

BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

The Board of Regents of the University of Oklahoma met in regular session on Wednesday, April 12, at 10:00 a. m. in the Medical School Building in Oklahoma City.

Dr. Claude S. Chambers, president of the Board, presided at the meeting. Members present were: Regents Noble, Emery, Deacon, Wallace, and McBride. Absent: Regent Hopper.

The minutes of the meeting held on March 15 were approved, each member having been sent a copy previously.

Dr. Cross presented a summary of the budget of the University at Norman showing the allocations for salaries for the various divisions, schools, and colleges for the fiscal year beginning July 1, 1944, as shown below. He stated that the staff for the summer session and for the Navy trainees and the Army pre-medical students had not been definitely determined and that it would be impossible to do so until more specific information became available on the question of the extent to which the training program would be conducted during the year.

	<u>1943-44</u>	<u>1944-45</u>
Administration	\$ 105,114.49	\$ 126,894.00
University College	8,000.00	7,500.00
College of Arts & Sciences	601,321.58	419,630.00
College of Business Administration	72,894.17	61,939.00
College of Education	48,632.40	41,499.95
College of Engineering	154,071.96	100,000.00
College of Fine Arts	81,898.51	74,983.43
School of Law	30,546.21	27,000.00
School of Pharmacy	12,604.93	12,205.00
Graduate College	5,972.30	6,500.00
Sub-totals	<u>\$1,121,056.55</u>	<u>\$ 878,151.38</u>

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	<u>1943-44</u>	<u>1944-45</u>
Sub-totals	\$ 1,121,056.55	\$ 878,151.38
Military Science (R.O.T.C.)	3,004.00	2,000.00
Naval Science (N.R.O.T.C.)	700.00	
Athletics	2,358.00	4,200.00
Intramurals	10,247.12	7,250.00
Summer School	35,902.52*	
Summer School and Teachers under Navy and Army Pre-medical contract for teaching beyond 9-months' term		110,000.00
Extension	40,380.09	45,000.00
Library	36,925.80	38,673.00
University Utilities	86,586.49 (130,306.49)	81,280.00 (125,000.00)
University Press and Publishing Division	15,662.24 (45,632.24)	14,870.00 (48,848.00)
Totals	\$ 1,352,822.81	\$ 1,181,424.38

* July, 1943.

On motion by Regent Wallace, seconded by Emery, it was voted that the statement giving the estimates for the budget submitted by the President be the budget for the year of 1944-45.

Dr. Cross discussed the revisions in the University administration and distributed copies of the statement which is as follows:

Recommendations Concerning Revision in University Administration

The University of Oklahoma has grown to the point where its administrative machinery is no longer adequate to take care of the problems which arise on and off the campus. We have an organiza-

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tion adequate for a student body of some 1,000 to 1,500, but not for an enrollment such as we had before the beginning of the war and will likely have after the war. This is especially true with respect to the President's office. I recommend that our administrative organization in the President's office be revised to include:

1. An Administrative Assistant to the President.

This position is now filled capably by Dean Cheadle who bears the title of Dean of the Faculties. I do not object to the title "Dean of the Faculties" but the other title is more descriptive of the work which should be done by the man in this position. Dean Cheadle's attention at the moment is directed chiefly toward the solution of problems arising in connection with our war programs, draft deferments, etc. After the war, he could well handle many of the details of the general administrative problems that arise on the campus.

2. A Financial Assistant to the President.

Unfortunately, we do not have at the moment, anyone serving as implied by these titles. We need a man who understands education, knows what the University is trying to do as a whole, and knows how the efforts of each school and college on the campus can best be coordinated to make the institution more useful to the state. At the same time, he should understand finance and have good business judgment. He should have a statistician on his staff. It should be his duty to study the workings of the University from a financial angle and provide information and advice to the President. The need for a man in this position is especially apparent this spring when we have approximately \$ 300,000.00 less in our salary budget for 1944-45 than we had for 1943-44. In the past, budget allocations have been made to the various schools and colleges at random and on the insistence of Deans or other budget-making officers involved. This has thrown our budget out of balance, but in the absence of a Financial Assistant with statistical information, we do not know just how much or in what direction we are out of balance, and there is no way of finding out in the few weeks available to us for the preparation of the budget for the coming fiscal year. I hope that this situation will never be repeated in the history of the institution.

It is my understanding that the Regents have already approved the appointment of a Financial Officer, responsible in part to the Regents themselves. In my opinion, the Financial Officer should be responsible to the President who, in turn, should deal with the Regents. There are two reasons for my viewpoint: First, if two representatives from the University have responsibilities directly

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to the Regents, it is almost certain that a schism will develop which might possibly lead to factional disputes on the campus. Secondly, in Oklahoma, if I am not mistaken, budget-making groups such as the legislature, the Higher Regents, etc., will insist on discussing University finance with the President. Since the President must necessarily assume responsibility, he must have complete information concerning budget matters and, I think, should make final decisions and transmit recommendations to the Board. I am not insistent on this point of view; I offer it only for the consideration of the University Regents.

3. Assistant to the President in Charge of
Public Relations.

In my opinion, the University's most serious problem is its public relations. In the absence of good public relations, the University's prestige suffers, it becomes financially handicapped and its usefulness to the state is diminished. The University of Oklahoma does not have good relations with the state at large, or at least its relations could be much improved. A feeling has developed that the faculty is self-centered and narrow in viewpoint as far as state problems are concerned. This, I think, is not true, but the problem exists nevertheless. Actually, the University exists to serve the people. It is not an organization designed to take care of the interests of the faculty or administrative officers. There is a need to bring the faculty and the public together; to do this would be the responsibility of the Assistant to the President in Charge of Public Relations. Mr. Harral is Director of Press Relations at present, but he has not been closely associated with the President's office. The Director of Public Relations should have an office in the same building, preferably on the same floor with the President. The University's press agent and state service director should work out of his office.

4. Assistant to the President in Charge of
Student Relations.

This may not be the proper title, but what I have in mind is an individual who shall have general charge of all activities having to do with student welfare outside of the classroom. This would include student health service, student housing, student conduct, student employment, and counseling through the offices of the Counselor of Men and Counselor of Women. He would be responsible for the development of "college spirit" and "loyalty." At the moment, each of the phases of student relations mentioned above is handled in a very haphazard fashion and there is no coordinating agency or influence. As a result, the Acting President is called upon repeatedly to consider isolated problems where differences of opinion have arisen between the various agencies for handling student affairs.

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The space available for administrative offices is entirely inadequate. The entire first floor of the Administration Building should be made available for the administrative personnel associated with the President's office and the office of the Registrar. Naturally, this cannot be done immediately because the Physics Department is housed in one-half of the first floor. However, as soon as it is possible to do so, I would recommend that the first floor of the Administration Building be made available and remodelled to fit the needs of an administrative organization based upon a student body of some 7,500 to 10,000.

This was discussed at considerable length, and on motion by Regent Wallace, seconded by Regent McBride, it was voted to provide for the following positions:

1. Administrative Assistant to the President,
2. Assistant to the President in Charge of Finances,
3. Assistant to the President in Charge of Public Relations.

On motion by Regent McBride, it was voted to repeal the action taken at the recess meeting of the Board held in Oklahoma City on November 23, 1943, providing for the establishment of "the office of Vice-President in Charge of Finances."

Dr. Cross outlined plans for the location of office space for the administrative staff stressing the importance of vacating the first floor of the Administration Building.

Regent Wallace made the motion that "space be made available for these offices on the first floor of the Administration Building for this personnel and that the President be authorized to make the necessary changes in order to accomplish this, and that the departments now occupying this space be moved to other locations."

The motion was unanimously adopted.

Regent Wallace reported on conferences concerning the publication of the William H. Murray history, stating that arrangements had been made for Governor Murray to present the matter personally to the Board during the luncheon hour and the afternoon.

Dr. Cross presented the following as a substitution for the current provisions for the University College.

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THE UNIVERSITY COLLEGE

- A. The University College shall have jurisdiction over the following students:
- (1) All who are candidates for degrees or certificates, until they shall have completed in full:
 - (a) the entrance requirements of the University,
 - (b) the requirements for sophomore standing for any approved program,
 - (c) at least 26 credit hours and 26 grade points in courses credited toward the degree or certificate sought.
 - (2) Those enrolled in 2-year programs, except that students who wish to follow an approved program given by any of the degree-granting schools or colleges will be permitted to enroll in that school or college after completing the requirements outlined in no. 1 (c).
 - (3) All unclassified students, 50% of whose enrollment is in courses open to freshmen.
 - (4) Those whose work in another college or school has failed to meet the standards set by that college or school, and who have been re-assigned to the University College.
- B. The administrative functions of the University College shall be exercised by a Dean and a Council, of which the Dean shall be chairman. The council shall consist of the following:
- (1) about eight members equitably distributed among the various undergraduate colleges and schools, and appointed by the President on nomination by the respective faculties,
 - (2) two members, one to serve the interests of those students who have not chosen their college or school, and the other to serve the interests of those enrolled in special programs; these members shall be appointed by the president,
 - (3) the Counselor of Men and the Counselor of Women, ex officio.
- C. It shall be the first responsibility of the Council to provide for a functional advisory system, to counsel the student from enrollment to admission to the undergraduate college or school of his choice. The advisory system shall be integrated with and introductory to those of the other colleges and schools.
- D. The Council may make recommendations relative to curricular matters to the faculties of the several colleges and schools whose freshmen are under its jurisdiction, and to the General Faculty. It may also

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recommend to the General Faculty changes in the entrance requirements of their respective colleges or schools.

- E. Each member of the Council shall be assisted in the task of advising students by a group of advisers. Advisers shall be equitably distributed among the colleges, schools, and departments of the University.
- F. The University College, through its Council, shall have general supervision over such matters as placement tests and entrance examinations.
- G. The policies of the University College shall be determined by the Dean and Council, with the approval of the General Faculty and the President.

Following a discussion, Regent Emery moved, seconded by Regent Deacon, that the suggested reorganization for the University College be approved and that the President of the University be authorized to present the same to the State Regents for Higher Education for their concurrence.

Following the adoption of the above reorganization plan for the University College, the question was raised concerning the status of Dean Blickensderfer.

Dr. Cross stated that he had discussed this with Dean Blickensderfer and that he understood that if he were to continue as dean, it would be necessary to develop more friendly relations with the faculty by July 1. Dr. Cross expressed the opinion that the revised organization could not succeed unless the Dean of the University College could have the support of the faculty.

Regent Wallace suggested, and this was concurred in by the other members of the Board, that the President notify Dean Blickensderfer by letter that his appointment as Dean of the University College will terminate as of July 1, 1944.

On the question concerning the Masonic Dormitory, which has been discussed at several meetings in the past, Dr. Cross distributed copies of a report by Mr. Kraft in accordance with the instructions of the Board at the last meeting.

No action was taken on this matter.

The Board recessed at one o'clock for luncheon at the University Hospital, the following, in addition to the Board, being present at the luncheon: Governor Murray, Dr. E. E. Dale, Research Professor of History,

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Savoie Lottinville, Director of the University Press, Dean Tom Lowry, Dr. Harold A. Shoemaker, and Howard Dickey, Chief Clerk, University Hospital.

The Board returned to the Medical School following the luncheon for the conference with Governor Murray on the publication of his book on Oklahoma history. Dr. E. E. Dale and Savoie Lottinville were present at this conference.

Governor Murray read the introduction and also discussed various other parts of the manuscript. Mr. Lottinville expressed the opinion that some plan might be worked out to secure a publisher under conditions that had previously been discussed and at four o'clock Governor Murray, Mr. Lottinville, and Dr. Dale retired from the meeting with the understanding that Mr. Lottinville would continue in his efforts to assist Governor Murray, looking toward the publication of his material.

The Board resumed consideration of University matters and took up the recommendations concerning the School of Medicine and Hospitals including the budget for the fiscal year beginning July 1, 1944. Dean Lowry, Dr. Shoemaker, and Mr. Dickey were present.

Dean Lowry recommended the appointment of Dr. Charles A. Winter as Assistant Professor of Physiology at an annual salary of \$ 4,000.00, with the understanding that if his services proved satisfactory after one year, he is to be promoted to the rank of Associate Professor.

The appointment was approved.

Dr. Lowry recommended the appointment of Elbert Roquell Capps as Instructor in Physiology at a salary of \$ 2,800.00 per annum, with the privilege of taking graduate work to the extent of four semester hours per semester. The appointment is to become effective July 1, 1944.

The appointment was approved.

The resignation of Dr. O. Boyd Houchin, Instructor in Pharmacology, effective June 1, 1944, was accepted.

Dean Lowry reported that Miss Kathlyn Krammes, Director of the School of Nursing and Superintendent of Nurses, has requested a leave of absence without pay for one year, effective August 1, 1944. This request is made for the purpose of attending the University of Washington, Seattle, Washington, to take work toward the Master of Science degree with a major in Administration of Schools of Nursing.

The leave of absence was granted.

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Dean Lowry recommended that Mrs. Clara Wolfe Jones, who is Educational Director in the School of Nursing, be appointed Acting Director of the School of Nursing from August 1, 1944, to July 31, 1945, the salary to be \$ 2,500.00 per annum while she is serving as Acting Director of the School of Nursing and Acting Superintendent of Nurses.

The appointment was approved.

Dean Lowry reported the resignation of Miss Elizabeth R. Hall, Instructor in Bacteriology, effective July 1, 1944. Miss Hall is planning to continue study toward a doctor of philosophy degree.

The resignation was accepted.

The following routine changes in personnel in the School of Medicine and the University and Crippled Children's Hospitals were presented and on motion by Regent McBride, were approved.

Item No. 39. Mildred Lois Gigax, Technician, resigned March 2, 1944, salary \$ 90.00. Evelyn Cornish, Technician, employed from March 8, 1944, to March 24, 1944, inclusive, vice Mildred Lois Gigax, resigned, salary \$ 75.00. Evelyn Cornish resigned March 24, 1944. Temporary saving of \$ 90.00 per month on salary budget.

Item —. Esther Ratliff, Secretary, Hygiene and Public Health, resigned, March 12, 1944, salary \$ 125.00. Ruth Frances Logan, Secretary, Hygiene and Public Health, employed March 13, 1944, vice Esther Ratliff, resigned, salary \$ 125.00. No increase in salary budget.

UNIVERSITY HOSPITAL:

Item No. 27. Edna Mae Wallar, Messenger, employed March 10, 1944, salary \$ 75.00. Replacing Kenneth Mount, resigned January 31, 1944, salary \$ 75.00. No increase in salary budget.

Item No. 35. Thelma Jo Kirby, Clinic Record Clerk, salary increased from \$ 100.00 to \$ 120.00 March 1, 1944. Increase of \$ 20.00 per month in salary budget.

Item No. 37. Bucilla Blair, Stenographer, resigned March 4, 1944, salary \$ 100.00. Catharene Purdy, Stenographer, employed March 27, 1944, vice Bucilla Blair, resigned, salary \$ 100.00. No increase in salary budget.

Item No. 51. Lorraine E. Owens, Laboratory Technician, employed March 28, 1944, salary \$ 130.00. Replacing Mildred Flynn, resigned January 31, 1944, salary \$ 150.00. Decrease of \$ 20.00 per month in salary budget.

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- Item No. 71. Richard A. Clay, promoted from Intern to Ass't. Resident in E.E.N.T., salary increased from \$ 35.00 to \$75.00 per month. Increase of \$ 40.00 per month in salary budget. March 1, 1944.
- Item No. 72. Wm. O. Davis, promoted from Intern to Asst. Resident in Surgery, salary increased from \$ 35.00 to \$ 75.00 per month March 1, 1944. Increase of \$ 40.00 per month in salary budget.
- Item No. 73. John B. Gilbert, promoted from Intern to Asst. Resident in Pediatrics, salary increased from \$ 35.00 to \$ 75.00 per month March 1, 1944. Increase of \$ 40.00 per month in salary budget.
- Item No. 78. Ralph O. Shwen, promoted from Intern to Asst. Resident in Medicine, salary increased from \$ 35.00 to \$ 75.00 per month March 1, 1944. Increase of \$ 40.00 per month in salary budget.
- ✓ Item No. 106. Kay Scott Franklin, General Staff Nurse, resigned March 31, 1944, salary \$ 110.00. Edna Moss, General Staff Nurse, employed April 1, 1944, vice Kay Scott Franklin, resigned, salary \$ 110.00. No increase in salary budget.
- Item No. 108. Miriam Rose, General Staff Nurse, employed March 6, 1944, salary \$ 110.00. Replacing Florence Wilson, resigned February 29, 1944, salary \$ 110.00. No increase in salary budget.
- Item No. 109. Neva Hannifin, General Staff Nurse, resigned March 14, 1944, salary \$ 110.00. Catherine McGarr, General Staff Nurse, employed March 27, 1944, vice Neva Hannifin, resigned, salary \$ 110.00. No increase in salary budget.
- Item No. 125. Jess Warren, Orderly, employed March 21, 1944, salary \$ 75.00. Replacing Jesse Hodges, resigned February 29, 1944, salary \$ 75.00. No increase in salary budget.
- Item No. 127. Alan Cringle, Orderly, salary increased from \$ 70.00 to \$ 75.00 March 1, 1944. Increase of \$ 5.00 per month in salary budget.
- Item No. 128. Willie Blackwell, Orderly, employed February 15, 1944, salary \$ 80.00. Increase of \$ 10.00 per month in salary budget. \$ 10.00 additional in lieu of meals, as this orderly is colored and does not receive his meals in the hospital.
- Item No. 206. Carl Laengrich, Asst. Laundryman, salary increased from \$ 80.00 to \$ 85.00 March 1, 1944. Increase of \$ 5.00 per month in salary budget.
- Item No. 223. John Flynn, Head Painter, resigned March 20, 1944, salary \$ 140.00. Temporary saving of \$ 140.00 per month.

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Item No. 233. Roy Arnold, Mechanic, resigned March 8, 1944, salary \$ 140.00. Temporary saving of \$ 140.00 per month.

CRIPPLED CHILDREN'S HOSPITAL:

Item No. 8. Bob Salmons, Storeroom Clerk, employed March 31, 1944, salary \$ 75.00. Replacing Richard Livesay, employed for only one week. Position replaces Lloyd Wickoff, resigned January 12, 1944, salary \$ 80.00. Saving of \$ 5.00 per month in salary budget.

Item No. 17. Bonnie Smith, Clerk, salary increased from \$ 85.00 to \$ 95.00 per month March 1, 1944. Increase of \$ 10.00 per month in salary budget. Position originally set up for \$ 95.00.

Item No. 22. Delcie Bartles, X-ray Technician, employed March 22, 1944, salary \$ 150.00. Replacing Dorothy Peggs, resigned September 15, 1943, salary \$ 150.00. No increase in salary budget.

Item No. 43. Virgle Wallace, promoted from Intern to Asst. Resident in O. B. & Gynecology, March 1, 1944, salary increased from \$ 35.00 to \$ 75.00. Increase of \$ 40.00 per month in salary budget.

Item No. 94. Hilda W. Cooper, General Staff Nurse, salary decreased from \$ 110.00 to \$ 82.50 for six hour duty March 1, 1944. Decrease of \$ 27.50 per month in salary budget.

New Position. Evelyn Norman, employed as Head Nurse in Formula Laboratory and Nursery, March 21, 1944, salary \$ 120.00. Increase of \$ 120.00 per month in salary budget.

Item No. 103. Joseph Donnelly, Janitor, employed February 25, 1944, salary \$ 90.00. Replacing Claude Nettles, resigned December 31, 1943, salary \$ 90.00. No increase in salary budget.

Item No. 137. D. A. Moon, Asst. Laundryman, employed March 6, 1944, salary \$ 80.00. Replacing R. H. Thompson, resigned February 29, 1944, salary \$ 80.00. D. A. Moon, Asst. Laundryman, resigned March 20, 1944, salary \$ 80.00. Temporary saving of \$ 80.00 per month.

Items affecting totals of revised salary budget:

<u>University Hospital:</u>	<u>Increase</u>	<u>Decrease</u>
Item No. 35	\$ 20.00	\$
Item No. 51		20.00
Item No. 71 *	40.00	
Item No. 72 *	40.00	
Item No. 73 *	40.00	

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(Continued)	<u>Increase</u>	<u>Decrease</u>
Item No. 78 *	\$ 40.00	
Item No. 127	5.00	
Item No. 128	10.00	
Item No. 206	5.00	

Children's Hospital:

Item No. 8		\$ 5.00
Item No. 17	10.00	
Item No. 43 *	40.00	
New Position (Head Nurse)	120.00	
Item No. 94		27.50
	<u>\$ 370.00</u>	<u>\$ 52.50</u>

Net monthly increase of \$ 317.50 per month.

* Increases for these five men are normal increases when advanced from Interns to Assistant Residents. These positions were carried on the original budget submitted to the Board of Regents, but have not been filled until this time due to the fact that men were not available.

The position of Head Nurse at \$ 120.00 shows as an increase on this report. However, there is a temporary shortage of several general staff nurses at the Crippled Children's Hospital.

Dean Lowry reported that the application for federal assistance in the construction of additional hospital facilities from the Federal Works Agency in the amount of \$ 73,000.00 to supplement the appropriation of \$ 50,000.00 by the Nineteenth Legislature had been approved as per the communication from James W. Bradner, Jr., Regional Director, FWA, under date of April 10, 1944, the project number being OKLA 34-193-N.

The following resolution accepting the funds was presented:

RESOLUTION

Re:
PROJECT CONTROL: eeb
Project No. Okla. 34-193-N
Oklahoma City - Hospital

WHEREAS, the Federal Government through the Federal Works Agency has approved a grant of Seventy Three Thousand Dollars (\$ 73,000.00) to assist in financing the construction of additional hospital facilities by providing for an addition to the main building of the University Hospital, Oklahoma City;

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NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents of the University of Oklahoma accept said grant of Seventy-Three Thousand Dollars (\$73,000.00); and,

BE IT FURTHER RESOLVED, that the President and Secretary of the Board of Regents be, and they are hereby authorized, on behalf of the Board of Regents of the University of Oklahoma, to sign such contracts or agreements in connection with the said grant as may be required by the Federal Government through the Federal Works Agency.

On motion by Regent Wallace, seconded by Regent McBride, the resolution was unanimously adopted.

Dean Lowry also discussed a further addition to the hospital to provide for the housing of nurses, stating that application had been made for a grant of \$25,000.00 to be supplemented by \$25,000.00 which has been requested from the State Regents for Higher Education as a transfer from the revolving fund of the Medical School income from the Army and Navy Training Programs. He stated that approval on this project had not been received from the Federal Works Agency but that the State Regents had indicated their willingness to approve the transfer on receipt of favorable action on the application to the Federal Works Agency.

It was the sense of the Board that when such approval has been received, suitable resolutions be adopted.

Dean Lowry called attention to several members of the clinical staff who have reached the retirement age and who have served on an annual basis, according to the Board's regulations, several years beyond the normal date of retirement. He stated that arrangements had been made to award certificates to these men at appropriate ceremonies. The Board expressed its approval of this procedure.

At this point, the Board took up for consideration the budgets of the Medical School, the University and Crippled Children's Hospitals. There was a discussion on the items, particularly those providing for salary changes. Dean Lowry called attention to a request of the State Regents that \$35,000.00 of the appropriation for the current fiscal year made by the Nineteenth Legislature be returned to the State Treasury in view of the income from the Navy and Army Training Programs. He stated that this amount could be returned but that it was imperative that adjustments in salaries be made in order to retain an adequate staff in the hospital and, in addition, there was no certainty about the continuation of the training programs according to a bulletin recently received stating that this matter was under consideration at the present time.

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On motion by Regent Wallace, seconded by Regent McBride, it was voted to authorize the President of the University to take up with the State Regents the question of returning the \$ 35,600.00 of current appropriated funds.

In going over the items in the Medical School budget, it was noted that provision had been made for a salary for the Dean of \$ 5,500.00 on the Medical School budget and \$ 2,500.00 from the University Hospital, making a total of \$ 8,000.00.

It was the sense of the Board that the budget should carry a sufficient amount to provide for a \$ 10,000.00 salary for the Dean. Dr. Cross recommended that the item in the Medical School budget be changed to \$ 7,500.00 and this recommendation was approved.

After discussion of the three budgets and the summaries on page one, Regent Wallace moved, seconded by Regent Emery, that these budgets as recommended by the President of the University for the Medical School, University Hospital, and Crippled Children's Hospital be approved.

The motion was unanimously carried.

The Chair expressed his appreciation to the Board in naming him as chairman of the committee to look after the affairs of the Medical School and Hospitals and the Board's wholehearted support of his actions at all times. He expressed appreciation, also, on behalf of the Board, for the fine service rendered by Dr. Lowry as Dean. He stated that there was unanimous approval by the doctors of the state of Dean Lowry's administration and that the Medical School stood high in the estimation of the medical profession.

Dean Lowry thanked the Board for its wholehearted cooperation at all times and retired from the meeting, as did Dr. Shoemaker and Mr. Dickey.

The Board took up the recommendations of Dr. Cross on items concerning the University at Norman as follows, the action in each case being as indicated:

RESIGNATIONS:

Mrs. Elizabeth Jackson, Secretary to the Dean, School of Law,
April 1, 1944.

Mrs. Ann Mary Rohn, Secretary, School of Home Economics,
April 1, 1944.

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Mrs. Betty Jean Grigg, Revisor, Library Science, April 1, 1944.

Mrs. Elsie Eacott, Assistant in the Faculty Exchange, March 15, 1944.

The resignations were accepted.

Dr. Cross reported the following teachers whose services were discontinued on the date indicated in each case, following the termination of the A.S.T.P. contract:

Cecil Dean Elliott, Special Instructor, Engineering Drawing,
April 1, 1944.

Harold C. Boone, Special Instructor, Electrical Engineering,
April 1, 1944.

Tapley G. Arnold, Special Instructor, Electrical Engineering,
April 1, 1944.

Fulton Keller Fears, Special Instructor, Department of Mechanics,
April 1, 1944.

Charles Guy Keiger, Special Instructor, Civil Engineering,
April 1, 1944.

Harry Rohrer Roberts, Laboratory Instructor, Electrical Engineering,
March 15, 1944.

Shelton Morris Johnson, Special Instructor in Chemical Engineering,
April 1, 1944.

Betty Douglas Evans, Special Instructor in English, April 1, 1944.

Edwin C. McReynolds, Teaching Assistant in History, March 6, 1944.

Jack Duane McDaniel, Graduate Assistant in Physics, March 18, 1944.

Russell Lee Hudson, Graduate Assistant in Physics, March 18, 1944.

When the A.S.T. Program was discontinued, the following teachers were reduced from full-time to part-time and to the salary indicated:

Charles M. Richards, Graduate Assistant in Physics, from \$ 175.00 per month to \$ 75.00 per month, effective March 1, 1944.

Jean Sugden, Instructor in English, from \$ 200.00 per month to \$ 100.00 per month, effective April 1, 1944.

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Helen Edwards, Instructor in English, from \$ 200.00 per month to \$ 100.00 per month, effective April 1, 1944.

Ruth Bell Gober, Special Instructor in English, from \$ 200.00 per month to \$ 50.00 per month, effective April 1, 1944.

APPOINTMENTS:

Robert V. Peterson, Visiting Professor of Journalism and Supervisor of Student Publications, at an annual salary of \$ 4,000.00 effective June 1, 1944, and continuing to May 31, 1945.

Mrs. Alda Mae Groenewald Johnson, Transmitter Technician, WNAD, at a monthly salary of \$ 100.00, effective March 6, 1944. Mrs. Johnson has been employed as a student technician at \$ 75.00 a month since January 18, 1943.

Mrs. Vernita Louise Meade, Secretary to the Dean, School of Law, at a monthly salary of \$ 125.00, effective April 1, 1944, replacing Mrs. Elizabeth Jackson, who resigned.

Mrs. Christie Black Cathey, Revisor for the School of Library Science, at a salary of \$ 100.00 per month, effective April 1, 1944. Mrs. Cathey replaces Mrs. Betty Jean Grigg, who resigned.

Mrs. Jo Lindsay, Assistant in the Faculty Exchange, at the rate of \$ 75.00 per month, from March 20, 1944, to April 11, 1944.

Opal Belle Wilson, Assistant in the Correspondence Study Department, Extension Division, at a salary of \$ 150.00 per month, effective May 22, 1944. This appointment is necessary because of the large increase in the number of correspondence students.

J. Ted Hefley, Director, Lecture and Entertainment Bureau, and Editor, Extension Division News, at a salary of \$ 125.00 a month, effective April 1, 1944, through June 30, 1944.

Mrs. Bette Jo Hartman, Secretary, School of Home Economics, at a salary of \$ 100.00 a month, effective April 7, 1944, replacing Mrs. Ann Mary Rohn, resigned.

Mrs. Maronee Janes, Stenographer, Naval Science, at the rate of \$ 100.00 per month, effective February 28, 1944. The University will be reimbursed by the Navy for Mrs. Janes' salary.

The appointments were approved.

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Dr. Cross explained the tentative plans for the operation of Student Publications, stating that some of the details had not been worked out completely and that he would report at a future meeting of the Board.

LEAVES OF ABSENCE:

John N. Cooper, Assistant Professor of Physics, has requested a leave of absence beginning March 23, 1944, to engage in a War Research Project under the National Defense Research Committee, Berkeley, California.

Francis Dudley Williams, Assistant Professor of Physics, has requested a leave of absence beginning March 25, 1944, to engage in a War Research Project under the National Defense Research Committee, Santa Fe, New Mexico.

The following agreement was entered into by Professors Cooper and Williams and the Department of Physics:

"As a result of discussion of the matter by the Staff of the Department of Physics at the staff meeting of March 22, I agree to return to the University at not less than my present rank and salary for at least one year upon the expiration of this leave if the University can obtain my release from war research work through the USES; the staff of the department in turn agrees to recommend a renewal of this leave of absence under the same terms in case my release cannot be secured through the USES at the time the present leave expires. In addition, if the University requests my services at a date prior to the expiration of the present leave of absence, I agree to assist in obtaining a release from the war research project."

Stuart R. Tompkins, Associate Professor of History, relieved of teaching duties from March 1, 1944, to the beginning of the autumn session in September and placed on half salary in order that he may devote his time to the completion of his study of Alaska. A grant in the amount of \$ 2,050.00 has been received from the Rockefeller Foundation to support this project.

The leaves of absence were approved.

Dr. Cross reported that Harrell E. Garrison, who was appointed on November 12, 1943, to the staff of the Family Life Institute of the Extension Division with the rank of Assistant Professor of Community Life Education, to report June 1, 1944, at a salary of \$ 2,600.00 per annum, had been inducted into the Navy.

He recommended that the appointment be cancelled.

The recommendation was approved.

April 12, 1944.

Dr. Cross reported that William B. Ragan, Associate Professor of Elementary Education, Acting Director of Visual Education Short Courses and Conferences, will assist Superintendent Herbert B. Bruner of Oklahoma City in curriculum making during the months of April and May, 1944, on part-time. The School Board in Oklahoma City will pay one-half of Mr. Ragan's salary, \$ 288.88 per month, for these two months.

This arrangement was approved.

Dr. Cross reported that the contracts on fraternity and sorority houses for the housing of service men and civilian students are being cancelled in accordance with the provisions of the leases. Franklin House (formerly Huguen Hall), Jefferson House, the Women's Dormitories, and the S. A. M. fraternity house on which our lease runs one additional year, will be available for civilian students, beginning not later than the opening of the fall semester in September.

He recommended that Mrs. Elsie Turney, who has managed all civilian housing during the past year, be employed as Supervisor of Civilian Housing at a salary of \$ 200.00 a month, beginning July 1, 1944, her salary to be paid out of the income from the houses.

He recommended also that Mrs. Turney be furnished a secretary, the salary of the secretary to be paid from University funds.

On motion by Regent Emery, the recommendations were approved.

Dr. Cross stated that following a number of conferences with deans and other administrative officials, he desired to recommend that the University begin an eighteen-weeks' semester in September, thereby returning to the old system of two semesters and an eight-weeks' summer session with the usual vacation periods. The complete calendar for the school year beginning in September, 1944, is as follows:

<u>First Semester</u>	<u>1944</u>
Beginning of freshman period, 1:30 p.m.	Sept. 5
Consultation of students with advisers	Sept. 7
Registration of upperclassmen	Sept. 8, 9
Registration of freshmen	Sept. 9
Classwork begins, 8:10 a.m.	Sept. 11
President's annual address, 10:10 a.m.	Sept. 12
Thanksgiving day (a holiday)	Nov. 30
Christmas recess begins, 5:00 p.m.	Dec. 21 (Th)
	<u>1945</u>
Classwork resumed, 8:10 a.m.	Jan. 2 (T)
Semester examinations begin	Jan. 11
Semester examinations end	Jan. 17

April 12, 1944.

Second Semester

1945

Registration	Jan. 19, 20
Classwork begins, 8:10 a.m.	Jan. 22
Easter recess begins, 5:00 p.m.	March 29
Classwork resumed, 8:10 a.m.	April 3
Semester examinations begin	May 17
Semester examinations end	May 23

Commencement Period

Alumni Day	May 26
Baccalaureate services, 11:00 a.m.	May 27
Commencement exercises, 10:00 a.m.	May 28

Summer Session

Registration	June 1, 2
Classwork begins, 8:10 a.m.	June 4
Independence day (a holiday)	July 4
Baccalaureate services, 8:00 p.m.	July 29
Term examinations	July 30, 31
Summer convocation, 8:00 p.m.	July 31
Second term ends	August 25

He stated that this corresponds to the schedule that has been adopted in other state schools.

This schedule does not correspond with the Navy Program which operates on a sixteen-weeks' plan, nor the pre-medical students' program which operates on a twelve-weeks' plan. We are attempting to work out a grouping of the subjects for the service men in order to avoid as much as possible small classes.

On motion by Regent McBride, the calendar was approved.

Dr. Cross stated that W. S. Campbell, Professor of English, had recommended the following students for scholarships in the English writers' course:

Margaret Ritter,
Nigel Stoutz.

Several years ago, the Board of Regents authorized not to exceed five scholarships and at the present time these are the only two students recommended.

Approved.

April 12, 1944.

Following is a letter from Mr. Kraft:

March 17, 1944

President George L. Cross
Faculty Exchange

Dear Dr. Cross:

Mr. R. M. McCool, City Manager, recently requested the University to loan the City the use of a 100 H. P. Electric Motor, for the purpose of replacing an engine which had failed in the City Water Plant. Due to the fact that this was an emergency, I permitted the use of the motor.

The City of Norman has since gone to considerable expense in providing the necessary starting mechanisms and adjustable base for the proper operation of the motor. The Manager now requests that the City be permitted to retain this motor and purchase a new one for the University to replace the one they have borrowed.

The 100 H. P. motor which was loaned to the City is a motor which we bought secondhand several years ago for the purpose of installing it in the power plant as part of the standby motor generator set. We had not yet put this motor into operation. The City is willing to purchase for us a Synchronous motor which better suits our needs than the motor they borrowed from us.

I recommend that this exchange be authorized by the Board of Regents. After the Board of Regents have authorized such an exchange, I shall take it up with the State Board of Affairs to have the transaction approved by them.

Very truly yours,

/s/ Walter W. Kraft

Walter W. Kraft, Supt.,
University Utilities

WWK:SH

Dr. Cross recommended that the Board of Regents authorize this exchange and that the following resolution, to be submitted to the State Board of Public Affairs, be approved:

April 12, 1944.

RESOLUTION

WHEREAS, the City of Norman and the University of Oklahoma are cooperating in the critical water situation in Norman; and

WHEREAS, the University has loaned to the City of Norman a 100 H. P. electric motor (General Electric # 4,555,044) which was purchased secondhand several years ago as standby equipment in the University Power Plant, for the purpose of replacing an engine which had failed in the City Water Plant; and

WHEREAS, the City of Norman has gone to considerable expense in installing the motor and now desires to retain said motor and purchase for the University a Synchronous motor which better suits the University's needs than does the motor loaned to the City of Norman;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Regents of the University of Oklahoma on this, the 12th day of April, 1944, that we respectfully request the State Board of Public Affairs to authorize the exchange of this equipment.

The resolution was unanimously adopted.

Following is the monthly report of overtime for employees of the Utilities Department:

Regular University employees working with the Trainee Housing and Messing Program during the month of

March, 1944

<u>Name and Regular Position with Utilities Department</u>	<u>Regular Salary</u>	<u>Type of Work with War Program</u>	<u>Hrs.</u>	<u>Rate</u>	<u>Amount</u>
Elsie Ashley, Secretary	\$ 140.00	Clerical	32	\$.80	\$ 25.60
L. R. Benning, Plb. & Heating Foreman	250.00	Repair & Maintenance	24	1.50	36.00
A. C. Bernier, Spec. Officer	185.00	Asst. Supervisor	100	1.15	115.00
R. L. Brown, Accountant	185.00	Accountant	39	1.05	40.95
Charley Goins, Janitor	115.00	Cleaning	79	.65	51.35
Emmett C. Graham, Watchman	125.00	Laundry Helper	32	.65	20.80
Lendon Hunt, Chief Engineer	260.00	Repair & Maintenance	17	1.50	25.50
Floyd Koonce, Truck Driver	120.00	Cleaning	92	.65	59.80
Roy Thompson, Landscape Asst.	110.00	Cleaning	11	.65	7.15
Sam Wilson, Storekeeper and Locksmith	150.00	Clerical	30	.85	25.50
Total					\$ 407.65

April 12, 1944.

The report was approved.

Attention was called to the recent survey made by Roscoe Cate, Acting Secretary of the University of Oklahoma Association, to determine the plans of former students to return to the University to complete their college work following demobilization.

It was the sense of the Board that Dr. Cross express the Board's commendation to Mr. Cate for making this survey.

There being no further business, the meeting was adjourned at 6:15 p.m.



Emil R. Kraettli, Secretary.