

BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

The regular January meeting of the Board of Regents was held on Wednesday, January 12, 1944, in the office of the President of the University, Norman, the meeting being called at 1:17 p. m. Members present were: Regent Joe McBride, President of the Board, presiding; Regents Noble, Hopper, Wallace.

The minutes of the meetings on December 10 and December 28, 1943, were approved, each member of the Board having been sent a copy previously.

Regent Wallace reported that the committee appointed to study the various forms of documents for the establishment of the University of Oklahoma Foundation had met and recommended approval of the "Declaration of Trust" which Regent Wallace, chairman of the committee, presented. He stated that Sullivan Ashby, attorney for Lloyd Noble, had met with the committee and expressed appreciation for his services.

Following the discussion, Regent Wallace moved "that this be the form of the Declaration of Trust for the establishment of the University of Oklahoma Foundation of the University of Oklahoma." Regent Wallace stated that copies of the document revised and corrected would be sent to the members of the Board.

The motion was unanimously adopted.

On the Masonic Dormitory situation, Regent Wallace stated he was not yet ready to make a report but would do so at a later date.

Regent McBride reported on the Oklahoma Daily, which by Board action, is under his supervision. He recommended that Charles Tant, Superintendent of the Shop, and Regent McBride's representative for supervision of material appearing in the Daily, be paid \$ 25.00 a month from the date of his appointment on October 13, 1943, and to continue until some other plan is worked out.

The recommendation was unanimously approved.

Acting President Cross reported that he had met with the Deans and administrative officials of the University for a discussion of University problems. He stated it was the consensus that we look forward to returning to the regular calendar at the earliest possible date and as a first step in that direction a term be opened early in September, either eight weeks in duration, or six teen weeks, as the situation might warrant.

He reported that Mr. R. R. Owens, State Budget Officer, had asked that we submit the building needs of the University to be included in the program for postwar planning by the Oklahoma Planning and Resources Board. He stated that in conference with various University representatives it had been decided to include those buildings which have in the past been included in the requests to the legislature.

Mr. Cross reported that five of the dormitories are now occupied, and that the other two are nearing completion. Also, that it is probable the Masonic Dormitory may be vacated within a week from this date.

Mr. Cross discussed the policy of rotating chairmanships of the various academic departments which was established by action of the Board of Regents at its meeting on September 8, 1941 (p. 1042), limiting the terms of chairmen to three years. He recommended modification of this policy to make changes optional as each situation justifies.

On motion by Regent Hopper, the recommendation was approved.

The Chair stated it was the consensus of the Board that Acting President Cross study the University College or any parts thereof, and when this has been done, to make recommendations to the Board. He stated the Board hopes that the ideals and desirable features of the University College may be retained, but in a workable manner.

Acting President Cross stated he had given some thought to this matter, but before making any recommendations, he would want to discuss the situation with the Senate and the faculty and try to arrive at a satisfactory solution. A report is to be made to the Board at the next meeting.

Acting President Cross stated he was making a study of promotions and salary increases and trying to figure out a scheme that would provide for more uniformity of operation. Also, a study of budget allocations for maintenance of the several departments and divisions.

The Board directed the president to make an evaluation of the faculty and employees and submit recommendations at the annual meeting in March of each year on the basis of such evaluations.

The president was directed also to check the tenure policy, its operation with respect to the faculty, and the procedure for placing members of the faculty on permanent tenure.

Regent Noble moved, and it was voted that: "until recommendations governing tenure are considered, it shall be the responsibility of the President of the University and the Secretary of the Board to determine eligibility for going on tenure."

Regent Noble moved, and it was voted, that no recommendations for appointments or promotions shall be presented to the Board until the president has had an opportunity to discuss the recommendation with the dean, the chairman of the department, and/or other proper authority.

There was a discussion concerning the budget item for "Maintenance of the President's House" which was fixed at the rate of \$ 2,300.00 per year effective July 1, 1942. It was found that the minutes do not show a record of the Board's action on this item as of July 1, 1942, and the secretary was instructed to so correct the minutes.

It was voted on motion by Regent Wallace to continue the item of \$ 2,300.00 per annum as "Maintenance of the President's House" until otherwise ordered by the Board.

There was a discussion on the furnishings in the President's House and it was the sense of the Board that this matter be looked into and a report made at the next meeting.

Regent Wallace reported on discussions by the Board on future planning for the University, stating it was the sense of the Board that a planning commission be set up to consider current problems, postwar, and a long-time program in the University, and that the planning be done keeping in mind the possible increases in enrolment at various stages - 2,000, 3,600, 4,000 - there being some who predict the enrolment might reach 12,000 to 15,000 following the war.

Some of the items to be considered by such a commission would be on housing for students, the faculty, class and laboratory facilities, physical plant, curriculum, consideration of the Federal Rehabilitation program, Federal aid to the students and to the University, and in general a coordination with any Federal program that may be announced in the future. Also, consideration should be given to the question of students from Latin-American countries.

He suggested the calling of a meeting of Latin-American students now in the University for a discussion of cooperation and the possibilities of contact with relatives of students with a view of further dissemination of information concerning the University of Oklahoma.

Acting President Cross was asked to submit at the next meeting an outline for such a program and the organization of a Future Planning Commission.

The President read a letter from Dale Arbuckle requesting that the net income from the Army and Navy training programs for Physical Education and Athletic Facilities be set aside as a reserve to make improvements in the Field House when material for such work becomes available.

It was suggested that this matter be discussed with Mr. Lindsey, and that a recommendation be made at the next meeting of the Board.

Acting President Cross presented the following items, the action in each case being as indicated.

RESIGNATIONS:

Mrs. Beth Reichstadt, Secretary in the Office of the Counselor of Women, effective February 1, 1944.

Gladys Smith, Secretary in the Infirmary, January 1, 1944.

Elsie Fischer Vick, Cook in the Infirmary, January 1, 1944.

Bessie Harris, Assistant Cook in the Infirmary, January 1, 1944.

Mrs. Gladys Miller, Operator, PBX, effective January 1, 1944.

Dorothea Kerr, Secretary in the Physics Department, December 22, 1943.

Mrs. Sada Hatch, Receptionist, President's Office, January 1, 1944.

Mrs. Coramay Wenige, Stenographer, Comptroller's Office, January 1, 1944.

Mrs. Mary Nolan, Assistant Cataloger, Library, January 1, 1944.

The resignations were accepted.

LEAVES OF ABSENCE:

Major Carl T. Almquist, Associate Professor of Electrical Engineering, extension of leave of absence for military service. His present leave expires February 26, 1944.

J. S. Walton, Professor of Chemical Engineering, extension of leave of absence on account of his employment in essential war industry. His present leave expires January 1, 1944. Leave extended to July 1, 1944.

The extensions of leaves of absence were approved.

SALARY ADJUSTMENTS:

I recommend that Jerome Dowd's salary be increased \$ 100.00 a month for January and February on account of additional work because of Dr. Bizzell's illness. Professor Dowd is now on a half-time basis on the retirement list.

John B. Cheadle, Professor of Law and Dean of the Faculty, from a monthly rate of \$ 474.00 to \$ 500.00, effective January 1, 1944, and to continue while he is serving as Dean of the Faculty.

Eleanor Read, Secretary in Lecture and Entertainment and the Photography Department of the Extension Division, salary to be increased from \$ 85.00 to \$ 125.00 per month, effective January 1, 1944. Miss Read is assuming duties performed by Mr. Banta, University Photographer, prior to his resignation and will continue to do stenographic work.

Jerry Moss, Secretary, Correspondence Study Department, salary to be increased from \$ 100.00 to \$ 125.00 per month, effective January 1, 1944.

Mrs. Inez Jeffs, Librarian, Department of Animal Biology, salary increased to \$ 120.00 a month, effective January 1, 1944.

Erma Bickett, Secretary in the Graduate Office, from the rate of \$ 1,800.00 to \$ 2,000.00 per annum, this increase to be effective January 1, 1944, and so long as the Acting Dean or the Dean of the Graduate College is not in the office of the Graduate College.

Babe U. Morris, Secretary to the Dean of the Graduate College, salary to be increased from an annual rate of \$ 1,200.00 to \$ 1,800.00, effective January 1, 1944.

Mrs. Ruth S. Roys, Secretary to the Counselor of Women, salary to be increased from \$ 135.00 to \$ 150.00 per month, effective February 1, 1944.

Mrs. Hertha Jeffers, Housekeeper, Home Economics Department, salary to be increased from \$ 75.00 to \$ 90.00 a month, effective January 1, 1944.

The salary adjustments were approved.

APPOINTMENTS:

Shelton Morris Johnson, on a part-time basis as Special Instructor in Chemical Engineering, at a salary of \$ 37.50 per month, effective January 1, 1944.

APPOINTMENTS: (Continued)

Robert Howard Ashby, Special Instructor in Electrical Engineering, at a salary of \$ 250.00 per month, effective from the date of his release from the army for service in connection with the War Training Program.

Katy B. Gay, Preparator in the Department of Animal Biology, at a salary of \$ 125.00 per month, effective January 1, 1944, until July 1, 1944, replacing Mr. Bonifield and Miss Irby, who resigned several months ago. The department has been using student help.

Anita Underwood, Secretary in the Office of the Counselor of Women, at \$ 110.00 per month, effective March 1, 1944, replacing Mrs. Beth Reichstadt, resigned.

Mrs. Virginia Ann Weddle, Secretary in the Department of Physics, at a salary of \$ 100.00 per month, effective December 28, 1943, replacing Dorothea Kerr, resigned.

Pauline Marshall, Night Operator, PBX, at \$ 80.00 a month, effective January 1, 1944.

Maryelyn Stewart, part-time Secretary in the Infirmary, at a salary of \$ 40.00 a month, effective January 1, 1944, to March 1, 1944.

Ella Mae Hall, Secretary in the Infirmary, at a monthly salary of \$ 100.00, effective January 1, 1944.

I recommend that Joseph S. Ewing be named Special Instructor in Sociology for January and February, 1944, at \$ 62.50 per month, to take over one of Dr. Bizzell's classes, Sociology 162.

The above appointments were approved.

E. M. Sims, appointed Professor of Mechanical Engineering at an annual salary of \$ 3,200.00, effective March 1, at the Board meeting on December 10, has secured a release from his present position at the Oregon State College and will be available January 15, 1944.

I recommend that the appointment become effective on that date, instead of March 1, as previously approved.

Approved.

At the meeting of the Board of Regents on December 28, 1943, President Brandt recommended that Harrell E. Garrison, who was appointed to

the staff of the Family Life Institute effective June 1, 1944, be given the rank of Assistant Professor. Action on this matter was postponed.

Mr. Wardell, Acting Director of the Extension Division, recommends approval and I recommend that Mr. Garrison be given the rank of Assistant Professor under the policy of the Board which provides "that the tenure policy of the University shall not apply in instances where the academic rank or teaching service is incidental to the regular employment."

The recommendation was approved.

The following report was submitted on overtime employment of the staff of the Utilities department in connection with housing:

Regular University Employees Working with the Trainee  
Housing and Messing Program During  
the month of

December, 1943

Name & Regular Position with Utilities Dep't.	Regular Salary	Type of work with War Program	Hrs.	Rate	Amount
Elsie Ashley, Secretary	\$ 140.00	Clerical	32	\$ .80	\$ 25.60
L. R. Benning, Plb. & Heating Foreman	250.00	Repr & Mntnce	24	1.50	36.00
A. C. Bernier, Spec. Officer	185.00	Asst. Supervisor	100	1.15	115.00
R. L. Brown, Accountant	185.00	Accountant	39	1.05	40.95
Emmett C. Graham, Watchman	125.00	Watchman & laundry dispensary	32	.65	20.80
Lendon Hunt, Chief Engineer	260.00	Repr & Mntnce	17	1.50	25.50
Floyd Koonce, Truck Driver	120.00	Cleaning	6	.65	3.90
Synott Matthews, Watchman	120.00	Watchman	2	.65	1.30
Roy Thompson, Landscape Assistant	110.00	Cleaning	93 $\frac{1}{2}$	.65	60.78
Sam Wilson, Storekeeper and Locksmith	150.00	Clerical	18	.85	15.30
					<u>\$ 345.13</u>

MEDICAL SCHOOL: APPOINTMENTS:

Dr. Anderson Nettleship as Associate Professor of Pathology, at an annual salary of \$ 4,500.00, effective January 1, 1944.

Dr. William Bradford Carroll as Instructor in Neuropsychiatry on the clinical staff, effective January 1, 1944.

The appointments were approved.

Acting President Cross called attention to a letter from Professor Jones concerning the Minnie Rice Bixler theatre collection of clippings from newspapers and magazines covering all phases of the theatre during the past forty years.

At the suggestion of Regent Wallace, the matter was passed over to be considered at a future date and after more information is available.

There being no further business, the meeting was adjourned at 4:00 p. m.



Emil R. Kraettli, Secretary.