STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
BENSON HOTEL, PORTLAND, OREGON
March 11, 1947
10:05 A.M.

MEETING #162

A regular meeting of the State Board of Higher Education was held at the Benson Hotel, Portland, Oregon, on March 11, 1947.

ROLL CALL

The meeting was called to order at 10:05 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
Phil Metschan

Herman Oliver
Edgar W. Smith
A. R. Watzek

Willard L. Marks

Absent: Cheryl S. MacNaughton, Beatrice Walton Sackett.

There were also present: Chancellor Paul C. Packer; Dr. Charles D. Byrne, Secretary of the Board; President Harry K. Newburn of the University of Oregon; President A. L. Strand of Oregon State College; President C. A. Howard of Oregon College of Education; President Elmo N. Stevenson of Southern Oregon College of Education; Dean D. W. E. Baird of the University of Oregon Medical School; Dean J. F. Cramer of the General Extension Division.

RE SACKETT AND MACNAUGHTON

Dr. Byrne reported that Mrs. Sackett had called from Coos Bay indicating that she would be unable to attend this meeting of the Board. Mr. Marks reported that Mrs. MacNaughton is in Hawaii.

MINUTES APPROVED

The Board voted to dispense with the reading of the minutes of the last meeting held January 28, 1947, and approved the minutes of this meeting as they appeared in the docket.

ADDITION TO INSTITUTIONAL RESERVES

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

"Chancellor Packer reported to the Committee the condition of the unappropriated fund balance and the requests for allocations at this time. He recommended the following allocations which do not appear in the docket:

Oregon State College, addition to the Institutional Reserve to provide for increased enrollment and other expenses for the remainder of the year $84,000

University of Oregon, addition to the Institutional Reserve to provide for increased enrollment and other expenses for the remainder of the year $56,000"
The Board approved the addition of $84,000 to the Oregon State College Institutional Reserve and $56,000 to the University of Oregon Institutional Reserve, funds to be provided from the Board's unappropriated fund.

Mr. Smith reported as follows concerning three surplus buildings obtained from F. W. A. for Southern Oregon College of Education:

"President Stevenson of Southern Oregon College of Education submitted a request for funds to meet that institution's share in reconstructing on the campus three surplus buildings obtained through F.W.A. One of these buildings is to serve as a cafeteria and two for general classroom and laboratory use. President Stevenson estimated that the cost to the College will be $7,000 for preparation of the site, connecting utilities and making necessary improvements. It is recommended that not to exceed this amount be allocated from the Board's unappropriated fund."

The Board approved the report of the Committee and the allocation of not to exceed $7,000 to cover site preparation, etc.

Mr. Smith presented the following report concerning the Civil Service Wage Scale for state employees:

"Chancellor Packer and Dr. Byrne explained to the Committee that the Ways and Means Committee of the Legislature has decided to put the Civil Service wage scales for state employees into effect as of March 1, 1947. Each state department and institution has been contacted to see if the extra expense between March 1 and July 1 could be absorbed by the present budget. Rough estimates are that the cost to the State System of Higher Education will approximate $16,000. Because an immediate reply was necessary, Chancellor Packer indicated to the Ways and Means Committee that he would recommend that the State Board absorb its share of the extra costs. In some large offices extra expense will also be occasioned through the inauguration of a forty-hour week. The Committee approves the decision to absorb this extra cost and so recommends."

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

Mr. Smith reported as follows on the financing of the construction of the Southern Oregon College of Education dormitory:

"The Finance Committee received a report from the Building Committee concerning the opening of bids on the proposed women's dormitory at Southern Oregon College of Education. Dr. Kleinsorge reported that the total of the low bids on construction amounted to $212,018. With the addition of architects fees, equipment, landscaping, supervisory service and a contingency reserve, the total cost is $217,000 as compared with $190,000 remaining in the Southern Oregon College of Education building fund allotment."
"Dr. Kleinsorge recommended, on behalf of the Building Committee, that the bids be accepted and construction proceed if the Board is willing to approve the use of the extra $57,000 needed. It was explained that the building is badly needed and that there is no likelihood of lower construction costs in the reasonably near future. The total construction cost is 76 per cent higher than the estimate in the Board's original building program where $100,000 was allocated for a building approximately 25 per cent smaller than the one now planned. This corresponds almost exactly to the estimated 75 per cent increase in building costs which is the basis of the Board's request now before the Legislature for supplementary building funds.

"The Finance Committee agrees it is important to proceed with this construction even at the higher costs. It therefore recommends that the Board pledge an advance up to $57,000 from its emergency fund for this project with the understanding that this amount be returned from building funds requested in the legislative budget or from dormitory earnings."

The Board approved the report of the Committee and pledged the advance of up to $57,000 from its emergency fund for the construction of the Southern Oregon College of Education dormitory with the understanding that this amount will be returned from building funds requested in the legislative budget or from dormitory earnings.

Mr. Smith presented the following report concerning the sale of timber on three lots in Bay City, Oregon owned by the Medical School:

"On behalf of the Medical School, Mr. Zimmerman presented a recommendation for the sale of timber on three lots in Bay City, Oregon, to which title was obtained through the Stephenson bequest to the Doernbecher Hospital. A cruise of the timber indicated a valuation of approximately $1,460. The value of the three lots was placed at $300. While no firm offer has been made, a possible purchaser has been contacted. The Committee recommends that the Medical School officials be authorized to sell either the timber at not less than $1,460 or both the timber and the land at not less than $1,760."

The Board authorized Medical School officials to sell either the timber or the timber and the land at the prices indicated.

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

"At a joint meeting of the Building and Finance Committees, following the regular committee meetings, there was further discussion of financing the women's dormitory at the State College. A feasible plan for a bond issue of $1,500,000 was presented. The urgency of getting bids on this building immediately in order to have it ready for occupancy by the fall term of 1948 was emphasized by members of the Building Committee."
"The Finance Committee, with the concurrence of the Building Committee, therefore, recommends that the Secretary of the Board be authorized to advertise for bids on the dormitory to be opened at the special meeting to be set for May 13. The Finance Committee also recommends that the Secretary of the Board be authorized to advertise for the sale of a bond issue totaling $1,500,000 to be opened at the time of this same special meeting."

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

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

"Final plans and specifications for the Electrical Engineering Building at Oregon State College were presented to the Building Committee by Dr. Strand, Mr. Traver and Architect Jones. Professor McMillan of the Electrical Engineering Department explained the functional plan of the building and indicated that it will meet the needs of the Department. The architect presented an estimate of $787,839 for the construction contracts which would make the total cost of the project, including architects' fees and other overhead costs, approximately $871,000. It was further indicated that the installation of technical equipment and its connections requires an additional $50,000, that portable classroom equipment might require another $25,000 and that there would be some cost to remodelling Apperson Hall, which now houses the Electrical Engineering Department. The total amount of the State College building fund required for the complete utilization of the project would be in the neighborhood of $950,000.

"Certain possible alternates were presented by Mr. Traver and Mr. Jones totaling approximately $80,000. Members of the Building Committee felt, however, that it is a matter of wisdom and necessity to complete the building immediately even though this jeopardized the financing of other building projects set forth in the approved building program for the State College. Members of the Committee were impressed with the thorough planning done on such a technical building and are ready to recommend approval of the final plans and specifications. It is also recommending to the Board that the Secretary be authorized to advertise for bids as soon as possible, the bids to be opened at a special meeting of the Board on Tuesday, May 13."

The Board approved the final plans and specifications for the Electrical Engineering Building and authorized the Secretary of the Board to advertise for bids to be opened on Tuesday, May 13.

Dr. Kleinsorge reported as follows concerning the abandonment of the Industrial Arts Building remodelling project:

"At a previous meeting the Building Committee and the Board approved a project calling for the roofing over an area between two wings of the Industrial Arts laboratories. This
was an emergency measure to relieve the Industrial Arts department with its present overload of students. Architect Jones prepared plans for this project, which had been estimated to cost approximately $51,000. After more careful study, however, the State College officials concluded that a more practical plan of obtaining additional space could be devised by purchasing and erecting certain prefabricated Butler type buildings adjacent to the railroad tracks in the heating plant area for Physical Plant purposes. This would release a large area in the present Physical Plant shops for expansion of Industrial Arts and other Engineering functions.

"While the cost of this project would be somewhat greater, it was felt that it is a move in permanent planning. In accordance with the suggestion of President Strand that the previously approved project be abandoned, the Committee is so recommending. It is further recommended that the College officials be authorized to obtain estimates on the cost of purchasing and erecting the Physical Plant buildings and the cost of remodelling the abandoned Physical Plant area near the Engineering buildings. These estimates are to be submitted to the Chancellor's Office and through him to the Building Committee. Upon approval by the Building Committee the College officials can proceed with the project. Because it is important that this project be completed before the opening of school next fall, it appears necessary to authorize immediate action rather than to await the next formal Board meeting."

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

Dr. Kleinsorge presented the following report concerning the purchase of two parcels of land by Oregon State College and negotiations to purchase a third parcel:

"President Strand presented to the Committee a recommendation for the purchase of two parcels of land, one of which is needed immediately in the new Physical Plant project just reported. The other is a parcel of eleven acres bordering on the Philomath road entirely surrounded by property now owned by the State College. Options have been obtained on both areas at $8,000 for each. President Strand indicated that there is sufficient money on hand in the State College Facility Use Fund which was accumulated during the Army training program. The Committee is recommending the purchase of these two parcels.

"It was further pointed out that an additional parcel would be needed to complete the site for the proposed Physical Plant structure and that while no option had been obtained it was understood that the property could be purchased for $6,000. The Committee is also recommending that negotiations be completed for this third piece of property with the understanding that its purchase will be recommended if a satisfactory price is obtained."
Meeting #162 - 6
March 11, 1947

The Board approved the purchase of the two parcels of land at $8,000 each and authorized College officials to negotiate to purchase the third parcel.

AWARDING OF BIDS ON SOCE DORM

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

"As pointed out by the Finance Committee report, the Building Committee opened bids on the dormitory at Southern Oregon College of Education at 9:00 A.M. yesterday. That bidding was sharp on the three contracts was evidenced by the fact that there were three bids on the general contract, five on electrical and seven on plumbing and heating. The closeness of the bidding also indicates the validity of the bids. While the actual cost per occupant appears high in comparison to pre-war costs, the Committee feels that the bids are in line with general construction costs and that these costs are likely to prevail for some time to come.

"With Southern Oregon College of Education having no dormitory on its campus and with a greatly enlarged student body, it is imperative that a dormitory be provided that institution immediately as a focal center of student life. The Committee feels, therefore, that these bids should be accepted so that construction can proceed immediately and the building made available by January 1 of 1948. The Finance Committee having concurred in bringing the necessary additional funds to the project, the Building Committee is recommending that the contracts be awarded to the following three low bidders:

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<th>Contractor</th>
<th>Bid Amount</th>
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</thead>
<tbody>
<tr>
<td>B &amp; R Construction Co., San Francisco</td>
<td>$164,382.00</td>
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<tr>
<td>Waters Plumbing Co., Klamath Falls</td>
<td>40,480.00</td>
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<tr>
<td>Ace Electric Co., Portland</td>
<td>7,152.00</td>
</tr>
</tbody>
</table>

Total construction cost $212,014.00

"The Committee is further recommending that the proper officials of the Board be authorized to sign the construction contracts and take whatever other steps are necessary in furthering the project."

The Board approved the awarding of the construction contracts on the Southern Oregon College of Education dormitory to the three low bidders as recommended. The Board also authorized the proper Board officials to sign the construction contracts and to take any other steps that might be necessary to further the project.

CURRICULAR ADJUSTMENTS FOR 1947-48

Mr. A. R. Watzek, Acting Chairman of the Curriculum Committee, presented the following report:

"Chancellor Packer submitted to the Curriculum Committee the proposed course changes for 1947-48 at the several institutions with his recommendations. The annual changes, as submitted, include
old courses dropped or altered and new courses proposed, all of which had been previously passed upon by the several faculties or faculty councils and by the administrative head of each institution. Dr. Packer’s recommendations are for the approval of the institutional proposals with the exceptions noted in his own report to the Committee in which some were disapproved and others approved tentatively for one year.

"The Committee recommends the approval of course changes as contained in the documents, "Oregon State College Curricular Proposals for 1947-48 Catalog", "University of Oregon Proposed Course Changes for 1947-48 Catalog", "University of Oregon Dental School Curriculum 1947-48", "University of Oregon Medical School Recommended Changes in Medical Curriculum", and "Colleges of Education Proposed Course Changes for 1947-48 Catalog", with the exceptions as noted in the Chancellor’s recommendations."

The Board approved the course changes as contained in the above documents, with the exceptions as noted in the Chancellor’s recommendations.

SUBSTITUTION OF ANNUITY POLICIES FOR PARTICIPATION IN STATE RETIREMENT PROGRAM

Mr. Leif S. Finseth, Chairman of the Insurance Committee presented the following report:

"The state retirement law permits substitution of satisfactory annuity policies for participation in the State Retirement System. In order that the Board of Higher Education may have a definite consistent policy on this matter, the Insurance Committee is recommending as follows:

1. Present employees, who have already been excused from membership in the State Retirement System or whose application for the acceptance of substitute policies are pending, will be required to sign a waiver definitely agreeing to the waiving of all rights to which they might otherwise be entitled as members of the State Retirement System.

2. Substitute policies, either private or public, of new employees engaged on or after July 1, 1947 may be accepted in unusual situations upon recommendation of the institutional executive and with the approval of the Chancellor. New employees so excused from participation in the State Retirement Program will also be required to sign the waiver. Request for acceptance of such substitute policies shall be made to the Chancellor no later than three months after the employee’s service begins.

The Board approved the report of the Committee and the recommendations contained therein.
REAPPOINTMENT OF W. L. MARKS


COMMUNICATION FROM OREGON SWINE GROWERS ASSOCIATION

DR. BYRNE PRESENTED A COMMUNICATION FROM F. L. ZIELINSKI, PRESIDENT OF THE OREGON SWINE GROWERS ASSOCIATION, TO WHICH WAS ATTACHED A RESOLUTION ADOPTED BY 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.

RESOLUTION FROM OSC MEMORIAL UNION BOARD OF GOVERNORS

DR. BYRNE PRESENTED A RESOLUTION ADOPTED BY THE BOARD OF GOVERNORS OF THE OREGON STATE COLLEGE MEMORIAL UNION EXTENDING TO THE COLLEGE THE USE OF THE WEST END OF THE MEMORIAL UNION BUILDING FOR DORMITORY PURPOSES FOR ONE MORE SCHOOL YEAR BUT URGING THE COLLEGE TO TERMINATE THE ARRANGEMENTS DEFINITELY BY JUNE 30, 1948. THE BOARD RECEIVED THE RESOLUTION AND DIRECTED THAT IT BE FILED.

GIFTS

THE BOARD OFFICIALLY ACCEPTED THE FOLLOWING GIFTS AND AUTHORIZED THE SECRETARY OF THE BOARD TO MAKE SUITABLE ACKNOWLEDGMENT TO THE DONORS:

University

NAT. OFFICE OF CHI PSI FRATERNITY

GIFT OF $200 FROM THE NATIONAL OFFICE OF CHI PSI FRATERNITY TO BE USED AS AN AWARD TO THE MEMBER OF THE CHI PSI FRATERNITY ON THE UNIVERSITY CAMPUS COMPLETING HIS JUNIOR YEAR WHO HAS EXHIBITED PROMISE IN SCHOLARSHIP AND QUALITIES OF LEADERSHIP, AND WHOLESOME INFLUENCE AND CHARACTER IN THE ACTIVITIES OF HIS COLLEGE AND FRATERNITY.

AM. PHILOSOPHICAL SOCIETY

GIFT OF $500 FROM THE AMERICAN PHILOSOPHICAL SOCIETY TO DR. CHANDLER B. BEALL, PROFESSOR OF ROMANCE LANGUAGES, TO FINANCE A STUDY ON COMPARATIVE LITERATURE.

CASE, MARSHALL, HAYCOX

GIFT OF $100 FROM ROBERT O. CASE, EDISON MARSHALL AND ERNEST HAYCOX TO BE ADDED TO THE MARSHALL-CASE-HAYCOX SHORT STORY FUND.

P. M. HUNTER

GIFT OF BOOKS, PAMPHLETS AND MAGAZINES, VALUED AT $471, TO THE UNIVERSITY LIBRARY FROM HONORARY CHANCELLOR F. M. HUNTER.

H. D. SHELDON

GIFT OF 139 VOLUMES OF BOOKS AND JOURNALS, VALUED AT $1,550, TO THE LIBRARY FROM DR. H. D. SHELDON.

STATE COLLEGE

COOS COUNTY AND W. J. SWEET

GIFT OF $1,600 FROM COOS COUNTY AND $462.25 FROM W. J. SWEET, TO MATCH PORTION OF THE FUNDS APPROPRIATED BY THE LAST LEGISLATURE FOR INVESTIGATING METHODS OF GORSE CONTROL.
E. I. du Pont Co. Gift as follows for a postgraduate fellowship in chemistry leading to a doctor's degree, from the E. I. du Pont de Nemours and Company, Wilmington:

$1,200 to a single man, or
$1,800 to a married man
$1,000 to the College

Medical School

Navy Dept. Grant of $5,668.75 from the Navy Department to cover a research project being conducted under the direction of Dr. Archie Tunturi, Assistant Professor of Anatomy.

Jr. Civic Leag. of Bend Gift of $100 from the Junior Civic League of Bend, Oregon, to the Doernbecher Hospital.

Am. Optical Company Gift of an Ophthalmograph, valued at $305.18, from the American Optical Company.

C. Alexander Gift of $500 from Miss Constance Alexander, of Portland, to the Department of Ophthalmology, in memory of her mother.

CONSOLIDATION OF FOREIGN LANG. DEPTS. AT U OF O The Board approved the consolidation of the present foreign language departments (Classics; Germanic Languages and Literature; Romance Languages) at the University into one department of foreign language instruction under a single administrative head, effective July 1, 1947; the department title to be "Department of Foreign Languages." This department will embrace all foreign language instruction including Japanese and Russian. A recommendation will be made later for a head of this department.

RETIREMENT OF STAFF MEMBERS UNDER PROVISION OF RETIREMENT ACT In order to carry out the provisions of the retirement act and in order to establish a definite policy with regard to retirement for all staff members and employees of the Oregon State System of Higher Education, the following resolution was adopted by the State Board of Higher Education:

WHEREAS Chapter 401, Oregon Laws 1945 directed that all state employees retire from active state employment upon reaching the age of 65 years; and

WHEREAS the pension and annuity benefits under this law are to commence on July 1, 1947 for those employees who have reached, or who will reach the age of 65 years prior to July 1, 1947;

NOW THEREFORE, BE IT RESOLVED by the Oregon State Board of Higher Education that all professional staff members of the Oregon State System of Higher Education (those with academic rank and who are unclassified under the State Civil Service Law) who have reached, or will reach the age of 65 years prior to July 1, 1947 shall retire as of July 1, 1947; and that professional staff members who reach the age of 65 years on or after July 1, 1947 shall retire on July first next following the date upon which they reach the age of 65 years.
BE IT FURTHER RESOLVED THAT all employees of the State System of Higher Education classified under the State Civil Service act of 1945 shall retire effective with the beginning of the month following the date upon which they reach the age of 65 years, or on July 1, 1947 if they have reached or will reach the age of 65 years prior to July 1, 1947.

BE IT FURTHER RESOLVED THAT it shall be the policy of the Board to make no exceptions in carrying out the retirement procedures indicated in the preceding paragraphs.

UNAPPROPRIATED FUND

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

Medical School

Addn to install more telephone lines

During certain hours of the day the telephone lines at the Medical School are in constant use and much delay and inconvenience results in having to wait until a line is available. The Pacific Telephone and Telegraph Company made a complete survey of the telephone facilities and they recommended the addition of four lines, two in and two out. The cost of installing this additional equipment will be approximately $600 annually. An addition of $200 to the Telephone Exchange budget is necessary to cover the cost for the balance of the fiscal year.

Requires ........................................... $200.00

Total for Medical School from unappropriated fund ... $200.00

Oregon College of Education

M. Barrows

Continuation of appointment of Mrs. Marjorie Barrows as Instructor in the English Department, for the spring term, at an annual salary rate of $3,000.

Requires ........................................... $750.00

B. Lieuallen

Appointment of Mrs. Barbara Lieuallen as temporary Instructor in English, for the period February 17 to June 15, 1947, for 43 per cent time, at a salary of $100 per month.

Requires ........................................... 392.85

S. Barnum

Increase in time for Mrs. Sophia E. Barnum, Assistant Professor of Education, from 50 per cent to full-time, for the spring term, at an annual salary rate of $3,400.

Requires ........................................... 425.00

A. Stanbrough

Increase in time for A. C. Stanbrough, Assistant Professor of Science, from 50 per cent to full-time, for the spring term, at an annual salary rate of $3,400.

Requires ........................................... 425.00
K. Arbuthnot  
Increase in time for Miss Katharine Arbuthnot, Assistant Professor of Social Science, from 60 per cent to full-time, for the spring term, at an annual salary rate of $3,400. Requires ........... $3,400.00

Total for Oregon College of Education from unappropriated fund. .... $2,332.85

Eastern Oregon College of Education

Addn to put in cement curbs  
The City of La Grande will pave the three dirt streets, which traverse the campus, if Eastern Oregon College of Education will bear the cost of putting in the cement curbs. This is an excellent opportunity to improve these streets and provide much needed parking space. Requires . . . $986.90

Total for Eastern Oregon College of Education from unappropriated fund .... $986.90

Southern Oregon College of Education

Addn to cover science-classroom equipment  
In order to secure the following equipment for the Federal Works Agency science-classroom building in sufficient time for installation prior to the fall term of 1947-48, it will be necessary to order immediately:

Tables:
- 4 Hamilton chemistry tables $5,521.60
- 1 Hamilton demonstration table 583.58
- 2 Hamilton physics tables 1,800.00
- Contingency and installation 109.82

Sinks:
- 1 soapstone sink )
- 1 ordinary sink ) 185.00

Chemistry Hood 700.00

Requires. .................. $8,900.00

Addn to cover overdrafts in library and gen. instruct.  
To prevent overdrafts in the library and general instruction accounts due to increased enrollment, additions as follows are necessary:

Library:
- Additional binding costs and references $ 690.00

General Instruction:
- Wages $ 252.98
- Materials and Supplies 5,645.80 5,898.78

Requires. .................. $6,588.78

Total for Southern Oregon College of Education from unappropriated fund .... $15,488.78
General Extension Division

D. Doering

Appointment of Dorothy Doering as Instructor in Extension Teaching, for the spring term, at a salary rate of $225 per month, effective April 1, 1947. Requires .................. $675.00

Total for General Extension Division from unappropriated fund. ... $675.00

Centralized Activities

Addn to Bud. Off. budget

At the time the 1946-47 budget for the Budget Office was prepared no provision was made for travel expense. Also, the expenditures for wages and materials and expense have been greater than provided for in the budget, principally because of the heavy volume of work in connection with the biennial budget. An addition of $1,450 to the Budget Office budget is necessary, to be distributed as follows:

- Wages $520
- Materials and Expense 315
- Travel 600
- Equipment 15

Requires. .................. $1,450.00

Total for Centralized Activities from unappropriated fund. $1,450.00

Grand total from 1946-47 unappropriated fund. .... $21,133.53

INCREASES

UO PHYSICAL PLANT BUDGETS

At a previous Board meeting the question of necessary increases to the Physical Plant budgets were discussed and the institutions were instruct- to handle the problem to the best of their ability, making such adjust- ments as were absolutely necessary. In order to cover necessary pay increases for skilled personnel in the University Physical Plant, the Board approved the transfer of $9,000 from the Institutional Reserve to the Physical Plant budgets.

TRANSFERS AT OSC TO AVOID OVERDRAFTS

In order to cover current budget overdrafts and to avoid overdrafts in other budgets at the State College, the Board approved transfers as follows from the Institutional Reserve:

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<th>Department</th>
<th>Wages</th>
<th>Materials</th>
<th>Total</th>
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### Meeting #162 - 13

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<th>Apr 19, 47</th>
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<td>Physics</td>
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<td>$33,129.00</td>
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### BUDGETING OF BONNEVILLE FUNDS

The Board approved the budgeting as follows of funds granted by the Bonneville Power Administration to Oregon State College on research contracts previously executed:

- **Wages, travel and communication**: $8,107.35
- **Materials and supplies**: $2,937.69
- **Total**: $11,045.04

This total includes the $4,045.04 balance from 1945-46 grants plus $7,000 received during the current fiscal year.

### FIRE ESCAPES COLLEGE NURSE SCHOOL

After inspection, the State Fire Marshal requested that two metal fire escape shutes be installed in the State College nursery school. Accordingly, the Board approved the transfer of $981 from the Reserve for Physical Plant Rehabilitation to cover this expenditure.

### TRANSFER FUNDS JOUR. SC. UO

In order to provide for normal functioning of the School of Journalism at the University for the remainder of the fiscal year, the Board approved the transfer of $615 from the Institutional Reserve to the Journalism budget to be distributed as follows: $565 to materials and $50 to travel.

### ADDITION TO UO HEALTH & F.E. BUDGET

Although the budget for the School of Health and Physical Education at the University was based on an anticipated enrollment of 4,600 students, no additions to the budget have been requested to date. To provide funds required for the balance of the fiscal year, the Board approved the addition of $3,665.17 to the budget of the School of Health and Physical Education from the Institutional Reserve to be distributed as follows:

- **Wages**: $2,174.27
- **Materials and expense**: 1,200.00
- **Travel**: 290.90
- **Total**: $3,665.17
ADDITION TO UO GYM SUIT SERVICE

Due to increased labor and laundry costs, the necessity of employing additional help, the large increase in the number of articles laundered each month, and the necessity for purchasing clothing sufficient to keep the service operating, the amount budgeted for the Gym Suit Service at the University, which was based on an enrollment of 4,600 students, will be inadequate. In order to provide for the normal operation of this service for the remainder of the fiscal year, the Board approved the addition of $4,500 to materials and expense and $4,000 to wages in the Gym Suit Service budget, funds to be provided from Gym Suit Service income.

SOCR VETS. BUREAU, BUD. ADDITION

The original Veterans Testing Bureau budget at Southern Oregon College of Education approved for the current year totaled $4,35. The Board approved the following additional budget to cover testing services for the period July 1, 1946 to June 30, 1947:

Estimated Income from Veterans Administration

200 veterans at $7.50 each $1,500

Estimated Expenditures

Salary (one-fifth of Loren Messenger's salary, effective July 1, 1946) 800
Materials and expense 200
Wages 500
$1,500

ECE FLIGHT TRAINING BUD.

At the June 1946, meeting, the Board approved the proposal to conduct flight training at Eastern Oregon College of Education. The Board approved the following budget covering this program for the period January 1, to March 30, 1947:

Estimated Income

Fees at $80 per term for 33 enrollees $2,640.00

Estimated Expenditures

Flight contractor (33 enrollees at $70 each) $2,310.00
Insurance (33 enrollees at $3 each) 99.00
Administration, clerical and instruction costs 231.00
$2,640.00

ADDITION TO REGISTRAR’S OFFICE BUD.

To avoid an overdraft in the Registrar’s Office at the University, the Board approved the addition of $1,750 to the Registrar’s Office budget from the Institutional Reserve to be distributed as follows:

Wages $200.00
Materials 1,200.00
Travel 100.00
Equipment 250.00
$1,750.00
In order to develop a new cooperative project in "Problems Relating to Flax Retting and Fiber Quality", between the Experiment Station Departments of Bacteriology and Agricultural Chemistry at the State College, the Board approved the addition of $1,500 to Bacteriology and $1,000 to Agricultural Chemistry from the legislative research appropriation.

At the September 10, 1946 meeting the Board approved a tentative budget of $223,925 for the Vanport Extension Center. Now that the enrollment load is more definitely known and the income and expenditures for the fiscal year can be more accurately estimated, the Board approved the following revised budget covering the fiscal year 1946-47, to be met entirely from student fee income:

**Income**

Estimated student fees $398,362.97

**Expenditures**

Salaries (Director, Assistant Director, and
Men's Advisor) $11,385.00

Wages for instructors, administration and
all other assistants, including $5,000
for the state retirement contribution 209,688.43

Materials and expense, all departments 66,062.05

Travel 1,800.00

Equipment and other capital outlay:

Truck for Vanport use 1,500.00

Equipment for instruction and library 28,326.99

Reserve for contingencies 79,600.50

$398,362.97

**PERSONNEL**

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

**Appointment of Lyle M. Nelson as Director of Information of the University of Oregon and Director of Information for the State System of Higher Education, at an annual salary rate of $5,000, rank of Assistant Professor, 12-months basis, yearly tenure, effective April 1, 1947.** Mr. Nelson's time will be divided 70 per cent to the University and 30 per cent to the Central Office. In functioning as Director of Information for the State System, Mr. Nelson will supervise all information for Centralized Activities and for the Colleges of Education. Funds to cover the appointment for the remainder of the fiscal year will come from the Institutional Reserve and from the Division of Information budget.

**Appointment of Eugene B. Barnes as Acquisitions Librarian, at an annual salary rate of $33,400, rank of Assistant Professor, 12-months basis, yearly tenure, effective April 14, 1947.** Requires $727.23 in 1946-47 to be provided from two unfilled positions in the budget. Remaining $3,522.77 in these two positions to be transferred to wages.
<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment</th>
</tr>
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<tbody>
<tr>
<td>P. B. Jacobson</td>
<td>Appointment of Dr. Paul B. Jacobson as Dean of the School of Education and Professor of Education, at an annual salary rate of $7,000, 12-months basis, indefinite tenure, effective July 1, 1947. No salary payment involved in 1946-47.</td>
</tr>
<tr>
<td>V. H. Wintrobe</td>
<td>Appointment of Virgil H. Wintrobe as Research Assistant in the Bureau of Municipal Research, at an annual salary rate of $3,300, 12-months basis, yearly tenure, effective March 1, 1947. This is a higher rate than provided in the budget. Salary savings of $1,600 in 1946-47 due to delay in appointment to be transferred to wages.</td>
</tr>
<tr>
<td>Spencer Carlson</td>
<td>Appointment of Spencer Carlson as Counselor in the Testing Bureau and Acting Professor of Psychology, at an annual salary rate of $3,600, 12-months basis, yearly tenure, effective February 1, 1947. Salary savings of $193.55 due to delay in appointment to be transferred to wages.</td>
</tr>
<tr>
<td>Leo A. Harris</td>
<td>Appointment of Leo A. Harris as Athletic Director and Professor, at an annual salary rate of $7,000, 12-months basis, yearly tenure, effective July 1, 1947. The distribution of salary will be shown in the 1947-48 budget. No salary involved in 1946-47.</td>
</tr>
<tr>
<td>A. B. Cornell</td>
<td>Transfer of A. B. Cornell from Athletic Manager to Business Manager of Athletics, with no change in salary or rank.</td>
</tr>
<tr>
<td>Lloyd Faust</td>
<td>Leave of absence without pay for Lloyd Faust, Research Associate in Miner Professorship, for the spring term in order to complete requirements for the M. B. A. degree at Stanford. Salary savings of $1,000 to be transferred to wages in the Miner Professorship budget to employ substitute assistance.</td>
</tr>
<tr>
<td>H. D. Sheldon</td>
<td>Increase in time for Dr. H. D. Sheldon, Research Professor Emeritus of History and Education, from 20 to 35 per cent time for the spring 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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Roy S. Keene</td>
<td>Appointment of Roy S. Keene as Director of Intercollegiate Athletics, at an annual salary rate of $6,500, rank of Professor, 12 months basis, yearly tenure, effective March 15, 1947. Funds required for the balance of the fiscal year to be provided from the Intercollegiate Athletic budget.</td>
</tr>
<tr>
<td>C. C. Jenkins</td>
<td>Appointment of Clifford C. Jenkins as Assistant County Agent of Josephine County, at an annual salary rate of $3,240, rank of Instructor, 12-months basis, yearly tenure, effective January 15, 1947. This requires $1,198.06 in 1946-47 to be transferred from the Director's Reserve.</td>
</tr>
<tr>
<td>John E. Smith</td>
<td>Appointment of John E. Smith as Instructor in Geography for the spring term, at a rate of $833.33 for the term. Requires $833.33 in 1946-47 to be transferred from the Institutional Reserve.</td>
</tr>
</tbody>
</table>
Salary adjustment for W. Wray Lawrence, County Agent-at-Large, from $3,774 to $4,008, effective October 1, 1946. Requires $175.50 in 1946-47 to be transferred from the Director's Reserve. This is to compensate Mr. Lawrence for added responsibilities when he transferred from County Agent of Wasco County to a research project for the State Department of Agriculture. That agency has agreed to finance the project.

Salary adjustment for Miss Nedra LeBlond, Reference Assistant, from $2,300 to $2,500, effective March 1, 1947. Requires $66.67 in 1946-47 to be transferred from the Institutional Reserve.

Transfer of Joe B. Johnson from Research Fellow to Assistant in Livestock at the Eastern Oregon Livestock Branch Experiment Station, at an annual salary rate of $2,700, rank of Instructor, 12-months basis, yearly tenure, effective March 21, 1947. Requires $233.08 in 1946-47, to be transferred from wages to salary in the Station budget.

Cancellation of appointment of Dr. C. J. Nusbaum, Extension Plant Pathologist, effective September 1, 1946, because of his inability to find suitable housing facilities. Salary savings of $3,615 to be transferred to the Director's Reserve.

Cancellation of appointment of E. A. Britton, 4-H Club Agent in Deschutes County, effective January 20, 1947, due to his inability to find suitable housing for his family. Salary savings of $1,529.54 to be transferred to the Director's Reserve.

Reallocation of the time and salary of William J. Skinner, Instructor 32 per cent time in Aeronautical Engineering and 68 per cent time in Mechanical Engineering, to full time in Mechanical Engineering, effective September 25, 1946. Salary savings of $891 in Aeronautical Engineering to be transferred to wages. Requires $891 in 1946-47 in Mechanical Engineering to be transferred from the Institutional Reserve.

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

Adjustments as follows in the Department of Nursing Education:

Leave of absence without pay for Miss Helen Nicholson, Assistant Professor of Nursing Education, for the period January 16 to July 1, 1947, for rest and recuperation.

Reappointment of Miss Miriam Cassady as Instructor in Nursing Education, at an annual salary rate of $2,640, 12-months basis, yearly tenure, effective January 7, 1947.

Appointment of Miss Bernice Orwig as Instructor in Nursing Education, at an annual salary rate of $2,640, 12-months basis, yearly tenure, effective February 17, 1947.
Salary adjustment for Miss Rita Kaitz, Instructor in Nursing Education, from $2,340 to $2,400, effective January 1, 1947.

Salary adjustment for Miss Martha Jackson, Instructor in Nursing Education, from $2,340 to $2,400, effective January 1, 1947.

Salary savings of $1,219.31, due to Miss Nicholson's leave of absence and an unallocated position in the budget, to be transferred to wages.

Promotion of Dr. Wendell H. Hutchens from Clinical Associate to Assistant Clinical Professor of Psychiatry, on a volunteer basis. No change in budget.

Promotion in rank for Dr. Gerhard B. Haugen from Clinical Associate to Assistant Clinical Professor of Psychiatry, on a volunteer basis. No change in budget.

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

Promotion in rank for Dr. Amanda Zabel from Associate Professor to Professor of English and Literature, with a corresponding increase in salary from $3,700 to $4,000, effective February 1, 1947. Requires $125 in 1946-47 to be transferred from the Institutional Reserve.

On motion by Mr. Smith and second by Dr. Kleinsorge, President Marks was directed to address a letter to Mrs. Sackett expressing the appreciation of the Board for her continued interest and assistance in the work of the Board despite her illness.

On motion by Mr. Finseth and second by Mr. Smith the Secretary of the Board was instructed to address a letter to Coach A. T. Gill at Oregon State College expressing to him, and through him to the basketball team, the congratulations of the Board on the winning of the Pacific Coast championship and wishing them success on their trip to Kansas City.

On motion by Dr. Kleinsorge and second by Mr. Smith, the Board voted to call a special meeting of the Board to convene at 11:00 A.M. on May 13, 1947 to award contracts on the Women's Dormitory and the Electrical Engineering Building at Oregon State College; to consider the bids for the College dormitory; and to transact such other business as may be required.

The Board voted to recess at 11:35 A.M. for an indefinite period to meet again in an adjourned session at the call of the President of the Board to discuss the actions taken by the Legislature effecting the State System, to approve the budget pattern and to act upon any other business at hand.

WILLARD L. MARKS, President

CHARLES B. PETERSON, Secretary