Meeting #234

A regular meeting of the State Board of Higher Education was held at the Benson Hotel, Portland, Oregon, on September 14, 1954.

ROLL CALL

The meeting was called to order at 10:00 A.M. by the President of the Board, Dr. R. E. Kleinsorge, and on roll call the following answered present:

Henry F. Cabell
George F. Chambers
A. S. Grant
Cheryl S. MacNaughton

Herman Oliver
Edgar W. Smith
Wm. E. Walsh
Dr. R. E. Kleinsorge

Absent: Leif S. Finseth

There were also present: Dr. Charles D. Byrne, Chancellor; Dr. John R. Richards, Vice-Chancellor and Secretary of the Board; President A. L. Strand of Oregon State College; President O. M. Wilson of the University of Oregon; President R. J. Maaske of Oregon College of Education; President E. N. Stevenson of Southern Oregon College of Education; President Frank E. Bennett of Eastern Oregon College of Education; Dean D. W. E. Baird of the University of Oregon Medical School; Dean H. J. Noyes of the Dental School; Dean J. F. Cramer of Portland State Extension Center; Dean E. B. Lemon of Oregon State College; Dean F. E. Price, Director of Agricultural Experiment Station and Federal Cooperative Extension and Dean of the School of Agriculture, Oregon State College; Mr. W. A. Zimmerman, Executive Secretary and Business Manager of the Medical School; Comptroller and Bursar H. A. Bork; Budget Director R. L. Collins; Assistant to the Chancellor Travis Cross.

RE ABSENCES

Mr. Finseth was absent because of pressure of business.

MINUTES APPROVED

The Board voted to dispense with the reading of the minutes of the last regular meeting held on July 27, 1954, and approved the minutes as they appear in the docket.

REPORT OF BUILDING COMMITTEE

Mr. George F. Chambers, Chairman of the Building Committee, reported as follows:

"The Board on June 15, 1954, authorized the rejection of the Wolverton Memorial Swimming Pool construction bids which had been received on June 11, 1954, because said bids exceeded the estimates and amount of funds available; instructed the architects to revise the plans; authorized the use of $15,000 of moneys to be provided from student housing and student building fee sources; and authorized the Building Committee to accept new low bids on the new revised plans if the bids came within the total funds which are available.

"The Building Committee, represented by Mr. G. F. Chambers and Mr. Leif S. Finseth, received new construction bids at Monmouth on August 5, 1954. For the general work 7 bids were received ranging..."
from $79,700 to $100,690. For the mechanical work, 7 bids were received ranging from $23,200 to $30,428. The sum of the lowest general work bid and the lowest mechanical work bid totals $102,900.

"The revised budget for the project covering the cost of direct construction, architect's fees, and other costs totals $114,949.48 which now comes within the construction budget previously approved by the Board.

"The Building Committee recommends that the Board confirm the action of the Committee in authorizing the construction contract award for the general work to the H. A. Starr Concrete Company, Portland, $79,700; for the mechanical work to Vern Collins Plumbing & Heating Company, Salem, $23,200; and the approval of the revised budget in the amount of $114,949.48."

The Board adopted the report and confirmed the action of the Building Committee awarding the contracts as indicated for the construction of the Wolverton Memorial Swimming Pool at Oregon College of Education.

Mr. Chambers continued:

"Mr. Finseth and your chairman, representing the Building Committee, accompanied by Dr. Kleinsorge, inspected the completed Journalism building at the University of Oregon and the completed Men's Cooperative Dormitories at Oregon State College on September 3, 1954.

"The construction of the Journalism building was authorized by the 1953 Legislature. A Project budget for the building was approved by the State Emergency Board on June 26, 1953. The allocation requested by the Board for the building was $557,000, leaving a balance of $43,000 to revert to the State's General Fund, since the amount of the appropriation was $600,000.

"The Committee inspected the building, including all spaces assigned to the two University activities which will share the structure, the Journalism department and the University Press. In general, the Committee members gained the impression that the building was very well constructed and adequately equipped.

"The over-all project called for the removal of McClure Hall, the erection of the new building and complete remodeling of the old Journalism Building. It appears that an excellent job of adding new construction to a connected old building has been accomplished. The Committee was informed that the cost of construction per square foot was considerably below what it would have been had all new construction been authorized.

"At its meeting of January 26, 1954, the Board authorized the construction of two cooperative men's dormitories at Oregon State College. A total budget of $290,000 for construction, debt service and other costs was authorized, the funds to come from internal accounts, sale of bonds and from 1953-54 dormitory earnings. At
the same meeting, the dormitories were named the 'Zelia Heckart Lodge' and 'Edwin T. Reed Lodge'.

"The Committee visited these two structures, which are now being furnished to accommodate a full complement of men at the beginning of this fall term. The Committee was pleased with the interior arrangements and with the apparent suitability of these two structures for group living. These structures were put up at considerably less cost than would be required for equivalent housing in standard men's dormitories.

"College authorities reported that the balance in the allocated fund remained at $7,000 as of September 1, with some work remaining to be finished.

"The Committee recommends that the three structures referred to in this report be accepted by the Board, subject to a few minor items of completion."

The Board adopted the report and, subject to completion of minor items listed, officially accepted the Journalism building at the University of Oregon and "Zelia Heckart Lodge" and "Edwin T. Reed Lodge", the two men's cooperative dormitories at Oregon State College.

Mr. Chambers continued:

"The Division of Finance has informed Board officials that any rehabilitation program which adds a substantial amount of usable floor space to a building should be considered to be a capital outlay program. At the July 27, 1954 meeting, the Board adopted a building program for the 1955-1957 biennium that did not take account of this ruling.

"One such rehabilitation program is the planned remodeling of the Music building at the University of Oregon. The Building Committee studied this project in Eugene on June 5, 1954, and had decided to finance it from future rehabilitation funds. The new ruling of the Department of Finance is to the effect that this project should be in the building program.

"The Building Committee therefore recommends that this project be placed in the biennial building program for 1955-1957 and that it be given position number six. The estimated cost of this project is $75,000.

"The building program for 1955-1957, as changed by this recommendation, is as follows:

1. Classroom and Laboratory building, PSEC $ 850,000
2. Physical Education building, SOCE 450,000
3. Agri. and Biological Science (1st unit), OSC 1,800,000
4. Architecture & Art building, addition and remodeling, UO 550,000
<table>
<thead>
<tr>
<th>No.</th>
<th>Project Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>5.</td>
<td>Physical Education building addition, UO</td>
<td>$340,000</td>
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<tr>
<td>6.</td>
<td>Music building, remodeling and addition, UO</td>
<td>$75,000</td>
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<tr>
<td>7.</td>
<td>Utility Tunnel (2nd unit), OSC</td>
<td>$500,000</td>
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<tr>
<td>8.</td>
<td>Physical Education, Men's unit, EOCE</td>
<td>$250,000</td>
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<tr>
<td>9.</td>
<td>Heating Plant, SOCE</td>
<td>$265,000</td>
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<td>10.</td>
<td>Physics-Chemistry building (1st unit), OSC</td>
<td>$1,500,000</td>
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<tr>
<td>11.</td>
<td>Administration Wing addition, UO</td>
<td>$660,000</td>
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<tr>
<td>12.</td>
<td>Armory, UO</td>
<td>$375,000</td>
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<tr>
<td>13.</td>
<td>Extension of Steam Distribution System, UOMS</td>
<td>$50,000</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$7,665,000</strong></td>
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The Board accepted the report and authorized the inclusion in the 1955-1957 Building Program of the Music building addition at the University as recommended.

Mr. Chambers continued:

"The 1955-1957 biennial building program adopted by the Board at its meeting on July 27, 1954 included as item number one the first unit of a Classroom and Laboratory Building at Portland State Extension Center, at an estimated cost of $850,000.

"In the case of the next six building projects on the list, preliminary plans have already been drawn by professional architects. It is necessary that similar plans be made available rather quickly for the Portland State Building. As a basis for planning this building we need to have developed a general campus plan into which this particular building is to fit.

"In order to accomplish this planning, Dean Cramer proposed yesterday that the firm of Lawrence, Tucker and Wallman be engaged to carry out a general preliminary study, a preliminary study for a building occupying the first block to the south of the present building, and preliminary plans for the first unit of this building.

"The three phases proposed are as follows:

1. **General preliminary study and development of a general site plan and the architectural character of the proposed buildings in the three blocks between the Portland State Extension Center Building and the Shattuck School.** This work is to be paid for at cost, with a maximum allowance of $4,000.00

2. **Preliminary work for a building on the entire first block to the south of Portland State Extension Center.** Services are to be limited to a general plan study to assure ultimate coordination between the general design of the building development for the three blocks between the present building and Shattuck.
School, and the building intended to be erected on the block to the south of the present building. This work is to be paid for at cost, with a maximum allowance of $6,000.00

3. Classroom Building, first unit, involving a gross budget for construction, equipment and all other costs of $850,000. The architects' services at this time are to cover the preliminary plans for the first unit and shall be 1 per cent of the estimated direct construction cost allowance of $7,000.00

TOTAL FUNDS TO BE PROVIDED AT THIS TIME FOR ARCHITECTURAL SERVICES $17,000.00

"The contract with the architects is to provide for full services for the first unit of a classroom building, covering not only the preliminary plans at this time but also the final plans and construction supervision, subject to the availability of construction funds. For full services the architects would be granted a total fee of 5 per cent, and would, in addition, be reimbursed for engineering services with a limit of eight-tenths of 1 per cent of direct construction cost. The engineering fees are to be paid in full at the time that the final plans are accepted.

"The contract with the architects will not obligate the Board to employ them to prepare final plans, or provide construction supervision for any buildings other than the first unit. The contract contemplates that if the architects are employed to prepare preliminary plans for additional units in the block immediately south of Portland State Extension Center, in addition to the first unit, then the allocable amount of fee paid for Phase Number 2, "preliminary work for a building on the entire first block," is to be appropriately applied as an offset against a normal fee of 1 per cent of the estimated direct cost of construction for preliminary planning.

"In developing the preliminary plans for a campus at Portland State, it is advisable to determine the most efficient and economical long-range plan for heating a group of buildings at that location. In addition to the architectural services referred to above, Dean Cramer recommended that the firm of J. Donald Kroeker and Associates be employed to make a heating survey. Payment for services will be made on a cost basis but not to exceed $3,000.

"The Committee recommends that the Board appropriate the amounts required not to exceed $20,000 from its Emergency Reserve to pay for the architectural and engineering planning as outlined."

The Board adopted the report, confirmed the selection of the architects and heating engineers as named, and authorized the expenditure of funds as recommended for preliminary study and plans for building and heating services for Portland State Extension Center.
Mr. Chambers continued:

"The Chancellor reported that the Federal Government has again made available certain funds for the advance planning of public works. This Committee recommends that authorization be given to make application for such advances in any case where the authorized building program of the Board is likely to be advanced thereby."

The Board accepted the report and authorized Board officials to make application for Federal funds for the advance planning of State System buildings.

Mr. Chambers continued:

"Satisfactory options have been obtained on two parcels of property, including improvements thereon, required for Portland State Extension Center. The option amounts which are within the purchasing policy of the Board are as follows:

- Lot 5, Block 201, City of Portland, including residence and garage: $28,050
- Lot 6, Block 201, City of Portland, including residence and garage: $18,920

The properties are to be deeded to the State at this time, with the owners to vacate the properties upon 90 days notice, but not later than July 1, 1955.

"The Building Committee recommends that appropriate steps be taken to purchase the two properties for the indicated amounts, under the conditions stipulated, with payment to be made from funds received from previous sale of unimproved lots at Portland State Extension Center."

The Board adopted the report and authorized the purchase of the property described under the conditions stipulated.

Mr. Chambers continued:

"President Wilson recommended that a duplex house located at 1579 Thirteenth Avenue, East, Eugene, be purchased from rental funds for the sum of $8,500. This property is within the approved campus limits. Two appraisals were secured on this property, one in the amount of $9,600 and the other $10,200. It is estimated that the property can be rented for a considerable time at $85.00 a month or more.

"Because of the favorable price and because the University will be able to recover considerable or all of the purchase price in returns from rental, it is recommended that this purchase be authorized."

The Board adopted the report and authorized the purchase of the property as recommended.
Mr. Chambers continued:

"President Strand and Dean Lemon described the need that has existed since the construction of the Coliseum to provide an acoustical shell for the projection of sound within that building. Following a long study and consultation with acoustical engineers, a construction program has been presented by the State College which calls for the expenditure of $10,792. This money is to be paid from direct receipts from student activity events held at the Coliseum.

"The Committee is pleased that a way has been found to solve this very difficult acoustical problem and recommends that the construction plan of the College be approved."

The Board adopted the report, approved the plans, and authorized the construction of the acoustical shell in the Oregon State College Coliseum as described, with the necessary funds to be paid from direct receipts from student activity events held at the Coliseum.

Mr. Chambers continued:

"Under the will of the late Charles J. McPherson of Portland, a sum of $10,000 is set aside for the erection of a fountain or other suitable monument in an appropriate public place on the west side of Portland in memory of Mr. McPherson's wife, Frances Bingham McPherson.

"Dr. Baird reports that the executors of the estate have opened discussions with him and that a tentative agreement has been reached to place a memorial such as that stipulated in the will within the new Teaching Hospital. He recommends that the Board take action denoting its willingness to accept this bequest and to carry out conditions of the will. The Building Committee therefore recommends that the Board authorize its officials to receive the bequest and to allocate any amount thereof that may be needed to construct the memorial according to the specifications of the executors, any amount remaining of the bequest to be spent with the approval of the executors for the purchase of equipment for the Medical School Hospital."

The Board approved the report and authorized Board officials to accept the bequest on behalf of the Medical School and allocate the needed amount for a suitable memorial under the terms specified.

Mr. Chambers continued:

"The chairman and other Board members, representing the Building Committee, yesterday visited the Crippled Children's Division Building. This building has been completed and is now occupied, Dr. Richard L. Sleeter, Director of the Crippled Children's Division, explained the program of the Division, showed slides of the work being done, and conducted a tour of the building, explaining the functions of the various units in the building."
"The 1953 Legislature appropriated a sum of $280,000 for this construction. Included in the building are offices, and examination and therapy facilities for the operation of the crippled children's program under the administration of the University of Oregon Medical School. The building has two stories and is of reinforced concrete.

"Contracts for the building were awarded by the Board on October 27, 1953. The structure has been completed within funds appropriated.

"Members of the Board were pleased with the facilities of the building and recommend the acceptance of this project by the Board."

The Board adopted the report and officially accepted the Crippled Children's Division Building.

FINANCE COMMITTEE REPORT

Mr. Henry F. Cabell, Chairman of the Finance Committee, presented the following report:

"Yesterday President Strand of Oregon State College and Dean Price of the School of Agriculture reported that additional federal funds have been made available for the Federal Cooperative Extension Service and for the Agricultural Experiment Stations as follows:

1. Federal Cooperative Extension Service:
   - Increase in Smith-Lever Funds $73,602.27
   - Increase in Research and Marketing Funds 11,475.00
   - Total Increase for Federal Cooperative Extension $85,077.27

2. Agricultural Research Experiment Stations:
   - Increase in Bankhead-Jones Funds $88,004.07
   - Increase in Research and Marketing Funds 8,700.00
   - Increase in Regional Research Funds 6,900.00
   - Total Increase for Agricultural Research $103,604.07

"The Congress had made these additional federal funds available for Agricultural Research and Extension after extended hearings with agricultural production groups. In these hearings it was brought out that the Federal Government had not kept pace with the states in providing funds for needed work in the agricultural areas. Dean Price reported that it was the understanding when additional funds were made available they would be used for certain new and extended projects in research and in extension service.

"It was recommended by President Strand that the additional amounts be applied in the 1954-55 operating budgets of the two divisions as follows:
1. Federal Cooperative Extension

Addition to staff, including five extension specialists and six county agents $49,139.00
Additions to requisition budgets in extension service for wages, materials, travel and equipment 13,859.00
Allocated to Director's reserve to be used for additional staff and project costs 22,079.27
Total Budget Addition, Federal Cooperative Extension $85,077.27

2. Agricultural Research Experiment Stations

Addition to staff of an equivalent of four positions, consisting principally of part-time research assistants $11,438.66
Additions to requisition budgets for wages, materials, travel and equipment 83,671.31
Allocated to Director's reserve for later use in Agricultural Research Projects 8,492.10
Total Additions to Agricultural Research Budgets $103,602.07

"The increases in federal funds are expected to be continued during both years of the ensuing biennium; therefore, these funds should be continued as a part of the present operating level in the biennial budget for 1955-1957.

"After discussion with other Board members present, the Finance Committee is recommending the additions during the current fiscal year of the amounts $85,077.27 to the Federal Cooperative Extension budget and $103,602.07 to the Agricultural Research Budget from the increases in federal funds and also the inclusion of these amounts in the present operating level to be continued in the biennial budget for 1955-1957."

The Board adopted the report and authorized the inclusion in the 1954-55 budget and the addition to the operating level of the 1955-1957 biennial budget of the amounts indicated of federal funds allocated to Oregon State College for use of the Federal Cooperative Extension Service and the Agricultural Experiment Station.

Mr. Cabell continued:

| 1955-1957 Biennial Budget Approved

BIENNIAL BUDGET REQUEST 1955-1957

"During the spring of 1954, the staff of the State System of Higher Education began preparation of the biennial budget request for 1955-1957. Policies to be recommended to this committee were formulated in meetings attended by the institutional executives, the business managers, and the Chancellor and his staff."
"Suggested budget summaries were shown to this committee in meetings held in July. In the weeks since that time, the details of the requested budgets have been completed in accordance with instructions to all state departments from the State Department of Finance and with policies laid down by your Finance Committee. These detailed budgets are now ready for presentation to the entire Board.

"The State System staff attempted to hold all requests to a minimum and to avoid any substantial proposals for new services. The great difficulty in developing an adequate budget, still keep any increases in state appropriations to a minimum proved to be the large fixed and unavoidable increases which face the Board in the next biennium. These include funds required for a doubled restoration fund assessment, for greatly increased payroll assessments, for the continuation of the previously approved expanded teacher education program, for the operation and maintenance of new buildings, for replacement of balances carried forward into this biennium amounting to $64,9465, for the civil service raises stipulated by the State Finance Department and for the anticipated 15 per cent increase in enrollment in the institutions.

"The amount of state appropriation needed for these fixed and unavoidable increases in expenditure levels for campus instruction and general purposes is $4,058,000 of the total increase of $5,433,000 requested.

"Biennial Request for Instruction and General Purposes

"The budget requests for the eight campus instructional units are based on enrollments predicted to be in excess of those for 1953-55. Careful estimates indicate that the enrollments in these institutions will rise approximately 7.1 per cent in 1956-57. In the first year of this biennium, enrollment was 12,936; for this coming year it is estimated to be 13,314. In the first year of the new biennium, it is estimated that 14,260 students will enroll and the figure for the second year of the biennium is estimated at 15,265. Thus, between the first year of this biennium and the second year of the next biennium, it is estimated that there will be a gain of 2,335 students. It is apparent that the System of Higher Education has entered the period of increasing enrollments that has been predicted for some time; and that this trend is likely to bring doubled enrollments within the period for which plans must be made.

"The Finance committee is recommending a total state appropriation for the biennium for instruction and general purposes of $25,339,763. This may be compared with $21,987,326 appropriated for the present biennium. This recommendation has been arrived at after a reduction of $956,000 in the requests submitted by the institutions.

"This state fund budget is supplemented by the income from student fees and miscellaneous sources, bringing the proposed annual expenditure amounts for campus instruction and general costs from all of our funds to $31,193,055 for the biennium or an average of $15,596,527 per year. This is an increase of nine per cent over the
present biennium. It should be kept in mind that this budget covers all operating costs for the University, State College, the three colleges of education, the Medical School proper, the Dental School, the Portland State day program and the state-wide general extension program.

"Following are the major items of increase as finally approved for instruction and general purposes by your committee:

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<tr>
<th>Increases in operating costs:</th>
<th>For Each Year of the Biennium</th>
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<tr>
<td>State restoration fund (fire insurance assessments increased per instructions from State Department of Finance)</td>
<td>$ 31,208</td>
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<tr>
<td>State and federal retirement and other payroll assessments, including recent increase in federal social security assessment rate from 1½% to 2% and increase in covered salary from $3,600 to $4,200 per year</td>
<td>40,614</td>
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<tr>
<td>Continuance of expanded teacher education program as approved by the 1953 Legislature (in operation one year only during current biennium)</td>
<td>154,455</td>
</tr>
<tr>
<td>Operation and maintenance of new buildings (exclusive of new teaching hospital)</td>
<td>49,956</td>
</tr>
<tr>
<td>To cover classified civil service staff wage increases as directed by the State Department of Finance</td>
<td>95,248</td>
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<tr>
<td>For comparable salary adjustments for the academic staff</td>
<td>358,898</td>
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<tr>
<td>Teaching and service staff required for increased enrollments</td>
<td>176,714</td>
</tr>
<tr>
<td>Teaching and service staff required at the Medical School and the Dental School to staff needed instructional services which will be provided in the new teaching hospital and the new Dental School building</td>
<td>92,517</td>
</tr>
<tr>
<td>Teaching supplies and equipment for increased enrollments</td>
<td>43,449</td>
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<tr>
<td>Strengthening of general research programs, University and State College</td>
<td>20,000</td>
</tr>
<tr>
<td>Increase in plant rehabilitation fund from $100,000 to $217,500 per year</td>
<td>117,500</td>
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<tr>
<td>Increase in land purchase fund from $50,000 to $100,000 per year</td>
<td>50,000</td>
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Increase to provide for increased enrollment in extension evening classes and correspondence study (to be met from increase in fee income) $ 23,104

Less: Transfer from the Medical School instruction budgets of administration and physical plant costs which are chargeable to the operation of new teaching hospital and the outpatient clinic $ 72,452

"The amount of state funds required is reduced somewhat by increases in student fee collections due to projected increases in enrollment. In this connection, it should be mentioned that the enrollment of veterans for whom higher than normal fees are paid, drops to practically nothing in this biennium because of the expiration of dates of entitlement. Although veterans from the Korean action are enrolling in significant numbers, because of changes in legislation, they pay only regular student fees. Stated another way, for each one who enrolls, there are added costs of instruction which are no longer covered from federal funds.

"For the most part, there were relatively few additions in staff requested. The major staff increases are required by the introduction of new elementary education, secondary education, and general studies curricula as approved by the 1953 Legislature. At that Legislative session, the staff needs for the introduction of these new programs were presented in detail. These staff additions, as stipulated then, are included in the new budget without change. The other staff additions recommended are those needed at Portland State Extension Center to reduce an anticipated instructor-student ratio from 1-30 to 1-27, several in the Medical and Dental Schools to provide needed additional instructional staff in the new teaching hospital and the new Dental School building, one in Southern Oregon College of Education, 8 (1st year) and 2 (2nd year) at Oregon State College, and 5 (1st year) and 5 (2nd year) at the University of Oregon. Despite these staff additions, the instructor-student ratio will increase under this budget, thus becoming less favorable, in the next biennium at the University, the State College and all three colleges of education.

"Although there will obviously be an increase in the work load of the registrars' offices, libraries, business offices, etc., with the predicted increases in enrollments, no increase has been recommended in the number of non-academic personnel except for Portland State Extension Center, and for the purpose of opening greatly enlarged space at the Medical and Dental Schools.

"Careful study was given by the institutional executives and by this committee to the matter of academic staff salary levels. Information was gathered and reviewed concerning the cost of living, salaries at other institutions and in industry and business, and the trends in academic salaries over a period of years. Special attention was given to data on resignations and on new appointments to determine
movements of staff between states. Although complete and final data were not available, there was evidence that certain state universities and colleges with which our salaries are now roughly comparable will have available salary funds in the next two years which will widen the gap that now exists.

"The institutional executives feel strongly that unless a sizeable fund is available to them in the next biennium to provide for in-grade raises and for promotions, that many valuable staff members will be lost. They recommended to the Finance Committee that a fund of $430,678 be provided for the year 1955-56 for raises and promotions, and that there be added to this a fund of $143,560 for the year 1956-57. After careful study of the problem, this committee recommends that these two funds be reduced somewhat and set at $287,118 and $143,560.

"The actual method of application of the proposed salary increase fund must necessarily await the preparation of the annual operating budgets following appropriations made by the 1955 Legislature. In general, it is probable that such funds would be used for merit and promotional increases rather than applied across the board.

"The committee was under instruction from the State Department of Finance to include funds for a wage increase for civil service employees sufficient to provide for one step increase during the biennium for all those who have not reached the top pay step. In addition, turn-over savings may be used for further increases during the second year of the biennium for those who remain in service. It is estimated that the annual cost of one step increase in the State System of Higher Education for those eligible during the biennium 1955-1957 will be $95,248.

"The committee is recommending that a fund for plant rehabilitation be set up in the amount of $435,600 and a fund for land purchases in the amount of $200,000. In previous bienniums, unanticipated revenues have been available for these land purchase and rehabilitation needs. Such funds, if realized in this new biennium, may not be used for these purposes but must be returned to the general funds of the state. In this present biennium, only $200,000 for rehabilitation and $100,000 for land purchases was made available by the Legislature. The Building Committee considers these amounts entirely inadequate for rehabilitation and land purchase at the eight campus locations.

"No increase in appropriations is being requested for the operation of General Extension activities. These activities will increase significantly in the next biennium because of growing enrollments in evening and correspondence classes; but the required expansion will be financed entirely from increases in revenues from extension class fees."
Biennial Request for State-Wide Public Service Activities

Specific state appropriations are provided each biennium for Doernbecher Hospital, the outpatient clinic, child guidance extension at the Medical School, and for Federal Cooperative Extension and Agricultural Research. In addition, in the next biennium, special provision must be made for the operation of the new teaching hospital.

In budget planning for these public service activities, allowances have been made for similar increases in assessments and pay raises to those provided for the campus instructional units.

The Federal Cooperative Extension Service requested an increase of $97,590 for added services. The Finance committee cut this request to $69,000, of which $19,000 is for the addition of a Vegetable Production Specialist, and $50,000 for improved crop and market reporting. An additional amount of $10,000 per year requested by Agricultural Research for investigation of serious cherry production problems was approved yesterday by this committee.

Long and careful study has been given by Medical School officials, the Chancellor's office, and a special committee of the Board to the problem of operating the new teaching hospital. Present indications are that the hospital can be occupied by April 1, 1956. This means that in 15 months of the new biennium, the new hospital will be in operation. The present Doernbecher Hospital facilities will move over into the new structure as soon as it is opened, leaving the present building, following rehabilitation, available for use by the Outpatient Clinic and other Medical School departments which are now operating with insufficient space. Following full review of the costs of operation of teaching hospitals throughout the country and of all available sources of revenue, the Finance committee is recommending a budget which calls for a state appropriation of $1,773,366 for operation of the hospital for 15 months, a rate of $1,418,693 annually. Because this is a new operation, it is difficult to estimate the direct patient income. After careful study, it has been set at approximately $295,000 a year.

Summary Statement

In summary, the Finance committee is recommending the following reductions on the annual basis in the overall biennial request submitted by the institutions:

- Reduction in recommended salary adjustments, academic staff: $147,750
- Reduction in recommended added teaching staff: $208,083
- Reduction in recommended added classified civil service staff: $31,894
- Reduction in recommended additions for library books and equipment: $24,000
- Reduction in recommended additions for supplies and equipment: $66,477

Total reductions by Board, annual basis: $478,204
"It should be mentioned that, in addition to these reductions made by the Board amounting to almost one million dollars for the biennium, other needed biennial requests had been eliminated by the institutional executives in conference with the Chancellor, prior to the submission of these budgets to the committee.

"The following state fund requests for each year of the next biennium are submitted by the Finance committee for approval by the Board:

**Year 1955-56**

For instruction and general purposes (8 campus units) $12,495,365

For state-wide public services
- Hospitals and Clinics $1,016,397
- Child guidance extension 33,473
- Federal Cooperative Extension 1,234,693
- Agricultural Research 1,462,631
- Western Interstate Commission for Higher Education 18,000

Total $16,260,559

**Year 1956-57**

For instruction and general purposes (8 campus units) $12,844,398

For state-wide public services
- Hospitals and Clinics $1,790,508
- Child guidance extension 33,954
- Federal Cooperative Extension 1,257,771
- Agricultural Research 1,482,094
- Western Interstate Commission for Higher Education 25,200

Total $17,433,925

"Resources arising from student fees, from federal and county sources, and from miscellaneous receipts and service fees will serve to supplement these state funds. The annual amounts estimated to be available from non-state income are summarized below:

<table>
<thead>
<tr>
<th>Source of Income</th>
<th>Average Annual Amounts</th>
<th>Per Cent of Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction and general, from student fees, endowments, federal funds, and gifts and grants</td>
<td>$2,926,646</td>
<td>18.8%</td>
</tr>
<tr>
<td>Teaching Hospital and clinics, from service fees and patient fees (principally from indigent patients and welfare funds)</td>
<td>324,450</td>
<td>18.4%</td>
</tr>
<tr>
<td>Federal Cooperative Extension, from federal funds, county funds, service fees, gifts and grants</td>
<td>928,231</td>
<td>42.7%</td>
</tr>
</tbody>
</table>
Agricultural Research, from federal funds, sales and service fees, and gifts and grants 

\[ \begin{array}{ccc}
\text{Annual Amounts} & \text{Per Cent of Total Budget} \\
\$863,840 & 37.1\% \\
\end{array} \]

Total annual non-state income, estimated \$5,043,167

Total non-state income, estimated, for the biennium, 1955-1957 \$10,086,334

"The Finance committee recommends that the total biennial budget as presented be approved and that the Chancellor be authorized to file the budget with the State Department of Finance and the Governor."

The Board accepted the report of the Finance Committee and approved the 1955-1957 biennial budget as submitted; the Board further authorized the Chancellor to file the budget with the State Department of Finance and to arrange for a conference of the Finance Committee with the Director of the Department of Finance.

Mr. Cabell continued:

1955-1957 Biennial Budgets for Crippled Children's Div. & Univ. State Tuberculosis Hospital Approved

"The Chancellor presented 1955-1957 biennial budget requests which had been prepared by the Medical School for the Crippled Children's Division and for the University State Tuberculosis Hospital. He explained that under the state laws establishing these two units they are under the administration of the Dean of the Medical School but that they are considered separate departments of the state government and not departments of the State System of Higher Education. Under the policies established for the operation of these two units, the State Board of Higher Education is called upon to pass upon the biennial budget requests as to reasonableness.

"Yesterday the Chancellor and Dean Baird outlined the principal items in the budget requests and explained the increases requested. A state appropriation of \$763,788 is requested for operation of the Crippled Children's Division, and one of \$805,056 for the University State Tuberculosis Hospital.

"After discussion with other Board members present, the Finance Committee recommends that the biennial budget requests for the University State Tuberculosis Hospital and the Crippled Children's Division be approved for inclusion in the state biennial budget for 1955-1957."

The Board accepted the report of the Committee and endorsed the 1955-1957 biennial budget requests prepared by the Medical School officials for the Crippled Children's Division and for the University State Tuberculosis Hospital.
Mr. Cabell continued:

"Comptroller Bork yesterday presented the annual report of the Oregon State System of Higher Education on investments. The report contains sections on endowment funds, current donation funds, property and plant funds and student loan funds. Committee members indicated that present holdings of securities and other investments and the return on investments as shown in the report are satisfactory. The Committee recommends acceptance and approval of the report as presented and also approves the Comptroller's recommendations regarding reserves and payments to participating accounts in the endowment pool as follows:

1. That a reserve as at present, be at least 5% of the difference between the total book value of investments and the sum of investments in the U. S. Government bonds and interfund loans, and be maintained to absorb investment losses of the Pool and to stabilize the interest rate to be paid participants in the pool.

2. That participating accounts in the pool be credited with interest at the rate of 3% for 1954-55, the same as for 1953-54."

The Board accepted the report and authorized the Comptroller to carry out recommendations 1 and 2 as presented.

Mr. Cabell continued:

"Board members will recall that the financing plan for the new Dental School Building contemplates that the proceeds of the sale of the old building and site are to be used for the purchase of equipment in the new building.

"Since the new Dental School Building is now under construction, it is advisable to proceed with the sale of the old building and site so that the new equipment can be ordered so as to insure its delivery prior to the completion of the new structure.

"The Chancellor and Comptroller Bork, after a conference with Dean Noyes, recommend policies and procedures as follows:

1. The minimum price for which the property will be sold is $250,000, but the Board reserves the right to accept or reject any bid.

2. Each bid shall be accompanied by an acceptable deposit of not less than 10 per cent of the bid amount.

3. The successful bidder shall be required to provide a total payment as soon as a satisfactory purchase agreement is entered into, in an amount equal to $125,000, with the balance of the purchase price to be paid no later than April 1, 1956."
4. When the purchase price has been paid in full, the State shall provide a deed and a title insurance policy.

5. The Board intends to vacate the property by June 30, 1956, but reserves the right to occupy the property if need be through December 31, 1956. During said period of occupancy the Board shall maintain at its own expense the necessary building and facilities in accordance with its established standards, shall provide and pay for commercial fire and extended coverage insurance in the amount of the value of the building and in favor of the State and the purchaser as their interest appears, and shall also be responsible for all real estate taxes that may be assessed during the period of occupancy, allocated, though, to recognize the portion of a fiscal year during which the occupancy may terminate.

6. The State Board shall pay the purchaser rent at the rate of 3 per cent per year payable semi-annually on July 1 and January 1 on the $125,000 payment effected at the time the purchase agreement is entered into, to continue through the period of occupancy of the premises by the Dental School, and a similar 3 per cent payment rate shall be granted effective with the receipt of the balance of the purchase price as long as the Dental School occupies the building.

7. Bids to be received and opened October 22, 1954 in Portland.

"The Committee recommends that these policies and procedures be followed, bids on the Dental School building and site to be received in Portland, October 22, 1954."

The Board adopted the report and authorized Board officials to follow the policies and procedures outlined regarding the sale of the Dental School Building and site, with bids to be received in Portland on October 22, 1954.

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

"For many years an agricultural experiment station has been maintained near Burns, designated as the Harney Branch Experiment Station. This is located on approximately 180 acres of land and has been maintained as a crop station to determine the productivity of the land.

"President Strand and Dean Price state that continuation of this program is no longer needed and that experimental operations should be moved a distance of approximately 8 miles to Section 5 land purchased by the Board in 1947. Dean Price reported that the County Court and County Livestock Association agree to the abandonment of the original station area for experimental purposes. The Squaw Butte experiment station, part of whose lands are provided by Harney County, will continue its operations unchanged."
"Dean Price has requested authorization to release the original tract back to the county and to transfer to the Harney County Court various items of state-owned equipment, which will no longer be needed at the Harney Branch Experiment Station, in exchange for a house of equivalent value which was built in 1948 and which can be moved to Section 5 to accommodate one of the station's farm families. It is estimated that the original cost of the house was approximately $5,000, but the current replacement cost would be close to $6,500. The cost of moving it to Section 5 would be about $1,000.

"The Committee recommends that this transfer of experimental activity to Section 5 be authorized and that appropriate Board officials be instructed to arrange for the transfer of surplus equipment located at the station to Harney County in exchange for the house."

The Board accepted the report and authorized the transfer to Section 5 of the Harney Branch Experiment Station experimental activities, the release of the described tract back to Harney County, and the transfer of surplus farm equipment to Harney County in exchange for a house to be moved to Tract 5 as recommended.

REPORT OF SPECIAL COM. ON UNIVERSITY HOSPITAL POLICIES

Mr. Henry F. Cabell reported to the Board that on March 8, 1954, Dr. Kleinsorge, President of the Board, had appointed a Special Committee on University Hospital Policies. This committee held a number of meetings and has prepared its final report for adoption by the Board prior to the submission of the biennial budgetary request to the State Department of Finance and Administration. Mr. Cabell presented the report as follows:

"Because of the scheduled opening of the University Hospital in 1956, the President of the Board appointed a special committee to review the recommendations of Medical School officials in regard to the policies and procedures for operation of this program. The committee was composed of Mr. Chambers, Mr. Smith, Mr. Walsh, Dr. Kleinsorge (ex officio), and the chairman, Mr. Cabell.

"The committee has met and determined upon a set of principles which it now presents to the Board for review. The committee had before it an extensive report prepared by the Hospital Policies committee of the Medical School, as well as a comprehensive set of explanatory data prepared in the office of the Dean and of the Chancellor. These materials represented long months of preparation both in visits to teaching hospitals throughout the country and on a complete review of the literature and experience statements.

"The statement of principles for the operation of the new University Hospital as agreed upon by the staff of the Medical School, the Chancellor and this committee is as follows:
The function of the University of Oregon Medical School Hospital is to augment the teaching, research and medical care programs of the Medical School. In carrying out this function, it will operate as an integral part of the Medical School under the following general policies and procedures:

I. Administrative Authority. The Hospital will be operated by the State Board of Higher Education as a unit of the University of Oregon Medical School. Responsibility for its operation will be placed directly upon the Dean of the Medical School.

II. Budget. The budget for the Hospital will be prepared by the Dean of the Medical School and submitted to the Board in the same manner as other Medical School budgets. The budget will include all costs attributable to the hospital operation such as utilities, prorated costs of administration and business office, nursing service, interns and additional residents needed because of the hospital. The Hospital budget will be separate from the departmental instructional and research budgets of the Medical School.

III. Admission of Patients. Authority for selection of patients to be admitted to the Hospital is delegated to the Medical School authorities. Patients admitted will be restricted to those whose clinical conditions are such that their diagnosis and treatment will contribute to the instructional and research programs of the Medical School. There will be no committal system. Patients will be referred by licensed physicians, the Medical School Outpatient Clinic, and agencies charged with responsibility for their medical care.

IV. Charges for Hospital Care. All patients admitted to the Hospital will be carefully interviewed by trained credit officers under the supervision of the hospital administration, and those patients found able to pay for all or part of their care as well as governmental and private agencies who agreed to pay for hospital care on behalf of the patient will be charged accordingly.

V. Preparation of Schedule of Charges for Hospital Care. A schedule of charges for hospital care reflecting the cost of the service rendered and subsequent modifications thereof will be prepared by the Medical School and presented to the Chancellor and to the Finance committee of the Board for approval.

VI. Use of Funds Collected for Hospital Care. Money collected will be used to meet the budgeted operating expenses of the hospital supplemented to the extent necessary by state funds.

VII. Professional Care of Patients. Professional care of patients in the hospital is to be given by—and is restricted to—physicians who hold appointments on the Faculty of the Medical School.
VIII. Charges for Medical Service. All patients found able to pay the costs of all or part of their medical service will be charged accordingly by the Medical School and billed separately from the hospital charge. No patient will be charged a medical fee unless he has paid for his hospital care in full. Hospital patients will not be charged a professional fee by any individual physician for care received in the Hospital.

IX. Preparation of Medical Service Fee Schedule. A schedule of fees for medical and surgical service and subsequent modifications thereof will be prepared by the Medical School for approval by the Chancellor and the Finance committee of the Board.

X. Disposition of Funds Collected for Medical Service. Money collected for medical service rendered by the Medical School staff in the Hospital will not be used for hospital expenses but will be placed in a special restricted fund to augment the instructional and research programs of the Medical School. Such funds are to be expended with the approval of the Chancellor and the Board in accordance with the established policies governing the expenditure of other Medical School funds.

XI. Gifts and Grants to the Hospital. These will be encouraged and will be used for purposes specified by the donor."

The Board unanimously approved the report of the Special Committee on University Hospital Policies as presented.

PRESIDENT'S REPORT

President Kleinsorge reminded Board members that the official inauguration of President O. Meredith Wilson of the University of Oregon has been scheduled for Tuesday, October 19. The inauguration ceremonies are to be a part of the University's 1954 Charter Day celebration activities which are to be held October 18 and 19.

Next Meeting

Oct. 25 & 26

President Kleinsorge also reminded the Board that the dates for the next official meetings are October 25 and 26, 1954.

CHANCELLOR'S REPORT

Chancellor Byrne reported that for the first time in Oregon, the State System is offering this fall term a telecourse for college credit over Station KRES-TV in Medford. The course, World Problems, History 492, 3 credit hours, is sponsored by the General Extension Division and is to be under the direction of Dr. Donald A. MacDougall, Assistant Professor of History at Southern Oregon College of Education. It will be organized along the lines of a correspondence course, and duplicated material will be sent those who sign up for the work. A student who takes the course for credit will be charged the regular Extension fee and will be expected to come up to standards of regular campus and Extension off-campus adult-education course offerings.
For some time Dr. MacDougall has been offering a series of informational television programs on world affairs. These have been so successful that Station KBES-TV recommended that they be formalized into a college course. The General Extension Division considers this program to be experimental and perhaps a forerunner to a telecourse program to be given over all Oregon television stations. Although an experiment with the Extension Division, this is not a new type of program; a number of institutions in other states have been successful in offering courses over television. Chancellor Byrne expressed thanks to Station KBES-TV for making it possible to offer this telecourse.

Chancellor Byrne announced the joint meeting with the State Board of Education scheduled for 10:00 A.M. on Wednesday, September 15, 1954, in Salem, and polled members of the State Board of Higher Education to determine how many planned to attend the joint session. All members present indicated they planned to attend. The Chancellor also invited all Board members who could to stay over in Salem the afternoon of September 15 for a 1:30 P.M. meeting with Mr. Dorman regarding the 1955-1957 biennial budget.
The Board officially accepted the following gifts and grants and authorized the Secretary of the Board to make suitable acknowledgment to the donors:

**University of Oregon**

**Various**
Gifts totaling $6,065.00 from the following donors for scholarships:

- Jobs Daughters, Grand Guardian Council of Oregon: $250.00
- George E. Owen, Eugene: $250.00
- Toketee Lions Club, Klamath Falls: $165.00
- Town Club of Eugene: $1,400.00
- Crown Zellerbach Foundation, San Francisco: $4,000.00

**Judy Ellefson Speech Schol.**
Gifts totaling $471.57 from friends and the family of Judy Ellefson to establish in her memory the Judy Ellefson Speech Scholarship to be awarded to an upper-class student whose primary interest is in the field of speech and drama; the recipient is to be selected by the University Committee on Scholarships on the basis of "character, academic record, proficiency and promise for future service in the field of Speech and Drama, and need."

**Various**
Additional gifts totaling $393.00 from various donors to the Journalism Gift Fund for the purchase of unusual furnishings for the Allen Seminar Room of the new Eric W. Allen Hall.

**M. E. Rockwell Estate**
Bequest of $869.50 from the estate of Mary E. Rockwell for the Rockwell Scholarship Fund.

**Elma L. Hendricks**
Gift of $100 from Miss Elma L. Hendricks, Eugene, for the Richard Shore (Dick) Smith Memorial Scholarship.

**Mrs. Wallace Clark**
Gift from Mrs. Wallace Clark, New York, to the University Museum of Art of the Daimyo Album of Autographs from the collection of Wallace Clark; the volume, composed about 1750, is valued at $1,000 and is described as "a unique collection of autographs, letters, poems, calligraphic excerpts from scriptures by famous statesmen, literary men, painters and priests of old Japan . . . ."

**Social Science Research Council**
Grant of $5,300 from the Social Science Research Council, $3,000 to be used for a faculty research fellowship and the balance for necessary assistance and materials required for the research program. The fellowship has been awarded to Dr. Vincent A. Ostrom, Associate Professor of Political Science.

**U. S. Public Health Service**
Grant of $14,970 from the U. S. Public Health Service to support research on "Effect of Prefrontal Lobectomy on Responses to Stress," for the period September 1, 1954 through August 31, 1955, under the direction of Dr. John M. Warren, Assistant Professor of Psychology.
<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oregon Association Future Homemakers, Salem</td>
<td>$150.00</td>
<td>Gift totaling $11,261.50 from the following donors for scholarships:</td>
</tr>
<tr>
<td>Jobs Daughters, Grand Guardian Council of Oregon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crowell Zellerbach Foundation, San Francisco</td>
<td>$4,000.00</td>
<td></td>
</tr>
<tr>
<td>E. I. du Pont de Nemours &amp; Company Wilmington, Delaware</td>
<td>$3,561.50</td>
<td></td>
</tr>
<tr>
<td>Lions Club, Hillsboro</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td>Weyerhaeuser Timber Foundation, Tacoma, Washington</td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td>Carle C. Conway Scholarship Foundation, New York</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>Continental Grain Co., Great West Malting Co., Kerr-Gifford &amp; Co., Archer-Daniels-Midland Co.</td>
<td></td>
<td>Gifts totaling $3,000 from the following donors to the Agricultural Experiment Station to support research on factors affecting the malting quality of certain grains grown in the Willamette Valley and the Klamath Basin:</td>
</tr>
<tr>
<td>Continental Grain Company, Portland</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>Great Western Malting Company, Vancouver, Washington</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kerr-Gifford &amp; Company, Inc., Portland</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>Archer-Daniels-Midland Company, Portland</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>A. M. Todd Co. &amp; Beech-Nut Pack. Co.</td>
<td></td>
<td>Gifts totaling $3,900 to the Agricultural Experiment Station from the following to support research on the control of mint diseases:</td>
</tr>
<tr>
<td>A. M. Todd Company, Kalamazoo, Michigan</td>
<td>$900.00</td>
<td></td>
</tr>
<tr>
<td>Beech-Nut Packing Company, Canajoharie, New York</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td>Agricultural Research Foundation</td>
<td></td>
<td>Gifts totaling $8,773.82 from the Agricultural Research Foundation to the Agricultural Experiment Station for the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. $665 for the continuation of the research project on the control of weeds in Oregon under the direction of the Department of Farm Crops.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. $7,152.40 to apply toward research salaries in the Department of Food Technology.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. $954.42 to cover June and July salaries of Research Assistants in Fish and Game Management.</td>
</tr>
<tr>
<td>Broadbent Motors</td>
<td></td>
<td>Gift of a Power Flite Automatic Transmission valued at $125.00 from Broadbent Motors, Corvallis, to the Department of Agricultural Engineering to aid in teaching auto mechanics courses.</td>
</tr>
</tbody>
</table>
Grant of $4,600 from the Mink Farmers' Research Foundation, Milwaukee, Wisconsin, to the Agricultural Experiment Station Department of Fish and Game Management to investigate the abnormalities of mink pelts.

Gift from Mr. C. E. Boucher, Seattle, Washington, of a new test set for determining the high-voltage, low-current arc resistance of solid electrical insulating materials. This equipment is valued at $2,500 and is considered a very valuable addition to the facilities of the Electrical Engineering Department.

Additional grant of $8,000 from the Aluminum Company of America, Pittsburgh, Pennsylvania, for the continuation of the research relative to the effect of fluoride emanations on crops and pastures and its relation to the nutritional value to livestock on Sauvies Island.

Grant of $2,475 from the National Council for Stream Improvement to the Agricultural Experiment Station, Department of Fish and Game Management, for the continuation of the aquatic biology project under the direction of that department.

Grant of $2,500 from the State Highway Department to the Department of Civil Engineering for "a cooperative experimental project to determine the design and characteristics of base courses under flexible pavements, including, but not limited to, a study of the supporting strengths and the stress distribution characteristics of varying thicknesses of compacted granular materials available in Oregon."

Grant of $2,000 from the Carbide and Carbon Chemicals Company, New York, to the Agricultural Experiment Station, Department of Farm Crops, for continuation of research on the possibility of using Arloxy Alkanol esters for control of broad-leaved weeds in Oregon.

Grant of $1,900 from the Shell Fellowship Committee, New York, to establish a $1,500 fellowship in the Department of Mechanical Engineering and the balance of $400 to be used by the Department of Mechanical Engineering as it may see fit.

Grant of $10,000 from the U. S. Office of Naval Research for a study on the estuarine oceanography in Oregon waters and light transmission in turbid waters under the direction of Dr. Wayne V. Burt, Associate Professor in Oceanography, for the period September 1, 1954 through August 31, 1955.

Grants totaling $106,915.00 from the U. S. Public Health Service for projects as follows, for the period September 1, 1954 through August 31, 1955 (except as noted):

1. $8,235 for a study on "The Influence of Slowly Varying Potential Gradients Upon Neuronal Activity," under the direction of Dr. John M. Brockhart, Professor and Head of the Department of Physiology.
2. $5,772 for research entitled "Metabolic Inhibition in Diabetic and Starvation Ketosis," under the direction of Dr. E. S. West, Professor and Head of the Department of Biochemistry.

3. $3,200 for a research project on "Anatomy of Human Growth and Development," under the direction of Dr. Anthony A. Pearson, Professor and Head of the Department of Anatomy.

4. $7,117 for research on the "Differential Uptake of Radioactive Tyrosine by Human Pigment-cell Neoplasms," under the direction of Dr. T. B. Fitzpatrick, Professor and Head of the Department of Dermatology.

5. $7,861 for a research project entitled "A Group Investigation of Pain," under the direction of Dr. W. K. Livingston, Professor and Head of the Department of Surgery.

6. $14,938 for research on "Relationship of Fat Metabolism to Multiple Sclerosis," under the direction of Dr. R. L. Swank, Professor and Head of the Division of Neurology.

7. $15,500 for research on "Anatomical Physiological Integration of Auditory Cortex," under the direction of Dr. A. R. Tunturi, Assistant Professor of Anatomy, and Dr. Carl E. Hopkins, Associate Professor of Public Health and Medicine.

8. $20,000 for a cardiovascular training grant under the direction of Dr. H. P. Lewis, Professor and Head of the Department of Medicine.

9. $16,992 for a training grant in Neurology under the direction of Dr. R. L. Swank for the period July 1, 1954 through June 30, 1955.

10. $7,300 for a research project on 3-Dimensional Ballistocardiography, under the direction of Dr. Herbert Griswold, Assistant Professor of Medicine, for the period November 1, 1954 to October 31, 1955.

National Science Foundation Grant of $27,000 from the National Science Foundation to be expended over a three-year period for research in the "Biochemistry of Natural Melanins," under the direction of Dr. H. S. Mason, Assistant Professor of Biochemistry.

I. G. Brill Gift of $1,000 from Dr. I. G. Brill, Portland, to support a research project in the Department of Pharmacology, under the direction of Dr. Elton McCawley, Associate Professor of Pharmacology.

Bava Foundation, Inc. Gift of $100 from the Bava Foundation, Inc., Vancouver, Washington, to be added to the Lawrence Vollum Memorial Fund for the purchase of an artificial kidney.

Meeting #234-27

Diabetes Foundation
Gift of $1,000 from the Diabetes Foundation, Portland, for research under the direction of Dr. K. C. Swan, Professor and Head of the Department of Ophthalmology.

Mr. & Mrs. Charles Hoyt
Gift of $2,000 from Mr. and Mrs. Charles Hoyt, Silverton, for research under the direction of Dr. K. C. Swan.

Mr. & Mrs. A. G. McClary
Gift of $100 from Mr. and Mrs. A. G. McClary, Portland, for unrestricted use in the Department of Ophthalmology.

M. Steinberg
Gift of $192.50 from Dr. M. Steinberg, Portland, for research in the Department of Physiology, under the direction of Dr. J. M. Brookhart, Professor and Head of that department.

Mrs. M. Lowell Edwards
Gift of $100 from Mrs. M. Lowell Edwards, Portland, in memory of Mrs. Cornelius Meyers, for cancer research.

Lydia Little Bequest
Bequest of $519.41 from the estate of Lydia Little for unrestricted use of the Doernbecher Memorial Hospital for Children.

Oregon State Elks Assoc.
Gift of $5,308.26 from the Oregon State Elks Association for continued support of the program for visually handicapped children being carried on in the Department of Ophthalmology under the direction of Dr. K. C. Swan.

International Minerals & Chemical Corp.
Grant of $15,400 from the International Minerals and Chemical Corporation to be used in clinical research in the evaluation of the effect of Betasamine in the anxiety-fatigue syndrome under the direction of Dr. Henry Dixon, Clinical Professor of Psychiatry.

Eastern Oregon College of Education
Gifts totaling $1,320 from the following donors for scholarships:

- Mr. and Mrs. "Snap" McManus, La Grande $120.00
- United Brotherhood of Jointers of America, La Grande 120.00
- Fraternal Order of Eagles, La Grande 360.00
- Pioneer Flouring Mills, Island City 120.00
- Mrs. Ed Kiddle, La Grande 120.00
- Lions Club, La Grande 240.00
- Sacajawea Hotel, La Grande 120.00
- Liberty-Granada-Drive-In Theatres, La Grande 120.00

Portland State Extension Center
Grant of $6,000 from the Oregon Alcohol Education Committee of the Oregon Liquor Control Commission to Portland State Extension Center to conduct a cooperative program of alcohol studies in the school curriculum.
It is occasionally necessary when receiving gifts, grants and bequests to designate an individual or individuals authorized to receive property and to sign official receipts in connection therewith. The Board therefore authorized both the Comptroller and the Secretary of the Board to accept and receipt direct for gifts, grants, or bequests, and also authorized the Comptroller and the Secretary to delegate acceptance and receiving responsibilities in writing to designated individuals for specific cases where circumstances warrant.

At the Board meeting of July 27, 1954, the Board approved a program of study in Trade and Industrial Education for a better preparation of some 125 teachers now in this field in Oregon. This program was requested by the State Department of Education. As approved by the Board, the budget for the program aggregating $8,900 for year 1954-55 was to be provided from the following sources:

Estimated income from student fees to be collected through the General Extension Division $1,620.00
Reimbursement up to 50 per cent of cost of salary, travel, supplies and secretarial assistance from Federal funds through the Division of Vocational Education in the State Department of Education 3,640.00
Amount to be provided from the Board's Unappropriated Fund 3,640.00
$8,900.00

In order to utilize the new income from student fees and from the Federal Vocational Education funds, it was necessary under procedures ordered by the Ways and Means Committee of the 1953 Legislature to request the approval of the Department of Finance and the Governor for the utilization of these funds. The expenditure of the $3,640 from Vocational Education funds was approved, but the utilization of $1,620 to be collected in student fees was disapproved. Accordingly, the Board approved the transfer of $1,620 from the Board's Unappropriated Fund to finance the program in teacher training in Trade and Industrial Education which was requested by the State Department of Education. The $1,620 of student fees collected to help finance the program will necessarily go into the unexpendable reserve.

The School of Education at the University of Oregon conducted a workshop for the Eugene City Schools during the summer session with the understanding that the fees collected from the teachers attending would finance the workshop. The Board approved the addition of $1,400 of additional fees collected for this workshop to the Summer Session budget to cover the expenses of the workshop. The utilization of this added fee income has been approved by the Department of Finance and the Governor.

The Board approved the transfer of $3,000 from balances remaining in state supplemental educational extension funds to the Federal Cooperative Extension Department of Entomology to continue the joint project with the State Department of Agriculture to obtain more adequate information on economic pests and insects in Oregon. The funds are to be used as follows:
Continuation of appointment of Mr. Vincent D. Roth as Assistant Entomology Specialist with rank of Instructor, yearly tenure, 12-months' service, at a salary rate of $3,900 (one-half salary to be paid by the State Department of Agriculture) $1,950.00

Materials and Expense 450.00

Travel 600.00

$3,000.00

Addition of Board's Funds to Medical School

During the past year, the following facilities have been added at the Medical School requiring additional funds for operating expenses such as janitorial, heating, power, water, restoration fund, and other miscellaneous expenses. The Board approved that the sums indicated be added from the Board's Unappropriated Fund to the Physical Plant budget of the Medical School to cover these added operating expenses:

New Physical Plant Shop $7,500.00
Medical Illustrator's Studio and Storage Area 1,100.00
New Incinerator in Medical Science Building (for gas) 1,200.00

$9,800.00

Budget for Continuation of Central Ore. Community College Approved

The Board approved the continuation during the year 1954-55 of the Central Oregon Community College at Bend which is operated under the General Extension Division. The agreement entered into with Deschutes County School District No. 1 calls for the following staff appointments and other provisions aggregating $24,940 for the year 1954-55:

1. Salaries:

   Appointment effective September 1, 1954 of Leo G. Goetz, Instructor in Business Administration, with yearly tenure, $4,200 salary rate for 10-months' service $4,200.00

   Appointment effective September 1, 1954 of Albert Pike, Assistant Professor of Social Science, with yearly tenure, $5,100 salary rate for 10-months' service $5,100.00

   Appointment effective September 1, 1954 of Aryan Roest, Assistant Professor of Mathematics and Science, with yearly tenure, $4,600 salary rate for 10-months' service $4,600.00

   Appointment effective September 1, 1954 of Robert Tuttle, Instructor in English, with yearly tenure, $4,500 salary rate for 10-months' service $4,500.00
Meeting #234-30

September 14, 1954

Courtesy appointment as Assistant Professor of Music of Don Pence, Director of the College, whose entire salary is paid by the Deschutes School District No. 1.

Subtotal, Salaries $18,400.00

2. Wages 4,000.00
3. Materials and expense 100.00
4. Travel 200.00

$22,700.00

Additional amount for administrative overhead to be expended through the department of State-Wide Classes 2,240.00

$24,940.00

The budget of $24,940.00 is to be provided from the following sources:

Estimated student fee income $12,940.00

Estimated amount to be paid by School District 12,000.00

$24,940.00

Transfer to Charter Day account, UO

This year the University of Oregon plans to combine its Charter Day activities with the official inauguration of President Wilson, on the dates of October 18 and 19. To cover the cost of the invitations, postage, and other miscellaneous expenses for this occasion, the Board approved the transfer of $2,000 from the Institutional Reserve to the 1954 Charter Day account. Other expenses of the inauguration, such as speakers and so forth, will be met from gifts.

Transfer to Inst. Res. from Air Force

The Air Force Command at Oregon State College has elected to take over completely their stockroom services, and the Board approved that the $2,934 budgeted to the Air Force R.O.T.C. for a storekeeper be transferred to the Institutional Reserve; and

Transfer to Economics, GSC

In return, Oregon State College is to provide Air Force geography instruction which military personnel are not prepared to teach; the Board approved the transfer of $1,800 from the Institutional Operating Reserve to the Department of Economics to provide a half-time instructor in Air Force geography during the year 1954-55. This amount will be more than offset as a result of the above refund of $2,934 from the Air Force budget to the Institutional Reserve.

Addition for Emergency Repair of Transformer, ECCE

A short time ago a large transformer in the Library at Eastern Oregon College of Education burned out, and now requires rewinding and reinstalling. The cost of this repair, plus cost of temporary service, is estimated at $1,250. The Board approved that the required amount of $1,250 be provided from the Board's Emergency Reserve.
The Board approved an increase of $1,163.09 in the Pathological Service Account budget at the Medical School, funds to be provided from balances and estimated additional receipts from services rendered to the Multnomah County Coroner's office; the amount is to be budgeted $3,000 to wages and $1,163.09 to materials.

The U.S. Bureau of Land Management is utilizing the Department of Agricultural Engineering of the Experiment Station to develop for them a hand-operated broadcast seeder and seed-spotting tool for forestry tree seeding. The Experiment Station will finance the program and later be reimbursed in full by the Bureau of Land Management. To initiate this project, the Board approved the transfer of $2,000 from Experiment Station Fees and Sales income to the Experiment Station Department of Agricultural Engineering for:

Appointment of Mr. Keith T. Henson as Graduate Research Assistant, 50 percent time, yearly tenure, effective July 1, 1954

$1,608.00

Materials and Expense

$32.00

$2,000.00

PERSONNEL

The Board approved the following personnel adjustments at the University of Oregon, the necessary funds being provided in the 1954-55 budget:

H. R. Taylor, Deceased

President Wilson reports the death of Dr. Howard R. Taylor, Professor of Psychology, on July 18, 1954.

A. Luchins Appointment

Appointment (vice H. R. Taylor) of Dr. Abraham Luchins as Associate Professor of Psychology, yearly tenure, 10-months' service, at a salary of $6,500, effective September 1, 1954; $1,100 salary funds released by appointment at a lower-than-budgeted rank and salary to be retained pending further appointment in the Department of Psychology.

Appointments to budgeted positions as follows:

Cora M. Mueller Appointment

Miss Cora M. Mueller as Assistant Professor of Home Economics, yearly tenure, 10-months' service, at a salary of $4,500, effective September 1, 1954.

Max D. Risinger Appointment

Mr. Max D. Risinger as Assistant Professor of Music, yearly tenure, 10-months' service, at a salary of $5,500, effective September 1, 1954.

W. Olson Appointment

Dr. Waldemar Olson as Visiting Associate Professor of Education, yearly tenure, 10-months' service, at a salary of $6,500, effective September 1, 1954.

J. C. Perkins, Appointment

Mr. James C. Perkins, as Assistant Professor of Religion and Acting Head of the Department of Religion, yearly tenure, 10-months' service, at a salary of $5,600, effective September 1, 1954.
Meeting #234-32

W. M. Graven, Appointment
Dr. Wendell M. Graven as Assistant Professor of Chemistry, yearly tenure, 10-months' service, at a salary of $4,600, effective September 1, 1954; $400 additional salary funds required for appointment at a higher-than-budgeted rank and salary to be provided from the Institutional Operating Reserve.

B. Ostle, Resignation
Resignation for personal reasons of Mr. Bernard Ostle who was appointed in July as Assistant Professor of Mathematics and Economics for the 1954-55 academic year; salary funds released to be retained pending recommendation for a replacement.

P. Deutschmann, Leave of Absence
Leave without pay for the academic year 1954-55 for Mr. Paul J. Deutschmann, Assistant Professor of Journalism, to do additional work toward his doctor's degree at Stanford University; and to replace Mr. Deutschmann for the 1954-55 academic year, the following one-year appointments, effective September 1, 1954;

R. Adams, Appointment
Mr. Roy Adams as Instructor in Journalism, 25 per cent time, at a salary of $1,300.

L. Bishop, Appointment
Mr. Lee Bishop as Visiting Lecturer in Journalism, 3 per cent time at a salary of $100.

P. Snider, Appointment
Mr. Paul Snider as Instructor in Journalism, 30 per cent time, at a salary of $1,700.

J. H. Weber, Appointment
Mr. John H. Weber as Instructor in Journalism, 30 per cent time, at a salary of $1,600.

J. Weeks, Appointment
Mr. James Weeks as Instructor in Journalism, 25 per cent time, at a salary of $900.

Salary funds of $200 released by these personnel changes to be retained pending the appointment of an additional Visiting Lecturer in Journalism.

Athletic Dept. Salary Increases
Increases in salaries as indicated for University Athletic Department staff, effective July 1, 1954, required salary funds to be provided from athletic funds. These adjustments were deferred at budget time because Mr. Leo Harris, Director of Intercollegiate Athletics, was on sabbatical leave when the 1954-55 budget was prepared and did not return to the campus until this summer. It was also felt that the decision on these adjustments should await a careful review by the new President. The recommended increases are an attempt to bring the University salary scale for Athletic Department staff closer in line with that of other Pacific Coast Conference schools in the Northwest:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Present Salary Rate</th>
<th>Proposed Salary Rate Effective 7-1-54</th>
</tr>
</thead>
<tbody>
<tr>
<td>L. J. Casanova</td>
<td>Head Football Coach</td>
<td>$10,500</td>
<td>$10,750</td>
</tr>
<tr>
<td>L. A. Harris</td>
<td>Athletic Director</td>
<td>9,200</td>
<td>9,500</td>
</tr>
<tr>
<td>W. J. Bowerman</td>
<td>Head Track Coach;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assistant Athletic</td>
<td>7,200</td>
<td>7,500</td>
</tr>
<tr>
<td></td>
<td>Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Present Salary Rate</td>
<td>Proposed Salary Rate</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------</td>
<td>---------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Donald Kirsch</td>
<td>Head Baseball Coach; Assistant Basketball Coach; Freshman Baseball Coach</td>
<td>$6,000</td>
<td>$6,250</td>
</tr>
<tr>
<td>Willard Hammer</td>
<td>Wrestling and Freshman Football Coach</td>
<td>5,500</td>
<td>5,750</td>
</tr>
<tr>
<td>V. P. Sterling</td>
<td>Assistant Football Coach</td>
<td>5,200</td>
<td>5,450</td>
</tr>
<tr>
<td>J. H. McKay</td>
<td>Assistant Football Coach</td>
<td>5,300</td>
<td>5,550</td>
</tr>
<tr>
<td>R. O. Officer</td>
<td>Athletic Trainer</td>
<td>4,500</td>
<td>4,750</td>
</tr>
<tr>
<td>T. L. Bouck</td>
<td>Athletic Business Manager</td>
<td>4,500</td>
<td>4,600</td>
</tr>
<tr>
<td>A. P. Litchman</td>
<td>Publicity Director</td>
<td>5,500</td>
<td>5,750</td>
</tr>
</tbody>
</table>

It is also recommended that a position of Graduate Assistant in Track (Assistant to Track Coach), be established at an annual rate of $900 for the academic year 1954-55, with funds to come from Athletic Activities Fees.

F. J. Hunter, Promotion & Salary Increase

Promotion and increase in salary for Dr. Frederick J. Hunter from Instructor to Assistant Professor in the Department of Speech and from $4,000 to $4,500 in salary, without change in tenure, or term of service. Mr. Hunter completed his requirements for the Ph.D. degree during the 1954 summer and has given very satisfactory service. The salary funds required for this promotion are to be provided from unallocated funds in the Department of Speech.

A. L. Soderwall, Sabbatical Leave

Sabbatical leave on half salary for the 1954-55 academic year for Dr. A. L. Soderwall, Associate Professor of Biology, to accept a research grant at Cornell University offered through the U. S. Public Health Service; notice of the grant was not received until late this summer.

The Board approved the following personnel adjustments at Oregon State College, the necessary funds being provided in the 1954-55 budget:

D. C. Purnell, Resignation

Resignation of Mr. D. C. Purnell, County Extension Agent in Gilliam County with rank of Assistant Professor, effective August 31, 1954, to accept a position as County Agent in the State of Washington at a substantially higher salary; salary funds released to be retained pending replacement appointment.

Janet Douglas, Salary increase

Increase in salary from $4,600 to $4,900 for Miss Janet Douglas, Assistant Dean of Women, effective July 1, 1954, without change in rank, tenure or term of service. This increase is recommended in order to retain the services of Miss Douglas who has been offered a higher salary at Colorado A & M; $300 salary funds required to be provided from the Institutional Reserve.
Designation as Agent-in-Charge and salary increase from $5,268 to $5,700 for Mr. Raymond Wendel, Union County Extension Agent with rank of Assistant Professor, effective August 1, 1954, to replace Mr. B. Bailey, resigned; and

Transfer and increase in salary for Mr. Dan Warnock from Assistant County Agent in Wheeler County at $3,708 salary, to Union County Extension Agent at a salary of $4,320, effective August 16, 1954, without change in rank, tenure or term of service. Salary funds released in Wheeler County to be retained pending replacement appointment; funds released in Union County to be transferred to the Extension Director's Reserve pending further personnel adjustments.

Courtesy appointments to the following full-time Federal employees of the Willamette Research Center, who will be stationed on the campus beginning September 1, 1954:

Mr. Robert H. Ruth as Assistant Professor of Forestry.
Mr. Roy Ragnar Silen as Assistant Professor of Forestry.

Both men will be offed with the School of Forestry and will be closely associated with the Forestry staff of the school and of the Forestry Experiment Station.

E. J. Weathersbee, Courtesy appointment of Mr. Ely J. Weathersbee as Instructor in the Department of Civil Engineering, effective September 1, 1954. Mr. Weathersbee is a full-time employee of the State Board of Health, stationed on the Oregon State College campus to teach not more than one-half time in Civil Engineering and plan Waterworks Short Courses, Sanitarians' Short Course, and Regional Waterworks Operators' Conferences. The State Board of Health will bill the Department of Civil Engineering for one-half of Mr. Weathersbee's salary for his services to the College; $2,295 has been provided in the wage budget for this purpose.

Continuation of courtesy appointment of Dr. Herman Amberg as Research Associate in the Engineering Experiment Station for the year 1954-55. Mr. Amberg's entire salary is paid by the National Council for Stream Improvement.

Resignation effective August 15, 1954 of Mr. Edward F. Coles, Livestock Marketing Specialist with rank of Assistant Professor, to accept the executive secretaryship of the Oregon Cattlemen's Association; salary funds released to be retained pending replacement appointment.

Appointment to a new position of Mr. Keith T. Henson as Graduate Assistant in the Experiment Station Department of Agricultural Engineering, yearly tenure, 50 per cent time, at a salary of $1,608, effective July 1, 1954, to work on a forest tree seeding research project to be sponsored by the Bureau of Land Management (See Finance Item No. 13.)
J. A. Yungen, Salary Increase

Increase in salary because of added responsibilities for Mr. John A. Yungen, Research Assistant with rank of Instructor in the Southern Oregon Agronomic Project and Department of Soils, from $4,608 to $4,800, without change in rank, tenure, or term of service, effective July 1, 1954; $192 additional salary funds required to be provided from an unfilled Research Assistant position in the same department which is to be discontinued; balance of funds from the unfilled position to be transferred to wages to provide assistance for Mr. Yungen.

R. C. Wilson, Change in Rank

Change in rank from Assistant Professor (as recommended in the 1954-55 budget) to Instructor for Mr. Robert C. Wilson, Department of Industrial Engineering and Industrial Arts, without change in tenure, term of service or salary, for the academic year 1954-55, pending completion of requirements for the master's degree.

U. Kiigemagi, Appointment

Appointment of Mr. Ulo Kiigemagi as Research Assistant with rank of Instructor in the Agricultural Experiment Station Department of Agricultural Chemistry, yearly tenure, 12-months' service, at a salary of $3,804, effective July 1, 1954; salary funds required to be transferred from wages.

Janet A. Hornecker, Appointment

Appointment to a temporary training position of Mrs. Janet A. Hornecker as County Extension Agent-at-Large (Home Economics) with rank of Instructor, yearly tenure, 12-months' service, at a salary rate of $3,828, effective July 26, 1954; salary funds to be provided from unbudgeted balances in the state supplemental educational extension funds. This appointment is to provide assistance in a number of counties where the home economics program is especially heavy, and for training for eventual assignment to a county.

D. Bolinger, Reallocation Time & Salary

Reallocation of time and salary for Dr. D. D. Bolinger, Associate Professor of Physics, from full time in the Department of Physics to 90 per cent time and salary in Physics and 10 per cent time and salary to a Signal Corps research project, without change in total salary of $5,950; and

F. W. Decker, Reallocation Time & Salary

Reallocation of time and salary for Dr. Fred W. Decker, Assistant Professor of Physics, from full time in the Department of Physics to 75 per cent time and salary in Physics and 25 per cent time and salary to a Signal Corps research project, without change in total salary of $5,000. Salary funds released from the above adjustments to be retained for substitute assistance.

Salary Increase for Graduate Assistants in Fish & Game Dept. of Ag. Expt. Stn.

Increase in salary from $1,008 to $1,200, effective August 1, 1954 for Messrs. D. W. Linn, H. F. Horton, E. L. Hansen, W. L. McCaleb, O. C. Nelson, James Yoakum, Graduate Research Assistants in the Agricultural Experiment Station Department of Fish and Game Management; and for three unfilled graduate assistantships in the same department; $1,584 additional salary funds required for these increases to be provided from estimated income in gift funds from the Agricultural Research Funds. These increases are recommended to bring stipends for graduate assistants in this department up to the level of those in other departments on the campus.
K. R. Swygard, Cancellation of Sabbatical Leave

Cancellation of sabbatical leave on half pay during 1954-55 and restoration of appointment to full time for Dr. Kline R. Swygard, Professor and Acting Chairman of the Department of Political Science; $3,600 salary funds required to restore full time position to be provided $2,100 from the Institutional Reserve and $1,500 released from redistribution of time and salary of Mr. Austin F. Walter as indicated below:

A. F. Walter, Redistribution of time and salary

Redistribution of time and salary for Mr. Austin F. Walter, Assistant Professor of Political Science and Foreign Student Counselor, as follows:

<table>
<thead>
<tr>
<th>From: Department of Political Science</th>
<th>57%</th>
<th>$3,420.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>To: Department of Men's Office</td>
<td>82%</td>
<td>$4,920.00</td>
</tr>
<tr>
<td></td>
<td>18%</td>
<td>$1,080.00</td>
</tr>
</tbody>
</table>

Additional salary funds of $1,500 required in the Office of Dean of Men to be transferred from the wage budget of that department. This change is recommended to provide needed assistance in the Dean of Men's Office during the period Assistant Dean Darlington is on leave, and to release funds for retention of Dr. Swygard in Political Science.

V. Weiser, Resignation

Resignation of Miss Virginia Weiser, County Extension Agent (Home Economics) in Deschutes County, with rank of Assistant Professor, effective August 31, 1954, to accept a position at Michigan State College as Radio Home Economist; and

L. M. Wilson, Appointment

Appointment of Miss L. Mildred Wilson as County Extension Agent (Home Economics) in Deschutes County, with rank of Assistant Professor, yearly tenure, 12-months' service, at a salary of $5,316, effective September 1, 1954; $420 additional salary funds required because of appointment at a higher-than-budgeted rate to be provided from the Extension Director's Reserve. Miss Wilson has been offered this higher salary because of her excellent training and long experience.

Vera Brandon, Retention as Assoc. Dean of Home Ec.

Retention of Dr. Vera Brandon as Associate Dean of Home Economics for the 1954-55 academic year at her present salary, tenure and term of service. It is considered necessary that Dr. Brandon remain in the Dean's Office for this period in order to assist Miss Miriam G. Scholl, recently appointed Dean of Home Economics.

C. C. Mahler, Resignation

Resignation of Mr. Clarence C. Mahler, Assistant Professor of Psychology, effective June 30, 1954, to accept a position at Chico State College at a higher salary; and

W. W. Mills, Appointment

Replacement appointment of Dr. William W. Mills as Assistant Professor of Psychology, yearly tenure, 10-months' service at a salary of $5,000, effective September 1, 1954; and
T. C. Burgess, Salary Increase
Increase in salary from $3,900 to $4,100 for Mr. Thomas C. Burgess, Instructor in Psychology, effective September 1, 1954, to compensate for additional responsibilities in experimental psychology, funds to be provided from salary savings in the department.

H. G. Barnett, Appointment
Appointment to a budgeted position (vice E. C. Starr, on leave) of Mr. Howard G. Barnett as Professor of Electrical Engineering, yearly tenure, 10-months' service, at a salary of $7,500, effective September 1, 1954.

Lucy Lane, Resignation
Resignation of Miss Lucy Lane, Professor and Head of the Department of Clothing, Textiles and Related Arts, effective September 1, 1954, to be married; and

Florence Petzel, Appointment
Replacement appointment of Dr. Florence Petzel as Professor and Head of the Department of Clothing, Textiles, and Related Arts, indefinite tenure, 10-months' service, at a salary of $7,800, effective September 1, 1954.

R. Ringgenberg, Resignation
Resignation effective June 30, 1954 of Mr. R. G. Ringgenberg, Assistant Professor of Business Administration, to accept a position at another institution at a substantial increase in salary; and

L. B. Strickler, Appointment
Replacement appointment of Dr. Lester B. Strickler as Assistant Professor of Business Administration, yearly tenure, 10-months' service, at a salary of $5,000, effective September 1, 1954.

G. Cannon, Appointment
Appointment to a new position of Dr. Gerald Cannon as Assistant Professor in Trade and Industrial Education, yearly tenure, 10-months' service, at a salary rate of $5,400, effective September 1, 1954. This appointment is to fill the position in the trade and industrial teacher training program approved by the Board at its meeting on July 27, 1954.

W. J. Barclay, Resignation
Resignation of Mr. W. J. Barclay, Professor of Electrical Engineering, effective September 1, 1954, to accept a position at North Carolina State College at an appreciably higher salary; and

L. J. Weber, Appointment
Replacement appointment of Mr. Leonard J. Weber as Assistant Professor of Electrical Engineering, yearly tenure, 10-months' service, at a salary of $5,000, effective September 1, 1954; and

J. F. Engle, Salary Increase
Increase in salary for Mr. J. F. Engle, Assistant Professor of Electrical Engineering, from $4,900 to $5,150, without change in rank, term of service, or tenure, effective September 1, 1954; this increase is to compensate Mr. Engle for added responsibilities he will assume because of the resignation of Mr. Barclay. Funds are to be provided from the departmental budget.

R. H. Cate, Jr., Return from Sabbatical Leave
Return from sabbatical leave and transfer of Mr. Rufus H. Cate, Jr., from Jackson County Extension Agent (4-H Club) with rank of Assistant Professor, to County Extension Agent-at-Large, without change in rank, tenure, term of service, or salary, effective August 25, 1954. Mr. Cate's appointment as Agent-at-Large is temporary, and he will soon be placed in a county.
Resignation of Mr. E. M. MacCollin, Assistant Professor of Architecture (40 per cent time), effective June 30, 1954, to teach full time at the University of Oregon; and

Appointment of Mr. V. Eugene Jeppsen as Associate Professor of Architecture, yearly tenure, 25 per cent time, 10-months' service, at a salary of $1,600, effective September 1, 1954; salary funds of $450 released by appointment at a lower service time to be retained to employ additional instructional assistance.

Resignation of Dr. Charles E. Allen, Assistant Agronomist in the Farm Crops Department of the Agricultural Experiment Station, with rank of Assistant Professor, effective August 31, 1954, to accept a position as Seed Specialist in the Agricultural Extension Service of the University of Wyoming at a considerably higher salary; and

To replace U. S. Department of Agriculture funds that have been withdrawn from support of the Seed Testing Laboratory, reallocation of time and salary for Mrs. Louisa A. Jensen, Associate Seed Technologist, with rank of Associate Professor in the Extension Service Department of Farm Crops, effective July 1, 1954, as follows:

<table>
<thead>
<tr>
<th>From:</th>
<th>%</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Experiment Station</td>
<td>56%</td>
<td>$3,258.58</td>
</tr>
<tr>
<td>School of Agriculture</td>
<td>9%</td>
<td>522.90</td>
</tr>
<tr>
<td>U. S. Department of Agriculture</td>
<td>35%</td>
<td>2,093.06</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5,874.54</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To:</th>
<th>%</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Experiment Station</td>
<td>82%</td>
<td>$4,766.30</td>
</tr>
<tr>
<td>School of Agriculture</td>
<td>18%</td>
<td>1,043.70</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5,810.00</td>
</tr>
</tbody>
</table>

$3,318.20 salary funds released by above personnel changes to be transferred to the Extension Director's Reserve pending further adjustments.

Military Appointments:

Appointments of Commandants for various military branches at Oregon State College with salary for each to be paid in full by the Federal Government, as follows:

1. Colonel Ernest C. Knapp, as Professor of Military Science and Tactics, effective June 14, 1954.
2. Colonel Leroy G. Heston, as Professor of Air Science and Tactics, effective July 19, 1954.
3. Captain Daniel B. Miller, as Professor of Naval Science, effective September 1, 1954.

In order to carry out the terms of the contract with the University of Kasetsart and the Foreign Operation Administration, the following staff adjustments are recommended:

Transfer of A. V. Logan, Assistant Professor of Chemistry, to the Kasetsart program, effective with the date of the signing of the contract.
Transfer of I. S. Allison, Professor of Geology, to the Kasetsart program, effective with the date of the signing of the contract.

To replace these two men:

W. D. Loomis, Appointment
Re-appointment of Dr. W. D. Loomis as Assistant Professor of Chemistry, yearly tenure, 10-months basis, effective September 1, 1954, at a salary rate of $4,500.

J. Mickelsen, Promotion & Increase in Time & Salary
Advancement in rank of John Mickelsen from Teaching Fellow to Acting Instructor, yearly tenure, and from .30 time to .60 time in the chemistry department, at a salary rate of $3,250, effective September 1, 1954.

D. A. Bostwick, Re-appoint.
Re-appointment of David A. Bostwick as Instructor in Geology, yearly tenure, 10-months basis, at a salary rate of $4,380, effective September 1, 1954.

Funds for the replacement appointments in the instruction budgets of the two departments will be more than covered by the funds released by the transfer of Drs. Logan and Allison to the Kasetsart contract.

Wayne V. Burt, Appointment
Appointment of Dr. Wayne V. Burt as Associate Professor of Oceanography in the Department of General Science, yearly tenure, 12-months' service, at a salary of $7,000, effective September 1, 1954; salary funds to be provided by a grant from the U. S. Office of Naval Research.

The Board approved the following personnel adjustments at the Medical School, the necessary funds being provided in the 1954-55 budget:

W. Hurst, Resignation
Resignation of Dr. William Hurst, Assistant Professor of Physiology and Medicine, effective September 1, 1954, to enter military service; salary funds of $3,000 released to be transferred to the Institutional Reserve for replacement appointments.

Howard Mason, Redistr. Time & Salary
Redistribution of time and salary for Dr. Howard Mason, Associate Professor of Biochemistry, effective October 1, 1954, as follows:

<table>
<thead>
<tr>
<th>From:</th>
<th>Damon Runyon Fund</th>
<th>Biochemistry Department</th>
<th>50%</th>
<th>$4,100.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>To:</th>
<th>Biochemistry Department</th>
<th>50%</th>
<th>$4,100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damon Runyon Dermatology Grant (50% for July, August and September)</td>
<td>$1,024.98</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Fund for Medical Education (50% time for nine months beginning October 1)</td>
<td>50%</td>
<td>$3,075.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$5,200.00</td>
</tr>
</tbody>
</table>
September 14, 1954

Y. Takahashi, Salary Increase
Increase in salary for Dr. Y. Takahashi, Research Assistant in the Division of Dermatology, from $3,000 to $3,600, effective August 1, 1954; funds for this increase were recently provided by an American Cancer Society grant to the Division of Dermatology.

Harold Tivey, Resignation
Resignation effective September 15, 1954 of Dr. Harold Tivey, Assistant Clinical Professor of Medicine, to accept a position with Baylor University Medical School; Dr. Tivey's entire salary was paid from Public Health Service Funds.

The Board approved the following personnel adjustments at the Dental School, the necessary funds being provided in the 1954-55 budget:

C. K. Claycomb, Change in Title
Change in title for Dr. Cecil K. Claycomb, Assistant Professor of Biochemistry, from Acting Head of Biochemistry to Head of the Department of Biochemistry, effective August 1, 1954, without change in tenure, term of service, or salary.

B. C. Bybee, Leave of Absence
Leave without pay for the period August 31 through September 3, 1954 for Dr. Barney C. Bybee, Assistant Professor of Dentistry.

R. L. Lang, Salary Increase
Increase in salary from $7,200 to $7,600, effective August 1, 1954, for Dr. R. L. Lang, Assistant Professor of Dentistry, without change in tenure, term of service, or rank; $366.67 additional salary required to be provided from funds in the departmental budget. This increase in salary is to compensate Dr. Lang for additional responsibilities he has assumed.

The Board approved the following personnel adjustments at Oregon College of Education, the necessary funds being provided in the 1954-55 budget:

F. E. Clark, Resignation
Resignation of Dr. Francis E. Clark, Professor of Education, Chairman of the Department of Education and Psychology, and Summer Session Director, for personal reasons, effective August 30, 1954; and

F. B. Albin, Promotion & Salary Increase
Promotion of Dr. Floyd B. Albin from Associate Professor of English and Education to Professor of Education, Chairman of the Department of Education and Psychology, and Summer Session Director (vice F. E. Clark), and corresponding increase in salary from $5,300 to $6,900, indefinite tenure, 10-months' service, effective September 1, 1954; and

J. R. Curtin, Transfer
Transfer of Dr. James R. Curtin from Assistant Professor of Education and Principal of the Independence elementary schools to Assistant Professor of Education, General Instruction (vice F. B. Albin), without change in salary, tenure or term of service, effective September 1, 1954; and

F. A. Farrow, Jr., Transfer & Salary Increase
Transfer effective September 1, 1954, and increase in salary for Mr. Ralph A. Farrow, Jr., from Assistant Professor of Education and Supervisor of Teaching to Assistant Professor of Education and Principal of Independence elementary schools (vice J. R. Curtin), and increase in salary from $4,700 to $5,000 (previous and current salary paid 50 per cent each by Oregon College of Education and School District); indefinite tenure, 10-months' service; and
Appointment of Mr. William A. Coe as Instructor of Education and Supervisor of Teaching (vice R. A. Farrow), yearly tenure, 10-months' service, effective September 1, 1954, at a salary of $4,400 to be paid one-half each by School District 13C and Oregon College of Education. Salary funds of $1,225 released by the above personnel adjustments to be transferred to the Institutional Operating Reserve, pending further appointments.

Promotion in rank for Miss Jane Dale from Assistant Professor to Associate Professor of Humanities, effective September 1, 1954, without change in tenure, term of service or salary. By agreement, Miss Dale was to receive this promotion when she completed requirements for the Ph. D. degree.

The Board approved the following personnel adjustments at Eastern Oregon College of Education, the necessary funds being provided in the 1954-55 budget:

Appointment to a budgeted position of Dr. William Douglas Spear as Assistant Professor in Political Science, yearly tenure, 10-months' service, at a salary of $4,800, effective September 1, 1954.

The Board approved the following personnel adjustments at Southern Oregon College of Education, the necessary funds being provided in the 1954-55 budget:

Appointment to a budgeted position (vice B. Powell, Associate Professor) of Mrs. Evelyn Anderson as Instructor in Education and Supervising Teacher, yearly tenure, 10-months' service, effective September 1, 1954, at $4,353 base pay, plus $147 stipend for supervising teacher; one-half of her base salary is paid by the Ashland School District.

To retain her services during the summer session, change in time of service and corresponding change in salary for Miss Ruth Daum, Director of Dining Services and Assistant Professor of Home Economics, from 10 to 12-months' service and from $4,500 to $5,400 salary effective July 1, 1954; Miss Daum's salary will be divided equally between Women's Dormitory and General Instruction with the increase required in Dormitory funds to be transferred from wages in that budget.

The Board approved the following personnel adjustments at Portland State Extension Center, the necessary funds being provided in the 1954-55 budget:

Appointment to a budgeted position of Dr. Morton S. Malter as Associate Professor of Elementary Education in Portland State Extension Center Day Classes, yearly tenure, 10-months' service, at a salary of $5,800, effective September 1, 1954.
Gordon Raney, Appointment
Appointment of Mr. Gordon Raney as Lecturer in Education, yearly tenure, 12-months' service, at a salary of $5,000, effective September 1, 1954; this position is being financed by the Oregon Alcohol Education Committee of the Oregon Liquor Control Commission. Mr. Raney, under a cooperative arrangement with the Commission and Portland State Extension Center, will give education of programs in high school, college and other groups, and act as a field man for the alcohol education program of the Commission.

Charles Dean, Appointment
Appointment to a budgeted position of Dr. Charles Dean as Associate Professor of Education, Department of State-Wide Classes, yearly tenure, 10-months' service, at a salary of $5,800, effective September 1, 1954; $1,000 additional salary funds required for appointment at a higher-than-budgeted rate to be transferred from wages.

V. McMurtrey, Appointment
Appointment to a budgeted position of Miss Violet McMurtrey as Assistant Professor of Education, Portland State Extension Center Day Classes, yearly tenure, 10-months' service, at a salary of $4,200, effective September 1, 1954; $200 additional funds required to be provided from the budget.

D. Kellas & J. M. Waite, Salary Increase
Increase in salaries for the following Instructors in Engineering at Portland State Extension Center Day Classes, effective September 1, 1954, without change in rank, tenure, or term of service, with necessary funds to be provided from the departmental budget:

Mr. Donald Kellas, from $4,200 to $4,400
Mr. J. Marshall Waite, from $4,000 to $4,200

Two other engineering instructors have resigned recently to accept positions in business at much higher pay.

The Board approved the following personnel adjustment in the Board's Centralized Activities, High School-College Relations Committee, the necessary funds being provided in the 1954-55 budget:

E. D. Anderson, Sabbatical Leave
Sabbatical leave on full salary for the spring term of 1954-55 for Mr. E. Dean Anderson, Executive Secretary of the High School-College Relations Committee with rank of Assistant Professor, to observe secondary school guidance programs in the Pacific area. Mr. Anderson's work will be carried on by other staff members without additional expense.

COM. ON AGRI. EXT. SERVICE & EXPER. STA. TO VISIT EASTERN ORE. STATIONS
As the first step in the proposed inspection tour of all Oregon Agricultural Experiment Stations, Mr. Herman Oliver, Chairman of the Committee on Agricultural Extension Service and Experiment Stations, arranged with other members of this committee and Dean F. E. Price for a visit to Eastern Oregon installations. The tour is to start at La Grande on September 29, 1954. Members of the Committee and all other Board members were invited to participate.

ADJOURNMENT
The meeting adjourned at 12:00 M.