

THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

The meeting of the Board of Regents of the University of Oklahoma was held on Wednesday, December 10, 1941, in the Office of the President at 10:00 a.m.

The following members were present: Regents Looney, Craig, Hopper, and Chambers.

The minutes of the meeting held on November 7, 1941, were approved, each member having been sent a copy previously.

President Brandt reported on various items as follows:

1. The election for the class of 1945 is being held today in the Oklahoma Memorial Union Building under the supervision of the Department of Government.
2. A meeting of a group of business and labor leaders and industrialists was held at a luncheon in the Union Building on Tuesday evening, looking toward the establishment of an industrial relations bureau for the purpose of doing research and collecting information with reference to labor conditions, the problems of employees and employers, et cetera. It is not contemplated that state funds are to be used in the establishment of this bureau, but several of those present at the meeting felt it would be a proper function for the expenditure of state funds. The matter is to be considered further and a report of progress will be made later.
3. The contract for each of the football coaches automatically ends on December 31 of each year. Mr. Haskell, the Director of Athletics, has requested that appointments for next year be withheld until the next meeting of the Board.
4. Reported on the appointment of faculty committees on defense, draft, advisory and other activities pertaining to the national defense program. Recommended that the President be authorized to work out a plan whereby students being inducted into, or volunteering for, military or naval service may make arrangements with instructors for final examinations in order to establish credit for the semester; also, that consideration be given to the establishing of credit for military service either in the past or in the future.

In discussing item No. 4 of the President's report, it was voted that the President of the University be authorized to appoint a faculty committee to work out a plan whereby men who have had military service in any branch of the armed forces may be given consideration in so far as credits are concerned.

It was the sense of the Board that the University co-operate in every way in the national defense program.

5. Reported that Mr. Shelley Tracy of the class of 1911 made a trip to Norman in order to discuss the endowment program in connection with the semi-centennial, also, that a special committee composed of Mr. Blickensderfer and Mr. Morgan of the English Department and Mr. Kamphoefner of the Department of Architecture, who were in the session during the forenoon discussing plans for the Parrington Memorial, together with Mr. Tracy, would have lunch with the Board at 12:30 to discuss not only plans for the Parrington Memorial, but also endowments in general.

President Brandt reported the following resignations:

E. F. Sloan, night watchman, November 31, 1941.

Louise Embree, stenographer, School of Drama, effective December 6, 1941.

The resignations were accepted.

Recommended the following appointments:

Emmet C. Graham, night watchman, \$90.00 a month, effective December 1, 1941.

Mary Elaine Smith, secretary, School of Drama, \$75.00 a month, effective December 8, 1941.

Mrs. Isabel Cotton, assistant in the Library, for December, 1941, and January, 1942, at \$75.00 a month.

Appointments were approved.

Recommended that the salary of A. C. Bernier, special officer, be increased from \$110.00 to \$115.00 a month, effective December 1, 1941. The \$5.00 increase will not affect the budget since Mr. Graham's salary will be \$5.00 a month less than that paid Mr. Sloan, who has resigned. This was approved.

Recommended that E. E. Jones, janitor, be placed on a retirement status effective January 1, 1942. Mr. Jones is 68 years of age and has been employed over 21 years. Due to failing health he is unable to carry on his duties on a full time basis. His present salary is \$1,080.00 on a twelve months basis. Under the Board rule on retirement he would be eligible at the age of 70 to \$35.00 a month "with six years of service over the minimum fifteen-year period", or \$420.00 a year. He is able to do part-time work. Approved.

Reported that several members of the faculty had filed requests for leave of absence for next year under the regulations governing sabbatical leaves. It was the sense of the Board that action on these requests be deferred until a later date.

The recommendation that William O. Felkner, Instructor in Botany, be granted leave of absence without pay during the school year of 1942-43 was approved.

Reported that Carl T. Almquist, Associate Professor of Electrical Engineering on leave of absence for army service since February 26, 1941, had been ordered to continue on active duty under special orders, No. 307, until the twenty-fifth day of February, 1943.

Recommended that a leave of absence for Professor Almquist be continued until that date. This recommendation was approved.

The Board recessed for luncheon at 12:30 p.m. in the Oklahoma Memorial Union Building.

At 2:30 p.m. the Board met in executive session.

At 3:00 p.m. they resumed consideration of recommendations by President Brandt.

President Brandt reported that on September 8, 1941, (page 1045) the Board approved appointments (J. L. Elder and G. W. Birge) on the Oklahoma Geological Survey staff on a co-operative basis with the Department of the Interior, Bureau of Mines.

Mr. Dott, Director of the Geological Survey, has just been notified of the discontinuance of the services of Mr. Elder and Mr. Birge, December 31, 1941.

Mr. Dott reported that James E. Wilson has been appointed, effective January 1, 1942, at a salary of \$170.00 a month "for the purpose of preparing reports on the carbonizing properties of Oklahoma coals". This appointment is a part of the original program whereby the State is to be obligated in an amount not to exceed \$3,300.00 for the fiscal year, this amount having been appropriated by the seventeenth legislature, the balance of expenditure by the Government.

The report was received and ordered filed.

Dean Patterson of the School of Medicine and the University Hospitals submitted the following recommendations concerning changes in the Hospitals with explanations on changes and reports on the effect of the total budget:

- Resigned: Robert E. Lemmon, Bookkeeper and Assistant Cashier, September 30, 1941, salary \$125.00 a month.
- Resigned: W. E. Smith, Bookkeeper, October 15, 1941, salary, \$115.00.
- Promoted: Andrew Peterson, from Clerk to Bookkeeper, vice W. E. Smith, resigned, salary increased from \$80.00 to \$100.00 October 1, 1941.
- Promoted: Nova Atkins, from Storeroom Clerk to Clerk in Business Office, vice Andrew Peterson, promoted, salary increased from \$65.00 to \$80.00, October 1, 1941.
- Employed: W. L. Palmer, Storeroom Clerk, October 3, 1941, vice Nova Atkins, promoted, salary \$65.00.

The \$125.00 salary of Robert E. Lemmon, plus the \$15.00 saving due to the difference in salary between that paid W. E. Smith and Andrew Peterson, a total of \$140.00, is to be used as follows:

- Employed: Ann Willard, Bookkeeper and Assistant Cashier, October 15, 1941, salary, \$60.00.
- Increase: J. W. DeWitt, Head Bookkeeper, salary increased from \$135.00 to \$140.00, October 1, 1941.
- Increase: R. L. Jones, Claim Clerk, salary increased from \$125.00 to \$130.00, October 1, 1941.
- Increase: Paul Purdy, Machine Bookkeeper, salary increased from \$115.00 to \$120.00, October 1, 1941.
- Increase: Elbert Allen, Cashier, salary increased from \$90.00 to \$100.00, October 1, 1941.
- Increase: L. G. Jolly, Drug Inventory Clerk, salary increased from \$90.00 to \$100.00, October 1, 1941.
- Increase: J. Warren Bishop, Storeroom Clerk, salary increased from \$65.00 to \$70.00, October 1, 1941.
- Increase: Bill Lowe, Storeroom Clerk, salary increased from \$65.00 to \$70.00, October 1, 1941.
- Increase: LeRoy Lewis, Storeroom Clerk, salary increased from \$65.00 to \$70.00, October 1, 1941.
- Increase: Claude Fuzzell, Storeroom Clerk, salary increased from \$65.00 to \$70.00, October 1, 1941.

The above changes will still create a saving of \$25.00 a month in the Business Office and Storeroom Departments and at the same time improve the morale of the other employees by giving them moderate increases and yet make a small total saving. It will help to encourage those increased to remain in our employment. Many "outside" offers are made to our employees in this group.

The following changes are made in salaries and personnel of the Housekeeping Department by the resignation of Walter Holden, Janitor, August 31, 1941, salary \$70.00 (not to be replaced), and a \$5.00 saving in the resignation of John Wilkowski, Window Washer, August 31, 1941, salary \$75.00 (replaced by \$70.00 employee). This total saving of \$75.00 is to be used as follows:

- Increase: Walter Afinowicz, Head Janitor, Children's Hospital, salary increased from \$85.00 to \$90.00, September 1, 1941.
- Increase: Roy Hopper, Head Janitor, University Hospital, salary increased from \$80.00 to \$90.00, September 1, 1941.
- Increase: Bill Landers, Surgery Janitor, salary increased from \$70.00 to \$80.00, October 1, 1941.
- Increase: Weldon Grimes, Surgery Janitor, salary increased from \$70.00 to \$80.00, October 1, 1941.
- Increase: E. L. Stone, Janitor, salary increased from \$70.00 to \$75.00, October 1, 1941.
- Increase: Sidney Yount, Janitor, salary increased from \$70.00 to \$75.00, October 1, 1941.
- Increase: D. L. Burkett, Janitor, salary increased from \$70.00 to \$75.00, October 1, 1941.
- Increase: Lee Brown, Janitor, salary increased from \$70.00 to \$75.00, October 1, 1941.
- Increase: Mike Kosinski, Janitor, salary increased from \$70.00 to \$75.00, October 1, 1941.
- Increase: Virgil Jackson, Janitor, salary increased from \$70.00 to \$75.00, October 1, 1941.

These changes will still create a saving of \$10.00 a month in this department.

- Resigned: Corinne Strauchon, X-Ray Stenographer, October 11, 1941, salary, \$105.00.
- Promoted: Gretchen Bader, X-Ray Stenographer, vice Corinne Strauchon, resigned, salary increased from \$85.00 to \$100.00, October 1, 1941.

Promoted: Doris Mae Edwards, from Record Office Clerk to X-Ray Stenographer, vice Gretchen Bader, promoted, salary increased from \$70.00 to \$80.00, October 1, 1941.

Increase: William Clyde Hopson, Chief X-Ray Technician, salary increased from \$160.00 to \$170.00, October 1, 1941. (This increase made possible by the \$10.00 saving on two positions above.)

The chief X-Ray technician is worth \$200.00 a month. He receives many offers from outside. This moderate increase in his salary may help us to retain his services.

Resigned: Ernestine Simmons, Chief P.B.X. Operator, September 30, 1941, salary, \$70.00.

Promoted: Alma Wetmore, from P.B.X. Operator to Chief Operator vice Ernestine Simmons, resigned, October 1, 1941, salary increased from \$65.00 to \$75.00.

Employed: Josephine Tillman, P.B.X. Operator, October 1, 1941, vice Alma Wetmore, promoted, salary, \$65.00.

Resigned: Dorotha Crockard, Assistant Dietitian, September 15, 1941, to enter Army Nurse Corps, salary \$100.00.

Employed: Eloise Argo, Assistant Dietitian, October 1, 1941, vice Dorotha Crockard, resigned, salary, \$100.00.

Resigned: Josephine Mesley, Pediatric Supervisor, entered Army Service September 30, 1941, salary, \$115.00.

Services discontinued: T. C. Shoemaker, Engineer, because of age and physical condition, October 15, 1941, salary, \$114.00.

Promoted: Roy Arnold, from Mechanic to Engineer, vice T. C. Shoemaker, services discontinued, salary to be increased from \$100.00 to \$114.00, November 1, 1941.

Employed: William Johnston, Mechanic, October 22, 1941, vice Roy Arnold, promoted, salary, \$100.00.

Employed: Edna L. Oakes, Head Nurse, October 6, 1941, salary, \$85.00, vice Martha O'Leary, resigned July 28, 1941.

The following increases in the laboratory are made possible due to the fact that Vernal Johnson, laboratory technician, who resigned on August 14, 1941, is not to be replaced. Miss Johnson's salary was \$110.00.

Erik Eselius, Assistant Director, salary increased from \$250.00 to \$260.00, November 1, 1941.
 Margaret Murphy, Technician, salary increased from \$100.00 to \$115.00, November 1, 1941.
 Cora H. Crouch, Technician, salary increased from \$100.00 to \$115.00, November 1, 1941.
 Ruth Holm, Technician, salary increased from \$100.00 to \$115.00, November 1, 1941.
 Marion Goehring, Technician, salary increased from \$100.00 to \$115.00, November 1, 1941.
 Mary L. Asling, Technician, salary increased from \$100.00 to \$115.00, November 1, 1941.
 Betty Klinglesmith, Technician, salary increased from \$100.00 to \$110.00, November 1, 1941.
 Mildred Flynn, Technician, salary increased from \$100.00 to \$110.00, November 1, 1941.
 Virginia Smith, Laboratory Assistant, salary increased from \$75.00 to \$80.00, November 1, 1941.

The above increases do not increase the total expenditures for the laboratory. These moderate increases may make it possible to retain the services of this personnel.

Demma Morgan, Stenographer in Social Service Department, services discontinued October 31, 1941, salary \$110.00. Vacancy will not be filled this year. Salary to be used to try and hold the other workers in that department. Many offers are made to these people very frequently.
 Sherron Reagan, promoted from Clinic Clerk to Stenographer in Social Service Department, salary to be increased from \$60.00 to \$75.00, December 1, 1941, vice Demma Morgan, services discontinued.
 Elizabeth Brunk, Medical Social Worker, salary increased from \$100.00 to \$105.00, December 1, 1941.
 Lorraine Lieurance, Medical Social Worker, salary increased from \$80.00 to \$95.00, December 1, 1941.
 Ruth Lowry, Medical Social Worker, salary increased from \$85.00 to \$95.00, December 1, 1941.
 Lillie Pearl Holshouser, Stenographer in Social Service Department, salary increased from \$75.00 to \$80.00, December 1, 1941.

The above increases do not affect the budget for the Social Service Department. The saving of \$60.00 left by Mrs. Morgan's departure will probably have to be used to employ some one in the place of Miss Reagan in the Clinic; to be reported when so made.

Lewis L. Reese, M.D., Medical Director, resigned November 20, 1941, salary \$416.66.
 G. N. Barry, M.D., in addition to his duties in the Outpatient Departments, appointed Acting Medical Director November 21, 1941, vice Lewis L. Reese, M.D., resigned, present salary of \$200.00 to be increased to \$300.00, until a new Medical Director is appointed.

L. E. Nelson, Jr., Storeroom Clerk, returned from duty with U.S. Army, November 5, 1941, salary \$75.00.

Rugie R. Coates, Resident in Ophthalmology and Otorhinolaryngology, called to duty with U.S. Army October 31, 1941, salary \$85.00.

Philip Joseph, Junior Intern, services discontinued November 11, 1941, salary \$10.00. To be paid for month of November.

Marguerite Heinz, Pediatric Supervisor, salary increased from \$110.00 to \$120.00 November 1, 1941. (Additional duties due to resignation of Josephine Mesley, Pediatric Supervisor).

Roy C. Hurt, Painter, resigned November 15, 1941, salary \$85.00. Not to be replaced until spring or work makes it necessary.

D. L. Burkett, Janitor, resigned November 18, 1941, salary \$75.00.

Henry Schwartz, Janitor, salary to be increased from \$70.00 to \$75.00, December 1, 1941, vice D. L. Burkett, resigned. (Second position not to be filled at this time).

Bill Landers, Surgery Orderly, salary to be increased from \$80.00 to \$85.00, November 15, 1941. This increase is to be effective during months of October, November, December, January, February, March, and April of each year due to additional duties during these months in the Operative Surgery Class.

Regent Chambers stated he had gone over all of these items. President Brandt called attention specifically to the resignation of Dr. Lewis L. Reese as Medical Director on November 20, 1941, and the recommendation that George N. Barry at present in charge of the Out-patient Department on a part-time basis be named as Acting Medical Director of the University and Crippled Children's Hospitals pending the appointment of a full time Medical Director and that he be paid \$100.00 a month additional for this service.

Regent Chambers moved, and it was voted, that the recommendation as above indicated be approved.

President Brandt recommended that Arthur A. Hellbaum, Associate Professor of Physiology, be granted a sabbatical leave of absence for the scholastic year of 1942-43. On a motion by Regent Chambers, it was voted to approve this recommendation.

Recommended that Dr. Henry G. Bennett, Jr. be appointed assistant in Gynecology on the clinical staff of the School of Medicine, effective October 22, 1941. On motion by Regent Chambers it was voted to approve the recommendation.

Also recommended that Louis E. Diamond, Research Associate in the Department of Biochemistry, be appointed Instructor in Biochemistry, effective January 1, 1942. This appointment is without salary. This recommendation was approved.

President Brandt reported the death of Richard Clyde Lowry, Professor of Clinical Obstetrics on the faculty of the School of Medicine on December 2, 1941. Dr. Lowry was appointed on the staff of the School of Medicine in 1921 and has served continuously since that time.

Regent Chambers proposed that the following letter be written to Mrs. Lowry. This proposal was unanimously adopted.

"Dear Mrs. Lowry:

"At a recent meeting of the Board of Regents, I reported that Dick died on December 2. The Board expressed genuine regret and asked me to extend to you the sympathy of the Board in your sorrow.

"Dick was an inspiration to all of those with whom he came in contact, and the young men who were students in the Medical School who came under his influence will worship him for the encouragement and the fine example that typified his life. It is our hope that you are finding some consolation in the memory of his useful life which was so rich in service to his fellow man.

"While you have suffered a great loss, it is not yours alone for we shall all miss him, his cheerful spirit, and his friendship.

"The members of the Board of Regents join me in conveying best wishes to you and your fine family.

"Cordially yours,

(Signed)

"Joseph A. Brandt, President."

It was voted that a copy of the letter to Mrs. Lowry by President Brandt be spread upon the minutes of the Board of Regents.

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Recommended that a one year scholarship be established to be awarded to the winner of the annual art contest sponsored by the Oklahoma chapter of the American Association of University Women. Similar scholarships have been approved by the Board of Regents for winners in curricular events at the interscholastic meet. This scholarship in the art contest would relieve the student from the incidental enrolment fees and any fees in art courses in which the student may enrol during the year in which he holds the scholarship.

It was voted to approve the scholarship.

President Brandt called attention to his report at the meeting on November 7, 1941, that he had appointed the Curriculum Revision Commission, the purpose of this Commission being to make a study of courses and to make a general survey of the University. He recommended that, pending a final report by this Commission, no new courses be added in any department except courses which may have a direct bearing on the defense program and that any such courses must be approved in advance by the President of the University.

The recommendation was approved.

President Brandt reported that the vacancy in the College of Business Administration caused by the death of Philip C. Albertson has not been filled. Dean Adams recommends the appointment of Theodore H. Smith of Cleveland, Ohio. Mr. Smith has indicated that he will accept an appointment at a salary of \$3,500.00 which is somewhat above the schedule of other teachers in his classification.

President Brandt recommended that he be authorized to tender Mr. Smith an appointment as Professor of Marketing at an annual salary of \$3,326.00, effective at the beginning of the second semester of the current school year, the total salary for the entire semester to be \$1,663.00.

President Brandt's recommendation was approved.

President Brandt reported that the University auditor anticipates that there will be a deficit of approximately \$2,800.00 in the University residence halls accounts by the close of the current school year on the present basis of charges. The increased cost of food has been responsible for this deficit.

Recommended that beginning with the second semester of the current school year the charges for room and board in the University residence halls be increased \$4.00 a month, making a total increase for the semester of \$18.00. The present charge for the semester is on the basis of \$112.50; the new rate will be \$130.50.

The recommendation was approved.

President Brandt called attention to the communication under date of November 13, 1941, from John Oliver, administrative officer of the Oklahoma State Regents for Higher Education, and the opinion of the attorney general under date of October 31, 1941, concerning the allocation of funds, a copy of the communication and the opinion having been sent to each member of the Board. He recommended that the appropriation allotments for the University be set up under the three headings and in the amount for the fiscal year beginning July 1, 1941, as shown below.

Since according to law, appropriations are set up in the auditor's office on a six months basis, the allocation for the University in each case for the six months beginning January 1, 1942, to be for the unencumbered balance in each allotment as shown in the auditor's office.

1. Salaries and Wages	
(a) General Revenue	\$1,038,123.00
(b) Section 13	73,417.00
(c) New College	29,083.00
Total for Salaries and Wages appropriated funds	1,140,623.00
2. Operating expenses exclusive of salaries	141,973.49
3. Capital Expenditures	
(a1) Books and Equipment	25,000.00
(a2) Armory	25,000.00
(a3) N.Y.A. Dormitories	40,000.00
(a4) Radio Antenna	10,000.00
(a5) Land	8,893.01
(a6) Research Institute Building	350,000.00

On motion by Regent Hopper, seconded by Regent Chambers, it was voted to approve President Brandt's recommendation.

At the meeting of the Board of Regents on November 7, 1941, a resolution was adopted requesting the governor to issue deficiency certificates for the University and Crippled Children's Hospitals for food and clothing, milk and dairy, and maintenance, since the amount appropriated was not sufficient in view of the increased costs. In issuing the deficiency certificates, the governor fixed the amounts at approximately one-half of that requested, it being the understanding that the situation be given further consideration for the second half of the fiscal year in the light of conditions at that time.

General Patterson in his communication under date of December 8, 1941, set forth the need for additional funds to carry on in the University and Crippled Children's Hospitals to the close of the fiscal year, June 30, 1942, and submitted figures on the needs for the items of food and clothing, milk and dairy, and maintenance. The total for both Hospitals is \$19,150.00.

Regent Chambers stated he had investigated the matter and is convinced General Patterson's estimates are conservative and recommended adoption of the following resolution:

RESOLUTION

WHEREAS, the appropriations for the University Hospital and the Crippled Children's Hospital made by the Eighteenth Legislature for "food and clothing", "milk and dairy", and "maintenance" for the portion of the fiscal year beginning January 1, 1942, and ending June 30, 1942, were below the expenditures for the preceding fiscal year and;

WHEREAS, the prices for food and clothing, milk and dairy products and maintenance items have increased very materially since the appropriations were made, and under existing conditions will increase still further, and;

WHEREAS, the Superintendent of these hospitals has presented estimates showing that these funds will not be sufficient to operate efficiently until June 30, 1942, and;

WHEREAS, these State Hospitals are filled with patients and a waiting list exists of more than 1,500 adult citizens needing treatment and hospital care, and;

WHEREAS, nurses, technicians and other skilled medical personnel are accepting positions with the United States Government at larger salaries, thereby creating a scarcity of such trained personnel who cannot be obtained unless better salaries may be tendered;

NOW THEREFORE BE IT RESOLVED, by the Board of Regents of the University of Oklahoma, in special meeting on this tenth day of December, 1941, that we request the Honorable Governor to issue deficiency certificates for the purposes, and in the amounts indicated below, namely;

University Hospital Food and Clothing	\$4,000.00
University Hospital Milk and Dairy	2,200.00
(University Hospital Maintenance	1,500.00
(University Hospital Maintenance (Nurses)	2,100.00
Crippled Children's Hospital Food & Clothing	4,250.00
Crippled Children's Hospital Milk and Dairy	2,000.00
(Crippled Children's Hospital Maintenance	1,000.00
(Crippled Children's Hospital Maintenance	
(Nurses)	<u>2,100.00</u>
TOTAL	\$19,150.00

President Brandt stated he had had a letter from Mr. Halperin requesting that he be given a hearing. It was the sense of the Board that discussion on this matter be postponed until a future date when all members of the Board are present.

Regent Looney made the following motion:

"In view of the fact that Mr. Maurice Halperin was granted a sabbatical leave of absence on the grounds that he was accepting an exchange professorship in Haiti and that subsequently he accepted a full time position with the Federal Government and left the teaching profession for this year thereby failing to comply with the conditions under which the sabbatical leave was granted, it is ordered that no further payments be made to Mr. Halperin until such time as the entire matter has been satisfactorily disposed of."

The motion was unanimously adopted.

There being no further business, the meeting was adjourned.

Emil R. Kraettli
Emil R. Kraettli, Secretary.