

MINUTES OF MEETING OF ADVISORY COUNCIL

JANUARY 4, 1939, 7:00 P.M.

Present: Erb, Burrell, Clark, Gilbert, Hollis, Smith, Stetson.

l The discussion of the problems presented by the automobile accident of December 30 was continued from the preceding meeting. Attention was given to the physical and mental condition of the defendant prior to and at the time of the accident, to the legal steps which were being taken by the city authorities, and to the position which should be taken by the Council.

It was moved and carried that a representative of the Council be in attendance at the hearing which was to be held on the following Thursday (January 5, 1939). Mr. Hollis was asked to serve in this capacity and to make a report to the Council at its next meeting.

It was moved and carried that Dean Landsbury be invited to appear before the Council to give any information which he believed to be significant. President Erb agreed to transmit this invitation.

F. L. Stetson, Secretary.

MINUTES OF MEETING OF ADVISORY COUNCIL

JANUARY 9, 1939, 3:00 P.M.

Meeting called at 3:00 P.M., all members being present.

President Erb reported the results of his interview with Dean Landsbury, stating that the latter had not yet recovered from the shock of the accident, but that he insisted upon his innocence of the charges. He further expressed a desire to return to work as usual as soon as fully recovered.

l Mr. Hollis reported that he had attended the public trial of a case entitled City of Eugene v. John J. Landsbury, held before the City Recorder in the City Hall at 2:00 P.M. on January 5, 1939, at which time the City Recorder read a charge against John J. Landsbury of driving an automobile on the streets of the City of Eugene while under the influence of intoxicating liquor contrary to the ordinances of the City of Eugene; that Dean Landsbury was not personally present at the trial but was represented by his attorney, Mr. Bryson, who, after the reading of the charge, pleaded his client guilty thereto; that after the entry of the plea of guilty the City Recorder fined John J. Landsbury the sum of \$200 and revoked his driver's license.

It was moved and carried that the Council request Mr. Hollis to interview Dean Landsbury at his home as a representative of the Council but without instructions.

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Mr. Clark then gave the Council an informative statement showing why it became necessary for the General Extension Division to ask for additional expenditures for KOAC from funds not already allocated. This statement, presented at the request of Dean Powers, indicated that a committee of Oregon State College had proposed an increase of the daily broadcasting hours by one and one-half night-time hours, and that this increase could not be made without additional financial support. Mr. Clark also presented the various issues and developments involved in the effort to avoid interference with the radio service over KOAC which might ensue from the granting of the petition to permit station KOY to increase its power.

F. L. Stetson, Secretary.

MINUTES OF MEETING OF ADVISORY COUNCIL

JANUARY 13, 1939.

Meeting called at 4:00 P.M.

Present: Erb, Burrell, Gilbert, Hollis, Stetson. Absent: Clark, Smith.

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R In addition to the members of the Council there were present Dean Powers, Mr. Roberts, manager of Station KOAC, Mr. Don Beelar, Dean Morse and Mr. O'Connell, of the Law School.

This meeting was called to give the Council and others interested an opportunity to hear a report from Mr. Beelar relative to the steps which had been taken to prevent interference by Station KOY with broadcasting from Station KOAC. Mr. Beelar, who represented the General Extension Division in making the first petition to the Federal Communications Commission, explained the nature of the problems involved and Dean Powers told of the recent action of the special representatives of the State College in the interests of KOAC.

F. L. Stetson, Secretary.

MINUTES OF MEETING OF ADVISORY COUNCIL

JANUARY 16, 1939.

Meeting called at 3:30 P.M.

Present: Erb, Burrell, Clark, Hollis, Smith, Stetson. Absent: Gilbert.

Mr. Hollis reported the outcome of his two interviews with Dean Landsbury, on Tuesday and on Saturday of the preceding week. Dean Landsbury felt that on the basis of his long service and on the basis of the present needs of the School of Music, he should be given leave of absence until the end of the winter term. On his return, the whole matter would be dropped, but if in his judgment such return should not be advisable at the beginning of the spring term, he would not exercise this privilege.

A second proposal discussed was that Landsbury request a sick leave for the term with no commitment as to his further tenure of position until the end of the current term.

A third solution considered was the termination of his services with the University, in which event Landsbury felt that his salary should be continued until October.

Of these three proposals Dean Landsbury preferred the first but was willing to accept the second provided it proved satisfactory to the administration and the Board.

In the discussion following this report, it was apparent that the Council felt the entire situation would be relieved should Dean Landsbury secure a location elsewhere, but that the members were also quite aware of the long service which he had rendered in the development of the School of Music. Some time was spent in the consideration of the development of this school and of its present administrative problems. After various tentative suggestions had been made and considered, it was moved and carried that the Advisory Council recommend that Dean Landsbury ask for sick leave for the remainder of the winter term and for sabbatical leave during the spring term, with the continuance of the regular salary to which he is entitled for the summer, the final recommendation on his tenure to be made by March 15.

Regardless of what action might be taken by the Administration and the Board affecting Dean Landsbury's status it was evident that a period would intervene in which Dr. Landsbury could not discharge the duties of his deanship. At previous sessions the Council had discussed with the President the question of a temporary head or liaison officer to administer the affairs of the school in cooperation with Dr. Erb's office, pending the return of Dr. Landsbury to active service or the appointment of another dean.

After reviewing the possibilities in full, the Council decided that John Stehn was the most eligible candidate and recommended to the President that he be asked to take over temporarily. It was understood that the position should carry no title such as "acting dean" or "acting head", and that there should be no extra compensation attaching to the added responsibilities. It was understood also that the installation of Mr. Stehn involved no commitments that in any way would complicate the selection of a new dean in case of Dr. Landsbury's permanent retirement.

MINUTES OF THE ADVISORY COUNCIL MEETING

JANUARY 26, 1939.

Present: Erb, Gilbert, Hollis, Clark, Burrell, Smith. Absent: Stetson.

L The Council met at the call of the President, and there was a general discussion of the Landsbury case. The President reported that the State Board of Higher Education had refused to approve the recommendation of the Council concurred in by the President and the Chancellor. This recommendation was that Dean Landsbury be given a sabbatical leave during the spring quarter at full pay, in addition to sick leave during the remainder of the winter quarter, and that action on the permanent dismissal or retention of Dean Landsbury be deferred until the March meeting of the Board when a recommendation would be made by the Council.

The President reported that the Board objected to the granting of a sabbatical leave except in the case of resignation or dismissal. The action taken by the Board was to approve an "indefinite" leave which has the effect of postponing action until the March meeting, at which time it is expected to take action on recommendation of the President and Advisory Council.

The Council discussed the whole matter and decided that the President and Mr. Hollis should advise Dean Landsbury of the Board's action, and of the necessity for definite recommendation by the Council during the next few weeks. All agreed that Dean Landsbury should be invited to appear before the Council and to present such material as may seem to him appropriate.

O. K. Burrell

O. K. Burrell, Acting Secretary.

MINUTES OF MEETING OF ADVISORY COUNCIL

Wednesday, February 1, 1939.

The Advisory Council met at 3:00 P.M. in the President's office, at the call of the President. All members were present.

In view of the fact that Mr. Stetson's duties the remainder of the academic year would call for occasional absences from Eugene, Mr. Clark was chosen secretary to succeed him.

President Erb and Mr. Hollis reported that they had met with John J. Landsbury and had given him a detailed report of the action and attitude of the State Board of Higher Education in regard to his leave of absence and his status in the University. Mr. Landsbury was also asked if he wished to appear in person before the Advisory Council. He indicated his desire for such a hearing.

The Council voted to meet on Wednesday, February 8, in the President's office to hear Mr. Landsbury. It was agreed that the President would not be present at this meeting.

President Erb reported that he had appointed Louis P. Artau to the Graduate Council in place of Mr. Landsbury. The Council approved the appointment.

Mr. Hollis raised the question of the function of the Advisory Council in relation to new appointments to the faculty.

Mr. Burrell asked the President if the announcement of the appointment of George F. Lussky to the headship of the German Department meant that the appointment was to be effective October 1 next, and whether it was made at the same salary as that of Dr. Schmidt (\$4,200). The President stated that the appointment was effective October 1, 1939, and that the salary specified was \$4,200 without annuity benefits.

Mr. Burrell objected to the budgetary policy implicit in this appointment on the ground that salary levels have been frozen in the University of Oregon for nearly a decade and that if this replacement had been made at a lower figure it would have been possible to restore in a small measure the normal flow of promotions and increases in salary. He and other members of the Council also called attention to the fact that this had been the policy of the Council in making recommendations concerning replacements of high salary men. It was specifically stated that these comments meant no reflection on Dr. Lussky's qualifications for the position.

It was also pointed out that savings in the Rebec salary was the only source of salary increases in last year's budget.

Since it was time for the faculty meeting the Council adjourned to meet on Thursday, February 2, at 3:00 P.M. for a further discussion of this general subject.

ADJOURNED MEETING, FEBRUARY 2, 1939.

The Advisory Council met pursuant to adjournment at 3:00 P.M. in the President's office. All members were present except Mr. Smith.

The Council resumed a discussion of the relationship of the Council to the President in connection with new appointments.

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President Erb indicated the procedure which had been followed in the appointment of George F. Lussky to the headship of the department of Germanic Languages.

President Erb also stated his desire that the Council consider the question of its functions in connection with requests for changes in, or additions to, requisition budgets.

It was agreed that these questions of relationship needed careful consideration and that definite decision should be deferred to a subsequent meeting to be called by the President.

The Council adjourned at 4:30 P.M.

Dan E. Clark
Dan E. Clark, Secretary.

MINUTES OF MEETING OF ADVISORY COUNCIL

Monday, February 6, 1939.

The Advisory Council met at 3:00 P.M. at the call of the President. All members were present.

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The minutes of the meeting of February 1 and the adjourned meeting of February 2, were approved, with the exception that the secretary was instructed to insert a statement making it clear that Mr. Burrell's remarks were in no way intended as a reflection on Dr. Lussky's qualifications.

A
After some discussion it was moved and seconded that Mr. Hollis be asked to draft a recommendation concerning the procedure to be followed, and a statement of the Advisory Council's functions in connection with the making of new appointments to the faculty - this statement to be submitted to the Council at a later meeting. The motion was adopted.

B
A motion was made, seconded and adopted that the Council record in the minutes its understanding that it lies entirely within the administrative discretion of the President to approve minor changes in, or additions to, school and departmental requisition budgets, during the period between the adoption of one yearly budget and the making of another.

to President Erb reported that several appointments to committees would be necessary to fill the places of Arne Rae, John J. Landsbury and Harold Noble. Wherever these vacancies were in faculty committees the President was referred to the panels approved in the fall when committee appointments were considered by the Council.

c.H. The Council went on record as favoring and recommending to the proper authorities that the new building hitherto called the Humanities Building, be officially named Chapman Hall, in memory of the second President of the University.

The President read a report from Warren D. Smith, chairman of a committee previously appointed to consider the question of reviving summer cruises.

The Council adjourned at 4:20 P.M.

Dan E. Clark

Dan E. Clark, Secretary.

MINUTES OF MEETING OF ADVISORY COUNCIL

Wednesday, February 8, 1939.

The Advisory Council met at 3:00 P.M. in the President's office, pursuant to previous agreement. All members of the Council were present. In the absence of President Erb the vice-chairman, Dean Gilbert, presided.

L In accordance with previous arrangements, Dean Landsbury appeared before the Council and made a lengthy presentation of his activities and problems as dean of the School of Music, together with a statement concerning the background of the occurrences of the evening of December 30, 1938, in which he was involved.

The Council adjourned at 5:30 P.M.

Dan E. Clark

Dan E. Clark, Secretary.

MINUTES OF MEETING OF ADVISORY COUNCIL

Thursday, February 16, 1939

The Advisory Council met at 3:00 P.M. at the call of the vice-chairman. All members were present. In the absence of President Erb, the vice-chairman presided.

The minutes of the meetings of February 6 and 8 were approved.

Dean Gilbert announced that the meeting was called in order that Dean Landsbury might add anything he chose to his statements on February 8, and that members of the Council might ask Dean Landsbury any questions they might desire.

Dean Landsbury was present and responded to numerous questions by members of the Council, and made additions to his previous statements.

The Council adjourned at 5:20 P.M.

Dan E. Clark
Dan E. Clark, Secretary.

MINUTES OF MEETING OF ADVISORY COUNCIL

Monday, February 20, 1939.

The Advisory Council met at 3:00 P.M. on call of the President. All members were present except Mr. Stetson, who was out of town.

The minutes of the meeting of February 16 were approved.

The Council discussed the question of its recommendation to the President concerning Dean Landsbury's future status, but did not reach a conclusion.

The meeting adjourned at 4:20 P.M. because of other engagements of several members. It was agreed to meet again on Wednesday, February 22, at 3:00 P.M.

Dan E. Clark
Dan E. Clark, Secretary.

MINUTES OF MEETING OF ADVISORY COUNCIL

Wednesday, February 22, 1939.

The Advisory Council met at 3:00 P.M. in the President's office. All members were present except Mr. Stetson, who was out of town.

The following motion was made, seconded, and adopted unanimously (Mr. Stetson's affirmative vote was given to the Secretary on February 23):

After full consideration, the Advisory Council recommends to Dean John J. Landsbury that he request one quarter leave on full pay in lieu of sabbatical leave, and advises him to tender his resignation immediately, to take effect September 30, 1939; with the further understanding that the Council will recommend that as far as possible his equity in his supplemental annuity be safeguarded.

In addition, the following motion was made, seconded, and accepted unanimously (Mr. Stetson's affirmative vote was given to the Secretary on February 23):

After full consideration, it is the opinion of the Advisory Council that, in the best interests of Dean John J. Landsbury and the University of Oregon, the President should recommend that Dean Landsbury be granted one quarter leave on full pay, in lieu of sabbatical leave, in case he should tender his resignation immediately to take effect September 30, 1939; in which case it is also recommended that the President seek so far as possible to safeguard Dean Landsbury's equity in his supplemental annuity.

The Secretary was instructed to communicate the first of the above resolutions to Dean Landsbury, with the request that he give his reply within one week, since the question of his status will doubtless be determined at the March meeting of the State Board of Higher Education.

The Council adjourned at 4:15 P.M.



Dan E. Clark, Secretary.

MINUTES OF MEETING OF ADVISORY COUNCIL

Wednesday, March 1, 1939.

The Advisory Council met at 2:00 p.m. in the President's office. All members were present except Mr. Stetson, who was out of town.

The minutes of the meetings of February 20 and February 22 were approved.

Dean Jewell was present and discussed with the Council the selection of a successor to Professor Bossing in the School of Education.

A It was decided unanimously to recommend to the President that all recommendations as to permanent appointments to the University staff with the rank of assistant professor and above should wherever practical be presented to the faculty of the college, school, or department concerned so that the view of the faculty might be made known to the President for his consideration along with other relevant facts; and that all recommendations as to permanent appointments to the University staff with the rank of assistant professor and above should be presented to the Advisory Council for the purpose of affording the Council an opportunity to offer such advice as might to the Council seem proper.

L President Erb reported that Dr. John J. Landsbury had tendered his resignation to take effect on September 30, 1939, and had requested the quarter leave of absence on full pay for which he had previously applied.

The Council adjourned at 3:50 p.m.


Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Wednesday, March 8, 1939.

The Advisory Council met at 10:00 A.M. in the President's office. All members were present except Mr. Stetson, who was out of town.

The minutes of the meeting of March 1 were approved.

A After some discussion of the choice of a successor to Dr. Bossing in the School of Education, the Council indicated to the President its approval of either Dr. Wood or Dr. Richardson (Dean Jewell's first and second recommendations, respectively), to be appointed on yearly tenure at a salary not to exceed \$3,500.

The Council adjourned at 11:55 A.M.


Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Thursday, March 9, 1939

The Advisory Council met at 4:00 P.M. in the President's office. All members were present except Mr. Stetson who was out of town.

The minutes of the meeting of March 8 were approved.

B The Council discussed procedures to be followed in the consideration of the University budget for 1939-40. It was agreed that members would reserve all evenings during the two weeks beginning March 20 for Council meetings.

The Council adjourned at 6:00 P.M.


Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Monday, March 20, 1939.

The Advisory Council met at 7:00 P.M. in the President's office. All members were present.

The minutes of the meeting of March 9 were approved.

B After considerable discussion, the Council voted to recommend to the President that all "going rate" budgets be approved, with the exception of those of certain schools, departments and services concerning which the Council desired additional information.

B It was decided that the next meeting of the Council would be held on Wednesday evening, March 22, and it was recommended that the President invite Dean Onthank, Dean Boyer, and Mr. Godfrey to be present and furnish the Council with information affecting the budgets for the personnel offices, the English department, and the news bureau, respectively.

The Council adjourned at 10:15 P.M.


Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Wednesday, March 22, 1939.

The Advisory Council met in the President's office at 7:00 P.M. All members were present.

The minutes of the meeting of March 20 were approved.

B Dean Onthank and Dean Earl were present and discussed with the Council the proposed budgets for the offices of the Dean of Personnel Administration, Dean of Men, Dean of Women, and Housing and Employment.

Dean Leighton presented the proposed budget for the School of Physical Education.

The budget of the News Bureau was discussed with Mr. Godfrey.

Action on these budgets was deferred to a later meeting.

The Council adjourned at 10:20 P.M.


Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

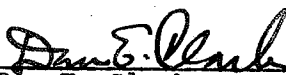
Thursday, March 23, 1939.

The Advisory Council met at 9:15 P.M. in the President's office. All members were present.

The minutes of the meeting of March 22 were approved.

B Mr. George Belknap presented the needs of the Editor's Office and discussed his budget recommendations with the Council.

The Council adjourned at 10:30 P.M.


 Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Sunday, March 26, 1939.

The Advisory Council met at 2:00 P.M. in the President's Office. All members were present.

During the afternoon the budget requests of the College of Arts and Letters, the Lower Division and Service Courses, and the School of Business Administration were presented by Deans Boyer, Stafford and Morris.

B The Council voted to indicate to the President its approval of Dean Boyer's recommendation that Edna Landros be appointed acting head of the Department of Classical Languages without change in rank, that her salary be increased from \$1,800 to \$2,000, and that she be placed on indefinite tenure.


The Council adjourned at 5:45 and re-convened at 7:00 P.M.

The budget for the Physical Plant was presented by Dr. Norris, Dr. Pallett, Mr. Lindstrom and Mr. Lewis.

The budget for the Registrar's office was presented by Dr. Pallett and Mr. Constance.

Mr. Lindstrom presented the budget for the Business Office.

The Council adjourned at 10:15 P.M.


 Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Monday, March 27, 1939.

The Advisory Council met at 2:00 P.M. in the President's office. All members were present.

The minutes of the meetings of March 23 and March 26 were approved.

Mr. Douglass presented the budget of the University Library, and Dean Gilbert the budget of the College of Social Science.

The Council adjourned at 4:00 P.M. and reconvened at 8:15, after the close of the broadcast of the national championship basketball game.

The Council voted unanimously to recommend to the President that the request for an increase in salary for Mrs. Gladys Patterson be not approved, on the ground that \$1,500 (her present salary) is the established maximum secretarial rate in the University.

The Council voted unanimously to recommend to the President the following adjustments in the current going-rate budget of the Mathematics Department:

1. Professor DeCou, who retires at the close of the present fiscal year, to be retained on the teaching staff for the coming year for 17/45 time at a part-time salary of \$1,323.00. It appears that, in addition to the full-time load of the other members of the staff, there will be need for someone to teach 17 hours during the year. The average yearly teaching load in the Mathematics Department is 45 hours. The recommended part-time salary of \$1,323.00 was determined by computing 17/45 of a minimum full professor's salary of \$3,500.00, the minimum salary for the rank next below that of the retiring member.
2. Andrew F. Moursund to be appointed head of the Department without change of rank, at a salary of \$3,100.00.
3. Kenneth S. Ghent to be advanced in rank to assistant professor and placed on indefinite tenure, at a salary of \$2,400.00.
4. T. S. Peterson to be advanced in rank to assistant professor, at a salary of \$2,400.00.
5. An additional full-time instructor to be secured at a yearly salary of \$2,000.00 (\$1,500.00 during the fiscal year 1939-40), as much as possible of this amount to come from the going-rate budget and the remainder from the supplementary budget.

The Council voted unanimously to recommend to the President that John L. Casteel and W. A. Dahlberg of the Speech Division be placed on indefinite tenure.

The Council adjourned at 10:30 P.M.


 Dan E. Clark, Secretary.

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MEETING OF THE ADVISORY COUNCIL

Wednesday, March 29, 1939

The Advisory Council met at 2:00 P.M. at the President's home. All members were present.

Dean Morse presented the supplementary budget of the School of Law, and Professor Cressman the supplementary budget of the Museum of Natural History.

The Council adjourned at 4:00 P.M. and reconvened at 7:00 P.M.

Dean Lawrence presented the supplementary budget of the School of Architecture and Allied Arts.

Mr. Douglass appeared before the Council for a further discussion of the budget of the University Library.

B The Council voted unanimously to recommend to the President that the going-rate budget of the School of Physical Education be approved.

By unanimous vote the Council recommended to the President that no change be made in the going-rate budget of the Editor's office for the year 1939-40.

After some discussion of the going-rate budget of the School of Music, the Council recommended to the President:

1. That when a successor to Dean Landsbury is selected his yearly salary rate should be fixed at \$4,500.00.
2. That Mrs. Gladys W. Hay be restored to full time as secretary and that her salary be placed at \$1,500.00, to accord with full-time status, effective July 1, 1939.
3. That the sum of \$162.14 be set aside for the employment of a part-time graduate assistant.

The Council adjourned at 10:00 P.M.



Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Thursday, March 30, 1939

The Advisory Council met at 4:00 P.M. at the President's home. All members were present.

Professor John Stark Evans presented a request for an increase of salary commensurate with the increase in his teaching load implied in the new courses authorized for the School of Music. He also made a request for the addition of a graduate assistant, and discussed the subject of rental charges for practice rooms.

Mrs. Hay discussed with the Council the supplementary budget requests of the School of Music, with special reference to equipment. She called attention to the numerous services of Mr. Barger, which exceed both in nature and time spent, the normal duties of a member of the janitorial staff.

The Council recommended that Mr. Barger be transferred from wages to salary on the going-rate budget by a budget change, if possible, that he be given an increase of \$150.00 per year in compensation, and that his title be changed in such a manner as to recognize his technical services in keeping the pianos and other equipment of the School of Music in good condition.

The Council unanimously voted to recommend to the President the approval of requests for the following salary adjustments in the Library staff:

1. Willis Warren, to be appointed Periodical Librarian and Executive Assistant at an increase of salary from \$1,700 to \$2,000 - - - - -	\$300.00
2. Marjorie Reynolds' salary to be increased from \$1,400 to \$1,500 - - - - -	100.00
3. Ione Brooke's salary to be increased from \$1,080 to \$1,200 - - - - -	120.00
4. Mary Rutherford's salary to be increased from \$1,300 to \$1,400 - - - - -	100.00
5. Marguerite R. Carpenter's salary to be increased from \$1,200 to \$1,300 - - - - -	100.00
6. Oliver Field's salary to be increased from \$1,400 to \$1,500 - - - - -	<u>100.00</u>
Total	820.00

These salary adjustments are entirely within the current going-rate budget and are made possible by the resignations of Mrs. Tromp and Mr. Plotkin. Any other proposed adjustments should be included in the supplementary budget.

The Council adjourned at 6:00 o'clock and reconvened at 7:00 o'clock.

Minutes of Meeting of Advisory Council - March 30, 1939.

The minutes of the meetings of March 27 and March 29 were approved.

Colonel Lyon appeared before the Council to present the supplementary budget requests of the Department of Military Science.

The Council voted unanimously to recommend that Professor K. J. O'Connell of the School of Law be placed on indefinite tenure.

Dean Jewell presented the supplementary budget requests for the School of Education, the Training School, the Bureau of Educational Research, and the Teacher Placement Service.

On account of the illness of Dean Allen, Professor Hulten presented the supplementary budget of the School of Journalism.

Dean Stafford completed the presentation (interrupted at a previous meeting) of the supplementary budgets for the departments and services under his direction.

The Council adjourned at 10:45 P.M.



Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Saturday, April 1, 1939.

The Advisory Council met at 7:00 P.M. at the President's home. All members were present.

The Council unanimously voted to recommend to the President the approval of the Physical Plant budgets for building restoration (\$47,819.60) and equipment (\$6,920.28) as admitted, with the following exceptions:

1. That the cork linoleum for Fenton Hall be provided for entirely in the budget for 1939-40.
2. That the President canvass the question of substituting various other items on the proposed budget for 1940-41 for certain items in the requests for 1939-40, especially if WPA grants should be available, and make such changes if it appears to be desirable.

The Council voted to approve requests for increases in Physical Plant going-rate budgets as follows:

- | | |
|---------------------------------|------------|
| 1. Building repairs - - - - - | \$6,428.54 |
| a. Campus and grounds - - - - - | 4,226.86 |

B

The Council recommended yearly salary increases as follows within the going-rate budget of the Business Office: Una Clark, \$90.00; Clifford Stalsberg, \$120.00. These increases are made possible by a readjustment in the time and salary of E. S. Tuttle.

The Council recommended unanimously that the following adjustments be made in the salary and status of Professor Will V. Norris because of his services as technical consultant in connection with new buildings and building and campus improvements:

1. That his yearly salary be increased by \$400 (\$300 for the fiscal year 1939-40) making a total yearly salary of \$4,000.00.
2. That his teaching load in physics be reduced by three hours a term, and that his yearly salary, as increased above, be divided between the Physics budget and the appropriate division of the Physical Plant budget as follows:

(a) Physics - - - - -	\$2,700.00
(b) Physical Plant - - - - -	1,300.00

3. That he be placed on a twelve-month basis.
4. That these changes shall become effective on October 1, 1939.

The Council adjourned at 10:45 P.M.

Dan E. Clark

 Dan E. Clark, Secretary.

MEETINGS OF THE ADVISORY COUNCIL

April 2 and 3, 1939

The Advisory Council met on Sunday, April 2, from 10:00 A.M. to 1:00 P.M.; 3:00 to 5:30 P.M. and 8:00 to 11:00 P.M.; and on Monday, April 3, from 1:30 to 4:00 P.M. All members were present except Mr. Stetson who was obliged to leave Eugene on Sunday afternoon and therefore was not present at the sessions of the Council after 4:00 P.M. April 2nd.

All of these sessions were devoted to a consideration of the supplementary budget requests of the various colleges, schools, departments, and services of the University. Definite action was taken only on the requests for the fiscal year 1939-40, although the requests (according to instructions) covered prospective needs for each of the three succeeding years.

In a few instances the supplementary budgets requested funds for out-of-state travel. The Council gave no consideration to these requests at this time, since the whole subject of allotments for out-of-state travel will be reviewed by the Council at a later time, when the amount allowed to the University for this purpose for 1939-40 is known and when there will be opportunity for all schools and departments to submit their requests.

The Advisory Council unanimously voted to recommend to the President the approval and support of the following supplementary budget requests for the University of Oregon for the fiscal year 1939-40, listed in the order indicated on the forms supplied by the Chancellor's office.

I. PHYSICAL PLANT RESTORATION

As indicated in the minutes of the meeting of April 1, the Council recommended to the President the approval of requests for this purpose totalling \$47,819.60.

II. NEW EQUIPMENT TO RELIEVE OBSOLESCENCE

(Only items amounting to \$50.00 or more are here listed separately. All smaller items are combined as miscellaneous equipment.)

University Library

Books, periodicals, and binding, \$20,000; typewriters, \$500; adding machine, \$153; furniture, \$6,085 - - - - - \$26,738.00

Law Library

Books, \$1,000; furniture, \$150 - - - - - 1,150.00

Business Office

Typewriters, \$285; filing cabinets, \$55 - - - - - 340.00

Editor's Office

Furniture and miscellaneous equipment - - - - - 63.14

News Bureau

Typewriters, \$140 - - - - - 140.00

Registrar's Office

Balance due on dextrigraph, \$660; Remington Rand
vertical visible file, \$750 - - - - - 1,410.00

Dean of Women

Filing case and typewriter, - - - - - 120.00

Business Administration

Steel files, \$60; typewriters, \$390; calculators,
\$600; adding machines, \$300; miscellaneous equip-
ment, \$81 - - - - - 1,431.00

Education

Typewriters, \$65; metronoscope, \$135; audiometer,
\$165; miscellaneous equipment, \$25 - - - - - 390.00

Training School

Lockers, tables and chairs, \$300; science equipment,
\$250 - - - - - 550.00

Architecture and Allied Arts

Miscellaneous equipment, - - - - - 200.00

Music

Phonograph, \$175; records, \$100 - - - - - 275.00

Journalism

Typewriters, - - - - - 217.50

English

Presto model "E" recorder, \$350; typewriters, \$69.75;
miscellaneous furniture and equipment, \$67.95 - - 487.70

Classics

Miscellaneous equipment, - - - - - 17.00

<u>Romance Languages</u>		
Miscellaneous equipment, - - - - -		\$15.00
<u>Drama</u>		
Curtains for stage and windows, \$200; curtain traveler, \$120 - - - - -		320.00
<u>Physical Education</u>		
Miscellaneous equipment, - - - - -		1,125.00
<u>Botany</u>		
Microscopes, - - - - -		118.00
<u>Mathematics</u>		
Desk and chairs, - - - - -		50.00
<u>Physics</u>		
Miscellaneous equipment, - - - - -		175.00
<u>Zoology</u>		
Microscope objectives, \$100; wide-field binocular microscopes, \$200; classroom charts, \$100; cathode ray oscillograph, \$135 - - - - -		535.00
<u>Biological Science Survey</u>		
Microscopes, - - - - -		137.00
<u>Dean of Social Science</u>		
Miscellaneous equipment, - - - - -		19.13
<u>Economics</u>		
Typewriters, - - - - -		85.31
<u>Geography</u>		
Maps, \$200; typewriters, \$97.81 - - - - -		297.81
<u>History</u>		
Maps, \$50; typewriters, \$80 - - - - -		130.00
<u>Philosophy</u>		
Typewriter, - - - - -		50.00
<u>Psychology</u>		
Miscellaneous equipment - - - - -		200.00
<u>Sociology</u>		
Miscellaneous equipment, - - - - -		30.00
<u>Social Science Survey</u>		
Office equipment, - - - - -		50.00
<u>Bureau of Personnel Research</u>		
Testing equipment, - - - - -		123.00

<u>Social Science Service Bureau</u>	
Miscellaneous equipment, - - - - -	\$200.00
<u>Bureau of Municipal Research, Portland Branch</u>	
Miscellaneous equipment, - - - - -	300.00
<u>Physical Plant</u>	
Miscellaneous equipment, - - - - -	6,920.28

III RELIEF OF TEACHING LOAD

1. Additions to Staff

(Additions to time of present staff members are included here.)

	<u>Annual salary rate (or increase)</u>	<u>Amount budgeted 1939-40</u>
<u>University Library</u>		
Pauline Walton, increase to full time	\$320.00	\$320.00
<u>Business Administration</u>		
Additional 2/3 time of one instructor	1,527.50	1,145.62
Assistant secretary, full time	1,200.00	900.00
<u>Training School</u>		
Half-time Physical Education Instructor for girls	800.00	800.00
<u>Architecture and Allied Arts</u>		
Instructor in Landscape Architecture	1,800.00	1,350.00
Instructor in Interior Design	1,800.00	1,350.00
Saverina Graziano, increase to full time	380.00	380.00
<u>Music</u>		
John Stehn, increase to full time	1,680.00	1,680.00
George Hopkins, increase to 1/3 time	600.00	450.00
Louis Artau, increase to 2/3 time	600.00	450.00
Additional instructor	2,000.00	1,500.00
<u>English</u>		
Additional instructor in Speech Div.	1,260.00	810.00
Additional instructor in Eng. Lit.	2,000.00	1,500.00
<u>Romance Languages</u>		
Lowell Ellis, increase to full time	900.00	675.00
<u>Military Science</u>		
Howard H. Halsey, instructor	420.00	315.00
<u>Physical Education</u>		
Additional associate professor, one-half time (services to be shared with Eugene Public Schools)	1,500.00	1,125.00

	<u>Annual salary rate (or increase)</u>	<u>Amount budgeted 1939-40</u>
<u>Economics</u>		
Additional instructor	\$2,000.00	\$1,500.00
<u>Geography</u>		
Additional one-third time of a full professor	1,172.50	879.37
<u>History</u>		
Additional assistant professor	2,400.00	1,800.00
Additional graduate assistant	540.00	540.00
<u>Political Science</u>		
Additional assistant professor, half-time (remainder of time in Bureau of Municipal Research)	1,200.00	900.00
<u>Psychology</u>		
Additional instructor, one-half time	900.00	675.00
<u>Social Science Survey</u>		
Additional graduate assistant	540.00	540.00
<u>Business Research</u>		
Research instructor, 12 months basis beginning July 1, 1939	2,200.00	2,200.00
<u>Bureau of Personnel Research</u>		
Half-time instructor	900.00	675.00
Half-time secretary	471.20	471.20
<u>Social Science Service Bureau</u>		
Research assistant	540.00	540.00

2. Salary Increases

(Salary increases occasioned by increase of time of present staff members are included above, under 1. Additions to Staff.)

	<u>Increase in annual salary</u>	<u>Amount budgeted 1939-40</u>
<u>Law Library</u>		
Lois Baker, Law Librarian	100.00	100.00
<u>Business Office</u>		
J. C. Lindstrom, Business Manager	200.00	200.00
<u>News Bureau</u>		
Marge Scroggins, Secretary	200.00	200.00
<u>Registrar's Office</u>		
Clifford Constance, Assistant Registrar	400.00	400.00
Grace Griggs, Recorder	60.00	60.00
<u>Dean of Personnel</u>		
Elinor Stevenson, Secretary	91.10	91.10

	<u>Increase in annual salary</u>	<u>Amount budgeted 1939-40</u>
<u>Housing and Employment</u>		
Janet Smith, Employment Secretary	200.00	200.00
<u>Business Administration</u>		
Ruth Chilcote, Secretary and Instructor	400.00	300.00
W. P. Riddlesbarger, advance in rank to Associate Professor	200.00	150.00
C. K. Burrell, Professor	350.00	262.50
<u>Education</u>		
Harold W. Bernard, Assistant Professor	200.00	150.00
F. G. Macomber, Professor	300.00	225.00
Mrs. Lucia Leighton, Secretary	260.00	195.00
<u>Training School</u>		
Stanley Williamson, Instructor	100.00	100.00
Vernon Kerley, Instructor	75.00	75.00
<u>Architecture and Allied Arts</u>		
Victoria Avakian, Associate Professor	200.00	150.00
Lance Hart, Assistant Professor	200.00	150.00
<u>Home Economics</u>		
_____ Instructor	100.00	75.00
<u>Journalism</u>		
Eugene F. Short, Instructor	190.00	142.50
<u>Law</u>		
Orlando J. Hollis, Professor	90.91	68.18
K. J. O'Connell, Assistant Professor	300.00	225.00
Norma H. Frazee, Secretary	51.69	51.69
<u>Dean of Arts and Letters</u>		
Louise S. Belloni, Secretary (one-half from English)	104.85	78.63
<u>English</u>		
W. A. Dahlberg, Assistant Professor	200.00	150.00
William B. Nash, Jr., Instructor	150.00	112.50
John L. Casteel, advance to Associate Prof.	100.00	75.00
S. Stephenson Smith, Professor	350.00	262.50
<u>Classical Languages</u>		
Edna Landros, Assistant Professor	200.00	150.00
<u>Romance Languages</u>		
Christina Crane, Instructor	100.00	75.00
<u>Physical Education</u>		
Warrine Eastburn, Instructor	200.00	150.00
<u>Chemistry</u>		
A. H. Kunz, Associate Professor	100.00	75.00

	<u>Increase in annual salary</u>	<u>Amount budgeted 1939-40</u>
<u>Geology</u>		
_____, Instructor	\$700.00	\$525.00
<u>Mathematics</u>		
_____, Instructor, increase to replace \$1,677.00 man with \$2,000.00 man	323.00	242.25
<u>Physics</u>		
Will V. Norris, Professor (for change of status and months of service see minutes of Advisory Council for April 1)	400.00	300.00
Don Hunter, Technician, increase from 10 to 12 months and increase in rate from \$90 to \$100 per month	300.00	300.00
<u>Zoology</u>		
A. L. Alderman, Assistant Professor (one- third from Biological Science Survey)	200.00	150.00
<u>History</u>		
Andrew Fish, Associate Professor	96.48	72.36
John T. Canoe, Associate Professor	300.00	225.00
<u>Sociology</u>		
S. H. Jameson, Professor	500.00	375.00
<u>Social Science Service Bureau</u>		
Mary L. Nelson, Research Assistant	200.00	200.00

3. Additions to Requisition Budgets other than Equipment.

University Library

Wages, \$1,000; materials and expense, \$1,000 - - - - - 2,000.00

Law Library

Wages, \$300; materials and expense, \$77 - - - - - 377.00

Museum of Natural History

Wages - - - - - 300.00

Editor's Office

Materials and expense - - - - - 300.00

Commencement and Convocations

Materials and expense - - - - - 336.42

Dean of Men

Wages, \$43.93; materials and expense, \$81.96 - - - - - 125.89

Dean of Women

Materials and expense - - - - - 52.00

<u>Housing and Employment</u>		
Wages (to operate Portland office), \$318; travel, \$44.41 - -		362.41
<u>Teacher Placement Service</u>		
Wages - - - - -		160.00
<u>Business Administration</u>		
Materials and expense, \$215; travel, \$150 - - - - -		365.00
<u>Architecture and Allied Arts</u>		
Wages, \$480; materials and expense, \$200 - - - - -		680.00
<u>Law</u>		
Travel - - - - -		100.00
<u>Romance Languages</u>		
Wages - - - - -		35.00
<u>Political Science</u>		
Materials and expense - - - - -		50.00
<u>Bureau of Business Research</u>		
Wages, \$250; materials and expense, \$500; travel, \$200 - - -		950.00
<u>Bureau of Personnel Research</u>		
Materials and Expense - - - - -		200.00
<u>Historical Research</u>		
Materials and expense, \$50; travel, \$100 - - - - -		150.00
<u>Physical Plant</u>		
<u>Building Repairs</u>		
Wages, \$3,000; materials and expense, \$3,428.54 - - - -		6,428.54
<u>Campus and Grounds</u>		
Wages, \$2,640.00; materials and expense, \$1,586.86 - -		4,226.86

IV SUMMARY OF SUPPLEMENTARY BUDGET REQUESTS

I. Physical plant restoration		47,819.60
II. New equipment to relieve obsolescence		
Library and law library	27,888.00	
Service divisions	2,073.14	
Instruction	6,905.45	
Research	623.00	
Physical plant	6,920.23	44,409.87
III. Relief of teaching load		
Additions to staff	25,471.19	
Salary increases	7,242.84	
Increases in requisition budgets, other than equipment; service and instructional divisions, \$6,543.72; physical plant, 10,655.40 - - - - -	17,199.12	49,913.15
	TOTAL	\$142,142.62

The Advisory Council discussed the foregoing requests item by item and indicated its final recommendations to the President only after reviewing the entire scope of the supplementary budget requests.

Dan E. Clark

Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Thursday, April 13, 1939

The Advisory Council met at 2:00 p.m. in the President's office. All members were present except Mr. Smith who was out of town.

The minutes of the meetings of March 30 and April 1, 2 and 3 were approved.

9 The President reported the urgent request of Dr. Schmidt that Dr. Astrid Williams be recommended for an increase in salary. After some discussion the Council voted to recommend to the President that, in the event of Dean Boyer's approval of this request, the salary of Dr. Williams be increased by the sum of \$150.00 yearly, \$112.50 to be budgeted for 1939-40.

The Council adjourned at 3:00 p.m.

Dan E. Clark

Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL


Wednesday, April 26, 1939

The Advisory Council met at 3:00 P.M. in the President's office. All members were present except Mr. Smith, who was out of town.

The minutes of the meeting of April 13, 1939, were approved.

B The President reported Dean Boyer's recommendation that the salary of Associate Professor R. D. Horn be increased to \$2,800 a year. After some discussion the Council unanimously approved this recommendation as an addition to the supplementary budget requests. The amount of the increase thus recommended is \$175.00 annually, or \$131.25 for the fiscal year 1939-40.

The Council adjourned at 4:00 P.M.


 Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Monday, May 1, 1939

The Advisory Council met at 7:30 P.M. in the President's office. All members were present.

The minutes of the meeting of April 26, 1939, were approved.

B The President presented a joint statement from Professors Caswell and Yocom, setting forth reasons why they felt entitled to increases in salary. In view of the policy of the Council to give preference in its recommendations for salary increases to those in the lower ranks, and in view of the fact that recommendations for salary increases already made far exceeded the amount available for this purpose, the Council unanimously voted that the requests of Professors Caswell and Yocom should not be considered at this time.

The Council adjourned at 9:30 P.M.


 Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Monday, May 15, 1939

The Advisory Council met at 3:00 P.M. in the President's office. All members were present except Mr. Stetson, who was out of town.

The minutes of the meetings of April 26 and May 1 were approved.

B The President stated that Mr. J. C. McCloskey had made a personal request for increase in rank without increase in pay. After some discussion it was voted to lay the request on the table, since the Council was not ready at this time to make any departure from its established policy of opposition to increases in rank without increases in pay.

B The Council voted not to take action at this time on a personal request of Dr. F. G. Black, presented to the President, for an increase in salary.

B President Erb indicated that the amount asked by the University in the supplementary budget for salary increases exceeded the amount tentatively allocated for this purpose by the State Board of Higher Education. It was therefore agreed that before the next meeting of the Council the members would survey the Council's recommendations of salary increases and be prepared to offer the President further advice in the matter.

The Council adjourned at 5:00 P.M.



Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Wednesday, May 17, 1939

The Advisory Council met at 3:00 P.M. in the President's office. All members were present except Mr. Stetson, who was out of town.

Dean Lawrence was present and discussed with the Council the possibilities of revision in the supplementary budget requests for the School of Architecture and Allied Arts.

B In accordance with the agreement at the meeting of May 15, the Council took up the matter of its recommendations of salary increases in view of the apparent necessity of making some adjustments in these recommendations to bring them more in line with the amount of money apparently available for this purpose.

The Council recommended, and the President fully concurred, that the President should make every effort to secure the salary increases

as previously recommended, all of which are regarded as highly meritorious, and among which it is exceedingly difficult to indicate any selection or preference.

In order to assist the President the Council voted to rearrange its recommendations for salary increases by groups in the order in which, in the Council's best judgment, they should be presented to the Chancellor and the Board, in the event it proves impossible to secure all the requested increases. The result of this procedure is the following list, which embodies the group arrangement but in no sense implies preference as between individuals within groups:

Recommended Salary Increases for 1939-40

<u>Name</u>	<u>Annual Increase</u>	<u>Budgeted for 1939-40</u>
W. P. Riddlesbarger	\$200.00	\$150.00
B K. J. O'Connell	300.00	225.00
F. G. Macomber	300.00	225.00
S. H. Jameson	500.00	375.00
Lance Hart	200.00	150.00
W. A. Dahlberg	200.00	150.00
C. L. Constance (to begin Oct. 1, 1939)	400.00	300.00
John L. Casteel	100.00	75.00
O. K. Burrell	350.00	262.50
H. W. Bernard	200.00	150.00
A. L. Alderman	200.00	150.00
Astrid Williams	150.00	112.50
S. S. Smith	350.00	262.50
Janet Smith	200.00	200.00
Robert D. Horn	175.00	131.25
Vernon Kerley	75.00	75.00
Ruth Chilcote (to begin Oct. 1, 1939)	400.00	300.00
Warrine Eastburn	200.00	150.00
Edna Landros	200.00	150.00
Stanley Williamson	100.00	100.00
John T. Gance	300.00	225.00
Christina Crane	100.00	75.00
A. H. Kunz	100.00	75.00
Andrew Fish	96.48	72.36
Louise S. Belloni	104.85	78.63
Orlando J. Hollis	90.91	68.18
Norma H. Frazee	51.69	51.69
Will V. Norris	400.00	300.00
Mary L. Nelson	200.00	200.00
Victoria Avakian	200.00	150.00
Grace Griggs	60.00	60.00
Geology Instructor	700.00	525.00
William B. Nash	150.00	112.50
J. O. Lindstrom	200.00	200.00
Lois Baker	100.00	100.00
Elinor Stevenson	91.10	91.10
Eugene F. Short	190.00	142.50

<u>Name</u>	<u>Annual Increase</u>	<u>Budgeted for 1939-40</u>
Marge Scroggins	\$200.00	\$200.00
Mrs. Lucia Leighton	260.00	195.00
Don Hunter	300.00	300.00
Home Economics	100.00	75.00

The Council adjourned at 5:00 P.M.

Dan E. Clark

 Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Monday, May 22, 1939

The Advisory Council met at 2:00 P.M. in the President's office. All members were present except Mr. Stetson, who was out of town.

The President announced that the Chancellor had indicated his tentative approval of additions to the staff to relieve teaching load amounting to \$12,465.53, a sum which is approximately half that recommended by the University. Although the Chancellor had listed specific allocations for this total amount, he had indicated that the President was free to suggest a revision of the allotments. The President accordingly requested the Council to recommend such revisions and adjustments to him.

The Council therefore made the following recommendations for adjustments and revisions in the additions to staff selected by the Chancellor for the year 1939-40:

	<u>Amount budgeted 1939-40</u>
<u>Architecture and Allied Arts</u>	
That Saverina Graziano be appointed for one year as Instructor in Interior Design, her salary to include the \$540.00 now paid her as graduate assistant, and releasing \$380. previously recommended to increase her to full time	\$810.00
<u>English</u>	
Additional instructor in Speech Division	810.00
<u>Romance Language</u>	
Lowell B. Ellis, instructor, increase to full time	675.00

	<u>Amount budgeted</u> <u>1939-40</u>
<u>Military Science</u>	
Howard H. Halsey, instructor	\$315.00
<u>Physical Education</u>	
Additional associate professor, one-half time (services to be shared with Eugene Public Schools)	1,125.00
<u>History</u>	
Additional graduate assistant	540.00
<u>Business Research</u>	
Research instructor, beginning Oct. 1, 1939, if this arrangement can be made with man selected for this position	1,650.00

President Erb stated that the Chancellor and the Board had tentatively allocated \$2,500 to the University for additions to requisition budgets other than equipment. Since \$6,543.72 had been requested for instructional and service divisions alone, the Council was asked to revise its original recommendations.

The following are the revised recommendations, the breakdown to be made by the President in consultation with deans and department heads:

University Library	1,000.00
Law Library	200.00
Commencement and convocations	200.00
Dean of Men	100.00
Housing and employment	300.00
Business Administration	300.00
Architecture and Allied Arts	200.00
Law	100.00
Romance Languages	35.00
Historical Research	65.00

The President stated that the Chancellor and the Board had tentatively made the allocations to the University for equipment to relieve obsolescence: Library books, \$5,000; library equipment, \$1,500; general equipment, \$723; instructional equipment, \$3,050; and furniture, \$1,200.

President Erb requested the Council to recommend a division of the allotments for library books and equipment between the University Library and the Law Library. The Council recommended the following division:

	<u>Books</u>	<u>Equipment</u>
University Library	\$4,500.00	\$1,350.00
Law Library	500.00	150.00

At the request of the President the Council made the following recommendations for the allotment of the \$3,050.00 tentatively approved for instructional equipment:

Business Administration	500.00
Education	350.00
Training School (to include a metronoscope and an audiometer)	250.00
Architecture and Allied Arts	100.00
Journalism	100.00
English (to include a recorder and "talk-back")	450.00
Classics	17.00
Romance Languages	15.00
Physical Education	250.00
Botany	118.00
Physics	100.00
Zoology	200.00
Economics	85.00
Geography	100.00
History	130.00
Philosophy	50.00
Psychology	150.00
Social Science Service Bureau	85.00

The Council adjourned at 5:00 P.M.

Dan E. Clark

Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Monday, May 29, 1939.

The Advisory Council met at 2:00 P.M. in the President's office. All members were present except Mr. Stetson, who was out of town.

M.S. The Council spent some time in the consideration of persons available for the position of Dean of the School of Music. The President was requested to obtain additional information to bring before the Council to assist it in making a definite recommendation.

B The President made a report of the budget situation as a result of his conferences with the Chancellor since the last meeting of the Council.

The Council adjourned at 3:45 P.M.

Dan E. Clark

Dan E. Clark, Secretary.