STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
BENSON HOTEL, PORTLAND, OREGON
January 22, 1946
10:10 A.M.

MEETING #150  A regular meeting of the State Board of Higher Education was held
at the Benson Hotel, Portland, Oregon, on January 22, 1946.

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

Leif S. Finseth          Herman Oliver
R. E. Kleinsorge        Beatrice Walton Sackett
Phil Metschan           Edgar W. Smith
Willard L. Marks

Absent: A. R. Watzek, R. C. Groesbeck.

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 C. A. Howard of Oregon College of
Education; President Roben J. Maaske of Eastern Oregon College of
Education; President Elmo Stevenson 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 ABSENCE
OF GROESBECK
AND WATZEN
Dr. Byrne reported that he had received communications from both
Mr. Watzek and Mr. Groesbeck indicating that they would be unable to
attend this meeting of the Board. It has been necessary for Mr.
Watzek to remain in Arizona because of his health. Mr. Groesbeck
indicated in his letter that he was making a trip to California
because of his wife's health.

MINUTES
APPROVED
The Board voted to dispense with the reading of the minutes of the
last meeting held December 11, 1945, and approved the minutes of
this meeting as they appeared in the docket.

INCREASED
ENROLLMENT
AT INSTITUTIONS
Mr. Edgar W. Smith, Chairman of the Finance Committee, presented the
following report:

"A report of unprecedented rapid increase in enrollment in the
institutions of the System was made to the Finance Committee
by the Chancellor and the institutional presidents. The
increases over a year ago, caused mostly by the return of
veterans, amount to 23 per cent at Oregon College of Education,
55 per cent at Eastern Oregon College of Education, 77 per cent
at the University of Oregon and more than 100 per cent at Oregon
State College and Southern Oregon College of Education. The
total increase for the System in students this term, over the
corresponding time a year ago, is in excess of 3,800. Already
there are enrolled in various units of the System 2,660 veterans.
"In order to meet this rapid enrollment increase, it has been necessary for the institutions to make immediate increases in teaching staff. These increases and adjustments have all been considered by the Central Office and are submitted in detail in Items 4 and 5 of the printed docket. The Finance Committee recommends approval of these increases and adjustments by the Board when they are presented in the regular docket."

The Committee presented the above report merely for the information of the Board and it required no action.

Mr. Smith reported as follows concerning the proposed fee and dormitory changes for the academic year 1946-47.

"Dr. Byrne presented to the Finance Committee the recommendations of the Interinstitutional Fee Committee and the Interinstitutional Dormitory Committee covering proposed fee and dormitory changes for the academic year starting with the summer term of 1946. A few adjustments were recommended, though no major changes.

"Under the proposed new fee schedule the scale of charges for part-time students, other than faculty members, taking six credits or less would be increased to a graduated scale compensating for the institutional items such as health service and activity privileges accorded these students. The fee for diploma students in nursing at the Medical School is recommended for a reduction from $35 to $25 to encourage greater participation in this program now that the war-time patriotic motive is lessened. The fee for extension class work is recommended to be increased by $1 per credit which is in line with similar charges made for comparable instruction in other states.

"An increase of $2 per calendar month per student is recommended in dormitory charges at the State College, the University, Oregon College of Education and Eastern Oregon College of Education, to compensate for rising costs in food and labor, and to meet required retirement contributions for dormitory employees. At the Oregon College of Education and Eastern Oregon College of Education an increase of $2 per person in double rooms and $3 per person in single rooms is recommended in order to keep the dormitories at these institutions from operating at a loss. It is recommended that these and other detailed recommendations in the fee schedule submitted by Dr. Byrne be approved."

The Board approved the recommendations of the Interinstitutional Dormitory and the Interinstitutional Fee Committee as reported by the Finance Committee and adopted the fee schedule as submitted by Dr. Byrne to the Finance Committee.

BUDGET ADDNS
AT KOAC

Mr. Smith presented the following report concerning requests for additions to the Physical Plant budget at KOAC:

"The Finance Committee heard a number of reports relative to the present and future needs of the state-owned radio station KOAC. These reports included one by the retiring Program Director, Allen Miller, who submitted the results of consider-
able study into many angles of the whole question. This report has been filed for further consideration of the Finance Committee and other members of the Board.

"President A. L. Strand also presented requests for additions to the Physical Plant budget of KOAC for several items. A request for $1,107.17 was made to cover replacement cost of a corroded coaxial cable which is essential to the directional operation of the antennae. An addition of $200 to the wage fund was also recommended. As a means of improving the quality of the broadcasts from the studio on the University of Oregon campus, an expenditure of $1,300.65 was recommended for the remainder of this broadcast year ending June 15. Of this amount, $742.95 is for improved transmission and $780 for improved permanent studio equipment. Against this there is available $222.30 in the present budget for transmission, leaving a net increase as mentioned.

"The Committee believes that these improvements are immediately essential to the continued operation of the station and recommends that the item of $1,300.65 for line and transmission improvement from the University be allowed from the Board's unappropriated fund, and that the item of $1,307.17 for line replacement and for wages be transferred from the State College general Physical Plant budget to the budget of the Radio Station Physical Plant with the understanding that if, at the end of the fiscal year, there are not enough balances in the College Physical Plant budget to cover this item that a request for the necessary increase be made at that time."

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

Mr. Smith reported as follows on the discontinuation of the accelerated program at the University of Oregon Medical School:

"Dean Baird reported for the Medical School that with the end of the war the acceleration program has been discontinued in practically all the medical schools. At the University of Oregon Medical School there will be no new entering class for the spring term, hence the enrollment will show a decrease for the remainder of this year at least, which will mean a decrease in the budgeted fee income of approximately $26,000. The Chancellor told the Committee that this reduction in income would be offset about 75 per cent by reduction in the Medical School expenditure budget which Dr. Baird will report at a later date. The Committee recommends the deceleration on the basis outlined by the Chancellor and Dr. Baird."

The Board approved the program of deceleration as recommended.

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

"Dean Cramer of the General Extension Division reported that since the budgets for the 1946 summer sessions were approved, conditions have changed indicating much larger summer sessions on the principal campuses and in Portland, with large numbers
of veterans planning to continue through a full summer term or to start college work in the summer. He, therefore, recommended that the guaranteed estimated fee income for the State College and University be increased by $18,451.23. This is expected to be more than covered by higher enrollment. He also called attention to the fact that the salaries paid for summer session instruction are out of line if compared with amounts paid during the regular college year and recommended reasonable increases, which he estimated would cost about $20,000.

"He also presented a request from Dean F. A. Gilfillan, on behalf of the Institute of Marine Biology, that this institute at Coos Bay be resumed this summer with a budget of $1,795 of which $1,000 would be from Board funds and the remainder as guaranteed student fees.

"The Finance Committee believes that the provision for enlarged summer sessions is essential and recommends the increase of $18,451.23 in guaranteed student fee income as requested and also the proposed budget for the Institute of Marine Biology. It also recommends that the matter of the $20,000 additional fee income for summer session salary increases be referred to the Executive Committee of the Board with power to act as soon as more definite information is available regarding reimbursement to be received from the Veterans Administration for summer sessions."

The Board approved the addition of $18,451.23 to the summer sessions budget from guaranteed student fee income as well as the proposed budget for the Institute of Marine Biology. The Board also authorized the Executive Committee to act on the matter of the $20,000 additional fee income for summer session salary increases.

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

"Dean Baird presented a general survey of the Physical Plant needs of the Medical School with specific recommendation on two projects that require immediate attention. Additional space for the central medical records division is proposed by remodeling an adjacent room, the cost of this remodeling being estimated at $1,020.

"A survey was authorized at a previous Board meeting of the condition of the underground heating pipes in the Doernbecher Hospital. The heating engineer has recommended a program for correcting the present deficiencies in these installations at a total cost of $9,363. Dean Baird indicated that against these expenditures totaling $10,383, there could be applied $4,000 from unbudgeted hospital fee income, leaving a net requirement from Board funds of $6,383.

"The Finance Committee is recommending approval of these two projects, with the funds to come from the reserve for physical plant improvement."
The Board approved the remodeling program to provide additional space for the central medical records division as well as the expenditure of funds to correct the present deficiencies in the underground heating pipes, funds for the two projects to come from the reserve for physical plant improvement and from unbudgeted hospital fee income as recommended.

Dr. Kleinsorge presented the following report regarding the purchase of a house and lot for the Eastern Oregon College of Education:

"President Maaske presented a proposal to purchase a house and lot located in the block immediately adjacent to the campus and in the area required for the proposed new Library building. All of the property in this block, with the exception of two parcels, is now owned by the institution. The price suggested is $3,775. The property could be rented until such time as the land is required for a building site. There is available in the land purchase reserve approximately $1,100, and in the income account for rental properties at Eastern Oregon College of Education approximately $500, making a total of about $1,600 on hand to cover the purchase price."

"The Committee recommends approval of the purchase of this house and lot, with the remainder of the purchase price to come from the Board's unappropriated fund."

The Board approved the purchase of the house and lot at a price not to exceed $3,775, with the understanding that it will be financed as indicated by the Committee.

Dr. Kleinsorge presented the following report concerning the final plans and specifications for the dormitory addition at Eastern Oregon College of Education:

"President Maaske presented the final plans and specifications for the dormitory addition at Eastern Oregon College of Education designed to house 76 students. The preliminary sketches for this building had been previously approved by the Committee. A tentative financial schedule was presented which indicated that the building project can be financed with a bond issue to be serviced by net income from the present dormitory and the addition, and by unpledged building fee income."

"The Committee is recommending approval of the final plans and specifications, and of immediate advertising for bids for the construction of the building."

The Board approved the final plans and specifications and authorized the immediate advertising for bids for the construction of the dormitory addition.

Dr. Kleinsorge reported as follows on the employment of an architect for the completion of the third floor of the Administration Building at Oregon College of Education:

"President Howard presented a recommendation for the employment
of Kenneth Legge as architect on the small building project involving completion of the third floor of the Administration Building at Oregon College of Education. There are now on hand some plans and specifications for this project.

"The Committee is recommending the employment of Mr. Legge under the Board's standard architect's contract, with Dr. Howard and Dr. Byrne to work out details of the fee."

The Board approved the appointment of Mr. Legge for the architectural work on the Administration Building at Oregon College of Education and authorized Dr. Howard and Dr. Byrne to settle the details of the fee.

Dr. Kleinsorge made the following report concerning the erection of a new physical plant shop building at Oregon State College:

"Included in the State College building program are funds for the erection of a new physical plant shop building to centralize all the services of that department. The early erection of this building will relieve space badly needed for the expansion of engineering instructional activities. President Strand requested authority to proceed in planning this building and the employment of Jones and Marsh as architects.

"The Committee recommends that this firm be employed for the architectural service under the Board's standard form of contract, the fee to be negotiated by Dr. Strand and the Secretary of the Board."

The Board approved the employment of the firm of Jones and Marsh as architects for the physical plant shop building at Oregon State under the terms recommended.

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

"President Newburn presented the preliminary plans for the Science Building and the Women's Dormitory at the University. A sum of $600,000 was allotted in the University building program for the Science Building. The preliminary studies made with the architect indicated that the cost would be markedly higher. Dr. Newburn indicated that some features of the building, such as the museum, were being eliminated, but that even with this and other eliminations the estimates place the cost of the building at approximately $800,000. It was proposed that the additional funds necessary would have to be taken from some other University building project.

"The Committee also studied the preliminary dormitory plans which call for the erection of a unit to house approximately 200 students with the necessary service facilities. The preliminary plans presented showed a general layout for two units. The Committee is recommending that the architect proceed in drawing the final plans and specifications on only a single unit."
"Board approval is recommended on the preliminary plans as presented for the Science Building, and for the first unit of the dormitory, with authorization for the architect to proceed with detailed plans on these two projects."

The Board approved the preliminary plans for the Science Building and the first unit of the Women's Dormitory and authorized the architect to proceed with detailed plans on the two projects.

Mrs. Beatrice Walton Sackett, Chairman of the Curriculum Committee, presented the following report:

"The curricular changes for the next academic year were submitted at yesterday's meeting prior to their inclusion in the catalogs as per annual custom. Mr. Grosbeck and Mr. Watseck were unfortunately unable to be present so the proposals were considered by myself and all Board members who were at the committee meeting yesterday. These curricular changes are submitted by the presidents. The presidents of the other institutions have an opportunity to examine them. They are then scrutinized by the Interinstitutional Curriculum Committee and submitted with the Chancellor's recommendation. The total number of courses requested by the institutions was 64. The total additions — there were more than 64 new courses but considering courses eliminated, the total was 64. A uniform pre-dental curriculum at both the University and State College was proposed. When this was originally proposed, it was not uniform but that discrepancy was eliminated and they will be uniform. Likewise, the revised pre-nursing curriculum was recommended at both institutions. The Curriculum Committee recommends the approval of the new courses with the changes proposed by the Interinstitutional Curriculum Committee. The report of that Committee should be a part of this report.

There was the additional recommendation that both the pre-dental and pre-nursing curriculum should require each student to take six hours of American History and Government unless he has completed one unit in American History and Government in preparatory education. This is in accordance with the Board's feeling that liberal studies should be included in technical courses. It was also recommended that the name of the Department of Food Industries at the State College should be changed to Food Technology.

While the course additions were not large, representing only 2 per cent of courses offered, the desirability of limiting the expansion of our offerings and exercising eternal vigilance for dead wood and obsolete courses was discussed with the two presidents, both of whom assured us they were active in that direction. I recommend that the Chancellor's recommendation, incorporating the report of the Interinstitutional Curriculum Committee, be approved by the Board."

The Board approved the report of the Curriculum Committee and the recommendations contained therein.
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COMM. FROM MRS. MASON RE SCHOOL OF HOME ECONOMICS

Dr. Byrne presented a communication from Mrs. Arthur L. Mason of Tigard, Oregon, in which she indicated she had visited the School of Home Economics at the State College and was shocked to note that little or no change had been made in the equipment of the School in the past 25 years. Dr. Byrne reported that he had directed a letter to Mrs. Mason indicating that funds were available in the building program for remodeling the School of Home Economics but as yet no definite program had been presented by the State College. The Board received the communication and directed that it be filed.

CHANCELLOR'S REPORT

Veterans Eligible for Higher Education

Chancellor Hunter stated that at the January 19 meeting of the Executive Council, Dean Orlando John Hollis, Liaison Officer of Veteran Affairs for the System, reported there were in excess of 60,000 returned veterans in Oregon, 25,000 of whom are eligible to attend institutions of higher education. Thus far, one in ten of those eligible have registered in the several institutions of the System. This great reserve, the remaining nine out of ten, provides prospects for a great increase in enrollment in the spring and fall terms. The Chancellor indicated he was presenting the information merely for the information of the Board.

Recognition of U of O Dept. of Chemistry

Chancellor Hunter reported that the Committee on the Professional Training of Chemists of the American Chemical Society has added the University of Oregon Department of Chemistry to the list of schools considered qualified to offer professional training for chemists.

Commendation for U of O Medical Sch.

The Chancellor announced that the University of Oregon Medical School received a Mark of Commendation from the U. S. Navy, signed by Secretary James Forrestal, expressing appreciation for the fine record made in connection with the training of Navy V-12 students. This is the second award of this nature made to the Medical School. Previously a Certificate of Merit was received from the Navy's Bureau of Medicine and Surgery.

Establishment of Surplus Educational Agency by Gov. Snell

Chancellor Hunter reported that Governor Snell established a Surplus Educational Property Agency at the request of the U. S. Office of Education. The membership of the Agency, as appointed by Governor Snell, is as follows:

Chairman — Rex Putnam, State Superintendent of Public Instruction
George K. Aiken, State Budget Director, representing the Governor
Dr. C. Herbert Smith, President of Willamette University, representing private institutions of higher education.
Dr. Frederick M. Hunter, representing the State System of Higher Education.
Collaborators —
Miss Loa Howard, Administrator of the State
Public Welfare Commission.
Dr. H. M. Erickson, State Health Officer of the
State Board of Health.

Working in cooperation with this Agency will be Mr. Paul T.
Jackson, field representative for the U. S. Office of Education,
with offices in Salem. The State and its many divisions, as well
as private institutions, will purchase surplus property from the
Government through this Agency. The Chancellor indicated that
the Agency will be self-supporting by means of a service charge
of a sufficient percentage of the purchases allocated pro-rata to
the participating institutions. Dr. Hunter stated that an advance,
ranging from $600 for private schools to $1,200 for the State
System of Higher Education and the State Department of Education,
will probably be asked of the participating institutions.

OREGON
UNITED
HIGHER
EDUCATION
COUNCIL

Members of the newly formed Oregon United Higher Education Council
appeared before the Board to pledge a long-range program of support
for the betterment of the institutions of higher education in Oregon.
The group consisted of Claude Palmer, Ernest Haycox, W. W. Henry,
Randolph Kuhn, Ralph Moores, Mrs. Perry Dolph and Mrs. Raymond
Kinsor. Mr. Palmer, spokesman for the group, outlined goals of the
long-range program of development, including support of the building
program, re-equipping institutions, faculty enlargement, research,
adult education, housing, endowments, grants and public relations.

In setting forth aims of the organization, Mr. Haycox told Board
members that a first-class education cannot be achieved on a
second-class budget. He said that if Oregon were a poor state
there might be some justification for running the institutions
on a subsistence level and it might then be proper to ask the
instructors, out of love of teaching and loyalty to the state, to
do a good job of teaching in crowded surroundings, with in-
sufficient facilities, and at low wage standards. Mr. Haycox
said, however, that Oregon is not a poor state, that the per capita
wealth is above the national average and that if the state wants
good education it is well able to pay for it. He declared that the
sort of education given to students, who go through Oregon schools
and settle in Oregon, influences the quality of medical care, the
efficiency of grammar and high schools, as well as the progress
of agriculture and industry in the state.

GIFTS
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

T. Taylor
Gift of $500 from T. Neil Taylor of Oakland, California to renew the
T. Neil Taylor Scholarship in Editing for the year 1945-46.
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Medical School

Hornmann & Co.  Gift of a pressure and vacuum filter, valued at $125, from F. R. Hornmann and Company of Brooklyn, New York, to the Department of Physiology.

A. Browning  Gift of $3,000 from Dr. Andrew J. Browning of Portland, to the Department of Ophthalmology, for the employment of an Orthoptist and Perimetrist Technician.

Mrs. Hart  Gift of $100 from Mrs. Philip Hart of Portland to the Doernbecher Hospital.

C.E. Swan  Gift of an examination unit, valued at $1,000, from Mr. and Mrs. C.E. Swan of Portland, to the Department of Ophthalmology.

H. Schwartz  Bequest of $150 from the estate of Hyman Schwartz to the Doernbecher Memorial Hospital.

C.O. Peterson  Gift of $100 from Carl O. Peterson of Hillsboro, Oregon, to the Doernbecher Memorial Hospital, in memory of his mother, Mary L. Peterson.

Chapman Libr. Company  Gift of $100 from the Chapman Lumber Company of Portland, to the Doernbecher Memorial Hospital.

Eastern Oregon College of Education

C.E. Branner  Gift of $74 from Dr. C. E. Branner of La Grande, Oregon, to cover a freshman scholarship for a student in the medical-dental assistants curriculum.

BUDGETS IN HORTICULTURE AND FOOD INDUSTRIES

As of July 1, 1945, the Farm Maintenance Departments of Horticulture and Food Industries carried over balances which are now needed to cover expenses. Accordingly, the Board approved that these funds be budgeted as follows:

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<table>
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OSC GUIDANCE CENTER BUDGET

The Board approved the following budget for the State College Testing and Guidance Center, for the period January 1, to June 30, 1946, the funds to come from fees collected for testing service rendered to the Veterans Administration:
Estimated income ................. $8,325

Estimated expenditures:

- Wages $6,150
- Materials and Expense 700
- Travel 50
- Equipment 500
- Unbudgeted Reserve 925

$8,325

Board’s Unappropriated Fund

The Board approved the following important institutional requests to be met from the Board’s unappropriated fund:

University

H. J. Noble

Leave of absence without pay for Dr. Harold J. Noble, Professor of History, for the spring term for rest and recuperation; and the appointment of Dr. Thomas E. LaFargue as Visiting Associate Professor of History, for the winter and spring terms at a salary rate of $2,250 for the 6-month period, effective January 1, 1946. Requires $2,250 from the Board’s unappropriated fund in 1945-46 as the $1,256.67 salary savings from Dr. Noble’s leave will revert to the Reserve for Staff Members Returning from Leave.

History Dept.

In order to provide additional reading service and other necessary assistance in the History Department for the winter and spring terms, the Board approved the addition of $220 to the wage budget of the Department from the Board’s unappropriated fund.

Health Service

The Health Service experienced difficulty in obtaining janitorial services for the wage scale of 50 cents an hour, as established in the budget, and was forced to pay 65 cents an hour, plus the noon meal, in order to secure the necessary help. In order to avoid an overdraft at the end of the year, the Board approved the addition of $294 from Board funds to the janitorial wage budget of the Health Service.

Bureau of Personnel Research

The Bureau of Personnel Research, among other functions, gives entrance tests to new students. Due to the heavy enrollment during the fall and winter terms, a great many more tests were given than was estimated in the original budget. In order to avoid an overdraft at the end of the year, the Board approved the addition of $100 to the wage budget and $50 to the materials and expense budget of the Bureau of Personnel Research from the Board’s unappropriated fund.

Mathematics Department

The Mathematics Department has, during the winter term, more than doubled its enrollment over the same period last year. In order to handle this situation, The Board approved the following adjustments:

R. F. Bowman

Leave of absence without pay for Rosamond Faye Bowman, Graduate Assistant in Mathematics, for the winter term.
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O.A. Freeman: Increase in time for Olga A. Freeman, Instructor in Mathematics, from 20 per cent time to full-time, for the winter term, at an annual salary rate of $2,200, effective January 2, 1946.

Addition to wages and materials: Addition of $541 to the wage budget and $56 to the materials and expense budget of the Department to employ student assistants and to purchase necessary supplies. Requires $963.67 in 1945-46 to be provided from the Board's unappropriated fund.

Adjustments in English Department: There has been a tremendous increase in students enrolled in English Composition and the situation has been further aggravated by the illness of Dr. Bertram Jessup, Assistant Professor of English and Aesthetics, which necessitated granting him sick leave for the winter term. In order to care for the eight additional sections in the English Department, the Board approved the following adjustments:

R. Franchere: Appointment of Mrs. Ruth Franchere as Instructor in English, for the winter term only, at an annual salary rate of $2,070, 10-months basis, effective January 2, 1946.

H. Soehren: Increase in time for Mrs. Helen Lloyd Soehren, Instructor in English, from 50 per cent time to 75 per cent time, at an annual salary rate of $1,950, 10-months basis, yearly tenure, effective January 2, 1946.

F.O. Waller: Appointment of Frederick Orville Waller as Graduate Assistant in the English Department, at an annual salary rate of $660, 10-months basis, yearly tenure, effective January 2, 1946.

Requires $1,455 in 1945-46 to be provided from the Board's unappropriated fund.

Adjustments in Business Administration: Registration in the School of Business Administration has far exceeded estimates. In order to provide the School with minimum funds necessary to operate for the balance of the year, the Board approved the following adjustments:

Add. to Requisition budget: Addition of $1,300 to the requisition budget to cover the excess charges against that budget for the overload during the fall term.

Addition of $1,000 to the requisition budget to care for the additional teaching load for the balance of the year.

To cover these additions, $1,113.33 is to be transferred from the salary budget of the school and the remaining $1,186.67 is to be provided from the Board's unappropriated fund.

D.W. Forbes: Appointment of Dean Walter Forbes as Graduate Assistant in Psychology, for half-time, for the winter and spring terms, at an annual salary rate of $660. Requires $820 in 1945-46 to be provided from the Board's unappropriated fund.

W.W. Norris: Transfer of Dr. Will V. Norris, Supervising Engineer and Professor of Physics, from half-time in Physics and half-time in Physical Plant to full-time in Physical Plant, at an annual salary rate of $4,300,
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12-months basis, indefinite tenure, effective January 1, 1946. Salary savings of $1,290 in Physics to be retained in the budget to employ substitute assistance. Amount of $1,290 required in 1945-46 in the Physical Plant budget to be provided from the Board's unappropriated fund.

Physical Plant adjust.

The Board approved a request for $4,027 to cover wage adjustments for Physical Plant employees.

In connection with the item on wage adjustments for Physical Plant employees, President Marks reported that a communication had been received from C. R. Owen, Business Manager of the International Union of Operating Engineers, indicating that a conference had been held between Mr. J. O. Lindstrom, Business Manager of the University, and a representative of the Union. At that time the following wage schedule was agreed to by Mr. Lindstrom for the engineers in the University Physical Plant:

- First Engineer: $9.20 per eight hour day
- Ass't Engineer: 8.16 per eight hour day
- Relief Engineer: 7.52 per eight hour day

Mr. Owen stated that the Union agreed to the proposed rates for the First Engineer and Relief Engineer but requested that a rate of $8.56 per eight hour day be approved for the Assistant Engineer as his duties were very nearly identical to those of the First Engineer. Dr. Newburn recommended approval of the rates as agreed to by Mr. Lindstrom indicating that they were comparable to rates paid by the Eugene Water Board. The Board voted to approve the wage schedule as recommended.

Total of additions at University from Board funds, $12,056.34.

State College

E.A. Rankin

Appointment of Miss Estelle A. Rankin as temporary Instructor in Economic Geography, for the winter term, at a rate of $900 for the term. Requires $900 in 1945-46 from the Board's unappropriated fund.

B.M. Skaale

Salary adjustment for Miss Bessie M. Skaale, Secretary in the School of Engineering, from $2,070 to $2,200, 12-months basis, monthly tenure, effective February 1, 1946. Requires $54.17 in 1945-46 to be provided from the Board's unappropriated fund.

Add. to KOAC budget

Addition of $400 to the KOAC Operation and Maintenance budget, from Board funds, to cover the cost of broadcasting agricultural special events for the remainder of the fiscal year.

Additional help in Registrar's Office

Increases of 55 per cent in enrollment in the fall term and almost 100 per cent in the winter term have been experienced at the State College. The necessary work in the handling of veterans in the Registrar's Office requires considerable extra help. In order to handle this work for the balance of the fiscal year, the Board approved an addition of $1,450 to the wage budget of that office from the Board's unappropriated fund.
In order to care for the increase in enrollment in the Department of Art and Architecture, for the winter term, the Board approved the addition of $365 to the wage budget of that Department from the Board's unappropriated fund.

The greatly increased responsibility in the Business Office growing out of the added enrollment, the housing program and the building program, and the large amount of clerical work involved in the handling of some 1,200 veterans has made it necessary to add additional help in the Business Office. The Board approved the addition of $1,500 from the Board's unappropriated fund to employ an Assistant Business Manager on a wage basis for the remainder of the year and to cover additional clerical help. Mr. Walgren, the Business Manager, devotes 50 per cent of his time to the State College and 50 per cent to the Comptroller's Office.

Nursery School funds for the operation of the second nursery school unit will be withdrawn on February 28, 1946. This unit is needed to provide adequate laboratory facilities for the students registering in courses in connection with child development and nursery school work. In order to continue this nursery school for the period March 1 to June 1, 1946, the Board approved the following budget:

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$750</td>
</tr>
<tr>
<td>Wages</td>
<td>330</td>
</tr>
<tr>
<td>Food</td>
<td>445</td>
</tr>
<tr>
<td>Operation</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,825</strong></td>
</tr>
</tbody>
</table>

**Income**

| Fees | 825 |

Required from Board's unappropriated fund $1,000

In order to bring the wage scale of Physical Plant employees up to a more desirable level so as to retain their services, the Board approved additions to the Physical Plant budgets, from the Board's unappropriated fund, as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janitorial</td>
<td>$2,402.72</td>
</tr>
<tr>
<td>Campus Maintenance</td>
<td>$152.00</td>
</tr>
<tr>
<td>Watchmen and Police</td>
<td>399.36</td>
</tr>
<tr>
<td>Heating</td>
<td>792.45</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,452.56</strong></td>
</tr>
</tbody>
</table>

In order to handle the large increase in enrollment, the Board approved the addition of $200 to the requisition budget of the Department of Business Administration and $400 to the requisition budget of the Department of Secretarial Science, funds to be provided from the Board's unappropriated fund.

The large increase in enrollment in the School of Engineering has necessitated the creation of many new sections. In order to care for this added load, the Board approved the following adjustments, funds to be provided from the Board's unappropriated fund:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,452.56</strong></td>
</tr>
<tr>
<td><strong>Meeting #150 - 15</strong></td>
<td><strong>January 22, 1946</strong></td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>E. J. Guldemann</strong></td>
<td>Continuation of the appointment of Eugene J. Guldemann as temporary instructor in General Engineering for the balance of the academic year, at a rate of $240 per month, effective January 1, 1946. $1,320.00</td>
</tr>
<tr>
<td><strong>B. L. Giffin</strong></td>
<td>Continuation of appointment of B. L. Giffin as temporary instructor in Electrical Engineering for the balance of the academic year, at a rate of $250 per month, effective January 1, 1946. $1,375.00</td>
</tr>
<tr>
<td><strong>C. E. Allen</strong></td>
<td>Reduction in time for Charles E. Allen, temporary instructor in Electrical Engineering, from full-time to two-thirds time, for the period January 1 to June 30, 1946, and a corresponding reduction in salary, to allow Mr. Allen to carry graduate work. Salary savings of $458.33 in 1945-46 to apply on Mr. Giffin's salary. 458.33 916.67</td>
</tr>
<tr>
<td><strong>P. D. Vulliet</strong></td>
<td>Appointment of Philip D. Vulliet as temporary instructor in General Engineering, for the balance of the academic year, at a rate of $240 per month, effective January 7, 1946. 1,273.55</td>
</tr>
<tr>
<td><strong>D. Hutchinson</strong></td>
<td>Appointment of Davis Hutchinson as temporary instructor in General Engineering for the balance of the academic year, at a rate of $240 per month, effective January 7, 1946. 1,273.55</td>
</tr>
<tr>
<td><strong>Student Instructors</strong></td>
<td>Addition of $1,307 to wages to provide student instructors for the winter term. 1,307.00</td>
</tr>
<tr>
<td><strong>Adjust. in Science School</strong></td>
<td>Required from the Board's unappropriated fund. 6,930.77</td>
</tr>
</tbody>
</table>

In order to care for the increased enrollment in the School of Science, the Board approved the following adjustments:

**Physics**

| **J. K. Trolan** | Transfer of J. K. Trolan from Fellow to Acting Instructor for the winter term, at a rate of $250 per month, effective January 1, 1946. 346.00 |
| **V. P. Barta**  | Appointment of V. P. Barta as Acting Instructor for the winter term, at a rate of $120 per month for half-time, effective January 1, 1946 360.00 |
| **Materials & Expense** | Addition to materials and expense budget for the winter term. 50.00 |
| **Add, to wage budget** | Addition to wage budget for handling and repairing equipment for the winter term. 100.00 |
| **Lib. books**   | Addition for library books. 40.00 |

$996.00
Botany

Graduate Assistants
Employment of three graduate assistants for the winter term, on a wage basis.

Mathematics

L. F. Foote
Reappointment of Leon F. Foote as Instructor in Mathematics, for the winter term, at a rate of $800 for the term.

E. G. Coman
Appointment of Edward Gordon Coman as Graduate Assistant, for the winter and spring terms, at an annual salary rate of $660.

F. S. Bakum
Reappointment of Mrs. Florence S. Bakum as Instructor in Mathematics, for the winter term, at a rate of $800 for the term.

Chemistry

Graduate Assistants
Addition to the salary budget to employ two graduate assistants, for the winter and spring terms, at an annual salary rate of $780.

Add. to req. budget
Addition of $445 to the requisition budget for the winter term.

Add. to wage budget
Addition of $237.50 to the wage budget for the winter term.

A. V. Logan
Transfer of Dr. A. V. Logan of the Eastern Oregon College of Education faculty to the State College as Assistant Professor of Chemistry, for the winter and spring terms, at a rate of $1,800 for the two terms, effective January 7, 1946.

Required from the Board's unappropriated fund.

Lower Division

In order to care for increased enrollment in the Lower Division Departments for the winter and spring terms, the Board approved the following adjustments:

Instructor
Art
Appointment of a half-time instructor.

Instructor
Appointment of Frances H. Henry as Instructor at an annual salary rate of $2,200.

English
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J. Popovich  Reappointment of Jeanne Popovich as Instructor, for half-time, at an annual salary rate of $2,270 ....... 756.67

E. Childs  Appointment of Elizabeth Childs as Instructor, for half-time, at an annual salary rate of $2,270 ........... 756.67

W. Groshong  Appointment of Willard Groshong as Acting Instructor, for half-time, at an annual salary rate of $2,000 ........... 666.67

D. Lilly  Appointment of Dorothy Lilly as Acting Instructor for half-time, at an annual salary rate of $2,000 ........... 666.67

Instructor  Appointment of an Instructor, for half-time, at an annual salary rate of $2,000 ........... 666.67

Wages & Sup.  Wages and supplies .................. 409.00

R.R. Reichart
D.T. Ordeman  Available from transfer of R. R. Reichart and D. T. Ordeman ........... 1,724.17

Psychology

Add. to Add. to
Psycho. wages

Speech

Instructor  Establishment of one instructor position in the budget, at an annual salary rate of $2,400 ........... 1,600.00

Economics

Wage add.  Addition of $230 to the wage budget ........ 230.00

Required from Board's unappropriated fund ........... 6,514.84

Total of additions at State College from Board funds. $31,045.84

Medical School

Adjustments in Medical School Instruction were approved as follows, effective January 1, 1946:

D. Seabrook  Return from military leave of Dr. Dean Seabrook, with promotion in rank from Assistant Professor to Professor, at an annual salary rate of $4,000 for half-time, 12-months basis, yearly tenure. One-half of Dr. Seabrook's salary will be provided from the Kellogg Foundation Grant.
January 22, 1946

J. M. Guiss
Reduction in time for Dr. John M. Guiss, Assistant Professor, from 50 per cent to 25 per cent, and a corresponding reduction in salary from $3,000 to $1,594.50. The Board also approved change in rank for Dr. Guiss from Assistant Professor to Clinical Associate.

W. Zeller, J. Roberts
Appointment of Dr. Werner Zeller and Dr. Joseph Roberts as Clinical Associates, at a rate of $1,594.50 for 25 per cent time, effective January 1, 1946, to assist Dr. Seabrook in post-graduate instruction. Their entire salary will be paid from the Kellogg Foundation Grant.

McKirdie
Reduction in time for Matthew McKirdie, Clinical Associate, from 50 per cent to 25 per cent time, and a corresponding reduction in salary from $2,135 to $1,594.50.

Wage increases
It was necessary to increase the wages of the Physical Plant repair man and the technician in the Department of Anatomy in order to retain their services. Because of limited funds in the Medical School budget, the Board approved the addition of $250 to Medical School Instruction and $275 to Building Repairs, from the Board's unappropriated fund, to cover these increases.

W. E. Gaines
Salary adjustment for W. E. Gaines, Superintendent of Buildings and Grounds, from $2,970 to $3,600, 12-months basis, yearly tenure, effective January 1, 1946. Requires $315 in 1945-46 to be provided from the Board's unappropriated fund.

Total of additions at Medical School from Board funds, $867.00

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

R. Cronquist
Appointment of Richard Gronquist as InSTRUCTOR in Physical Education, at an annual salary rate of $3,000, 12-months basis, yearly tenure, effective January 2, 1946. Requires $1,500 in 1945-46 to be provided from the Board's unappropriated fund.

STAFF RETURNING FROM LEAVE
The Board approved the following important institutional requests to be met from the Reserve for Staff Members Returning from Leave:

University

H. F. Beistel
Return from military leave of Henry F. Beistel, Clerical Assistant in the Bureau of Municipal Research and Service, with a promotion in rank to Research Assistant, and a corresponding increase in salary from $1,600 to $2,700, 12-months basis, yearly tenure, effective January 1, 1946. Mr. Beistel's salary is budgeted 38 per cent time to the Bureau of Municipal Research and 62 per cent to the League of Oregon Cities. Requires an addition of $506.25 in 1945-46 to the Social Science Service Bureau budget.
from the Reserve for Staff Members Returning from Leave.

W.W. Massey
Return from military leave of Wayne W. Massey, Assistant Professor of Physical Education, at an annual salary rate of $3,070, 10-months basis, yearly tenure, effective January 2, 1946. Requires $2,046.87 in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

F.G. Macomber
Return from military leave of Dr. F.G. Macomber, Professor of Education, at an annual salary rate of $4,000, 10-months basis, indefinite tenure, effective January 2, 1946. Dr. Macomber will serve with the In-Service Teaching Program during the winter term which will require $1,333.33 from the Board's Central Reserve for In-Service Teacher Training. Effective the spring term, Dr. Macomber will return to his regular position in the School of Education which will require $1,333.33 in 1945-46 from the Reserve for Staff Members Returning from Leave.

H.B. Wood
Return from military leave of Dr. Hugh B. Wood, Professor of Education, at an annual salary rate of $3,770, 10-months basis, indefinite tenure, effective January 2, 1946. Requires $2,513.32 in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

H.W. Bernard
Return from military leave of Dr. Harold W. Bernard, Assistant Professor of Education, at an annual salary rate of $3,020, 10-months basis, indefinite tenure, effective January 2, 1946. Requires $2,013.34 in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

D.D. Gage
Increase in time for Dr. Daniel D. Gage, Associate Professor of Business Administration, from 75 per cent to full-time, at an annual salary rate of $3,420, 10-months basis, indefinite tenure, effective January 2, 1946. Dr. Gage returned from war service at the beginning of the fall term and agreed to teach only 75 per cent time until enrollment warranted his return to full time. Requires $570 in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

M.A. Krenk
Return from military leave of Marvin A. Krenk, Instructor in Speech and Dramatic Arts, with an increase in salary from $2,170 to $2,270, 10-months basis, yearly tenure, effective January 2, 1946. Requires $1,513.33 in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

E.W. Kittoe
Return from military leave of Edward W. Kittoe, Instructor in English, with an increase in salary from $2,040 to $2,270, 10-months basis, yearly tenure, effective January 2, 1946. Requires $1,513.33 in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

State College

W.J. Kirkham
Return from military leave of Dr. William J. Kirkham, Assistant Professor of Mathematics, with an increase in salary from $2,870 to $3,000, 10-months basis, indefinite tenure, effective January 1,
1946. Requires $2,000 in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

W.J. Skinner
Return from military leave of W.J. Skinner, Instructor in the Department of Mechanical Engineering, at an increase in salary from $2,100 to $2,700, 10-months basis, yearly tenure, effective January 2, 1946. Requires $1,800 in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

W.P. Duruz
Return from military leave of Dr. W. P. Duruz, Professor in the School of Agriculture and the Experiment Station Department of Horticulture, at an annual salary rate of $4,270, 10-months basis, yearly tenure, effective December 1, 1945. Dr. Duruz's time will be divided 65 per cent to the School of Agriculture - Resident Instruction, and 35 per cent to the Experiment Station. Requires $1,942.85 in 1945-46 from the Reserve for Staff Members Returning from Leave and $1,046.15 in the Experiment Station to be transferred from wages.

Southern Oregon College of Education
A. Taylor
Return from military leave of Arthur Taylor, Associate Professor of Social Science, at an annual salary rate of $3,370, 12-months basis, indefinite tenure, effective January 1, 1946. Requires $1,685 in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

Medical School
G.H. Lage
Return from military leave of Dr. George H. Lage, Clinical Instructor in Obstetrics and Gynecology, at an annual salary rate of $1,200 for 20 per cent time, 12-months basis, yearly tenure, effective December 1, 1945. Requires $700 in 1945-46 from the Reserve for Staff Members Returning from Leave.

W.R. Warrington
Return from military leave of Dr. W. Richard Warrington, Resident Physician in Surgery, with an increase in salary from $600 to $900 12-months basis, yearly tenure, effective December 1, 1945. Requires $525 in 1945-46. $315 of which is to be provided from the Post-Graduate Medical Instruction budget and $210 from the Reserve for Staff Members Returning from Leave.

J. Miller
Return from military leave of Dr. Joseph Miller, Jr., Instructor in Medicine, at an annual salary rate of $1,200 for 20 per cent time, 12-months basis, yearly tenure, effective December 1, 1945. Requires $700 in 1945-46 to be provided from the Reserve for Staff Members Returning from Leave.

Total required from Reserve for Staff Members on Leave, $20,970.70

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

D.R. French
Resignation of Dr. Delbert R. French, Associate Professor of Economics, to continue in the federal service, effective December 31, 1945. Dr. French had been on leave of absence for war service.
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January 22, 1946

No change in budget

C.G. Howard

Return from military leave of Charles G. Howard, Professor of Law with an increase in salary from $4,170 to $4,470, 10-months basis, indefinite tenure, effective January 2, 1946. The amount of $2,980 required in the current year is available in the Law School budget.

W.F.G. Thacher

Substitution of sabbatical leave on full salary for leave without pay, for W.F.G. Thacher, Professor of English and Advertising, for the winter term, for travel and study. Funds available in the budget for Professor Thacher's spring term salary are to be used to cover this sabbatical leave. This action is contingent on receiving definite word from Prof. Thacher on the status of his employment by the government during the winter term period.

W.P. Riddlesbarger

Resignation of W. P. Riddlesbarger, Associate Professor of Business Administration, to devote full-time to private law practice, effective December 31, 1945. Salary savings of $800 to be retained in the budget to employ substitute assistance.

K.J. O'Connell

Appointment of Kenneth J. O'Connell as Special Lecturer in Law for the winter term, at a rate of $400 for the term. Funds are available in the Law School budget to cover this position.

E.H. Collins

Resignation of Dr. E. Hobart Collins, Assistant Professor of Physics, to accept a position with Weyerhauser Timber Company, effective December 31, 1945; and the appointment of Dr. E. B. Eggighausen to replace Dr. Collins, as Associate Professor of Physics, at an annual salary rate of $3,400, 10-months basis, indefinite tenure, effective January 2, 1946. Funds released through the resignation of Dr. Collins and the transfer of Dr. Norris to the Physical Plant will cover the $2,266.67 required in 1945-46 for Dr. Eggighausen. The balance of $1,153.93 in the Physics salary budget is to be transferred to wages to employ part-time help.

E.B. Eggighausen

Transfer of Wesley C. Ballaine, Associate Professor of Business Administration, now 50 per cent on the Business Administration budget and 50 per cent on the Miner Professorship budget, to full-time in Business Administration, at an annual salary rate of $3,470.00, 10-months basis, indefinite tenure, effective January 2, 1946. The $1,156.67 required in 1945-46 in Business Administration is available in the budget of the Department.

W.C. Ballaine

L. Faust

Return from military leave of Lloyd Faust, Assistant Professor and Research Associate on the Miner Professorship budget, at an annual salary rate of $2,770, 12-months basis, yearly tenure, effective January 1, 1946. Requires $1,385 in 1945-46. $1,156.67 of which was made available by the transfer of Professor Ballaine and the remaining $228.33 is to be transferred from the Miner Building Endowment Income account to the Miner Professorship budget.

E.B. Eggighausen

Resignation of Elmer C. Fansett, Alumni Secretary and Placement Representative, to accept another position, effective January 9, 1946. Mr. Fansett has been on military leave. No change in budget.
Appointments

A. H. Denecke
Appointment of Arno H. Denecke as Assistant Professor of Law, for the winter and spring terms, at a salary rate of $1,800 for the two terms, effective January 2, 1946. Funds are available in the budget of the Law School to cover this position.

T. Kratt
Return of Theodore Kratt, Dean of the School of Music, from leave without pay on educational service in Europe, effective January 14, 1946; and the return of Assistant Professor John Stehn, Assistant Professor Donald Allton and Assistant Professor Arnold Elston to their previous status of salary and administrative responsibilities. There is an unallocated salary savings of $2,043.99 in the Music School budget available to cover Dr. Kratt’s salary for the balance of the winter term and the spring term amounting to $1,496.42. An unused balance of $547.57 is to be held in the salary budget pending recommendations to handle enrollment increases.

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

M.M. Oveson
Salary adjustment for M. M. Oveson, Superintendent of the Sherman Branch Experiment Station, from $3,600 to $4,000, 12-months basis, indefinite tenure, effective January 1, 1946. The government pays $2,700 of Professor Oveson’s salary. Requires $200 in 1945-46 to be transferred from the wage budget of the Station.

M.L. Upchurch
Appointment of M. L. Upchurch as Acting Land Use Specialist for the calendar year 1946, rank of Associate Professor, at an annual salary rate of $4,000, 12-months basis, indefinite tenure, effective January 1, 1946. Requires $2,004 in 1945-46 to be provided from the Director’s Reserve.

M.C. Mack
Return from leave of absence of Mrs. Mabel C. Mack from the Farm Labor Service to the Extension Project in Home Management, at an annual salary rate of $3,600, 12-months basis, indefinite tenure, effective January 1, 1946. The Board also established a requisition budget in the amount of $900. Requires $2,700 in 1945-46, one-half to be provided from the Director’s Reserve and one-half from Bankhead Flannagan funds.

E. Hill
Resignation of Mrs. Elizabeth H. Hill, Circulation Assistant in the College Library, effective October 20, 1945; and the appointment of Miss Mary Steere to replace her, at an annual salary rate of $2,000, rank of Instructor, for the period January 1, to May 31, 1946. Salary savings of $419.93 due to delay in appointment to be transferred to wages to employ substitute assistance.

G. Barnes
Leave of absence without pay for George H. Barnes, Associate Professor of Forestry, for the winter term, to work for a doctor's degree at Duke University. Of the salary savings of $1,066.67, $500 will be transferred to the wage budget and $566.67 will revert to the Board’s unappropriated fund.

S. Peterson
Sabbatical leave on full salary for Dr. Sigurd H. Peterson, Head of the Department of English, for the period April 1 to July 1, 1946, for travel and study. No change in budget.
D. Anderson

Resignation of Don Anderson, Assistant County Agent in Washington County, effective December 15, 1945; and the appointment of Joseph Rew Cox, Jr. as Assistant County Agent in Washington County, at an annual salary rate of $3,000, rank of Instructor, 12-months basis, yearly tenure, effective December 10, 1945. Requires $152.65 in 1945-46 from the Director's Reserve because of overlapping time and increase in salary rate.

J. Cox, Jr.

R. Stout

Return from military leave of Roy E. Stout, Research Assistant in Dairy Husbandry, with a promotion in rank to Assistant Professor of Dairy Manufacturing and a corresponding increase in salary from $1,600 to $2,200, 12-months basis, yearly tenure, effective January 1, 1946. Mr. Stout's time will be divided equally between Experiment Station and Resident Instruction. Requires $800 in 1945-46 in Resident Instruction to be transferred from the wage budget of Dairy Husbandry and $800 in the Experiment Station to be provided from an unfilled Research Assistantship in the Experiment Station.

Salary adjustments in the County Agent Staff as follows, effective January 1, 1946:

O. Fletcher

O. S. Fletcher, County Agent in Lane County, from $4,500 to $5,004.

G. Best

Carnet Best, County Agent in Wallowa County, from $3,480 to $3,660.

J. Appling

James Appling, County Agent in Harney County, from $3,240 to $3,468.

Requires $456 in 1945-46 to be provided from the Director's Reserve.

O. D. Adams

Resignation of O. D. Adams, Associate Professor in the School of Education, to accept a position as Assistant Superintendent in Charge of Vocational Education in the San Francisco city schools, effective September 15, 1945. Mr. Adams has been on leave of absence to the Navy. No change in budget.

D. McLellan

Appointment of Daniel J. McLellan, Jr. as Assistant County Agent of Jefferson County, at an annual salary rate of $2,980, rank of Instructor, 12-months basis, yearly tenure, effective January 1, 1946. Mr. McLellan's salary will be paid entirely by the Bureau of Reclamation of the U. S. Department of Interior. No change in budget.

L. Bailey

Return from military leave of Leeds C. Bailey, Assistant County Agent in Malheur County, with an increase in salary from $2,000 to $3,040, rank of Instructor, 12-months basis, yearly tenure, effective January 1, 1946. $2,980 of Mr. Bailey's annual salary will be paid by the Bureau of Reclamation of the U. S. Department of the Interior. Requires $30 in 1945-46 to be transferred from the Director's Reserve. This establishes an additional Assistant County Agent position in Malheur County.

W. Jendrzejes- wski

Return from military leave of Walter J. Jendrzejeski as Assistant County Agent in Klamath County, with the promotion in rank from Instructor to Assistant Professor, and a corresponding increase in salary from $2,004 to $3,600, 12-months basis, indefinite tenure,
Meeting #150 – 24

January 22, 1946

D. Sitton
Resignation of Dudley Sitton, Acting Superintendent of Malheur Experimental Area, to enter the farming business, effective March 1, 1946; transfer of E. N. Hoffman, County Agent in Wheeler County, to the position of Superintendent of the Malheur Experimental Area, at an annual salary rate of $3,060, 12-months basis, indefinite tenure, effective January 15, 1946; and the appointment of Leslie J. Marks as County Agent in Wheeler County, at an annual salary rate of $3,000, rank of Instructor, 12-months basis, yearly tenure, effective January 16, 1946. Salary savings of $35.81 in the Wheeler County Agent budget to be transferred to the Director's Reserve.

L. J. Marks

E. Hoffman

C. Martin
Appointment of Dr. Charles H. Martin as Associate Entomologist in the Experiment Station Department of Entomology, at an annual salary rate of $3,200, rank of Associate Professor, 12-months basis, yearly tenure, effective January 15, 1946. Salary savings of $1,630.47, due to delay in appointment, to be transferred to wages in the Experiment Station budget.

Salary adjustments for Home Demonstration Agents, as follows, effective January 1, 1946:

J. Knapp
Jane Knapp, Assistant Professor, Baker County, from $2,504, to $2,784.

J. Taylor
Janet Taylor, Instructor, Clackamas County, from $2,610 to $2,730 and a promotion in rank to Assistant Professor.

M. Caswell
Maud Caswell, Assistant Professor, Columbia County, from $2,862 to $3,000, and a promotion in rank to Associate Professor.

M. Farrell
Marion Farrell, Assistant Professor, Jackson County, from $2,718 to $2,838.

R. Crawford
Ruth Crawford, Associate Professor, Josephine County, from $3,000 to $3,300.

N. Lyle
Nellie Lyle, Associate Professor, Lane County, from $3,000 to $3,216.

V. Hansen
Viola Hansen, Instructor, Linn County, from $2,580 to $2,820, and a promotion in rank to Assistant Professor.

M. Tye
Marjorie Tye, Assistant Professor, Marion County, from $2,808, to $3,204, and a promotion in rank to Associate Professor.

E. Freeling
Emma Freeling, Assistant Professor, Multnomah County, from $2,814 to $2,934.

J. Warren
Jennie M. Warren, Instructor, Umatilla County, from $2,400 to $2,700, and a promotion in rank to Assistant Professor.

D. Cooper
Dora Cooper, Instructor, Wasco County, from $2,604 to $2,700.

F. Nichols
Fay Nichols, Assistant Professor, Washington County, from $2,778 to $3,000.

M. Carter
Myrtle Carter, Instructor, Agent-at-Large, from $2,694 to $2,814, and a promotion in rank to Assistant Professor.

Requires a transfer of $1,284 in 1945-46 from the wage budget of Emergency Assistants to the several County Home Agent budgets concerned.
J. Fenner

Appointment of John B. Fenner as Alumni Manager, at an annual salary rate of $3,000, 12-months basis, yearly tenure, effective December 1, 1945. Funds are available in the Alumni Association and Alumni Records budgets for this appointment. Effective July 1, 1946, Mr. Fenner's salary will be increased to $3,600, with funds for this increase to come from non-state sources.

Adjustments as follows in the Agricultural Engineering staff:

C. Walker

Resignation of Clyde Walker, Professor of Agricultural Engineering, to accept employment with a farm implement distributor in Portland, effective December 1, 1945. Salary savings of $1,225 in the Experiment Station to be transferred to wages and the savings of $1,225 in Resident Instruction to apply on the following adjustments.

I. Branton

Resignation of Ivan Branton, Assistant Professor of Agricultural Engineering in the Experiment Station, to accept employment with an implement company, effective December 1, 1945. Mr. Branton has been on military leave. No change in budget.

M. Cropsey

Appointment of Myron G. Cropsey as Associate Professor and Associate Agricultural Engineer, at an annual salary rate of $3,600, 12-months basis, yearly tenure, effective January 1, 1946. Mr. Cropsey's salary will be divided 25 per cent to Resident Instruction and 75 per cent to Experiment Station.

J. Bursik

Appointment of John C. Bursik as Assistant Professor and Assistant Agricultural Engineer, at an annual salary rate of $2,820, 12-months basis, yearly tenure, effective January 1, 1946. Mr. Bursik's salary will be divided 50 per cent to Resident Instruction and 50 per cent to Experiment Station.

V. Alexander

Appointment of Vera Alexander as Secretary in Agricultural Engineering, at an annual salary rate of $1,800, 12-months basis, yearly tenure, effective January 1, 1946. Mrs. Alexander's time will be divided 33 per cent to Resident Instruction and 67 per cent to Experiment Station.

Salary savings of $70 to revert to the Board's unappropriated fund.

L. Jessup

Resignation of Mrs. Lorna C. Jessup, Assistant Dean of Women, to accept another position, effective January 10, 1946. Salary savings of $1,572.65 to be retained in the budget to employ a successor.

Mary Mix

Resignation of Mrs. Mary Mix as Secretary in the Department of Veterinary Medicine, at an annual salary rate of $1,740, effective January 31, 1946; and return from military leave of Mrs. Marion Halbett as Secretary in the Department of Veterinary Medicine with an increase in salary from $1,400 to $1,800, 12-months basis, monthly tenure, effective January 1, 1946. Requires $175 in 1945-46 because of increased salary rate and overlap in time, to be transferred from wages in the Experiment Station.
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M. D. Thomas

Resignation of H. D. Thomas, Assistant Extension Agricultural Economist, effective December 31, 1945. Salary savings of $1,335 in 1945-46 to be transferred to the Director's Reserve.

R. Rieder


F. Ballard

Salary adjustment for F. L. Ballard, Associate Director of Extension, from $5,300 to $5,380, 12-months basis, indefinite tenure, effective February 1, 1946. The amount of $241.62 required in 1945-46 is to be transferred from the Director's Reserve.

R. Reichart

Release from the Department of English of Dr. R. R. Reichart, Associate Professor, now half-time in the Department of English and half-time in the Department of Education, so as to be placed in charge of the Veterans Administration Guidance Center, effective January 1, 1946. Salary savings of $956.67 in 1945-46 in the Department of English are to be retained in the budget to employ substitute assistance.

W. R. Hoyt

Appointment of William R. Hoyt as Assistant Editor, at an annual salary rate of $3,500, rank of Assistant Professor, 12-months basis, yearly tenure, effective January 16, 1946. Requires $1,508.87 in 1945-46 to be provided from funds released by the resignation of Mrs. Betty Sue Joiner. Remaining savings of $91.13 from Mrs. Joiner's resignation to be transferred to wages.

H. A. Kornberg

Appointment of Dr. H. A. Kornberg as Research Associate in Biochemistry, at an annual wage rate of $3,200, rank of Assistant Professor, 12-months basis, yearly tenure, effective January 14, 1946. Dr. Kornberg will be paid on a wage basis from Dr. Cheldelin's Research Grant.

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

H. F. Haney

Resignation of Dr. Hance F. Haney, Professor and Head of the Department of Physiology, effective January 31, 1946; and the promotion in rank of Dr. William B. Youmans, Professor of Physiology, to Head of the Department, at an annual salary rate of $6,000, 12-months basis, indefinite tenure, effective February 1, 1946. Salary savings of $2,045.83 in 1945-46 to be disposed of as follows: $1,665.87 reserved to employ an Assistant Professor of Physiology, $300 to employ a student assistant, and the remaining $79.16 will revert to the Board's unappropriated fund.

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

W. Youmans

Salary adjustment for Miss Ruth Lautenbach, Assistant Professor of Physical Education, from $2,870 to $3,070, 12-months basis, indefinite tenure, effective January 1, 1946. Requires $100 in 1945-46 to be transferred from the Institutional Salary Adjustment Reserve.
The Board approved the following personnel adjustments in the General Extension Division:

A. Miller

Resignation of Allen Miller as Program Manager of Radio Station KOAQ, effective February 14, 1946; and the appointment of James M. Morris, Director of KOAC School of the Air, as Acting Program Manager of Radio Station KOAQ, with a corresponding increase in salary from $2,600 to $3,200; 12-months basis, yearly tenure, effective February 1, 1946. Of the salary savings of $1,250, $500 are to be transferred to wages to employ substitute assistance and the remaining $750 will revert to the Board's unappropriated fund.

J. Morris

OPENING OF BIDS ON OSC AND EOCE DORM

Dr. Byrne reported that bids on the Oregon State College dormitory would not be opened at 2 P.M., as originally planned inasmuch as the architect failed to ask for a prequalification certificate from all bidders. This is a requirement of law and bids can not be opened without this certificate. However, Dr. Byrne indicated that it would not necessarily delay the building schedule for the dormitory. Instead, it will be necessary to proceed to advertise for bids once more and at the same time advertise for the bond issue. It had originally been planned to have the special meeting of the Board merely to open and award the bond bids. Dr. Byrne suggested the following schedule for the opening of the bond and dormitory bids:

Opening of bond bids for OSC dorm - 10:00 A.M. - Feb. 18
Opening of bids on OSC dorm - 2:00 P.M. - Feb. 18
Opening of bids on EOCE dorm - 2:30 P.M. - Feb. 18

He indicated that it might be advisable to have the Chairman of the Finance Committee present at the time of the opening of the bond bids and for the Building Committee to be present at the opening of the dormitory bids. Dr. Byrne also suggested that a special meeting of the Board be called for 2 P.M., Tuesday, February 19 to award the bond and construction bids. Board members approved of the schedule suggested by Dr. Byrne and on motion by Mr. Smith and second by Dr. Kleinsorge, the Board voted to hold a special meeting at 2 P.M. on February 19 to consider bond and construction bids and any other matters that may come before the Board.

RECESS

At 11:55 A.M. the Board voted unanimously to recess until 1:30 P.M.

EXECUTIVE SESSION

The Board reconvened in an executive session at 1:30 P.M., in Room 206, Benson Hotel.

The following members were present at the adjourned session:

Leif S. Finseth
K. E. Kleinsorge
Phil Metschan

Herman Oliver
Beatrice Walton Sackett
Edgar W. Smith

Willard L. Marks
Absent: R. C. Groesbeck and A. R. Watzek.

The following formal request of Dr. Charles D. Byrne was presented by President Marks:

"For more than a year I have been giving consideration to requesting relief from the heavy administrative duties imposed upon me in my triple capacity of Secretary of the Board, Assistant to the Chancellor and Director of Information. This triple responsibility has been carried for more than 12 years but has been aggravated during the war years by staff shortage and resultant increased responsibilities. I discussed this matter of relief with some Board members a year ago but was prevailed upon to continue. However, I have received health warnings that any prudent man must heed. Continuation of this load under present administrative conditions is hazardous.

"I therefore request, effective today, to be relieved of all administrative duties as Assistant to the Chancellor and Director of Information, retaining only the function as Secretary of the Board. This alone is a full-time position which the Board set up in 1930 and employed a man at a salary $500 per year greater than I am now receiving. A suitable budgetary account should be set up for this separate office with funds for the continuation of one full-time secretary-stenographer. I further request, in accordance with the Board's rules that I be granted a four-months' sabbatical leave for rest and recuperation, effective March 1 to July 1."

The Board called before it Dr. Byrne and Chancellor Hunter in sequence and discussed thoroughly Dr. Byrne's request.

The Board voted unanimously to approve the transfer of Dr. Byrne full-time, at his present salary, to the position of Secretary of the Board, effective immediately, and a sabbatical leave on full salary, effective March 1 to July 1, in accordance with Board regulations. Duties of Dr. Byrne shall be as specified in the Code for the Secretary of the Board and in addition he shall perform such duties as the Board may prescribe from time to time. The necessary funds to maintain the independent office of Secretary of the Board is hereby provided, including wages of a full-time secretary-stenographer and such other help as may be required.

The Board adjourned at 4:30 P.M.

Willard L. Marks, President

Charles D. Byrne, Secretary