seven housing units.

"Both the Building and Finance committees endorse this project and recommend confirmation of the action of the Executive Committee."

The Board approved the purchase of the seven houses as well as the method of financing proposed by Dr. Newburn.

ACQUIRING PROPERTY FOR DORMITORY SITE

Dr. Kleinsorge reported as follows regarding the acquiring of property for the women's dormitory site at the University:

"At the July 24 meeting of the Board action was taken approving a site for the new women's dormitory unit at the University and authorized the securing of options on the properties located in Block 6, University Addition. Dr. Newburn reported that the properties most vital for the site of the first unit of the girls' dormitory could be secured at a price of approximately $47,000. Options have been obtained on three of the parcels at satisfactory prices. A fourth parcel will be available under a long-term agreement with the University. In the case of two parcels, satisfactory terms have not been agreed upon."
"Dr. Newburn also presented the probable cost of securing three parcels of property at the south end of the block which would be ultimately needed for the dormitory, but would not be required for the first unit. The estimated cost of these three parcels is approximately $25,000. He indicated that the houses could be left on these three parcels and that the rental income would cover the purchase price over a relatively short period of time.

"The Committees studied the report in detail and came to the conclusion that only those properties needed immediately for the first unit should be acquired at this time. They therefore recommend approval of the purchase of the Drum, Garrett and Acheson properties, the agreement recommended on the Hager property, the plan proposed for moving the buildings on these properties, and the method of financing this moving. The Committees also recommend, much to their regret, that condemnation proceedings be instituted on the Eastwood and Couch parcels. It is also recommended that the purchase of the land not needed immediately be deferred for the present.

"The amount of Board funds required for this project is approximately $47,000, against which there will be rental income accruing over a period of years from those properties moved to land now owned by the institution. It was the recommendation of the University that no usable houses be demolished under the present extreme housing shortage in Eugene, and the Committees concur in this proposal. The Committees also approve the use of the necessary endowment funds to transfer these properties to new sites, the funds to be repaid from rental income with an interest rate of 4 per cent."

The Board approved the report of the Committees on acquiring a site for the new women's dormitory at the University and the several recommendations contained therein.

Dr. Kleinsorge presented the following report concerning the purchase of property needed for the future development of the University campus:

"President Newburn presented to the joint meeting of the Building and Finance committees a recommendation to purchase the south half of Lot 3, Block 1, Kincaid Addition, at a price of $1,375, plus a pro rata share of the 1945-46 taxes. This half lot is immediately adjacent to the site selected for the Classroom and Laboratory Building. It was felt that this was an exceedingly good price and that ultimately two other properties in that half block should be acquired to round out properly the site for this new building. The Committees recommend the purchase of this half lot at the price indicated with Board unappropriated funds."

The Board approved the purchase of the lot under the terms recommended by the Building and Finance Committees.

Dr. Kleinsorge presented the following report on the acquisition of land for the Industrial Building:

"At a previous meeting of the Board, College officials were authorized to negotiate options on certain parcels of land immediately
south of the campus bounds for a site for the Industrial Building.
Eight parcels of property are involved and options have been secured
on seven of them. The total sum involved, including the service
charge for negotiations, is $28,043.75. Members of both committees
consider the acquisition of the land necessary for proper location
of the structure and recommend purchase of the properties at the
option figures indicated, utilizing Board funds. The recovery
values from sale of the buildings, estimated at approximately
$5,000, will accrue to the Board's unappropriated fund."

The Board approved the report of the Committee and voted to appropri-
ate not to exceed $28,043.75 from Board funds to purchase the parcels
of land.

Dr. Kleinsorge reported as follows on the expenditure of dormitory
funds to purchase equipment needed for emergency housing of girls
in the Memorial Union Building and Women's Building at Oregon State
College:

"President Strand, with the approval of the Chancellor, presented
a recommendation for the expenditure of approximately $4,000 of
dormitory funds to purchase equipment needed to meet the problem
of emergency housing for girls in the Memorial Union Building
and the Women's Building. President Strand pointed out that
this equipment for the most part would be required for the pro-
posed new women's dormitory at the institution. The Committees
recommend approval of these purchases from dormitory funds now
on hand."

The Board approved the expenditure of not to exceed $4,000 to
purchase necessary equipment as recommended.

Dr. Kleinsorge presented the following report concerning the construc-
tion of a Naval ROTC building on the Oregon State College campus:

"A Naval ROTC program has been approved by Naval officials for
Oregon State College, the program to begin at the opening of the
fall term. Since this program is a permanent one it will require
a Naval ROTC building estimated by Naval authorities to cost
$150,000. While the complete building is not necessary immediately,
a portion of it is necessary in the very near future for the install-
ation of Naval ordnance required in the instructional program.
There is every indication that ultimately one-half of the cost of
the building will be borne by the Federal Government. Because of
the necessity of making immediate plans for this structure, and
particularly for the Naval Ordnance Laboratory unit, it was recom-
manded that plans for the structure be worked out immediately with
the details of financing the building to await more definite word
from Federal authorities and more accurate estimates of the ultimate
cost.

"The Building and Finance committees, therefore, recommend that the
firm of Jones and Marsh be employed to prepare the necessary plans
for this structure at the usual fee of 5 per cent of the cost of
the work, plus one-half of 1 per cent for engineering services.
The general details of the architectural contract should conform
with the standard contract used by the Board. The necessary funds
for this architectural service would be advanced from Board funds until such time as a definite program of financing has been worked out. Ultimately architectural charges can be transferred to the financial account set up for the building."

The Board approved the report of the Committees and the recommendations contained therein.

Dr. Kleinsorge concluded the report of the joint Building and Finance Committees as follows:

"President Strand, with the approval of the Chancellor, presented a recommendation for the purchase of three prefabricated houses to be used for skilled farm workers on the institutional farms. This need for certain key employees to be located close to their work has been apparent for some time. The housing shortage in Corvallis makes it almost imperative that housing for certain of the farm workers be supplied. Three prefabricated houses, two new and one slightly used, are now available. Two of the houses are the two-bedroom type, and one is a three-bedroom house. The total cost of the three houses, including foundations and utility connections, is $10,131. The Building Committee recognizes the need for these farm residences, and the two committees join in recommending their purchase.

"It is proposed to finance these houses out of the Board's unappropriated fund. However, the wages paid these workers include a consideration for rental for private dwellings. The committees therefore recommend that the wages of the workers who occupy these houses be adjusted downward by an amount comparable to a fair rental for the dwellings; and further, that the respective budgets which employ the workers occupying these dwellings be reduced by an amount equal to the annual rental fixed for each house."

The Board approved the purchase of the three houses at the price recommended as well as the method of financing.

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

"The University and the State College presented revised budget estimates for use of the incidental fee which had been increased by Board action since the original budgets were prepared. The added income from this fee was estimated at $18,000 for each institution. In accordance with previous Board action, these fee funds are to be allotted for certain phases of the over-all student activity program which is under the direction of the Athletic Boards of each institution. The Finance Committee is recommending approval of these expenditure budgets as submitted by the institutional executives and approved by the Chancellor.

"There was also a slight revision in the original budgets submitted by the Educational Activities Board at the State College, the new budget to be $11,500.70 as against the original budget of $10,085.78."
"There were also submitted the student activity budgets for the
three Colleges of Education involving the following expenditures
from incidental fee income:

Oregon College of Education    $3,359
Southern Oregon College of Education  1,515
Eastern Oregon College of Education  3,965

"The Committee is recommending approval of these budgets."

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

COMPTROLLER'S
INVESTMENT
REPORT

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

"In accordance with regular Board policy, the Comptroller submit-
ted his annual report on endowment funds. The report showed
that the total endowments administered by the Board are somewhat
over $1,000,000. The annual income produced by this endowment
was approximately $46,000, making an over-all rate of 4.37%.
The Committee considered carefully the distribution of invest-
ments and is giving consideration to further study of the
investment policy with a view of continuing the important objective
of the maintenance of principal intact and a maximum return on
the endowment.

"The Finance Committee wishes to commend Comptroller Bork on the
report and his handling of the endowment funds. No specific
action is required other than approval of the report and a
continuation of the policy of distributing 2 3/4 per cent to the
several endowment accounts participating in the consolidated pool,
with the excess earnings going into a reserve against possible
future principal depreciation."

The Board voted to accept the Comptroller's Report and commend Mr.
Bork on his fine report.

REPORT OF
SPECIAL
NURSERY
SCHOOL
COMMITTEE

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

"There were three items submitted to the Curriculum Committee.
The first item had to do with the training of nursery school
teachers. Last January the Board approved in a temporary way
three courses. Since that time a special committee has made a
study trying to arrive at a decision as to whether or not these
courses should be continued permanently and what should be done
concerning nursery school training. The first course "Nursery
School Experience" was formerly in the Household Administration
Department. It is recommended that it be transferred and placed
under Education 415 and that the title be changed to "Supervised
School Experience." The other two, "Program Building in the
Nursery School" and "Nursery School Administration", the special
committee decided should belong in the Department of Home Eco-
nomics but should be given the number HEd 428 and HEd 429, respect-
ively. The Curriculum Committee recommends that these courses
as changed in designation be made permanent."
"With reference to the general problem of training nursery school teachers, I find that under the law of Oregon, at present, funds may not be used legally for the employment of nursery school teachers. The situation presents some difficulty for the reason that in training nursery school teachers, part of it is laboratory work and part of it should be educational training, including the general philosophy of education, which might necessitate participation of two institutions. The special committee favored holding in abeyance any action with reference to nursery school teacher training in the Colleges of Education and the Committee on Curricula approved this point of view. There is no great demand at present for nursery school teachers in public schools. That work and kindergarten work makes slow progress in the state of Oregon so the matter is held in abeyance for some future action."

The Board approved the report of the Curriculum Committee in regard to three specific courses in nursery school teacher training and also the general policy enunciated by the Committee on the training of teachers for nursery schools, as submitted by the Chancellor, with recommendation for approval.

Mrs. Sackett added the comment that the State College facilities now provide opportunities wherein students in Home Economics, by taking work in the School of Education, may qualify for nursery school teachers. She indicated that this meets the demand in the State at the present time and there is nothing in the Curriculum Committee report that contemplates that this work at the State College will be terminated. Home Economic students can, therefore, continue to receive that preparation at Oregon State College.

Mr. Groesbeck reported as follows on the establishment of emergency Naval ROTC curricula at the State College:

"The next item has reference to curricula prepared by the College to take care of the new Naval ROTC training program. This program has been approved by the Building and Finance Committees so it is now a question for the Curriculum Committee to pass on courses proposed for that program. The proposal in general is this, that students in a tri-partite position, they take a portion of their work in liberalizing subjects, they can elect majors in Business and Industry, Engineering or scientific departments; and they are also required to take about one-fourth of their work in Naval subjects. This program is contemplated for a four-year period leading to appropriate degrees. The Curriculum Committee has discussed the situation and examined the courses proposed and for the time being, as emergency curricula, moves that the courses and curricula be approved."

The Board voted to accept the report of the Curriculum Committee and approved the courses and curricula as recommended by the State College in the report entitled "Emergency Curricular Proposals for Naval ROTC" and dated August 25, 1945.

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

"At a previous meeting the Board approved certain courses in Secretarial Science and Merchandising at Southern Oregon College
of Education. Through an inadvertency there was omitted from the course approval six credits of constructive accounting that are required in the approved curriculum. The Curriculum Committee desires that these 6 credits of constructive accounting be approved, thereby confirming the original action of the Board in approving the curriculum.

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

Dr. Byrne presented a communication from S. J. Barrick, Director of Research of the Oregon Tax Study Commission wherein the Commission extended an invitation to the State Board of Higher Education to present the financial needs of higher education in Oregon at the meeting of the Commission to be held in Salem at 9 A.M. on Monday, September 17, 1945.

Mr. Marks indicated that at the Finance Committee meeting on the previous day Mr. Finseth, Dr. Byrne, Mr. Bork and himself had been designated to represent the System at the meeting.

The Chancellor caused to be distributed to members of the Board copies of the synopsis he had compiled for the information of the Board on Dr. Vannevar Bush's recent report to the President of the United States. In a government printed monograph of 185 pages, Dr. Bush summarized a vast scientific survey and made recommendations of vital importance to the future of the United States. It was a complete review of the relationship of science to the development of American resources which could be used to meet three great needs of the American people: (1) The battle against disease; (2) National security; and (3) Public welfare (full employment).

In his report, Dr. Bush recommends the establishment of a National Research Foundation which is estimated to cost approximately $50,000,000 annually, and that there be included in this Foundation a provision for 24,000 undergraduate scholarships distributed among the colleges and universities of the country.

President Truman included a recommendation in his recent message to Congress which supports Dr. Bush's recommendations.

The report was submitted merely for the information of the Board and required no action.

At the request of Chancellor Hunter, Dean Orlando John Hollis, liaison officer for veterans' education in the System, presented to the Board a report on the dissemination of information to discharged veterans concerning the offerings of the institutions of the System. He stated that the number of releases from the armed services had necessitated immediate action on the part of the State System, both by personal contact and literature, to reach veterans who are eligible for educational training.

Dean Hollis reported that an arrangement has been worked out with Colonel Wooten, Director of the Selective Service Board, to contact veterans. He informed the Board that it is not the function of the selective service boards to advise the veteran, but to put him in
touch with agencies equipped to give him expert counsel as to education, employment, etc. Colonel Wooten consented to appoint anyone recommended by Dean Hollis as a member of a local county veterans service committee. As a result, in each county in which one of the state institutions of higher learning is located, a staff member of the institution has been appointed to the veterans' service committee. President Howard will also be appointed to the Marion County committee. These appointments will make it possible to have a representative of the System on the local committee in all the densely populated centers, with the exception of Klamath Falls and Portland. Dr. Hollis indicated that steps were being taken to employ somebody in the Portland Extension Division who could give practically full time to this work as a member of the Multnomah County committee.

He reported that the Director of Selective Service had also agreed to distribute to all veterans' service committees and selective service boards in the state, without expense to the System, the veterans' brochure of the University of Oregon and Oregon State College, as well as any other similar publications.

Dean Hollis said that the working arrangement with the State Director of Selective Service, in cooperation with the institutions, and the establishment of advisement centers by the Veterans' Administration at the University, the State College and Eastern Oregon College of Education, makes it possible for the System to carry out some of the plans which have long been talked about for the post-war period.

The Board officially accepted the following gifts and bequests and authorized the secretary of the Board to sign the necessary receipts and make suitable acknowledgment to the donors:

**University**

Gift of $300 from the American Academy of Arts and Sciences for the purchase of a Beckman Ultraviolet Spectrophotometer.

Gift of $100 to the Student Union Building and $100 to the Donald M. Erb Memorial Scholarship Endowment Fund from Dr. and Mrs. J. Lawrence Erb of Brooklyn, New York.


Bequest of $10,000 from the estate of Robert A. Booth to establish a scholarship endowment.

Gift of $314.64 from the Class of 1945 to be used to build a fireplace in the Erb Memorial Union Building, as a memorial to their class.

**State College**

Grant of $5,482 from the War Department to the Agricultural Experiment Station for research on a dehydration project.

Gift of ESMWT equipment valued at $5,308.32 from the Federal Security Agency to the School of Engineering.
Gift of $200 from the Agricultural Research Foundation for work on the research projects in the Food Industries Department.

Grant of $2,000 from the Refrigeration Research Foundation of Chicago for conducting a research project on the refrigeration of fruits and vegetables.

Medical School

Grant of $9,207.75 from the Quartermaster Department of the Army Service Forces for a nutritional research project being conducted by Dr. E. S. West in the Department of Biochemistry.

Bequest of $215 from the estate of Ella Holly to the University State Tuberculosis Hospital for the benefit of the patients.

The Board voted to confirm the action of Mrs. Beatrice Walton Sackett in approving the candidates for degrees and diplomas at the August commencement exercises at Oregon College of Education. (A signed copy of the list of approved candidates is on file in the Board's Office.)

DISPOSAL OF BANKHEAD-FLANNAGAN FUNDS

Through the War Food Administration, the State College was advised that $52,979.98 of Bankhead-Flannagan funds had been allotted for 1946 to be used to the extent necessary to carry on commitments made by the Extension Service under the Emergency War Food Production and Conservation Project, with gradual utilization of the funds for regular Extension work as cooperation with the counties is obtained on a regular basis. The Board approved the following plan for handling these funds:

(1) That the Bankhead-Flannagan allotment of funds for the fiscal year beginning July 1, in the amount of $52,979.98, be added to the regular Agricultural Extension budget and carried in an account to be known as "Emergency Assistants."

(2) That all county personnel employed with these funds carry the title of emergency assistant agents under formal appointment until such time as the counties may provide necessary appropriations for cooperation on a regular basis.

(3) That as the work of personnel employed is converted from a war emergency basis to the further development of Extension work on a regular basis, the funds carried in the Emergency Assistants Account be transferred to the appropriate standard Extension account as provided in the budget.

BUDGETING OF BANKHEAD-JONES FUNDS TO AN. HUSBANDRY

The Board approved the budgeting of $1,899.21 of unbudgeted federal Bankhead-Jones funds to the Experimental Department of Animal Husbandry at the State College to be used in conducting livestock experimental projects.

U OF O TESTING BUREAU BUDGET

Because it was anticipated that a new contract would be negotiated with the Veterans Administration for the period beginning July 1, 1945 and ending June 30, 1946, no budget was filed for the University Testing Bureau when the other University budgets were prepared. The Board approved the following budget for the University Testing Bureau:
for the present fiscal year, the funds to come from fees collected for testing service rendered to the Veterans Administration:

Estimated Income ............... $8,880

Estimated Expenditures .......... 8,880

a. Salaries $3,800
b. Requisition budget 3,900
c. Unbudgeted reserve 1,180

President Newburn reported for the official budget records a salary increase granted Dr. Adolph Weinzirl from Brown Trust Funds from $6,600 to $7,000, effective July 1, 1945, funds for the increase to come entirely from Brown Trust Funds. Dr. Weinzirl will be paid $5,000 from Brown Trust Funds and $2,000 from board funds for services at the Medical School. The Board approved this adjustment in Dr. Weinzirl's total compensation. No additional Board funds are involved.

The amount of $3,000 provided in wages for Dr. F. H. DeCamp, general assistant in the Operative Dental Clinic of the University of Oregon Dental School, is not sufficient since the rate of pay agreed upon for Dr. DeCamp was $3,500 for the year. Accordingly, the Board approved the transfer of $600 from the Operating Reserve to wages in the Operative Dental Clinic.

In order to make space available for the Veterans' Guidance Bureau on the Eastern Oregon College of Education campus, some remodeling will be required. The Board approved a budget addition of $310 from Board funds for this purpose. Rental for space accruing during the year under a contract with the Veteran's Administration will more than offset the cost of the remodeling.

In connection with the program of in-service training of elementary school teachers for the current fiscal year, the Board approved the following:

(1) The appropriation of $300 from Board funds for the regular in-service program which has been carried on for the past several years under the direction of Mr. H. E. Inlow, with the cooperation of the Colleges of Education, and

(2) The appropriation of $1,500 from Board funds for the in-service program to be carried out cooperatively with the State Department of Education.

The Board approved the following budget additions from the Clinic Fee Income Account at the Medical School, effective August 1, 1945:

(1) Addition of $275 to salaries in Outpatient Clinic Instruction, to increase the rate of Hilda Drum, X-ray Technician from $200 to $225 a month.

(2) Addition of $220 to wages in Outpatient Clinic Instruction and $100 to wages in the Business Office to make adjustments to employees on the wage basis.
The Board also approved the appropriation of $2,500 from Board funds to provide a general salary adjustment reserve for the Medical School. (The Balance reverting to Board funds from the Medical School on June 30, 1945 was $7,815.24)

REPLACEMENT OF WATER TANK AT MED. SCH. The Board approved an appropriation of $1,700 from the Board's unappropriated fund to replace the hot water tank in the Outpatient Clinic at the Medical School.

ADJUSTMENTS IN U OF O BUSINESS OFFICE The Business Office of the University requires additional help to carry the extra load occasioned by (1) the increase in work due to handling the fee collections for veterans; (2) the increase in work due to the operation of the Veterans' Guidance Center; and (3) the work resulting from the addition of the University of Oregon Dental School. It is also advisable to free Mr. J. O. Lindstrom, University Business Manager, from certain general office routine in order that he may devote time and attention to University problems of major importance, including the business management of the Dental School. The Board, therefore, approved the following:

1. Appointment of an additional person to serve as bookkeeper and typist at a rate of $150 per month, effective September 1, 1945. Requires $1,500 in 1945-46 to be provided as follows: $650 from the Operating Reserve of the Dental School; and $850 from the Board's unappropriated fund to wages in the University Business Office.

2. Salary adjustment for J. O. Lindstrom from $3,870 to $4,220, effective July 1, 1945, salary payments to be divided $3,870 from the University of Oregon Business Office and $350 from the University of Oregon Dental School Business Office. Requires $350 in the current year to be provided from the Operating Reserve of the Dental School.

ADDN. FUNDS FOR FED. COOP. EXT. BUD. When the Federal Cooperative Extension budget for 1945-46 was approved at the May meeting of the Board, it was necessary to estimate the amount of funds that would be provided by each county. President Strand reports that additional county funds in the amount of $19,055.94 will be available from the counties for the current fiscal year and the Board approved the budgeting of these funds as follows:

- County Farm projects ............... $18,247.94
- Director's Reserve .................. 808.00

PERSONNEL The Board approved the following personnel adjustments at the University:

W. Wykhuus, Appointment Appointment of Dr. Walter A. Wykhuus as Associate Professor of Prosthetic Dentistry at the Dental School, at an annual salary rate of $4,200, 12-months basis, yearly tenure, effective September 1, 1945. The amount of $3,500 required in the current year is to be provided from the Operating Reserve of the Dental School.
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S. Kincaid, Appointment
Appointment of Dr. Sterling Kincaid to budgeted position as Instructor in English, at an annual salary rate of $2,070, 10-months basis, yearly tenure, effective September 16, 1945. Requires transfer of $150 from savings from the leaves of Professors Thacher and Trowbridge.

G. Boughton, Appointment
Appointment of George Boughton as Assistant Professor of Violin, at an annual salary rate of $3,200, 10-months basis, yearly tenure, effective September 16, 1945. Of the $3,200 required for Mr. Boughton's salary, $1,295.72 is provided in the budget of the School of Music and the remaining $1,904.28 is to be provided from additional music fee income.

L. Shumaker, Resignation
Resignation of L. K. Shumaker, Assistant Professor of Education and Director of Lower Division Advisory Group, to accept a position with the United States Veterans Administration, effective June 30, 1945. Salary savings in the 1945-46 budget to be held pending the appointment of a successor.

P. B. Means, Return from military leave
Return from military leave of Dr. Paul Banwell Means, Professor of Religion and Head of the Department at an annual salary rate of $3,870, 10-months basis, yearly tenure, effective September 16, 1945. Funds required in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

O. J. Hollis, Increase in time service
Increase in time-service for Orlando John Hollis, Dean of the School of Law, from 10 to 12 months and an increase in salary from $5,270 to $6,000, effective July 1, 1945. Requires $730 in 1945-46 from the Institutional Salary Adjustment Reserve.

K. S. Ghent, Ret. from leave
Return from leave of absence of Dr. Kenneth S. Ghent, Assistant Professor of Mathematics, at a salary rate of $2,970, 10-months basis, indefinite tenure, effective September 16, 1945. Requires $2,970 in 1945-46 to be provided from the Reserve for Staff Members Returning from leave.

D. D. Cage, Return from Leave of absence
Return from leave of absence of Dr. Daniel D. Cage, Associate Professor of Business Administration, at a salary rate of $2,565 for 75 per cent time, 10-months basis, indefinite tenure, effective September 16, 1945. Dr. Cage will devote the other 25 per cent time to private business until enrollment warrants his return to full-time teaching. Requires $2,565 in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

A. B. Macduff, Transfer
Transfer of Mrs. Alice B. Macduff, Assistant Dean of Women, half-time, and half-time Housing Secretary, to full-time Housing Secretary, and a salary adjustment from $1,680 to $1,860, 10-months basis, effective September 1, 1945. The additional salary is to compensate for the elimination of living quarters previously supplied Mrs. Macduff. Mrs. Macduff will be relieved of the title of Assistant Dean of Women, effective July 1, 1945. The amount of $1,020 required in 1945-46 is available in the salary budget of the Housing and Employment Office. The amount of $1,350 remaining in the salary budget of the Housing and Employment Office is to be transferred to wages to employ additional assistance.
L. S. Bee, Resignation
Resignation of Dr. Lawrence S. Bee, Assistant Professor of Sociology to accept a position at Reed College, effective June 30, 1945.

R. C. Myers, Appointment
Appointment of Robert C. Myers as Instructor in Sociology for the academic year 1945-46, at an annual salary rate of $3,170, 10-months basis, effective September 16, 1945. Requires $100 in 1945-46 from the Board's unappropriated fund.

H. McMurtry, Appointment
Appointment of Dr. Herbert Crawford McMurtry as Acting Assistant Professor of Psychology and Counselor in the University Testing Bureau, at an annual salary rate of $3,000, 12-months basis, yearly tenure, effective September 16, 1945. Dr. McMurtry's salary will be divided equally between the Psychology Department and the University Testing Bureau. This will require an addition of $1,187.50 to the Psychology budget from Board funds for which the Board will be reimbursed later, if possible, from the fees paid for this service.

D. L. Adler, Appointment
Appointment of Dr. Daniel L. Adler as Acting Assistant Professor of Psychology and Counselor in the University Testing Bureau, at an annual salary rate of $3,300, 12-months basis, yearly tenure, effective September 16, 1945. Dr. Adler's salary will be charged entirely to the Testing Bureau.

G. I. Chang, Appointment
Appointment of Mrs. Grace Irvin Chang as Acting Assistant Dean of Women, at an annual salary rate of $2,400, rank of Instructor, 10-months basis, yearly tenure, effective September 1, 1945. Funds for this position are to be provided as follows: $840 released through Mrs. Macduff's transfer and $1,560 from the Board's unappropriated fund.

K. Montgomery, Appointment
Appointment of Kirt E. Montgomery as Assistant Professor of Speech and Dramatic arts for the academic year 1945-46, at an annual salary rate of $2,770, 10-months basis, yearly tenure, effective September 16, 1945. This is a new position and requires $2,770 in the current year from the Board's unappropriated fund.

R. Millican, Appointment
Appointment of R. D. Millican as Assistant Professor of Advertising replacing Prof. Thacher on leave, for the academic year 1945-46, at an annual salary rate of $5,200, 10-months basis, yearly tenure, effective September 16, 1945. Mr. Millican's time and salary are to be divided equally between Business Administration and Journalism. The additional amount of $1,348.16 required in 1945-46 is to be provided from the Board's unappropriated fund.

P. Risley, Appointment
Appointment of Dr. Paul Lemuel Risley as Professor of Biology and Head of the Department, at an annual salary rate of $4,500, 10-months basis, yearly tenure, effective September 16, 1945. Dr. Risley replaces Dr. Yocom, on leave. In addition to $2,103.75 available in the Biology budget, the appointment requires $2,396.25 in 1945-46 from the Board's unappropriated fund.
The Board approved the following personnel adjustments at the State College:

W. S. Morris, Appointment
Appointment of Dr. W. S. Morris as Assistant Professor of History, for the academic year 1945-46, at an annual salary rate of $2,500, 10-months basis, yearly tenure, effective September 16, 1945. Funds required in the current year are available in the Economics budget. Unused salary funds of $500 in the Economics budget is to revert to the Board's unappropriated fund.

M. Brumbaugh, Appointment
Appointment of Mrs. Mary Virdia Brumbaugh as Home Demonstration Agent in Tillamook County, at an annual salary rate of $2,400, rank of Instructor, 12-months basis, yearly tenure, effective July 1, 1945. This is a new position and requires $2,400 in 1945-46 to be transferred from the Director's Reserve.

J. Anderson, Appointment
Appointment of Joe R. Anderson as Assistant County Agent of Malheur County at an annual salary rate of $2,808, rank of Instructor, 12-months basis, yearly tenure, effective August 1, 1945. Requires $2,574 in 1945-46 to be transferred from the Director's Reserve.

G. Dennis, Appointment
Appointment of Carr S. Dennis as Assistant County Agent in Wasco County, at an annual salary rate of $3,000, rank of Instructor, 12-months basis, yearly tenure, effective July 16, 1945. Amount of $2,879.03 required in the current year to be provided from the Director's Reserve.

R. Colby, Promotion
Promotion in rank for Ralph Colby, from Associate Professor to Professor of English and an increase in salary from $3,270 to $3,370, 10-months basis, effective September 16, 1945.

J. Kierzek, Sal. adj.
Salary adjustment for John M. Kierzek, Professor of English, from $3,470 to $3,570, 10-months basis, effective September 16, 1945.

R. Dann, Salary adjustment
Salary adjustment for Robert H. Dann, Associate Professor of Sociology and Economics, from $2,970 to $3,170, 10-months basis, effective September 16, 1945.

J. Le Master, Sal. adj.
Salary adjustment for J. Lloyd LeMaster, Professor of Business Administration, from $3,570 to $3,670, effective September 16, 1945.

These four adjustments require $500 in the current year to be provided from the Institutional Salary Adjustment Reserve.

M. Boothby, Salary adjustment
Adjustment in salary for Miss Marjorie Boothby, Secretary in the Department of Poultry Husbandry, from $1,800 to $2,000, effective August 1, 1945. Requires $183.35 in 1945-46 to be transferred from the wage budget of the Department.

J. Harper, Promotion
Promotion in rank for J. A. Harper from Research Assistant to Assistant Professor of Poultry Husbandry, and an increase in salary from $2,700 to $3,200, 12-months basis, indefinite tenure, effective August 1, 1945. Requires $658.35 in 1945-46 to be transferred from wages in the Department.
A. Albert, Salary adjustment
Salary adjustment for A. L. Albert, Professor of Electrical Engineering, from $3,800 to $4,070, effective September 16, 1945. Requires $270 in the current year to be provided from the Institutional Salary Adjustment Reserve.

Sal. Adj. as follows:
Salaries adjustments for Library Staff members, effective July 1, 1945, as follows:

L. Ives
Miss Lora Ives, Reference and Serials Assistant, from $1,800 to $1,920.

N. LeBlond
Miss Medra LeBlond, Reference Assistant, from $1,900 to $2,000.

H. Warner
Miss Harriet Warner, Assistant Reference Librarian, from $2,270 to $2,370.

E. Phelps
Miss Emily Phelps, Circulation Assistant, from $1,900 to $2,000.

K. Hughes
Miss Katherine Hughes, Science Librarian, from $2,370 to $2,430.

The amount of $480 required in 1945-46 is to be provided from the Institutional Salary Adjustment Reserve.

L. Kanipe, Salary adjustment
Salary adjustment for Mrs. Louisa A. Kanipe, Assistant Professor in the Experiment Station Department of Farm Crops, from $1,300 to $1,600, effective July 1, 1945. Requires $275 in the current year to be transferred from wages to salary in the Experiment Station Farm Crops budget. Mrs. Kanipe is jointly employed by the federal-state seed laboratory and receives $2,040 annually from federal funds making a total annual salary of $3,640.

Reorganization as follows in the Department of Zoology, effective September 16, 1945:

K. Gordon, Promotion
Promotion in rank for Dr. K. Gordon from Associate Professor to Professor, with the title of Chairman of the Department, and a permanent salary increase from $3,370 to $3,770, with an additional temporary increase of $300 to compensate for additional administrative duties so long as he remains Department Chairman.

R. Wulzen, Promotion
Promotion in rank for Dr. R. Wulzen from Associate Professor to Professor, and salary increase from $3,200 to $3,800.

J. Osborne, Promotion
Promotion in rank for Dr. J. L. Osborne from Assistant Professor to Associate Professor, and an increase in salary from $2,770 to $3,370.

E. Dornfeld, Promotion
Promotion in rank for Dr. E. J. Dornfeld from Assistant Professor to Associate Professor, and an increase in salary from $2,670 to $3,370.

V. Weimer, Sal. Adj.
Increase in salary for Miss Virginia Lee Weimer, Graduate Assistant and from $660 to $780.
Appropriation of $660 for the appointment of an additional graduate assistant.

An increase in the wage budget from $545 to $1,045 to make possible the employment of advanced students for routine work of the Department.

Funds to cover this reorganization will come from salary budgeted for a new department head. Salary savings of $890 will revert to the Board's unappropriated fund.

H. P. Hansen, Transfer

Transfer of time and salary of Dr. H. P. Hansen, Assistant Professor of Botany, to Science Surveys, thus increasing his time from 53 per cent to 100 per cent in Science Surveys, with a promotion in rank to Associate Professor and an increase in salary from $2,870 to $3,270, 10-months basis, indefinite tenure, effective September 16, 1945. The amount of $400 required in the current year is to be provided from the Institutional Salary Adjustment Reserve. The unallocated balance of $430 in the Science Surveys budget is to revert to the Board's unappropriated fund.

M. Arnold, Leave of absence

Leave of absence without pay for Miss Mildred Arnold, Assistant Professor in Foods and Nutrition, for the academic year 1945-46, and the employment of Mrs. Margaret Ware to replace her as Instructor in Foods and Nutrition, at an annual salary rate of $2,500, 10-months basis, yearly tenure, effective September 16, 1945. No change in budget.

M. Ware, Appointment

Leave of absence without pay for the fall and winter terms for Edward Vietti, Assistant Professor of Secretarial Science, to accept a teaching position with the armed forces at Schrivenham, England, and the appointment of Mrs. Beulah Fisher to replace him as Instructor in Secretarial Science, at a salary rate of $200 per month, for the fall and winter terms. Salary savings of $553.34 to revert to the Board's unappropriated fund.

B. Fisher, Appointment

Resignation of Glenn Voorhies as Associate Professor of Wood Products to accept a position with the Wood Products Company of Portland effective September 1; and the appointment of John B. Grantham as Associate Professor of Wood Products, at an annual salary rate of $4,000, 12-months basis, yearly tenure, effective September 1, 1945. No change in budget.

J. Grantham, Appointment

Resignation of Miss Natalie Reichart, Assistant Professor of Physical Education for Women, effective September 1, 1945. Salary savings of $2,520 to be retained in the budget pending appointment of a successor.

N. Reichart, Resignation

Resignation of Silas K. Skinner, County Club Agent of Yamhill County, effective August 4 1945; and the appointment of William M. Perry to replace him as County Club Agent of Yamhill County, at an annual salary rate of $2,604, rank of Instructor, 12-months basis, yearly tenure, effective August 20, 1945. Requires $79.61 in 1945-46 to be provided from the Director's Reserve.
L. E. West, Return from leave of absence for war work of Dr. L. E. West, Assistant Professor of Chemistry, at an annual salary rate of $3,070, 10-months basis, indefinite tenure, effective September 16, 1945. The amount of $3,070 required in 1945-46 is to be provided from the Reserve for Staff Members Returning from Leave.

J. G. Roof, Return from leave of absence for war work of Dr. Jack G. Roof, Assistant Professor of Chemistry, at an annual salary rate of $3,270, 10-months basis, yearly tenure, effective September 16, 1945. The amount of $3,270 required in 1945-46 is to be provided from the Reserve for Staff Members Returning from Leave.

Salary adj. as follows: Salary adjustments in the staff of County Extension Agents as follows, effective September 1, 1945:

C. Henderson, County Agent, Klamath County, from $4,764 to $5,004.

P. Torvend, County Agent, Washington County, from $3,600 to $3,804.

R. W. Schaad, County Agent, Union County, from $3,600 to $3,804.

O. Mikesell, County Agent, Linn County, from $3,408 to $3,720.

W. Farrell, County Agent, Grant County from $3,060 to $3,300.

S. B. Hall, County Agent, Multnomah County, from $3,270 to $3,600.

G. A. Nelson, County Agent, Columbia County, from $3,270 to $3,600.

W. Nibler, County Agent, Marion County, from $3,240 to $3,540.

C. B. Cordy, Assistant County Agent, Jackson County, from $3,144 to $3,600.

B. Newell, Assistant County Agent, Marion County, from $2,808 to $3,168.

Amount of $2,480 required in 1945-46 is to be provided from the wage budget for Emergency Assistants set up from Bankhead-Flannagan funds.

M. Wilson, Salary adjustment for Miss Maud Wilson, Head of the Experiment Station Department of Home Economics, from $4,000 to $4,300, effective September 1, 1945. Amount of $250 required in the current year to be transferred from wages to salary in the Experiment Station Home Economics Research budget.

E. Boeckli, Resignation of Miss Elizabeth Boeckli as Home Demonstration Agent of Deschutes County, effective September 24, 1945; and the appointment of Mrs. Helen McBurney Abrego as Home Demonstration Agent, at an annual salary rate of $2,400, rank of Instructor, 12-months basis, yearly tenure, effective August 29, 1945. Requires $202.35 in 1945-46 to be provided from the Director's Reserve.
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J. Dixon,  
Return from military leave. Return from military leave of James V. Dixon as Assistant Professor in Physical Education and Assistant Football Coach, at an annual salary rate of $4,200, indefinite tenure, effective January 1, 1946. Mr. Dixon will be on 10-months service in Physical Education and 12-months service in Intercollegiate Athletics, with his time divided 54 per cent to Physical Education and 46 per cent to Intercollegiate Athletics. The amount of $1,349.33 required in 1945-46 is to be provided from the Reserve for Staff Members Returning from Leave.

Adjustments in the Registrar's and President's Offices as follows; effective September 1, 1945:

J. Oglesby,  
Transfer  
Transfer of Miss Jean Oglesby Secretary in the Registrar's Office, to the President's Office, with an increase in salary from $1,800 to $2,200. Requires $333.33 in the current year to be transferred from wages to salary in the President's Office budget.

E. Weikel,  
Promotion  
Advance in position for Mrs. Esther Weikel from clerk to secretary in the Registrar's Office with an increase in salary from $1,560 to $1,700. The amount of $116.67 required in 1945-46 to be transferred from wages in the President's Office to salaries in the Registrar's Office.

E. Kelly,  
Salary adjustment  
Increase in salary for Miss Elizabeth Kelly, Examiner in the Registrar's Office, from $1,600 to $1,700. Amount of $83.33 required in current year to be transferred from wages in the President's Office to salaries in the Registrar's Office.

Transfer of $666.67 from wages in the President's Office to wages in the Registrar's Office to employ assistance on the wage basis as partial replacement of the time of Miss Oglesby.

F. Shideler,  
Continuation  
Continuation of Fred M. Shideler as Information Assistant in the Federal Cooperative Extension Division at an annual salary rate of $3,570, for half-time, effective July 1, 1945. Mr. Shideler is employed the other half-time in Farm Labor Work on a wage basis. Requires a transfer of $1,785 in 1945-46 from wages to salary for Emergency Assistants. Mr. Shideler is off-leave from the Journalism and News Bureau budgets.

W. T. Cooney,  
Return from military leave  
Return from military leave of W. T. Cooney, Assistant Professor of Poultry Husbandry, at an annual salary rate of $3,400, 12-months basis, indefinite tenure, effective August 20, 1945. Of the $2,943.02 required in 1945-46, $1,363.22 is available in the Experiment Station budget and $1,559.80 is to be provided from the Reserve for Staff Members Returning from Leave.

A. Runkle,  
Appointment  
Appointment of Miss A'leen Runkle as Graduate Assistant in the Department of Home Economics, at an annual salary rate of $660, 10-months basis, effective September 16, 1945. Requires $660 in the current year from the Board's unappropriated fund.
Appointment of Miss Ruth Jefferson as Instructor in Household Administration for the academic year 1945-46, at an annual salary rate of $2,000, 10-months basis, yearly tenure, effective September 16, 1945. This is a new position and requires $2,000 in 1945-46 from the Board's unappropriated fund.

Appointment of Louis P. Shepherd as Instructor in the English Department for the academic year 1945-46, at an annual salary rate of $2,270, 10-months basis, effective September 16, 1945. This is a new position and requires $2,270 in 1945-46 from the Board's unappropriated fund.

Appointment of John J. Wittkopf as Assistant Professor of Electrical Engineering at an annual salary rate of $3,000, 10-months basis, yearly tenure, effective September 16, 1945. The amount of $3,000 required in 1945-46 is to be provided from the Board's unappropriated fund. Mr. Wittkopf replaces Mr. Everest, resigned, who was on leave and for whom no money was budgeted in 1945-46.

Appointment of C. L. Church as Instructor in Physics, at an annual salary rate of $2,600, 10-months basis, yearly tenure, effective September 16, 1945. This is a new position and requires $2,600 in 1945-46 from the Board's unappropriated fund.

Resignation of Ewing Anderson as Instructor in English, at an annual salary rate of $2,270, effective June 30, 1945; and appointment of George W. Creel as Instructor in English, for the academic year 1945-46; at an annual salary rate of $2,370, 10-months basis, yearly tenure, effective September 16, 1945. Requires $100 in 1945-46 from the Board's unappropriated fund.

Resignation of Dr. F. F. Wangaard, Associate Professor of Wood Products, effective June 30, 1945. Salary savings for 1945-46 to be retained in the budget pending appointment of a successor.

Appointment of Herbert W. Angell as Assistant Professor of Wood Products, at an annual salary rate of $3,600, 12-months basis, yearly tenure, effective September 20, 1945, with 75 per cent time to the Oregon Forest Products Laboratory and 25 per cent to the School of Forestry, Requires $702.50 in the current year from the Board's unappropriated fund.

Establishment of a Research Fellowship in Forest Products Chemistry, at a salary rate of $912.00, effective September 16, 1945. Requires $912.00 in 1945-46 from the Board's unappropriated fund.

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

Appointment of Miss Dorothy Byrd as Acting Instructor in English, at a salary rate of $1,326.04 for 50 per cent time, for the academic year 1945-46, 10-months basis, effective September 16, 1945. Salary savings of $398.75 to be retained in the budget to employ additional assistance. Miss Byrd will be employed the other 50 per cent time as Director of Dormitories and will be paid on the wage basis.
The Board approved the following personnel adjustments at Oregon College of Education:

J. F. Santee, Salary adjustment for Dr. J. F. Santee, Associate Professor of Social Science, from $3,150 to $3,350, 12-months basis, effective July 1, 1945. The amount of $200 required in 1945-46 is to be provided from the Institutional Salary Adjustment Reserve.

E. Barrows, Salary adjustment for Dr. E. F. Barrows, Associate Professor of Science, from $3,070 to $3,270, 12-months basis, effective July 1, 1945. The amount of $200 required in 1945-46 is to be provided from the Institutional Salary Adjustment Reserve.

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

L. Woodruff, Resignation of Miss Louise Woodruff, Assistant Professor of Music, at an annual salary rate of $2,970, effective September 23, 1945; and the appointment of Wallace Sapp to replace her at an annual salary rate of $3,000, rank of Instructor, 12-months basis, yearly tenure, effective September 24, 1945. Requires $23.06 in 1945-46 to be transferred from wages to salary in the music budget.

W. Sapp, Appointment

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

R. Benson, Appointment of Dr. Richard Benson as Field Representative, at an annual salary rate of $3,000, rank of Assistant Professor of Sociology Extension, 10-months basis, yearly tenure, effective September 1, 1945. Funds for this position are provided in the budget.

The Board approved the following personnel adjustment in the Central Library Office:

J. E. Meyer, Appointment of Miss Jean Elizabeth Meyer as Union Cataloger in the Central Library Office at an annual salary rate of $2,400, rank of Assistant Professor, 12-months basis, yearly tenure, effective October 8, 1945. The amount of $2.13 required in 1945-46 is to be provided from the Board's unappropriated fund.

ADJOURNMENT The Board adjourned at 12:17 p. m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary