

MINUTES OF A REGULAR MEETING
REGENTS OF THE UNIVERSITY OF OKLAHOMA
THURSDAY, DECEMBER 13, 1951 - 10:00 a.m.

The Regents of the University of Oklahoma met in regular session on Thursday, December 13 (meeting postponed one day as President Cross requested at the November meeting).

The following were present: Regent Shepler, President, presiding; White, Benedum, Morgan, Little. Absent: Regents Shartel, Foster.

The minutes of the meeting held on November 14 were approved.

President Cross stated he had asked Dean Everett to meet with the Regents for a discussion of the financial situation in the University Hospitals, and the Dean was invited to the meeting.

President Cross called attention to the communications in the agenda (Item #13) which included a statement of estimated income and proposed expenditures for the current fiscal year. There is also included in the agenda (Item #12) a communication from T. G. Sexton, Administrative Assistant, State Regents for Higher Education and a "Statement of the Oklahoma State Regents for Higher Education Concerning Budget Problems at University Hospitals." A copy of this statement follows:

"At the regular meeting of the Oklahoma State Regents for Higher Education on November 26, 1951, the following communication by the Regents was directed to the University of Oklahoma, President Cross, the Regents of the University of Oklahoma and the University Hospitals:

It appears that the University Hospitals will have difficulty in securing sufficient revenue with which to operate the hospitals properly for the current fiscal year; and

That the Oklahoma State Regents for Higher Education do not have any available money with which to supplement funds of the Hospitals;

That all concerned desire that maximum efforts be made to secure from legal sources sufficient funds with which to operate;

That there is no authority to create obligations in excess of anticipated revenue;

That it is the practice of teaching hospitals in other states to admit private pay patients and it is believed that it is desirable for the medical student to come in contact with such patients during his training period;

That the State Legislature, through Title 70, Sections 1253 and 1256, O. S. 1941, provided that such a program be followed;

That facilities for private pay patients have been provided by the Legislature;

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That some private pay patients have been and now are being admitted to the University Hospitals;

That in view of possible losses in revenue resulting from a recent Supreme Court decision concerning crippled children's funds from county sources, the budget problems at the University Hospitals have increased; and

That, in conformity with Article XIII-A of the Constitution of the State of Oklahoma, the University Hospitals are primarily teaching agencies of the University of Oklahoma School of Medicine and would not need to be a part of the Oklahoma State System of Higher Education if these were solely charity and public welfare service hospitals for indigents only.

Therefore, in view of all the above, the Oklahoma State Regents for Higher Education hereby authorize and strongly recommend that the University Hospitals accept additional private pay patients as directed by law, to the extent deemed necessary and practical by the governing board of the institution, in order that adequate teaching facilities may be maintained."

President Cross reminded the Regents that at the September meeting hospital authorities were authorized to convert 60 charity beds to private pay beds in order to raise additional revenue.

Dean Everett was asked to present his statement.

The Dean stated that he and the faculty are very much concerned about the conversion of charity beds to private pay beds since this will reduce the clinical facilities which are already below the minimum standards for the number of medical students requiring this training. The last Legislature passed ~~two~~ bills - one for the Crippled Children's Commission and one which would have provided income through the Welfare Commission - both of which were vetoed by the Governor. Also, as a result of the recent Supreme Court decision, the counties are not paying for the charity patients. By converting the 60 beds for private patients we might reduce the deficit from an estimated \$204,000 to \$125,000. The State Regents have informed us they have no funds for further allocations and unless other state funds become available I do not see how our budget can be balanced. If 71 additional charity beds are closed we will make some saving, but that will further reduce our clinical facilities.

President Cross stated that unless we can work out something we will face a deficit and there is no authority for creating obligations in excess of anticipated revenues, with a penalty for such action. He stated the budget must be balanced and that he will not be a party to creating a deficit.

Dean Everett stated he would not be a party to such a situation, and that he is very much concerned about the training for medical students which will be affected if further reductions are made by closing services.

Inquiry was made as to whether the Governor has funds from which a supplementary allocation could be made.

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The President stated that in the conference with the Governor he was sympathetic, and had given assurance he would not do anything to hurt the institution. He did not say that he would support a deficiency.

Regent Benedum stated as follows: "I think before we take drastic action we should see the Governor again." After further discussion, Regent Benedum offered the following motion, and it was approved.

"That a full report be made to the State Regents for Higher Education in regard to the financial problems of the University Hospitals, that their attention again be directed to the deficiency of approximately \$204,000 which will accrue by June 30, 1952; that they be advised that if 60 beds are opened for pay patients and there is a 90% occupancy, there will still be a deficiency of \$125,000 on July 1, 1952; and that the Regents of the University of Oklahoma request the state Regents to confer with Governor Murray in an effort to induce him to cover this deficiency from his contingency fund."

President Cross brought up again the question of the University's purchasing policy which was discussed at the special meeting in November, 1950, and again on December 15, 1950. At the latter meeting it was voted "that the President instruct the Purchasing Department to make purchases from firms within the state when prices on identical items are the same as those offered by firms outside the state."

A careful accounting on prices has been made during the year by Mr. Kimrey who believes that the University is losing from 12 to 15% by restricting purchases to Oklahoma firms. He stated that concerns outside the state are reluctant to submit bids under our present policy. The Refinery Supply Company of Tulsa objects to our accepting bids from a competitive firm which has established an office in Tulsa but does not manufacture or maintain a stock in Oklahoma.

Following a discussion of the matter it was voted, on motion by Regent Morgan, that the President be instructed to make purchases for supplies and equipment on the lowest bids submitted on total orders including franchise or fixed price items, quality and other factors being considered. It was the sense of the Regents that on equal bids Oklahoma firms should be given first consideration.

President Cross reported with reference to the conference held in Kansas City recently attended by faculty representatives of the Big 7 schools and also by the Presidents and the coaches of the respective institutions. The Presidents and coaches did not attend all sessions. Out of the final meeting on Sunday (December 9) of the faculty representatives came some regulations which we could not approve. One provides that there shall be no post-season participation whatever. This would prohibit our athletes from competing in national championships, such as wrestling, swimming, or the Olympics. Another was that the coaches cannot go out to see athletes, and it would not permit the alumni to have anything to do with prospective athletes coming to the University to look the institution over. A violation of this regulation would make the athlete ineligible. If they do not change some of their actions we face a very serious situation. The regulations as they now stand become operative in September of 1952.

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The matter was discussed, following which Regent Little moved, and it was unanimously voted "if the conference does not modify these regulations the University of Oklahoma will go independent."

The Regents requested that each be furnished with a copy of the regulations of the Conference. Also that Bud Wilkinson be present at the January meeting of the Regents for a discussion of the matter.

Following recess for luncheon the items on the agenda were presented.

President Cross reported that the State Regents for Higher Education had approved an amendment to the previous action thereby permitting issuance of duplicate diplomas or certificates of graduation as recommended by the Regents at the October 10 meeting.

Also, that the State Regents have approved the change in degrees as recommended by the faculties of the College of Business Administration and the College of Education by substituting the term "Business" for "Commercial" thereby awarding the degree of Bachelor of Science in Business Education and Master of Business Education in the College of Education and the Graduate College, respectively.

OIL LEASE - CUSTER COUNTY FARM

President Cross reported that Mr. V. A. Brill, who leased the Crippled Children's Hospital farm in Custer County for oil and gas, desires to assign part of the lease to the Ohio Oil Company.

Paragraph 11 of the lease provides:

"11. No transfer or assignment of this lease or any part thereof, shall be valid, or convey any right in the assignee without the consent in writing of the Regents, and such assignee shall furnish a bond to the satisfaction of the Regents conditioned for the faithful performance of the covenants and conditions of this lease, and pay an assignment fee of Five Dollars."

RECOMMENDATION:

That the Board of Regents consent to conveyance of part of V. A. Brill's lease on the Crippled Children's hospital land in Custer County to the Ohio Oil Company, provided that the Ohio Oil Company (1) furnish a good and sufficient bond in the sum of \$1,000 for the faithful performance of this lease; (2) pay an assignment fee of Five Dollars; and (3) record the assignment with the Register of Deeds of Custer County, Oklahoma.

Approved.

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President Cross recommended that the Regents accept the completed job of the Classroom Addition and Improvements to Memorial Stadium as recommended by the architects and Mr. Kraft, and that final payment in the amount of \$24,541.56 to the contractor, the Harmon Construction Company, be authorized.

Approved.

DELTA TAU DELTA FRATERNITY VACANT LOTS - WENTZ PROPERTY

President Cross reported that the Delta Tau Delta Fraternity at 630 Elm Street has requested permission to landscape and beautify the four lots owned by the University which adjoin their property on the north. At the present time cars are parked on these vacant lots.

President Cross recommended that the Regents permit the Delta Tau Delta Fraternity to landscape and beautify these lots with the understanding that the fraternity will not erect any structure of any kind on the property, and provided further that the fraternity agree to surrender all rights to use the lots at any time when requested to do so by the University.

Approved.

SCHOLARSHIPS

President Cross recommended that the previous action (February, 1949) whereby one-year scholarships to outstanding high school seniors (at least fifty each semester) for value of \$75 a semester or \$150 a year were granted, be changed to provide for \$50 a semester or \$100 a year scholarships. This would permit granting more scholarships for the same amount of money available.

Approved.

The agenda included the following statement and recommendation concerning a 40-hour per week for non-academic personnel:

"For the last year, administrative officers of the University have been giving serious study to the possibility of placing all non-academic employees on a 40-hour week employment basis. Employees of the University Press Printing Division have been on a 40-hour week for many years, in order to conform to the standard working conditions for union printers. The University also employs members of the Building Trades Unions on a 40-hour basis, for the same reason.

In September of this year, the University Employee Council delivered to me a formal resolution recommending that consideration be given to the immediate adoption of a standard 40-hour work week for non-academic employees.

Last month, a group of twenty of the University's administrative officers who are those most concerned with the University's business pro-

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cedures and non-academic personnel problems discussed the 40-hour week proposal and decided to recommend adoption of the 40-hour week effective January 1, 1952.

It is contemplated that this would mean a five-day week for most employees below the supervisory levels, but that offices dealing regularly with students and the general public would be open on Saturday mornings. It is believed that in some offices supervisory personnel could take care of all essential business on Saturday mornings, but that in some offices other employees would be necessary. It is believed that the minimum staff necessary for Saturday morning operation can be provided in any office where it is necessary by rotating Saturday morning assignments or by other adjustments of working hours.

The reasons for the recommendation for adoption of a 40-hour week include:

(1) The 40-hour week has been adopted almost universally by industry and the Federal government, and by a great many business and professional offices all over the country.

(2) In recruiting non-academic personnel, the University must compete with Tinker Field, Oklahoma City business and industry, and numerous business offices in Norman which offer employees a 40-hour week.

(3) The University must depend upon married women to a considerable extent to meet the need for office and clerical employees, and a five-day week is greatly desired by such employees.

(4) A change to a 40-hour week would help employee morale at a time when limitations on our financial resources prevent a general upgrading of the salary scale, and should help to prevent the rapid turnover caused by a long work week.

(5) The adoption of a 40-hour week is one of the principal objectives of two AF of L labor unions which are now requesting recognition as exclusive bargaining agents for certain groups on non-academic employees of the University. The administrative officers of the University concerned with this problem indicated in their conference that they would much prefer going to a 40-hour week on recommendation of the University's own Employee Council, than possibly doing it later under pressure from labor unions.

Dr. John B. Cheadle, Legal Adviser to the President's Office, has reported after examining the Oklahoma statutes that he finds no legal barrier to the adoption of a 40-hour week.

RECOMMENDATION:

That the board of Regents authorize a standard 40-hour work week for non-academic employees of the University of Oklahoma, including the School of Medicine and Hospitals, effective January 1, 1952, with such exceptions as the President of the University may find necessary for effective operation of the University.

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The matter was discussed and on motion by Regent Morgan it was voted to approve the recommendation.

The following statement on the establishment of the American Indian Institute giving the purposes and aims of the Institute was presented:

AMERICAN INDIAN INSTITUTE

As early as 1931 the Regents of the University approved the proposal for the establishment on the campus of an Institute of Indian Culture. A bill (HR6397) concerning an Institute was introduced in Congress but no action was taken at that time, although our Senators and Representatives in Congress gave their full support, as did the Commissioner of Indian Affairs. In February of 1937, the Regents adopted a resolution in support of the bill introduced in the Seventy-Fifth Congress providing for the establishment of an Institute of Indian Education at the University of Oklahoma.

Some time ago I appointed a committee to study the possibility of establishing an American Indian Institute at the University of Oklahoma and this committee has submitted a report setting forth the aims and objectives of such an Institute. The committee recommends that the Regents reaffirm its previous action and that the Institute be named the American Indian Institute, and that an acting director be appointed. I concur in this recommendation and the approval of the following statement of organization:

ORGANIZATION OF THE AMERICAN INDIAN INSTITUTE

NAME

The name of the organization shall be the American Indian Institute, at the University of Oklahoma.

PURPOSE

The purpose of the Institute is to coordinate and promote existing programs concerned with the American Indian and his problems, and to initiate and develop new fields of endeavor that may lead to a better understanding of the Indian. In addition, the Institute must make every effort to help the Indian to understand more fully the white man's society of which he must eventually become a part. To develop a knowledge of the Indian and his problems will involve a study of various phases of human activities, some of which are listed below.

CULTURAL

The cultural aim of the American Indian Institute is to preserve significant Indian culture as distinguished from the white man's culture as interpreted today. The culture contributed by the Indians should be emphasized and preserved. It is also the aim to integrate certain constructive and beneficial cultural conceptions of the American Indian into the white man's society.

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The Institute is a center of information on materials and data which reflect an active interest in the American Indian. There should be a preservation of the objects of the daily life of the Indian, in peace and in war, as historical evidence of his cultural pattern. These tangible objects are one of the important phases around which the activity of the Institute will revolve. It has been demonstrated that the American Indian has certain abilities to portray life as he sees it existing today in a different way than that of the white man. However, there is no reason to believe that he cannot interpret his past, certainly as well as the white man can interpret it for him. The Indian certainly has valuable contributions to make in the field of indigenous American Literature, art, music and humanities in general.

In accomplishing the aims set forth, there should not be developed the idea of setting the Indian apart from the white man or any other race. The aim simply is to find whether or not there are cultural contributions to be made in the promotion of a better understanding of the Indians in order to prepare them for responsible citizenship.

EDUCATIONAL

One of the objectives of the Institute will be to provide more and better educational facilities for those Indians who have had little opportunity for benefiting from existing facilities. This can be done by means of scholarships and grants-in-aid to promising young Indians and by furnishing these students council and guidance in their educational programs. At the same time scholarships and grants-in-aid may be given to non-Indian students to promote research in the various fields touching Indian culture and history. Finally, the Institute should use its influence to secure better educational facilities for all Indians.

RESEARCH

There should be basic research conducted with the materials and historical data that will be available to the Institute, and an analysis and publication of the results. All phases of Indian life will be covered by this research and particular emphasis may be placed on any single phase whenever it is deemed beneficial.

SOCIAL AND ECONOMIC

While many of the Indians of Oklahoma have been integrated into the social and economic pattern of the people of the state, there still remains thousands whose scale and standard of living are low and who have not yet been able to bridge the gap between their own culture and the existing culture. The Institute should seek to learn everything possible about the conditions under which the Indians live, and to work with various agencies, national, state and local, that seek to improve them. Its work, however, is not to be construed as limited to the Indians of Oklahoma, but extends to those of the United States as a whole.

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RELIGIOUS AND POLITICAL

Special studies will be undertaken in the field of Indian religion as it was before the coming of the white man, and as it still exists and is practiced in some tribes. The question of why the Indians in Oklahoma have been able to contribute so many leaders in politics and government may well be a subject for research. The Institute should win the confidence of any purely Indian organizations now existing and of those individual Indians who still cling closely to their tribal culture and are distrustful of any effort on the part of the white man to induce them to change.

ADMINISTRATION

The Institute shall be administered by a director and an advisory board of not less than five members, to be appointed by the President of the University of Oklahoma. This board will be representative of the various units of the University who are basically concerned with Indian affairs. The director should be appointed by the President, probably on the advice and recommendation of the board or council. The director should be the executive officer responsible for carrying out the aims and objectives of the organization.

President Cross Recommended approval.

Approved.

President Cross recommended that the following action on University personnel be approved:

LEAVES OF ABSENCE:

Howard W. Larsh, Professor, Department of Plant Sciences, leave of absence without pay from June 1, 1952 to June 1, 1953. (To accept position with U. S. Public Health Service.)

Joseph E. Warren, Sinclair Fellowship in Petroleum Engineering, leave of absence without pay from November 1, 1951 to January 1, 1952. (Illness)

Approved.

FACULTY APPOINTMENTS:

Pauline Chappell Keaton, Educational Counselor, Assistant Professor of Education, Public Relations, \$5,300 for 12 months, effective February 1, 1952.

Approved.

FACULTY CHANGES:

Helene Carpenter, Special Instructor, Department of Speech, appointment extended from January 16 to February 1, 1952.

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Ralph D. Dorsett, Assistant Professor, Department of Mathematics and Astronomy, changed from leave of absence without pay to 3/4 time, \$1,537.50 for 4-1/2 months, effective January 16 to June 1, 1952.

Julia Louise Herrman, Special Instructor (Harp and Piano), School of Music, salary changed from \$1,000 to \$950 for part time for 4-1/2 months, effective September 1, 1951.

Gene Levy, Instructor, Department of Mathematics and Astronomy, salary increased from \$1,200 for 2/3 time to \$1,800 for full time, effective January 16 to June 1, 1952.

Elsie Ruth Porter, Special Instructor (Voice), School of Music, salary changed from \$200 to \$150 for part time for 4-1/2 months, effective September 1, 1951.

Wilson B. Prickett, appointed Assistant Professor of Business Management in addition to Business Manager of Extension Division and Specialist in Business Extension, effective January 16, 1952.

Approved.

AIR FORCE CLERK TYPIST SCHOOL

RESIGNATIONS:

Robert Elmer Haney, Instructor, resignation effective November 25, 1951.

Approved.

GRADUATE ASSISTANTS

APPOINTMENTS:

Edward E. Ferguson, Graduate Assistant, Bureau of Government Research, \$100 per month for 1/2 time for 9 months, effective November 1, 1951.

John E. Hoffman, Graduate Assistant, Department of Mathematics and Astronomy, \$100 per month for 4-1/2 months, effective January 16, 1952.

Approved.

SCHOLARSHIPS AND RESEARCH ASSISTANTS

APPOINTMENTS:

Herman D. Winfree, Maloney-Crawford Manufacturing Company Fellowship, School of Chemical Engineering, \$50 per month for part time, effective September 1, 1951 to September 1, 1952.

RESIGNATIONS:

William E. Portman, Stanolind Oil Company Fellowship, School of Petroleum Engineering, resignation effective October 1, 1951 (recalled to military service).

Approved.

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NON-ACADEMIC APPOINTMENTS:

Frank Donald Clark, Educational Counselor, Bureau of Public Relations, \$4,400 for 9 months plus \$450 per month for June and July, 1952, effective November 5, 1951.

Laurence W. Varvel, Extension Specialist, Public Information, Educational Materials Services, \$300 per month, effective November 15, 1951.

Doris Jean Probst, Librarian II, University Library, \$250 per month, effective December 1, 1951.

Warren Bradford Wickliffe, Librarian III, University Library, \$333.33 per month, effective January 1, 1952.

Lillian Manheimer, General Duty Nurse, Student Health Service, \$200 per month, effective December 1, 1951.

Buford P. Johnson, Fireman, Fire and Police Protection, \$210 per month, effective November 15, 1951.

Approved.

NON-ACADEMIC CHANGES:

Billy Leon Bounds, title changed from Assistant Hauling Foreman to Truck Driver, Building Repair Service, effective November 1, 1951.

O. K. Wilcox, Greenhouse Custodian, Department of Plant Sciences, salary increased from \$220 to \$240 per month, effective December 1, 1951.

Approved.

NON-ACADEMIC RESIGNATIONS:

Katherine Cope Phillips, General Duty Nurse, Student Health Service, resignation effective December 1, 1951.

Ruth White Stafford, General Duty Nurse, Student Health Service, resignation effective December 15, 1951.

Approved.

SCHOOL OF NURSING

President Cross reported that although the University of Oklahoma School of Nursing has been so designated as ordinary usage for some time, no formal action by the State Regents was ever taken changing the name from that of the University Hospitals School of Nursing, as it is at present listed with the State Board of Nurse Examiners.

Since the recent inauguration of the degree program at the School of Nursing, it is considered advisable that formal action be recorded changing the name of the School to "The University of Oklahoma School of Nursing."

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President Cross recommended that such action be requested of the State Regents for Higher Education, and further that it be made retroactive to November, 1947, when the Board of Regents of the University approved an administrative reorganization whereby the Director of the School of Nursing was made directly responsible through the Dean of the School of Medicine to the President of the University for all educational activities.

Approved.

President Cross called attention to item No. 15 on the agenda concerning employment schedule for nurses. He stated that Dean Everett had written a letter requesting approval of an alternate proposal as a substitute for the original recommendation. The substitute proposal follows:

1. That all full-time registered nurses on all shifts maintain a standard forty hour schedule.
2. That registered part-time nurses be paid on the basis of a forty-hour week and the personnel policies benefits be extended to them in accordance with the percentage of time employed.
3. That there be an adequate differential in pay on evening and night shifts.

Dean Everett submits the above proposals for the purpose of conforming to any action of the Regents which might establish a standard forty-hour work week for employees, otherwise to maintain the present forty-hour week for full-time nurses.

Dean Everett recommended also that the School of Medicine and the University Hospitals be included in any general action to establish a forty-hour week except in those areas where it is unfeasible. President Cross explained that this had been provided for in the former recommendation concerning the 40-hour week for non-academic employees.

President Cross recommended approval of the above proposal by Dean Everett and it was approved.

SCHOOL OF MEDICINE AND UNIVERSITY HOSPITALS

LEAVES OF ABSENCE:

Joann Buswell, General Staff Nurse, Nursing Service, leave of absence without pay from November 12, 1951 to February 1, 1952.

Approved.

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RETURN FROM LEAVE OF ABSENCE:

D. B. McMullen, M. D., Professor of Preventive Medicine and Public Health, return from leave of absence October 15, 1951 (noon), \$4,763.85 from October 15, 1951 to July 1, 1952.

Approved.

APPOINTMENTS:

Miyo Helen Miyabara, Medical Technologist, Clinical Laboratories, \$250 per month with laundry of uniforms, effective November 1, 1951.

Gertrude Bonn, Polio Nurse, Nursing Service, \$275 per month with complete maintenance and laundry, effective October 24, 1951. (Temporary appointment)

Jane E. Diebert, Polio Nurse, Nursing Service, \$275 per month with complete maintenance and laundry, effective October 19, 1951. (Temporary appointment)

Jean Morton, Therapist, Physical Therapy, \$360 per month plus laundry of uniforms, effective November 7, 1951. (Temporary appointment)

Melvin R. Arthurs, Student Assistant, Organized Research, \$50 per month for 8 months, part time; effective October 1, 1951; will work full time at \$200 per month during month of June, 1952.

William H. Knoblock, Jr., Research Assistant, Heart and Cancer Teaching, \$50 per month, part time, effective November 23, 1951. (Temporary appointment)

Approved.

CHANGES:

Jesscelia Abram, title changed from General Staff Nurse to Head Nurse; salary increased from \$210 to \$220 per month, effective December 1, 1951.

Dimple Mason, Staff Nurse, South Ward, salary increased from \$190 to \$210 per month, effective December 1, 1951.

Approved.

RESIGNATIONS:

Barbara Wells, Instructor, Preventive Medicine and Public Health, resignation effective November 24, 1951.

Clanton R. Athey, Jr., Research Assistant, Research Project, resignation effective October 31, 1951.

Wayne Johnson Boyd, 2 year intern (Assistant Resident), Postgraduate Medical Instruction, resignation effective september 30, 1951. (Military Service)

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✓ Carl Krieger, Jr., M. D., Fellow, Anesthesiology, resignation effective November 30, 1951. (Military Service)

✓ Wilma Jane Hudson, Therapist, Physical Therapy, resignation effective November 14, 1951.

✓ Marilyn Kidder, Therapist, Physical Therapy, resignation effective November 7, 1951.

Nellie Farmer, Supervisor, Nursing Service, resignation effective November 25, 1951.

Esther Bengs, Polio Nurse, Nursing Service, resignation effective November 30, 1951.

Wilma Deem, Polio Nurse, Nursing Service, resignation effective November 15, 1951.

Dorothy Reckiere, Polio Nurse, Nursing Service, resignation effective November 18, 1951.

Elvina Sundley, Polio Nurse, Nursing Service, resignation effective November 14, 1951.

Norma Sue Ford, General Staff Nurse, Nursing Service, resignation effective November 19, 1951.

Elizabeth Little, General Staff Nurse, Nursing Service, resignation effective November 30, 1951.

Jean McClain, General Staff Nurse, Nursing Service, resignation effective November 30, 1951.

Billye Newton, General Staff Nurse, Nursing Service, resignation effective December 5, 1951.

Marjorie Ann Turner, General Staff Nurse, Nursing Service, resignation effective December 20, 1951.

Alta K. Whitaker Vammen, General Staff Nurse, Nursing Service, resignation effective December 31, 1951.

Margaret Williams, General Staff Nurse, Nursing Service, resignation effective November 30, 1951.

Marionlee Wilson, General Staff Nurse, Nursing Service, resignation effective December 10, 1951.

Approved

President Cross requested consideration on the following supplementary items which have occurred since the agenda was mailed:

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PURCHASES OVER \$5,000

BOOK PAPER FOR UNIVERSITY PRESS:

President Cross recommended that an order for 848 reams of Warren book paper be awarded to the Western Newspaper Union at a price of \$6,164.38. An identical bid was received from the Tulsa Paper Company, but since they were awarded the previous order it is recommended that this order be given as indicated above.

Approved.

PIPE COVERING - Men's Dormitories and Graduate Education Building:

Bids have been received on steam pipe covering as follows:

- 510 lineal ft. Sectional, 6"
- 420 lineal ft. Sectional, 10"
- 2000 lineal ft. Sectional, 12"
- 2260 lineal ft. Sectional, 3"

President Cross recommended that the bid of Stevens-King Company, Incorporated, Tulsa, in the amount of \$7,077.10 based on furnishing fiber glass pipe covering be accepted.

Other bids submitted were by Kelley Asbestos Products Company, Tulsa, and John's Mansville Company, Oklahoma City.

Approved.

SCHOOL OF MEDICINE:

Miss Barbara Wells, Instructor in the Department of Preventive Medicine and Public Health resigned November 24, 1951. Her salary has been at the rate of \$3,700 on a 12-month basis. She did not have the M.D. degree.

Dean Everett recommends that this position be set up at an annual salary of \$5,400, and an assistant professorship, which would make it possible to secure a replacement with the M.D. degree. This increase would require an addition of less than \$800 for the remainder of the year and it would be available either from surplus funds of the School of Medicine or from the National Fund for Medical Education.

Dr. Philip Smith, who is skilled, has suitable experience, and is resigning an associate professorship at another institution, is being considered.

President Cross recommended approval of increasing the salary for this position to \$5,400 and that the Regents authorize tendering the appointment to Dr. Smith, subject to final approval by the Dean and the Department.

Approved.

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There being no further business the meeting was adjourned
at 2:00 p.m.

A handwritten signature in cursive script, reading "Emil R. Kraettli". The signature is written in dark ink and is positioned above a horizontal line.

Emil R. Kraettli, Secretary

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NON-ACADEMIC ITEMS NOT SUBMITTED TO REGENTS (See Resolution Adopted October 1, 1948.)

LEAVES OF ABSENCE:

Marilyn Wilson, Sooner City Nursery School, leave of absence without pay, effective December 1, 1951 to January 1, 1952.

Approved.

APPOINTMENTS:

Sylvia Gertrude Brewer, Clerical Secretary, Alumni Records Office, \$150 per month, effective December 3, 1951.

R. Michael Chandler, Clerical Secretary, Department of History, \$75 per month for 1/2 time, effective November 8, 1951.

J. Earnestine Coffey, Assistant Cook, Student Health Service, \$125 per month, effective November 8, 1951.

Myra Nadine Duke, Clerical Secretary, Student Christian Association, \$50 per month for 1/2 time, effective November 29, 1951.

Delpha R. Galloway, Psychometrist, Educational Materials Services, (Evaluation and Testing), \$150 per month, effective November 8, 1951.

Odell Eugene Gregg, Fireman, Police and Fire Protection, \$180 per month, effective November 10, 1951.

James William Kyle, Photographer-Technician, School of Journalism, \$80 per month for 1/2 time for 9 months, effective November 10, 1951.

Glenna Fae Loyd, Psychometrist, Educational Materials Services, (Evaluation and Testing), \$150 per month, effective December 1, 1951.

Billy Ray Marshall, General Office Clerk, Employment Service, \$65 per month, 1/2 time, effective December 6, 1951.

Margaret Louise Marshall, Clerical Secretary, University Reading Laboratory, \$150 per month, effective December 1, 1951.

Charley Burton Myers, Jr., Building Custodian, Physical Plant, \$170 per month, effective November 12, 1951.

Approved.

CHANGES:

Maria Wagner Baxter, title changed from Psychometrist to Test Technician, Educational Materials Services (Evaluation and Testing), salary increased from \$150 to \$175 per month, effective December 1, 1951.

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Betty Denton Haynes, title changed from Clerical Secretary to Laboratory Assistant, University Reading Laboratory, salary changed from \$150 per month for full time to \$111.11 for 1/2 time, effective December 1, 1951.

Connie Robinson Lyons, title changed from Clerical Secretary to Administrative Secretary, University School, salary increased from \$160 to \$175 per month, effective December 1, 1951.

Margaret Anderson Sparks, title changed from Clerical Secretary to Payroll Clerk, Office of the President; salary increased from \$150 to \$160 per month, effective December 1, 1951.

Approved.

RESIGNATIONS:

Alta Burdette, Test Technician, Educational Materials Services (Evaluation and Testing), resignation effective November 11, 1951.

Weaver Monroe Carrel, Shipping Clerk, Printing Division, University Press, resignation effective November 19, 1951.

S. L. Fortner, Carpenter, Building Repair Service, resignation effective September 14, 1951. (Transferred to Semi-Monthly Payroll, Physical Plant).

Carol L. Jameson, Dining Unit Manager I, Women's Dormitory System, resignation effective November 14, 1951.

Winford W. Kersey, Fireman, Police and Fire Protection, resignation effective November 20, 1951.

LoJean Grengo Lees, Clerical Secretary, Alumni Records Office, resignation effective November 14, 1951.

Mike L. Osborn, Carpenter Helper, Building Repair Service, resignation effective September 10, 1951. (Transferred to Semi-Monthly Payroll, Physical Plant).

Georgann Reed Patchen, Payroll Clerk, Office of the President, resignation effective November 28, 1951.

Robert W. Ratliff, Clerical Secretary, Office of the Dean of the College of Fine Arts, resignation effective November 25, 1951.

Approved.

MEDICAL SCHOOL AND UNIVERSITY HOSPITALS

LEAVES OF ABSENCE:

Helen Bruce, Ward Clerk, Nursing, leave of absence without pay from November 20, 1951 for one month or more.

Approved.

December 13, 1951

APPOINTMENTS:

Dorothy A. Blair, Bookkeeper, Business Office, \$165 per month, effective November 14, 1951.

Frank Bloss, Student Assistant, Trust Fund, \$81 per month, 1/2 time, effective November 26, 1951. (Temporary appointment)

Beth Euna Blumer, Ward Clerk, Nursing Service, \$125 per month with laundry of three uniforms weekly, effective November 14, 1951.

Rose Ann Henke, PBX Operator, Business Office, \$145 per month, effective November 27, 1951.

Ray V. Morris, Jr., Secretary, School of Nursing, \$75 per month, part-time, effective November 9, 1951.

James Riley McFarland, Medical Technologist, Clinical Laboratories, \$120 per month, part-time, effective December 1, 1951. (Temporary appointment)

Cora Letha Patton, Technician, Tumor Clinic Fund, \$150 per month, effective November 15, 1951.

Agness C. Boecker, General Staff Nurse, Nursing Service, \$154 per month, part-time (27½ hours per week), with laundry, effective November 26, 1951.

John Francis Dunkel, Teaching Fellow in Pathology, \$60 per month for 2 months only, effective December 1, 1951.

Milton Lloyd Godley, Student Assistant, Trust Fund, \$75 per month for 2 months only, effective November 17, 1951.

Marion D. Christensen, Student Assistant, Searle Fund, \$50 per month, effective December 1, 1951. (Temporary appointment)

William N. Flesher, Orthodontist, Oral Surgery, \$20 per month, part-time, effective September 1, 1951.

Approved.

CHANGES:

Louise Alexander, Record Clerk, Record Department, salary increased from \$135 to \$140 per month, effective December 1, 1951.

Alta R. Beals, Medical Stenographer, Stenographic Pool, salary increased from \$145 to \$150 per month, effective December 1, 1951.

Carl P. Broome, Stock Clerk, Storeroom, salary increased from \$125 to \$135 per month, effective December 1, 1951.

Arthur Gentile, Inventory Clerk, Supply Department, salary increased from \$175 to \$185 per month, effective December 1, 1951.

M. Jo Ann Ingram, Medical Stenographer, Stenographic Pool, salary increased from \$150 to \$160 per month, effective December 1, 1951.

December 13, 1951

Dorothy J. Babcock, title changed from Clerk-typist, Storeroom, to File Clerk, Tabulating; no change in salary, effective December 1, 1951.

James N. Patterson, Stock Clerk, Storeroom, salary increased from \$125 to \$135 per month, effective December 1, 1951.

Approved.

RESIGNATIONS:

Bobby Bryant, Receiving Clerk, Center Receiving, resignation effective December 15, 1951.

Evelyn Cochran, Bookkeeper, Business Office, resignation effective November 15, 1951.

Sallie Sue Nunn, Clerk-typist, School of Nursing, resignation effective November 30, 1951.

Armeta W. Siler, PBX Operator, PBX, resignation effective November 1, 1951.

Approved.