

MEETING OF THE ADVISORY COUNCIL

May 26, 1937

Present: Boyer, Bovard, Burrell, Gilbert, Hollis, Leighton, Smith

B The meeting was called by President Boyer to meet with Dean Lawrence for consideration of matters concerning his budget for the School of Art and Architecture.

Dean Lawrence presented a digest of developments in terms of enrollment and the effects of budget cuts over a period of years upon the quality and effectiveness of the School in performing its functions. His digest indicates that when various recommended standards for art and architecture schools are used as criteria, the effects of the budget cuts and the shortage of teaching staff show that the School is now in critical and immediate need of more adequate support, increase in library and teaching materials, and increased staff.

Dean Lawrence presented his budget in detail which is not reproduced here. According to his report his supplementary budget calls for \$3340.00 to be provided out of supplementary funds allotted to the University. Dean Lawrence's budget was unanimously approved.

The Council voted to have the following recommendation transmitted to the President and the Chancellor:

J The Council recommends that the School of Art and Architecture shall be permitted to add a professional fee to the regular University costs to a student majoring in the Art School, and further that this School be permitted to add in the same manner a smaller fee for service work for non-majors taking professional work. This recommendation is strongly urged because it seems apparent to the Council that the School of Art and Architecture will be forced to choose among the following alternatives if it is to continue in operation:

- I. Reduce standards by resorting to heavy teaching loads, inadequate library materials, and other undesirable devices.
- II. Reduce the number of offerings by elimination of departments, such as interior decoration, painting, and others.
- III. Rigidly limit enrollment in the School.
- IV. Charge a compensating fee to offset the higher costs of instruction in the Art School as compared to costs in other divisions or schools.

The fourth alternative is, in the belief of the Council, the only logical alternative to choose since it is of utmost importance to the University's ability to serve its functions that standards of instruction and offerings of the Art and Architecture School be maintained at the present level and higher, if possible.

It was moved and passed to place the question of space allotment on the agenda for the next meeting.

Meeting adjourned.

  
R. W. Leighton, Secretary

MEETING OF THE ADVISORY COUNCIL  
May 22, 1937

Present: Boyer, Bovard, Burrell, Gilbert, Hollis, Leighton, Smith  
of the School of Music

A report was made by Dean Landsbury/on his budget plans for the next biennium. He reported that he had made provision in his budget for the following items:

- (1) \$432.00 emergency item repair of pianos - supplementary budget.
- (2) \$1250.00 salary for Mr. Artau, as shown in previous minutes - supplementary budget.
- (3) \$600.00 salary for Mr. Hopkins, as shown in previous minutes - supplementary budget.
- (4) Salary of graduate assistant in instrumental music in the public school music division, amount \$540.00 - supplementary budget.
- (5) \$150.00 for library, - supplementary budget.
- (6) \$150.00 contact survey of schools to study what schools of Oregon are doing in music training. (Travel) - supplementary budget.
- (7) All other items, recurring items.

Action of the Council:

It was moved and passed unanimously to give tentative approval of the budget as reported above.

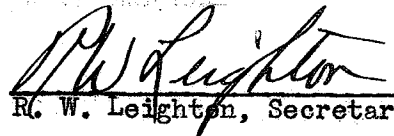
Dean Allen of the School of Journalism reported his budget, with items as follows:

- (1) \$540.00 for George Beckman to organize the University's radio offerings, to conduct a class in program planning, - supplementary budget.
- (2) Out-of-state travel to meetings at Stanford University and eastern meetings of journalism organizations and the association for the teaching of journalism - supplementary budget.  
Within-the-state travel, increase of \$100.00 to present 50.00 - supplementary budget.
- (3) Replacement of typewriters, \$300.00 - Supplementary budget.
- (4) One projector - \$75.00 - supplementary budget.
- (5) Increase in secretary's salary as shown in previous minutes, \$297.57 - supplementary budget.
- (6) All other budget items are recurring items.

Action of the Council: (Vote by Items)

- (1) (No) Unanimous to refer this to Dean Powers of the Extension Division.
- (2) Approved, both items.
- (3) Yes, under the present system, but a request was made for the President to take up the question of a rental fee with the Dean of the School of Journalism. Unanimous approval on this recommendation.
- (4) (No) Unanimous.

Meeting adjourned.

  
R. W. Leighton, Secretary

MEETING OF THE ADVISORY COUNCIL

May 23, 1937

Present: Boyer, Bovard, Burrell, Gilbert, Hollis, Leighton, Smith.

The meeting was called for the purpose of conferring with Deans Jewell (Education) Stafford (Science) and Hollis (Law) in regard to budget matters.

Acting Dean Hollis, Law School, reported supplementary budget items as follows:

- (1) Wage item - \$199.00, stenographic and semi-skilled help.
- (2) Materials - \$100.00 mimeographing teaching materials.
- (3) Travel - \$150.00 to attend association meetings, national and state.
- (4) All other items on the budget are recurring items.

Action of the Council:

All items unanimously approved.

Dean Jewell, Education, reported these items on his supplementary budget.

- (1) Equipment for measurement of eye movement.
- (2) Salary: Dr. Bossing and Dr. Sheldon
- (3) Training school items:
  - a. Raise Miss Frazier to full time from three-fourths time, a \$375.00 addition to her present salary
  - b. Art Supervisor for University High School, 500.00
  - c. Art Supervisor for Roosevelt High School, \$100.00.
  - d. Moving picture machine for Visual Education projects at University High School - \$200.00.
- (4) Bureau of Educational Research: Marchant Machine, \$275.00.
- (5) Placement Service:
  - a. Findex system, \$250.00
  - b. Travel - \$20.00, Spokane Placement Service.
  - c. Salary for Mabel Park, increase from 10 to 12 months, \$294.50

Action of the Council (by Items)

- (1) Approved in case research funds are available to pay half of the cost, (\$125.00)
- (2) Approved (see Minutes of May 16, 1937)
- (3) a. Unanimous approval of whatever portion of this amount which is not automatically taken up by the Chancellor's provision for raising instructor's salaries.  
b. Approved unanimously; this is not an addition to the University budget as presented but is a transfer from the Art School budget to the School of Education budget.  
c. Approved as an item for the supplementary budget.  
d.
- (4) Approved unanimously.
- (5) a. The Council recommended that the secretary write Miss Pope asking her to get in touch with Mr. Constance, Bovard, and others. It was moved to pass \$50.00 on the filing system.  
b. Approved unanimously.  
c. Recommended increase in salary from \$72.00 to \$85.00, approved. Increase in time from 10 to 12 months, not recommended.

Dean Stafford, Lower Division Science, reported items on his budget as follows:

- (1) Increase in secretary's salary, \$100.00.
- (2) One 3/4 time instructor. Postponed.
- (3) Equipment replacement (Balance \$300.00; Electrode, \$200.00), total, \$500.00.

Geology

- (4) Polarizing Microscope, \$250.00.

Mathematics

- (5) Wage increase, \$150.00
- (6) Travel intra-state, \$30.00
- (7) Instructor, one-half to full time, \$750.00

Zoology

- (8) Increase one instructor to instructional wage; \$1200 is requested, \$900 budgeted. The Council's base is \$1600.
- (9) Materials and supplies, \$225.
- (10) Microscopes (replacement) \$500.

Survey Courses

- (11) Visual Education projector and equipment, \$550.

Action of the Council (by Items)

- (1) Allowed
- (2) Postponed (for Chemistry Department)
- (3) Allowed (for Chemistry Department)
- (4) Allowed.
- (5) Not allowed
- (6) Allowed.

The Council recommended that the Zoology and Chemistry instructors be employed for nine months at \$1080 instead of as recommended above by Dean Stafford. (Items 7 and 8)

- (9) Allowed.
- (10) Allowed.
- (11) Allowed.

Meeting adjourned.

  
R. W. Leighton, secretary

MEETING OF THE ADVISORY COUNCIL

May 24, 1937

Present: Boyer, Bovard, Burrell, Gilbert, Hollis, Leighton, Smith

- 2 A motion was made by Mr. Burrell to increase the salary of Mr. Rhinesmith to \$1700 instead of the \$1600 previously recommended. The action was taken to reimburse him for travel and expenses and to place the salary on a parity with similar service at the College.

Dean Gilbert, College of Social Science, presented his budget items as follows:

Geography

- (1) Teaching fellow, \$750, from supplementary budget.
- (2) Requisitions (Maps), supplementary budget - \$90.00

History

- (3) Salary for Dr. H. D. Sheldon
- (4) Graduate Assistant, \$540.
- (5) Requisition budget increase, \$145.

Philosophy

- (6) Graduate assistant, \$750

Psychology

- (7) Graduate Assistant
- (8) Increase in time of department secretary
- (9) Graduate assistant in laboratory, \$540
- (10) Increase in requisition budget, \$460

Sociology

- (11) Additional instructional service, \$750.
- (12) Increase wages to be applied to production of the Commonwealth Review, \$380.
- (13) Two part-time assistants at \$360 each, - \$720. Changed to one graduate assistant at \$540.
- (14) Additional materials and expense to aid federally supported research projects now in progress, \$150.
- (15) Increase in travel budget, \$250.

Anthropology

- (16) Full time graduate assistant, \$540.
- (17) Wage budget preparation of costs and materials for teaching, \$75.

Political Science

- (18) Addition of political science instructor of high ability, \$2000.

Action of Council on Social Science budget (by Items)

- (1) Approved as desirable if Professor Smith undertakes service to the state as proposed.
- (2) Approved.
- (3) Approved (See Minutes of May 16, 1937)
- (4) Approved.
- (5) Approved
- (6) Approved
- (7) Approved
- (8) Approved
- (9) Approved
- (10) Approved
- (11) Approved
- (12) Disapproved
- (13) Change approved.
- (14) Disapproved
- (15) Disapproved
- (16) Disapproved
- (17) Disapproved
- (18) Approved as highly desirable.

Meeting adjourned.

  
R. W. Leighton, Secretary

MEETING OF THE ADVISORY COUNCIL

May 25, 1937

Present: Boyer, Bovard, Burrell, Gilbert, Hollis, Leighton, Smith

Dean Morris, School of Business Administration, reported budget items as follows:

- (1) New instructor at \$2000.
- (2) Additional graduate assistant (making a total of three), \$540.
- (3) Materials and expense, \$165.00
- (4) Travel budget addition, \$100.00
- (5) Equipment---calculator, typewriter, adding machine---\$550.
- (6) Addition to conference fund, \$500.

Bureau of Business Research

- (7) Increase, \$550.

Action of Council on items of Business Administration budget

- (1) (no) Hollis, Gilbert, Bovard, Smith. (Yes) Leighton.
- (2) Approved.
- (3) Approved
- (4) Approved
- (5) Disapproved calculator and recommended posting machine
- (6) Disapproved.
- (7) Approved.

Chairman Leighton of the Committee on College Teaching reported a budget item of \$2160 for graduate assistants to construct examinations.

Action of the Council:

- (Yes) Bovard, Smith, Leighton, Gilbert. (No) Burrell, Hollis.

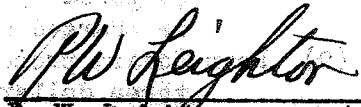
Dean Gilbert reported for the Bureau of Social Research and Service

- (1) Electric calculating machine, \$400
- (2) Publishing result of reports, \$1000.
- (3) Travel, \$300
- (4) Salary, \$200
- (5) Wages, \$1200.

Action of the Council

- (Yes) Unanimous on the above items.

Meeting adjourned.

  
R. W. Leighton, secretary

MEETING OF THE ADVISORY COUNCIL

May 26, 1937

Present: Boyer, Bovard, Burrell, Gilbert, Hollis, Leighton, Smith

R The following budget items were passed upon by the Council:

Graduate Office Budget

- (1) Increase in secretary's salary -- approved.
- (2) Travel expense -- approved.

Dean of Men's Office

- (1) Funds for Commencement speakers, \$300. -- approved.
- (2) Item restoring requisition budget, \$125.89 -- approved.

Education Activities Board

- (1) Salary for Mr. Stehn, \$1260. -- approved
  - (2) Manager's salary, \$1500.
- Vote: (No) Hollis, Burrell, Bovard, Gilbert, Leighton.  
Absent - Smith.

Athletic Board

- (1) Item for coaches' salaries, \$4,483.61.
- Vote: (Yes) Smith, Gilbert, Bovard, Leighton.
- This vote was "Yes" on grounds only that assistance to the cost of the athletic program from state funds should be and remain on a basis of substantial parity, but under no conditions should such assistance be granted unless it be possible to restore salaries of the present academic staff to the minimum for the respective ranks and salaries re-established on a reasonable basis as compared with similar universities of the Pacific Coast.
- (No) Hollis, Burrell. This vote was "No" regardless of stipulations.

School of Physical Education - Dean Bovard reported items not already passed upon, as follows:

- (1) Dancing instructor - \$300.
- (2) Gymnasium Supervisor - \$180
- (3) Pool Supervisor, \$270.
- (4) Equipment: Men, \$1,725; Women, \$1,140.
- (5) Additional instructor, men - \$1500
- (6) Additional instructor, women - \$1350.
- (7) It is recommended that all requests for motion picture equipment be pooled, and that the equipment be purchased and located in a central place.
- (8) It is recommended further that a separate budget be set up to take care of the costs of equipment used for general purposes by the University so that these costs will not be charged to a school or department as now.
- (9) Dean Bovard proposed that a special physical education fee of three dollars per term be charged all undergraduate students in the University. If this fee should be approved, he is of the opinion that proposed increases would be taken care of by the additional revenue provided. (The proposed increases are given both in these and in previous minutes).

Action of the Council on Physical Education

- (1) Vote: (Yes) Hollis, Leighton, Bovard, Gilbert, Smith.  
(No) Burrell
- (2) Approved.
- (3) Approved.
- (4) All items approved except:  
Portable Bleachers, \$750; Curtains, \$150; Other, \$250.  
Total reduction, \$1,150.
- (5) (No) Gilbert, Burrell, Smith, Hollis.  
Not voting: Bovard, Leighton.
- (6) (No) Gilbert, Hollis, Smith, Burrell.  
Not voting, Bovard, Leighton

- (7) Unanimously approved.
- (8)
- (9) Smith moved to recommend Bovard's proposal. Motion unanimously passed.

Museum of Natural History  
No action.

The Council discussed the salaries of the Presidents' of the University and the State College as these compare with salaries of the teaching staff, and authorized the secretary to forward the following letter to the Chancellor.

June 2nd, 1937

Dr. Frederick M. Hunter  
Chancellor, Oregon State System of Higher Education  
Eugene, Oregon

My dear Mr. Hunter:

P  
S

I have been instructed by the University Advisory Council to convey to you the information that in their opinion, because of the salary inequities which exist among University faculty members at the present time, the salaries and other allowances to Presidents of the University and the State College should not exceed a total of \$7,500.00 per annum.

The above information should have been sent to you directly from my office, but I was asked at a moment's notice to represent the University at the Pacific Coast Conference meeting in Portland. This occasioned some delay and is the reason for writing you from Portland.

Sincerely yours,  
*R. W. Leighton*  
R. W. Leighton  
Secretary of the  
Advisory Council

MEETING OF THE ADVISORY COUNCIL

May 27, 1937

Present: Boyer, Bovard, Burrell, Gilbert, Hollis, Leighton, Smith

The followed budget items were passed on by the Council:

Museum Budget (Supplementary)

(1) Field man, 5 months, \$1000.

Vote: (No) Burrell, Hollis, Leighton, Smith, Gilbert  
(Yes) Bovard.

(2) Wage increase, \$400. Approved.



- (3) Materials and supplies, increase, \$130. Approved.
- (4) Travel allowance, increase, \$115. Approved.
- (5) Exhibition cases, \$300. Approved.

A motion was passed to allocate the second floor of Condon for museum purposed contingent on structural safety of the building.

Personnel Offices

- (1) Assistant at \$100 for ten months to aid the advisory system - \$1000. Not recommended.

Radio Station KOAC

Alternative presented:

Disposal outright; rent to commercial company; taken over by the Agricultural Extension; keep it in present status as the System station.

A motion was made to have Hollis prepare a statement for approval by the Council.

Meeting adjourned.

*R. W. Leighton*  
R. W. Leighton, secretary

MEETING OF THE ADVISORY COUNCIL

June 1, 1937

Present: Boyer, Smith, Gilbert, Bovard, Burrell, Hollis  
Absent: Leighton. Smith acted as secretary in Leighton's absence.

Professor Norris and Mr. Lindstrom appeared before the Council to present the case for the supplementary budget requests for the Physical Plant.

Mr. Lindstrom opened the arguments in regard to the need for two new men on the administrative side at \$2400 each. He pointed out that the burden of detail was so great that the superintendent of grounds and buildings could not handle both the office detail and the actual work of physical supervision in the various departments of work. Mr. Lindstrom stated that there has been a great deal of delay on repair jobs and that the superintendent also lacked time to check and to see that these repair jobs are properly done. Mr. Norris added that the janitors are not at present properly supervised nor is their work well-organized. Mr. Norris then presented an organizational set-up for the department of Physical Plant, copies of his diagram being appended. He pointed out the need for a building and maintenance supervisor to check up on repair and on defects of the physical plant. He said that repair needs should be foreseen and the upkeep needs anticipated. Norris explained in detail the organizational plan which he and Lindstrom proposed. He backed up his arguments by references to his highly detailed report of an inspection of all buildings, using the Commerce Building as a particular instance. "The new buildings", he said, "have much more complex and elaborate mechanical equipment---air-conditioning apparatus, unit heating, etc. There are at present no mechanics in the University employ thoroughly qualified to handle this new equipment. The University plant budget," Norris added, "is much below that of the College, the College having in fact 50% more money allocated to the plant. This disparity is all the more striking in view of the fact that E.D.R. (square feet of radiation)

at the two institutions is very nearly equal, the exact figures showing the E.D.R. for the College 164,000 and for the University 153,000. Mr. Lindstrom next mentioned the need for replacement of the panel truck for mail delivery, and following this, Item #4 under the plant budget proposals was presented, chiefly by Norris. His argument for the new irrigation water lines may be summarized as follows: roughly, 3,000,000 square feet of campus space need to be irrigated. Mr. Norris' tables showed the following figures in regard to existing and projected irrigation systems for the campus:

(1) Area now irrigated by millrace water	1,414,254 square feet		
(2) " " " " city water	503,334	"	"
" needing irrigation	632,737	"	"
" to be irrigated in addition to (1) and (2)	758,348	"	"
" to be acquired	643,335	"	"

The \$4500 requested would be spent chiefly for pipe and for electrical equipment. Trunk line pipes would be laid through the tunnels.

Item #5, dealing with the completion of the Skelton survey, was next presented. Norris considered this the most important item in all the supplementary budget proposals for the Plant, i.e., from the engineering point of view.

The next items, #6, in regard to the sewer investigation, he thought might properly be charged to the Oregon State System of Higher Education as a part of the Chancellor's special repair budget, because of its close connection with the safety factor for the roof of McArthur Court; at present drainage facilities are not adequate to carry off the load of water from the roof in the case of heavy rains. Generally, the 8" sewer pipes are inadequate to carry both sewage and rain water, and generally during the winter rains water rises 10 feet in the manholes near the power plant.

Item #7, dealing with engineering office expense, was next discussed. Norris backed up his case by referring to his survey of the campus buildings. He pointed out that of 63 classrooms, only one meets the requirements which illumination engineers think essential, namely a 15'-candle minimum. The average for these 63 classrooms is a 6'-candle illumination, a wretched condition of affairs. Mr. Norris' survey of acoustics in the classrooms shows that acoustics are if anything worse off than the illumination factor. In the new physical education building, however, the acoustics are fair. Even here, however, they had to skimp, using acoustical wall proofing with a coefficient of absorption of only .3, whereas .6 would have been ideal; but this latter material would of course have been too costly. Mr. Lindstrom next presented the case for Item #8, automobile servicing, which was discussed at some length. Mr. Norris followed with the case for an additional steam line along 13th Avenue to serve as a connecting link balancing the steam pressure in the two main service lines.

And finally, Item #11, polishing machine for the new Library floors, was discussed. The members of the Council then asked Mr. Lindstrom for data in regard to the proportion of the total budget expended for the Physical Plant and he gave the following figures:

PERCENTAGE OF TOTAL UNIVERSITY BUDGET ALLOCATED FOR PHYSICAL PLANT,  
INCLUDING MAINTENANCE AND REPAIRS

1930	12.9%
1933-34	19.3
1934-35	17.1
1935-36	15.2

Overhead has been cut 50% as compared with 1930. Janitorial costs in 1930 were roughly \$30,000 and in 1935-36 came to about \$19,000. Expressed in cost per square foot, these figures show a reduction of 5.8¢ per square foot to 3.4¢. This reduction is partly due to change in wage rates, but partly due to better organization of the work. Mr. Lindstrom pointed out that the portion of the budget allocated for instruction is relatively much higher in the University than in the state system as a whole. The figures are as follows:

PERCENTAGE OF TOTAL BUDGET OF THE UNIVERSITY OF OREGON ALLOCATED TO  
INSTRUCTION

1935-36	58.8%
In projected budget-1937-38	61.6%

The Council having no other questions, Mr. Norris and Mr. Lindstrom went out. The Council now proceeded to a vote on the supplementary budget for the Physical Plant. Votes were recorded as follows:

- (1) Addition for appointment of a Supervisor of Buildings - \$2,400.00  
(no) Burrell, Gilbert, Hollis, Smith  
(yes) Bovard
- (2) Addition for appointment of a master mechanic - \$2,400.00  
(yes) Burrell, Bovard, Gilbert, Hollis, Smith. (A heating engineer preferably, Burrell and Smith suggested).
- (3) Addition for purchase of panel delivery truck - \$703.00  
(yes) all
- (4) Installation of irrigation water lines - \$4,500.00  
(yes) all.
- (5) Completion of Skelton surveys - \$1,500.00  
(yes) all
- (6) Investigation of sewers on campus - \$750.00  
(yes) all, but properly included in S.S.H.E. budget, not University.
- (7) Engineering office expenses - \$720.00  
(yes) all
- (8) Automobile servicing - \$2,000.00  
(no) all
- (9) Steam line along Thirteenth Avenue - \$1,800.00  
(yes) Bovard, Gilbert  
(no) Burrell, Hollis, S. Smith

- 10) Addition for purchase of polishing machine for the new  
Library - \$150.00  
(yes) all

GENERAL LIBRARY

- (1) Additional appointment, Browsing Room Librarian - \$1500  
(yes) all
- (2) Addition to increase Miss Margaret Gilman's salary from  
\$1200 to \$1320 - \$120.00  
(Already voted)
- (3) Addition to increase Mr. Willis Warren's salary from  
\$1700 to \$1900 - \$200  
(Already voted)
- (4) Increase in wages - \$800.00  
(yes) all
- (5) Addition for purchase of furniture and furnishings - 16,164.88.  
(yes) all
- (6) Addition for books, binding and periodicals - \$12,000.00  
(yes) Bovard, Gilbert, Hollis, Smith  
(not voting) Burrell
- (7) Increase in wages - \$32.50.  
(yes) all
- (8) Addition for books, binding, periodicals, etc. - \$786.19  
(yes) all
- (9) Addition for miscellaneous equipment - \$150.00  
(yes) all.

It was moved by Smith and seconded by Bovard that a 50¢ book fee per term be added for all courses in which the student used the library, the resultant funds to be pooled and put into the University library budget, ear-marked for books, periodicals, etc. After some discussion, mostly adverse, it was moved by Dean Gilbert and voted by the Council that this motion be referred to the library committee for study.

The Council then proceeded to discuss the supplementary budget requests for the College of Arts and Letters

- (1) Dean's Office - increase in equipment item of requisition budget for purchase of a new typewriter and typing table - \$125.  
(yes) all
- (2) English  
a. Increase in salary for Robert D. Horn from a base rate of \$2,625 to \$2,800, effective Oct. 1, 1937 - \$450.  
(Already voted)

- b. Increase in salary for Mr. L. K. Shumaker from a base rate \$2,200 to \$2,800, effective Oct. 1, 1937 \$131.25  
(Already voted)
  - c. Addition to requisition budget for materials - \$321.05  
(yes) all
  - d. Additional amount for travel - \$50.00  
(yes) all
  - e. Addition to equipment budget - \$100.00  
(yes) all
- (3) Classics
- a. Addition to equipment budget - \$25.00  
(yes) all
  - b. Addition to travel budget - \$125.00  
Gilbert moved to increase travel budget to \$125.00, seconded by Bovard.  
(yes) all
- (4) Romance Languages
- a. Increase in time on one graduate assistant from half-time to full time - \$270.00  
(yes) all
  - b. Addition to Materials item of requisition budget - \$30.00  
(yes) all
  - c. Addition to requisition budget for additional secretarial help - \$10.00  
(yes) all
- (5) Drama
- a. Increase in requisition budget - \$421.11  
(yes) all

The question was again raised of an increase in the salary of the Head of the University News Bureau, Mr. Godfrey. Mr. Godfrey is at present devoting 1/6 of his time to the work of the State Planning Board as publicity director for them, so he is at present receiving 5/6 of his salary on the reduced rate from a \$3,000 base. The request that his salary base should be raised to \$3600 in order that he might receive an actual \$3,000 cash for 5/6 time was denied. All five members of the Council present voted in the negative.

Burrell moved that the funds necessary for the salary proposals for associate and full professors (proposals which the Council had previously strongly recommended) should take precedence of all items recommended in the supplementary budget, except such requests for increase in requisition and budgets and materials as were absolutely indispensable to departmental operation. The motion was seconded by Gilbert and all five members of the Council voted affirmatively.

Meeting adjourned.

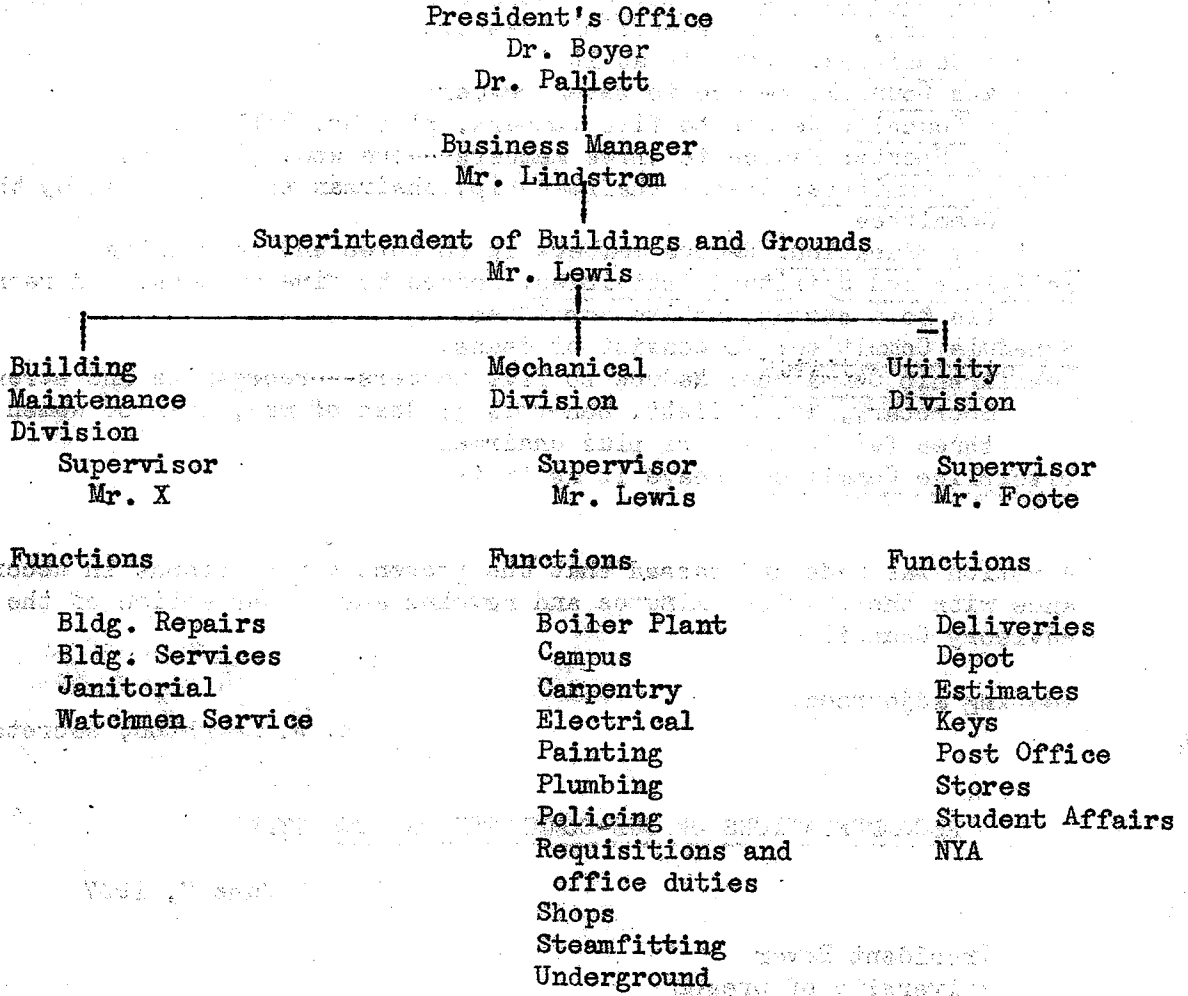
S. Stephenson Smith  
Acting Secretary in Leighton's  
absence

ORGANIZATIONAL SET-UP

by  
Mr. Norris

P.R.

THE DEPARTMENT OF PHYSICAL PLANT  
(see page 222 of these minutes)



MEETING OF THE ADVISORY COUNCIL

June 4, 1937

Present: Bovard, Burrell, Gilbert, Hollis, Leighton, Boyer  
Absent: Smith

Mr. Hollis, chairman of the sub-committee on Committees, made the following suggestions concerning committees as an official report.

Academic Requirements Committee: Reduce to a membership of 3 faculty members, plus two ex-officio members.

Course Committee: Leave it as it is.

Graduate Council: Reduce to seven members

Honors Council: Reduce to five members, plus Mr. Pallett.

Faculty Sports: Reduce to three members---one woman, two men

Library Committee: Change chairmanship; chairman to be elected by the Committee.

Military Education: Reduce membership to three and reorganize

Religious and Spiritual Activities: Reduce to five members, and reorganize to a strong, active committee.

Schedule Committee: To consist of deans.

Scholarship Committee: Reduce to five members---reorganize and strengthen: Secretary, Mr. Pallett, non-voting; dean of men, dean of women, and three faculty members plus chairman.

Discipline Committee: Leave it as it is.

A motion was made and passed that the present action stands in accordance with the previous minutes and revokes any former action of the Advisory Council

Meeting adjourned.

*R. W. Leighton*  
R. W. Leighton, secretary.

RECOMMENDATIONS OF SUB-COMMITTEE ON COMMITTEES

June 7, 1937

President Boyer  
University of Oregon

Dear President Boyer:

I am sending you herewith a copy of the recommendations of the Advisory Council acting as a committee on committees. You will remember that at the June 4 meeting in your office certain recommendations were made concerning reducing the membership of certain committees and concerning the personnel.

In making these recommendations the Advisory Council has (1) dealt with faculty appointed committees only on the assumption that administrative committees are not within the province of the Advisory Council. (2) It is recommending the personnel for the chairmanship of committees in only one or two cases. (3) The ex-officio memberships of committees are not to be considered as exclusive of any other specialized relationship which may be fostered by appointment of other

individuals. (4) Pursuant to the policy of the Advisory Council, no member of the present council or of the council to serve next year has been included in the recommended personnel lists of committee members. (5) Alternates have been named for each committee. (6) The distribution of faculty members as members of all committees has been compiled and is available in Dean Hollis' office.

Respectfully submitted

*R. W. Leighton*

R. W. Leighton

Committee Membership Recommended by

The Advisory Council for the Academic Year 1937-1938

1. Academic Requirements Committee  
Proposed Membership (3): Robert D. Horn, K.J. O'Connell,  
H.G. Townsend, H.B. Yocom, Victor P. Morris, Mozelle Hair.
2. Committee on Courses  
Proposed Membership (3): O.F. Stafford, F.L. Stetson, Calvin  
Crumbaker, H.R. Taylor, Dan Clark.
3. Graduate Council  
Proposed Membership (7, including Dean and Assistant Dean of  
the Graduate School):  
F.L. Stetson, E.E. Boushey, E.C.A. Lesch, V.P. Morris, George  
Rebec, H.R. Taylor, P.P. Adams, W.D. Smith, R.P. Bowen.
4. Honors Council:  
Proposed Membership (5): Eric W. Allen, L.F. Beck, R.P. Bowen,  
H.S. Hoyman, Edna Landros, E.C.A. Lesch, Astrid M. Williams.
5. Intramural Sports Committee  
Proposed Membership (3): Florence D. Alden, J.L. Casteel,  
E.E. DeCou, C.L. Huffaker, P.R. Washke.
6. Library Committee  
Proposed Membership (10). Chairman to be elected by members  
of the committee: E.W. Allen, D.E. Clark, M.H. Douglass,  
E.H. Ernst, Andrew Fish, J.R. Jewell, W.P. Riddlesbarger,  
F.G.G. Schmidt, H.D. Sheldon, F.P. Sipe, W.D. Smith,  
L.O. Wright
7. Military Education Committee  
Proposed Membership (3) (one student to be appointed):  
Claude H. Brown, Calvin Crumbaker, R.K. Cutler, John T. Gance,  
A. B. Stillman
8. Religious and Spiritual Activities Committee  
Proposed Membership (5): N.L. Bossing, J.H. Bond, A.E. Caswell,  
C. G. Howard, V.P. Morris, K.W. Onthank, A.B. Stillman



9. Student Discipline Committee

Proposed Membership (6 faculty members and 3 student members.

It is recommended that two women members be included on this committee):

- Earl E. Boushey, V.D. Earl, John T. Gano, Florence D. Alden,
- K.W. Onthank, Hazel P. Schwering, L.K. Shumaker, C.E. Spencer.

10. Schedule Committee

Proposed Membership: Membership to consist of all deans.

11. Scholarship Committee

Proposed Membership (6) (Including Dean of Men and Dean of Women)

- E. M. Pallett, or representative, member exofficio and secretary:
- C.L. Huffaker, W.A. Dahlberg, V.D. Earl (ex officio), W.S. Hayden,
- Hazel P. Schwering (ex officio), A.B. Stillman, Louis Artau,
- H.R. Taylor.

FURTHER ACTION ON THE 1937-38 BUDGET

The budget recommendations in the foregoing minutes were transmitted to President Boyer, and by him to Chancellor Hunter.

President Boyer returned the following budget items to the Council for consideration again, and with the statement that reductions would have to be made. The action indicated was taken.

SALARY ADJUSTMENTS RECOMMENDED BY THE UNIVERSITY OF OREGON

For year ending June 30, 1938,

Unrestricted Funds

Name	Action of Council	Mos. of Service	Present Salary Rate	Proposed Salary Rate	Cost in 1937-38
1. L.F.Henderson	Approved	12	698.29	1200.00	501.71
2. Ruth Chilcote	Approved	12	1320.00	1600.00	280.00
3. A. B. Stillman	Approved	10	2900.00	3000.00	75.00
4. Roberta Moody	Approved	12	782.43	1080.00	297.57
5. E.C.A. Lesch	Moved by Burrell, seconded by Smith, to cut the increase	10	2600.00	3000.00	300.00
6. E. G. Moll	Motion lost. Move to approve, vote 4 to 2, Smith not voting due to non-participation in the original plan to offer Lewis, Lesch and Moll the increases shown in the minutes of May 4, page 192.	10	2600.00	3000.00	300.00
7. A.H. Foote	Approved	12	1728.26	1850.00	121.74
8. Rachel Van Osdol	Approved	12	1136.09	1200.00	63.91
9. O.L. Rhinesmith	Approved	12	1402.17	1700.00	297.83
10. Edith Fleming	Disapproved	12	1800.00	2000.00	200.00
11. Una A. Clark	Approved	12	1200.00	1320.00	120.00
12. Mary B. Farr	Approved	10	1600.00	1700.00	75.00
13. Russel Cutler	Approved	10	2400.00	2600.00	150.00
14. Earl E. Boushey	Approved	10	2400.00	2600.00	150.00
15. Howard Hoyman	Approved	10	2400.00	2600.00	150.00
16. Roy Andrews	Approved	10	1300.00	1500.00	150.00
17. John Stehn	Withdrawn by Landsbury	10	2500.00	3000.00	375.00
18. Louis Artau	Reduce increase to \$750.00	10	250.00	1500.00	937.50
19. George Hopkins	Disapproved	10	600.00	1200.00	450.00
20. H.D. Sheldon	Approved	10	3937.50	4725.00	656.88
21. S.H. Jameson	Approved	10	3200.00	3700.00	375.00
22. Janet Smith	Reduce increase from \$400 to \$300	12	1800.00	2200.00	400.00
23. N.L. Bossing	Reduce increase from \$150 to \$100	10	3500.00	3700.00	150.00
24. Mabel Houck	APPROVED	12	1124.72	1250.00	125.28
25. Lester Beck	Disapproved	10	2950.00	3150.00	150.00
26. William Hall	Reduce increase to \$100	12	1600.00	1800.00	200.00

