STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
COLLEGE CENTER, PORTLAND STATE COLLEGE, PORTLAND, OREGON

January 27-28, 1964

MEETING #322
A regular meeting of the State Board of Higher Education was held in the College Center Building, Portland State College, Portland, Oregon, on January 27-28, 1964.

ROLL CALL
The meeting was called to order at 9:00 A.M. on Monday, January 27, 1964, by the President of the Board, Mr. Wm. E. Walsh, and on roll call the following answered present:

Mr. J. W. Forrester, Jr.  Mr. John Marrifield
Mr. Allan Hart  R. E. Purviance, M.D.
Mr. Chas. R. Holloway, Jr.  Mr. John W. Snider
Mrs. Elizabeth H. Johnson  Mr. Wm. E. Walsh
Mr. George H. Layman

OTHERS PRESENT:
Centralized Activities--Chancellor R. E. Lueallan; Secretary R. L. Collins; Dr. M. C. Romney, Vice Chancellor for Academic Affairs; Mr. H. A. Bork, Vice Chancellor for Business Affairs; Dr. J. W. Sherburne, Vice Chancellor for Continuing Education; Mr. D. R. Larson, Assistant Chancellor and Director of Public Services; Comptroller J. L. Watson; Mr. J. I. Hunderup, Director of Facilities Planning; Mr. W. D. von Otterstedt, Special Assistant Attorney General; Mrs. Wickes Beal, Assistant to the Chancellor; Mr. Allen McKenzie, Assistant to Vice Chancellor for Business Affairs; Mr. Guy Lutz, Research Associate, Office of Institutional Research; Mr. George Diel, Assistant Director of Public Services; Mr. W. L. Newton, Assistant Budget Director.

Oregon State University--President J. H. Jensen; Mr. M. Popovich, Dean of Administration; Mr. G. M. Robertson, Business Manager; Mr. R. A. Adams, Director, Physical Plant; Mr. Miles Metzger, Superintendent of Planning and Construction; Mr. D. J. Martal, Head of Landscape Architecture.

University of Oregon--President A. S. Fleming; Dr. W. C. Jonas, Dean of Administration; Mr. L. I. Wright, Superintendent, Physical Plant; Mr. George Wallman, Staff Architect; Dr. Jarold A. Kieffer, Assistant to the President and Associate Professor of Political Science.

University of Oregon Dental School--Dean H. J. Noyes; Mr. Eugene Bauer, Business Manager.

University of Oregon Medical School--Dean D. W. E. Baird; Mr. W. A. Zimmerman, Assistant Dean for Business Affairs; Mr. Joseph Adams, Assistant Dean for Institutional Relations; Dr. Charles N. Holman, Medical Director, Hospitals and Clinics.
C. Residence halls for single students will be located in three clusters having peripheral relationships to the central campus but within ten minutes' walking time of the center. On-campus apartments for married students will be located near the campus perimeter.

D. Facilities requiring public access, such as the memorial union, central administration, lecture and conference areas, etc., may be either close-in or peripheral depending upon the degree of orientation to the academic core and student center of gravity with service to the public.

E. Density of building coverage for the central campus area will be restricted to 15 percent of the land surface.

F. Building heights within the central campus area will average no more than four floors including basements, and ordinarily will not exceed eight floors.

G. Most of the existing buildings will be retained for an indefinite period of time, but replacement may be necessary if hazardous conditions exist, if economical remodeling is not feasible or if there is an interference with major planned developments.

H. The "Quad", north of the Memorial Union, will be retained as the dominant open space of the campus.

I. Fields and courts used mainly for physical education instruction will be located close to the men's and women's gymnasiums and adjoining other academic areas. Out-of-door facilities primarily for recreation will be placed to serve the clusters of residence halls conveniently. Areas near the Coliseum and Parker Stadium will be devoted in large part to intercollegiate athletic needs.

J. Appropriate provision will be made for connection with state, county and city streets and highways. Provision will also be made for pedestrian and bicycle traffic.

K. Parking spaces are expected to be provided for 6,500 vehicles for an 18,000-student enrollment. Commuter student parking will occupy areas immediately surrounding the academic core, and resident students will use space located near the residence halls. Walking time goals from parking lot to destination for employees will be five minutes or less, and for commuter students, ten minutes or less.
L. Utilities will be located underground except for remote areas. Such utilities will provide rights-of-way for electric, gas, water, steam, telephone, and TV lines.

M. Schedule will be provided for the eventual demolition of structures of a temporary nature, of buildings which have become obsolete and cannot economically be remodeled or where abnormal fire hazards exist.

N. It is expected that the campus boundaries will be expanded.

O. Continuing liaison will be maintained with City of Corvallis officials and various public and civic bodies.

IV. Off-Campus Facilities

The Board has already reviewed and approved the development program for Marine Sciences located at Newport, Yaquina Bay. A separate study is now under way for the development of physical education and other auxiliary facilities located east of Corvallis in Linn County on the property identified as the Nellie J. Beach Farm.

President Jensen, with the concurrence of the Chancellor, recommended that the assumptions, objectives, and principles outlined above be the basis for the planning by Architect DeMonte in preparing the final phases of a detailed long-range campus development plan for Oregon State University which will be brought to the Board for consideration and action.

The Board adopted the report and approved the recommendations as presented.

Appointment of Architects for Low-Cost Student Cooperative Housing, OSU

As indicated in the preceding item, a master campus plan is now being developed by Architect L. A. DeMonte for Oregon State University. The basic assumptions, objectives and principles of the plan were reviewed with the Board. The details of the plan will be developed and referred to the Board at a later meeting.

University officials have indicated that the master campus plan will provide for the locating and constructing of low-cost student cooperative housing facilities in the two-block area, of about three acres, bounded by Ninth Street, Jefferson Street, Eleventh Street, and Madison Street, at Corvallis.

President Jensen, with the concurrence of Chancellor Lieuallen, recommended that authorization be granted to appoint Architects Hamlin and Martin for the project. Initially, they would undertake the site planning for the entire area, and prepare basic studies for initial construction of two houses for about 120 students. It is presently anticipated that four houses will be constructed, dissimilar in design, two or three stories in height, each house to provide for about 60 students with study rooms, a living room, a dining room and a kitchen.
The estimated ultimate cost of the construction, furnishings and fees is $3,600 per student, which for 240 students would amount to $864,000. The fee to be paid to the building architects, Hamlin & Martin, for developing the site plan of the area, and basic studies for initial construction, would be on an hourly basis estimated not to exceed $5,000, with appropriate credit to be allowed for payments when actual planning is undertaken for buildings. For the planning and construction of the buildings, the fee for dissimilar houses would be 7.0 percent or 6.5 percent if buildings were substantially similar. Reimbursement would be made for the services of a landscape architect; the present estimated cost for such services relating to the basic studies for the two-block tract is $2,500. The cost of the architectural services for planning is to be financed from restricted funds available to the University.

When the basic studies are presented to the Board, it is intended that financial and other information will be presented. It is expected that comparisons will be provided of the anticipated cost to the student for board and room for living in a cooperative house as contrasted with the use of other facilities; of capital investment in cooperative houses as contrasted with the dormitories, and of other factors.

Subject to approval of the Board and favorable early action by the 1965 Legislature, it is anticipated that construction of the two houses can be undertaken by March 1, 1965, and completed by September 1, 1965.

The Board authorized the recommendation as presented.

At the April 1962 meeting, the Board authorized the appointment of Architect Vincent Oredson of Ashland, Oregon, to develop a long-range campus plan of land and building needs for Southern Oregon College. At the March 1963 meeting, the Board reviewed basic material on the subject and recognized that further study would be made and that recommendation would be presented to the Board at a later meeting. President Stevenson and the architect have filed two reports with the Board's Office. One report is entitled, "A Long-Range Study of Land and Building Needs for Southern Oregon College," and is dated August 28, 1963. This report consists of approximately 35 pages, includes narrative material, graphs and tables, and was prepared by the Business Office of Southern Oregon College as a supplementary document. The second report, prepared by Architect Oredson, is entitled, "Campus Development Plan," and consists of approximately 28 pages of narrative material, including a number of pages of graphs and tables.

In order that the proposed plan for 4,000 students will result in a campus adaptable to even further expansion, projections to a maximum of 10,000 students have been prepared. The plan is, however, primarily pointed for an enrollment of approximately 4,000 students. A summary of these reports is as follows:

1. The area within the campus boundaries of Southern Oregon College approximates 81.5753 acres, all of which is owned by the College with the exception of 6.4499 acres valued at approximately $216,070. The campus is divided by Siskiyou Boulevard into two
parts, a south campus on which are located the academic and
dormitory buildings and central heating plant; and a north
campus on which are located a physical education building,
physical education fields and a small heating plant.

2. The proposed boundaries of the future campus to accommodate a
student body of about 4,000 students include an area of approxi-
mately 147.9654 acres. The estimated value of the unowned land
within this area, excluding the 6.4499 acres mentioned above,
amounts to approximately $833,560. The proposed campus south
of Siskiyou Boulevard is bounded on the east by Francis Lane,
on the south by a broken line following the contour of the
steep hillside extending diagonally from the southeast corner
of the campus at Francis Lane and Oregon Street to Mountain
Avenue at the intersection of Ashland Street and Mountain Avenue,
on the west by Mountain Avenue, and on the north by Siskiyou
Boulevard. The proposed north campus is bounded on the east
by Walker Avenue, on the north by East Main Street, on the west
by Wightman Street, and on the south by Siskiyou Boulevard and
Highway 66.

3. The plan as presented indicates also that the presently proposed
boundaries for a 10,000 student body would be effected by adding
an area to the portion of the campus north of Siskiyou Boulevard
bounded by Wightman Street on the east, Iowa Street on the north,
Mountain Avenue on the west and Siskiyou Boulevard on the south.
The total land area for the possible projected campus to accom-
modate 10,000 students would comprise approximately 184 acres.

4. The total floor area of all buildings on the present campus in
the fall of 1962 amounted to 343,735 square feet, of which 141,552
square feet (41%) was in residential type buildings and 202,183
square feet (59%) was in academic and service type buildings.
The enrollment in the fall of 1962 was 1,856 students. Of this
number, 33 percent lived in dormitories, 29 percent in Ashland
homes, and 38 percent in the surrounding areas.

5. To carry out the proposed expansion plan for an enrollment of
4,000 students, it is expected to increase the student station
hours per week from 25,216 to 70,000, and to increase the faculty
from 91 to 200 individuals on the basis of an estimated student-
staff ratio of 20:1. The gross area for academic and service
buildings is expected to increase from 202,183 gross square feet
to 610,070 gross square feet including the retirement of 11,040
gross square feet of existing residential to academic use and
the addition of 400,100 gross square feet of new academic and
service buildings. The plan also provides for the equivalent
of an additional 1,400 dormitory units for single students, and
128 living units for married students.
6. The study includes tentative locations for a new library, a student center, and other academic and nonacademic buildings. The study recognizes that the educational buildings will be concentrated in an area that will allow students to walk between any two such buildings in ten minutes. The academic buildings south of the boulevard occupy about 11.5 percent of the land site and average about 2.5 stories in height. Parking spaces for 2,032 cars are provided in seven lots at various points on the outer rim of the campus. Adjoining the parking lots and providing access for all parts of the campus is a ring road bordering the academic area. Among the areas suitable for future dormitory development is the land between the boulevard and the physical education group now being used for married student housing. A more suitable site for married student housing is an undeveloped area about one-half mile to the north. As a starting point for the future development of a regional architecture, it is suggested that future structures take into consideration the surrounding mountains, the forests, the hot summer sun, the cultural heritage of the region, and the original style of the campus set by Churchill Hall.

7. As conditions change, need will arise for future study and analysis of the development plan.

President Stevenson, with the concurrence of the Chancellor, recommended that the proposed development plan be accepted and that the official campus boundaries for an enrollment of about 4,000 students be established as follows:

1. For the portion of the campus south of Siskiyou Boulevard, beginning at the intersection of Francis Lane and Siskiyou Boulevard, thence southerly along Francis Lane to Oregon Street, thence west to Indiana Avenue, thence north to Madrone Street, again westerly following Madrone Street, extended northwesterly to Mountain Avenue, thence northerly along Mountain Avenue to Siskiyou Boulevard, thence southeasterly to Francis Lane, to the point of beginning; also including an area ranging approximately 200 feet to 300 feet in length by 180 feet in width located south of Madrone Street midway between Roca and Leonard Streets.

2. For the portion of the campus north of Siskiyou Boulevard, an area bounded by Walker Avenue on the east, on the north by East Main Street, on the west by Wightman Street and on the south by Siskiyou Boulevard and Highway 66.

The total area within the proposed boundaries of the campus thus described approximates 147.9654 acres.

In the discussion preceding the presentation by Mr. Oredson, Dr. Stevenson pointed out that Southern Oregon College faced three problems which would ultimately require Board consideration. These
included a determination of the enrollment level anticipated for the institution, the future curricular allocations for Southern Oregon College considering its location and the possible development of junior colleges in Southern Oregon, and the problem of land acquisition in an area in which commercial enterprises are increasing.

The Board approved the recommendations as presented with the understanding that the expansion of the campus boundaries did not necessarily imply that all of the land within those boundaries will be purchased at the present time.

President Stevenson recommended that authorization be given to purchase the McCoy property (formerly the Dunning property), located at the northwest corner of Francis Lane and Oregon Street, Ashland, within the revised campus boundaries as approved by the Board in the preceding item. The purchase of the Dunning property was considered at the September 10, 1963, Board meeting, but action was deferred until a comprehensive campus plan and revised campus boundaries were approved by the Board for Southern Oregon College. The property, needed for future dormitory construction, consists of a lot 77 feet by 125 feet, or 9,625 square feet, on which is located a three-bedroom modern house and garage. Two appraisals were obtained: $17,500 and $18,280, for an average of $17,890. An option for $17,500 has been obtained. Funds for the purchase are to be provided from restricted moneys available for the purchase of dormitory sites. The Chancellor concurred in the recommendation of President Stevenson.

The Board authorized the property purchase as recommended.

On December 9-10, 1963, the Board authorized the appointment of Architects Dukehart & Kinne to assist the staff of the University of Oregon Medical School in planning cafeteria facilities to serve the students and the staff of the institution. The architects and officials of the institution have filed with the Board's Office basic studies or pre-preliminary plans for a proposed one-story concrete structure to be located in the court between the Medical Science Building and the new Medical Research Building. A gross area of approximately 9,983 square feet would be provided, including 1,895 square feet of space added or reclaimed within the existing Medical Science Building. Tentatively, it is expected that the exterior would be faced with brick veneer and that long-span, open web steel joists would be used to support the roof slab. The specific interior arrangements for kitchen and serving area, dining room, dishwashing, storage, etc., will be identified upon the completion of the preliminary plans. The estimated direct construction cost of $171,000 includes complete air conditioning. The estimated total cost of the project, including not only the direct construction cost but also professional services fees, equipment and contingencies, is $220,000.
With the concurrence of the Chancellor, Dean Baird recommended the approval of the basic studies for the proposed cafeteria facilities at the University of Oregon Medical School and recommended also that the appropriate Board officials be authorized to instruct the architects to proceed with the completion of the preliminary plans for the structure based upon a direct construction cost allowance of approximately $171,000. Funds for the architectural planning are available from restricted fund balances at the institution. It is anticipated that a program for the financing of the project will be presented to the Board upon the completion of the preliminary plans.

The Board approved the recommendations as presented.

When the Board reviewed and approved the basic studies for the proposed addition to the Outpatient Clinic Building at the University of Oregon Medical School on September 10, 1963, it was indicated that a gross area of approximately 49,400 square feet would be provided at a direct construction cost of about $1,158,000, and that the total cost of the project would be $1,445,000. Facilities to be provided within the seven-story structure included patient examining rooms, faculty-student consultation rooms, clinical laboratories, conference rooms, equipment rooms, supply and storage areas, offices for faculty and staff and related service spaces for various departments of the institution.

Architects Bear, McNeil, Schneider, Bloodworth & Hawes and University of Oregon Medical School officials have filed with the Board's Office the completed preliminary plans for the structure which is to be located immediately west of the existing Outpatient Clinic Building, sharing a common wall but structurally independent of the existing building. A detailed analysis and review of interior space requirements with staff members responsible for various functions to be accommodated within these facilities has resulted in an increase in the estimated gross area from 49,400 square feet, noted above, to approximately 57,068, principally because areas required for corridors, stairways, elevators and other nonassignable spaces are substantially larger than had been expected. The total net assignable space is very similar to the original program, but the ratio of usable space to gross area is less favorable than had been anticipated.

On the first floor of the proposed building addition, facilities are planned for the Student Health Service, student locker rooms, and storage of medical records for clinic patients. The examining rooms, offices, laboratories and related spaces on the second floor are expected to be assigned to the Departments of Obstetrics and Gynecology and Pediatrics. Third floor space assignments are made for the Departments of Internal Medicine and Radiology, including centralized storage of X-ray files. On the fourth floor, facilities are being provided for the surgical clinic, offices for the Department of Pediatrics and the Division of Orthopedics. Clinic and office spaces for the Dermatology Department are located on the fifth floor. The sixth floor would be devoted to the Departments of Psychiatry, Child Psychiatry and Psychology and will include several interviewing rooms with observation windows. The Department of Medicine would utilize the facilities planned for the seventh floor, principally office space.
The partial basement is assigned to fulfill a portion of the requirements for utilities and mechanical equipment, but the major area for mechanical space is tentatively planned as an enclosure on the roof.

The building is designed for reinforced concrete construction with structural steel columns, utilizing flat slab post-tensioned "lift-slab" method of construction. Foundations are to be extended to natural rock located in the subsurface as determined by a soil analysis prepared by Shannon & Wilson, Inc., soil mechanics and foundation engineers. Exterior walls are expected to be of reinforced concrete and nonbearing curtain walls will be of lightweight masonry blocks. Exterior finishes will include brick veneer and mosaic or stone panels. Window sash will be of aluminum. Interior partitions will be of metal studs, gypsum board lath with plaster. Floors will be finished with asphalt tile and ceilings will have acoustical suspension system. The entire building will include provisions for air conditioning.

Based upon the current price level, the estimated direct construction costs of the proposed addition and related alterations to the Outpatient Clinic Building are $1,779,522, including fixed equipment of approximately $40,383. These amounts do not include the requirements for the previously planned alterations to the third and fourth floor of the Outpatient Clinic Building, for which funds in the amount of $260,000 were requested in the 1963-1965 capital construction program of the Board presented to the 1963 Legislature.

With the concurrence of the Chancellor, Dean Baird recommended the approval of the preliminary plans for the proposed Addition and Alterations to the Outpatient Clinic Building at the University of Oregon Medical School and recommended that the programming of this project be consolidated with the proposed alterations to the third and fourth floor of the Outpatient Clinic at such time as final planning may be authorized. The total estimated cost of the combined projects is $2,480,000. The time schedule for final planning and for construction will be reviewed with the Board at a later meeting when the capital construction program for subsequent biennia is presented. The approval of the preliminary plans is not intended to imply that state tax funds would or would not be requested for the financing of space for the Student Health Service facilities.

During the discussion of this item, the Board recommended that when final planning is authorized, provision should be made for structural strength adequate to provide the possible future construction of three additional floors. Based upon the architects' estimate, this would increase the direct construction costs approximately $10,340. The Board also recommended that a full, rather than partial, basement be planned, increasing the gross area of the building from 57,068 square feet to 63,573 square feet. The estimated additional direct construction cost for the increased area, which is net of a reduction in mechanical space on the roof, is $64,028. With these adjustments, the estimated direct construction costs of the addition and related alterations would be increased from $1,779,522, as noted above, to $1,853,890, and the total project costs would be increased from $2,480,000 to $2,562,000, including the planned remodeling of the third and fourth floors of the Outpatient Clinic.
In order to fulfill the requirements of the Housing and Home Finance Agency which provided advance planning funds of $18,000 for the preliminary planning, it was also recommended that the following resolution be approved by roll call vote. The additional requirements for the preliminary planning fee payable to the architects at this time will be provided from restricted fund balances available to the institutions from indirect cost allowances applicable to research and instructional contracts and grants:

RESOLUTION APPROVING THE COMPLETED PRELIMINARY PLANNING REPORT WITH AN ADVANCE FROM THE UNITED STATES OF AMERICA FOR THE OUTPATIENT CLINIC BUILDING ADDITION, UNIVERSITY OF OREGON MEDICAL SCHOOL, UNDER THE TERMS OF PUBLIC LAW 560, 83rd CONGRESS OF THE UNITED STATES, AS AMENDED

WHEREAS, the Oregon State Board of Higher Education in behalf of the University of Oregon Medical School accepted an offer from the United States Government for an advance for preliminary plan preparation of a public work described as the Outpatient Clinic Building Addition, University of Oregon Medical School, Portland, Oregon; and

WHEREAS, Bear, McNeil, Schneider, Bloodworth & Hawes, Architects, were engaged to prepare a preliminary planning report for the aforesaid public work, and said architects have completed the report and submitted it for approval; and

WHEREAS, the completed preliminary planning report has been carefully studied and is considered to comprise adequate preliminary planning of the public work essential to the community and within the financial ability of the Oregon State Board of Higher Education on behalf of the University of Oregon Medical School to construct;

NOW, THEREFORE, BE IT RESOLVED by the Oregon State Board of Higher Education, the governing body of said applicant, that the planning report submitted by Bear, McNeil, Schneider, Bloodworth & Hawes as the basis for detailed planning and construction of the Outpatient Clinic Building Addition, in connection with Housing and Home Finance Agency Project No. P-ORE 3133 be and the same is hereby approved; and that certified copies of this resolution be filed with the Housing and Home Finance Agency as a part of the preliminary planning report.

Upon motion by Director Hart and second by Director Walsh, the Board approved the recommendations presented and the above resolution was adopted with the following voting in favor of adoption: Directors Forrester, Hart, Holloway, Johnson, Layman, Merrifield, Purvine, Snider and Walsh.

Those voting against adoption were: None.

The President of the Board thereupon declared said resolution duly adopted by a unanimous vote.
It was reported that previously it had been proposed to locate television facilities for KOAC-TV on Mary's Peak, near Corvallis, but that further investigation indicated that it would be desirable to make certain modifications in the present facilities on Vineyard Hill. These modifications would include increasing the power from 30 kilowatts to 266 kilowatts and to make certain mechanical adjustments which would increase the signal into the city and reduce the interference with Channel 8. The Board was advised that an amended application was proposed to be filed with the Health, Education and Welfare Department of the federal government for a grant of $227,000 to finance the capital outlay involved, in lieu of the previously filed grant which had contemplated providing facilities on Mary's Peak. Such a grant, if tendered by the federal government, will be subject to and contingent upon securing $75,000 in matching funds from the Emergency Board.

The Board accepted the report.

On March 12, 1963, the Board reviewed and approved basic studies which were recommended by University of Oregon officials and Architects Skidmore, Owings & Merrill for the proposed second and third additions to the Science Building. Funds for the construction of these additions were then being requested from the 1963 Legislature as a part of the Board's capital construction program for 1963-1965. It was indicated that the detailed preliminary planning would be made for the entire gross area of approximately 172,500 square feet without designating the specific building areas which would be included in either the second or third addition if funds for only a portion of the structure become available. It was recognized that if financing did not become available for both portions of the project, it would be necessary to prepare revised preliminary plans, analyzing the program into two separate phases. A higher priority had been assigned to an area of approximately 90,000 square feet which would be assigned principally for classrooms, instructional laboratories, faculty offices and library areas, with some research space also included. A somewhat lower priority was established for the remaining area of about 82,500 square feet, principally for science research facilities.

The approved basic studies contemplated the construction of (1) a one-story library, recessed below grade; (2) a one-story lecture hall, also to be constructed partially below grade level; and (3) a five-story laboratory building adjoining the east wing of the existing Science Building.

University of Oregon officials and the architects have filed with the Board's Office the completed preliminary plans for the proposed Second and Third Additions which are in substantial agreement with the basic studies approved in March 1963. Because of a favorable relationship of assignable space to gross area and because the present science annex may be retained and be converted into a shop unit for the science department, however, the total gross area of new construction is expected to be approximately 156,636 square feet, somewhat less than the previous estimate of 172,500 square feet. The initial unit of
the proposed laboratory building is a five-story structure, including basement, oriented north and south, enclosing the east side of the future science quadrangle. It is expected to contain approximately 122,976 square feet and would be constructed of reinforced concrete with structural capacity adequate for the vertical expansion of two additional floors. The structural frame would be exposed on the exterior of the building to free the laboratory space of the structure, to provide sun control and access for window washing, and to relate this unit architecturally to the surrounding buildings. The perimeter would be enclosed with glass and aluminum fenestration. A bridge connection would be provided to the east wing of the existing Science Building and an elevator would be installed in the existing vacant elevator shaft to provide elevator service for the laboratory building as well as access to the proposed library. The building would be air conditioned and heat would be provided from the campus central heating plant.

The proposed library unit, having a gross area of about 25,420 square feet, would be recessed in the ground west of the proposed laboratory building and south of the existing east wing of the Science Building. Thus, it would provide a central location for the library within the science complex, would be directly accessible from interior spaces of the various units of the Science Building and would maintain an open space between major buildings, conserving available land for the possible future development of the area adjoining the science complex. A central light court would be provided. The structure of the library is planned for reinforced concrete construction and the building would be heated, ventilated and cooled by the central mechanical systems routed through equipment in the laboratory building.

The lecture building, a one-story structure of approximately 8,240 square feet, extending to the east of the laboratory building, is expected to be recessed partially below grade in order to permit a close relationship to the laboratory building and to allow a density of buildings without creating congestion. It would contain three demonstration-lecture rooms, one accommodating about 252 persons, and each of the other two seating about 108 persons. The roof of this unit is designed for glue laminated wood beams and joists. Columns and walls are expected to be of reinforced concrete. Heating, ventilating and cooling will be provided by utilizing the central mechanical systems routed through the laboratory building.

In order to consolidate various departmental functions and facilities, certain remodeling is planned within the existing Science Building as a part of the total project. Generally, the physics department will be assigned areas to be vacated within the original Science Building, the department of chemistry will consolidate the greater part of its undergraduate teaching laboratories and its organic research division in the planned new additions and the department of biology will consolidate all of its undergraduate teaching facilities into a central unit of the planned new laboratory building.
Based upon the present price level, the architects estimate that the direct construction costs for the total new area of 156,636 square feet are $3,681,350, or an average of $23.50 per square foot. The alterations to the existing building are estimated at $180,000, including fees and contingencies. Total project costs for the second and third additions, including not only the direct construction costs and the remodeling but also professional services fees, movable equipment, construction supervision, moving costs, etc., are estimated to be $4,690,000, or $70,000 more than the original estimates indicated in the 1963-1965 capital construction program. The legislative requests were in the amounts of $2,410,000 for the proposed Second Addition and $2,210,000 for the proposed Third Addition, or a total of $4,620,000.

With the concurrence of the Chancellor, President Flemming recommended that the preliminary plans for the proposed Second and Third Additions to the Science Building at the University of Oregon be approved and that the resolution required by the Housing and Home Finance Agency be adopted by roll call vote in order to obtain payment of the advance planning funds which are being provided on an interest-free loan basis. It was also recommended that the appropriate Board officials be authorized to instruct Architects Skidmore, Owings & Merrill to prepare a revised report which would be limited to those portions of the project to be identified as the "Second Addition" only. As noted in the minutes of the meeting of the Board on December 9-10, 1963, this project has been assigned priority number 15 in the revised capital construction program for 1963-1965. There is a possibility that the construction of a second addition to the science building might be financed from general obligation bond borrowings, if the voters approve the proposed constitutional amendment on May 15, 1964, provided that sufficient supplemental gift and grant funds become available, such as from the recently enacted Educational Facilities Act of the federal government. (The cumulative total of the Board's capital construction program through priority number 15 is $15,607,296.)

President Flemming recommended that the revised preliminary planning for the Second Addition to the Science Building be based upon a gross area of approximately 99,500 square feet, including the library and three floor levels of the laboratory building. Two floor levels of the laboratory unit and the lecture hall space would be deferred until funds are available for the proposed third addition. Tentatively, it is estimated that the proposed second addition would cost about $3,000,000, of which $2,410,000 would be provided from state funds and $590,000 might be obtained as matching funds from the National Science Foundation or other agencies of the federal government. To cover the professional services fees relating to the preliminary planning revisions applicable to the second addition only, estimated at approximately $3,000, funds would be provided from restricted fund balances available to the University of Oregon from indirect cost allowances applicable to instructional and research contracts and grants.

The resolution recommended for the approval of the preliminary plans applicable to the proposed Second and Third Additions to the University of Oregon Science Building is as follows:
RESOLUTION APPROVING THE COMPLETED PRELIMINARY PLANNING REPORT WITH AN ADVANCE FROM THE UNITED STATES OF AMERICA FOR THE SCIENCE BUILDING ADDITION, UNIVERSITY OF OREGON, UNDER THE TERMS OF PUBLIC LAW 560 83rd CONGRESS OF THE UNITED STATES, AS AMENDED

WHEREAS, the Oregon State Board of Higher Education in behalf of the University of Oregon accepted an offer from the United States Government for an advance for preliminary plan preparation of a public work described as the Science Building Addition, University of Oregon, Eugene, Oregon; and

WHEREAS, Skidmore, Owings & Merrill, Architects, were engaged to prepare a preliminary planning report for the aforesaid public work and said architects have completed the report and submitted it for approval; and

WHEREAS, the completed preliminary planning report has been carefully studied and is considered to comprise adequate preliminary planning of the public work essential to the community and within the financial ability of the Oregon State Board of Higher Education on behalf of the University of Oregon to construct;

NOW, THEREFORE, BE IT RESOLVED by the Oregon State Board of Higher Education, the governing body of said applicant, that the planning report submitted by Skidmore, Owings & Merrill as the basis for detailed planning and construction of the Science Building Addition, University of Oregon, in connection with Housing and Home Finance Agency Project No. P-ORE 3106 be and the same is hereby approved; and that certified copies of this resolution be filed with the Housing and Home Finance Agency as a part of the preliminary planning report.

Upon motion by Director Layman and second by Director Hart, the Board approved the recommendations presented and the above resolution was adopted with the following voting in favor of adoption: Directors Forrester, Hart, Holloway, Johnson, Layman, Merrifield, Purvine, Snider and Walsh.

Those voting no: None.

The President of the Board thereupon declared said resolution duly adopted by a unanimous vote.

Previously, the Chancellor advised the Board that in order to obtain sufficient funds for operations during 1964-65, it appeared likely that tuition and fee increases of approximately $35 to $38 per term would be required, effective with the fall term 1964. As a result of further study, it now appears that the increases in student charges for tuition and fees will not need to be more than $32 per term. Hopefully, if additional state revenue becomes available, the increase would be less than this amount. Recognizing the need to advise prospective enrollees of the probable rates of charge, the Interinstitutional Fee and Dormitory Committees, which met on January 7, 1964, recommended, with the concurrence of the Chancellor, that the following adjustments be made in the published schedule of student charges for 1964-65:
1. Increase tuition and fee charges $32 per term for each resident and nonresident student at all institutions of the State System. At the University of Oregon, Oregon State University, Portland State College, Oregon Technical Institute and the Division of Continuing Education, the charge for full-time residents of Oregon would thus be increased from $110 to $142 per term. Nonresident students at the University of Oregon, Oregon State University and Portland State College would be charged $332 per term. Nonresident students at Oregon Technical Institute would be charged $262 per term. At Oregon College of Education, Eastern Oregon College, and Southern Oregon College, the charges for full-time resident students would be increased from $98 to $130 per term and the charges to nonresident students would be increased from $178 to $210 per term. The $32 increase would also be applicable to the University of Oregon Medical School and the University of Oregon Dental School, except that for graduate students in medicine and basic sciences, the adjustment would be $34 in order to have the same total charge of $142 as will be applicable for full-time graduate students at the other institutions.

2. On a temporary basis during 1964-65, $2.00 of the Incidental Fee would be credited to the Board's unrestricted income as a supplement to the tuition and fee charges.

3. The $50 deposit required of new nonresident students during 1963-64 at the University of Oregon, Oregon State University, and Portland State College would be discontinued.

4. Although increased costs for food, labor and fixed charges in dormitory operations would warrant an increase in the rates of charge for board during 1964-65, no change was proposed since it was realized that the impact of the adjustment in tuition and fees will be severe on many students and their families and only those changes which are absolutely essential should be instituted next year. However, it was recommended that in lieu of a uniform charge for room rentals during all three terms of the academic year a variable rate of charge be made, requiring a larger rental in the fall term and a smaller rental during the spring term. For students remaining in the dormitory all year, the total charge will be the same as that presently made. For the typical dormitories at most institutions, including linen service, the rates for multiple occupancy would be $100 for the fall term $85 for the winter term and $70 for the spring term. This procedure would not be applicable at the Medical School and Dental School which would prefer to retain a uniform charge for each term.

Inasmuch as a higher rate of occupancy is normally experienced during the fall term, the recommended change in the method of charging may result in slight increase in income from dormitory operations and may also encourage students to seek institutionally owned housing in the spring term if vacancies occur.
5. The $0.50 or $1.00 processing and cataloging charge assessed for the loss of a library book would be increased to $3.00 effective with the fall term 1964 at all institutions.

The Chancellor has appointed an ad hoc committee of institutional representatives to develop a statement of the basic premises upon which an appropriate fee structure for the Oregon State System of Higher Education should be based with the expectation that upon the completion of this statement recommendations will be submitted for (1) a revised fee structure, and (2) a procedure by which fees and charges should be reviewed and modified in the future. Dean William C. Jones of the University of Oregon will serve as chairman and Mr. Don Bryant of the Division of Continuing Education will serve as executive assistant. A report of the committee's findings and recommendations is expected to be made to the Board at a subsequent time.

In addition to the items mentioned above for changes in the schedule of student charges during 1964-65, other minor adjustments are being incorporated in the booklet entitled, "Tuition, Fees, State Scholarships, Board and Room Charges, and Married Family Housing Charges," with the approval of the Chancellor and Vice Chancellor for Business Affairs.

The Chancellor recommended that the modifications in student charges noted above be approved by the Board.

The Chancellor stated that further reductions in the student fee charges might result from two possibilities: (1) a continuing study of possible further budget adjustments and; (2) increase in the state's tax revenues, some of which might become available to the Board of Higher Education.

Mr. Walsh pointed out that the proposed action would have the effect of notifying students of the maximum increase in student fees, but Board members would still have an opportunity to consider budget reductions at the annual budget meeting. Any substantial reductions made in the budgets at that time would be applied to reducing the amount required from increased student fees.

It was noted that charges for nonresident graduate students were low in comparison with other state universities throughout the country. However, no increase was recommended for 1964-65 because of the previous wide distribution of the fee announcements for 1964-65, and pending applications from nonresident graduate students. The special committee assigned to study the fee structure has been asked to consider a possible increase in the nonresident graduate fees to be effective in the fall of 1965.

Board members expressed great reluctance to increase tuition and fees. The student-teacher ratio, faculty salaries, budget reductions, loan funds, scholarships and fee remissions were discussed in relation to their impact on the quality of education and the basic principle of providing public education at a reasonable cost for all students who can profit by it.
The Chancellor emphasized that the purpose of raising fees was not to limit enrollments but to raise the money necessary to close in part the financial gap in the operating budget, following the recent reduction in state operating funds.

Institutional executives concurred in the necessity for the increase, indicating that it is not possible to get and retain outstanding teachers if both their salaries and their ability to do a good job are decreased. It was suggested that a combination of fee remissions, work opportunities, and loan funds would probably make it possible to develop a program whereby a student who needed financial assistance would be able to receive an education. It was suggested also that scholarships and fee remissions should emphasize need and satisfactory academic standing as well as exceptionally high academic ability. It was also noted that an increase in the student-teacher ratio would not necessarily increase the work load of the faculty but would probably decrease the services to the students who already are objecting to mass education.

The Board approved the recommendations as presented, with the understanding that possible further reductions in the budgets would be applied to decrease the amount of additional funds required from student fees. Mr. Snider stated that he voted against the recommendations pending further scrutiny of the budget as a protest against what he considered some operating luxuries, particularly referring to the distribution of funds between the small and large institutions and to possible operating economies in such areas as business offices, alumni records, and other items amounting to several million dollars per budget period.

Mr. Layman said that he had voted negatively because he felt some consideration should be given to reducing the faculty salary adjustment fund carried in the budget for the second year of the current biennium. He indicated that he would be willing to vote for a smaller increase but did not feel he could support the $32 figure until some reduction had been made in the item mentioned above.

Oregon College of Education officials and Architects Wolff and Zimmer have filed the final plans and specifications for the proposed Classroom, Laboratory and Office Building with the Board's Office. These plans are in substantial agreement with the preliminary plans for the project approved by the Board at the October 1962 meeting, although some modifications have been made in the room arrangements as a result of further study by the architects and the institutional staff. For example, one of the small classrooms has been deleted and replaced by an office and lecture preparation space. The gross area of the building has been increased from 33,600 square feet, as previously reported, to 35,012 square feet, principally because of additional space requirements for mechanical equipment.

The architects estimate that the direct construction costs for the project will be approximately $603,853, including certain site work but exclusive of air conditioning equipment. The ventilating system has been designed so that the air conditioning equipment can be
added at a future date. This estimate is only slightly above the previous estimate and several deductive alternates are being provided in an effort to assure reasonably the receipt of bids within this budgeted direct construction cost allowance. The total project costs are estimated to be $734,015, including not only the direct construction costs but also equipment, professional service fees, construction supervision, landscaping, and miscellaneous costs and a 2.0 percent contingency fund as provided by the Board at the June 1963 meeting.

With the concurrence of the Chancellor, President Rice recommended that the final plans for the Classroom, Laboratory and Office Building at Oregon College of Education be accepted. To fulfill the requirements of the federal government, which made an interest-free advance to cover the cost of the preparation of the final plans and specifications, it was recommended that the following resolution be approved by roll call vote:

RESOLUTION APPROVING THE COMPLETED FINAL PLANNING REPORT WITH AN ADVANCE FROM THE UNITED STATES OF AMERICA FOR THE CLASSROOM, LABORATORY AND OFFICE BUILDING, OREGON COLLEGE OF EDUCATION, UNDER THE TERMS OF PUBLIC LAW 560, 83rd CONGRESS OF THE UNITED STATES, AS AMENDED

WHEREAS, the Oregon State Board of Higher Education in behalf of Oregon College of Education accepted an offer from the United States Government for an advance for final plan preparation of a public work described as the Classroom, Laboratory and Office Building, Oregon College of Education, Monmouth, Oregon; and

WHEREAS, Wolff & Zimmer, Architects, were engaged to prepare a final planning report for the aforesaid public work, and said architects have completed the report and submitted it for approval; and

WHEREAS, the completed final planning report has been carefully studied and is considered to comprise adequate final planning of the public work essential to the community and within the financial ability of the Oregon State Board of Higher Education on behalf of Oregon College of Education to construct;

NOW, THEREFORE, BE IT RESOLVED by the Oregon State Board of Higher Education, the governing body of said applicant, that the planning report submitted by Wolff & Zimmer as the basis for detailed planning and construction of the Classroom, Laboratory and Office Building, Oregon College of Education, in connection with Housing and Home Finance Agency Project No. P-Ore 3151 be and the same is hereby approved; and that certified copies of this resolution be filed with the Housing and Home Finance Agency as a part of the final planning report.

Upon motion by Director Hart and second by Director Walsh, the Board approved the recommendations presented and the above resolution was adopted with the following voting in favor of adoption: Directors Forrester, Hart, Johnson, Layman, Snider and Walsh.

Those voting no: None.
The President of the Board thereupon declared said resolution duly adopted by a unanimous vote of those present.

Mr. Holloway, Dr. Purvine and Mr. Merrifield were absent from the room at the time of the roll call vote.

President Millar, with the concurrence of the Chancellor, recommended that authorization be given to purchase the Carney property located at the northwest corner of S.W. 11th Avenue and S.W. Harrison Street, Portland, Oregon. The property located in Block 269, within the approved boundaries for the development of Portland State College, consists of a lot 50 feet by 100 feet containing a land area of 5,000 square feet on which are located three two-story residential buildings, one of which has the street floor converted to business purposes. Two appraisals were obtained, each in the amount of $30,000. The executor of the estate of Margaret Carney has offered to sell the property for $30,000.

The proposed source of funds to acquire the property is an Endowment Fund Loan, to be repaid in 12½ years with interest at 5.0 percent. Rental income from the proposed purchase and from five existing rental properties, and rental income balances are sufficient to meet the requirements of the established policy of the Board for such loans.

The Board approved the property purchase as recommended.

In connection with the above item, the Vice Chancellor for Business Affairs indicated that unless there were objections, future reports would not give the amounts of the appraisals but would indicate only that the appraisals were in line with the option price.

President Millar, with the concurrence of the Chancellor, recommended that authorization be given to purchase the Bitar property located at 1878 S.W. Broadway, Portland, Oregon. The property consists of a lot 33.5 feet by 65 feet containing a land area of 2,177.5 square feet on which is located a frame dwelling operated as a rooming house. Two appraisals were obtained in the amounts of $16,250 and $17,400. An option has been obtained in the amount of $16,330. The property is located in Block 191, site of the proposed automotive parking structure and funds are to be provided from the sale of Series 1963 B Building Bonds.

The Board approved the property purchase as recommended.

President Millar, with the concurrence of the Chancellor, recommended that authorization be given to purchase the Marple property located at 1870 S.W. Broadway, Portland, Oregon. The property consists of a lot 31.5 feet by 65 feet containing a land area of 2,047.5 square feet on which is located a two-story residence operated as a rooming house. Two appraisals were obtained in the amount of $15,500 and $16,400. An option has been obtained in the amount of $15,000. The property is located in Block 191, site of the proposed automotive parking structure and funds are to be provided from the sale of Series 1963 B Building Bonds.

The Board approved the property purchase as recommended.
In accordance with authorization granted by the Board on June 11, 1963, when the master plans for the proposed Marine Science Laboratory at Yaquina Bay were reviewed and approved, construction bids for the project were received in Corvallis on December 19, 1963. A summary of the bids received, adjusted to exclude all deductive alternates, is indicated below:

<table>
<thead>
<tr>
<th>Class of Work</th>
<th>Number of Bids</th>
<th>Low Bid</th>
<th>High Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Work</td>
<td>7</td>
<td>$442,224</td>
<td>$504,400</td>
</tr>
<tr>
<td>Mechanical Work</td>
<td>8</td>
<td>$189,522</td>
<td>$222,247</td>
</tr>
<tr>
<td>Electrical Work</td>
<td>8</td>
<td>$90,394</td>
<td>$122,821</td>
</tr>
</tbody>
</table>

In addition, one bid in the amount of $770,835 was received for a combination of the general, mechanical and electrical work, but this bid exceeded substantially the sum of the lowest separate bids for these contracts.

Inasmuch as the sum of the lowest basic bids was approximately 12.5 percent over the estimate of Architects Hewlett & Jamison, it was necessary to exercise all of the deductive alternates, including the deletion of the dockside service building, some of the equipment and cabinetry, asphalt paving, concrete walks, emergency power provisions and other minor items, in order to stay within the limitations of the budget. Authorization was obtained from the Executive Committee of the Board to award construction contracts and to approve the following budget for the project.

Direct Construction:
- General Work - Elling Halvorson Company, Seattle $442,224
- Mechanical Work - Longview Plumbing & Heating Co., Longview $189,522
- Electrical Work - Ace Electric Company, Portland $90,394
Direct Construction Costs $722,140

Architects' Fees $43,560
Legal and Administrative Expenses $1,000
Construction Inspection $7,500
Contingencies (approximately 4% of direct construction costs) $29,431
Total project costs $803,631

The awarding of the contracts was made, with the concurrence of the Housing and Home Finance Agency, following a determination by the Circuit Court of Lane County that the general work bid of A. G. Homann of Lacey, Washington, was not the lowest valid bid.

Although it was necessary to exercise the deductive alternates, as noted above, the basic laboratory building which will be constructed will be a functional unit and it will be possible to add the omitted features and finishes at a later time if funds required therefor become available.

The project is financed entirely from federal grant funds, administered by the Housing and Home Finance Agency on behalf of the Area Redevelopment Administration. One of the prime objectives of the grant is to stimulate the economy of Lincoln County.
With the concurrence of the Chancellor, President Jensen recommended that the action of the Executive Committee of the Board in authorizing the awarding of construction contracts and in approving the budget for the Marine Science Laboratory at Yaquina Bay for Oregon State University be affirmed.

The Board confirmed the action of the Executive Committee as recommended.

Pursuant to authorization granted by the Board at the December 1963 meeting, bids were received in Portland on January 9, 1964, for the construction of the proposed Second Addition to the Portland State College Center Building. A summary of the bids received follows:

<table>
<thead>
<tr>
<th>Class of Work</th>
<th>No. of Bids</th>
<th>Low Bid</th>
<th>High Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Work</td>
<td></td>
<td>$685,000</td>
<td>$756,816</td>
</tr>
<tr>
<td>Mechanical Work</td>
<td>9</td>
<td>112,390</td>
<td>140,251</td>
</tr>
<tr>
<td>Electrical Work</td>
<td>8</td>
<td>86,310</td>
<td>104,361</td>
</tr>
<tr>
<td>Food Service Equipment:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hoods</td>
<td>2</td>
<td>2,400</td>
<td>2,500</td>
</tr>
<tr>
<td>Other Items</td>
<td>3</td>
<td>43,769</td>
<td>45,570</td>
</tr>
</tbody>
</table>

Inasmuch as the sum of the low bids was within the direct construction cost allowance, contract awards were made by the appropriate Board officials and the following budget was approved for the project:

**Project Costs**

**Direct Construction Costs:**
- General Work - H. Halvorson, Inc., Spokane: $685,000
- Food Service Equipment:
  - Hoods - Atlas Sheet Metal Co., Portland: 2,400
  - Other Items - Dohrmann Hotel Supply Co., Portland: 43,769
- Total Direct Construction Costs: $929,869

**Architects' Fees and Engineering Fees**: 53,932

**Furnishings and Equipment**: 61,127

**Construction Supervision, Soils Analysis, Concrete Testing and Other Miscellaneous Costs**: 17,750

**Air Cooling Equipment and Incinerator Replacement**: 125,829

**Contingencies (5% of Direct Construction Costs)**: 46,493

**Total Project Costs**: $1,235,000

**Sources of Funds**

- Series 1963 B General Obligation Bonds (par value, $1,250,000): $1,226,638
- Restricted Fund Balances: 8,362

**Total**: $1,235,000
Plans and specifications for this project were prepared by Architects Mockford & Rudd of Oregon City. The direct construction costs of $929,869 average approximately $20.12 a square foot based upon the gross area of 46,206 square feet. Actually, a minor portion of the direct construction costs is applicable to some remodeling within the existing building but the amount thereof was not bid separately. The six-story structure will occupy the site at the corner of S.W. Harrison Street and S.W. Broadway adjoining the existing Center and Library.

The Board confirmed the contract awards.

At the June 1963 meeting, the Board authorized the leasing of a plot of ground on the Oregon State University campus to the U.S. Forest Service for the construction of a greenhouse which would be financed and used jointly by the federal government and the Agricultural Experiment Station. It was estimated that the total cost of the project would be approximately $100,000, of which about $40,000 would be provided by the U.S. Forest Service and about $60,000 would be allocated from the state appropriation for agricultural research service buildings.

Plans and specifications for the proposed greenhouse additions were prepared by the staff of the institution, with the assistance of engineering consultants, and bids were solicited in September 1963. Inasmuch as the bids received exceeded the funds budgeted for the work, they were rejected.

With the concurrence of the Chancellor, President Jensen recommended the appropriate Board officials be authorized to (1) employ Architects Bear, McNeil, Schneider, Bloodworth & Hawes, on a time and material basis not to exceed $900, to rearrange the plans and specifications for the greenhouse additions at Oregon State University, (2) approve the bidding documents, (3) solicit bids, and (4) award construction contracts within a budget total of approximately $100,000. The U.S. Forest Service has reserved $47,000 for this project, and the remaining requirements will be allocated from the total of $175,000 available from the 1963 appropriation for agricultural research service buildings.

The Board approved the recommendations as presented.

The budget for the proposed Addition to the Central Heating and Power Plant at the University of Oregon includes $82,100 for primary feeder cable and switches. Electric power is distributed to all buildings on the University campus from the Central Heating and Power Plant by means of heavy cables to three main switching vaults in the underground utility tunnels. The capacity of the existing distribution system needs to be increased to meet the requirements of new buildings recently completed and those programmed for construction in the near future.

With the concurrence of the Chancellor, President Fleming recommended the appointment of Engineers Grant Kelley & Associates to study the existing primary electrical distribution facilities, the present and projected future electrical loads, and to prepare the plans and specifications for such modifications as may be needed to meet the
requirements for electrical service on the campus of the University of Oregon. The professional services fee would be paid on an hourly basis not to exceed $3,000. Funds for the planning and construction are available from the $875,000 budget total for the proposed addition to the University Central Heating and Power Plant, which is to be financed principally from Series 1963 B bond borrowings.

The Board approved the recommendation as presented and further authorized the appropriate Board officials to solicit bids and award construction contracts within a budget total of approximately $82,100.

On June 11, 1963, the Board was advised that the construction of a new bridge across the Willamette River at Corvallis by the State Highway Department would require the relocation of facilities used by Oregon State University for its physical education and recreational programs as well as the relocation of various agricultural experiment station projects. The Board authorized the appointment of Architects Lutes & Amundson to prepare a comprehensive site-use plan for the development of the institutionally-owned property, identified as the Nellie J. Beach farm, east of the river and north of U.S. Highway 34. This plan is in progress.

Because of the urgency of providing minimal replacement facilities by September, 1964, President Jensen, with the concurrence of the Chancellor, recommended that the appropriate Board officials be authorized to employ Architects Lutes and Amundson for the preparation of plans and specifications for the initial unit of a crew house, required for physical education, to include a shower room, toilet room, drying room (for wet clothing) and heating plant; also to receive bids and award construction contracts. Funds for the replacement facilities, with an estimated total project cost of $28,000, are to be provided from $32,000 received from the State Highway Department for land and former buildings needed for the right-of-way for the highway and bridge. The fee payable to the architects shall be 6.5 percent of the direct construction costs.

The Board approved the recommendation as presented.

The budget for the construction of the Portland State College Center Building includes funds for air conditioning not only the new space, but also areas within the existing Student Center which are not now air conditioned.

With the concurrence of the Chancellor, President Millar recommended that appropriate Board officials be authorized to contract with Engineers J. Donald Kroeker & Associates to prepare plans and specifications for the air conditioning work, including the drilling of a well for the water supply. The professional services fee would be 5 percent of the direct construction costs which are estimated to be $117,000. Funds for the construction are being provided principally from Series 1963 B general obligation bonds. In order to determine the incremental cost of providing air conditioning within the existing library, it is recommended that the plans and specifications for the air cooling of the College Center Building include this item as a possible bid alternate.

The Board approved the recommendation as presented and further authorized the appropriate Board officials to solicit bids and award construction contracts within the funds available for the air conditioning.
Air Conditioning Within Cascade Hall Dormitory Complex, SOC

In accepting the preliminary plans for Dormitory Units F and G of the Cascade Hall complex at Southern Oregon College on December 9, 1963, members of the Board expressed the desire to have Architect Robert J. Keeney prepare the final plans and specifications in such a way that the air conditioning of the lounges and dining rooms could be bid as an alternate. It was also requested that information be provided concerning the estimated cost of modifying the construction, now in progress, of the central kitchen and serving areas and the dining rooms for Units A through E to make provision for future air conditioning.

On the basis of preliminary studies by the architect and his engineering consultants, a report was made to the Executive Committee of the Board that the estimated cost of providing air conditioning for the lounges and dining areas of Units F and G would be approximately $32,700, or approximately $156 for each of the 105 students in each residence hall. It was indicated that this amount includes approximately $3,700 for the duct work, electrical service, etc., required to make it possible to air condition these spaces in the future and that the remaining $29,000 would be applicable to the cooling equipment itself. The Executive Committee approved the recommendation of President Stevenson, endorsed by the Chancellor, to provide that the bidding of the future dormitory Units F and G should include duct work for the possible installation of air cooling equipment at a later time.

With respect to the changes needed in the construction of the centralized kitchen and dining rooms serving the 402 residents in Units A through E, inclusive, members of the Executive Committee were advised that the estimated cost of construction changes to provide the necessary duct work, electrical service, etc., would be approximately $19,400. These costs do not include items of equipment, such as condensers, water coolers, etc., for which approximately $91,800 may be required at some future time if it appears advisable to complete the air conditioning of the centralized kitchen and service areas, the dining rooms and the lounges for Units A through E, inclusive.

A summary of the estimated cost of air conditioning the centralized kitchen, dining rooms and lounges for Units A through G, inclusive, of Cascade Hall is as follows:

1. To construct duct work and other items for air conditioning of lounges and dining areas in Units F and G, now under design
   $ 3,700

2. To construct duct work and other items so as to permit future installation of equipment in the centralized kitchen and in dining rooms of Units A through E
   $ 19,400

Subtotal
   $ 23,100
3. To provide and install air cooling equipment at a time to be determined in the future:

- Lounges and dining areas for Units F and G: $29,000
- Lounges and dining areas for Units A through E and for central kitchen and service areas: $91,800
- Total: $120,800

Recognizing that a portion of the cost of cooling the kitchen and serving areas would be applicable to future Units F, G, H, and I, increasing rated capacities of the residence halls within the Cascade Complex from 402 to approximately 822 students, the average additional investment per student for the complete air conditioning would be approximately $204, or about 4.4 per cent above the average investment of $4,602 per student occupant reported to the Board on September 10, 1963.

Upon the recommendation of President Stevenson and the Chancellor, the Executive Committee authorized the preparation of plans and specifications to permit the receiving, from contractors now on the job, firm quotations to provide modifications for future cooling in the kitchen and dining rooms with the understanding that, if the direct construction costs thereof approximate $19,400, change orders would be executed by the appropriate officials of the Board and the construction budget would be increased, as required, from restricted funds currently available to Southern Oregon College, principally from dormitory operations and student building fees.

Confirmation of the authorization by the Executive Committee was recommended.

The Board confirmed the action of the Executive Committee.

President Fleming, with the concurrence of the Chancellor, has authorized the remodeling of University House, Agate Street, Eugene, formerly used for a cooperative house for girl students to make possible the future use thereof as a Psychology Center. Funds in the amount of $8,950 have been provided from the indirect cost allowance on research and other service contracts, grants and gifts.

Physical Plant operating costs incurred hereafter for the Center for the current biennium will be financed from unrestricted funds available to the institution.

The Board approved the actions as reported.
Dean Noyes, with the concurrence of the Chancellor, recommended that the Psi Omega Fraternity Buildings which have been converted to a residence hall for single male students, be named Louis J. FitzPatrick Hall, as a memorial to a former dean of the University of Oregon Dental School.

Dr. Fitz Patrick, who died on June 18, 1953, became the third dean of the Dental School in 1924 and continued in this position until 1941. He served as head of the Department of Operative Dentistry and was credited with having raised the department to a position of excellence. As dean he successfully piloted the school through the difficult years of the depression and the approach of World War II by keeping its standard of operation high. Early students recall that he was a favorite with the student body, both loved and respected, and at the time of his retirement he was described as "a fine gentleman whose integrity, wisdom and professional ideals have been and always will be, an inspiration to his countless friends and students."

The Board approved the recommendation as presented.

With the concurrence of the Chancellor, President Millar recommended that the appropriate Board officials be authorized to employ Grant Kelley & Associates, Consulting Engineers, of Portland, to undertake a long-range study of the primary electrical distribution system at Portland State College. Such a study would include an analysis of the present facilities of the institution, future electrical service requirements, and the relationship of the institutional facilities and requirements with the planned and/or recommended programs of the public utility companies serving the area. Fee payments would be made on an hourly basis with the understanding that the total charge would not exceed $2,500. Funds would be provided from the operating budget of the institution.

The Board approved the recommendation as presented.

On December 16, the Chancellor inspected and accepted the work of the construction contractors for the Addition to Dorion Hall at Eastern Oregon College, subject to the completion of a few minor items. The revised budget, which will be adjusted slightly when the final costs for landscaping and site work, movable equipment and other miscellaneous items have been determined, is indicated below in comparison with the original budget approved by the Board on June 12, 1962:
Project Costs:

**Direct Construction:**
- General Work - Bechtel Bros.,
  La Grande: $364,555
- Mechanical Work - Hal's Plumbing & Heating, La Grande: 76,111
- Electrical Work - B Electric, La Grande: 39,618
- Bedroom Cabinet Work - B. P. John Furniture Corporation, Portland: 48,037

**Total Direct Construction Costs:** $528,321

**Architects' and Engineering Fees:** 26,018

**Construction Supervision:** 7,150

**Landscaping and Site Work:** 6,500

**Legal and Miscellaneous Costs:** 5,056

**Movable Equipment:** 27,955

**Contingencies:** 26,303

**Total Project Costs:** $601,000

**Sources of Funds:**

- **General Obligation Bonds, Series 1962 (par value $570,000):** $558,657
- **Restricted Fund Balances:** 42,343

**Total Sources of Funds:** $601,000

(1) Includes modifications to building title lettering within one general work change order.

(2) Includes addition to and relocation of vacuum line and relocation of connection point of storm sewer incorporated within two mechanical work change orders.

(3) Includes an increase in master paging system from six to ten stations within one electrical work change order.

(4) Includes revisions to wardrobe cabinets and bolster supports approved within one change order.

The $31,000 savings indicated above will be available for financing other approved self-liquidating projects or land purchases. Plans and specifications for the project were prepared by Architects Hewlett & Jamison of Portland. The three-story structure, plus a partial basement, is of reinforced concrete lift slab construction and is similar in design and appearance to the first unit of Dorion Hall completed in 1958. The direct construction costs of $528,321 indicated above average $19.86 per square foot for the total gross area of 26,600 square feet. Housing accommodations are provided for 172 students, thus doubling the capacity of the women's dormitory. The average investment per student, based upon the total cost of the dormitory for 344 students, is approximately $3,689.

The Board accepted the report as presented.
On December 12, 1963, the Vice Chancellor for Business Affairs inspected and accepted the work of the construction contractors for the Student Health Service Building at Oregon College of Education subject to the completion of a few items. The revised budget for the project, which may be modified slightly when the final amounts for landscaping and equipment purchases have been determined, is indicated below in comparison with the budget approved by the Board on April 23, 1963:

<table>
<thead>
<tr>
<th>Description</th>
<th>Revised 12-12-63</th>
<th>Original 4-23-63</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Work - John Carrick &amp; Son,</td>
<td>$68,548</td>
<td>$67,405</td>
<td>$1,143</td>
</tr>
<tr>
<td>Albany</td>
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</tr>
<tr>
<td>Mechanical Work - Bowen Bros.</td>
<td>33,322</td>
<td>33,237</td>
<td>85</td>
</tr>
<tr>
<td>Plumbing &amp; Heating Inc., Salem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Work - Mayer &amp; Ross</td>
<td>12,246</td>
<td>12,246</td>
<td>0</td>
</tr>
<tr>
<td>Electric, Inc., Corvallis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct Construction Costs</td>
<td>$114,116</td>
<td>$112,888</td>
<td>$1,228</td>
</tr>
<tr>
<td>Architects' Fees</td>
<td>6,847</td>
<td>6,773</td>
<td>74</td>
</tr>
<tr>
<td>Landscaping</td>
<td>2,500</td>
<td>2,500</td>
<td>0</td>
</tr>
<tr>
<td>Construction Supervision and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Costs</td>
<td>600</td>
<td>600</td>
<td>0</td>
</tr>
<tr>
<td>Furnishings and Equipment</td>
<td>14,298</td>
<td>10,000</td>
<td>4,298</td>
</tr>
<tr>
<td>Contingencies</td>
<td>5,600</td>
<td>(5,600)</td>
<td></td>
</tr>
<tr>
<td>Total Project Costs</td>
<td>$138,361</td>
<td>$138,361</td>
<td>$0</td>
</tr>
</tbody>
</table>

The project, a one-story building of wood-frame construction, was designed by Architects Jeppsen and Miller of Corvallis. It is completely air conditioned. For the gross area of 4,780 square feet, the direct construction costs of $114,116 average $23.87 per square foot. Funds for the project were provided from restricted fund balances available to the institution.

The Board accepted the report as presented.

Oregon College of Education officials and Architects Annand and Boone have filed with the Board's Office the final plans and specifications for the Replacement of Campbell Hall, identified as the Humanities and Social Science Building. Inasmuch as these plans follow very closely the preliminary plans for which a report of acceptance was made to the Board at its July 9, 1963, meeting and the basic studies which the Board reviewed and approved at its June 11, 1963, meeting, the acceptance thereof has been acknowledged by the Board's Office. The gross area of approximately 34,800 square feet, the room arrangements, and the facilities expected to be provided are nearly identical with the preliminary plans. Modifications have been made in the treatment of some of the exterior wall and roof surfaces: cement plaster has been substituted for the marblecrete originally indicated, a flat roof plane has replaced the series of curved vaults over the office wing, and solar screens will be provided, if possible, on the east and west sides of the classroom wing as well as the south side of the office wing. Other modifications are minor.
On January 24, the State Emergency Board reserved funds in the amount of $268,500 from the State Emergency Fund to supplement the funds already available from the State Restoration Fund and from that portion of the 1963 appropriation released for architectural planning for the replacement of Campbell Hall. Although the total of all such resources would be approximately $750,000, it is anticipated that the total cost of the project will be limited, if possible, to the sum of $688,400, as noted in the Board minutes of July 9, 1963, by deferring the installation of air conditioning equipment (for the classroom wing) and by reducing the contingency fund to two percent of the direct construction costs. This reservation by the Emergency Board was made with the understanding that the actual release of all or a portion of the $268,500 would not be made if financing of this project becomes available from general obligation bond borrowings, which are subject to a favorable vote of the people on May 15, 1964, on the proposed amendment to the Oregon Constitution, or from other sources.

With the concurrence of the Chancellor, President Rice recommended that authorization be granted to the appropriate Board officials to solicit bids, award contracts and approve a construction budget for the proposed Humanities and Social Science Building at Oregon College of Education within the funds available. A report of the action taken will be made to the Board at a subsequent meeting.

The Board authorized the recommendations as presented.

President Jensen, with the concurrence of the Chancellor, recommended that authorization be given to purchase three adjoining properties located at the juncture of 26th Street, Arnold Way and Monroe Street, Corvallis. The properties are within the present campus boundaries and are intended to be used as part of the site for the future Family Study Center. The option prices and the proposed sources of acquisition funds follow:

<table>
<thead>
<tr>
<th>Property</th>
<th>Option Price</th>
<th>From Restricted Funds Rental Income</th>
<th>From Endowment Fund Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mead, 70 N. 26th Street</td>
<td>$12,200</td>
<td>$3,900</td>
<td>$8,300</td>
</tr>
<tr>
<td>Stephenson, 28 N. 26th</td>
<td>16,500</td>
<td>5,000</td>
<td>11,500</td>
</tr>
<tr>
<td>Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jordan, 2605 Arnold Way</td>
<td>11,700</td>
<td>3,500</td>
<td>8,200</td>
</tr>
<tr>
<td>Total</td>
<td>$40,400</td>
<td>$12,400</td>
<td>$28,000</td>
</tr>
</tbody>
</table>

The option prices are in line with the appraisals which are: Mead property, $12,500 and $12,000; Stephenson, $16,500 and $16,500; Jordan $12,000 and $11,500.
On June 13, 1950, the Board established policies involving the use of endowment fund loans to finance the cost of acquiring income producing properties expected to be used at a future date for campus development, as permitted by ORS 351.140. Debt service was to be met from net rental income of said properties and previously acquired properties. The principal of each loan is to be repaid in 25 equal semiannual installments. Interest at the current FHA mortgage loan rate, reduced though by the amount applicable to provide insurance against premium losses, is 5 1/4 per cent.

Properties now being rented by the University total 24, and with the three recommended purchases, it is expected that the annual rental income from the 27 properties will approximate $35,000. With expenses of about $15,000, the net income is estimated to be about $20,000. The 1964 debt service to amortize the loan on the three indicated properties, as well as five other properties previously acquired, will be approximately $10,293. Also pursuant to established Board policy, there is available in the restricted funds real property rental income account a balance which exceeds the total debt service on the loans for the next two years for the eight properties.

The Board authorized the property purchase as recommended.

President Fleming, with the concurrence of the Chancellor, recommended that authorization be given to purchase the Field property, located within the campus boundaries of the University of Oregon at 1736½ Moss Street, Eugene, Oregon. The property consists of a lot 50 feet by 40 feet containing a land area of 2,000 square feet on which is located a two-story frame dwelling. Two appraisals were obtained, each in the amount of $9,500. An option has been obtained in the amount of $9,500. The property is needed for future dormitory construction and funds are to be provided from the sale of Series 1963 B Building Bonds.

The Board approved the recommendation as presented.

President Bennett, with the concurrence of the Chancellor, recommended that authorization be given to purchase the Petterson property consisting of a lot 60 feet by 120 feet and a recently modernized three-bedroom house and double garage, located within the campus boundaries of Eastern Oregon College at 707 Sixth Street, La Grande, Oregon. Two appraisals were obtained in the amounts of $16,000 and $15,900. An option has been obtained in the amount of $16,000 (with the owner having the right of free occupancy until September 1, 1964.) The property is located in the area intended for future dormitory construction and funds are to be provided from restricted fund balances available to the institution.

The Board approved the recommendation as presented.
Rumtunt to prior Board action, the Board executed leases dated April 1, 1962, and November 1, 1962, together with the modifications thereof, dated December 20, 1962, with the Port of Newport for a site to locate the Marine Science Laboratory of Oregon State University at Yaquina Bay, Newport, Oregon. The title report in the Board's Office shows certain easements and county roads affecting the property leased by the State Board of Higher Education from the Port of Newport.

After negotiations with the Newport Dock Company, the Port of Newport, and Lincoln County, an agreement was prepared to open up a new road along the west and south of the premises leased to the Board for the Marine Science Laboratory. This new road will not only serve the needs of the public more adequately but will also be of great advantage to Oregon State University. The agreement contemplates that the county will vacate the existing Ferry Slip County Road Right-of-Way, and the two lateral easements to the Newport Dock Company and to the Board will no longer be necessary.

The Executive Committee of the Board authorized the execution of the agreement referred to and such agreement has been signed under date of January 6, 1964. The Assistant Attorney General assigned to the State Board of Higher Education has reviewed the agreement and various aspects in connection therewith and has approved the legal form in all respects.

President Jensen, with the concurrence of Chancellor Lieuallen, recommends that the Board confirm the action taken in executing the agreement as was authorized by the Executive Committee.

The Board confirmed the action of the Executive Committee as recommended.

The meeting was recessed at 4:35 P.M., January 27, 1964, and was reconvened at 9:00 A.M., January 28, 1964, with the following Board members present:

Mr. J. W. Forrester, Jr.  Mr. George H. Layman
Mr. Allan Hart  Mr. John Merrifield
Mr. Chas. R. Holloway, Jr.  Mr. John W. Snider
Mrs. Elizabeth H. Johnson  Mr. Wm. E. Walsh

RE ABSENCES

R. E. Purvine, M.D., was absent for business reasons.
Meeting #322

President Millar, with the concurrence of the Chancellor, recommended that authorization be given to purchase the property located at 1873 S.W. Sixth Avenue, Portland, Oregon, owned by the Oregon-Columbia Chapter, National Electrical Contractors Association. The property consists of a lot 80 feet by 100 feet containing a land area of 8,000 square feet on which is located a building constructed of concrete with brick veneer. An option has been obtained in the amount of $100,000 which is consistent with the two appraisals that have been made on the property. The property is located in Block 191, site of the proposed automotive parking structure and funds are to be provided from the sale of Series 1963 B building bonds.

The Board authorized the recommendation as presented.

President Millar, with the concurrence of the Chancellor, recommended that authorization be given to purchase the Couture property located at 1859 S.W. Sixth Avenue, Portland, Oregon. The property consists of a lot 26.5 feet by 58.7 feet containing a land area of 1,555.55 square feet on which is located a frame dwelling converted into two living units. An option has been obtained in the amount of $13,750 which is consistent with the two appraisals made on the property. The property is located in Block 191, site of the proposed automotive parking structure and funds are to be provided from the sale of Series 1963 B building bonds.

The Board authorized the recommendation as presented.

President Millar, with the concurrence of the Chancellor, recommended that authorization be given to purchase the Gustafsson property located at 1884 S.W. Broadway, Portland, Oregon. The property consists of a lot 35 feet by 65 feet containing a land area of 2,275 square feet on which is located a frame dwelling occupied by the owner and also containing three efficiency apartments. An option has been obtained in the amount of $19,750 which is consistent with the two appraisals made on the property. The property is located in Block 191, site of the proposed automotive parking structure and funds are to be provided from the sale of Series 1963 B building bonds.

The Board authorized the recommendation as presented.

Portland State College has been negotiating to purchase the Edward J. Windle property at 638 S.W. Harrison Street in the City of Portland. This property is in Block 191 which is the site of the automotive parking structure for Portland State College. In view of the fact that the administration of Portland State College has been unable to arrive at a purchase price within the range of the appraisals obtained by Portland State College, President Millar, with the concurrence of the Chancellor, recommended that condemnation proceedings be commenced for the acquisition of the Edward J. Windle property.
President Millar, with the concurrence of the Chancellor, also recommended that the following resolution be adopted by the Board:

RESOLUTION

WHEREAS, under and by virtue of the laws of the State of Oregon, the State Board of Higher Education is authorized to purchase such real property as in its discretion may be necessary for the present and future development of any schools or institutions under its jurisdiction;

WHEREAS, under and by virtue of the laws of this state whenever any property is required for use by the state and the owner and the board directing the state department or institution for which the property is required cannot agree upon which price is to be paid, said board is authorized to have instituted in the name of the State of Oregon any necessary or appropriate suit, action or condemnation of said property required for such purposes and the assessment of damages for the taking thereof;

WHEREAS, the State of Oregon, by and through the State Board of Higher Education, finds it necessary that the State of Oregon acquire title to the hereinafter described real property situated in the City of Portland, Multnomah County, Oregon, for the public purpose, to wit, the establishing and maintaining thereon of public buildings and grounds for the expansion and development of Portland State College; and

WHEREAS, the State Board of Higher Education has made every reasonable effort to negotiate with the owner thereof for the acquisition of title to such property, but to this date has been unable to agree with such owner upon the reasonable market value or price to be paid for such property or upon the compensation or damages to be paid to the owner thereof for the taking of such property for such public use;

NOW, THEREFORE, BE IT RESOLVED BY THE State Board of Higher Education in regular meeting assembled:

1. That the State Board of Higher Education does hereby find and declare that the following described parcel of land is required for public use, is suitable, proper and necessary for the public purpose of establishing and maintaining thereon public buildings and grounds for the expansion and development of Portland State College:

   West 22.3 feet of north 20 feet, Lot 7 and west 22.3 feet, Lot 8, Block 191, PORTLAND ADDITION, in the City of Portland, County of Multnomah and State of Oregon.
2. That the State Board of Higher Education does hereby find and declare as a result of its investigation that the acquisition of the fee simple title to said real property, free and clear of all interests of every kind and nature, is necessary to carry out the proposed building and grounds program of Portland State College for its expansion and development to meet the public need.

3. That the Vice Chancellor for Business Affairs is directed to attempt to agree with the owners and persons in interest of said real property as to the compensation to be paid for the taking; and in the event that no satisfactory agreement can be reached, then the Attorney General of the State of Oregon be and he is hereby requested and authorized to commence and prosecute to a final determination such suits, actions, and proceedings as may be necessary and appropriate to acquire the title to the real property hereinabove described.

Upon motion by Director Merrifield and second by Director Hart, the above report was approved and the resolution duly adopted with the following members voting in favor of adoption: Directors Forrester, Hart, Johnson, Layman, Merrifield, Snider and Walsh.

Those voting no: None.

The President of the Board thereupon declared the said resolution duly adopted by a unanimous vote of those present. Mr. Holloway was absent from the room at the time of the roll call vote.

Amendment to L-3-F of the Administrative Code - Academic Staff, Conditions of Employment

The Chancellor presented for Board consideration a proposed amendment to Paragraph L-3-F of the Administrative Code - Academic Staff, Conditions of Employment. The amendment as it appears below incorporates the changes in wording agreed upon by Board members during the discussion:

PROPOSED AMENDMENT TO PARAGRAPH L-3-F OF ADMINISTRATIVE CODE
ACADEMIC STAFF - CONDITIONS OF EMPLOYMENT

(Material to be deleted is enclosed in brackets [. . .]. Material to be added is underlined)

F. TENURE, PROMOTION, TIMELY NOTICE.

Full-time members of the academic staff appointed with the rank of instructor shall be employed on a one-year basis, and indefinite tenure shall not be granted to those holding this rank. At the close of three years' service, and where necessary annually thereafter, a review shall be made to determine whether such persons shall be considered for promotion to assistant professor and/or the granting of indefinite tenure.
Full-time members of the academic staff appointed with the rank of assistant professor or above shall be employed on a one-year basis, and ordinarily are expected to complete three annual appointments before consideration is given to indefinite tenure. [It is recognized that at times it may be desirable to grant indefinite tenure to persons appointed with the rank of full professor before the end of three years, and occasionally even at the time of original appointment.] It is recognized that at times it may be desirable to grant indefinite tenure, before the end of three years, to persons appointed with the rank of associate or full professor. Full professors may be granted indefinite tenure at the time of appointment. An annual review shall be made by the president of those persons eligible for promotion beyond the rank of assistant professor.

[If, after six annual appointments, a full-time staff member is not placed on indefinite tenure, he shall be given written notice of termination of employment. Timely notice shall be considered to mean a minimum of three months during the first annual appointment and a minimum of twelve months thereafter.]

If the appointment of an academic staff member on 81 percent FTE or more, not on indefinite tenure, is to be terminated otherwise than for cause, he shall be given a timely notice of termination as follows: During the first annual appointment, at least three months' notice; and during the second, third, fourth, fifth, and sixth annual appointments, at least twelve months' notice. If such a staff member is not placed on indefinite tenure by the end of his sixth annual appointment, he shall then be given a twelve-months' notice of termination. A series of annual appointments shall be considered consecutive whether or not interrupted by one or more official leaves of absence. Annual appointment for a seventh year without being accompanied by notice of termination shall be interpreted as the conferring of tenure.

The above policies will operate in all appointments unless in individual cases there is a definite written understanding to the contrary, in which case the exception will be noted in the annual notice of appointment. (Meeting #65, 1-27-36, p. 15. Amended meeting #3216, 10-28-52, pp. 9-10.)

The rank of senior instructor is provided for use in granting indefinite tenure to staff members in those cases where the nature of the assignment is such as not to warrant the rank of assistant professor. Promotion to the rank of senior instructor will not be made before the end of the third year of service. (Meeting #230, 4-27-54, p. 16.)
FF. TERMINATION OF EMPLOYMENT

(1) PURPOSE AND APPLICATION

This policy statement establishes the procedure for the termination of appointment of academic staff members of the State System of Higher Education and its institutions. It applies to all terminations of academic staff members, including those on indefinite tenure as well as those not on indefinite tenure. For reference to tenure, see the Board's policy statement set forth in Section L-3-F of the Administrative Code.

(2) TERMINATION NOT FOR CAUSE

a. Definition.

Termination not for cause is defined as any termination other than for cause as set forth in Section 3.

b. Staff Members with Indefinite Tenure.

The appointment of an academic staff member with indefinite tenure will not be terminated for reasons other than for cause, except for financial exigency. Before the appointment of any academic staff member on indefinite tenure can be terminated for financial exigency, a bona fide determination will be made by the institutional executive that such financial exigency does in fact exist, and that no funds are in fact available for the payment of compensation for the position concerned. If the staff member cannot be retained either in the position in which presently employed or in some alternate position, maximum possible notice of termination shall be provided the academic staff member.

c. Staff Members without Indefinite Tenure.

Appropriate notice of termination shall be provided staff members without indefinite tenure as set forth in Section L-3-F of the Administrative Code. If the employment of such staff member is being terminated for financial exigency so as to render impossible the provision of notice as set forth in reference section of the Administrative Code, maximum notice possible will be provided.
(3) TERMINATION FOR CAUSE

a. Definition.

The appointment of an academic staff member, whether or not having tenure, may be terminated for cause as herein provided. "Cause" shall be understood to include gross inefficiency, conviction of a felony, or conduct flagrantly unbecoming a faculty member.

b. Preliminary Consideration.

If a case arises in which it is proposed to terminate an academic staff member for cause, the institutional executive shall first be consulted. At the time of the consultation, or at any time thereafter (before, during, or after the hearing provided for below), the institutional executive may suspend the staff member, without financial penalty, from some or all of his duties; but such a suspension shall be ordered only if the institutional executive makes a finding, based on facts made known to him, that there is a clear and present danger that the staff member's continued performance of his duties will be harmful to the institution, to the staff member, or to the public at large.


When authorized by the institutional executive formal charges shall be prepared, stating specifically the facts or transactions believed to constitute cause for termination. If the staff member whose termination is proposed does not have indefinite tenure, the charges shall be prepared by his immediate administrative superior. If the staff member is on indefinite tenure, the charges shall be prepared in accordance with procedures established within each institution, but no institutional officer responsible for evaluating the charges shall participate in their preparation. In any case in which charges are brought by the institutional executive, preliminary evaluation of the charges, determination to proceed to hearing, and final review and action on the Hearing Committee's report will be by the Chancellor of the Oregon State System of Higher Education. In all cases the charges shall be filed with the institutional executive or an equivalent officer, and a copy shall be given to the staff member, such charges to be filed and served upon the staff member within 20 days after the institutional executive's authorization to initiate formal charges.
d. **Interim Consultative Proceedings.**

After charges are filed as above stated, there may be such interim consultative proceedings as are provided for by the institution's regulations. Such proceedings are not required, and, if provided for, need not be the same for staff members not on indefinite tenure as for those having such tenure. At the conclusion of any such proceedings, the institutional executive shall determine whether the charges are to be dropped, or whether they are to be brought on for hearing.

e. **Staff Member's Request for a Formal Hearing.**

Within ten days after the filing of charges, if no interim proceedings are provided for, and, where such proceedings are provided for, within ten days after the institutional executive determines that the alleged charges are to be brought on for hearing, the staff member whose termination is sought shall state in writing whether or not he desires a formal hearing on the charges. This 10-day period may be extended by the institutional executive. If the staff member elects not to ask for such a hearing, his appointment shall terminate, except in cases of conviction of a felony or conduct flagrantly unbecoming a faculty member as follows: in the case of a member not on indefinite tenure, in thirty days; and in the case of a staff member having indefinite tenure, in one year; in the case of a staff member, whether or not having tenure, who is convicted of a felony or who is guilty of conduct flagrantly unbecoming a faculty member, his appointment may be terminated at any time.

f. **Hearing Committee.**

If the staff member elects to ask for a formal hearing on the charges, such hearing shall be before a special ad hoc committee of seven members. Committee members shall be selected in the following manner: The Advisory Council, Faculty Senate, or other proper elective faculty body shall appoint a panel of twelve faculty members; from this number, the same elective body will then name seven to serve as the hearing committee. All persons named must have indefinite tenure. The staff member is allowed one peremptory challenge; a committee member so challenged will then be replaced from the panel of twelve by the elective body initially charged with impaneling. The committee shall be constituted within thirty days after the staff member's request for a hearing.

The hearing committee shall elect a chairman from among its members.
g. **Conduct of Hearing.**

The committee shall set a date for the hearing, giving sufficient time to the staff member to prepare his case. The staff member and the administration shall have the option of assistance by counsel, both in preparing for and at the hearing. Not less than one week before the hearing date, the staff member shall file with the committee a written statement of his case. The committee shall review the charges and the staff member's statement prior to the hearing. During the period between the filing of the charges and the institutional executive's action on the committee's report, the staff member shall enjoy the same academic freedom as other members of the faculty, unless suspended as indicated in paragraph 3(b) above.

The committee, in consultation with the institutional executive and the staff member, shall determine whether the hearing shall be public or private. Although the institutional executive and other administrative personnel may attend, the conduct of the hearing shall be under the control of the committee chairman. A stenographic record of the hearing shall be kept.

At the hearing, the testimony of witnesses and other evidence concerning any disputed facts shall be received by the committee. No witness shall testify before the committee except in the presence of the staff member, and no evidence shall be considered that is not made known to him and his counsel in sufficient time to permit the obtaining of answering testimony or evidence. All witnesses before the committee shall be subject to cross-examination. At the conclusion of the testimony, the committee may permit each side to make an oral or written summation; if this privilege is extended to one side, it must be extended to both. When the committee is satisfied that all pertinent and available evidence has been received, and that such summations as it deems appropriate have been presented, the hearing will be adjourned. The committee will then go into executive session for the purpose of deliberation.

h. **Committee's Report.**

The committee shall make explicit findings based upon the hearing record with respect to each specification in the formal charges lodged against the staff member, and shall within 10 days of completion of the hearing and determination by the committee of its findings recommend either that his appointment be continued, or that it be terminated. The institutional executive and the staff member shall receive copies of the findings and recommendation, and also of the record of the hearing.
i. Action by the Institutional Executive.

If the committee recommends that the staff member's appointment be continued and the institutional executive concurs, or if the institutional executive, notwithstanding a contrary recommendation determines to continue the staff member's appointment, the staff member shall continue his duties without prejudice. If the committee recommends termination of the staff member and the institutional executive concurs, or if the institutional executive does not concur with a committee recommendation for continuation of the appointment, the institutional executive shall within 10 days of receipt of the committee's report advise the staff member of his decision by written notice. In the case of a staff member having indefinite tenure, his appointment shall terminate, except in cases of conviction of felony or conduct flagrantly unbecoming a faculty member, one year after the date of notice, subject to the right of such a staff member to appeal to the State Board of Higher Education as provided below. In the case of a staff member without indefinite tenure, the institutional executive shall set the date of separation.

j. Appeals.

Within thirty days after receiving a termination notice as above stated, a staff member having indefinite tenure may appeal to the State Board of Higher Education by addressing a letter to the Board's secretary stating the grounds for the appeal, a copy of which shall be furnished the institutional executive. Upon receiving a copy of such an appeal, the institutional executive shall forward to the Board's secretary the following: a copy of the charges in the case and of the staff member's written statement in answer thereto; the stenographic record of the hearing, and any exhibits; the committee's findings and recommendation; and the institutional executive's termination notice.

The State Board of Higher Education may conduct such hearing as it deems proper for its consideration of an appeal, or it may refer the appeal to a committee of Board members for consideration and recommendation. No new evidence or testimony shall be received on the appeal, but the Board may return the case to the institution from which it came for the receipt of further evidence or testimony, if the Board deems this necessary. The Board shall make such determination of the case as it deems just.
If the Board sustains the decision to terminate the staff member, the termination shall be effective at the date originally named by the institutional executive.

The institutional executives, with the concurrence of the Chancellor, recommended approval of the proposed changes and additions to the Board's Administrative Code relating to academic staff—Conditions of Employment and Termination of Appointments, as shown in the preceding paragraphs, all changes and additions to be effective immediately upon approval by the Board.

The Board adopted the proposed new Section FF under L-3 of the Administrative Code as indicated above. The Board also adopted the proposed amendments to Paragraph L-3-F of the Code as presented.

Under the curricular policies adopted by the Board at its October 1962 meeting, several important procedures were established which may be summarized as follows:

1. The Committee on Curricula has the responsibility of maintaining broad supervision over the curricular offerings of the several institutions to the end of providing a comprehensive coordinated program of higher education for the state and of reporting its findings to the Board.

2. In recognition of the fact that curricular planning is a year-round function of the institutions, the Committee on Curricula meets throughout the year to consider institutional curricular plans as these are developed.

3. All curricular changes proposed for the following summer session and academic year are required to be presented for consideration no later than the January Board meeting each year. Requests for emergency approval may be made, when justified, later than the January meeting.

4. The Board's Office is empowered to act upon institutional course requests which are related to curricular programs which have been authorized for the institutions by the Board.

5. Requests for authorization of new curricula or programs are submitted to the Board's Office for consideration by the Committee on Curricula and subsequently, by the Board. These requests are to consist of the following documents:

   a. A narrative statement covering the change or addition being requested, the reasons for the request, including need and appropriateness to the institutional guidelines, and the financial implications of the requests, both immediate and long-range.

   b. A list of specific course changes needed to effect the request.

6. The Chancellor is authorized to implement the approved curricular programs by authorizing the necessary course changes.
Pursuant to the foregoing policies and procedures, the Chancellor has under consideration and will make decisions concerning the institutional course requests for 1964-65 related to the curricula or programs already authorized for the several institutions by the Board.

Institutional requests relating to new curricula and programs for which institutions desire Board authorization are being withheld until consideration by the Board of the proposed institutional guidelines. Procedural arrangements for the preparation of the guidelines and their consideration by the Board are proposed as follows:

1. The institutional guidelines, which have been in preparation since the adoption of the State System Guidelines by the Board in September 1962, have now all been received in the office.

2. The Board's Office has completed a preliminary analysis of the guidelines and is presently discussing the guidelines with the institutional executives.

3. Copies of the proposed institutional guidelines, prefaced by an analysis of the policy issues raised in the guidelines, will be sent to Board members in late January or early February.

4. A meeting with the Committee on Curricula will be sought in February by the Board's Office for the purpose of discussing with the Committee the proposed guidelines.

5. Recommendations relating to the proposed guidelines will be made by the Committee on Curricula and the Board's Office for Board consideration at the March meeting of the Board.

Following the consideration by the Board of the proposed guidelines and the adoption of guidelines acceptable to the Board, the Board's Office will then forward to the Board those institutional requests for major curricular program changes which are consistent with the Board-approved guidelines.

Mr. Hart, Chairman of the Committee on Curricula, said that it was planned to hold a series of meetings to study the guidelines and indicated that it would be desirable to have any program authorizations resulting from the guidelines available for discussion at the same time. It was pointed out that the guidelines for each institution would present the long-range view of the institution's role in the System and would also indicate some of the specific programs to be requested within the next few years. The guidelines, including their curricular implications, would be subject to reassessment in terms of changing conditions. The role of the community colleges in Oregon was mentioned as one of the developments which could have a definite effect on the functions and purposes of some of the State System institutions.

Institutional executives expressed a desire for early consideration of the proposed new programs and it was indicated that the committee would review the guidelines and curricular proposals as rapidly as possible, although it was anticipated that an adequate study of this material might require several months.

The Board accepted the report.
Revision of Administrative Code - Non-resident Students, Fees

Section K-2-B(2) of the Administrative Code as presently worded requires that: "An emancipated student (as defined above) shall pay the nonresident fee unless he establishes his Oregon domicile at least three months prior to the time of his registration. .. in an institution under the Board's control."

It has been found at the institutions that three months' residence prior to first registration is not sufficient to permit the admissions officers or the residence classification committees to determine whether a student from another state has established a permanent residence in Oregon. It has also been ascertained that of 18 state universities for which information is available, 15 require 12 months and three require six months residence prior to registration as evidence of the establishment of a domicile in the state. The following western states require twelve months prior residence: Alaska, Arizona, California, Colorado and Washington. Idaho requires six months prior residence.

It was recommended by the executives of the institutions, with the concurrence of the Chancellor that Section K-2-B(2) of the Administrative Code be amended to change the wording in the Board's regulation from "three months" to "six months." It was recommended also that minor changes in wording be made in Section K-2-C(1). During the discussion Board members suggested additional changes in wording requiring modification of K-2-A. Below are shown excerpts from the Administrative Code, including the recommended changes:

K-2-A. A nonresident fee shall be paid (1) by a student whose parent or legal guardian is domiciled outside of Oregon at the time of the student's registration, and (2) by an emancipated student (i.e. a student over the age of 21 or a minor student whose domicile is independent of that of his parent or legal guardian) who is domiciled outside of Oregon at the time of his registration, ...

K-2-B(2). An emancipated student (as defined above) who comes to Oregon to attend an institution under the board's control, and establishes an Oregon domicile, shall pay a nonresident fee unless he establishes his Oregon domicile at least [three months] six months prior to the time of his registration, and does not attend an institution under the board's control during any part of such [three-month] six-month period; provided, however, that an emancipated student who did not establish his Oregon domicile at least [three months] six months prior to his initial registration at an institution under the board's control, and who pays nonresident fees for an entire school year, shall not thereafter be required to pay nonresident fees if he continues to be domiciled in Oregon during the following summer, either being employed or continuing his school attendance. This subsection insofar as it increases the residence requirement from three months to six months shall take effect at the opening of the fall term of academic year 1964-65.
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K-2-C(1). A student's parent or legal guardian, or an emancipated student, will be deemed to have established an Oregon domicile if he establishes and maintains a bona fide fixed and permanent residence in Oregon, with no intention of moving changing such residence to a place outside the State of Oregon when the school period expires. Factors that will be considered in determining if an Oregon domicile has been established are: abandonment of previous domicile, rental or purchase of a home, presence of family, presence of household goods, length of time in state, nature and permanence of employment, sources of financial support, ownership of property, and place of voting.

The Board approved the recommendations as presented.

Revision of Section L-3-I, Sabbatical Leave

The Chancellor recommended that the provisions of the Administrative Code, numbered L-3-I, Sabbatical Leave, be amended as follows:

L-3-I(2). "Staff members employed on [a ten-months] an academic year basis are considered as serving continuously, and every seventh year, are eligible for one of the following types of leaves: . . . ."

L-3-I(3). "Staff members employed on a [twelve-months] fiscal year basis are eligible for their first sabbatical leave after serving six years, as indicated under (1). . . ."

The changes were recommended in view of the Board action modifying Section B of Code Section L-3 at the last Board meeting.

The Board approved the recommended changes as presented.

Presentation by Senator Don S. Willner, the principal sponsor of Senate Joint Resolution 8, appeared before the Board at his request "to discuss ideas concerning the future of higher education in our state."

His complete statement follows:

"I deeply appreciate the opportunity of appearing before you to discuss the responsibilities of the State Board of Higher Education for graduate education in the Portland metropolitan area.

"At the last general session of the legislature, I was the principal sponsor of Senate Joint Resolution 8 which provided:

'(1) The State Board of Higher Education shall establish a quality program of graduate education in the arts and sciences in the Portland metropolitan area.

'(2) The State Board of Higher Education shall complete plans for such a program so that appropriate budgetary requests may be made for the 1965-1967 biennium."

"This resolution passed the Senate by a vote of 26 to 3, and passed the House of Representatives by a vote of 49 to 6. It stands as a mandate to this Board which was overwhelmingly supported by legislators from every part of our state.
"The Portland metropolitan area is the only major metropolitan area in the West which does not have a state university with a graduate school of arts and sciences. This area has about half of the state's population and pays about half of the taxes. Many Oregon college graduates are not able to take up residence in Eugene or Corvallis and are either denied the opportunity for graduate education or leave the state to study and work elsewhere. Existing Portland area business and industry needs such a program to upgrade its skilled work force.

"Excellent graduate education in this area will help attract new science-based industry and payrolls to our entire state. Only a few days ago representatives of one of the leading industrial research companies in America were in Portland exploring the possibility of locating a branch here. Their need was to be in a major metropolitan area and close to graduate education facilities. General Electric Company, a typical space age manufacturing company, has stated that it will only locate new industrial plants in a major metropolitan area and close to graduate education facilities. Though only a major metropolitan area could attract such new payrolls, the whole state would reap the benefit of related industries and services.

"Three days ago Portland's internationally famous Reed College announced that it would gradually initiate masters degree programs on a selective basis. Reed College deserves the appreciation and support of all Oregonians for this forward step. The University of Portland has been offering graduate work in several fields, especially psychology. Lewis & Clark offers graduate work in three fields. The newly formed Oregon Graduate Center for Study and Research is seeking to stimulate and coordinate.

"These fine contributions of our private colleges do not relieve the state system of higher education of its responsibilities for graduate education in the Portland metropolitan area. In addition to its nationally recognized M.D. program, the University of Oregon Medical School grants a few Ph.D. degrees in limited subjects. The promising Oregon Regional Primate Research center is part of our potential, but is not now doing any graduate education. All agree that the general extension program in Portland is helpful but inadequate. The University of Oregon, Oregon State University, and Portland State College now offer some graduate work in Portland but each has an increasingly important role to play. With the limited private and public resources available to finance higher education, the need can only be filled with a maximum coordinated public and private effort.

"The public is waiting for the State Board of Higher Education to announce its plans for participating in this vital program. The need for early action is emphasized by the new federal law which provides matching money for construction of facilities for graduate education. With other states undoubtedly competing for these funds Oregon must move forward rapidly or lose this opportunity."
"May I respectfully make these suggestions for consideration by this Board.

1. There be an immediate exploration of whether funds available if the May bond issue passes can be used for local matching money to obtain a federal grant. The existing priorities were established at a time when there was no federal matching money available and could be changed by this Board in light of the new circumstances. This could be accomplished by including graduate education facilities as part of an expanded Portland State science building. This impetus to new technological employment would help rally support for the bond issue in the three populous counties of Multnomah, Clackamas, and Washington. Such an application for federal matching funds would be entirely compatible, complimentary and non-competitive to any application to be made by Reed College when its plans develop.

2. There be an increased emphasis on carrying out the mandate of Senate Joint Resolution 8 so that a program will be available as a rallying point for public support far in advance of the next legislative session. Maximum efforts should be made to avoid duplication both within the State System and with the private colleges. We can have quality and economy in graduate education in the Portland metropolitan area only by fully utilizing all available resources. We can gain legislative support not only by a good program but by giving the friends of higher education time to do the job of increasing public awareness of the need.

3. There be an early statement by the Board that it accepts its responsibilities for quality graduate education in the Portland metropolitan area and will move rapidly to put the program into effect.

"As Chairman of the Legislative Interim Committee on Technological Employment, I am increasingly impressed with the fact that the whole economic future of our state may depend on our ability to adjust to a technological age. Our magnificent natural resources will not help us unless we have a skilled, highly-educated work force. Our economic growth is already being retarded by the lack of quality graduate education and research in the technical sciences in the Portland metropolitan area. Unless we fill this void rapidly, we will fall even further behind. This Board has a responsibility not only for education but for assisting in the development of our state.

"The State Board of Higher Education has the challenge of providing leadership to help Oregon take its rightful place in the age of tomorrow. I urge that you act now."
In the discussion that followed his presentation of the above statement, Senator Willner made additional comments. He indicated that he had talked with the Chairman of the Ways and Means Committee and others who were of the opinion that it would definitely be possible and within the understanding of the legislature to use bond funds for matching money to obtain federal funds. He stated that he had not studied the legal ramifications of using bond moneys for this purpose, but again urged the Board to investigate the possibility, particularly as it related to modifying plans for the Portland State College Science Building to include space for graduate work. He also stated that the legislature did not discuss probable costs of such a graduate program—either building or staffing—because it felt that the Board of Higher Education would be much better qualified to make such an estimate or decision. Senator Willner stated that it was his thought at the time he presented SJR 8 to the legislature that the most economical and best way of building up the graduate program was by adding to the available State System facilities in Portland for the use of all System institutions rather than by attempting to build a school that would be in competition with established institutions.

Senator Willner asked that as soon as the Board approved a graduate program for the Portland area the decision be announced—preferably well in advance of the time the legislature convenes in order to permit friends of education, both public and private, to tell the people of Oregon that this is a very high priority program, is important to the future of the state, and ask for strong public support.

Board members mentioned that there seemed to be a gap in the language of the resolution—the mandate for the study and establishment of the program was made without provision of funds for the survey or the establishment of the program. Senator Willner repeated that the mandate specified that the Board was to present both a program and a budget to the 1965 Legislature.

Referring to the word "coordination" which Senator Willner emphasized and used frequently, Mr. Forrester asked the Senator for his thinking on the possibility of financial assistance outside of education for the graduate program. Senator Willner indicated that he could not answer for private business, but he again referred to the new federal funds, other federal science foundation grant moneys, state funds and private foundation money. There was an inference that private industry funds probably would not come until the program was well organized and underway. Mr. Forrester reminded the Senator that graduate education is expensive and the legislature must be made fully aware of this fact.

The Chancellor assured Senator Willner that the Board had underway a study of the graduate program in the Portland area as one of the important building blocks in the state's post-high school education needs. The study will result in the development of a plan for and a budget to implement the expansion of graduate study and research opportunities. The study was delayed somewhat to see the direction Reed College would take in its graduate offerings. However, a specific program to implement SJR 8 will be presented to the Board for consideration within the next few months. Appropriations made by the 1963 Legislature for the higher education building program were on a
more-or-less line-item as opposed to the previous lump-sum basis; this reduced materially the flexibility of the Board's over-all program.

The Chancellor also indicated that a statement of intent to make application for federal funds for graduate facilities has already been filed with the Commissioner of Education. Also in a hearing before the Legislative Fiscal Committee to discuss the impact of the various new federal bills related to education, the Board's Office suggested the possibility of using a portion of the 1964 bond issue to obtain federal matching grants under Title II of the Higher Education Facilities Act of 1963. This would have to be accomplished by designating those areas to be used for graduate purposes in the buildings to be constructed with bond funds. This means that it may be necessary to modify the building program so that some areas would more specifically relate to graduate training and research.

The Board has already indicated that it does recognize and accept a responsibility for the extension of graduate studies and research opportunities to the Portland metropolitan area. If this stand was not made clear to the public, the Board of course should reiterate its position.

Mr. Merrifield asked about the status of the study on post-high school education needs and facilities. The Chancellor outlined the progress to date of the Coordinating Council for Graduate Study for which Dr. Romney is chief staff officer. Other members include the Presidents of the University of Oregon, Oregon State University, Portland State College and Oregon College of Education, the Deans of the Medical and Dental Schools, the Director of the Division of Continuing Education, and the Chancellor as chairman. The Council does not include representatives from business and industry. However, Dr. Romney, through the Council, is in fairly regular and extensive communication with representatives of business and industry in the Portland area.

The interest of the Council has been centered on the Willamette Valley Triangle (Portland-Eugene-Corvallis) because it is the view of the Council that the long-range health of Oregon will profit by extending the resources out into the state. However, the Council does recognize the heavy deficits in the Portland area and that the concentration of the graduate program will be there, although the Council does not plan to limit its interests to that area. An important part of the Council's responsibilities will be to work toward meeting the request made by the 1963 Legislature in SJR 8. The progress of the study has been impeded by the lack of funds to hire additional staff for this purpose; the work is being carried on by current staff on an overload basis. Specific recommendations are beginning to crystallize; the recommendations with price tags will be incorporated in the report which should be ready in a matter of months and in time for consideration by the 1965 Legislature. Mr. Hart added that the Committee on Curricula planned to meet the latter part of February to discuss graduate programs, but it was doubtful if any recommendations would be ready to present by the March meeting of the Board. Mr. Walsh remarked that the strongest evidence of the Board's position would be an immediate formulation of a graduate program.
Referring to Senator Willner's suggestion that graduate facilities be incorporated in the plans for the Science Building at Portland State College, Mr. Merrifield asked President Millar if the plans for the first unit of the Science Building could be changed to accommodate graduate work. President Millar replied by saying that a public building can always be changed but that Portland State College would be hesitant to make any changes that would further delay construction of the first unit of the Science Building.

Senator Willner expressed his appreciation to the Board for its courtesy and time, and the Board in turn thanked the Senator for his interest in and concern for the development of graduate education facilities in the Portland metropolitan area.

The existing policies governing the receipt and use by State System institutions of restricted funds from non-state sources for research, instruction and allied purposes have evolved from our experience of recent years. During this period the volume of such funds received has shown a steady increase, consistent with the increasing stature of the State System institutions.

It now seems both appropriate and useful to record these policies in a systematic and written form, preceded by a statement of the general philosophy or rationale out of which the policies have been developed.

I. RATIONALE

The most effective administrative procedures are those which reflect an appreciation for the objectives of the function to which they relate. The aim in the development of the policies here recorded has been to serve a necessary regulatory function without inhibiting either the quest for non-state research funds or the effective use of these funds by researchers in State System institutions.

Research Is Essential to High Quality Education

No one seriously concerned with the health and vigor of higher education can, with impunity, ignore the central importance to higher education of vigorous, well-supported research activities. Such activities contribute significantly to the quality of instruction at all levels of higher education.

Research contributes in several important ways to high quality undergraduate education. It is essential to the attraction and retention of able young professors who gravitate to those institutions where there is opportunity to engage in research and to associate with mature, productive scholars. It attracts gifts and grants and consequently leads to improved resources, notably library and laboratory resources, and creates among undergraduates a taste for excellence.
In graduate education, instruction and research are inseparable. The whole spirit of graduate education implies research. Two of the principal obligations of graduate education rest solidly upon a research foundation.

1. The extension of the bounds of knowledge through research.

2. The production of qualified researchers to meet the insatiable demands of higher education, government, business and industry, for such personnel.

The cultivation of research activities within the State System then becomes a principal purpose.

Research is a High-Yield Investment

High-quality graduate education, with its heavy emphasis on research, is necessarily high-cost education. It is also a high-yield investment.

As research is essential to high-quality instructional programs, so it is indispensable to the continuing economic and social well-being of our state and nation. Who can place a value on the polio vaccines? Or upon the contributions being made in our biochemistry laboratories toward the conquering of cancer? Or the research into the causes and correction of heart defects in man? Or research's contribution to economic man?

The continuing creation of new products, new processes, new manufacturing techniques, new markets, new consumer demand - these have been critical to the continuing economic growth and well-being of the United States. The dependence of product and process development upon a bank of basic knowledge, built up painstakingly and sometimes without any clear thought concerning its possible practical application, is commonly recognized. Research funds in all fields represent a "venture-capital investment in the future."

If Oregon would be a center of educational strength and technological power we must be prepared to encourage our institutions of higher learning in their work at the boundaries of knowledge. If those who are capable of advancing knowledge are supported only in their teaching and training of others, research will suffer. So too, inevitably, will teaching and training, which make it possible to produce and retain the men and women of advanced education, important to the new technology from which the wealth and power of the future are likely to flow.

Support for Research Activities
Must be Sought in All Likely Quarters

Increasing funds from state and non-state sources must be sought for research. The people of the state, through their elected representatives, must be encouraged to continue to provide for the research function as an integral and necessary part of instruction, and as vital to the continuing economic and social health of Oregon.
Donors - governmental, corporate, and individual - must be encouraged to provide additional research funds to the State System, either as gifts or grants. Research contracts - from the federal government, state government, foundations, and industrial and business organizations - must be encouraged, where such contracts make important contributions to the educational programs of our institutions or their general well-being. What we seek to encourage is a strong research program in the institutions, but one in which a reasonable balance is maintained between research and teaching.

Successful solicitation of funds for these purposes will require that we create and maintain conditions for research which donors and contractors recognize as conducive to productive research.

Staff Capable of Attracting Research Funds Must Be Developed and Retained in Service

If we would be successful in competition with other institutions for available gifts, grants and research contracts, the State System must attract to its employ, and retain in productive service, teacher-scholars of renown, or of potential eminence. Our power to attract such persons is dependent upon our ability to offer them conditions giving full rein to their creative energies.

These conditions include, among others, the following:

1. Salary and other perquisites reasonably competitive with those offered in institutions with which we wish to be considered equal in the quality of education we offer.

2. Research facilities, equipment and resources adequate to the needs and interests of research-oriented staff members. These include:
   a. Adequate time to engage in research, and sufficient equipment and research facilities to make that time maximally productive.
   b. Sufficient scholarship and fellowship funds that superior graduate students may be attracted to the institutions and supported in their research efforts. Competition for brain-power being what it is, the superior graduate students go where there is high quality staff and financial support for research and study.

3. A general attitude within the institution of dedication to the uses of research and scholarship.

Administrative Procedures for Handling Gifts, Grants and Contracts Should Not Discourage Donors or Contractors of Unduly Inhibit the Creative Energies of Staff that Attract Such Funds

It must follow from the State System's interest in encouraging institutions to seek gift, grant and contract funds in the furtherance of their instructional and public service functions, that the administrative procedures established for handling such funds ought not to discourage donors or contracting agencies. Nor ought they, in regulating the use of the funds, inhibit unduly the very creative energies of our staffs that attract such funds.
Development of policies which reflect these concerns necessitates a differentiation among gift, grant, and contract funds according to whether they are (1) payment for services rendered or to be rendered to a governmental or other agency by an institution; (2) funds sought by the institution as supplemental support for research or other projects in which the institution is interested; (3) funds (gifts, for the most part) received in general support of institutional research programs or other projects.

Funds Received for Services Rendered or To Be Rendered

The distinguishing characteristic of these funds is that they are received by the institution, usually, if not always, under contract, for services to be rendered for an agency desiring to purchase services for projects of its own definition. The contracting agency is requested to meet all of the costs, both direct and indirect, incident to the institution's performing the services desired.

That the institution may find such projects useful in support of the salary of one or more staff members, or as a teaching medium for graduate students, does not alter the character of these funds. They are payments for services.

Supplemental Support for Institutional Programs, Research and Other

State support of institutional research programs being wholly inadequate for research needs, supplemental support for such programs must be solicited in the form of gifts, grants or contracts. Such funds also provide support for a variety of non-research projects, such as teaching institutes, overseas projects, etc.

These supplemental funds in support of research projects generally grown out of research proposals submitted to foundations or other agencies by staff members from our institutions. Decisions by the granting agency to fund such proposals are ordinarily made on the merits of the proposal and the reputation of the researcher(s) in the field of the proposed research.

The research carried on under such supplemental funds represents a "mutual joining of interests on the part of the grantor and the grantee institutions in the pursuit of common objectives," the grantor providing some, or all of the funds, in acknowledgement of the merits of the proposal; the grantee conducting the research as a part of its on-going research interests.

Such research proposals, to the extent practical, will seek funds for indirect, as well as direct, costs. For if indirect costs are not thus funded, they must be met from other research or general operating funds. No opportunity to obtain funds for indirect costs from the funding agency should therefore be overlooked. But since research funds supplemental to State System funds are both desirable and necessary, acceptance of gift, grant, or contract funds in support of institutional research or other projects should not necessarily be made conditional upon their covering all of the indirect and direct costs of the program they support.
Decisions as to when, and under what circumstances, gift, grant, or contract funds which do not include all direct and indirect costs ought to be sought by institutions, is an institutional decision which can be made only in the light of the relevant facts concerning the project being supported, the total research and instructional commitments of the institution, and like matters.

**Funds in General Support of Institutional Research and Other Projects**

Funds (gifts, usually) received in general support of institutional research programs or other projects, as contrasted with support of specific projects, normally do not carry an specified indirect cost allowance. Such funds are important supplemental support for institutional activities and should be sought.

**Flexibility and Freedom - Earmarks of Research Effort**

Research, by its very nature, implies flexibility and freedom. Administrative rules that are unmindful of this need may unduly inhibit the operations of the staff upon whose initiative we are dependent for funds, and may prove frustrating to the freedom and flexibility that creative management of such funds requires.

Some sense of the importance of flexibility in the handling of research funds can be gained from the experience of the National Science Foundation, which informs researchers working under its grants as follows:

"The attached summary of your working budget represents our understanding of your planned expenditures of funds under this grant. It is our intention to provide a maximum of budgetary discretion to the principal investigator, but we ask to be informed promptly of any major departures from the attached working budget. As principal investigator you are free to change this plan if you find the change advantageous in pursuing the research, except that you may not purchase any permanent equipment without the Foundation's concurrence either in the attached working budget or by letter." (emphasis supplied)

Too rigid fiscal control denies the State System the fullest use of the talents of its research workers and its research administrators. It is a loss which the state cannot afford.

**II. RECOMMENDED PROCEDURES**

In seeking, accepting and expending gift, grant and contract moneys for projects in research, instruction and allied purposes, the following policies and procedures are adopted:

1. In order that the institutions receive maximum support, moneys will be sought to the extent deemed practical by the institutions to pay all direct and indirect costs for each project.
a. Direct costs shall be considered to include, but not be restricted to, compensation for all personnel assigned to the project. Also to be included are applicable payroll assessments, supplies, travel, equipment, alterations to and improvements of building space, etc.

b. Indirect costs, as identified in 3-b, shall be sought in the maximum amount allowable by the provider of funds, subject to the following considerations:

(1) Policies of the United States Government for determining such cost allowances, presently embodied in the U. S. Bureau of Budget Circular A-21, will be followed in dealing with federal and other granting agencies;

(2) Indirect costs rate calculations for on-campus and off-campus projects, including foreign service contracts, will be made by the Comptroller's Office;

(3) Each institution is to initiate action for retroactive adjustment to grants and contracts, to the extent permitted, when initial estimated indirect cost rates and allowances differ from the subsequently determined actual rates;

(4) When project funds are to be provided to an institution by another institution of the Department of Higher Education, by another state department, or by a local subdivision of the state, normally there will be no charge for indirect costs. When, though, the service involves substantial use of costly equipment, plant and utilities, such as for engineering laboratory testing, a charge may be made for such indirect costs, at the discretion of the institution.

2. Requests for grant, gift or contract funds normally are initiated by an institution, acting for the Board of Higher Education, subject to the following considerations:

a. All contracts are subject to signing by the Secretary of the Board and by the Vice Chancellor for Business Affairs;

b. A request which would obligate the Board to increase the normal allocation of state tax funds must be cleared with and approved by the Board's Office before the request is submitted;

c. A request which includes the purchase of land or construction of a building, structure, or other improvement, requiring a total outlay of $10,000 or more, regardless of the source of funds, must be cleared with and approved by the Board's Office before the request is submitted;
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d. When all or a major portion of project performance requires the services of institutional personnel or use of its property, or if the project funding includes indirect cost allowances, funding is to be requested in the name of the State Board of Higher Education.

3. Grant, gift or contract funds may be accepted by an institution acting for the Board of Higher Education, subject to the following considerations:

a. Contract funds may be encumbered or expended only after the contract has been signed by officers of the Board and of the agency providing the funds. Other grant or gift funds in excess of $1,000, including student loan funds, may be encumbered or expended only after authorization has been received from either the Vice Chancellor for Business Affairs or the Secretary of the Board, with the following further understandings:

(1) Conditional authorization for encumbering may be given by Board officers for continuing federal government contracts and grants, previously approved, in advance of receiving a written notice of a continuation award from the federal agency;

(2) In the event that the said encumbrances exceed the amount of funds received, such excess is chargeable against the funds available to the institution concerned;

(3) Institutions may accept and expend moneys for student-use, other than for loans, without limitation;

(4) A report of the amounts, sources and purposes of gift, grant and contract funds made available at each institution will be included in the docket for each Board meeting. Where policy questions are involved, advance approval of acceptance of funds will be sought of the Board's Office.

b. Funds received to meet indirect costs of a project are subject to budgeting as determined by the Chancellor, in the same fashion as other Board funds, and shall be distributed as reimbursements in the approved ratios to the appropriate functions recognized in calculating indirect costs. The distribution of indirect cost reimbursement funds to the various functional operations in the institutions will be consistent with the methods of calculating indirect costs employed by the U. S. Government as presently set forth in the U. S. Bureau of Budget Circular A-21. Such indirect costs relate to physical plant operation and maintenance, administration and general, library, use of buildings, use of equipment, and other institutional services.
c. Request for the actual payment of gift, grant and contract funds is to be made by the institution as soon as possible after the award has been announced to the institution. Where payment is to be made in arrears, upon a cost reimbursable basis, billing is to be made by the institution at least quarterly, unless not permitted under contractual arrangements.

d. Income received from endowment funds with a principal in excess of $100,000 established hereafter normally shall be applied to cover both direct and indirect costs. An indirect cost charge is not be be made against endowment income intended to be used for student aid purposes, such as for scholarships, fellowships and loans.

4. Any exceptions to the above policies are subject to the advance written approval of the Board’s Office.

The Chancellor recommended that the Board approve the Rationale and Recommended Procedures in connection with gifts, grants and contracts for research, instruction and allied purposes as set forth in the preceding paragraphs. It was further recommended that the Procedures as outlined above be made a part of the Administrative Code and that any present provision in the Code inconsistent with said Procedures be repealed to the extent to which they are inconsistent with said Procedures.

The Board approved the Rationale and Recommended Procedures as presented.

In response to a question from Mr. Merrifield, it was agreed that a review would be made of the fidelity bond required for certain staff members and that the Finance Committee would receive a report by letter prior to the next Board meeting. It was also agreed that the report of personnel engaged in research, previously requested by the Board, would be submitted annually.

At its meeting of October 28-29, 1963, the Board was advised that as a result of the October 15, 1963, election on the state tax measure enacted by the 1963 Legislature, the Governor, through the Department of Finance and Administration, had reduced the amount of state operating funds to be available to the Department of Higher Education during the current biennium in the amount of $8,270,583 below the amounts which had been appropriated by the 1963 Legislature.
At its special meeting of November 14, 1963, and at its meeting of December 9-10, 1963, the Board took actions reducing budget requirements during biennium 1963-1965 from state operating funds in the aggregate amount of $5,766,833 as summarized below:

<table>
<thead>
<tr>
<th></th>
<th>1963-64</th>
<th>1964-65</th>
<th>Total Biennium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total expenditure reductions approved to date</td>
<td>1,311,967</td>
<td>3,194,252</td>
<td>4,506,219</td>
</tr>
<tr>
<td>Total estimated increases in non-state income to date</td>
<td>363,424</td>
<td>897,190</td>
<td>1,260,614</td>
</tr>
<tr>
<td>Total budget adjustments approved to date</td>
<td>1,675,391</td>
<td>4,091,442</td>
<td>5,766,833</td>
</tr>
<tr>
<td>Total reduction in state funds, biennium 1963-1965</td>
<td></td>
<td></td>
<td>8,270,583</td>
</tr>
<tr>
<td>Amount of budget adjustments yet to be approved</td>
<td></td>
<td></td>
<td>2,503,750</td>
</tr>
</tbody>
</table>

To provide further budget reductions during the current biennium to apply toward the reduction in state operating funds, the Chancellor recommended additional budget reductions as follows:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Source</th>
<th>1963-64</th>
<th>1964-65</th>
<th>Total Biennium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portland State College</td>
<td>Operation and Maintenance of Science Building not being constructed in this biennium</td>
<td>$25,609</td>
<td>$50,318</td>
<td>$75,927</td>
</tr>
<tr>
<td>Division of Continuing Education</td>
<td>Estimated budget increase -- previously planned to care for increased enrollments, year 1964-65</td>
<td></td>
<td></td>
<td>31,067</td>
</tr>
<tr>
<td>University of Oregon ($39,900)</td>
<td>Scholarship Fee Remissions, year 1963-64</td>
<td></td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Oregon State University ($10,100)</td>
<td>Totals</td>
<td>$75,609</td>
<td>$81,385</td>
<td>$156,994</td>
</tr>
</tbody>
</table>

The Board approved the recommendation as presented.

In accordance with the action by the Board on September 10, 1963, the Vice Chancellor for Business Affairs has executed Urban Planning Grant Contract No. Ore. P-41(C) with the Housing and Home Finance Agency of the federal government for a grant of $15,400 to match $7,700 of local funds, in order to provide $23,100 for urban planning work in Linn County involving studies in the Albany, Brownsville, Lebanon and Sweet Home areas. The local funds are provided by the four communities.

The Board confirmed the acceptance of the grant.
Mr. Chas. R. Holloway, Chairman of the Ad Hoc Committee on Board Procedures, presented the committee report which appears below as amended:

"About two years ago, President Walsh appointed an ad hoc Committee on Board Procedures to study and make suggestions for streamlining and improving these procedures. The Committee was composed of Board members Hart, Furvine, and Holloway, with Mr. Holloway assigned responsibility as chairman. The Committee interviewed the institutional executives and discussed the problems informally with other Board members and with several staff members in the Board's Office. A series of tentative committee reports resulted, each of the tentative reports being revised after further consultation with the Board and staff members. This draft represents the consensus of the Committee and it is believed that it is consistent with the recommendations of institutional executives and other staff members.

"At the present time the committee structure of the Board provides for the following permanent committees: Executive; Finance; Curricula; Buildings, Grounds, and Capital Outlay; Insurance; Public Relations; and Agricultural Extension and Experiment Stations. The following special committees are established: Libraries; Medical Education; and Board Procedures. It is proposed that in addition to an Executive Committee the permanent committees be limited to three as follows:

1. Committee on Finance and Business Affairs
2. Committee on Buildings and Other Physical Facilities
3. Committee on Academic Affairs, Personnel and Public Affairs

"It is proposed that special committees be discontinued and that ad hoc committees be appointed only for the purpose of performing special assignments.

"Three Board members should be assigned to each of the three permanent committees listed above. One or more staff officers in the Board's Office should be assigned as consultants to each of the three committees and should be available to these committees at their meetings.

"Meetings of the several committees normally will be held between Board meetings rather than on the occasion of the regular Board meeting and will be for the purpose of (1) familiarizing the committee members more fully with the problems of the committee, and (2) completion of special tasks. All committee meetings will be 'on call' and will be open to press representatives who will be sent written notices.

"It is proposed that the procedure followed at the regular meetings of the Board of Higher Education be modified to eliminate committee meetings during these sessions and to have the Board meet as a
Board on both Monday and Tuesday. The printed docket material should be organized as follows:

1. Roll Call
2. Reading of Minutes of Previous Meeting
3. Items Related to Buildings and Other Physical Facilities
4. Items Related to Finance and Business Affairs
5. Items Related to Academic Affairs, Personnel and Public Affairs
6. Items Related to Board's Procedures
7. Personnel Items
9. President's Report
10. Communications, Petitions and Memorials
11. Chancellor's Report
12. Election of Officers (July meeting, or at other meeting when required because of resignations, expirations of appointments, etc.)
13. General Policy Discussions and Determinations
14. Adjournment

"As each item is presented to the Board for discussion, it is assumed that members of the appropriate committee will lead the discussion or serve as consultants to the extent that they have been more completely informed on the problems than other Board members. In each instance where it is appropriate the Board will take final action rather than deferring action until the second day of the meeting.

"It is further recommended that the Board's staff prepare recommendations for standardizing presentations of building plans to include both the style of presentation and the content. The Board's consideration of building plans should be limited to consideration of broad policy items such as campus boundaries, campus planning, relation of the proposed building to the long range needs of the institution, and other similar items. Once the basic studies or preliminary plans for a building have been approved by the Board it should not be necessary for the plans to be resubmitted to the Board unless significant changes are proposed. It is further recommended that the Board's staff prepare recommendations concerning items now brought to the Board for its action which might be delegated to the central office. For example, the selection of architects might be delegated to the Board's staff.

"It is anticipated that each Board meeting will involve discussions in depth, usually on the second day, of one or more basic policy issues related to the State System of Higher Education.

"In accordance with action of the Board at its September 10, 1963, meeting, the new procedures were used on an experimental basis in the Board meetings of October 28-29, 1963, and December 9-10, 1963. Board members have indicated that they have found the new procedures to be generally helpful in the conduct of meetings and in the carrying out of Board responsibilities. Accordingly, the Committee concurs in the preceding recommendations and recommends their approval and adoption by the Board. The Committee further recommends that the necessary changes in the Board's Administrative Code and By-Laws resulting from the adoption of the new procedures be drafted by the staff of the Board's Office and be presented in the docket for consideration by the Board at its regular meeting scheduled for March 9-10, 1964."
The Board adopted the report and approved the recommendations as presented.

PERSONNEL

Personnel Adjustments

The Board approved the following personnel adjustments as submitted by the Institutional Executives concerned, the necessary funds being provided in the 1963-64 budgets:

Oregon State University

A. T. Gill, Change in Appointment

Change in appointment of Mr. Amory T. Gill from Head Basketball Coach to Director of Intercollegiate Athletics, effective July 1, 1964, as a result of the resignation of Mr. R. S. Keene, Director of Intercollegiate Athletics, whose retirement is effective June 30, 1964.

C.T.O. Fong, Increase in Salary and Redistribution of Time and Salary

Increase in annual salary for Dr. C. T. O. Fong, Associate Professor, Science Research Institute, from $11,500 to $12,000, effective October 1, 1963, with a redistribution in time and salary from 9 per cent time and $1,000 to 8 per cent time and $1,000 in Instruction and from 91 per cent time and $10,500 salary to 92 per cent time and $11,000 salary under the research contract. Funds for the increase are provided in the research contract.

R. E. Towey, Increase in Salary

Increase in annual salary, effective September 1, 1963, for Mr. R. E. Towey, Assistant Professor of Economics, from $7,125 to $7,550, with the required funds to be provided from salary funds budgeted in the department. The salary increase is recommended because of an increase in responsibilities due to reduction of time and salary of another staff member in the department.

University of Oregon

R. S. Summers, Advance in Rank and Change in Tenure

Advance in rank for Mr. Robert S. Summers from Assistant to Associate Professor of Law, and change from yearly to indefinite tenure, effective September 1, 1963. No salary adjustment is recommended since Mr. Summers is currently on leave without pay.

Mrs. A. J. Palandri, Increase in Salary

Increase in annual salary for Mrs. Angela J. Palandri, Assistant Professor of Oriental Languages, from $7,000 to $7,500, effective September 1, 1963, in recognition of additional responsibilities she will assume in working with the International Studies Program. Funds for the increase are provided from the Ford Foundation grant for the program.

Miss Hilda S. Yee, Increase in Salary

Increase in annual salary for Miss Hilda S. Yee, Counselor Supervisor Instructor, from $4,800 to $5,200, effective July 1, 1963, to correct an oversight in the original budget.
Designation of Dr. Robert Mazo, Associate Professor of Chemistry and Research Associate, Institute of Theoretical Science, as Assistant Director of the Institute, effective December 1, 1963, with a corresponding increase in annual salary from $12,500 to $14,000. The $1,108 required for the remainder of 1963-64 is to be provided from the University Reserve for Salary Adjustments, provided in the original 1963-64 budget.

University of Oregon Dental School

John L. Devney, Advance in Rank

Advance in rank for Dr. John L. Devney from Clinical Instructor to Clinical Assistant Professor, in recognition of an increase in responsibility, effective January 1, 1964, with no increase in salary.

University of Oregon Medical School

Mrs. M. Toney, Increase in Salary and Redistribution of Time & Salary

Increase in annual salary for Mrs. Marion Toney, Research Assistant in Ophthalmology, from $5,580 to $5,820 per year, effective October 1, 1963, and a redistribution in time and salary as follows:

<table>
<thead>
<tr>
<th>From: Research Grant in Ophthalmology</th>
<th>1.00</th>
<th>$5,580</th>
</tr>
</thead>
<tbody>
<tr>
<td>To: Research Grant in Ophthalmology</td>
<td>0.90</td>
<td>$5,220</td>
</tr>
<tr>
<td>Eye Pathology Research</td>
<td>0.10</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5,820</td>
</tr>
</tbody>
</table>

The $450 required in Eye Pathology research for the remainder of 1963-64 is to be provided from an increase in restricted income for that project.
GIFTS AND GRANTS

January 27-28, 1964

The Board accepted the following gifts and grants and authorized the Secretary of the Board to make suitable acknowledgement to the donors:

Oregon State University

Scholarships and Fellowships

Gifts and grants totaling $10,552 from the following donors for scholarships and fellowships:

- African-American Institute, New York City $1,218.00
- General Motors Corporation, Detroit, Michigan 1,200.00
- Kimberly Clark Corporation, Anderson, California 350.00
- Kiwanis Club, Lebanon 150.00
- Madison High School Dads' Club, Portland 100.00
- Milwaukie Rod and Gun Club, Portland 300.00
- OMARK Industries, Inc., Portland 667.00
- Oregon State University Foundation 100.00
- Reynolds Metal Co., Troutdale 100.00
- South Lane Education Association, Cottage Grove 150.00
- Sutherlin Jaycees 100.00
- The United States National Bank, Portland 660.00
- Various donors through Medford High School 1,226.00
- Western Golf Association, Golf, Illinois 1,080.00
- Western Rod and Reel Club, Inc., Portland 300.00
- Chester M. Wilcox Memorial Scholarship 1,500.00
- Woman's Benefit Association, Port Huron, Michigan 250.00
- Wy'east Parent-Teacher Association, Hood River 100.00
- Mrs. Otto Hermann, Portland 1,000.00

The Alcoa Foundation

Gift of $125 from the Alcoa Foundation, Pittsburgh, Pennsylvania, as an "unrestricted gift because of an Alcoa Scholar in attendance."

Anonymous

Gift from an anonymous donor of brick, valued at $1,500, for use on the exterior of the Radiation Center Building now under construction.

Mr. G. Martin Blakely

Gift of one hundred ninety units of high protein feed for research, valued at $2,945, from Mr. G. Martin Blakely, Portland.

Bonneville Power Administration

Grants totaling $16,082 from the Bonneville Power Administration, Portland, in support of research as follows:

1. $10,000 - "Cooperative Studies on Aspects of Corona Formation and Radio Interference," effective September 15, 1963, through September 14, 1964, under the direction of Dr. L. N. Stone, Head, Electrical Engineering.

2. $6,082 - "Laboratory Creep Studies of Transmission Line Conductors," effective July 1, 1963, through June 30, 1964, under the direction of Professor O. G. Paasche, Mechanical Engineering.

Hyster Company

Grant of $5,000 from the Hyster Company, Portland, effective January 1 through May 1, 1964, in support of research entitled, "Energy Requirements of Soil Compaction," under the direction of Dr. J. G. Knudsen, Assistant Dean of Engineering.
Grant of $390,000 from the Office of Naval Research, Washington, D.C., effective August 1, 1963, through July 31, 1964, in support of Oregon Oceanographic Studies, under the direction of Dr. Wayne V. Burt, Chairman of Oceanography.

Grant of $1,500 from the United Fruit Company, Boston, Massachusetts, for the purchase of equipment to assist in research work entitled, "Comparative Carbohydrate Metabolism of Microorganisms," under the direction of Dr. C. H. Wang, Director of the Radiation Center.

Grants totaling $350,560 from the National Science Foundation, Washington, D.C., for research and training institutes, as follows:

1. $14,000 - "Undergraduate Science Education Program," August 26, 1963, through October 31, 1964, under the direction of Dr. T. D. Parsons, Associate Professor of Chemistry.

2. $271,000 - "Academic Year Institute in the Basic Sciences for Secondary School and College Teachers of Science and Mathematics," November 7, 1963, through September 30, 1965, under the direction of Dr. Stanley E. Williamson, Professor of Science Education.

3. $34,160 - "Research Participation for College Teachers," November 4, 1963, through October 31, 1964, under the direction of Dr. Harry Freund, Professor of Chemistry.


5. $16,800 - "Undergraduate Science Education Program," September 26, 1963, through August 31, 1965, under the direction of Dr. J. R. Dilworth, Head of Forest Management.

Grant of $9,518.76 from the U. S. Air Force, Maxwell Air Force Base, Alabama, effective September 1, 1963, through June 30, 1964, in support of Air Force Flight Training Instruction under the direction of Mr. Hugh F. Jeffrey, Jr., Assistant Business Manager.

Grant of $9,559.50 from the U. S. Army, Presidio of San Francisco, California, effective September 1, 1963, through June 30, 1964, in support of Army Flight and Ground Training Instruction, under the direction of Mr. Jeffrey.

Grant of $7,835 from the U. S. Department of the Navy, Washington, D.C., effective July 1, 1963, through June 30, 1964, in support of "Navy Flight and Ground Training Instruction," under the direction of Mr. Jeffrey.
Grants totaling $8,148 from the U. S. Atomic Energy Commission, Washington, D.C., for research, as follows:

1. $2,148 - "Purchase and Fabrication of Plutonium-Beryllium Neutron Source," October 18, 1963, through October 17, 1964, under the direction of Professor E. A. Daly, Associate Professor of Mechanical Engineering.

2. $6,000 - "Purchase of an Atomic Absorption Spectrometer and Attachments," under the direction of Dr. C. L. Osterberg, Associate Professor of Oceanography.

Grants totaling $113,554 from the U. S. Public Health Service, Washington, D.C., effective December 1, 1963, through November 30, 1964, unless otherwise indicated, for research as follows:

1. $13,675 - "Waste Water Lagoon Criteria for Maritime Climates," under the direction of Mr. Frederick J. Burgess, Assistant to Dean of Engineering.

2. $12,882 - "Comparative Carbohydrate Metabolism of Microorganisms," under the direction of Dr. Chih H. Wang, Professor of Chemistry.

3. $26,028 - "Detoxication Mechanisms in Insects," under the direction of Dr. Leon C. Terriero, Professor of Entomology.

4. $14,956 - "Nitrogen Metabolism in Insects," under the direction of Dr. Victor J. Brookes, Associate Professor of Entomology.

5. $10,884 - "Parasitism Involving the Snail," under the direction of Dr. Ivan Pratt, Professor of Zoology.

6. $4,691 - "Acarines Infesting Central African Scarabaeidae," September 1, 1963, through August 31, 1964, under the direction of Dr. Gerald W. Krantz, Associate Professor of Entomology.

7. $6,660 - "Heart and Skeletal Myodegeneration," January 1 through December 31, 1964, under the direction of Dr. Paul H. Weswig, Professor of Chemistry.

8. $4,852 - "Mechanism of Action of Peptide Hormones," January 1 through December 31, 1964, under the direction of Dr. Conrad T. O. Fong, Associate Professor, Science Research Institute.

9. $18,916 - "Mitochondria Respiratory Systems in Heart," January 1 through December 31, 1964, under the direction of Dr. Tsoo E. King, Director of Science Research Institute.
Grants to the several Agricultural Experiment Station departments and divisions for research work and other purposes from various donors as follows:

**Agricultural Research Foundation**

Gift of foundation equipment transferred to the Oregon Agricultural Experiment Station and valued at $700.39.

**Bonneville Power Administration**

$382.50 - "Improved Serviceability of Wood Products Used by Bonneville Power Administration," and "Inspection and Preservative Treatment of Poles in Line," under the direction of Mr. Robert W. Graham, Associate Professor of Forest Products.

$312.50 - "Inspection and Preservative Treatment of Poles in Line," under the direction of Mr. Robert Graham.

**Shell Development Company**

$1,000 - "Investigation of the Need for Nitrogen for Winter Wheat in Oregon," under the direction of Dr. T. L. Jackson, Professor of Soils.

$500 - "To support Research on Nematocides," under the direction of Dr. Harold Jensen, Associate Professor of Nematology.

**U.S.D.A. Forest Service**

$1,407.35 - "To Study the Mass Transfer (Water Transfer) Effects with Boundary Conditions," under the direction of Mr. Lee C. Lyman, Research Assistant, Forest Research Laboratory.

**U.S.D.A. Soil Conservation Service**

$7,500 - Study of "Superior Grasses and Legumes for Soil and Water Conservation and Forage," under the direction of Mr. S. Swanson, Soil Conservation Service.

**University of Oregon**

Gifts and grants totaling $24,837.05 from the following donors for scholarships and fellowships:

- **African-American Institute, New York City**
  - $2,972.05
- **Agency for International Development, Washington, D.C.**
  - $110.00
- **American Legion Auxiliary, Department of Oregon, Portland**
  - $100.00
- **Junior Chamber of Commerce, Baker**
  - $200.00
- **The Carpenter Foundation, Medford**
  - $1,251.00
- **Eugene Register Guard Twenty-Year Club**
  - $100.00
- **General Motors Corporation, Detroit, Michigan**
  - $950.00
- **Glide High School Girls' League**
  - $100.00
- **John Hay Fellows Program, New York City**
  - $150.00
- **The William Randolph Hearst Foundation, San Francisco, California**
  - $100.00
- **National Foundation - March of Dimes, Portland**
  - $166.00
- **North Eugene High School Parent-Teacher Association**
  - $110.00
- **Oregon Congress of Parents and Teachers, Inc., Portland**
  - $1,627.00
Portland Rose Festival Association $330.00
Price Waterhouse Foundation, New York City 1,000.00
Readers Digest Foundation, Pleasantville, New York 1,000.00
The Rockefeller Foundation, New York City 110.00
The Rogue Equipment Company, Medford 167.00
Rotary Club of Gilroy, Gilroy, California 100.00
The South Santiam Educational and Research Project, through the Oregon State University Foundation, Corvallis 834.00
Stockton Advertising Club Scholarship, San Joaquin Delta College Student Association, Stockton, California 150.00
U.S. Department of Health, Education and Welfare, Washington, D.C. 2,100.00
University of Oregon Development Fund, Eugene 11,000.00
Wright-Patterson Air Force Base, Ohio 110.00

Delta Gamma 50th Anniversary Fund
Gift of $300 from the Delta Gamma 50th Anniversary Fund, Eugene, for the purchase of records to be located either in the Library or the Student Union, under the direction of Dr. Carl Hintz, Head of the University of Oregon Library.

Gamma Alpha Chi, Zeta Chapter
Gift of $700 from the Zeta Chapter of Gamma Alpha Chi, to establish a student loan fund entitled the "Gamma Alpha Chi Loan Fund," for women students majoring in journalism.

Housing and Home Finance Agency
Grants totaling $23,100 to provide for a cooperative planning program in Linn County involving studies in the Albany, Brownsville, Lebanon and Sweet Home areas, November 14, 1963, through August 14, 1965, under the direction of Mr. Herman Kehrli, Director of the Bureau of Municipal Research, to be provided as follows:

| Housing and Home Finance Agency | $15,400 |
| Local funds from communities listed above | 7,700 |
| | $23,100 |

National Science Foundation
Grants totaling $86,200 from the National Science Foundation, Washington, D.C., for research, as follows:

1. $40,700 - "Nuclear Spectroscopy," December 1, 1963, through May 31, 1965, under the direction of Dr. David K. McDaniel, Assistant Professor of Physics.


U.S. Office of Education
Grants totaling $5,500 from the U.S. Office of Education, Department of Health, Education and Welfare, Washington, D.C., for fellowships and institutes, as follows:

1. $2,500 - "National Defense Graduate Fellowships Program," September 1, 1963, through August 31, 1964, under the direction of Dr. David Dougherty, Head, Department of Foreign Languages.
2. $3,000 - "For the preliminary preparation of the Modern Foreign Language Institute to be held in France," December 4, 1963, through October 31, 1964, under the direction of Dr. Dougherty.

U. S. Dept. of Health, Education and Welfare

U.S. Army Research Office
Grant of $19,275 from the U. S. Army Research Office, Durham, North Carolina, in support of research entitled, "Reactions Involving Three-Atom and Four-Atom Transition States," July 1, 1963, through June 30, 1964, under the direction of Dr. Richard Noyes, Professor and Head of Chemistry.

Gifts to the University Library:
Gifts to the University of Oregon Library from various donors as follows:

Dr. Jerome Davis
Collection of correspondence and books concerning work in the fields of Christian economics, penal reform, Canadian prisoner of war camps and the American Federation of Teachers, valued at $535, from Dr. Jerome Davis, West Haven, Connecticut.

Miss M. Ewing
Collection of books on the Southwest, from Miss Margaret Ewing, Portland, valued at $150.

Harry Futterman Fund, Inc.
Gift of $130 for the Library Gift Campaign Fund to purchase musical recordings in the library circulating collection, from the Harry Futterman Fund, Inc., New York City.

Dr. Marjorie Barstow Greenbie
Library materials, correspondence, manuscripts, diaries and resource materials of Sidney and Marjorie Barstow Greenbie, historians and authors, valued at $1,250, from Dr. Marjorie Barstow Greenbie, Washington, D.C. The donor's late husband spent several years in the Orient as a reporter, was a Chautauqua lecturer, and was author of a series of books on South America after extensive travel there.

Mr. John A. Mills
Gift of the papers of John Comingsers Ainsworth including diaries, letters, records and documents of a historical nature, valued at $14,465, from Mr. John A. Mills, Portland.

Dr. Arthur L. Rogers
Copy of Ortelius Theatrum Orbis Terrarum: Antwerp, Christopher P. for A. Ortelius, 1579. This copy from Dr. Arthur L. Rogers of Portland is of particular value ($3,500) as it has an extra three double folio maps and is ex libris of King Philip of Austria.

Mr. Edward Winkleman
Collection of pamphlets and journals of the Industrial Workers of the World, valued at $130, from Mr. Edward Winkleman, Olympia, Washington.
Gifts to the University of Oregon Museum of Art from various donors as follows:

W. S. Baldinger
Gift of a Japanese painting, done by Masatsugu Nagasaka, and a group of 10 Nuno-e ("Fabric Pictures"), valued at $400, from Mr. Wallace S. Baldinger, Eugene.

Miss Gloria Vanderbilt
An oil painting, "Padua" by Joyce W. Treiman, valued at $500, from Miss Gloria Vanderbilt, through the American Federation of Arts, New York City.

University of Oregon Dental School

American Fund for Dental Education
Gift of $600 from the American Fund for Dental Education, Chicago, Illinois, to "establish a fellowship or to supplement an already existing fellowship for the purpose of furthering research or graduate work in dentistry..." under the direction of Dean H. J. Noyes.

Grant of $1,000 from the American Fund for Dental Education, to "support some project, designed to upgrade the teaching program in the school, such as a seminar on teaching for the dental faculty, or to send a faculty member to a meeting or a course on teaching methods so that the individual may give a report to the entire faculty," under the direction of Dean Noyes.

U. S. Public Health Service
Grants totaling $121,299 from the U. S. Public Health Service, Washington, D.C., effective January 1 through December 31, 1964, unless otherwise indicated, for research as follows:

1. $17,599 - "Interactions of the Oral Microbiota," under the direction of Dr. Richard B. Parker, Associate Professor, Bacteriology Department.

2. $23,649 - "Chemical Antigenic Analyses of Order Actinomycetales," under the direction of Dr. Marshall L. Snyder, Head, Bacteriology Department.

3. $13,202 - "To continue the career development award of Dr. Richard B. Parker. The title of the program is 'Interactions of the Oral Microbiota'," under the direction of Dr. H. J. Noyes, Dean. A corollary has also been awarded.

4. $41,978 - "To continue the General Research Support Grant program," under the direction of Dr. H. J. Noyes.

5. $18,220 - "Air as a Coolant with Rotary Speeds Above 150,000 rpm," December 1, 1963, through November 30, 1964, under the direction of Dr. Kenneth R. Cantwell, Head, Operative Dentistry Department.

6. $6,662 - "To provide direct costs in connection with a trainee stipend account," under the direction of Dr. David E. Mahler, Head, Department of Dental Materials.
University of Oregon Medical School

Scholarships & Fellowships
Gifts and grants totaling $350 from the following donors for scholarships and fellowships:

- The Carpenter Foundation, Medford - $100.00
- Surgical Sales, Inc., Portland - $250.00

Mr. Horace H. Allen
Gift of $1,000 from Mr. Horace H. Allen, Inglewood, California, son of Dr. William F. Allen, to establish the William F. Allen Trust Fund, income from which is to be applied to research and to the Medical School Library, under the direction of Dean D.W.E. Baird.

American Cancer Society, Oregon Division
Gift of $200 from the Oregon Division of the American Cancer Society, Portland, for the purchase of books and periodicals, under the direction of Miss Bertha Hallam, Librarian.

Dr. R. B. Bramble
Gift of $1,000 from Dr. R. B. Bramble, Auburn, Washington, for research in the Division of Urology, under the direction of Dr. Clarence V. Hodges, Head of the Division of Urology.

Mrs. James D. Bunnage
Gift of $150 from Mrs. James D. Bunnage, Portland, to be added to the Mothers Club Loan Fund, for nursing education, under the direction of Miss Jean E. Boyle, Director of the School of Nursing.

Dr. H. R. Crisman
Gift of $100 from Dr. H. R. Crisman, Missoula, Montana, to the W. R. Jacobs Memorial Library Fund in the Department of Ophthalmology, under the direction of Dr. Kenneth C. Swan, Chairman of the Department of Ophthalmology.

Mr. M. Lowell Edwards
Gift of 108 shares of Standard Oil of California Company stock, valued at $6,480, from Mr. M. Lowell Edwards, Santa Ana, California. The proceeds from the sale of this stock are to be used to assist with the operation of the Department of Animal Care, under the direction of Mr. Allan L. Rogers, Director of Animal Care.

Employees of Balsiger Motor Company
Gift of $101 from the employees of Balsiger Motor Company, Klamath Falls, to the Cancer Research Department, under the direction of Dean D. W. E. Baird.

Estate of Sadie A. Friendly
Grant of $5,000 from the Estate of Sadie A. Friendly, Portland, to be used for research in the Department of Ophthalmology, under the direction of Dr. Kenneth C. Swan, Chairman of the Department of Ophthalmology.

Estate of Charles C. Mathena
Grant of $11,294.64 from the Estate of Charles C. Mathena, Portland, for the unrestricted use of Doernbecher Memorial Hospital for Children, under the direction of Charles N. Holman, M.D., Medical Director.

Mr. Carl O. Peterson
Gift of $100 from Mr. Carl O. Peterson, Hillsboro, for the unrestricted use of Doernbecher Memorial Hospital for Children.
Gift of equipment from Tektronix, Inc., Beaverton, to be used for study "of the electrical potentials in the retina and eye muscles at the Weeks Institute of Ophthalmology at the Medical School, under the direction of Dr. Robert V. Hill, Assistant Clinical Professor of Ophthalmology. The equipment is valued at $1,190.

Grant of $1,054.44 from the Vierani Family Fund for Charitable Purposes, Portland, to be used under the direction of Dr. Holman for the purchase of supplies and medical accessories for medically indigent patients which could ordinarily not be provided for from hospital and clinic budgets.

Grant of $2,000 from Mr. A. R. Watzek, American Bank Building, Portland, in continued support of research in the Department of Ophthalmology, under the direction of Dr. Swan.

Grants totaling $751,146 from the U. S. Public Health Service, Washington, D.C., effective January 1 through December 31, 1964, unless otherwise indicated, for research, fellowships and training grants, as follows:

1. $3,273 - "An Inter-Areal Study of the Direct Cortical Response, under the direction of Dr. D. Duane Demney, Assistant Professor of Psychiatry.

2. $9,299 - "Postdoctoral Fellowship Grant in behalf of Dr. Pier Luigi Parmeggiani," under the direction of Dr. John M. Brookhart, Professor and Chairman of the Department of Physiology.

3. $13,128 - "Absorption and Transport of Lipids," under the direction of Dr. Alfred J. Rampona, Associate Professor of Physiology.

4. $25,000 - "In further support of Cancer Training Program directed by the Department of Pathology," under the direction of Dr. Jackson T. Crane, Professor and Chairman of the Department of Pathology.

5. $8,640 - "Histochemistry of Induced Precancer in Rat Skin," under the direction of Dr. Richard L. Dobson, Associate Professor of Dermatology.

6. $12,000 - "Influence of Bronchial Tree Structure on Ventilation," under the direction of Dr. Benjamin B. Ross, Associate Professor of Physiology.

7. $559,592 - "Collaborative Study of Cerebral Palsy," December 1, 1963, through November 30, 1964, under the direction of Dr. Ralph C. Benson, Professor and Chairman of the Department of Obstetrics and Gynecology.

8. $18,000 - "Evaluation of Treatments for Thromboembolic Disease," December 1, 1963, through November 30, 1964; under the direction of Dr. Arthur J. Seaman, Associate Professor of Medicine.
9. $10,684 - "Central Connections of the Auditory System," December 1, 1963, through November 30, 1964, under the direction of Dr. William A. Stotler, Associate Professor of Anatomy.

10. $21,084 - "Recurrent and Potential Ocular Infections," December 1, 1963, through November 30, 1964, under the direction of Dr. Robert F. Burns, Associate Professor of Ophthalmology.

11. $27,926 - "Radiostimulation of the Hypothalamus," December 1, 1963, through November 30, 1964, under the direction of Dr. Monte A. Greer, Professor of Medicine and Head of Endocrinology Division.

12. $11,658 - "Bio-Energetics of Cardiac Muscle," December 1, 1963, through November 30, 1964, under the direction of Dr. Eugene A. Lentini, Instructor in Physiology.

13. $10,796 - "Comparative Therapy of Leukemias and Lymphomas," January 1 through March 31, 1964, under the direction of Dr. Edwin E. Osgood, Head of the Division of Experimental Medicine and the Division of Hematology.

14. $4,200 - "Alcoholic Liver Injury and Alcohol Addiction," January 1 through June 30, 1964, under the direction of Dr. Daniel H. Labby, Professor of Medicine and Head of the Division of Diabetes and Metabolism.

15. $500 - "Lactic Dehydrogenase in Human Neoplasia," September 1, 1963, through August 31, 1964, under the direction of Dr. Robert D. Goldman, Assistant Professor of Medicine.

16. $5,100 - "Central Neural Mechanics of Hearing," December 1, 1963, through August 31, 1964, under the direction of Dr. Richard F. Thompson, Associate Professor of Medical Psychology.

17. $9,766 - "Graduate Training Grant for Oncology, Experimental, and Clinical Training," June 1, 1963, through June 30, 1964, under the direction of Dr. Howard J. Tatum, Professor of Obstetrics and Gynecology.

18. $500 - "Effects of Freezing and Undercooling on the Stomach," July 1, 1963, through June 30, 1964, under the direction of Dr. John A. Benson, Associate Professor of Medicine and Head of the Division of Gastroenterology.
Portland State College

Scholarships & Fellowships

Gifts and grants totaling $9,445.10 from the following donors for scholarships and fellowships:

- Century Club for Women, Portland: $150.00
- Executive Women's Club, Portland: $200.00
- Estate of Robert George Lambert, Portland: $5,063.10
- Mu Phi Epsilon, Portland Alumni Chapter: $100.00
- Phelps-Stokes Fund, New York City: $250.00
- Roosevelt High School Student Funds, Portland: $100.00
- Mrs. James Schram, Portland: $100.00
- Tektronix Foundation, Beaverton: $3,000.00
- United Scholarship Service, Denver, Colorado: $482.00

U. S. Dept. of Health, Education & Welfare

Grant of $6,470 from the U. S. Department of Health, Education and Welfare, Division of Water Supply and Pollution Control, Washington, D. C., effective September 1, 1963, through August 31, 1964, for support of research entitled, "Water Pollutants Determinable by Gas Chromatography," under the direction of Dr. James W. Ferguson, Professor of Chemistry.

Grant of $17,907 from the National Institutes of Health, U. S. Department of Health, Education and Welfare, Bethesda, Maryland, effective September 1, 1963, through August 31, 1964, for support of research entitled, "Long-term Retention, Problem Solving and Judgment," under the direction of Dr. Morris Weitman, Associate Professor of Psychology.

Churchill Tours, Inc.

Grant of $950 from Churchill Tours, Inc., Portland, in support of the Italian Studies Program, Ancillary Activities, under the direction of Dr. Frank Vecchio, Director of the Italian Studies Program, to be used during the 1963-64 academic year.

Liggett and Myers Company

Gift of a typewriter and television set, valued at $210, from Liggett and Myers Company, New York City, for use in the College Center.

Mr. E. S. Oliver

Gift to the library of books, periodicals and reprints, valued at $106, from Mr. Egbert S. Oliver, Aloha.

Tektronix, Inc.

Gift of a vacuum optical bench complete with pump, valued at $9,340, from Tektronix, Inc., Beaverton, for use in the Physics Department.

Oregon College of Education

Scholarships & Fellowships

Gifts and grants totaling $2,960.37 from the following donors for scholarships and fellowships:

- Anonymous: $100.00
- Business and Professional Women's Club of Astoria: $100.00
- Carpenter Foundation, through School District 6, Central Point: $133.33
- Oregon Congress of Parents and Teachers, Inc., Portland: $2,060.00
- Oregon State University Foundation, Corvallis: $267.00
- Rotary Club of Newberg: $166.70
- Sherman County Scholarship Association, Inc., Moro: $133.34
Eastern Oregon College

Scholarships & Fellowships
Gifts and grants totaling $2,452 from the following donors for scholarships and fellowships:

California-Pacific Utilities Company, Baker $ 1,176.00
Delta Kappa Gamma, Iota Chapter, Pendleton 176.00
Mr. L. R. Hoxie, La Grande 100.00
The Jackson Foundation, through the U. S. National Bank, Portland 1,000.00

Atomic Energy Commission
Grant of $8,000 from the Atomic Energy Commission, Washington, D.C., "for the purchase of equipment to be used in the education program in chemistry," under the direction of Mr. Gerald E. Young, Assistant Professor of Chemistry.

U. S. Public Health Service
Grant of $5,005 from the U. S. Public Health Service, Washington, D.C., effective March 7, 1962, through March 1, 1963, in support of a study of the "Influence of Several Physical Activities upon the Blood Serum Cholesterol," under the direction of Mr. Donald E. Campbell, Associate Professor of Physical Education.

Heppner PTA
Gift of $100 from the Heppner Parent-Teacher Association to be used in student loan funds.

Oregon Technical Institute

Scholarships & Fellowships
Gifts and grants totaling $1,550 from the following donors for scholarships and fellowships:

The Jackson Foundation, through the U. S. National Bank, Portland $ 1,000.00
Oregon State Grange Home Economics Clubs, Portland 200.00
Turner Educational Trust, through J. P. Greiner of the U. S. National Bank, Portland 350.00

Underwood Corp. (Jones Office Supply Co.)
Gift of ten Underwood Raphael Electric Typewriters with variable spacing, to be used for instructional purposes in Office Machines Technology, from the Underwood Corporation through Jones Office Supply Company, Klamath Falls. The equipment is valued at $4,250.

Division of Continuing Education

Scholarships & Fellowships
Gifts totaling $233 from the following donors for scholarships and fellowships:

Order of Eastern Star of Oregon, Mt. Olive Chapter, Portland $ 100.00
Elks Lodge No. 142, Portland 133.00
PRESIDENT'S REPORT

President Walsh indicated the meeting dates for 1964 together with the following tentatively scheduled meeting places:

Meeting Dates for 1964

- March 9-10: Oregon College of Education
- April 27-28: Oregon State University
- June 8-9: Eastern Oregon College
- July 27-28: Southern Oregon College
- September 14-15: Salem
- October 26-27: Oregon Technical Institute
- December 7-8: Portland State College

CFOF Committee

Mr. Walsh called the Board's attention to the formation of the Colleges for Oregon's Future committee, headed by former Governor Charles A. Sprague as Chairman and Mrs. Cheryl S. MacNaughton, a former Board member, as Vice Chairman. Approximately 100 other leading citizens of the state have already been enlisted in this program which will have as its immediate concern the primary vote for raising the bond issue.

Resignation of President

President Walsh indicated that he was submitting his resignation from the Board to the Governor and made the following observations as a result of his eleven years' experience on the Board:

"I want to say at this time that this is my last meeting. After eleven years on this Board, I felt that I should resign in time so that my successor could approach the coming session of the legislature with a solid background and knowledge of the Board's activities and decisions during the next few months. This is always an important time, and probably at the next session it will be more important than it ever has been—unless it was at the last session."

"There is one thing I want to say before I leave the active duties of this Board—and that is that I think we should always keep in mind what our real job is. The administrators and the members of this Board, of course, exert a tremendous influence on the kind of higher education we are going to have here in Oregon. In the last analysis we're all working to accomplish one thing—that is to get the facilities and to get the people to do the teaching in and with the facilities so that the students will get the benefit of the quality of education we are trying to give them. Now while the Board, the administrative staff, and the facilities are important, the most important of all is the staff—the people who are going to do the teaching. This is one reason why I have always felt that anything that would affect that staff—either salary-wise or quality-wise—is of prime consideration, and anything that affects that staff adversely will affect higher education adversely. The end result is that the people to whom we are trying to give an education will be the losers. This is what I refer to as quality education."
"In the time that I have been on this Board, I have watched a tremendous team built up here, not only in the administrative staff but also in the faculty. We have some faculty members that many of our sister institutions about the country would like to have and would pay them far more than we are giving them and are able to give them. There isn't any doubt in my mind that if we ever reach a trend where we start to lose our top faculty we're going to lose quality of education. I know this sounds like something of a dire prediction, but this uptrend in quality that I have seen built up in the last eleven years has come to a standstill in the last year. I regret to say this, but this is the first time in my span on the Board that I have experienced a standstill in higher education in Oregon. It is my opinion that if something isn't done to shift from a standstill to a forward motion again, higher education will move backward. It's going to be up to the people of the State, either through initiative or by legislative means, to see that we get on our way again. We can have all top calibre personnel on the administrative staffs and on this Board and still recede in educational quality. Top quality administrators and Board members do not guarantee top quality education, although it does take first-class administrators to attract and obtain outstanding teaching and research personnel.

"With reference to the personnel on this Board, I want to say that in all the years that I have been on the Board, I have never known one member who was of second quality. This includes appointees under both Republican and Democratic administrations. The quality of the personnel on this Board far exceeds that I have seen on many other boards both in this state and elsewhere. I particularly want to mention the women who have been appointed to the Board, and I think I have known all of them. Mrs. Sackett was a tremendous person--one of the great women of the state. She was followed by Mrs. MacNaughton who did not blemish that standing. We now have Mrs. Johnson on the Board, and I want to say that my experience with her indicates that she is of the same outstanding quality. It is remarkable to find three women in the past twenty years of the very first calibre of quality and ingenuity to help carry on the work of this Board. While this is also of the men on this Board, I particularly wanted to mention the women because all three have been and are so outstanding.

"As I said before, my only hope is that we are going to get out of this lull and that we are going to go forward not just on quantity of education—which we are going to need more than ever—but even more so on quality. In my opinion, quality should come first, because without quality, education is of little value regardless of the number of students."
"In closing, I want you to know that I have appreciated the work and cooperation of everyone, both on the staff and on the Board. It has been a tremendous experience for me and one that I shall never forget. I also want you to know that my resigning from this Board does not mean that I am going to forget higher education. Any time you want my help--and sometimes there are jobs that someone not on the Board can do better than a Board member--I'll always be willing to lend a hand."

Mr. Holloway commended Mr. Walsh on his outstanding service as a Board member and particularly as President of the Board.

**ADJOURNMENT**

The meeting was adjourned at 11:40 A.M.

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Chas. R. Holloway, Jr., President

R. L. Collins, Secretary
ASSUMPTIONS, OBJECTIVES, AND PRINCIPLES
for the
LONG RANGE DEVELOPMENT PLAN
OREGON STATE UNIVERSITY

Preamble

In preparing a Long Range Development Plan for Oregon State University, the Consultants have held the following concepts as underlying premises:

First, the teaching, research, and public service functions of the University can be promoted by a physical environment that is both orderly and beautiful. This environment must be achieved in the most economical manner possible.

Second, Oregon State University and the City of Corvallis have developed together and will continue to do so. The future development of the campus must reach a balance between the essential land needs of the University and the limited land resources of the City.

With these as fundamental precepts, the ensuing statements of Assumptions, Objectives, and Principles have been prepared.

ASSUMPTIONS

"Oregon State University is the . . . land grant institution /of the System of Higher Education/, and its undergraduate, graduate and professional programs are oriented toward the sciences, both theoretical and applied, integrated with programs in the humanities and the social sciences." (From Guidelines, September 11, 1963).

Future enrollments at the University cannot be predicted with great precision, because many variables are unknown and perhaps undescribed. However, in view of recent trends and the emerging responsibilities of the University, it appears safe to say that the enrollment will at least double within the next ten to twenty years. Present trends, if continued, indicate the proportions of upper division and graduate students to total enrollments will grow, respectively reaching 41 percent and 12 percent by 1971-72 and 42 percent and 14 percent by 1982-83.

For all physical facilities required for future growth, system-wide policies and standards intended to insure maximum utilization and reasonable development costs will be followed. Existing buildings and facilities which have continuing usefulness or which can be economically remodeled, and which do not interfere with major development needs, will be retained.

It is expected that housing will be provided for single students to the extent of approximately 40 percent of total enrollment. Some additional housing for married students will be built to supplement private accommodations available in the community. Housing will not be provided for faculty or civil service staff.

Library development will be concentrated in central facilities, with a separate structure for an undergraduate library a probability. There will be no departmental or "branch" libraries.

Beyond programmed needs for academic and research units and for student housing, facilities to enrich campus life will be planned, and land areas will be reserved for them. Among such uses will be an auditorium-theater, a conference center, a faculty center, and additional student union facilities.
The Objectives of the Long Range Development Plan for Oregon State University are:

To serve as a general guide to future physical growth of the campus to accommodate an enrollment of 18,000 students in accord with accepted academic planning goals.

To preserve, during the course of growth, the visual qualities and amenities of the campus and to retain the distinct "flavor" imparted by traditional academic specialties.

To provide a sound, flexible frame of reference by which intelligent and financially prudent decisions can be made on a continuing array of planning and design considerations.

To promote a public consciousness of the unity and integrity of the campus and of the extent to which the summation of design decisions can influence the total campus environment.

PRINCIPLES

1. Land Use

The Plan will reflect the physical organization of the campus by defining a "central campus" area. Within this zone the principal academic disciplines--Humanities and Social Sciences, Business and Technology, Engineering, Science Agriculture (in part), Education, Home Economics, Forestry, Pharmacy, and Physical Education (in part)--will be located in workable relationships to one another based on student "crossover" studies, and insofar as possible they will be within a common ten-minute class exchange area (2,000 ft. dia.) centering near the Library. As a corollary, activities which do not generally require central locations or which do not represent intensive uses will be removed from the central campus; such activities as some highly specialized graduate instruction and research, extensive out-of-door experimentation areas, and some non-instructional campus service activities can operate more effectively at peripheral sites.

Certain agricultural research and instructional activities, particularly those closely related to Science or which have heavy student loads, will remain in relatively close-in locations, but most land needs for these purposes will be accommodated in more remote areas of the campus.

Residence halls for single students will be located in three clusters having peripheral relationships to the central campus but within ten minutes' walking time of the center. In accordance with policy, residence halls will be provided for 40 percent of planned student enrollment. On-campus apartments for married students will be located near the campus perimeter.

Uses that require public access, such as student union facilities, campus administration, and assembly areas for lectures, conferences, concerts, or sports, may be either close-in or peripheral, depending upon the degree of orientation to the academic core and student center of gravity on the one hand, or to the public on the other.
2. Buildings

The density of building coverage, as measured over the entire central campus area, will be restricted to 15 percent of the land surface to preserve as much as possible the visual quality of the campus as it is known today and to allow for growth in all the disciplines through "infilling." Ultimate density of building coverage must not exceed 20 percent.

New buildings will be built to the maximum size feasible but within limits imposed by immediate site conditions, programmed needs, and realities of construction budgets. Building heights within the central campus area will average no more than four floors including basements, but individual buildings not to exceed eight floors, as a rule. For aesthetic reasons, taller buildings will be spaced relatively far apart from one another. Interior uses characterized by frequent access by large numbers of persons will be confined to the lower floors to minimize the need for elevators. All buildings will be carefully oriented and designed to combat problems associated with heat, glare, and wind.

Existing buildings will be retained in most instances, but their replacement will be necessary if they are hazardous, cannot be economically remodeled or interfere with major planned developments. Buildings of historical worth, such as Benton Hall, will be preserved.

3. Landscape and Open Space

Sensitive attention to the design of exterior spaces and to selection of plant and paving materials can reflect the importance that the open areas of the campus have upon its appearance and character. The landscape, thus, holds the key to imbuing the campus with desirable out-of-door amenities--both beautiful and useful, both large- and small-scale. Of perhaps greatest significance will be the unifying effect that good landscape design can give to the central campus; vistas and malls making use of the many fine trees, the reworking of "through" streets into purely campus ways, and new major plazas and greens devoted to the pedestrian. The "Quad" will be retained as the dominant open space of the campus, and other, new open areas will be connected to it. Special treatment will be given at campus boundaries to achieve a harmonious and inviting appearance from City streets, as in the case of the large green near the easterly end of the campus; these efforts must be carefully coordinated with City plans. Where possible, advantage will be taken of inspiring views of the surrounding hills and countryside. Screen plantings will be used at parking areas and to provide insulation from the railroad. Extensive use will be made of plant materials indigenous to Oregon and the Willamette Valley. Both formal and informal open space designs, varied in location, size, shape, and character, will insure against visual monotony.

4. Fields and Courts

Appropriate standards will govern the number and placement of out-of-door fields and courts areas for both recreational and instructional uses to accommodate campus needs as enrollment increases. Fields and courts whose use is mainly for physical education instruction will be located close to the men's and women's gymnasiums and adjoining other academic areas.
Out-of-door facilities primarily for recreation will be placed to serve the clusters of residence halls conveniently, for most intramural sports will be conducted in these areas. Facilities for intercollegiate sports practice may have to yield central location to instructional or intramural needs, but they will be within walking distance in any case. Areas near the Coliseum and Parker Stadium will be devoted in large part to intercollegiate athletic needs.

5. Campus Access

State and County arterials serving Corvallis will be supplemented by a local City street system of radial and circumferential routes to provide both long distance and local vehicular access to the campus from all directions. This pattern will be coordinated with the campus road system (see 6, below). Three routes--14th-15th Streets, 30th Street (The Mall, in part), and 35th Street--must remain open across campus to provide necessary community circulation and access to campus roads. For special events in the Coliseum or Parker Stadium campus streets normally closed to through traffic will be opened for public use, as will many campus parking areas; a reversible, special-occasion one-way street plan will doubtless become necessary. Pedestrian and bicycle access to the campus will be at logical entrance points opposite City streets. Off-street loading areas for passenger pick-up and delivery will be located at several points on the campus periphery. In addition, it is assumed that public transit service to the campus will be substantially improved as campus and community growth justify such development.

6. Campus Vehicular Circulation and Parking

A two-way controlled "loop" road will serve all parts of the central campus. This route will be accessible from public streets through three controlled points, located to accommodate traffic from several directions. Supplementary service drives and cul-de-sac roads will permit necessary auto and truck access to campus buildings. Through traffic will be barred from the central campus, exceptions being made for emergency-type vehicles, for infrequent visitor cars, or for access to large-attendance sports events. Extension of the City street system will handle vehicular circulation needs in non-central campus areas and will be coordinated with the central loop road.

Most parking facilities for automobiles will take the form of paved surface lots dispersed about the campus as demand patterns dictate. No parking will be permitted on the loop road itself. As a general practice, parking close to the academic centers will be reserved for faculty and civil service staff. Commuter student parking will occupy areas immediately surrounding the academic core, and parking for resident students will use more peripheral sites (near the residence halls they serve but not necessarily so close as to displace commuter students). Visitor parking will be provided in necessary amounts next to areas frequented by the non-campus public and particularly adjacent to such public-use functions as the auditorium-theater, conference center, administration, and to a limited extent the student union. Walking-time goals from parking lot to destination will be five minutes or less for faculty and civil service staff, and ten minutes or less for commuter students.
Special provisions will be made for the parking of small-size cars and motor-driven cycles, as well as for construction workers' vehicles. To the extent possible, dual assignment of areas can be made for needs with non-conflicting time characteristics. All parking areas, especially those of large size, will be screened with landscape materials to reduce potentially adverse visual impact.

For the 18,000-enrollment level, total campus parking needs will be about 6,500 spaces.

7. Pedestrian and Bicycle Needs

A network of pedestrian walkways will provide interconnections throughout the central campus area and between the academic areas and the residence hall clusters. These walks will be scaled in width in proportion to volumes of pedestrian traffic, widening out into plazas or squares at the principal and lesser campus focal points, and will be designed to permit near-straight-line travel between and among campus buildings.

It will be necessary to develop regulations covering bicycle riding on the campus in recognition of the increased bicycle usage that may be expected as the campus grows. Bicycle use must be controlled in the more central areas in particular, where heaviest pedestrian volumes would make bicycle riding a hazard to all. Bicycle riding will not be permitted in the "Quad." Bicycle parking will be provided in designated cycle parks or compounds conveniently located to principal buildings. Some bicycle parking shelters may be provided in areas of heaviest demand for use during the winter months.

8. Utilities

Utilities will be located underground on the campus, with the possible exception of remote areas where overhead lines would not constitute an eyesore or a danger. A designated system of utility rights-of-way will be established for electric, gas, water, steam, telephone, and TV lines--looped where possible to insure uninterrupted service in case of breaks; these rights-of-way should be in general under specially constructed walks for easy access but serving all major campus buildings with over-all minimum runs. Placement of utility lines must avoid traversing future building sites.

9. Temporary and Obsolete Buildings: Short-term Space Needs

Programming for campus growth must include a schedule for the eventual demolition of structures of "temporary" nature, of buildings that through time have become obsolete and cannot economically be remodeled, and of buildings that are fire hazards. As a rule, the priority of long-term needs over short-run expediencies will prevail. To accommodate needs for short-term space, however, portions of peripheral areas designated for research will be reserved for "Incubator" or "surge" space where special projects may utilize quarters of minimal-type construction. No additional temporary structures will be permitted on the central campus.
10. **Land Acquisition**

To permit required expansion of academic and research activities, residence halls, fields and courts, and associated parking it will be necessary to acquire some developed lands in close-in community areas. Land acquisition priorities will be designated for expansion needs up to 18,000 enrollment. Programs for campus expansion will be fully discussed with Corvallis officials and publicly announced. Efforts will be made to minimize costs and impact on the community through use of urban renewal techniques where appropriate.

11. **Community Planning Considerations**

A program of continuing liaison with City officials and with various public and civic bodies will inform the public of the University's plans and help coordinate solution of planning problems of common concern.

12. **Off-Campus Facilities**

East of the campus, across the Willamette River from Corvallis, in Linn County, auxiliary facilities for Physical Education and recreation will be developed for such activities as softball, rowing, canoeing and golf. A Marine Science complex, centering on a Marine Science Laboratory and initial units for Oceanography and for Fisheries and Water Research, will be located at Newport, on Yaquina Bay. In both of these developments, careful efforts will be made to insure maximum flexibility and coordination with local community plans.