

THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

The regular monthly meeting of the Board of Regents of the University of Oklahoma was held at 10:00 o'clock a.m., on Monday, October 2, 1939, in the Faculty Room of the School of Medicine, Oklahoma City.

Regent Ledbetter, President of the Board presided. Others present: Regents Chambers, Hopper, Hatchett, and McBride.

The minutes of the meeting held on September 9, 1939, were approved, each member having been furnished a copy previously.

Regent Hatchett called attention to the discussion at the previous meeting concerning the salary increases for the coaching staff, approved at the June meeting during his absence, and moved to reconsider the action taken at the meeting on June 5, increasing the salary of Tom Stidham, and other coaches, and that the salaries be fixed effective October 1, 1939, at the previous amounts.

A record vote was called for on the motion, Regents Hatchett and Ledbetter voting "aye"; voting "no", Regents Chambers, McBride, and Hopper.

Motion lost.

Regent Ledbetter called attention to the meeting of the Association of Governing Board which is scheduled to meet at the University of Texas, Austin, on October 26-27 and 28. It was the sense of the Board that the Board accept membership in the Association, and be represented at the meeting. The Secretary was instructed to so notify the Secretary of the Association, and submit claim for membership dues for payment upon notification of amount due.

It was moved, seconded, and carried, that Regent E. C. Hopper, represent the Board of Regents at the meeting on October 26-27-28, 1939.

The chair stated that J. D. Smith, placement officer for the State Commission for the Adult Blind, had requested a hearing before the Board concerning the establishment of concession stands in the buildings in Oklahoma City, also on the campus at Norman, stating that the Legislature in 1937 had authorized such stands, and that twenty-seven were being successfully operated at the present time.

Mr. Smith said he had discussed the matter with Dean Adams with a view to establishing a stand in the lounge room in the Business Administration Building, and with Dean Findlay, concerning establishing a stand in the dormitories.

Regent Ledbetter asked what kind of a stand he proposed to operate in the University Hospital, to which Mr. Smith answered that he doubted a stand could be successfully operated but that a number of vending machines might be installed and that the income from these machines should be sufficient to support one man.

There was a brief discussion following which Mr. Smith retired from the meeting.

It was the sense of the Board that no action be taken at this time on Mr. Smith's request. But that further consideration be given later.

Regent Ledbetter stated that he had invited the Governor to have luncheon with the Board at the University Hospital, and that he had agreed to call for the Governor at his office.

Regent Ledbetter asked that Regent McBride take the chair.

President Bizzell reported the following appointments of Extension Class Teachers, the salary in each case to be fixed at the amount specified, with the understanding that the income from the Extension Classes will be sufficient to pay all salaries, travel, and overhead expenses:

- G. H. Smith, Assistant Professor of Extension Social Work, \$200.00 per month
- Mattie Gibson Maxted, Special Instructor in Extension Social Work, \$200.00 per month
- Dorothy Cram, Special Instructor in Extension Social Work, \$200.00 per month
- Lowell C. Brown, Instructor in Extension Education, \$225.00 per month
- John R. Chandler, Special Instructor in Extension Education, \$200.00 per month
- Harvey C. Hansen, Special Instructor in Extension Education, \$200.00 per month
- John T. Hefley, Assistant Professor of Extension Education, \$227.00 per month
- F. Lyman Tibbitts, Special Instructor in Extension Education, \$227.00 per month
- William B. Ragan, Instructor in Extension Education, \$200.00 per month.

Appointments approved as recommended.

President Bizzell reported the following resignations effective on the dates specified:

- Dr. W. Alfred Hetherington, Assistant Professor of Physiology, October 1, 1939
- Vera Lue Corbin, Medical Technologist, Student Health Service, September 1, 1939
- Dr. Elizabeth Dorsey, Physician, Student Health Service, August 1, 1939
- Verna Jemison, Circulation Head, University Library, effective October 1, 1939
- Carmen Mayes Bray, Library Assistant, effective October 1, 1939.

Resignations accepted.

Recommended the following appointments to the position and at the salary specified:

- Marian Evans, Secretary, Family Life Education, Extension Division, \$75.00 per month, effective October 1, 1939
- Dr. Felix T. Gastineau, Physician, Student Health Service, \$300.00 per month on a twelve months basis, effective September 15, 1939.
- Etta Charlaine Tullis, Medical Technologist, Student Health Service, \$75.00 per month plus maintenance, effective September 1, 1939
- C. O. Hunt, Assistant, Extension Division, \$75.00 per month, effective July 1, 1939
- Phila Dorsett, Circulation Head, University Library, \$100.00 per month, effective October 1, 1939
- Gladys Buck, Library Assistant, \$60.00 per month, effective October 1, 1939.

Appointments approved.

President Bizzell reported that Dr. Lloyd E. Swearingen, Professor of Chemistry, granted sabbatical leave of absence for the purpose of study in England, has been compelled to return to the United States. He has requested that the sabbatical leave of absence be approved for study at the Massachusetts Institute of Technology.

Approved.

President Bizzell reported that Stella Sanders, Assistant Professor of Modern Languages, granted sabbatical leave of absence for the school year of 1939-40 for the purpose of study in France, has been unable to carry out her plans. She requested that the leave of absence be cancelled, and that she be permitted to return to her position.

President Bizzell stated: "There are no funds available to employ her at her regular salary, and I recommend that the leave of absence be cancelled, and that she be employed on a half-time basis at the amount of the salary provided in the budget, and which she would have received under the sabbatical leave."

Approved.

President Bizzell reported that Eleanor Galloway, appointed Secretary in the Department of Botany and Bacteriology at \$90.00 per month, has requested that she be placed on a part-time basis, and recommended that her salary be fixed at the rate of \$50.00 per month, effective September 1, 1939.

He recommended further that Panthea Mae Evans be employed on a part-time basis at the rate of \$40.00 per month. The combined salaries amount to \$90.00 per month, the salary previously approved for Miss Galloway.

Approved.

Recommended that Viola V. Russell be appointed Special Instructor in Physiology for the first semester of the school year 1939-40, at a salary of \$500.00, \$125.00 per month, to replace Dr. Hetherington, resigned.

Recommendation approved.

President Bizzell reported that the University had been approved by the Civil Aeronautics Authority to offer a pilots training course with an allocation of fifty students. He stated that Professor C. N. Paxton in the Mechanical Engineering Department, would be in charge and that it would be necessary to relieve him of some of his other teaching duties, and that Dean Carson had requested authority to employ an instructor at \$1,800.00 to take over some of Mr. Paxton's work.

It was the sense of the Board that President Bizzell investigate the matter, and if he found that an additional instructor was needed, such an appointment would be approved.

President Bizzell presented requests for travel as follows:

Dr. R. L. Huntington to attend the Annual Meeting of the Petroleum Division of the American Institute of Mining Engineers, October 5, 6, and 7, at Galveston, Texas, at a total cost of \$25.00.

Approved.

William T. Tiffin, to attend the National Convention of the American Welding Society, Chicago, Illinois, October 21 to 28, at a total cost of \$94.20.

Approved.

Regent Ledbetter and Governor Phillips arrived at the meeting at 12:10 and the meeting was recessed for luncheon at the University Hospital.

The Board reconvened at 12:45, the Governor meeting with the Board.

There was a discussion concerning the reduction in the University budget as approved by the State Budget Officer, a total of \$46,352.60, distributed as follows:

Second Quarter - October, November, December, 1939

	Amount Requested	Amount Approved	Decrease
Salaries	\$319,278.36	\$292,512.76	\$26,765.60
Communications	5,000.00	3,500.00	1,500.00
Travel	1,500.00	1,500.00	000.00
Repairs and Alterations	3,800.00	3,000.00	800.00
Repairs to Buildings	2,450.00	2,000.00	450.00
Maintenance	32,347.00	20,000.00	12,347.00
Heat, Light and Power	6,000.00	6,000.00	000.00
Books and Periodicals	5,000.00	2,500.00	2,500.00
Equipment	3,490.00	1,500.00	1,990.00
			<u>\$46,352.60</u>

Governor Phillips stated, "There is nothing to be alarmed about for the balance of the year. I think by the middle of December we will have much more information than we have at the present time."

The Governor explained a number of matters which he requested to be regarded as confidential, stating that matters had not developed to the point of certainty, and that no public announcement could be made. He stated further that he realized there might be some injustices in reductions, but that adjustments would be made if these matters were called to the attention of the Budget Officer.

The Governor retired from the meeting at 1:30 p.m., and the Board proceeded with the discussion of other matters before the Board.

Regent Ledbetter called attention to a communication from General Patterson concerning reimbursement in the amount of \$250.00 from the Sunray Oil Company for damage to the Medical School campus in connection with oil well operations. He explained that this amount had been expended for material and labor in repairing the damage, and that payment had been made for same out of the Revolving Fund.

He recommended that the Board authorize the Business Manager to accept the check for \$250.00 in satisfaction of the damages from the Sunray Oil Company, and that same be placed in the Revolving Fund.

A motion was made, seconded, and carried that the recommendation be approved.

President Bizzell submitted a communication from E. N. Comfort, Dean of the School of Religion, concerning fees collected at the rate of \$3.00 per credit hour, from students enroled in courses in the School of Religion during the summer school of 1938, requesting that the total amount of such fees collected, \$273.00 be transferred to the School of Religion.

Following a discussion of the matter, Regent Hatchett requested that the following statement be incorporated in the minutes, and offered a resolution: "For the summer of 1938 it appears that the Financial Clerk's office collected by mistake the sum of \$273.00 which should have been paid direct to the School of Religion which has no official connection with the University. The Administrative officers did not know of this collection until recently but the funds are now in the hands of the Comptroller in the Revolving Fund, which fund the University holds only as Trustee, having collected same by mistake."

"BE IT RESOLVED, that the administrative officers are hereby authorized to approve the claim of the Dean of the School of Religion for the sum of \$273.00 representing the amount collected from students enroled in courses in the School of Religion."

The resolution was unanimously adopted.

President Bizzell called attention to a statement from the Romeike Press Clipping Service in the amount of \$544.78 for clipping service in November and December 1938, and January 1939, on a contract signed by Miss Frances Hunt of the University Publicity Department. He explained that he did not know this contract had been entered into but that in signing same Miss Hunt was under the impression that the total amount would not exceed \$25.00 or \$30.00, but that on account of the publicity in connection with the Orange Bowl football game a large number of clippings had been received

and that according to the contract the statement rendered represented the number of clippings received.

Following a discussion of the matter, it was the sense of the Board that the University was in no way obligated for contract entered into by Miss Hunt, and that the University could not be held for payment of the claim. In view of the circumstances, President Bizzell was authorized to tender the Romeike Press Clipping Service \$200.00 in full payment of the claim for this clipping service.

President Bizzell made a report concerning the Will Rogers Memorial Foundation, and submitted the following statement of investments as of this date:

Building and Loan stocks		\$40,000.00
Industrial stocks - distributed as follows:		
20 shares - American Telephone and Telegraph	161-7/8	
40 shares - International Nickel	46-5/8	
50 shares - National Biscuit Company	25-3/8	
50 shares - F. W. Woolworth Company	46-1/2	
100 shares - Texas Company	34	
		12,150.98
Balance to be invested		24,469.69

President Bizzell reported further that there was one vacancy on the Board and recommended in accordance with the Trust agreement, that the Board of Regents make a nomination to fill this vacancy. *see*

Dial Currin, Vice-President of the Federal National Bank of Shawnee, was proposed, and on motion Mr. Currin was elected as a member of the committee. President Bizzell was directed to notify Mr. Currin.

President Bizzell stated that several recommendations affecting the School of Medicine had been submitted by General Patterson, and he was invited to appear before the Board in connection with these recommendations.

The recommendations follow:

That Dr. Berry Campbell be granted leave of absence without pay during the school year of 1940-41 in order to accept a Guggenheim Fellowship if same were granted.

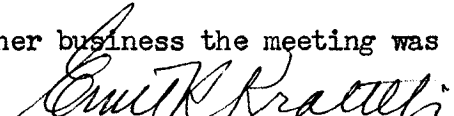
Recommendation approved on the condition that Dr. Campbell return to his present position at least one year following his leave of absence.

Recommended that Dr. Moorman C. Prosser be appointed Instructor in Psychiatry on the Clinical Staff, effective September 1, 1939. Dr. Prosser is on the staff in the Central State Hospital at Norman.

The recommendation was approved.

There was a further discussion on the budget reductions, and it was the sense of the Board that the budget be prepared based upon the reductions. That the President of the University is hereby authorized to distribute these reductions as in his judgment is most expedient with the request that the salaries be reduced as little as possible.

There being no further business the meeting was adjourned.


Emil R. Kraettli, Secretary.