STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
BENSON HOTEL, PORTLAND, OREGON
December 10, 1946
10:08 A. M.

MEETING # 160
A regular meeting of the State Board of Higher Education was held at the Benson Hotel, Portland, Oregon, on December 10, 1946.

ROLL CALL
The meeting was called to order at 10:08 A. M. by the President of the Board, Willard L. Marks, and on roll call the following answered present:

Cheryl S. MacNaughton  Beatrice Walton Sackett
Phil Metschan  Edgar W. Smith
Herman Oliver  A. R. Watzek
Willard L. Marks

Absent: Leif S. Fenseth, R. E. Kleinsorge

There were also present: Chancellor Paul C. Packer; Dr. Charles D. Byrne, Secretary of the Board; President A. L. Strand of Oregon State College; Dr. Earl M. Pallett, representing the University of Oregon; President C. A. Howard of Oregon College of Education; President Elmo Stevenson of Southern Oregon College of Education; President Roben J. Naaske of Eastern Oregon College of Education; Dean D. W. E. Baird of the University of Oregon Medical School; Dean J. F. Granner of the General Extension Division.

MINUTES APPROVED
The Board voted to dispense with the reading of the minutes of the last meeting held October 22, 1946, and approved the minutes of this meeting as they appeared in the docket.

RE ABSENCE OF FINSETH AND KLEINSORGE
President Marks reported that Dr. Kleinsorge was unable to be present because of the press of business and Dr. Byrne reported that a telegram had been received from Mr. Fenseth indicating he would be unable to be present at this meeting of the Board.

INTER-INSTITUTIONAL CURRICULUM COMMITTEE DISCONTINUED
Mr. Phil Metschan, Chairman of the Unified Administration Committee, presented the following report:

"Chancellor Packer reported to the Committee that it is his opinion that the Interinstitutional Committee on Courses and Curricula created in January 1937 has completed the period of its usefulness and would be better discharged. He explained that the conditions now are considerably different than when the Committee was formed, in that the several institutions, with competent and experienced executives, are amply qualified to review proposed curricular changes and make recommendations direct to the Chancellor's Office without the extra work and delay occasioned by a standing interinstitutional committee. He further explained that each institution has its faculty committee on curricula which reviews all proposed changes on each campus and also that the institutional executives are notified of proposed changes on other campuses before these are acted upon by the Central Office and submitted to the Curriculum Committee of the Board."
"After considerable discussion it was agreed by the Committee that the proposed changes will not weaken the program of coordinated curricula, which is one of the important features of the Oregon unified system, but will expedite the annual review and approval of curricular changes. The Committee, therefore, endorses the following recommendations made by the Chancellor:

1. That the interinstitutional curriculum sub-committee of the Executive Council be discontinued, and

2. That the presidents of the several institutions, with the Chancellor, deal with the curriculum changes to be recommended to the Committee on Curricula of the Board."

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

Mr. Metschan concluded the report of the Unified Administration Committee as follows:

"Under the Administrative Code of the State Board of Higher Education the general administrative responsibility for all summer sessions in the institutions of the System is placed in the hands of the Director of General Extension. Chancellor Packer pointed out to the Committee that while in actual practice the planning and administration of the summer sessions have been carried out by campus administrative officials, with only nominal supervision by the Director of General Extension, it is desirable administratively to fix complete responsibility for the summer sessions in the institutional presidents. Because the summer sessions at the Colleges of Education are, in fact, a fourth term, they are already administered by the presidents.

"Each year the summer sessions on the State College and University campuses more nearly approach fourth terms, hence a continuous administrative policy is desirable. The Chancellor recommended that for the time being at least the handling of advanced promotion for all sessions be a function of the Extension Division.

"The Committee agrees that it is desirable that the presidents assume responsibility for the administration of their respective institutions during the summer, as well as the academic year, and therefore recommends that the full responsibility for developing and administering the summer session programs at the University and State College be assigned to the respective presidents in substitution for the arrangement indicated in the Administrative Code."

The Board approved the report of the Committee and transferred the responsibility for developing and administering the summer session programs at the University and the State College from the Director of General Extension to the presidents of the respective institutions.
Mr. Edgar W. Smith, Chairman of the Finance Committee, presented the following report:

"At the October meeting of the Board, funds were approved for the general administration and promotion of the 1947 summer sessions with the understanding that the operating budget plan would be submitted at the December meeting. This budget plan was submitted to the Finance Committee yesterday and explained by Chancellor Packer. The proposed total of $199,000 represents a considerable increase over the budgets of last year when $151,879.16 was actually expended. It was explained that this increase is partly the result of new undertakings and partly because of higher costs for more offerings to more students. It was further explained that the summer sessions last year were more than self-supporting, making possible the return of a guarantee fund of $36,350.73 authorized by the Board.

"The Finance Committee approves the recommended budgets for 1947 summer sessions in the following amounts:

<table>
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<th>Location</th>
<th>Amount</th>
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<tr>
<td>University</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>State College (including Marine Biology)</td>
<td>91,000.00</td>
</tr>
<tr>
<td>Portland Extension</td>
<td>32,000.00</td>
</tr>
<tr>
<td>Colleges of Ed. (promotion)</td>
<td>1,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$199,000.00</strong></td>
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"Dr. Packer explained that the University budget included a small amount for a special five week summer program at Crater Lake. It is planned to start this in an experimental way with student enrollment restricted to approximately 30. The fee for this special session is recommended at $35.00.

"It is anticipated that the above budget will be completely covered by fee income but, as a precautionary measure, the Committee is approving the Chancellor's suggestion that the same amount of Board funds as was set aside last year, approximately $36,000, be established as a reserve for contingencies."

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

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

"The official minutes of the special Board meeting at which Chancellor Packer was elected specified a salary of $10,000 per year plus an indefinite amount for perquisites. For the official record and for budgeting purposes, it is necessary to record the total compensation. It is, therefore, recommended by the Finance Committee that the following itemization be approved by the Board: Salary, $10,000; allowance in lieu of expenses, $850; and payment for retirement annuity, $500;
making the total annual compensation $11,350 which is the same amount previously budgeted for the position."

The Board approved the salary and distribution of perquisites for Chancellor Facker as recommended by the Committee.

Mr. Phil Metschan, Acting Chairman of the Building Committee, presented the following report:

"The Board, at a previous meeting, authorized the several institutional executives to negotiate with the Federal Works Agency to move surplus war structures to the campuses for classroom, laboratory and office use. Secretary Byrne reported to the Building Committee yesterday that the University has negotiated a contract for approximately 24,000 square feet of such emergency space and that the State College is now negotiating for 18,000 square feet. Under the present law, the Federal Works Agency provides the structures, moves them to the campuses, rebuilds them, and equips them for college use. The institutions, in turn, must provide the site and the utilities for these buildings.

"President Maaske reported to the Committee that he had obtained the approval of the Federal Works Agency to move the former officers club building from the Pendleton Air Base to the Eastern Oregon College of Education campus for supplemental physical education facilities, office space, and quarters for a cafeteria and student book store. Because of the quality of the building, it was proposed by President Maaske that the Board supply enough additional funds to put basements under the two end wings, provide an outside stucco finish, and otherwise improve the building to become at least a semi-permanent structure in harmony with the campus architecture. The estimated total cost is not to exceed $14,000.

"It appears to the Building Committee that this will be a much needed addition to the campus which can be obtained at relatively low cost in this manner. Therefore, the Committee recommends that President Maaske be authorized to use not to exceed $14,000 from the Board's unappropriated fund for meeting the extra expense of foundations and other improvements on the building as proposed."

The Board approved the report of the Committee and authorized the expenditure of not to exceed $14,000 to cover the cost of foundations and other improvements on the surplus war structure to be moved to the Eastern Oregon College of Education campus from the Pendleton Air Base.

Mr. Metschan concluded the report of the Committee as follows:

"At the October meeting, the Board authorized advertising for bids on the proposed dormitory at Southern Oregon College of Education, the bids to be opened at the time of the January
Board meeting. It now appears that conditions in the labor market and other factors make it advisable to postpone the bid call to the March meeting. The Committee recommends, therefore, that an advertising schedule be framed by the Board’s Office which will make it possible to open bids on this structure at 9 o’clock on March 10 which is the day of the regularly scheduled March meeting."

The Board approved postponement of the opening of bids on the Southern Oregon College of Education dormitory until March 10, 1947.

President Marks presented a communication from J. Frederick Weltzin, Dean of the School of Education at the University of Idaho, wherein Dean Weltzin expressed his appreciation and that of the University of Idaho for the privilege of having Dr. Roben J. Maaske on their summer school staff during the first six-week term of 1946 and also expressing the hope that he might be able to accept a similar invitation at that institution during the coming summer session.

At the present time equipment is being made available from surplus sources, through the Federal Works Agency, to the several institutions. The procedure of this federal agency requires that a resolution be on file designating an official representative for each institution to file the necessary certification of need, application and other essential documents. For those institutions which are seeking classroom and laboratory buildings, resolutions have already been adopted by the Board. The following three resolutions were presented by the Secretary of the Board designating official representatives to deal with the Federal Works Agency for Oregon College of Education, the University of Oregon Dental School and the University of Oregon Medical School:

Designating OCE Rep.

WHEREAS, Oregon College of Education (herein called the "Applicant"), acting by and through its governing body, upon the basis of available data, has found that there exists or impedes an acute shortage of educational facilities required for persons engaged in the pursuit of courses of training or education under Title II of the Servicemen's Readjustment Act of 1944, as amended, and to relieve such shortage proposes to request the United States of America through the Bureau of Community Facilities, Federal Works Agency, (herein called the "Government"), to provide educational facilities, pursuant to Public Law 697, 79th Congress, (Section 504 of the Lanham Act, as amended), and in connection therewith, has examined and considered such law, the Regulations, the Information for Applicants, the form of application and the form of proposed agreement;

NOW, THEREFORE, be it resolved by the Oregon State Board of Higher Education (herein called the "Governing Body") that a justification of need and that an application or applications be filed, in such form as may be required by the Government, to provide such educational facilities as are required to alleviate such acute shortage, and that the Applicant will comply with the various requirements and conditions necessary to enable the Government to provide such facilities, and
BE IT FURTHER RESOLVED that Ellis Stabbins, Business Manager, is hereby designated as the Applicant's Representative and is authorized in his capacity as such Representative to file with the Government a justification of need and an application or applications to negotiate, execute, and enter into an agreement or agreements with the Government in substantially the form of agreement considered by the Governing Body, to negotiate, execute and enter into such other agreements and instruments and to perform and do any and all acts as may be necessary to provide a suitable site and site preparation, streets or roadways, sidewalks, landscaping, utility mains, technical or engineering data, architectural or engineering services, necessary rights of entry and rights of way for Government operations, to accept on behalf of the Applicant ownership and possession of such facilities, to assure the Government that such facilities will be utilized by the Applicant to carry out the purposes of such law, and to do or perform any and all other acts that are necessary to accomplish the purposes of the Applicant's application, to perform the Applicant's obligations under its agreement with the Government, and to obtain the provision of such facilities.

BE IT FURTHER RESOLVED that, in accordance with regulations of said Oregon State Board of Higher Education, all contracts and agreements with the Government shall be countersigned by the Secretary and the Comptroller of said Board.

Upon motion by Director Smith and second by Director Catschlan, the above resolution was adopted with the following voting ayes:

Mrs. MacNaughton
Mr. Catschlan
Mr. Oliver

Mrs. Sackett
Mr. Smith
Mr. Watzek

Mr. Marks

and the following voting nay: None.

The President thenceupon declared said resolution unanimously adopted.

WHEREAS, the University of Oregon Dental School (herein called the "Applicant"), acting by and through its governing body, upon the basis of available data, has found that there exists or impedes an acute shortage of educational facilities required for persons engaged in the pursuit of courses of training or education under Title II of the Servicemen's Readjustment Act of 1944, as amended, and to relieve such shortage proposes to request the United States of America through the Bureau of Community Facilities, Federal Works Agency, (herein called the "Government"), to provide educational facilities, pursuant to Public Law 697, 79th Congress, (Section 504 of the Lanham Act, as amended), and in connection therewith, has examined and considered such law, the Regulations, the Information for Applicants, the form of application and the form of proposed agreement;
NOW THEREFORE, be it resolved by the Oregon State Board of Higher Education (herein called the "Governing Body") that a justification of need and that an application or applications be filed, in such form as may be required by the Government, to provide such educational facilities as are required to alleviate such acute shortage, and that the Applicant will comply with the various requirements and conditions necessary to enable the Government to provide such facilities; and

BE IT FURTHER RESOLVED that Harold J. Noyes, Dean, is hereby designated as the Applicant's Representative and is authorized in his capacity as such Representative to file with the Government a justification of need and an application or applications to negotiate, execute, and enter into an agreement or agreements with the Government in substantially the form of agreement considered by the Governing Body, to negotiate, execute and enter into such other agreements and instruments and to perform and do any and all acts as may be necessary to provide a suitable site and site preparation, streets or roadways, sidewalks, landscaping, utility mains, technical or engineering data, architectural or engineering services, necessary rights of entry and rights of way for Government operations, to accept on behalf of the Applicant ownership and possession of such facilities, to assure the Government that such facilities will be utilized by the Applicant to carry out the purposes of such law, and to do or perform any and all other acts that are necessary to accomplish the purposes of the Applicant's application, to perform the Applicant's obligations under its agreement with the Government, and to obtain the provision of such facilities.

BE IT FURTHER RESOLVED that, in accordance with regulations of said Oregon State Board of Higher Education, all contracts and agreements with the Government shall be countersigned by the Secretary and the Comptroller of said Board.

Upon motion by Director Metschan and second by Director Smith, the above resolution was adopted with the following voting eves:

Mrs. MacNaughton  
Mr. Metschan  
Mr. Oliver  
Mr. Sackett  
Mr. Smith  
Mr. Watzek  
Mr. Marks

and the following voting nay: None.

The President thereupon declared said resolution unanimously adopted.

Designating  
U of O  
Medical School  
Representative  

WHEREAS, the University of Oregon Medical School (herein called the "Applicant"), acting by and through its governing body, upon the basis of available data, has found that there exists or impedes an acute shortage of educational facilities required for persons engaged in the pursuit of courses of training or education under Title II of the Servicemen's Readjustment Act of 1944, as amended, and to relieve such shortage proposes to request the United States of America through the Bureau of
Commodity Facilities, Federal Works Agency, (herein called the "Government"), to provide educational facilities, pursuant to Public Law 697, 79th Congress, (Section 504 of the Lanham Act, as amended), and in connection therewith, has examined and considered such law, the Regulations, the Information for Applicants, the form of application and the form of proposed agreement;

NOW, THEREFORE, be it resolved by the Oregon State Board of Higher Education (herein called the "Governing Body") that a justification of need and that an application or applications be filed, in such form as may be required by the Government, to provide such educational facilities as are required to alleviate such acute shortage, and that the Applicant will comply with the various requirements and conditions necessary to enable the Government to provide such facilities; and

BE IT FURTHER RESOLVED that William A. Zimmerman, Business Manager, is hereby designated as the Applicant's Representative and is authorized in his capacity as such Representative to file with the Government a justification of need and an application or applications to negotiate, execute, and enter into an agreement or agreements with the Government in substantially the form of agreement considered by the Governing Body, to negotiate, execute and enter into such other agreements and instruments and to perform and do any and all acts as may be necessary to provide a suitable site and site preparation, streets or roadways, sidewalks, landscaping, utility mains, technical or engineering data, architectural or engineering services, necessary rights of entry and rights of way for Government operations, to accept on behalf of the Applicant ownership and possession of such facilities to assure the Government that such facilities will be utilized by the Applicant to carry out the purposes of such law, and to do or perform any and all other acts that are necessary to accomplish the purposes of the Applicant's application, to perform the Applicant's obligations under its agreement with the Government, and to obtain the provision of such facilities.

BE IT FURTHER RESOLVED that, in accordance with regulations of said Oregon State Board of Higher Education, all contracts and agreements with the Government shall be countersigned by the Secretary and the Comptroller of said Board.

Upon motion by Director Smith and Second by Director Metschan, the above resolution was adopted with the following voting aye:

Mrs. MacNaughton  Mrs. Sackett
Mr. Metschan  Mr. Smith
Mr. Oliver  Mr. Watzek
Mr. Marks

and the following voting nay: None.

The President thereupon declared said resolution unanimously adopted.
President Strand reported that Dr. F. C. McMillan had received a telegram from the attorney in Washington, D. C., representing the State College in the hearing before the Federal Communications Commission, indicating that the Commission issued a decision granting KDAC's application for an increase in night-time kilowatt power, with no limitations.

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**

**Class of 1946**

Gift of $179.48 from the Class of 1946 to the Student Union Building Fund.

**U of O Dads**

Gift of $200 from the University of Oregon Dads to the Donald M. Erb Scholarship Endowment Fund.

**Station KORE**

Gift of $239.04 from the Eugene Radio Station KORE to the Department of Speech and Drama to purchase radio equipment.

**Karl J. Belser**

Gift of books valued at $169.31 from Karl J. Belser, Eugene, to the Architectural Library.

**Eugene BPOE**

Gift of $250 from the Eugene Elks Lodge No. 357 for two full scholarships for entering students from Lane County who are in need of assistance and who show promise of benefiting from attendance.

**U of O Ed. Act. Bd.**

Gift of $300 from the Educational Activities Board to the Library Gift Campaign Fund to be used for the purchase of books for the House Library Collections.

**Dr. and Mrs. F. M. Hunter**

Gift of ten $100 government bonds from Dr. and Mrs. Frederick M. Hunter to increase the principal of the Maurice Harold Hunter Leadership Award. This is to be added to the cash gift of $1,500 previously made for the leadership award in the Military Science Department. Upon the request of the donors, this award will now be given to a student in the Liberal Arts School instead of the Military Science Department. An award in cash, or such other form as the President may determine, not to exceed half of the income from the fund each year, will go to a male member of the graduating class who has made the most notable contribution, through his own achievements, toward the development of qualities of leadership. As soon as the annual income from this fund is ample to cover a full scholarship in Liberal Arts, a scholarship will be awarded by the President of the University to a junior student in Liberal Arts selected on the basis of the most notable contribution, through his own achievements, toward the development of qualities of leadership.

**Mr. and Mrs. Paul Van de Velde**

Gift of Congolese artifacts valued in excess of $10,000 from Mr. and Mrs. Paul Van de Velde, of Eugene, to the Museum of Natural History. This is one of the most important collections of African materials in the United States.
Gifts as follows, totaling $2,000, to the Pruett Telescope Fund to be used for the purchase of a telescope for the Department of Physics:

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<th>Donor</th>
<th>Amount</th>
<th>Remarks</th>
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<td>F. Van de Velde</td>
<td>$100</td>
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<td>W. J. Lichty</td>
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<td>Rubenstein Furniture</td>
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W. B. Caufield
Gift of $6,100 from Wallace B. Caufield of London, England to the University Library, to establish the Wallace B. Caufield, Jr. Memorial Fund, the income from which is to be used to purchase outstanding or unusual books. This fund is to perpetuate the memory of Mr. Caufield's son who was killed in the service of his country on January 1, 1945.

State College

Dow Chem. Company
Gift of $500 from the Dow Chemical Company to the Experiment Station Department of Farm Crops to continue research work in noxious weed control.

Ag. Res. Found.
Gift of $1,800 from the Agricultural Research Foundation to the Experiment Station Department of Food Technology to finance a research project.

Grant of $2,000 from the Refrigeration Research Foundation, Berkeley, California, to cover a research project on fruit and vegetable preservation.

U. S. Pub. Health Service
Grant of $2,500 from the U. S. Public Health Service to finance a research project under the direction of V. H. Chheldelin, Professor of Chemistry.

Northwestern Yeast Co.
Gift of $250 from the Northwestern Yeast Company to provide a two-year scholarship for a designated student.

Medical School

A. Erb, Estate
Request of $5,569.88 from the estate of Amanda Erb of Woodburn, to the Doernbecher Memorial Hospital for Children.

Diabetic Res. Found.
Grant of $5,500 from the Diabetic Research Foundation of Portland, to finance a research project on diabetes under the direction of Doctors West, Todd and Heller.

R. Fenton
Gift of $100 from Dr. Ralph A. Fenton of Portland, to be used for sinus research under the direction of Dr. Olof Larsell, Professor of Anatomy.
W. Frick

Gift of $500 from Dr. Wesley V. Frick, Dayton, Washington, to be used in the Department of Bacteriology for research, books or travel.

V. P. Mount
E. W. Mount

Gifts aggregating $450, including $100 from Virginia P. Mount and $150 from Eveline W. Mount, in memory of the late Dr. Frank Reid Mount to be utilized to establish the Frank Reid Mount Memorial Fund for purchase of books and periodicals for the Medical School Library.

Jack, Cty.
Found. for Inf. Para.

Gift of $500 from the Jackson County Chapter of the National Foundation for Infantile Paralysis to the Deernbecher Hospital, to be used in the care of poliomyelitis patients.

UNAPPROPRIATED FUND

The Board approved the following personnel changes and appropriations from the Board's unappropriated fund:

University

To Employ Attorney
To Handle Hearing on Schroff Estate

The will of the late Louise B. Schroff left her entire estate, totaling between $50,000 and $60,000, to the University of Oregon Student Loan Fund, with the exception of a few keepsakes. On certain technicalities, the will is being contested by a relative. With the approval of the Attorney General, the firm of O'Connell and Darling is being employed on a contingent fee basis to represent the University's interest. Requires $500.00

To Cover Site and Site Preparation for FVA Buildings at U of O

The University received official confirmation of the assignment of two buildings for classroom and office purposes totaling 24,000 square feet to be moved from Camp Adair. The estimated cost for the provision of site and utilities for these two buildings is $31,860, including $9,000 for the purchase of a lot and four-apartment dwelling essential to the completion of the site. The property is described as all of Lot 5, Block 2, University Addition and has been appraised by two Eugene realtors at $8,500. An agreement has been worked out with the owner through which the University pays $9,000 cash for the property, exclusive of the apartment furnishings upon receiving a warranty deed and abstract of title. Requires not to exceed. $31,860.00

Total for University from unappropriated fund $32,360.00

Oregon College of Education

M. Barrows

Continuation of appointment of Mrs. Marjorie Barrows as Instructor in English for the winter term, for 88 per cent time, at a rate of $600 for the term. Requires $600.00
Increase in time for A. C. Stanbrough, Assistant Professor of Science, from 50 per cent to full time for the winter quarter, at an annual rate of $3,400. Requires... $425.00

Total for Oregon College of Education from unappropriated fund... $1,025.00

Centralized Activities

The additional accounting work involved in larger payrolls and other disbursements, due to increase enrollment, has greatly augmented the work in the Comptroller's Office. To cover this added load the following budget addition is necessary:

Wages $2,326
Materials and expense 300

Requires... $2,626.00

Total for Centralized Activities from unappropriated fund... $2,626.00

Grand total from 1946-47 unappropriated fund... $36,011.00

TRANSFER TO COVER DENTAL SCH. PAINTING

To cover the cost of painting the exterior of the Dental School, the Board approved the transfer of $5,440 from the Building Rehabilitation Reserve to Building Repairs - Dental School.

TRANS. IN SCH. OF ENGINEERING AT OSC

To provide for student assistance in the School of Engineering at the State College to handle the large enrollment, the Board approved the transfer of $5,040 from the Institutional Reserve to the wage budgets of the following departments:

Civil Engineering $792.00
Electrical Engineering 684.00
General Engineering 2,904.00
Industrial Arts 660.00
$5,040.00

Because of a temporary reduction in federal funds in the Bureau of Plant Industry, Soils and Agricultural Engineering, the Bureau has requested the Experiment Station to assume a larger portion of the salary of Superintendent M. M. Oveson of the Sherman Branch Experiment Station for the fiscal year 1946-47. In order to comply with this request and to continue the cooperative relationships, the Board approved the transfer of $1,250 from wages to salary in the Sherman Branch Experiment Station. Under this arrangement, $1,450 of Mr. Oveson's salary will be paid from federal funds and $3,050 from state funds. The federal government previously paid $2,700 of Mr. Oveson's salary.
The budget for the Intercollegiate Athletic Board at Oregon State College was approved at the May meeting of the Board. To cover increased expenditures because of larger enrollment, the Board approved a budget increase of $6,771, funds to come from additional student athletic fee income.

The budget for the Educational Activities Board at Oregon State College was approved at the May meeting of the Board. To cover increased expenditures, because of larger enrollment, the Board approved a budget increase of $7,164, funds to come from additional student educational activities fee income.

Because book circulation in the Library at the University is nearly double that of last year and because it is necessary to raise wage rates for part-time help 10 cents an hour, the Board approved the transfer of $5,000 from the Institutional Reserve to be distributed as follows: $260 to the Law Library wage budget and $4,740 to the General Library wage budget.

During the 1946 summer session at the State College both the income and expenditures exceeded estimates. $63,490.13 was budgeted for expenses and actual expenditures amounted to $70,087.76. In order to cover this overdraft, the Board approved the addition of $7,000 to the 1946 summer session budget, funds to be provided from over-realized student fees for the session.

For several years the salaries of a number of part-time clinical faculty members of the Medical School have been paid from the Public Welfare Commission grant. These men are performing the same duties as other staff members and their salaries should be paid from the regular Medical School Instruction budget but this has been impossible in the past because of the limited amount of funds available. The Board approved the transfer of the salaries of the following faculty members now paid from the Public Welfare Commission budget to the Medical School Instruction budget, effective December 1, 1946, the required funds of $3,972.78 to be provided from the Institutional Reserve:

- Clifford Pearl, Clinical Instructor in Obstetrics and Gynecology, 20 per cent time - $739.34.
- Nelson W. Mercier, Clinical Instructor in Pediatrics, 20 per cent time - $739.34.
- Oliver W. Miesbet, Assistant Clinical Professor in Surgery, 28 per cent time - $744.10.
- John Pierson, Clinical Instructor in Medicine, 25 per cent time - $875.00.
- Russell Baker, Clinical Instructor in Medicine, 25 per cent time - $875.00.
In order to employ an assistant in the University Business Office as payroll clerk, civil service supervisor and chief clerk, effective October 1, 1946, the Board approved the addition of $2,025 to the wage budget of the Business Office to be provided as follows: $1,620 from the Board's Special Reserve for Civil Service and Retirement Administration and $405 from the Institutional Reserve.

In order to permit the use of legislative fund balances in the different Experiment Station departmental budgets and legislative items that were carried over as balances on June 30, 1946, the Board approved the following budget additions:

- Administration: $1,500.00
- Dairy Husbandry: 799.61
- Farm Crops: 736.92
- Horticulture: 1,662.97
- Agricultural Engineering: 678.75
- Entomology: 1,885.63

For a number of years a portion of the salary of Percy P. Locey, Director of Educational and Athletic Activities has been carried in the unrestricted funds section of the State College budget. Since Mr. Locey's activities are confined to educational and athletic activities and since larger student enrollments supply sufficient funds for both athletic and educational activities, the Board approved the recommendation that Mr. Locey's salary be removed from the general State College budget and be redistributed 29 per cent to Educational Activities and 71 per cent to Intercollegiate Athletics. Requires $351.33 in Educational Activities and $702.67 in Athletic Activities to be provided from an increase in estimated student activity fee income. Salary savings of $1,054 in unrestricted funds to be transferred to the Institutional Reserve.

The Board approved the following personnel adjustments at the University, the necessary funds being provided in the 1946-47 budget:

**Appointment of Dr. Peter Grabicki as Resident Physician in the Health Service**, at an annual salary rate of $4,200, rank of Instructor, 10-months basis, yearly tenure, effective November 4, 1946. Requires $3,492.73 in 1946-47 to be provided from an increase in estimated student health service fees.

**Appointment of Edward Bailey Barnett as Instructor in Romance Languages**, for the winter and spring terms, at an annual salary rate of $2,400, 10-months basis, effective January 2, 1946. Requires $1,600 in 1946-47 to be provided from the Institutional Reserve.

**Appointment of Lester L. Harris as Instructor in Speech and Drama**, at an annual salary rate of $2,700, 10-months basis, yearly tenure, effective January 2, 1947. Requires $1,800 in 1946-47 to be transferred from the Institutional Reserve.
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L. Bryant, 
Appointment 
Appointment of Lucille Bryant as Instructor in Business Administration at an annual salary rate of $1,200 for two-thirds time, 10-months basis, yearly tenure, effective September 16, 1946. Requires $1,000 in 1946-47 from the Institutional Reserve, $200 of Miss Bryant's salary has already been paid on the wage basis.

Capt. R. Roche, 
Assignment 
Assignment of Captain Richard Benedict Roche as Assistant Professor of Military Science and Tactics in the Department of Military Science, effective October 12, 1946. No salary payment involved.

Maj. R. Archuleta, 
Assignment 
Assignment of Major Rubel V. Archuleta as Assistant Professor of Military Science and Tactics in the Air ROTC unit, effective October 10, 1946. No salary payment involved.

Lt. Col. J. Watt, Jr., 
Assignment 
Assignment of Lieutenant Colonel John W. Watt, Jr. as Assistant Professor of Military Science and Tactics in the Department of Military Science, effective November 8, 1946. No salary payment involved.

M. Snyder, 
Sal. Adj. 
Salary adjustment for Dr. Marshall Snyder, Associate Professor of Bacteriology at the University of Oregon Dental School, from $5,500 to $5,700, effective October 15, 1946. Salary savings of $64.48 due to delay in appointment to be transferred to wages. Dr. Snyder's appointment was originally to have been effective October 1, 1946.

A. Litchman, 
Increase in 
Increase from 50 per cent to full time for Arthur F. Litchman, Publicity Director in the Athletic Department and an increase in salary from $1,200 to $3,000, rank of Instructor, 12-months basis, yearly tenure, effective October 15, 1946. Requires $1,282.26 in 1946-47 to be provided as follows: $52.15 available in the budget and $1,230.11 from increased athletic fee income.

H. Sheldon, 
Increase in 
Increase in time for Dr. Henry D. Sheldon, Research Professor Emeritus of History and Education, from 20 to 35 per cent time for the winter term, and a corresponding increase in salary from $1,086.78 to $1,901.87. Requires $181.13 in the History Department and $90.56 in the School of Education in 1946-47 to be provided from the Institutional Reserve.

F. E. Wood, 
Red. in Time 
Reduction in time for Dr. F. E. Wood, Associate Professor of Mathematics, from 80 to 50 per cent time, and a corresponding reduction in salary from $3,040 to $1,900, effective January 2, 1947; and the appointment of Whitney C. Scober as Instructor in Mathematics, at an annual salary rate of $2,600, 10-months basis, yearly tenure, effective January 2, 1947. Requires $1,733.33 in 1946-47 to be provided as follows: $760 from salary savings due to reduction in time of Dr. Wood, $350 to be transferred from the Mathematics wage budget, and $623.33 to be transferred from the Institutional Reserve.

W. Scober, 
Appointment 
Resignation of Sigurd Nilsen, Professor of Voice, effective November 9, 1946. Mr. Nilsen has been on leave of absence without pay. No change in budget.

R. Thackrey, 
Resignation 
Resignation of Russell I. Thackrey, Loan of the School of Journalism. Mr. Thackrey was to have assumed office July 1, 1947. No change in budget.
Retirement of Dr. Harry B. Yocom, Professor of Zoology, with the title of Professor Emeritus of Zoology, effective December 31, 1946. Salary savings of $1,466.67 in 1946-47 to be retained in the budget pending appointment of a successor.

The Board approved the following personnel adjustments at the State College, the necessary funds being provided in the 1946-47 budget:

D. Wilson, Appointment
Appointment of Mrs. Darlene B. Wilson as Secretary in the Department of Chemical and Metallurgical Engineering, at an annual salary rate of $1,800, 12-months basis, monthly tenure, effective October 14, 1946. Requires $1,287.10 in 1946-47 to be transferred from the Institutional Reserve.

H. Abrego, Appointment
Appointment of Mrs. Helen Abrego as Home Demonstration Agent in Coos County, at an annual salary rate of $2,800, 12-months basis, yearly tenure, effective October 16, 1946. Requires $1,992.77 in 1946-47 to be transferred from the Director's Reserve.

B. Oliver, Appointment
Appointment of Mrs. Betty Oliver as Secretary in the Department of Business Administration, at an annual salary rate of $1,800, 12-months basis, monthly tenure, effective October 21, 1946. Requires $1,253.23 in 1946-47 to be provided from the Institutional Reserve.

E. Goddard, Appointment
Appointment of Earl Goddard as Instructor in Business Administration, at an annual salary rate of $2,800, 10-months basis, yearly tenure, effective October 14, 1946. This is a new position and requires $2,591.37 in 1946-47 to be provided from the Institutional Reserve.

H. H. Rook, Appointment
Appointment of Herbert Harrison Rook as Instructor in General Engineering, at an annual salary rate of $2,400, 10-months basis, yearly tenure, effective January 1, 1947. Requires $1,600 in 1946-47 to be provided from the Institutional Reserve.

H. G. Vatter, Appointment
Appointment of Harold G. Vatter as Associate Professor in the Department of Economics, for the winter and spring terms, at an annual salary rate of $3,600, 10-months basis. Requires $2,400 in 1946-47 to be provided from the Institutional Reserve.

B. Fisher, Appointment
Appointment of Mrs. Beulah Fisher as Instructor in Secretarial Science, for one year, at an annual salary rate of $2,700, 10-months basis, effective September 16, 1946. This is a new position and requires $2,700 in 1946-47 to be transferred from the Institutional Reserve.

R. Highsmith, Appointment
Appointment of Richard M. Highsmith as Assistant Professor of Geography, at an annual salary rate of $3,000, 10-months basis, yearly tenure, effective January 2, 1947. Requires $2,000 in 1946-47 to be transferred from the Institutional Reserve.

Salary adjustment for Dr. C. A. Larson, Superintendent of the Umatilla Branch Experiment Station, from $4,520 to $5,403.60, effective November 4, 1946. Half of Dr. Larson's salary is paid by the Federal Government. Requires $290.85 in 1946-47 to be transferred from wages to salary in the Experiment Station budget.
L. Criswell,  
Sal. Adj.  
Salary adjustment for Miss Lois Criswell, Catalog Assistant in the Library from $2,400 to $2,600, effective November 1, 1946. Requires $133.28 in 1946-47 to be provided from the Institutional Reserve.

T. J. McClellan,  
Sal. Adj.  
Salary adjustment for T. J. McClellan, Instructor in the Department of Civil Engineering, from $2,400 to $2,700, effective September 16, 1946. Requires $300 in 1946-47 to be provided from the Institutional Reserve.

M. Upchurch,  
Transfer  
Transfer of 25 per cent time of Dr. M. L. Upchurch, Associate Professor and Acting Land-Use Specialist, from the Land-Use budget of Federal Cooperative Extension to the Department of Economics, for the months of October, November and December. Salary savings of $250.50 in Land-Use budget to be transferred to the Director's Reserve. Requires $250.50 in 1946-47 in the Department of Economics to be transferred from the Institutional Reserve.

E. Vietti,  
Transfer  
Transfer of 60 per cent of the time and salary of Edward Vietti from Secretarial Science to Business Administration, effective September 16, 1946. Requires a transfer of $2,040 in 1946-47 from Secretarial Science to Business Administration.

E. Freeman,  
Transfer  
Transfer of Dr. Edith Freeman from the Agricultural Extension Service to the Department of Sociology, at the same rate of $284 per month, rank of Associate Professor, for the period October 21 to December 31, 1946. Requires $668.77 in 1946-47 to be provided from the Institutional Reserve. Salary savings of $668.77 in the Extension Service to be transferred to the Director's Reserve.

G. Newcomb,  
Transfer  

D. Wells,  
Transfer  
Transfer of 20 per cent time of Dr. Donald A. Wells, Assistant Professor, from the Veterans Guidance Center to Household Administration, at an annual salary rate of $3,000, effective September 16, 1946. Requires $600 in 1946-47 to be provided from the Institutional Reserve. Dr. Wells is employed 80 per cent time in Philosophy and Religion.

M. Carter,  
Transfer  
Transfer of Mrs. Myrtle Carter from Home Demonstration Agent-at-Large to Acting Specialist in Clothing and Home Furnishings, with an increase in salary from $2,314 to $3,204, 12-months basis, indefinite tenure, effective November 1, 1946. Salary savings of $1,876 in Home Demonstration Agent-at-Large budget to be transferred to the Director's Reserve. Requires $4,136 in 1946-47 in Home Management budget and Clothing and Textiles budget to be transferred from the Director's Reserve.

E. Friedman,  
Increase in Time  
Increase in time for Dr. Leo Friedman from 87 per cent to full time in resident instruction in the Department of Chemistry, and a corresponding increase in salary from $3,970 to $4,500, effective November 1, 1946. Requires $424 in 1946-47 to be provided from the Institutional Reserve. Dr. Friedman was previously employed 13 per cent time in the Forest Products Laboratory.
Return from leave of absence of N. John Hansen, Linn County Club Agent, with an increase in salary from $2,000 to $3,240, effective October 1, 1946. Salary savings of $856.61 in budget, due to leave of absence, to be transferred to the Director's Reserve.

Sabbatical leave on full salary for H. R. Breithaupt, Extension Agricultural Economist for the period November 15, 1946 to March 15, 1947, for study and rest. No change in budget.

Sabbatical leave on full salary for Dr. Don C. Mote, Professor and Head of the Department of Entomology, for the period December 1, 1946 to March 31, 1947, for travel and study. No change in budget.

Sabbatical leave on full salary for W. F. McCulloch, School of Forestry, for the period April 1 to June 30, 1947 to complete work for his doctorate. No change in budget.

Resignation of Miss Emily Anne Phelps, Acting Head Circulation Librarian, effective November 1, 1946; and the promotion of Miss Louise Hilligan, Circulation Assistant, to Acting Head Circulation Librarian, for the period November 1, 1946 to July 1, 1947, with an increase in salary from $2,500 to $2,900, and the appointment of Francis Stephen Allen as Circulation Assistant, at an annual salary rate of $2,800, rank of Instructor, 12-months basis, yearly tenure, effective November 1, 1946. Requires $199.96 in 1946-47, due to appointment of Mr. Allen at a higher rate, to be transferred from the Institutional Reserve.

Resignation of Stanley Coates, Jr., Acting 4-H Club Agent in Tillamook County, effective October 25, 1946, to accept a position with the California Extension Service; and the return from sabbatical leave of D. H. Kennedy, 4-H Club Agent in Tillamook County, effective November 1, 1946. Salary savings of $155.54, due to Mr. Coates' resignation, to be transferred to the Director's Reserve.

Adjustments as follows in the Agricultural Engineering Department, effective December 1, 1946:

Transfer of D. E. Kirk, Instructor, from the Experiment Station to Resident Instruction, full time, with an increase in salary from $2,820 to $3,000, 12-months basis, yearly tenure.

Change in time distribution for J. B. Rodgers, Head of the Department, from 63 per cent to 30 per cent time in Resident Instruction and from 37 per cent to 70 per cent in the Experiment Station, at an annual salary rate of $5,400, 12-months basis, yearly tenure.

Requires $710.50 in 1946-47 in Resident Instruction to be provided from the Institutional Reserve. Savings of $605.50 in the Experiment Station to be transferred to wages.
The Board approved the following personnel adjustments at the Medical School, the necessary funds being provided in the 1946-47 budget:


Reestablishment of the position of Resident in Dental Medicine, at an annual salary rate of $900, 12-months basis, yearly tenure, effective December 1, 1946. Requires $525 in 1946-47 to be provided from the Institutional Salary Adjustment Reserve.

C. Hollingworth, Designation

Designation of Dr. Carl Hollingworth, Assistant Clinical Professor of Medicine, as Health Service Physician, with an increase in salary from $4,500 to $5,700, effective October 1, 1946. Dr. Hollingworth will also act as health service physician for the Dental School students. Requires $900 in 1946-47 to be provided from payments made by the Dental School. The payments from the Dental School are $675 from the Health Service budget and $225 from the Medical Clinic budget.

C. Ashworth, Increase in Time

Increase from 50 to 60 per cent time for Miss Clarice Ashworth, Medical Illustrator, and a salary adjustment from $1,710 to $2,700, 12-months basis, yearly tenure, effective December 1, 1946. The Board also approved the addition of $1,000 to wages in Medical Illustration to appoint an assistant. Requires $1,577.50 in 1946-47 to be transferred from the Institutional Salary Adjustment Reserve.

The Board approved the following personnel adjustment in the General Extension Division, the necessary funds being provided in the 1946-47 budget:

Z. Rodenwald, Ext of Leave

Extension of leave of absence without pay of Mrs. Zelta Rodenwald, Director of Women's Programs for Radio Station KOAC, from August 1, 1946 to July 31, 1947 to continue as Editor of Publications of the American Home Economics Association in Washington, D. C.

The Board approved the following personnel adjustment in Centralized Activities, the necessary funds being provided in the 1946-47 budget:

I. M. Davis, Appointment

Appointment of Miss Isabel Marjorie Davis as Administrative Assistant in the Chancellor's Office, at an annual salary rate of $2,000, rank of Instructor, 12-months basis, yearly tenure, effective November 6, 1946. Requires $1,958.35 in 1946-47 to be transferred from wages to salary in the Chancellor's Office budget.

ADJOURNMENT

The Board adjourned at 11:00 A. M.

[Signatures]

WILLIAM L. PARKS, President  CHARLES D. RYTHE, Secretary