

MEETING OF THE ADVISORY COUNCIL

Tuesday, January 6, 1942

Present: Burrell, Clark, Gilbert, Moore, Taylor.

Absent: Morse, who was out of town.

The Advisory Council met at 4:00 p.m. in the President's office. The minutes of the meeting of December 11 were approved.

C The President discussed with the Council some of the problems connected with the proposed establishment of a College of Liberal Arts. It was recognized that some of the questions would need to be determined by faculty action, such as the composition of the Faculty Senate.

Another topic which received some preliminary consideration was the reorganization that might be necessary in the operation and curriculum of the University in the light of the present war emergency.

The Council adjourned at 5:30 p.m.

Dan E. Clark
Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Tuesday, January 13, 1942

Present: Burrell, Clark, Gilbert, Moore.

Absent: Morse, who was out of town; Taylor, who was ill.

The Advisory Council met at 4:00 p.m. in the President's office.

C
M The President indicated that he had called the meeting of the Advisory Council in order that there might be further discussion of the proposal for a College of Liberal Arts, and of the various problems involved in arriving at some plan for the year-round operation of the University. It was generally agreed that under any circumstances it would be necessary to continue some kind of a summer session to take care of the regular summer session clientele. Furthermore, it was felt that possibly the essential features of a full summer quarter might be provided by the readjustment of the summer session program to take care of the needs of regular campus students and of incoming freshmen. Various plans were discussed but no decisions were reached.

The Council adjourned at 5:30 p.m.

Dan E. Clark
Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Tuesday, February 3, 1942

Present: Burrell, Clark, Gilbert, Moore, Morse, Taylor.

The Advisory Council met at 4:00 p.m. in the President's office. The minutes of the meetings of January 6 and 13 were approved.

C The President reported that Mr. John Stehn had requested that he be relieved of service on the Summer Session Committee because he had engagements which made it impossible for him to attend meetings. The Council recommended the appointment of Mr. Louis Artau to take his place on the committee.

C The Council gave some consideration to the report of the Interdepartmental Committee on Teacher Training.

S The Council discussed with the President the question of the merger of Biological-Science Survey with Biology, and of Physical Science Survey with Physics. The Council recommended that these mergers be made.

The Council adjourned at 5:00 p.m.



Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Tuesday, February 24, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor.

The Advisory Council met at 4:00 p.m. in the President's office.

O At this meeting Professor E. G. Moll appeared for the first time as a member of the Council. At the preceding meeting of the Faculty he was elected in place of Dean Wayne L. Morse, who had resigned from the Council because of his duties on the War Labor Board, which made it necessary for him to be absent from the University much of the time. Professor O. K. Burrell was chosen vice-chairman of the Council to succeed Dean Morse.

B The President indicated that the purpose of the meeting was to provide opportunity for a general discussion of the problems of budget-making in view of the severe reductions which would be required in anticipation of decreased enrollment during the year 1942-43. He also presented the need for an Emergency Fund to take care of certain instructional needs as well as for civilian defense purposes on the campus during the remainder of the present fiscal year. It was agreed that all schools and departments would be asked to make some contribution toward such an Emergency Fund.

The Council agreed on a schedule of meetings at which times the various deans and other budgetary officers would appear before the Council and the President to discuss their budgets for the coming year. It was agreed that in the minutes, from meeting to meeting, the amounts of the savings for next year and the contributions for the Emergency Fund during the current year would not be stated, but would be included in the recapitulation after all of the budgets had been considered and final recommendations made.

The Council adjourned at 5:45 p.m.


 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Monday, March 2, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor

The Advisory Council met at 4:00 p.m. in the President's office.

B Dr. Earl M. Pallett, Executive Secretary and Registrar of the University, and Mr. Clifford Constance, Assistant Registrar, appeared before the Council and presented the budgets of the Registrar's Office, Diplomas and Certificates, President's Office, and the Murray Warner Museum of Oriental Art. The going rate budgets in each case were approved. The budgetary reduction in the Registrar's Office for the coming fiscal year will be indicated in the general recapitulation. It was agreed by the Council that no reductions could be made in the budgets for Diplomas and Certificates, the President's Office, or the Murray Warner Museum of Oriental Art. It was also agreed that no contributions to the Emergency Fund for the current year could be made from the budget of Diplomas and Certificates, or Museum of Art.

The Council adjourned at 5:30 p.m.


 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Tuesday, March 3, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor

The Advisory Council met at 3:00 p.m. in the President's office.

B Dean Wayne L. Morse, and acting dean Orlando J. Hollis, appeared before the Council and presented the budget of the School of Law. The going rate budget, with such adjustments as were necessary because of leaves of absence, was approved.

Because of his long experience as a member of the Advisory Council, Dean Morse was invited to present his ideas of the principles which should govern budgetary reductions.

At 4:00 p.m. Mr. Elmer Fansett, Alumni Secretary, appeared before the Council and presented the budget for Alumni Records. The going rate budget was approved. It was agreed that no contribution to the Emergency Fund could be expected.

At 5:00 p.m. Dean Kratt of the School of Music appeared before the Council for a preliminary discussion of questions affecting budgetary policies for the School of Music. There was a discussion of the possibility of placing many of the members of the Music School faculty on a regular salary, thus eliminating in their cases the fee system of compensation. It was the judgment of the Council that such a plan would be desirable at the first opportunity, but that it was not feasible at this time because of uncertainty regarding enrollment. It was the opinion of the Council, however, that some readjustments in the present salaries in the School of Music might be made in order to bring the salary rates more into accord with the teaching load of the individuals concerned.

The Council adjourned at 6:00 p.m.



Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Friday, March 6, 1942

Present: Clark, Gilbert, Moll, Moore, Taylor

Absent: Burrell (who was out of town)

The Advisory Council met at 4:00 p.m. in the President's office.

B
Mr. J. O. Lindstrom and Mr. D. L. Lewis appeared before the Council and presented the various physical plant budgets. The going rate budgets, with certain readjustments, were approved. It was recognized that no contribution to the Emergency Fund could be expected from the physical plant budgets for the current year. A number of alternative plans, such as the closing of certain buildings, a curtailment of janitorial service, and of work on lawns and grounds, were presented so that they might receive consideration in case it proved to be absolutely necessary to resort to such extreme measures in order to take care of the necessary savings.

Mr. Lindstrom presented the budget of the Business Office. The going rate budget was approved.

The Council adjourned at 6:00 p.m. and reconvened at 7:00 p.m.

Miss Mabel A. Wood presented the budget of the Department of Home Economics. The going rate budget, with certain readjustments, was approved. Miss Wood recommended that Mrs. Mary B. Farr be placed on indefinite tenure, but the regulations of the State Board of Higher Education do not permit placing of instructors on indefinite tenure. Consequently, her request could not be approved.

It was recommended that the Department of Home Economics be included in the College of Liberal Arts for administrative purposes.

At 8:00 p.m. Professor L. S. Cressman appeared before the Council and presented the budget of the Museum of Natural History. The going rate budget, including a transfer of Professor L. E. Detling to one-half time in Biology, was approved. It was agreed that no contribution to the Emergency Fund for the current year could be expected.

A
Professor Cressman recommended that Mr. Homer G. Barnett be placed on indefinite tenure, but the ruling of the State Board made it impossible to approve the request, although the Council was unanimous in its opinion that Dr. Barnett should be advanced to assistant professor's rank at the earliest opportunity and placed on indefinite tenure.

A
The Council recommended to the President the approval of the use of funds from the departmental budget to defray a portion of the traveling expense of Professor L. W. Staples to attend the meeting of the Cordilleran Society at the California Institute of Technology in April and appear on the program..

9 The Advisory Council recommended to the President that the Departments of Geography and Geology be combined.

13 At 9:00 p.m. Mr. George Belknap, University Editor, appeared before the Council and presented the budget of the Editor's Office. The going rate budget was approved.

The Council adjourned at 9:45 p.m.

Dan E. Clark
Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Saturday, March 7, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor

The Advisory Council met at 1:00 p.m. in the President's office.

14 Colonel R. M. Lyon appeared before the Council and presented the budget for the Department of Military Science. The going rate budget was approved and it was agreed that no savings could be made for the year 1942-43 and that no contribution to the Emergency Fund for the current year could be made.

At 2:00 p.m. Professor Howard R. Taylor, associate dean of the Graduate Division, presented the budget for the Graduate Division. Adjustments in the going rate budget were approved to relieve Dr. Taylor of responsibilities as director of the Bureau of Personnel Research and to give him more time for the work of the Graduate Division.

The Council recommended that Dean Rebec be relieved from any responsibility for teaching and that his compensation of \$830 for part-time teaching be eliminated.

Dr. Taylor also presented the budget of the Bureau of Personnel Research. Adjustments in the going rate budget were approved. It was recommended that Miss Leona E. Tyler be made director of the Bureau and that her salary be increased to a base rate of \$2,400, and that she be advanced in rank from instructor to an assistant professor. It was announced that Miss Tyler had been invited to become head of the Department of Psychology at Scripps College at a salary larger than that provided by the increase indicated above.

It was recognized that no contribution from this budget could be made to the Emergency Fund.

At 3:00 p.m. Professor Dan E. Clark presented the budget of the Summer Session of 1942. Inasmuch as this budget is not included within the annual budget of the University the report was made merely for the information of members of the Council.

Professor Clark also presented the budget for the Bureau of Historical Research. It was agreed that no contribution could be made from this budget to the Emergency Fund.

At 4:00 p.m. Dean Karl W. Onthank presented the budgets for Commencement and Convocations, the Dean of Personnel Administration, the Dean of Men, the Dean of Women, and Housing and Employment. The going rate budgets were approved and there was discussion of the possible savings for next year as well as the possible contributions from these various budgets to the Emergency Fund. The Council was of the opinion that it might be possible to eliminate the position of assistant dean of women.

The Council adjourned at 6:00 p.m.


 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, March 12, 1942


Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor

The Advisory Council met at 2:00 p.m. in the President's Office.

Some time was spent in a continuation of the discussion with Dean Onthank of the budgets of the various personnel offices.

B At 3:00 p.m. Dean Lawrence and Professors Adams, Vincent, and Brown, of the School of Architecture and Allied Arts, appeared before the Council for a discussion of the budget of that school. The going rate budget with certain adjustments was approved and there was discussion of various alternative plans of making the necessary reduction in the budget for the coming academic year. Dean Lawrence made certain recommendations regarding increases in salary. The requests will appear in the recapitulation later in the minutes of the Advisory Council.

The Council adjourned at 5:30 p.m.


 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, March 12, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor

The Advisory Council met at 7:00 p.m. in the President's Office.

Dean Jewell presented the budgets of the Educational Research Bureau, the Placement Service, the Training School, and the School of Education. The going rate budgets, with certain readjustments, in the Training School and the School of Education, made necessary by resignations and other personnel changes, were approved. The Council recommended to the President an increase of \$450 in the base salary of B. W. Bernard, assistant professor of Education, the increase to be included in the going rate budget out of savings occasioned by the resignation of Mrs. Montgomery. The Council recommended to the President that Hugh M. Shafer be appointed as assistant professor for another year at an annual salary rate of \$2,700.

The President presented to the Council the possibility that the University might be requested to provide living quarters and classroom space for a Naval Signal Corps training school. After some discussion, the Council unanimously recommended that the University offer its facilities for this purpose.

The Council adjourned at 10:15 p.m.

Dan E. Clark
Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Friday, March 13, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor

The Advisory Council met at 1:00 p.m. in the President's Office.

Dean Eric W. Allen presented the budget of the School of Journalism. The going rate budget was approved and there was considerable discussion of methods of making savings in the budget for the coming year. The Council was unanimously of the opinion that under the circumstances it would be very unwise for the University to continue the arrangement with Dr. John H. Nash, looking forward to the possible purchase of his collection.

In the absence of Mr. Godfrey, President Erb presented the budget of the News Bureau for the consideration of the Council.

At 2:30 p.m. Professors Caswell, Moursund, and Yocom appeared before the Council and presented the budgets of the various science departments. The going rate budgets, with necessary adjustments, were approved. The Council was of the opinion that the teaching allotment of Professor E. E. DeCou should be reduced and that the amount of part-time salary paid him by the University should be reduced accordingly. Professor Moursund recommended increases of \$200 in the base salaries of T. S. Peterson, assistant professor, and C. F. Kossack, instructor, of Mathematics, these increases to be included in the quota budget. The Council recommended the approval of these requests.

At 4:00 p.m. Dr. Fred N. Miller presented the budget of the Health Service. This is a restricted budget. After considerable discussion of the very difficult situation occasioned by the drastic reductions in the budget of the Health Service, the Council strongly recommended that some plan be worked out that would not necessitate the closing of the Infirmary.

The Council adjourned at 5:00 p.m.


Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Monday, March 16, 1942

Present: Clark, Gilbert, Moll, Moore

Absent: Burrell, Taylor (who were out of town)

The Advisory Council met at 2:00 p.m. in the President's Office.

5 Professors F. P. Sipe, H. B. Yocom, and R. R. Huestis appeared before the Council separately to discuss problems connected with the merger of the departments of Zoology and Botany into a department of Biology, and other questions affecting departmental organization.

7 The Council recommended the approval of a request for travel allowance for Mr. C. F. Kossack to attend the meeting of the Mathematical Society of the Pacific Northwest at Vancouver, B. C. in April and read a paper. The total amount authorized was \$19.20, which was to come from the budget of the Mathematics Department.

8 A request for travel allowance for Miss Maude Kerns to attend the Pacific Art Association in Los Angeles, March 29 to April 1, was not approved because it did not appear that Miss Kerns was either on the program or an important officer in the association.

The Council adjourned at 3:45 p.m.


Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Wednesday, March 18, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore

Absent: Taylor (who was out of town)

The Advisory Council met at 10:00 a.m. in the President's Office.

13
Mr. Douglass presented the budgets of the general library and the law library. The going rate budgets were approved with such adjustments as were necessary because of personnel changes. It was agreed that the half of Dr. John Nash's salary which has been carried on the library budget should be eliminated since it did not seem probable that the original agreement made with Dr. Nash could be carried out in the predictable future.

The Council discussed with Mr. Douglass his proposed retirement to a part-time status as of October 1.

The Council adjourned at noon and reconvened at 1:00 p.m.

Dean R. W. Leighton appeared before the Council and presented the budget of the School of Physical Education. The quota budget was discussed and approved with certain readjustments.

Dean Leighton recommended that H. S. Hoyman be given an increase of \$300 in his base salary and that he be advanced to the rank of associate professor. There was some discussion of the reductions to be made for the coming year, including the reduction of staff and the possible reductions in the salary budget because of the prospective entry of some of the athletic coaches into service with the armed forces.

At 3:00 p.m. Dean Victor P. Morris appeared before the Council and presented the budget of the School of Business Administration. The going rate budget was approved, including the transfer of Professor A. L. Lomax to full time in the School of Business Administration (he had previously been one-third time in the Department of Geography). Dean Morris requested an increase of \$240 a year in salary for Miss Lorene Marguth.

It was agreed that no contribution to the Emergency Fund could be expected from the School of Business Administration.

The Council adjourned at 5:00 p.m.



Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, March 19, 1942

Present: Burrell, Clark, Gilbert, Moll, Taylor

Absent: Moore (who was ill)

The Advisory Council met at 7:30 p.m. in the President's Office.

B Professors Percy Adams, Andrew Vincent, and Eyler Brown, from the School of Architecture and Allied Arts, appeared before the Council to discuss some additional problems connected with the reduction of the budget for that school for the coming year. It was agreed that the students could well be expected to pay for a considerable part of the materials used in certain courses, especially when the articles made became the property of the students themselves. It was recommended that some plan be worked out whereby students would be required to furnish these materials.

The Council spent some time in further discussion with the President regarding proposed economies in the Department of Home Economics.

X After some discussion the Council recommended to the President that Professor L. K. Shumaker be transferred to the office of Personnel Administration, and that the requisition budget of \$522.91, previously assigned to Mr. Shumaker while he was attached to the office of the Dean of Lower Division, be eliminated.

The Council adjourned at 10:00 p.m.


 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Friday, March 20, 1942

Present: Clark, Gilbert, Moll

Absent: Burrell, Moore, Taylor (who were either out of town or ill)

The Advisory Council met at 4:00 p.m. in the President's Office.

B Dean Theodore Kratt of the School of Music appeared before the Council to discuss various problems connected with the salary scale in the School of Music. After a very thorough discussion a plan was arrived at by joint deliberation whereby the salaries of those members of the

faculty of the School of Music who are on the salary budget would be adjusted to their teaching load. In accordance with this arrangement the Council recommended to the President that the following should be the base salaries and the titles of the persons indicated for the coming year:

John Stark Evans, professor of organ and theory, \$2,400 for approximately 68 per cent time.

George Hopkins, professor of piano, \$1,000 for approximately 28 per cent time.

^ Rex Underwood, professor of violin, \$1,000 for approximately 28 per cent time.

Aurora Potter Underwood, associate professor of piano, \$210.53 for approximately 8 per cent time.

Arnold Elston, assistant professor of music, \$1,500 for approximately 57 per cent time.


^ Dean Kratt requested that Louis Artau, assistant professor of music, be placed on indefinite tenure and the Council recommended to the President that this request be granted.

Dean Kratt recommended an increase of \$200 in the base salary of Louis Artau, assistant professor of music.

The Council recommended that one graduate assistantship in the School of Music be reinstated and recommended that \$150 be added to the wage budget.

C The Council recommended to the President that Professor Adolf H. Kunz be appointed to the Student Discipline Committee in place of Professor W. A. Dahlberg, who is on leave of absence for the spring term.

The Council adjourned at 6:15 p.m.



 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Saturday, March 21, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor.
The Advisory Council met at 1:00 p.m. in the President's office.

B
X Dean James H. Gilbert presented the budgets of the various departments in the College of Social Science. The quota budgets, with necessary adjustments, were approved. It was recommended that Gordon Wright, assistant professor of History, and L. S. Bee, assistant professor of Sociology, be placed on indefinite tenure. Dean Gilbert and Professor Clark reported that they had talked with Dr. H. D. Sheldon and that he had agreed to retire as of October 1, 1942, under the customary arrangement whereby he would continue to give part-time service.

X Dean Gilbert reported that Dr. J. D. Barnett had professed his willingness to retire completely as of October 1, 1942.

Dean Gilbert presented a request made by Professor Clark for an increase of \$100 each for Professors Fish, Ganoë, Breen, and Wright, because of increased teaching duties made necessary by Dr. Noble's leave of absence and Dr. Sheldon's retirement.

X At 3:00 p.m. Dean C. V. Boyer appeared before the Council and presented the budgets of the various departments of the College of Arts and Letters. The quota budgets, with necessary adjustments, were approved. Dean Boyer requested that Professor W. A. Dahlberg be appointed acting director of the new combined division of Speech and Dramatic Arts, and that he be advanced in rank from assistant professor to associate professor, and that his salary be increased from \$2,700 to \$3,000. The Council recommended that these requests be approved.

Dean Boyer recommended increases in salary for Horace W. Robinson, T. F. Mundle, Randall V. Mills, E. C. A. Lesch, Marvin Krenk, and K. E. Montgomery. The recommendations of the Council with respect to these requests will be indicated in the recapitulation after the Council has had opportunity to review all the requests for salary increases.

Various alternative plans for making the necessary reductions in the various departmental budgets of the College of Arts and Letters for the year 1942-43 were presented by Dean Boyer and discussed at considerable length by the Council.

The Council adjourned at 6:00 p.m. and reconvened at 7:30 p.m. for a further discussion of the budgets of the College of Arts and Letters.

X Because of falling enrollment and because of the necessity of making budgetary reductions the Council recommended that all three members of the regular teaching staff of the Department of Germanic Languages and

Literatures be placed on a basis of two-thirds time, beginning October 1, 1942. It was indicated that the members of the staff might arrange their schedule in such a way that each member could have one term free from teaching responsibilities.

The Council expressed its regret at the apparent necessity of releasing Laurence LeSage, instructor in Romance Languages, and its hope that some plan might be devised which would make it possible to retain him.

λ. The Council recommended that Miss Christina Crane be placed on two-thirds time in order to make possible the necessary amount of savings in the Department of Romance Languages. The Council also passed a motion that Dr. Bowen be invited to appear before the Council to discuss Miss Crane's status in view of the fact that she has been on yearly tenure for many years.

The Council adjourned at 10:30 p.m.


Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Sunday, March 29, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor

The Advisory Council met at 3:00 p.m. in the President's Office for the main purpose of giving consideration to the various requests for increases in salary.

λ. Before taking up this matter and after some consideration, the Council recommended that Dr. Marion Hayes be advanced to the rank of associate professor without change of salary because her salary already is above that fixed for associate professors.

β The Council recommended to the President the following increases (see next page) in salaries to be submitted to the Chancellor for approval under the reserve of \$1,400 which had been set up for possible salary increases at the University of Oregon. These are in addition to the salary increases already indicated in the minutes as having been included in the quota budgets and recommended for approval by the Advisory Council.

The meeting adjourned at 5:20 p.m.


Dan E. Clark, Secretary

RECOMMENDED SALARY INCREASES, 1942-43

β The following statement indicates the recommendations of the Advisory Council with respect to salary increases, most of which were requested by the various deans and heads of departments and services when presenting their budgets to the Council. In a few instances, the Council itself made recommendations of salary increases which it considered especially meritorious. These requests received tentative consideration at the successive meetings of the Council following the presentation of the budgets. The President had informed the Council that the Chancellor had requested him to recommend a list of salary increases amounting to \$1,400. Accordingly, at a meeting on March 29 the Council reviewed its tentative action, and made final recommendations as indicated below. These are in addition to salary increases recommended for inclusion in the regular quota budgets because of changes of personnel in the various schools and departments.

The Council agreed that the requests for salary increases were all meritorious, but the total amount was far in excess of the \$1,400 allowed. In making its recommendations for increases to come within this amount, the Council gave special attention to those whose salaries are in the lower brackets.

| <u>Name</u> | <u>Increase Requested Rate</u> | <u>Amount Recommended Rate</u> | <u>Amount Required 1942-43</u> |
|--|--|--|--|
| Louis P. Artau, Music | \$200.00 | -- | -- |
| L. S. Bee, Sociology | 200.00 | -- | -- |
| G. N. Belknap, Editor | 200.00 | -- | -- |
| H. G. Barnett, Anthropology | 200.00 | 200.00 | 150.00 |
| Quirinus Breen, History | 100.00 | 100.00 | 75.00 |
| Elizabeth Findly, Library | 200.00 | 200.00 | 200.00 |
| Andrew Fish, History | 100.00 | -- | -- |
| John T. Ganoë, History | 100.00 | -- | -- |
| W. S. Hayden, Architecture & Allied Arts | 500.00 | -- | -- |
| H. S. Hoyman, Physical Education | 300.00 | 150.00 | 112.50 |
| H. E. Hudson, Architecture & Allied Arts | 240.00 | -- | -- |
| M. A. Krenk, Speech | 200.00 | 100.00 | 75.00 |
| E. C. A. Lesch, English | 250.00 | 150.00 | 112.50 |
| J. O. Lindstrom, Business Office | 200.00 | 120.00 | 120.00 |
| R. V. Mills, English | 200.00 | 200.00 | 150.00 |
| K. E. Montgomery, Speech | 100.00 | -- | -- |
| T. F. Mundle, English | 200.00 | 200.00 | 150.00 |
| Horace W. Robinson, Dramatic Arts | 200.00 | -- | -- |
| C. H. Secoy, Chemistry | 200.00 | 200.00 | 150.00 |
| L. W. Staples, Geology | 200.00 | -- | -- |
| A. B. Stillman, Business Admin- istration | 400.00 | -- | -- |
| E. K. True, Architecture & Allied Arts | 240.00 | 100.00 | 75.00 |
| Gordon Wright, History | 100.00 | 200.00 | 150.00 |

MEETING OF THE ADVISORY COUNCIL

Monday, March 30, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor

The Advisory Council met at 7:30 p.m. in the President's Office for the purpose of reviewing the reductions in the various budgets tentatively recommended at the various meetings of the Council since February 24.

After careful consideration the Council recommended the budgetary reductions indicated in the following pages.

The Council adjourned at 8:45 p.m.


 Dan E. Clark, Secretary

RECOMMENDED REDUCTIONS IN 1942-43 BUDGET BELOW 1941-42 BUDGET
TO SAVE \$78,559.00

The following are the reductions in the University budget for 1942-43 recommended by the Advisory Council in order to make the savings of \$78,559 below the budget of 1941-42, as determined and required by the State Board of Higher Education. These reductions were tentatively considered at the successive meetings of the Council when deans and department heads presented the budgets of their schools, departments, and services. They were reviewed at a meeting on March 30 and finally recommended as stated below:

| <u>Department</u> | <u>Savings</u> | <u>Total Amount</u> |
|--------------------------------------|----------------|---------------------|
| <u>Registrar's Office</u> | | |
| Wages | 870.00 | |
| Materials | <u>333.36</u> | 1,203.36 |
| <u>Law School</u> | | |
| Salary- Spencer (Overton) | 2,925.00 | |
| Morse (carryover from Spring '42) | 1,250.00 | |
| Wages | 560.66 | |
| Materials and Expense | 174.00 | |
| Travel | 100.00 | |
| Equipment | <u>50.00</u> | |
| | 5,059.66 | |
| Add part-time Assistant Professor | <u>525.00</u> | 4,534.66 |

| <u>Department</u> | <u>Savings</u> | <u>Total Amount</u> |
|--|-----------------|-------------------------|
| <u>Alumni Records</u> | | |
| Wages | 150.00 | |
| Materials | <u>200.00</u> | 350.00 |
| <u>Business Office</u> | | |
| Wages | 460.00 | |
| Equipment | 70.00 | |
| Travel | 25.00 | |
| Materials and Expense | <u>275.52</u> | 830.52 |
| <u>Home Economics</u> | | |
| Salary - Miss Winters | 1,125.00 | |
| Equipment | <u>277.00</u> | |
| | <u>1,402.00</u> | |
| Add salary adjustment for Mrs. Huser | 150.00 | |
| Add wages | <u>282.50</u> | 969.50 |
| <u>Museum of Natural History</u> | | |
| Salary- Henderson | 600.00 | |
| Travel | 100.00 | |
| Equipment | <u>50.00</u> | 750.00 |
| <u>Historical Research</u> | | |
| Materials and Expense | 125.00 | |
| Travel | <u>125.00</u> | 250.00 |
| <u>Editor's Office</u> | | |
| Materials and Expense | <u>250.00</u> | 250.00 |
| <u>Graduate Division, Personnel Research Bureau, Psychology Department</u> | | |
| Salary- Rebec | 622.94 | |
| Graduate Assistant, Psychology | 550.00 | |
| Half-time Grad. Ass't., Personnel Research Bureau | 275.00 | |
| Equipment, Psychology | <u>75.00</u> | |
| | <u>1,522.94</u> | |
| Adjustment on salary for Miss Tyler | 450.00 | |
| Increase wages, Personnel Research | <u>50.00</u> | 1,022.94 |

(These complicated adjustments have been made necessary because of the offer to Miss Tyler of a professorship and headship of the department at Scripps College which caused us to raise her salary, the desire of Dr. Taylor to turn over the Bureau of Personnel Research entirely to Miss Tyler so that he may go entirely on Psychology and Graduate Division, and the reassignment of duties and responsibilities attendant upon these adjustments.)

| <u>Department</u> | <u>Savings</u> | <u>Total Amount</u> |
|--|-----------------|-------------------------|
| <u>Commencement and Convocations</u> | | |
| Wages | 200.00 | |
| Materials and Expense | <u>200.00</u> | 400.00 |
| <u>Dean of Men</u> | | |
| Materials and Expense | 100.00 | |
| Travel | 25.00 | |
| Equipment | <u>5.00</u> | 130.00 |
| <u>Dean of Women, Housing and Employment</u> | | |
| Wages | 820.00 | |
| Materials and Expense | 100.00 | |
| Travel | 190.00 | |
| Equipment | <u>55.63</u> | 1,165.63 |
| <p>(These adjustments involve the dropping of Mrs. Morris as Housing Secretary and the transfer of Mrs. Macduff from Dean of Women's office for half of her time and salary to Housing and Employment where she will take over the work of Mrs. Morris. Mrs. Morris has been paid on the wage budget.)</p> | | |
| <u>Dean of Personnel Administration</u> | | |
| Materials and Expense | 100.00 | |
| Travel | 50.00 | |
| Equipment | <u>25.00</u> | 175.00 |
| <u>Watchmen and Police</u> | | |
| Wages | 150.00 | |
| Materials and Expense | <u>50.00</u> | 200.00 |
| <u>Architecture and Allied Arts</u> | | |
| Salary -- Riehl | 1,350.00 | |
| Schroff | 1,425.00 | |
| 4 full-time graduate assistants, and one part-time | 2,566.67 | |
| Wages | 1,000.00 | |
| Materials and Expense | <u>1,700.00</u> | 8,041.67 |
| <u>Educational Research Bureau</u> | | |
| Wages | 215.00 | |
| Equipment | <u>185.00</u> | 400.00 |
| <u>Training School</u> | | |
| Equipment | <u>249.73</u> | 249.73 |

| <u>Department</u> | <u>Savings</u> | <u>Total Amount</u> |
|-----------------------|----------------|-------------------------|
| <u>Education</u> | | |
| Salary-- Sheldon | 1,048.13 | |
| Montgomery | 2,237.50 | |
| Graduate Assistant | 550.00 | |
| Materials and Expense | 100.00 | |
| Travel | <u>100.00</u> | 4,035.63 |

(Dr. Sheldon's retirement has been agreed to by him. Since he was partly on this budget and partly on History, only part of the saving resulting from his retirement is shown here; the rest is shown under History. The saving shown for Mrs. Montgomery does not accord exactly to the budgeted figure for her salary but is the net saving after adjustments involving Mr. Shafer and Mr. Bernard.)

| | | |
|--------------------------------|---------------|----------|
| <u>Journalism, News Bureau</u> | | |
| Salary-- Dr. Nash | 1,000.00 | |
| Graduate Assistant | 550.00 | |
| Equipment | 300.00 | |
| Wages | <u>466.03</u> | 2,316.03 |

(The reasons for the termination of salary for Dr. Nash are understood. Since he was budgeted half to Library and half to Journalism, only \$1,000 of the saving on his salary shows here. The wages item given here as a saving results from adjustments between Journalism and News Bureau due to the continued leave of Mr. Godfrey.)

| | | |
|-----------------------|---------------|--------|
| <u>Chemistry</u> | | |
| Salary-- Miss Bradway | <u>400.00</u> | 400.00 |

| | | |
|-------------------------------|---------------|--------|
| <u>Dean's Office, Science</u> | | |
| Wages | 345.00 | |
| Materials and Expense | <u>177.91</u> | 522.91 |

| | | |
|--------------------------------------|-----------------|----------|
| <u>General Library</u> | | |
| Salary-- John March | 1,900.00 | |
| Mr. Douglass | 2,312.73 | |
| Miss Findly | 133.33 | |
| Mrs. Patterson | 125.00 | |
| Mrs. Stamm | 59.00 | |
| Dr. Nash | 1,000.00 | |
| Equipment | 900.20 | |
| Wages | 830.00 | |
| Materials and Expense | 100.00 | |
| Rebinding | <u>300.00</u> | |
| | <u>7,660.26</u> | |
| Add salary adjustment, Willis Warren | <u>300.00</u> | 7,360.26 |

| <u>Department</u> | <u>Savings</u> | <u>Total Amount</u> |
|---|-----------------|-------------------------|
| <u>General Library, Continued</u> | | |
| (Mr. March is on leave for military service, Mr. Douglass has decided to retire effective October 1, 1942. Miss Findly, Mrs. Patterson and Mrs. Stamm are taking varying periods off without pay. Dr. Nash's termination of service on salary is referred to above under Journalism.) | | |
| <u>Law Library</u> | | |
| Wages | 300.00 | |
| Equipment | <u>300.00</u> | 600.00 |
| <u>Physical Education</u> | | |
| Salary-- Cutler | 1,950.00 | |
| Eastburn | 1,650.00 | |
| Roecker | 1,650.00 | |
| Coaches | 3,932.11 | |
| Part-time assistant | 130.00 | |
| Half-time clerk | 405.00 | |
| Materials and Expense | <u>550.00</u> | |
| | 10,267.11 | |
| Add Assistant Professor at \$2,500 | 1,875.00 | |
| Add two graduate assistants | <u>1,100.00</u> | 7,292.11 |
| <u>Business Administration</u> | | |
| Salary-- Griffith | 1,500.00 | |
| 3 Graduate Assistants | 1,650.00 | |
| Gage transferred to Miner Fund | 2,200.00 | |
| Kelly transferred to Miner Fund | 1,500.00 | |
| Travel | <u>100.00</u> | |
| | 6,950.00 | |
| Add increase for Miss Marguth | <u>240.00</u> | 6,710.00 |
| <u>Social Science, Dean's Office</u> | | |
| Equipment | <u>100.00</u> | 100.00 |
| <u>Anthropology</u> | | |
| Materials and Expense | 56.00 | |
| Wages | <u>100.00</u> | 156.00 |
| <u>Economics</u> | | |
| Salary-- one and one-half graduate assistants | <u>825.00</u> | 825.00 |
| <u>Geography</u> | | |
| Wages | <u>50.00</u> | 50.00 |
| <u>History</u> | | |
| Salary-- Noble | 3,000.00 | |
| Sheldon | 2,096.27 | |
| Wages | 80.00 | |
| Equipment | <u>20.00</u> | 5,196.27 |

| <u>Department</u> | <u>Savings</u> | <u>Total Amount</u> |
|---|-----------------|-------------------------|
| <u>History, Continued</u> | | |
| (Dr. Noble is on leave for military service. Dr. Sheldon's retirement has been explained above under Education. This is the remainder of the savings resulting from that retirement.) | | |
| <u>Philosophy</u> | | |
| Salary-- Sullivan | <u>1,800.00</u> | 1,800.00 |
| <u>Political Science</u> | | |
| Salary-- Barnett | 343.64 | |
| Cahill | 1,575.00 | |
| Equipment | 50.00 | |
| Materials and Expense | <u>10.00</u> | 1,978.64 |
| (Dr. Barnett, who reached retirement age last year, is willing to give up the small amount of teaching that he has been doing and retire completely. Mr. Cahill will be on leave for military service and we will not replace him.) | | |
| <u>Social Science Survey</u> | | |
| Salary-- One-half graduate assistant | 275.00 | |
| Materials and Expense | 100.00 | |
| Travel | <u>10.00</u> | 385.00 |
| <u>Commonwealth Service Bureau</u> | | |
| Wages | 250.00 | |
| Materials and Expense | <u>130.00</u> | 380.00 |
| <u>Social Science Service Bureau</u> | | |
| Materials and Expense | <u>397.97</u> | 397.97 |
| <u>Sociology</u> | | |
| Materials and Expense | 75.00 | |
| Travel | 50.00 | |
| Equipment | <u>75.00</u> | 200.00 |
| <u>Dean's Office, Arts and Letters</u> | | |
| Travel | 25.00 | |
| Materials and Expense | 24.95 | |
| Equipment | <u>3.00</u> | 52.95 |
| <u>English Department</u> | | |
| Salary-- Fee | 1,350.00 | |
| Stillwell | 1,800.00 | |
| 3 Graduate Assistants | 1,650.00 | |
| Half-time Grad. Ass't. | 275.00 | |
| Part-time Grad. Asst. | 183.34 | |
| Wages | <u>6.38</u> | 5,264.72 |

(Mr. Fee and Mr. Stillwell have both resigned.)

| <u>Department</u> | <u>Savings</u> | <u>Total Amount</u> |
|--------------------|----------------|-------------------------|
| <u>German</u> | | |
| Salary-- Lussky | 1,050.00 | |
| Kremer | 700.00 | |
| Williams | 600.00 | |
| Graduate Assistant | <u>550.00</u> | 2,900.00 |

(With the sharp drop in enrollment in this department and no member of the staff on yearly tenure except the graduate assistant, the only fair way to make the inevitable cut is to ask each of the three regular members of the staff to go on two-thirds time for next year.)

| | | |
|---------------------------------|---------------|----------|
| <u>Speech and Dramatic Arts</u> | | |
| Salary-- Bangs | 1,800.00 | |
| Hoppe | 1,125.00 | |
| Wages | 130.00 | |
| Materials | <u>130.00</u> | 3,185.00 |

| | | |
|-----------------------|--------------|--------|
| <u>Classics</u> | | |
| Wages | 25.00 | |
| Materials and Expense | 50.00 | |
| Equipment | <u>25.00</u> | 100.00 |

| | | |
|--------------------------|--------------|----------|
| <u>Romance Languages</u> | | |
| Salary-- LeSage | 1,350.00 | |
| Crane | 450.00 | |
| Two Graduate Assistants | 1,100.00 | |
| Half-time Grad. Ass't. | 275.00 | |
| Part-time Grad. Ass't. | 150.00 | |
| Wages | 10.00 | |
| Materials and Expense | 15.00 | |
| Equipment | <u>25.00</u> | 3,375.00 |

CONTRIBUTIONS TO EMERGENCY FUND

The following are the contributions out of the budgets for the year 1941-42, made by the various schools, departments and offices toward an emergency fund with which to purchase necessary civilian defense equipment for the campus and for other purposes.

| | | |
|--------------------------------------|---|-------------------|
| Registrar's Office | Wages \$200, Materials & Expense \$100 | \$300.00 |
| President's Office | Travel \$200 | 200.00 |
| School of Law | Salary \$416.67 (Morse) | 416.67 |
| Business Office | Wages \$220 | 220.00 |
| Home Economics | Equipment \$100 | 100.00 |
| Editor's Office | Materials and Expense \$400 | 400.00 |
| Graduate Division | Materials and Expense \$20 | 20.00 |
| Dean of Personnel | Wages \$100, Materials and Expense \$100, Equipment \$25 | 225.00 |
| Dean of Men | Wages \$100, Materials and Expense \$75 | 175.00 |
| Dean of Women | Equipment \$30 | 30.00 |
| Housing and Employment | Wages \$200 | 200.00 |
| School of Architecture & Allied Arts | From requisition budget | 500.00 |
| Educational Research Bureau | Materials and Expense \$400 | 400.00 |
| School of Journalism | Materials and Expense \$100, Wages \$350 | 450.00 |
| University Library | Salary \$500 (March) | 500.00 |
| School of Physical Education | Materials and Expense \$200 | 200.00 |
| Dean of Social Science | Equipment \$50 | 50.00 |
| Geography | Wages \$50 | 50.00 |
| History | Wages \$90, Equipment \$50 | 140.00 |
| Psychology | Wages \$300 | 300.00 |
| Sociology | Wages \$80, Materials and Expense \$50, Equipment \$20 | 150.00 |
| Social Science Survey | Materials and Expense \$100, Travel \$10 | 110.00 |
| Dean of Arts and Letters | Travel \$25 | 25.00 |
| English | Salary \$358.88 (Stillwell, Hewitt), Wages \$20 | 378.88 |
| Germanic Languages | Equipment \$8.00 | 8.00 |
| Speech Division | Salary \$150 (Bangs), Materials and Expense \$25, Travel \$10 | 185.00 |
| Drama | Wages \$50, Travel \$35 | 85.00 |
| | Total | <u>\$5,818.55</u> |

MEETING OF THE ADVISORY COUNCIL

Monday, April 13, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor

The Advisory Council met at 3:15 in the President's Office.

Professor Rex Underwood appeared before the Council to discuss the salary adjustment which had been recommended in his case.

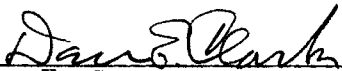
The President indicated that Professor R. P. Bowen, Professor G. F. Lussky, Dr. Rebec, and Professor H. S. Hoyman had either written to him or had conferences with him in regard to salary adjustments which had been recommended by the Advisory Council. The President also read portions of a letter from Dr. Fred N. Miller in regard to his previous request for an advance in rank for Dr. Marian Hayes.

President Erb reported that he had approved travel allowances to enable members of the faculty of the School of Education to attend the meeting of the Inland Empire Teachers Association in Spokane.

The Council also approved a travel allowance for Professor F. L. Stetson to attend the annual conference on Higher Education to be held at the University of Washington during the summer, and a travel allowance for Mr. J. O. Lindstrom to attend the meeting of the executive committee of the Association of University and College Business Managers in San Francisco.

After some discussion the Council expressed its opinion that information regarding American citizenship and status with draft boards should be sought from all persons seeking appointment by the University. It was the opinion that American citizenship should be required as a general rule.

The Council adjourned at 5:30 p.m.



Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL
Monday, April 20, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor

The Advisory Council met at 4:00 p.m. in the President's office. The minutes of the meetings from February 3 to March 29, inclusive, were read and approved.

7 Professor Ray P. Bowen appeared before the Council to discuss matters relating to teaching personnel in his department.

7. President Erb reported to the Council in regard to his correspondence with Professor Hoyman concerning the latter's status and salary.

The Council adjourned at 5:00 p.m.

Dan E. Clark

Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL
Saturday, May 2, 1942

Present: Burrell, Clark, Gilbert, Moll, Taylor

Absent: Moore (who was out of town)

The Advisory Council met in the President's office at 10:30 a.m. The minutes of the meetings from March 30 to April 13, inclusive, were approved.

R The report to be made by Professor Burrell, as vice-chairman of the Council, to the faculty at its next meeting was discussed and approved.


The following changes in regard to the faculty of the department of Physics were recommended:

7. 1. Increase in salary of E. H. Collins, base rate, \$200; budgeted for 1942-43, \$150. It was also recommended that Professor Collins be advanced from the rank of instructor to that of assistant professor.
2. The employment of Dr. Eric Peterson, of Purdue University, during the period of Professor Caswell's leave of absence at a base salary of \$2,750.

3. The remainder of Professor Caswell's salary to be allocated for a half-time graduate assistant.

4 The Council recommended to the President that the proposal that Professor Kenneth Shumaker be released for half-time in order that he might accept a temporary position in the Public School system of Eugene be approved. It was understood that the details of this arrangement would be worked out later.

The Council adjourned at 11:50 a.m.


 Dan E. Clark, Secretary

REPORT OF THE ADVISORY COUNCIL TO THE UNIVERSITY OF
 OREGON FACULTY, WEDNESDAY, MAY 6, 1942

By O. K. Burrell

Previous reports of the Advisory Council have dealt with the history and functions of the Council. It is sufficient here to report that the Council was established in 1916 and throughout its history has been charged with the general responsibility of representing the faculty point of view to the administration. In 1936 the responsibilities of the Council were enlarged. The faculty minutes for October, 1936, redefined the functions of the Advisory Council as follows:

- (1) The Advisory Council, as a Faculty committee, shall serve the Faculty and the President of the University in an advisory capacity. The advisory powers and jurisdiction encompass all matters of policy not specifically delegated to other Faculty committees.
- (2) The Advisory Council shall be continued as a Faculty committee for the purpose of advising the President regarding the formulation of the annual budget.
- (3) The Advisory Council shall continue to exercise the power of a committee on tenure and promotion.
- (4) The Advisory Council shall be recognized as a committee on committees, with the responsibility of nominating to the President of the University all committees originating with the Faculty, excepting only those that are elected by the Faculty itself. It is definitely understood, however, that in the nomination of committees to the President, no member of the Advisory Council shall be recommended for a place upon any of these Faculty committees.

It is to be noted that the Council is not an administrative or executive council. It is in name and in fact an advisory council.

Since the report submitted to the faculty on May 7, 1941, there have been 41 meetings of the Advisory Council. The record shows that there have been few absences. These meetings have occupied from one hour to five hours and the subjects discussed have varied widely. As might be supposed, the budget has required the most time and attention.

Below is a very brief resume of the activities of the Council during the year now ending.

The Budget

The faculty is aware of the fact that the prospect of a decline in enrollment and consequent decline in fee income has required a reduction in the University budget of nearly \$80,000. It is not easy to allocate an increase in the general university budget to the various schools, department, and activities. It is even more difficult to apportion a budget reduction. The application of a uniform ratio of decrease to each budget would have been a simple but an educationally indefensible solution. Our deliberations on the budget have been completed and we can report that the budget is balanced. Individual members of the faculty undoubtedly would not agree with all of the recommendations of the Council. Indeed the Council was not always unanimous in its recommendations. In its deliberations on the budget the Council attempted to keep in mind the following:

1. That the budgetary reductions should be made in such a way as to do the least possible damage to a well rounded educational program. This meant that much deeper cuts had to be made in some budgets than in others. Indeed in some budgets (the science departments for example) no reductions were made.

2. That resignations or leaves of absence for military service should not be permitted to dictate budget policy. The fact that a particular budget division has an abnormal number of resignations or applications for leaves of absence should not of itself be sufficient to determine that the budget division should absorb a larger reduction.

3. That every effort should be made to safeguard the tenure of the permanent members of the faculty. Where enrollment declines dictate the temporary abandonment of advanced classes, changes in teaching assignments may be required during the emergency period.

4. That every effort ought to be made to determine where the enrollment declines are likely to take place and within the limits set forth above to take full advantage of cost reductions made possible by such enrollment declines. Not only do we have a duty to adjust our operations to the realities of the war requirements, but this policy should also permit more rapid adjustment of the budget to meet the post-war situation. The faculty is no doubt aware that it is much easier to secure budget additions on the basis of "enrollment pressures" than upon any other basis.

Following the usual practice each Dean or other budgetary officer has appeared before the Council at least once and discussed his budgetary problems and recommendations for the year 1942-43. In addition there has, as usual, been made available to us comparative budgetary and enrollment data covering a period of years.

Tenure, Promotion and Appointments

The policies of the Council with respect to recommendations on tenure, promotion and salaries have remained almost unchanged. The general policy on appointment is set forth in the following resolution adopted by the Advisory Council on March 1, 1939.

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.

We have continued to adhere to the policy of refusing to recommend increases in rank where the salary cannot also be brought up to the established minimum for the rank.

The Council is still convinced that as a matter of policy a member of the teaching staff with the rank of Assistant Professor or above should be promoted from yearly to indefinite tenure after he has been on the faculty for a period of three years unless the Dean of the School specifically recommends against such promotion. It has been the policy of the Council to review the tenure of staff members at the expiration of three years of service even when no recommendation is submitted by the Dean. The Rules of the State Board of Higher Education do not at present permit indefinite tenure for instructors.

Salary Increases

The economic conditions prevailing and in prospect make it more than usually necessary to recognize professional growth and attainments of staff members with appropriate salary increases. The budget reduction made it impossible to accomplish as much in this direction as is desirable. In spite of the general reduction, however, sufficient funds were available so that salary increases were recommended by the Council and approved by the President and Chancellor aggregating \$1,920 on an annual basis and requiring \$1,520 in the 1942-43 budget.

In addition salary increases within the so-called "quota budgets" of \$2,350 on an annual basis and requiring \$1,762.50 in the 1942-43 budget were recommended. Total salary increases therefore aggregate \$4,270 on an annual basis. It was the conviction of the Council that the present and prospective economic conditions made it more than usually necessary to give special attention to salaries in the lower brackets. The following analysis of the 1942-43 salary increase recommendations is offered. The data are in terms of annual rate.

Recommended Salary Increases
Arranged According to Present
Salary Rate

| <u>Present Salary</u> | <u>Total Increases Recommended</u> |
|-----------------------|------------------------------------|
| Below 2000 | 2,200 |
| 2001 to 2500 | 1,250 |
| 2501 to 3000 | 700 |
| 3001 and above | 120 |
| | <u>4,270</u> |

The salary increase recommendations can also be described as follows:

1. No salary increase recommendation was made where the present salary was in excess of \$3,200.
2. 97% of the salary increase recommendations involved present salaries of \$3000 or less.
3. 78% of the salary increase recommendations involved present salaries of \$2500 or less.
4. 52% of the salary increase recommendations involved salaries of \$2000 or less.

The matter of salary increases within the "quota budget" deserves some mention. The Council has always viewed with suspicion proposals for salary increases based upon diversion of requisition funds. In the past the Council has insisted upon the principle that funds made available for salary increases through resignation or retirement of high salaried staff members should be allotted only on the basis of a review of the whole University needs. In other words we have not viewed budgetary allocations as vested rights. It may be remembered that in one recent year the only funds available for salary increases were those made available through the retirement of a high salaried staff member and replacement at a lower rate.

Nevertheless the Council likes to believe that it is realistic and the fact is that salary increases can be obtained within the quota budget when it would be impossible to divert the funds to a general salary increase pool. The council is of the opinion that if proposed salary increases within the quota budgets are scrutinized with the same care as proposed increases outside quota budgets and if an appropriate amount of funds is available for increases outside the quota budgets that the result is not likely to be inequitable.

If in some future year no funds are available for salary increases outside the quota budgets it is my prediction that the council will seek, as it has in the past, to pool whatever funds are so available from within the quota budgets and to apportion such funds on the basis of demonstrated merit throughout the university.

It is fair to say that the State Board of Higher Education wisely did not permit diversion of requisition funds to salary increases. Salary increases within the quota budgets were permitted only from the salary budget (retirements, resignations and leaves of absence) and where there was a reasonable showing of increased responsibilities.

The Science Issue

Previous annual reports have dealt at length with the science issue. In common with the rest of the faculty we are happy that this matter has been brought to an educationally sound conclusion. This is not to be listed as an accomplishment of the Advisory Council although on a few occasions the council was able to serve as a transmission belt. In the opinion of the council the issue was brought to a successful conclusion primarily by the persistent and statesmanlike efforts of President Erb and the competent and tireless efforts of the leaders of the Science faculty.

The usefulness of the Advisory Council depends upon the continued confidence of the faculty and the President. When we no longer have your confidence, you can and should vote us out of office. The President is not so fortunate. He takes us for better or worse. We are glad to report, however, that we detect no decrease in his interest and belief in faculty participation in university government.

The attention of the faculty, particularly the newcomers, is again called to the fact that the minutes of the Advisory Council are open for faculty inspection and may be found in the President's office.

Respectfully submitted,

OK Burrell
O. K. Burrell

MEETING OF THE ADVISORY COUNCIL
Tuesday, May 19, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor.

The Advisory Council met in the President's office at 4:00 p.m. The minutes of the meetings of April 20 and May 2 were approved.

X The question of a possible salary adjustment for Mr. George Belknap, University Editor, was raised, but it was the opinion of the Council that nothing could be done at this time.

X+β The President read a letter from Professor L. K. Shumaker regarding the arrangements which had been made whereby he would go on a half-time basis for the University and half-time with the Eugene Public Schools. His request for a requisition budget was considered, but the Council did not make any recommendation.

λ The President stated that Mr. Lindstrom and Dean Earl had joined in a recommendation that the salary of Clifford Stalsberg be increased from \$2,220 to \$2,400 annually, effective July 1, the increase to come out of loan funds. The Council made no recommendation, but decided to leave the matter entirely in the President's hands for settlement after further conference with Mr. Lindstrom.

The Council adjourned at 5:10 p.m.


Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL
Monday, May 25, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor.

The Advisory Council met at 4:00 p.m. in the President's office.

λ Professor Adolf Kunz, head of the Chemistry Department, appeared before the Council to discuss a problem relating to a member of the Chemistry faculty.

λ Professor Taylor brought before the Council a question involving a person who had been employed to teach in the summer session. It was agreed that the question should be referred to Dean Jewell for investigation.

λ It was recommended that, if possible, the sum of \$500 be restored to the salary of Professor Rex Underwood for his services as director of the Orchestra. This decision was based on the fact that new information had

been received since the making of the budget and because it was felt to be too late to make a reduction in a salary for which there had apparently been a definite commitment in the past. It was understood, however, that this salary adjustment carried with it no commitment beyond the academic year 1942-43.

The President indicated that the military authorities had expressed the possibility that they might wish to have the services of Dean Kratt to assist in directing musical activities in the army camps.

The Council adjourned at 5:30 p.m.


 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL
 Friday, May 29, 1942

Present: Burrell, Clark, Gilbert, Moll, Moore, Taylor


The Advisory Council met at 10:00 a.m. in the President's Office. The minutes of the meetings of May 19 and May 25 were approved.

λ Professor Rex Underwood appeared before the Council to discuss the reduction in his salary to bring it in line with his regular teaching schedule. After Mr. Underwood's presentation of his view of the case the Council gave careful consideration to the question and voted unanimously to adhere to its previous recommendation that the salary be reduced by \$400.

λ Mr. Clark discussed with the Council a matter concerning the teaching staff for the School of Education for the Summer Session, which had been referred to at a previous meeting of the Council. The Council expressed its unanimous opinion that the employment of the person in question would be inadvisable.

λ The President read to the Council a statement by the faculty of the School of Physical Education, upholding the administrative policies and procedures in that school.

The Council adjourned at 12:10 p.m.


 Dan E. Clark, Secretary