

BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

A meeting of the Board of Regents of the University of Oklahoma, was held at 10:00 o'clock a.m., on Monday, May 13, 1940, in the office of the President.

Regent Noble, President of the Board presided; others present, Regents McBride, Hopper, Chambers, Hatchett, Ledbetter. Regent Looney did not attend the morning session, arriving at 2:30 p.m.

The minutes of the meeting held on Wednesday, March 30, 1940, were approved, each member having been furnished a copy previously.

President Bizzell called attention to the copy of the budget for 1940-41 for the various divisions of the University, and discussed summaries showing receipts and expenditures, and balances. Inquiry was made concerning the use of the Revolving Fund, more particularly about faculty and full-time employees that have been paid from this fund. Mr. Lindsey was called for an explanation on this, and he stated that only employees in departments having an income, such as the College of Fine Arts, Dispensing Clerks in Chemistry, and Pharmacy, Library, the University Press, Extension Class Teachers, and Student Assistants, were being paid from the Revolving Fund. He stated no members of the faculty, such as in the Department of Mathematics, English, History, etc., had been paid from the Revolving Fund. Mr. Lindsey was requested to prepare a detailed statement showing the names of individuals and amount of salaries paid from the Revolving Fund, and that a copy be sent to each member of the Board.

President Bizzell proceeded to go over the budget in detail calling attention to any changes from last year. He explained that the notations under the column "Remarks" were his recommendations for promotions or changes in ranks or titles. He stated that any changes in salaries were shown in the column of salaries for "1940-41". He stated also that in some cases deans and heads of departments had recommended increases and that he would call attention to these recommendations as the names appeared in the budget.

President Bizzell presented the resignation of J. F. Findlay, Dean of Men, effective June 1, 1940. The resignation was accepted.

President Bizzell stated he was not ready to make a recommendation for a successor to Dean Findlay but asked that the salary item be left in the budget tentatively, and he would make his recommendation at a later date.

President Bizzell presented a letter under date of May 10, 1940, from Dean Reaves, College of Arts and Sciences, as follows:

"On July 27, 1940, I shall be sixty-five years old and will have completed thirty-five years of service at the University. It is my wish to retire at the close of the summer school from the two executive positions which I have, these being Head of the Department of Mathematics, and Dean of the College of Arts and Sciences. I shall wish to retain my rank as Professor of Mathematics and to serve the University on a full-time basis until the time comes when I should retire completely.

"My service to the University has been to me a great pleasure and privilege. I have enjoyed particularly my service while you have been President. I have never had pleasanter relations with any man.

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I hope to be able to continue to serve the University for a few years longer and shall be glad to perform to the best of my ability any task that may be assigned to me."

President Bizzell recommended that Dean Reaves' resignation as stated be accepted, and that he be appointed Professor of Mathematics, at a salary of \$3,807.00, effective September 1, 1940.

President Bizzell recommended that Edgar D. Meacham, Assistant Dean of the College of Arts and Sciences be appointed Dean of the College of Arts and Sciences, effective September 1, 1940, at the salary of \$4,419.00.

President Bizzell recommended that J. O. Hassler, Professor of Mathematics be designated Head of the Department, and that his salary be fixed at the rate of \$3,600.00.

Regent McBride requested that he be excused.

President Bizzell called attention to the Department of Anthropology and Sociology and stated: "At the Board meeting held on Monday, May 2, 1938, upon my recommendation the Departments of Anthropology and Sociology were combined under one head; and Dr. Willard Z. Park who came to the University in the fall of 1938, was made head of the combined departments.

"At the time this recommendation was made, it seemed the advisable thing to do as both departments were comparatively small. I am convinced now that this was not the best thing to do and I would like to recommend that the previous action be rescinded and the two departments separated.

"I recommend that Dr. Park continue as Head of the Department of Anthropology and that Professor Wyatt Marrs be made Acting Head of the Department of Sociology.

"I further recommend that the Dean of the College of Arts and Sciences be directed to work out the details connected with this adjustment."

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

In the budget for the Department of English Dr. Bizzell called attention to Dr. B. A. Botkin, stating that he had requested an extension of his leave of absence, but that he had been notified this would not be recommended and that he make his decision as to whether he would return in September or submit his resignation. Also that he would recommend that Dr. Botkin be relieved of the obligation to return the money paid him during the year he was granted a sabbatical leave of absence.

He stated he had just received a letter from Dr. Botkin stating that he had not reached a decision, but would do so later.

Dr. Bizzell recommended that Dr. Botkin's position be declared vacant, and that he be so notified.

Dr. Bizzell recommended that Elizabeth Jordan, Assistant Professor of English, on leave of absence without pay during the years 1938-39 and 1939-40

be promoted to the rank of Associate Professor, effective September 1, 1940. He stated Miss Jordan had requested an extension of her leave of absence during the school year of 1940-41, and recommended that this be granted.

He stated Miss Jordan would reach the age of seventy in May, 1941, and that she would probably not return to the University.

In the College of Engineering, Department of Mechanical Engineering, Dr. Bizzell called attention to William Tiffin, Instructor, and recommended that his salary be fixed at \$1,899.00, effective September 1, 1940, instead of \$1,800.00 as shown in the budget.

In the Department of Mechanics, Dr. Bizzell recommended that L. A. Comp, Assistant Professor be paid \$2,331.00 instead of \$2,160.00, as shown in the budget.

There was a discussion concerning the Department of Intramural Athletics. Regent Hatchett moved that the salary of Ben G. Owen, be fixed at the rate of \$1,800.00 per year, effective July 1, 1940. By mutual consent the vote on the motion was deferred until Regent McBride returned to the meeting since he was especially interested and had indicated he would like to be heard on the matter.

The Board adjourned for lunch in the Student Union Building at 12:00 noon, and reconvened at 1:00 p.m.

The discussion on the budget was resumed, the next item being the Extension Division.

Inquiry was made concerning the Family Life Institute in which Dr. Alice Sowers is working under a cooperative arrangement with the Parent Teachers Association. Dr. Bizzell stated that he had received many favorable reports concerning Dr. Sowers, but that the P.T.A. had not been able to raise sufficient funds to pay the balance of her salary. He stated that the University's part was \$1,200.00 per year and that he had included that amount in the budget for 1940-41.

There was further discussion, following which Regent Hatchett moved that the item of Dr. Sowers' salary, and the item of \$900.00 for the secretary be eliminated.

A roll call was called for with the following result:

Regent Hopper "no"; Regent Ledbetter "no"; Regent Chambers "no"; Regent Hatchett "aye"; Regent Noble "no".

The motion was declared "lost".

Regent Hatchett moved: "that the salary of J. H. Felgar, Dean Emeritus of the College of Engineering be reduced to \$1,500.00 per year, effective September 1, 1940; and that he be given such work in the department as the Dean of Engineering decides with the approval of the President of the University."

The motion was unanimously carried.

Regent Hatchett moved: "that we eliminate from the University budget all of Page 55 of the typewritten copy." (That part of the salaries of John Jacobs, Bruce Drake and Harold Keith that the University has been paying totaling \$5,400.00).

After some discussion on the matter a vote was had on the motion with the following result: Regent Hopper "no"; Regent Ledbetter "no"; Regent Chambers "no"; Regent Hatchett "aye"; Regent Noble "no".

The motion was declared "lost".

President Bizzell called attention to the action of the Board at the meeting on March 20, at which time the appointments of members of the coaching and athletic staff were approved. The contracts were made to expire on January 1. He stated that for the football coaches this date was satisfactory since the football season closes before that time and was prior to spring practice. For other sports, most of which take place in the spring, the contracts should expire on June 30. He recommended that the annual contracts for Coach Tom Stidham, and Assistant Coaches R. H. Erskine, Stanley Williamson, and Dale Arbuckle, expire on January 1, but that for other employees in the department the contracts be made to expire on June 30.

President Bizzell called attention to a discrepancy in the salary of Harold Keith. When his appointment was made on March 20 his salary was shown as \$2,400.00 from the University, whereas he was receiving \$400.00 additional from the athletic department, making a total of \$2,800.00. The total salary approved at the March meeting was \$2,700.00, which would result in a reduction of \$100.00 in his salary.

Regent Noble stated it was his intention to give Harold Keith an increase, and suggested that his salary should be \$3,200.00, of which the athletic department would pay \$800.00.

A motion was made, seconded, and carried, that Harold Keith's salary be fixed at \$3,200.00, effective July 1, 1940.

Regent Hopper moved that the recommendation of President Bizzell fixing the dates of beginning and ending of contracts for various members of the athletic staff be adopted, and that the salaries stand as originally adopted by the Board.

Motion carried.

Motion made, seconded and carried that all salaries in the Athletic Department be paid out of athletic funds unless otherwise stated.

President Bizzell stated that Coach Stidham had asked that the salary of J. J. Dempsey, Equipment Man, be changed from \$960.00 as originally approved, to \$1,080.00, and recommended this adjustment.

Regent Chambers moved that the President's recommendation with reference to Mr. Dempsey's salary be approved.

Motion carried.

(Regent Looney arrived at the meeting at 2:30 p.m.)

President Bizzell called attention to the budget for "Hygiene and Public Health" - Page 56 of the budget. He explained that members of the Infirmary staff were teaching courses in Hygiene and Public Health, but that only Dr. Schmidt was paid from University funds. He discussed the advisability of increasing the General Service Fee from \$8.50 to \$10.00 per semester, in order to provide additional funds for the Infirmary, and suggested an increase of 50¢ per semester for the Infirmary, stating this would provide an income of approximately \$5,000.00 per year for the Infirmary; the other \$1.00 to go into the general Revolving Fund to be used for Research Fellowships and Scholarships. He stated the University was devoting far less to research than the minimum requirement in the North Central Association but that the present budget would not permit an increase in the allowance for research.

It was the sense of the Board that the Infirmary fee be increased from \$3.00 to \$3.50 per semester in order to provide additional facilities and improve the health service, and this was formally approved on motion duly made and seconded.

It was voted not to approve the additional \$1.00 fee at this time.

Regent Noble stated he would entertain a motion authorizing the appointment of a committee of the Board to consider matters affecting the University and Crippled Children's Hospitals, the Medical School, all in Oklahoma City, and the Infirmary at the University.

Motion by Regent Hopper, seconded and carried that the Chair appoint such a committee.

The following were appointed on the above committee: Regents Chambers, Hopper, and Ledbetter.

Regent McBride returned to the meeting at 3:30 p.m.

President Bizzell stated that since all members of the Board were present, he desired to bring up a matter which he had had under consideration for some time. He discussed the progress of the University during his administration following which he stated that he desired at this time to submit his resignation in writing, which he did in the following communication:

May 13, 1940.

"To the President and Members of the Board of Regents:

"I am completing thirty years as a college president and fifteen years as president of the University of Oklahoma. I will be in my sixty-fifth year in 1941 and I have always contemplated that I would retire from the arduous duties of executive administration at that age. I am, therefore, submitting my resignation as president of the University, effective on and after July 1, 1941.

"I am giving you this notice a year in advance in order that the Board of Regents may have ample time to select my successor.

"I have enjoyed my work as president of the University and I have been happy in my relationships with the alumni, faculty, and students of the institution. I have made thousands of friends through the years and it is my intention to live the remainder of my life in the midst of associations that have meant so much to me.

"I wish to express to the members of the Board my genuine appreciation for the cooperation you have always given me and to assure you that I will continue to give the best service in my power for the remainder of my tenure as president of the institution.

Very sincerely yours,

WBB:E

(Signed) W. B. Bizzell, President."

There was a discussion in which the members of the Board participated expressing appreciation to Dr. Bizzell for his services to the University and the State, and in the cause of education generally.

Motion by Regent Hatchett, seconded and unanimously carried, that the resignation of President Bizzell be accepted effective July 1, 1941; that upon such resignation becoming effective Dr. Bizzell shall become President Emeritus of the University and Head of the Department of Sociology at a salary of \$6,000.00 per year; and that in the year of 1941-42 Dr. Bizzell shall have charge of and be the directing head of the Semi-centennial Celebration.

At this point Regent Hatchett asked for a vote on his motion fixing the salary of Ben G. Owen at \$1,800.00 per year beginning July 1, 1940.

Following a discussion of the matter, a roll call was had on the matter with the following result:

Regent Hopper "aye"; Regent McBride "aye"; Regent Ledbetter "no"; Regent Chambers "aye"; Regent Noble "aye".

The motion was declared carried.

President Bizzell reviewed the matters in the budget which had been discussed earlier, for the benefit of Regent Looney, who arrived late, and Regent McBride who was absent during a part of the time. He proceeded with explanations on the budget items beginning with Page 45, and continued through the entire budget.

During the discussion of the staff in the School of Law Regent Ledbetter stated he had heard criticisms about A. H. Huggins, Librarian, for a number of years. Dr. Bizzell stated this situation is not entirely satisfactory and requested he be permitted to work out a solution, and that he would make a report at a later date.

Regent Chambers offered the following motion: "On account of the importance of the library in the study of law, it is the sense of the Board that the employment of a full-time librarian is necessary."

Motion carried.

Regent Hatchett asked that he be excused at 5:00 p.m.

Regent Looney asked that he be excused at 6:45 p.m.

The Board recessed for dinner at the Student Union Building at 6:45 p.m., and reconvened at 7:20 p.m.

The discussion on the budget was resumed, through auxiliary departments including the Residence Halls for Women, the Infirmary, Cooperative Dormitory, and the Oklahoma Geological Survey.

President Bizzell stated there were several other matters he desired to bring before the Board at this time.

He stated the University had been approached concerning the establishment of a unit of the Naval ROTC. He explained the benefits and requirements in such a unit, and recommended that he be authorized to make formal application to The Chief of Navigation, Navy Department, Washington, D. C. He stated he had tentatively filed such an application subject to confirmation by the Board of Regents.

The motion was made, seconded, and unanimously carried, that President Bizzell be authorized to make the following application:

May 13, 1940.

"Bureau of Navigation,  
Washington, D. C.

Subject: Application for establishment of a unit of the Naval Reserve Officers' Training Corps.

1. By direction of the governing authorities of the University of Oklahoma, I hereby submit application for the establishment of a unit of the Naval Reserve Officers' Training Corps at this institution.

2. Should this application be accepted by the Secretary of the Navy, the authorities of this institution hereby agree to establish and maintain a four years' course of naval training for its physically fit male students, divided into a two years' basic course and a two years' advance course. Each course shall be elected separately, and either course when entered upon by any student shall be a prerequisite for graduation by such student unless in exceptional cases he shall be discharged from the Naval Reserve Officers' Training Corps by the Professor of Naval Science and Tactics, in accordance with administrative regulations and with the approval of the head of the institution.

The University of Oklahoma will endeavor to promote and further the objects for which the Naval Reserve Officers' Training Corps is established, and will allot a minimum of an average of four hours per week per academic year to naval training and instruction. Credits counting toward a degree in the various colleges will be granted for the Naval Science Course on the same basis as for other work at the University. The University will provide adequate housing for the naval unit, and the use of sufficient class rooms and a space for drill. I understand that an annual minimum initial enrollment

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in the naval course of 80 physically fit male students of the freshman class, citizens of the United States, over 16 years of age, is required to maintain a Naval Reserve Officers' Training Unit.

3. The authorities of this institution also agree to conform to the regulations of the Secretary of the Navy relating to the issue, care, use, safekeeping, and accounting for such Government property as may be issued to the institution.

(Signed) W. B. Bizzell  
President  
University of Oklahoma."

President Bizzell stated the Federal Communications Commission had made certain definite requirements concerning the operation of WNAD, the University Radio Station. That the station had tentatively been assigned a frequency of 690 Kilocycles, to become effective at a future date, probably August 1, and that this was much more desirable than the 1010 Kilocycle frequency under which the station is operating at this time. He stated that Station KOMA, Oklahoma City had filed an application for this wave length with the Federal Communications Commission, and that the University had been promised a hearing before any change is made. Also, that a brief, setting forth the University's position was being filed and that a resolution by the Board of Regents would be helpful.

In view of the situation as explained by Dr. Bizzell, the following was on motion unanimously adopted:

"With a view to making more effective the public service rendered by Radio Station WNAD, owned and operated by the University of Oklahoma, the Board of Regents of the University of Oklahoma adopt the following as the policy of the University Station:

"1. An extension of the present program to include several programs formerly offered but discontinued during the current year as well as new features designed to extend the station's educational service.

"2. An augmenting of the personnel of the station as soon as budgetary problems will permit. This can not be done during the current year but it is hoped that it will be possible during the next biennium.

"3. An improvement of the technical equipment of the station by the adding of antennae tower and other needed equipment. Since this will require a special legislative enactment, the Board of Regents will undertake to press this measure at the next legislative session.

"4. The creation of a Division of Radio Technique, under the direction of the Director of Production of Station WNAD. This division to train for professional work in radio through a special curriculum bringing together the various courses now offered in several departments of the University and adding thereto adequate laboratory work."

Discussion was resumed on the University budget.

After the complete budget had been discussed, President Bizzell recommended that the budget as corrected, be approved.



A motion was made, seconded, and carried, that President Bizzell's recommendations, with corrections in the budget, be approved.

President Bizzell asked that the Board consider the budget for the University and Crippled Children's Hospital, and the Medical School. He stated he had gone over the budget with General Patterson, Dean, and recommended adoption of the budget. Regent Chambers stated he had gone over the items and moved approval of the budget as submitted. The budget was unanimously approved.

President Bizzell read a communication from Dean Patterson under date of May 4, 1940, calling attention to a request from the Surgeon General of the Army that the University Hospital cooperate by organizing Evacuation Hospital #21, United States Army. Similar requests have been sent to deans of most of the medical schools which have teaching hospitals.

Dr. Bizzell read from General Patterson's letter as follows:

"At the regular monthly meeting of the Staff of the University and Crippled Children's Hospitals held last night, May 3, 1940, the Staff unanimously passed the following resolution:

'Resolved, that the University Hospital agree to comply with the request of the Surgeon General, United States Army, to organize Evacuation Hospital #21, United States Army, for service in any national emergency as outlined by the Surgeon General of the Army in his letter of March 25, 1940, and in accordance with Tables of Organization promulgated by the War Department from time to time.'"

President Bizzell recommended approval for the formation of this organization.

Motion by Regent Chambers, seconded and unanimously carried, that the President's recommendation be approved.

President Bizzell stated Dean Patterson had submitted a number of other recommendations, most of which were routine and action by the Board was necessary to clear the records, and recommended approval. The following items were read:

Reported that Dr. E. T. Olsen, Assistant Superintendent of the University and Crippled Children's Hospitals, was retired under the provision for automatic retirement at the age of sixty-five, on April 1, 1940.

Changes in personnel in the University and Crippled Children's Hospitals:

Services discontinued:

Elinor Peery, X-Ray Technician, \$100.00 per month, March 31, 1940.

Resignations:

G. N. Barry, M. D., as Director of the Out-Patient and Admitting Departments, effective May 31, 1940.

Resignations: (Cont.)

- Dale Van Vacter, Laboratory Technician, \$100.00 per month, April 21, 1940
- Nellie Cant, Assistant Operating Room Supervisor, \$80.00 per month, April 1, 1940.
- Helen Babb, Head Nurse, Children's orthopaedic Ward, \$90.00 per month with meals and laundry, May 1, 1940.
- Pauline Henry, Head Nurse, Children's Orthopaedic Ward, \$80.00 per month with meals and laundry, May 31, 1940.

Appointments:

- Paul A. Smith, X-Ray Technician, \$100.00 per month, April 1, 1940.
- Margrete McAleney, Laboratory Technician, \$50.00 per month for part time, April 22, 1940.
- Virginia Smith, Laboratory Assistant, \$50.00 per month, April 22, 1940.
- Helen Thaxton, Assistant Operating Room Supervisor, \$65.00 per month, April 2, 1940.
- Mary Virginia Miller, Assistant Operating Room Supervisor, \$80.00 per month with meals and laundry, May 1, 1940.
- Edna Leavitt Oakes, Head Nurse, Children's Orthopaedic Ward, \$80.00 per month with meals and laundry, May 1, 1940.
- Nettie Koehn Lewis, Head Nurse, Children's Orthopaedic Ward, \$80.00 per month with meals and laundry, June 1, 1940.

Promotions for instructors in the School of Nursing:

- Ella Smith, Instructor in Physical Education to Lecturer in Physical Education
- Freda Schroeder Johnson, Instructor in Diet and Diseases to Lecturer in Diet and Diseases
- Mary Wilkinson, Instructor in Foods and Nutrition to Lecturer in Foods and Nutrition
- Opal Willard Gray, Instructor in Massage to Lecturer in Massage
- Edna McElvogue, Instructor in Pediatric Nursing to Lecturer in Pediatric Nursing.

School of Medicine

Resignations:

Carrie C. Gillaspay appointed as Graduate Assistant in the Department of Anatomy at a salary of \$600.00 per year, approved at the meeting of the Board of Regents on February 12, 1940, declined to accept.

Appointments:

- Russell L. Moseley, Assistant Professor of Anatomy, at a salary of \$2,500.00 for ten months' service, effective September 1, 1940. Dr. Moseley is to serve during the absence of Dr. Berry Campbell who will be on leave of absence during the school year 1940-41.
- Richard C. Mills, Assistant in Obstetrics on the Clinical Staff, effective September 1, 1940.

Appointments: (Cont.)

Sue Elizabeth Browder appointed Graduate Assistant in the Department of Anatomy at a salary of \$600.00 per year on a ten months' basis, effective September 1, 1940.

Changes in title and promotions in rank:

Recommended that Dr. Thomas Mark MacDonald, Associate Professor of Pathology, be appointed Lecturer in History of Medicine in addition to his present title, effective September 1, 1940.

Recommended that the title of Lecturer in History of Medicine be dropped for Dr. L. A. Turley, effective September 1, 1940.

Recommended that Dr. August Malone Brewer be promoted from the rank of Assistant in Urology to Instructor in Urology on the Clinical Staff of the School of Medicine.

President Bizzell reported the following changes in the School of Medicine and State University and Crippled Children's Hospitals in Oklahoma City which have been overlooked previously:

Deaths:

Dr. Floyd J. Bolend, Associate Professor Emeritus of Medicine June 22, 1939.

Dr. Darrell Gordon Duncan, Associate in Therapeutic Radiology, March 1, 1940.

Resignations:

Dr. Cannon Armstrong Owen, Assistant in Surgery, October 22, 1939.

Dr. Ralph Bowen, Instructor in Medicine, July 22, 1939.

Services Discontinued:

Harold L. Williams, Resident in Obstetrics, February 12, 1940.

Salary Increased:

Muriel Waller, Secretary to Dr. Olsen, from \$100.00 to \$110.00 per month, March 1, 1940.

Appointments:

John M. Parrish, Jr., Resident in Obstetrics, at a salary of \$75.00 per month, March 3, 1940.

Dr. Hull Wesley Butler was relieved of his duties in the Department of Histology and Embryology on July 1, 1939, but has been continued as Associate in Medicine on the Clinical Staff.

Dr. Melvin Hoot, Assistant in Otology, Rhinology, and Laryngology, was relieved from duty as of March 1, 1940, because of illness.

Effie Root was transferred from Nurse Supervisor in the Crippled Children's Hospital to Nurse Supervisor in the Outpatient Department of the University Hospital on June 6, 1939, at which time she was relieved of her duties as Instructor in the School of Nursing.

The recommendations for the Medical School and Hospitals were approved.

There was a discussion concerning the next meeting of the Board. President Bizzell called attention to commencement on Monday, June 3, and the baccalaureate services on Sunday, June 2.

The motion was made, seconded, and carried that the Board meet at 2:00 p.m. on Monday, June 3, 1940, immediately following the Alumni Luncheon.

There being no further business the meeting was adjourned at 10:00 p.m.

*Emil R. Kraettli*  
Emil R. Kraettli, Secretary.