STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
BENSON HOTEL, PORTLAND, OREGON
June 3, 1947
10:00 A.M.

MEETING #165
Pursuant to action taken at the April 17, 1947 meeting of the Board, and at the direction of President Willard L. Marks, the regular June meeting of the State Board of Higher Education was held at the Benson Hotel, Portland, Oregon, on June 3, 1947.

ROLL CALL
The meeting was called to order at 10:00 A.M. By the President of the Board, and on roll call the following answered present:

George F. Chambers
Leif S. Finseth
R. E. Kleinsorge
Cheryl S. MacNaughton

Herman Oliver
Edgar W. Smith
A. R. Wataek
Willard L. Marks

Absent: Phil Metschan

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 Roben J. Maaske of Eastern Oregon College of Education; President Elmo N. Stevenson of Southern Oregon College of Education; Dean J. F. Cramer of the General Extension Division; Dean D. W. E. Baird of the University of Oregon Medical School.

CHAMBERS
APPOINTMENT
TO BOARD
President Marks reported that Mr. George F. Chambers of Salem had been appointed by the Governor as the new member of the Board of Higher Education to complete the term of Mrs. Beatrice Walton Sackett. Mr. Marks welcomed Mr. Chambers to the Board in behalf of all of its members.

SACKETT
MEMORIAL
On motion by Mr. Smith and second by Dr. Kleinsorge, the Board unanimously adopted the following resolution memorializing the late Mrs. Beatrice Walton Sackett, Vice President of the Board of Higher Education:

"In deepest sorrow the members of the Oregon State Board of Higher Education record the untimely passing of one of their most distinguished and devoted colleagues, Mrs. Beatrice Walton Sackett. For 12 years a member, including seven years as vice-president of the Board, Mrs. Sackett's magnetic personality, her cheerful attitude, her wit and humor, her modest character and her pure motives endowed the State System of Higher Education and the State of Oregon with much of the mental vigor that characterized all of her life. She possessed to a degree seldom equalled by man or woman all of the qualities essential to leadership. Her love of learning, her devotion to principle and her high moral sense endeared her not only to her associates on the Board but also to all executives and members of the staffs of all of the colleges in the System and to the citizens of the State. Her knowledge of human nature, her profound scholarship and
the excellence of her judgment enabled her to make her influence
an inspiration to all with whom she came in contact and in-
culcated in the youth of Oregon a love of truth and learning.

"Let this memorial be spread upon the records of the Oregon
State Board of Higher Education, and copies sent members of her
family."

Adopted by unanimous standing vote of the Board in which all members
of the System of Higher Education present participated, this third
day of June, in the year of our Lord, 1947.

NAMING OF
WOMEN'S
DORMITORY
AT OSC
FOR MRS.
SACKETT

President Strand reported that at a later date a decision will be
made as to whether the new women's dormitory at Oregon State College
will be given a single name or whether each unit will be given
separate designations. He recommended that either the entire
structure, if that method is followed, or one of the four units be
named in honor of Mrs. Sackett. He indicated that it was his
belief that the dedication of a resident hall to her memory would
be a fitting tribute to the long and distinguished service she
rendered as a member of the Building Committee and as Vice-President
of the State Board of Higher Education. Members of the Board
unanimously approved the naming of the complete building, or one
of the four units, in honor of Mrs. Beatrice Walton Sackett.

MINUTES
APPROVED

The Board voted to dispense with the reading of the minutes of the
last meeting held May 13, 1947, and approved the minutes of this
meeting as they appeared in the docket.

EMERGENCY
CONSTRUCTION
PROGRAM ON
OSC CAMPUS

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

"At the April Board meeting President Strand presented a program
for emergency construction on the campus required to meet the
needs of increased enrollment and an increase in the proportion of
sophomore and upper division students there this fall. The first
two items involving moving of Chemical Engineering Laboratories
to the Industrial Building and remodelling the vacated space in
the Chemistry Building were approved involving an estimated outlay
of $47,000. The remaining nine items amounting to an additional
$68,000 were deferred for further investigation by the Central
Office in cooperation with State College officials and pending further
report on financial balances available to the Board. This
investigation has now been completed and Chancellor Packer
recommended to the Committee yesterday that the expansion as out-
lined by the State College officials be approved in view of the
evident need and the availability of funds to cover the cost.

"The items included are as follows:

1. Renovating quarters in old Administration Build-
ing vacated by Registrar's Office and Business
Office for Engineering drawing rooms and offices. $1,000
2. Two huts for use of School of Engineering.... $8,000
3. Remodeling rooms in the Pharmacy Building to be vacated by Psychology for use of the School of Pharmacy.... 1,000
4. One hut, 24 x 60 feet, for the Psychology Department.... 5,500
5. Equivalent of 3 huts for laboratory and classroom space for the Departments of Fish & Game Management and Zoology.... 12,000
6. One hut, 24 x 60 feet, for joint classroom and laboratory for Agricultural Engineering.... 4,500
7. Remodeling rooms in the Bacteriology Department to make possible the installation of additional student desks.... 2,500
8. Four huts, 24 x 72 feet, to provide 8 general classrooms.... 24,000
9. Two Quonset huts to provide 12 offices for Extension Service.... 9,500

TOTAL.... $68,000

"The Building Committee therefore recommends that the items listed be approved and that the $68,000 required come from the Board's unappropriated funds in line with previous policy of financing temporary structures from this source."

The Board approved the program of emergency construction as presented and appropriated not to exceed $68,000 from the Board's unappropriated fund to finance the program.

Dr. Kleinsorge reported as follows concerning the purchase of land needed by the State College for the relocation of athletic facilities:

"The recent Legislature set up a land purchase fund, at the Board's request, part of which is to be used in the purchase of land needed by the State College for the relocation of athletic facilities. Some of the land in the area had previously been purchased. President Strand reported that an option has been obtained on a key piece of property in the area comprising approximately two lots and a large house, at a price of $8,000. Both President Strand and Dr. Byrne, who examined the property, agree that this is a fair price and that it will be advantageous to take up the option. The Committee so recommends to the Board, with the understanding that the usual officials be authorized to sign the necessary papers, funds to come from the Legislative appropriation for this purpose."

The Board approved the purchase of the property at the price indicated, funds to be provided from the legislative land purchase appropriation.
Dr. Kleinsorge presented the following report regarding authorization to expend land purchase funds at Oregon State College:

"It was also suggested that in view of the advantage to be gained at times making immediate decisions on the purchase of parcels of land in this area, that some provision be made for action without waiting for the regular Board meetings. The Committee, therefore, recommends that the Committee on Buildings, Grounds, and Capital Outlay, working in cooperation with the Secretary of the Board and State College officials be authorized to approve land purchases in this area, with details to be reported later to the Board for confirmation, funds to come from the Legislative appropriation for this purpose."

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

Dr. Kleinsorge reported as follows concerning the employment of an architect for the remodeling of animal quarters at the Medical School:

"The Board previously authorized the Medical School to remodel the animal quarters on the fourth floor of the Medical Science Building. In order to proceed with this project, it is necessary to enter into a contract with architects to draw up the necessary plans. Dean Baird is recommending that the firm of Lawrence, Tucker and Wallmann be employed for this purpose at a fee of 8 per cent of the construction cost, and in addition, not to exceed 1 per cent to cover necessary engineering service. It was explained that this higher fee is necessary on a small job of this nature involving alterations instead of new construction. It is understood that the percentage fee applies only to the construction cost and not to equipment purchases. The Committee recommends that the contract be let as proposed and that the usual Board officials be authorized to sign the necessary documents."

The Board approved the employment of the firm of Lawrence, Tucker and Wallmann to prepare plans for the remodeling of the animal quarters at the Medical School under the conditions recommended.

Dr. Kleinsorge made the following report concerning the application to the Surplus Property Disposal Agency for Elkins School:

"President Howard of Oregon College of Education has asked permission to make application to the Surplus Property Disposal Agency for the building and grounds of what is known as Elkins School, approximately four miles south and one mile west of the campus, plus an area of approximately five acres along the north bank of the Luckiamute River, one mile south of the Elkins School site. The project would also include an easement for a right-of-way between the two plots of land.
"President Howard explained that the proposed area would make an excellent recreational laboratory for the training of student leaders in club and camp leadership such as boy scouts, camp fire girls, and 4-H clubs. He explained further that the only expense involved would be in placing the building in condition to prevent further deterioration, as the training program itself would care for necessary improvement of the land. The site was visited by a member of our Committee and the Secretary of the Board, who agreed that the property is suited for the purposes proposed. The Committee, therefore, recommends that authority be given for making the application for the property at 100 per cent discount."

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

Dr. Kleinsorge presented the following report on the change of site for the basketball pavilion and auditorium.

"The Building Committee, with members of the Finance Committee present, gave further consideration to a proposal by President Strand to change the approved site for the basketball pavilion and auditorium. Some years ago the Board had approved as a site for this building, the area immediately adjacent to, and south of, the men's gymnasium. President Strand told the Committee that, after months of consideration, it was his judgment and the combined judgment of the Physical Education and Intercollegiate Athletic staff that a more logical site would be across the tracks and south of the men's dormitory. This would make it possible to continue to use Bell Field until such time as the football and track facilities could be relocated on the new site south of the tracks. It would also place all the intercollegiate activities in a single location. The Building Committee has had a number of meetings and made several inspections on the problem. In view of the difficulties involved in erecting the new pavilion on the previously approved site and in view of the unanimous recommendations of the State College officials, the Building Committee is now recommending to the Board that the new site, across the tracks be approved for the basketball pavilion and auditorium and that College officials be authorized to proceed in planning the structure on this site."

The Board approved the report of the Committee and authorized changing the site for the basketball pavilion and auditorium to the site recommended by the State College and by the Building Committee.

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

"Members of the Building Committee, with other Board members and officials present, opened the bids this morning on the construction of the Electrical Engineering Building at Oregon State College. There were three bids on the general contract, four on the mechanical and five on the electrical work with one each on the elevator and crane. The total of the low bids is $685,151.80 compared with the most recent estimate of $764,000. The lower construction costs
compared with estimates also reduces the estimates on the architects and engineering fees and on the reserve for contingencies which are figured on a percentage basis. The revised totals for construction, architects fees and engineering fees, supervision, utilities, equipment, advertising, Apperson Hall reconditioning and reserve for contingencies is $865,000. This compares with a total estimate of costs of the project of $950,000, leaving a balance of $85,000 to apply on the Dairy Building.

"Members of the Building Committee are gratified at this indication of improved construction conditions even though the low bids are still far above the estimates made when the State building fund was voted. We, therefore, recommend that, subject to the approval of the State Board of Control and the Legislative Interim Emergency Committee, contracts be awarded as follows:

General contract - E. E. Settergren, Portland  $516,000.00
Plumbing and Heating contract - Buchanan Company, Inc., Portland  78,974.00
Electrical contract - Witzig Electric Company, Corvallis  69,950.00
Elevator contract - Otis Elevator Company, San Francisco  9,383.00
Traveling crane - Gamble-Hawkins Company, Portland  10,844.30

"We therefore, recommend that the proper Board officials be authorized to obtain the vote of the State Board of Control and the Emergency Committee on the project and be authorized to sign the necessary papers."

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

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

"At a special meeting of the Building Committee at Eugene on May 22, 1947, the Building Committee inspected a new site recommended by Chancellor Packer and President Newburn for a physical plant building at the University to replace the building destroyed by fire. Yesterday President Newburn reported on the details of that recommendation to the Finance Committee. He pointed out that the proposed site across the highway to the north of the campus would release valuable space on the campus for other institutional purposes. At the same time the proposed site adjacent to a spur of the railroad tracks would be a much better permanent site for the physical plant buildings and as a later location for the new heating plant.

"Structural steel for a building almost twice the size of the previous structure is available at a reasonable price from a war installation in California. Such a building would house all the physical plant activities and would release the new
shop building (built a year ago) for classroom and laboratory purposes.

"President Newburn stated that to finance this larger physical plant building there would be available approximately $75,000 from the State Restoration Fund. The total cost of the new building complete would be approximately $150,000, requiring $75,000 additional funds. Dr. Kleinsorge reported that it appeared to the Building Committee that this new site and the enlarged physical plant building were advisable steps in long range planning. The Building Committee, therefore, recommended to the Executive Committee, since immediate action was necessary, that this new site be approved and that the sum of $75,000 from Board's general funds be made available to supplement the amount received from the State Restoration Fund. The Executive Committee approved this recommendation. The Board should now confirm this action of the Executive Committee."

The Board approved the Report of the Committee and confirmed the action taken by the Executive Committee.

Mr. Smith reported as follows concerning the proposed site for the physical plant building at the University:

"President Newburn also explained that while the proposed site is owned by the State, its purchase originally with student funds entails a moral obligation on the Board to the students in case the land is devoted to other than its original purpose. He, therefore, proposed that $15,000 from the University allocation under the Building fund be assigned to the Memorial Union Building project in compensation for the use of the property for general campus purposes. The Committee so recommends, with authorization to the usual officials to arrange the details of transfer to carry out the intent as stated herewith."

The Board approved the payment of $15,000 on the Memorial Union Building in compensation for the use of this property for the new site for the physical plant.

Mr. Smith presented the following report concerning the deficit anticipated in the Animal Husbandry Department at the State College:

"At its meeting on June 10, 1946 the Finance Committee reported to the Board that an operating deficit was anticipated in the budget of the farm maintenance account of the Animal Husbandry Department at Oregon State College for the year 1945-46 because of high feed and other operating costs. The deficit was allowed to stand at that time in hope that increased sales income might cover it. "This was not the case, however, and now an additional deficit has been accumulated for the year 1946-47.

"At the request of Chancellor Packer the State College officials prepared a report and analysis covering the operations on Farm Maintenance accounts, including Food Technology, Horticulture, Dairy Products Laboratory, Dairy Husbandry, and Animal
Husbandry departments. It was found that all departments will be able to keep within budget allotments plus sales income through the next fiscal year, with the exception of the Animal Husbandry Department where the increasing deficits are caused by further increases in feed and labor costs. The actual and estimated deficits for this department were reported as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual cash deficit, year 1945-46</td>
<td>$ 6,357.88</td>
</tr>
<tr>
<td>Estimated deficit, year 1946-47</td>
<td>$2,307.33</td>
</tr>
<tr>
<td>Total addition requested, current year</td>
<td>$18,353.01</td>
</tr>
<tr>
<td>Estimated addition to 1947-48 budget level required to avoid a deficit</td>
<td>$12,047.68</td>
</tr>
<tr>
<td>Total addition requested</td>
<td>$20,412.69</td>
</tr>
</tbody>
</table>

"President Strand also called attention to the fact that this added amount is in line with the request for additional support for the Animal Husbandry Department frequently made by various producer organizations, and is also consistent with the development program for this department formerly submitted by the College at the request of the then Chancellor Hunter. The Committee recommends the approval of the amounts stated to come from the Board's unappropriated funds, with $16,165.01 to come from present balances and $12,047.68 to be included in the 1947-48 budget. It is further recommended that if financial difficulties are encountered in the future in any of these departments, proper budget approvals be obtained before financial commitments are made which might result in overdrafts."

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

1947-48 OPERATING BUDGET

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

"The annual operating budget for the fiscal year 1947-48 was considered by the Committee yesterday, with other members of the Board and institutional executives present. The budget from unrestricted funds, as recommended by the Chancellor, follows the general budget plan previously approved by the Board at its meeting of April 16, 1947. The approved budget plan provides for the budgeting of estimated resources from unrestricted funds aggregating $15,757,458.88 for the biennium, of which $199,000 is reserved for the operation of new buildings. To provide adequately for the second year of the biennium, less than half of these resources, or $7,679,229, are recommended for budgeting in the fiscal year 1947-48.

"In addition to these funds available for general institutional purposes, the Chancellor recommended the budgeting during the year 1947-48 of restricted funds in the amount of $3,538,858.82, representing restricted state appropriations, federal funds, gifts and other restricted funds. For the most part, these restricted funds finance non-instructional activities such as research, extension and service departments."
"The recommended 1947-48 budget from both unrestricted and restricted funds aggregates $11,218,087.82. The Committee calls attention to the fact that, of this total budget, approximately $4,715,079 or 43 per cent comes from non-state sources such as student fees, federal funds, county funds, gifts, and other sources. The division of the recommended budget among the institutions is as follows:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Oregon</td>
<td>$2,097,305.17</td>
</tr>
<tr>
<td>University of Oregon Medical School</td>
<td>1,092,066.00</td>
</tr>
<tr>
<td>University of Oregon Dental School</td>
<td>358,070.00</td>
</tr>
<tr>
<td>Oregon State College</td>
<td>3,180,201.99</td>
</tr>
<tr>
<td>Federal Cooperative Extension</td>
<td>1,288,251.18</td>
</tr>
<tr>
<td>Agricultural Experiment Stations</td>
<td>1,002,085.15</td>
</tr>
<tr>
<td>Oregon College of Education</td>
<td>211,530.00</td>
</tr>
<tr>
<td>Southern Oregon College of Education</td>
<td>175,151.38</td>
</tr>
<tr>
<td>Eastern Oregon College of Education</td>
<td>193,488.00</td>
</tr>
<tr>
<td>General Extension</td>
<td>656,070.98</td>
</tr>
<tr>
<td>Centralized Activities</td>
<td>176,794.87</td>
</tr>
<tr>
<td>Board’s special reserves</td>
<td>601,475.00</td>
</tr>
<tr>
<td>Board’s unappropriated fund</td>
<td>185,598.10</td>
</tr>
<tr>
<td><strong>Total, all funds</strong></td>
<td><strong>$11,218,087.82</strong></td>
</tr>
</tbody>
</table>

"The Board's special reserves provide for such items as the assessment for the State Retirement System, $320,000; the State Civil Service assessment, $24,000; the Equipment Acquisition fund, $110,000; and other reserves for special purposes.

"The recommended budget provides for increases in the professional staff from 1,196 to 1,366 to care for the additional teaching load in the institutions. The recommended budget provides also for raising of the pay rates of employees classified under Civil Service to the minimum rates recently established by the State Civil Service Commission. Salary adjustments are also provided for professional staff members equal to 10 per cent in the aggregate, in accordance with the budget plan previously approved by the Board. The funds for these salary increases had been requested and received by the Board in the appropriation made by the 1947 Legislature.

"As the Chancellor pointed out in his report, the salary adjustments recommended for the year 1947-48 will improve the situation at the institutions but will not improve the relative position of Oregon compared with other states on the competitive salary basis. Salary increases over the original 1946-47 level have been as high as 20 per cent in other states; and Oregon’s salary levels, especially in key positions, will remain considerably below those of Washington, California and many other institutions with whom Oregon will have to compete for staff members."
"The Chancellor also mentioned in his report that in accordance with the budget plan previously approved by the Board, funds are not provided in the recommended 1947-48 budget for increases above the current operating level for supplies, travel and equipment; and that recommendations to care for any added costs in these items will be made during the next year as needs are indicated and as the available funds will permit.

"While the Committee is aware of many further needs, it does feel that considerable progress has been made in the recommended budget toward the improvement of the institutions.

"It is, therefore, the recommendation of the Finance Committee that the budget for the year 1947-48 and the personnel adjustments contained in the 'Chancellor's Report to the Finance Committee' and in the volume entitled 'Budget Summaries and Personnel Adjustments for the Fiscal year Ending June 30, 1948' be adopted as submitted by the Chancellor."

The Board approved the budget for the year 1947-48 and the personnel adjustments contained in the "Chancellor's Report to the Finance Committee" and in the volume entitled "Budget Summaries and Personnel Adjustments for the Fiscal Year Ending June 30, 1948."

PURCHASE OF LAND FOR HOOD RIVER BRANCH EXPERIMENT STATION

Mr. Herman Oliver, Chairman of the Committee on Agricultural Extension Service and Experiment Stations, presented the following report:

"President Strand presented a proposal from William A. Shoenfeld, Dean of Agriculture, for the development of a fruit breeding project at the Hood River Branch Experiment Station. It was explained that in order to undertake such a project additional land is needed on which to raise extensive plantings of seedlings of many kinds of fruits. A tract of 4.15 acres immediately adjacent to the present station property is available for $2,175. If the purchase is authorized, funds for full payment can be taken from the sales account of the Branch Station. The Committee recommends that the purchase be authorized at the price stated, using funds from the sales account."

The Board approved the purchase of the land for the Hood River Branch Experiment Station as recommended, funds to come from the sales account of the branch station.

ELECTION OF VICE-PRESIDENT OF BOARD

President Marks reported that it would be necessary for the Board to elect a vice-president for the unexpired term of Beatrice Walton Sackett. On motion by Mr. Oliver and second by Mrs. MacNaughton, Mr. Edgar W. Smith was unanimously elected vice-president for the balance of the year 1946-47. Because Mr. Smith was already the third member of the Executive Committee, Mr. Marks indicated it would be necessary to elect a third member of the Executive Committee to replace Mr. Smith. On motion by Mr. Vatsek and second by Mr. Smith, Mr. Finseth was unanimously elected as the third member of the Executive Committee for the balance of the year 1946-47.
Dr. Byrne presented a communication from Stanley Lamb, President of the Oregon State Medical Society, wherein the Society congratulated the Board for the selection of Dr. William K. Livingston as Professor and Head of the Department of Surgery at the University of Oregon Medical School, replacing the late Dr. Thomas G. Joyce. The Board received the communication and directed that it be filed.

The Board officially accepted the following gifts and authorized the Secretary of the Board to make suitable acknowledgment to the donors:

**University**

Gift of $100 from Mrs. Emily B. Potter, of Eugene, to the Homer Memorial Book Fund.

Gift of $100 from the Gamma Phi Beta Mothers' Club, of Portland, for the Gertrude Watson Holman Memorial Scholarship Fund.

Gift of $100 from Mildred G. Feinberg, of Portland, to the Hazel P. Schwering Scholarship Fund.

Gift of $1,000 from the University of Oregon Mothers to the Oregon Mothers Emergency Loan Fund and $1,300 to the Oregon Mothers Scholarship Fund.

Gift of $170.20 from the Co-operative Houses at the University of Oregon to the Janet M. Smith Scholarship Fund.

Gift of the original copper plate of Columbus and the Egg, engraved by William Hogarth and valued at $300, from the estate of Matthew Hale Douglass.

**State College**

Gift of $675.07 from Hood River County to cover the net cost of a new car for the Hood River County Agent.

Grant of $3,500 from the Navy Department to the Agricultural Experiment Station covering research on the rubber dandelion.

Gift from the Clatsop County Court of the proceeds from the sale of the usable timber on the Northrup Creek Experimental Area, amounting to approximately $2,000, to be used for development and further experimental work in that area.

**Medical School**

Gift of $105 from the Junior Women’s Club of Roseburg to the Doernbecher Hospital.

Gift of $200 from Holgate Farms of Portland to the Doernbecher Hospital.
Eastern Oregon College of Education

Gifts of $74 all-tuition freshman scholarships for 1947-48 as follows:

3 La Grande Aerie No. 299, Frat. Order of Eagles $222
7 Baker Elks Lodge No. 338 518
2 Enterprise Lions Club 148
1 American Legion Post No. 43, La Grande 74
1 Mr. and Mrs. G. I. Hess, Union 74
1 Eddy's Associated Bakeries, La Grande 74
4 California-Pacific Utilities Company, La Grande (One for student in each Grant, Harney, Baker and Union counties) 296
1 La Grande High School P.T.A. 74

Gift of $100 from the Mt. Emily Lumber Company, of La Grande, for an outstanding candidate for the Bachelor of Science degree.

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

Oregon College of Education

Paying for Cement Curbs at Independence, $163.35 to cover the cost of constructing concrete curbs along the state property. Requires $163.35

Total for Oregon College of Education from unappropriated fund $163.35

Centralized Activities

Addn to Board's Office Budget The several special meetings of the Board and of committees of the Board during the past year, together with increased costs of materials and travel, will cause an overdraft in the Board's budget for the current fiscal year. Requires $1,400.00

Addn to Div. of Inf. to Cover Biennial Report It has been customary not to budget the cost of printing the Board's report which is published every second year. The cost of the biennial report was $2,071. To cover this cost an appropriation is required of $2,071.00

Total for Centralized Activities from Board's unappropriated fund $2,471.00

Grand total from 1946-47 unappropriated fund $3,634.3
The Board approved the transfer of $1,217.50 from the Journalism salary budget to the President's Reserve for Enrollment Increases at the University. All positions in the School of Journalism have been filled for the balance of the year and these funds will be used to offset the budget adjustments that are necessary in order to provide vacation arrangements for the staff on 12-months basis who will retire on June 30, 1947.

In order to prevent an overdraft in the English Department at the University at the end of the fiscal year, the Board approved the transfer of $600 to the requisition budget: $450 to the wage budget and $150 to the materials and expense budget, funds to be provided from the Institutional Reserve.

It is necessary to purchase apparatus to equip additional lockers and baskets in the Chemistry Department at the University for the coming year. Bids have been received for this equipment and the bids total more than $4,000. In order to cover this amount, the Board approved the transfer of $2,000 from the Institutional Reserve to the equipment budget of the Chemistry Department.

In order to take care of the additional enrollment at the beginning of the present fiscal year at the University, certain remodelling was done, particularly in Friendly Hall. To pay the cost of this remodelling a special building remodelling account was established. The charges, however, were made against Building Repairs. The Board approved the transfer of the $3,000 balance in the special building remodelling account to the Building Repairs account.

To meet the needs of the Department of Chemistry at the University for the coming year, it is necessary to reconvert certain rooms in McClure Hall and the Journalism Building into specialized rooms for chemistry. The cost of this remodelling will be approximately $2,000. The Board approved the transfer of $2,000 from the Institutional Reserve to a special reserve for remodelling McClure Hall. Inasmuch as it will be impossible to complete the work prior to July 1, 1947, the Board approved the reappropriation of this special reserve for 1947-48.

Both the income and expenditures for the Post-Graduate Medical Instruction Program for the current year at the Medical School will be somewhat larger than previously estimated. Accordingly, the Board approved the addition of $2,600 to materials and expense and $400 to equipment in the Post Graduate Medical Instruction budget, funds to come from an increase in fee income.

The Board approved a budget increase of $14,510 to the Dairy Husbandry Department, Farm Maintenance, at Oregon State College, to meet the operating expenses of the current year. This increase is necessary due to: (1) increase in the amount of dairy barn labor employed and the higher rates of pay than anticipated; (2) purchase of additional livestock; (3) an increase in the volume of business resulting from the purchase of milk for resale at cost to meet the requirements of the dormitories. Funds for this increased budget will be available from sales, with the
exception of $2,565, and the Board voted to allow this amount as an overdraft to be covered by income from next year.

**ADDN TO MEDICAL SCHOOL BUDGETS TO AVOID OVERDRAFTS**

In order to avoid overdrafts in certain budgets of the Medical School at the end of the fiscal year, the Board approved the transfer of funds as follows:

**From:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications</td>
<td>Materials and Expense $200.00</td>
<td></td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>Wages $213.00</td>
<td></td>
</tr>
<tr>
<td>Child Guidance Center</td>
<td>Materials and Expense $568.28</td>
<td></td>
</tr>
<tr>
<td>Heat and Gas</td>
<td>Materials and Expense $1,200.00</td>
<td></td>
</tr>
<tr>
<td>Campus and Grounds</td>
<td>Materials and Expense $150.00</td>
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<td>Telephone</td>
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<tr>
<td>Autos and Trucks</td>
<td>Materials and Expense $200.00</td>
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<tr>
<td>Equipment Reserve</td>
<td>Equipment $400.00</td>
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<tr>
<td>Dean's Reserve</td>
<td>Salary $8,760.72</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$11,917.00</td>
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**To:**

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<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Dean's Office</td>
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<td>Dean's Office</td>
<td>Travel $150.00</td>
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<td>Business Office</td>
<td>Wages $1,100.00</td>
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<td>Travel $75.00</td>
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<td>Equipment $40.00</td>
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<td>Diplomas and Certificates</td>
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<td>Commencement and Convocation</td>
<td>Materials and Expense $250.00</td>
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<td>Medical Illustration</td>
<td>Equipment $101.00</td>
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<td>Medical School Instruction</td>
<td>Materials and Expense $1,451.00</td>
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<td>Janitorial</td>
<td>Materials and Expense $1,600.00</td>
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<td>Building Repairs</td>
<td>Materials and Expense $3,300.00</td>
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<td>General Equipment</td>
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<td>Light and Power</td>
<td>Materials and Expense $1,000.00</td>
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<td>Water</td>
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<td>Watchmen and Police</td>
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<td>Elevators</td>
<td>Wages $435.00</td>
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<td>State Industrial Accident</td>
<td>Materials and Expense $760.00</td>
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<tr>
<td>Insurance</td>
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<td>$11,917.00</td>
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**ADDN TO FARM MAINTENANCE, DEPT. OF HORT.**

The income and expenditures have exceeded the amount budgeted in the Farm Maintenance account of the Department of Horticulture at the State College in the amount of $2,000. The Board approved the addition of $2,000 to this budget in order to carry on necessary activities for the balance of the fiscal year, funds to be provided from sales income.

**W. R. B. WILLCOX, DEATH**

Due to the death of W. R. B. Willcox, Professor of Architecture at the University, on April 20, 1947, the Board approved the transfer of salary savings of $368.76 to the wage budget of the School in order to employ substitute assistance.
The Board approved the transfer of $530 from the General Instruction budget to Building Repairs at Eastern Oregon College of Education to remodel two rooms in the new FWA building for music practice purposes.

Both the expenditures and income for the Outpatient Clinic and Doernbecher Hospital restricted accounts have exceeded the amount anticipated at the time the original budget was prepared. In order to avoid an overdraft at the end of the fiscal year for these activities, the Board approved additions as follows:

1. $5,000 to the materials and expense budget in the Clinic Patient Service to be covered by an increase in estimated fee income from the Public Welfare Commission.

2. $25,000 to the Hospital Children Service materials and expense budget to be covered by an increase in estimated income for hospital fees.

The present budget of $73,825.07 for Aeronautical Engineering at the State College was set up for an estimated enrollment in the flight training course of 300 students per term for the academic year 1946-47. The actual enrollment has exceeded this estimate and the Board approved the following revised budget:

**Income**

Student fees ($30 per student per term)

<table>
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<th>Term</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Fall term</td>
<td>$27,920.00</td>
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<tr>
<td>Winter term</td>
<td>27,760.00</td>
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<tr>
<td>Spring term</td>
<td>37,740.00</td>
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From the general fund for airport laboratory rental 1,837.50

**Expenditures**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Salaries</td>
<td>1,925.00</td>
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<tr>
<td>Wages</td>
<td>1,264.50</td>
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<tr>
<td>Materials and expense</td>
<td>86,898.86</td>
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<tr>
<td>Travel</td>
<td>463.20</td>
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<tr>
<td>Equipment</td>
<td>559.98</td>
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</table>

Total Expenditures 91,111.54

The unused balance of $4,145.96 is to revert to the Board's unappropriated fund.
A contract has been negotiated with the Air Materiel Command of the U. S. Army covering a study of the "Physical Properties of the Upper Atmosphere" to be performed by the University of Oregon Physics Department during the next two years. Approximately $60,000 is involved and the contract is to be expended in the following categories:

Salaries and wages $25,000  
General overhead and State Retirement payments 8,750  
Travel 6,250  
Equipment and materials 20,000  
Total $60,000

The Board approved the negotiation of the contract with the Air Materiel Command and the budgeting of the funds as recommended.

When the 1946-47 budget for the Portland Extension Center was compiled both fee income and expenditures were estimated on a conservative basis. The budget was based on a fee income of $39,145, partially due to the fact that it was figured on the old fee basis of $2.50 per credit hour which has now been changed to $3.50 per credit hour. The net fee income to date is $92,829.91. Due to added enrollment, increase in wage rates and additional costs for travel, expenditures have exceeded the original estimates. In order to avoid an overdraft in the requisition budget at the end of the fiscal year, the Board approved the following revised requisition budget:

<table>
<thead>
<tr>
<th>Approved Budget</th>
<th>Recommended Budget</th>
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<tr>
<td>Wages</td>
<td>$22,374.44</td>
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<tr>
<td>Materials and expense</td>
<td>8,839.00</td>
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<tr>
<td>Travel</td>
<td>3,500.00</td>
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<tr>
<td>Total</td>
<td>$34,713.54</td>
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Requires an addition of $22,415.42 with the funds provided from increased fee income.

The Buildings, Grounds and Capital Outlay Committee met in Portland on May 19 and, in accordance with authority granted it by the Board, awarded the contracts for the construction of the Women's Dormitory at Oregon State College to the following three low bidders:

General contract, Lease and Leighton Construction Company, Seattle, $1,142,000.

Plumbing and heating contract, P. S. Lord, Portland, $162,873.

Electrical contract, Ace Electric Company, Portland, $49,784.

In order to provide the necessary contingency fund, the Committee approved change orders making deductions in the general contract of approximately $40,000. Of these deductions, approximately $19,000
represents items permanently deleted from the construction program. Approximately $21,000 of the deductions represent items which it is contemplated will be restored when and if it appears that the contingency fund is adequate to cover any construction emergencies that may arise. The action of the Buildings, Grounds and Capital Outlay Committee in awarding these contracts was confirmed by the Board.

**ADDN TO TURKEY UNIT OSC**

To make funds available for further development of the turkey unit this fiscal year at the State College, the Board approved the transfer of the unexpended balance of $4,182.24 from the state appropriation in last year's budget to the present Experimental Turkey Unit budget of the Department of Poultry Husbandry.

**UTILIZATION OF FARM SURPLUSES OSC**

The 1945 Legislature made available in the omnibus research bill an appropriation for research on utilization of farm surpluses. The Board approved the utilization of $1,000 unbudgeted in this item for completion of work under this project in the Department of Bacteriology.

**ACQUISITION OF STORAGE UNITS FOR OSC THROUGH SURPLUS PROPERTY DISPOSAL AGENCY**

An application has been filed with the Surplus Property Disposal Agency for the acquisition of 49.05 acres of land on which is located 20 underground steel storage buildings. The structures will be valuable for the Agricultural Experiment Station as general storage space for seeds, bulbs, tubers, fruit, etc., for conducting experimental work on storage problems and for the storage of experimental data and records. The underground buildings vary in size from 20 x 10 to 20 x 40 and are of heavy steel construction with concrete floors and are properly ventilated. An excellent gravel road circles the area and gives access to each of the storage buildings. An easement on an access road from a good county highway gives entrance to the acreage. The area is located a short distance from the large tract of land acquired by the State College for agricultural and forestry research purposes. The distance from the campus is approximately 10 miles. The Board approved the acquisition of this land and storage buildings at a cost not to exceed $750, if the War Assets Administration approves the application. Funds to cover the cost are available in the Experiment Station budget.

**TRANSFER IN CORRESP. STUDY DEPT. TO AVOID OVERDRAFT**

When the 1946-47 budget was set up, $2,500 of free balances were reappropriated to the Correspondence Study Department as a reserve against accumulation of refunds to the United States Armed Forces Institute. Fees are collected on this account in one fiscal year and under the contract with the United States Armed Forces Institute, refunds may be payable two or three years later. As of May 16, 1947, the department had refunded $2,488.01 to USAFI students. With six weeks remaining until the end of the fiscal year, it is possible there may be more refund requests. The Board approved the transfer of the $2,500 in the Correspondence Study reserve to the requisition budget of the Correspondence Study Department to prevent an overdraft at the end of the year.
The enrollment, fee collections and number of lessons handled per month by the Correspondence Study Department has been much greater than was anticipated at the time the 1946-47 budget was compiled. In order to prevent an overdraft in the Correspondence Study Department, the Board approved the transfer of $544.97 from over-realized fee income to the requisition budget.

PERSONNEL

The Board approved the following personnel adjustments at the University, the necessary funds being provided in the 1946-47 and 1947-48 budgets:

C. Crumbaker, Promotion

Promotion of Dr. Calvin Crumbaker, Professor of Economics, to Head of the Department of Economics, effective July 1, 1947, with no change in salary or tenure. Salary savings of $5,500 provided in 1947-48 budget for department head to be retained for the appointment of a professor of economics.

T. Peterson, Leave of Absence

Leave of absence without pay for Dr. Thurman S. Peterson, Associate Professor of Mathematics, effective July 1, 1947. Dr. Peterson wishes to devote full time to completion of a mathematics textbook. Salary savings in the 1947-48 budget to be retained for the appointment of a successor.

F. V. Cahill, Resignation

Resignation of Dr. Fred Virgil Cahill, Assistant Professor of Political Science, effective June 30, 1947, to accept a position at Yale. Salary savings in 1947-48 budget to be retained pending appointment of a successor.

B. A. Vose, Resignation

Resignation of Dr. B. A. Vose, Assistant Professor in the Dental School, effective May 14, 1947. Salary savings of $135.48 in Operative Dentistry and $406.45 in the Operative Dental Clinic to be transferred to wages in those respective budgets.

The Board approved the following personnel adjustments at the State College, the necessary funds being provided in the 1946-47 and 1947-48 budgets:

E. Stoddard, Appointment

Appointment of Dr. Edward D. Stoddard as Research Assistant in the Experiment Station Department of Veterinary Medicine, at an annual salary rate of $3,000, 12-months basis, yearly tenure, effective June 1, 1947. Requires $250 in 1946-47 to be provided from unbudgeted fees and sales balances in the department. Funds are provided in the 1947-48 budget for this position.

C. C. Miller, Sabbatical Leave

Sabbatical leave on full salary for Clay C. Miller, County Club Agent, of Multnomah County, for the period June 1 through September 30, 1947, for travel, study and recuperation.

L. K. Wood, Resignation

Resignation of Dr. L. K. Wood, Assistant Soil Scientist, effective June 12, 1947, to accept a position with the Kentucky Agricultural Experiment Station. Salary savings of $160.06 to be transferred to the requisition budget of that department.
The Board approved the following personnel adjustments at the Medical School:

P. Bailey, Promotion
Promotion of Dr. Paul Bailey from Assistant Clinical Professor to Associate Clinical Professor of Otolaryngology, effective May 19, 1947. Dr. Bailey is on a volunteer basis. No change in budget.

W. K. Rieben, Appointment
Appointment of Dr. William K. Rieben as Assistant Professor of Medicine, effective May 23, 1947. Dr. Rieben will be paid entirely from contributed research funds. No change in budget.

RETIREMENT OF R. G. Fowler, COUNTY AGENT OF JACKSON COUNTY
Mr. Marks reported at the May meeting that he had received numerous communications and phone calls urging the deferment of the retirement of R. G. Fowler, County Agent of Jackson County. At that time the Board requested Chancellor Packer to confer with interested people in Jackson County and explain to them the policy of the Board in retiring on July 1, 1947 all staff members reaching the age of 65 on or before July 1. Chancellor Packer indicated that he had conferred at great length with farmers, businessmen and the County Court on the retirement of Mr. Fowler. After reporting in some detail on his conferences with Jackson County people, the Chancellor made the following recommendation:

"I personally desire to report to the Board of Higher Education that if exceptions to retirement were to be made, it is my considered belief that Mr. Fowler would be among those granted this special privilege. In short, I believe the people of Jackson County have a case of merit. However, knowing full well that making this exception will bring before this Board many similar requests which in no small measure would nullify the advantages of the retirement program, and in view of the fact that the Board of Higher Education 11 March 1947 adopted a policy to make no exceptions in carrying out the retirement procedures, I cannot, in good faith, recommend that an exception be made."

A delegation from Jackson County, consisting of C. C. Hoover, Henry Conner, Ben Day and Mr. Brockway, appeared before the Board and reiterated their request that the Board make an exception to their policy in the case of R. G. Fowler. Each speaker testified to his value to the farmers and businessmen alike in Jackson County. Particular emphasis was placed on the necessity of retaining Mr. Fowler until a new county agent could become thoroughly acquainted with the varied problems in Jackson County agriculture.

The delegation retired from the meeting and the Board discussed the matter at some length. After thorough deliberation the Board voted unanimously to uphold their present policy on retirement and approve the Chancellor's recommendation that no exception be made in the case of Mr. Fowler.

ADJOURNMENT
The Board adjourned at 12:55 P. M.

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