

BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

The February meeting of the Board of Regents was held on Wednesday, February 9, 1944, in the Office of the President of the University, beginning at 11:40 a.m. The following members were present: Regent Joe W. McBride, President of the Board, presiding; Regents Chambers, Hopper, Wallace, Deacon, and Noble. Absent, Regent Emery.

The minutes of the meeting held on January 12, 1944, were approved, each member having been sent a copy by mail.

Regent Wallace reported on the University of Oklahoma Foundation. Several minor changes were suggested to be included in the final draft of the document for the establishment of the Foundation.

It was voted to proceed with the organization of the Foundation and the naming of the Trustees. It was the sense of the Board that the committee, consisting of Regents Wallace, Hopper, Emery, and Noble, go into this matter; Regent Noble asked that other members of the Board make suggestions.

Dr. Cross reported that the check for \$ 1,000.00 from The Vivian Bilby Noble Foundation, of Ardmore, Oklahoma, for the four research professors had been received and the following letter from Lloyd Noble was read:

"December 31, 1943

"Dr. G. L. Cross,  
Acting President,  
University of Oklahoma,  
Norman, Oklahoma.

"Dear Doctor Cross:

"You will find inclosed a copy of a resolution which was today passed by the Board of Trustees of The Vivian Bilby Noble Foundation, in which that Foundation assumes the obligation to contribute two hundred fifty (\$250.00) dollars a year to supplement each of the salaries heretofore fixed by your Board of Regents in the establishment of four research professorships at the University of Oklahoma. A Check in the sum of one thousand (\$1,000.00) dollars is also inclosed. As the resolution indicates, we are earmarking the funds necessary to continue this contribution through a five-year period.

"Of the many steps that have been taken by the University on behalf of the future welfare of the people of Oklahoma, probably coming generations will assay the establishment of the research professorships, as a result of the recommendation of President Brandt, as one of the most outstanding ones.

"Particularly will this be true if the faculty of the Graduate College through the years evidences the same broad approach to the selection of men to honor with the title, "Research Professor", as they have done upon the establishment of the initial chairs through the action of the Board of Regents of the University.

"Although few in this scientific age can fail to realize the tremendous contribution that research has made to the physical welfare of man, yet it is easy to visualize what terribly destructive forces can be brought into action when nations fail to keep their moral and social development in step with that in other fields.

"We probably would not have been inclined to make this particular contribution had not the Graduate College seen fit to make its selections on such a broad plane, believing as we do that the primary aim of all education is that of enabling the individual not to live for himself alone, but to be able during his span to make a contribution to the development of his fellow man. This cannot be accomplished when advanced study is narrowed to any one field of knowledge, to the neglect of others. It is certainly subject for commendation of this Faculty when it demonstrates its recognition and belief in this course of action.

"The Trustees of this Foundation (C. C. Forbes, Dewey W. Luster, and myself) take extreme pleasure in being able to assist in further rewarding the work of the four outstanding scholars who have been thus honored. We hope that their designation to receive this honor may be an inspiration to them in their search for a means of further disseminating knowledge, and the honor thus conferred and the results thereof may establish a mark which others may strive to move forward.

Sincerely,

/s/ Lloyd Noble

LLOYD NOBLE."

LN:ML"

The following resolution was unanimously adopted:

RESOLUTION

WHEREAS, The Trustees of the Vivian Bilby Noble Foundation, of Ardmore, Oklahoma, passed the following resolution at a meeting held on December 31, 1943:

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"BE IT RESOLVED: That THE VIVIAN BILBY NOBLE FOUNDATION make a contribution in the total amount of \$5,000.00 to the University of Oklahoma to be used solely to supplement each of the salaries heretofore fixed by the Board of Regents in the establishment of four research professorships at the University of Oklahoma; such contribution to be payable \$1,000.00 on this date and at least \$1,000.00 during each of the four succeeding calendar years."; and

WHEREAS, The Trustees of the said The Vivian Bilby Noble Foundation have sent a check in the amount of One Thousand Dollars (\$ 1,000.00) for the calendar year ending December 31, 1943, as the first payment under the above resolution, to be paid to the four research professors in the amount of Two Hundred and Fifty Dollars (\$ 250.00) each;

NOW, THEREFORE, BE IT RESOLVED by the Board of Regents of the University of Oklahoma that this contribution be accepted under the conditions as set forth in the above resolution of the Trustees of The Vivian Bilby Noble Foundation of Ardmore, Oklahoma;

BE IT FURTHER RESOLVED that this Board express its appreciation to the donor for this contribution so generously made;

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the Board of Regents of the University of Oklahoma, and a copy sent to each Trustee of The Vivian Bilby Noble Foundation.

The Board recessed for luncheon in the Union Building at 12:30. Arrangements had been made to have students from Latin-American countries, Professor Kenneth C. Kaufman, Dr. and Mrs. Stephen A. Scatori, as the guests of the Board of Regents.

Following the luncheon, Regent Noble asked that he be excused to attend the funeral of Leslie Fain in Oklahoma City.

The Board reconvened at 1:45 p. m. in executive session in the President's office, after which items on the agenda were presented by Acting President Cross. The outline of the President's report follows:

- A. Progress report on the University College.
  - 1. Resolutions from University College Faculty asking that matter be referred to Senate.
  - 2. Committee of Senate elected to study question.

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## B. Postwar Planning Commission

1. Organization
2. Functions
3. Objectives

## UNIVERSITY PLANNING COMMISSION

## A. Postwar Education of Ex-Service Men

1. Consideration of plans:
  - a. Federal subsidies to educational institutions
  - b. Federal direct aid to ex-service students
  - c. Federal rehabilitation program for ex-service men
2. Consideration of special curricula to meet needs of ex-service men.
3. Personnel:
  - W. B. Bizzell
  - J. F. Brookes
  - Don Garrison

## B. Curriculum Committee - Long range curricular planning for normal student body. Considerations:-

1. With view to carrying out the functions of the University.
2. To simplify local curriculum and avoid unnecessary conflicts.
3. With reference to institutional duplication within, and between our University and other state schools.
4. Personnel:
  - E. D. Meacham, Chairman
  - J. P. Blickensderfer
  - Frank G. Tappan
  - Roy Gittinger

## C. Building Plans and Campus Development - includes:-

1. (a.) Class and laboratory facilities
  - (b.) Other physical facilities
2. (a.) Long range campus planning
  - (b.) Temporary housing for class and laboratory until permanent buildings are available.

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3. Personnel:

Walter W. Kraft, Chairman  
D. B. R. Johnson  
Henry Kamphoefner  
✓ Dr. Tom Lowry  
George E. Wadsack

D. Student Counseling Plan - includes:-

1. Testing
2. Curricular advising
3. General guidance - Dean of Men and Women
4. Personnel studies and clinical advice
5. Consider plans proposed for student guidance center.
6. Personnel:

Fayette Copeland  
Glenn C. Couch  
Dr. F. T. Gastineau  
Ima James  
Virginia Reinecke  
Lewis S. Salter

E. Postwar Utilization of Naval Properties -

1. Aeronautical development
2. Vocational development
3. Use of buildings and other properties
4. Personnel:

Arthur B. Adams, Chairman  
W. H. Carson  
John F. Donelson  
H. V. Thornton  
M. L. Wardell

F. Student Housing -

1. Summer student problems
2. Housing for returned veterans
3. Long range dormitory plans
4. Personnel:

John G. Hervey, Chairman  
Fayette Copeland  
Walter W. Kraft

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G. Projects to Present to Nationwide Foundations -

1. Personnel:

M. L. Wardell, Chairman  
O. J. Eigsti  
J. S. Walton

H. Committee to study state-wide social and economic needs -

1. Aid to sub-normal civilians
2. Personnel:

Charles H. Bumstead  
Robert H. Dott  
Leonard Logan  
Leslie Hewes, Chairman

I. Organization of Extension work to meet state demands -

1. Personnel:

M. L. Wardell, Chairman  
William H. Butterfield  
Ellsworth Collings

J. Service personnel pay schedule - non-teaching - immediate -

1. Personnel:

Emil R. Kraettli, Chairman  
Charles H. Bumstead  
J. L. Lindsey

K. Faculty salary scale and promotion plan -

1. Personnel:

V. E. Monnett, Chairman  
Emil R. Kraettli  
Lewis S. Salter  
C. E. Springer  
Cortez A. M. Ewing

L. State-wide tuition plan for state institutions -

1. Personnel:

J. L. Lindsey           Aute Richards  
Maurice Merrill       Dr. Tom Lowry  
S. W. Reaves

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C. Army and Navy Training Programs

- 1. ASTP . . . . .1,053
- 2. NCTP . . . . . 664
- Total . . . . .1,717

D. ESIMWT Report

- 1. Allotted to Oklahoma in 1943 \$ 360,662.00
- 2. Spent through University of Oklahoma 245,991.85
- 3. Total trained in Oklahoma 9,870
- 4. Total trained by O. U. 6,541

E. Housing

- 1. War Dormitories - 6 occupied
  - a. Recreation Building unfinished
- 2. Masonic Dormitory vacated on January 27, 1944, and released to R. T. Stuart, President, Mid-Continent Life Insurance Co., on February 29, 1944. Notified by registered letter.

F. Financial report:

UNIVERSITY OF OKLAHOMA  
 Summary of Budget  
 January 1, 1944 to June 30, 1944

Budget Division	Amount Allocated for 6 mos. ending June 30, 1944
A. Salaries	\$ 671,546.03
B. Wages	44,759.97
C. Maintenance	<u>178,115.57</u>
	\$ 894,421.57
Reserve for Restoration	121,981.06
Balance 6-30-44 - Revolving Fund	<u>97,814.05</u>
TOTAL	<u>\$ 1,114,216.68</u>

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UNIVERSITY OF OKLAHOMA  
Summary of Available Funds  
as of January 1, 1944

Fund	Appropriation or Estimate for year ending 6-30-44	Expended first 6 months	Unencumbered Balance 1-1-44
<b>STATE FUNDS</b>			
Salaries			
General Revenue 3ld1	\$ 871,500.00	\$ 435,478.46	\$ 436,021.54
Section 13 3lS144	69,245.00	57,605.09	11,689.91
New College 3lN144	28,785.00		28,785.00
Total	\$ 969,530.00	\$ 493,083.55	\$ 476,446.45
<b>MAINTENANCE AND OPERATION</b>			
Maintenance 3ld2	\$ 108,000.00	\$ 61,140.74	\$ 46,859.26
Repair of Buildings 3lb144	18,000.00	9,957.56	8,042.44
Repairs to Equipment 3ld3	10,000.00	1,743.91	8,256.09
Total	\$ 136,000.00	\$ 72,842.21	\$ 63,157.79
<b>EQUIPMENT</b>			
Books 3ld5	\$ 10,000.00	\$ 6,387.44	\$ 3,612.56
Equipment 3ld4	16,000.00	1,343.02	14,656.98
<b>SPECIAL REPAIRS</b>			
Chemistry Building 3lb244	\$ 1,500.00	\$	\$ 1,500.00
Stadium 3lb344	5,000.00		5,000.00
<b>OTHER INCOME</b>			
Revolving Fund			
Balance July 1, 1943	\$ 166,046.60		
Student Fees, etc.	179,099.20	\$ 244,007.06	\$ 101,138.74
Army ASTP	251,232.16		
Navy V-12	197,472.00		448,704.16
Total	\$ 793,849.96	\$ 244,007.06	\$ 549,842.90
<b>TOTAL EDUCATIONAL AND GENERAL</b>	<b>\$ 1,931,879.96</b>	<b>\$ 817,663.28</b>	<b>\$ 1,114,216.68</b>



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F. (Continued)

Dr. Cross discussed the problem of restoration, repairs, and replacements in the fraternity houses taken over for the Army and Navy Training Programs, also on University property, following the close of the program or when leases are cancelled, and urged that some provision be made for a reserve fund from the income from the training program for these purposes. He submitted estimates of costs on various items involved and recommended the adoption of a resolution setting up a reserve. There was a discussion of the matter and the following resolution was proposed:

RESOLUTION

RESOLVED that a Reserve Fund be set up from income through Army and Navy contracts for restoration of property used by the University of Oklahoma in connection with the College Training Program, for the fiscal year beginning July 1, 1943, and ending June 30, 1944, in the total sum of \$ 121,981.06 covering the following items and in the amounts indicated:

Building Values:		
16 Fraternity Houses		
Masonic Dormitory		
Normandie		
Jefferson Commons		
Residence Halls		
War Dormitories	\$ 976,309.00	
Est. 2% for replacements and repairs		\$ 19,526.18
Furniture Value	217,043.71	
Est. 10% for replacements and repairs		21,704.37
Repairs and Improvements Prior to Occupancy of Houses		14,000.51
Crating, Insurance and Storage of Furniture (Fraternity Houses)		2,000.00
Cleaning and Storage of Rugs (Fraternity Houses)		600.00
Termination of Leases on Fraternity Houses (est. 2 mos. average)		9,600.00
Residence Halls - Bonds and Interest due 1943-44		22,750.00
Balance of Payment on Normandie		20,000.00
Alterations on War Dormitories		1,800.00
Repairs and Improvements on Field House		10,000.00
Total Reserve Fund for Restoration (Repairs and Replacements in War Housing Units, University Buildings, and Bond Payments) for fiscal year 1943-44		<u>\$ 121,981.06</u>

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On motion by Regent Wallace, seconded by Regent Hopper, the resolution was unanimously adopted.

G. University Budget at April 12 meeting

- 1. Evaluation of Faculty (Deans and Chairmen of Departments)
- 2. Maintenance Budget allocations

H. Contract with Associated Press for news broadcasts over WNAD - February 17, 1944.

- 1. Cancellation of United Press contract.

Dr. Cross reported that the contract with the United Press for the news service on WNAD will terminate on February 17, 1944, and that with the approval of Regent McBride, a contract has been negotiated with the Associated Press, effective February 17, 1944. A copy of the contract is on file in the President's office.

I. University Calendar.

- 1. Norman campus
- 2. Medical School, Oklahoma City

J. Furniture for President's Home

Dr. Cross reported that so far as he was concerned, it would not be necessary to buy any additional furniture for the President's Home at this time and, for that reason, no budget need be set up as was suggested at the last meeting of the Board.

K. Suggestions concerning architectural service.

There was a discussion concerning the employment of an architect to prepare preliminary floor plans and make estimates of costs of buildings at the Oklahoma City Campus and also at Norman.

Dr. Cross recommended that the President of the University be authorized to seek an additional employee in the Department of Architecture, not only for the work on buildings, but also to assist in the teaching.

Approved.

Regent Wallace read a letter from the State Association of Architects concerning the establishment of a separate School of Architecture, or the transferring of the School to the School of Art in the College of Fine Arts.

Dr. Cross stated he had discussed this matter with Professor Kamphoefner, the Director, and asked that he be permitted to study the matter further and bring a recommendation to the Board at a future date.

Approved.

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L. Report of alleged subversive activities.

This involves charges by Richard Meek, correspondent for the Daily Oklahoman, that Ira Rice, a senior in Journalism, is engaging in subversive activities. Dr. Cross has made a thorough investigation and finds no evidence to substantiate the charges. Mr. Rice graduates at the end of this month.

M. Letter from A. A. U. P.

This is in connection with Martin S. Shockley, who was given a LA classification by the local draft board. The Secretary of the AAUP wrote a letter stating they had been informed that Mr. Shockley had been discriminated against by the University administration in not requesting his further deferment. A full statement concerning the University policy on deferments was sent to the Secretary of the AAUP by Dean Cheadle and to date nothing further has been received from the AAUP. Mr. Shockley took the physical examination and was placed in 4F.

N. Report of visit to Medical School.

1. Status of Professors Emeriti:

Some of the doctors on an "emeritus" status complained that they had not received the recognition for their years of service to which they are entitled. It is planned to issue certificates and make the awards at appropriate ceremonies.

- 2. Admission of higher percentage of girls.
- 3. Building needs totaling \$ 1,700,000.00.

O. Miss Stephenson's request concerning leave of absence.

Margaret Stephenson, formerly Counselor of Women prior to her joining the SPARs, has renewed her request that she be placed on the status of a leave of absence.

Following a discussion, Regent Wallace made a motion that the previous action declining an extension of Miss Stephenson's leave beyond July 1, 1943, for the same reason as originally stated, stand; but that Dr. Cross prepare a letter of recommendation for Miss Stephenson upon her request.

The motion was unanimously adopted.

P. Receipt (gift) of supplementary funds for salaries of Research Professors. (The Vivian Bilby Noble Foundation of Ardmore, Oklahoma.)

Q. Gifts for Research Institute.

Dr. Cross reported that several gifts had been made to the Research Institute and inquired as to the possible conflict with gifts that might be made

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to the University of Oklahoma Foundation. It was suggested that Dr. Cross prepare a resolution concerning gifts to the Research Institute and present it at the next meeting of the Board.

- R. Luncheon in Union Building at 12:30 with Board of Regents and Latin-American students.
- S. President's recommendations.
- T. Annual meeting of Board of Regents on March 8, 1944.

Dr. Cross discussed the question of establishing scholarships for Latin-American students, these scholarships to provide for the waiving of the non-resident fees; the admission of such students to be subject to the approval of the Graduate Council and the Dean of Admission.

It was the sense of the Board that twenty-five such scholarships be established, and Dr. Cross recommended the following regulations under which students may be selected for such scholarships: That

1. Scholarships be limited to a total of twenty-five in any year. Students may take work in any department or professional school of the University, except the School of Medicine.
2. Scholarships be limited to students who have a sufficient knowledge of English to be able to attend regular classes and benefit from instruction.
3. Preference be given to graduate students, but upper division undergraduate students accepted; either men or women.
4. Scholarships be limited to waiving of non-resident fee; any student accepted must have sufficient means to support himself without depending on local financial help or employment.
5. Students must enroll at the beginning of a semester or term. No late enrolments will be accepted.

On motion by Regent Wallace, it was voted to establish twenty-five scholarships under the regulations as recommended by Dr. Cross.

Dr. Cross submitted the following report from Mr. Kraft on overtime employment of the staff of the Utilities Department in connection with housing:

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Regular University Employees Working with the Trainee  
Housing and Messing Program During  
the month of  
January, 1944

<u>Name &amp; Regular Position with Utilities Department</u>	<u>Regular Salary</u>	<u>Type of Work with War Program</u>	<u>Hrs.</u>	<u>Rate</u>	<u>Amount</u>
Elsie Ashley, Secretary	\$ 140.00	Clerical	32	\$ .80	\$ 25.60
L. R. Benning, Plb. & Heating Foreman	250.00	Repair & 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
Ermett C. Graham, Watchman	125.00	Laundry Helper	32	.65	20.80
Lendon Hunt, Chief Engineer	260.00	Repair & Mntnce.	17	1.50	25.50
Roy Thompson, Landscape Asst.	110.00	Cleaning	108	.65	70.20
Jay B. Kelso, Chief Elec- trician	250.00	Elec. Inspection	3	1.42	4.26
Sam Wilson, Storekeeper & Locksmith	150.00	Clerical	30	.85	25.50
				TOTAL	\$ 361.81

Regent McBride asked that he be excused at 3:30 p. m. and Vice-President Chambers took the chair.

Dr. Cross submitted the following items for action:

RESIGNATIONS:

- Marion R. Mangrum, Instructor in Physical Education for Women, effective March 1, 1944.
- Roger J. Goeb, WNAD Music Supervisor, effective January 31, 1944.
- Don Cusenbery, WNAD Assistant, appointed on a temporary basis on December 10, 1943, was called for military service on January 22, 1944.

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RESIGNATIONS (Continued):

Mrs. Bruce Hankins, Employment Secretary for Women, February 15, 1944, services discontinued - temporary appointment.

On motion by Regent Hopper, the resignations were accepted.

APPOINTMENTS:

Sylvia Heller, Secretary, Department of University Utilities at \$ 120.00 a month, effective January 10, 1944, replacing Marian Speigel who resigned December 15, 1943.

Anne McCool Cobean, Secretary to the Dean of the University College, at \$ 125.00 a month, effective February 11, 1944, replacing James W. Henderson, who will be called in the draft on that date. This appointment is on a temporary basis and is to continue only during Mr. Henderson's absence on leave.

Mrs. Emma A. Smith, Machine Operator, Comptroller's Office, at \$100.00 a month, effective January 21, 1944. Mrs. Smith is the wife of Harry E. Smith, Assistant Professor of English. This is a temporary appointment and a replacement for Coramay Wenige who resigned January 1, 1944.

Lorraine M. Maytum, Assistant Professor of Physical Education for Women, at \$ 2,300.00 on a 9-months' schedule, replacing Marion R. Mangrum, who has submitted her resignation. Miss Maytum will teach during the semester ending June 27 (begins March 1, 1944), and again beginning September 1, 1944.

William Alfred Jones, Special Instructor in Chemistry, at \$ 175.00 a month, effective March 1, 1944. Mr. Jones is one of three graduate assistants who have been serving at \$ 75.00 a month, and the three complete their work for the Master's Degree at the close of the current semester. The two other graduate assistants are leaving and there will be a saving of \$ 50.00 a month by employing Mr. Jones at the salary indicated, on a full-time basis.

Mrs. Lorraine Ketchum Cleveland, Special Lecturer in Social Work, at \$ 250.00 for the second semester, March 1 to June 27, 1944. Mrs. Cleveland is Assistant Director of the Oklahoma Department of Public Welfare and will teach the course in public welfare. The budget provides for \$ 450.00 and with this appointment there remains \$ 200.00 in the account.

Rael Fisher Morris, Special Instructor in Civil Engineering, at a salary of \$ 250.00 per month, effective March 1, 1944, replacing C. R. Sandifer, on leave of absence.

On motion by Regent Deacon, the appointments were approved.

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LEAVES OF ABSENCE:

James W. Henderson, Secretary to the Dean of the University College, with the rank of Instructor, beginning February 11, 1944, for military service.

C. R. Sandifer, Professor of Civil Engineering and Mechanics, leave of absence March 1, 1944, because of health, length of leave indefinite, tentatively to March 1, 1945.

On motion by Regent Hopper, the leaves of absence were granted.

RETURN FROM LEAVE OF ABSENCE:

Cecil G. Lalicker, Associate Professor of Geology, granted leave of absence on June 1, 1943, will return to his teaching duties on March 1, 1944. Salary rate \$ 2,925.00 (\$ 325.00 a month).

Leonard Logan, Professor of Sociology, on leave of absence since September 1, 1941, will return to his teaching duties on March 1, 1944. Salary rate \$ 3,276.00 (\$ 364.00 a month).

I desire to report that the Y. W. C. A. Board has appointed Mrs. Margaret Roys Stevenson as Secretary of the Y. W. C. A. In addition to her duties as Y. W. C. A. Secretary, this office also looks after the employment for women students, and the University pays monthly \$ 83.33 to the Secretary for that service. Mrs. Stevenson's husband is a Chaplain in the Navy and she has agreed to remain for the duration, after which her husband will return to preaching. She is the daughter of Professor H. C. Roys of the Physics Department.

Approved.

I recommend that Dr. O. J. Eigsti, Associate Professor of Plant Sciences, be relieved of his teaching duties from March 1 to October 30, 1944. During this time he will be employed as technical consultant on the staff of the Research Institute, his salary being paid by the University of Oklahoma Research Institute.

On motion by Regent Wallace, this recommendation was approved.

PROMOTION:

I recommend that Merl D. Creech, Assistant Professor of Mechanics, be promoted to the rank of Associate Professor, effective February 1,

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1944, and that he be placed on the minimum salary for that rank, namely \$ 2,600.00. His present salary is \$ 2,565.00 and it will involve a \$ 35.00 increase over the nine-months' period.

On motion by Regent Wallace, the recommendation was approved.

SALARY ADJUSTMENTS:

Ethelyn Coleman, Senior Proofreader, University Press, from \$ 140.00 to \$ 150.00 a month, effective February 1, 1944.

Palma Mae Hieronymous, Junior Proofreader, University Press, from \$ 110.00 to \$ 125.00 a month, effective February 1, 1944.

On motion by Regent Deacon, the salary adjustments were approved.

UNIVERSITY INFIRMARY:

I recommend that Dr. W. H. Atkins, for some months on half-time service in the University Infirmary, be employed on a full-time basis, effective January 10, 1944, and that his salary be fixed at the rate of \$ 425.00 a month.

Dr. Gastineau has attempted to find a doctor but has been unable to interest anyone at our salary. Dr. Atkins agreed to return to full-time duty at the salary indicated.

On motion by Regent Wallace, the recommendation was approved.

MEDICAL SCHOOL AND UNIVERSITY HOSPITALS:

I desire to report that Dr. E. R. Musick, appointed Assistant Professor of Medicine on a full-time basis effective January 1, 1944, at a salary of \$ 7,500.00 per annum, has declined to accept this appointment.

The following recommendations, involving major changes in the School of Medicine and Hospitals, by Dean Lowry, and approved by Dr. Chambers, are submitted for approval by the Board of Regents.

Dr. Edward C. Mason, Professor of Physiology and Chairman of the Department, was placed on the salary schedule at \$ 5,400.00 on a twelve-months' basis, effective July 1, 1943. Recommended that he be placed on the salary schedule at the rate of \$ 6,000.00 effective January 1, 1944, which is the same salary paid other men in the School of Medicine in similar positions. Dean Lowry states:



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"I am glad to report that during the past six months he has conscientiously attended to all of the duties of this department and there has been a considerable improvement and a return to his former efficiency."

Louis E. Diamond, Instructor in Biochemistry, was appointed on July 1, 1943, on a nine-months' basis, and this appointment expires April 1. Recommended that his appointment be continued for the months of April, May, and June at his present salary, namely \$ 200.00 a month.

Dr. Ernest Lachman, Associate Professor of Anatomy, was placed on the salary schedule at \$ 4,000.00 on a twelve-months' basis, effective July 1, 1943. Recommended that he be placed on the salary schedule at the rate of \$ 4,500.00, effective January 1, 1944. Dean Lowry states: "Dr. Lachman's services are very valuable, and it would be extremely difficult to replace him at this time, and this salary is deserved." Dr. C. F. DeGaris, Chairman of the Department concurs in this recommendation.

Dr. Donald B. McMullen, Associate Professor of Hygiene and Public Health, and Associate Professor of Bacteriology, was placed on the salary schedule at \$ 4,000.00 on a twelve-months' basis, effective July 1, 1943. Recommended that he be placed on the salary schedule at the rate of \$ 4,500.00, effective January 1, 1944. Dean Lowry states: "Dr. McMullen is a very valuable member of the staff, and this salary increase is well deserved." Dr. John F. Hackler, Professor of Hygiene and Public Health concurs in this recommendation.

Approved.

SABBATICAL LEAVE OF ABSENCE:

T. M. MacDonald, Associate Professor of Pathology, is making application for leave of absence from September 1, 1944, to September 1, 1945, under the regulations governing sabbatical leaves. He came to the University as Assistant Professor of Pathology in 1925 and in 1936 was promoted to the rank of Associate Professor. He has served continuously since his original appointment except during the years 1931-32 and 1932-33 when he was on leave of absence, without pay, in order to complete his work for the degree of Doctor of Medicine. Dr. Turley, chairman of the Pathology Department, and Dean Lowry recommend that the leave be granted; I concur in the recommendation. Dr. MacDonald expects to spend the year as an interne in an approved hospital.

Approved.

Recommended that the name of the Department of Hygiene and Public Health be changed to Department of Preventive Medicine and Public Health; and that the titles of Dr. John F. Hackler and Dr. Donald B. McMullen be changed

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accordingly. Dean Lowry states: "The title of Preventive Medicine and Public Health is a better description of the activities and scope of the department, and is in conformity with other schools of medicine throughout the United States."

On motion by Regent Wallace, the recommendation was approved.

Routine changes in the University and Crippled Children's Hospitals in Oklahoma City, involving minor employees, have been submitted for approval by Dean Lowry. These changes have been approved by Dr. Chambers. I recommend approval by the Board of Regents.

UNIVERSITY HOSPITAL: (Submitted January 10, 1944.)

- Item No. 4. J. D. Everett, Head Bookkeeper, salary increased from \$160.00 to \$170.00 January 1, 1944. (Increase of \$10.00 per month.)
- Item No. 5. Lavada Smith, Claim Clerk, salary increased from \$125.00 to \$135.00 January 1, 1944. (Increase of \$10.00 per month.)
- Item No. 6. Jeanette Ervin, Finan. Investigator, salary increased from \$110.00 to \$120.00 January 1, 1944. (Increase of \$10.00 per month.)
- Item No. 7. Florine Fox, Cashier, salary increased from \$110.00 to \$125.00 January 1, 1944. (Increase of \$15.00 per month.)
- Item No. 8. Bonnie Quaranto, Ass't. Cashier, salary increased from \$100.00 to \$110.00 January 1, 1944. (Increase of \$10.00 per month.)
- Item No. 9. Avis Ferguson, Bookkeeper and Ass't. Cashier, salary increased from \$100.00 to \$110.00 January 1, 1944. (Increase of \$10.00 per month.)
- Item No. 10. Ina Marie Newton, Purchase Order Clerk, salary increased from \$110.00 to \$120.00 January 1, 1944. (Increase of \$10.00 per month.)
- Item No. 11. Ella Campbell, Personnel Clerk, salary increased from \$100.00 to \$110.00 January 1, 1944. (Increase of \$10.00 per month.)
- Item No. 13. Abbie Lee Lacey, Information Clerk, resigned November 30, 1943, salary \$85.00.  
Lou Ella Holden, Information Clerk, transferred from Item No. 4, Children's Hospital, replacing Abbie Lee Lacey, resigned, salary to remain \$85.00. (No increase.)
- Item No. 16. Wilbur H. Young, Storeroom Clerk, salary increased from \$100.00 to \$110.00 January 1, 1944. (Increase of \$10.00 per month.)

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- Item No. 18. Elmer Payton, Storeroom Clerk, transferred to Item No. 27, University Hospital. (Reported on December 2, 1943.) Alice Brammer, Storeroom Clerk, employed December 4, 1943, vice Elmer Payton, transferred, salary \$85.00. (No increase in salary budget.)
- Item No. 23. Grace Parrish, Stenographer, resigned December 18, 1943, salary \$100.00. Mildred A. Jackson, Stenographer, employed November 24, 1943, vice Grace Parrish, resigned, salary \$100.00.
- Item No. 24. Prentice McKnown, Admitting Clerk, resigned December 23, 1943, salary \$100.00. Alice Brooks, Admitting Clerk, employed December 16, 1943, vice Prentice McKnown, resigned, salary \$100.00.
- Item No. 27. Elmer Payton, Messenger, resigned December 10, 1943, salary \$85.00. (No replacement made as yet in this position. Temporary saving of \$85.00 per month.)
- Item No. 31. Thelma Muir, General Staff Nurse, resigned December 13, 1943, salary \$110.00. Virginia Dorlye Hinkelman, General Staff Nurse, employed December 2, 1943, vice Thelma Muir, resigned, salary \$110.00. (No increase in salary budget.)
- Item No. 46. Alma Nicklas, Technician, resigned December 27, 1943, salary \$125.00. (No replacement made as yet in this position. Temporary saving of \$125.00 per month.)
- Item No. 58. Bertha Garriott, Laboratory Assistant, salary increased from \$100.00 to \$110.00 January 1, 1944. (Increase of \$10.00 per month.)
- Item No. 56. Fannie Mae Jones, Record Clerk, employed December 7, 1943, salary \$85.00. (Works part time in Laboratory and part time in Record Office.) Replaces former part-time employee, Helen Schmidt, who resigned to enter Medical School. (Increase of \$35.00 per month in salary budget.)
- Item No. 64. Sally Stevens, Photographer, transferred to Ward Aide December 31, 1943, salary reduced from \$90.00 to \$70.00. Marian Rone, Photographer, employed December 29, 1943, vice Sally Stevens, transferred, salary \$90.00. (No increase in salary budget.)
- Item No. 81. Juanita Granger, Nursing Arts Instructor, part-time, resigned December 31, 1943, salary \$75.00. (Temporary saving of \$150.00 per month in this position as it is set up for this amount in the salary budget.)
- Item No. 94. Emogene Johnston, Head Nurse, resigned December 24, 1943, salary \$120.00. Anna Bieberle, promoted from General Staff Nurse, Item No. 106, to Head Nurse, vice Emogene Johnston, resigned, salary increased from \$110.00 to \$120.00 January 1, 1944. (No increase.)

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- Item No. 106. Anna Bieberle, General Staff Nurse, transferred to Item No. 94, University Hospital, salary \$110.00. Kay Scott Franklin, General Staff Nurse, employed December 6, 1943, vice Anna Bieberle, transferred, salary \$110.00. (No increase.)
- Item No. 144. Herman Busch, Janitor, resigned October 4, 1943, salary \$90.00. (Temporary saving of \$90.00 per month.)
- New Position. Betty McLemore, General Staff Nurse, employed December 6, 1943, salary \$110.00.
- New Position. Elsie Barbknecht, General Staff Nurse, employed December 13, 1943, salary \$110.00.
- New Position. Ruth Harms, General Staff Nurse, employed January 1, 1944, salary \$115.00.
- Item No. 203. Steve Carder, Laundryman, resigned December 31, 1943, salary \$150.00. R. D. Whitlock, Laundryman, employed December 6, 1943, vice Steve Carder, resigned, salary \$175.00. (Increase of \$25.00 per month in salary budget.)
- Item No. 207. Alvin Adams, Ass't. Laundryman, employed December 21, 1943, salary \$75.00. (Replacing James Schockley, transferred as reported on December 2, 1943 report. No increase in salary budget.)
- Item No. 209. Esther Horton, Laundress, resigned December 1, 1943, salary \$75.00. (Replaced by laundress at lower salary.)
- Item No. 221. Roy Arnold, Engineer, transferred to Item No. 233, Maintenance Man (new position), salary to remain \$140.00. D.B. Cummings, Engineer, employed December 15, 1943, vice Roy Arnold, transferred, salary \$140.00.
- Item No. 232. C. L. Haggard, Painter, resigned December 4, 1943, salary \$120.00. Herbert E. Crumrine, Painter, employed January 10, 1944, vice C. L. Haggard, resigned, salary \$120.00. (No increase.)
- Item No. 233. Roy Arnold, transferred from Engineer to Maintenance Man, salary to remain \$140.00. (Increase of \$140.00 per month in salary budget.)

CRIPPLED CHILDREN'S HOSPITAL:

- Item No. 2. Warren O. Havelly, Machine Bookkeeper, salary increased from \$125.00 to \$135.00 January 1, 1944. (Increase of \$10.00 per month)
- Item No. 4. Golda Allen, Information Clerk, employed November 23, 1943, salary \$85.00, vice Lou Ella Holden, transferred to Item No. 13, University Hospital. (No increase in salary budget.)

February 9, 1944.

- Item No. 9. Jessie Lee Smith, Storeroom Clerk, employed January 5, 1944, vice Bruce Burdick, resigned, salary \$80.00. (No increase in salary budget.)
- Item No. 17. Mary Ann Ast, Clerk, resigned December 31, 1943, salary \$95.00. Ruth Carroll, Clerk, employed January 6, 1944, vice Mary Ann Ast, resigned, salary \$95.00. (No increase.)
- Item No. 24. Bernita Stacey, Stenographer, resigned January 6, 1944, salary \$110.00. Bonnie Smith, Stenographer, employed December 31, 1943, vice Bernita Stacey, resigned, salary \$110.00. (No increase.)
- Item No. 26. Dorothy Geason, Technician, resigned, December 13, 1943, salary \$135.00. Sara Beth Ames, Technician, employed January 1, 1944, vice Dorothy Geason, resigned, salary \$120.00. (Decrease of \$15.00 per month in salary budget.)
- Item No. 33. Geneva McCoy Knight, Dental Hygienist, employed December 6, 1943, vice Helen Dodson, resigned September 24, 1943, salary \$130.00. (No increase in salary budget.)
- Item No. 35. George Tiefel, Ass't. Bracemaker, resigned December 31, 1943, salary \$125.00. (Temporary saving of \$125.00 per month in salary budget.)
- Item No. 38. A. L. Swenson, Asst. in Orthopedics, resigned December 31, 1943, salary \$416.66. (Temporary saving of \$416.66 per month.)
- Item No. 55. Helen Roberts, promoted from General Staff Nurse to Asst. Oper. Room Supv., salary increased from \$115.00 to \$125.00 January 1, 1944. (Transferred from Item No. 72, Children's Hospital. No increase in salary budget as this position is set up for \$125.00).
- Item No. 72. Sada Majors, General Staff Nurse, employed December 15, 1943, vice Helen Roberts, promoted to Item No. 55, above, salary \$110.00. (Decrease of \$5.00 per month in salary budget.)
- New Position. Mable R. Miller, General Staff Nurse, employed December 6, 1943, salary \$110.00. (Increase of \$110.00 per month.)
- Item No. 103. Claude Nettles, Janitor, resigned December 31, 1943, salary \$90.00. (Temporary saving of \$90.00 per month.)
- Item No. 137. John F. Foster, Asst. Laundryman, employed January 4, 1944, salary \$80.00, vice Frank Carder, transferred to Item No. 204, University Hospital. (Increase of \$5.00 per month.)

Total increase \$765.00; total decrease \$15.00. Net monthly increase \$750.00 per month.

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There are temporary savings listed that will more than offset the monthly increase listed.

There are some new positions shown for General Staff Nurses. These nurses were employed as they became available, as there are several resignations to be effective in January, 1944.

The following changes in personnel in the University Hospitals were submitted on January 31, 1944:

- Item No. 23. Mildred A. Jackson, Stenographer, resigned January 8, 1944, salary \$100.00. Elwilda Jackson Snow, Stenographer, employed January 14, 1944, vice Mildred A. Jackson, resigned, salary \$110.00. (Increase of \$10.00 per month.)
- Item No. 49. Doris L. Miller, Laboratory Technician, salary increased from \$135.00 to \$140.00 January 1, 1944. (Increase of \$5.00 per month in salary budget.)
- Item No. 52. Eleanor Carlston, Laboratory Technician, resigned January 11, 1944, salary \$135.00. Mary Dot Calhoun, Laboratory Technician, employed January 17, 1944, vice Eleanor Carlston, resigned, salary \$140.00. (Increase of \$5.00 per month.)
- Item No. 53. Virginia Sitter, Laboratory Technician, salary increased from \$120.00 to \$130.00 January 1, 1944. (Increase of \$10.00 per month.)
- Item No. 54. Mary Hangen, Laboratory Technician, salary increased from \$120.00 to \$130.00 January 1, 1944. (Increase of \$10.00 per mo.)
- Item No. 57. Gladys Young, Stenographer, salary increased from \$120.00 to \$125.00 per month, January 1, 1944. (Increase of \$5.00 per mo.)
- Item No. 95. Aileen Barbo, promoted from Item 103, General Staff Nurse to Head Nurse, salary increased from \$110.00 to \$120.00 January 1.
- Item No. 103. Wanda Beauregard, transferred to Item No. 103 from Item No. 95, salary decreased from \$120.00 to \$110.00 January 1, 1944. Head Nurse to General Staff Nurse.
- New Position. Mildred Henson, General Staff Nurse, employed January 10, 1944, salary \$115.00.
- New Position. Thelma Muir, General Staff Nurse, employed January 25, 1944, salary \$110.00.
- New Position. Dorothy Vinson, General Staff Nurse, employed January 17, 1944, salary \$115.00.
- New Position. Janet Kyle, General Staff Nurse, employed January 17, 1944, salary \$110.00.

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- Item No. 125. Jimmie Smith, Orderly, resigned January 31, 1943, salary \$75.00. Jesse R. Hodges, Orderly, employed January 25, 1944, vice Jimmie Smith, resigned, salary \$75.00. (No increase.)
- Item No. 126. Clyde Thomas Barnes, Orderly, employed January 25, 1944, salary \$75.00. (This position has been vacant since November 23, 1943. No increase in salary budget.)
- Item No. 144. A. C. Adams, Janitor, employed January 27, 1944, salary \$90.00. (This position has been vacant for some time. No increase.)
- Item No. 207. Alvin C. Adams, Ass't. Laundryman, resigned December 28, 1943, salary \$75.00. LeRoy Stewart, Ass't. Laundryman, employed January 12, 1944, vice Alvin C. Adams, resigned, salary \$90.00. (Increase of \$15.00 per mo.)
- New Position. Edward E. Brown, Painter, employed January 11, 1944, salary \$120.00.

CRIPPLED CHILDREN'S HOSPITAL:

- Item No. 8. Lloyd Wickoff, Storeroom Clerk, resigned January 12, 1944, salary \$80.00. (Temporary saving of \$80.00 per month as no replacement available at this time.)
- Item No. 24. Bonnie Smith, transferred from Stenographer to Relief Information Clerk, salary decreased from \$110.00 to \$85.00. Jayne Titus, Stenographer, employed January 17, 1944, vice Bonnie Smith, transferred, salary \$110.00. (This will make an increase in the total budget of \$85.00 per month for the new position of Relief Information Clerk. However, this employee is to relieve information clerks for days off, sick leaves, vacation leave, etc. Other days are to be spent as Storeroom Clerk where there are several vacancies.)
- Item No. 36. Gerald Meyers, Ass't. Bracemaker, salary increased from \$75.00 to \$85.00 January 1, 1944. (Increase of \$10.00 per month in the salary budget. There is still a vacancy in this department, a temporary saving of \$125.00 per month.)
- Item No. 94. Bettie Atchley, General Staff Nurse, resigned January 15, 1944, salary \$110.00. Hilda W. Cooper, General Staff Nurse, employed January 15, 1944, vice Bettie Atchley, resigned, salary \$110.00.
- New Position. Ben Benningfield, Painter, employed January 17, 1944, salary \$120.00.

Total monthly increase - \$845.00.

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Note: Of the above amount, only \$70.00 is an increase over present salary. The general staff nurses are employed when available. There has been need for the position of Relief Information Clerk for several months as we are unable to furnish relief from the Business Office for the regular Information Clerks as was done previously. We have been without services of two painters for several months and our general maintenance painting has not been kept up.

The following are routine changes in the personnel of the School of Medicine:

Item No. 10. Bobbie Castila, Assistant Property Clerk, salary increased from \$90.00 to \$100.00 November 1, 1943. (Increase of \$10.00 in salary budget.)

Item No. 61 $\frac{1}{2}$ . Thelma Lane, Secretary to Professor of Surgery, employed December 20, 1943, salary \$120.00. (Increase of \$120.00 in salary budget.)

Esther Ratliff, Secretary to Professor of Hygiene and Public Health, employed January 11, 1944, salary \$125.00.

Total monthly increase in salary budget, \$ 255.00.

On motion by Regent Hopper, the routine changes in the School of Medicine and the University Hospitals were approved.

Dr. Cross stated that some complications had arisen in connection with the leasing of the war dormitories and asked that Dean Cheadle make a report and present resolutions which had been suggested by a representative of the Federal Housing Agency and the Attorney General's office.

Dean Cheadle explained that the complication arose over the fact that according to the Constitutional Amendment adopted in 1941, it would not be possible to sign the contract with the FHA for an annual rental of \$ 38,611.88 on the dormitories unless the funds for such payment were on hand at the time the contract is signed. He presented the following resolution, which is self-explanatory.

#### RESOLUTION

WHEREAS, The State of Oklahoma acting by and through the State Board of Public Affairs and the Regents of the University of Oklahoma, hereinafter called the "Lessee," have entered into a lease agreement with the United States of America, acting through the Federal Public Housing Authority, hereinafter called the "Lessor," by the terms of which the United States of America leases and demises 896 dormitory units and all equipment, fixtures, appurte-



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nances, on FPHA Project No. OKLA-34071, located on property owned by the University of Oklahoma, and

WHEREAS, The Lessee has agreed to pay an annual rent of \$ 38,611.88, and

WHEREAS, The premises leased are to be used for the housing of Army and Navy Trainees, and

WHEREAS, By the terms of House Bill 403 of the 1943 Legislature, there was appropriated the sum of \$ 200,000.00, which was placed in and credited to the "Revolving Fund of the Oklahoma State Regents for Higher Education" to be used for the purpose of "providing quarters, barracks, mess halls and other necessary buildings \*\*\* necessary and incident to the training of persons pursuant to activating contracts with the United States of America in the training of such persons."

NOW THEREFORE, The Board of Regents of the University of Oklahoma requests that the Oklahoma State Regents for Higher Education allocate to the University the sum of \$ 38,611.88 out of the money appropriated by House Bill No. 403 of the 1943 Legislature for the Revolving Fund of the Oklahoma State Regents for Higher Education, which sum is to be used to pay said annual rental due the Federal Public Housing Authority as provided for in said lease.

Dated this 9th day of February, 1944.

REGENTS OF THE UNIVERSITY OF OKLAHOMA

By /s/ Joe W. McBride  
President of the Board of Regents  
of the University of Oklahoma

Attest:

/s/ Emil R. Kraettli  
Secretary

The resolution was unanimously adopted on motion by Regent Wallace, seconded by Regent Hopper.

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In order to provide for the repayment of the "loan" from the State Regents' Revolving Fund, the following resolution was proposed:

## RESOLUTION

BE IT RESOLVED, By the Regents of the University of Oklahoma that the comptroller of the University of Oklahoma be and he is hereby directed to earmark and keep on hand at all times out of the payments received by the University for the housing of Army and/or Navy trainees an amount that, together with the amount allocated to the University by the Oklahoma State Regents for Higher Education for rental payments to the Federal Public Housing Authority, shall equal the total annual rental due the Federal Public Housing Authority under the terms of a lease of FPFA Project No. OKLA-34071 or any renewal thereof.

Dated this 9th day of February, 1944.

REGENTS OF THE UNIVERSITY  
OF OKLAHOMA

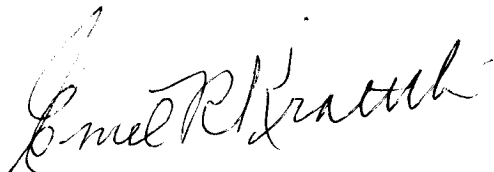
By /s/ Joe W. McBride  
President

Attest:

/s/ Emil R. Kraettli  
Secretary

The resolution was unanimously adopted on motion by Regent Wallace, seconded by Regent Hopper.

There being no further business, the meeting was adjourned at 4:20 p. m.



Emil R. Kraettli, Secretary.