STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
BENSON HOTEL, PORTLAND, OREGON
January 28, 1947
10:10 A.M.

MEETING #161
A regular meeting of the State Board of Higher Education was held at
the Benson Hotel, Portland, Oregon, on January 28, 1947.

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
R. E. Kleinsorge
Cheryl S. MacNaughton
A. R. Watzek
Willard L. Marks

Absent: Phil Metschan, Herman Oliver, Beatrice Walton Sackett,
Edgar W. Smith.

There were also present: Chancellor Paul C. Packer; Dr. Charles D.
Byrne, Secretary of the Board; President A. L. Strand of Oregon State
College; 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 N. Stevenson of Southern Oregon College of Education; Dean D. W.
E. Baird of the University of Oregon Medical School.

RE ABSENCE
OF METSCHAN
OLIVER, SMITH
AND SACKETT

Mr. Marks reported that he had received a letter from Mr. Metschan
indicating that he would be in San Francisco during this meeting of
the Board. Mr. Oliver telephoned Mr. Marks indicating that he was
also in San Francisco and would be unable to return in time for the
meeting. Mr. Smith had to leave immediately after the committee
meetings of Monday to keep a speaking engagement in Spokane. Dr.
Byrne reported that he had a wire from Mrs. Sackett indicating she
would be unable to attend the meeting.

MINUTES
APPROVED

The Board voted to dispense with the reading of the minutes of the
last meeting held December 10, 1946, and approved the minutes of this
meeting as they appeared in the docket.

APPROVAL OF
PRELIMINARY
PLANS ON
ERB MEMORIAL
UNION BLDG.
at U OF O

Dr. R. E. Kleinsorge, Chairman of the Building Committee, presented
the following report:

"President Newburn presented preliminary plans for the Erb Memorial
Union Building on the University campus, as prepared by the
architects Lawrence and Lawrence (Lawrence, Tucker and Wallman,
Associates). The Committee and other members of the Board examined
these plans which appeared to be practical and suitable in every
respect. President Newburn requested approval of these preliminary
plans by the Board in advance of the start of the financial campaign
scheduled next month. The plans as drawn are for a maximum of
150,000 square feet with alternates of not less than 25,000 square
feet. The Committee recommends approval of the plans as submitted
and authorization to proceed with the drafting of final plans and
specifications."

The Board approved the plans for the Erb Memorial Union Building as
submitted and authorized the architects to proceed with the drafting
of final plans and specifications.
Dr. Kleinsorge reported as follows regarding the widening of Monroe Street in Corvallis:

"President Strand reported that the City of Corvallis is negotiating with property owners to widen Monroe Street between Ninth and Twenty-sixth Streets by increasing the width of the pavement nine feet on each side, except where the widening has already been completed. Campus property borders this street for 2,521 feet on the south side between the first alley west of Ninth Street and Twenty-second Street. The city engineer estimates the cost of the College share at $17,650. The Committee feels this widening project is essential and that the actual cost of the College share, excluding overhead and engineering, should be allowed, with the understanding that these funds will be paid only if the project on both sides of the street is carried through as planned."

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

Dr. Kleinsorge concluded the report of the committee as follows:

"At previous meetings the Board has authorized the University and State College to negotiate with the Federal Works Agency to obtain surplus government buildings to be used as classrooms, laboratories and offices on the campuses. Some funds for meeting the state share of these costs have already been approved.

President Newburn reported that the University's original request for 30,000 square feet of space had been reduced by the Federal Works Agency to 24,000 square feet but that recently the federal agency had offered to add another building of approximately 6,000 square feet which would restore the total to the original amount. He said this is a desirable building, formerly used as an officers' club at Camp Adair, which will be highly useful on the Eugene campus. He estimated the cost to the University at about $9,000.

President Strand reported on the progress with the previously authorized units to be moved to the Oregon State College campus to be used as administrative headquarters for offices of the Registrar, Business Manager and Comptroller and several others. Estimated cost to the State College for preparing the site, connecting utilities and making certain alterations if necessary is $29,500, the exact amount depending somewhat on the actual extent of the work done by the Federal Works Agency.

The Committee feels that these temporary structures are necessary under present conditions and joins the Finance Committee in recommending that an additional allocation of not to exceed $9,000 be appropriated for the University project and not to exceed $29,600 for the State College project, the funds to come from the Board's emergency balance."

The Board approved the report of the Committee and the allocation, from the Board's emergency balance, of not to exceed $9,000 for the University and $29,600 for the State College to finance the site preparation utility, connections, etc., for these emergency structures.
Mr. A. R. Watzek, Acting Chairman of the Finance Committee, presented the following report:

"With the huge increase in student population at the major campuses beyond the enrollments contemplated when the budgets were set up, the Board has followed the practice of setting up institutional reserves to be drawn on by the presidents in meeting the necessary increases. Chancellor Packer reported that these reserves now need replenishing for the winter term and recommended that $35,000 be added to the State College fund and $24,000 to that of the University. The Committee so recommends."

The Board approved the report of the Committee and authorized the addition to the University and State College reserves as recommended.

Mr. Watzek presented the following report concerning salary increases for Extension staff members at the State College:

"President Strand presented a list of Extension staff members for whom moderate increases in salary had been recommended by the Director of Extensions in accordance with commitments made when these men, mostly returned veterans, were hired about a year ago. The funds for the increases would be provided entirely from the Federal Cooperative Extension budget. While Chancellor Packer said he is working towards a policy of keeping salary increases to a minimum between budget periods, he recommended the approval of these because of the circumstances and previous commitments. The Committee recommends approval of the following list, all effective January 1, 1947:

W. H. Buholtz, Assistant County Agent, Baker County, from $2,808 to $3,060.

G. H. Ottaway, Assistant County Agent, Clackamas County, from $2,808 to $3,060.

J. W. Hansell, Assistant County Agent, Coos County, from $2,808 to $3,060.

N. L. Sommer, Assistant County Agent, Coos County, from $2,808 to $3,060.

Earl Jossy, Assistant County Agent, Jackson County, from $3,000 to $3,300.

E. M. Lindsay, Assistant County Agent, Klamath County, from $2,808 to $3,060.

W. J. Jendrzewekski, Assistant County Agent, Klamath County, from $3,600 to $3,780.

W. B. Parker, Assistant County Agent, Lane County, from $2,808 to $3,060.

G. W. Bain, Assistant County Agent, Malheur County, from $2,808 to $3,060.

D. L. Rasmussen, Assistant County Agent, Marion County, from $3,000 to $3,300."
L. E. Fuller, Assistant County Agent, Umatilla County, from $2,808 to $3,060.

B. T. Bailey, Assistant County Agent, Union County, from $2,808 to $3,060.

J. R. Cox, Assistant County Agent, Washington County, from $3,000 to $3,300."

The Board approved the report of the Committee and the several salary adjustments recommended therein.

Mr. Watzek reported as follows concerning Southern Oregon College of Education's request for additional equipment and capital improvements:

"President Stevenson presented a request for funds for three items for additional equipment and capital improvements on the Southern Oregon College of Education campus. The Committee recommends approval of these as follows:

An addition of $1,280 to obtain 100 lockers to be installed in the women's rest and locker room.

$4,490 to be used in purchasing telescoping bleachers for use in the gymnasium.

$2,000 to be used for repair and improvements to parking areas, roadways and sidewalks, in accordance with plans and estimates prepared by the State Highway Commission which will do the work.

These sums are to be taken from the Board's unappropriated fund."

The Board approved the report of the Committee and the fund allocations contained therein.

Mr. Watzek presented the following report concerning the rental of punch-card machines for accounting purposes in the Comptroller's Office:

"Comptroller Bork reported that with the increasing volume of accounting, payrolls and other business operations for the System, it has become increasingly difficult to render the service required as promptly as is desired. An investigation of practices at comparable educational institutions shows wide-spread use of punch-card machines for accounting purposes in place of the present system. Machines for the punch-card system are obtained on a rental basis rather than by purchase. The Finance Committee believes that the installation of this more modern system is desirable and recommends that the Comptroller be authorized to carry on negotiations accordingly, with the cost of installation and operation to be reported later. It is understood that if these machines are used for special work by other departments that a service charge will be made in each instance so that such extra work will be self-supporting."
The Board approved the report of the Committee and the recommendations contained therein.

Mr. Watzek reported as follows regarding the sale of a lot at Carver, Oregon, owned by Oregon College of Education:

"President Howard of the Oregon College of Education requested authority for the sale of a lot at Carver, Oregon which had been willed to the institution. The Committee recommends that this sale be authorized under the terms agreed upon and that the usual officials be authorized to sign the necessary papers."

The Board approved the report of the Committee and authorized the sale of the lot as recommended.

Mr. Watzek presented the following report concerning the resignation of Percy P. Locey, Director of Intercollegiate Athletics and Educational Activities at Oregon State College:

"The resignation of Percy P. Locey, Director of Intercollegiate Athletics and Educational Activities at Oregon State College, was submitted to the Committee by President Strand for consideration. The Committee voted to accept Mr. Locey's resignation, effective not later than July 1, 1947, in accordance with the recommendation submitted by President Strand."

The Board approved the report of the Committee and accepted the resignation of Mr. Locey, as recommended.

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

"The University of Oregon has been holding, for many years, about 40 acres of logged-off land which had been willed to the institution. President Newburn reported an offer had been received for this land which it would be advantageous to accept. The Committee recommends that this piece of land, with the legal description 'Southeast quarter of the Northeast quarter of Township 18 S, Range 7 W, Section 8, Lane County', be sold and that the usual officials be authorized to sign the necessary papers."

The Board approved the sale of the above described land as recommended and authorized the proper Board officials to sign the necessary documents.

Mr. Marks appointed Dr. R. E. Kleinsorge to represent the Board and to approve the degree list at the University of Oregon Dental School commencement to be held March 3, 1947.

Dr. Byrne presented a communication from J. T. Marr, Executive Secretary of the Oregon State Federation of Labor. Attached was a copy of a resolution adopted by the 43rd Annual Convention of the Federation pledging the fullest cooperation from the Federation's Legislative representatives in having additional funds allotted by the Legislature to adjust salaries of physical plant employees more nearly in line with private industry. Dr. Byrne also presented his reply to Mr. Marr wherein he indicated that all physical plant employees now come under the jurisdiction of the Civil Service Commission and wage scales will be fixed by that Commission. The Board received the communication and directed that it be filed.
COMML. FROM ORE. DAIRY-
LEN'S ASSOC. Dr. Byrne also presented a communication from W. O. Christensen,
President of the Oregon Dairymen's Association, to which was attached
a resolution adopted at the 53rd annual meeting of the Association
wherein they urged the completion of the six-year program of livestock
and physical facilities improvement at Oregon State College. The
Board received the communication and directed that it be filed.
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

B. E. Beekman Library
Gift of the Benjamin E. Beekman library, consisting of 1,963 volumes and valued at $8,013.43, from Miss Carrie C. Beekman, in memory of her late brother.

M. H. Douglass
Bequest of $10,301.12 and books and music valued at $127.70, to the University Library, from the estate of M. H. Douglass, former University Librarian, the cash to be used to purchase music books or music.

T. N. Taylor
Gift of $250 from T. Neil Taylor, of Oakland, California, to be utilized for the T. Neil Taylor Scholarship in Editing.

Eugene Quota Club
Gift of $112.50 from the Eugene Quota Club, to cover a scholarship for a designated person.

L. E. Hansen
Gift of $1,000 to the University Theatre from Miss L. Elizabeth Hansen, beneficiary of an annuity taken out by Miss Ethel Sawyer, former Browsing Room Librarian. The funds are part of the proceeds of Miss Sawyer's annuity and are to be disbursed for some tangible and permanent improvement to the University Theatre.

Off. of Navy Research
Grant of $10,490.67 from the Office of Navy Research to cover a research project in corrosion phenomena to be carried on under the direction of Dr. Pierre J. Van Rysselberghe, Professor of Chemistry.

State College

Research Corporation
Grant of $7,720, from the Research Corporation, for further support of the research project being conducted by Dr. Rosalind Wulzen, Professor of Zoology, on the anti-stiffness factor.

L. F. Carter
Gift of $200 from Loyd F. Carter, of Portland, to be used for awards to faculty members to promote inspirational teaching.

Quartermaster Food and Container Institute
Grant of $5,000 from the Quartermaster Food and Container Institute of the War Department to cover research on "Pectin Deterioration Studies" to be carried on by the Food Technology and Agricultural Chemistry department.

Medical School

Klamath Co. Chap. Natl. Found. for Infantile Paralysis
Gift of $2,500 to the Doernbecher Hospital from the Klamath County Chapter of the National Foundation for Infantile Paralysis, to be used in the care of poliomyelitis patients.

R. S. Wilman
Bequest to the Dorenbecher Hospital of 50 shares of DuPont Company stock, valued at approximately $9,000, and a check for $312.50 representing accumulated dividends on the stock, from the estate of Rosie S. Wilman.
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January 28, 1947

P. Hart
Gift of $300 from Mrs. Philip Hart, of Portland, to the Doernbecher Hospital, to care for a needy child.

G. A. Myers
Gift of $2,500 from George A. Myers, of Klamath Falls, to be used for research, under the direction of Dr. Edwin E. Osgood, Associate Professor of Medicine, to find a remedy or cure for hemophilia.

Eastern Oregon College of Education

C. E. Branner
Gift of $74 from Dr. C. E. Branner, La Grande, to cover an all-tuition freshman scholarship for 1947-48.

Senior Class Umatilla High School
Gift of $74 from the Senior Class of Umatilla High School to cover an all-tuition freshman scholarship for 1947-48.

Southern Oregon College of Education

J. Early
Gift of $100 from Joe Early, Eugene, $25 of this amount to be given each year to the business manager of the school newspaper for outstanding businessmanship and advertising activity.

Cre. St. Chap. P.E.O. Sisterhood
Gift of $40 from the Oregon State Chapter P.E.O. Sisterhood for a "crisis" loan fund.

CHANGE IN NAME OF SCH. OF PHY. ED. AT UO
The Board approved changing the name of the School of Physical Education at the University to the "School of Health and Physical Education" as this nomenclature more nearly reflects the work of the school, both in its service to non-majors and to its professional major students.

UNAPPROPRIATED FUND
The Board approved the following appropriations from the Board's unappropriated fund:

Oregon College of Education

Addn to Reg. wage bud. at OCE
Addition of $1,300 to the wage budget and $100 to the materials and expense budget of the Registrar's Office to care for the increased load for the balance of the year. Requires. $1,400.00

Addn to EIdg. Repairs bud. at OCE
Compliance with instructions of the State Fire Marshal and the State Boiler Inspector, and several unanticipated repair jobs have depleted the budget for building repairs. To cover expenses to the end of the year it is necessary to add $600 to wages and $800 to materials and expense in the building repairs budget. Requires. $1,400.00

Total for Oregon College of Education from unappropriated fund. $2,800.00
Eastern Oregon College of Education

Because of the unusually heavy demand on the Library this year, the Library wage budget is unable to provide the necessary wage assistance. The addition of $540 to the wage budget of the Library is necessary to provide additional wage assistance for the balance of the fiscal year.

Requires ................................ $ 540.00

Total for Eastern Oregon College of Education from unappropriated fund. ............... $ 540.00

In-Service Teacher Training in Elementary Education

A fund of $500 is included in the current budget for In-Service Extension in Elementary Education. An additional allotment of $1,800 from the Board's unappropriated fund is necessary to carry on this program in cooperation with the State Department of Education, the funds to be allotted as follows: $800 to the Oregon College of Education, $650 to the Southern Oregon College of Education, and $350 to the Eastern Oregon College of Education.

Requires ................................ $1,800.00

Total for In-Service Teacher Training from unappropriated fund. ..................... $1,800.00

Grand total from 1946-47 unappropriated fund ........ $5,140.00

ADDN TO PROVIDE PARKING SPACE AT U OF O

Due to the heavy enrollment this year, the University has been handicapped by the lack of parking space. In order to complete two additional parking lots, the Board approved the transfer of $700 from the Institutional Reserve to the Physical Plant Campus and Grounds budget.

TRANSFER TO COVER REPAIRS AND ALTERATIONS AT DEN. SCH.

To cover the cost of alterations, repairs and fire protection at the Dental School, to carry out recommendations following a survey of physical plant needs, the Board approved the transfer of $10,000 from the Dental School Building Rehabilitation Reserve to Dental School Building Repairs.

TRANS. FOR EQUIP. AT DEN. SCHOOL

In order to provide funds for much needed equipment in the Dental School Business Office and Dean's Office, the Board approved the following transfers from the Dental School Equipment Reserve budget: $977.18 to the Dean's Office and $125.98 to the Business Office.

ADDN TO DEPT. OF CHEMISTRY AT U OF O

To provide additional readers and laboratory assistants in the Department of Chemistry at the University, as well as the extra supplies required, the Board approved the addition of $1,000 to wages and $4,000 to materials and expense, funds to be provided from the Institutional Reserve.
To enable the Department of Illustration of the Dental School to function as planned, it will be necessary to acquire certain photographic equipment items at a total price of $742.86. Accordingly, the Board approved the transfer of $742.86 to the department's equipment budget from the Dental School Equipment Reserve to cover the cost of this equipment.

To meet increased expenditures in the Physical Plant departments at the University, the Board approved the transfer of the following amounts to the wage classification, funds to be provided from the Institutional Reserve:

- Janitorial: $2,040
- Campus and Grounds: 240
- Delivery Service: 120

Due to the increased volume of work in the University Business Office, it has been necessary to employ additional help. To cover this added expense until March 1, 1947, the Board approved the transfer of $2,000 from the Institutional Reserve to wages in the Business Office budget.

Contracts have been signed between the Office of Navy Research and the State Board of Higher Education, on behalf of the University of Oregon, covering a research project in corrosion phenomena to be carried on in the Chemistry Department. In order to conform with the conditions of the contract, the Board approved the following budget for the period October 1, 1946 to June 30, 1947:

<table>
<thead>
<tr>
<th>Income</th>
<th>$7,868.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$4,258.55</td>
</tr>
<tr>
<td>Wages</td>
<td>2,261.45</td>
</tr>
<tr>
<td>Materials and expense</td>
<td>266.67</td>
</tr>
</tbody>
</table>

Unbudgeted Reserve: $1,061.33

In connection with the provisions of this Navy contract, the Board also approved the following adjustments:

Dr. Van Rysselbergh Transfer
Transfer of 15 per cent of the time of Dr. Pierre Van Rysselbergh, Professor of Chemistry, from the Chemistry budget to the research project budget, effective October 1, 1946. Salary savings of $652.55 in the Chemistry budget to be retained for future allocation.

Dr. J. M. McGee Appointment
Appointment of Dr. John M. McGee as Research Associate with the research project, at an annual salary rate of $4,800, 12-months basis, effective October 1, 1946. Funds are provided in the budget for this position.

Since the beginning of the fiscal year there has been an increase in the duties of the Business Office of the Medical School, resulting from the establishment of the civil service program, retirement program, and in the increase in number of veterans enrolled. Consequently, it is necessary to employ additional clerical and stenographic help on
the wage basis and the Board approved the addition of $1,800 to the Business Office wage budget, funds to be provided as follows: $1,000 from estimated income from the Veterans 10% Book Handling Charge and $800 to be transferred from the Board's Reserve for Retirement and Civil Service Administration costs.

At the January 22, 1946 meeting, the Board appropriated $9,363 to correct deficiencies in the underground heating pipe installation in the Doernbecher Hospital at the Medical School. Several unsuccessful attempts were made to find a contractor to perform the necessary work. Late in the summer Medical School officials found a contractor willing to accept the job but, because of the uncertainties regarding the wage and material situation, as well as the unknown factors in connection with the extent of repairs necessary, he would accept it only on a cost-plus basis. The job is now completed at a total cost of $12,644.96, which exceeds the original allocation by $3,281.96. Accordingly, the Board approved the transfer of that amount from the Board's Reserve for Physical Plant Rehabilitation to cover the deficit.

The enrollment in the graduate and post-graduate programs at the Medical School during the current year has far exceeded the estimate at the time the budget was prepared, with the result that both the income and expenditures for the post-graduate program will be considerably larger than now budgeted. The present approved budget is $9,000 and the revised estimate of total income is $36,080. Accordingly, the Board approved the following budget additions to carry this work through the remainder of the current year:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>$25,040</td>
</tr>
<tr>
<td>Materials and expense</td>
<td>1,700</td>
</tr>
<tr>
<td>Equipment</td>
<td>360</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$27,080</strong></td>
</tr>
</tbody>
</table>

Portland Public Schools have, in the past, provided 50 per cent financial cooperation in the 4-H Club project in the City of Portland. Owing to the shortage of school funds, it was necessary at the September meeting of the Board to make arrangements for the State College to carry the entire cost of the 4-H Club project for the months of July, August and September. The School District was still unable to carry the cost of this program during the months of October, November and December. Accordingly, the Board authorized the State College to provide the necessary funds to cover the salary of E. L. Shannon, Portland Club Agent, for that period. Beginning January 1, 1947 the Portland School District wishes to resume the former arrangement on a fifty-fifty basis and President Strand recommends the following budget for the period January 1 to June 30, 1947:

<table>
<thead>
<tr>
<th>O.S.C.</th>
<th>Portland School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension</td>
<td>District</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Elfred L. Shannon, salary</td>
<td>$1,682.50</td>
</tr>
<tr>
<td>Wages</td>
<td>900.00</td>
</tr>
<tr>
<td>Materials and expense</td>
<td>110.00</td>
</tr>
<tr>
<td>Travel</td>
<td>180.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,682.50</strong></td>
</tr>
</tbody>
</table>

To cover Mr. Shannon's service from October 1, 1946 through June 30, 1947 requires $22,770 from Federal Cooperative Extension funds to be supplied as follows: $595 from the Urban Club Agent budget and $2,175 from the Director's Reserve.
ADDNS TO DIPLOMAS AND CERTIFICATES AT U OF O

PERSONNEL

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

R. B. Dean, Appointment
Appointment of Robert Berridge Dean as Assistant Professor of Chemistry, at an annual salary rate of $3,800, 10-months basis, yearly tenure, effective February 7, 1947. This is a new position and requires $1,956.12 in 1946-47 to be transferred from the Institutional Reserve.

J. L. Demmer, Appointment
Appointment of Miss Juanita L. Demmer as Instructor in Germanic Languages, at an annual salary rate of $2,500, 10-months basis, yearly tenure, effective January 2, 1947. This is a new position and requires $1,666.67 in 1946-47 to be transferred from the Institutional Reserve.

F. Manville, Appointment
Appointment of Mrs. Francis Manville as Instructor in Home Economics, at an annual salary rate of $1,200 for half-time, 10-months basis, yearly tenure, effective January 2, 1947. This is a new position and requires $800 to be provided as follows: $400 from the Home Economics wage budget and $400 from the Institutional Reserve.

R. Ridings, Appointment
Appointment of Miss Reta Ridings as Librarian in Architecture and Allied Arts, at an annual salary rate of $2,600, rank of Instructor, 12-months basis, yearly tenure, effective April 1, 1947; and the transfer of the position to the General Library budget. Requires $650 in 1946-47 to be transferred from the salary budget of the School of Architecture and Allied Arts to the General Library salary budget. Salary savings of $1,950 in the Architecture and Allied Arts budget, due to delay in appointment, to be transferred to wages.

J. Berreman, Salary Adj.
Salary adjustment for Dr. Joel V. Berreman, Associate Professor of Sociology, from $3,800 to $4,000, 10-months basis, effective January 2, 1947. Requires $133.33 in 1946-47 to be provided from the Institutional Reserve.

H. Barnett, Salary Adj.
Salary adjustment for Dr. Homer G. Barnett, Associate Professor of Anthropology and Assistant Curator of Anthropology, from $3,600 to $4,000, effective January 1, 1947. Requires $266.67 in 1946-47 to be transferred from the Institutional Reserve.

G. V. Boyer, Increase in Time
Increase in time for Dr. C. V. Boyer, Professor Emeritus of English, from 26 to 35 per cent time, and a corresponding increase in salary from $1,357.68 to $1,827.64, 10-months basis, effective March 31, 1947. Requires $156.65 in 1946-47 to be transferred from the Institutional Reserve.
Assignment of Major Charles E. Bailey as Assistant Professor of Military Science and Tactics in the University Military Department, effective December 23, 1946. No salary payment involved.

Designation of Dr. Kenneth Austin, Assistant Professor of Prosthetic Dentistry in the Dental School, as Acting Head of the Department, with an adjustment in salary from $4,200 to $4,800, for the period of his appointment as Acting Head of the Department, effective November 1, 1946. Requires $400 in 1946-47 to be provided from an unfilled position in the budget.

Adjustments as follows in Business Administration:

Retirement of Dr. Jesse H. Bond, Professor of Business Administration, with the title of Professor Emeritus of Business Administration, effective January 1, 1947.

Appointment of Dowell A. Callis, as Instructor in Business Administration, for the period January 1 to June 30, 1947, at a salary rate of $100 per month for half-time, monthly tenure. Requires $600 in 1946-47 to be provided from the Institutional Reserve.

Addition of $1,250 to the wage budget to employ extra teachers and graders during the winter term, funds to be transferred from the Institutional Reserve.

Adjustments as follows in the Department of Athletics:

Resignation of Tex Oliver, Head Football Coach, effective March 31, 1947.

Appointment of James Wilson Aiken as Head Football Coach, at an annual salary rate of $7,000, rank of Assistant Professor, 12-months basis, yearly tenure, effective February 1, 1947. Mr. Aiken is to be paid entirely on the Athletic Department budget from February 1 to March 31, 1947, and effective April 1 his salary is to be distributed as follows: Physical Education $2,408.84 and Athletic Activities $4,591.16.

Appointment of Richard K. Miller as Line Coach, at an annual salary rate of $3,750, rank of Instructor, 12-months basis, yearly tenure, effective February 1, 1947. Mr. Miller's entire salary is to be charged to the Athletic Activities budget.

Salary adjustment for Howard A. Hobson, Basketball and Baseball Coach, from $5,270 to $6,000, effective January 1, 1947. Requires $3,194.16 in 1946-47 to be provided from an increase in estimated income, Athletic Activity fees.
Sabbatical leave on half salary for Eyler Brown, Associate Professor of Architecture, for the winter and spring terms, for rest and recuperation; and the transfer of half-time of Karl J. Belser, Planning Consultant in the Social Science Service Bureau, to the School of Architecture and Allied Arts as Assistant Professor of Architecture, at an annual salary rate of $1,900 for half-time, 10-months basis, effective January 2, 1947. Mr. Belser will continue half-time on the Social Science Service Bureau budget, at an annual salary rate of $2,325 for half-time, 12-months basis, effective January 2, 1947. Salary savings of $847.50 in the Social Science Service Bureau to be transferred to wages to employ substitute assistance.

Resignation of Dr. Daniel L. Adler, Acting Assistant Professor of Psychology and Counselor, University Testing Bureau, effective January 11, 1947, to accept another position. Salary savings of $1,693.55 in 1946-47 to be retained in the Testing Bureau 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:

Appointment of Charles Lynn as Instructor in the Department of Civil Engineering, at a salary of $240 per month, monthly tenure, effective January 1, 1947. This is a new position and requires $1,320 in 1946-47 to be provided from the Institutional Reserve.

Appointment of Quentin Zielinski as Associate Horticulturist in the Experiment Station and Associate Professor in the School of Agriculture, at an annual salary rate of $4,500, 12-months basis, yearly tenure, effective January 1, 1947. Requires $700 in Instruction which is available in an unfilled graduate assistantship, and $1,550 in the Experiment Station, which is available in a $4,000 unfilled position, the remaining $2,450, due to delay in appointment, to be transferred to wages.

Appointment of Dr. Richard L. Woolbert as Assistant Professor of Sociology, for the period January 1 to June 30, 1947, at an annual salary rate of $3,200, 10-months basis. Requires $2,133.33 in 1946-47 to be transferred from the Institutional Reserve.

Appointment of Mrs. Rebecca E. Spencer as temporary Instructor in Chemistry, for the winter term, at a rate of $800 for the term. Requires $800 in 1946-47 to be transferred from the wage budget in the Chemistry Department.

Appointment of Miss Dawn L. Bates as Serials Assistant in the Library, at an annual salary rate of $2,200, rank of Instructor, 12-months basis, yearly tenure, effective January 6, 1947. Requires $1,070.41 in 1946-47 to be provided: $1,000 from an unallocated position and $70.41 to be transferred from the Institutional Reserve. Salary savings of $1,000 in the unallocated position to be transferred to wages.
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C. W. Harrison  Appointment  Appointment of Charles William Harrison as Assistant Professor of Mechanical Engineering, at an annual salary rate of $3,200, 10-months basis, yearly tenure, effective January 2, 1947. This is a new position and requires $2,133.34 in 1946-47 to be provided from the Institutional Reserve.

R. H. Simon  Appointment  Appointment of Robert Haskell Simon as Teaching Fellow in Mechanical Engineering, for the winter term, at an annual salary rate of $1,100. Requires $366.67 in 1946-47 to be provided from the Institutional Reserve.

E. A. Britton  Appointment  Appointment of E. A. Britton as 4-H Club Agent in Deschutes County, at an annual salary rate of $3,408, rank of Assistant Professor, 12-months basis, indefinite tenure, effective January 20, 1947. Requires $1,529.94 in 1946-47 to be transferred from the Director's Reserve.

C. E. Skinner  Appointment  Appointment of Dr. Charles E. Skinner as Assistant Physician in the Student Health Service, at an annual salary rate of $5,000, rank of Assistant Professor, 10-months basis, yearly tenure, effective January 2, 1947. Requires $3,000 in 1946-47 to be transferred from unbudgeted Health Service balances.

E. Meeker  Appointment  Appointment of Earl Meeker as Instructor in the Department of Speech for one-third time, for the winter and spring terms, at an annual salary rate of $2,500. Requires $577.78 in 1946-47 to be transferred from the Institutional Reserve.

B. A. Newell  Reappointment  Reappointment of Ben A. Newell as Assistant County Agent in Marion County, at his previous salary rate of $3,408, 12-months basis, indefinite tenure, effective January 1, 1947. Requires $1,704 in 1946-47 to be provided from the Director's Reserve.

L. Olsen  Cont. of Appointment  Continuation of the appointment of Dr. Lillian Olsen as temporary Instructor in Chemistry, for the spring term, at a rate of $900 for the term. Requires $900 in 1946-47 to be transferred from the Institutional Reserve.

D. S. Takalo  Cont. of Appointment  Continuation of the appointment of David S. Takalo as Acting Instructor in the Department of Bacteriology, for the winter and spring terms, at a salary of $900 per term. Requires $1,800 in 1946-47 to be transferred from the Institutional Reserve.

Salary Adj.  Salary adjustments as follows in the Student Health Service, effective September 16, 1946:

P. Scott  Dr. Paul Scott, Assistant Professor, from $4,500 to $4,650.
E. Flagman  Erna Flagman, General Supervisor, from $2,270 to $2,420.
M. Darelius  Mabel Darelius, Nurse, from $1,350 to $1,500.
N. Gunn  Nelle Gunn, X-ray Technician, from $1,350 to $1,500.

Requires $600 in 1946-47 to be provided from balances in the Health Service.
J. E. Simmons  
Salary Adj.  
Salary adjustment for J. E. Simmons, Professor of Bacteriology, from $4,020 to $4,320, effective November 1, 1946. Requires $200 in 1946-47 to be transferred from the Institutional Reserve.

Adjustments as follows in the English Department for the winter and spring terms:

L. L. Daniels  
Appointment  
Appointment of Mrs. Louise Lieurance Daniels as Instructor, at an annual salary rate of $2,000.

Increase in time for the following part-time Instructors:

H. Rice  
Inc. in Time  
Hildred Rice, from 50 to 75 per cent time, and a corresponding increase in salary from $1,000 to $1,333.33.

G. Ellison  
Inc. in Time  
Gertrude Ellison, from 50 to 75 per cent time, and a corresponding increase in salary from $1,150 to $1,533.33.

F. Engesser  
Inc. in Time  
Florence Engesser, from 50 to 75 per cent time, and a corresponding increase in salary from $1,000 to $1,333.33.

J. Nichols  
Inc. in Time  
Jeannette Nichols, from 25 to 75 per cent time, and a corresponding increase in salary from $500 to $1,166.67.

These adjustments require $3,050 in 1946-47 to be provided as follows: Department of Psychology, $683.33; Department of Geology, $13.30; Department of Home Economics, $220; Institutional Reserve, $2,133.37.

Adjustments as follows in the Department of Physics:

U. L. Upson  
Resignation  
Resignation of U. L. Upson, Graduate Assistant, effective December 31, 1946.

H. R. Vinyard  
Cont. of Appointment  
Continuation of appointment of Mrs. H. R. Vinyard as Instructor in Physics, for the winter and spring terms, at a rate of $900 per term.

Addition of $840 to the wage budget of the department to cover an increase in time for laboratory assistants.

Requires $2,120 in 1946-47 to be provided from the Institutional Reserve.

W. G. Nibler  
Transfer  
Transfer of W. G. Nibler, Assistant Specialist in Farm Crops in the Federal Cooperative Extension Service, to the position of County Agent in Columbia County, with an increase in salary from $3,600 to $3,852, 12-months basis, indefinite tenure, effective April 1, 1947. Requires $963 in 1946-47 to be provided as follows: Transfer $900 from Farm Crops and $63 from the Director's Reserve.

W. A. Sawyer  
Transfer  
Transfer of W. A. Sawyer, Superintendent of the Squaw Butte-Harney Range and Livestock Branch Experiment Station, from wage to salary basis, at the same annual rate of $5,152.80, 12-months basis, effective January 1, 1947. It had been necessary some months ago, during the reorganization of the Experiment Station, to transfer Mr. Sawyer to the wage budget. Funds are available in the salary budget of the Station.
Leave of absence without pay for Dr. Rhoda Manning, Assistant Professor of Mathematics, for the winter and spring terms, for rest and recuperation. Salary savings of $2,266.66 in 1946-47 to be retained in the budget pending employment of substitute assistance.

Resignation of Gordon Morton, Instructor in Economics, effective December 18, 1946, because of ill health; and the appointment of Alden E. Orr as Associate Professor of Economics, at an annual salary rate of $4,200, 10-months basis, yearly tenure, effective January 2, 1947. This is a higher rate and requires $1,000 in 1946-47 to be transferred from the Institutional Reserve.

Resignation of Miss Mellie Lyle, Home Demonstration Agent in Lane County, effective January 31, 1947, to be married; and the appointment of Mrs. Beth Wood Wiley as Home Demonstration Agent in Lane County, at an annual salary rate of $3,000, rank of Assistant Professor, 12-months basis, yearly tenure, effective January 1, 1947. Requires $60, due to overlapping time, to be transferred from the Director's Reserve.

Resignation of Miss Jennie Marie Warren, Home Demonstration Agent in Umatilla County, effective December 31, 1946, to be married. Salary savings of $1,470 to be transferred to the Director's Reserve.

Resignation of Mrs. Eileen Holden Johnson, Instructor in English, effective January 1, 1947; and the appointment of Mrs. Elizabeth Williams Savage as Instructor in English, at an annual salary rate of $2,200, 10-months basis, yearly tenure, effective January 2, 1947. This replacement is at a higher rate and requires $133.34 in 1946-47 to be provided from the Institutional Reserve.

Resignation of Mrs. Carolyn Walton, Instructor in English, effective January 1, 1947; and the appointment of Mrs. Irene Butts as Instructor in English, at an annual salary rate of $2,200, 10-months basis, yearly tenure, effective January 2, 1947. This replacement is at a higher rate and requires $133.34 in 1946-47 to be provided from the Institutional Reserve.

Resignation of Dr. Thomas W. Jefferson, Assistant Professor of Psychology, effective December 31, 1946; and the appointment of Robert D. Harris as Instructor of Psychology, for the winter and spring terms, at a salary rate of $300 per month. Salary savings of $683.33 in 1946-47 to be transferred to the English Department.

Resignation of Mrs. Marjorie Tye White, Acting Specialist in Clothing and Textiles, effective December 31, 1946. Salary savings of $1,662 in 1946-47 to be transferred to the Director's Reserve.

Resignation of J. R. McCambridge, Extension Specialist in Seed Certification, effective December 31, 1946, to accept a position with a commercial seed firm; and the promotion of Harold Finnell from the position of Associate Agronomist to Extension Specialist in Seed Certification, for 78 per cent time, with an increase in salary from $3,800 to $4,200, 12-months basis, indefinite tenure, effective January 2, 1947. Mr. Finnell will continue to devote 2 per cent of his time to Resident Instruction until June 30, 1947. Salary savings of $322 in 1946-47 in Seed Certification budget to be transferred to the Director's Reserve.
Resignation of Emery M. Gibson, Assistant Professor of Business Administration, effective December 31, 1946. Salary savings of $2,265.67 to be retained in the budget pending appointment of a successor.

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

Appointment of Dr. George B. Long as Associate in Medicine, at an annual salary rate of $3,000 for half-time, 12-months basis, yearly tenure, effective January 1, 1947. Requires $1,500 in 1946-47 to be transferred from the Institutional Reserve.

Appointment of Dr. Norman W. Karr as Assistant Professor of Pharmacology, at an annual salary rate of $4,500, 12-months basis, yearly tenure, effective January 1, 1947. Salary savings of $250, due to delay in appointment, to be transferred to the Institutional Reserve.

Resignation of Dr. Knox Finley, Associate Professor of Medicine, effective December 7, 1946. No funds involved as Dr. Finley is on leave of absence.

Resignation of Dr. Paul Woolley, Associate Professor of Pediatrics, effective December 7, 1946. No funds involved as Dr. Woolley is on leave of absence.

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

Increase in time for Mrs. Sophia E. Barnum, Assistant Professor of Education, from 62 per cent to full-time, for the winter term, at an annual salary rate of $3,400, 12-months basis. Requires $425 in 1946-47 to be provided from the Institutional Reserve.

The Board approved the following personnel adjustments at Eastern Oregon College of Education, the necessary funds being provided in the 1945-47 budget:

Appointment of Clarence A. Kopp as Acting Instructor in Mathematics for the winter and spring terms, at a salary rate of $520 for the period. Requires $520 in 1946-47 to be provided from the Institutional Reserve.

Extension of leave of absence without pay for Miss Amanda Zabel, Associate Professor of English and Literature, for the period November 16 through November 30, 1946, in order to complete her doctorate at Stanford. Salary savings of $154.17 to revert to the Board's unappropriated fund.

Resignation of Miss Celia Segerman, Assistant Professor of Women's Physical Education and Health, effective December 31, 1946; and the appointment of Miss Lyrene M. Prouse as Assistant Professor of Women's Physical Education and Health, at an annual salary rate of $3,300, 12-months basis, yearly tenure, effective January 1, 1947. No change in budget.
The Board approved the following personnel adjustment at Southern Oregon College of Education, the necessary funds being provided in the 1946-47 budget:

L. Messenger
Temp. Salary Adj.
Temporary salary adjustment for Loren Messenger, Assistant Professor of Psychology, from $3,700 to $4,000, 12-months basis, effective July 1, 1946, because of added responsibility in connection with the Veteran's Testing Bureau. Effective July 1, 1946, one-fifth of Professor Messenger's time is to be budgeted to the Veteran's Testing Bureau and four-fifths to the Instruction budget. The salary savings of $500 in the Instruction budget will revert to the Board's unappropriated fund.

SPECIAL BOARD MEETING
There was some discussion of the possibility of a special meeting prior to the March meeting, to discuss legislative matter. It was the decision, however, that no definite date should be set now for such a special meeting.

ADJOURNMENT
The Board adjourned at 11:00 A. M.

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