

BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

A meeting of the Board of Regents of the University of Oklahoma was held on September 24, 1938, at 10:00 a.m., in the office of the President of the University.

Regent Looney, President of the Board, presided; others present: Regents Ledbetter, Kerr, Harrell, and Noble.

The minutes for the meeting held on June 6, 1938, were approved.

President Bizzell reported on the enrolment for the current semester. Comparative figures with last year showed an enrolment of 6,039 for the fall semester of 1937; 6,507 up to Friday night of the first week of the fall semester, total increase of 468. President Bizzell stated that the total enrolment for the first semester of the school year of 1937-38 was 6,236 and he expressed the opinion that the total enrolment for the current year would be above 6,600.

In accordance with instructions at the meeting of June 6, President Bizzell reported on the rules adopted regulating study and social hours for University students beginning with the opening of the fall semester. The report of the Student Activities Committee on this program being as follows:

University Calling Hours

September 13, 1938

- 1) Men may call in women's houses from 4:00 p.m., to 7:30 p.m., on Monday through Thursday.
- 2) There may be dates in both women's houses and men's houses as follows:
 - 4:00 p.m., until 11:50 p.m., on Friday
 - 12:30 p.m., until 11:50 p.m., on Saturday
 - 12:30 p.m., until 10:20 p.m., on Sunday
- 3) During the above hours the hostess must be in the house.
- 4) Freshmen women are expected to stay in their places of residence after 7:30 p.m., on Monday through Thursday so that they may meet study hall requirements.
- 5) Men may call for and leave upperclass women at the door of their houses at any time during the day and until evening closing hours.
- 6) Exceptions to the closing hours such as St. Pat's open house are made only by the Student Activities Committee.

The above regulations are temporary and experimental in nature subject to change on the part of University authorities.

The report was received and ordered filed.

President Bizzell stated that Dr. W. P. N. Canavan, of the Medical School Faculty, who had requested a hearing on his dismissal by Dean Patterson, was waiting and that he had requested permission to appear with him Mr. David G. Reed, an attorney in Oklahoma City, and Dr. Harold Hefley, who was Dr. Canavan's laboratory assistant during the school year of 1936-37 while he was on the regular staff of the Medical School. President Bizzell explained that Mr. Reed was not appearing as Dr. Canavan's attorney but as a friend. It was the sense of the Board that Dr. Canavan be heard and that Mr. Reed and Dr. Hefley accompany him. Whereupon, Dr. Canavan was invited to appear before the Board. Dean Patterson was also invited to be present at the hearing.

Dr. Canavan requested that a stenographic report of the hearing be made and that he be furnished a copy. It was the sense of the Board that this request be granted.

The chair asked that Dr. Canavan make any statements he desired. Dr. Canavan opened his statement by explaining with reference to his term of service in the Medical School, his request for Sabbatical leave of absence, the filing of the bond as required and he also read letters which had been sent to him by Dean Patterson, and replies received.

Following a full discussion of his case by Dr. Canavan, Regent Kerr asked, "I should like to ask you if you have had an opportunity to fully present to the Board every pertinent fact relative to your sabbatical leave and your dismissal?"

Dr. Canavan:

Before I went on it.....

Major Kerr:

I am asking you now if you have had today ample opportunity to fully present to this Board every pertinent fact concerning it?

Dr. Canavan:

So far as I know then, yes sir.

Major Kerr:

Let's lunch.

Chairman Looney thereupon recessed the meeting until 2:00 p.m., the Board members being asked to return at 1:50 p.m., for Executive Board Session. The meeting re-convened at 2:00 p.m., and the hearing proceeded.

Chairman Looney:

Dr. Canavan, do you have anything further to say at this time?

Dr. Canavan:

No, sir. Thank you.

Whereupon, Dr. Patterson was asked by the chair to present his side of the case, and following his presentation he stated Dr. H. D. Moor, Head of the Department of Bacteriology, in which Dr. Canavan had been employed, and Miss Brown, an instructor in the department, were waiting outside, and that they would verify statements made by Dean Patterson. Miss Brown was called and answered questions as shown in the stenographic report. Miss Brown was excused. Dr. Moor was called and he answered inquiries as shown in the stenographic report. Dr. Moor was excused.

Chairman Looney:

Are there any other questions?

Dr. Patterson:

The only business I have is very short.

Chairman Looney:

I mean pertaining to this hearing.

Dr. Patterson:

No.

Mr. Harrell:

Since Dr. Canavan has Mr. Reed and his former laboratory assistant here, is there anything you want to hear from them, from purely professional side?

Chairman Looney:

Is there anything you would like to state further?

Mr. Reed:

I don't think from the professional side that I am competent. I assisted merely as a friend. I will say this, though, for the purpose of the record: That Dr. Canavan has been courteously received and has received all the consideration in the matter of presenting his side of this controversy that it is possible to give him. I want to make that a matter of record.

Chairman Looney:

That's our intention.

Mr. Reed:

You have.

Major Kerr: (To Dr. Canavan)

Do you feel that you have been given a full and complete opportunity to present all matters?

Dr. Canavan:

I want to add one thing. I always considered myself a good teacher. I have learned today that for eight years people in my department have thought differently. I do not know why it was not brought to my attention. I have always, in addition to my love for research, felt that I was a good teacher. Aside from that, I feel I have had very fair treatment and I want to thank you for the treatment that you have given me.

Whereupon the hearing was considered closed and Dr. Canavan, Mr. Reed, Dr. Hefley, and General Patterson retired from the meeting and a discussion of the case followed.

Regent Harrell was asked to dictate a statement to be included in the minutes. The statement follows:

"After hearing the evidence in the application of Dr. W. P. N. Canavan with reference to his continued employment with the University of Oklahoma School of Medicine, such evidence being submitted by Dr. Canavan and others on his behalf and by Dr. Patterson, Dean of the School of Medicine and witnesses on behalf of the University, it is the findings and conclusions of the Board of Regents of the University of Oklahoma that due to the fact that formal notice of the termination of employment did not reach Dr. Canavan until after he had arrived at his sabbatical leave station in Puerto Rico and, therefore, hindered from seeking another teaching or research connection, that, without establishing a policy or without in any manner reducing the period of notice established by the University, and in adjustment of the equities seemingly existing between Dr. Canavan and the University, it is ordered that sabbatical leave be extended until the end of the first semester of the 1938-39 school year, for which Dr. Canavan will be paid the total sum of \$800.00.

"The within findings, conclusions, and award, to be conditioned wholly upon Dr. Canavan's acceptance of this award and final termination of his services, effective at the end of the first semester of the school year 1938-39."

Major Kerr: I move the adoption of the above findings, conclusions and award.

Mr. Harrell: I second the motion.

Whereupon the motion was carried.

President Bizzell reported that applications had been filed with the FWA officials for the Building Program of the University. Also the Building Program for the Medical School and Hospitals in Oklahoma City. He asked that W. W. Kraft, Superintendent of the University Utilities, and Joe Smay, of the School of Architecture, be invited to explain the projects. Mr. Kraft and Mr. Smay reported on the Building Program of the University which included the following:

Proposed Building Program
for
University of Oklahoma Campus
1938-1939

PROJECT I

Building for Petroleum Engineering, Home Economics, and an Addition to Present Engineering Building

Total construction cost	\$660,378.00
Furniture and equipment	118,181.82
Architectural and engineering fees	<u>39,622.00</u>
Total estimated cost of project	\$818,181.82
Legislative Request (For Petroleum Engineering)	450,000.00
Amount of FWA Grant Requested	368,181.82

PROJECT II

Graduate Education Building

Total construction cost	\$555,000.00
Furniture and equipment	73,962.26
Architectural and engineering fees	<u>37,737.74</u>
Total estimated cost of projects	\$666,700.00
Legislative Request (For Graduate Education Building)	366,700.00
Amount of FWA Grant Requested	300,000.00

PROJECT III

Geology and Museum Building

Total construction cost	\$476,415.00
Furniture and equipment	40,454.54
Architectural and engineering fees	<u>28,585.00</u>
Total estimated cost of project	\$545,454.54
Legislative Request (For Geology Building)	300,000.00
Amount of FWA Grant Requested	245,454.54

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The projects for the Medical School and Hospitals, Oklahoma City, were as follows:

PROJECT I

		<u>Federal Grant</u>
Nurses' Home	\$305,000.00	
Remodel Present Nurses' Home	70,000.00	
New Wing, University Hospital	<u>306,800.00</u>	
	\$681,800.00	\$306,800.00

PROJECT II

Isolation Hospital	\$126,000.00	
Addition to Crippled Children's Hospital	335,000.00	
Utility Buildings and Equipment	<u>148,000.00</u>	
	\$609,000.00	\$274,000.00

PROJECT III

Medical School Building	\$288,600.00	
Student Union Building	<u>75,000.00</u>	
	\$363,600.00	\$163,600.00
Combined Total	\$1,654,400.00	

Each of the above projects was discussed. President Bizzell stated that in order to complete the application it would be necessary for the Board of Regents to adopt proper resolutions. He submitted the following form of resolution suggested by PWA officials stating that the same resolution applicable to each project would need to be adopted:

Be it resolved by the Board of Regents of the University of Oklahoma:

SECTION 1 - That President W. B. Bizzell, be and he is authorized to execute and file an application on behalf of the University of Oklahoma to the United States of America for a grant to aid in financing the construction of ****(buildings listed in each project above.)

SECTION 2 - That President W. B. Bizzell, be and he is hereby authorized and directed to furnish such information as the United States of America through the Federal Emergency Administration of Public Works may reasonably request in connection with the application which is herein authorized to be filed.

On motion by Regent Ledbetter, seconded by Regent Harrell the resolution was unanimously adopted.

The chair was authorized on behalf of the Board of Regents to certify the action of the Board of its intention to request the Legislature of the State of Oklahoma, in its first session after this date to request appropriations as indicated in the above resolutions.

President Bizzell reported that on the afternoon of August 13, 1938, a fire occurred in the Medical School Building in Oklahoma City causing damage to the building, supplies, and equipment. He stated that he had been instructed by the Governor through Mr. R. R. Owens, State Budget Officer, to repair the building and replace supplies and that a Deficiency Certificate covering the total cost in the amount of \$6,256.91 had been issued by the Governor, but that Mr. Owens had suggested the Board of Regents adopt a resolution requesting this Deficiency Certificate. The following resolution was proposed by President Bizzell and it was unanimously adopted:

WHEREAS, on the afternoon of August 13 a fire occurred in the Medical School Building which caused damage to the walls, storeroom, and halls of the building, and resulted in the loss of a part of the chemicals, supplies and apparatus which were stored in the basement, and which had recently been received in preparation for the current scholastic year, and

WHEREAS, the Medical School of the University has no funds with which to restore this damage and replace these chemicals and supplies, and

WHEREAS, the labor and material amounted to \$2,144.83 and the loss of chemicals and apparatus amounted to \$4,112.08 or a total of \$6,256.91.

NOW THEREFORE BE IT RESOLVED by the Board of Regents of the University of Oklahoma, at its meeting on the 24th day of September 1938, that the Governor of the State of Oklahoma, the Honorable E. W. Marland, be requested to issue a Deficiency Certificate in the sum of \$6,256.91 to the Medical School of the University of Oklahoma, to cover the sums specified above.

President Bizzell reported that he had discussed with Mr. R. R. Owens, State Budget Officer, the question of a Deficiency Certificate to be used on the Student Aid Program due to the reduction in the allocations on the NYA from the Federal Government. He explained that a Deficiency Certificate in the amount of \$10,000.00 was issued by the Governor for the last school year and that he had agreed to grant a Deficiency Certificate for this school year but that Mr. Owens had suggested that the Board of Regents make a formal request by resolution for such a Deficiency Certificate. The following resolution was proposed:

WHEREAS, the allocation for NYA from the Federal Government was greatly reduced at the beginning of the school year of 1937-38 and continuing through 1938-39, and

WHEREAS, many worthy students have begun their college courses through assistance on the NYA and are unable to continue without assistance, and

WHEREAS, there has been an unprecedented demand for student employment during the school year of 1938-39, and

WHEREAS, the regular funds of the University are not sufficient to provide assistance, and

WHEREAS, there is need for student help in the various departments of the University

NOW THEREFORE BE IT RESOLVED by the Board of Regents of the University of Oklahoma, at its meeting on this 24th day of September 1938, that we request that the Governor of the State of Oklahoma the Honorable E. W. Marland, issue a Deficiency Certificate in the sum of \$15,000.00 to the University of Oklahoma to be used in the student employment program.

Motion made, seconded and carried that the resolution be adopted.

President Bizzell submitted the following resignations, effective on the dates specified:

Elgin Groseclose, Assistant Professor of Secretarial Work, September 1, 1938.

William H. Butterfield, Assistant Professor of Business Communication, September 1, 1938.

Harry E. Gross, Assistant Professor of Petroleum Engineering, September 1, 1938.

Jessie Lone Clarkson, Instructor in Music Education, September 1, 1938.

Lilah B. Heck, Librarian, Department of Chemistry, September 26, 1938.

Ted Bland, Librarian, School of Geology, June 1, 1938.

Ruth Updegraff, Clerk, Registry Office, October 1, 1938.

Maxine Lambert, Library Assistant, University Library, September 1, 1938.

Sara Wise, Stenographer, Secretary's Office, June 1, 1938.

Grace Hawk, Housekeeper, School of Home Economics, August 1, 1938.

Resignations Accepted.

President Bizzell submitted requests for leaves of absences as follows:

Elizabeth Jordan, Assistant Professor of English, leave of absence without pay from September 1, 1938 to September 1, 1939.

Lynden Mannen, Instructor in Government, leave of absence without pay from September 1, 1938 to September 1, 1939.

Verna Jemison, Head, Circulation Department, University Library, leave of absence without pay from October 1, 1938 to January 1, 1939.

Approved.

President Bizzell reported that Dr. B. A. Botkin, on Sabbatical leave of absence during the school year of 1937-38, had requested that he be given leave of absence without pay during the school year of 1938-39 in order to complete the project begun with the Federal Government last year. This leave of absence in no way to release Dr. Botkin on his obligation to return to the University as specified under the regulations governing Sabbatical leaves. President Bizzell recommended that the request be approved. Whereupon, a motion was made, seconded and carried that Dr. Botkin be granted leave of absence without pay for the school year of 1938-39 under the conditions as outlined.

President Bizzell reported that Dr. Samuel Weidman, Professor of Geology, had not recovered sufficiently from an operation during the summer to resume his regular teaching schedule. It was reported that arrangements would be made to secure a substitute for Dr. Weidman until such time as he was able to return and that a reduction in Dr. Weidman's salary would be made in a sufficient amount to reimburse a substitute. No action was taken.

President Bizzell reported that J. Rud Nielsen, Professor of Theoretical Physics, who was granted a Sabbatical leave for the first semester of the scholastic year 1938-39 at a previous meeting, has requested that it be cancelled.

Approved.

President Bizzell reported the following appointments in the Residential Halls, effective on the dates specified and at the salary indicated in each case:

- Mrs. Nora V. Wells, Business Manager, \$100.00 per month, to date from August 1, 1938 to August 1, 1939.
- Mrs. Della Hines, Housekeeper, \$65.00 per month, to date from September 1, 1938 to July 1, 1939.
- A. B. Balch, Janitor, \$80.00 per month, to date from September 1, 1938 to July 1, 1939.
- Mrs. Bertha Ryan, Cook, \$75.00 per month, to date from September 1, 1938 to June 1, 1939.
- Mrs. Dora Bachelor, Cook, \$60.00 per month, to date from September 1, 1938 to June 1, 1939.
- Mrs. W. K. Murph, Cook, \$60.00 per month, to date from September 1, 1938 to June 1, 1939.
- Mrs. Hazel De Vore, Cook, \$60.00 per month, to date from September 1, 1938 to June 1, 1939.

Approved.

President Bizzell recommended the following appointments, the position and salary as indicated and effective on the dates specified:

Pauline Bake, Stenographer in the College of Engineering, September 1, 1938 to June 1, 1939, \$75.00 per month.
 Lavois E. Dietrich, Mechanician in Petroleum and Mechanical Engineering, September 1, 1938, \$120.00 per month. for ten months period. (To be paid from Maintenance Fund)
 Carmen Mayes, Library Assistant, September 1, 1938 \$60.00 per month.
 Genevieve Moore, Assistant in Registry Office, September 1, 1938, \$100.00 per month.
 Dud Giezentanner, Accountant in Office of Comptroller, July 1, 1938, \$1,440.00 for twelve months' service.
 Mildred Todd Holland, Stenographer, Extension Division (Short Courses) August 1, 1938, \$75.00 per month.
 Muriel Minnick, Stenographer, Secretary's Office, July 1, 1938, \$75.00 per month.
 Elizabeth Van Lear, Secretary in Department of English, August 1, 1938, \$90.00 per month.
 A. G. Skelton, Librarian in School of Geology, June 1, 1938 to July 1, 1939, at \$125.00 per month.
 Hertha Jeffers (Mrs.) Housekeeper for Home Economics Department, September 1, 1938, \$45.45 per month.
 John Fox, General Assistant Petroleum Engineering, Chemical Engineering and Refinery, July 1, 1938, \$100.00 per month. (From maintenance appropriation)
 Jesse Bolin, General Assistant in Shop, Department of University Utilities, July 1, 1938, \$80.00 per month.
 A. M. Hampton, Linotype Operator University Press, July 1, 1938, \$1,920.00 for twelve months' service.
 E. L. Burke, Truck Driver, July 1, 1938, \$90.00 per month.
 Thurman Burkett, Assistant in Department of University Utilities, July 1, 1938, \$80.00 per month.
 L. R. Brown, Bookkeeper in Department of University Utilities, July 1, 1938, \$125.00 per month.
 Howell Mauldin, Check Room Assistant in Physical Education Department, September 16, 1938, \$75.00 per month.
 Monford D. Grimes, Librarian Chemistry Department, September 26, 1938, \$95.00 per month.

Approved.

President Bizzell submitted appointments on the faculty as follows:

William C. Bednar, Assistant Professor of Petroleum Engineering, September 1, 1938, \$2,600.00 for nine months' service.
 Glenn M. Stearns, Assistant Professor of Petroleum Engineering, September 1, 1938, \$2,400.00 for nine months' service.
 D. O. Nichols, Jr., Instructor in Mechanical Engineering, September 1, 1938, \$1,800.00 for nine months' service.
 Charles Child Walcutt, Assistant Professor of English, September 1, 1938, \$2,160.00 for nine months' service.

Martin Staples Shockley, Assistant Professor of English,
 September 1, 1938, \$2,160.00 for nine months' service.

LeRoy O. Smith, Instructor in Accounting, September 1, 1938,
 \$1,800.00 for nine months' service.

Ivin G. Richardson, Assistant Professor of Business
 Communication, September 1, 1938, \$2,331.00 for
 nine months' service.

Augustin L. Cosgrove, Instructor in Business Communication,
 September 1, 1938, \$2,000.00 for nine months' service.

Joseph Crim Pray, Instructor in Government (one year),
 September 1, 1938 to June 1, 1939, \$1,800.00.

Charles Clement Bush, Jr., Assistant Professor of Social
 Sciences and Director of the Remedial Program,
 September 1, 1938, \$2,160.00 for nine months' service.

James Coe Van de Carr, Special Instructor in Mathematics
 (part time) September 1, 1938, \$900.00 for nine
 months' service.

Ethel Ruppenthal, Instructor in Vocal Music-Education,
 September 1, 1938, \$1,899.00 for nine months' service.

Donald K. Coles, Instructor in Physics (Half-time),
 September 1, 1938, \$800.00 for nine months' service.

Thelma Walker, Instructor in Home Economics, September
 1, 1938, \$50.00 for the school year.

Constance Payne, Director of the Residential Halls and
 Instructor in Home Economics, \$100.00 per month with
 room and board on a twelve months' basis, beginning
 September 1, 1938.

Approved.

President Bizzell recommended adjustments in salaries for the individuals listed below:

Dr. A. I. Ortenburger, Professor of Zoology, from \$2,826.00
 to \$3,200.00, effective September 1, 1938.

Marie Banks, Instructor in Home Economics, from \$1,800.00
 to \$2,043.00, effective September 1, 1938.

Susan Millier, Assistant Professor of Home Economics, from
 \$1,899.00 to \$2,043.00, effective September 1, 1938.

C. Guy Brown, Assistant Professor of Commercial Education,
 from \$2,043.00 to \$2,160.00, effective September 1,
 1938.

Van Endicott, Acting Superintendent of the Shop, University
 Press to Superintendent of the Shop, University Press,
 salary changed from \$1,920.00 to \$2,500.00, effective
 July 1, 1938.

P. J. Conkwright, Art Editor, University Press, from \$1,800.00
 to \$2,200.00, effective September 1, 1938.

Steve Tokoly, Head of the Printing Division Bindery, from
 one-half time at \$85.00 to full-time at \$125.00,
 effective October 1, 1938.

Dovie Thornton South, Chief Clerk in Comptroller's Office,
 from \$1,600.00 to \$1,800.00, effective September 1, 1938.

Boyce Timmons, Assistant in the Registry Office, transferred
 from NYA office. Salary \$150.00 per month, effective
 June 1, 1938.

Margaret Redding, Secretary to the Assistant to the President, from \$100.00 to \$125.00, effective September 1, 1938.
 Ted Owen, Trainer in the Department of Athletics, from \$128.00 to \$140.00 per month, effective July 1, 1938.
 Franchëlle Farrar, Stenographer in the Department of Athletics, from \$85.00 to \$100.00 per month, effective July 1, 1938.
 Elvis Corbin, Janitor, Business Administration Building, transferred to General Janitor Assistant and Weather Bureau Operator without change in salary, effective July 1, 1938.

A. C. Bernier, Truck Driver, transferred to Special Officer, salary increased from \$90.00 to \$100.00, effective July 1, 1938.
 L. A. Russell, Janitor, Engineering and Petroleum Engineering Buildings to Janitor, Business Administration Building, salary increased from \$85.00 to \$95.00, July 1, 1938.
 J. E. Jordan, Assistant Janitor to Janitor of the Engineering and Petroleum Engineering Buildings, salary increased from \$80.00 to \$85.00, July 1, 1938.
 S. A. Wilson, Special Officer, transferred to Storekeeper in the Department of University Utilities, salary changed from \$110.00 to \$125.00, effective July 1, 1938.
 J. A. McIntire, night watchman, salary increased from \$80.00 to \$90.00 per month, effective July 1, 1938.
 Margaret Roberts, Assistant in Art, salary increased from \$1,332.00 to \$1,481.94. (In addition to the regular schedule for Miss Roberts, she has been given one night class in the School of Education for county school teachers. There is an enrolment of 21 in this class and the fee is \$5.00. The additional cost per semester for Miss Roberts will be \$74.87. The income, therefore, is more than sufficient to take care of this amount).

President Bizzell stated that under the rules of the Missouri Valley Intercollegiate Athletic Association, each member institution has a representative who must be a member of the faculty. The Athletic Council at the University of Oklahoma has appointed Mr. Walter W. Kraft, as its representative but heretofore he has not had official designation as a member of the faculty.

Recommended that Mr. Kraft be given the rank and title of Professor of General Engineering, effective September 1, 1938.

Approved.

Reported the resignation of Herschel Sudduth, Chemist for the Oklahoma Geological Survey, September 1, 1938.

Resignation Accepted.

Recommended the appointment of Lowell Workman, Chemist for the Oklahoma Geological Survey, at \$75.00 per month, effective September 1, 1938.

Approved.

Recommended salary adjustments of employees of the Oklahoma Geological Survey as follows:

Neal T. Dilday, Draftsman, salary increased from \$100.00 to \$110.00 per month, effective September 1, 1938.

Beatrice James, Stenographer, salary increased from \$50.00 to \$55.00 per month, effective September 1, 1938.

Joe Hargis, Laboratory Assistant, salary increased from \$30.00 to \$34.00 per month, effective September 1, 1938.

There was a discussion with reference to the question of employment of teachers, more particularly the promotions and appointments on permanent tenure. A motion was made, seconded and carried that before any member of the faculty is given a promotion or placed on permanent tenure that it be done only on written recommendation by the head of the department and the dean of the college concerned, to the president.

At 5:15 p.m., Regent Noble requested that he be excused.

Inquiry was made concerning the next meeting of the Board and it was agreed to meet on the first Monday in October (October 3), the date for the regular monthly meeting.

President Bizzell reported resignations, appointments and other changes in the Medical School and Hospitals in Oklahoma City, on the recommendation of General Patterson, Dean of the Medical School. The recommendations were as follows:

Appointments, promotion, and resignation in the School of Medicine:

Appointments

- Allen Gilbert Gibbs, Assistant in Medicine, July 1, 1938.
- Vern Herschel Musick, Assistant in Medicine, July 1, 1938.
- Ralph Argyle Smith, Assistant in Medicine, July 1, 1938.
- Grace Robeson Sigerfoos, Librarian, \$1,800.00 for twelve months' service, September 1, 1938.
- Lilah B. Heck, Assistant Librarian, \$1,140.00 for twelve months' service, September 26, 1938.

Promotion

William Lawrence Bonham, promoted from Instructor to Associate in Oto-Rhino-Laryngology, September 1, 1938.

Resignation

Ida Lee Warner, Assistant Librarian, July 14, 1938.

Appointments, salary adjustments, and resignations in the University and Crippled Children's Hospitals:

Hubert Eugene Doudna, Lecturer in Anaesthesia and Head of of the Department of Anaesthesia, at a salary of \$3,500.00 for twelve months' service, August 1, 1938.
 Helen Hunter, Dental Hygienist, \$125.00 per month for twelve months' service, July 1, 1938.
 Kathryn Aderhold, Laboratory Technician, \$100.00 per month for July and August 1938.
 Octavia Benedict, Laboratory Technician, \$100.00 per month for twelve months' service, July 5, 1938.
 Isabell Freedman, X-Ray Technician, \$100.00 per month for twelve months' service, July 25, 1938.
 Evelyn Stephens, Instructress in School of Nursing, \$90.00 per month for twelve months' service, May 16, 1938.
 Walter Afinowicz, Wall Washer, \$85.00 per month for twelve months' service, July 12, 1938.

Salary Adjustments

O. O. Martin, Plumber and Steam Fitter, salary increased from \$150.00 to \$165.00 per month, effective July 1, 1938.
 Wallace Slodek, Assistant Bracemaker, salary increased from \$65.00 to \$80.00 per month, effective July 1, 1938.
 Owen Royce, Resident in Medicine, salary increased from \$50.00 to \$75.00 per month, effective July 1, 1938.

Resignations

J. A. Moffitt, Anaesthetist, June 30, 1938.
 Lila Lee Brown, Dental Hygienist, June 30, 1938.
 Jewell Ross, X-Ray Technician, July 5, 1938.
 Sybil Hubbard, Instructress in the School of Nursing, May 11, 1938.
 Lee Ellen Harris, Laboratory Technician, June 30, 1938.

President Bizzell reported that Mrs. Ruth Thompson Hughes, formerly Librarian in the Medical School, has asked for another hearing before the Board. Mrs. Hughes appeared before the Board and was asked by the chair to present any new information or facts bearing on her case. Mrs. Hughes stated she would prefer to appear at some other time owing to the lateness of the hour when she would have a better opportunity to present her case. She was asked to retire from the meeting and the Board discussed the advisability of giving her a hearing at some other time or at this meeting.

It was the sense of the Board that Mrs. Hughes be requested to submit any new matter at the next meeting in writing, together with documentary evidence that she may have, to the Secretary of the Board. It was unanimously voted that this be the decision of the Board and the Secretary was instructed to so notify Mrs. Hughes. //

A vote was had on the recommendations for appointments and changes in the Medical School and hospitals earlier presented and all recommendations were approved as submitted by President Bizzell.

Meeting adjourned.

Emil R. Kraettli
Emil R. Kraettli, Secretary.