

10-2 BOOKS

MATERIAL SUPPORTING THE AGENDA

Volume XIIB

December 1964 - February 1965

This volume contains the Material Supporting the Agenda furnished to each member of the Board of Regents prior to the meetings held on December 11-12, 1964, and January 29-30, 1965.

The material is divided according to the Standing Committees and the meetings that were held and is submitted on three different colors, namely:

- (1) white paper - for the documentation of all items that were presented before the deadline date
- (2) blue paper - all items submitted to the Executive Session of the Committee of the Whole and distributed only to the Regents, Chancellor, and Chancellor Emeritus
- (3) yellow paper - emergency items distributed at the meeting

Material distributed at the meeting as additional documentation is not included in the bound volume, because sometimes there is an unusual amount and other times maybe some people get copies and some do not get copies. If the Secretary were furnished a copy, then that material goes in the appropriate subject folder.



THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS

Material Supporting the Agenda

Meeting No. 630
(There was no supporting material for
Meeting No. 629)
Name OFFICE COPY
Date DECEMBER 11-12, 1964

Thursday, Dec. 10 : Bd for Lease Sale of Oil Gas
Sp. Com. on Architecture

CALENDAR
BOARD OF REGENTS
OF
THE UNIVERSITY OF TEXAS
DECEMBER 11-12, 1964

Place: Main Building

Telephone No.: GR 1-1265

Friday, December 11, 1964:

9:00 a. m.	Meeting of the Executive Committee <u>Room 209</u>
9:30 a. m.	Meeting of the Standing Committees Land and Investment Committee <u>Room 210</u> Academic and Developmental Affairs Committee <u>Room 209</u>
10:45 a. m.	Joint Meeting of the Buildings and Grounds Committee and Medical Affairs Committee * (Followed by separate committee meetings) <u>Room 210</u> Buildings and Grounds Committee <u>(Continue in Room 210)</u> Medical Affairs Committee <u>Room 209</u>
12:00 noon	Lunch -- <u>Room 101</u>
1:00 p. m.	Meeting of the Committee of the Whole <u>Room 209</u>

Saturday, December 12, 1964:

8:45 am. 9:00 a. m.	Picture for Cactus Meeting of the Committee of the Whole <u>Room 209</u>
11:00 a. m.	Meeting of the Board <u>Room 212</u>
12:00 noon	Meeting of the Trustees of the Ima Hogg Foundation - <u>Room 209</u>

* To dispose of those matters of common interest after which Medical
Affairs Committee will convene in Room 209.

NOTE: Though the time may vary, the meetings will follow in this order.

Executive Committee

EXECUTIVE COMMITTEE

Date: Friday, December 11, 1964

Time: 9:00 a.m.

Place: Room 209 (Regents' Room)

Members:

Regent Brenan, Chairman
 Regent Connally
 Regent Madden
 Regent McNeese
 Regent Redditt
 Chairman Heath, Ex Officio Member

	<u>Page No.</u>
<u>Items That Require Action (Non-Routine)</u>	
1. Amendment to Main University Budget: Title of Dean of Students	1
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3. Library Collections: \$2,750,000 Authorization	3
4. 1965-66 Classified Personnel Pay Plan	5
4a. <i>Amendment to 1964-65 M.U. Budget, Inc. for 1965 School.</i>	
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<u>Items That Do Not Require Action</u>	
7. Report of Interim Actions (Supplementary Agenda -- Blue Paper)	
a. Recommended Travel Requests	
(1) Medical Branch (4T-3, 4T-4, 4T-5)	
(2) Southwestern Medical School (7T-2)	
b. Recommended Amendments to the Budget *	
(1) Main University (Items 90 - 98)	
(2) Medical Branch (Items 11 - 17)	
(3) Southwestern Medical School (Item 12)	
c. Small Class Reports, Fall Semester 1964-65, Main University and Texas Western College (1-M-64)*	

* Not all polls are in as of date of preparation.

ITEM NO. 1

Executive Com.

SUBJECT: Amendment to Main University Budget: Title of Dean of Students

RECOMMENDATION
(Suggested Minute Order by Secretary)

It is recommended, as proposed by Chancellor Ransom,

That effective December 1, 1964, the title for Mr. Jack Holland be changed to "Dean of Students" and thereby amend the 1964-65 Main University Budget on Page 16 by changing "Director of Student Personnel Services" in the title and in Item No. 1 to "Dean of Students." This title is more descriptive of the actual duties and responsibilities of this office.

PROPOSAL
(As Submitted by Administration)

Chancellor Ransom recommends that effective December 1, 1964, the title of Mr. Jack Holland be changed:

From: Director of Student Personnel Services

To: Dean of Students

The proposed title is more descriptive of the actual duties and responsibilities of Mr. Holland and is a title that will be more readily understood by parents, faculty, students, state agencies, institutions of higher education, and administrative officers of the University.

ITEM NO. 2

SUBJECT: 1965-66 Operating Budgets: Policies and Limitations

RECOMMENDATION
(Suggested Minute Order by Secretary)

Upon the recommendation of Vice-Chancellor Dolley and Chancellor Ransom, it is recommended

That the Policies and Limitations for preparing the 1965-66 Operating Budgets for The University of Texas system as set out on Page 2 be approved.

POLICIES AND LIMITATIONS FOR 1965-66 OPERATING BUDGETS

Inasmuch as the amount of General Revenue Funds to be appropriated for writing the 1965-66 operating budgets is unknown at this time, Institutional Heads are to draft their budgets in accordance with the policy limitations listed below. Institutional Heads must be prepared to reduce their recommended expenditures in the event that actual appropriations do not meet the level set forth in the preliminary draft.

Limitations for Main University and Texas Western College

Funding of the 1965-66 Operating Budgets (excluding use of the Available University Fund) is not to exceed the total recommendations of the Texas Commission on Higher Education for 1965-66. Insofar as is practicable, the subtotals in the budget by elements of institutional cost should conform to the Commission recommendations.

The Excellence Program is to be included in the Main University 1965-66 budget at the present level of \$1,500,000. The budget for the Excellence Program is to be presented with the regular operating budget. The format should be detailed by project and summarized by elements of institutional cost.

Limitations Applicable to Medical and Dental Units

Institutional Heads are to draft their operating budgets within the total of funds included in the Legislative Budget Request for the Year 1965-66.

General Recommendations

1. Salary Advances for the Teaching and Professional Staff
 - a. All salary increases are to be based on the merit principle.
 - b. The total amount recommended shall not exceed 10% over total institutional 1964-65 budgeted salaries.
2. Salary Advances for the Non-teaching Staff
 - a. Merit salary advances for classified personnel who have been in the position for at least six months should not exceed 1/2 of the total institutional staff. (Do not recommend a salary increase for any individual employed after October 31, 1964.)
 - b. Merit increases in this area are contingent upon total appropriated funds from the Legislature being sufficient to finance such increases.
3. New positions should be provided only where increased work-load justifies.
4. Maintenance, Operation, and Equipment items should be based only on such amounts as are needed, but total institutional increases are not to exceed 10% over amounts budgeted in 1964-65. Travel funds are to be shown as separate line items.

ITEM NO. 3Executive Com.SUBJECT: Library Collections: \$2,750,000 Authorization

RECOMMENDATION
(Suggested Minute Order by Secretary)

Chancellor Ransom reported that of the amount for library collections originally approved by the Board of Regents at its June meeting and the collections as authorized in the September minutes, Page E-24 (Volume XII, Pages 65 & 66) that the following collections (Items 1, 2, 3, 4, 5, 10, 11, 22, 27) had either not been purchased or had been purchased for a lesser amount than originally authorized:

"A" Description	Approved Amount (Original)	Actual Purchase Price	Amount Not Committed
The Collins Collection of William Faulkner	\$ 56,000.00	\$ 55,000.00	\$ 1,000.00
The Meta Rebner Collection of William Faulkner	16,000.00	15,000.00	1,000.00
The Dean Faulkner Mallard Collection of William Faulkner (Not all of this collection was acquired because of title difficulty.)	62,000.00	20,000.00	42,000.00
The Klaus W. Jonas collection dealing with the author, W. Somerset Maugham and his contemporaries.	16,500.00	15,179.12	1,320.88
The Hilary Masters collection of Edgar Lee Masters	50,000.00	40,000.00	10,000.00
Texana Collection - Irion and Raguet; letters, documents, Republic of Texas material	25,000.00	*	25,000.00
Complete archive and library of modern poetry of the Princess de Rachewiltz	250,000.00	*	250,000.00
Contemporary works of John Symonds	5,000.00	4,500.00	500.00
Collection of Hemingway letters and papers	10,000.00	*	<u>10,000.00</u>
Total uncommitted amount of original appropriation			<u><u>\$340,820.88</u></u>

* Note: Unable to complete negotiations for purchase.

As in the case of the collections already purchased, the State Board of Control has designated the authority to The University of Texas to act as negotiating agent and to purchase the following special collections as a substitute for those authorized previously:

<u>"B"</u> <u>Description</u>	<u>Recommended Purchase Price</u>
Hugh Walpole collection of manuscripts, typescripts and letters collected by Mr. Cheavers of Hastings, England	\$ 7,000.00
H. G. Wells material--books, pamphlets, and correspondence	20,000.00
Constance Holme collection of manuscripts and typescripts of her novels, plays and short stories	15,000.00
Supplementary collection of G. B. Shaw, the Garnett family, H. E. Bates, and Elizabeth Robins papers.	16,000.00
Contemporary collection consisting of John Cowper and Llewelyn Powys letters, Peter Redgrove manuscript notebooks, Julian Symons manuscripts, Lawrence Housman play manuscripts and Fred Uguhart papers.	19,000.00
English and American Literature collection--consisting for the most part of manuscripts and correspondence of some twenty English and American writers, including such noted figures as John Cooper Powys, Dylan Thomas, Louis MacNeice, David Daiches, Samuel Beckett, Hilaire Belloc and A. W. Pinero, to list only a few.	<u>263,820.88</u>
Total Authorization Requested In Lieu Of Those Previously Approved	<u>\$ 340,820.88</u>

It is recommended that Chancellor Ransom's request to purchase the collections listed in "B" above in the amount of \$340,820.88 of the uncommitted original appropriation be granted.

PROPOSAL
(As Submitted by Administration)

Pursuant to action of the Board of Regents on June 26-27, the Executive Committee approved expenditures for library collections in the amount of \$2,750,000.00 after receiving delegation of authority from the State Board of Control to act as negotiating agent and to purchase certain special collections.

We have proceeded to purchase the 28 collections previously authorized at the amounts originally approved, except as indicated below:

SEE "A" ABOVE.

The State Board of Control has delegated the authority to The University of Texas to act as negotiating agent and to purchase the following special collections to complete the expenditures of the special appropriation of \$2,750,000.00:

SEE "B" ABOVE.

Chancellor Ransom requests approval to proceed with the purchase of the special collections herein recommended.

ITEM NO. 4Executive Com.SUBJECT: 1965-66 Classified Personnel Pay Plan

RECOMMENDATION
(Suggested Minute Order by Secretary)

It is recommended that the 1965-66 Classified Personnel Pay Plan for The University of Texas system be adopted by amending the present plan to include the recommendations set out in Attachment No. 3* These proposed changes were approved through appropriate channels and concurred in and presented by Chancellor Ransom. A copy of the 1965-66 Classified Personnel Pay Plan for the following units will be in the Secretary's Files, Volume XII, Page _____:

Main University and Central Administration
Texas Western College
Medical Branch
Dental Branch
M. D. Anderson Hospital and Tumor Institute
Southwestern Medical School
South Texas Medical School (same as Main University)
Graduate School of Biomedical Sciences (same as M. D. Anderson)

* (This follows Page 6.)

PROPOSAL
(As Submitted by Administration)

Recommended changes in the Classified Personnel Pay Plan to be effective September 1, 1965, are presented for the following component units of The University of Texas:

Main University and Central Administration
Texas Western College
Medical Branch
Dental Branch
M. D. Anderson Hospital and Tumor Institute
Southwestern Medical School
South Texas Medical School (same as Main University)
Graduate School of Biomedical Sciences (same as M. D. Anderson)

The recommended changes in the Classified Personnel Pay Plan for Main University and Central Administration have been prepared by the University Personnel Office and Vice Chancellor Hackerman and Vice Chancellor Dolley recommend approval of the changes as submitted.

The recommended changes of the Classified Personnel Pay Plans for the University units outside of Austin have been prepared by the respective personnel officer at each institution and the recommendations have the approval of the respective institutional head. Mr. Joseph C. Kennedy, System Personnel Adviser and his staff reviewed the recommended changes and concur in the recommendations herewith submitted. Vice Chancellor Dolley concurs, and recommends approval.

Chancellor Ransom recommends that the Board of Regents approve the recommended changes in the Classified Personnel Pay Plan to be effective September 1, 1965.

ITEM NO. 5Executive Com.SUBJECT: Budget Docket

RECOMMENDATION
(Suggested Minute Order by Secretary)

It is recommended

That the Budget Docket of Chancellor Ransom be approved in the form as submitted in this volume and that it be attached to and made a part of the minutes. This also includes Pages M-12 through M-18 of Attachment No. 2, entitled "Reappropriation of 1963-64 General Budget and Special Research and Academic Excellence Program Balances to 1964-65 Appropriate Accounts."

- NOTE: 1. Your attention is directed to the fact that Pages M-12 through M-18 of Attachment No. 2 (the Docket) would normally be reported in the Budget Docket. It is the recommendation of the Administration that these pages be considered by the Executive Committee as a part of the Budget Docket.
2. With few exceptions, the Budget Docket consists of transfers and appointments below the tenure level. Items 13 and 85 of the Main University Budget Docket complete the appointments of Hubert Winston Smith and Eastin Nelson. Item 80 in the Medical Branch Budget Docket completes the appointment of Doctor Blocker. Item 5 changes the title of Mr. E. D. Walker to conform to the Administrative Chart adopted at the last meeting.

ITEM NO. 6SUBJECT: Emergency Items Presented at Meeting, If Any
(Yellow Paper)ITEM NO. 7SUBJECT: Report of Interim Actions

In order that all Interim Actions may be included in one report, this will be included in the Supplementary Agenda (blue paper) to be mailed on Friday, December 4, 1964.

ATTACHMENT NO. 3

THE UNIVERSITY OF TEXAS

Austin, Texas 78712

University Personnel Office

October 29, 1964

Dr. Norman Hackerman
Vice-Chancellor for Academic Affairs
The University of Texas
Austin, Texas

Dear Dr. Hackerman:

Attached are the recommended changes in the Classified Personnel Pay Plan to be effective September 1, 1965. These recommended changes are being submitted approximately six weeks earlier than usual in order that they may be approved for use in the preparation of the 1965-66 budget.

Deans, Directors, and Departmental Chairmen were requested in July to submit for consideration their recommendations for changes in the current pay plan. Moreover, we have reviewed the pay plan for classes which, in our judgment, require changes for the 1965-66 fiscal year.

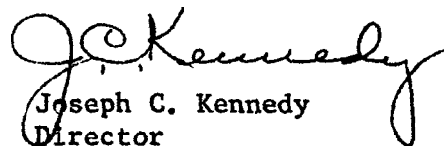
In arriving at our recommendations, we have taken into account the State Classification Plan, numerous surveys which we have conducted or in which we have participated, pay schedules of other educational institutions, and prevailing rates in the applicable area of competition. We have also been influenced by our own experience in recruiting personnel for University positions during this year. We have considered Federal Civil Service rates and information recorded in various governmental wage-living cost studies, but have entertained no thought of achieving competitive status with the U. S. Government.

In submitting our proposals, we have continued to show a comparable State monthly range where one exists. We are obliged to draw attention to the fact that the only available State ranges are those which were determined in 1962 and submitted for approval in the 1963 legislative session to become effective on September 1, 1963. In many cases, we are recommending for University employees, for 1965-66, salary rates lower than or just barely comparable to those which have been in effect for other State employees since 1963.

As nearly as we can estimate, salary adjustments resulting from the recommended changes will approximate an expenditure of \$53,000 in the general budget for the 1965-66 fiscal year. If budget preparation instructions provide the usual merit increase for one-half of the classified staff, approximately \$145,000 additionally will be needed for the general budget.

In addition to the usual number of copies for distribution after approval, I am enclosing 35 extra copies for the Chancellor's office and the Board of Regents.

Very truly yours,


Joseph C. Kennedy
Director

fw

Enclosures

Distribution of Approved Copies:

Office of the Chancellor
Office of the Business Manager
University Personnel Office

RECOMMENDED CHANGES IN THE CLASSIFIED PERSONNEL PAY PLAN TO BE EFFECTIVE SEPTEMBER 1, 1965

DELETE:

<u>Footnote</u>	<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step Number</u>	<u>State Classification Monthly Range</u>
(D 1)	2003	Assistant to the Comptroller	\$680-910	\$8160-10920	36	NCC
(D 2)	2109	Statistical Aide	235-305	2820-3660	13	\$268-326
(D 3)	2263	Electronic Computing Machine Operator	350-439	4200-5268	22	348-630
(D 4)	2503	Assistant Director, University Personnel	565-800	6780-9600	32	719-876
(D 5)	2530	Personnel Assistant II	482-592	5784-7104	29	552-673
(D 6)	3409	Games Manager I	292-382	3504-4584	18	NCC
(D 7)	5109	Steam Distribution Foreman	482-592	5784-7104	29	517-630
(D 7)	5112	Air Conditioning Foreman	482-592	5784-7104	29	517-630
(D 7)	5115	Refrigeration Foreman	482-592	5784-7104	29	590-719
(D 7)	5118	Utilities Operations Foreman	482-592	5784-7104	29	517-630
(D 7)	5130	Assistant Steam Distribution Foreman	439-539	5268-6468	27	453-552
(D 7)	5133	Assistant Air Conditioning Foreman	439-539	5268-6468	27	453-552
(D 7)	5136	Assistant Refrigeration Foreman	439-539	5268-6468	27	453-552
(D 8)	5209	Electrical Foreman	460-565	5520-6780	28	NCC
(D 8)	5218	Plumber Foreman	460-565	5520-6780	28	NCC
(D 8)	5230	Assistant Electrical Foreman	419-514	5028-6168	26	NCC
(D 8)	5239	Assistant Plumber Foreman	419-514	5028-6168	26	NCC
(D 7)	5303	Maintenance Mechanic Foreman	482-592	5784-7104	29	517-630
(D 7)	5312	Assistant Maintenance Mechanic Foreman	439-539	5268-6468	27	453-552
(D 9)	5345	Motor Boat Operator	319-400	3828-4800	20	NCC
(D10)	6275	Elevator Operator	181-225	2172-2700	8	193-235

ADD:

(A 1)	2061	Assistant to the Auditor	620-770	7440-9240	34	NCC
(A 2)	2062	Internal Auditor	620-770	7440-9240	34	NCC
(A 3)	2222	Supervisor, Auxiliary Equipment Operations, Computation Center	419-539	5028-6468	26	517-630
(A 4)	2262	Computer Operator II	419-539	5028-6468	26	517-630
(A 4)	2263	Computer Operator I	335-400	4020-4800	21	348-424
(A 5)	2502	Associate Director, University Personnel	710-870	8520-10440	37	719-876
(A 6)	2527	Personnel Representative	514-620	6168-7440	30	517-719
(A 7)	3108	Supervisor, Reading Improvement Program	539-680	6468-8160	31	NCC
(A 8)	3110	Reading Improvement Specialist	400-539	4800-6468	25	NCC
(A 9)	5109	Steam Distribution Supervisor	482-592	5784-7104	29	517-630
(A 9)	5112	Air Conditioning Supervisor	482-592	5784-7104	29	517-630
(A 9)	5115	Refrigeration Supervisor	482-592	5784-7104	29	590-719

ADD:

<u>Footnote</u>	<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step Number</u>	<u>State Classification Monthly Range</u>
(A 9)	5118	Utilities Operations Supervisor	\$482-592	\$5784-7104	29	\$517-630
(A 9)	5130	Assistant Steam Distribution Supervisor	439-539	5268-6468	27	453-552
(A 9)	5133	Assistant Air Conditioning Supervisor	439-539	5268-6468	27	453-552
(A 9)	5136	Assistant Refrigeration Supervisor	439-539	5268-6468	27	453-552
(A10)	5209	Electrical Supervisor	482-592	5784-7104	29	NCC
(A10)	5218	Plumber Supervisor	482-592	5784-7104	29	NCC
(A11)	5230	Assistant Electrical Supervisor	439-539	5268-6468	27	NCC
(A11)	5239	Assistant Plumbing Supervisor	439-539	5268-6468	27	NCC
(A 9)	5303	Maintenance Mechanic Supervisor	482-592	5784-7104	29	517-630
(A 9)	5312	Assistant Maintenance Mechanic Supervisor	439-539	5268-6468	27	453-552
(A12)	5345	Boat Operator	319-400	3828-4800	20	NCC
(A13)	6275	Tower Receptionist	200-256	2400-3072	10	NCC
(A14)	6293	Building Maid	172-235	2064-2820	7	181-235
(A15)	8367	Actor	\$2.00/hr., rehearsal	\$3.00/hr., performance		NCC
(A15)	8393	Dresser	256-305	3072-3660	15	NCC
(A16)	8615	Book Designer, University Press	514-680	6168-8160	30	NCC
(A17)	8634	Book Indexer	319-419	3828-5028	20	NCC

CHANGE:

<u>Footnote</u>	<u>Code</u>	<u>Title</u>	<u>FROM:</u>			<u>TO:</u>			<u>State Classification Monthly Range</u>
			<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step No.</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step No.</u>	
(C 1)	2012	Auditor, Oil and Gas Production	\$592-740	\$7104-8880	33	\$650-800	\$7800-9600	35	\$673-820
(C 2)	2060	Assistant University Auditor	680-835	8160-10020	36	740-910	8880-10920	38	768-936
(C 2)	2063	Chief, Accounting Division	620-800	7440-9600	34	680-870	8160-10440	36	NCC
(C 2)	2066	Bursar	592-770	7104-9240	33	650-835	7800-10020	35	NCC
(C 3)	2069	Accounting and Procurement Officer, DRL	565-740	6780-8880	32	592-770	7104-9240	33	NCC
(C 4)	2366	Laboratory Attendant	128-215	1536-2580	1	156-235	1872-2820	5	181-220
(C 5)	2403	Assistant Land and Trust Attorney	539-680	6468-8160	31	650-800	7800-9600	35	630-876
(C 6)	2506	Director of Employee Benefits	565-800	6780-9600	32	592-835	7104-10020	33	NCC
(C 7)	2512	Supervisor, Workmen's Compensation Insurance	482-650	5784-7800	29	565-680	6780-8160	32	552-673
(C 7)	2521	Wage and Salary Supervisor, UPO	514-620	6168-7440	30	565-680	6780-8160	32	552-719
(C 7)	2524	Employment Supervisor, UPO	514-620	6168-7440	30	565-680	6780-8160	32	590-719
(C 8)	2539	Personnel Interviewer	400-482	4800-5784	25	439-539	5268-6468	27	453-552

Footnote	Code	Title	FROM:			TO:			State Classification Monthly Range
			Monthly Range	Annual Range	Step No.	Monthly Range	Annual Range	Step No.	
(C 9)	3003	Director of Student Activities	\$620-770	\$7440-9240	34	\$650-910	\$7800-10920	35	NCC
(C10)	3063	Dormitory Counseling Supervisor I	245-335	2940-4020	14	279-335	3348-4020	17	NCC
(C11)	3066	Night Supervisor, Women's Residence Halls	190-256	2280-3072	9	215-279	2580-3348	11	NCC
(C12)	3260	Supervising Medical Technologist	400-514	4800-6168	25	460-565	5520-6780	28	\$517-630
(C13)	3261	Medical Technologist	366-439	4392-5268	23	400-482	4800-5784	25	397-484
(C14)	3360	Housing Inspector	382-460	4584-5520	24	400-514	4800-6168	25	424-517
(C14)	3363	Assistant Housing Inspector	335-400	4020-4800	21	366-439	4392-5028	23	NCC
(C15)	3403	Director, Texas Union	620-770	7440-9240	34	680-800	8160-9600	36	NCC
(C16)	3406	Games Manager II	419-514	5028-6168	26	419-539	5520-6780	26	NCC
(C17)	3451	Union Program Assistant	279-350	3348-4200	17	305-382	3660-4584	19	NCC
(C 4)	3466	Activity Assistant	149-256	1788-3072	4	156-256	1872-3072	5	NCC
(C18)	3506	Counselor, Intercollegiate Athletics	539-740	6468-8880	31	565-770	6780-9240	32	NCC
(C19)	3530	Intramurals Director	620-800	7440-9600	34	650-835	7800-10020	35	NCC
(C20)	4203	Research Engineer-Scientist Associate V	800-1100	9600-13200	40	835-1150	10020-13800	41	NCC
(C20)	4204	Research Engineer-Scientist Associate IV	710-835	8520-10020	37	740-870	8880-10440	38	NCC
(C20)	4205	Research Engineer-Scientist Associate III	650-770	7800-9240	35	680-800	8160-9600	36	NCC
(C20)	4206	Research Engineer-Scientist Associate II	565-680	6780-8160	32	592-710	7104-8520	33	NCC
(C20)	4207	Research Engineer-Scientist Associate I	482-592	5784-7104	29	514-620	6168-7440	30	NCC
(C21)	4330	Instrument Maker Foreman	482-620	5784-7440	29	482-650	5784-7800	29	NCC
(C22)	5003	Architect and Superintendent of Construction and Maintenance	770-950	9240-11400	39	800-1000	9600-12000	40	768-1000
(C22)	5006	Superintendent of Utilities	770-950	9240-11400	39	800-1000	9600-12000	40	768-1000
(C23)	5009	Electrical Engineer	710-870	8520-10440	37	740-910	8880-10920	38	768-936
(C23)	5012	Maintenance Engineer	710-870	8520-10440	37	740-910	8880-10920	38	768-936
(C23)	5015	Power Plant Engineer	710-870	8520-10440	37	740-910	8880-10920	38	768-936
(C23)	5018	Refrigerating and Heating Engineer	710-870	8520-10440	37	740-910	8880-10920	38	768-936
(C23)	5024	Assistant Power Plant Engineer	565-800	6780-9600	32	620-835	7800-10020	34	673-820
(C23)	5027	Assistant Refrigerating and Heating Engineer	565-800	6780-9600	32	620-835	7800-10020	34	673-820
(C24)	5160	Utilities Station Operator	382-460	4584-5520	24	400-482	4800-5784	25	372-453
(C25)	5212	Communications Supervisor	460-565	5520-6780	28	482-592	5784-7104	29	NCC
(C26)	5233	Assistant Communications Supervisor	419-514	5028-6168	26	439-539	5268-6468	27	NCC
(C24)	5321	Plant Maintenance Mechanic	382-460	4584-5520	24	400-482	4800-5784	25	NCC
(C27)	5336	Locksmith	366-439	4392-5268	23	400-514	4800-6168	25	NCC
(C28)	5409	Grounds Maintenance Supervisor	419-514	5028-6168	26	439-565	5268-6780	27	NCC
(C29)	5415	Assistant Transportation Foreman	350-419	4200-5028	22	366-460	4392-5520	23	NCC
(C30)	5418	Assistant Grounds Maintenance Supervisor	350-419	4200-5028	22	366-460	4392-5520	23	NCC
(C31)	5430	Grounds Crew Foreman	279-335	3348-4020	17	292-366	3504-4392	18	268-348
(C32)	5433	Gardener	225-267	2700-3204	12	245-305	2940-3660	14	251-305
(C33)	5436	Groundskeeper	200-256	2400-3072	10	225-279	2700-3348	12	206-251

Footnote	Code	Title	FROM:			TO:			State Classification Monthly Range
			Monthly Range	Annual Range	Step No.	Monthly Range	Annual Range	Step No.	
(C34)	5460	Utility Worker	\$225-279	\$2700-3348	12	\$235-292	\$2820-3504	13	\$235-286
(C35)	5463	Laborer	181-245	2172-2940	8	200-256	2400-3072	10	181-220
(C 4)	5466	Helper	128-215	1536-2580	1	156-235	1872-2820	5	181-220
(C36)	6033	Assistant Manager Men's Residence Halls	382-460	4584-5520	24	419-539	5028-6468	26	NCC
(C36)	6036	Assistant Manager, University Apartments	382-460	4584-5520	24	419-539	5028-6468	26	NCC
(C37)	6063	Dormitory Supervisor	200-256	2400-3072	10	225-279	2700-3348	12	NCC
(C38)	6161	Food Service Supervisor II	292-382	3504-4584	18	305-382	3660-4584	19	305-372
(C39)	6162	Food Service Supervisor I	200-279	2400-3348	10	215-292	2580-3504	11	268-326
(C40)	6175	Food Checker and Cashier	200-267	2400-3204	10	215-279	2580-3348	11	286-348
(C41)	6181	Baker II	245-350	2940-4200	14	267-350	3204-4200	16	235-286
(C42)	6182	Baker I	181-235	2172-2820	8	200-256	2400-3072	10	220-268
(C41)	6187	Cook II	245-350	2940-4200	14	267-350	3204-4200	16	235-286
(C42)	6188	Cook I	181-235	2172-2820	8	200-256	2400-3072	10	220-268
(C43)	6193	Food Preparation Worker	156-256	1872-3072	5	181-256	2172-3072	8	193-235
(C43)	6196	Food Service Worker	149-225	1788-2700	4	172-235	1968-2820	7	193-235
(C44)	6203	Superintendent of Buildings and Grounds	565-710	6780-8520	32	650-800	7800-9600	35	NCC
(C45)	6206	Assistant Superintendent of Buildings and Grounds	460-592	5520-7104	28	539-680	6468-8160	31	NCC
(C46)	6230	Building Services Supervisor	439-539	5268-6468	27	482-620	5784-7440	29	NCC
(C47)	6233	Assistant Building Services Supervisor	350-419	4200-5028	22	366-460	4392-5520	23	NCC
(C48)	6236	Building Crew Foreman	292-350	3504-4200	18	319-400	3828-4800	20	NCC
(C49)	6260	Building Attendant	200-256	2400-3072	10	235-292	2820-3504	13	193-235
(C43)	6290	Custodial Worker	149-225	1788-2700	4	181-245	2172-2940	8	181-235
(C50)	7091	Oil Gauger	382-514	4584-6168	24	460-565	5520-6780	28	NCC
(C51)	8109	Vocational Teacher Trainer	592-770	7104-9240	33	680-835	8160-10020	36	NCC
(C52)	8360	Assistant Director, Longhorn Bands	514-650	6168-7800	30	565-710	6780-8520	32	NCC
(C53)	8421	Videotape Recording Technician	382-482	4584-5784	24	419-539	5028-6468	26	NCC
(C53)	8460	Radio-Television Chief Engineer	592-740	7104-8880	33	650-835	7800-10020	35	NCC
(C53)	8463	Radio-Television Assistant Chief Engineer	439-565	5268-6780	27	482-620	5784-7440	29	NCC
(C53)	8466	Radio-Television Technical Supervisor	419-565	5028-6780	26	460-592	5520-7104	28	NCC
(C54)	8490	Radio-Television Production Assistant II	225-292	2700-3504	12	279-400	3348-4800	17	NCC
(C54)	8491	Radio-Television Production Assistant I	156-215	1872-2580	5	172-267	2064-3204	7	NCC
(C57)	8552	Audio-Visual Shipping Supervisor	267-335	3204-4020	16	319-400	3828-4800	20	NCC
(C55)	8612	Business Manager, University Press	460-565	5520-6780	28	539-620	6468-7440	31	NCC
(C56)	8630	Editor III	514-620	6168-7440	30	565-680	6780-8160	32	NCC
(C57)	8636	Editorial Assistant	245-319	2940-3828	14	292-350	3504-4200	18	NCC
(C58)	8651	Technical Reports Editor II	419-539	5028-6468	26	439-565	5268-6780	27	453-552
(C59)	8690	Proofreader	267-319	3204-3828	16	292-350	3504-4200	18	NCC
(C 4)	9075	Clerical Assistant	128-225	1536-2700	1	156-235	1872-2820	5	235-286

- (D 1) The class is no longer in use as a result of personnel reassignments made September 1, 1964.
- (D 2) Class is deleted as it is no longer required.
- (D 3) This class has been inadequate to cover the present computer system of the Computation Center and is to be replaced by Computer Operator I and II.
- (D 4) Deleted as no longer needed. A new class of Associate Director is being added in lieu thereof.
- (D 5) This title is being dropped in favor of a more descriptive title of Personnel Representative. The Roman numeral will be dropped from the Personnel Assistant I class.
- (D 6) This class has not been used for sometime and no further need for the class is envisioned. When deleted, Games Manager II will become Games Manager.
- (D 7) These titles are being changed from Foreman (or Assistant Foreman) to Supervisor (or Assistant Supervisor). No change in salary range, duties or level of operation is involved. This is an effort to establish uniformity of titles within the Department of Utilities.
- (D 8) This class is being deleted in order to change the title to Supervisor (or Assistant Supervisor). When added under new title, a one step increase in range is being requested as explained in the additions section.
- (D 9) This deletion coupled with the addition of Boat Operator class at the same salary is merely a change in title to make the class more compatible to the class of Boat Captain which was added by emergency action during the past fiscal year.
- (D10) The title for this class should be changed to that of Tower Receptionist as more descriptive of the duties performed.
- (A 1) The rapid growth of the University in both the educational and research areas has had its effect upon the Office of the Auditor. A great portion of the increased clerical workload has been absorbed by the Data Processing Computer equipment. This has enabled us to hold the personnel at about the same level for several years. However, along with the increased workload, there has been a corresponding increase in the complexity of the work. The increase in complexity of the work has prevented the full exploitation of the capabilities of the accounting system. Expertness in the execution of the work is absolutely necessary. The Assistant to the Auditor will be directly responsible to the Auditor and/or Assistant Auditor. His duties will embrace all facets of the work of the several divisions. He will be called upon for special studies and recommendations for improvement in the various divisions. A CPA with four or five years experience in heavy accounting and having an extensive knowledge of data processing potential is required.

- (A 2) At the present time, the functions of an internal auditor are being performed by an employee classified as an Accounting Group Supervisor. Currently, four persons hold this classification and perform a wide range of duties. These include supervision of general accounting and reporting, as well as internal auditing. A change to a more specific classification for a segment of these functions is desirable. The duties of the individual performing internal auditing have crystallized to the extent that a distinct classification entitled, "Internal Auditor" should be established. The Internal Auditor is expected to be proficient in the techniques and procedures of auditing; he should have a thorough knowledge of the principles of practical and theoretical accounting; and he should be familiar with University rules and regulations as promulgated by the Board of Regents. He must have supervisory and public relations ability because of the necessity of dealing with subordinates and University department representatives. The Internal Auditor must be able to convey the results of assignments to his superiors by discussion and through clear and comprehensive written reports.
- (A 3) This is a new position to establish necessary supervision over the operation of the large area of the Computation Center devoted to auxiliary equipment outside the computer room. This supervisor will be responsible for scheduling and dispatching functions concerned with the flow of work into and out of the Computation Center. Supervision over Key Punch operations, as well as other equipment operations, including calculators, sorters, tabulators, reproducers, interpreters, paper tape punch is included.
- (A 4) We have deleted the one class of computer operator as inadequate and are requesting to replace it with two classes having an overall salary range from \$335 to \$539 per month. The State Classification Plan provides for three classes of computer machine operators with an overall range of \$348-630.
- (A 5) This change in title and range is made to more accurately reflect the operational level and degree of responsibility of this one-person class. The incumbent has demonstrated, through years of competent service in performing highly responsible administrative duties, his value to the Main University and to the System. This person possesses equal background and works at a level comparable to the principal associate to the State Classification Officer whose salary range is \$719-876.
- (A 6) A more descriptive title is needed for four of our employees who provide liaison, supervision, and control, in the area of personnel management between the Administration and various major segments of the University (research and engineering activities, service activities, and teaching departments). One representative maintaining contact with other educational, governmental, and private agencies on wage and salary administration and other personnel programs is also included in this class. The U. S. Department of Labor reports the salaries of 781 personnel management employees in manufacturing, insurance, finance, and real estate fields who were classified as Job Analysts III, the equivalent of our four employees now classified as Personnel Assistants, and proposed for the Personnel Representative class. The average annual salary of these 781 employees was \$8,220 (\$685 per month) with the middle quartile range of \$7380-8916. The State Classification Plan contains three classes which are comparable in duties and levels of responsibilities to our present Personnel Assistant classes and to the proposed Personnel Representative class. These are:
- Position Classification Analyst, Range \$517-630, \$6204-7560
 - Personnel and Wage Analyst, Range \$552-673, \$6624-8076
 - Personnel Technician, Range \$590-719, \$7080-8628

- (A 7) This one person supervisory position requires at least 2 years of graduate study plus 3 to 5 years of related experience beyond the first degree. Our present incumbent has held a Master's Degree since 1960 and fully meets the educational and experience qualifications. The thoughtful enthusiasm this person brings to the program has made it extremely effective. The relationship to other classes in the Testing and Counseling Group and information produced by surveying other institutions support the recommended range.
- (A 8) The Reading Improvement Specialist must possess educational and experience qualifications only slightly below those of the Reading Improvement Program Supervisor. We are fortunate again to have a person with a Master's Degree and full qualifications who is doing an exceptionally fine job. The recommended range is below that suggested by our survey, but must be kept in balance with other classes in the group.
- (A 9) These titles are changed from Foreman (or Assistant Foreman) to Supervisor (or Assistant Supervisor). No change in salary range, duties, or level of operation is involved. This is an effort to establish uniformity of titles within the Department of Utilities.
- (A10) A deletion of this class was requested to accomplish a change in the title from Foreman. An increase in range of one step is requested in order to make the range equal to the comparable positions of Refrigeration Foreman, Air Conditioning Foreman, Steam Distribution Foreman, and Utilities Operations Foreman. The duties and the responsibilities of these supervisory positions in the Department of Utilities are so closely related that it is not possible to differentiate between the importance of these positions to the institution. Unequal salary ranges result in an inequity which is unfair and creates a morale problem.
- (A11) A deletion of this class was requested to accomplish a change in the title from Assistant (title) Foreman. An increase in range of one step is requested in order to make the range equal to the comparable positions of Assistant Refrigeration Foreman, Assistant Air Conditioning Foreman, and Assistant Steam Distribution Foreman. The duties and the responsibilities of these assistant supervisory positions in the Department of Utilities are so closely related that it is not possible to differentiate between the importance of these positions to the institution. Unequal salary ranges result in an inequity which is unfair and creates a morale problem.
- (A12) This addition coupled with the deletion of Motor Boat Operator at the same salary is merely a change in title to make the class more agreeable with the class of Boat Captain which was added by emergency action during the past fiscal year.
- (A13) The persons in this position serve as elevator starter for the Main Building Tower elevators and as receptionist for the Tower Observation Deck. Because the Observation Deck is open every day except for certain holidays, these persons are frequently required to work week ends. Moreover, they are in constant contact with University people and the general public with whom they must maintain a courteous, tactful, and helpful relationship. For these reasons, it is very important that we recruit and retain suitable persons for this position. The salary range for this position needs revision, and the range recommended is reasonable when the requirements for the position are fully recognized.

- (A14) We need to distinguish more closely between the work required of some of our custodial personnel used in Housing and Food Service. The ability to perform the heavier work around the residence halls and kitchens will be required of the custodial worker class. The lighter cleaning work will be covered by this new class. The State Plan already makes this distinction.
- (A15) This class is not needed for regular University employment but occasions arise in connection with drama productions where the Drama Department needs an appropriate scale and title.
- (A16) The title Artist III falls far short of describing the scope of the work performed for the University of Texas Press by the present incumbent. She is in every sense a designer of books in that she has full responsibility for the physical and artistic appearance of books published. She selects method of printing, binding and design of stamping dies or labels. She checks composition and platemaking, review of proofs, sizing pictures, arranging cuts and preparation of dummies for offset books. In the 1963 Chicago Book Clinic where 225 books were submitted by 35 publishers, the incumbent was awarded 4 of the 39 Top Honor awards. In the 1963 Southern Books Competition sponsored by the Southeastern Library Association, the incumbent designed 5 of the 19 winning books out of 122 volumes submitted by 25 different publishers. The 1963 nationwide survey made by the American Book Publishers Council, Inc., reveals the median salary for 99 Book Designers reported on is \$7,170 with an interquartile range of \$6500-8900. The top quartile ranges from \$9,000 to above \$25,000. In view of the quality of the incumbent's work, the recommended salary range is conservative.
- (A17) The growth of the University of Texas Press necessitates the establishment of a specialized position of this nature. The Steck Company has indicated that they would consider this a professional position to be filled by their "Editor" classification and that they would pay a starting rate of \$5,400 to be raised in six months to a rate of \$6,000; negotiated thereafter based on performance. We could not establish such a rate without seriously disrupting our rate structure through the journalism group; consequently, the more conservative range is recommended.
- (C 1) The duties of this position consist of responsible professional post auditing to determine the proper amounts to be paid to the University as oil and gas royalty payments. It requires a thorough knowledge and experience in oil and gas accounting. The incumbent holds a Law Degree, in addition to a Bachelor's Degree, as an important function of the position is the legal aspects of oil and gas leasing. The most nearly comparable position in the State Classification Plan is the Director, Accounting and Auditing (General Land Office) with a range of \$673-820.
- (C 2) The salary ranges for certain positions in the Office of the Auditor are inadequate with respect to the duties and responsibilities assigned to the employees occupying such positions. The positions constitute three of the more important fiscal positions in the University Administration. The very substantial growth of the University in all phases of activity including enrollment, faculty and staff research and services, including all types of federal government contracts, gifts and grants, student loan funds including the National Defense Student Loan Program continues the realistic need for competent, experienced business administrators in these key positions. The salary ranges should be at levels commensurate with the responsibilities of each position. The current ranges are inadequate to properly compensate the personnel appointed to these positions when balanced against the high level performance that the University is receiving from them.

By comparison with the level of responsibility and nature of work the Assistant University Auditor is comparable to one of the several Supervising Assistant State Auditor II's included in the 1963-65 State Classification Pay Schedule with the range of \$768-936. Projected at the average annual increase of 3.3% for auditors (Source: Bureau of Labor Statistics), this would make a 1965-66 Texas State range of \$793-967. In view of this, \$740-910 is a conservative monthly range for this University position. A survey of 14 state universities in which we recently participated indicated the average monthly salary of Chief Accountants in 1964 to be \$997. Our recommended maximum of \$870 for our Chief, Accounting Division is well below this average and is similarly below the annual average of \$11,808 reported for comparable Chief Accountants in 1963 by B.L.S. By extrapolation, the maximum of \$835 per month recommended for our Bursar is reasonable.

- (C 3) The Defense Research Laboratory is growing consistently each year and, as it grows, this position becomes increasingly important. The increased responsibilities for purchasing and accounting for large quantities of scientific and technical equipment warrant a re-evaluation of this salary range.
- (C 4) The range of this class is being changed to a minimum of \$0.90 per hour to provide a more reasonable compensation for the duties performed. This has been the prevailing starting rate for library pages for the 1964-65 year.
- (C 5) The recommended adjustment in the range for this classification is necessary to establish a more equitable relationship with comparable positions in the State Classification Plan. This position calls for the performance of "responsible professional" work in providing legal services for the Board of Regents and the University staff. This is the same level of work required of the Attorney III in the State Plan (Range \$7560-9216) and except for the handling of law suits and official Attorney General's Opinions, the position is comparable to the Assistant Attorney General III position in the State Plan, (Range \$8628-10,512). The recommended range for the University position is well within the ranges for the comparable State positions.
- (C 6) This class requires adjustment to provide a salary more nearly commensurate with the highly responsible administrative duties required. The programs for which this person is responsible are System-wide in scope and include such vital employee fringe benefits as the Workmen's Compensation Insurance Program, Teacher Retirement, Group Life Insurance, Group Hospitalization, Social Security, etc. There is no comparable class in the State Plan. At the University of California at Berkeley, a somewhat lower position of Assistant Manager, Personnel and Employee Relations had a 1963-64 range of \$914-1111 (\$10,968-13,332).
- (C 7) These classes are senior supervisory classes which are at the middle management level. They are the equivalent, or higher than, the Classification Analyst II, Employment Supervisor II, and Personnel and Wage Analyst which are in the \$552-719 range in the State Classification Plan.
- (C 8) This class requires at least a two step adjustment to bring it closer to its comparable State class. This is a position requiring a college degree, preferably with a major in Personnel Management. Beyond this, it requires a person of maturity and 1 to 3 years of experience in personnel work. By way of comparison, the 1963-64 graduates of our Business College received starting salaries averaging \$507 per month with no experience.

- (C 9) This class is not presently in use and has not been kept current. The range is low by comparison with survey results indicating an average of \$11,136 for comparable positions. The person to be so classified is presently at the 12 month converted rate of \$10,667.
- (C10) We are unable to obtain the services of any satisfactory employees in this class except in the upper steps of the present range. It was not until late August that we could fill four of the positions for the September 6th dormitory opening. The recommended range is the minimum in which we can hope to operate in 1965-66.
- (C11) The position of Night Supervisor in Women's Residence Halls is very difficult to fill because of the night hours, 11:00 p.m. - 7:00 a.m., and especially because Saturday and Sunday night work is required. Since this person is in effect substituting for a Dormitory Counseling Supervisor in handling problems of the girls during the nights, she must have sufficient ability, confidence and education to cope with varying situations as they arise. The fact that one of these two positions is only a nine months job adds to the problem. A higher recruiting salary is definitely required for this position.
- (C12) This range is set to local conditions. Beginning employment offers placed through the Technical Bulletin published by the American Society of Clinical Pathologists for this class of registered personnel are usually in the \$8,000-\$9,000 range. We require that our Technologists meet the standards of, and be registered with, the ASCP. The State range is much in excess of ours.
- (C13) Our salary range for this class has proven inadequate in view of the higher rate for Medical Technologists in other state agencies and the \$389 average beginning salary determined by the City of Austin Wage and salary survey conducted in April 1964, before the last cycle of wage increases.
- (C14) These positions are held by Graduate Nurses with Public Health Service experience and long tenure with the Student Health Center. An adjustment of ranges is necessary in view of raises in local medically related salaries.
- (C15) Information available to us since 1962 has indicated that our salary range for Union Director has been and is out of line with local and national competition. For example, Texas A & M has had a range including \$10,320 as far back as 1961. U. S. Office of Education data showed an interquartile range of \$9,000-14,720 for larger public institutions in 1961-62. It is now necessary to increase our range to a more realistic figure. Current information from U. S. Office of Education reflects an average salary of \$10,807 for all (79) public universities surveyed.
- (C16) A salary survey completed in October 1964, indicates that while the minimum step for this class is adequate, the maximum should be increased by one step. In deleting the Games Manager I class, this class will become Games Manager without the Roman numeral suffix.
- (C17) The individuals occupying the position of Program Assistants for the Texas Union must work constantly with student groups, establishing necessary rapport to work effectively. This position requires a person with a great deal of tact, knowledge and maturity and at the same time demands a great deal of the individual's time in the evenings and on week ends. The turn-over experienced in these positions may be attributed to the salary range as much as the time demands of the job.

(C18) This position has increased in importance and in the stress and pressure on the incumbent as national attention has brought to bear on the University's athletic program. A new job description for this position was placed into effect September 1, 1964, emphasizing the scholastic aspects of the athlete's life for which this person is responsible.

(C19) Since the completion of the Gregory Gym Annex, participation in the Intramurals Program for Men, plus the programs offered by the Intramurals Department for the Faculty and Staff, has increased greatly. The growth in student enrollment is an additional factor which adds to the responsibilities of the Intramurals Director. This growth, plus the enthusiastic performance by the incumbent warrants an increased salary. Without doubt The University of Texas, through the efforts of the Intramurals Director is achieving one of the leading programs of this type in the Nation.

(C20) The University is finding it increasingly difficult to employ well-qualified top-flight research engineers and scientists holding the required degrees in science and engineering at our present recruiting rates. Industry recruits newly graduated baccalaureate degree holders from our own institution at an average of \$610 per month. The National Survey of Professional Scientific Salaries conducted by the Los Alamos Scientific Laboratory in 1963, determined the average salaries for baccalaureate degree holders (with zero (0) years experience) in research institutes within the West South Central Census Division (Arkansas, Oklahoma, Louisiana, and Texas) to be \$629 per month. In the private industry group, nationally, the average monthly salaries for experience as indicated were:

B. S. or M. S. Degree (non-supervisory)	<u>5 years</u> \$814	<u>10 years</u> \$963	<u>15 years</u> \$1084
Ph. D. Degree (non-supervisory)	\$973	\$1084	\$1230

Telephonic information from Los Alamos indicates that the 1964 survey shows an average increase over the 1963 salaries of 3.3 per cent. Advancement of our ranges as proposed will make us only slightly more competitive than at present.

(C21) A shop foreman is expected to supervise and assign the work in a machine shop. He must have the skills of an instrument maker to carry out his responsibilities in this area. His machinist skills and management acumen must be combined in the Instrument Maker Foreman job. The proposed range is inadequate in comparison with like positions at other universities but to change it too much would upset other related ranges not being changed.

(C22) These two architectural and engineering positions are immediately subordinate to the Director of Physical Plant. Each is responsible for a major segment of the Physical Plant program. The average of the monthly range for these two positions in state universities in California and Illinois is \$1014-1334. The recommended ranges are well under those indicated by the National Survey of Scientific Professional Engineers (Los Alamos survey) and the Texas Society of Professional Engineers.

(C23) Action is necessary to bring our salary ranges of Engineers and Assistant Engineers more nearly in line with comparable positions in the Austin area. The recent 5% increase given to all city employees makes our present maximums obsolete. Our proposals for 1965-66 will likely be out of date by the time they are effective. Actual salary offers to our 1964 graduates with B. S. degrees in Electrical Engineering averaged \$614 per month and in Mechanical Engineering averaged \$609 per month for men without any experience. The 1964 national survey of positions in Research Institutes only for B. S. and M. S. degreed, supervisory personnel with 15 years of experience averaged \$1288 per month. In view of the current local, state, and national situation we cannot hold nor replace competent personnel without increasing our ranges.

- (C24) An inequity exists in the case of Utility Station Operator and Plant Maintenance Mechanic positions with respect to the other skilled trade classifications within the Department of Utilities. The similarity of responsibilities and duties for the skilled trade classifications warrant equal ranges and require that a one step increase be made in the two mentioned classes.
- (C25) A change of one step in the range of this class is needed to make it equal to the Refrigeration, Air-Conditioning, Steam Distribution, Utilities Operations, etc. Foreman-Supervisor classes in the Department of Utilities.
- (C26) A change of one step in the range of this class is needed to make it equal to the other Assistant Foreman-Supervisor classes in the Department of Utilities.
- (C27) Last year the salary range for this position was revised, but the revision was inadequate. The local prevailing rate for locksmiths with the training and experience of University locksmiths starts at a rate higher than the current maximum for this position. The quality and magnitude of the work performed by University locksmiths is more diversified and comprehensive than any such work performed in this general area. In fact, it is one of the largest locksmith operations in the State. This operation includes the installation, repair, and maintenance of all locks in academic and administrative buildings, and all dormitories and resident housing belonging to the University. The University's locksmiths set up key schedules and combinations which most agencies must contract to outside firms. This is an important factor because delays in making changes are minimized, and the security of buildings is greatly enhanced. The technical requirements of the position and the scope of the locksmith operation justify the range recommended. This range is essential if the University is to maintain the highly competent locksmith operation it now possesses.
- (C28) A general revision of ranges is necessary in the Grounds Maintenance Section to provide much needed adjustments. While the continued development of the campus may somewhat reduce the area of the lawns to be tended, it considerably increases the landscaping and horticultural aspects of the grounds maintenance classes.
- (C29) The responsibility of this position involves the supervision of one Clerk, one Maintenance Man, seven Utility Workers, and twenty-three Laborers, and eleven vehicles ranging in size from pickup trucks to the more complicated trash collection units. In addition to direct supervision of transportation activities, the Assistant Foreman instructs and trains new employees in proper work methods and procedures, and supervises the operation, care and maintenance of vehicles and equipment. As the institution grows, the demands for transportation services increase accordingly. In the past year alone it was necessary to increase the staff 30% to meet increased demands. An additional trash collection unit has been added within the past year to absorb increased volume resulting from the addition of new buildings and a larger University population. Growth and expansion of departments, especially in areas of scientific research, have practically doubled the volume of equipment, materials, and supplies to be moved and handled. This is also true in the case of several other departments: deliveries and handling of materials for the Stenographic Bureau, the Library, Humanities Research Center, Research Bureau, among others. In short, practically all University departmental activities have augmented in order to cope with increased enrollments and research activities, and this is reflected in the increased demands for the services provided by the Transportation Section. The modest salary range improvement for this position is justified on the basis of the increased responsibilities and duties of this position.

- (C30) Revision of the salary ranges of Groundskeeper, Gardener, and Grounds Crew Foreman, necessitates an adjustment in the range for this position. The modest revision recommended is consistent with ranges recommended for positions of comparable supervisory responsibility, and is commensurate with the responsibilities of the position.
- (C31) General raises given to city, county, and federal employees in this area make an adjustment in ranges necessary at the University to provide a living wage for the low salaried employees. Improvement in the salary ranges of Groundskeeper and Gardener positions necessitates an adjustment in the salary range for this position. The modest revision recommended is consistent with ranges recommended for positions of comparable supervisory responsibility, and it is commensurate with the responsibilities of the position.
- (C32) There is only one person employed in this capacity. Because of the skilled nature of the position, it has been traditionally kept at a higher salary level than the Groundskeeper position. Therefore, any revision of the latter directly affects this position. The range recommended is a necessary and reasonable adjustment.
- (C33) General raises given to the city, county, and federal employees in this local area make an adjustment in ranges necessary at the University to provide a living wage for the low salaried employees. The State Classification Office has indicated their awareness of the need of attention to these classes. For reasons very similar to those outlined under the Building Attendant position, it has become virtually impossible to hire capable persons in the Groundskeeper position at the current salary rate. In order to get grounds work accomplished, it has become necessary to hire persons who normally would be turned away. A number of persons in this position will soon have reached retirement age, and it will be very difficult to find replacements at the current salary rate. This problem is compounded further by the fact that the work load per individual in grounds maintenance is much greater than that required of comparable personnel employed by other firms or agencies. This personnel is adept at and participates in all phases of grounds maintenance work. With this in mind, the extent of the individual work load will be better comprehended when it is understood that the average assignment is approximately 8 acres per man. Therefore, a low salary rate, coupled with a heavy work load, are no inducements for attracting and retaining capable persons. In 1962, the current rate was established, and, although take home pay was slightly increased, the change had little, if any effect on the hiring and retention of more capable persons. The personnel standards of the Grounds Maintenance Section need to be raised. This cannot be accomplished until there is a revision in the present salary range.
- (C34) Persons in this semi-skilled position operate vehicles ranging in size from panel trucks to large trash collection units. They also take lead positions in accomplishing the work outlined under the Laborer position. Transportation employees are recommended for this position only after they have received considerable training and experience in transportation services. These persons are very valuable, and it is very important that efforts be made to retain them. The range revision recommended is reasonable and in line with the duties and responsibilities of the position. The same situation applies as to the general need for raising the low salaried group.
- (C35) An excessive turnover rate exists in the Transportation Section where persons in this position are predominantly employed. The starting rate of \$1.05 per hour is unattractive to capable laborers, and those with capabilities who, by force of circumstances, accept employment at this rate remain only long enough to find employment elsewhere at higher rates of

pay. For Example, according to the schedule of prevailing wages as determined by the Austin Chapter of Associated General Contractors of America in Austin, Texas and Vicinity, the current starting rate for common laborers is \$1.825 per hour, and this rate will be increased to \$1.90 per hour January 1, 1965. We must increase this range to a minimum of \$1.15 hourly if we are to hire any competent laborers.

- (C36) These are responsible administrative positions and the persons filling them must be qualified to assume the duties of the Manager in their absence. If the Manager's position becomes vacant, the Assistant Manager should be qualified to fill the position on a permanent basis. It would be impossible to employ qualified persons for these positions at a salary less than the minimum of \$419 per month recommended.
- (C37) At the present time we have 14 part-time Dormitory Supervisors (8 in Men's Residence Halls and 6 in University Apartments), all on the 3rd step of the pay range which is \$225, full-time. At the present time, these men are all being employed on this third step which appears to be the lowest rate today at which we can recruit for the type of student required for these positions. Certainly \$1.30 per hour is low for this type of supervisory responsibility. It is entirely possible that by September, 1965, we will find ourselves again recruiting above the minimum even if it is changed to \$225.
- (C38) We are recommending that the salary range for Food Service Supervisor I be raised one step to a maximum of \$292 per month and the minimum for Food Service Supervisor II be raised from \$292 to \$305 per month. We are not recommending a change for Food Service Supervisor III nor a change in the maximum for Food Service Supervisor II. The need for increasing the minimum for Food Service Supervisor II definitely exists and is needed. For sometime we have not been able to employ Food Service Supervisors at the \$292 per month level.
- (C39) It has been very difficult to find women with any measure of supervisory ability at \$180 per month cash plus \$20 board, the present minimum. The addition of one step will help in recruiting for these positions.
- (C40) This is one of our more difficult positions to fill satisfactorily. The person doing the food checking and handling the money can affect our gain or loss materially without our knowing it. A poorly qualified checker may either intentionally or carelessly underprice food on each tray and cause a daily income loss that is difficult to detect. The Food Checker and Cashier speaks for and represents the University as far as the customer is concerned. She should meet the public well in addition to having the skills necessary for the assignment. Finding all of these qualities for even \$215 per month is questionable. We have discussed the beginning step of \$225 per month but since we may need the \$215 in a small unit, we are recommending just the one step increase.
- (C41) The food service group is of such nature that when it becomes necessary to change the salary ranges for Food Service Workers, Food Preparation Workers and Cooks I, it is almost mandatory that changes be made in the higher categories also. This means that if the Cook I maximum becomes \$256 per month, the minimum for the Cook II should be set at \$267 per month. The same is applicable to the Baker's class. We have not recommended a change in the maximum.

- (C42) The Cooks I and Bakers I which we employ for the present salary of \$37 per week plus \$5 board, equivalent of \$181 per month, are not satisfactory. It is very difficult to find a person with minimum qualifications who will go to work at this salary. Often, they stay only a short time either because they prove not to be qualified or they leave for a better job elsewhere. We believe the problem will be even more serious in September 1965, and consider it necessary to change to a \$200 minimum.
- (C43) Because of local competitive conditions, we are forced to bring our lower paid kitchen, dormitory, and custodial personnel more nearly in line with the State Classification ranges.
- (C44) This position has been grossly out of line when compared to other second level positions in the Division of Physical Plant. This position has responsibility for the entire Building and Grounds operation including janitorial and building operation services, care and maintenance of grounds, transportation, keys and locks, furniture and furnishings shop, and general equipment and furniture issue.
- (C45) There are two principal assistants to the Superintendent of Buildings and Grounds. One has over-all supervision over the janitorial and groundskeeping operations of the entire Main University. The other provides supervision over the miscellaneous functions of the Buildings and Grounds Department. Only with the recommended range can we expect to retain the type of personnel we must have.
- (C46) The supervisor of the University's custodial operation has the responsibility of 214 custodians, 13 foremen, 2 assistant supervisors, 3 Tower Receptionist, 1 clerk typist, 1 stores clerk, over 3-3/4 million square feet of cleaning space, plus other important related building services. The custodial maintenance program at the University of Texas is the largest of its kind in the State, and it is among the largest of its kind in the Nation. The present incumbent will retire January 31, 1965, after having completed 38 years of service. His current salary rate is \$539 monthly, the maximum step for the position. It is the intention to raise substantially the qualifications for this position by requiring a Bachelor's Degree, preferably in Business Administration, and previous supervisory training and experience. To compete for these qualifications, it is anticipated that a minimum starting rate of about \$500 monthly will be required.
- (C47) There are two persons employed in this capacity, both of whom assist the Building Services Supervisor in the administration of the custodial maintenance program and related building services. The responsibility of each involves the supervision of approximately 107 custodians, 6 or 7 foremen, 1,875,000 square feet of cleaning space, varied building services, and special equipment set-ups. In addition, both play a large role in the training of new custodial employees. The responsibilities of this position augment annually in accordance with institutional growth.
- (C48) The supervisory responsibilities of this position involve an average of 16 custodians, 291,197 square feet of cleaning space, varied building services and equipment set-ups. The desired ratio of foremen to custodians is 1 : 10, and the ideal which is in effect at the University of California is 1 : 7. These factors are pointed out to illustrate the fact that Building Crew Foremen sustain an above average work load, and on the basis of this alone the salary range for the position should be increased.

- (C49) For several years now, the custodial turnover rate has averaged approximately 30%. Turnover in excess of 5 to 6% is considered detrimental to the effectiveness of any custodial operation. By August, the custodial turnover rate for 1963-64 had reached 34.8%. This rate includes 52 resignations, 14 discharged, 3 retirements, and 1 death, or a total of 70 turnovers. The significant point is that an average of 10 mandays are lost per turnover, or a loss of approximately 700 mandays during 1963-64. This, coupled with absenteeism, presents custodial supervisors with an almost insuperable problem because supernumeraries are not available to cover this excessive loss of time. Most of this lost time, i.e., 52 resignations or 520 mandays, is attributed primarily to a low salary rate for this position. Under these circumstances, cleaning standards must necessarily suffer. The low salary rate for this position has also compelled us to lower personnel standards. In order to get the work accomplished, it has been necessary to accept persons with little or no education, meager qualifications, spotty employment records, and unstable personalities. This is no foundation on which to build an effective organization. This situation creates a serious training problem, for custodial maintenance is semi-skilled work, and considerable time and effort are required to teach a custodian the rudiments of his trade; that is knowledge of and the ability to use proficiently materials, tools, and machines utilized in custodial work, knowledge of modern methods and procedures in all phases of this work, and knowledge of the composition and characteristics of the varied floor coverings encountered in University buildings. Personnel standards need to be raised, and this is possible, for there is a market for capable personnel, but the current salary range has not been competitive in this market. The average actual rate for Janitors in public utilities taken from the latest Bureau of Labor Statistics studies of Texas cities is \$1.65 per hour or \$283.00 per month.
- (C50) Since present salary range was approved, new responsibilities have been added to the duties of Oil Gaugers, such as, checking geophysical operations, pipe line right-of-ways and various types of surface easements on University Lands. Oil company employees with similar jobs receive salaries of \$550.00 to \$750.00 per month.
- (C51) This question was raised last fall too late to be incorporated in changes at that time. The Governor has recently stated that we could anticipate within two years a doubling in the number of teachers in this program of Vocational Industrial Education. We experienced some of this when we had a 100% increase this summer over that of two year ago. The Texas Education Agency is adding two more supervisors to their staff. The demand for the kind of persons meeting our qualifications, that is with a Master's Degree, skilled trade experience and five years of teaching experience, is such that we simply cannot employ them now. Last year when we had a vacancy, we offered the job to seven individuals before we found one who would accept it because of the low starting pay. The Texas Education Agency is expanding its Manpower Development Training Program, which is in competition with the Trade and Industrial program and are seeking qualified people with which to staff it. They have made a bona fide offer to one of our Teacher Trainers of \$8600. It should be considered that the kind of people who fill these jobs are the equivalent of assistant professors in many instances, for they are professional educators and they teach college credit courses in some cases carrying graduate credit. This change is necessary in order that the University can continue to fulfill its commitments to the State of Texas in the training of these teachers.
- (C52) A survey made last year indicated that the range for assistant band directors should be approximately \$100 per month above our range. This two step increase will reduce the disparity between our range and the average.

- (C53) A salary survey conducted by The University of Texas including 28 educational and commercial television stations in Texas, Louisiana, Arkansas, Oklahoma and New Mexico indicated that our salaries needed adjustment at least to these recommended levels to just approach the average salary range of competing stations. These salaries will still leave us at a disadvantage in competing against half of the area of competition since our ranges will still be below the average.
- (C54) These classes employ students who are engaged in subjects related to radio/television production and are required to perform at a level suitable for live broadcast. The first level of the class requires college courses in the field. The second level is at graduate level. This change is only a step toward moving these classes more in line with other students performing research in keeping with their field of study. Rates for graduate students performing research in their area of study start at \$2.00 per hour.
- (C55) The University of Texas Press is experiencing a healthy growth in volume and reputation as evidenced by the top honor awards received in book shows across the country. This growth has added to the tempo and importance of the financial management of the Press, which is exercised by its Business Manager. A recent survey conducted by the American Book Publisher's Council studied a comparable position and reported a median for university presses of \$8,400 with a middle 50% range of \$6670-9040. Salaries in the commercial segment of the publishing field ranged much higher. A change to the recommended range is necessary to retain the competent individual on which the Press Director places great reliance.
- (C56) The head of the Editorial Department (Editor III) has contributed to, and had her duties and responsibilities increased because of, the growth in the University Press. The exceptional qualifications of the incumbent would make her impossible to replace at the salary presently paid. The American Book Publisher's Council survey of similar positions in university presses reports a median figure of \$10,600.
- (C57) These positions require graduation from a four year college or university with a major in a related field. A beginning salary less than recommended cannot attract qualified personnel.
- (C58) An increase is needed to permit recognition of the education, skill, and experience required of the position. Graduation from a four year college or university with courses in journalism and the applicable field of science plus pertinent experience is a prerequisite of the job.
- (C59) It has become increasingly obvious that our salary range for this classification is too low. It is impossible to obtain and keep competent proofreaders in the present salary range. Local union rate for a journeyman level proofreader is \$3.16 per hour, or about \$514 per month.

TEXAS WESTERN COLLEGE

RECOMMENDED CHANGES IN THE CLASSIFIED PERSONNEL PAY PLAN TO BE EFFECTIVE SEPTEMBER 1, 1965

<u>CODE</u>	<u>TITLE</u>	<u>MONTHLY RANGE</u>	<u>ANNUAL RANGE</u>	<u>HOURLY RANGE</u>	<u>STEP NO.</u>	<u>STATE CLASSIFICATION MONTHLY RANGE</u>
<u>DELETIONS:</u>						
0150	Accounting and Procurement Officer, SRL	460-592	5520-7104 (1)	2.65-3.40	37	NCC
0155	Purchasing Agent	514-650	6168-7800 (2)	2.95-3.75	39	424-517

ADDITIONS:

0121	Internal Auditor	539-680	6468-8160 (3)	3.10-3.90	40	NCC
0155	Assistant Purchasing Agent	439-565	5268-6780 (4)	2.55-3.25	36	NCC
0156	Purchasing Agent	514-650	6168-7800 (2)	2.95-3.75	39	424-517
0310	Tabulating Equipment Operator I	279-350	3348-4200 (5)	1.60-2.00	26	305-397
0315	Key Punch Operator I	225-279	2700-3348 (6)	1.30-1.60	21	235-305
0316	Key Punch Operator II	267-335	3204-4020 (6)	1.55-1.95	25	268-348
2051	Preparator	400-514	4800-6168 (7)	2.30-2.95	34	NCC

CHANGES:

		<u>FROM:</u>			<u>TO:</u>			<u>Step No.</u>	<u>State Class. Range</u>
		<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step No.</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step No.</u>		
0002	Senior Clerk	256-319	3072-3828 (8)	24	267-335	3204-4020	25	286-372	
0028	Assistant Registrar	382-482	4584-5784 (9)	33	439-565	5268-6780	36	NCC	
0050	Office Sup. & Dup. Serv. Mgr.	292-366	3504-4392 (10)	27	335-419	4020-5028	30	NCC	
0175	Assistant Business Manager	592-740	7104-8880 (11)	42	650-800	7800-9600	44	NCC	
0900	Bookstore Clerk	200-256	2400-3072 (12)	19	225-279	2700-3348	21	NCC	

TEXAS WESTERN COLLEGE

PAY PLAN TO BE EFFECTIVE SEPTEMBER 1, 1965
(cont'd...)

Recommended Changes - Page 2

CHANGES:

3200	Maintenance Man	235-292	2820-3504 (13)	22	256-319	3072-3828	24	NCC
3400	Offset Press Operator	279-350	3348-4200 (14)	26	305-382	3660-4584	28	NCC
3402	Cylinder Pressman	319-400	3828-4800 (15)	29	350-439	4200-5268	31	NCC
3500	Laborer	156-200	1872-2400 (16)	14	164-215	1968-2580	15	160-220
3501	Utility Worker	190-245	2280-2940 (17)	18	200-256	2400-3072	19	NCC
4141	Manager Snack Bar	539-680	6468-8160 (18)	40	539-740	6468-8880	40	NCC
6822	Asst. Dir. News & Information	400-514	4800-6168 (19)	34	482-620	5784-7440	38	NCC

CHANGE TO BE EFFECTIVE IMMEDIATELY UPON APPROVAL:

0905	Bookstore Manager	460-592	5520-7104 (20)	37	539-680	6468-8160	40	NCC
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FOOTNOTE EXPLANATIONS.

- (1) This classification title has not been used for the last two years. There is a strong objection on the part of Federal and State Auditors to this position being included in contract negotiations. It is our intent, therefore, to discontinue employing persons in this category.
- (2) This is a change of code number only.
- (3) It is our purpose to classify this position, in which we have employed an individual, to perform the function of an Internal Auditor in our Business Office. The work load in the Business Office justifies the establishment of this new position. The recommended salary range is commensurate with the duties and responsibilities required of the person employed.
- (4) It is our purpose to create this position in the Purchasing Section of the Business Office. The work load in this particular section has reached the magnitude which will require the services of a person to assist the Purchasing Agent. The recommended salary range is comparable to the range for the same position on the Main University Campus in Austin.
- (5) It is recommended that this position be established in order properly to classify persons employed in our IBM equipment complex who are presently classified as Senior Clerk Typists. The duties and responsibilities in this section are certainly adequate to justify the proposed salary range; it is comparable to the range for Senior Clerk Typists.

Recommended Changes - Page 3
Footnote Explanations

- (6) It is recommended that the positions of Key Punch Operators be established in order properly to classify persons presently employed in our IBM section who are now classified as Clerk Typists and Senior Clerk Typists. The recommended salary ranges will allow for promotion, recognition, and increments commensurate with the duties and responsibilities performed.
- (7) This position is presently unclassified. It is recommended that the position be classified in order to provide orderly recognition, distinction, and increments commensurate with the duties and the responsibilities for the work to be performed. The incumbent is the only employee in this class.
- (8) The proposed adjustment in the range for this class is to place the college in a better competitive position with the other business firms and agencies employing persons of this type in the community. This proposed adjustment will make the range for Senior Clerks comparable to the existing salary range for Senior Clerk Typists. In addition, this will bring Texas Western's salary range up to the salaries being paid in other component institutions within the University System.
- (9) It is recommended that the range for the position be increased three steps in order to provide additional potential salary increments for the loyal and trusted employee who is the incumbent in this position. The incumbent has reached the maximum step in the existing range. The range for a comparable position at the Main University in Austin is 514-680 monthly. It is felt that if we cannot increase the salary for the incumbent, we would lose a valued employee.
- (10) It is recommended that the range for this position be increased three steps in order to provide additional potential salary increments for the loyal and trusted employee who is the incumbent in this position. The incumbent has reached the maximum step in the existing range. The range for a comparable position at the Main University in Austin, that of Manager of the Stenographic Bureau, is 439-539 monthly. It is felt that if we cannot increase the salary for the incumbent, we would lose a valued employee.
- (11) It is requested that an adjustment be made in the range for this position in order to allow for future salary increases. The incumbent in this position has reached the last step in the existing range. Comparable positions in the other component institutions in the University System are compensated at a much higher range than the one being recommended here. The recommended salary range is commensurate with the duties and responsibilities assigned to the incumbent.
- (12) It is recommended that the salary range for this position be adjusted two steps upward in order to bring this range in line with that of Clerk and Clerk Typist, and to allow for a fair and equitable range for the work being performed.

- (13) It is recommended that the range for the position be adjusted upward one step in order to place the college in a better position competitively with the other business firms and agencies employing people of this type in the community. It is our hope that this will prevent the loss of our employees to those employers who offer somewhat higher salaries after they have gained experience on our campus. The salary range for this position on the Main University Campus is 305-400.
- (14) The proposed adjustment in the range for this class is to place the college in a better competitive position with the other business firms and agencies employing persons of this type in the community. In addition, this brings Texas Western's salary ranges in this class up to the salaries being paid by other component institutions within the University System. The Main University salary range for this position is 292-382.
- (15) The proposed adjustment in the range for this class is to place the college in a better competitive position with the other business firms and agencies employing persons of this type in the community. In addition, this brings Texas Western's salary ranges in this class near the salaries being paid by other component institutions within the University System. The Main University salary range for this position is established by prevailing union rates.
- (16) The proposed adjustment in the range for this class is to place the college in a better competitive position with the other business firms and agencies employing persons of this type in the community. In addition, this brings Texas Western's salary ranges in this class near the salaries being paid by other comparable component institutions within the University System. The Main University salary range for this position is 169-220.
- (17) The proposed adjustment in the range for this class is to place the college in a better competitive position with the other business firms and agencies employing persons of this type in the community. In addition, this brings Texas Western's salary ranges in this class near the salaries being paid by other component institutions within the University System. The Main University salary range for this position is 225-279.
- (18) It is recommended that the range for this position be adjusted two steps upward on the upper limit of the range to provide for any contemplated salary increases for the incumbent. The incumbent in this position is a loyal, trusted, and very valuable employee. He has not received an increase in salary this year because he reached the last step in the existing range. The work load and responsibilities in this position certainly justify this proposed adjustment.
- (19) The proposed adjustment in the range for this class is to place the college in a better competitive position with the other business firms and agencies employing persons of this type in the community. In addition, this brings Texas Western's salary range in this class near the salaries being paid by other component institutions within the University System. The Main University salary range for this position is 460-565.
- (20) The recommended adjustment in the range for this class is to allow for salary increases in the future. The incumbent in this position has reached the maximum of the existing range; he is the manager of one of the most successful auxiliary enterprises on this campus. He did not receive a salary adjustment this past year because he had reached the maximum. It is our feeling that unless we can increase his salary, this employee may decide to leave. Even if he were to leave, we could not employ a replacement at the minimum of the existing range. We consider this an emergency situation, hence the request for immediate approval.

THE UNIVERSITY OF TEXAS — MEDICAL BRANCH
GALVESTON

THE SCHOOL OF MEDICINE
THE SCHOOL OF NURSING
THE TECHNICAL CURRICULA
THE POST-GRADUATE PROGRAM

THE JOHN SEALY HOSPITAL
THE CHILDREN'S HOSPITAL
THE PSYCHOPATHIC HOSPITAL
THE ROSA AND HENRY ZIEGLER HOSPITAL

October 30, 1964

Dr. Harry H. Ransom
Chancellor
The University of Texas
Austin, Texas 78712

Dear Doctor Ransom:

Revisions in the classification and pay plan of The University of Texas - Medical Branch for the 1965-66 fiscal year are submitted for your approval.

Detailed justifications for the various changes have been prepared in accordance with instructions as defined by the Systems Personnel Adviser and within the framework of the guides recommended by his office.

If the revisions meet with your approval, it is respectfully requested that they become effective September 1, 1965.

Very truly yours,

Original signed by
T. G. Blocker, Jr., M. D.

T. G. Blocker, Jr., M. D.
Executive Director and Dean

TGBjr/JRJ/ga
Enclosures

Return approved copies to:

Dr. T. G. Blocker, Jr.
Mr. E. D. Walker (2)
Mr. J. R. Jannasch

PREFACE

In accordance with Mr. Jack Holland's letter of August 14, we are submitting our requests for the revision of our 1965-66 Classified Personnel Pay Plan. In an effort to determine and maintain an equitable wage and salary structure and to validly forecast the needs of the Medical Branch's work force, we have consulted with deans, hospital administrators, department chairmen, and other administrative personnel.

Each year the Medical Branch conducts a National Survey of Hospital and Medical School salaries to determine national wage and salary trends. We also reciprocate by participating in national surveys conducted by other colleges and universities from which we obtain additional survey results. In order that we may maintain vigilance on local rates, we participate in several city, county and area surveys. Almost without exception, the results of these various surveys indicate an upward trend in salary ranges. The following sources of information are indicative of our findings in relation to wage and salary trends:

The Occupational Wage Survey - Houston, Texas - June, 1964, conducted by the United States Department of Labor, reports that office clerical salaries have increased 1.5% since their June 1963 survey. Salaries for skilled maintenance workers have increased 1.9% and 5.5% for unskilled plant workers. Data were collected from 222 firms employing approximately 98,500 workers. The companies studied were selected to represent an estimated 1,072 establishments with approximately 205,000 employees in the area. Occupational classification was based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job.¹

Our records on Federal Civil Service Rates show a continual rise during the past several years. The latest bill approved pay raises ranging from 3 to 30 percent. Among clerical classes in the Galveston area, the lowest salary range begins at \$356 per month (GS-2).

A new federal minimum wage of \$1.15 per hour became effective September 3, 1964. This rate will be increased to \$1.25 next year. The new hourly minimum will primarily affect workers in retail, service, and construction trades which were previously exempt. Further, the Fair Labor Standards Act also requires time and one-half pay for overtime beyond 42 hours a week instead of 44 hours. The hourly maximum for straight time pay will be decreased next year to the 40-hour standard that already applies to most workers covered by the federal law.²

In September, 1961 NASA's Manned Spacecraft Center was announced as a \$90 million project to direct what may become a \$60 billion space-exploration program.³ Although the manpower needs for this dynamic installation are still incalculable, we, along with other institutions and industries in this area, have felt the impact on the labor market. The trend for NASA's manpower needs are expected to grow in proportion with its tremendous expansion program. We have been placed in a disadvantageous situation from the standpoint of recruiting and retaining qualified personnel because of average starting rates NASA is willing to pay in order to staff its installation.

In December, 1962 a report published by The Texas Employment Commission on an 8-county area including Galveston County indicated that within the next five years more than 100,000 new jobs (an increase of 18 percent over the 1962 level) will become available as a result of the industrial and economic growth that the Houston-Gulf Coast area is expected to experience. When replacement figures are added to the number of new jobs accruing from growth, there will be a total of 177,000 jobs to be filled in the area through 1966 while job seekers will number about 162,000 during the same period. Also included in this report is a summary

of hospitals, clinics and other institutions in the immediate vicinity of Houston. In 1962 Houston alone had a 134-acre Medical Center which included 16 major institutions and 10 associated programs in a research-training-treatment complex involving facilities valued at more than \$125 million (exclusive of land values). Harris County had 47 hospitals totaling 5,400 beds.³ Since this time, numerous new hospitals, clinics, and additions to existing facilities have been constructed, not only in the Houston area, but the remaining 8-county area as well; thereby adding to the already existing competitive problems in recruiting and retaining qualified personnel in the medical field.

During the past year several union groups have announced pay increases in the immediate Galveston area. For instance a Texas City firm under union contract is paying its carpenters, electricians, painters, and other skilled workers a straight-time salary of \$624 per month.⁴ Journeyman carpenters in the City of Galveston have received a salary increase from \$658 to \$685 per month with carpenter foreman being increased from \$743 to \$771 per month.⁵ Many of the union contracts recently negotiated provide for automatic 10% increases in 1965 and another 10% in 1966.

Although we cannot hope to compete at most levels with many institutions and industries in this area, we must at this time recommend raising many of our salary ranges in order to recruit qualified personnel and compensate present employees equitably.

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- 1 Occupational Wage Survey, Houston, Texas, June, 1964. (Preliminary Report)
United States Department of Labor - Bureau of Labor Statistics
1371 Peachtree Street, NE
Atlanta, Georgia
 2. Amendment to the Fair Labor Standards Act of 1961.
 - 3 Manpower Patterns Through 1966 in The Eight-County Houston Gulf Coast Area
Published by The Texas Employment Commission in cooperation with Chambers
of Commerce in 8-County Area.
Austin, Texas
December, 1962
 - 4 Wage Schedule - Exhibit "B", Union Carbide Chemicals Company, Division
of Union Carbide Corporation, Texas City, Texas. (Effective June 21, 1964)
 - 5 Carpenter's Local 526, Galveston, Texas.

I. CHANGE:

Code	Title	FROM:			TO:			State
		Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	Classification Monthly Range
0004	Chief Clerk (Group of Classes)	\$419-539	\$5028-6468	35	\$460-592 (2)	\$5520-7104	37	\$424-517
0023	Administrative Assistant	482-620	5784-7440	38	482-680 (3)	5784-8160	38	552-673
0050	Communications Supervisor	565-710	6780-8520	41	620-770 (4)	7440-9240	43	NCP
0109	Accountant I	439-565	5268-6780	36	482-620 (5)	5784-7440	38	453-552
0110	Accountant II	482-620	5784-7440	38	539-680 (6)	6468-8160	40	552-673
0130	Supervisor, Payroll Division	514-650	6168-7800	39	565-710 (7)	6780-8520	41	552-673
0217	Systems Analyst and Programmer I	482-620	5784-7440	38	539-680 (97)	6468-8160	40	552-673
0218	Systems Analyst and Programmer II	565-740	6780-8880	41	620-770 (8)	7440-9240	43	590-719
0219	Systems Analyst and Programmer Supervisor	650-800	7800-9600	44	710-870 (9)	8520-10440	46	630-768
0231	Computer Operator II	460-592	5520-7104	37	514-650 (10)	6168-7800	39	517-630
0232	Supervisor, Computer Operations	565-710	6780-8520	41	592-740 (11)	7104-8880	42	NCP
0235	Assistant Data Processing Manager	680-835	8160-10020	45	740-910 (12)	8880-10920	47	NCP
0300	Stores Clerk I	225-279	2700-3348	21	245-305 (13)	2940-3660	23	235-286
0301	Stores Clerk II	256-319	3072-3828	24	292-366 (14)	3504-4392	27	268-326
0305	Stores Clerk III	292-366	3504-4392	27	335-419 (15)	4020-5028	30	305-372
0310	Storekeeper	366-460	4392-5520	32	400-514 (16)	4800-6168	34	372-453
0313	Assistant Stores Supervisor	460-592	5520-7104	37	514-650 (17)	6168-7800	39	NCP
0315	Stores Supervisor	539-680	6468-8160	40	592-740 (18)	7104-8880	42	NCP
0319	Assistant Purchasing Agent	460-592	5520-7104	37	539-680 (19)	6468-8160	40	NCP
0320	Purchasing Agent	620-770	7440-9240	43	680-835 (20)	8160-10020	45	630-768

Code	Title	FROM:			TO:			State
		Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	Classification Monthly Range
0710	Personnel Interviewer	\$382-482	\$4584-5784	33	\$400-514 (21)	\$4800-6168	34	\$372-458
0720	Personnel Assistant I	419-539	5028-6468	35	439-565 (22)	5268-6780	36	424-517
0721	Personnel Assistant II	482-620	5784-7440	38	514-650 (23)	6168-7800	39	484-590
0729	Assistant Director, Staff Personnel	620-770	7440-9240	43	650-800 (24)	7800-9600	44	673-820
0730	Director, Staff Personnel	710-870	8520-10440	46	800-1000(25)	9600-12000	49	820-1000
1000	Dental Assistant	225-279	2700-3348	21	235-292 (26)	2820-3504	22	268-326
1005	Dental Technician	350-439	4200-5268	31	382-482 (27)	4584-5784	33	NCP
1110	Electroencephalograph Technician	305-382	3660-4584	28	335-419 (28)	4020-5028	30	NCP
1112	Chief Electroencephalograph Technician	366-460	4392-5520	32	382-482 (29)	4584-5784	33	NCP
1125	Technical Director, X-Ray Technology	650-800	7800-9600	44	(30)			
1151	Inhalation Therapy Assistant	181-245	2172-2940	17	(31)			
1200	Hospital Aide	164-235	1968-2820	15	172-245 (1)	2064-2940	16	181-235
1204	Operating Room Technician	256-319	3072-3828	24	267-335 (32)	3204-4020	25	NCP
1205	Vocational Nurse	256-319	3072-3828	24	267-335 (33)	3204-4020	25	251-305
1210	Staff Nurse	382-482	4584-5784	33	400-514 (34)	4800-6168	34	See footnote (34)
1215	Operating Room Nurse	382-482	4584-5784	33	400-514 (34)	4800-6168	34	NCP
1218	Assistant Head Nurse	400-514	4800-6168	34	419-539 (34)	5028-6468	35	NCP
1220	Head Nurse	439-565	5268-6780	36	460-592 (34)	5520-7104	37	NCP
1225	Assistant Nursing Supervisor	460-592	5520-7104	37	482-620 (34)	5784-7440	38	NCP

Code	Title	FROM.			TO.			State Classification Monthly Range
		Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	
1230	Nursing Supervisor	\$514-650	\$6168-7800	39	\$539-680 (34)	\$6468-8160	40	NCP
1240	Assistant Director, Nursing Service	565-710	6780-8520	41	592-740 (34)	7104-8880	42	NCP
1245	Associate Director, Nursing Service	680-835	8160-10020	45	710-870 (34)	8520-10440	46	NCP
1305	Chief Pharmacist	740-910	8880-10920	47	835-1050(35)	10020-12600	50	NCP
1405	Social Case Assistant	350-439	4200-5268	31	382-482 (36)	4584-5784	33	372-453
1408	Social Case Worker I	482-620	5784-7440	38	514-650 (37)	6168-7800	39	484-590
1410	Social Case Worker II	539-680	6468-8160	40	565-710 (38)	6780-8520	41	NCP
1412	Social Work Supervisor	592-740	7104-8880	42	620-770 (39)	7440-9240	43	630-768
1414	Assistant Director, Social Service	650-800	7800-9600	44	680-835 (40)	8160-10020	45	NCP
1415	Director, Social Service	740-910	8880-10920	47	835-1050(41)	10020-12600	50	NCP
1510	Physical Therapist	400-514	4800-6168	34	419-539 (42)	5028-6468	35	484-590
1525	Occupational Therapist	400-514	4800-6168	34	419-539 (43)	5028-6468	35	424-517
1526	Recreational Therapist	366-460	4392-5520	32	400-514 (44)	4800-6168	34	NCP
1528	Speech Therapist	400-514	4800-6168	34	460-592 (45)	5520-7104	37	NCP
2000	Animal Caretaker	164-267	1968-3204	15	172-279 (1)	2064-3348	16	NCP
2002	Animal Technician	267-335	3204-4020	25	292-366 (46)	3504-4392	27	NCP
2010	Laboratory Helper	142-215	1704-2580	12	172-245 (1)	2064-2940	16	193-251
2100	Laboratory Technologist I	400-514	4800-6168	34	419-539 (47)	5028-6468	35	424-517
2101	Laboratory Technologist II	460-592	5520-7104	37	482-620 (48)	5784-7440	38	517-630

Code	Title	FROM:			TO:			State
		Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	Classification Monthly Range
2116	Technical Director, Histopathology	\$539-680	\$6468-8160	40	\$592-740 (49)	\$7104-8880	42	NCP
2200	Research Technician	382-539	4584-6468	33	400-565 (50)	4800-6780	34	453-552
2201	Research Associate I	514-650	6168-7800	39	565-710 (51)	6780-8520	41	590-719
2202	Research Associate II	650-800	7800-9600	44	710-870 (52)	8520-10440	46	768-936
2210	Research Scientist	710-870	8520-10440	46	770-950 (53)	9240-11400	48	NCP
2305	Medical Photographer I	350-439	4200-5268	31	400-514 (54)	4800-6168	34	NCP
2306	Medical Photographer II	419-539	5028-6468	35	482-620 (55)	5784-7440	38	NCP
2310	Medical Photographer III	514-650	6168-7800	39	565-710 (56)	6780-8520	41	NCP
2323	Medical Illustrator I	350-439	4200-5268	31	400-514 (57)	4800-6168	34	NCP
2324	Medical Illustrator II	419-539	5028-6468	35	482-620 (58)	5784-7440	38	NCP
2325	Medical Illustrator III	514-650	6168-7800	39	565-710 (59)	6780-8520	41	NCP
2326	Medical Illustrator IV	620-770	7440-9240	43	680-835 (60)	8160-10020	45	NCP
3000	Draftsman I	319-400	3828-4800	29	350-460 (61)	4200-5520	31	348-424
3001	Draftsman II	400-514	4800-6168	34	482-620 (62)	5784-7440	38	453-552
3010	Electrical Superintendent	680-835	8160-10020	45	740-910 (63)	8880-10920	47	NCP
3018	Superintendent of Remodeling and Construction	680-835	8160-10020	45	740-910 (64)	8880-10920	47	NCP
3020	Superintendent of Air Conditioning and Refrigeration	680-835	8160-10020	45	740-910 (65)	8880-10920	47	NCP
3023	Assistant Superintendent, Buildings and Grounds Maintenance	539-680	6468-8160	40	620-770 (66)	7440-9240	43	NCP

Code	Title	FROM:			TO:			State
		Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	Classification Monthly Range
3025	Superintendent, Buildings and Ground Maintenance	\$680-835	\$8160-10020	45	\$740-910 (67)	\$8880-10920	47	NCP
3041	Mechanical Engineer	592-740	7104-8880	42	650-800 (68)	7800-9600	44	NCP
3045	Assistant Director, Physical Plant	710-870	8520-10440	46	835-1050(69)	10200-12600	50	673-820
3210	Carpenter	400-514	4800-6168	34	439-565 (70)	5268-6780	36	NCP
3230	Painter	400-514	4800-6168	34	439-565 (71)	5268-6780	36	NCP
3305	Locksmith	366-460	4392-5520	32	439-565 (72)	5268-6780	36	NCP
3310	Instrument Mechanic	460-592	5520-7104	37	460-620 (73)	5520-7440	37	NCP
3315	Communications Mechanic	439-565	5268-6780	36	439-592 (74)	5268-7104	36	NCP
3340	Laboratory Mechanic	400-514	4800-6168	34	439-565 (75)	5268-6780	36	NCP
3341	Engineering Technician I	419-592	5028-7104	35	460-592 (76)	5520-7104	37	424-517
3403	Duplicating Equipment Operator IV	439-565	5268-6780	36	482-620 (77)	5784-7440	38	NCP
3500	Laborer I	190-245	2280-2940	18	200-256 (1)	2400-3072	19	181-220
3501	Laborer II	256-319	3072-3828	24	267-335 (78)	3204-4020	25	NCP
3510	Truck Driver	235-292	2820-3504	22	256-319 (79)	3072-3828	24	206-268
3530	Landscape Supervisor	460-592	5520-7104	37	514-650 (80)	6168-7800	39	NCP
4000	Laundry Worker I	128-181	1536-2172	10	172-225 (81)	2064-2700	16	181-220
4001	Laundry Worker II	164-215	1968-2580	15	200-256 (82)	2400-3072	19	193-251
4003	Presser, Machine	135-172	1620-2064	11	181-235 (83)	2172-2820	17	NCP
4004	Marker, Sorter	149-190	1788-2280	13	190-245 (84)	2280-2940	18	NCP

Code	Title	FROM:			TO:			State
		Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	Classification Monthly Range
4005	Washman	\$200-256	\$2400-3072	19	\$235-292 (85)	\$2820-3504	22	NCP
4006	Washer, Extractor	172-235	2064-2820	16	215-267 (86)	2580-3204	20	NCP
4100	Food Service Worker I	142-181	1704-2172	12	172-225 (1)	2064-2700	16	193-235
4101	Food Service Worker II	149-190	1788-2280	13	181-235 (87)	2172-2820	17	206-251
4103	Food Preparation Worker I	142-181	1704-2172	12	172-225 (1)	2064-2700	16	193-235
4104	Food Preparation Worker II	164-215	1968-2580	15	200-256 (88)	2400-3072	19	206-251
4105	Food Service Supervisor	245-305	2940-3660	23	292-366 (89)	3504-4392	27	NCP
4200	Custodial Worker I	128-181	1536-2172	10	172-225 (90)	2064-2700	16	181-220
4201	Custodial Worker II	164-215	1968-2580	15	200-256 (91)	2400-3072	19	181-235
4220	Elevator Operator	128-164	1536-1968	10	172-225 (1)	2064-2700	16	181-235
4230	Seamstress	149-190	1788-2280	13	190-245 (92)	2280-2940	18	193-251
4247	Assistant Executive Housekeeper	460-565	5520-6780	37	460-620 (93)	5520-7440	37	NCP
5000	Librarian I	382-482	4584-5784	33	(94)			
5010	Librarian II	460-592	5520-7104	37	(95)			
6702	Audiovisual Equipment Technician III	400-514	4800-6168	34	439-565 (96)	5268-6780	36	NCP

(1) It is necessary that we increase the minimum salary for this job class to the new minimum rate. The first consideration is due to the current State Classification Plan where the minimum rate shown is \$181 per month (Step 1). A second consideration has been the expensive item of "turnover" in these lower paid classes. It has become very difficult to recruit and retain personnel in these categories. Thirdly, the recent Amendment to the Fair Labor Standards Act, effective September 3, 1964, which raised the minimum wage to \$1.15 per hour (\$199.53 per month). In addition to the increase from \$1.00 to \$1.15 per hour, the law was extended to cover retail, service, and construction trades. In Harris County alone, the Labor Department estimates 125,000 additional workers will be covered. On September 3, 1965, 3 days after our 1965-66 pay plan goes into effect, the rate will be increased to \$1.25 per hour (\$216.67 per month). For this reason, we are asking a new minimum of \$200 for certain job classes where male workers predominate.

The M. D. Anderson Hospital Pay Plan for 1964-65 has no beginning rate below \$172 per month, and they and Southwestern have recommended a \$200 minimum for certain job classes of male employees.

- (2) Although it is sometimes difficult to determine exact comparability, Clerical Supervisor IV (0067) in the State Classification Plan has been used in this proposal as a "comparison." Two basic reasons exist for suggesting a range increase: (1) Most of the incumbents in this class are administrative personnel with supervisory responsibilities, and (2) the recommended salary range will provide a more reasonable relationship to Clerk III (0003) which has a range of \$366-\$460. This middle management area has always presented difficulties in our salary survey attempts because of problems encountered in identifying and interpreting duties, organizational differences, and other factors. Consequently, the determination of pay rates for middle management classes has been made on the basis of duties relationship to key classes surveyed and to comparable management classes with our own pay plan structure. In our opinion, the recommended range will keep us in a competitive position for this class.
- (3) This recommendation primarily reflects the range provided in the State Classification Plan for the comparable class of Administrative Technician III (1503); \$552-\$673. The range proposed for the Administrative Assistant is a critical one at this time. This class definitely falls within the group of supervisory, technical, and professional classes for which the State made significant increases on 9-1-63. At the Medical Branch the incumbents in this class are employees who have been with the University over a long period of time. These employees are at or near the maximum for their range. Our recruiting rate of \$482 seems sufficient at this time, but the maximum allowable step is insufficient to care for incumbents.
- (4) The continuing growth of the educational, patient-care, and research activities constantly expand the size and complexity of the duties and responsibilities of this position. The incumbent must provide assistance to telephone engineers in the major projects performed for the Medical Branch in such matters as the proper type of material to be installed, the proper location for installations, and the location of underground cables; works in close cooperation with representatives of the telephone company in administering their services; work with architects and engineers in the design, lay-out, and planning for communications facilities in all new buildings. In addition, the Communications Supervisor manages an official contract postal station in receiving and sending mail. It is impossible to gather comparable salary rates, as we have been unable to find a comparable position. The incumbent has been employed at The Medical Branch for over 28 years and an adjustment in the range is additionally necessary due to the fact that he is at the maximum salary rate for his job class. As a department head, we feel his managerial ability very valuable to our operation.

- (5) Title used in State Classification Plan is Accountant II (1102). A recent 1964 issue of the BBA Exciter, published by The University of Texas College of Business Administration, indicated that the average starting salary was \$535 per month for 1964 graduate accountants (up 5.1% over 1963). This was an identical figure to that quoted by the College Placement Council in their annual salary survey of 1964 college placement. The 1963 Survey of Professional, Administrative, Technical, and Clerical Pay, conducted by the U. S. Department of Labor, indicated a monthly interquartile range of \$474-\$550 for positions with similar responsibilities (4,372 positions in the survey). The 1964 survey of such positions should show a definite increase in the interquartile range over the past 12 months.
- (6) Title used in State Classification Plan is Accountant III (1163). The salary range recommended for this position is necessary if we are to provide for a proper relationship between this position, the Accountant I (0109) and the Chief, Accounting Division (0111).
- (7) The new range proposed is one which we hope will help maintain a proper relationship between our classifications and the class most comparable in the State Plan which is Accountant III (1163) that has a range of \$552-\$673 per month. This class is comparable to those in the State Plan which received most significant increases since they were in the professional, technical, and supervisory category. It is essential that we adjust our ranges somewhat in order to hold our trained, supervisory and professional personnel. The Main University has an approved salary range of \$539-\$710 per month for a similar position. The vast complexities of fund sources, reports, and deductions which must be processed into our computers demand greater knowledges and abilities on the part of the incumbent.
- (8) Title used in State Classification Plan is Computer Programmer II (0242). The 1964 Salary Survey of Digital Computing Personnel published by the Systems Development Corporation of Santa Monica, California indicates a minimum mean salary of \$706 per month and a maximum mean salary of \$1,028 per month for similar positions in business-related computer activities (998 persons in sample). Computer Personnel Characteristics, 1964, published by Computer Personnel Consultants, Inc. indicates a monthly interquartile range of \$617-\$817. The average recruiting salary being paid today for similar positions is \$710 per month, reports Business Automation. Local and state recruiting efforts for "really qualified" programmers of this caliber have been unsuccessful at the minimum salary, and many candidates demand salaries at or over the maximum of the present range.
- (9) The title used in the State Classification Plan is Computer Programmer III (0243). In recommending a two-step increase for this class, we are attempting to maintain only a minimum promotional differential. Based on Business Automation's 1964 survey, similar positions were found to have a monthly interquartile range of \$683-\$950. This survey covered 1,200 firms in 308 cities and indicated a mean salary of \$780 per month.
- (10) Title used in State Classification Plan is Computer Machine Operator II (0237). Computer Personnel Characteristics, 1964 indicates an interquartile range of \$533-\$716 per month for positions with similar duties. Our operators in this class are charged with what are considered "substantial" responsibilities and in our recruiting efforts we have found that the salary range that is being recommended is the minimum desirable in our locality.
- (11) It is necessary for us to adjust this salary range to provide for a proper relationship between this position and the Computer Operator II. Computer Personnel Characteristics, 1964 revealed an interquartile range of

- (12) It is necessary that we adjust the salary range of this position to provide for a proper relationship between this class and the Systems Analyst and Programmer Supervisor (0219). Business Automation's 1964 survey revealed that the national mean salary for similar positions was \$832 per month (up \$12 over 1963). Computer Personnel Characteristics, 1964 revealed an interquartile range of \$758-\$960 per month.
- (13) The Occupational Wage Survey, Houston, Texas, June, 1964, conducted by the U. S. Department of Labor, indicates the average salary paid for similar positions was \$370 per month (898 positions in the sample). The present salary range for this position was established in September, 1958 and has not been adjusted since that time. The continuing growth of educational, patient care, and research activities increases the size and complexity of the stores and warehousing operation, and we feel that the salary range recommended will more nearly enable us to recruit responsible, mature men of the caliber required.
- (14) Title used in State Classification Plan is Stock Clerk II (1902). It is necessary for us to adjust this salary range to provide for a proper relationship between this position, the Stores Clerk I (0300), and the Stores Clerk III (0305). In our Pay Plan, we feel the responsibilities of this position more closely parallel that of our Clerk II (0002) which carries a salary range of \$292-\$366. The present salary range for this position was established in September, 1958 and has not been adjusted since that time.
- (15) Title used in State Classification Plan is Stock Clerk III (1903). It is necessary for us to adjust this salary range to provide for a proper relationship between this position, the Stores Clerk II (0301), and the Storekeeper (0310). The June, 1964 Occupational Wage Survey - Houston, conducted by the U. S. Department of Labor, indicated an average salary of \$377 per month for positions with similar duties. In our Pay Plan, we feel the responsibilities of this class more closely parallel that of our Clerk III (0003) which carries a salary range of \$366-\$460. The present salary range for this position was established in September, 1958 and has not been adjusted since that time.
- (16) It is necessary to adjust this salary range to provide for a proper relationship between this position, the Stores Clerk III (0305), and the Assistant Stores Supervisor (0313). The present salary range for this position was established in September, 1958 and has not been adjusted since that time.
- (17) It is necessary to adjust this salary range to provide for a proper relationship between this position, the Storekeeper (0310), and the Stores Supervisor (0315). The proposed increase in the range is recommended additionally to provide for periodic merit increases for an incumbent who has been employed 28 years and who is at the maximum step of the class.
- (18) It is necessary to adjust this salary range to provide for a proper relationship between this position and the Assistant Stores Supervisor (0313). Based upon the degree of knowledge, skill, and experience required for this position, the salary level requested is in keeping with other salary levels in the Medical Branch organization.
- (19) The 1964 salary survey of this vicinity completed in September by the Hospital Personnel Association of the Houston area indicated an average starting salary of \$603 per month in Houston industry. The average starting salary of a BBA graduate (male) reported by the College of Business Administration of the University

of Texas in 1963-64 was \$492 per month. In order to recruit a qualified person for this job class however, we must seek someone with experience in purchasing, which of necessity would require a higher salary. 1963-64 graduate BBA accounting majors, without experience, started at an average of \$535 per month throughout the nation.

- (20) It is necessary to adjust this salary range to provide for a proper relationship between this position and the Assistant Purchasing Agent (0319). An April, 1964 survey, conducted by the University of Washington, indicated a low minimum of \$539 per month and a high maximum of \$1,112. The salary range being proposed for this job class is mid-way between this high and low report. The University of Washington, as a result of their survey, has established a range of \$805-\$1125 per month. In the organization structure here at the Medical Branch, we feel the range recommended is more in line with other positions that carry similar responsibilities.
- (21) A comparable position at The Main University has an approved salary range of \$400-\$482. The University of Washington conducted a survey of universities in April of 1964, and the results reported indicated an average starting salary of \$461 per month for positions with similar responsibilities. If we are to recruit college-trained personnel in this class, we must also consider a recent average starting salary of \$476 offered personnel management graduates, as reported by the University of Texas College of Business Administration in 1963-64.
- (22) Title used in the State Classification Plan is Personnel Assistant I (1711). The University of Texas College of Business Administration reports that the average salary offered to personnel management majors from their school in 1963-64 was \$476 per month. Although the minimum salary recommended is somewhat below the average quoted, we feel it is sufficient at this time.
- (23) Title used in the State Classification Plan is Personnel Assistant II (1712). It is necessary to adjust this salary range to provide for a proper relationship between this position, the Personnel Assistant I (0720), and the Assistant Director, Staff Personnel (0729).
- (24) The adjustment for this range is recommended in order to keep this range in line with that provided for comparable work under the State Classification Plan. The most nearly comparable class in the State Plan is Personnel Director I (1750). It is necessary to adjust this salary range to provide for a proper relationship between this position, the Personnel Assistant II (0721), and the Director, Staff Personnel (0730).
- (25) The adjustment for this job class is recommended in order to keep this range in line with that provided for comparable work under the State Classification Plan. The most nearly comparable class in the State Plan is Personnel and Wage Administrator State Highway Department (1755). An April, 1964 salary survey conducted by the University of Washington revealed an average monthly range of \$913-\$1,040 for positions with similar responsibilities. The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay, conducted by the U. S. Department of Labor, indicated a monthly interquartile range of \$1,120-\$1,478 for positions with similar responsibilities.
- (26) As the educational requirements of this position are the same as Clerk I (0001), we feel it necessary to provide for a comparable salary range. The title used in the State Classification Plan is Dental Assist-

- and (4401).
- (27) Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$400 per month for positions with similar responsibilities.
 - (28) A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$335-\$419. The Medical Branch conducts an approved technical school for EEG Technicians, and our Chief Technician (who also instructs the students) says "it is not uncommon for some of my graduates to receive \$400 per month upon graduation." We realize that such offers usually come from areas where the cost-of-living is somewhat higher, or where there is a shortage of trained technicians, but the growing attention to the field of mental health throughout the nation is a factor we must consider in the supply and demand of competent technicians.
 - (29) It is necessary to adjust this salary range to provide for a proper relationship between this position and the Electroencephalograph Technician (1110). The present salary range for this position was established in September, 1962, and it will have been three years since we last recommended an increase in range for this class.
 - (30) Change of title only from Chief X-Ray Technician (1125).
 - (31) Change of title only from Oxygen Technician (1115).
 - (32) It is necessary to adjust this salary to provide a parallel relationship between this position and the Vocational Nurse (1205). See following justification.
 - (33) In recommending a one-step increase for our professional nursing staff (see following footnote), it is necessary to move the minimum recruiting rate for this job class as well. For information purposes, the local U.S. Public Health Service Hospital recruits Vocational Nurses at \$333.75 per month and pays \$367.12 per month for evenings and nights. These rates represent a 4.5% increase for these federal positions since October 1, 1962.
 - (34) Most of the hospitals, to our knowledge, in the Galveston-Houston area are not contemplating making changes in the nursing salaries this calendar year but indicated that by this time next year they would have done so. It is important then that we recommend an adjustment for our nursing group for the next fiscal year in order that we might remain competitive in this area of such critical shortage.

The Civil Service recruiting rate for registered nurses is \$416.66 per month with no experience and \$458.75 per month with one year's experience. In each case 10% additional is paid for evening and night duty. These federal positions received a 2.5% increase in October, 1962 and an additional 6% increase in January, 1964.

As our registered nursing classifications are interrelated, it follows that the one-step adjustment applies to all these job classes equally.

The title used in the State Classification Plan is Staff Nurse I (4431) that has a monthly salary range of \$348-\$424. A classified ad in a recent edition of the Houston Chronicle indicated the Houston State Psychiatric Institute was offering \$424 per month for evening and night shifts, which means they are recruiting at the maximum of the salary range.

University of California pay plan has an approved range of \$914-\$1,111. This is a highly professional and administrative position at a department-head level, and qualified individuals are in a highly competitive salary market. During our recent recruiting efforts to fill a vacancy in this job class, all the National Medical Employment services contacted said "there aren't any available within the range you have established." The hospital administration has concentrated its search for a Chief Pharmacist with a masters degree, and this requirement narrows the field of qualified applicants considerably.

- (36) Title used in the State Classification Plan is Caseworker I (5211). It is felt that our recruiting efforts in this area would be more productive if we would establish a minimum step of \$382 per month. This is still a low figure for recruiting college graduates of any kind. The College Placement Council Salary Survey of 1963-64 indicated a low offer of \$407 and a high offer of \$615 for degrees in the social sciences and humanities, with average offers generally in excess of \$463. Change official title from Social Case Aide (1405) to Social Case Assistant (1405).
- (37) Title used in the State Classification Plan is Medical Social Worker (4085). The 1964 salary survey of this vicinity completed in September by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$503 per month for positions with similar responsibilities. If we are to remain in a competitive position for these qualified professional workers, we must recommend a competitive salary range. The range recommended is necessary to provide for a proper relationship between this position, the Social Case Assistant (1405), and the Social Caseworker II (1410).
- (38) It is necessary to adjust this salary range to provide for a proper relationship between this position, the Social Caseworker I (1408), and the Social Work Supervisor (1412).
- (39) Title used in the State Classification Plan is Medical Caseworker/Psychiatric Caseworker (5215). It is necessary to adjust this salary range to provide for a proper relationship between this position, the Social Caseworker II (1410), and the Assistant Director, Social Service (1414).
- (40) It is necessary to adjust this salary range to provide for a proper relationship between this position, the Social Work Supervisor (1412), and the Director, Social Service.
- (41) Upon the recommendation of the General Director of University Hospitals and the concurrence of the Executive Director and Dean, the proposed range is being submitted for approval. The present salary range is not commensurate with the responsibilities required of an individual in this position. The Director, Social Service at this institution is responsible for planning, organizing, and directing all the activities of the department. He coordinates the functions of the professional staff in co-operation with the Chief of the Clinical Service concerned and must develop new programs utilizing social service skills as related to patient needs. The incumbent enables indigent patients to receive medical treatment and care by assisting them in solving their emotional, social, and financial problems; thereby making them more amenable to diagnostic study and treatment both as inpatients and outpatients. The services performed in this position have been of invaluable benefit to patients and their families throughout the State of Texas. In 1956 this department had 13 employees and a total budget of \$60,563. Effective September 1, 1964 the department has 23 employees and a budget of \$134,114. These statistics represent a 76% increase in personnel responsibilities and a 121% increase in fiscal accountability. The monthly patient case-load during the past 5

year has increased 115%. Based on a recent survey of salaries offered for social workers as published in professional journals, we recommend approval of the suggested new range. Although the Social Service Director at M. D. Anderson occupies a "non-classified" position, the incumbent there is at a salary rate of \$950 per month, or the 4th step in the range we are recommending.

- (42) The title used in the State Classification Plan is Registered Physical Therapist (4326). Our 1964 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$419 per month for positions with similar responsibilities. A mid-1963 survey of hospitals conducted by the U. S. Department of Labor indicated an average salary paid to Physical Therapists as \$462. As can be readily seen, we are far behind in our starting rates when compared with the range approved in the State Classification Plan.
- (43) The title used in the State Classification Plan is Occupational Therapist I (4313). Our 1964 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$428 per month for positions with similar responsibilities. The 1964 salary survey of this vicinity completed in September by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$415 per month.
- (44) Our 1964 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$425 per month for positions with similar responsibilities. Our recommended salary range will bring this position more in line with the other professional therapists.
- (45) Our 1964 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$457 per month for positions with similar responsibilities. Recruiting efforts during the past two years have pointed out an unrealistic minimum salary for this class presently exists. The Houston Speech and Hearing Center has a beginning salary of \$479 per month. Without exception, all local, county, and district schools have beginning rates in excess of \$500 per month. Even though these salaries are for 9 or 9½ months, it still makes it difficult to recruit at our present minimum of \$400.
- (46) Our 1964 National Survey of Hospital Center and Medical School Salaries indicated average starting salary of \$300 per month for positions with similar responsibilities. It is necessary to adjust this salary range to provide for a proper relationship between this position and the Animal Caretaker (2000).
- (47) The State Classification Plan has various specialties (such as Bacteriologist I, 4221; Serologist I, 4245; etc.). The Laboratory Technologist I at the Medical Branch may be called upon to perform any of these specialized techniques and is registered by the American Society of Clinical Pathologists. The Federal Civil Service salary range for this position has climbed from \$461-\$600 per month to \$504-\$651 per month (GS-7) during the past year.
- (48) The State Classification Plan has various specialties (such as Bacteriologist II, 4222; Serologist II, 4246; etc.). The Laboratory Technologist II at the Medical Branch may be called upon to perform and/or supervise in any of these specialized areas, and is registered by the American Society of Clinical Pathologists. It is necessary to adjust this salary range to provide for a proper relationship between this position and the Laboratory Technologist I (2100).

- (49) It is necessary for us to adjust this salary range to provide for a proper relationship between this position, and the Technical Director, Blood Bank (2105) and the Technical Director, Laboratory Technology (2106), which already have an approved range comparable to that which is recommended. These three positions have similar professional, educational, and experience requirements, and the duties and responsibilities of the positions are on an equal level.
- (50) Title used in the State Classification Plan is Research Technician II (5269). The 1964 salary survey of this vicinity completed in September by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$432 per month for positions with similar responsibilities. A position with similar responsibilities at the Main University has an approved salary range of \$482-\$592 per month. The 1963-64 Salary Survey of the College Placement Council reported an average starting salary of \$573 per month to college graduate with degrees in the basic sciences employed in research and/or consulting organizations.
- (51) Title used in the State Classification Plan is Research Assistant I (5266). The 1964 salary survey of this vicinity by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$789 per month for positions with similar responsibilities. A position with similar responsibilities at the Main University has an approved salary range of \$565-\$680 per month. The 1963-64 Salary Survey of the College Placement Council reported average salaries of over \$600 per month to college graduates with masters degrees in the basic sciences.
- (52) Title used in the State Classification Plan is Research Assistant II (5267). It is necessary for us to adjust this salary range to provide for a proper relationship between this position and the Research Associate I (2201).
- (53) There is no comparable title in the State Classification Plan. However, in comparing job specifications, our Research Scientist seems to be a more responsible position requiring more experience than does the State's Research Assistant II (5267) which carries a salary range comparable to that which we are recommending here. It is felt we must adjust the range of this position in order to provide a proper relationship to the Research Associate II (2202).
- (54) The 1961 nation-wide survey conducted by the College and University Personnel Association indicated a monthly interquartile range of \$411-\$545 for positions with similar responsibilities. M. D. Anderson Hospital has an approved salary range of \$400-\$514. In the past year there have been three new medical photography positions created in our clinical departments, and a minimum salary of \$400 has been requested by the applicants for these positions; in many cases a much greater salary has been requested.
- (55) It is necessary to adjust this salary range to provide for a proper relationship between this position, the Medical Photographer I (2305), and the Medical Photographer III (2310).
- (56) It is necessary to adjust this salary range to provide for a proper relationship between this position and the Medical Photographer II (2306).
- (57) The Association of Medical Illustrators reports an average starting salary of their membership to be \$483 per month. An April, 1964 salary survey conducted by the University of Washington indicated an average salary

range of \$474-\$590 per month for positions with similar responsibilities. A Medical Illustrator in the University of California pay plan carries a range of \$486-\$590 per month. In addition, we find that our internal pay structure is more equitable when we parallel the rate for this position to the rate of our Medical Photographer I (2305).

- (58) It is necessary for us to adjust this salary range to provide for a proper relationship between this position, the Medical Illustrator I (2323), and the Medical Illustrator III (2325). It is further necessary that we provide a parallel relationship between this position and the Medical Photographer II (2306).
- (59) It is necessary to adjust this salary range to provide for a proper relationship between this position, the Medical Illustrator II (2324) and the Medical Illustrator IV (2326). It is further necessary that we provide a parallel relationship between this position and the Medical Photographer III (2310).
- (60) It is necessary to adjust this salary range to provide for a proper relationship between this position and the Medical Illustrator III (2325). A similar position at Southwestern Medical School in Dallas (which is not classified) carries a monthly salary rate of \$750.
- (61) The June, 1964 Occupational Wage Survey of Houston, conducted by the U. S. Department of Labor, indicated an average monthly salary of \$394 for positions with similar responsibilities. The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay, conducted by the U. S. Department of Labor, indicated a monthly interquartile range of \$375-\$489 for positions with similar responsibilities (18,564 positions surveyed).
- (62) It is necessary to adjust this salary range to provide for a proper relationship between this position and the Draftsman I (3000). The June, 1964 Occupational Wage Survey of Houston, conducted by the U. S. Department of Labor, indicated an average monthly salary of \$541 for positions with similar responsibilities. The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay, conducted by the U. S. Department of Labor, indicated a monthly interquartile range of \$499-\$637 for positions with similar responsibilities.
- (63) It is necessary to adjust this salary range to provide for a proper relationship between this position and the Assistant Electrical Superintendent (3009) which is a new position being added to the pay plan for 1965-66. The salary level requested is in keeping with other salary levels in the Medical Branch organization. The continual increase in the use of larger and more complex electrical equipment requires a highly trained and competent individual. The expansion of the central water chilling station providing an additional 4,000 tons of air conditioning is just one example of the anticipated growth and development.
- (64) The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay, conducted by the U. S. Department of Labor, indicated a monthly interquartile range of \$1045-\$1339 for positions with similar responsibilities (23,640 positions surveyed). It is necessary to adjust this salary range to provide for a parallel relationship in keeping with other salary levels of superintendents in our organizational structure. With construction pending on the Basic Science Building, Clinical Science Building, Central Animal Facility, and remodeling of other existing facilities such as Laundry, Central Water Chilling, and the Old Out-Patient Building, we are in a position requiring a highly trained and competent incumbent in this area of specialization.

- (65) This position should be kept at a level of the other Superintendents in our Physical Plant organizational structure. The requirements of a qualified person in this speciality are becoming more and more demanding due to the continual growth of air-conditioning equipment. Most recent plans call for expansion which will provide an additional 4,000 tons of air conditioning.
- (66) It is necessary to adjust this salary range to provide for a proper relationship between this position and the Superintendent, Buildings and Grounds Maintenance (3025). See following justification.
- (67) This position should be kept at a level of the other Superintendents in our Physical Plant organizational structure. The requirements of a qualified person in this position are becoming more and more demanding due to the continual remodeling of existing facilities and the increase in the number of campus buildings which have to be maintained. This increase in number of buildings requires additional work force thereby increasing administrative responsibilities.
- (68) The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay, conducted by the U. S. Department of Labor, indicated a monthly interquartile range of \$806-\$974 for positions with similar responsibilities (80,867 positions surveyed). A similar position at M. D. Anderson Hospital has an approved monthly salary range of \$650-\$800.
- (69) It is necessary to adjust this salary range to provide for a proper relationship between this position, the superintendents in the Physical Plant Department, and the Director of the Physical Plant whose monthly salary rate is \$1,066. The campus expansion continues to increase both the line and staff responsibilities for this position.
- (70) The June, 1964 Occupational Wage Survey of Houston, conducted by the U. S. Department of Labor, indicated an average monthly salary of \$566 for positions with similar responsibilities. Effective July 1, 1964, Galveston area union carpenters received a rate increase to \$684.67 per month (\$3.95 per hour). In 1965 they will receive an additional increase of 10¢ per hour and another 10¢ per hour in 1966 or \$719.33 per month. It is, of course, important to our own organization to keep rates on a parallel among as many crafts as possible.
- (71) The June, 1964 Occupational Wage Survey of Houston, conducted by the U. S. Department of Labor, indicated an average monthly salary of \$563 for positions with similar responsibilities. Local plant contracts in the Galveston-Mainland area provide hiring rates of \$624 per month for journeyman painters. It is, of course, important to our own organization to keep rates on a parallel among as many crafts as possible.
- (72) It is necessary that we adjust this salary range to bring it in line with the other skilled trades and crafts. This is a unique position that would present a difficult recruiting problem when seeking a journeyman. The new buildings and other facilities expanding on the campus place an increasing burden of responsibility on this position.
- (73) We feel it necessary to adjust the maximum of this salary range upward one step. The University has a large training investment in the incumbent. He has special training thereby making his knowledge of instrumentation an invaluable asset to the Medical Branch. It is not felt at this time that the minimum

salary step needs to be increased, but if we are to retain the services of the journeyman incumbent, we must alter the maximum step at this time to provide for a financial incentive. We might point out that the beginning salary for a journeyman Instrument Mechanic at the industrial plants in Texas City is \$624 per month.

- (74) We feel it necessary to adjust the maximum of this salary range upward one step. It is not felt that the minimum salary step needs to be increased, but if we are to retain the services of this journeyman mechanic, we must alter the maximum step at this time to provide for a financial incentive.
- (75) It is necessary that we adjust this salary range to bring it in line with the other skilled trades and crafts. Incumbents in this class perform their duties in the various research laboratories on the campus. Their skills are developed through years of experience.
- (76) Our 1964 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$478 per month for positions with similar responsibilities. The 1964 salary survey of this vicinity, completed in September by the Hospital Personnel Association of the Houston Area, indicated an average starting salary of \$491 per month for positions with similar responsibilities. The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay, conducted by the U. S. Department of Labor, indicated a monthly interquartile range of \$492-\$581 for positions with similar responsibilities. This adjustment will also provide for a six-step range for this classification.
- (77) It is necessary to adjust this salary range to provide for a more proper relationship between this position and the Duplicating Equipment Operator III (3402).
- (78) It is necessary to adjust this salary range to provide for a proper relationship between this position, the Laborer I (3500), and the Laborer Foreman (3502).
- (79) It is necessary to adjust this salary range to provide for a proper relationship between this position and the Laborer I (3500). The June, 1964 Occupational Wage Survey of Houston, conducted by the U. S. Department of Labor, indicated an average monthly salary of \$286 for positions with similar responsibilities. Most of the industrial plants in our area pay in excess of \$500 per month for similar positions.
- (80) In the Spring of 1964 we began seeking graduates from schools of agriculture and/or forestry for this position, but have had no success in employing such a graduate--due mainly to our inability to compete for their services at our present recruiting salary.
- (81) See footnote (1). Change official title from Laundry Worker, Female (4000) to Laundry Worker I (4000).
- (82) See footnote (1). Change official title from Laundry Worker, Male (4001) to Laundry Worker II (4001).
- (83) It is necessary to adjust this salary range to provide for a proper relationship between this position and the others in the Laundry series.

- (84) It is necessary to adjust this salary range to provide for a proper relationship between this position and the others in the Laundry series.
- (85) It is necessary to adjust this salary range to provide for a proper relationship between this position and the others in the Laundry series.
- (86) It is necessary to adjust this salary range to provide for a proper relationship between this position and the others in the Laundry series.
- (87) Title used in the State Classification Plan is Food Service Worker II (8102). It is necessary to adjust this salary range to provide for a proper relationship between this position and the Food Service Worker I (4100).
- (88) Title used in the State Classification Plan is Food Service Worker II (8102). It is necessary to adjust this salary range to provide for a proper relationship between this position and the Food Preparation Worker I (4103).
- (89) It is necessary to adjust this salary range to provide for a proper relationship between this position and the subordinate food service and food preparation worker job classes.
- (90) See footnote (1). Change official title from Custodial Worker, Female (4200) to Custodial Worker I (4200).
- (91) See footnote (1). Change official title from Custodial Worker, Male (4201) to Custodial Worker II (4201).
- (92) It is necessary to adjust this salary range to provide for a proper relationship between this position and the subordinate Custodial Worker I (4200) job class.
- (93) It is necessary to adjust the maximum of this salary range to provide for a proper relationship between this position and the Executive Housekeeper (4250). We do not feel it necessary at the present time to raise the minimum recruiting salary. The range recommended will provide for periodic merit increases for the incumbent as well.
- (94) Change of title only from Assistant Librarian (5000).
- (95) Change of title only from Associate Librarian (5010).
- (96) The range recommended has been requested for two reasons. First, it will assist in retaining a highly qualified incumbent whose services are invaluable to the Medical Branch organization. It secondly will provide a range comparable to others at similar levels of responsibility. With the implementation of closed-circuit television in our teaching program, we will be depending more and more on the incumbent's knowledges and abilities in this area of specialization. We are fortunate to have such a qualified incumbent on our staff, and we find it necessary to provide a range which will compliment his background.

(97) Title used in the State Classification Plan is Computer Programmer I (0241). System Development Corporation's 1964 Annual Survey of 2,323 similar positions indicated an interquartile range of \$566-\$839 per month.

II. ADD:

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>		<u>Annual Range</u>	<u>Step Number</u>	<u>State Classification Monthly Range</u>
0040	Unit Manager I	\$382-482	(1)	\$4584-5784	33	NCP
0041	Unit Manager II	482-620	(2)	5784-7440	38	NCP
0120	Fiscal Manager, Grants and Contracts	620-770	(3)	7440-9240	43	NCP
1250	Nursing Director, Surgical Suite	592-740	(4)	7104-8880	42	NCP
2215	Research Nurse	400-514	(5)	4800-6168	34	NCP
2311	Medical Photographer IV	680-835	(6)	8160-10020	45	NCP
3006	Architect	650-800	(7)	7800-9600	44	see footnote (7)
3009	Assistant Electrical Superintendent	620-770	(8)	7440-9240	43	NCP
3343	Engineering Technician III	680-870	(9)	8160-10440	45	NCP

- (1) The General Director of University Hospitals has recommended that this new classification be added to the Pay Plan. The need for this class results from a changing concept in nursing and hospital administration. In recent years, partly because of a shortage of nurses and partly because of the contradictory nature of the two functions--unit management and nursing practice, lay personnel have been trained to perform the tasks connected with the management of the patient-care unit. Unit management has a dual purpose: to provide administrative control at the ward level, and to help increase nursing and medical care time by relieving the nurses and physicians of the management responsibilities of the over-all operation of a patient unit. Our 1964 Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$382 per month for positions with similar responsibilities. In order to provide a proper job class for a rapidly developing Unit Manager system, the addition of this position to the Pay Plan is essential.
- (2) The General Director of University Hospitals has recommended that this new classification be added to the Pay Plan. The addition of this position stems from a basic need of centralized responsibility and authority in the management direction, control, and organization of Unit Managers I. The salary range requested will provide for a proper relationship between this position and the Unit Manager I (0040).
- (3) The Associate Business Manager has recommended that this new classification be added to the Pay Plan. Federal contracts and grants awarded to the Medical Branch exceed \$2,000,000, and if we are to provide effective administrative control for these funds, we must be able to provide for effective, qualified, managerial control. A similar position at M. D. Anderson Hospital (which is not in the Classified Pay Plan) carries an annual salary rate of \$11,500 for a job comparable in size and volume.
- (4) For many years our Surgical Suite was an integral part of the Nursing Service Department, and the administrative head of the Surgical Suite carried the title of Assistant Director, Nursing Service (1240). As the Surgical Suite has become an entirely separate department from Nursing Service, we feel that it is inappropriate to continue use of the title Assistant Director, Nursing Service (1240). The duties and responsibilities of the job, as well as the education and experience requirements, are still on a parallel, therefore the salary range being recommended is the same that is being recommended for Assistant Director, Nursing Service (1240).
- (5) For some time we have had registered nurses working in research areas classified as Research Technicians. This has been largely due to the fact that they do not perform "general duty nursing" and therefore would be improperly classified as Staff Nurses. The class title of Research Technician is also non-descriptive, and most difficult to compare with those persons who have degrees in the basic sciences such as chemistry, biology, microbiology, physics, math, etc. In the interest of good personnel practice, it is advisable to set up this new job class with a comparable minimum and maximum to that of Staff Nurse (1210).
- (6) The Associate Dean of Medicine and Director of Admissions has recommended that this new classification be added to the Pay Plan. Organizationally, the new position will fill a need in the Educational and Research Services Department. The educational and experience requirements of the job demand that we establish a range which is parallel to the Medical Illustrator IV (2326) which was added to our Pay Plan effective September 1, 1964. As the research needs expand, and clinical services grow, we must be in a position to provide the highly technical skills that will be required.

- (7) The Director of Physical Plant has recommended that this new job class be added to the Pay Plan. The incumbent has been an Architectural Assistant at the Medical Branch for 10 years, and not classified as an Architect due to his lack of registration by the State of Texas. In the near future he will qualify for registration, and we feel it appropriate to create this new job class. The salary range recommended falls in-between the two classes approved for the Main University--Architect I (\$565-\$680) and Architect II (\$710-\$870). It is felt the duties and responsibilities of his position fall in-between the two classes mentioned also. The recommended range also falls in-between the Architect I (2436), \$590-\$719, and the Architect II (2437), \$673-\$820, in the State Classification Plan.
- (8) The Director of Physical Plant has recommended that this new job classification be added to the Pay Plan. This is a new professional and supervisory position with administrative responsibilities in the Physical Plant Department. The salary range recommended will provide for a proper relationship between this position, the Electrical Superintendent (3010), and the Electrical Foreman (3225). This class is recommended to relieve the present Superintendent of a myriad of detail. It will allow him to concentrate his efforts toward promulgating and implementing the necessary electrical renovations and innovations which are so demanded for the proper growth and expansion of the physical plant facilities here at the Medical Branch.
- (9) Generally speaking, this job class is being added in place of Research Engineer (3345) which is being deleted from the pay plan for 1965-66. Organizationally, the new position being recommended will more nearly fit the present needs of the Educational and Research Services Department, and is more truly descriptive of the position as it presently exists. The educational and experience requirements of the job demand that we establish a range which is competitive enough to attract "top-flight" personnel. As the research needs at the Medical Branch expand and develop, medical engineering techniques and requirements continue to expand as well--and we must be in a position to serve these engineering needs with outstanding performance and by furnishing excellent technical "know-how" to the scientists and investigators in research.

III. DELETE:

<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>		<u>Annual Range</u>	<u>Step No.</u>
3345	Research Engineer	\$680-870	(1)	\$8160-10440	145
4210	Exterminator	181-225	(2)	2172-2700	17
4245	Extermination Supervisor	305-382	(3)	3660-4584	28



OFFICE OF THE CHANCELLOR
THE UNIVERSITY OF TEXAS
AUSTIN, TEXAS 78712

November 14, 1964

MEMORANDUM

To: Betty Anne Thedford

From: Graves W. Landrum *GWL*

Subject: Audit Report For Campus Services, Inc.

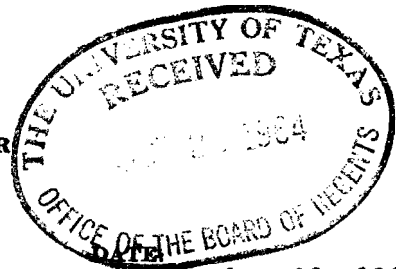
I am handing you nine copies of the audit report of Wade, Barton and Marsh for Campus Services, Inc. covering the period ended August 31, 1964. These copies are for members of the Board of Regents and I believe you were previously furnished a copy by Mr. Colvin.

There will be an agenda item for the December meeting of the Board which will show a summary report of the earnings of Campus Services, Inc. for the four years, 1961-1964, together with a proposed budget for the retained earnings for the 1964-65 year.

GWL kr

Enclosures (9)

MEMORANDUM
FROM
OFFICE OF THE BUSINESS MANAGER
MAIN UNIVERSITY



TO:

Mr. G. C. Starnes
Auditor

October 26, 1964

**Subject: AUDIT REPORT FROM CAMPUS SERVICES, INC.; PAYMENT ON BALANCE DUE
MAIN UNIVERSITY ON 1963-64 OPERATIONS**

I am handing you Campus Services, Inc., Check No. 570 dated October 23, 1964, payable to The University of Texas in the amount of \$7,690.39. You will also find enclosed one copy of an audit report prepared by Wade, Barton & Marsh on Campus Services, Inc., for the fiscal year ended August 31, 1964.

You will note that the amount paid is in accordance with the amount shown on the audit report. Since this payment is not called for under our contract with Campus Services, Inc., until this fiscal year, I would suggest that this payment be recorded as 1964-65 income.

ORIGINAL SIGNED BY
JAMES H. COLVIN

James H. Colvin

YG

Enclosures 2

cc: Dr. Norman Hackerman with one copy of report
Mr. F. L. Cox with ten copies of report
Miss Betty Anne Thedford with one copy of report ←

CAMPUS SERVICES, INC.

AUSTIN, TEXAS

REPORT UPON EXAMINATION OF COMPARATIVE BALANCE SHEETS

As of August 31, 1964, and August 31, 1963

AND

COMPARATIVE STATEMENT OF INCOME AND RETAINED EARNINGS

For the Fiscal Years Ended August 31, 1964, and August 31, 1963

WADE, BARTON & MARSH

CERTIFIED PUBLIC ACCOUNTANTS

AUSTIN, TEXAS

CAMPUS SERVICES, INC.

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WADE, BARTON & MARSH

CERTIFIED PUBLIC ACCOUNTANTS

AUSTIN, TEXAS

ALBERT L. WADE
JIM T. BARTON
GEORGE H. MARSH
WM. B. WEATHERS
MORRIS D. JOHNSON

LITTLEFIELD BUILDING

ACCOUNTANTS' REPORT

The Board of Directors
Campus Services, Inc.
Austin, Texas

We have examined the balance sheet of

CAMPUS SERVICES, INC.

as of August 31, 1964, and the related statement of income and retained earnings for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion the accompanying balance sheet and statement of income and retained earnings present fairly the financial position of Campus Services, Inc. as of August 31, 1964, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Wade, Barton & Marsh

WADE, BARTON & MARSH

October 7, 1964

CAMPUS SERVICES, INC.

COMPARATIVE BALANCE SHEETS
August 31, 1964, and August 31, 1963

ASSETS

	<u>August 31,</u> <u>1964</u>	<u>August 31,</u> <u>1963</u>	<u>Increase of</u> <u>(Decrease)</u>
<u>Current Assets:</u>			
Cash in Bank and on Hand	\$11,566.42	\$35,475.29	\$(23,908.87)
Investments in Savings and Loan Institutions	30,000.00		30,000.00
Accounts Receivable	3,839.52	3,874.62	(35.10)
Merchandise Inventory	918.97	645.76	273.21
	<u>\$46,324.91</u>	<u>\$39,995.67</u>	<u>\$ 6,329.24</u>
<u>Fixed Assets:</u>			
Office Equipment	\$ 494.66	\$ 804.91	\$ (310.25)
Less: Accumulated Depreciation	(401.98)	(461.32)	59.34
	<u>\$ 92.68</u>	<u>\$ 343.59</u>	<u>\$ (250.91)</u>
<u>Deferred Charges:</u>			
Organization Expense	\$ 4.31	\$ 14.61	\$ (10.30)
	<u>\$46,421.90</u>	<u>\$40,353.87</u>	<u>\$ 6,068.03</u>

LIABILITIES AND CAPITAL

Current Liabilities:

<u>Accounts Payable:</u>			
Vending Machine Commissions The University of Texas (Schedule II)	\$ 7,690.39	\$ 6,397.35	\$ 1,293.04
Galveston Cooperative		131.15	(131.15)
Other Accounts Payable	59.55	1,918.87	(1,859.32)
Federal Income Tax Payable	8,394.31	7,452.63	941.68
	<u>\$16,144.25</u>	<u>\$15,900.00</u>	<u>\$ 244.25</u>

Capital:

Capital Stock - 100 Shares of \$10.00 Par Value Each Authorized, Issued and Outstanding	\$ 1,000.00	\$ 1,000.00	\$
Retained Earnings (Note 3)	29,277.65	23,453.87	5,823.78
	<u>\$30,277.65</u>	<u>\$24,453.87</u>	<u>\$ 5,823.78</u>
	<u>\$46,421.90</u>	<u>\$40,353.87</u>	<u>\$ 6,068.03</u>

The accompanying notes are a part of this statement.

CAMPUS SERVICES, INC.

COMPARATIVE STATEMENT OF INCOME AND RETAINED EARNINGS
For the Fiscal Years Ended August 31, 1964, and August 31, 1963

	Year Ended August 31, <u>1964</u>	Year Ended August 31, <u>1963</u>	Increase or <u>(Decrease)</u>
<u>INCOME:</u>			
Contract Income from Vending Machines			
Located at:			
The University of Texas, Austin, Texas	\$87,339.72	\$81,156.09	\$ 6,183.63
The University of Texas Medical Branch Fraternities, Sororities and Newman Hall (Note 5)	939.60	939.76	(.16)
Galveston Cooperative		705.03	(705.03)
Other Locations (Note 5)	<u>480.32</u>	<u>800.21</u>	<u>(319.89)</u>
Total Vending Machine Income	<u>\$88,759.64</u>	<u>\$92,176.87</u>	<u>\$(3,417.23)</u>
Less Franchise Commissions:			
The University of Texas, Austin, Texas (Schedule II)	\$39,123.11	\$37,897.41	\$ 1,225.70
The University of Texas Medical Branch Fraternities, Sororities and Newman Hall (Note 5)	494.17	460.15	34.02
Galveston Cooperative		<u>554.17</u>	<u>(554.17)</u>
Total Franchise Commissions	<u>\$39,617.28</u>	<u>\$43,775.89</u>	<u>\$(4,158.61)</u>
Gross Profit from Vending Machine	<u>\$49,142.36</u>	<u>\$48,400.98</u>	<u>\$ 741.38</u>
Merchandise Sales (Lighters, Books Ties, etc.)	\$ 4,257.54	\$ 1,751.13	\$ 2,506.41
Less Cost of Sales (Note 4)	<u>2,741.82</u>	<u>1,246.67</u>	<u>1,495.15</u>
Gross Profit on Merchandise Sales	<u>\$ 1,515.72</u>	<u>\$ 504.46</u>	<u>\$ 1,011.26</u>
Other Income:			
Corral of the Longhorn Receipts	\$ 1,477.90		\$ 1,477.90
Interest	253.34		253.34
Miscellaneous	<u>.61</u>	<u>2.35</u>	<u>(1.74)</u>
Total Other Income	<u>\$ 1,731.85</u>	<u>\$ 2.35</u>	<u>\$ 1,729.50</u>
Total Gross Profit and Other Income	\$52,389.93	\$48,907.79	\$ 3,482.14
<u>OPERATING EXPENSES (Schedule I):</u>	<u>21,461.11</u>	<u>22,732.82</u>	<u>(1,271.71)</u>
Net Income from Operations	\$30,928.82	\$26,174.97	\$ 4,753.85
Federal Income Tax	<u>8,387.07</u>	<u>7,459.87</u>	<u>927.20</u>
Net Income	\$22,541.75	\$18,715.10	\$ 3,826.65
Less Net Income Used for the Benefit of The University of Texas (Note 2)	<u>16,717.97</u>	<u>11,004.03</u>	<u>5,713.94</u>
Net Income Retained	\$ 5,823.78	\$ 7,711.07	\$(1,887.29)
Retained Earnings, Beginning of Year	<u>23,453.87</u>	<u>15,742.80</u>	<u>7,711.07</u>
Retained Earnings, End of Year	<u>\$29,277.65</u>	<u>\$23,453.87</u>	<u>\$ 5,823.78</u>

The accompanying notes are a part of this statement.

CAMPUS SERVICES, INC.

NOTES TO FINANCIAL STATEMENTS
August 31, 1964

1. Management, accounting and clerical services are performed for Campus Services, Inc. by the Ex-Students' Association of the University of Texas. An itemization of the cost of these management services for the year ended August 31, 1964, is as follows:

Salaries	\$14,509.00
Pay Roll Taxes	375.00
Retirement Insurance	315.00
Hospitalization Insurance	156.00
Taxes and General Insurance	266.00
Automobile Expense	521.00
Depreciation of Equipment	183.00
Maintenance of Equipment	87.00
Rent	975.00
Supplies	56.00
Postage	417.00
Council Expenses	152.00
	<u>\$18,012.00</u>

2. Campus Services, Inc. is obligated to expend its net income from vending machines operated under contracts with The University of Texas and the Medical Branch for the sole benefit of the University. Expenditures for this purpose during the year ended August 31, 1964, were as follows:

Payment for Alumni Continuing Education	\$2,000.00
Travel Expenses of Dr. Christian Moller from Copehagen, Denmark, to Austin, Texas	1,226.00
Travel Expenses of the University's Chess Team to the National Intercollegiate Chess Championship Tournament at Southbend, Indiana	1,696.23
Payment of the University's assessment by the Committee of Governing Boards	2,500.00
Payment to assist Radio/Television at the University to publish <u>The KUT-FM Program Guide</u>	210.00
Payment for appropriation approved by the University for Operation Brainpower	3,000.00

CAMPUS SERVICES, INC.

NOTES TO FINANCIAL STATEMENTS

August 31, 1964

(Continued)

2. (Continued)

Payment for March, 1964, <u>Eyes on Texas</u> (formerly <u>Facts Digest</u>) for University	\$ 2,500.00
Payment to assist Texas Union with expenses incurred by Texas Today and Tomorrow program	90.00
Payment to defray printing costs on brochure nominating Professor Phil Ferguson for the Ernest E. Howard Award of the American Society of Civil Engineers	17.00
Travel expenses for two Air Force ROTC cadets to attend Air Force Academy Assembly	115.00
Payment to Texas Law School Foundation for expenses incurred in connection with Law Day	500.00
Payment to assist Silver Spurs with expenses incurred in caring for Bevo	101.10
Payment to the Medical Branch of the University, Galveston, Texas, of its share of Retained Earnings at August 31, 1963	<u>2,762.64</u>
	<u>\$16,717.97</u>

3. An analysis of Retained Earnings in regard to the portions restricted for the benefit of the University of Texas and the portion unrestricted is as follows:

CAMPUS SERVICES, INC.

NOTES TO FINANCIAL STATEMENTS
August 31, 1964
(Continued)

3. (Continued)

Restricted for the Benefit of The University of Texas; Main University, Austin, Texas	\$29,918.20
Unrestricted (Deficit)	<u>(640.55)</u>
Retained Earnings, Balance August 31, 1964	<u>\$29,277.65</u>

See Schedule II for a detailed departmental statement of income and retained earnings.

4. Cost of Sales of miscellaneous merchandise (lighters, ties, chairs, etc) for the year ended August 31, 1964, was determined as follows:

Beginning Inventory, September 1, 1963	\$ 645.76
Merchandise Purchases	<u>3,015.03</u>
	\$ 3,660.79
Less Ending Inventory, August 31, 1964	<u>918.97</u>
Cost of Sales	<u>\$ 2,741.82</u>

5. In prior years Newman Hall was classified under Other Locations.

Figures for the year ended August 31, 1963, have been rearranged to reflect the new classification.

6. Expense allocations in general were made pro-rate to gross receipts. Expenses not applicable to the Corral of the Longhorn totaled \$1,672.27 and were allocated as follows:

The University of Texas:	
Food and Housing	29.99%
General Campus	52.74%
Taylor "T" Room	5.96%
Student Union	<u>4.95%</u>
	93.64%
Non-University Operations	<u>6.36%</u>
	<u>100.00%</u>

CAMPUS SERVICES, INC.

SCHEDULE I - OPERATING EXPENSES

For the Fiscal Years Ended August 31, 1964, and August 31, 1963

	Year Ended August 31, <u>1964</u>	Year Ended August 31, <u>1963</u>	Increase or <u>(Decrease)</u>
Management Contract (Note 1)	\$18,012.00	\$18,066.49	\$ (54.49)
Advertising	1,166.70	977.44	189.26
Printing and Supplies	646.29	410.50	235.79
Secretarial Service		620.71	(620.71)
Janitor Service		1,006.29	(1,006.29)
Professional Fees	600.78	719.90	(119.12)
Telephone and Telegraph	298.46	341.18	(42.72)
Maintenance and Repairs	27.83	20.60	7.23
Postage and Express*	45.75		45.75
Entertainment	279.27	190.57	88.70
Depreciation	48.90	179.30	(130.40)
Travel	61.92		61.92
Insurance	93.76	111.85	(18.09)
Organization Expense Amortized	10.30	10.30	
Miscellaneous Expense	100.40	23.90	76.50
Taxes, Other than Federal Income Tax	68.75	53.79	14.96
	<u>\$21,461.11</u>	<u>\$22,732.82</u>	<u>\$(1,271.71)</u>

*Extra postage and express expense in addition to the amount included in the management contract.

The accompanying notes are a part of this statement.

CAMPUS SERVICES, INC.

SCHEDULE II
DEPARTMENTAL STATEMENT OF INCOME AND RETAINED EARNINGS
For the Year Ended August 31, 1964

And

COMPUTATION OF AMOUNT DUE TO THE UNIVERSITY OF TEXAS
As of August 31, 1964

	Grand Total	The University of Texas, Austin, Texas					Non-University Operations			
		Total	Food and Housing	General Campus	Taylor "T" Room	Student Union	Medical Branch	Total	Corral of the Longhorn	Other
Gross Receipts:										
Per Cent of Total	100.00%	92.18%	29.52%	51.92%	5.87%	4.87%	7.82%	1.56%	6.26%	
Amounts	\$94,749.03	\$87,339.72	\$27,975.55	\$49,190.21	\$ 5,558.96	\$ 4,615.00	\$	\$ 7,409.31	\$ 1,477.90	\$ 5,931.41
Direct Expenses of University Operation	\$ 23.73	\$ 23.73	\$	\$ 23.73	\$	\$	\$	\$	\$	\$
Direct Expenses of Non-University Operations	4,929.90							4,929.90	1,091.92	3,837.98
Allocated Expenses (Note 6):										
Allocable to All Operations	18,071.20	16,658.03	5,334.62	9,382.56	1,060.78	880.07		1,413.17	281.91	1,131.26
Allocable to All Operations Except Corral of the Longhorn	1,672.27	1,565.91	501.51	881.95	99.67	82.78		106.36		106.36
Total Expenses	\$24,697.10	\$18,247.67	\$ 5,836.13	\$10,288.24	\$ 1,160.45	\$ 962.85	\$	\$ 6,449.43	\$ 1,373.83	\$ 5,075.60
Net Income Before University's Share Distribution	\$70,051.93	\$69,092.05	\$22,139.42	\$38,901.97	\$ 4,398.51	\$ 3,652.15	\$	\$ 959.88	\$ 104.07	\$ 855.81
University's Share of Net Income:										
Guaranteed Minimums Per Contract	\$31,432.72	\$31,432.72	\$16,678.96	\$11,053.76	\$ 2,500.00	\$ 1,200.00	\$	\$	\$	\$
Plus: 50% of Excess of Net Income Over Guarantee for Food and Housing, Taylor "T" Room and Student Union	4,905.57	4,905.57	2,730.23		949.26	1,226.08				
10% of Excess of Net Income Over Guarantee for General Campus	2,784.82	2,784.82		2,784.82						
Total of University's Share	\$39,123.11	\$39,123.11	\$19,409.19	\$13,838.58	\$ 3,449.26	\$ 2,426.08	\$	\$	\$	\$
Net Income from Operations	\$30,928.82	\$29,968.94	\$ 2,730.23	\$25,063.39	\$ 949.25	\$ 1,226.07	\$	\$ 959.88	\$ 104.07	\$ 855.81
Federal Income Tax	8,387.07	8,126.78	740.37	6,796.52	257.41	332.48		260.29	28.22	232.07
Net Income	\$22,541.75	\$21,842.16	\$ 1,989.86	\$18,266.87	\$ 691.84	\$ 893.59	\$	\$ 699.59	\$ 75.85	\$ 623.74
Income Used for the Benefit of the University of Texas	16,717.97	13,955.33						2,762.64		
Net Income Retained	\$ 5,823.78	\$ 7,886.83						\$(2,762.64)	\$ 699.59	\$ 623.74
Retained Earnings (Deficit) August 31, 1963	23,453.87	22,031.37						(1,340.14)		(1,340.14)
Retained Earnings (Deficit) August 31, 1964	\$29,277.65	\$29,918.20						\$ (640.55)	\$ 75.85	\$ (716.40)
Computation of Amount Due to University:										
University's Share of Income (As Above)		\$39,123.11	\$19,479.19	\$13,838.58	\$ 3,449.26	\$ 2,426.08				
Less Amounts Paid		31,432.72	16,678.96	11,053.76	2,500.00	1,200.00				
Amount Due to University, August 31, 1964		\$ 7,690.39	\$ 2,730.23	\$ 2,784.82	\$ 949.26	\$ 1,226.08				

- (1) The Associate Dean of Medicine and Director of Admissions has asked that this class be deleted from the Pay Plan since it is no longer to be used. This request is made in order to remove an obsolete class from the Pay Plan.
- (2) The General Director of University Hospitals has asked that this class be deleted from the Pay Plan since it is no longer to be used. The Medical Branch has its extermination work done on a contract basis. This request is made in order to remove an obsolete class from the Pay Plan.
- (3) The General Director of University Hospitals has asked that this class be deleted from the Pay Plan since it is no longer to be used. The Medical Branch has its extermination work done on a contract basis. This request is made in order to remove an obsolete class from the Pay Plan.

THE UNIVERSITY OF TEXAS

DENTAL BRANCH

1. ADJUSTMENTS RECOMMENDED FOR POSITIONS IN THE CLASSIFIED SERVICE EFFECTIVE SEPTEMBER 1, 1965
2. EXPLANATION PERTINENT TO ADJUSTMENTS RECOMMENDED FOR POSITIONS IN THE CLASSIFIED SERVICE EFFECTIVE SEPTEMBER 1, 1965

THE UNIVERSITY OF TEXAS
DENTAL BRANCH

ADJUSTMENTS RECOMMENDED FOR
POSITIONS IN THE CLASSIFIED SERVICE
EFFECTIVE SEPTEMBER 1, 1965

<u>ATTACHMENT ITEM NUMBER</u>	<u>CLASS NUMBER</u>	<u>TITLE</u>	<u>PRESENT RANGE</u>		<u>RECOMMENDED RANGE</u>		<u>IDENTIFIABLE STATE CLASSIFICATION RANGE</u>	
			<u>MONTHLY</u>	<u>ANNUAL</u>	<u>MONTHLY</u>	<u>ANNUAL</u>	<u>CLASS NUMBER</u>	<u>MONTHLY RATE</u>
	OXXX	<u>CLERICAL, FISCAL AND ADMINISTRATIVE SERVICE</u>						
1	0001	Clerk	\$225-279	\$2700-3348	\$235-292	\$2820-3504	0051	\$235-326
2	0002	Senior Clerk	279-382	3348-4584*	292-400	3504-4800*	0055	305-372
3	0101	Accounting Clerk II	305-382	3660-4584	350-439	4200-5268	1002	305-372
4	0105	Accountant I	366-460	4392-5520	439-565	5268-6780	1161	397-484
5	0106	Accountant II	460-592	5520-7104	565-710	6780-8520	1162 and 1163	453-673
6	0400	Stores Clerk I	225-279	2700-3348	245-305	2940-3660		None
7	0401	Stores Clerk II	279-350	3348-4200	305-382	3660-4584		None
8	0415	Assistant Purchasing Agent	419-539	5028-6468	460-592	5520-7104		None

*Indicates six intermediate steps, instead of four

<u>ATTACHMENT ITEM NUMBER</u>	<u>CLASS NUMBER</u>	<u>TITLE</u>	<u>PRESENT RANGE</u>		<u>RECOMMENDED RANGE</u>		<u>IDENTIFIABLE STATE CLASSIFICATION RANGE</u>	
			<u>MONTHLY</u>	<u>ANNUAL</u>	<u>MONTHLY</u>	<u>ANNUAL</u>	<u>CLASS NUMBER</u>	<u>MONTHLY RATE</u>
	1XXX	<u>MEDICAL AND DENTAL SERVICE</u>						
9	1100	Dental Assistant I	\$225-279	\$2700-3348	\$235-292	\$2820-3504		None
10	1101	Dental Assistant II	256-319	3072-3828	292-366	3504-4392		None
11	1102	Dental Assistant Supervisor			350-439	4200-5268		None
12	1103	Dental Technician I	235-292	2820-3504	245-305	2940-3660		None
13	1104	Dental Technician II	292-366	3504-4392	305-382	3660-4584		None
14	1105	Dental Technician III	366-460	4392-5520	382-482	4584-5784		None
15	1106	Dental Technician IV	460-592	5520-7104	482-620	5784-7440		None
16	1211	Dental Nurse	350-439	4200-5268	382-482	4584-5784		None
17	1212	Dental Nursing Supervisor	482-620	5784-7440	514-650	6168-7800		None
	2XXX	<u>RESEARCH AND SCIENTIFIC SERVICE</u>						
18	2000	Animal Care Technician I	172-245	2064-2940*	215-267	2580-3204		None
19	2001	Animal Care Technician II			267-335	3204-4020		None
20	2002	Animal Care Center Supervisor			335-419	4020-5028		None

*Indicates six intermediate steps, instead of four

<u>ATTACHMENT ITEM NUMBER</u>	<u>CLASS NUMBER</u>	<u>TITLE</u>	<u>PRESENT RANGE</u>		<u>RECOMMENDED RANGE</u>		<u>IDENTIFIABLE STATE CLASSIFICATION RANGE</u>	
			<u>MONTHLY</u>	<u>ANNUAL</u>	<u>MONTHLY</u>	<u>ANNUAL</u>	<u>CLASS NUMBER</u>	<u>MONTHLY RATE</u>
	2XXX	<u>RESEARCH AND SCIENTIFIC SERVICE (CONTINUED)</u>						
21	2010	Laboratory Helper	\$172-245	\$2064-2940*	\$200-256	\$2400-3072		None
22	2040	Laboratory Technician I	335-419	4020-5028	366-460	4392-5520		None
23	2041	Laboratory Technician II	366-460	4392-5520	460-592	5520-7104		None
24	2042	Laboratory Technician Supervisor	482-620	5784-7440	514-650	6168-7800		None
25	2200	Research Technician	366-460	4392-5520	400-514	4800-6168		None
26	2202	Research Associate	439-565	5268-6780	482-620	5784-7740		None
27	2203	Research Scientist			710-870	8520-10440		None

*Indicates six intermediate steps, instead of four

THE UNIVERSITY OF TEXAS
DENTAL BRANCH

EXPLANATION PERTINENT TO ADJUSTMENTS
RECOMMENDED FOR POSITIONS IN
THE CLASSIFIED SERVICE
EFFECTIVE SEPTEMBER 1, 1965

OXXX - CLERICAL, FISCAL AND ADMINISTRATIVE SERVICE

0001 Clerk Item 1

Current local salary surveys and the increase cost of living have indicated that a one-step increase in our present salary range should be recommended to attract personnel in this classification.

0002 Senior Clerk Item 2

The salary range in this position must be increased to attract and retain the services of experienced and qualified personnel. Our recommended salary range is less than the salaries for this position in the State Classification Plan.

0101 Accounting Clerk II Item 3

The level of this classification does not follow the proper sequence in our salary range. This is an adjustment to start the minimum salary of the second level where the first level ends. To maintain consistency, and to retain the services of experienced and qualified personnel, the recommended increase is necessary.

PROPOSED CHANGES

1965-66 PAY PLAN

FOR THE CLASSIFIED SERVICE

THE UNIVERSITY OF TEXAS

M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE

HOUSTON

EFFECTIVE SEPTEMBER 1, 1965

GENERAL COMMENTS

The recommended changes in the Classified Pay Plan to become effective September 1, 1965, are based upon our efforts to establish and maintain salary ranges which will provide equitable rates, equivalent to but not exceeding those for similar positions in comparable institutions in this area. Only in this manner can we effectively recruit well qualified applicants in such a highly competitive industrial area as Houston and thus reduce to a minimum the risk of losing employees after they have been trained. An additional problem unique to this hospital is the fact that we are located in the midst of what is one of the most highly concentrated groups of medical and scientific research institutions in the entire nation. Competition for qualified personnel is very keen among these institutions. The following sources of information were drawn upon in considering the changes proposed in these recommendations:

- (1) Third Annual Salary Survey conducted by the Hospital Personnel Association of the Houston Area - This survey is becoming recognized as a bench mark for salaries paid comparable positions in industry as well as in the hospital field. The format is being adopted, with slight modifications, by other agencies. The survey included positions common to both the industrial and the hospital community with its geographical limitations those of the Greater Houston Area. Forty-eight percent of all inquiries were returned.
- (2) Annual Survey conducted by the Personnel Office of The University of Texas, Medical Branch in Galveston - Information was requested nationally on positions common to institutions having a hospital along with a medical school and for which recruitment would normally be conducted on a national rather than a local basis. This Survey was coordinated with that of the Hospital Personnel Association of the Houston Area to avoid any overlapping so that the results supplement each other.
- (3) Occupational Wage Survey, Houston, Texas, June 1964, United States Department of Labor, Bureau of Labor Statistics, Bulletin No. 1385-81
- (4) Personnel Policies and Salary Schedules, Houston Independent School District, 1963 - It is significant that while there has been no recent increase in the salary schedule for teachers, fringe benefits have been added which include a reduced premium on hospitalization insurance with the district paying the major portion of the premium. Salary increases have been provided for certain clerical, custodial, and craft positions. The district has every hope of securing a substantial increase in salaries for teachers according to current information.
- (5) A Study of 1963-64 Beginning Offers - A report by the College Placement Council showing beginning offers to college graduates.

- (6) Eighteenth Annual Survey, 1964-65, of Office Salaries conducted by the Administrative Management Society, William Grove, Pennsylvania. This survey is an extension of and identical to the annual survey of office salaries made in past years by the National Office Management Association, Houston Chapter. This survey points up not only the difference in salaries paid comparable positions throughout the State of Texas but also the same upward trend in all salaries studied.
- (7) A Report of the National Register of Scientific and Technical Personnel, American Science Manpower, 1962, a National Science Foundation Publication, NSF 64-16.
- (8) A Survey of Salaries paid Chemists with a Bachelors degree conducted by the Chemical and Engineering News, and reported on pages 60 through 63 of the January 27, 1964, issue.
- (9) The 1963 National Survey of Professional Scientific Salaries conducted by the Los Alamos Scientific Laboratory of the University of California, Los Alamos, New Mexico.
- (10) The 1964 National Salary Survey of Digital Computing Personnel conducted by the System Development Corporation, 2500 Colorado Avenue, Santa Monica, California.
- (11) Annual Survey of Data Processing Salaries conducted by Business Automation Magazine, June 1964.

Detailed reference will be made to these reports as they relate to the proposed rate changes included in this recommendation.

Pressure to increase existing salary levels comes from various factors including articles appearing in local news papers such as:

"Consumer Price Index up .4% here -- the consumer price index for Houston rose .4% between May and August to 107.3. The prevailing index is 1.0 higher than it was a year ago", according to The United States Department of Labor, Bureau of Labor Statistics in the Wednesday, September 30, 1964, issue of The Houston Chronicle.

"Panels ask Teachers Pay Raise -- a pay raise for Texas Teachers was recommended Saturday by the State Board of Education", the October 4, 1964, issue of The Houston Post. Pasadena Council is considering a pay raise for City employees -- Houston Fire Department employees request raise in salary -- an increase in the union scale for carpenters in the Houston area was recently granted so that the hourly rate is now to \$3.23.

Perhaps the most critical competition however comes from the Veterans Administration Hospital because of the salaries which that institution can offer to the applicants for whom we are also recruiting. Through United States Civil Service regulations they are able to keep abreast, if not ahead, of the continuous upsurge of all salaries. For example the minimum salary for an employee of the United States Civil Service Commission in 1963 was \$3,245.00 per annum while in July 1964 this minimum had been raised to \$3,385.00. This increase was in the GS-1 series but a similar one was made in the GS-6 and GS-9 series -- the categories to which for example a staff nurse may be appointed. In 1962 the GS-6 minimum was \$5,035.00 while in July 1964 it was \$5,505.00. The GS-9 minimum was raised from \$6,675.00 to \$7,220.00 during the same period. Today when the Veterans Administration Hospital employs a Hospital Aide they offer a minimum of \$3,385.00.

In order to continue to provide high quality patient care and extend the fields of medical research our salaries must be kept competitive. The individual recommendations, each with their specific justification, will permit the institution not only to continue to attract the caliber of personnel necessary in a research and teaching institution but also will tend to reduce turn-over by enabling the institution to retain qualified personnel.

RECOMMENDED CHANGES IN THE CLASSIFIED PAY PLAN TO BE EFFECTIVE SEPTEMBER 1, 1965

<u>DELETE:</u>						
<u>(Class)</u>		<u>Monthly</u>		<u>Annual</u>	<u>Step</u>	<u>State</u>
<u>Code</u>	<u>Title</u>	<u>Range</u>		<u>Range</u>	<u>Number</u>	<u>Classification</u>
						<u>Monthly Range</u>
0320	Tabulating Equipment Operator	\$ 350-439	(D-1)	\$ 4200-5268	31	\$ 286-348
0325	Machine Accountant	419-539	(D-2)	5028-6468	35	372-453
0505	Chief Medical Record Librarian	650-800	(D-3)	7800-9600	44	NCC *
1216	Mold Room-Dosimetry Technician	400-514	(D-4)	4800-6168	34	NCC
1217	Senior Dosimetrist	539-680	(D-5)	6468-8160	40	NCC
<u>ADD:</u>						
0352	Key Punch Operator III	335-419	(A-1)	4020-5028	30	NCC
0360	Tabulating Equipment Operator I	382-482	(A-2)	4584-5784	33	326-397
0361	Tabulating Equipment Operator II	439-565	(A-3)	5268-6780	36	372-453
0362	Tabulating Equipment Operator III	460-592	(A-4)	5520-7104	37	424-517
0366	Digital Computer Operator I	419-539	(A-5)	5028-6468	35	NCC
0367	Digital Computer Operator II	514-650	(A-6)	6168-7800	39	NCC
0390	Systems Analyst I	650-800	(A-7)	7800-9600	44	NCC
0391	Systems Analyst II	710-870	(A-7)	8520-10,440	46	NCC
1216	Dosimetry Technician	439-565	(A-8)	5268-6780	36	NCC
1217	Senior Dosimetry Technician	565-710	(A-9)	6780-8520	41	NCC
1460	Dental Assistant	267-335	(A-10)	3204-4020	25	251-326
2114	Assistant Chief Medical Technologist	482-620	(A-11)	5784-7440	38	NCC

* No comparable classification

<u>CHANGE:</u> (Class) Code		Title	<u>FROM:</u>			<u>TO:</u>			State Classification <u>Monthly Range</u>	
Old	New		Monthly Range	Annual Range	(Step) Range No.	Monthly Range	Annual Range	(Step) Range No.		
0000	0000	Clerical Assistant	190-245	2280-2940	18	200-256	(C-1)	2400-3072	19	220-268
0013	0013	Medical Stenographer	319-400	3828-4800	29	350-439	(C-2)	4200-5268	31	NCC
0021	0021	Secretary I	335-419	4020-5028	30	350-439	(C-3)	4200-5268	31	286-384
0024	0024	Executive Assistant	514-650	6168-7800	39	620-770	(C-4)	7440-9240	43	630-768
0030	0030	Personnel Assistant	400-514	4800-6168	34	439-565	(C-5)	5268-6780	36	484-590
0040	0040	Assistant Personnel Manager	514-650	6168-7800	39	565-710	(C-6)	6780-8520	41	552-673
0105	0105	Accountant I	439-565	5268-6780	36	482-620	(C-7)	5784-7440	38	397-484
0106	0106	Accountant II	514-650	6168-7800	39	565-710	(C-8)	6780-8520	41	552-673
0109	0109	Assistant Auditor	539-680	6468-8160	40	592-740	(C-9)	7104-8880	42	NCC
0110	0110	Auditor	565-710	6780-8520	41	620-770	(C-9)	7440-9240	43	NCC
0205	0205	Assistant Epidemiologist	460-592	5520-7104	37	514-650	(C-10)	6168-7800	39	552-673
0300	0300	Switchboard Operator	256-319	3072-3828	24	279-350	(C-11)	3348-4200	26	286-384
0301	0301	Chief Switchboard Operator	292-366	3504-4392	27	319-400	(C-12)	3828-4800	29	348-424
0350	0305	Print Shop Assistant	215-267	2580-3204	20	215-267	(C-13)	2580-3204	20	NCC
0351	0306	Multilith Operator	350-439	4200-5268	31	350-439	(C-14)	4200-5268	31	NCC
0352	0307	Print Shop Supervisor	400-514	4800-6168	34	400-514	(C-15)	4800-6168	34	397-484
0310	0350	Key Punch Operator I	267-335	3204-4020	25	279-350	(C-16)	3348-4200	26	251-305
0311	0351	Key Punch Operator II	292-366	3504-4392	27	305-382	(C-17)	3660-4584	28	286-384
0328	0370	Computer Programmer I	482-620	5784-7440	38	539-680	(C-18)	6468-8160	40	552-673
0329	0371	Computer Programmer II	539-680	6468-8160	40	620-770	(C-19)	7440-9240	43	630-768
0330	0372	Computer Programmer III	592-740	7140-8880	42	680-835	(C-20)	8160-10,020	45	630-768
0400	0400	Warehouseman	305-382	3660-4584	28	335-419	(C-21)	4040-5028	30	305-372
0405	0405	Supply Supervisor	382-482	4584-5784	33	419-539	(C-22)	5028-5268	35	372-453
0410	0410	Assistant Supply Manager	419-539	5028-6468	35	460-592	(C-23)	5520-7104	37	424-517
0500	0500	Medical Record Librarian	400-514	4800-6168	34	460-592	(C-24)	5520-7104	37	484-592
1000	1000	Nurse Attendant	164-215	1968-2580	15	181-235	(C-25)	2172-2820	17	181-220
1001	1001	Orderly	200-256	2400-3072	19	215-267	(C-26)	2580-3204	20	206-268
1005	1005	Vocational Nurse	256-319	3072-3828	24	267-335	(C-27)	3204-4020	25	251-305
1007	1007	Operating Room Technician	279-350	3348-4200	26	292-366	(C-28)	3504-4392	27	NCC
1010	1010	Staff Nurse	382-482	4584-5784	33	400-514	(C-29)	4800-6168	34	348-424
1019	1019	Assistant Head Nurse	419-539	5028-6468	35	439-565	(C-30)	5268-6780	36	NCC
1020	1020	Head Nurse	439-565	5268-6780	36	460-592	(C-30)	5520-7104	37	372-453
1025	1025	Assistant Nurse Supervisor	460-592	5520-7104	37	482-620	(C-30)	5784-7440	38	NCC
1026	1026	Nurse Supervisor	514-650	6168-7800	39	539-680	(C-30)	6468-8160	40	424-517
1030	1030	Assistant Director, Nursing Service	565-710	6780-8520	41	592-740	(C-30)	7104-8880	42	590-719

CHANGE: (Class) Code		Title	FROM:			TO:				State Classification Monthly Range
Old	New		Monthly Range	Annual Range	(Step) Range No.	Monthly Range		Annual Range	(Step) Range No.	
1101	1101	Pharmacist	592-740	7104-8880	42	620-770	(C-31)	7440-9240	43	590-719
1103	1103	Assistant Chief Pharmacist	620-770	7440-9240	43	650-800	(C-32)	7800-9600	44	NCC
1200	1200	X-Ray Technician	319-400	3828-4800	29	335-419	(C-33)	4020-5028	30	305-372
1204	1204	Assistant Chief X-Ray Technician	382-482	4584-5784	33	400-514	(C-34)	4800-6168	34	424-517
1205	1205	Chief X-Ray Technician	460-592	5520-7104	37	482-620	(C-34)	5784-7440	38	NCC
1210	1210	X-Ray Therapy Technician	400-514	4800-6168	34	419-539	(C-35)	5028-6468	35	NCC
1211	1211	Senior X-Ray Therapy Technician	439-539	5268-6468	36	460-592	(C-35)	5520-7104	37	NCC
1215	1215	Chief X-Ray Therapy Technician	565-710	6780-8520	41	592-740	(C-35)	7104-8880	42	NCC
1220	1220	Radium Curator	419-539	5028-6468	35	460-592	(C-36)	5520-7104	37	NCC
1404	1404	Electrocardiograph Technician	215-267	2580-3204	20	235-292	(C-37)	2820-3504	22	372-453
1405	1405	Senior Electrocardiograph Technician	256-319	3072-3828	24	279-350	(C-38)	3348-4200	26	NCC
1510	1510	Physical Therapy Technician	382-482	4584-5784	33	419-539	(C-39)	5028-6468	35	484-590
1520	1520	Senior Physical Therapy Technician	419-539	5028-6468	35	482-620	(C-40)	5784-7440	38	NCC
2000	2000	Animal Caretaker	200-256	2400-3072	19	215-267	(C-41)	2580-3204	20	NCC
2005	2005	Laboratory Attendant	164-256	1968-3072	15	181-235	(C-42)	2172-2820	17	206-256
2010	2010	Laboratory Assistant	181-235	2172-2820	17	200-256	(C-43)	2400-3072	19	251-305
2020	2020	Autopsy Assistant	267-335	3204-4020	25	305-382	(C-44)	3660-4584	28	NCC
2101	2101	Histology Technician	335-419	4020-5028	30	350-439	(C-45)	4200-5268	31	NCC
2103	2103	Chief Histology Technician	419-539	5028-6468	35	439-565	(C-46)	5268-6780	36	NCC
2320	2320	Artist	350-439	4200-5268	31	366-460	(C-47)	4392-5520	32	372-453
2325	2322	Medical Artist	400-514	4800-6168	34	419-539	(C-48)	5028-6468	35	NCC
2322	2325	Senior Artist	460-592	5520-7104	37	482-620	(C-49)	5784-7440	38	NCC
3020	3020	Fire, Safety & Security Inspector	460-592	5520-7104	37	539-680	(C-50)	6468-8160	40	552-673
3101	3101	Stationary Fireman	335-419	4020-5028	30	366-460	(C-51)	4392-5520	32	286-348
3105	3105	Stationary Engineer	400-514	4800-6168	34	460-592	(C-52)	5520-7104	37	372-453
3107	3107	Chief Stationary Engineer	482-620	5784-7440	38	539-680	(C-53)	6468-8160	40	590-719
3110	3110	Chief, Equipment Maintenance	482-620	5784-7440	38	539-680	(C-53)	6468-8160	40	NCC

CHANGE: (Class) Code		Title	FROM:			TO:			State Classification Monthly Range
Old	New		Monthly Range	Annual Range	(Step) Range No.	Monthly Range	Annual Range	(Step) Range No.	
3111	3111	Chief, Building Maintenance	482-620	5784-7440	38	539-680	(C-53) 6468-8160	40	NCC
3120	3120	Mechanical Engineer	650-800	7800-9600	44	710-870	(C-54) 8520-10,440	46	673-820
3200	3200	Laborer	200-256	2400-3072	19	215-267	(C-55) 2580-3204	20	181-220
3205	3205	Driver	225-279	2700-3348	21	245-305	(C-56) 2940-3660	23	286-348
3207	3207	Mechanic Helper	225-279	2700-3348	21	245-305	(C-57) 2940-3660	23	235-286
3210	3210	Carpenter	382-482	4584-5784	33	419-539	(C-58) 5028-6468	35	305-372
3215	3215	Electrician	400-514	4800-6168	34	439-565	(C-59) 5268-6780	36	348-424
3220	3220	Painter	382-482	4584-5784	33	419-539	(C-60) 5028-6468	35	305-372
3221	3221	Maintenance Man	382-482	4584-5784	33	419-539	(C-61) 5028-6468	35	348-424
3225	3225	Plumber	400-514	4800-6168	34	439-565	(C-62) 5268-6780	36	305-372
3227	3227	Refrigeration Mechanic	419-539	5028-6468	35	460-592	(C-63) 5520-7104	37	517-610
3230	3230	Machinist	350-439	4200-5268	31	382-482	(C-64) 4584-5784	33	397-484
3232	3232	Precision Machinist	382-482	4584-5784	33	419-539	(C-65) 5028-6468	35	NCC
3233	3233	Scientific Instrument Maker	419-539	5028-6468	35	460-592	(C-66) 5520-7104	37	NCC
4000	4000	Laundry Worker I	164-256	1968-3072	15	181-235	(C-67) 2172-2820	17	181-220
4001	4001	Laundry Worker II	200-256	2400-3072	19	215-267	(C-68) 2580-3204	20	206-251
4005	4005	Washman	235-292	2820-3504	22	256-319	(C-69) 3072-3828	24	286-348
4008	4008	Laundry Supervisor	256-319	3072-3828	24	279-350	(C-70) 3348-4200	26	NCC
4100	4100	Kitchen Helper I	164-256	1968-3072	15	181-235	(C-71) 2172-2820	17	193-235
4101	4101	Kitchen Helper II	200-256	2400-3072	19	215-267	(C-72) 2580-3204	20	206-251
4103	4103	Cook I	172-225	2064-2700	16	190-245	(C-73) 2280-2940	18	220-268
4104	4104	Cook II	245-305	2940-3660	23	267-335	(C-74) 3204-4020	25	NCC
4105	4105	Baker	366-460	4392-5520	32	419-539	(C-75) 5028-6468	35	NCC
4107	4107	Assistant Chief Cook	366-460	4392-5520	32	419-539	(C-76) 5028-6468	35	NCC
4108	4108	Chief Cook	419-539	5028-6468	35	482-620	(C-77) 5784-7440	38	NCC
4112	4112	Dietary Assistant	225-279	2700-3348	21	245-305	(C-78) 2940-3660	23	NCC
4120	4120	Dietitian	382-482	4584-5784	33	419-539	(C-79) 5028-6468	35	424-517
4125	4125	Administrative Dietitian	439-565	5268-6780	36	482-620	(C-80) 5784-7440	38	484-590
4200	4200	Maid	164-256	1968-3072	15	181-235	(C-81) 2172-2820	17	181-220
4201	4201	Porter I	200-256	2400-3072	19	215-267	(C-82) 2580-3204	20	181-220
4202	4202	Porter II	235-292	2820-3504	22	245-305	(C-83) 2940-3660	23	193-235
4205	4205	Elevator Operator	164-215	1968-2580	15	181-235	(C-84) 2172-2820	17	NCC
4215	4215	Assistant Matron	172-225	2064-2700	16	225-279	(C-85) 2700-3348	21	NCC
4216	4216	Matron	200-256	2400-3072	19	256-319	(C-86) 3072-3828	24	305-372
4220	4220	Housekeeper	256-319	3072-3828	24	279-350	(C-87) 3348-4200	26	NCC
5005	5005	Assistant Librarian	419-539	5028-6468	35	460-592	(C-88) 5520-7104	37	397-484

FOOTNOTE EXPLANATIONS

- (D-1) 0320 Tabulating Equipment Operator, present range - \$350-439.
The title of Tabulating Equipment Operator is to be replaced by that of Tabulating Equipment Operator I, which will recognize this as an entry position and provide for the necessary expansion of this class. See Addition 2 (A-2).
- (D-2) 0325 Machine Accountant, present range - \$419-539.
The title of Machine Accountant will be replaced by the more descriptive and appropriate title of Tabulating Equipment Operator III. The class number also has been revised. See Addition 4 (A-4).
- (D-3) 0505 Chief Medical Record Librarian, present range - \$650-800.
The position of Chief Medical Record Librarian is to be deleted since it is a staff position with primary duties involving significant administrative responsibilities.
- (D-4) 1216 Mold Room-Dosimetry Technician, present range - \$400-514.
The title of Mold Room-Dosimetry Technician will be replaced by the more appropriate title of Dosimetry Technician. See Addition 8 (A-8).
- (D-5) 1217 Senior Dosimetrist, present range - \$539-680.
The title of Senior Dosimetrist will be replaced by the more appropriate title of Senior Dosimetry Technician. See Addition 9 (A-9).

Footnote Explanations -

- (A-1) 0352 Key Punch Operator III, recommended range - \$335-419.
This is a new position added because of the increase in the number of employees in the key punch operation and the need for a supervisory position in this category in the Computer Science Laboratory.
- (A-2) 0360 Tabulating Equipment Operator I, recommended range - \$382-482.
Most source documents contained information concerning this position. In the Hospital Personnel Association of the Houston Area survey the range reported was \$372-457; the Bureau of Labor Statistics survey gave \$412 as an average monthly salary; the Houston Independent School District reported a salary of \$373-418; the Administrative Management Society Survey showed \$421-538 as a mid-range for Houston.
- (A-3) 0361 Tabulating Equipment Operator II, recommended range - \$439-565.
The proposed adjustment refers to the recommendation for the Tabulating Equipment Operator I position, (A-2), above. It will maintain the proper salary relationship between this and other positions in the electronic computer area and will recognize hospital experience. The State Pay Plan provides a range of \$372-453 for this position.
- (A-4) 0362 Tabulating Equipment Operator III, recommended range - \$460-592.
This position is substantially the same as the discontinued title of Machine Accountant, Class 0325, and involves only a title change to provide continuity in the Tabulating Equipment Operator series. It is primarily a supervisory position. The salaries for two supervisory level positions were reported as \$447. and \$513. in Business Automation Magazine. The Bureau of Labor Statistics Houston Report gave the average salary as \$507. The State pay plan has a range of \$424-517.
- (A-5) 0366 Digital Computer Operator I, recommended range - \$419-539.
This is a new position. There is limited salary data available since it is a relatively recent refinement of work in the electronic computer field. Employees appointed to this position are those who have had considerable experience as tabulating equipment operators qualifying them to operate the more complicated digital computers. The salary of the Digital Computer Operator I, therefore, should progress from that of the Tabulating Equipment Operator series. Normally the salaries for this position average approximately 10% higher than those for the Tabulating Equipment Operators.
- (A-6) 0367 Digital Computer Operator II, recommended range - \$514-650.
This is a new position. For justification reference is made to the proposal for establishing the Digital Computer Operator I position. This position is planned as a senior position with supervisory responsibilities over basic computer operations. The salary will provide a proper balance between it and other positions in the electronic computer area.

Footnote Explanations -

(A-7) 0390 Systems Analyst I, recommended range - \$650-800.

0391 Systems Analyst II, recommended range - \$710-870.

These are new positions to be added to the pay plan. Each represents a further refinement of programming techniques. Applicants must possess extensive knowledge of system and applied programming both in business and scientific areas, and capable of translating or adapting problems so that automative techniques may be applied to their solution. Comparative salaries for these positions are virtually non-existent at this time. However, Business Automation Magazine reports a salary of \$627 for a position comparable to the Systems Analyst I, and a supervisory position, similar to the Systems Analyst II, was reported at a salary of \$705.

(A-8) 1216 Dosimetry Technician, recommended range - \$439-565.

The title of Mold Room Dosimetry Technician will be replaced by that of Dosimetry Technician on this proposal and will also bring the salary for it in line with similar positions in the pay plan having equivalent educational requirements. The duties are closely related to those performed by the X-Ray Therapy Technician and involve potential hazards to the employee's health in the event basic safety precautions for handling radio-active materials are not observed. Here again, because of the unusual nature of the work performed in the radiotherapy department in this institution the availability of comparable salary data is quite limited, but for the first time this year information was available from a national survey conducted by the Medical Branch. In this survey the mid-range for the position of Dosimetrist was \$460-645.

(A-9) 1217 Senior Dosimetry Technician, recommended range - \$565-710.

This proposal involves a title change from Senior Dosimetrist to Senior Dosimetry Technician and relates to the proposed change in the preceding justification. Employees in this class must have had extensive experience in mold-room and dosimetry work and with radiation measurement in a radio-therapy department. We have lost two well trained Senior Dosimetry Technicians as a result of salary offers elsewhere which in each case were in excess of \$10,000 per annum.

(A-10) 1460 Dental Assistant, recommended range - \$267-335

The need for a new position of Dental Assistant in the out-patient clinic area is brought about by an increasing number of maxillo-facial patients being examined and treated in the Head and Neck Service. Since it is expected that this will be a one-person position, the incumbent must of necessity be capable of working independently, with limited technical direction, be well trained as a Dental Technician and qualified by considerable experience to assist the surgeons in this area. The proposed position is comparable to the range at the Dental Branch.

Footnote Explanations -

(A-11) 2114 Assistant Chief Medical Technologist, recommended range - \$482-620.

The scope of activities in the clinical laboratories is expanding as new procedures are added and there is an increasing volume of tests. As the number of personnel required to perform these tests increases and so also does specialization, and the need for supervisory personnel. By establishing a new position of Assistant Chief Medical Technologist, more adequate supervision of clinical laboratory activities will result.

Footnote Explanations -

- (C-1) 0000 Clerical Assistant, present range - \$190-245, recommended range - \$200-256.
The Hospital Personnel Association of Houston Area survey reported a salary range for this position of \$223-258, the Bureau of Labor Statistics Report gave \$255 as the average salary paid, and the Administrative Management Association Report salary range was \$228-305 in Dallas, \$232-305 in Galveston County and \$232-284 in Houston.
- (C-2) 0013 Medical Stenographer, present range - \$319-400, recommended range - \$350-439.
The position of Medical Stenographer at this institution has as a basic qualification the ability to take and transcribe medical shorthand of a difficult nature. Other institutions in this area seldom consider shorthand ability as a requirement but only the ability to do machine transcription for this classification. The mid-range in the Hospital Personnel Association of Houston Area was found to be \$325-427 while the Bureau of Labor Statistics salary survey reported an average salary of \$332.
- (C-3) 0021 Secretary I, present range - \$335-419, recommended range - \$350-439.
The Secretary I position is normally assigned to a Section Head with clerical and administrative duties similar to those of a Secretary II except that the scope of the sectional activities is more limited than those in a department. The mid-range of the Hospital Personnel Association of Houston Area survey was found to be \$344-452 while the Administrative Management Society surveys showed mid-ranges of \$370-477 for Dallas, \$456-538 for Galveston County and \$370-456 for Houston.
- (C-4) 0024 Executive Assistant, present range - \$514-650, recommended range - \$620-770.
It has been difficult to obtain salary information for this position based on the duties assigned. Where a comparable position was found, that position would normally be considered to be on the restricted or confidential salary list. The position of Executive Assistant is very similar to the position Assistant to the Director as used by other institutions. The salary ranges for comparable positions are \$650-835 and \$680-835. One position in the State Pay Plan appears somewhat similar for which the salary range is \$630-768.
- (C-5) 0030 Personnel Assistant, present range - \$400-514, recommended range - \$439-565.
The mid-range for this position according to the Hospital Personnel Association of Houston Area survey was \$408-527. The State Classification Plan contains several classes of job descriptions in the Personnel Series. A comparable position in the State Pay Plan has a range of \$484-590. Of four levels of job analysts (Personnel Assistant) reported in the Bureau of Labor Statistics February-March 1963 issue of The National Survey of Professional, Administrative, Technical and Clerical Pay, the mid-range was \$457-585.

Footnote Explanations -

- (C-6) 0040 Assistant Personnel Manager, present range - \$514-650, recommended range - \$565-710.
Comparable positions throughout the University system have salary ranges of \$565-800 and \$620-770. The State Pay Plan provides a range of \$552-673. For this type of position with its rank in the administrative organization, it is difficult to secure valid salary information.
- (C-7) 0105 Accountant I, present range - \$439-565, recommended range - \$482-620.
The average monthly mid-range for an Accountant I reported in the Hospital Personnel Association of Houston Area survey was \$492-642, the Medical Branch survey reported a \$468-593 average mid-range, the average salary offered to college graduates according to the College Placement Council was \$472; while the Bureau of Labor Statistics Survey of Professional, Technical and Administrative salaries reported a mid-range of \$474-550.
- (C-8) 0106 Accountant II, present range - \$514-650, recommended range - \$565-710.
The State Classification Pay Plan includes a range of \$552-673 while the Bureau of Labor Statistics report on salaries paid technical, professional and administrative personnel reports a mid-range of \$583-689.
- (C-9) 0109 Assistant Auditor, present range - \$539-680, recommended range - \$592-740.
0110 Auditor, present range - \$565-710, recommended range - \$620-770.
The proposed adjustments in these two classes of positions will maintain the proper position relationship within the Accounting Series.
- (C-10) 0205 Assistant Epidemiologist, present range - \$460-592, recommended range - \$514-650.
The position of Assistant Epidemiologist is a responsible supervisory and technical one requiring specialized knowledges and abilities which have been acquired through on-the-job training and experience. Available salary information is extremely limited, however, the position of Assistant Epidemiologist and that of Statistician III in the State Classification Pay Plan, for which the current salary range is \$552-673, compare favorably.
- (C-11) 0300 Switchboard Operator, present range - \$256-319, recommended range - \$279-350.
The data on this position and their sources are as follows: (1) The Hospital Personnel Association of Houston Area survey reported a mid-range of \$267-330. (2) The Bureau of Labor Statistics, Houston Area Report quoted an average salary of \$312. (3) The Administrative Management Society survey for various Texas cities included the range \$301 and \$319 for Houston.

Footnote Explanations -

- (C-12) 0301 Chief Switchboard Operator, present range - \$292-366, recommended range - \$319-400. The State Classification Plan salary range is \$348-424 and the Hospital Personnel Association of Houston Area survey mid-range is \$321-371. This proposed two-step increase in the range for this position will also maintain the present relation between the salary for this position and that for the position of Switchboard Operator.
- (C-13) From class number 0350 to 0305, Print Shop Assistant. This recommendation involves only a change in class number.
- (C-14) From class number 0351 to 0306, Multilith Operator. This recommendation involves only a change in class number.
- (C-15) From class number 0352 to 0307, Print Shop Supervisor. This recommendation involves only a change in class number.
- (C-16) From class number 0310 to 0350, Key Punch Operator I, present range - \$267-335, recommended range - \$279-350. The one step increase in the ranges of Key Punch Operator I and II are justified in light of the following: The Hospital Personnel Association of Houston Area survey reported a \$290-373 range, the Bureau of Labor Statistics Houston survey showed a \$309 average monthly salary and Business Automation Magazine, a professional journal dealing primarily with electronic data processing matters, in June 1964 reported a \$301 average salary. This proposal will also change the class number.
- (C-17) From class number 0311 to 0351, Key Punch Operator II, present range - \$292-366, recommended range - \$305-382. In addition to the justification submitted for the Key Punch Operator I and II position, in (C-16) above, the Bureau of Labor Statistics survey found the average salary for the Key Punch Operator III level position to be \$368. This proposal will also change the class number.
- (C-18) From class number 0328 to 0370, Computer Programmer I, present range - \$482-620, recommended range - \$539-680. The Hospital Personnel Association of Houston Area survey reported an average range of \$517-649 for the Computer Programmer I type of position. The Medical Branch survey showed an average range of \$496-604 with the State Pay Plan having a range of \$552-673. Business Automation Magazine reported an average salary of \$546. In the System Development Corporation 1964 survey the average salary range was \$494-708 and the median salary \$588. This proposal also changes the class number.

Footnote Explanations -

- (C-19) From class number 0329 to 0371, Computer Programmer II, present range - \$539-680, recommended range - \$620-770. Justification for this adjustment is based upon that submitted for the Computer Programmer I position, the present State Classification range of \$630-768 and the \$622 salary reported for this position in Business Automation Magazine. The System Development Corporation survey reported an average salary of \$589-889 with a median salary of \$718 for a similar type of position. This proposal also changes the class number.
- (C-20) From class number 0330 to 0372, Computer Programmer III, present range - \$592-740, recommended range - \$680-835. According to Business Automation Magazine the average salary paid this supervisory level position was \$705. The System Development Corporation survey reports a range of \$742-1115 with a median salary of \$895. This proposal also changes the class number.
- (C-21) 0400 Warehouseman, present range - \$305-382, recommended range - \$335-419. The average monthly salary reported for this position by the Bureau of Labor Statistics Houston survey was \$403. The Houston Independent School District quoted a salary of \$365 for a similar position. A mid-range of \$323-399 was reported in the current Hospital Personnel Association of Houston Area survey.
- (C-22) 0405 Supply Supervisor, present range - \$382-482, recommended range - \$419-539. One institution in the Medical Center reported a monthly range of \$400-500, another \$541-596, while the Houston Independent School District reported a salary of \$553. The State Pay Plan included a range of \$372-453 while a government hospital reported \$541-596 as its range.
- (C-23) 0410 Assistant Supply Manager, present range - \$419-539, recommended range - \$460-592. The current Hospital Personnel Association of Houston Area survey found the mid-range for this position to be \$506-604. The two-step increase will maintain a proper salary relationship between it and the Supply Supervisor position shown above.
- (C-24) 0500 Medical Record Librarian, present range - \$400-514, recommended range - \$460-592. The duties of the position of Medical Record Librarian at this institution are of a technical, professional and supervisory nature with a working title of Assistant Chief Medical Record Librarian. All surveys of a national scope indicated that our salary range was not competitive. According to the national survey conducted by the Medical Branch, the mid-range was found to be \$426-521 per month. The average monthly salary paid according to the Bureau of Labor Statistics Survey of Hospital Salaries for 1963 was \$458. The survey excluded the position of Chief Medical Record Librarian.

Footnote Explanations -

- (C-25) 1000 Nurse Attendant, present range - \$164-215, recommended range - \$181-235.
The current mid-range for Nurse Attendants in the Houston area was found to be \$169-215 according to the Hospital Personnel Association of Houston Area survey, while the average monthly salary was \$228 according to the Bureau of Labor Statistics survey of hospital salaries. The Federal Minimum Wage Law provides a basic salary of \$216.25 per month with time and one-half for all overtime in excess of 40 hours. While hospitals do not presently fall under the jurisdiction of the Minimum Wage Law, they are affected by its provisions. The minimum wage of federal hospitals under civil service regulations, with which we are in competition, is \$281.47. The minimum salary provided in the State Pay Plan is presently \$181.
- (C-26) 1001 Orderly, present range - \$200-256, recommended range - \$215-267.
The Hospital Personnel Association of Houston Area survey reported a mid-range of \$189-239, while the Bureau of Labor Statistics Hospital Salary Survey reported an average salary of \$249. The State Classification Plan provides a \$206 salary for the Orderly. The same justifications relating to the Minimum Wage Law submitted in behalf of the proposed change in the Nurse Attendant range also apply to the Orderly position.
- (C-27) 1005 Vocational Nurse, present range - \$256-319, recommended range - \$267-335.
According to officials of some of the hospitals in the Medical Center, no increase in Vocational Nursing salaries was made for the current year beginning October 1. They were unanimous, however, that adjustments would need to be made in next year's ranges for all nursing personnel positions. Since the rates recommended at this time will not go into effect until September 1, 1965, it is essential that we anticipate those increases now in order to remain competitive with these hospitals during the 1965-66 year. This adjustment would follow the upward trend as reported in the Bureau of Labor Statistics Hospital Survey. In Dallas, for example, there was a 15% rise in Vocational Nurse salaries from mid-1960 to mid-1964. In this same survey the average monthly earnings for a Licensed Practical Nurse (Vocational Nurse) was found to be \$279, with a 12.4% increase in salaries between mid-1960 and mid-1963. This report excluded Practical (Vocational) Nurses who were assigned supervisory responsibilities where no professional nurses were present. The State Classification Plan shows a range of \$251-305.
- (C-28) 1007 Operating Room Technician, present range - \$279-350, recommended range - \$292-366.
This position is relatively new so that information on it is extremely limited. Except for additional responsibilities and training, this position most nearly resembles the Vocational Nurse position. The salary recommended will maintain the proper intradepartmental relationship between this position and the Vocational Nurse.

Footnote Explanations -

- (C-29) 1010 Staff Nurse, present range - \$382-482, recommended range - \$400-514.
Based upon the assumption that nursing salaries will continue their upward trend the present rate structures will be inadequate in our next fiscal year. The Bureau of Labor Statistics survey for Dallas showed a 13% increase in salaries between mid-1960 and mid-1963, while nationally there was an 18.1% increase from mid-1957 to mid-1960 and a 12.7% increase from mid-1960 to mid-1963. The federal government has already provided for increases whereby a recent graduate with no experience, eligible for \$419 in 1960 (the absolute minimum starting salary then), would today be eligible for \$459. A mid-range of \$385-430 was reported in the current Hospital Personnel Association of Houston Area survey. The Industrial Nurse in Houston received an average salary of \$488 according to the Bureau of Labor Statistics report. The proposed one-step increase will keep our salary range for this critical classification competitive with other institutions in the Houston area.
- (C-30) 1019 Assistant Head Nurse, present range - \$419-539, recommended range - \$439-565.
1020 Head Nurse, present range - \$439-565, recommended range - \$460-592.
1025 Assistant Nurse Supervisor, present range - \$460-592, recommended range - \$482-620.
1026 Nurse Supervisor, present range - \$514-650, recommended range - \$539-680.
1030 Assistant Director, Nursing Service, present range - \$565-710, recommended range - \$592-740.
Each proposed change represents a one-step increase in order to retain the present relationship within the Nursing series and relates to the one-step increase proposed in C-29.
- (C-31) 1101 Pharmacist, present range - \$592-740, recommended range - \$620-770.
A mid-range of \$613-688 for the position of Pharmacist was reported in the Hospital Personnel Association of Houston Area Salary Survey. Of the major institutions in the Medical Center all but one reported a starting salary of at least \$600 and one reported a salary of \$650.
- (C-32) 1103 Assistant Chief Pharmacist, present range - \$620-770, recommended range - \$650-800.
This proposed adjustment is related to C-31 in the preceding recommendation for Pharmacist and will retain the current intradepartmental relationship in the Pharmacy series of positions.
- (C-33) 1200 X-Ray Technician, present range - \$319-400, recommended range - \$335-419.
Our salary range in this area has fallen behind that currently being paid. The Bureau of Labor Statistics Hospital Salary Survey reports an average monthly salary of \$347 for an X-Ray Technician on a national basis. The Medical Branch survey reported a mid-range of \$338-436 while the local mid-range salary according to the Hospital Personnel Association of Houston Area Salary Survey was \$327-435.

Footnote Explanations -

- (C-34) 1204 Assistant Chief X-Ray Technician, present range - \$382-482, recommended range - \$400-514.
1205 Chief X-Ray Technician, present range - \$460-592, recommended range - \$482-620.
This adjustment relates to C-33 recommended for the X-Ray Technician position and will maintain the intradepartmental relationship between positions in the X-Ray Technician series. The position of X-Ray Technician III in the State Classification has a salary which is \$24 in excess of our proposed salary. The Hospital Personnel Association of Houston Area survey showed a salary of \$495-546.
- (C-35) 1210 X-Ray Therapy Technician, present range - \$400-514, recommended range - \$419-539.
1211 Senior X-Ray Therapy Technician, present range - \$439-539, recommended range - \$460-592.
1215 Chief X-Ray Therapy Technician, present range - \$565-710, recommended range - \$592-740.
The X-Ray Therapy Technician class of positions is unique to a cancer research institution such as M. D. Anderson Hospital. Comparable salary data for these positions is practically non-existent. Because a basic entry qualification for this position is graduation from an accredited school of nursing plus considerable experience as a Staff Nurse, the salary range for the X-Ray Therapy Technician class must be related to that of the graduate nurse with experience. In order to maintain and continue to recognize this relation between the two classes of positions and in view of the proposed nursing salary adjustments, a one-step adjustment is proposed in the X-Ray Therapy Technician group of positions.
- (C-36) 1220 Radium Curator, present range - \$419-539, recommended range - \$460-592.
The proposed adjustment relates to those recommended for both the X-Ray Therapy Technician series of positions as well as the Dosimetrist series since the Radium Curator's duties are performed as a part of the patient care furnished in the Radiotherapy Department. This increase is supported by the \$460-645 range reported in the Medical Branch Survey for the Dosimetrist position and will maintain the present relationship between it and other radiotherapy technician positions.
- (C-37) 1404 Electrocardiograph Technician, present range - \$215-267, recommended range - \$235-292.
The rate of \$372-453, shown in the State Classification Plan, is for a position identified as "Electroencephalograph - EKG Technician" with no job description available. It appears from the title that this is a combined position involving duties of both an Electroencephalograph Technician and an Electrocardiograph Technician. If so, it may be something akin to the Laboratory X-Ray Technician found in some hospitals in which the duties of a Medical Technologist and X-Ray Technician are combined and for which a salary is paid which is in excess of what would normally be paid either position by itself. There is salary information available, however, from the local Hospital Personnel Association of Houston Area Salary Survey giving as a mid-range the salary of \$252-283. Of four hospitals in or near the Medical Center the following starting salaries were reported (1) \$250 (2) \$222 (3) \$225 (4) \$417.

Footnote Explanations -

- (C-38) 1405 Senior Electrocardiograph Technician, present range - \$256-319, recommended range - \$279-350. The basis for this two-step adjustment will be found in the justification for C-37 and will retain the proper salary relationship between this position and that of Electrocardiograph Technician.
- (C-39) 1510 Physical Therapy Technician, present range - \$382-482, recommended range - \$419-539. The State Classification Plan range is \$484-590, the Bureau of Labor Statistics Hospital Salary Survey reported an average monthly salary of \$507 for men and \$438 for women without supervisory responsibilities. The Hospital Personnel Association of Houston Area salary report indicated a mid-range of \$410-516, while the Medical Branch survey reported a range of \$417-519.
- (C-40) 1520 Senior Physical Therapy Technician, present range - \$419-539, recommended range - \$482-620. This recommendation relates to that for the Physical Therapy Technician. The present incumbent in this position has resigned effective October 31, 1964, to accept employment at a significant increase in salary at another institution. Recalling the extreme difficulty which was experienced in recruiting for this incumbent and the period of almost one year during which every local, state and national association was notified of our vacancy, it is essential that this range be adjusted to make it competitive.
- (C-41) 2000 Animal Caretaker, present range - \$200-256, recommended range - \$215-267. On a national basis the Medical Branch Salary Survey found the mid-range for this position to be \$301-381. It is our opinion that the duties and qualifications of the position surveyed and those of our position are sufficiently different to justify our recommended range.
- (C-42) 2005 Laboratory Attendant, present range - \$164-256, recommended range - \$181-235. The minimum starting salary for any position in the State Classification Plan is \$181. This figure is being proposed as the minimum for this institution for the next fiscal year. In the custodial group of employees the turnover rate is considerably higher than that for the entire institution. For example, in one 12-month period the total turnover rate among the custodial employees was 68.7% as compared to 35.56% for the entire institution. The savings to the institution if this figure could be reduced by 50% would be considerable. It is our opinion that not only will this rate reduce turnover, but will also make it possible to attract a more suitable type of employee with a greater sense of job responsibility and the ability to absorb and retain the training provided.
- (C-43) 2010 Laboratory Assistant, present range - \$181-235, recommended range - \$200-256. The proposed increase relates to similar increases recommended for Nurse Attendants and Laboratory Attendants. The State Classification Plan has a range of \$251-305 for a comparable position. The Hospital Personnel Association of Houston Area survey reported a mid-range of \$205-235.

Footnote Explanations -

- (C-44) 2020 Autopsy Assistant, present range - \$267-335, recommended range - \$305-382.
Within the past 18 months a local salary survey of this position was conducted in hospitals as well as in mortuaries, since embalming training or experience is a prerequisite for employment. The average salary was found to be between \$275 and \$300 and an adjustment was made. In a recent survey compiled by the Medical Branch, the mid-range salary for this position was found to be \$323-393.
- (C-45) 2101 Histology Technician, present range - \$335-419, recommended range - \$350-439.
Of the two surveys conducted by Hospital Personnel Association of Houston Area and the Medical Branch, one reported a mid-range salary of \$353-412 and the other \$342-433.
- (C-46) 2103 Chief Histology Technician, present range - \$419-539, recommended range - \$439-565.
This adjustment will maintain the present relationship between this position and that of the Histology Technician.
- (C-47) 2320 Artist, present range - \$350-439, recommended range - \$366-460.
The justification for the one-step increase in this range relates to the recommended salary change for the position of Senior Artist position since no survey information was secured for the Artist position. This position is an entry-level position and is under the immediate supervision of the Senior Artist. This adjustment will retain the present salary relationship between the Artist series of positions.
- (C-48) From class number 2325 to 2322 Medical Artist, present range - \$400-514, recommended range - \$419-539.
The change in class number will properly identify this position in relation to the position of Senior Artist, under whose supervision the Medical Artist works. The one-step salary adjustment is based upon the proposed change for the Senior Artist position which follows in C-49 and will maintain the current relationship between it and other positions in the Artist series.
- (C-49) From class number 2322 to 2325 Senior Artist, present range - \$460-592, recommended range - \$482-620.
This change in class number will reflect the correct supervisory level of this position with relation to other Artist positions. This position requires a basic knowledge of medical terminology and human anatomy and the ability to adapt this knowledge and artistic skill to meet the specific needs of the medical and scientific staff. An incumbent in the position must be able to maintain harmonious working relationships with physicians and scientists. This proposal is supported by the local Hospital Personnel Association of Houston Area survey in which the mid-range salary was found to be \$515-546 and the national survey conducted by the Medical Branch in which the range of \$477-589 was reported.

Footnote Explanations -

- (C-50) 3020 Fire, Safety and Security Inspector, present range - \$460-592, recommended range - \$539-680. Comparable information was not available in any of the surveys. The State Classification system has a position entitled Safety Instructor with duties and qualifications similar to those of our Fire, Safety and Security Inspector. For that position the salary range is \$552-673. This adjustment will bring the salary range into a more favorable relation with other positions involving similar educational requirements. As the research effort of the institution expands so also does the incumbent's responsibility for training new employees in modern fire and safety methods, for discovering areas which could become potential fire and safety hazards, and for initiating necessary precautionary steps to eliminate such hazards.
- (C-51) 3101 Stationary Fireman, present range - \$335-419, recommended range - \$366-460. Please refer to the justification in C-52 for a three-step increase in the rate of the Stationary Engineer as a basis for this action. This increase will maintain the proper relationship between the Stationary Fireman and other positions in the Plant Operation Group.
- (C-52) 3105 Stationary Engineer, present range - \$400-514, recommended range - \$460-592. A three-step increase in the range for Stationary Engineer is strongly indicated by the results of the various surveys which follow: the Hospital Personnel Association of Houston Area survey indicated that the average salary for a Stationary Engineer was \$452; one hospital in the Medical Center representing three institutions with which we are in direct competition, reported a range of \$475-525; the Houston Independent School District reported an average salary of \$488; and the Bureau of Labor Statistics Hospital Salary Survey for Houston reported an average monthly salary of \$462.
- (C-53) 3107 Chief Stationary Engineer, present range - \$482-620, recommended range - \$539-680.
3110 Chief, Equipment Maintenance, present range - \$482-620, recommended range - \$539-680.
3111 Chief, Building Maintenance, present range - \$482-620, recommended range - \$539-680.
These are supervisory positions in the Plant Operator Group. The Hospital Personnel Association of Houston Area reported an average mid-range salary for the Chief Stationary Engineer as \$552-616. The two-step increase for each relates to proposed increase for the Stationary Engineer and will maintain the proper relationship between these and other positions in the Plant Operator Group.

Footnote Explanations -

- (C-54) 3120 Mechanical Engineer, present range - \$650-800, recommended range - \$710-870.
This is a supervisory position in the Plant Operator Group. The increase relates to the proposed adjustment for the Stationary Engineer and will maintain the proper relationship between this and other positions in the group. According to the College Placement Council, the average salary offered by research and consulting organizations to applicants with a Bachelor's Degree in Mechanical Engineering and with no experience was \$598 in June, 1964. For the same period, the average starting offer was \$619 in the chemical, drug and allied products field. Recent recruitment efforts to fill this positions were extremely difficult and many weeks were spent in finding a qualified person. This is a responsible supervisory position requiring considerable experience.
- (C-55) 3200 Laborer, present range - \$200-256, recommended range - \$215-267.
The Federal Minimum Wage Law provides for a salary of \$216.25 per month with time and one half paid for all over-time in excess of 40 hours. While hospitals do not fall under the jurisdiction of the Federal Minimum Wage Law they are affected by its provisions since qualified applicants are naturally attracted to industries which pay at least the minimum wage or more, thus depleting the limited reservoir of qualified applicants. While we are unable to meet the minimum salary provided by civil service regulations for federal employees, we are in competition for qualified applicants with those institutions and must make every reasonable attempt to keep the gap between the two salaries at a minimum within budgetary limitations. The Bureau of Labor Statistics Salary Survey reported an average monthly salary for laborers of \$301 in June, 1964, and the local Hospital Personnel Association of Houston Area survey indicated a mid-range salary of \$257-286.
- (C-56) 3205 Driver, present range - \$225-279, recommended range - \$245-305.
This is a responsible position involving not only the transport of materials and things, but patients as well. In addition to light-weight trucks and passenger carrying vehicles, the drivers must be qualified to operate a 55 passenger bus. There was a \$231-292 salary reported in the local Hospital Personnel Association of Houston Area survey. According to the Bureau of Labor Statistics Salary Survey, the average monthly salary for this position was \$285 while a local federal hospital reported a range of \$368-406. The State Classification Pay Plan recognizes the responsibility in this position in their range of \$286-348.
- (C-57) 3207 Mechanic Helper, present range - \$225-279, recommended range - \$245-305.
This is a Helper position in one of the several trades groups. The proposed two-step adjustment will maintain a proper relation between it and other positions within the trades group. According to the current Bureau of Labor Statistics Salary Survey a \$439 per month salary was reported for this position in Houston industry.

Footnote Explanations -

- (C-58) 3210 Carpenter, present range - \$382-482, recommended range - \$419-539.
All positions in the trade group have fallen behind salaries being paid comparable positions in the Houston area. In order to narrow the gap between our salaries and those in industry, we are proposing a two-step adjustment in the entire group. Specific information relating to each position will be submitted for each proposed change. For the position of Carpenter, the Hospital Personnel Association of Houston Area survey reported a range of \$430-492 while the Bureau of Labor Statistics survey reported an average salary of \$558. One federal hospital reported a range of \$492-544.
- (C-59) 3215 Electrician, present range - \$400-514, recommended range - \$439-565.
The Hospital Personnel Association of Houston Area survey reported \$475-528 as the average range for an Electrician with \$576 as the average salary according to the Bureau of Labor Statistics survey. A federal hospital reported a range of \$513-568. For additional justification, please refer to C-58 above.
- (C-60) 3220 Painter, present range - \$382-482, recommended range - \$419-539.
A range of \$426-454 was reported for a Painter in the Hospital Personnel Association of Houston Area survey, \$552 as the average salary in the Bureau of Labor Statistics Houston Salary Survey and a range of \$492-544 was reported by a federal hospital. For additional justification of this two-step increase, refer to C-58.
- (C-61) 3221 Maintenance Man, present range - \$382-482, recommended range - \$419-539.
No specific survey information was available for this position. The proposed salary relates to other positions in the trades groups and the two-step adjustment will retain the proper balance between it and other positions in this series.
- (C-62) 3225 Plumber, present range - \$400-514, recommended range - \$439-565.
\$442-487 and \$492-544 were the salary ranges reported for the position of Plumber by the Hospital Personnel Association of Houston Area survey and a federal hospital respectively. For additional justification, please refer to C-58.
- (C-63) 3227 Refrigeration Mechanic, present range - \$419-539, recommended range - \$460-592.
No comparable salary data was available in any of the surveys. A salary range of \$517-610 is reported in the State Pay Plan for this position. This increase will retain the balance between it and other positions in the trades group.

Footnote Explanations -

- (C-64) 3230 Machinist, present range - \$350-439, recommended range - \$382-482.
In the Houston area the position of Machinist is unionized so salaries must be related to the current union scale. The current union scale for a Journeyman Machinist in Houston is \$3.04 per hour or \$526 per month. The Bureau of Labor Statistics survey reported an average salary of \$586 per month for the position. The local offices of the Texas Employment Commission reported 80 unfilled requests for machinists and the recruiting salaries for these positions varied from \$2.95 to \$3.50 per hour (\$510-606 monthly). The machine shop in this institution is unlike the average shop in industry and is more appropriately described as a precision machine shop. In addition to routine repair and modification work, the shop is also engaged in developmental work in connection with research projects of the institution.
- (C-65) 3232 Precision Machinist, present range - \$382-482, recommended range - \$419-539.
This adjustment is based upon the justifications submitted in the preceding change, C-64, for Machinist and will retain the relationship between this position and other machinist type positions in the department.
- (C-66) 3233 Scientific Instrument Maker, present range - \$419-539, recommended range - \$460-592.
Survey material on both a local and national basis strengthened the two preceding proposals. In the local Hospital Personnel Association of Houston Area survey the mid-range was reported as \$491-561, while the Medical Branch National Survey reported an average salary of \$471-586.
- (C-67) 4000 Laundry Worker I, present range - \$164-256, recommended range - \$181-235.
This adjustment relates to the changes proposed in C-42 for the Laboratory Attendant position. It will bring this range in line with State Classification Pay Plan ranges. It will also help to narrow the gap between this salary range and the federal minimum wage of \$216.25. A local federal hospital reported a range of \$217-241 for this position.
- (C-68) 4001 Laundry Worker II, present range - \$200-256, recommended range - \$215-267.
This proposal relates to the changes recommended for the Orderly and Laborer classes of positions in C-26 and C-55. It will retain the present relation between this position and others in the laundry group. A local federal hospital reported a monthly range of \$234-258, which was based on information developed locally. It in no way relates to the federal civil service rates. Positions and salaries in the laundry, food service and custodial types of positions are indentified as Wage Board Positions with the local officials authorized to establish rates based solely upon the local information with no reference to civil service rates.

Footnote Explanations -

- (C-69) 4005 Washman, present range - \$235-292, recommended range - \$256-319.
This is a responsible position in the laundry. The person selected must have had considerable knowledge of the use of soaps, detergents and bleaches and the effect each will have on materials. A local federal hospital has a Wage Board rate of \$300-331 with the local Hospital Personnel Association of Houston Area survey showing a range of \$229-259. The State Classification Pay Plan has a range of \$286-348. The Bureau of Labor Statistics Houston Salary Survey showed a monthly salary of \$260 for the position of Washman.
- (C-70) 4008 Laundry Supervisor, present range - \$256-319, recommended range - \$279-350.
This is a line position with supervisory responsibilities in the laundry. An incumbent must be capable of training new employees in the use of laundry equipment and in laundry procedures. Incumbents are responsible for scheduling all laundry activities to insure constant flow of production. This proposal will maintain the proper salary relationship between this position and positions supervised by the incumbent. The State Classification Pay Plan gives a range of \$251-305 for a similar position.
- (C-71) 4100 Kitchen Helper I, present range - \$164-256, recommended range - \$181-235.
This proposed change relates to recommendations for similar types of positions such as Laundry Worker I and Laboratory Attendant. A local federal hospital has a Wage Board range of \$253-312 while the Bureau of Labor Statistics Hospital Salary Survey reported an average monthly salary of \$218.
- (C-72) 4101 Kitchen Helper II, present range - \$200-256, recommended range - \$215-267.
The average monthly salary for a male kitchen helper according to the Bureau of Labor Statistics Hospital Salary Survey was \$221. The proposed rate will maintain the proper departmental relationship between this and other food preparation positions.
- (C-73) 4103 Cook I, present range - \$172-225, recommended range - \$190-245.
This adjustment is in keeping with the two-step increase proposed for positions in the food preparation group. While the basic job description for this position in the Hospital Personnel Association of Houston Area survey was non-variable, the reported salaries were most variable. For example, the lowest salary reported in the survey for the Cook I position was \$115 and the maximum salary was \$435. Such variations are probably explained by a difference in the types of food service operations and the duties of the employees in these institutions. One local hospital reported a salary range of \$235-275 and another hospital reported a range of \$240-300.

Footnote Explanations -

- (C-74) 4104 Cook II, present range - \$245-305, recommended range - \$267-335.
This proposed rate change is in keeping with other changes proposed in the food preparation area. Employees in this class provide basic support for the Chief Cook and the Assistant Chief Cook and under their immediate supervision perform a major portion of the routine food preparation work in the department.
- (C-75) 4105 Baker, present range - \$366-460, recommended range - \$419-539.
The present union scale for a Journeyman Baker in Houston is \$453. Effective November 1, 1964, this rate will go to \$465. In 1962 the union scale was \$435. This \$30 increase over the past three years is indicative of the general upward trend in salaries and there has been no adjustment made in this range for over three years. As a member of the baker's union a Journeyman Baker receives time and one half for all overtime worked in excess of 40 hours and double time for holidays worked.
- (C-76) 4107 Assistant Chief Cook, present range - \$366-460, recommended range - \$419-539.
The proposed adjustment in this position is related to the one recommended for the Chief Cook position and will maintain the proper range relationship between these two positions.
- (C-77) 4108 Chief Cook, present range - \$419-539, recommended range - \$482-620.
The position of Chief Cook is one for which it is difficult to secure comparable information because the duties and responsibilities vary so greatly between the various institutions who were contacted, while all respondents to the Hospital Personnel Association of Houston Area survey used identical job descriptions yet these ranges varied from \$300-380 to \$669-740. In discussing this position with various respondents in and out of the hospital field we came to the conclusion that the duties and supervisory responsibilities of the position of Chief Cook closely resemble those of a position in a local federal hospital for which the range was given as \$669-740. In order to compare this position with similar ones in the hotel industry, one of the larger local hotels was contacted. It was learned (1) that a Cook II in their organization would receive \$17.85 per day (\$393 per month) (2) that they paid their Food Service Supervisor with responsibility over several food preparation areas a salary of \$850-900 (3) that it was this informant's opinion that at the level of responsibility which we described for the Chief Cook position plus the size of our food service operation that a comparable position in the hotel industry would receive a salary of \$600-700 per month.
- (C-78) 4112 Dietary Assistant, present range - \$225-279, recommended range - \$245-305.
This is a supervisory position in the food preparation and cafeteria areas. While there is no identical position in the State Classification Pay Plan, by combining the duties of the Food Service Worker III (\$251-305) and those of the Cashier position (\$286-348), a reasonable comparison can be made.

Footnote Explanations -

- (C-79) 4120 Dietician, present range - \$382-482, recommended range - \$419-539.
In the Medical Branch survey conducted nationally, the average salary range for Dieticians was found to be \$427-541. The Bureau of Labor Statistics Hospital Salary Survey reported an average monthly salary of \$445.
- (C-80) 4125 Administrative Dietician, present range - \$439-565, recommended range - \$482-620.
This is a responsible supervisory and professional position in the food preparation area. Information is limited on this position since the salary for it is normally considered to be confidential by hospitals. The working title for the position could well be Assistant Chief Dietician since the incumbent performs as the Chief Dietician in her absence. Salary information was obtained from the Hospital Personnel Association of Houston Area survey showing a current range of \$461-517.
- (C-81) 4200 Maid, present range - \$164-256, recommended range - \$181-235.
This proposed rate change corrects the number of intermediate steps in the range and is made in accordance with justification submitted for similar positions in the Pay Plan such as Laboratory Attendant, Kitchen Helper, etc. The State Classification Pay Plan has a range of \$181-220 for a similar position.
- (C-82) 4201 Porter I, present range - \$200-256, recommended range - \$215-267.
This adjustment is in line with that proposed for similar positions in the Pay Plan such as Laborer, Kitchen Helper II, Laundry Worker II, etc., and is related to our attempt to reduce the gap between these salaries and the \$216.25 under the Federal Minimum Wage Law.
- (C-83) 4202 Porter II, present range - \$235-292, recommended range - \$245-305.
This change relates to similar changes in the Pay Plan such as Laundry Worker II, Kitchen Helper II, etc., and also serves to retain a proper relation between it and other positions in the Housekeeping Department.
- (C-84) 4205 Elevator Operator, present range - \$164-215, recommended range - \$181-235.
The average salary paid this position, according to the current Bureau of Labor Statistics Houston Salary Survey is \$190 per month. The Hospital Personnel Association of Houston Area survey reported an average salary of \$177-210. This will establish \$181 as the minimum monthly salary.
- (C-85) 4215 Assistant Matron, present range - \$172-225, recommended range - \$225-279.
This proposal relates to the change recommended for the Matron, for which information is submitted in C-86, below.

Footnote Explanations -

- (C-86) Matron, present range - \$200-256, recommended range - \$256-319.
This position includes supervisory responsibilities for the day-to-day activities at a domicile for ambulatory patients. The Matron and the Assistant Matron are responsible for maintaining adequate housekeeping and food preparation and standards for assisting the patients to adapt to their new environment. An incumbent must be able to assume responsibility for providing immediate care to ill patients and to recognize symptoms early so that a physician can be notified if necessary. While the position of Houseparent I in the State Pay Plan, salary range \$305-372, relates to work situations involving children, there is a similarity between the duties and responsibilities performed by incumbents in that position and those by the Matron.
- (C-87) 4220 Housekeeper, present range - \$256-319, recommended range - \$279-350.
There is a wide variation between the salaries for Housekeeper. The average maximum salary was reported as \$290 per month. The State Classification Pay Plan for the position of Housekeeper Governor's Mansion has a salary range of \$268-326.
- (C-88) 5005 Assistant Librarian, present range - \$419-539, recommended range - \$460-592.
This is a professional position in a specialized library situation. Either a Master's Degree or equivalent experience is required as a minimum entry qualification. The Houston Public Schools recognize the requirements of the library position as being equivalent to those for a teacher with a Master's Degree for which a monthly salary of \$522 is provided. According to information received from the Director of the School of Library Science, Main University, no recent graduate of the school has recently been initially appointed to a librarian position at less than \$460 per month.

PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1965-66

<u>Item</u>	<u>Code</u>	<u>Title</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Step Number</u>	<u>State Classification Monthly Range</u>
<u>DELETE:</u>						
1.	0700	Personnel Director	\$539-680	\$6468-8160	40	\$552-673
2.	2000	Animal Caretaker	181-267	2172-3204	17	NCP
<u>ADD:</u>						
3.	0420	Director of Student Union and Bookstore Manager	539-680	6468-8160	40	NCP
4.	0710	Personnel Assistant	419-539	5028-6468	35	424-517 (a)
5.	0720	Personnel Director	539-680	6468-8160	40	552-673 (b)
6.	2000	Animal Caretaker I	200-267	2400-3204	19	NCP
7.	2001	Animal Caretaker II	245-335	2940-4020	23	NCP
8.	2225	Scientific Research Specialist	800-1100	9600-13200	49	NCP

PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1965-66 - continued

CHANGES:

Item	Code	Title	FROM:			TO:			State Classification Monthly Range
			Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	
9.	0020	Secretary	\$267-335	\$3204-4020	25	\$279-350	\$3348-4200	26	\$268-326
10.	0021	Senior Secretary	319-400	3828-4800	29	335-439	4020-5268	30	348-397
11.	0022	Administrative Secretary	366-460	4392-5520	32	382-514	4584-6168	33	372-453
12.	0110	Accountant I	439-565	5268-6780	36	482-620	5784-7440	38	453-552 (c)
13.	0111	Accountant II	514-650	6168-7800	39	539-680	6468-8160	40	552-673 (d)
14.	0114	Assistant Auditor	565-710	6780-8520	41	592-740	7104-8880	42	NCP
15.	0400	Stores Clerk I	235-279	2820-3348	22	256-319	3072-3828	24	268-326 (e)
16.	0401	Stores Clerk II	279-350	3348-4200	26	305-382	3660-4584	28	305-372 (f)
17.	0402	Storekeeper	366-460	4392-5520	32	400-514	4800-6168	34	372-453 (g)
18.	2030	Anatomical Embalmer	319-400	3828-4800	29	382-514	4584-6168	33	NCP
19.	2201	Research Technician II	400-514	4800-6168	34	439-565	5268-6780	36	424-517 (h)
20.	2202	Research Technician III	482-620	5784-7440	38	514-650	6168-7800	39	517-630 (i)
21.	2205	Research Associate	514-680	6168-8160	39	565-710	6780-8520	41	630-768 (j)
22.	3034	Assistant Director, Physical Plant	620-770	7440-9240	43	710-870	8250-10440	46	NCP
23.	3100	Utilities Station Operator	350-439	4200-5268	31	382-482	4584-5784	33	372-453 (k)
24.	3110	Mechanical Foreman	400-514	4800-6168	34	460-592	5520-7104	37	NCP
25.	3209	Cabinetmaker	335-419	4020-5028	30	366-460	4392-5520	32	NCP

PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1965-66 - continued

CHANGES:

Item	Code	Title	FROM:			TO:			State Classification Monthly Range
			Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	
26.	3212	Carpenter Foreman	\$439-514	\$5268-6168	36	\$460-592	\$5520-7104	37	\$372-453
27.	3220	Electrician	319-419	3828-5028	29	400-514	4800-6168	34	305-453 (1)
28.	3222	Electrical Foreman	419-539	5028-6468	35	482-620	5784-7440	38	517-630
29.	3230	Painter	305-400	3660-4800	28	366-460	4392-5520	32	305-372
30.	3232	Painter Foreman	400-514	4800-6168	34	439-565	5268-6780	36	372-453
31.	3240	Plumber	305-400	3660-4800	28	400-514	4800-6168	34	305-372
32.	3242	Plumber Foreman	400-514	4800-6168	34	460-592	5520-7104	37	372-453
33.	3500	Laborer	181-245	2172-2940	17	200-267	2400-3204	19	181-220
34.	3501	Utility Worker I	200-256	2400-3072	19	225-279	2700-3348	21	NCP
35.	4200	Custodial Worker I	181-245	2172-2940	17	200-267	2400-3204	19	181-220
36.	4201	Custodial Worker II	245-292	2940-3504	23	256-319	3072-3828	24	193-235
37.	4210	Custodial Foreman	305-400	3660-4800	28	335-419	4020-5028	30	NCP
38.	4301	Traffic & Security Officer	267-335	3204-4020	25	292-366	3504-4392	27	251-305 (m)

- (a) State Classification Plan- Personnel Assistant I
- (b) State Classification Plan- Personnel Officer I
- (c) State Classification Plan- Accountant II
- (d) State Classification Plan- Accountant III
- (e) State Classification Plan- Stock Clerk II
- (f) State Classification Plan- Stock Clerk III
- (g) State Classification Plan- Warehouse Supervisor

- (h) State Classification Plan- Chemist I
- (i) State Classification Plan- Chemist II
- (j) State Classification Plan- Chemist III
- (k) State Classification Plan- Air Conditioner & Boiler Operator III
- (l) State Classification Plan- Electrician I & II
- (m) State Classification Plan- Watchman II

DELETE:

Item.

1. This is merely to change the Code No. of Personnel Director.
2. We are deleting Animal Caretaker and in its place are recommending two classifications: Animal Caretaker I and II.

ADD:

3. It is expected that construction will be started on the Student Union Building in the Fall of 1964 and we are recommending the addition to our Pay Plan of the classification of Director of Student Union and Bookstore Manager, as we will need to appoint this person very shortly in order to start planning the operation of the Student Union and the Bookstore, as well as start preparing orders for books and other supplies for the Bookstore. The salary recommended is comparable to that being recommended for the Bookstore Manager at Texas Western in El Paso. The salary paid for a similar position at Midwestern University at Wichita Falls, Texas is \$6,600. We have learned that the Manager of the Co-op Bookstore at the Medical Branch in Galveston receives a salary of approximately \$600 per month. Therefore, we feel that our recommended salary is necessary in order to get a competent person to fill this dual position.
4. Since the Classified Personnel Office was established at Southwestern Medical School in 1954-55, the number of classified employees (including full-time, part-time and temporary) has increased from 216 to 622. In 1954-55 approximately 235 applicants were interviewed while during 1963-64, 960 were interviewed to fill job openings. When the Classified Plan was set up in 1954 it provided for 43 position classifications and we now have 86. With the opening of the Danciger Research Building, the Student Union Building, and other buildings which are planned for the future, many more classifications will have to be established which will, of course, necessitate job audits, the writing of job descriptions, salary surveys and a great deal of time in recruiting qualified people to fill these highly technical positions. The Personnel Director has operated the Personnel Office with only part-time help until recently and now one full-time clerical person has been made available however most of her time is spent on personnel records of the 1500 members of the staff and clinical faculty. With the continued growth of the Medical School more demands are being made on the Personnel Office which require specialized knowledge of personnel organization and administration, and in order to meet these needs we are recommending that the Personnel Assistant be added to our Plan. The salary range recommended for this classification is comparable to the salary ranges for this classification at all the component institutions of The University System. The salary survey made by the Houston Area Hospital Personnel Association this year shows the mean salary range for a Personnel Assistant to be \$514-527. A nation survey made by the Medical Branch in Galveston in the summer of 1964 shows the average salary range at Medical Schools over the nation for Personnel Assistant to be \$467-581. Our recommended range here is also in line with the Personnel Assistant I in the State Classification Plan.
5. This is merely to change the Code No. of the Personnel Director classification.

ADD: - Continued

Item

6. This classification will replace that of Animal Caretaker. The maximum salary will remain the same. The starting salary has been increased two steps, however, it is expected that people employed as Animal Caretaker I who have no previous experience will be started at the "Trainee" status, one or two steps below the minimum and when they have learned their job sufficiently will be advanced to the starting salary. This, we believe, will result in more efficient work and much better employee morale.
7. The Animal Hospital facilities must be able to meet the demands of the ever increasing medical research being conducted at Southwestern Medical School, so that it has become necessary to now have an Animal Caretaker II to assist in the training of new caretakers and supervision of Animal Caretakers I, and to do some of the more difficult tasks. It is expected that those Animal Caretakers I who prove their dependability and are capable of accepting more responsibility after about three years will move on into the Animal Caretaker II classification and the salary range recommended here will provide the proper relationship between Animal Caretaker I and II, as the I is promoted to the II, and it will also enable us to keep these more valuable employees and lower our costly turn-over rate in this area.
8. Occasionally in our extensive research work we have need of the professional services of highly skilled and trained people who have attained their doctorate degree and are in a position to work with faculty members in their research. This classification would not be used very often, but is needed for these highly specialized professional people for special circumstances. This recommended classification for Scientific Research Specialist compares with the classification at the Main University of Research Engineer-Scientist Associate V (with the exception that the Main University job description does not require a doctorate degree) and we recommend the same salary range. In checking with the Veterans Administration Hospital in Dallas we found the salary range for similar positions to be \$10,250-\$15,855.

CHANGES:Item

- 9, 10, & 11. The secretarial area continues to be a critical area of competition in the Dallas area. The salaries for this type position are still rising, and it is extremely difficult to employ competent secretaries, especially with medical background. We are recommending a one step increase in the salary ranges for the three secretarial classifications, with a two step increase in the maximum for the Administrative Secretary. The U.S. Department of Labor Occupational Wage Survey for the Dallas area in November 1963 reported the average salary for positions comparable to our Secretary to be \$320 with a maximum of \$400 per month; for our Senior Secretary \$385 with a maximum of \$433 per month; and for our Administrative Secretary \$400 with a maximum of \$495. Of course, this survey is almost a year old now and the one for the current year will not be published until after November 1964 at which time it is expected that these averages and maximum will be even higher. The salary survey made by the Houston Area Hospital Personnel Association this year shows the median range to be \$325-455 for a Secretary, and for an Administrative Secretary \$375-525 with the mode, and 3rd quartile maximum of \$635. A salary survey made in Dallas by the Administrative Management Society this year shows an average salary of \$404 for the position comparable to our Senior Secretary with a maximum of \$447; and an average salary of \$451 for the position comparable to our Administrative Secretary with a maximum of \$513. The pay increase for federal employees means that all secretaries at the Veterans Administration Hospital are started at \$4480 per annum with a maximum over a period of years of \$6484. The salary ranges recommended here are comparable to those at M. D. Anderson and the Dental Branch in Houston where competition is comparable to that in the Dallas area.
12. We are recommending a two step increase in the salary range for Accountant I and a one step increase in the range for Accountant II. Salaries continue to rise for graduates with accounting degrees in the Dallas area. & The survey made by the College Placement Council in June 1964 of salaries offered to male, bachelor's-degree candidates shows the lowest salary offered by Public Accounting firms to accounting majors with no experience to be \$480, with the highest of \$598 with an average offer of \$539. 13. The salary survey made by the Houston Area Hospital Personnel Association this year shows the median salary range of Accountants to be \$455-655. The National Survey of Professional, Administrative, Technical, and Clerical Pay made by the U.S. Dept. of Labor in March 1963 showed the average salary for a beginning Accountant to be \$513 and for the more advanced to be from \$559-639. It is particularly difficult to find Accountants with any knowledge or experience in college or university accounting, so that it is most important to be able to keep the Accountants we have spent several years training and we believe that with the range recommended we will have more success.
14. The proposed adjustment in this classification is to maintain the proper relationship between the ranges for Accountant II and Assistant Auditor. A person experienced in college and university accounting is necessary in this position and although we have sought a suitable applicant for this position for more than a year, the position has remained unfilled due to the fact that no one with the experience and background needed is interested in the present salary range. The range recommended here is still less than the one at the Medical Branch in Galveston.

CHANGES: - continued

- 15. The salary ranges for Stores Clerk I and II are no longer adequate to either obtain or keep qualified people in these positions. Recently it was necessary to replace a Stores Clerk I and we were unable to find any-
& one who would even apply for the job at our beginning salary. The position remained unfilled for quite a while so that we finally had to increase the starting salary offer to employ someone. The Administrative
- 16. Management Society Survey made in 1964 shows an average salary of \$262 in the Dallas area for a Mail Clerk and mail clerk is only a part of the duties of our Stores Clerk I. Shipping and Receiving Clerks, which are comparable to our Stores Clerk II, were reported as having a salary range of \$280-400 with an average of \$370 in the Occupational Wage Survey published by the U.S. Dept. of Labor in the Dallas area in November 1963, and this same survey made in June 1964 in the Houston area reports a range of \$325-475 with an average of \$400. The salary ranges recommended here are in line with comparable positions in the State Plan, and with other branches of The University.
- 17. There has been no adjustment in the range for Storekeeper since the Legislative increase in 1959 and the position has not been filled since 1962, but with the opening of the Danciger Research Building, and the beginning of the construction of the Student Union Building we will now have to fill the position with a person capable of supervising the Stores Clerks I and II and over-seeing all of this area. The position carries heavy responsibilities and we need this salary range in order to employ a competent person who is willing to accept these responsibilities. The salary survey made by the Houston Area Hospital Personnel Association this year reported the mean salary range for a Storekeeper to be \$327-476 with a mid-range of \$355-545. This range is needed to maintain the proper relationship between the ranges of Stores Clerks I and II, and Storekeeper.
- 18. The range for this classification needs to be increased to enable us to compete for this type service in the Dallas area. We contacted the Dallas Institute-Gupton Jones College of Mortuary Science and they informed us that the beginning rate for a licensed Anatomical Embalmer in Dallas is from \$475-500 per month, and the average salary is about \$525 per month, with the top salary around \$600 per month, and this is what we will have to compete with when it becomes necessary to recruit for this position. The salary range at the Medical Branch in Galveston is comparable to our recommendation here, being \$382-482.
- 19. The competition in the Dallas area for scientists and research personnel continues to grow. We continue to lose our valuable, trained Research Technicians to either industry or other research organizations and are thru finding it very difficult to replace them even with inexperienced people with degrees. A B.S. degree in one of the sciences is required to qualify for our Research Technician II and III, and the College Placement
- 21. Council Survey of beginning salary offers to bachelor's-degree candidates by research organizations for graduates with a chemistry degree shows a range of \$477-669 with an average of \$573; the national average of salary offers made by all types of employers for a degree in chemistry in the beginning of the 1963-64 year was \$638 and in the third period of that year was \$696. The salary survey made by the Houston Area Hospital Personnel Association shows the mean salary range of a Research Technician to be \$432-632. The National Survey of Professional, Administrative, Technical, and Clerical Pay made by the U.S. Dept. of Labor in March 1963 shows the average salaries of chemist comparable to our Research Technicians II and III to be \$532 and \$691 respectively. The chemist in this survey comparable to our Research Associate (which requires a Master's

CHANGES: - continued

19. Degree) has an average salary of \$854. The salary ranges recommended here for these three classifications thru are still in line with comparable positions in the State Plan, and unless we keep our salary ranges comparable and competitive we cannot hope to keep our research personnel nor to employ new personnel which we are contd. constantly needing as we receive more federal grants, and will need with the opening of the Danciger Bldg.

22. With the anticipated growth of the Medical School within the next few years it will be imperative that we have a competent engineer in this position. We have had considerable difficulty in filling this position since it was established last year as people who have the qualities needed for the Assistant Director of Physical Plant have not been interested in the salary range. In the National Survey of Professional, Administrative, Technical, and Clerical Pay published by the U.S. Dept. of Labor in March 1963 the average monthly salary for Engineers III and IV was \$744 and \$894. The descriptions of these two classes of Engineers compares fairly well with our Assistant Director of Physical Plant, however, ours is a more responsible position and has the responsibility for planning and assigning the technical engineering work. The salary recommended here is comparable to the range at the Medical Branch in Galveston.

23. The range adjustment recommended for this class is needed in order to compete in the Dallas area for men who have the mechanical abilities to operate the highly complex machinery in the boiler room. This operation will continue to grow in both size and complexity with the growth of the Medical School. The Industry Wage Survey of Hospitals in Mid-1963 by the U.S. Dept. of Labor reports that in the Dallas area the average salary for a Stationary Engineer (the description of which is comparable to our Utilities Station Operator) was \$2.32 an hour which is approximately \$410 per month. This same survey shows that the beginning salary for this classification was \$2.73 per hour (approximately \$470 per month) at the Veterans Administration Hospital in Dallas, with an increase with satisfactory service after 26 weeks to \$2.87 per hour (approximately \$485 per month) with a maximum of \$3.01 per hour (approximately \$520 per month). The survey made by the Houston Area Hospital Personnel Association this year shows a mean salary range for a Steam Fireman to be \$405-490. The Occupational Wage Survey made by the U.S. Dept. of Labor in the Dallas area in November 1963 reported a salary range for this classification of \$350-592 with an average of \$439. The range recommended here is comparable to that at the Main University and at the Medical Branch in Galveston.

24. The proposed adjustment in this classification is to maintain the proper relationship between the range for the Utilities Station Operator and the Mechanical Foreman. The Mechanical Foreman supervises the Utilities Station Operators and must possess a great deal of skill and knowledge of all types of air-conditioning and refrigeration equipment; and of high pressure steam heating and power generating plants. Men with these skills are extremely hard to find and when found are not interested in our present salary range. The range recommended here is the same as at the Main University and at M. D. Anderson Hospital in Houston.

CHANGES: - Continued

With the planned growth of the physical plant of the Medical School it is anticipated that our personnel needs in all the crafts will increase and in order to meet these needs it will be necessary to have a salary range which will be competitive in the Dallas area in order to employ people with the skills needed in the various crafts and to keep the employees we now have. It is very difficult to employ this class of people due to the great amount of construction being done in the Dallas area. We are, therefore, recommending increases in the salary ranges for most of the crafts and of the foreman of these crafts:

25. The survey made for 7 major building trades by the U.S. Dept. of Labor in July 1964 reported a basic scale for carpenters in Dallas of \$3.92 per hour (approximately \$680 per month). In checking with the Unions in Dallas they report the union scale for a Cabinetmaker is \$3.85 an hour - 66% of this rate is \$2.54 and this is equivalent to a monthly rate of \$439 which is the mid-point of the range recommended here. The Occupational Wage Survey published by the U.S. Dept. of Labor in November 1963 reports a salary range for this class to be \$350-592 with an average of \$439 in the Dallas area.
26. The union scale for a Carpenter Foreman in Dallas is \$4.60 per hour - 66% of this rate is \$3.04 an hour and this is equivalent to a monthly rate of approximately \$525 which is the mid-point of the range recommended here. This recommended range is needed also to maintain the proper relationship between Cabinetmakers and the Carpenter Foreman.
27. The union scale for an Electrician in Dallas is \$4.18 an hour - 66% of this rate is \$2.76 an hour and this is equivalent to a monthly rate of approximately \$475 which is the mid-point of the range recommended. The Occupational Wage Survey published by the U.S. Dept. of Labor in November 1963 for the Dallas area reported a salary range for electricians to be \$439-592 with an average of \$514.
28. The union scale for an Electrical Foreman in Dallas is \$4.93 an hour - 66% of this rate is \$3.25 an hour and this is equivalent to a monthly rate of \$565 which is approximately the mid-point of the range recommended here. This recommended range is needed also to maintain the proper relationship between Electricians and Electrical Foreman.
29. The survey made for the 7 major building trades by the U.S. Dept. of Labor in July 1964 reported the minimum wage for painters in Dallas to be \$3.66 an hour, however, the reported current union scale for painters in Dallas is \$4.09. Using the lower rate of \$3.66 an hour - 66% of this is \$2.41 an hour and this is equivalent to a monthly rate of \$419 which is approximately the mid-point of the recommended range. The Occupational Wage Survey published by the U.S. Dept. of Labor in November 1963 for the Dallas area reported a salary range for painters to be \$400-482 with an average of \$450.
30. The union scale of a Painter Foreman in Dallas is \$4.84 per hour - 66% of this rate is \$3.19 per hour and the monthly equivalent of this is \$550 and this is almost the maximum of our recommended range. This recommended range is also needed to maintain the proper relationship between Painters and Painter Foreman.

Item

31. The union scale for plumbers in Dallas is \$4.25 per hour - 66% of this rate is \$2.80 an hour and the monthly equivalent of this is \$482 which is the 5th step in the recommended range.
32. The union scale for Plumber Foreman in Dallas is \$5.00 per hour - 66% of this rate is \$3.30 an hour and this is equivalent to a monthly rate of approximately \$570 which is above the 5th step of the recommended range. This recommended range will provide the proper relationship between plumbers and the Plumber Foreman.
33. The union scale for laborers in Dallas is \$2.25 per hour - 66% of this rate is \$1.81 an hour with a monthly equivalent of approximately \$315. The Occupational Wage Survey published by the U.S. Department of Labor in November 1963 for the Dallas area reported a salary range for laborers to be \$210-540 with an average of \$320 per month, and it has become impossible to employ this type personnel at our current beginning salary.

All the above recommended salary ranges are comparable to the ranges for these crafts at all the component institutions of the University as well as at the Main University.

34. Since this classification requires that the incumbents do semi-skilled work, it is necessary to employ people with the ability to learn to make minor plumbing, electrical and mechanical repairs, if they do not already have these skills, and it has become impossible to interest people of this caliber in our salary range. The recommended salary range is the same as that at the Main University and the Dental Branch in Houston.
35. There has been no increase in this salary range since 1958 while the cost of living has been steadily rising and the current salary range is no longer usable in recruiting men to fill these jobs. The Veterans Administration Hospital in Dallas has a beginning salary for porters of \$1.38 an hour or an approximate monthly equivalent of \$240. The Occupational Wage Survey made by the U.S. Dept. of Labor in November 1963 shows an average salary of \$250 for custodial workers in the Dallas area. The survey made by the Houston Area Hospital Personnel Association this year reported the mean salary range for Janitors to be \$206-260.
36. The salary range recommended here for the Custodial Worker II is needed to maintain the proper relationship between the Custodial Worker I and II since the Custodial Worker II is a "lead man" for a group of Custodial Workers I.
37. With the opening and occupation of the Danciger Research Building a much larger crew of Custodial Workers will be required and the responsibilities of the Custodial Foreman will be greatly increased, so it is important that we keep an experienced man in this position and one with the ability to supervise the men in such a way that their work is of the best quality and quantity. This recommended salary range will provide the proper relationship between the Custodial Foreman and the Custodial Workers I and II.

CHANGES: - continued

Item

38. We continue to have recruiting problems for this classification. Our turn-over in our Traffic & Security Officers is very large and costly since our salary range is not high enough to either interest new recruits or hold our older employees. With the recommended range we feel we can interest men who are reliable, dependable, trustworthy, alert and with at least average intelligence, qualities which are imperative for this position. The Occupational Wage Survey published by the U.S. Dept. of Labor in November 1963 reported an average salary of \$285 with a maximum of \$450 for Guards and Watchmen. The salary range recommended here is the same as that at the Medical Branch in Galveston and a step below that at the Main University in Austin.

**Academic and Developmental Affairs
Committee**

ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE

Date: Friday, December 11, 1964

Time: 9:30 a.m.

Place: Room 209 (Regents' Room)

Members:

Vice-Chairman McNeese, Chairman
 Regent Connally
 Regent (Mrs.) Johnson
 Regent Redditt
 Chairman Heath, Ex Officio Member

Page No.

Items for Action (Routine)

1. Docket (Attachment No. 2) 1

Items for Action (Non-Routine)

2. Rules and Regulations, Part One, Amendment 4
 (Naming of Buildings)
3. Rules and Regulations, Part Two, Amendment 5
 (Quantity of Work Rule for Students)
4. Trustees, Southwest Texas Area Educational 7
 TV Council
5. Campus Services, Inc. 8
- a. Annual Report
- b. 1964-65 Budget of Retained Earnings
6. Required Health and Physical Education for 11
 Men and Women, Main University

b.w. for Council Rec: Test Score Requirements
Discussion Item -- No Action Requested or Recommended

7. Policy re Enrollment Limitations 13

SUBJECT: Docket (Attachment No. 2)

RECOMMENDATION
(Suggested Minute Order by Secretary)

It is recommended

That the Docket of Chancellor Ransom (Attachment No. 2) be approved in the form as distributed and be attached to and made a part of the Minutes. This docket is included in the last section of this volume. (An Outline of the Docket follows.)

	<u>Page No.</u>
1. Central Administration Docket	
a. Nominations for Membership in the Graduate Faculty (Includes PAUL WEISS)	C-1
b. Gifts and Grants (UNRESTRICTED \$2,400 and \$2,100 for Faculty Improvement - South Texas Medical School)	C-2
2. Main University Docket	
a. Research Contracts (31) TOTALING approximately \$2,614,813. Thirteen are new and eighteen are modifications. The new contracts are with: Air Force - 2 Army - 1 Navy - 1 NASA - 2 ITEM 14 - MCDONALD U.S. Public Health Service - 3 National Science Foundation - 4	M-1
b. Academic Contracts (10) Federal Government Contracts - 7 Interagency Contracts - 3	M-5
c. Use of Textbooks Written by Faculty (59) with no ROYALTY to 20%	M-6
d. Outside Employment (17) ITEM 8	M-9
e. Faculty LEGISLATION (1)	M-11
f. Travel with Expenses Paid from Non-Travel Accounts (3)	M-11
g. Establishment of Agency Accounts	M-11
h. Reappropriation of 1963-64 General Budget and Special Research and Academic Excellence Program Balances to 1964-65 Appropriate Accounts. Pages M-12 through M-18 should have been in the Budget Docket.	M-12

Page No.

- i. Gifts and Grants (Cash) TOTALING M-19
Approximately \$741,961.41. (This
includes Endowments of \$9,296.25)
Non-Cash Gifts appraised at \$61,225
3. Texas Western College Docket
- a. One Leave of Absence for 1965-66 W-1
- b. BUSINESS Contract Item (1) W-1
- c. Use of Textbooks Written by Faculty W-1
Members with no profit to 79¢ profit
to the author
- d. Purchases from Faculty Members W-2
- e. Gifts and Grants (29) totaling approximately W-2
\$12,916.73. \$3,222.76 is for the EXCELLENCE
Fund. Most of these gifts and grants I judge
are handed to the administrative officials
since only in rare instances do we have official
documentation in which the donor stipulates the
restrictions or the terms of the gifts.
- f. Government Contracts and Grants (5) W-4
Totaling Approximately \$2,561.70
4. Medical Branch Docket
- a. Government Contracts and Grants (7) G-1
Totaling Approximately \$67,137
- b. BUSINESS Contracts and Agreements G-2
Two Interagency Contracts
- c. Gifts and Grants (15) totaling approximately G-2
\$1,030,119.72.
ITEM 9 MOODY FOUNDATION
\$1,000,000.00. (This represents
the money originally reported at
the April 25, 1964, meeting of
the Board of Regents.)
5. Dental Branch Docket
- Gift (1) from Dental Branch Alumni D-1
Association amounting to \$1,650
6. M. D. Anderson Hospital and Tumor Institute Docket
- a. Government Contracts and Grants (4) A-1
Totaling Approximately \$43,531.00
- b. Gifts (9) Totaling Approximately \$3,320.31 A-1

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7. Southwestern Medical School
- a. Clinical Faculty (Appointments and Reappointments, and Resignation) S-1
 - b. Fellows (Appointments and Change of Status) S-1
 - c. Gifts (15) Totaling Approximately \$26,194.50 S-2
 - d. Government Contracts and Grants (13) S-3
One Interagency Contract - \$4,000
Twelve Federal Contracts totaling
approximately \$289,282.00
 - e. Non-Government Contracts and Agreements S-6
(6) Totaling Approximately \$225,355.00
 - f. Health Professions Student Loan Program S-7
 - g. HOSPITALIZATION Insurance S-7

ITEM NO. 2A & D Com.SUBJECT: Rules and Regulations, Part One, Amendment (Naming of Buildings)RECOMMENDATION
(Suggested Minute Order by Secretary)

It is recommended

That final approval be given to the amendment to the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part One, Chapter VII, Section 4 whereby in Line 5 "at least 10 years" is deleted and "at least 5 years" is substituted in lieu thereof so that Section 4 will read as follows:

Sec. 4. Naming of Buildings and Research Units (Including Laboratories and Clinics). -- Buildings and research units (including laboratories and clinics) of the University shall not be named in honor of a person because of distinguished service to the University, to Texas, or to the United States, until the bearer shall have been dead at least five years and a nomination accompanied by reasons shall have been obtained from the institutional faculty by the Board; provided that the foregoing shall not necessarily apply when naming buildings and research units (including laboratories and clinics) donated to the University by individuals.

BACKGROUND INFORMATION

At the October meeting of the Board of Regents, the amendment set out above was recommended by the Buildings and Grounds Committee and was adopted on first reading.

ITEM NO. 3A & D Com.

SUBJECT: Rules and Regulations, Part Two, Amendment (Quantity of Work Rule for Students)

RECOMMENDATION
(Suggested Minute Order by Secretary)

Upon recommendation of Vice-Chancellor Hackerman and Chancellor Ransom, it is recommended

That the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part Two, Chapter V, Subsection 2.53 be deleted and that the following be substituted in lieu thereof:

- 2.53 The Quantity of Work rule provides that the student's combined employment and semester-hour load may not exceed forty hours per week. A student-employee may register for a thesis or dissertation course in addition to the course load authorized herein provided that his thesis or dissertation course does not require any absence from his place of employment.

Interpretation of Present Rule: A student taking 15 hours is allowed to work 15 hours per week, that is, 60 minus 3 times 15.

Interpretation of Proposed Rule: A student taking 15 hours would be allowed to work 25 hours per week, that is, 40 minus 15.

PROPOSAL
(As Submitted by Administration)

The Deans' Council at the Main University has recommended, and the Director of the University Personnel Office concurs in the recommendation, that Subsection 2.53, Chapter V, Part Two, of the Regents' Rules and Regulations, relating to the quantity of work permitted student employees be amended as follows:

<u>Present</u>	<u>Proposed</u>
<p>2.53 The Quantity of Work rule provides that the combined study and work load of an employed student may not exceed sixty hours per week. In arriving at the total combined work load, each class hour of course work carried is valued at three clock hours.</p>	<p>2.53 The Quantity of Work rule provides that the student's combined employment and semester-hour load may not exceed forty hours per week. A student-employee may register for a thesis or dissertation course in addition to the course load authorized herein provided that his thesis or dissertation course does not require any absence from his place of employment.</p>

The Administration feels that the proposed revision will make the rule more equitable and easier to administer. The proposed change provides for a combination work load of forty hours per week for University employment and semester hours of course work. The present "sixty-hour rule" is computed by taking the number of semester hours registered for, multiplied by three and subtracted from sixty to give the maximum possible hours of employment. The proposed change also provides for the registration for a thesis or dissertation course in addition to the course load if such thesis or dissertation course does not require absence from place of employment.

Vice Chancellor Hackerman and Chancellor Ransom recommend approval by the Board of Regents.

ITEM NO. 4A & D Com.SUBJECT: Trustees, Southwest Texas Area Educational Television CouncilRECOMMENDATION
(Suggested Minute Order by Secretary)

It is recommended

That Regent Walter P. Brenan, Doctor Irby Carruth, Superintendent of the Austin Public School District, and Vice-Chancellor Norman Hackerman be reappointed as Trustees of the Southwest Texas Area Educational Television Council for three-year terms expiring in January 1968. (As a matter of record, the appointees for the Regents on this Board of Trustees as of December 11, 1964, are:

	<u>Term Expires</u>	<u>If Approved</u>
Regent Walter P. Brenan	January 1965	January 1968
Superintendent Irby Carruth, Austin Independent School District	January 1965	January 1968
President Emeritus J. G. Flowers, Southwest Texas State College	January 1966	
Mrs. St. John Garwood	January 1967	
*Vice-Chancellor Norman Hackerman	January 1965	January 1968
Doctor Lester Harrell, Texas Commission on Higher Education	January 1967	
Vice-Chancellor L. D. Haskew	January 1967	
Mr. E. W. Jackson	January 1966)	

PROPOSAL
(As Submitted by Administration)

The terms of two Regental appointees to the Board of Trustees of the Southwest Texas Educational Television Council expire January, 1965. They are: Regent Walter P. Brenan and Dr. Irby Carruth, Superintendent of the Austin Public Schools. It is recommended that both incumbents be appointed to succeed themselves for new terms of three years, expiring January 1968.

* Because of an oversight, Doctor Hackerman's name was omitted in the proposal but the Secretary was advised later of the recommendation.

ITEM NO. 5A & D Com.

SUBJECT: Campus Services, Inc.: Report of 1963-64 Retained Earnings; Proposed 1964-65 Budget

RECOMMENDATION
(Suggested Minute Order by Secretary)

It is recommended

That the Regents receive the Report of Retained Earnings for Benefit of The University of Texas (four-year accumulation) of Campus Services, Inc., and that the proposed Budget (as set out in Chancellor Ransom's proposal) for 1964-65 be approved for submission to the Campus Services, Inc., for expenditures of their earnings held for the Main University. A copy of the Report of the Retained Earnings is in the Secretary's Files, Volume XII, Page .

Also following this item is a copy of the Audit Report of Campus Services, Inc., together with the Comparative Statement of Income and Retained Earnings.

PROPOSAL
(As Submitted by Administration)

The Administration submits a 4-year summary report of Retained Earnings of Campus Services, Inc. for Main University as prepared from the audit reports on Page 9.

As at August 31, 1964, Campus Services, Inc. has Retained Earnings for the credit of the Main University in the amount of \$29,918.20. The 1964-65 proposed budget for Retained Earnings of Campus Services, Inc. is submitted for approval on Page 10.

CAMPUS SERVICES, INC.
THE UNIVERSITY OF TEXAS - AUSTIN, TEXAS
(From the Audit Reports)

	YEAR ENDED AUGUST 31				TOTAL
	1961	1962	1963	1964	
Gross Receipts	\$ 75,180.91	\$ 73,611.76	\$ 81,156.09	\$ 87,339.72	\$ 317,288.48
Expenses	<u>15,676.52</u>	<u>17,850.42</u>	<u>18,538.14</u>	<u>18,247.67</u>	<u>70,312.75</u>
Net Before University's Share	59,504.39	55,761.34	62,617.95	69,092.05	246,975.73
University's Share of Net Income	<u>37,470.62</u>	<u>36,449.31</u>	<u>37,897.41</u>	<u>39,123.11</u>	<u>150,940.45</u>
Net Income from Operations	22,033.77	19,312.03	24,720.54	29,968.94	96,035.28
Federal Income Tax	<u>6,267.76</u>	<u>5,493.01</u>	<u>7,045.35</u>	<u>8,126.78</u>	<u>26,932.90</u>
Income for the Benefit of UT	15,766.01	13,819.02	17,675.19	21,842.16	69,102.38
Income Used for Benefit of UT	<u>4,348.39</u>	<u>9,876.43</u>	<u>11,004.03</u>	<u>13,955.33</u>	<u>39,184.18</u>
Retained Earnings for Benefit of UT	<u>\$ 11,417.62</u>	<u>\$ 3,942.59</u>	<u>\$ 6,671.16</u>	<u>\$ 7,886.83</u>	<u>\$ 29,918.20</u>
Retained Earnings for Benefit of UT 8-31-64 (4 year Accumulation)					<u>\$ 29,918.20</u>

Prepared in the Office of the Chancellor
November 12, 1964

PROPOSED BUDGET
For
RETAINED EARNINGS OF CAMPUS SERVICES, INC.
September 1, 1964 - August 31, 1965

Operation Brainpower	4,000.00		
Publication of EYES ON TEXAS	3,000.00		
Alumni Continuing Education	<u>3,000.00</u>	10,000.00	
Committee of Governing Boards		2,000.00	
Contribution to Cost of Feeding Bevo		300.00	
Support of Law Day		500.00	
Publication Costs of Monthly Program Guide (KUT-FM)		300.00	
Contribution to Costs of Putting the New York Philharmonic Concerts On KUT-FM		500.00	
Student President Travel Expenses To Washington, D. C. For White House Conference		188.40	
AIESEC-Texas to Finance Its Student Exchange Program--To Send Representatives To The Organization's National Convention In Chicago		<u>250.00</u>	
SUB-TOTAL			\$ 14,038.40
Unallocated Appropriation--(to be reported to Board as allocations are approved or requested)			<u>15,879.80</u>
			<u>\$ 29,918.20</u>

Prepared in the Office of the Chancellor
November 12, 1964

The Annual Audit of Campus Services, Inc. as prepared by outside auditors is filed with the other annual audits; however, a copy for each Regent is bound in this material.

BAT

ITEM NO. 6A & D Com.

SUBJECT: Required Health and Physical Education for Men and Women, Main University

RECOMMENDATION
(Suggested Minute Order by Secretary)

Upon the recommendation of Vice-Chancellor Hackerman and Chancellor Ransom, it is recommended

That the following recommendations as suggested by the Committee on Educational Policy and approved by the Faculty Council be approved:

1. That the required health and physical education programs be continued for both men and women, but modified in accordance with the following other recommendations. That the duration of this requirement be continued at four semesters.
2. That the following statement be approved as the basis for the administration and operation of the required health and physical education program:

This University has a responsibility for the development of the individual both physically and mentally, since the effective use of knowledge depends upon physical fitness now and during later life.

The general purpose of required health and physical education is to develop and maintain basic physical skills that can be applied both now and in later life, including programs of adapted activities as needed, and to foster the development of a positive attitude toward measures designed to maintain good health and physical fitness.

The specific objectives of the required health and physical education program are:

- (1) To develop physical capacities essential to the needs of daily life through individual and group activities.
- (2) To develop an appreciation for physical activity as a foundation for a healthy life.
- (3) To develop an understanding of the importance of rest, nutrition, and hygiene in the maintenance of health and fitness.
- (4) To develop sufficient skill and knowledge in at least two activities in which the individual may participate throughout life in order to maintain physical fitness.
- (5) To provide each student an opportunity to participate in an activity suitable to his interest and level of proficiency through a screening process.
- (6) To seek individual improvement in contrast to a specific degree of proficiency, avoiding over-development and over-specialization through a limit on the total time permitted for a single activity.
- (7) To provide specific remedial activities for individuals having impairment needing special attention, and as determined through a screening program.

3. That the student be awarded an academic grade based on the degree of improvement achieved in the required health and physical education program, but that participation in the required health and physical education program remain a residence requirement rather than a degree requirement.
4. That no student shall be excused from required health and physical education except for health reasons, participation in ROTC, or exceptional hardship. Any exemption shall be based solely on its own merits, as approved by the student's dean.
5. That a standing committee of The University, composed of staff members representing the men's and women's programs for required health and physical education, the Department of Physical and Health Education, and the Student Health Center, be established to improve coordination and to provide a more integrated approach to common problems.

- - - -

NOTE: The foregoing five recommendations were clipped and Xeroxed from the minutes of the Faculty Council of Main University. Though I (the Secretary) do not mail to you minutes of the meetings of this Council, it is my understanding that these are mailed directly by the Secretary of the Faculty. It might be well if these were distributed through this Office, and then in cases like this there would not be any unnecessary duplication.

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PROPOSAL
(As Submitted by Administration)

The Faculty Council at its meeting on October 19, 1964, approved the ammended report of the Committee on Educational Policy regarding required health and physical education for men and women. This action is recorded in the Documents And Proceedings Of The Faculty Council, pages 3399 to 3406 inclusive on the following Pages 3399-3406 .

Chancellor Ransom and Vice-Chancellor Hackerman recommend approval and the information is submitted to the Board for consideration.

DOCUMENTS AND PROCEEDINGS OF THE FACULTY COUNCIL

THE AMENDED REPORT OF THE COMMITTEE ON EDUCATIONAL POLICY REGARDING
REQUIRED HEALTH AND PHYSICAL EDUCATION FOR MEN AND WOMEN

Mr. William G. Wolfe, Chairman of the Committee on Educational Policy regarding Required Health and Physical Education for Men and Women, has filed with the Secretary of the Faculty Council the recommendations published below. The recommendations were approved by the Committee October 10, 1964. The Secretary has classified these recommendations to be minor legislation.

Notice is hereby given that this legislation will be presented to the Faculty Council for consideration at its meeting of October 19, 1964.

Eugene W. Nelson
Eugene W. Nelson, Secretary
The Faculty Council

REPORT AND RECOMMENDATIONS OF THE COMMITTEE ON EDUCATIONAL POLICYAMENDED1. INTRODUCTION.

The Vice-Chancellor for Academic Affairs, on October 24, 1963, asked this committee to examine and reassess the present requirement for required physical training for men and women, and to make suitable recommendations to the Faculty Council (Appendix "A").

A similar examination of this requirement had been made by a special committee established by the Faculty Council on November 19, 1951. The report of that committee may be found in Pages 1650-1659, Documents and Proceedings of the Faculty Council. The present requirement is based upon the report of that committee.

A rider to the legislative appropriation bill for 1963-65 prohibiting the use of state-appropriated funds for any kind of compulsory physical training except mass calisthenics precipitated a study by the Budget and Personnel Policy Committee, which is not a committee of the Faculty Council. Although the rider was declared invalid by the Attorney General, it was deemed advisable to take a new look at this program. The report of the Budget and Personnel Policy Committee as submitted to the Chancellor is attached (Appendix "B").

The present committee reviewed the two reports cited above and current information on the required health and physical education programs as contained in University publications. The committee decided to direct its studies toward developing specific recommendations on the following issues:

- a. Possible changes in the requirement that men and women students pursue a program of health and physical education, including the duration of such a requirement.
- b. Specific objectives for a required health and physical education program to establish its relationship within the total university program.
- c. Whether academic credit should be given for required health and physical education.
- d. The policy that should be established for excusing students from required health and physical education.
- e. The administration of a required health and physical education program.

The committee held 18 meetings, interviewed 41 individuals directly involved in the administration and operation of the required health and physical education programs, other faculty members, University officials, and others with known interest. Individual members of the committee took samplings of faculty opinion. Every effort was made to obtain a complete coverage of the subject, or to listen to anyone who had ideas to contribute to the study or who was critical of the program. Formal statements submitted to the committee are attached (Appendix "C").

The initial report was referred back to the committee by action of the Faculty Council (General Faculty Minutes 3408) to clarify the language used in certain recommendations so that no more could be read into the recommendations than the committee intended, and to make it clear that the committee was not recommending the legislation of course content. This amendment incorporates the amendments to the original report as moved by Dean Burdine and Dean White, and approved by the Faculty Council (Pages 3359 and 3361, Documents and Proceedings of the Faculty Council).

2. RECOMMENDATIONS AND DISCUSSION.

Based upon its study and evaluation of the information obtained by this committee, the following recommendations are submitted to the Faculty Council for approval.

a. REQUIRED HEALTH AND PHYSICAL EDUCATION FOR MEN AND WOMEN.

Recommendation:

That the required health and physical education programs be continued for both men and women, but modified in accordance with the following other recommendations. That the duration of this requirement be continued at four semesters.

The late Erich W. Zimmermann, Professor of Resources and of Economics, this University, used to say in his lectures that the number one resource of a society was a healthy and literate population because only the healthy and literate person had the reserve of energy to achieve technical progress and the capacity to use it effectively.

The President of The United States, as part of his fitness program, has recommended that schools strive to provide a comprehensive program of health and physical education for all students.

Dr. Paul Dudley White, the eminent cardiologist, stated that "in order to establish good habits which are protective through life we must train the young, no older than their teens and also vigorously through their twenties, to establish a program of positive health measures. It is during the period of the middle twenties that the good habits of the youth fitness are so often abandoned and the bad habits of physical indolence and overnutrition of adult life become established. We must not only teach our youth to keep themselves fit physically; we must also strongly point out to them the need to maintain their physical fitness, which includes cardiovascular fitness, throughout their lives."

Dr. William Menninger, a national figure in the field of mental health, holds the view that moderate exercise helps to give relief from tension. The American Medical Association encourages and supports effective instruction in physical education for all students in schools and colleges.

A 1960-61 national survey of the physical education program in colleges of all sizes was reported by Joseph B. Oxedine in the Journal of Health, Physical Education, and Recreation, September 1961. This survey showed 84 per cent required physical education and, of this group, 68 per cent required a minimum of four semesters.

The Department of Required Health and Physical Education for Women, this University, made a study in 1963 of the catalogues of 68 state universities, excluding this University. Of those studied, 95 per cent required health and physical education and 71 per cent required 4 or more semesters.

While public school programs in physical education provide opportunities for the student to achieve some competence in a physical activity with a carryover value, many individuals enter college well below an acceptable level of physical fitness and practically all need some activity to maintain this fitness and to become reasonably proficient in some activity that can be applied throughout life. For most students, four semesters are needed to accomplish the desired results. In the age of automation and because of our sedentary way of life, it becomes increasingly important that skills in activities be developed that have great carryover value.

This committee is convinced that this University has a responsibility for the development of the individual, intellectual and physical; that the required health and physical education program is a means to that end; and, that four semesters are needed to achieve the desired results.

The committee recognizes that required health and physical education is viewed with little enthusiasm by many students and that they will exert considerable effort to evade participation. If this University has a responsibility for the physical fitness of its students, then there is an obligation to see to it that the student is provided an opportunity to improve himself. Human nature being what it is, participation on a voluntary basis would be least likely to attract those students who could get the most benefit from the program. The situation here is not unlike other courses required for a student's program.

It is also recognized that many students, after graduation, will lead sedentary lives and not put to use the knowledge acquired in the required health and physical education program. But this is true of other subjects required in students' programs. The more important aspect is that a fitness program will achieve improvement in the student's state of well being while he is in residence and this will facilitate his learning as well as provide a higher level of fitness upon graduation.

Based upon the information available to this committee, it is our belief that some resistance to this program can be overcome by developing and maintaining a quality program. Student attitude can be improved by assigning students to sections on the basis of their general skill levels through a screening process during or immediately after registration, so that the student will be on a par with other students in the same section. To delay this action until the student displays a marked lack of skill resulting in his demotion to a less demanding level does not evoke an enthusiastic attitude. This implies providing several levels of proficiency in fewer activities in contrast to many activities at a single level.

Closer supervision by the instructor, particularly in the early days of the semester, to get each student off to a good start will also help the attitude of the student. It is important that he understand clearly the objectives of the required health and physical education program and that the instructor give the impression that he knows how to achieve those objectives. If the instructor is interested and enthusiastic, some will rub off on the student.

No one heard by the committee specifically challenged the responsibility of this University to do something for its students to help them maintain their physical fitness both now and in later life. There was adverse comment, and the criticism of the required health and physical education program for men may be summed up as follows:

- (1) Lack of clearcut objectives for the program understandable to the general faculty, the students and, to some extent, to the instructors working in the program.
- (2) Lack of a systematic placement (screening) of students in activities appropriate to their needs, interests and levels of skill.
- (3) Permitting a student to select the same activity for all four semesters of the requirement.
- (4) Ease of securing an exemption from the requirement and lack of consistency or uniformity in the policies used in granting exemptions.
- (5) There was also noted a lack of coordination and communication between the required programs for men and women, the Department of Physical and Health Education, and the Student Health Center.

This committee is convinced that much of the criticism is based on incomplete or out of date information as to what is being done in these programs. The critics have not seen for themselves. Nevertheless, there is a need to improve certain features and the following recommendations are designed to accomplish that purpose.

b. THE OBJECTIVES OF A REQUIRED HEALTH AND PHYSICAL EDUCATION PROGRAM.

Recommendation:

That the following statement be approved as the basis for the administration and operation of the required health and physical education program:

This University has a responsibility for the development of the individual both physically and mentally, since the effective use of knowledge depends upon physical fitness now and during later life.

The general purpose of required health and physical education is to develop and maintain basic physical skills that can be applied both now and in later life, including programs of adapted activities as needed, and to foster the development of a positive attitude toward measures designed to maintain good health and physical fitness.

The specific objectives of the required health and physical education program are:

(1) To develop physical capacities essential to the needs of daily life through individual and group activities.

(2) To develop an appreciation for physical activity as a foundation for a healthy life.

(3) To develop an understanding of the importance of rest, nutrition, and hygiene in the maintenance of health and fitness.

(4) To develop sufficient skill and knowledge in at least two activities in which the individual may participate throughout life in order to maintain physical fitness.

(5) To provide each student an opportunity to participate in an activity suitable to his interest and level of proficiency through a screening process.

(6) To seek individual improvement in contrast to a specific degree of proficiency, avoiding over-development and over-specialization through a limit on the total time permitted for a single activity.

(7) To provide specific remedial activities for individuals having impairment needing special attention, and as determined through a screening program.

Discussion:

At present, the objectives for the women's program are well stated in broad terms, but the objectives for the men's program are not clearly spelled out. The committee believes that a specific statement of objectives is needed to be certain that required health and physical education is fitted into the total University program and that it is the responsibility of the Faculty Council to provide policy guidance to those charged with administering and operating the programs. The above statement represents a synthesis of the many ideas presented to the committee. It is designed to make clear that this program is an essential part of the total University program. It conforms to the philosophy now taught in the Department of Physical and Health Education and represents the most up-to-date thinking on the subject.

c. ACADEMIC CREDIT FOR REQUIRED HEALTH AND PHYSICAL EDUCATION.

Recommendation:

That the student be awarded an academic grade based on the degree of improvement achieved in the required health and physical education program, but that participation in the required health and physical education program remain a residence requirement rather than a degree requirement.

Discussion:

As stated in Par. 3, b, below, a grade indicating the degree of improvement will be a stimulus to the student and provide a measure of the effectiveness of the program. The committee was informed that some of the instructors have graded students on their improvement on an informal basis. Also, some instructors have sampled student opinion on this subject and found that the majority of students in their sample favored a grading system which indicated how well they performed in the program.

While there are objections to increasing the degree requirement by four semester hours to include required health and physical education, the committee could find no adverse effects that might result from a more specific grading system. It is not intended that grades for required health and physical education be included in the computation of grade point averages.

d. POLICY FOR EXCUSING STUDENTS FROM REQUIRED HEALTH AND PHYSICAL EDUCATION.

Recommendation:

That no student shall be excused from required health and physical education except for health reasons, participation in ROTC, or exceptional hardship. Any exemption shall be based solely on its own merits, as approved by the student's dean.

Discussion:

At the present time, there are seven broad categories of exemptions from required health and physical education. This approach is not consistent with the objectives as stated above, nor does the physical activity involved have an equivalent value in physical fitness. The committee believes that a well designed and operated program can benefit any student able to attend classes, through either regular or adaptive activities. Under present conditions there is no uniformity or consistency in the determination of exemptions.

The committee recognizes the need to honor health grades provided by the student's personal physician, or by the Student Health Center, but holds the view that many students now excused could benefit from the programs. Better communication is needed with the student's physician to assure that the student is helped by the program. In this connection, see Par. 2, e., below.

Present exemptions include Veterans, students over 23 years of age, married women who keep house, R.O.T.C., and hardship cases, in addition to health reasons. Such broad and categorial exemptions are not considered sound in light of the proposed objectives for the program. On the other hand, the committee recognizes that there may be cases where enforced participation may work an undue hardship on a student. Such cases should be judged separately on their merits. Also, it is the view of the committee that students be screened and directed to activities that will enhance their physical skills. This implies that students may be excused from further participation if a satisfactory level of achievement or improvement is achieved.

Some students may need more than four semesters of work in health and physical education to acquire sufficient skill and knowledge to carry them through in later life. The committee believes that a sound program based upon the above objectives and required for four semesters will encourage such students to participate on a voluntary basis for added improvement.

The Faculty Council, after considerable deliberation, approved the present exemption for R.O.T.C. students June 20, 1955 (Documents and Minutes of the General Faculty, Pages 6564 to 6566, 6586 to 6588 and 6590-91). This exemption was approved primarily to reduce the work load of students in the R.O.T.C. program and to encourage participation in that program. The approved policy is quoted for information:

A student registered for ROTC, NROTC or AFROTC will be exempted from registration for Required Physical Education; and upon completing the semester with a passing grade in the ROTC course will be absolved from the Required Physical Education for that semester.

This policy remains unchanged by these recommendations.

e. THE ADMINISTRATION OF THE REQUIRED HEALTH AND PHYSICAL EDUCATION PROGRAMS.

Recommendation:

That a standing committee of The University, composed of staff members representing the men's and women's programs for required health and physical education, the Department of Physical and Health Education, and the Student Health Center, be established to improve coordination and to provide a more integrated approach to common problems.

Discussion:

This committee learned in the course of its studies that there is little communication or coordination between the various agencies concerned with health and physical education, and no integrated University approach to problems in this area. While the more specific objectives recommended above are designed to provide an integrated framework, some mechanism is needed to facilitate the exchange of ideas and to combine efforts in dealing with common problems.

The coordinating committee should be responsible to the Vice-Chancellor for Academic Affairs. It should be charged initially with the task of monitoring the implementation of the above recommendations as approved and the setting up of college policies for the handling of exemptions due to hardship. In view of the scope of the recommendations of this committee, the first chairman of the coordinating committee preferably should be a person with broad professional interest in the field of health and physical education but not directly involved in the administration of the men's and women's programs, or of the Student Health Center.

Two examples may suffice to illustrate the need for an integrated approach.

Women students are required to take a swimming safety test and, if this test is failed, to take swimming. There is no similar requirement placed upon male students. There are arguments both for and against the swimming requirement, but it does not make sense to the student or the public when such a matter is handled in different ways within the University.

It has been customary to excuse male students in the band from required health and physical education during the football season because of the extra workload due to band practice. But the women students in the band are not excused. Whatever policy is used should be applied with equity as it affects both men and women.

The weaknesses in this proposal are fully appreciated by this committee. However, merely working together in a more formal arrangement will tend to improve matters. Besides, the Coordinating Committee may be called to account for its stewardship.

This committee discussed at length the present administrative organization for required health and physical education. It was presented cogent arguments for both retaining the present separate entities and for consolidation. Since there was no preponderance of view that a change would bring significant improvement, the committee does not recommend a change in the present organization for the two programs.

3. Through its studies and interviews the committee became aware of certain current operating procedures which are not in conformance with the above recommended objectives and deserving of special consideration by the standing committee recommended in Par. 2, e, above. These issues are treated separately below:

a. VARIETY IN ACTIVITY.

Under the present operating policy in the men's program, there is no restriction on the number of semesters a student may participate in a particular activity. For example, it is possible to take four semesters of basketball, an activity with no carry-over value. If the objectives outlined above are to be attained it is necessary to encourage the student to sample a variety of activities. This can be done by limiting the number of times a student may participate in one activity.

It is the view of the committee that adequate skill in several activities is a more important objective than a high degree of proficiency in a single activity. The following policy is suggested:

That participation in any single activity be limited to two semesters and then only when that activity is offered in more than one level of proficiency (beginner, intermediate, or advanced). When only one level of proficiency is offered a student may not repeat the activity unless his achievement was unsatisfactory.

b. STANDARDS AND SCREENING.

The committee spent considerable time studying the subject of standards of fitness as applicable to a required health and physical education program. It soon became clear that it is impractical to attempt to measure all students against some general standard because there is no realistic standard which reflects differences in basic body types, past individual history, and the interests of the individual.

It is the view of the committee that emphasis should be placed on individual improvement rather than on any preconceived level of proficiency. Emphasis on improvement implies placing a student in an activity and at a level suitable to his interest and his level of proficiency. Some work is now done in this area and present staff are able to discover with some degree of accuracy the improvement achieved by students in their activity. The committee believes that there should be a more systematic approach to screening and directing students to activities that will enhance their physical skills, similar to advanced standing examinations in academic subjects.

Students enter college not only below an acceptable level of physical fitness but with wide variety in their levels of fitness. To achieve individual improvement implies a systematic screening during or immediately after registration to assign students to a level of activity appropriate to their needs. It also implies providing several levels (for example, beginner, intermediate, advanced) in an activity. It is possible that a few students could be excused from the requirement on the basis of a demonstrated proficiency in two or more activities with a carryover value. But emphasis should be on placing students so that they can benefit from the program. This approach also implies providing fewer activities if two or three levels are offered in each within a set number of sections in contrast to a wide variety of activity offerings.

Under present operating policy, a male student who is regular in attendance usually passes the requirement. There is no assurance that the program was of any benefit to him in terms of improvement.

It is the view of the committee that some evaluation of the degree of a student's improvement should be made and the student graded on his improvement. This will be a stimulus to the student and provide a means of evaluating the effectiveness of the program. The committee was informed that this procedure is practicable and has been practiced by some of the staff on an individual basis.

In the opinion of the committee, the following policy should be desirable:

That emphasis in required health and physical education shall be on individual improvement in the activity pursued and that the student shall be graded on the degree of improvement attained.

c. **INSTRUCTION IN HEALTH AND NUTRITION.**

Under present procedures there is no formal or organized instruction of male students in rest, nutrition, and hygiene as essential factors in maintaining physical fitness. Some of the instructors do incorporate information on these subjects in their lecture material on a voluntary basis. The committee recognizes that nutrition as related to health is a specialized field in itself, but considers it desirable that the required health and physical education programs include formal instruction in basic materials on nutrition and hygiene as important elements in the maintenance of physical fitness. The use of professional consultants, expert in their areas, should be explored.

William G. Wolfe, Chairman
 D. J. DeLaura
 W. K. Fearing
 E. C. Lynch
 J. A. Scanlan, Jr.

Filed with the Secretary of the Faculty Council by Dr. W. G. Wolfe, Chairman of the Committee on Educational Policy, October 12, 1964.

Distributed among the members of the Faculty Council by the University Stenographic Bureau, October 15, 1964.

ITEM NO. 7A & D Com.SUBJECT: Policy re Enrollment LimitationsRECOMMENDATION
(Suggested Minute Order by Secretary)

None

PROPOSAL
(As Submitted by Administration)

Chancellor Ransom recommends that the Board schedule this item on the agenda for consideration and discussion.

Buildings & Grounds Committee

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

SUPPLEMENT TO
RECOMMENDATIONS TO REGENTS'
BUILDINGS AND GROUNDS COMMITTEE

December 10, 1964

CONTINUATION OF ITEM NO. 11. MAIN UNIVERSITY - APPROVAL OF FINAL PLANS AND SPECIFICATIONS FOR EAST MALL DEVELOPMENT.--During the course of the preparation of the working drawings and specifications for the East Mall Development, at the request of Mr. Carl J. Eckhardt, Director of Physical Plant for Main University, and Mr. James H. Colvin, Business Manager of Main University, purchase and installation of eight underground fuel oil storage tanks were included in the working drawings and specifications prepared by the Associate Architect C. H. Page and Son, et al. It was agreed by all the Architects involved, the Comptroller's Office, and the Main University Faculty Building Committee that the purchase and installation of these storage tanks could be done more efficiently and more economically by the contractor for the East Mall. The estimated cost of these tanks is \$45,000.00 plus 6% for Architects' Fees, making a total of \$47,700.00. It is recommended that this estimated cost of \$47,700.00 be transferred to the Allotment Account for the East Mall Development from the unexpended balances in the accounts listed below:

Account Number	Account Title	Amount
36-0604-0070	Old Library Building - Replacement of . Inadequate Lighting and Circuits	\$ 1,731.26
36-0604-0086	Women's Gymnasium - Replacement of Drapes, Rugs and Tile Floors	4,985.41
36-0604-0092	Repair of Eroded Creek Areas	9,283.33
36-0604-0160	Chemistry Building - Replacement of Inadequate Circuits and Panels	10,000.00
85-9038-0000	Major Repair and Rehabilitation Projects	21,700.00

Page No.Main University

7.	South Mall Office and Classroom Building: Appointment of Associate Architect	2
8.	Power Plant, Addition to: Appointment of Associate Architect for Building	2
9.	Office and Research Building on University Junior High School Site: Authorization to Consulting Architects to Prepare Preliminary Plans, etc.	3
10.	Library Storage Building: Approval of Schematics	5
11.	East Mall Development: Approval of Final Plans and Specifications	5
12.	Campus Development Plan - N. E. Quadrant: Modification of	5
13.	New Waste Heat Steam Generating System (New Boiler): Approval of Specifications	5
14.	Naming of Certain Buildings	4, 5

BUILDINGS AND GROUNDS COMMITTEE

Date: Friday, December 11, 1964
 Time: 10:45 a.m.
 Place: Main Building 210 (Office of the Secretary)

Members:

Regent Redditt, Chairman
 Regent Brenan
 Regent (Mrs.) Johnson
 Regent McNeese
 Chairman Heath, Ex Officio Member

Page No.

ALL ITEMS REQUIRE ACTION --

A. Joint Meeting of the Buildings and Grounds
and Medical Affairs CommitteesMedical Branch

- | | |
|--|---|
| 1. Basic Sciences Building: Approval of Preliminary Plans | 1 |
| 2. New Clinical Sciences Building, Approval of Preliminary Plans; Old Outpatient Division Building for Clinical Sciences; Renovation and Remodeling of | 1 |
| 3. Animal Quarters Building: Approval of Preliminary Plans | 1 |

M. D. Anderson Hospital and Tumor Institute and Dental Branch

- | | |
|--|---|
| 4. Houston Lighting and Power Company: Approval of Easement to | 1 |
|--|---|

Southwestern Medical School

- | | |
|--|---|
| 5. Children's Hospital Site to be Used as a Teaching Facility: Exchange of Land for and Request for Consent for Ambulance Access to New Hospital | 1 |
|--|---|

B. Meeting of the Buildings and Grounds Committee

Texas Western College

- | | |
|---|---|
| 6. Physical Sciences - Mathematics Building: Appointment of Associate Architect | 2 |
|---|---|

Main University

- | | |
|---|---|
| 7. South Mall Office and Classroom Building:
Appointment of Associate Architect | 2 |
| 8. Power Plant, Addition to: Appointment of
Associate Architect for Building | 2 |
| 9. Office and Research Building on University
Junior High School Site: Authorization to
Consulting Architects to Prepare Preliminary
Plans, etc. | 3 |

The following items have been listed on the agenda without documentation. If there is any documentation, it will be in the Supplementary Agenda material.

Medical Branch

10. Proposed New Hospital for Psychiatric Patients, etc.: Agreement Between Board of Regents and The Sealy and Smith Foundation for Construction and Operation

Southwestern Medical School

11. Skillern Student Union Building: Award of Contract for *

Main University

- | | |
|---|------|
| 12. Library Storage Building: Approval of Schematics | |
| 13. East Mall Development: Possible Approval of Final Plans and Specifications | |
| 14. Second Records Storage Building, Balcones Tract: Possible Authorization of Plans | |
| 15. Biological Sciences Experimental Field Laboratory, Brackenridge Tract: Award of Contract for Chain Link Fence | ** |
| 16. Art Building and Museum: Award of Contract for Landscaping | ** |
| 17. New Geology Building: Award of Contracts for | *** |
| 18. Acquisition of Properties Adjacent to Campus | **** |
| 19. Campus Development Plan - N. E. Quadrant: Modification of | |

* Bids to be Opened December 2, 1964.

** Bids to be Opened December 1, 1964.

*** Bids to be Opened December 3, 1964.

**** At the Waco meeting, it was indicated that this item would be on the agenda of the Committee of the Whole.

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

RECOMMENDATIONS TO REGENTS'
BUILDINGS AND GROUNDS COMMITTEE

November 18, 1964

1. MEDICAL BRANCH - APPROVAL OF PRELIMINARY PLANS FOR BASIC SCIENCES BUILDING.--In accordance with authorization given by the Board at the meeting held June 27, 1964, preliminary plans and outline specifications for a Basic Sciences Building at the Medical Branch have been prepared by the Consulting Architects, Brooks and Barr. These plans and specifications have been approved by the Medical Branch Faculty Building Committee, Dr. Blocker, Comptroller Sparenberg, and Chancellor Ransom. It is recommended that they be approved by the Board. A recommendation will be made at a later meeting for the appointment of an Associate Architect to prepare working drawings and specifications, after the amount of Federal money obtainable for this project has been determined.

2. MEDICAL BRANCH - APPROVAL OF PRELIMINARY PLANS FOR NEW CLINICAL SCIENCES BUILDING AND RENOVATION AND REMODELING OF OLD OUTPATIENT DIVISION BUILDING FOR CLINICAL SCIENCES.--In accordance with authorization given by the Board at the meeting held June 27, 1964, preliminary plans and outline specifications for a new Clinical Sciences Building and Renovation and Remodeling of the Old Outpatient Division Building for Clinical Sciences at the Medical Branch have been prepared by the Consulting Architects, Brooks and Barr. These plans and specifications have been approved by the Medical Branch Faculty Building Committee, Dr. Blocker, Comptroller Sparenberg, and Chancellor Ransom. It is recommended that they be approved by the Board. A recommendation will be made at a later meeting for the appointment of an Associate Architect to prepare working drawings and specifications, after the amount of Federal money obtainable for this project has been determined.

3. MEDICAL BRANCH - APPROVAL OF PRELIMINARY PLANS FOR ANIMAL QUARTERS BUILDING.--In accordance with authorization given by the Board at the meeting held June 27, 1964, preliminary plans and outline specifications for an Animal Quarters Building at the Medical Branch have been prepared by the Consulting Architects, Brooks and Barr. These plans and specifications have been approved by the Medical Branch Faculty Building Committee, Dr. Blocker, Comptroller Sparenberg, and Chancellor Ransom. It is recommended that they be approved by the Board. A recommendation will be made at a later meeting for the appointment of an Associate Architect to prepare working drawings and specifications, after the amount of Federal money obtainable for this project has been determined.

4. M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE AND DENTAL BRANCH - APPROVAL OF EASEMENT TO HOUSTON LIGHTING AND POWER COMPANY.--Houston Lighting and Power Company has presented a request for an easement ten feet wide and 335.5 feet long for underground conduits, etc., in connection with the change of services required for the present expansion program of M. D. Anderson Hospital. This easement is under property belonging partly to the Dental Branch and partly to M. D. Anderson Hospital, and is, in fact, under existing sidewalks and drives. It is understood that these sidewalks and drives will be restored after the installation of the underground conduits, etc., by Houston Lighting and Power Co.

Dr. Olson and Mr. Boyd have both given their approval to the granting of this easement, and the proposed easement as prepared by Houston Lighting and Power Company has been approved as to content by Comptroller Sparenberg and as to legal form by Mr. Waldrep. It is recommended that the Board approve the granting of this easement.

5. SOUTHWESTERN MEDICAL SCHOOL - EXCHANGE OF LAND FOR CHILDREN'S HOSPITAL SITE TO BE USED AS A TEACHING FACILITY - REQUEST FOR CONSENT FOR AMBULANCE ACCESS TO NEW HOSPITAL.--The Board of Regents has agreed to a construction site for the proposed Children's Hospital in Dallas which will be used as a teaching facility by Southwestern Medical School. From the tract of land conveyed by the Board of

Regents to the Children's Medical Center it is proposed to convey to Chicago, Rock Island and Pacific Railroad Company a strip approximately 35 feet wide off the S.W. side, containing 0.150 acres, and the Children's Medical Center will acquire in exchange a 40 foot strip which will be used for ambulance access from the extension of Amelia Street to the new children's hospital. Because of the restrictions on the use of the land in the deed from the Board of Regents to Children's Medical Center and the provisions for reconveyance, the Medical Center has requested the consent of the Board of Regents. It is recommended that the Board of Regents of The University of Texas acquiesce in the exchange conveyance between the Children's Medical Center and the Chicago, Rock Island and Pacific Railroad Company for the purpose of obtaining ambulance access from the Amelia Street extension to the new hospital.

6. TEXAS WESTERN COLLEGE - APPOINTMENT OF ASSOCIATE ARCHITECT FOR PHYSICAL SCIENCES-MATHEMATICS BUILDING.--At the Regents' Meeting held May 23, 1964, the preliminary plans and outline specifications for a Physical Sciences-Mathematics Building at Texas Western College were approved and the firm of Nesmith, Lane, and Associates, Architects, El Paso, Texas, was appointed as the Associate Architect to prepare working drawings and specifications, subject to the approval of the Governor. At the meeting held October 24, 1964, this action was rescinded by a 4-3 vote, since the approval of the Governor on this appointment had not yet been received and the project was thereby being delayed. At the time this action was taken, it was also decided that the original list of firms, which had been submitted as a joint recommendation of the Comptroller and the Consulting Architects prior to the meeting held May 23, 1964, would be reconsidered at this meeting. A copy of this list is attached hereto.

It is understood that any appointment made at this meeting by the Regents is subject to the written approval of the Governor of the State of Texas, after obtaining the advice of the Legislative Budget Board.

7. MAIN UNIVERSITY - APPOINTMENT OF ASSOCIATE ARCHITECT FOR SOUTH MALL OFFICE AND CLASSROOM BUILDING.--At the Regents' Meeting held September 19, 1964, the preliminary plans and outline specifications for the South Mall Office and Classroom Building at the Main University were approved by the Board, but no appointment was made of an Associate Architect. It is now recommended that an Associate Architect be appointed, with authorization to proceed with working drawings and specifications, based on the approved preliminary plans, to be presented to the Board for approval at a later meeting. A joint recommendation of the Comptroller and the Consulting Architects in regard to the selection of an Associate Architect is submitted with these recommendations.

It is understood that the appointment of an Associate Architect is subject to the written approval of the Governor of the State of Texas, after obtaining the advice of the Legislative Budget Board.

8. MAIN UNIVERSITY - APPOINTMENT OF ASSOCIATE ARCHITECT FOR BUILDING FOR ADDITION TO POWER PLANT.--At the Regents' Meeting held September 19, 1964, the preliminary plans and outline specifications for the Building for Addition to the main Power Plant at the Main University were approved by the Board, but no appointment was made of an Associate Architect. It is now recommended that an Associate Architect be appointed, with authorization to proceed with working drawings and specifications, based on the approved preliminary plans, to be presented to the Board for approval at a later meeting. A joint recommendation of the Comptroller and the Consulting Architects in regard to the selection of an Associate Architect is submitted with these recommendations. *See P. 42 r.*

It is understood that the appointment of an Associate Architect is subject to the written approval of the Governor of the State of Texas, after obtaining the advice of the Legislative Budget Board.

9. MAIN UNIVERSITY - AUTHORIZATION TO CONSULTING ARCHITECTS TO PREPARE PRELIMINARY PLANS, ETC. FOR OFFICE AND RESEARCH BUILDING ON UNIVERSITY JUNIOR HIGH SCHOOL SITE.--At the Regents' Meeting held June 27, 1964, the Consulting Architects, the Comptroller's Office, and the Chancellor's Office were authorized to conduct preliminary studies on a new office and research building, approximately 40,000 square feet in size and to cost approximately \$750,000.00, to be located on the University Junior High School site. Since this is just the first of a number of buildings of this type to be located in this area, a proposed layout of the area, showing all buildings contemplated to be constructed on this site, has been prepared by the Consulting Architects, and has been generally approved by the Main University Faculty Building and Space Allocation Committee, Comptroller Sparenberg, Vice-Chancellor Hackerman, and Chancellor Ransom. It is recommended that, subject to the approval of this layout by the Regents, authorization be given to the Consulting Architects to prepare preliminary plans and outline specifications for the first building as outlined above, these plans to be presented to the Regents for approval at a later meeting.

OTHER MATTERS TO BE CONSIDERED BY THE
REGENTS' BUILDINGS AND GROUNDS COMMITTEE

Medical Branch - Agreement between Board of Regents and The Sealy and Smith Foundation for Construction and Operation of Proposed New Hospital for Psychiatric Patients, etc.

Southwestern Medical School - Award of Contract for Skillern Student Union Building (Bids to be opened December 2, 1964)

Main University - Approval of Schematics on Library Storage Building

Main University - Possible Approval of Final Plans and Specifications for East Mall Development

Main University - Possible Authorization of Plans on Second Records Storage Building on Balcones Tract

Main University - Award of Contract for Chain Link Fence for Biological Sciences Experimental Field Laboratory on Brackenridge Tract (Bids to be opened December 1, 1964)

Main University - Award of Contract for Landscaping Art Building and Museum (Bids to be opened December 1, 1964)

Main University - Award of Contracts for New Geology Building (Bids to be opened December 3, 1964)

Main University - Acquisition of Properties Adjacent to the Campus

Main University - Modification of Campus Development Plan - N. E. Quadrant

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

May 5, 1964

JOINT RECOMMENDATION OF COMPTROLLER SPARENBERG
AND CONSULTING ARCHITECT BROOKS AND BARR

RE: ASSOCIATE ARCHITECT FOR TEXAS WESTERN COLLEGE -
PHYSICAL SCIENCES-MATHEMATICS BUILDING

1. Carroll and Daeuble and Associates, El Paso, Texas
2. Garland and Hilles, El Paso, Texas
3. Nesmith, Lane and Associates, El Paso, Texas
4. Monroe, Higgins, and Lantow, El Paso, Texas
5. Davis, Foster, Thorpe and Associates, Incorporated, El Paso, Texas

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

August 27, 1964

JOINT RECOMMENDATION OF COMPTROLLER SPARENBERG
AND CONSULTING ARCHITECT BROOKS AND BARR

RE: ASSOCIATE ARCHITECT FOR MAIN UNIVERSITY
SOUTH MALL OFFICE AND CLASSROOM BUILDING

1. Wirtz, Calhoun, Tungate, and Jackson, Houston, Texas
2. Thomas and Jameson, Dallas, Texas
3. Fehr and Granger, Austin, Texas
4. Preston M. Geren, Ft. Worth, Texas
5. Pitts, Mebane, Phelps, and White, Beaumont, Texas
6. Wood and Sibeck, Dallas, Texas

(Background information on these firms is attached)

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

3s

April 15, 1964

WIRTZ, CALHOUN, TUNGATE, AND JACKSON
ARCHITECTS AND PLANNERS
2506 Richton
Houston, Texas 77006

1. Dates and Places of Birth of Partners and Key Personnel.

L. Milton Wirtz, Partner, Born January 8, 1892, Columbus, Texas
Harold Calhoun, Partner, Born October 11, 1906, Arkansas
Mace Tungate, Jr., Partner, Born December 17, 1916 in Hearne, Texas
R. Graham Jackson, Partner, Born July 1, 1913 in Sherman, Texas
Thomas M. Kearns, Associate, Born August 30, 1933 in Chicago, Illinois
John H. Larson, Associate, Born January 16, 1919 in Chinook, Montana
Rembert Moreland, Associate, Born April 14, 1910 in Galveston, Texas
Walter S. Symonds, Jr., Associate, Born May 19, 1920 in Teague, Texas
R. H. Gregg, Chief Specification Writer, Born May 2, 1894 in Robertson
County, Texas

2. Educational Background of Partners and Key Personnel.

L. Milton Wirtz - The University of Texas, 1913-1917

Harold Calhoun - Bachelor of Arts in Architecture, Rice Institute, 1932

Mace Tungate, Jr. - Bachelor of Arts in Architecture, Rice Institute, 1938
Bachelor of Science in Architecture, Rice Institute, 1939

R. Graham Jackson - Bachelor of Arts in Architecture, Rice Institute, 1934
Bachelor of Science in Architecture, Rice Institute, 1935

Thomas M. Kearns - Harvard College, 1952-1954 and 1956-1958, with Bachelor
of Arts Degree in 1958

Bachelor of Science in Architecture, Harvard University, 1962
Attended Harvard Graduate School of Design and did Postgraduate Work
in Architecture, 1962

John H. Larson - Bachelor of Arts Degree, Rice University, 1949
Bachelor of Science in Architecture, Rice University, 1950

Rembert Moreland - Attended The University of Texas, 1928-1934, with
Major in Architecture

Walter S. Symonds, Jr. - Bachelor of Arts Degree, Rice University, 1941
Bachelor of Science in Architecture, Rice University, 1942

R. H. Gregg - Attended Texas A. and M. College for two years

3. Experience of the Firm.

Projects in Progress:

Ryon Civil Engineering Building

The Rice University, Houston, Texas - estimated construction cost \$1,000,000

Student Union Building

Sam Houston State College, Huntsville, Texas - estimated construction
cost \$1,580,000

Additions Memorial Baptist Hospital

Houston, Texas - estimated construction cost \$4,550,000

Three Secondary Schools

Houston, Texas - estimated construction cost \$4,500,000

Ten Army Barracks and 3 Army Mess Halls

Fort Hood, Texas - estimated construction cost \$7,550,000

Addition to Telephone Exchange Building - Southwestern Bell Telephone Company

Houston, Texas - estimated construction cost \$200,000

Veterans Hospital General Medical and Surgical Building

Temple, Texas - estimated construction cost \$2,600,000 (this firm's share)
(In association with Harvin C. Moore - total construction cost \$5,200,000)

Chapel - South Main Baptist Church

Houston, Texas - estimated construction cost \$167,500 (this firm's share)
(In association with Frank C. Dill - total construction cost \$325,000)

Projects Completed:

Taylor Vocational School - Houston Independent School District

Houston, Texas, 1953 - estimated cost \$325,000

Educational Building - remodeling - Second Baptist Church

Houston, Texas, 1953 - estimated cost \$85,000

Office and Warehouse - Zero Foods Company

Houston, Texas, 1953 - estimated cost \$275,000

Office Building and Freight Terminal - Texas City Terminal Company

Texas City, Texas, 1953 - estimated cost \$150,000

Dental Clinics

Lackland Air Force Base, Texas, 1953 - estimated cost \$150,000

Dental Clinics

Kelly Air Force Base, Texas, 1953 - estimated cost \$150,000

Church Plant - First Baptist Church

Bellaire, Texas, 1953 - estimated cost \$125,000

Recreation Building - South Main Baptist Church

Houston, Texas, 1953 - estimated cost \$154,000

Auditorium and Organ Loft Remodeling - Second Baptist Church

Houston, Texas, 1954 - estimated cost \$100,000

Office Building - Briscoe Irrigation Company

Alvin, Texas, 1955 - estimated cost \$150,000

Residence - Mr. Bob Briscoe

Alvin, Texas, 1954 - estimated cost \$100,000

Auditorium - First Baptist Church

Texas City, Texas, 1954 - estimated cost \$160,000

Air Conditioning Three Dormitories - Sam Houston State College

Huntsville, Texas, 1955 - estimated cost \$165,000

Gymnasium - Sam Houston State College

Huntsville, Texas, 1955 - estimated cost \$475,000

Educational Building - First Methodist Church

Texas City, Texas, 1955 - estimated cost \$160,000

Educational Building - First Baptist Church

Columbus, Texas, 1955 - estimated cost \$50,000

Educational Building - Church of Christ
Texas City, Texas, 1955 - estimated cost \$65,000

Training Building and Work Shop - Harris County Association for Blind
Houston, Texas, 1955 - estimated cost \$175,000

Receiving Building - State Board of Hospitals and Special Schools
Austin, Texas, 1955 - estimated cost \$400,000

Gymnasium - State Board of Hospitals and Special Schools
Austin, Texas, 1955 - estimated cost \$100,000

Educational Bldgs.(6)- Trinity Baptist Church
Port Arthur, Texas, 1955 - estimated cost \$500,000

Nursery Building - Broadway Baptist Church
Houston, Texas, 1955 - estimated cost \$60,000

Home for Aged (1st Unit) - Buckner Baptist Benevolences
Houston, Texas, 1955 - estimated cost \$325,000

500 Bed Hospital
Lackland Air Force Base, Texas, 1956 - estimated cost \$7,500,000

Standard Drawings
Various Air Force Bases, 1956

College Dormitories - Sam Houston State College
Huntsville, Texas, 1956 - estimated cost \$1,200,000

Air Conditioning Hospital (2250 tons) - Memorial Hospital
Houston, Texas, 1956 - estimated cost \$875,000

Parish Hall - St. Augustine Catholic Church
Houston, Texas, 1956 - estimated cost \$91,000

Church Plant - Braes Baptist Church
Houston, Texas, 1956 - estimated cost \$96,000

Office Building and Parking Garage - Memorial Hospital
Houston, Texas, 1957 - estimated cost \$6,000,000

Dormitories - Sam Houston State College
Huntsville, Texas, 1957 - estimated cost \$1,112,000

Educational Building - Calder Baptist Church
Beaumont, Texas, 1957 - estimated cost \$265,000

Clinic Building - Dr. Henry Bell
Conroe, Texas, 1957 - estimated cost \$75,000

Office Building - Chicago Bridge and Iron Company
Houston, Texas, 1957 - estimated cost \$125,000

Dormitories - Sam Houston State College
Huntsville, Texas, 1958 - estimated cost \$1,095,000

Methodist Student Center - Wesley Foundation
Huntsville, Texas, 1958 - estimated cost \$100,000

Trinity Episcopal Church
Marble Falls, Texas, 1958 - estimated cost \$50,000

Parish Hall - Corpus Christi Catholic Church
Houston, Texas, 1958 - estimated cost \$155,000

Wirtz, Calhoun, Tungate, and Jackson,
Architects and Planners

Page 4

Four Airmen's Dormitories - Biggs Air Force Base
El Paso, Texas, 1958 - estimated cost \$5,000,000

Home for Aged (2nd Unit) - Texas Baptist Haven
Houston, Texas, 1958 - estimated cost \$125,000

Recreation Building - South Main Baptist Church
Houston, Texas, 1958 - estimated cost \$175,000

Student Center - St. Stephens Episcopal Church
Huntsville, Texas, 1958 - estimated cost \$100,000

Educational Building (#2) - South Main Baptist Church
Houston, Texas, 1958 - estimated cost \$450,000

500-Bed Teaching Addition
Lackland Air Force Base, Texas, 1958 - estimated cost \$3,500,000

Standard Drawings - Air Force Officers Quarters
Various Air Force Bases, 1958

Dormitories - Sam Houston State College
Huntsville, Texas, 1959 - estimated cost \$1,185,000

English Building - Sam Houston State College
Huntsville, Texas, 1959 - estimated cost \$350,000

Addition to Graphic Arts Building - Sam Houston State College
Huntsville, Texas, 1959 - estimated cost \$85,000

Physics and Chemistry Building - Sam Houston State College
Huntsville, Texas, 1959 - estimated cost \$875,000

Addition to Sam Houston Museum - Sam Houston State College
Huntsville, Texas, 1959 - estimated cost \$85,000

Addition to Power House - Sam Houston State College
Huntsville, Texas, 1959 - estimated cost \$110,000

Angleton Bank of Commerce
Angleton, Texas, 1959 - estimated cost \$150,000

Church Plant - Berachah Church
Houston, Texas, 1959 - estimated cost \$500,000

Church Plant - Zion Lutheran Church
Galveston, Texas, 1959 - estimated cost \$85,000

Educational Building - First Baptist Church
Texas City, Texas, 1959 - estimated cost \$200,000

Pre-School Training Building - Harris County Association for Blind
Houston, Texas, 1959 - estimated cost \$35,000

San Jacinto High School Addition (2 Units)
Houston, Texas, 1959 - estimated cost \$1,262,500

Meyerland Junior High School
Houston, Texas, 1959 - estimated cost \$2,070,500

Cryptographic Training Building
Lackland Air Force Base, Texas, 1960 - estimated cost \$1,000,000

Halley Science Building Addition - Sam Houston State College
Huntsville, Texas, 1960 - estimated cost \$356,000

Women's P. E. Building Addition - Sam Houston State College
Huntsville, Texas, 1960 - estimated cost \$313,000

Student Housing - Sam Houston State College
Huntsville, Texas, 1960 - estimated cost \$1,500,000

Hankamer School of Business - Baylor University
Waco, Texas, 1961 - estimated cost \$850,000

Church Plant - Second Baptist Church
Houston, Texas, 1961 - estimated cost \$3,500,000

American Bank and Trust Building
Houston, Texas, 1961 - estimated cost \$300,000

Church Plant - First Baptist Church
Deer Park, Texas, 1961 - estimated cost \$460,000

Educational Building - First Baptist Church
League City, Texas, 1961 - estimated cost \$160,000

Additions to Black and Kashmere Junior High
Houston, Texas, 1961 - estimated cost \$667,000

Classroom Building - Sam Houston State College
Huntsville, Texas, 1961 - estimated cost \$115,561

Addition to Tech Training Building
Lackland Air Force Base, Texas, 1961 - estimated cost \$731,285

Dining Room
Brooks Air Force Base, Texas, 1961

Dormitories - Sam Houston State College
Huntsville, Texas, 1961, estimated cost \$1,736,000

Educational Building - Berachah Church
Houston, Texas, 1962 - estimated cost \$163,000

Addition to Sam Houston Museum - Sam Houston State College
Huntsville, Texas, 1962 - estimated cost \$65,000

Cobalt Lab
Lackland Air Force Base, Texas, 1962 - estimated cost \$65,419

Dormitories - Sam Houston State College
Huntsville, Texas, 1962 - estimated cost \$1,738,000

Fort Hood Army Hospital
Fort Hood, Texas, 1963 - estimated cost \$5,600,000

Elementary School- Spring Branch Independent School District
Spring Branch, Texas, 1963 - estimated cost \$400,000

Addition to Texas Baptist Haven - Buckner Baptist Benevolences
Houston, Texas, 1963 - estimated cost \$315,000

Master Plan and 14 Buildings - NASA
Manned Spacecraft Center, Houston, Texas, 1962 - estimated cost \$18,000,000 (this firm)
(In Association with Brown and Root and Manned Spacecraft Center Architects -
total construction cost \$30,000,000)

Two Buildings - NASA
Manned Spacecraft Center, Houston, Texas, 1963 - estimated cost \$2,278,000 (this firm)
(In Association with Brown and Root and Manned Spacecraft Center Architects -
total construction cost \$5,975,000)

4. Experience of Partners and Key Personnel Prior to Joining This Particular Firm.

L. Milton Wirtz: United States Army Field Artillery, 1918-1919; Firm of Jos. W. Northrop, Jr., Architect, 1919, as Designer, Specifications Writer, and Supervisor of Construction; Private Practice, 1928; Firm of Wirtz and Calhoun, Architects, organized in 1935; during World War II, Specifications Writer and Coordinator on Airports and Prison Camps.

Harold Calhoun: Worked for Jos. W. Northrop, Jr., Architect, and Harry D. Payne, Architect, prior to and while attending the Rice Institute; Freelance delineator, 1930-1932; associated with L. M. Wirtz in 1934, organizing the firm of Wirtz and Calhoun, Architects, in 1936; joined Robert and Company, Architects and Engineers, Inc. in 1940 on the design and construction of the U. S. Navy Air Training Center, Corpus Christi, Texas; later appointed manager of architectural division of Robert and Company's Corpus Christi office; commissioned officer in U. S. Navy, 1943-1946; served as Public Works officer, Photographic Intelligence officer and later appointed member of U. S. Strategic Bombing Survey Team to evaluate social, economic and physical damage in Japan; visiting critic, Graduate students, Architectural department, the Rice Institute, 1946-1949.

Mace Tungate, Jr.: Joined Robert and Company, Architects and Engineers, Inc., in 1942 on the design and construction of the U. S. Navy Air Training Center, Corpus Christi, Texas, as designer and draftsman; U. S. Army Corps of Engineers, 1944-1946 - in charge of field work and working drawings of various construction projects on Ie Shima, Ryukhus, and Olinawa; worked for Roscoe Dewitt, Architect, Dallas, Texas, on preliminary drawings for 100 bed hospital, Ft. Lauderdale, Florida, and administration buildings, Southwestern Medical Foundation, Dallas, Texas; worked for Wilson, Morris and Crain, Architects, in 1946.

R. Graham Jackson: Designer, draftsman and supervisor of construction from 1935-1937 for Houston Independent School District, Russel Brown Company and Robert K. Maddrey, Architect; private practice, 1937-1941; worked for Prack and Prack, Architects, Texarkana, Texas, 1941; joined the Austin Company, 1942, at Oklahoma City, Oklahoma, as chief specification writer and member of Design Committee, on the Oklahoma City Aircraft Assembly Plant and Two Aircraft Modification Center; worked for Brown Ship Building Company, 1943-1946 as Engineering Supervisor; Assistant Professor of Engineering, University of Houston, 1946-1950 (Part time); organized the firm of R. Graham Jackson - Frank C. Dill, Architects, 1946 - this partnership was dissolved in January, 1953.

Thomas M. Kearns: Store Planning Department of Sears Roebuck and Company, Chicago, Illinois; Frank Serpico, Architect, Chicago, Illinois, 1959; Perkins and Will, Architects, Chicago, Illinois, summer months of 1960 and 1961.

John H. Larson: E. W. Byers, AIA, McAllen, Texas, 1950-1952; Wirtz, Calhoun, Tungate, and Jackson, Architects, Houston, Texas, 1952-1954; Cowell and Neuhaus, Houston, Texas, 1955-1958; Larson and Wingfield, Houston, Texas, 1958-1961.

Rembert Moreland: Nashville Allied Architects, Nashville, Tennessee, 1935 and 1936; Alfred C. Finn, Architect, Houston, Texas, 1936 and 1942; U. S. Navy, 1942-1946; Partner, Herbert Volker and Associates, Architects, 1946-1952; Pierce and Pierce, Architects and Arne Engberg, Architect, 1952 and 1953; Wirtz, Calhoun, Tungate, and Jackson, Architects, 1954-1958; Moreland and Hightower, Architects (Partner), 1959 and 1960.

Walter S. Symonds, Jr.: Office of Leon Chatelain, Jr., FAIA, Washington, D. C., March 1946 to October 1951 - Job Captain for Toll Building for Chesapeake and Potomac Telephone Company, Washington, D. C. (Cost \$2,000,000) and for Ben Franklin Savings Association Office Building, Washington, D. C. (Cost \$2,000,000); Office of Alfred C. Finn, FAIA, Houston, Texas, November, 1951 to May, 1961 - Assistant Project Architect on Additions to Jefferson Davis Hospital, Houston, Texas (Cost \$2,000,000) and on Ben Taub City-County Hospital, Houston, Texas (Cost \$9,000,000).

R. H. Gregg: Abney and McCormick, Civil Engineers, Railroad and Highway, 1914-1917; U. S. Regular Army, Commissioned Officer 1917-1919; E. I. DuPont, Westlake Construction Company, H. W. Greenway Company and Perkins, Snider Company, Construction Superintendent - Material Expediter - Purchasing Agent and Office Manager, 1919-1932; Voelcker and Dixon, Architects - Architectural Superintendent - Specification Writer, 1933-1941; J. J. Bollinger Construction Company and Associated Contractors - Field Manager and General Field Superintendent in Charge of Government Construction, 1941-1946; J. G. Dixon, Architect, Wichita Falls, and Herbert Voelcker and Associates, Houston, Architects - Office Manager and Specification Writer, 1946-1958.

5. Size of Staff.

10 Registered Architects, 4 Draftsmen (unregistered), 2 Specification Writers, 1 Estimator, 1 Field Inspector, and 2 Secretaries.

6. Professional Affiliations, Registrations, etc. of Partners and Key Staff Members.

L. Milton Wirtz: - Registered Architect, Texas
Member A. I. A.
Member T. S. A.

Harold Calhoun: - Registered Architect, Texas
Member A. I. A. - has served as Secretary, First Vice-President, President, and Director of Houston Chapter
Member T. S. A. - has served as President and Chairman of the Public Relations Committee

Mace Tungate, Jr.: - Registered Architect, Texas
Member A. I. A. - has served as Secretary, First Vice-President, President, and Director of Houston Chapter
Member T. S. A. - now serving as Director and has been a member of Judiciary Committee

R. Graham Jackson: - Registered Architect, Texas
Member A. I. A. - has served as Treasurer, Director, First Vice-President and President of Houston Chapter
Member T. S. A.
Member Construction Specifications Institute - served as Chairman of the Organization Committee and First President of the Houston Chapter

Thomas M. Kearns: - Professional Associate, A. I. A.

John H. Larson: - Registered Architect, Texas

Rembert Moreland: - Registered Architect, Texas
Member, A. I. A.

Walter S. Symonds, Jr.: - Registered Architect, Texas
Member, A. I. A.

7. Awards Received by the Firm, by Partners, and by Key Personnel, Both State and National, and Both Professional and Commercial, with Dates.

Firm:

House Beautiful Competition, 1946 - First Honorable Mention - Residence of Mr. and Mrs. L. D. Allen

Georgia Builds Competition, 1946 - Third Prize - Residence Design

Houston Chapter, A. I. A. - Certificate of Award, 1947 - Residence of Mr. and Mrs. Harold Calhoun

Houston Chapter, A. I. A. - Honorable Mention, 1953 - Office Building for Wirtz, Calhoun, Tungate, and Jackson, Houston, Texas

Texas Society of Architects - Award of Merit, 1954 - Houston and Harris County Lighthouse for the Blind

Texas Society of Architects - Award of Merit, 1960 - Angleton Bank of Commerce Building, Angleton, Texas

Texas Society of Architects - Award of Merit, 1960 - Memorial Professional Building, Houston, Texas

Harold Calhoun:

Elevated to Fellowship in A. I. A., 1957
Winner Third Prize - "Georgia Builds" Competition, 1946

Mace Tungate, Jr.:

Winner, the Rice Institute Traveling Fellowship in Architecture, 1939. Six months travel, study, and measured drawing in Mexico, three months travel and study in the United States.

R. Graham Jackson:

Elevated to Fellowship in the Construction Specifications Institute, 1964

John H. Larson:

T. S. A. Award of Merit, 1963 for Residence located 31 Briar Hollow, Houston, Texas

8. Articles and Books Written by Members of the Firm and Key Personnel Showing Titles, Names of Publications, and Dates.

"Educational Specifications" by R. Graham Jackson - Published in Texas Architect, December, 1959, reprinted in the Construction Specifier, August, 1961

9. Recognition and Articles Based on Work of the Firm, in Magazines and Other Publications, Including Names of Publications and Dates.

Buildings for The Space Program (Manned Spacecraft Center), Architectural Record, January, 1963, Page 148.

Planning and Building The Modern Church by William Ward Walkin, Published 1957, Pages 35, 85, 86, 88, 89, 92, 94, 96, 97, 104, 112, 138, 151.

10. Exhibits.

None listed in brochure

11. Foreign Recognition, if Any.

None listed in brochure.

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

April 15, 1964

THOMAS AND JAMESON
ARCHITECTS AND ENGINEERS
820 North Harwood Street
Dallas, Texas

1. Dates and Places of Birth of Partners and Key Personnel.

Arthur E. Thomas, Crockett, Texas, August 16, 1893
Robert O. Jameson, Aubrey, Texas, December 3, 1890
Salem F. McLean, Austin, Texas, November 3, 1926
Delbert C. Westfall, Alexandria, Pennsylvania, September 7, 1921
Robert S. Allan, Tucson, Arizona, August 26, 1926
Gordon D. Sentell, Weatherford, Texas, January 19, 1920

2. Educational Background of Partners and Key Personnel.

Arthur E. Thomas: School of Architecture, The University of Texas,
1913, 1914, 1915

Robert O. Jameson: Bachelor of Science in Civil Engineering, The
University of Texas, 1911-1915

Salem F. McLean: Bachelor of Science in Civil Engineering, The
University of Texas, 1943-1947

Delbert C. Westfall: As a member of the U. S. Air Corps, attended
Southwest Texas State Teachers College, 1942
As an Architect he is self taught and passed the State
examination all at one time.

Robert S. Allan: Bachelor of Science in Architectural Engineering,
University of Illinois, 1945-1949
Master in Architecture, Massachusetts Institute of Technology, 1954-1955

Gordon D. Sentell: Bachelor of Arts, Yale University, 1951
Bachelor of Architecture, Yale University, 1953
Master of Architecture, Yale University, 1954

3. Experience of the Firm.

First Baptist Church Parking Garage
Dallas, Texas, 1953 - construction cost \$948,000

District 10 Automotive Shops, State High Way Department
Tyler, Texas, 1958 - construction cost \$425,000

Oak Cliff Bank and Trust Company
Dallas, Texas, 1938, 1945, 1949, 1950, 1951-1952, 1954
construction cost \$405,000

Tyler State Bank and Trust Company
Tyler, Texas, 1949 - construction cost \$330,000

American National Bank
Terrell, Texas, 1954 - construction cost \$88,000

Metropolitan Federal Savings and Loan Association
Dallas, Texas (Branch Bank), 1963 - construction cost \$550,000

Republic National Bank Tower

Dallas, Texas, In Progress - construction cost \$25,000,000
(In association with Harrell and Hamilton, Architects, and Grayson Gill, Incorporated)

Church of the Incarnation

Dallas, Texas, 1949, 1954-55 - construction cost \$780,000

St. Andrews Episcopal Church

Amarillo, Texas, 1949, 1955, 1960 - construction cost \$350,000

St. Matthews Cathedral

Dallas, Texas, 1954-55 - construction cost \$370,000

St. Thomas Episcopal Church

Dallas, Texas, 1956 - construction cost \$75,000

St. Mark Presbyterian Church

Dallas, Texas, 1956 - construction cost \$65,000

Park Cities Baptist Church

Dallas, Texas, 1949, 1954-1958, 1960 - construction cost \$3,200,000

First Methodist Church Addition

Wichita Falls, 1957 - construction cost \$356,000

All Saints Episcopal Chapel

Wichita Falls, Texas, 1958 - construction cost \$300,000

Church of Good Shepard

L. T. Burns Chapel

Wichita Falls, Texas, 1959 - construction cost \$280,000

First Baptist Church Addition

Corsicana, Texas, 1961 - construction cost \$337,000

Dallas County Court House and Sub-Court Houses

Dallas, Texas, In Progress - construction cost \$13,750,000
(In association with three other architectural firms)

Cedar Springs Project for White

Dallas, Texas, 1940, 1950 - construction cost \$900,000
(Work performed in association with others in which one or more members of this firm was one of the principal performers.)

Aeromedical Center, School of Aviation

Brooks Air Force Base, Texas, 1954-1958 - construction cost \$9,000,000
(This firm is one of three, commissioned by the United States Corps of Engineers to plan the project. The Joint Venturers called themselves Texas Architect-Engineer Associates, Austin, Texas)

Dr. Sparkman Clinic

Dallas, Texas, 1955 - construction cost \$86,000

Custodial Care of Mentally Retarded Patients for Mexia State School

Mexia, Texas, 1958 - construction cost \$442,000

Baylor University Medical Center

Dallas, Texas, 1945-1964:

Truett Memorial Hospital - construction cost \$5,000,000

Sammons Irradiation Therapy Center - construction cost \$375,000

Remodel Existing Buildings and Overall Utilities - construction cost \$1,850,000

Women and Children's Building - construction cost \$4,700,000

Laboratories, Diagnostic and Research - construction cost \$650,000

Resident Hall for Nurses, In progress - construction cost \$1,100,000

College of Dentistry, 1945-1960 - construction cost \$1,525,000

Shannon West Texas Memorial Hospital
San Angelo, Texas, In Progress - construction cost \$1,650,000

Children's Medical Center
Dallas, Texas, In Progress - construction cost \$5,550,000

Standard Brands, Incorporated, Yeast Plant
Dallas, Texas, 1941-1945, 1950 - construction cost \$1,200,000

Best Foods, Inc.
Dallas, Texas, 1949, 1955 - construction cost \$450,000

Eastman Kodak Company
Dallas, Texas, 1950, 1958 - construction cost \$2,150,000

Plastics Manufacturing Company
Dallas, Texas, 1958 - construction cost \$1,000,000

Plastics Manufacturing Company Addition
Dallas, Texas, 1963 - construction cost \$1,650,000

Kraft Foods
Dallas, Texas, 1960 - construction cost \$75,000

U. S. Post Office
Garland, Texas, 1956 - construction cost \$165,000

Gibraltar Life Insurance Company (twenty story)
Dallas, Texas, 1950 - construction cost \$4,185,000

Southwestern Blue Print Alterations
Dallas, Texas, 1955 - construction cost \$80,000

Lone Star Gas Company Alterations
Dallas, Texas, 1955, 1960 - construction cost \$300,000

Texas Highway Department District Office
Tyler, Texas, 1957 - construction cost \$251,000

Annuity Center for Relief and Annuity Board
Southern Baptist Convention
Dallas, Texas, 1958 - construction cost \$3,700,000

Blue Cross-Blue Shield of Texas
Dallas, Texas, 1958 - construction cost \$5,000,000

Baptist Building Remodeling
Dallas, Texas, 1959 - construction cost \$76,000

Equipment and Administration Building (23 story office building)
Southwestern Bell Telephone Company
Dallas, Texas, 1961-1963 - construction cost \$7,100,000

Carthage Independent School District, Texas:
Grade School, 1949 - construction cost \$70,000
Negro School, 1949 - construction cost \$225,000
Grade and High Schools, 1954, 1957-1958, 1963 - construction cost - \$420,000

Dallas Independent School District, Texas:
South Oak Cliff High School, 1950 - construction cost \$1,400,000
South Oak Cliff High School Addition, 1962 - construction cost \$845,000
Hillcrest High School, 1952 - construction cost \$900,000
Rogers Elementary School, 1954 - construction cost \$591,000

Groesbeck School
Groesbeck, Texas, 1957 - construction cost \$116,000

Irving Independent School District, Texas:

Grade School, 1950 - construction cost \$400,000
 Grade and High Schools, 1954-1955 - construction cost \$290,000

Grade and High School

Gary, Texas, 1950 - construction cost \$115,000

Marlin Independent School District, Texas:

High School Addition, 1949 - construction cost \$77,000
 Grade School, 1950 - construction cost \$285,000
 Negro High School, 1950 - construction cost \$185,000

Terrell Independent School District

Terrell, Texas, 1954 - construction cost \$50,000

Panola Junior College

Carthage, Texas, 1957 - construction cost \$125,000

San Marcos Baptist Academy Class Room Building

San Marcos, Texas, 1961 - construction cost \$240,000

Huey and Philp Hardware Company

Dallas, Texas, 1949 - construction cost \$190,000

Anderson Furniture Studio

Dallas, Texas, 1949 - construction cost \$146,000

Allied Stores - Titcher-Goettinger

Dallas, Texas, 1952-1955 - construction cost \$3,500,000

Dean Memorial Children's Home

Dallas, Texas, 1950-1951 - construction cost \$200,000

District 10 Laboratory Building

State Highway Department

Tyler, Texas, 1959 - construction cost \$425,000

Regional Underground Center for OCDM

Denton, Texas, 1963 - construction cost \$2,500,000

The following are buildings planned for Southwestern Bell Telephone Company in the State of Texas:

Waco, 1949 - construction cost \$330,000
 Bay City, 1949 - construction cost \$44,000
 Center, 1949 - construction cost \$23,000
 Edinburg, 1949 - construction cost \$18,000
 McAllen, 1949 - construction cost \$14,000
 Mission, 1949 - construction cost \$19,000
 Pharr, 1949 - construction cost \$16,000
 Pittsburg, 1949 - construction cost \$15,000
 Snyder, 1950 - construction cost \$270,000
 Seminole, 1950 - construction cost \$50,000
 Jacksboro, 1950 - construction cost \$55,000
 Amarillo, 1951 - construction cost \$90,000
 Paris, 1951 - construction cost \$375,000
 Waco, 1951 - construction cost \$375,000
 Longview, 1951 - construction cost \$400,000
 Lubbock, 1952 - construction cost \$950,000
 Childress, 1953 - construction cost \$88,000
 Harlingen, 1953 - construction cost \$325,000
 Greenville, 1954 - construction cost \$225,000
 Gainesville, 1954 - construction cost \$217,000
 Farmers Branch, 1954 - construction cost \$68,000
 Huntsville, 1955 - construction cost \$195,000
 Corpus Christi, 1955 - construction cost \$677,000
 Sweetwater, 1955 - construction cost \$225,000

Buildings planned for Southwestern Bell Telephone Company, etc. (Continued)

Emerson, 1955 - construction cost \$200,000
 Houston - South, 1956 - construction cost \$425,000
 Houston - East, 1956 - construction cost \$422,640
 Tyler, 1956 - construction cost \$260,000
 Farmers Branch, 1956 - construction cost \$152,000
 Dallas Diamond, 1956 - construction cost \$291,000
 Dallas East, 1957 - construction cost \$350,470
 Dallas Whitehall, 1957 - construction cost \$90,000
 Laredo, 1957 - construction cost \$170,000
 Dallas Franklin, 1957 - construction cost \$200,000
 San Antonio Edison-Midway, 1957 - construction cost \$253,000
 Wichita Falls, 1958 - construction cost \$1,000,000
 Houston Riverside, 1958 - construction cost \$300,000
 Harlingen Garfield, 1958 - construction cost \$125,000
 Cleburne Milton "5", 1958 - construction cost \$136,000
 San Antonio North District, 1959 - construction cost \$420,000
 Odessa "Federal", 1959 - construction cost \$339,000
 Lubbock "Sherwood", 1959 - construction cost \$600,000
 Gainesville "Howard 5", 1960 - construction cost \$110,000
 Paris Dial, 1960 - construction cost \$177,000
 Longview "Plaza 3", 1961 - construction cost \$392,000
 Fort Worth South District, 1963 - construction cost \$475,000

4. Experience of Partners and Key Personnel Prior to Joining This Particular Firm.

Arthur E. Thomas: Mosher Steel Company, Structural Draftsman, 1916-1917; U. S. Army, 1917-1919; Hedrick Construction Company 1919-1921; Herbert M. Greene and C. D. Hill, Architects, 1921-1925; Private Architectural Practice, 1925-1945.

Robert O. Jameson: Mosher Steel Company, 1915-1918; Hedrick Construction Company, as Chief Engineer, 1918-1920; Own Private Office, Consulting Construction Engineer, 1921-1943; Corps of the U. S. Engineers, Southwest division, in renegotiating World War II contracts, 1943-1949.

As a Consulting Structural Engineer, Mr. Jameson designed the frame work for such buildings as:

Mercantile National Bank - 35 story building
 Republic National Bank - 19 story building
 Tower Petroleum Building - 16 story building
 Medical Arts Building Addition - 18 story, reinforced concrete frame
 The University of Texas Library Building - 29 story tower

Salem F. McLean: Structural Engineer for the Texas Highway Department, 1947-1951; A. J. Boynton Company of Dallas, Construction Designer, 1951-1953; Frank Chappell Consulting Engineers, 1953-1954; George L. Dahl, Consulting Engineer, 1954-1957.

Structural designer for the English Building of The University of Texas, while working for Frank Chappell Consulting Engineers.

Delbert C. Westfall: Draftsman for Charles E. Keyser, Kansas City, Kansas, 1938-1941; Architectural Designer for Fuhner, Wyatt, Tanner, and Mitchell, Kansas City, Kansas, 1941-1942; As a member of the U. S. Air Corps attended South West Texas State Teachers College, 1942; Second Lieutenant, U. S. Air Corps, 1942-1945; Chief Draftsman for Charles E. Keyer, Architect, Kansas City, Kansas, 1945-1947; Chief Draftsman for H. E. Duncan, Architect, Kansas City, Missouri, 1947-1948; Chief Draftsman for Thomas, Jameson, and Merrill, 1948-1962; Chief Draftsman for McLoney and Tune, Architects, Lexington, Kentucky, first part of 1962.

Robert S. Allan: Wyatt C. Hedrick, Fort Worth, 1950-1952; Grayson Gill, Field Superintendent, 1952-1953; Perry, Shaw and Hepburn, Boston, Massachusetts, 1956; Wyatt C. Hedrick, Fort Worth, Texas, Chief Structural Engineer, 1957.

Gordon D. Sentell: Designer for Jacob E. Anderson Architect, 1954-1956; Designer for Grayson Gill, Architect, 1956-1957.

5. Size of Staff.

22 (no breakdown given)

6. Professional Affiliations, Registrations, etc. of Partners and Key Staff Members.

Arthur E. Thomas

Registered in State of Texas
 Fellow, American Institute of Architects
 Texas Society of Architects
 Past Secretary and President of Dallas chapter of American Institute of Architects
 Past President of Texas Architectural Foundation
 Former member of Hospital and Health Committee of the American Institute of Architects
 Past President of Texas Society of Architects
 Member of the Construction Institute

Robert O. Jameson

Licensed in the State of Texas as an Engineer
 Fellow in the American Society of Civil Engineers
 Member American Concrete Institute
 Served on the American Concrete Institute Building Code Committee for Reinforced Concrete, for about twenty years
 Past President of the Dallas Chapter of the American Society of Civil Engineers
 One of the founders of the Dallas Technical Club

Salem F. McLean

American Society of Civil Engineers
 National Society of Professional Engineers
 Registered Professional Engineer of the State of Texas

Delbert C. Westfall

American Institute of Architects
 Texas Society of Architects
 Licensed Architect in the State of Texas

Robert S. Allan

American Institute of Architects
 Texas Society of Architects
 Licensed Architect in the State of Illinois and Texas
 Licensed Structural Engineer in the State of Texas
 National Council of Architectural Registration Board's Certificate

Gordon D. Sentell

American Institute of Architects
 Texas Society of Architects
 Licensed as an Architect in the State of Texas

7. Awards Received by the Firm, by Partners, and by Key Personnel, Both State and National, and Both Professional and Commercial, with Dates.

Robert S. Allan, Chicago Better Rooms Competition Award, 1950

8. Articles and Books Written by Members of the Firm and Key Personnel, Showing Titles, Names of Publications, and Dates.

No information available

9. Recognition and Articles Based on Work of the Firm, in Magazines and Other Publications, Including Names of Publications and Dates.

Architectural Forum, article written concerning a student problem, entitled "New Transept for St. John the Divine Cathedral", by Robert S. Allan.

10. Exhibits

None

11. Foreign Recognition, if Any.

None

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

April 15, 1964

OFFICE OF FEHR AND GRANGER
ARCHITECTS AND PLANNING CONSULTANTS
403 East Fifteenth Street
Austin, Texas 78761

1. Dates and Places of Birth of Partners and Key Personnel.

Arthur Fehr, Born November 18, 1904 in Austin, Texas
Charles Granger, Born November 27, 1913 in Austin, Texas
Lankford O. Griffin, Jr., Born April 15, 1922 in Temple, Texas
George H. Zapalac, Born October 23, 1923 in Bruceville, Texas
John H. Griffin, Born October 31, 1924 in Temple, Texas
James R. Weiershausen, Born June 13, 1933 in Fredericksburg, Texas
Thomas E. Lemons, Born January 23, 1926 in Centerville, Texas
R. Don Emerson, Born July 2, 1933 in Houston, Texas

2. Educational Background of Partners and Key Personnel.

Arthur Fehr - Bachelor of Science in Architecture, The University of Texas, 1925

Graduate Study (Night School), Columbia University, Courses in Design, Composition, and History, 1926, 1927, 1928

Graduate Study (Night School), Beaux Arts Institute of Design, Freehand (Life) Drawing and Clay Modeling, 1926, 1927, 1928

Graduate Study (Night School), New York University, Course in Architectural Law, 1927

Travel and Study in Mexico, Fall of 1956, 1958, and 1963

Charles Granger - Bachelor of Science in Architecture, The University of Texas, 1936

Master of Arts in Architecture and Urban Design, Cranbrook Academy, 1946
Graduate Fellowship in Architecture and Urban Design, Cranbrook Academy, Michigan, 1944

Lankford O. Griffin, Jr. - Bachelor of Science in Architecture, The University of Texas, 1951

George H. Zapalac - Bachelor of Science in Architecture, The University of Texas, 1951

John H. Griffin - Bachelor of Science in Architecture, The University of Texas, 1951

James R. Weiershausen - Bachelor of Science in Architecture, The University of Texas, 1953

Thomas E. Lemons - Bachelor of Science in Architecture, The University of Texas, 1954

R. Don Emerson - Bachelor of Science in Architecture, Texas A. and M. University, 1957

3. Experience of the Firm.

Consultant Work

Design - Abilene State School Dormitory, Board for Texas State Hospitals and Special Schools
Abilene, Texas, 1962 - construction cost \$750,000
(In association with Tittle and Luther, Architects, Abilene, Texas)

Design - Austin National Bank
Austin, Texas, 1962 - construction cost \$2,400,000
(In association with Page, Southerland, and Page, Architects, Austin, Texas)

Design - Eagle Mountain-Saginaw School
Near Fort Worth, Texas, 1963 - construction cost \$640,000
(In association with Morris Parker Associates, Architects,
Fort Worth, Texas)

Work for The University of Texas

Addition to Physics Building, 1958 - construction
cost \$943,615.94 - Fee \$47,180.80
(University Consulting Architect, Mark Lemmon)

Addition to Power Plant, 1958 - construction
cost \$344,247.29 - Fee \$17,212.38
(University Consulting Architect, Page, Southerland, and Page)

Computation Center, 1960 - construction
cost \$453,671.99 - Fee \$23,143.60
(University Consulting Architect, Jessen, Jessen, Millhouse, and
and Greeven)

Johnston High School
Austin, Texas, 1960 with additions in 1963 - construction cost \$1,538,870

Hillview Unit - Brown Schools, Inc.
San Marcos, Texas, 1960 - construction cost \$350,000

District Warehouse and Shop - Highway Department
Yoakum, Texas, 1961 - construction cost \$600,000

Airport Terminal Building
Austin, Texas, 1961 - construction cost \$1,250,000

Monastery of the Infant Jesus
Lufkin, Texas, 1962 - construction cost \$750,000

Insurance Building - State of Texas
Austin, Texas, 1962 - construction cost \$1,600,000
(In association with Broad and Nelson, Dallas, Texas, and Pierce and
Pierce, Houston, Texas)

State Bank and Trust Company Bank Building
San Marcos, Texas, 1962 - construction cost \$225,000

Seminary Apartments - Episcopal Seminary of the Southwest
Austin, Texas, 1962 - construction cost \$325,000

Redeemer Lutheran Church Building
Austin, Texas, 1963 - construction cost \$300,000

Synagogue - Congregation Agudas Achim
Austin, Texas, 1963 - construction cost \$225,000

Palestine Savings and Loan Bank Building
Palestine, Texas, 1964 - construction cost \$325,000

Clinic Building - Dr. Benge Elliott and Dr. Nilon Tallant
San Marcos, Texas, 1964 - construction cost \$100,000

Westwood Country Club
Austin, Texas, 1957 - construction cost \$325,000

Air Force Facilities - Restricted
Bergstrom Air Force Base, Texas, 1957-1958 - construction cost \$2,500,000

Air Force Facilities - Restricted
Bergstrom Air Force Base, Texas, 1952-1956 - construction cost \$9,600,000

Margaret Reilly Elementary School
Austin, Texas, 1953 with additions in 1954, 1956, and 1963 -
construction cost \$611,250

Jerry Joslin Elementary School
Austin, Texas, 1953 with additions in 1954, 1956, and 1960 -
construction cost \$468,000

Mollie Dawson Elementary School
Austin, Texas, 1953 with additions in 1956 and 1961 - construction
cost \$493,000

O. Henry Junior High School
Austin, Texas, 1952 - construction cost \$909,700

Highland Park Elementary School
Austin, Texas, 1950 with additions in 1954 and 1960 - construction
cost \$686,250

Sagebiel's Home and Auto Store and Service Station
Seguin, Texas, 1956 - construction cost \$180,000

Texas School for the Deaf
Austin, Texas, 1955-1956 with additions in 1963 - construction
cost \$2,368,000

Hutchins Memorial Student Union Building - Wharton County Junior College
Wharton, Texas, 1955 - construction cost \$160,000

Episcopal Theological Seminary of the Southwest
Austin, Texas 1955-1957 - construction cost \$1,000,000

Bolm Building
Austin, Texas, 1955 - construction cost \$175,000

Gregg House (Episcopal Student Center and Parish House)
Austin, Texas 1954 - construction cost \$350,000

Brooking Memorial Nurses' Home - Gulf Coast Medical Foundation
Wharton, Texas, 1954 - construction cost \$125,000

St. Stephen's Episcopal Church - Parish House (first unit of master plan
development)
Beaumont, Texas, 1958 - construction cost \$225,000

All Saints' Episcopal School
Beaumont, Texas, 1958 - construction cost \$120,000

Medical and Dental Center - Raymond Ramsey and Associates
Austin, Texas, 1958 - construction cost \$160,000

Pheasant Run (housing) - Presbyterian Synod of Texas
Mo-Ranch, Hunt, Texas, 1958 - construction cost \$160,000

Mo-Ranch - Presbyterian Synod of Texas
Hunt, Texas, 1951 - construction cost \$250,000

Chi Phi Fraternity Chapter House
Austin, Texas, 1958 - construction cost \$225,000

Ward and Cottage Group and Hospital Addition - Austin State School
Austin, Texas, 1958 - construction cost \$800,000

Senior High School Building
Cuero, Texas, 1958 - construction cost \$600,000

Girls' Dormitory #1 - Texas Lutheran College
Seguin, Texas, 1955 - construction cost \$300,000

Girls' Dormitory #2 - Texas Lutheran College
Seguin, Texas, 1958 - construction cost \$350,000

Girls' Dormitory #3 - Texas Lutheran College
Seguin, Texas, 1961 - construction cost \$350,000

Men's Dormitory - Texas Lutheran College
Seguin, Texas, 1957 - construction cost \$350,000

Men's Dormitory #2 - Texas Lutheran College
Seguin, Texas, 1960 - construction cost \$325,000

Student Union Building - Texas Lutheran College
Seguin, Texas, 1956 - construction cost \$175,000

Fine Arts Building and Central Plant - Texas Lutheran College
Seguin, Texas, 1962 - construction cost \$425,000

Plant Building - Austin Meat Company
Austin, Texas, 1957 - construction cost \$120,000

First Southern Presbyterian Church
Austin, Texas, 1957 - construction cost \$300,000

State Headquarters Building - Texas Electric Cooperatives
Austin, Texas, 1957 - construction cost \$150,000

Trinity Lutheran Church
Fort Worth, Texas, 1954 with addition in 1963 - construction cost \$375,000

Crain Juior High School
Victoria, Texas, 1954 - construction cost \$1,100,000

State Headquarters Building - Texas Tuberculosis Association
Austin, Texas, 1954 - construction cost \$50,000

Griffin and Fox Clinic
Austin, Texas - construction cost \$90,000

Administration Building - Austin Housing Authority
Austin, Texas, 1954 - construction cost \$60,000

Tex 1-4 Public Housing - Austin Housing Authority
Austin, Texas, 1953 - construction cost \$1,064,700

Delta Phi Epsilon Chapter House
Austin, Texas, 1951 - construction cost \$100,000

J. H. Breard Residence
Dallas, Texas, 1950 - construction cost \$85,000

St. Stephen's Episcopal School - Classrooms, Dining Hall, Chapel,
Gymnasium, Dormitories, Science Building
Austin, Texas, 1950-1963 - construction cost \$1,200,000

Clinic Building - Drs. M. F. and J. E. Kreisle
Austin, Texas, 1952 - construction cost \$55,000

Children's Medical Center - Drs. Hanna, Kelton, Price, and Sedberry
Austin, Texas, 1956, 1963 - construction cost \$150,000

4. Experience of Partners and Key Personnel Prior to Joining This Particular Firm.

Arthur Fehr: Worked in Architect's Office in San Antonio, Texas, 1926; Travel and study in Europe, 1927; associated with offices in New York City and San Antonio, Texas, 1928-1934; Architect for National Park Service, stationed at Bastrop-Buescher Park, Texas, with extra work at Ft. Davis, Big Bend, and Tyler, 1934-1936; opened office in Austin, Texas, for private practice of architecture, 1937; office closed to participate in war work on AE Contracts, San Antonio, and Architectural Engineer with War Department, 8th Service Command, working in five Southwestern States, 1942-1945.

Charles Granger: Office of Richard Neutra, Los Angeles, California, 1936-37; associate with Arthur Fehr for private practice of architecture; office closed to participate in war work including service as planning coordinator on AE Contracts and Engineering Division, Consolidated-Vultee Aircraft Corporation; designer, Office of Saarinen and Swanson on \$80,000,000 General Motors Technical Center, 1945-1946.

Lankford O. Griffin, Jr.: Office of Carlton Brush; U. S. Army in the European Theater, 1940-1945.

George H. Zapalac: Worked on shop drawings for Wm. Cameron, Inc. for six months; U. S. Navy in the Pacific Theater.

John H. Griffin: C. H. Page and Son, 1951-1958.

James R. Weiershausen: U. S. Air Force, Commissioned Officer, Installation Engineering School, Wright Patterson AFB, Dayton, Ohio, 1953-1955.

R. Don Emerson: U. S. Army, 1957-1960 - Commissioned Officer.

5. Size of Staff.

2 Partners; 2 Associates; and 10 to 15 Architectural Staff (During one Army Commission staff numbered 25)

6. Professional Affiliations, Registrations, etc. of Partners and Key Staff Members.

Arthur Fehr: - Registered Architect, State of Texas #26
National Council of Registration Boards #3953
Corporate Member, A. I. A. - Past President, Central Texas Chapter
Charter Member, T. S. A. - Director, 1951-1954; Secretary-Treasurer, 1957-1960; Vice-President, 1961; President-Elect, 1962; President, 1963.
Member, National American Institute of Architects' Committee on Public Relations, 1961-1964
Leader of American Institute of Architects Bund Deutscher Architekten Study Tour of Germany, sponsored by the Federal Republic of Germany, 1953
College of Fellows, The American Institute of Architects, 1957
Honorary Fellowship, La Sociedad de Arquitectos Mexicanos, awarded by the Union Internationale des Architectes in Mexico City, October, 1963

Charles Granger: - Registered Architect, State of Texas #774
Member, A. I. A., President Central Texas Chapter, 1955
Member, T. S. A.
Consulting Member of Board (Zoning), City Planning Commission, 1950-1952
Member, American Institute of Architects, CSBEF (Chairman 1958-1960), 1957-1960.

Lankford O. Griffin, Jr.: - Registered Architect, State of Texas #1536
Member, A. I. A.
Member, T. S. A.

George H. Zapalac: - Registered Architect, State of Texas #1611
Member, A. I. A.
Member, T. S. A.

John H. Griffin: -Registered Architect, State of Texas #1840

James R. Weiershausen: - Registered Architect, State of Texas #2385

R. Don Emerson - Registered Architect, State of Texas #2858

7. Awards Received by the Firm, by Partners, and by Key Personnel, Both State and National, and Both Professional and Commercial, with Dates.

Progressive Architecture, Design Merit Award, 1947 - Cleveland Clinic, Austin, Texas

Texas Architecture, State Fair of Texas, Award of Merit, 1953 - Residence for Mr. and Mrs. Joseph T. Sneed, Austin, Texas

Texas Architecture, State Fair of Texas, Award of Merit, 1954 - O. Henry Junior High School, Austin, Texas

Progressive Architecture, Design Award Citation, 1954 - Brooking Memorial Nurses' Home, Wharton, Texas

Honor Award, Central Texas Chapter, American Institute of Architects, Award of Honor, 1955 - Crain Junior High School, Victoria, Texas

Texas Architecture, State Fair of Texas, First Honor Award, 1955 - St. Stephen's Chapel, near Austin, Texas

Texas Architecture, State Fair of Texas, Honor Award, 1956 - Clifton Hall, Texas Lutheran College, Seguin, Texas

School Executive, Top Honor Award, 1957 - Clifton Hall, Texas Lutheran College, Seguin, Texas

Progressive Architecture, Design Award Program, 1959 - Design Award, 1958 - Terminal Building, Robert Mueller Municipal Airport, Austin, Texas

Progressive Architecture, Design Award Program, 1959 Award Citation, 1958 - Hillview Unit for Brown School, Inc., San Marcos, Texas

Architecture of Merit in Past Ten Years, Texas Society of Architects, 1960 - Westwood Country Club

Central Texas Chapter, American Institute of Architects, Award of Merit, 1962 - Robert Mueller Municipal Airport Terminal, Austin, Texas

School Building Architectural Exhibit, American Association of School Administrators, Atlantic City, New Jersey, Award, 1962 - Albert Sidney Johnston High School, Austin, Texas

8. Articles and Books Written by Members of the Firm and Key Personnel, Showing Titles, Names of Publications, and Dates.

Various Articles for The Texas Architect have been written by Arthur Fehr, the most recent being "Who's Responsible for Ugliness?"

The Journal of the American Institute of Architects published Arthur Fehr's essay on "Architecture of Eight-Year-Olds" in August, 1962.

"The Child and His Environment" by Charles Granger, published in Omniart, January-February, 1964

"The Countdown for Architectural Education" by Charles Granger, Association of Collegiate Schools of Architecture, May, 1962

9. Recognition and Articles Based on Work of the Firm, in Magazines and Other Publications, Including Names of Publications and Dates.

The work of the firm has been illustrated in the following publications:

Progressive Architecture

The Architectural Record

The Architectural Forum

The Texas Architect

The Austin American

The Austin Statesman

The Dallas Morning News

The Daily Texan

The Houston Chronicle

Cosmopolitan

Nuestra Arquitectura, Buenos Aires

Medical Economics

The American School and University

The School Executive

Schools by Perkins and Cocking

Doctors' Offices and Clinics: Medical and Dental by Kirk and Sternberg

House Beautiful

Gourmet

Ideal Home, London, and The Architect, London

Bauen and Wohnen, Zurich

Informes de la Construccion, Madrid

10. Exhibits

None Listed in Brochure

11. Foreign Recognition, if Any.

See No. 9 for illustrations in foreign publications
See No. 6 for Foreign Recognition of Arthur Fehr

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

April 15, 1964

PRESTON M. GEREN
ARCHITECT AND ENGINEER
Fort Worth National Bank Building
Fort Worth, Texas 76102

1. Dates and Places of Birth of Partners and Key Personnel.

Preston M. Geren, Sherman, Texas, November 2, 1891
Preston M. Geren, Jr., Fort Worth, Texas, December 16, 1923
T. E. Harden, Jr., Hamlin, Texas, December 3, 1915
J. A. Schutts, Fort Worth, Texas, November 12, 1918
Harold E. Hatfield, Jr., Miami, Florida, April 27, 1932
Edwin R. Fay, New York, New York, June 4, 1920

2. Educational Background of Partners and Key Personnel.

Preston M. Geren - Bachelor of Science in Architectural Engineering,
Texas A. and M. College, 1912

Preston M. Geren, Jr. - Department of Architecture, Texas A. and M. College,
1941 to 1943
Bachelor of Architecture, Georgia School of Technology, 1947

T. E. Harden, Jr. - Bachelor of Architecture, Texas A. and M. College, 1938
Design of Fallout Shelters, Department of Defense, Current

J. A. Schutts - Bachelor of Architecture, The University of Texas, 1947

Harold E. Hatfield, Jr. - Bachelor of Science in Architectural Engineering,
1958
Analysis of Fallout Shelters, Department of Defense, 1961

Edwin R. Fay - Bachelor of Science in Mechanical Engineering, Harvard
College, 1941
Master of Science in Aeronautical Engineering, California Institute
of Technology, 1942

3. Experience of the Firm.

Colonial Country Club House
Fort Worth, Texas, 1954 - construction cost \$889,423

Cold Storage Warehouse
Fort Worth, Texas, 1954 - construction cost \$993,516

Elementary School
Marshall, Texas, 1954 - construction cost \$208,656

Insurance Building
Fort Worth, Texas, 1954 - construction cost \$308,182

Methodist Church Building
Arlington, Texas, 1954 - construction cost \$279,735

High School
Arlington, Texas, 1954 - construction cost \$1,444,500

Retail Store Additions
Fort Worth, Texas, 1954 - construction cost \$1,406,440

High School Additions
Fort Worth, Texas, 1954 - construction cost \$1,535,688

Continental National Bank (2nd Unit)
Fort Worth, Texas, 1955 - construction cost \$3,316,432

First National Bank and Office Building
Corsicana, Texas, 1955 - construction cost \$826,348

Insurance Office Building
Fort Worth, Texas, 1955 - construction cost \$1,506,056

Elementary School
Arlington, Texas, 1955 - construction cost \$363,803

Church Facilities
Fort Worth, Texas, 1955 - construction cost \$1,258,337

Church Auditorium
Henderson, Texas, 1956 - construction cost \$222,943

Kilgore College Buildings
Kilgore, Texas, 1956 - construction cost \$441,643

Children's Hospital
Fort Worth, Texas, 1956 - construction cost \$925,000

Flight Test Center (Convair)
Fort Worth, Texas, 1956 - construction cost \$549,300

T. C. U. Dormitory
Fort Worth, Texas, 1956 - construction cost \$1,029,801

High School Additions
Midland, Texas, 1956 - construction cost \$632,133

Schools
Neches, Texas, 1956 - construction cost \$291,172

Texas Turnpike Authority Buildings
Fort Worth, Texas, 1956 - construction cost \$977,659

Savings and Loan Office Building
Fort Worth, Texas, 1957 - construction cost \$903,700

Addition to Church Buildings
Fort Worth, Texas, 1957 - construction cost \$317,055

Dunbar Elementary School
Fort Worth, Texas, 1957 - construction cost \$611,688

Church Addition
Kilgore, Texas, 1957 - construction cost \$272,186

Two Elementary Schools
Midland, Texas, 1957 - construction cost \$680,000

Junior High School
Midland, Texas, 1957 - construction cost \$840,000

Hospital Addition
Midland, Texas, 1957 - construction cost \$616,590

Schools
Nacogdoches, Texas, 1957 - construction cost \$448,320

High School
Burlleson, Texas, 1957 - construction cost \$425,000

Travis Avenue Baptist Church
Fort Worth, Texas, 1957 - construction cost \$1,700,000

Medical Treatment Building
Wichita Falls, Texas, 1957 - construction cost \$1,000,000

Harris Hospital, Auxiliary Building
Fort Worth, Texas, 1957 - construction cost \$525,000

Harris Hospital, Nurses Home
Fort Worth, Texas, 1957 - construction cost \$850,000

Hodge Residence
Fort Worth, Texas, 1957 - construction cost \$110,000

Elementary School
Corsicana, Texas, 1957 - construction cost \$300,000

Schools
Greggton, Texas, 1957 - construction cost \$400,000

A. M. Pate School
Fort Worth, Texas, 1957 - construction cost \$418,000

T. C. U. Library
Fort Worth, Texas, 1957 - construction cost \$950,000

Junior High School and Additions
Corsicana, Texas, 1957 - construction cost \$600,000

Morrison Office and Warehouse
Fort Worth, Texas, 1957 - construction cost \$250,000

High School Additions
Midland, Texas, 1957 - construction cost \$600,000

Elementary School
Midland, Texas, 1957 - construction cost \$350,000

Elementary School
New London, Texas, 1958 - construction cost \$250,000

Junior High School
Fort Worth, Texas, 1958 - construction cost \$750,000

Two Elementary Schools
Marshall, Texas, 1958 - construction cost \$400,000

Methodist Church
Texarkana, Texas, 1958 - construction cost \$350,000

Church Sanctuary
Texarkana, Texas, 1958 - construction cost \$225,000

Two Elementary Schools
Arlington, Texas, 1958 - construction cost \$550,000

Addition to Insurance Office Building
Fort Worth, Texas, 1958 - construction cost \$194,352

Three Elementary Schools
Fort Worth, Texas, 1958 - construction cost \$842,958

High School
Jefferson, Texas, 1959 - construction cost \$368,602

Gym and Pool
Midland, Texas, 1959 - construction cost \$235,472

University of Texas Chemistry Building
Austin, Texas, 1959 - construction cost \$1,054,171
Fee: \$52,708.53

Church Education Building
Fort Worth, Texas, 1959 - construction cost \$560,497

Children's Hospital
Fort Worth, Texas, 1959 - construction cost \$767,507

T. C. U. Administration Building
Fort Worth, Texas, 1959 - construction cost \$1,004,926

First National Bank and Office Building
Fort Worth, Texas, 1959 - construction cost \$12,000,000
(In association with Skidmore, Owings and Merrill)

Meacham Junior High School
Fort Worth, Texas, 1960 - construction cost \$785,400

Equitable Savings Office Building
Fort Worth, Texas, 1960 - construction cost \$926,349

Schools
Henderson, Texas, 1960 - construction cost \$531,113

Parochial School and Residence
Marshall, Texas, 1960 - construction cost \$278,135

Elementary School
Arlington, Texas, 1960 - construction cost \$305,225

Church Sanctuary
Midland, Texas, 1960 - construction cost \$263,937

Senior High School (Robert E. Lee)
Midland, Texas, 1960 - construction cost \$2,964,111

Addition to Office Building
Fort Worth, Texas, 1960 - construction cost \$343,461

Parochial High School
Fort Worth, Texas, 1960 - construction cost \$1,446,500

Union Bank of Fort Worth
Fort Worth, Texas, 1961 - construction cost \$1,136,185

Seminary South Shopping Center
Fort Worth, Texas, 1961 - construction cost \$7,884,818
(In association with George L. Dahl, Dallas, Texas)

High School
Everman, Texas, 1961 - construction cost \$413,142

Elementary School
Everman, Texas, 1961 - construction cost \$155,564

First National Bank
Arlington, Texas, 1961 - construction cost \$349,718

Jackson School Addition
Corsicana, Texas, 1961 - construction cost \$139,152

Gaston Elementary School Addition
Gaston, Texas, 1961 - construction cost \$128,628

Oakwood Terrace Elementary School
Euless, Texas, 1961 - construction cost \$272,562

High School
Keller, Texas, 1961 - construction cost \$252,314

Weldon School
Gladewater, Texas, 1961 - construction cost \$280,218

Arlington State College Science Building
Arlington, Texas, 1961 - construction cost \$1,614,643

Arlington State College, Gym and Pool
Arlington, Texas, 1961 - construction cost \$558,639

Sears Warehouse
Fort Worth, Texas, 1961 - construction cost \$474,464

Junior High School
Pittsburg, Texas, 1961 - construction cost \$132,292

Masonic Home Infirmary
Fort Worth, Texas, 1961 - construction cost \$187,646

Elementary School
Burleson, Texas, 1961 - construction cost \$290,895

Ferguson Junior High School
Arlington, Texas, 1961 - construction cost \$633,615

Birdville Junior High School
Fort Worth, Texas, 1961 - construction cost \$692,445

Carling Brewing Company Plant
Fort Worth, Texas, 1961 - construction cost \$10,000,000
(In association with Kappelle, Wright and Macleod, Engineers, Toronto, Canada)

Birdville Elementary School Addition
Fort Worth, Texas, 1961 - construction cost \$138,772

Neiman-Marcus Retail Store
Fort Worth, Texas, 1961 - construction cost \$2,262,439
(In association with Edward L. Barnes, New York City, New York)

Pine Tree Schools
Pine Tree, Texas, 1961 - construction cost \$365,387

University of Dallas Library
Irving, Texas, 1962 - construction cost \$303,242

University of Dallas Gym
Irving, Texas, 1962 - construction cost \$352,952

Northeast National Bank
Fort Worth, Texas, 1962 - construction cost \$153,552

Elementary School Additions
Arlington, Texas, 1962 - construction cost \$173,878

Sam Houston High School
Arlington, Texas, 1962 - construction cost \$1,242,518

University of Dallas Priory
Irving, Texas, 1962 - construction cost \$269,990

School Additions
Spring Hill, Texas, 1962 - construction cost \$127,828

Eastern Star Additions
Arlington, Texas, 1962 - construction cost \$180,984

College Clinic
Fort Worth, Texas, 1962 - construction cost \$136,152

Eastern Star Home Bedroom Addition
Arlington, Texas, 1962 - construction cost \$351,789

Baptist Church
Cleburne, Texas, 1962 - construction cost \$130,232

Sears Service Station
Waco, Texas, 1962 - construction cost \$206,737

Fort Worth Country Day School
Fort Worth, Texas, 1962 - construction cost \$434,314

Lone Star Gas Company Service Center
Fort Worth, Texas, 1963 - construction cost \$1,789,463

T. C. U. Infirmary
Fort Worth, Texas, 1963 - construction cost \$201,028

Elementary School
Midland, Texas, 1963 - construction cost \$432,425

Oakwood Terrace School Additions
Euless, Texas, 1963 - construction cost \$131,235

All Church Home
Fort Worth, Texas, 1963 - construction cost \$422,200

School Additions
Everman, Texas, 1963 - construction cost \$285,100

River Crest Country Club Pool
Fort Worth, Texas, 1963 - construction cost \$117,600

Two Junior High Schools
Marshall, Texas, 1963 - construction cost \$1,314,100

Elementary School
Weatherford, Texas, 1963 - construction cost \$272,403

University of Dallas Dormitories
Irving, Texas, 1963 - construction cost \$711,739

First National Bank
Weatherford, Texas, 1963 - construction cost \$281,874

Schools
Greenville, Texas, 1963 - construction cost \$342,643

First Methodist Church
Graham, Texas, 1963 - construction cost \$233,726

Harris Hospital, Ancillary Facilities and Maternity Building
Fort Worth, Texas, 1963 - construction cost \$5,000,000

River Crest Country Club Additions
Fort Worth, Texas, 1963 - construction cost \$201,600

High School
Jacksboro, Texas, 1963 - construction cost \$782,583

Frazier Elementary School
Burleson, Texas, 1963 - construction cost \$161,927

Duff and Wimbish Elementary Schools
Arlington, Texas, 1963 - construction cost \$636,685

St. Alice Catholic Church
Fort Worth, Texas, 1963 - construction cost \$624,000

Baptist Seminary Student Building
Fort Worth, Texas, 1963 - construction cost \$991,246

School Additions
Kilgore, Texas, 1963 - construction cost \$101,025

T. C. U. Dorms and Dining Hall
Fort Worth, Texas, 1963 - construction cost \$1,794,724

Junior High School (Underground)
Lake Worth, Texas, 1963 - construction cost \$500,000

4. Experience of Partners and Key Personnel Prior to Joining This Particular Firm.

Preston M. Geren: Private practice of architecture as partner, Giesecke and Geren, Austin, Texas, 1914-1916; Engineer, Truscon Steel Company, Dallas, Texas, 1916-1917; Officer, U. S. Army Engineers, 1917-1919; Chief Engineer, J. F. Johnson, General Contractor, Austin, Texas, 1919-1921; Professor and Head of Department of Architectural Engineering, Oklahoma A & M College, 1921-1923; Chief Engineer and Chief of Production, Wyatt C. Hedrick, Inc., Architects and Engineers, Fort Worth, Texas, 1923-1934; Private practice of architecture and engineering, Preston M. Geren, Architect and Engineer, Fort Worth, Texas, 1934-1949.

Preston M. Geren, Jr.: Draftsman, Preston M. Geren, Architect and Engineer, Fort Worth, Texas, 1938-1940; Draftsman, The Austin Company, Fort Worth, Texas, 1940; Officer, U. S. Army, 1943-1946; Architectural Designer and Structural Engineer, Preston M. Geren, Architect and Engineer, Fort Worth, Texas, 1947-1949.

T. E. Harden, Jr.: Draftsman, Preston M. Geren, Architect and Engineer, Fort Worth, Texas, 1938-1941; U. S. Army 1941-1944.

J. A. Schutts: The University of Texas, Austin, Texas, 1946-1947; Ridgelea Development Company, Fort Worth, Texas, 1947-1951; Self Employed, Fort Worth, Texas, 1951-1955; H. H. Crane, Fort Worth, Texas, 1955-1956.

Harold E. Hatfield, Jr.: Structural Engineer, Boone and Pope, Architect-Engineers, Abilene, Texas, 1958-1962; Structural Engineering, J. Weldon Hunnicut and Associates, Consulting Engineers, Fort Worth, Texas, 1962-1963.

Edwin R. Fay: Aeronautical Design Engineer, Vought-Sikorsky Aircraft, 1942-1943; Service with U. S. Army Air Corps, 1943-1947; Aeronautical Research Engineering, General Dynamics, Fort Worth, Texas, 1947-1950; Draftsman, Preston M. Geren, Architect and Engineer, Fort Worth, Texas, 1950-1954.

5. Size of Staff.

40, including 7 registered architects, 7 registered engineers, 2 interior designers, 7 construction superintendents, 1 chief construction superintendent, 3 secretaries, and the balance draftsmen.

6. Professional Affiliations, Registrations, etc. of Partners and Key Staff Members.

Preston M. Geren

Charter member Fort Worth Chapter, Texas Society of Architects
 Past President of American Institute of Architects
 Life Member of American Society of Civil Engineers
 Past President of Texas Construction Council
 Registered Architect No. 27, Texas
 Registered Engineer No. 133, Texas

Preston M. Geren, Jr.

Texas Society of Architects
 Past President, Vice-President, and Secretary of American Institute
 of Architects
 S. A. M. E.
 Registered Architect No. 1216, Texas
 Registered Engineer No. 9107, Texas

T. E. Harden, Jr.

Texas Society of Architects
 Past Treasurer and Past President of American Institute of Architects
 Registered Architect No. 950, Texas

J. A. Schutts

Texas Society of Architects
 American Institute of Architects
 Registered Architect No. 2243, Texas

Harold E. Hatfield

Texas Society of Professional Engineers
 National Society of Professional Engineers
 Registered Engineer No. 21203, Texas

7. Awards Received by the Firm, by Partners, and by Key Personnel, Both State and National, and Both Professional and Commercial, with Dates.

Certificate of Merit for the Design of the Dallas-Fort Worth Turnpike
 Restaurant by the Institutions Magazine in 1957.

Certificate of Recognition by Housing and Home Finance Agency for
 Training of Foreign Students in 1959.

Design Citation of American Association of School Administrators,
 Robert E. Lee High School, Midland, Texas, in 1961.

Certificate of Merit, Texas Society of Architects (in association with
 Skidmore, Owings and Merrill) for First National Bank and Office Building,
 Fort Worth, Texas, in 1961.

Preston M. Geren

Distinguished Service Award, City of Fort Worth Zoning Commission
 in 1951.
 Distinguished Service Award, City of Fort Worth, Chairman, Building
 Code in 1959.
 Engineer of the Year, Texas Society of Professional Engineers in 1956.

8. Articles and Books Written by Members of the Firm and Key Personnel, Showing Titles, Names of Publications, and Dates.

Preston M. Geren, Chairman, Building Code Writing Committee, City of
 Fort Worth Building Code, City of Fort Worth, Texas, 1959.

9. Recognition and Articles Based on Work of the Firm, in Magazines and Other Publications, Including Names of Publications and Dates.

No record kept. There have been articles in the architectural magazines and in the American School Board Journal from time to time (such as the November, 1961 issue of the American School Board Journal which includes an article on the Robert E. Lee High School, Midland, Texas, beginning on Page 18).

10. Exhibits.

American Association of School Administrators, Architectural Exhibit,
1964, 1963, 1962, 1961, 1960, 1959, 1957, 1956, 1955, 1954.
Texas Society of Architects, 1961, 1960, 1959.
National Council on Church Architecture, 1959.

11. Foreign Recognition, if Any.

None.

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

September 8, 1964

PITTS, MEBANE, PHELPS, AND WHITE
ARCHITECTS AND ENGINEERS
1872 Calder Avenue
Beaumont, Texas 77701

1. Dates and Places of Birth of Partners and Key Personnel.

Llewellyn W. Pitts, Born Uniontown, Alabama, 1906
Mike Mebane, Born Trinity, Texas, 1908
Russell R. Phelps, Born Des Moines, Iowa, 1905
Robert White, Born Danville, Illinois, 1925
Travis Ray Ogden, Born Doucette, Texas, 1925
Frank F. Beadle, Jr., Born Richwood, West Virginia, 1917
J. B. Nichols, Born Booneville, Arkansas, 1935

2. Educational Background of Partners and Key Personnel.

Llewellyn W. Pitts: Bachelor of Science in Architecture, Georgia
School of Technology, 1927

Mike Mebane: Bachelor of Science in Architectural Engineering, The
University of Texas, 1928

Russell R. Phelps: Special Course in Structural Engineering, Evansville
College, 1923-1927, Evansville, Indiana

Robert White: Bachelor of Architecture, University of Michigan, 1950

Travis Ray Ogden: Southwestern Louisiana Institute, Northwestern
Louisiana Institute, University of Georgia

Frank F. Beadle, Jr.: Bachelor of Science in Architecture, Texas
A. & M. University, 1942

J. B. Nichols: Bachelor of Science in Architectural Engineering, The
University of Texas, 1935

3. Experience of the Firm.

Lamar State College of Technology, Master Campus Plan and 33 Buildings
or Structures, Beaumont, Texas, 1954-1964 - construction cost \$13,053,400.00

Centenary College, Shreveport, Louisiana, Three Projects -
construction cost \$1,750,000.00

Texas Technological College, Library Building, Lubbock, Texas -
construction cost \$2,100,000.00

Baylor University, Science Building, Waco, Texas -
construction cost \$2,000,000.00

Texas A. & M. University, Biological Sciences Building (Design stage)
College Station, Texas - construction cost \$1,500,000.00

Numerous structures, Public High and Elementary Schools,
Beaumont, Texas, 1950-54 - construction cost \$3,500,000.00

Public Schools, Bryan, Texas, 1952 - construction cost \$400,000.00
(Ben Milam Elementary School in association with William E. Nash)

Public Schools, Conroe, Texas, 1953-1957 - construction cost \$2,000,000.00

Public Schools, Cove, Texas, 1958 - construction cost \$200,000.00

Public Schools, Little Cypress, Texas, 1958-1963 - construction cost \$800,000.00

Public Schools, Mauriceville, Texas, 1963 - construction cost \$350,000.00

Public Schools, Orange, Texas, 1957-1964 - construction cost \$3,500,000.00

Beaumont, Texas:

- Baptist Hospital of Southeast Texas, 1949 - construction cost \$1,700,000.00
- Addition to Baptist Hospital of Southeast Texas, 1956 - construction cost \$2,500,000.00
- Baptist Hospital Nurses Home, 1955 - construction cost \$800,000.00
- St. Elizabeth Hospital, 1962 - construction cost \$6,300,000.00
(In association with D. E. Steinman, Jr.)
- St. Andrew's Presbyterian Church, 1955-1964 - construction cost \$830,000.00
- Olga Keith Library and Auditorium, 1962 - construction cost \$250,000.00

U. S. Embassy Office Building, Mexico, D. F., 1964 - construction cost \$5,000,000.00 (In association with other Architects)

Texas Employment Commission Building, Austin, Texas, 1959 - construction cost \$2,430,000.00 (Associated with other Architects)

State Office Building, Austin, Texas, 1958 - construction cost \$3,223,300.00
(In association with other Architects)

Texas Employment Commission Building, Beaumont, Texas, 1961 - construction cost \$144,800.00

Jefferson County Courthouse, Addition to Courthouse, Beaumont, Texas, 1963 - construction cost \$160,000.00

Public Housing, Texas, various locations - construction cost \$23,000,000.00

Corps of Engineers for U. S. Air Force - Texas, various locations - construction cost \$26,500,000.00

U. S. Navy Berthing Facilities, Orange, Texas - construction cost \$3,800,000.00

Conroe Municipal Building, Conroe, Texas, 1956 - construction cost \$375,000.00

U. S. Post Office, Orange, Texas (in association with George Ingram), and U. S. Federal Building, Beaumont, Texas (in association with Steinman and Steinman) - approximate total cost \$950,000.00

California Easter Airways, Inc., Moore Air Base, Mission, Texas - construction cost, \$2,000,000.00

Coca-Cola Bottling Plants - various locations, 1947-1963 - construction cost \$9,455,500.00

United Gas Corporation, Beaumont and Orange, Texas, 1957-1959 - construction cost \$530,000.00

American Locomotive Company, Oil Field Production Building, Beaumont, Texas - construction cost \$250,000.00

Southern States Steel Company, Manufacturing Plant and Office, Beaumont, Texas - construction cost \$350,000.00

International Lubricant Corporation, New Orleans, Louisiana, Office, Laboratory, Warehouse, 1960-1961 - construction cost \$1,100,000.00

Gulf Oil Corporation, numerous projects, Port Arthur, Texas

Mobil Oil Company, Office Building, Addition to Paint Mill,
Beaumont, Texas - construction cost \$650,000.00

Shell Oil Company, Testing Laboratory, Norco, Louisiana - construction
cost \$1,250,000.00

Texaco, Inc., various locations, several projects - construction
cost \$8,500,000.00

First National Bank, Waco, Texas, 1963 - construction cost \$1,580,000.00

First Security National Bank, Beaumont, Texas, 1963 - construction
cost \$4,000,000.00 (In association with D. E. Steinman, Jr.)

First National Motor Bank, Beaumont, Texas, 1959 - construction
cost \$75,000.00

Gateway National Bank, Beaumont, Texas, 1961 - construction cost \$200,000.00
(In association with D. E. Steinman, Jr.)

First National Bank, Orange, Texas, 1954 - construction cost \$240,000.00

Southwestern Bell Telephone, exchanges at three locations, Beaumont and
Vidor, Texas, 1950-1957 - construction cost \$850,000.00

Taystee Baking Company, Beaumont, Texas, 1948 - construction cost \$325,000.00

Picadilly Cafeterias, Beaumont, Texas, 1954-1963 - construction cost
\$140,000.00

Szafir's Company, 1958 - construction cost \$125,000.00

Kaufman Trust Office Building, Beaumont, Texas, 1955 - construction
cost - \$650,000.00

R & S Shop, Beaumont, Texas, 1955 - construction cost \$75,000.00

Vo-Craft, Beaumont, Texas, 1955 - construction cost \$55,000.00

McFaddin Office Building, Beaumont, Texas, 1955 - construction cost
\$100,000.00

Petroleum State Insurance Office Building, Beaumont, Texas, 1956 -
construction cost \$175,000.00

Alterations and additions to Edwards Hotel, Beaumont, Texas, 1958 -
construction cost \$350,000.00

Graybar Electric Company, warehouse, Beaumont, Texas, 1959 -
construction cost \$200,000.00

The Enterprise Company (newspaper publishing company), Beaumont, Texas,
1961 - construction cost \$1,125,000.00

Pyramid Concrete Pipe Company, Beaumont, Texas, 1960 - construction
cost \$30,000.00

Doctors' Building, Beaumont, Texas, 1958 - construction cost \$785,600.00

Binswanger Glass Company, Beaumont, Texas, 1950 - construction cost \$88,000.00

4. Experience of Partners and Key Personnel Prior to Joining This Particular Firm.

(No information submitted)

Mr. Pitts was with the firm at its inception in 1934
 Mr. Mebane joined the firm in 1946
 Mr. Phelps joined the firm in 1947
 Mr. White joined the firm in 1950
 Mr. Nichols joined the firm in 1935

5. Size of Staff.

Seven Registered Architects, Three Registered Engineers, Fourteen Draftsmen, Two Construction Superintendents, One Specification Writer, One Estimator, Two Secretaries

6. Professional Affiliations, Registrations, etc. of Partners and Key Staff Members.

Llewellyn W. Pitts

National Council Architectural Registration Board - Certificate No. 762 dated May, 1947, Texas, Nebraska, Mississippi, Colorado, Virginia, and Louisiana
 Fellow, American Institute of Architects
 Director, The American Institute of Architects, Texas Region, 1963-1966
 Chairman, Commission on Public Affairs, The American Institute of Architects, 1964
 Member of The American Institute of Architects Committee on Education, 1958-1960
 President, Texas Society of Architects, 1961
 President, Southeast Texas Chapter, The American Institute of Architects, 1959
 Honorary Member Sociedad de Arquitectos Mexicanos, 1957, and Libre de Honor
 Chairman, Architectural Advisory Committee to State Building Commission, State of Texas, 1958 to 1962

Mike Mebane

Registered in State of Texas
 American Institute of Architects
 Director, Texas Society of Architects, 1963-1966
 Past President, Southeast Texas Chapter, The American Institute of Architects
 Contemporary Arts Association

Russell R. Phelps

Registered in State of Texas
 Fellow, American Society of Civil Engineers
 National Society of Professional Engineers
 Texas Society of Professional Engineers
 American Concrete Institute
 American Welding Society
 Member, City of Beaumont Planning Board, 1947-1961

Robert White

Registered in State of Texas
 American Institute of Architects
 Vice President, Southeast Texas Chapter, The American Institute of Architects

Travis Ray Ogden

American Concrete Institute

Frank F. Beadle, Jr.

Registered in State of Texas
 American Institute of Architects

J. B. Nichols

Registered in State of Texas (Architect and Professional Engineer)
American Institute of Architects

7. Awards Received by the Firm, by Partners, and by Key Personnel, Both State and National, and Both Professional and Commercial, with Dates.

American Institute of Architects, First Honor Award - Houston Coca-Cola Bottling Plant, Houston, Texas

South Texas Chapter, The American Institute of Architects - Medal of Honor Award, Men's Dormitory Building, Lamar State College of Technology, Beaumont, Texas

First Honor Award, Southeast Texas Chapter, The American Institute of Architects, 1961 - Pyramid Concrete Products Company Building, Beaumont, Texas

Award of Merit, Southeast Texas Chapter, The American Institute of Architects, 1961 - Laboratory Building, Shell Oil Company, Norco, Louisiana

Special Award, Southeast Texas Chapter, The American Institute of Architects, 1961 - The Enterprise Company (Newspaper Plant), Beaumont, Texas

8. Articles and Books Written by Members of the Firm and Key Personnel, Showing Titles, Names of Publications, and Dates.

No information submitted

9. Recognition and Articles Based on Work of the Firm, in Magazines and Other Publications, Including Names of Publications and Dates.

No information submitted

10. Exhibits

Men's Dormitory Building, Lamar State College of Technology, Beaumont, Texas. This building selected one of seventy-two projects for inclusion in "A Half Century of Architectural Education" - Georgia Tech, subsequently, selected by United States Department of Commerce as one of thirty-four architectural panels to be exhibited at the International Trade Fair in Zagreb, Yugoslavia, and for subsequent travel in Europe.

In August, 1960, the Texas Society of Architects, by Out-of-State Jury, selected forty-eight projects constructed in the State of Texas during the 1950's for exhibit entitled "Architecture of Merit during the Past Ten Years." The firm was honored by the selection of the following four of its projects which were included in the exhibit:

1. Houston Coca-Cola Bottling Plant, Houston, Texas
2. Lamar State College of Technology, Beaumont, Texas
3. Gateway National Bank, Beaumont, Texas
4. State Office Building, Austin, Texas

Houston Coca-Cola Bottling Plant, Houston, Texas. This building selected by the United States State Department for exhibition in Europe as part of an exhibit entitled, "Distinguished Contemporary American Buildings".

11. Foreign Recognition, if Any.

See Item No. 10 - Exhibits

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

April 15, 1964

WOOD AND SIBECK, ARCHITECTS
3415 Cedar Springs
Dallas 19, Texas

1. Dates and Places of Birth of Partners and Key Personnel.

Jack Wood, Partner, Champagne, Illinois, June 21, 1921
Gordon Sibeck, Partner, Little Rock, Arkansas, April 1, 1919
William E. McGrew, Bartlesville, Oklahoma, August 4, 1922
Orville Summey, Dallas, Texas, May 24, 1931

2. Educational Background of Partners and Key Personnel.

Jack Wood: Bachelor of Science in Architectural Design, The University of Illinois, 1949
Master of Architecture and Urban Design, The University of Illinois, 1950.
Cranbrook Academy of Art, 1950 (under supervision of Eliel Saarinen)

Gordon Sibeck: Bachelor of Science in Architecture, Texas A & M College, 1941.
Master of Architecture, Massachusetts Institute of Technology, 1947.

William E. McGrew: Oklahoma A & M College, Department of Engineering, 1953.
Bachelor of Architecture, The University of Michigan, 1950.

Orville Summey: Bachelor of Architecture, Texas Technological College, 1954.

3. Experience of the Firm.

Dallas Federal Savings and Loan (Branch)
Dallas, Texas, Completed June 1962 - construction cost \$100,000

First National Bank
Levelland, Texas, Completed September, 1963 - construction cost \$300,000

Republic National Bank (interior design)
Dallas, Texas, Completed April, 1963 - construction cost \$3,000,000

First Baptist Church
Dallas, Texas, Completed March, 1964 - construction cost \$140,000

Lakewood Bank and Trust Company
Dallas, Texas, In Progress - construction cost \$600,000

Adelle Turner Elementary School
Dallas, Texas, In Progress - construction cost \$580,000

Health Center - Arlington State College
Arlington, Texas, In Progress - construction cost \$275,000

First Wichita National Bank (addition)
Wichita Falls, Texas, Completed March, 1964 - construction cost \$30,000

Waggoner National Bank
Vernon, Texas, In Progress - construction cost \$110,000

Inwood National Bank
Dallas, Texas, Completed April, 1964 - construction cost \$35,000

High Plains Baptist Hospital
Amarillo, Texas, In Progress - construction cost \$4,000,000

Sears, Roebuck and Company Shopping Center
Dallas, Texas, In Progress - construction cost \$4,000,000

Coronado Shopping Center
Albuquerque, New Mexico, In Progress - construction cost \$3,600,000

First State Bank
Midland, Texas, In Progress - construction cost \$800,000

Employer's Casualty Office Building
Lubbock, Texas, In Progress - construction cost \$50,000

4. Experience of Partners and Key Personnel Prior to Joining This Particular Firm.

Jack Wood: Associate with Howard R. Meyer, Architect, Dallas, Texas, 1950-1954;
Chief Architectural Designer, George L. Dahl, Dallas, Texas, 1954-1962.

Gordon Sibeck: Draftsman, Alvar Alto, Architect, Cambridge, Massachusetts,
1946-1947; Associate, Hugh Stobbins, Sr., Architect, Lexington,
Massachusetts, 1947-1949; Architectural Coordinator, George L. Dahl,
Dallas, Texas, 1949-1962.

William E. McGrew: Draftsman, DeWitt and Swank, Dallas, Texas, 1950-1953;
Chief Draftsman, George L. Dahl, Dallas, Texas, 1953-1963.

Orville Summey: Herbert Brasher and Associates, Lubbock, Texas, 1954-1958;
George L. Dahl, Architects and Engineers, Dallas, Texas, 1958-1963.

Jobs Handled With Previous Employers:

Universities and Colleges

East Texas State College
Library Building, Business Administration - Audio Visual Building,
Home Economics Building, and College Union Building

Southern Methodist University
Student Dormitories, Fine Arts Center and Health Center

The University of Texas
Undergraduate Library Academic Center

Banks and Office Buildings

Dallas Federal Savings and Loan
Home office building and five branch buildings

The First National Bank
Midland, Texas

The First National Bank
Big Spring, Texas

The First National Bank
Odessa, Texas

The First Wichita National Bank
Wichita Falls, Texas

The El Paso National Bank
El Paso, Texas

Southwestern Life Insurance Building
Dallas

Vaughn Building
Corpus Christi, Texas

Vaughn Building
Odessa, Texas

Medical Facilities

Methodist Hospital
Dallas Osteopathic Hospital
Rehabilitation Center, Terrell State Hospital
Mexia State Hospital

Auditoriums and Convention Centers

Dallas Memorial Auditorium
Julius Schepps Community Center, Dallas, Texas
Tampa Convention Center, Tampa, Florida
Moody Center, Galveston, Texas

5. Size of Staff.

Four Registered Architects, Five Draftsmen (three graduates in architecture) and One Secretary.

6. Professional Affiliations, Registrations, etc. of Partners and Key Staff Members.

Jack Wood

American Institute of Architects, Dallas Chapter
Texas Society of Architects
Registered in Texas

Gordon Sibeck

American Institute of Architects, Dallas Chapter
Texas Society of Architects
American Society of Military Engineers
Registered in Texas, Massachusetts, NCARB

William E. McGrew

American Institute of Architects, Dallas Chapter
Tau Sigma Delta (Honorary College Fraternity)
Registered in Texas

Orville Summey

American Institute of Architects, Dallas Chapter
Texas Society of Architects
Construction Specifications Institute
Registered in Texas

7. Awards Received by the Firm, by Partners, and by Key Personnel, Both State and National, and Both Professional and Commercial, with Dates.

No information submitted.

8. Articles and Books Written by Members of the Firm and Key Personnel, Showing Titles, Names of Publications, and Dates.

No information submitted.

9. Recognition and Articles Based on Work of the Firm, in Magazines and Other Publications, Including Names of Publications and Dates.

No information submitted.

10. Exhibits.

No information submitted.

11. Foreign Recognition, if Any.

No information submitted.

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

August 27, 1964

JOINT RECOMMENDATION OF COMPTROLLER SPARENBERG
AND CONSULTING ARCHITECT BROOKS AND BARR

RE: ASSOCIATE ARCHITECT FOR MAIN UNIVERSITY -
BUILDING FOR ADDITION TO POWER PLANT

1. O'Connell and Probst, Austin, Texas
2. Lundgren and Maurer, Austin, Texas
3. William B. Saunders, Austin, Texas
4. King and Eppes, Austin, Texas

(Background information on these firms is attached)

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

September 11, 1964

O'CONNELL AND PROBST
ARCHITECTS AND HOSPITAL CONSULTANTS
504 West Seventh
Austin, Texas

1. Dates and Places of Birth of Partners and Key Personnel.

William R. O'Connell, Born in Temple, Texas, December 13, 1918
Victor G. Probst, Born in Lavaca County, November, 1916
James M. Kuykendall, Born in Thorndale, Texas, March 11, 1924
Charles M. Harris, Born in Chickasha, Oklahoma, August 8, 1929
Edward B. T. Glass, Born in Corsicana, Texas, October 17, 1919
James B. Polkinghorn, Born in Marshall, Texas, December 30, 1934
James D. Pfluger, Born in Austin, Texas, January 3, 1937

2. Educational Background of Partners and Key Personnel.

William R. O'Connell - Bachelor of Architecture, The University of Texas, 1941

Victor G. Probst - Victoria Junior College Graduate; Bachelor of Architecture, The University of Texas, 1946; Graduate Study, University of London, England

James M. Kuykendall - Bachelor of Architecture and Planning, The University of Denver, 1950; Master of Architecture, The University of Texas, 1960

Charles M. Harris - East Central State College, Ada, Oklahoma, (Industrial Arts), 1949-1951; Bachelor of Architecture, The University of Texas, 1959

Edward B. T. Glass - St. Christopher's School, Richmond, Virginia, 1936-1939; Bachelor of Architecture, The University of Texas, 1958; Graduate Studies, Department of Planning, School of Architecture, The University of Texas, 1958-1960

James B. Polkinghorn - North Texas State University, Denton, Texas, 1953-1954; Bachelor of Architecture, The University of Texas, 1960

James D. Pfluger - Bachelor of Architecture, The University of Texas, 1960; Graduate Study, Community and Regional Planning, The University of Texas, 1960

3. Experience of the Firm.

Hopkins County Hospital (Addition)
Sulphur Springs, Texas - construction cost \$68,500

New Braunfels Hospital, Inc.
New Braunfels, Texas - construction cost \$575,000.

Graham General Hospital
Graham, Texas - construction cost \$700,000.

Mauritz Memorial Hospital
Ganado, Texas - construction cost \$162,000

Mercy Hospital
Jourdanon, Texas - construction cost \$350,000

Mercy Hospital Addition
Jourdanon, Texas - construction cost \$70,000

Wilson N. Jones Memorial Hospital (Addition)
Sherman, Texas - construction cost \$1,012,000

Lee Memorial Hospital (Air Conditioning)
Giddings, Texas - construction cost \$23,000

Reagan County Hospital Addition and Nurses' Home
Big Lake, Texas - construction cost \$207,000

St. Anthony's Hospital (Addition) (John Hannon, Associate Architect
in charge of supervision)
Amarillo, Texas - construction cost \$2,140,000

Santa Rosa Hospital Kitchen Remodeling
San Antonio, Texas - construction cost \$240,000

St. Joseph's Hospital Remodeling
Paris, Texas - construction cost \$100,000

New Braunfels Hospital (Addition)
New Braunfels, Texas - construction cost \$97,000

Sid Peterson Memorial Hospital (Remodeling)
Kerrville, Texas - construction cost \$270,000

Ennis Municipal Hospital
Ennis, Texas - construction cost \$660,000

Red River County Hospital (Addition)
Clarksville, Texas - construction cost \$450,000

Navarro County Memorial Hospital
Corsicana, Texas - construction cost \$1,500,000

Northwest Texas Hospital (Intensive Care Unit)
Amarillo, Texas - construction cost \$80,000

Huth Memorial Hospital (Addition)
Yoakum, Texas - construction cost \$500,000

St. John's Hospital Addition
San Angelo, Texas - construction cost \$2,000,000

Lee Memorial Hospital (Addition)
Giddings, Texas - construction cost \$150,000

Edgar B. Davis Hospital
Luling, Texas - construction cost \$590,000

Nervous and Mental Hospital
Amarillo Hospital District
Amarillo, Texas - construction cost \$2,000,000

Dr. Bohman Clinic
Cuero, Texas - construction cost \$20,000

Dr. Trott Clinic
Yoakum, Texas - construction cost \$15,000

Mauritz Office Building (Remodeling)
Ganado, Texas - construction cost \$14,500

First Methodist Church Children's Building
Yoakum, Texas - construction cost \$32,000

Dr. Richter Clinic
Yoakum, Texas - construction cost \$66,000

Buffington Funeral Home (Remodeling)
Yoakum, Texas - construction cost (Est.) \$10,000

Reagan County Courthouse (Addition)
Big Lake, Texas - construction cost \$34,000

St. Joseph's Gymnasium-Auditorium
Yoakum, Texas - construction cost \$142,000

Knights of Columbus Hall
Austin, Texas - construction cost \$90,000

St. Joseph's Convent (100-bed Geriatric Unit)
(Home for retired Sisters)
San Antonio, Texas - construction cost \$703,000

St. Joseph's Convent
Paris, Texas - construction cost \$110,000

Knights of Columbus State Headquarters
Austin, Texas - construction cost \$75,000

Lucy Read Elementary School
Austin, Texas - construction cost \$339,443

W. B. Houston Apartments
Austin, Texas - construction cost \$30,000

Texas Hospital Association Headquarters Building
Austin, Texas - construction cost \$351,000

Residences (10)
Austin, Kyle, Taylor, and Yoakum, Texas - construction cost \$336,000

St. Peter the Apostle Church
Austin, Texas - construction cost \$75,000

St. Peter the Apostle Church Rectory
Austin, Texas - construction cost \$48,000

St. Julia School
Austin, Texas - construction cost \$150,000

Lucy Read School (Addition)
Austin, Texas - construction cost \$183,000

St. Mary's Academy (Addition)
Austin, Texas - construction cost \$85,000

Dolores Church Gymnasium
Austin, Texas - construction cost \$60,000

St. Louis Church
Austin, Texas - construction cost \$500,000

Our Redeemer Lutheran Church
Wichita Falls, Texas - construction cost \$100,000

O'Connell and Probst

Page 4

Acting as Hospital Architectural Consultant:

Lubbock Memorial Hospital
Lubbock, Texas - construction cost \$3,383,000

Santa Rosa Hospital (Addition)
San Antonio, Texas - construction cost \$3,000,000

St. David's Hospital
Austin, Texas - construction cost \$1,500,000

St. Mary's Hospital (Addition)
McAlester, Oklahoma - construction cost \$400,000

St. John's Hospital (Addition)
San Angelo, Texas - construction cost \$130,000

St. Joseph's Hospital (Addition)
Ft. Worth, Texas - construction cost \$3,518,000

Wichita Falls Clinic-Hospital
Wichita Falls, Texas - construction cost \$450,000

Spohn Nurses' Home
Corpus Christi, Texas - construction cost \$600,000

Sherman Area Surveys
Sherman, Texas - construction cost \$1,450,000

Dallas Medical and Surgical Clinic
Dallas, Texas - construction cost \$550,000

Citizens Memorial Hospital
Victoria, Texas - construction cost \$2,000,000

St. Joseph's Nurses' Residence
Ft. Worth, Texas - construction cost \$500,000

Bethania Hospital Addition
Wichita Falls, Texas - construction cost \$2,000,000

Jack County Memorial Hospital
Jacksboro, Texas - construction cost \$350,000

Santa Rosa Children's Hospital
San Antonio, Texas - construction cost \$1,600,000

San Angelo Clinic-Hospital
San Angelo, Texas - construction cost \$456,000

Spohn Hospital (Addition)
Corpus Christi, Texas - construction cost \$4,250,000

St. John's Hospital (Addition)
San Angelo, Texas - construction cost \$515,000

Gulf Coast Medical Foundation
Wharton, Texas - construction cost \$1,000,000

Memorial Hospital (Addition)
Corpus Christi, Texas - construction cost \$5,000,000

Incarnate Word Hospital (Addition)
St. Louis, Missouri - construction cost \$730,000

Mercy Hospital (Addition)
Brownsville, Texas - construction cost \$1,200,000

Acting as Hospital Architectural Consultant:

Calhoun County Hospital (Addition)
Port Lavaca, Texas - construction cost \$940,000.00

Kleberg County Hospital (Addition)
Kingsville, Texas - construction cost \$1,000,000.00

Goliad County Hospital (Addition)
Goliad, Texas - construction cost \$80,000.00

Johnson County Memorial Hospital Addn.
Cleburne, Texas - construction cost \$500,000.00

Panola County Hospital (Addition)
Carthage, Texas - construction cost \$250,000.00

Red River County Hospital
Clarksville, Texas - construction cost \$450,000.00

Santa Rosa Radiological Facility
San Antonio, Texas - construction cost \$390,000.00

Irving Community Hospital
Irving, Texas - construction cost \$1,750,000.00

St. Joseph's Hospital (Addition)
Ft. Worth, Texas - construction cost \$4,000,000.00

Santa Rosa Medical Center (Addition)
San Antonio, Texas - construction cost \$3,500,000.00

St. Mary's Hospital (Addition)
McAlester, Oklahoma - construction cost \$468,620.00

St. Luke's Episcopal Hospital and
Texas Children's Hospital
Houston, Texas - construction cost - unknown

Northwest Texas Hospital
Amarillo, Texas - construction cost - unknown

Santa Rosa Children's Hospital Addition
San Antonio, Texas - construction cost \$2,225,000.00

Spohn Hospital Radiological Facility
Corpus Christi, Texas - construction cost \$200,000.00

Incarnate Word Hospital (Addition)
St. Louis, Missouri - construction cost - unknown

Plainview Hospital and Clinic
Plainview, Texas - construction cost - unknown

4. Experience of Partners and Key Personnel Prior to Joining this Particular Firm:

William R. O'Connell: U. S. Army Air Corps, 1944; U.S. Counter Intelligence Corps, 1945; Associate Architectural Work, 1946, Austin, Texas and Daytona Beach, Florida; Consultant Architect, Hospital Survey and Construction Division, Texas State Department of Health, Austin, Texas, 1947-1950; Private professional practice as Architect and Hospital Consultant, 1950 to present.

Victor G. Probst: U. S. Army Air Corps, 1941-1945; Skidmore, Owing, and Merrill, New York, New York, 1946; Grayson Gill, Architect, Dallas, Texas, 1946-1947; Anshen and Allen, Architects, San Francisco, California, 1947-1948; Harry D. Payne, Architect, Houston, Texas, 1948-1949; Wilson, Morris and Crain, Architects, Houston, Texas, 1949-1950; Architect, Hospital Survey and Construction Division, Texas State Department of Health, 1950-52; private professional practice as Architect and Hospital Consultant, 1952 to present.

James M. Kuykendall: Residential Designer, Denver, Colorado, 1950-1952; Walker-Iybarker Company with A.E.C. Contract, Grand Junction, Colorado, 1952; John W. Dehnert, Architect, Houston, Texas, 1952-1953; A. D. Stenger, Architect, Austin, Texas, 1953; O'Connell and Probst, Architects and Planning Consultants, 1953 to present.

Charles M. Harris: Planning and Drafting with Frank DeGroot, F.A.R.A. Architect, Austin, Texas, 1959-1961; Planning and drafting with Barton D. Riley, A.I.A., Architect, Austin, Texas, 1960; Design, drafting and specification writing with Danze and Davis, Architects, 1960-1961; Planning, drafting and specification writing and supervision with O'Connell and Probst, Architects, Austin, Texas, 1961 to present.

Edward B. T. Glass: Texas State Park Board, 1944; Boeing Aircraft Company, Seattle, Washington, 1945; Associated Architects and Engineers, Austin, Texas, 1945-1946; Teaching Fellowship, Department of Architecture, The University of Texas, 1946; Bartlett, Cocke, and Walter C. Bowman, Architects and Engineers, Harlingen, Texas, 1947-1949; Cocke, Bowman and York, Architects and Engineers, Harlingen, Texas, 1949-1953; Engineering Department, City of Harlingen, Harlingen, Texas, 1953-1954; Alan Y. Taniguchi, Architect, Harlingen, Texas, 1954-1957; Visiting Lecturer and Critic, Department of Planning, School of Architecture, The University of Texas, Austin, Texas, 1959; O'Connell and Probst, Architects and Hospital Consultants, Austin, Texas, 1958 to present.

James B. Polkinghorn: O'Connell and Probst, Architects, Austin, Texas, 1956-1960; Harrell and Hamilton, Dallas, Texas, 1960-1961; Louis Gohmert, Mt. Pleasant, Texas, 1961-1962; Peters and Fields, Odessa, Texas, 1962; Dwain Scott, Longview, Texas, 1962-1963; O'Connell and Probst, Architects and Hospital Consultants, Austin, Texas, 1963 to present.

James D. Pfluger: Drafting with Gary and Hohertz, 1959, Big Spring, Texas; Drafting with Allen, Coates, and Legge, Austin, Texas, 1960-1962; Design, drafting and supervision with Bowman, Swanson and Heister, Harlingen, Texas, 1961; Design and drafting with Grogan and Scoggins, Irving, Texas, 1961; Design, drafting and supervision with Peters and Field, Odessa, Texas, 1962; Design, drafting and supervision with O'Connell and Probst, Architects and Hospital Consultants, Austin, Texas, 1962 to present.

5. Size of Staff.

Six Registered Architects (includes two partners), Three Graduate Architects, one Draftsman and one Secretary.

6. Professional Affiliations, Registrations, etc. of Partners and Key Staff Members.

William R. O'Connell: Registered Architect, State of Texas
 Member, American Institute of Architects
 Member, Texas Society of Architects
 Chairman: Hospital Architecture Committee, 1959-1963
 Member, American Hospital Association
 Member, Texas Hospital Association's Council on Construction
 and Plant Operation, 1948-1951
 Member, American Society for Testing Materials
 Member, National Fire Protection Association
 Member, Austin Chapter, A.I.A.
 President, 1964

Victor G. Probst: Registered Architect, State of Texas
 Member, American Institute of Architects
 Member, Texas Society of Architects
 Director: 1958-1960
 Secretary-Treasurer: 1961-1964
 Member, Austin Chapter, A.I.A.
 Secretary: 1956
 President: 1957
 Member, American Association for Hospital Planning
 Director: 1951-1953
 Member, International Hospital Federation
 Member, Texas Society on Aging
 Member, Construction Specifications Institute
 Member, Council on Medical Television

James M. Kuykendall: Registered Architect, State of Texas
 National Council of Architectural Boards Certificate

James D. Pfluger: Registered Architect, State of Texas
 Associate Member, Texas Society of Architects
 Associate Member, Austin Chapter, A.I.A.

Charles M. Harris: Registered Architect, State of Texas

James B. Polkinghorn: Registered Architect, State of Texas

7. Awards Received by the Firm, by Partners, and by Key Personnel, Both State and National, and Both Professional and Commercial with Dates.

None

8. Articles and Books Written by Members of the Firm and Key Personnel, Both State and National, and Both Professional and Commercial with Dates.

William R. O'Connell:
 Hospitals, Journal of American Hospital Association.
 "Choosing Floor, Wall and Ceiling Coverings." American
 Hospital Association, Chicago, Ill., March 16, 1960

Hospitals, Journal of American Hospital Association.
 "Hospital Design." American Hospital Association, Chicago,
 Ill., April 16, 1963.

Texas Hospitals, The Journal of the Texas Hospital Association.
 "Fire Prevention through Fireproof Construction." Texas
 Hospital Association, Dallas, Texas., Vol.4, No.3, August 1948

"A Discussion of the Hill Burton Hospital Construction Act in
 Texas." Paper presented to Chaplains of Texas Catholic
 Hospital Association on October 21, 1953

Victor G. Probst

Journal of the American Institute of Architects.

"International Relations" (report of International Hospital Federation 1962 Study Tour). A.I.A., Washington, D. C., May, 1963

"First Person in the Operating Room--The Architect." Paper presented to Texas Association of Operating Room Nurses during Texas Hospital Association Convention in Dallas, Texas, on May 22, 1963.

9. Recognition and Articles Based on Work of the Firm, in Magazines and Other Publications, Including Names of Publications and Dates

None

10. Exhibits

American Hospital Association Annual Convention, New York City
Mercy Hospital, Jourdanton 1959
Graham General Hospital, Graham 1959
American Hospital Association Annual Convention, San Francisco
Citizens Memorial Hospital, Victoria 1960
Wilson N. Jones Memorial Hospital, Sherman 1960

11. Foreign Recognition, if any.

None

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

September 11, 1964

LUNDGREN AND MAURER
3108 North Lamar
Austin, Texas

1. Dates and Places of Birth of Partners and Key Personnel.

Leonard J. Lundgren, Born in Del Valle, Texas, October 1, 1918
Edward Maurer, Born in Nyack, New York, June 20, 1921
Thomas M. Lasseter, born in Knox City, Texas, January 19, 1926

2. Educational Background of Partners and Key Personnel.

Leonard J. Lundgren - Bachelor of Architecture, University of Texas, 1949
Edward Maurer - Bachelor of Architecture, University of Texas, 1950
Thomas M. Lasseter - Bachelor of Arts, 1949; Bachelor of Science in Architecture, 1950, Rice Institute

3. Experience of the Firm.

J. E. Pearce Junior High
Austin, Texas, 1958 - construction cost \$1,200,000

Nixon Elementary School
Nixon, Texas, 1958 - construction cost \$143,000

Nixon Junior & Senior High School, including Gymnasium
Nixon, Texas, 1958 - construction cost \$240,000

Youth Center
Lovington, New Mexico, 1964 - construction cost \$110,000

Texas State Memorial
Vicksburg National Military Park, Mississippi, 1961 - \$100,000

Texas Employment Commission Warehouse
Austin, Texas, 1959 - construction cost \$68,000

Holiday Inn
Mission, Texas, 1956 - construction cost \$400,000

Holiday Inn
Tyler, Texas, 1958 - construction cost \$400,000

Holiday Inn
Beaumont, Texas, 1958 - construction cost \$800,000

Holiday Inn
Dallas, Texas, 1958 - construction cost \$1,200,000

Gondolier Motor Hotel
Austin, Texas, 1961 - construction cost \$720,000

Holiday Inn
Texas City, Texas, 1961 - construction cost \$438,000

Holiday Inn
Palm Springs, California, 1961 - construction cost \$630,000

Holiday Inn
Bryan, Texas, 1961 - construction cost \$450,000

The Lamplighter
Omaha, Nebraska, 1961 - construction cost \$620,000

Augustine's Motel
Bellville, Illinois, 1961 - construction cost \$500,000

Holiday Inn
Carbondale, Illinois, 1961 - construction cost \$510,000

Holiday Inn
Orange, Texas, 1961 - construction cost \$500,000

The Lamplighter
Panama City, Florida, 1962 - construction cost \$510,000

Terry's Motel
Taos, New Mexico, 1963 - construction cost \$195,000

Downtowner Motor Hotel
Austin, Texas, 1963 - construction cost \$835,000

Holiday Inn
Muskogee, Oklahoma, 1964 - construction cost \$510,000

Cross Country Inn
Austin, Texas, 1963 - construction cost \$245,000

Cross Country Inn
Houston, Texas, 1964 - construction cost \$650,000

Lakeshore Motor Hotel
Baton Rouge, Louisiana, 1963 - construction cost \$1,250,000

Lakeshore Motor Hotel Addition
Baton Rouge, Louisiana, 1964 - construction cost \$500,000

Parliament House Motor Hotel
Panama City, Florida, 1964 - construction cost \$960,000

Atlanta Royale
Atlanta, Georgia, 1964 - construction cost \$1,800,000

Rockdale Shopping Center
Rockdale, Texas, 1954 - construction cost \$100,000

Zidell Store
Taylor, Texas, 1954 - construction cost \$12,000

Zidell Store
Temple, Texas, 1954 - construction cost \$12,000

Capital Music Company Building
Austin, Texas, 1954 - construction cost \$100,000

Overhead Door Company
Austin, Texas, 1955 - construction cost \$25,000

KTAE Radio Station
Taylor, Texas, 1955 - construction cost \$10,000

Holiday House Restaurant
Austin, Texas, 1955 - construction cost \$18,000

Texas Furniture Company
Austin, Texas, 1955 - construction cost \$60,000

Prudential Insurance Building
Austin, Texas, 1955 - construction cost \$60,000

Home State Bank
Marble Falls, Texas, 1955 - construction cost \$30,000

Metropolitan Life Insurance
Austin, Texas, 1955 - construction cost \$55,000

Dismukes Venetian Blind Display Rooms and Warehouse
Austin, Texas, 1955 - construction cost \$30,000

Telephone Building Office
Rockdale, 1956 - construction cost \$25,000

D & S Service Stations
Austin, Texas, 1955 - construction cost \$30,000

Northside Super Market
Lockhart, Texas, 1957 - construction cost \$15,000

Manhattan Restaurant
Austin, Texas, 1957 - construction cost \$40,000

Cook Paint & Varnish Building, 1957 - construction cost \$40,000
Austin, Texas

Hi Fidelity, Inc., Offices and Building for Radio Transmission Equipment
Austin, Texas, 1957 - construction cost \$40,000

Stelfox Jewelry Store
Austin, Texas, 1957 - construction cost \$20,000

Texas Lumber Company
Austin, Texas, 1957 - construction cost \$20,000

Robinhood Food Store
Austin, Texas, 1957 - construction cost \$30,000

Mission Shopping Center
Mission, Texas, 1958 - construction cost \$60,000

Lockhart Savings & Loan
Lockhart, Texas, 1959 - construction cost \$132,000

Rockdale Mortuary
Rockdale, Texas, 1960 - construction cost \$35,000

Water Company Building
Palm Springs, California, 1960 - construction cost \$42,000

Ragsdale Air Terminal
Austin, Texas, 1961 - construction cost \$32,000

Austin Professional Building
Austin, Texas, 1962 - construction cost \$210,000

Chamber of Commerce
Lovington, New Mexico, 1963 - construction cost \$40,000

Lea County Electric Co-op
Tatum, New Mexico, 1963 - construction cost \$35,000

Southern National Bank
Ft. Walton Beach, Florida, 1964 - construction cost \$185,000

Reece Lumber Co. Building
Austin, Texas, 1952 - construction cost \$50,000

Texas Pipe Bendings Company Office Building
Austin, Texas, 1953 - construction cost \$130,000

Adams Extract Factory and Warehouse
Austin, Texas, 1954 - construction cost \$250,000

Core Laboratories Office and Warehouse
Houston, Texas, 1952 - construction cost \$60,000

Frank Factory and Warehouse
Houston, Texas, 1954 - construction cost \$40,000

8 Unit Garden Type Apartment Project
Austin, Texas, 1960 - construction cost \$80,000

13 Unit Garden Type Apartment Project
Austin, Texas, 1960 - construction cost \$165,000

Edinburg Apartments
Edinburg, Texas, 1963 - construction cost \$192,000

Gold Coast Apartments
Ft. Walton Beach, Florida, 1964 - construction cost \$960,000

Gamma Phi Beta Sorority
Austin, Texas, 1957 - construction cost \$200,000

Sigma Delta Tau Sorority
Austin, Texas, 1956 - construction cost \$130,000

Pi Kappa Alpha Fraternity
Austin, Texas, 1954 - construction cost 110,000

Pi Kappa Alpha Fraternity
Stillwater, Oklahoma, 1956 - construction cost \$100,000

Pi Kappa Alpha Fraternity
Baton Rouge, Louisiana, 1957 - construction cost \$70,000

Weinberger Girl Student House
Austin, Texas, 1956 - construction cost \$100,000

Pi Kappa Alpha Fraternity
Georgetown, Texas, 1961 - construction cost \$45,000

Dildy-Bain Clinic
Austin, Texas, 1956 - construction cost \$36,000

Floresville Clinic
Floresville, Texas, 1960 - construction cost \$70,000

Medical Center & Apartments
Titusville, Florida, 1964 - construction cost \$2,000,000

St. George Episcopal Church
Austin, Texas, 1956 - construction cost \$60,000

Temple Beth Israel Synagogue
Austin, Texas, 1954 - construction cost \$400,000

First Christian Church
Rockdale, Texas, 1958 - no construction cost given

Georgian Acre Baptist Church
Austin, Texas, 1953 - construction cost \$15,000

St. Thomas Episcopal Church
Rockdale, Texas, 1952 - construction cost \$35,000

University Lutheran Church Student Center
Austin, Texas, 1964 - construction cost \$193,000

Little Whitehouse (National Junior Chamber of Commerce)
Tulsa, Oklahoma, 1954 - construction cost \$50,000

Various Private Residences
Austin and Central Texas, 1950-59 - total construction cost \$1,172,000

4. Experience of Partners and Key Personnel Prior to Joining This Particular Firm

Leonard J. Lundgren: Engaged in the practice of Architecture as a principal 1950 to date, first under own name and since 1952 as partner of Lundgren & Maurer. Visiting critique 1955 summer Architectural design class, The University of Texas

Edward Maurer: Kollsman Aircraft Instruments Corporation, Long Island, New York, December, 1940 to December, 1941. Engineering draftsman for aircraft instrument design. United States Air Force December, 1941 to January, 1946. Associate in the firm of Fehr and Granger, Architects and Planning Consultants, January, 1951 to January, 1953, at which time joined present firm as a partner and principal.

Thomas M. Lasseter: Travis Broesche and Associates, Architects and Engineers, Houston, Texas, 1948-1950. Niggli and Gustafson, Architects, Austin, Texas, 1953-1956. Page, Southerland & Page, Architects, Austin, Texas, 1956-1959. Lundgren & Maurer, Architects, Austin, Texas, 1959 to present time as Chief Architect.

5. Size of Staff.

Three principals plus ten technical assistants, including architectural designers, structural engineers, mechanical engineers, draftsmen, and construction supervisors, five of whom are registered Architects or Engineers.

6. Professional Affiliations, Registrations, etc. of Partners and Key Staff Members.

Leonard J. Lundgren: Registered to practice Architecture in the following states: Texas, Oklahoma, Mississippi, Louisiana, Kentucky, Nebraska, Ohio, Missouri, Georgia, Florida and New Mexico. National Council of Architectural Registration Board File No. 4338. Member of A.I.A.

Edward Maurer: Registered to practice Architecture in the following states: Texas, Oklahoma, Mississippi, Louisiana, Kentucky, Nebraska, Ohio, Missouri, Georgia, Florida and New Mexico. National Council of Architectural Registration Board File No. 4337. Member of A.I.A.

Thomas M. Lasseter: Registered to practice Architecture in the State of Texas.

7. Awards Received by the Firm, by Partners, and by Key Personnel, Both State and National, and Both Professional and Commercial with Dates.

Award of Merit by American Institute of Architects for outstanding design of Pi Kappa Alpha Fraternity, Austin, Texas, 1954

Architecture of Merit Award in the past 10 years presented at the State Convention of Texas Society of Architects, 1960 - Janes Residence, Austin, Texas

Architecture of Merit Award in the past 10 years presented at the State Convention by Texas Society of Architects, 1960 - Pi Kappa Alpha Fraternity.

Architecture of Merit Award presented by Texas Concrete Masonry Institute, 1964 - Holiday Inn, El Paso, Texas

8. Articles and Books Written by Members of the Firm and Key Personnel, Showing Titles, Names of Publications and Dates.

None submitted.

9. Recognition and Articles Based on Work of the Firm, in Magazines and Other Publications, Including Names of Publications and Dates.

Junior Chamber of Commerce Action Magazine, Little Whitehouse
Austin School Board Journal, Pearce Junior High School
Progressive Architecture, Pi Kappa Alpha Fraternity
Crescent Magazine of Gamma Phi Beta, March, 1959, Gamma Phi Beta
Architectural Record, January, 1964, Hicks Shopping Center, Palm Springs, California
 National Concrete Masonry Association publication, 1964,
 Hicks Shopping Center, Palm Springs, California
Flight Magazine, Ragsdale Transit Terminal Building
Architectural Record, August, 1964, Atlanta Royale Motor Hotel, Atlanta, Georgia
Progressive Architecture, 1964, Atlanta Royale Motor Hotel, Atlanta, Georgia
 Bethlehem Steel Advertisements, Atlanta Royale Motor Hotel, Atlanta Georgia
 Holiday Inn Magazine, 1964, Holiday Inn of El Paso
Progressive Architecture, Gondolier Motor Hotel, Austin, Texas
Architectural Record, Gondolier Motor Hotel, Austin, Texas

10. Exhibits

None submitted.

11. Foreign Recognition, if any.

None submitted.

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

September 8, 1964

WILLIAM B. SAUNDERS
ARCHITECT
706 West 34th Street
Austin, Texas 78757

1. Dates and Places of Birth of Partners and Key Personnel.

William B. Saunders, Born October 12, 1916, Stamford, Texas
W. Tighe O'Neal, Born November 19, 1921, Fort Worth, Texas

2. Educational Background of Partners and Key Personnel.

William B. Saunders: Baylor University, 1934-1935
Bachelor of Architecture, The University of Texas, 1940
Graduate Work in Concrete Design, The University of Texas, 1941

W. Tighe O'Neal: Southern Methodist University, 1945-1947
The University of Texas - School of Architecture, 1948-1952

3. Experience of the Firm.

Austin State Hospital, Renovation of Four Ward Buildings, 1958 -
construction cost \$160,800.00

Kitchen Remodeling and New Kitchen Equipment - Scottish Rite Dormitory,
Austin, Texas, 1957 - construction cost \$111,000.00

Crestview Methodist Church, Sanctuary, Austin, Texas, 1957 - construc-
tion cost \$100,000.00

Office Building - Riverside Building Company, Austin, Texas, 1958 -
construction cost \$57,000.00

Office Building - Frank Siddons Insurance, Austin, Texas, 1960 - con-
struction cost \$65,000.00

Service Center - Austin Independent School District, Austin, Texas, 1959 -
construction cost \$318,000.00

Preliminary Model, Urban Renewal, City of Austin, 1959

Printing Division Building, The University of Texas, 1960 - construc-
tion cost \$238,000.00 - Fees Received, \$11,189.96
(Consulting Architects: Jessen, Jessen, Millhouse, and Greeven)

Ward Memorial Methodist Church, Austin, Texas - Master Plan, 1959 -
estimated construction cost \$250,000.00 - Fellowship Hall (first
project), 1960 - construction cost \$62,000.00

Apartment Hotel, Austin, Texas (plans and specifications completed in
1962) - estimated construction cost \$1,120,000

Summer Camp, Baylor University, model and preliminary plans - estimated
construction cost \$757,000.00 - first phase, 1963 - construction
cost \$757,000.00

Education Building, First Methodist Church, Lockhart, Texas, 1961 -
construction cost \$88,000.00

Chapel, Auditorium, and Union Building, Mary Hardin Baylor, Belton, Texas -
(Preliminary Planning Stage, 1964) - estimated construction cost \$600,000

- Motel, Estes Park, Colorado, 1962 - construction cost \$186,000.00
- Harris Restaurant, Austin, Texas, 1963 - construction cost \$115,000.00
- Shadow Oaks Apartment, Austin, Texas, 1963 - construction cost \$84,000.00
- Five other Apartments similar to Shadow Oaks, Austin, Texas - estimated construction cost \$84,000.00 each
- Theater (Trans-Tex Lessee), Austin, Texas - est. const. cost \$262,000.00
- Getty's Dormitory, Mary Hardin Baylor, Belton, Texas (Groundbreaking, September 25, 1964) - construction cost \$254,900.00
- Repair of Fire Damage, Presser Hall, Mary Hardin Baylor, Belton, Texas - estimated construction cost \$100,000.00
- Travis Association for Blind - Office, Shop, etc., Austin, Texas - 1964 construction cost \$130,000.00

4. Experience of Partners and Key Personnel Prior to Joining this Particular Firm.

William B. Saunders: T. Brooks Pearson, Architect, Waco, Texas, 1938; Office of the Supervising Architect, The University of Texas, 1938-1942; Lt., U. S. Navy Reserve - United States Naval Photographic Intelligence, 1942-1945; Architect, Office of the Supervising Architect, The University of Texas, 1945-1953; Architect and Assistant to the Comptroller, Office of the Comptroller, The University of Texas, 1953-1957.

W. Tighe O'Neal: Jon D. Carsey, Architect, Dallas, Texas, 1947-1948; Office of the Supervising Architect, The University of Texas, 1954-1956; Ault and Rick, Architect and Engineer, Victoria, Texas, 1956-1958; Jessen, Jessen, Millhouse, and Greeven, February, 1958 - August, 1958.

5. Size of Staff.

One Principal; two Associates; Staff varies.

6. Professional Affiliations, Registrations, etc. of Partners and Key Staff Members.

William B. Saunders: - Registered Architect, State of Texas
Member, American Institute of Architects
Member, Texas Society of Architects

W. Tighe O'Neal: - Member, American Craftsmen's Association

7. Awards Received by the Firm, by Partners, and by Key Personnel, Both State and National, and Both Professional and Commercial, with Dates.

William B. Saunders - Third place Nationally - Pencil Point, Residence Competition, 1944

W. Tighe O'Neal - First Prize - National Show - Tile and Woodwork - Florida Craftsman Show, 1957

8. Articles and Books Written by Members of the Firm and Key Personnel, Showing Titles, Names of Publications, and Dates.

None.

9. Recognition and Articles Based on Work of the Firm, in Magazines and Other Publications, Including Names of Publications and Dates.

State Insurance Publication - Siddons Building, 1960

Newspapers, Austin, Texas - Residence and Siddons Building, 1960

Newspapers, Victoria, Texas and Florida - Arts and Crafts, 1958 and 1959

Baylor Alumni Magazine - Summer Camp, 1961

10. Exhibits.

T. S. A. Exhibit, 1959 - Austin, Texas

Church Design Exhibit, Sunday School Board, Southern Baptist Convention, Nashville, Tennessee, 1959

National Council of Churches Exhibit, Dallas, Texas, 1960

Sculpture and Fine Arts Exhibits, Austin, Texas, San Antonio, Texas, and Florida, 1958 and 1959

11. Foreign Recognition, if Any.

None

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

September 11, 1964

KING AND EPPES
Architects and Engineers
302 West 15th Street
Austin, Texas

1. Dates and Places of Birth of Partners and Key Personnel

William R. King, Born in Harlingen, Texas, June 5, 1929
Bill G. Eppes, Born in Lubbock, Texas, January 12, 1931
Walter W. Scarborough, Born in Houston, Texas, April 21, 1936

2. Educational Background of Partners and Key Personnel.

William R. King - Texas A & M College, School of Architecture
September 1946 - February 1947
Bachelor of Science in Architectural Engineering,
The University of Texas, 1951
Course in pre-stressed concrete design, The University of
California, Los Angeles, 1952
Bachelor of Architecture, The University of Texas, 1956

Bill G. Eppes - Texas Technological College, School of
Architecture, 1947-1948
Bachelor of Science in Architectural Engineering,
The University of Texas, 1952
Master of Science in Architectural Engineering,
The University of Texas, 1955
Engineering Mechanics, The University of Texas, 1958-1960
Ph.D. work in Structural Engineering, Purdue University, 1960

Walter W. Scarborough - Rice University, 1954-1955
The University of Texas, 1955-January 1956
Frank Lloyd Wright Foundation, February 1956-May 1956
The University of Houston, September 1956-February 1957
Bachelor of Science in Architecture, The University of
Texas, 1962

3. Experience of the Firm.

Nursing Home, Campbell and Francis
Austin, Texas, 1959 - construction cost \$125,000

Nursing Home, Retirement, Inc.
Austin, Texas, 1960 - construction cost \$170,000

Highland Pines, Inc., Nursing Home
Longview, Texas, 1960 - construction cost \$155,000

Nursing Home Addition, Retirement, Inc.
Austin, Texas, 1962 - construction cost \$150,000

Nursing Home, Owner, Lumbermens Company
Houston, Texas, 1963 - construction cost \$540,000

Work Being Bid or Under Construction:

Central Texas Nursing Home
Austin, Texas, 1963 - construction cost \$175,000

Nursing Home; Owner, Valle Hi Corporation
Alpine, Texas, 1964 - construction cost \$225,000

Nursing Home; Owner, Lumbermens Company
San Antonio, Texas, 1964 - construction cost \$384,000

Nursing Home; Owner, LYRA Corporation
Henderson, Texas, 1964 - construction cost \$175,000

Merchandising Center; Owner, Smith-Thomas Enterprises
Dallas, Texas, 1964 - construction cost \$1,500,000

Warehouse; Owner, Zoch & Hawn
Houston, Texas, 1964 - construction cost \$100,000

This firm has served as Structural Engineer in association with other architectural firms on a number of projects totaling approximately \$8,000,000

4. Experience of Partners and Key Personnel Prior to Joining This Particular Firm.

William R. King: Cocke, Bowman & York, Architects and Engineers, June 1947 - September, 1947, and June, 1948 - September, 1948 - draftsman; North American Aviation, Inc., June, 1951 - September, 1953, draftsman; North American Aviation, Inc., September, 1953 - September, 1954, design engineer; Texas Concrete Products, Inc., September, 1954 - September, 1955, design engineer; The University of Texas, Department of Architectural Engineering, September, 1956 - February 1958, teaching assistant; King and Eppes, Architects, June, 1956 - November, 1958, Partner; Kuehne, Brooks & Barr, Architects and Engineers, January, 1958 - October, 1959, designer; Barnes, Landes, Goodman & Youngblood, Architects and Engineers, October, 1959 - October, 1960, chief draftsman and structural engineer; Eugene Wukasch, Architects and Engineers, Oct., 1960 - Oct., 1961 - chief draftsman and structural engineer.

Bill G. Eppes: Haynes & Kirby, Architects & Engineers, Lubbock, Texas, June, 1948 - September, 1948, draftsman; Architectural Stone Co., Lubbock, Texas, June, 1949 - September, 1949, draftsman; Albert Randall, Civil Engineer, Amarillo, June, 1950 - September, 1950, draftsman/designer; John Linn Scott, Architect, October, 1953 - March, 1954, designer; University of Texas, Department of Engineering Mechanics (part time), February, 1955 - June, 1956, instructor; Bill G. Eppes, Architect (part time), February, 1955 - June, 1956; University of Texas, Department of Engineering Mechanics, June, 1956 - June, 1960, Assistant Professor; King & Eppes, Architects (part time), June, 1956 - January, 1958, Partner; Worth Cottingham, Structural Engineer, May, 1958 - June, 1960, associate.

Walter W. Scarborough: Tennessee Gas Transmission Company, September, 1956 - January, 1957, draftsman; Gulf Interstate Gas Company, February, 1957 - July, 1957, draftsman; Southwest Industries, August, 1957 - January, 1958, draftsman; W. O. Gustafson, Architect, June, 1958 - February, 1959, designer; Barnes, Landes, Goodman & Youngblood, February, 1959 - August, 1960, designer.

5. Size of Staff

Two Registered Architects and Professional Engineers (Partners), One Graduate Architect Not Yet Registered, Six Draftsmen (Minimum), Two Secretaries, Normal Total of Eleven.

6. Professional Affiliations, Registrations, Etc. of Partners and Key Staff Members.

William R. King: Registered Architect, State of Texas
Registered Engineer, State of Texas

Bill G. Eppes: Registered Architect, State of Texas
Registered Engineer, State of Texas
Member, American Institute of Architects
Member, Texas Society of Architects
Member, American Concrete Institute

7. Awards Received by the Firm, by Partners, and by Key Personnel, Both State and National, and Both Professional and Commercial With Dates.

Bill G. Eppes: Kappa Mu Epsilon (Honorary Mathematics Fraternity), 1947; Chi Epsilon (Honorary Civil Engineering Fraternity), 1950; Tau Beta Phi (Honorary Engineering Fraternity), 1951; Sigma Xi (Research in Science), 1960; Teaching Excellence Award, 1959; Engineering Foundation Scholarship, Spring, 1959; National Sci. Found. Science Faculty Scholarship, September, 1960 - December, 1961.

Walter W. Scarborough: Monarch Tile Scholarship, First Place Winner, 1960; Member Tau Sigma Delta (Architectural Honor Society).

8. Articles and Books Written by Members of the Firm and Key Personnel, Showing Titles, Names of Publications, and Dates.

Bill G. Eppes: Comparison of measured and calculated stiffness for Beams Reinforced in Tension Only. Journal of The American Concrete Institute, October, 1959, No. 4, V. 31, pp. 313-25.

9. Recognition and Articles Based on Work of the Firm, in Magazines and Other Publications, Including Names of Publications and Dates.

None submitted.

10. Exhibits.

None submitted

11. Foreign Recognition, if Any

None submitted.

Medical Affairs Committee

MEDICAL AFFAIRS COMMITTEE

Date: Friday, December 11, 1964

Time: 10:45 a.m.

Place: Room 210 (Office of the Secretary) -- After the Joint Meeting with Buildings and Grounds Committee, will meet in Room 209

Members:

- ✓ Regent Connally, Chairman
- ✓ Regent Erwin
- ✓ Regent Madden
- ✓ Regent Olan
- Chairman Heath, Ex Officio Member

Page No.

A. Joint Meeting of Medical Affairs and Buildings and Grounds Committees. Agenda listed with Buildings and Grounds Committee

B. Meeting of the Medical Affairs Committee (Following Joint Meeting with Buildings and Grounds Committee) Room 209

ITEMS FOR ACTION (Non-Routine)

- 1. Transfer of Master of Science in Dentistry to Dental Branch 1
- 2. Department of Neurology, Southwestern Medical School 3

ITEMS: NO ACTION REQUESTED OR RECOMMENDED

Central Administration staff members will give oral reports for discussion on the following:

- 1. Stewart Home property--appraisal and negotiations
- ✓ 2. Progress report on negotiations re 150-bed hospital proposed by Sealy and Smith Foundation.
- 3. Report on proposal in regard to leasing residence from Sealy and Smith Foundation.

Reports:
 3. Report by Dr. Clark on Pres. Commission

SUBJECT: Transfer of Master of Science in Dentistry to Dental Branch

RECOMMENDATION
(Suggested Minute Order by Secretary)

On March 6, 1959, the Graduate Assembly (formerly Graduate Legislative Council) recommended that there be a Graduate Program in Dentistry leading to the degree of Master of Science in Dentistry. On June 13, 1959, this recommendation, processed through appropriate channels, was approved by the Board of Regents for submission to the Texas Commission on Higher Education; on April 10, 1961, the Texas Commission on Higher Education approved the degree program.

The Medical Affairs Committee approves for the full Board's consideration the recommendation of Dean Olson, concurred in by Doctor Weiss (Dean of the Graduate School of Biomedical Sciences) and by Chancellor Ransom,

That this graduate program in Dentistry be transferred from the Graduate School in Austin to the Dental Branch, subject to the approval of the Graduate Assembly at its meeting in January 1965.

PROPOSAL

As Submitted by Dean Olson:

I should like to request that the graduate program in dentistry leading to the degree, Master of Science in Dentistry, be transferred from the Graduate School in Austin to the Dental Branch. Normally, this request would be to transfer the program to the Graduate School of Biomedical Sciences at Houston; however, since the program is essentially contained within the Dental Branch, I am requesting that the authority to grant the degree, Master of Science in Dentistry, and the administration of the program be under the Dental Branch. I have discussed this with Dr. Weiss and his concurrence is indicated by his approval of this letter.

Historically, this program was approved by the Graduate Legislative Council on March 6, 1959; by the Board of Regents on June 12-13, 1959; and by The Texas Commission on Higher Education on April 10, 1961. The original request contained these major areas of concentration -- Oral Surgery, Orthodontics, and Prosthodontics.

If further information is needed, please let me know.

Sincerely,

J. V. Olson
John Victor Olson
Dean

*Delegation of authority from
GSBS to Dental Branch*

(Approved *[Signature]*)

Dr. Paul A. Weiss
Dean, Graduate School of
Biomedical Sciences at
Houston

As Submitted by Chancellor:

Dean Olson recommends that the graduate program in dentistry leading to the degree, Master of Science in Dentistry, be transferred from the graduate school in Austin to the Dental Branch.

Dean Weiss has delegated the authority from the Graduate School of Biomedical Sciences at Houston to the Dental Branch at Houston. The effect of the recommendation is that the authority to grant the degree, Master of Science in Dentistry, and the administration of the program be under the Dental Branch.

Chancellor Ransom recommends that the Board of Regents approve the recommendation subject to the favorable action of the Graduate Assembly at their January, 1965, meeting of the Committee.

ITEM NO. 2Medical Affairs Com.SUBJECT: Department of Neurology, Southwestern Medical SchoolRECOMMENDATION
(Suggested Minute Order by Secretary)

Upon the recommendation of Dean Gill, concurred in by Chancellor Ransom, it is recommended

That the Administration be authorized to submit to the Texas Commission on Higher Education the request to establish a Department of Neurology at The University of Texas Southwestern Medical School. At the present time the personnel and programs in this specialty area are incorporated as an unofficial division within the Department of Internal Medicine.

PROPOSAL
(As Submitted by Administration)

Chancellor Ransom concurs in the recommendation of Dean Gill that a Department of Neurology be established at the Southwestern Medical School. At the present time, such personnel and programs in this specialty area have been incorporated as an unofficial division within the Department of Internal Medicine.

The recommendation and justification as presented by Dean Gill are quoted as follows

"We wish to create a Department of Neurology. Heretofore such personnel and programs as we have had in this specialty area have been incorporated as an unofficial division within the Department of Internal Medicine. Because of the rather large area of responsibility for teaching, research, and patient care which falls within the specialty of Neurology, we feel that a better functioning and more efficient operation can be developed and maintained if it is organized within the administrative structure as a department. In recent years there has been an increasing trend toward departmentalization of Neurology in its own administrative division and it is becoming increasingly necessary to sequester beds in general hospitals for both teaching and research under the administration of a Neurology Department.

"It would be well to point out that we do not plan any degree programs within this specialty nor does this indicate that we have not previously been required to carry out teaching and patient care activities within the specialty. The reorganization requested herein is calculated to strengthen and increase efficiency of the operations which we have carried out over a long period of time. It is becoming more and more difficult to attract the needed personnel in this specialty field without the advantages of a separate department. Since there is an American Board for certification in Neurology which is separate and apart from the certifying Board of Internal Medicine, it becomes urgently necessary for us to develop a residency program within the hospital which will be fully accredited for training by the Board of Neurology. While this is not impossible under the old organizational structure, we think that it would be more difficult. We do not anticipate that the recommended change will increase costs, since the evolution of the teaching, research, and patient care programs must continue no matter what the internal organizational arrangement may be. This recommendation has been carefully considered with those members of our senior faculty most directly concerned and the change requested is the consensus of the large majority of our principal clinical department heads.

"I shall greatly appreciate it if you will approve this recommended change in organization and place it on the agenda of the Medical Affairs Committee for their consideration as a special item at the next meeting of the Board of Regents."

Chancellor Ransom requests that the Board of Regents authorize the Administration to ask the approval of the Texas Commission on Higher Education for the establishment of a Department of Neurology at Southwestern Medical School, Dallas, Texas.

Land & Investment Committee

LAND AND INVESTMENT COMMITTEE

Date: December 11, 1964

Time: 9:30 a. m.

Place: Main Building, Room 210 (Office of the Secretary)

Members:

Regent Madden, Chairman
Regent Brenan
Regent Erwin
Regent Olan
Chairman Heath, Ex Officio Member

- I. Outline by Secretary of Recommendations of the Administration to the Land and Investment Committee and Attachment No. 1.
- II. Supporting Material
 - A. Deferred Grazing Program and Reduction of Rental under Seven Grazing Leases (Page L-9)
 - B. Hogg Foundation: Proposal from Town House
 - C. Proposed Legislation
 1. Compensatory Royalty
 2. Purchase of Construction of Building for University Lands Staff
- III. Detailed Agenda for the Land and Investment Committee as Prepared by the Endowment Officer (Pages i, ii, and iii) following Page L-15
- IV. Trust and Special Funds Grouped for Investment (Item II. A.)

Recommendations re Additions (For action by committee only)
- V. Discussion Matters
 - A. Proposed Legislation
See Supporting Material Above.
 - B. Hogg Foundation: Proposal from Town House
See Supporting Material Above.
- VI. Item Pending: Boundary Dispute, Andrews and Gaines Counties

SUBJECT: Administration's Recommendations to the Land and Investment Committee (Attachment No. 1)

On Pages L-1 through L-15, including L-9a, are the recommendations of the Administration to the Land and Investment Committee. Below is an outline of the recommendations for this meeting which serves a double purpose:

- (1) For your convenience in pinpointing those items in which you are particularly interested and
- (2) As an index for this office.

Page No.

I.	Permanent University Fund	
	A. Investment Matters	
	1. PURCHASES and CALLS Since Last Report	
	a. Purchases of Common Stocks	L-1
	\$1,746,710.26 (Total Principal Cost)	
	Yield 2.84%	
	b. Calls of Corporate Securities	L-5
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	c. ANNUAL Report	*
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	2. Grazing Lease No. 924 - DA	L-8
	3. Material Source Permits Nos. 280-281	L-8
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	5. Grazing Lease No. 909, Crane County - Assignment from Franco Western Oil Company to Franco Wyoming Oil Company - DA	L-9
	6. Recommendation for DEFERRED GRAZING PROGRAM and Reduction of Rental under Seven Grazing Leases (Also supplementary material)	L-9

* Separate Bound Volume

** DA is Document Authorized.

- 7. Surface Lease No. 695 (Plant Site), Atlantic Refining Company, Et Al, Crane County - Amendment for Additional Acreage - DA L-9
- 8. Contribution from Lila B. ETTER Fund on Cost of Texas State Historical Association Marker for Santa Rita No. 1 Well, Reagan County L-10

II. Trust and Special Funds

A. Investment Matters

1. Purchases, Sale and Calls of Securities

- a. Purchases of Securities \$496,600.37 (Principal Cost) L-11
- b. Sale of Securities \$36,600.40 (Principal Proceeds) L-11
- c. Calls of Securities \$7,042.12 (Total Principal Proceeds) L-11
- d. Toreador Trust Fund for Salary Supplementation, School of Law (Main University) - Mr. Robert K. Jewett as a DIRECTOR of Toreador Royalty Corporation to succeed Mr. James L. Shepherd, Jr., Deceased L-12

B. Gift, Bequest, and Estate Matters

- Estate of Charlotte Warmoth, Medical Branch: Report on Distributions and Recommendation for Acknowledgment L-13

C. Real Estate Matters

- 1. Cotton Estate (Texas Western College): Renewal of Farming Lease to John T. Bean on Cotton Estate Acreage, El Paso, Texas - DA L-14
- 2. Archer M. Huntington Museum Fund (Main University): L-14
 - a. Right-of-Entry for Galveston County Covering 125.536 Acres of Huntington Land for TEXAS CITY Storm Protection Levee and Related Facilities - DA
 - b. Agreement with Malone Service Company for Use of Private Road Across Huntington Land, Galveston County - DA

LAND AND INVESTMENT COMMITTEE

December 11, 1964

I. PERMANENT UNIVERSITY FUND

A. INVESTMENT MATTERS:

1. Report of Purchases and Calls of Securities.
2. Report on Permanent University Fund Investments for the Fiscal Year Ended August 31, 1964.

B. LAND MATTERS:

1. Power Line Easement No. 1942 (renewal of 673), Texas Electric Service Company, Andrews County.
2. Power Line Easement No. 1943 (renewal of 674), Texas Electric Service Company, Ector County.
3. Power Line Easement No. 1944 (renewal of 675), Texas Electric Service Company, Ward County.
4. Power Line Easement No. 1945 (renewal of 683), Texas Electric Service Company, Andrews County.
5. Surface Lease No. 1946 (salt water disposal), Rice Engineering & Operating Inc., Andrews County.
6. Pipe Line Easement No. 1947, Phillips Petroleum Company, Andrews County.
7. Surface Lease No. 1948 (residence site), Grady E. Mobbs, Crane County.
8. Power Line Easement No. 1949 (renewal of 677), Rio Grande Electric Cooperative, Inc., Hudspeth County.
9. Pipe Line Easement No. 1950, Phillips Petroleum Company, Andrews County.
10. Pipe Line Easement No. 1951 (renewal of 681), Comanche Pipe Line Company, Ward County.
11. Pipe Line Easement No. 1952 (renewal of 708), Comanche Pipe Line Company, Pecos County.
12. Pipe Line Easement No. 1953, Phillips Petroleum Company, Andrews County.
13. Pipe Line Easement No. 1954, Tidewater Oil Company, Reagan County.
14. Power Line Easement No. 1955, Southwestern Bell Telephone Company, Crane County.
15. Power Line Easement No. 1956, Community Public Service Company, Pecos County.
16. Pipe Line Easement No. 1957, El Paso Natural Gas Company, Andrews County.
17. Pipe Line Easement No. 1958, El Paso Natural Gas Company, Crockett County.
18. Power Line Easement No. 1959, Texas Electric Service Company, Andrews County.
19. Pipe Line Easement No. 1960 (renewal of 639), Pan American Petroleum Corporation, Andrews County.
20. Pipe Line Easement No. 1961 (renewal of 714), Phillips Petroleum Company, Andrews County.
21. Pipe Line Easement No. 1962, Rice Engineering & Operating, Inc., Andrews County.
22. Pipe Line Easement No. 1963, Union Texas Petroleum, a Division of Allied Chemical Corporation, Reagan County.
23. Power Line Easement No. 1964, Community Public Service Company, Ward County.
24. Grazing Lease No. 924 (renewal of 776), Mrs. Lillian Kathleen St. Clair, joined by her husband, Eugene C. St. Clair, Crockett County.
25. Material Source Permit No. 280, M. F. Machen, Contractor, Andrews County.
26. Material Source Permit No. 281, Allstate Construction, Inc., Andrews County.
27. Surface Lease No. 1804, Andrews County - Assignment from H. L. Brown to David Fasken.

28. Grazing Lease No. 909, Crane County - Assignment from Franco Western Oil Company to Franco Wyoming Oil Company.
29. Recommendation for Deferred Grazing Program and Reduction of Rental under Seven Grazing Leases.
30. Surface Lease No. 695 (plant site), Atlantic Refining Company et al., Crane County.
31. Recommendation for Contribution from Lila B. Etter Fund on Cost of Texas State Historical Association Marker for Santa Rita No. 1 Well, Reagan County.

C. DISCUSSION MATTERS:

1. Proposed Legislation on:
 - a. Compensatory royalty.
 - b. Purchase or Construction of Building for University Lands Staff.

II. TRUST AND SPECIAL FUNDS

A. INVESTMENT MATTERS:

1. Report of Purchases, Sale and Calls of Securities.
2. Main University - Toreador Trust Fund for Salary Supplementation, School of Law - Recommendation for Selection of Mr. Robert K. Jewett as a Director of Toreador Royalty Corporation to Succeed Mr. James L. Shepherd, Jr., Deceased.
- *3. Funds Grouped for Investment - Recommendation re Additions.

B. GIFT, BEQUEST AND ESTATE MATTERS:

1. Medical Branch - Estate of Charlotte Warmoth - Report on Distributions to Date and Recommendation for Acknowledgment.

C. REAL ESTATE MATTERS:

1. Texas Western College - Renewal of Farming Lease to John T. Bean on Cotton Estate Acreage, El Paso, Texas.
2. Main University - Archer M. Huntington Museum Fund - Proposed Right-of-Entry in Favor of Galveston County Covering 125.536 acres of Huntington Land for Construction of Texas City Storm Protection Levee and Related Facilities.
3. Main University - Archer M. Huntington Museum Fund - Recommendation for Agreement with Malone Service Company Allowing Use of Private Road Across Huntington Land, Galveston County.

D. DISCUSSION MATTERS:

1. Hogg Foundation - Proposal from Town House to Purchase or Extend Lease on Ground Covered by Present Lease. (Supplementary Material to be Forwarded by Secretary of the Board of Regents.)

*For action by the Land and Investment Committee only. For information of other members.

SUPPORTING MATERIAL



THE UNIVERSITY OF TEXAS

UNIVERSITY LANDS · P. O. DRAWER 553 · MIDLAND, TEXAS 79701

TELEPHONE MU 4-4404

JAMES B. ZIMMERMAN
GEOLOGIST IN CHARGE

BILLY CARR
LAND AGENT

BERTE R. HAIGH
CONSULTANT

November 11, 1964

ENDOWMENT OFFICE, U OF T	
Approved.....	File.....
Answered.....	
REC'D NOV 13 1964	
Refer to.....	
Please Answer.....	
Read and Return.....	

Mr. Wm. W. Stewart
Endowment Officer
The University of Texas
P. O. Box 7968 - University Station
Austin, Texas - 78712

Dear Sir:

In accordance with our discussion on range conservation, I would like to submit the following to be considered by the Board of Regents:

Parts of Blocks 1, 2, 3, 4 and 58, Reagan and Upton Counties have not recovered from the prolonged drouth of the early fifties, and needs a deferred grazing program to help speed the recovery. This is an area of flat terrain, covered by black or tar brush, with very little of the better grasses left.

Texas A & M Experiment Station, south of Barnhart, initiated a program of pasture rotation in 1958 which is proving very sucessful. This type of program allows part of your range to be deferred during different growing seasons over a period of years.

I have discussed this program with Dr. Don Huss, Project Chairman of Barnhart Station. In his opinion, pasture rotation is the most profitable and economical answer to grassland improvement, and should cover at least a five year period.

Mr. J. R. Harrelson, U. S. Soil Conservation Agent at Rankin, has agreed to help supervise and to keep records on this program.

The area in mind will cover parts of several grazing leases. The rental will be reduced one-half, along with a one-half reduction in livestock.* We hope to increase the amount of livestock at a future date to arrive at a correct balance of range improvement and economical ranching operations.

Attached you will find a list of lessees I would like to include in this program.

*Effective January 1, 1965.

Mr. Wm. W. Stewart

-2-

November 11, 1964

You will note that all of the grazing leases expire before the proposed five year program is completed. If possible, I would like to carry this program over into each lease renewal so that we can complete a full five year plan. It will take this long to see how much improvement is made. We will also need the authority to cancel this program, on an individual basis, at the end of any six month payment period if the lessee is not participating correctly.

I would like to recommend approval of this program because the stocking capacity of West Texas Lands has deteriorated rapidly in the last thirty years, especially in the sheep country. Most ranchers stocked at the rate of fifty to sixty animal units per section (an animal unit equals five sheep or one cow) in the 1930's. Twenty-five animal units would overstock most of our lands now. Therefore, I hope that by setting up this program, and it is successful, our other lessees will voluntarily participate.

I am enclosing plats showing different types of pasture rotation systems, and the forms to be used by Mr. J. R. Harrelson in keeping records.

Very truly yours,



Billy Carr

BC:wm

cc

encls

attachment

<u>NO.</u>	<u>LESSEE</u>	<u>EXPIRES</u>	<u>PRICE PER ACRE</u>	<u>TOTAL ACRES</u>	<u>ACRES TO BE ROTATED</u>	<u>SEMI-ANNUAL RENTAL</u>	<u>SEMI-ANNUAL REDUCED RENTAL</u>
803	Lester Ratliff	6/30/65	42¢	3,342.2	2,296.0	\$ 701.88	\$ 460.80
816	O. W. Parker, Jr.	6/30/65	50¢	14,133.1	6,422.0	3533.28	2730.53
826	H. F. Neal	12/31/65	40¢	7,522.5	2,507.0	1504.50	1253.80
865	S. M. Owens	12/31/65	50¢	14,105.0	5,463.0	3526.25	2843.38
872	Lester Ratliff	6/30/68	40¢	15,837.8	7,823.0	3167.25	2385.26
876	Norman Elrod	6/30/68	38¢	8,897.7	4,375.0	1690.56	1274.94
888	J. D. Poage	6/30/68	38¢	<u>4,093.7</u>	<u>4,093.7</u>	<u>777.80</u>	<u>388.90</u>
			TOTAL	67,932.0	32,979.7	14,901.52	11,337.61

Lse. No. 803 will be on a two pasture deferred rotation.

Lse. No. 816 will be on a three pasture deferred rotation.

Lse. No. 826 will be on a two pasture deferred rotation.

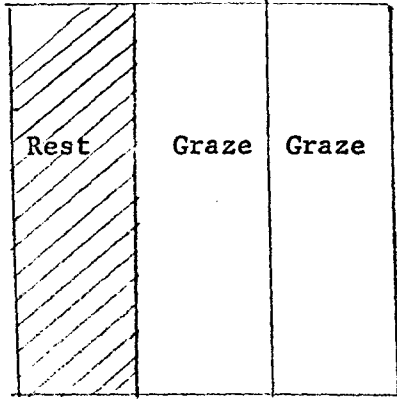
Lse. No. 865 will be on a two pasture deferred rotation.

Lse. No. 872 will be on a two pasture deferred rotation.

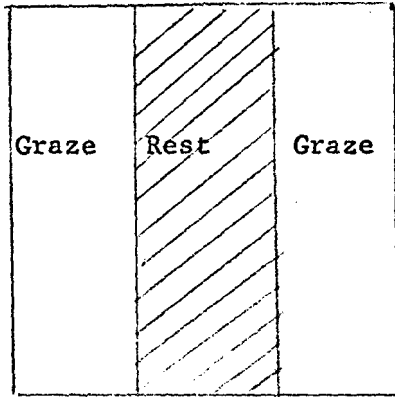
Lse. No. 876 will be on a four pasture deferred rotation.

Lse. No. 888 will be on a three pasture deferred rotation.

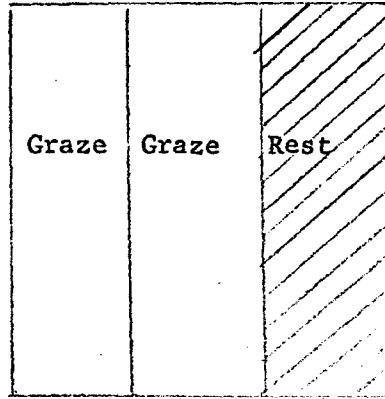
Three-Pasture Deferred Rotation



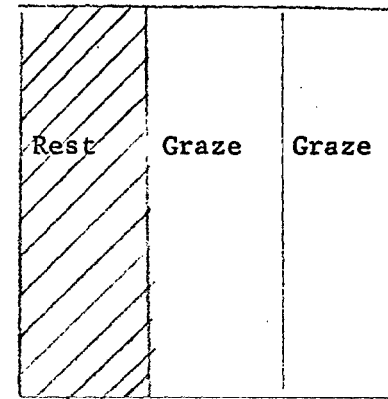
January 1 to April 1



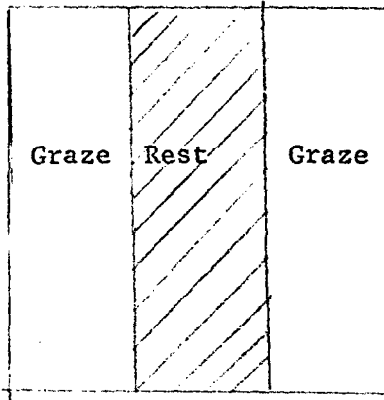
April 1 - July 1



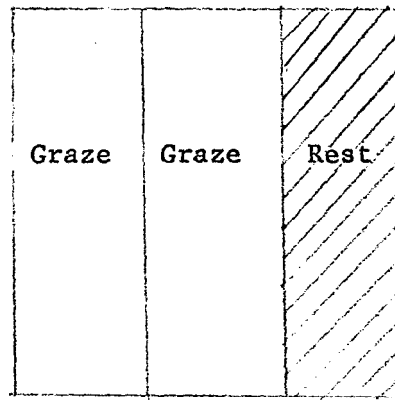
July 1 - October 1



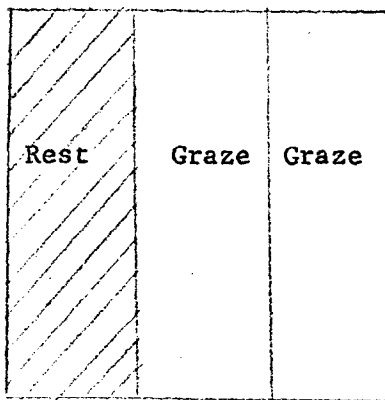
October 1 - January 1



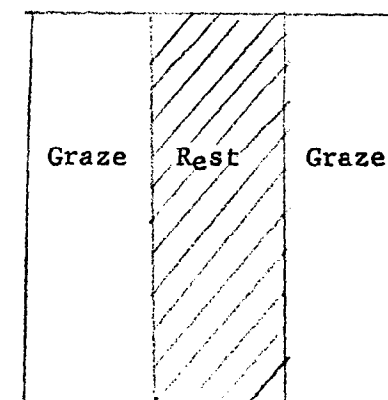
January 1 to April 1



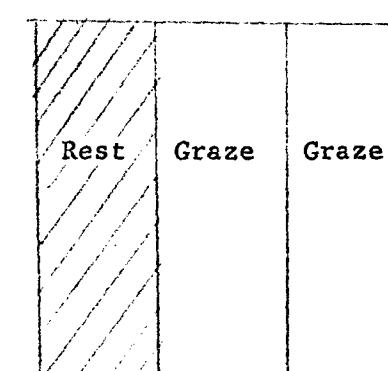
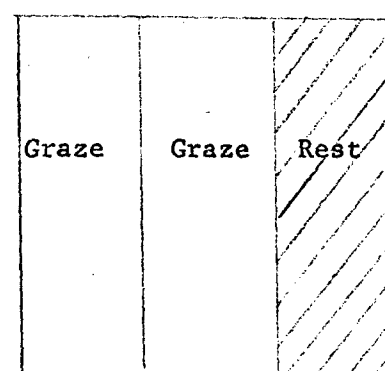
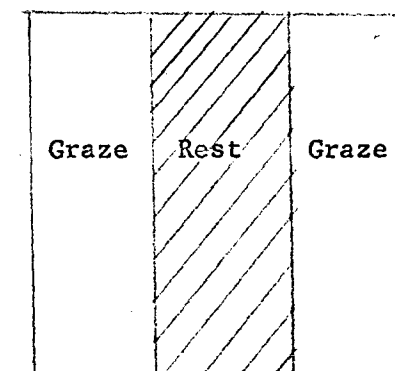
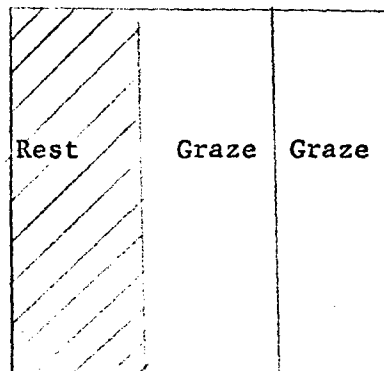
April 1 - July 1



July 1 - October 1



October 1 - January 1



Four-Pasture Deferred Rotation

January 1 - May 1

Rest	Graze
Graze	Graze

May 1 - September 1

Graze	Rest
Graze	Graze

September 1 - January 1

Graze	Graze
Graze	Rest

January 1 - May 1

Graze	Graze
Rest	Graze

May 1 - September 1

Rest	Graze
Graze	Graze

September 1 - January 1

Graze	Rest
Graze	Graze

January 1 - May 1

Graze	Graze
Graze	Rest

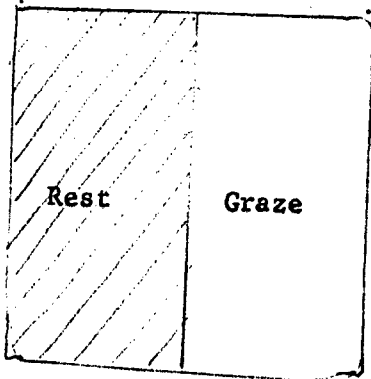
May 1 - September 1

Graze	Graze
Rest	Graze

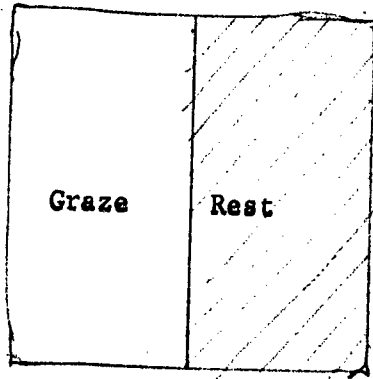
September 1 - January 1

Rest	Graze
Graze	Graze

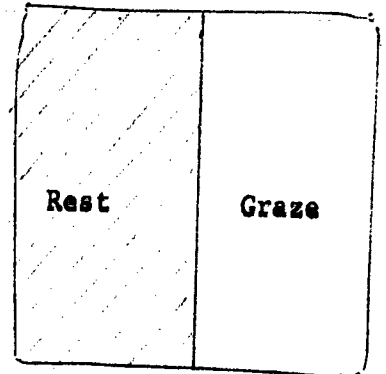
Two-Pasture Deferred Rotation



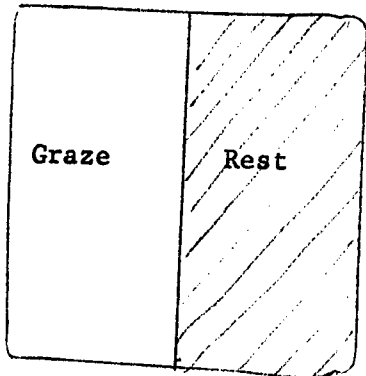
December 1 - March 1



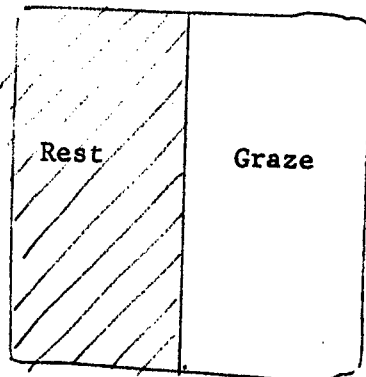
March 1 - June 1



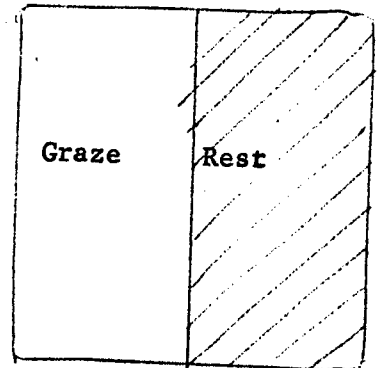
June 1 - December 1



December 1 - March 1



March 1 - June 1



June 1 - December 1

RANGE CONDITION GUIDE

RANGE SITE: _____
PASTURE NO.: _____
PERCENT BARE GROUND: _____

TECHNICIAN: _____
LOCATION: _____

1 KEY PLANT SPECIES	2 TYPICAL CLIMAX COMPOSITION %	3 PRESENT COMPOSITION %	4 TO DETERMINE RANGE CONDITION * RECORD BELOW %
DECREASERS	DECREASERS	DECREASERS (Several pastures, or several years records can be noted here)	DECREASERS Present Composition - Col. 3
	A mixture of those decreaseers usually makes up at least _____ of the composition.		
INCREASESERS	INCREASESERS No more than % shown below	INCREASESERS	INCREASESERS Present % - not to exceed amount in Col. 2
No more than a total of		Increasesers allowed	
INVADERS	INVADERS none		INVADERS none
TOTALS			

*Range condition based on % of present cover that is climax:
 Poor 0-25 Fair 26-50 Good 51-75 Excellent 76-100 Rating _____
 Estimate of present forage yield per acre Lbs. _____
 Approximate Safe Stocking Rate - Acres Per A.U. or A.U. per Section Yearlong _____

HOGG FOUNDATION

WILL C. HOGG MEMORIAL FUND

Walne-Hall Property

Description : Southeast corner of Allen Parkway (formerly Buffalo Drive) and Waugh Drive with a frontage of approximately 447.83' on Allen Parkway and 525.02' on Waugh Drive. Total acreage - 5.81 acres, after sale of 24,698.71 square feet to City for street purposes.

Improvements : Town House Motor Hotel and Restaurant constructed by tenants. Improvements remain on the property at expiration of lease.

Book Value : 8/31/64 (land only) - \$50,642.95.

Net Annual Income : \$7,500.

Return on Book Value : 14.81%.

Return on Appraised Value : 1.47%.

Lessee : W. Howard Lee et al, - (Town House) 5/1/46 - 4/30/96. \$500 per month to 4/30/56; \$625 per month to 4/30/71; \$750 per month to 4/30/96. No option to renew. Taxes on land responsibility of Lessee but exempt due to University ownership.

Appraisals : N. F. Allison - \$510,000 (Land only, subject to current lease.)

Pending Offer from Lessee : Stating that they wish to plan more extensive improvements, probably along the line of high-rise apartments, the Lessees have offered to pay the Board of Regents \$640,000 cash for this property or, as an alternate proposal, amend the lease to add an additional 50 years (to expire 2046) at rental of \$24,000 annually for first 11 years, \$30,000 for next 10 years, \$36,000 for next 10 years, and \$48,000 for the last 50 years, with taxes on the land the responsibility of the Lessor. Probably will do better on further negotiation.

Endowment Office
November, 1964

Neville J. Allison, CRE

JACKSON 3-1641

3633 ALLEN PARKWAY

Houston 19, Texas

9 November 1964



University of Texas
Attn: Mr. Wm. W. Stewart,
Endowment Officer
Austin, Texas 78712

Re: Approximately 5.803 acres in the
John Foster Survey, Abstract No. 1,
Houston, Harris County, Texas
(Town House Property - Allen
Parkway and Waugh Drive).

Gentlemen:

In accordance with Mr. Stewart's letter of October 28, 1964, I take the liberty to report to you with regard to the above captioned property in short letter form.

Research in the area of the subject property reflects the following sales of reasonably recent vintage:

1. January 15, 1962. Fish Engineering Corporation to the Rylis Corporation. This property represents approximately 5 acres of the site upon which the American General Insurance building is now under construction. This is an inside site, and it faces north upon Allen Parkway at a point just east of the subject property. It sold for \$750,000.00, or \$3.82 per square foot.

2. December 21, 1959. R. Alton Reed, et al, to John H. Blaffer. 231,848 square feet (approximately 5.3225 acres) out of Lots 10 and 11, Block 2, Hollingsworth Subdivision. This is the site of the Ramada Inn, which also represents an inside lot facing north upon Allen Parkway, but at a point approximately 0.4 miles more proximate to downtown Houston than Sale No. 1. The purchase price was \$2.00 per square foot.

By a comparison of Sales Nos. 1 and 2, it is rather obvious that values of Allen Parkway properties have increased rather substantially during the approximately two year period between these two transactions.

3. December 1, 1959. John H. Blaffer to the Ramada Inn of Houston. This transaction represents a lease of the property described in Sale No. 2 above. The terms of this lease, net to the Lessor, are \$11,667.00 monthly for a period of 25 years, or

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AMERICAN INSTITUTE OF REAL ESTATE APPRAISERS
HOUSTON BOARD OF REALTORS
NATIONAL ASSOCIATION OF REAL ESTATE BOARDS

- (1) 10% of gross room sales on revenue in excess of \$450,000.00
- (2) 12% of gross room sales on revenue in excess of \$500,000.00
- (3) 25% of gross room sales on revenue in excess of \$550,000.00
- (4) 29% of gross room sales on revenue in excess of \$600,000.00.

4. May 25, 1963. Dora Gerlach to V. L. Evans and Marshall G. Henry. This represents the 66.8' x 125' corner site on Waugh Drive and Peden Street. It is understood that the old frame residence located thereon contributed nothing to the \$3,00 per square foot overall price paid for the land.

5. March 27, 1963. Jack Perry to A. A. Sage. This property is known as 806 Waugh Drive, and sold for \$35,000.00. There is an old brick veneer building situated on this site which the Grantee estimated to have contributed approximately \$10,000.00 to the \$35,000.00 purchase price. This would reflect a land contribution of about \$4.14 per square foot.

6. The southeast corner of Waugh Drive and Willow Street is currently offered for sale at \$5.00 per square foot. This site faces west upon Waugh Drive with approximately 100 feet of frontage thereon, north upon Willow Street for a distance of about 350 feet, and east upon Emma Street for a distance of approximately 100 feet. The agent reports that this vacant site was purchased in June 1963 for \$3.15 per square foot. This site rather obviously boasts somewhat lesser unit value than subject because this corner does not represent a major intersection.

7. August 1963. This transaction represents a long term lease for the approximately 6.54 acre (then) vacant site which faces north upon Allen Parkway, south upon West Dallas, and west upon Tirrell Street - although the corner of Allen Parkway and Tirrell is not included within this area. The initial 20 years of this lease provides for an \$82,500.00 net annual income to the Lessor. Relating this to the 6-1/4% mortgage loan which was assured at the time reflects a unit value of \$4.75 per square foot for this site. Since these terms undoubtedly provided for an increasing value in subsequent years, a unit price reasonably less than \$4.75 per square foot is thus reflected for the time, but this property is not considered to boast as great a unit value as subject - being 0.4 miles further removed from downtown Houston, and not situated at a major intersection.

It is rather obvious that none of the above listed properties represent a site as desirably located as the subject site, which has extensive frontage upon two major streets rather than one. By these comparisons, then, it is my opinion that the subject site (alone) probably has a current market value of approximately \$5.25 to \$5.50 per square foot, say \$1,350,000.00.

The value of the University of Texas' interest in this property at this time, however, must be considered to be substantially less than this value estimate because of the very favorable lease which W. Howard Lee, et al, hold upon it. This lease provides for a net annual rental of \$7,500.00 until April

30, 1971, and \$9,000.00 net annually until April 30, 1996. Hence, the current value of the leased fee (the University of Texas' interest) would appear to be reasonably predicated upon the following:

Present worth of \$7,500.00 annually for 7½ years, discounted at 5% (6.12479)	\$ 45,935.00
Present worth of \$9,000.00 annually for 25 years, beginning 7½ years hence, discounted at 5% (9.77833)	\$ 88,005.00
Total Current Indicated Value of Income Stream	\$133,940.00
Plus Present Worth of Reversion: say \$2,500,000.00 in 32½ years, discounted at 6% (.150572)	\$376,430.00
Indicated Current Value of Leased Fee	\$510,370.00
	say..... <u>\$510,000.00.</u>

It is obvious, then, that if the subject site alone were sold currently for a price of approximately \$1,350,000.00, the Lessor (University) should receive approximately \$510,000.00 of the proceeds, the Lessee (W. Howard Lee, et al) approximately \$840,000.00 of the proceeds as a result of their very favorable lease on the property.

As to the renegotiation possibilities of this lease, if originated by the Lessees, there are several salient factors to be considered:

1. By a consideration of the subject improvements themselves (The Town House Motel - now about 17 years old), the Ramada Inn lease for an only 25 years, and by direct observation of other Motel properties, it appears obvious that the normal economic life of this type of improvement is probably no more than approximately 25 years. Thus, the current improvements upon the subject site could now be removed and a more modern such facility erected thereon in contemplation of a full economic life during the remaining tenure of the lease.

2. Subject is now a very expensive site upon which to locate a Motor Hotel which is not within the downtown district itself, and thus this use alone probably does not appear to represent the current probable highest and best use of the property.

(Note: A consideration of both of the above factors suggests that the current Lessees of the property probably do not plan to construct another Motel - only - thereon if the lease is successfully extended beyond its current term).

3. Quite salient to the matter at hand, however, is the fact that a Lessor without the University's ad valorem tax free status would be receiving additional rent to pay the land taxes, and therefore - under usual conditions - the Lessee would be paying more rent even now if the Lessor were not a tax exempt organization.

The possible extension of the subject lease, then, probably should be negotiated with four primary considerations in mind:

1. An eventual fair net return with some possible consideration for the current and future value of the land.
2. Payment of the equivalent of ad valorem taxes to the Lessor by the Lessee in order to gain the advantage of the tax exempt situation by the Lessor rather than the Lessee.
3. Escalation clauses at more frequent intervals than provided for by the current lease.
4. The Lessee's undeniably favorable current lease, which he is hardly obligated to alter in any way.

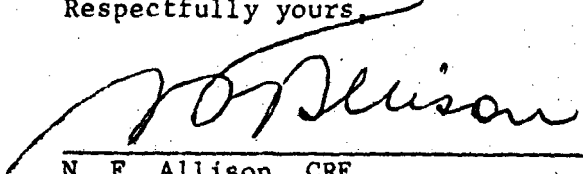
Despite the fact that Lessees have originated these negotiations, they are in a somewhat more favorable position to negotiate. Hence, a final re-negotiated lease probably should reflect some compromise of the present position. The most obvious varying possibilities which suggest themselves in this regard are:

1. An original (new) rental which more nearly reflects the estimated value of the University's current interest in the property, as discounted at a relatively low interest rate because of the obvious safety of its continued collection under current conditions.
2. A provision to add the amount of the probable current land taxes as part of the (increased) rent.
3. A new escalation clause which would increase the current (or a new) rental in gradual stages to eventually represent the economic rent of the site.

The latter appears to be the most feasible method, and probably the most equitable for both parties.

At this point it is not considered feasible and/or possible to further discuss your position in this matter without knowledge of the intentions and/or direction of the Lessees' ideas and future plans. I therefore recommend that you await Lessees' original offer in these premises, and consider the alternate possibilities at that time.

Respectfully yours,



N. F. Allison, CRE



TOWN HOUSE

modern hotels for motorists

P. O. BOX 13374
TELEPHONE JA 9-4271
HOUSTON 19, TEXAS

November 9, 1964

University of Texas
Endowment Office
Austin, Texas 78712

Attention Mr. Wm. W. Stewart

Dear Mr. Stewart:

Replying to your letter of October 26, 1964, we wish to submit the following alternate proposals:

1. Purchase of the University of Texas' title to the land and reversionary interests for a sum of \$640,000.00.
2. Increase the annual rental called for under the terms of our lease to \$24,000.00 per year commencing January 1, 1965 in consideration of a 50 year extension to its primary term extending it to May 1, 2046. This offer is contingent upon the clarification of the uses permitted within the terms of the lease, which we discussed.

These proposals by us are based on appraisals furnished us by C. Haynes Hurlock, Jr. S.R.E.A. We are, and I am sure Mr. Hurlock is, available should you and the members of the Land and Investment Committee or members of the Board of Regents care to discuss the background for the offers with us.

You will notice that we submitted no alternate proposal for purchase or lease of the area marked in red on the accompanying survey plat that you and I discussed on October 2, 1964. As stated at that time, access problems with the American General Insurance Company would

LAFAYETTE TOWN HOUSE
US 90 AT PINHOOK

NEW ORLEANS TOWN HOUSE
8419 AIRLINE HIGHWAY



TOWN HOUSE

modern hotels for motorists

P. O. BOX 13374
TELEPHONE JA 9-4271
HOUSTON 19, TEXAS

University of Texas

-2-

November 9, 1964

have to be worked out before this could be finalized. There simply wasn't enough time to do that before writing this letter, inasmuch as we anticipate several months of negotiation with them would be required to work out anything definite on this matter.

We would also like to call to the Committee and Board's attention, the fact that we would entertain a proposal to sell our buildings and leasehold interests to the University. We have placed no value on this but suggest that the figure would be very close to the sum mentioned to you in our conversation.

The enclosures are as suggested in your letter of October 26, 1964. If there is any other information you think would be helpful that we may be able to furnish, please suggest it.

Yours very truly,

TOWN HOUSE

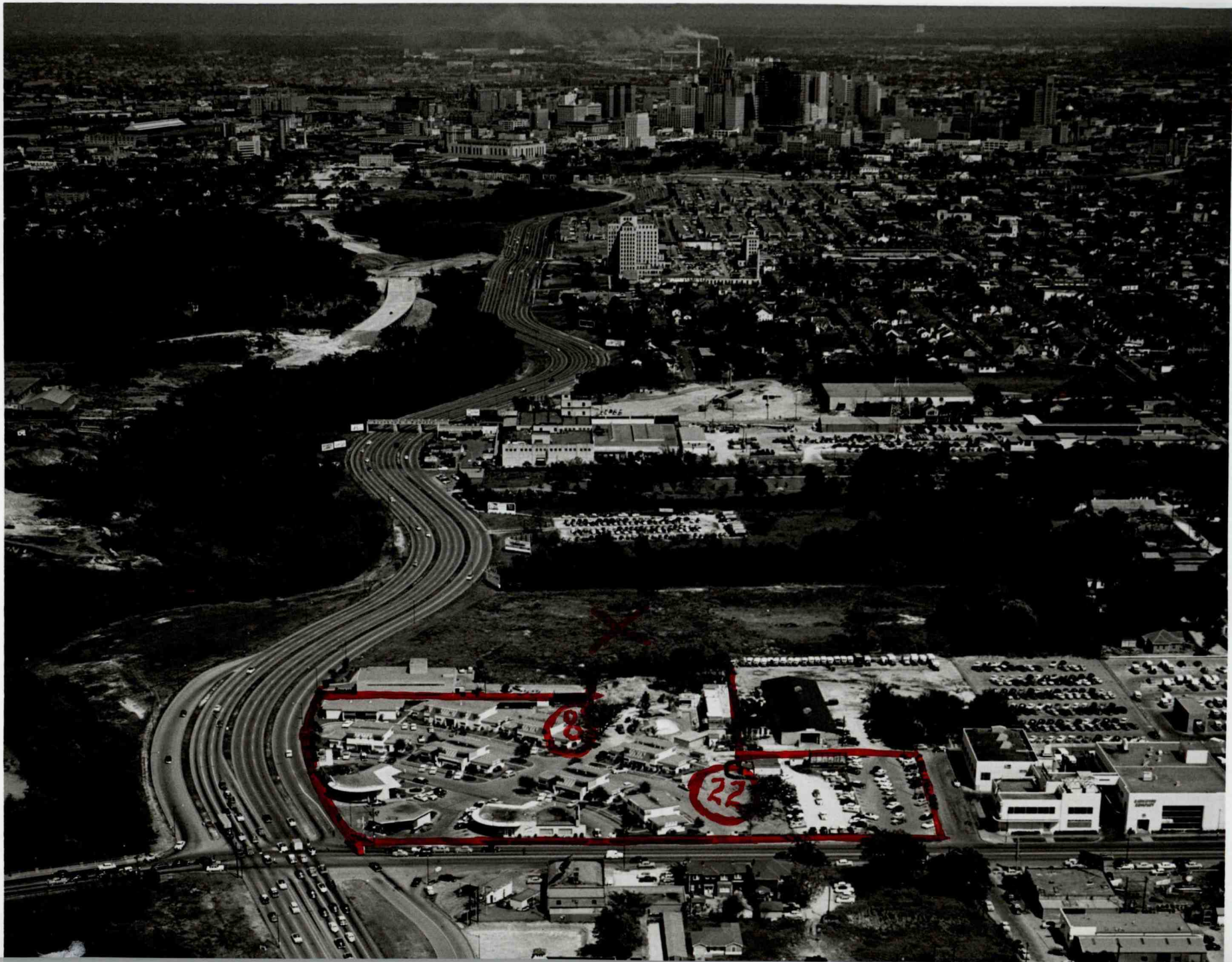
Donald A. Lee

DAL:e

LAFAYETTE TOWN HOUSE
US 90 AT PINHOOK

NEW ORLEANS TOWN HOUSE
9419 AIRLINE HIGHWAY





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THE UNIVERSITY OF TEXAS
SYSTEM OFFICES
ENDOWMENT OFFICE
AUSTIN 78712

WM. W. STEWART
ENDOWMENT OFFICER

MARY E. COOK, ASSISTANT
TO THE ENDOWMENT OFFICER

November 10, 1964

Town House
P. O. Box 13374
Houston, Texas 77019

Attention: Mr. Donald A. Lee

Gentlemen:

We acknowledge your letter of the 9th and appreciate the plat and aerial photos. Your proposals will be brought to the attention of the Board of Regents at its meeting on December 11 and 12, though I am sure you realize that there may not be a final decision at that meeting. I believe I reported to you that there will be another meeting on January 29 and 30. You might please let me know how urgent this matter is for you in relation to the dates for these meetings.

I am returning one copy of each of the aerial photos and shall appreciate your noting approximately the date these were taken. This is of no great significance, but I believe we would like to have the information since the photos do not show some of the structures built or under construction in the area. Also, I shall appreciate your having someone outline on each photo the approximate boundaries of the property. Most of it is fairly clear to me, but it would be better for someone to do it more accurately than I can do it.

With the understanding that we are not indicating prospects of approval of the \$640,000 purchase price, we would like particularly to invite you to amend your lease proposal. It would appear that the annual rental of \$24,000 is too low and certainly is too low if there are not provisions for rental increases at reasonable intervals over the term of the lease.

Also, we shall be glad for you to indicate any changes in the lease proposal based on the lessor assuming the responsibility for ad valorem taxes on the land.

I recall your mentioning in our conversation the possibility of the University's purchasing your improvements and leasehold interest, but I did not make a note of any figure indicated at the time. I do not know if there is any prospect at all for this arrangement, but we should

Town House

- 2 -

November 10, 1964

present complete information to the Board of Regents. Therefore, we shall be glad for you to indicate such a figure if you care to do so.

I do not intend to put any rush on you, but it would be helpful if we could hear from you by November 13th or not later than the 16th.


Very truly yours,

Wm. W. Stewart
Endowment Officer

WWS:bl

Enclosures

bcc: Mr. Neville F. Allison (with copy of Mr. Lee's letter and its enclosures)



TOWN HOUSE

modern hotels for motorists

P. O. BOX 13374
TELEPHONE JA 9-4271
HOUSTON 19, TEXAS

November 12, 1964

University of Texas
Endowment Office
Austin, Texas 78712

Attention Mr. Wm. W. Stewart

Dear Mr. Stewart:

Thank you for your letter of November 10, 1964 in regard to our proposal to purchase the property or re-negotiate the existing lease on which the Town House is located. There is no particular rush with us as we feel that plenty of time should be taken to consider these proposals fully. We assume that any extension of the lease would become effective the month following the formal execution thereof. We have outlined the photos in ink and have marked the buildings not shown at the location and the number of rooms contained. These pictures were taken in 1953 and there have been considerable additions both in streets and to the skyline since that time.

We agree that there probably should be a provision for escalation in the rental we propose to pay, but wish to point out that the \$24,000.00 figure is based upon a fair return of what we consider the present value of your interest in this property to be. In order to provide for rental increases at reasonable intervals for the term of the lease and also based on the lessor assuming the responsibility for ad valorem taxes on the land, we amend our proposal to read \$24,000.00 per annum for the first 11 and a fraction years, \$30,000.00 per annum for the next 10 years, \$36,000.00 per annum for the next 10 years and \$48,000.00 per annum for the next 50 years.



TOWN HOUSE

modern hotels for motorists

P. O. Box 13374
TELEPHONE JA 9-4271
HOUSTON 19, TEXAS

University of Texas

-2-

November 12, 1964

In accordance with an appraised value of our leasehold interest and the depreciated value of existing improvements, we feel a fair purchase price for our interest to be \$2,000,000.00.

We wish to reiterate that we would be happy at any time to sit down and discuss these proposals in detail with you and your representatives.

Yours very truly,

TOWN HOUSE

Donald A. Lee

DAL:e
encl.

LAFAYETTE TOWN HOUSE
US 90 AT PINHOOK

NEW ORLEANS TOWN HOUSE
9419 AIRLINE HIGHWAY

____.B. No. _____

By _____

A B I L L

to be entitled

AN ACT authorizing the Commissioner of the General Land Office to execute agreements on behalf of the Permanent University Fund of the State of Texas that provide for the payment by University oil and gas lessees of compensatory royalty in lieu of drilling offset wells that may be required to protect University lands from drainage from wells located on adjacent University or non-University acreage; providing for the approval of such agreements by the Board for Lease of University Lands; prescribing certain provisions which may be included in such agreements; repealing all laws; providing for a severability clause; and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. The Commissioner of the General Land Office is hereby authorized to execute agreements on behalf of the Permanent University Fund of the State of Texas that provide for the payment by University oil and gas lessees of compensatory royalty in lieu of drilling offset wells that may be required to protect a University oil and gas lease from drainage from a well or wells located upon non-University lands or University lands leased at a lesser royalty situated within 1,000 feet of or draining the University leased premises; provided (a) that such agreements providing for the payment of compensatory royalty shall be approved by the Board for Lease of University Lands; (b) that any such agreement is found by the Board for Lease of University Lands and the Commissioner of the General Land Office to be in the best interest of the State of Texas and necessary to prevent economic waste; (c) that nothing in such agreement shall relieve the lessee of the obligation of reasonable development nor of the obligation to drill offset wells as required by Section 12, Chapter 282, Acts of the 41st Legislature, Regular Session, 1929, as to other producing horizons; (d) that the payment by the lessee of compensatory royalty shall be at the royalty rate provided in such University lease as would be due on an equivalent amount of like quality oil or gas produced and delivered from a well completed in a producing reservoir located

within 1,000 feet of or draining the leased premises, such compensatory royalty to be paid monthly to the Commissioner of the General Land Office at Austin, Texas, beginning on such date as may be fixed in the agreement; (e) that the agreement with respect to the interest of the State shall remain in force and effect as long as oil and gas or either of them is produced from a well located on University or non-University acreage and draining the University leased premises; and (f) that the agreement may contain such other things as the Board for Lease of University Lands and the Commissioner of the General Land Office deem necessary for the protection of the interest of the Permanent University Fund.

SEC. 2. The provisions of this Act are and shall be held and construed to be cumulative of all laws of this State on the subject treated of and embraced in this Act, and all laws to the extent only that they may be in conflict herewith are hereby repealed.

SEC. 3. If any section, subdivision, paragraph, sentence or clause of this Act shall be held to be unconstitutional, the remaining portions thereof shall nevertheless be held valid and binding.

SEC. 4. The fact that there is doubt as to the authority of the Commissioner of the General Land Office for and on behalf of the Board for Lease of University Lands to enter into agreements providing for the payment of compensatory royalty, and in many instances the best interest of the Permanent University Fund and the State of Texas would be served by authorizing such agreements in lieu of drilling offset wells of a marginal nature, thus preventing economic waste, creates an emergency and an imperative public necessity that the Constitutional Rule requiring bills to be read on three several days in each House be suspended, and the same is hereby suspended, and this Act shall take effect from and after its passage, and it is so enacted.

____.B. No. _____

By _____

A B I L L

to be entitled

AN ACT to amend Section 5 of Chapter 282, Acts 41st Legislature, 1929, Regular Session, as amended (codified as Article 2603a, Vernon's Civil Statutes of Texas), so as to provide for the acquiring, constructing and equipping of a building in the City of Midland, Texas, or adjacent area to house certain administrative staff offices of The University of Texas; and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. That Section 5 of Chapter 282, Acts 41st Legislature, 1929, Regular Session, as amended (codified as Article 2603a, Vernon's Civil Statutes of Texas), be and the same is hereby amended so as to hereafter read as follows:

"Sec. 5. The oil and gas in each tract shall be offered for sale for a bonus in addition to the stipulated royalty. Each tract shall be offered separately. Each bid shall be subject to such royalty as is specified in the official advertisement preceding the sale, but in no event shall be less than one-eighth ($1/8$) of the gross production of oil and gas in the land; and shall further be subject to the payment of an annual rental after the first year of not less than Ten Cents (10ϕ) per acre, payable each year in advance, unless the royalties received from such land during the preceding year shall equal or exceed the amount of the annual rental payment; and shall be subject to the payment of a special fee equal to one per cent (1%) of the total sum bid, which special payment shall constitute a special fund from which the Board for Lease is hereby authorized and directed to defray the expenses of the sale, including the payment for the services of the auctioneer crying the sale, and for the payment of the general operating expenses in geologizing, oil field supervision and auditing oil and gas production of university lands, including salaries and traveling expenses of persons employed by the Board of Regents of The University of Texas for said

purposes, and for the purpose of acquiring, constructing and equipping a building in the City of Midland, Texas, or adjacent area to house the administrative staff of the offices of University Lands, Geology and Land Agent, and such other related agencies necessary for the management and development of University Lands in West Texas; provided the Board for Lease is also hereby authorized to direct the Comptroller of The University of Texas to transmit to the State Treasurer for deposit to the credit of the Permanent University Fund any unexpended balances remaining in said special fund after reserving a sufficient amount therein for the payment of current expenses as set out herein. The highest successful bidder shall pay to the Commissioner of the General Land Office on the day said bid is accepted the full amount of bonus bid and the fee to defray the expenses provided herein."

SEC. 2. The fact that there is a growing demand for more office space for the University staff engaged in the management and operation of University Lands, Geology and Land Agent, and such other related agencies creates an emergency and an imperative public necessity that the Constitutional Rule requiring bills to be read on three several days in each House be suspended, and said Rule is hereby suspended, and this Act shall take effect from and after its passage, and it is so enacted.

December 12, 1964

To the Members of the Regents' Land and Investment Committee
The University of Texas

Subject: FUNDS GROUPED FOR INVESTMENT

Gentlemen:

It is recommended that the following additions, representing cash and new funds to be added to the "Funds Grouped for Investment" as of December 1, 1964, be approved:

E. Bagby Atwood Memorial Graduate Scholarship in English (\$5,715.13 already in Grouped)	\$ 345.00
The Accounting Education Fund (College of Business Administration Foundation) (\$33,585.40 already in Grouped)	168.65
J. Anderson Fitzgerald Special Scholarship Fund (College of Business Administration Foundation) (\$3,887.03 already in Grouped)	27.00
Edward Louis Dodd and Alice Laidman Dodd Fellowship Fund (\$49,142.91 already in Grouped)	82.08
Frederick Eby Research Prize in Humanistic Studies in Education (\$794.07 already in Grouped)	849.00
Advisory Council - Various Donors (College of Fine Arts Foundation) (\$3,773.19 already in Grouped)	10.00
E. William Doty Scholarship Fund (College of Fine Arts Foundation) (\$1,846.57 already in Grouped)	100.00
Hal P. Bybee Memorial Fund (Geology Foundation) (\$83,845.12 already in Grouped)	295.00
Dr. F. L. Whitney Memorial Scholarship Fund (Geology Foundation) (\$12,428.75 already in Grouped)	150.00
Marion Smith Junior Fellowship (Junior Fellows Program) (New Fund)	5,000.00
Library Memorial Fund - Various Donors (\$804.75 already in Grouped)	5.00
Lora Lee Pederson Scholarship Fund, Graduate School of Social Work (\$1,886.49 already in Grouped)	150.00
The Senior Class Endowment Fund (Pharmaceutical Foundation) (\$6,004.95 already in Grouped)	70.00
Lloyd A. Nelson Professorship in Geology (Texas Western College) (New Fund)	2,000.00
Additional Total to be added to Funds Grouped on December 1, 1964	<u>\$9,251.73*</u>

*The above total of \$9,251.73 herewith submitted for approval, supplements additions to be made to Funds Grouped on December 1, 1964, in the amount of \$18,932.22, previously approved by the Land and Investment Committee.

Respectfully submitted

STAFF INVESTMENT COMMITTEE

J. C. Dolley, Vice Chancellor (Fiscal Affairs)

Wm. W. Stewart, Endowment Officer

Mary E. Cook, Assistant to the Endowment Officer

Committee of the Whole

COMMITTEE OF THE WHOLE
Chairman Heath, presiding

Time: 1:00 p.m. Friday, December 11, 1964
9:00 a.m. Saturday, December 12, 1964

Place: Regents' Room, Main Building 209

A. EMERGENCY ITEMS REQUIRING ACTION BY INSTITUTIONAL HEADS, IF ANY (1:00 p.m.)

1. Texas Western College (Doctor Ray)
2. Medical Branch (Doctor Blocker)
3. Dental Branch (Doctor Olson)
4. M. D. Anderson Hospital and Tumor Institute (Doctor Clark)
5. Southwestern Medical School (Doctor Gill)
6. Graduate School of Biomedical Sciences at Houston (Doctor Weiss)
7. Division of Continuing Education (Doctor Taylor)
8. South Texas Medical School (Doctor Berson)

B. SPECIAL ITEMS REQUIRING ACTION BY CHANCELLOR

Membership, Gulf Universities Research Corporation
(Non-Profit)

C. REPORTS BY CHANCELLOR

D. SPECIAL ITEMS AND REPORTS BY REGENTS

1. Vice-Chairman McNeese

2. Regent Brennan

3. Regent Connally

4. Regent Erwin

Resolution prepared and sent to you by Regent Erwin

5. Regent (Mrs.) Johnson

6. Regent Madden

7. Regent Olan

8. Regent Redditt

E. SPECIAL ITEMS AND REPORTS BY CHAIRMAN

F. REPORTS OF STANDING COMMITTEES (INCLUDING ANY
ITEMS REFERRED TO COMMITTEE OF THE WHOLE)

G. ITEMS FOR DISCUSSION (9:00 a.m. Saturday)

Property Adjacent to Main University Campus

ITEM NO. A

Committee of the Whole

SUBJECT: Emergency Items Requiring Action by Institutional Heads,
If Any (1:00 p.m.)

1. Texas Western College (Doctor Ray)
2. Medical Branch (Doctor Blocker)
3. Dental Branch (Doctor Olson)
4. M. D. Anderson Hospital and Tumor Institute
(Doctor Clark)
5. Southwestern Medical School (Doctor Gill)
6. Graduate School of Biomedical Sciences at Houston
(Doctor Weiss)
7. Division of Continuing Education (Doctor Taylor)
8. South Texas Medical School (Doctor Berson)

ITEM NO. B

SUBJECT: Membership, Gulf Universities Research Corporation
(Non-Profit)

RECOMMENDATION
(Suggested Minute Order by Secretary)

At the meeting of the Committee of the Whole on September 19, 1964, Doctor Hackerman reported on a proposed Geoscience Center to be financed with funds from the Department of Commerce and the National

Science Foundation. Pursuant to this report, the Board approved the recommendation of Vice-Chancellor Hackerman and Chancellor Ransom

That The University of Texas become a charter member of an Inter-University Organization to be known as Gulf Universities Research Corporation and also approved the Articles of Incorporation and Bylaws proposed for the establishment of this Geo Science Center. A copy of the Articles of Incorporation and Bylaws is in the Secretary's Files, Volume XII, Page _____.

Plans for the corporation were drawn up by members of an Inter-University Committee (Florida State University, William Marsh Rice University, Southern Methodist University, Texas A & M University, University of Houston, and The University of Texas) with the help of the Southwest Research Institute. The members of this Inter-University Committee are the initial University members of this corporation and the Southwest Research Institute is the initial associate member. The purpose of the corporation is to carry cooperative research in the area of Geoscience. Doctor Archie W. Straiton will be the representative of The University of Texas on the Board of Directors of this non-profit corporation.

(Proposed Articles of Incorporation and Bylaws follow Page 3.)

PROPOSAL

(As Submitted by Administration)

As Submitted by Vice-Chancellor Hackerman:

I recommend that The University of Texas become a charter member of a proposed inter-university organization to be known as Gulf Universities Research Corporation. The proposed articles and by-laws have been examined and approved from a legal standpoint by Mr. Burnell Waldrep, and copies are attached hereto.

Plans for the corporation have been drawn up by members of an inter-university committee with the help of the Southwest Research Institute. It is proposed that members of the committee become the initial university members of the Gulf Universities Research Corporation and that the Southwest Research Institute become the initial associate member. Members of the inter-university committee are Florida State University, William Marsh Rice University, Southern Methodist University, Texas A&M University, University of Houston, and The University of Texas. The Board of Regents for each university will, of course, have to approve its membership.

The Gulf Universities Research Corporation gives promise of great productivity in expanding our knowledge of the environment in which we live. The Gulf of Mexico, although bordering on our shores, holds many unknowns of nature which we have been unable to discover by intermittent samplings. Simultaneous observations at numerous points are required to give a comprehensive picture of the interplay of the forces acting on the earth's surface which control our weather, the ocean movements, static and dynamic magnetic patterns, atmospheric electricity, ocean bottom composition and change, and the marine plants, animals and minerals that contribute so much to our lives. Basic knowledge in any of these areas not only will enhance our understanding of science, but also should be of value by protecting against storm and flood damage, by insuring improved radio communication through understanding of the electrical properties of the atmosphere, by increasing our food and mineral resources, and by contributions which cannot be predicted in advance. The corporation as proposed would provide a means of further expanding the research of University of Texas faculty members in areas associated with geoscience through **additional opportunities for dissertation and other research facilities.** Our graduate student participation would make significant contribution to educational opportunities of the Gulf Coast region.

As Approved by Chancellor Ransom:

Chancellor Ransom concurs in the recommendation of Vice-Chancellor Hackerman that The University of Texas become a charter member of an inter-university organization to be known as Gulf Universities Research Corporation.

Dr. Hackerman's recommendation, together with the proposed articles of incorporation and the proposed by-laws are presented for your consideration (see attached) -- on the following page.

Chancellor Ransom recommends the approval of the Board of Regents.

ITEM NO. C

Committee of the Whole

SUBJECT: Reports by Chancellor

ITEM NO. D

SUBJECT: Special Items and Reports by Regents

1. Vice-Chairman McNeese

2. Regent Brennan

3. Regent Connally

4. Regent Erwin

5. Regent (Mrs.) Johnson

Resolution prepared & sent to you by Regent Erwin

ARTICLES OF INCORPORATION AND BY-LAWS PROPOSED FOR
INCORPORATION IN THE STATE OF TEXAS OF THE "INTER-
UNIVERSITY COMMITTEE FOR THE ESTABLISHMENT OF A
GULF COAST GEOSCIENCE CENTER"

.....
Proposed Articles of Incorporation

ARTICLE ONE

The name of the corporation is Gulf Universities Research Corporation

ARTICLE TWO

The corporation is a non-profit corporation.

ARTICLE THREE

The period of duration is perpetual.

ARTICLE FOUR

The purpose or purposes for which the corporation is organized are:

To encourage, foster, promote and advance research and develop-
ment and education in science and engineering, and to promote, initiate, support
and accomplish cooperative research, development and educational programs in
these fields in the public interest;

to establish, equip, staff, maintain and operate laboratories and
other facilities;

to cultivate and cooperate with other organizations and agencies
having activities directed toward the same or similar aims, objectives and

purposes as this organization;

to coordinate, upon request, the programs and activities of its members which are concerned with the same or similar programs and activities as this organization; and generally

to carry on any other activity in connection with the foregoing, to have and exercise all of the powers conferred by the laws of the State of Texas under the Texas Non-Profit Corporation Act, to do any or all of the things hereinabove set forth to the same extent as natural persons might or could do, and to do and perform all acts and things necessary or incidental to the carrying out of the foregoing purposes.

ARTICLE FIVE

The street address of the initial registered office of the corporation is 8500 Culebra Road, San Antonio, Texas 78206, and the name of its initial registered agent at such address is James M. Sharp.

ARTICLE SIX

The number of directors constituting the initial board of directors of the corporation is seven, and the names and addresses of the persons who are to serve as the initial directors are:

<u>Name</u>	<u>Address</u>
Carey Croneis	Rice University Houston 1, Texas
Joseph R. Crump	The University of Houston Cullen Boulevard Houston 4, Texas
Wayne C. Hall	Texas A&M University Graduate College College Station, Texas

<u>Name</u>	<u>Address</u>
Jesse E. Hobson	Southern Methodist University Dallas, Texas 75222
Grover E. Murray	Louisiana State University Baton Rouge, Louisiana 70803
Archie W. Straiton	The University of Texas Electrical Engineering Research Laboratory Route 4, Box 189 Austin, Texas 78705
Albert W. Collier	Oceanographic Institute Florida State University Tallahassee, Florida 32306

ARTICLE SEVEN

The name and street address of each incorporator is:

<u>Name</u>	<u>Address</u>
Martin Goland	8500 Culebra Road San Antonio, Texas 78206
James M. Sharp	8500 Culebra Road San Antonio, Texas 78206
Richard S. Woodbury	8500 Culebra Road San Antonio, Texas 78206

Proposed By-Laws

ARTICLE I. OFFICES

The principal office of the corporation in the State of Texas shall be located in Bexar County on the premises known and designated as No. 8500 Culebra Road. The corporation may have such other offices, either within or without the State of Texas, as the Board of Directors may determine or as the affairs of the corporation may require from time to time.

The corporation shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office in the State of Texas, and the location of the registered office and the registered agent may be changed from time to time by the Board of Directors.

ARTICLE II. MEMBERS

Section 1. Classes of Members. The corporation shall have two classes of members. The designation of such classes and the qualifications of the members of such classes shall be as follows:

University Members. The initial university members shall be Florida State University, Louisiana State University and Agricultural and Mechanical College, William Marsh Rice University, Southern Methodist University, Texas A&M University, University of Houston and The University of Texas. Any other regularly accredited institution of higher learning which

is a degree granting college or university, whether located within or without the United States, shall be eligible for election to university membership.

Associate Members. The initial associate member shall be Southwest Research Institute. Any other legal entity, whether located within or without the United States, which is not organized or operated for profit, shall be eligible for election to associate membership.

Section 2. Election of Members. Members, other than the initial members designated in Section 1 of this Article, shall be elected by the university members. An affirmative vote of three-fourths of the university members shall be required for election. Each of the designated initial members and any member duly elected to membership during the first year following the filing of the charter of the corporation shall be designated a Charter Member of the corporation.

Section 3. Voting Rights. Each university member shall have one vote on each matter submitted to a vote of the members. Associate members shall have no voting rights.

Section 4. Termination of Membership. The university members, by affirmative vote of three-fourths of their number, may suspend or expel a member for cause after an appropriate hearing. The Board of Directors, by a majority vote of those present at any regularly constituted meeting, may terminate the membership of any member who becomes ineligible for membership.

Section 5. Resignation. Any member may resign by filing a written

resignation with the Secretary at least sixty days prior to the effective date of such resignation, but such resignation shall not relieve the member so resigning of the obligation to pay fees, assessments or other charges, if any, theretofore accrued and unpaid.

Section 6. Reinstatement. Upon written request of a former member filed with the Secretary, the Board of Directors may, by the affirmative vote of a majority of those present at any regularly constituted meeting, reinstate such former member to membership upon such terms as they deem appropriate.

Section 7. Transfer of Membership. Membership in this corporation is not transferable or assignable. Upon written request of a member filed with the Secretary, the Board of Directors may, by the affirmative vote of a majority of those present at any regularly constituted meeting, change such member from one class of membership to another, provided such member is then qualified for election to membership in the class to which the change is made.

ARTICLE III. MEETINGS OF MEMBERS

Section 1. Annual Meeting. An annual meeting of the members shall be held during the month of October in each year beginning with the year 1965, on such day and time as the Board of Directors may determine. If the day fixed for the annual meeting shall be a legal holiday, such meeting shall be held on the next succeeding business day. If the election of Directors shall not be held on the day designated for any annual meeting, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the

members as soon thereafter as may be convenient.

Section 2. Special Meetings. Special meetings of the members may be called by the President, the Board of Directors, or not less than one-tenth of the members having voting rights.

Section 3. Place of Meeting. The Board of Directors may designate any place either within or without the State of Texas, as the place of meeting for any annual meeting, or for any special meeting called by the Board of Directors. If no designation is made or if a special meeting be otherwise called, the place of meeting shall be the registered office of the corporation in the State of Texas; but if all the members of all classes shall meet at any time and place, either within or without the State of Texas, and consent to the holding of a meeting, such meeting shall be valid without call or notice, and at such meeting any corporate action may be taken.

Section 4. Notice of Meetings. Written or printed notice stating the place, day and hour of any meeting of members shall be delivered, either personally or by mail, to each member entitled to vote at such meeting, not less than ten nor more than fifty days before the date of such meeting, by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting. In case of a special meeting or when required by statute or by these by-laws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail in a sealed envelope, postage prepaid and addressed to the member at his address as it appears on

the records of the corporation.

Section 5. Quorum. The members holding a majority of the votes which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting from time to time without further notice.

Section 6. Proxies. At any meeting of members, a member entitled to vote may vote by proxy executed in writing by the member or by his duly authorized agent or attorney-in-fact. No proxy shall be valid after eleven months from the date of its execution, unless otherwise provided in the proxy.

Section 7. Manner of Acting. A majority of the votes entitled to be cast on a matter to be voted upon by the members present or represented by proxy at a meeting at which a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by law or by these by-laws.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the corporation shall be managed by its Board of Directors. Directors need not be residents of the State of Texas or members of the corporation.

Section 2. Number, Tenure and Qualifications. The number of Directors, which shall be not less than six nor more than twelve, shall be determined by the university members at each annual meeting beginning

with the year 1965. Directors shall be elected by the affirmative vote of a majority of the university members, and each Director shall hold office until the next succeeding annual meeting and until his successor shall have been elected and qualified.

Section 3. Regular Meetings. A regular annual meeting of the Board of Directors shall be held without other notice than this by-law, immediately after, and at the same place as, the annual meeting of members. The Board of Directors may provide by vote the time and place, either within or without the State of Texas, for the holding of additional regular meetings of the Board without other notice than such vote.

Section 4. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Texas, as the place for holding any special meeting of the Board called by them.

Section 5. Notice. Notice of any special meeting of the Board of Directors shall be given at least two days previously thereto by written notice delivered personally or sent by mail or telegram to each Director at his address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any Director

may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting.

Section 6. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

Section 7. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

Section 8. Vacancies. Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of directors shall be filled by the appropriate vote of a majority of the university members at a special meeting called for that purpose. A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

Section 9. Compensation. Directors as such shall not receive any

stated salaries for their services, but by vote of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any Director from serving the corporation in any other capacity and receiving compensation therefor.

ARTICLE V. OFFICERS

Section 1. Officers. The officers of the corporation shall be a President, one or more Vice Presidents (the number thereof to be determined by the Board of Directors), a Secretary, a Treasurer and such other officers as may be elected in accordance with the provisions of this Article. The Board of Directors may elect or appoint such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary.

Section 2. Election and Term of Office. The officers of the corporation shall be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as may be convenient. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected or appointed and shall have qualified.

Section 3. Removal. Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. President. The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. He shall preside at all meetings of the members and of the Board of Directors. He may sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these by-laws or by statute to some other officer or agent of the corporation; and in general he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 6. Vice President. In the absence of the President or in event of his inability or refusal to act, the Vice President (or in the event there be more than one Vice President, the Vice Presidents in the order of their election) shall perform the duties of the President, and when so acting,

shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

Section 7. Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine. He shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VII of these by-laws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

Section 8. Secretary. The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these by-laws; keep a register of the post-office address of

each member which shall be furnished to the Secretary by such member; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

Section 9. Assistant Treasurers and Assistant Secretaries. If required by the Board of Directors, the Assistant Treasurers shall give bond for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall determine. The Assistant Treasurers and Assistant Secretaries, in general shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or the President or the Board of Directors.

ARTICLE VI. COMMITTEES

Section 1. Committees of Directors. The Board of Directors, by vote adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist of two or more Directors, which committees, to the extent provided in said vote, shall have and exercise the authority of the Board of Directors in the management of the corporation, except that no such committee shall have the authority of the Board of Directors in reference to electing, appointing or removing any member of any such committee or any Director or officer of the corporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the

corporation; authorizing the voluntary dissolution of the corporation or revoking proceedings therefor; adopting a plan for the distribution of the assets of the corporation; or amending, altering or repealing any vote of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it or him by law.

Section 2. Other Committees. Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be appointed in such manner as may be designated by a vote adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such vote, members of each such committee shall be members of the corporation, and the President of the corporation shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

Section 3. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 4. Chairman. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

Section 5. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 6. Quorum. Unless otherwise provided in the vote of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 7. Rules. Each committee may adopt rules for its own government not inconsistent with these by-laws or with rules adopted by the Board of Directors.

ARTICLE VII. CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. Checks, Draft, etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in

the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by vote of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President or a Vice President of the corporation.

Section 3. Deposits. All funds of the corporation shall be deposited promptly to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 4. Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation.

ARTICLE VIII. BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at its registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or his agent or attorney, for any proper purpose at any reasonable time.

ARTICLE IX. FISCAL YEAR

The fiscal year of the corporation shall begin on the first day of July and end on the last day of June in each year.

ARTICLE X. SEAL

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words "Corporate Seal."

ARTICLE XI. WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provisions of the articles of incorporation or the by-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XII. AMENDMENTS TO BY-LAWS

These by-laws may be altered, amended or repealed and new by-laws may be adopted by a majority of the university members at any annual or special meeting called for the purpose.

ARTICLE XIII. DISSOLUTION

In the event the corporation shall be dissolved at any time hereafter, all assets of the corporation remaining after the application and distribution thereof required by the Texas Non-Profit Corporation Act shall be transferred and paid over to any non-profit corporation, association or organization which is then exempt from the payment of United States income taxes under the provisions of applicable United States laws and regulations.

6. Regent Madden
7. Regent Olan
8. Regent Redditt

ITEM NO. E

Committee of the Whole

SUBJECT: Special Items and Reports by Chairman

ITEM NO. F

SUBJECT: Reports of Standing Committees (Including Any Items Referred to Committee of the Whole)

1. Executive Committee by Committee Chairman Brennan
2. Academic and Developmental Affairs Committee by Committee Chairman McNeese
3. Buildings and Grounds Committee by Committee Chairman Redditt
4. Land and Investment Committee by Committee Chairman Madden
5. Medical Affairs Committee by Committee Chairman Connally

ITEM NO. G Committee of the WholeSUBJECT: Property Adjacent to Main University Campus

SUPPORTING MATERIAL FROM ADMINISTRATION

NORTH ARCHWAY PROPERTY ACQUISITION. At its meeting on October 24, the Board of Regents authorized request to the forthcoming Legislature for permission to acquire, exercising eminent domain if necessary, the 24 blocks immediately north of the University's present Archway tract. The Regents stated explicitly that the action taken did not constitute decision to acquire.

On November 9 private developers commenced clearing one site on the North Archway tract for construction of an apartment complex. A few days later we learned that other developers were attempting to put together a site for a very large apartment-dormitory project. University officials have been in conference with these developers as well as with Presbyterian Theological Seminary officials (the Seminary owns some 12-15 lots in the tract) and will report on the situation to the Board of Regents. The Regents may wish to reconsider the proposed request to the Legislature in the light of this report.

OTHER PARCELS. For the October 23-24 meeting of the Committee of the Whole, Material Supporting the Agenda contained background information on this matter. For convenience of the Regents, the descriptive listing of parcels suggested for consideration is reproduced on the pages immediately following.

LAND PARCELS SUGGESTED FOR CONSIDERATIONA. Two blocks, Speedway - 19th - Wichita - 21st.

Estimated Cost: \$1,400,000 - \$1,600,000 (Based on external survey conducted by Business Manager Colvin accompanied by a professional real-estate appraiser).

Basis for acquisition: Many structures thereon immediately usable for overflow of Main University projects. Almost essential for later harmony with State Government Mall. In walking range for later academic buildings (low-rise).

Timing of acquisition: Some contend announcement of intention is sufficient to prevent escalation in price and/or new construction; actual purchase can be delayed until all presently-owned sites are used. Others say present cost is likely to be as low as at any time; an indefinite hold order can hardly be maintained; we can use some structures now, get income from others, and clear off some lots for parking; long-range planning for expansion of humanities, social sciences, and other space can proceed better if it is certain we shall have or shall not have these blocks.

Special note: Building and lot at corner of 19th and Wichita was acquired and remodeled at considerable cost in 1963-64 by University Avenue Church of Christ for a Religious Education Center.

B. Two Blocks, Red River - 19th - East Avenue - 19-1/2.

Estimated Cost:

Basis for acquisition: Added ground space for specialty structures on Little Campus and UJH site, or parking therefor. Proper

University front toward Expressway could be assured. Relatively certain this much ground space will be needed by 1980.

Timing of acquisition: Improvements thereon are probably now at lowest value, and early replacement by apartments appears inevitable.

C. Half-block, 26th - Speedway - 27th - Alley.

Estimated Cost:

Basis for Acquisition: Of great future utility in developing NE quadrant of campus, since it will permit 300,000 sq. ft. of sciences and/or engineering research space to be added to capacity now contemplated, or would provide site for multi-level parking.

Timing of acquisition: Since adjoining property is being recommended for immediate purchase and improvements on this parcel are at low ebb, it seems wise to proceed with actual acquisition now. However, statement of intent might be sufficient. Certainty that it will be acquired will affect next series of structures on NE quadrant.

Special note: North end of this tract is occupied by a fraternity house recently constructed.

D. One Block, Sabine - Manor Road - Oldham - 23rd.

Estimated Cost:

Basis for acquisition: This block abuts present Press and Printing Division site at east. Expansion of Printing Division is inevitable. Also, some combination of University of Texas Press and a graphic arts or special research library is quite likely to attract a major private benefaction for a major building. This highly symbolical site is ideal for such development, but more ground space is necessary.

Timing of acquisition: One relatively-expensive apartment house is already on this block. Further exploitation might be a serious barrier. See special note following.

Special note: Sabine Street is now closed between Manor Road and 23rd. It would be to our real advantage to keep it closed. Private development of block proposed might result in City of Austin opening it. The University might, however, purchase only one-half of the proposed block (to the alley) now, and put remainder under intent to purchase.

Introductory note, Parcels E through K: While it may be theoretically justifiable to extend the present campus property between 19th and 27th to the Interregional Highway, practical considerations must be taken into account. First one is that utilization of that much ground space is not in sight. Second, we do not have the money. Third, student residences under private ownership and within walking distance of the campus are a real boon to the University and will so remain. Fourth, much of this property is recently improved with costly structures; it seems that advantageous purchase is 20-30 years away. We list here only those parcels which might be considered for relatively early acquisition.

E. One block, 17th to 18th between Interregional and Sabine.

Immediately south of Little Campus, frame houses and vacant lots. Utility: Buffer against any future expansion northward of Hospital center; parking for future Little Campus specialty libraries and museums; if we ever need a research building (or some academic space) contiguous to Brackenridge Hospital, could be used for that. Next block west is already going into new apartment houses; this one soon will, probably.

F. One-half block, 18th to 19th, Red River to Neches. We own one-half of this; presently a storage yard but Storage Library sited there. Remainder of block to street easement (Driskill Laundry building) has one house, remainder is vacant lot. Excellent reserve for another storage library; in interim can supply needed parking for patrons of storage library, or for removable warehouse which can be well-hidden from sight of motorists. Price may be prohibitive. Anything we can put here can also go on Balcones with sacrifice of some convenience.

G. One block, 19-1/2 to 20th, Red River to Sabine. Frame house except for two new apartment houses at 20th and Sabine (possible to exclude these). This would connect Parcel B and block we already own between 20th and 20-1/2 on Red River. Very likely to receive other improvements soon. Need for building sites before 1980 doubtful. Long-range, the two blocks could be held for engineering or physical science research. Also, if the University ever develops another "campus" because of large enrollment and adoption of semi-self-contained colleges the territory east of Red River is likely to be its site -- with motorized transport moving students and professors. This possibility underlies most parcels suggested for consideration. For 10-15 years this block's utility is to relieve parking space otherwise necessary on UJH site for developments there and to add to Memorial Stadium parking. Or, it could produce some income by renting the houses purchased.

H. One block, 20-1/2 to 21st, Red River to Sabine. At most, only "intention to acquire" seems feasible, with perhaps spot purchases several years hence. Monterrey Apartments are new and expensive. In fact, it might be wise to leave this block free for further private exploitation.

I. One block, 21st to 22nd, Red River to Sabine. Chiefly apartments; improvements heavily depreciated. This block is immediately south of Printing Division. Potential utility similar to Parcel G. If new improvements can be forestalled, little reason for early acquisition.

J. Six Blocks, Red River to Swisher, 23rd to 24th. This tract is especially appealing because of size and location. Directly east of Clark Field and Law School meadow, it offers unparalleled opportunity to expand construction along east side of Red River integral with what we plan for Clark Field and Law School, and still keep open expanse. Tract extends to the rear of Villa Capri, two blocks wide. For satellite ground level parking with shuttle buses, it is most feasible site. However, it might be even more valuable as the only "hidden" near-campus site large enough for a new power generation facility. (Present site will be saturated by 1972-73; on next site we should be able to generate eventually twice as much power as present site can be used for. There are alternatives to locating this near the campus, but a location such as this tract might offer advantages).

A few costly apartment houses are on these blocks and others will soon appear unless estopped. However, most improvements are modest to quite depreciated. High-cost properties might be exempted from condemnation now. Also worth consideration is acquiring some units to serve as University-owned married-student housing, if prices are favorable. The urgency, if one exists, regarding this tract arises from impending new investments which may put most of it beyond reach for many years.

K. Two half-blocks on Red River, 24th to 25-1/2. Specifically, west half of block between 24th and 25th, and all from 25th to Medical Arts Square east of Sabine. Utility is modest before 1980. It is depreciated property now.

L. Strip, south side of Park Place, San Jacinto to Red River. This strip (one residence lot deep) segregates Townes Hall, Thompson Conference Center, and subsequent structures from access to the north. While utility would be chiefly that of elbow room and Conference Center parking, almost everyone who looks at the situation concludes we should possess this land. Drawback is probably present purchase price; homes are in attractive condition.

M. Four half-blocks, each side of Whitis, 19th to 21st. Actually, commercial frontage on 19th should be excluded. No improvements here less than 10 years old; most are 20-40 years of age. Rooming houses chiefly -- and very useful as such. Such proposals as a practice center for Music or a general-utility staff office building have been advanced in times past to exploit some of this ground space, but we have never had construction funds in sight. Parking seems to be only certain use. Far in the future, a subsequent administration might want to go in very heavy for student housing and these locations would be adaptable to that.

N. Portions of two half-blocks, east side of Wichita to alley, 19th to 21st. A few exclusions would be desirable. In general, utility as for M.

O. Warehouse-Shops Sites. At various times it has been proposed that we should acquire such a site south of 19th near San Jacinto. Argument is that such facilities are always eyesores in a campus (or needlessly expensive); that we could go into a commercial location devoted to similar activities without distressing anyone; that the facility could still be located with maximum convenience and economy of personnel time.

P. Miscellaneous northward thrusts. At various times we have explored acquisition of almost every parcel east of Guadalupe - Hemphill Park to 30th Street. In our opinion, no justification exists for current consideration of purchasing anything in this area except perhaps a lot or two north of International House if available at a favorable price.

Closing editorial. Once an exploration such as this one gets started, most participants contract land fever. Your administration has to remind itself constantly that it takes hard cash to buy land. Also, the prevailing faculty and staff sentiment in this era of ascendance is undoubtedly, "if there is any cash to spare, invest it in some more buildings on the land we have already."

Meeting of the Board :

- C. Regent Connally
- D. Regent Erwin
- E. Regent (Mrs.) Johnson
- F. Regent Madden
- G. Regent Olan
- H. Regent Redditt

VII. REPORTS OF STANDING COMMITTEES

- A. Executive Committee by Committee Chairman Brennan
- B. Academic and Developmental Affairs Committee by Committee Chairman McNeese
- C. Buildings and Grounds Committee by Committee Chairman Redditt
- D. Land and Investment Committee by Committee Chairman Madden
- E. Medical Affairs Committee by Committee Chairman Connally

VIII. REPORT OF BOARD FOR LEASE OF UNIVERSITY LANDS

IX. REPORT OF SPECIAL COMMITTEES, IF ANY

X. REPORT OF COMMITTEE OF THE WHOLE BY CHAIRMAN HEATH

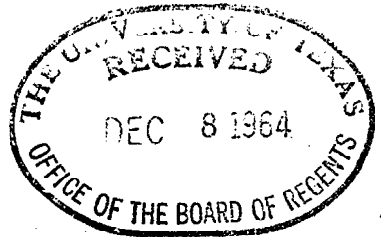
XI. SCHEDULED MEETINGS OF THE BOARD.--The following meeting has been scheduled:

January 29-30, 1965, in Austin

1965															
JANUARY							JULY								
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31															
FEBRUARY							AUGUST								
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28							29	30	31						
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28	29	30	31				26	27	28	29	30				
APRIL							OCTOBER								
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30	31														
JUNE							DECEMBER								
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OFFICE OF THE CHANCELLOR
THE UNIVERSITY OF TEXAS
AUSTIN, TEXAS 78712



December 7, 1964

MEMORANDUM FOR THE BOARD OF REGENTS

This memorandum has been delayed by circumstances beyond my ability to check certain items with members of the Board directly concerned.

The meeting on December 11-12 will be primarily concerned with major problems already reported in the regular agenda, including especially the necessity of consideration of "budget levels" for institutions.

Other matters of first consequence, however, are presented here in a form as brief as their significance will allow. Additional issues which I believe should be given special emphasis in the January discussion are presented to the Board thus early for information, even though formal proposal at this meeting is (a) impractical because of time available or (b) excluded from official action because of the rules of the Board covering "emergencies."

It is the understanding of the press--particularly of the TEXAN--that reporters will be admitted to sessions of the several committees. Since a number of major problems involve either matters of confidential information or private affairs of faculty-staff members, I suggest that the Secretary be allowed to add topics to the special agenda of the executive session.


Harry Ransom

I. FOR ACTION OR FOR IMMEDIATE CONSIDERATION OF THE BOARD

1. Organization of offices related to fiscal affairs.

In successive issues of this memorandum at previous meetings of the Board, I have indicated possible candidates for appointment in fiscal affairs to assume the duties (or some of the duties) now assigned to the Vice-Chancellor for Fiscal Affairs.

In the memorandum dated September 18-19, I reported that an interview with the candidate who seemed to me to be most likely to fit the University's present requirements--Mr. Charles E. Walker of the American Banking Association--had made it clear that although he might be interested in returning to the University, he would be concerned with deanship of Business Administration, not with assignment to endowment-investment activities. In the same memorandum I presented the vita sheets of Mr. Jack Taylor and Dr. Ernest Walker (neither of whom had been interviewed by the Chancellor except for one general conversation with Mr. Taylor concerning business administration). I recommended Mr. Taylor for special consideration; I did not recommend Dr. Walker.

I was directed by the Board informally to discuss the University's organization and program with Mr. Taylor. An interview with Mr. Taylor in Dallas revealed that he did not wish to be considered as a "candidate" for any position at the University, but that he would consider an offer if and when it was possible to clarify specific prospects of his assignment (including academic status, arrangement for carrying on the investment-endowment program, and allowance for (a) his official activities in the post and (b) his personal enterprises, which would not be in conflict with official duties).

On the morning of November 1, in Austin, a meeting was held with Mr. Taylor by the Board's committee appointed to consider candidates. Mr. Erwin and Mr. Ransom were also in attendance at that meeting. Mr. Taylor was both candid and quite clear on two points which had not been considered in the

earlier meetings as official terms of the position to be open in the University administration:

(a) the expansion--or reorganization--of the investment-endowment organization

(b) the specific arrangements for a private office from which to conduct his personal enterprises.

It should be emphasized that although Mr. Taylor first suggested that his private office adjoin his official offices on the campus, at no time did he insist on this arrangement as a condition of his acceptance. Hence the consideration of possibilities of establishing a separated office for endowment-investment elsewhere in Austin.

Since academic status concerned Mr. Taylor from the start, I asked the Budget Council of the Department of Finance to consider the possibility of election of Mr. Taylor to full professorship, in view of the consideration, by the administration and by the Board, of his appointment to "major administrative office." The Budget Council's reply, reported to be unanimous, was negative.

(A point of serious error, misleading to oral discussions which followed, was then introduced. Mr. Taylor was reported not to have held tenure in the Department of Finance during his earlier residence at the University. The record originally presented officially in writing by my office indicated only the extent of his membership in the faculty. The "temporary" nature of this earlier appointment was reported orally by the Budget Council. I was personally at fault in not checking in detail the budget records concerning Mr. Taylor; instead, I accepted the the report of the Budget Council. Mr. Erwin has now corrected that error.)

At no time have I discussed on my own initiative the prospect of Mr. Taylor's appointment with members of the administration who would--or who might--be expected to report to him. I have still had no such discussion except a brief conversation with Mr. Sparenberg, who asked for an appointment in my office during the past week. I agreed with Mr. Sparenberg that the

matter should be considered by him and me only in the presence of the Chairman of the Board.)

The sense of Mr. Erwin's resolution, circulated to the Board with additions suggested by the Chairman, has solved--at least for the present--the question of academic status, reorganization of the office, and possible location of official and private activities. By the covering letter the Chancellor has been requested to make specific comments on this document.

1. My inclusion of Mr. Taylor's name among major candidates for the investment-endowment position was bona fide. I have known Mr. Taylor for many years and am keenly aware of his attainments, personal and financial.
2. After my presentation of the vita, however, at least two exceptional circumstances arose: (a) the implication of reorganization of the investment process, especially in fields of research on investments and (b) the problem of private interests.

On the first point it is not necessary for me to disqualify this office from every point of view, including the usual policy in academic organizations for the academic head of an institution to take no part in the determination of specific arrangements for financial operation of endowment and fiduciary responsibilities of the governing board.

Since it has been the carefully observed policy of the Board to discourage administrative officers, including deans, from entering upon separate organization of business enterprise, I have intended from the first discussion to ask the Board to relieve me of all responsibility for such arrangements to be made for any newly appointed director of endowment-investment interests of the University.

In view of long and sometimes confused discussion of these two matters, I must now conclude that

it would be unfair to Mr. Taylor and
it would be a major disadvantage to the Office of the Chancellor and the administration of the University

if the appointment, organization, and special exceptions included in the resolution before the Board were adopted, either as general policy of the

University of Texas or as extraordinary means of filling a position which at once is the most important activity of the University as regards the public and the most essential non-academic responsibility of the administration and the Board.

2. Administrative Organization and Activity in View of Mr. Cox's Resignation from Vice-Chancellorship and Leave of Absence, 1965

Mr. Cox will leave Austin on December 27, 1964 to accept the position in the American Council which continues at least until January 1966.

I am appending to this comment a list of activities which have been conducted at or through Mr. Cox's desk in connection with legislative activities.

It is unnecessary to review here the facts underlying (a) the Board's earlier indication that members of the Board would participate in the University's legislative proposals from time to time, (b) Mr. Cox's earlier decision to ask to be relieved of legislative activities after the oncoming session, 1965, (c) the paramount significance to the University of the next Legislature.

The Chairman of the Board and the Chancellor have been in regular contact with Mr. Raymond Vowell, whose academic and administrative record is well known to members of the Board. Mr. Vowell has indicated that he would give the Chairman a final answer this week concerning the date and circumstances of his availability if meanwhile he has decided that it is possible for him to leave his present responsibilities. Numerous other possibilities of appointment have been suggested--the most significant of which is the suggestion of Mr. Frank Miskell, formerly of the Governor's staff.

If no candidate has been approved before the opening session of the Legislature, I suggest that Mr. Landrum (with documentary assistance from Mr. Graydon) handle the activities listed. Reassignment of other duties now undertaken

by Mr. Landrum will be necessary. It is also manifest that the Chancellor's desk will be more actively involved with direct activities concerning the Legislature and that the assistance of the Board and its individual members will be sorely needed.

3. Organization of Development Activities.

At the time of Mr. Triolo's resignation from Executive Directorship of the Development Board to accept the Vice-Presidency of the Graduate Research Center in Dallas, Mr. Blunk's status was changed from exclusive assignment in the Development Board to the position of Assistant to the Chancellor. The reason for this change (which was made without financial advantage to Mr. Blunk) was to bring the developmental activities of the University into closer relation with the Central Administration.

Mr. Blunk has succeeded in his annual conduct of development programs. He is not a professional "money-raiser": a fact that makes his current record of fund-raising all the more remarkable. It is necessary, however, to emphasize the fact that if this Board or its successors determine that the University conduct a widespread, highly organized, "campaign" for funds, a professional organization will have to be employed for the purpose.

Meanwhile, I believe that in fairness to an expanded and active Development Board and in fairness to Mr. Blunk (as well as recognition of the fact that his present title appears to some members of the Board and the administration to reflect "proliferation" in the Chancellor's Office), he should be appointed full-time Executive Director of the Development Board, effective February 1.

Mr. Blunk would continue as a regular member of the Central Administration staff in order to maintain the unity in development programs which his appointment as Assistant to the Chancellor was designed to achieve. The "assistantship," however, would be dropped.

TYPES OF LEGISLATIVE CONTACTS

During Legislative Sessions

1. Requests to specific legislators to sponsor bills and resolutions.
2. Personal contacts with individual legislators as members of committees considering bills and resolutions introduced by U.T. or in which U.T. has interest.
3. Keeping track of committee bill settings.
4. Appearance before legislative committees in support of bills and resolutions.
5. Personal contacts with individual legislators prior to floor action.
6. Drafting or editing amendments to bills and resolutions in connection with committee, sub-committee, or floor action.
7. Responding to requests from members for information re matters concerning the University of Texas, including interpretation of the University's position.
8. Handling personal requests of members of the legislature re admissions, residence, academic standing of students, scholarships, jobs, etc.
9. Assisting in preparation of presentations to Appropriations and Finance Committees re appropriation requests.
10. Appearance with other administrative officers and Board members in presentation to Appropriations Committee and Finance Committee.
11. Preparation of information to Free Conference Committee.
12. Reading daily the Legislative Service to keep aware of bills affecting the interests of The University of Texas.

Between Sessions

1. Maintaining an information file on members of the Legislature.
2. Handling requests for extra football tickets, parking, etc.
3. Handling personal requests of members of the legislature re admissions, residence, academic standing of students, scholarships, jobs, etc.
4. Assisting in preparation of appropriation requests.

LC:ct
11/10/67/684

4. Proposed Arts and Letters Institute

In the biennial request of the Main University, a proposal is made to arrange for specific support of the "humanities." The purpose of the present proposal is to clarify that statement to the Board and to request permission to proceed with organization, for 1965-67, ff., of an Institute of Arts and Letters.

The change in terminology is important. "Humanities" at the University of Texas indicates one of three divisions of the College of Arts and Sciences. In a more public context, the term "humanities" is ambiguous, contradictory, and largely misunderstood. At the University of Texas the main handicap of this terminology is that it does not include the fine arts, the verbal social sciences, nor the transdisciplinary work in areas such as linguistics and comparative literature. "Arts and Letters" covers all departments now listed as "humanistic" but also involves fine arts, philosophy, history, and those individual activities in science (history of science) or professional fields where the scholar is primarily concerned with communication of ideas.

We therefore have a manifest need for such transdisciplinary organization in order to focus our resources for teaching and research.

We also have established means of furthering this program without large expenses:

(a) The Humanities Research Center provides the necessary "house-keeping" organization.

(b) The teaching program is already opened through the inter-disciplinary "tutorial courses" established in Arts and Sciences during the 1930's.

(c) The research program needs only correlation of present activities under way in the research collections.

(d) The publication program has a start in Arion, the Texas Quarterly, the publications of the Humanities Research Center, and some phases of University of Texas Press activity.

National Foundations--notably the Ford Foundation--have expressed deep interest in such a project. Ford has already confirmed its intention of establishing the Foundation's international translation project at Texas. Texas organizations have expressed similar interests--especially in cooperative programs.

Lectureships already established--especially those in Criticism and Bibliography--provide means of relating scholars at other institutions to the development at Texas.

The University Professorship (NOT limited to Arts and Letters) provides means of appointing a small number of men such as Donald Weismann to inter-departmental assignments.

Space--a major problem in the case of most new programs--can be provided in the areas reserved for the Humanities Research Center.

I therefore recommend that such an institute be included in plans for the annual budget, 1965-66, to be submitted to the Regents at a later date.

5. Dr. Carter Pannill to be Professor of Administrative Medicine

In view of Dr. Carter Pannill's interim deanship at the South Texas Medical School, I recommend that he be named Professor of Administrative Medicine. The professorship nomination has the strong support of Dean Gill and his colleagues.

6. Reimbursement Account: South Texas Medical School

Dr. Haskeew has called to my attention the fact that the University has made no arrangement to cover unusual expenses to be incurred by Dr. Pannill in assuming his interim deanship and in maintaining two residences. I suggest that a fund of \$3,000 from the Etter Fund be established for this purpose, expenses to be accounted for periodically by Dr. Pannill. All legitimate items will be charged to the STMS budget.

7. Change in titles of Dr. Shaefer and Dr. Winter at S.T.M.S.

Since it is customary to permit an institutional head to reorganize his administration, I recommend that the "deanship" titles established by Dr. Berson be changed for the remainder of the period of current appointment to "consultant to the Dean." I doubt the wisdom of renewing Dr. Shaefer's appointment under any title, and expect to recommend against such renewal at the proper time.

8. Dr. Carl R. Brewer to Houston

Through arrangements made possible by Dr. Lee Clark, Dr. Earl R. Brewer, at present Chief of Research Grants Branch, NIGMS, has indicated his willingness to accept associate deanship in the Graduate School of Bio-Medical Sciences, principally to act as Dr. Weiss's liaison with Anderson. (Dr. Brewer piloted the expansion of research grants under NIH in his division, 1960-64, from approximately 23 million dollars to more than 51 million dollars.)

A complete vita on Dr. Brewer is being prepared for the Board.

9. Dr. Hackerman to comment on Geosciences Committee Corporation

Dr. Hackerman will report what Mr. Waldrep describes as "a slight amendment" (which does not affect the University) in the charter of the Gulf Coast Geoscience Center.

10. Development Board Recommends Against "External" Foundation

Mr. Sealy will have reported to the Chairman of the Board the action on December 2 by which the Development Board suggested that the proposed external foundation suggested by Mr. Sterling Holloway be disapproved.

11. Proposed New Expansion Projects Held Up by Administration

Three proposals of expansion suggested by medical units have been deferred by the Administration for later consideration:

1. An alumni-supported auditorium at Southwestern Medical School
2. New structure at the Medical Branch not included in the Five-Year Plan
3. Auditorium, Communication Center, Cafeteria, and Chapel at Anderson

These matters will be brought to the Regents in proper channels for discussion at a later meeting.

12. Miss Hogg's Proposed Endowment of Property at Winedale (Round Top)

Although Miss Ima Hogg has not indicated officially her intention to give the University her properties at Winedale, together with endowment for their upkeep, she is continuing her discussion of this prospect.

13. There are immediate prospects for three additional endowed positions:

- McDermott Chair in Anesthesiology at SWMS
- Wiess Chair at the Medical Branch (additional gift to Anderson)
- Kleberg Lectureship (or Professorship) at STMS

14. Faculty Recommendations Held in Abeyance for Later Meetings

Faculty consideration of participation (consultation) in appointment of administrative officers, including chairmen, is continuing. The Council report is being held in abeyance, as are other official actions of the Council, until January.

15. Student Affairs: Reports for Information

In various forms, the reports of student organizations and TSP, concerning the following topics are acknowledged and will be filed with the Board as soon as they can be reproduced: (a) elected editorship of the TEXAN,

(b) segregation in approved (non-University) housing; (c) undergraduate housing. The first report covers an experiment which both Dr. Hackerman and I feel has not had a sufficient trial for fair evaluation. The second has not reached this office except by oral report. The third is under consideration, by the Board's direction, in Dr. Haskew's study of moderate and low-cost housing of undergraduates.

Informational reports received from other institutions, and from foundations, national agencies, and research organizations will be distributed for information only prior to the next meeting.

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SUPPLEMENTARY AGENDA

BOARD OF REGENTS

OF

THE UNIVERSITY OF TEXAS

MEETING NO. 630

DECEMBER 11-12, 1964

NAME

Office Copy

SUPPLEMENTARY AGENDA ITEMS

DECEMBER 11-12, 1964

	<u>Page No.</u>
<p>The Following Items have been Submitted for the <u>Supplementary Agenda</u>:</p>	
<p>A. EXECUTIVE COMMITTEE</p>	
<p style="padding-left: 20px;"><u>Item Nos.</u></p>	
2a. An Amendment to Item 2, Policies and Limitations for 1965-66 Operating Budgets	1
4a. Amendment to 1964-65 Operating Budget, Main University: Increase in 1965 Sum- mer School Appropriation	2
6a. Amendments, 1964-65 Budget *	3
7. Report of Interim Actions	3
<p>B. ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE</p>	
6a. Recommendation of Faculty Council Test Score Requirements	9
<p>C. BUILDINGS AND GROUNDS COMMITTEE</p>	
11	

Since the numbers of the supporting material for the Supplementary Agenda Items do not follow the original agenda, I list without numbers the following items that are documented. The last three items were not on the original agenda.

Main University, Library Storage Building:
Chance of Official Designation and Approval
of Schematics Therefor

Main University, East Mall Development:
Approval of Final Plans and Specifications

Main University, Campus Development Plan,
NE Quadrant: Modification of

Main University, New Waste Heat Steam Gen-
erating System (New Boiler): Approval of
Specifications

* These will be mailed directly to the Executive Committee; if results of the poll are received, they will be appended to the Report of Interim Actions, Item No. 7.

Main University: Naming of Certain
Buildings

Medical Branch: Acquisition of Real
Properties

D. MEDICAL AFFAIRS COMMITTEE

- | | | |
|----|--|----|
| 3. | Oral Report by Doctor Clark on Recommendations of President's Commission on Heart Disease, Cancer and Stroke | 14 |
|----|--|----|

E. COMMITTEE OF THE WHOLE

- | | | |
|----|--|----|
| 2. | Report of Meeting, Saturday P. M. , October 24, 1964 | 14 |
| 3. | Proposed Legislation, 59th Legislature | 16 |

F. ITEMS FOR THE RECORD: Approved by TCHE

- | | | |
|----|--------------------------------------|----|
| 1. | Main University Programs | 31 |
| 2. | Texas Western College Programs | 31 |
| 3. | Southwestern Medical School Programs | 31 |

SUBJECT: Amendment to Item 2 as Proposed in Original Agenda Material (Policies and Limitations for 1965-66 Operating Budgets)

RECOMMENDATION

Chancellor Ransom has asked that the Policies and Limitations for Writing the 1965-66 Operating Budgets as submitted in the original material be amended by substituting for "\$1,500,000" at the close of the first sentence of the second paragraph "\$2,000,000" which is the amount requested in the Legislative Submission for the Excellence Program for the Main University.

PROPOSAL

(As Submitted by Administration)

Policies and limitations for preparing 1965-66 budgets were submitted in the regular agenda material. The first sentence in paragraph two under the heading Limitations For Main University and Texas Western College reads -- "The Excellence Program is to be included in the Main University 1965-66 Budget at the present level of \$1,500,000.00."

Our Excellence Program needs for 1965-66 were presented and justified in our Legislative request for a level of \$2,000,000.00 for the 1965-66 year. This item should have been included in our policies and limitations recommendations for \$2,000,000.00, but was inadvertently stated at the present level of \$1,500,000.00.

Chancellor Ransom recommends that the first sentence in paragraph two under the heading Limitations For Main University and Texas Western College be changed to read as follows: "The Excellence Program is to be included in the Main University 1965-66 Budget at the \$2,000,000.00 level as requested in our Legislative submission."

ITEM NO. 4a.Executive Committee

SUBJECT: Amendment to 1964-65 Budget for Main University: Increase in 1965 Summer School Appropriation

RECOMMENDATION
(Suggested Minute Order by Secretary)

It is recommended that the 1964-65 Budget for Main University be amended on Page 219 by changing the appropriation items for the Summer Session of 1965 to \$1,330,000, the additional \$130,000 to be transferred from General Funds Unappropriated Balances. This increase is to take care of salary rates presently in effect, anticipated enrollment increase for twelve-week summer school, and several summer workshops, conferences and other such programs.

PROPOSAL

As submitted by Doctor Hackerman and agreed by Chancellor Ransom:

Chancellor Harry Ransom
The University of Texas
Main Building 101
The University

Dear Chancellor Ransom:

I have been working on the summer session budget and have come to the conclusion that the \$1,200,000 in our budget should be supplemented by an additional \$130,000 taken from Unallocated Salaries, if that much is available there, or, if not, from Unappropriated Balance.

The reason for this suggested increase is to take care of what appears to me to be reasonably non-reducible requests from the deans for this summer under the ground rules we are now using. This amounts to \$50,462 over that budgeted. In addition I think that we should raise the ceiling on summer session faculty salaries to \$13,200 from the present \$12,000, and the ceiling on deans' salaries to \$15,000 from the present \$12,600. This simply recognizes the fact that our average professorial salary at this point is about \$14,000.

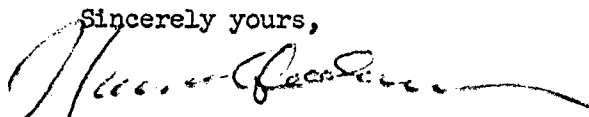
In addition this supplement should permit us to take care of summer workshops, conferences, and other such programs which we have had to reduce in scope and effectiveness over the past several years. Some of these are very useful, some less so, but still desirable.

As further justification, our biennial budget submission requests approximately \$1,495,000 for the summer of 1966 and \$1,558,000 for 1967. This then would represent a reasonable step from the present budgeted amount to the suggested amount.

Furthermore, the carryover from last year is larger than it should be. I think it amounted to about one million dollars whereas three quarters of a million is more suitable. This request would help reduce that carryover for the current fiscal year.

Finally -- and most important -- the added sum should give us a small move in the right direction toward a summer session of reasonable quality.

Agreed
HR

Sincerely yours,

Norman Hackerman

ITEM NO. 7Executive Committee

REPORT OF INTERIM ACTIONS OF EXECUTIVE COMMITTEE
Since October 24, 1964

Below is a report of (a) Recommended Travel Requests which have been unanimously approved by the Executive Committee since its meeting on October 24, 1964, (b) Recommended Amendments to the 1964-65 Budget and (c) Small Class Reports for Fall Semester, 1964-65, Main University and Texas Western College, which have both been approved by four members of the Committee. Unless there is some objection by a member of the Executive Committee, this report will be presented to the full Board for adoption.

- a. RECOMMENDED TRAVEL REQUESTS. --It is recommended that the following requests for permission to travel be approved:

Medical Branch

<u>Name</u>	<u>Period of Absence</u>	<u>Destination</u>
Dr. Don W. Micks, Professor and Acting Chairman, Department of PM and PH (4T-3)	October 24 - 29, 1964	Monterrey, Mexico
<u>Purpose:</u>	To confer with the Dean of the University of Nuevo Leon Medical School regarding the initiation of a formal exchange program.	
<u>Expenses:</u>	Estimated to be \$110 for Transportation and \$90 for Per Diem (6 Days) payable from National Fund for Medical Education - Travel No. 19100-04002.	

<u>Name</u>	<u>Period of Absence</u>	<u>Destination</u>
Dr. Joan Rochelle Hebel, Instructor, Department of Pediatrics (4T-4)	October 24 - 29, 1964	Monterrey, Mexico
<u>Purpose:</u>	Discussion of exchange program with the University of Nuevo Leon Medical School.	
<u>Expenses:</u>	Estimated to be \$110 for Transportation and \$90 for Per Diem (6 Days) payable from National Fund for Medical Education - Travel No. 19100-04002.	

<u>Name</u>	<u>Period of Absence</u>	<u>Destination</u>
Dr. Donald Duncan, Chairman, Department of Anatomy (4T-5)	October 24 - 29, 1964	Monterrey, Mexico
<u>Purpose:</u>	To confer with the Dean of the University of Nuevo Leon Medical School regarding the initiation of a formal exchange program.	
<u>Expenses:</u>	Estimated to be \$80 for Transportation and \$90 for Per Diem (6 Days) payable from National Fund for Medical Education - Travel No. 19100-04002.	

Southwestern Medical School

<u>Name</u>	<u>Period of Absence</u>	<u>Destination</u>
Leonard L. Madison, M.D. , Professor of Internal Medicine (7T-2)	December 27, 1964 - March 31, 1965	Karolinska Institute, Stockholm, Sweden
<u>Purpose:</u>	Research in carbohydrate metabolism with Professor Rolf Luft, Chairman of the Department of Endocrinology and Metabolism, Karolinska Institute.	
<u>Expenses:</u>	Estimated to be \$1,200 for Transportation and \$240 for Per Diem (15 Days) payable from Upjohn Grant #8367.	

- b. RECOMMENDED AMENDMENTS TO THE 1964-65 BUDGET.
--It is recommended that the 1964-65 Budgets be amended as set out on the following Pages E-3 through E-6 .

Main University - Items 90 - 98
Medical Branch - Items 11 - 17
Southwestern Medical School - Item 12

MAIN UNIVERSITY
 AMENDMENTS TO 1964-65 BUDGETS
 Source of Funds - Departmental Appropriations
 (Unless Otherwise Specified)

Item No.	Explanation	Present Status	Proposed Status	Effective Dates
90.	Thomas W. Huber Microbiology Research in Bacteriology (1963-64) Academic Rate	--- Laboratory Research Assistant I \$ 2,304 (9 mos. equiv.)	Teaching Assistant \$ 3,600	9/1/64
91.	Charles M. Trost School of Architecture Academic Rate	Visiting Lecturer \$ 9,000	Associate Professor (Without Tenure) \$10,000	9/1/64
92.	Chester O. Britt To:			
	Chemistry		Research Scientist Associate V (2/5T)	11/1/64 - 8/31/65
	Government Contracts: Spectroscopic Studies of Hydrogen Bonding (U.S. Dept. Interior)		Research Engineer Associate V (1/10T)	11/1/64 - 8/31/65
	Metabolic Controls in Algae (USPHS) Salary Rate		Research Engineer Associate V (1/2T) \$12,000	11/1/64 - 1/31/65
	From:			
	Chemistry	Research Scientist Associate V (1/2T)		9/1/64 - 9/30/64
		Research Scientist Associate V (2/5T)		10/1/64 - 10/31/64
	Government Contracts: Electron Spin Resonance Spectroscopy (NSF)	Research Engineer Associate V (1/2T)		9/1/64 - 9/30/64
	Spectroscopic Studies of Hydrogen Bonding (U.S. Dept. Interior)	Research Engineer Associate V (1/10T)		10/1/64 - 10/31/64
	Metabolic Controls in Algae (USPHS) Salary Rate	Research Engineer Associate V (1/2T) \$ 9,600		10/1/64 - 10/31/64

Item No.	Explanation	Present Status	Proposed Status	Effective Dates
93.	Frank O. Hadlock Electrical Engineering University Research Institute Project (1963-64) Salary Rate	Research Scientist Assistant III (1/2T) \$ 5,268	Research Scientist Assistant III (1/2T) (Government Con- tract Funds) \$ 6,468	9/1/64 - 5/31/65
94.	Morris R. Kostoff Accelerator Laboratory Salary Rate Source of Funds: Atomic Energy Commission Contract	Research Scientist Assistant I (1/4T) \$ 4,200	Research Scientist Assistant III (1/4T) \$ 5,268	10/1/64 - 1/31/65
95.	Center for Research in Water Resources Transfer of Funds Amount of Transfer	From: Unallocated Travel Account \$ 2,000	To: Departmental Travel Account \$ 2,000	---
96.	Office of the Dean, College of Arts and Sciences Transfer of Funds Amount of Transfer	From: Unallocated Travel Account \$ 3,000	To: Travel for Arts and Sciences Faculty \$ 3,000	
97.	Cleburne Price, Jr. Intercollegiate Athletics Salary Rate Source of Funds: Athletic Council Balance	Assistant Cross Country Coach, Assistant Track Coach, Assistant Director of Texas Relays, Football Program Sales Manager. \$ 7,000 (9 mos.)	Assistant Cross Country Coach, Assistant Track Coach, Assistant Director of Texas Relays, Football Program Sales Manager and <u>Super- visor of Athletics Facilities</u> \$ 9,500 (12 mos.)	9/1/64
98.	Intercollegiate Athletics Transfer of Funds Amount of Transfer:	From: Athletic Council Balance \$13,500	To: Major Repairs and Improvements For: Additional Storage Room \$13,500	---

MEDICAL BRANCH
 AMENDMENTS TO 1964-65 BUDGETS
 Source of Funds - Departmental Appropriations
 (Unless Otherwise Specified)

Item No.	Explanation	Present Status	Proposed Status	Effective Dates
11.	William J. McGanity Dean of Faculty of Medicine (p. 3-A) Obstetrics and Gynecology (p. 54) Salary Rate Source of Funds: Unallocated Salaries and National Fund for Medical Education	--- Professor and Chairman \$27,000	Dean of Faculty of Medicine Professor and Chairman \$30,000	11/1/64
12.	Unallocated Accounts Transfer of Funds Amount of Transfer:	From: Unappro- priated Surplus \$15,000	To: Unallocated Maintenance and Equipment \$15,000	---
13.	Alvin L. LeBlanc Obstetrics and Gynecol- ogy (p. 54) Salary Rate Source of Funds: Unallocated Salaries	Assistant Professor \$15,250	Assistant Professor and Assistant to Chairman \$17,000	11/1/64
14.	Alois Vasicka Obstetrics and Gynecol- ogy (p. 54) Salary Rate Source of Funds: Unallocated Salaries	Professor \$23,000	Professor \$24,000	11/1/64
15.	Leslie C. Powell, Jr. Obstetrics and Gynecol- ogy (p. 54) Salary Rate Source of Funds: Unallocated Salaries	Associate Professor \$18,500	Associate Professor \$19,500	11/1/64
16.	Harry T. Hutchinson Obstetrics and Gynecol- ogy (p. 54) Salary Rate Source of Funds: Unallocated Salaries	Assistant Professor \$14,650	Assistant Professor \$15,650	11/1/64

Item No.	Explanation	Present Status	Proposed Status	Effective Dates
17.	Harry M. Little, Jr. Obstetrics and Gynecology (p. 54) Salary Rate Source of Funds: Unallocated Salaries	Assistant Professor \$13,500	Assistant Professor \$14,500	11/1/64

SOUTHWESTERN MEDICAL SCHOOL
AMENDMENTS TO 1964-65 BUDGETS
Source of Funds - Departmental Appropriations
(Unless Otherwise Specified)

Item No.	Explanation	Present Status	Proposed Status	Effective Dates
12.	Unallocated Accounts Transfer of Funds Amount of Transfer	From: Unappropriated Balance \$ 5,000	To: Unallocated Classified Salaries \$ 5,000	---

- c. MAIN UNIVERSITY AND TEXAS WESTERN COLLEGE - SMALL CLASS REPORTS FOR FALL SEMESTER, 1964-65 (1-M-64). -- The Small Class Reports of the 1964-65 Fall Semester for the Main University and Texas Western College were approved in the form as submitted for submission to and filing with the Texas Commission on Higher Education. This is in compliance with Senate Bill No. 86, 58th Legislature, Regular Session, 1963, Article IV, Special Provisions, Section 25. A copy of each report is in the Secretary's Files, Volume XII, Page _____.

ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE

ITEM NO. 6a.SUBJECT: Recommendation of Faculty Council: Test Score RequirementsRECOMMENDATION
(Suggested Minute Order by Secretary)

Upon recommendation of the Faculty Council of Main University, concurred in by Vice-Chancellor Hackerman and Chancellor Ransom, it is recommended

That the following test score requirements for the Scholastic Aptitude Test be effective for June 1965, through May 1966:

Standing in high-school graduating class	Minimum acceptable Total Score for Admission
Texas residents:	
Highest quarter	800
Second quarter	800
Third quarter	1000
Lowest quarter	1000
Out-of-state applicants:	
Rank in upper half of high-school graduating class	1000

Applicants for admission from other colleges who submit scores on other acceptable tests will have those scores evaluated in terms of equivalent scores for the College Entrance Examination Board's Scholastic Aptitude Test. I recommend that the minimum scores given below, stated in terms of a Total Score as explained above be effective from September, 1965 through August, 1966.

1. For college transfers, Texas residents:

If tested prior to enrollment, at time of first enrollment, or after only one summer (for applicants who have never attended college)	(Same as for applicants who have never attended college)
--	---

If tested after enrollment for one or more semesters	800
---	-----

2. For college transfers, out-of-state applicants:

If tested prior to enrollment, at time of first enrollment, or after only one summer	1000
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If tested after enrollment for one or more semesters	1050
---	------

PROPOSAL
(As Submitted by Administration)

Vice-Chancellor Hackerman and Chancellor Ransom recommend the approval of the Faculty Council recommendation adopted on November 16, 1964, as follows:

The proposal to change Test Scores Requirements (D&P 3413-15) with the amendment to change on p. 3413 under "Minimum Acceptable Total Score for Admission" change 600 to 800 in the highest quarter.


Copies of the Documents and Proceedings Of The Faculty Council as recommended follow. This item actually changes the "minimum acceptable total score for admission," but is only an initial step. Studies will continue on enrollment capabilities of the institution and other adjustments to the admission requirements will probably be recommended in the future.

DOCUMENTS AND PROCEEDINGS OF THE FACULTY COUNCIL

TEST SCORE REQUIREMENTS

The Secretary of the Faculty Council has received the following joint recommendation proposed by Mr. W. B. Shipp and Mr. Gordon Anderson from Vice Chancellor Hackerman. The recommendation was approved by the Educational Policy Committee. The Secretary has classified this legislation as minor legislation.

Notice is hereby given that this legislation will be presented to the Faculty Council for consideration at its meeting of November 16, 1964.


Eugene W. Nelson, Secretary
The Faculty Council

RECOMMENDATION BY MR. W. B. SHIPP AND MR. GORDON ANDERSON

The minimum test score requirements for admission for applicants who have never attended college are stated in terms of a Total Score on the College Entrance Examination Board's Scholastic Aptitude Test. This Total Score is the sum of the Verbal and Mathematical scores reported by the College Board. We recommend that the following test score requirements for the Scholastic Aptitude Test be effective for June, 1965, through May, 1966.

Standing in high-school graduating class	Minimum acceptable Total Score for Admission
Texas residents:	
Highest quarter	800
Second quarter	800
Third quarter	1000
Lowest quarter	1000
Out-of-state applicants:	
Rank in upper half of high-school graduating class	1000

Applicants for admission from other colleges who submit scores on other acceptable tests will have those scores evaluated in terms of equivalent scores for the College Entrance Examination Board's Scholastic Aptitude Test. I recommend that the minimum scores given below, stated in terms of a Total Score as explained above be effective from September, 1965 through August, 1966.

1. For college transfers, Texas residents:

If tested prior to enrollment, at time of first enrollment, or after only one summer (for applicants who have never attended college)	(Same as for applicants who have never attended college)
If tested after enrollment for one or more semesters	800

2. For college transfers, out-of-state applicants:

If tested prior to enrollment, at time of first enrollment, or after only one summer	1000
If tested after enrollment for one or more semesters	1050

The scores set forth above have been raised for students who rank in the second, third, and fourth quarters of their class. If these scores had been in effect for the Fall Semester 1963 we would have refused admission to 72 second quarter students, 135 third quarter and 21 fourth quarter, for a total of 228. The probability of making a C average among these groups is 11 of 72; 24 of 135; and 2 of 21. These individuals would be offered the opportunity to demonstrate their abilities in our Provisional Registration Program in the Summer Session.

There are two reasons for the recommendations of these changes in minimum required scores. First is the poor scholastic performance in these groups. Second is the anticipated number of freshman applications for Summer and Fall 1965. Based on figures supplied by the Texas Education Agency it is expected that there will be an increase of approximately 20,000 in the number of high school graduates in 1965 over 1964. Estimating that 60% of these will enter college gives a figure of 12,000. The University has been enrolling approximately 4% of all the freshmen entering college in Texas in the Fall Semester. This would indicate an increase of 480 for the Fall Semester 1965.

The freshman enrollment for Fall 1964 is 3452. Based on the above estimates the freshman enrollment in Fall 1965 would be 3932. If this number can be reduced by 200 as a result of a raise in required scores our freshman enrollment should be between 3500 and 4000. The number of high school graduates will be about the same for 1966 and 1967 as for 1965.

Filed with the Secretary of the Faculty Council by Mr. Norman Hackerman, Vice Chancellor of the Main University of Texas, November 3, 1964.

Distributed among the members of the Faculty Council by the University Stenographic Bureau, November 11, 1964.

PROPORTION OF 2,668 STUDENTS ENTERING U.T. AS FRESHMEN SEPTEMBER, 1963, WHO
MADE AN AVERAGE OF C(GPR = 1.00) OR BETTER DURING THE FALL SEMESTER 1963-64.

	Total			First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	N	C	P	N	C	P	N	C	P	N	C	P	N	C	P
1500-1549	3	3	1.00	3	3	1.00	-	-	-	-	-	-	-	-	-
1450-1499	4	4	1.00	4	4	1.00	-	-	-	-	-	-	-	-	-
1400-1449	36	30	.833	31	27	.871	3	3	1.00	2	0	.000	-	-	-
1350-1399	44	39	.886	35	33	.943	8	6	.750	1	0	.000	-	-	-
1300-1349	121	105	.868	103	94	.913	11	5	.455	4	4	1.000	3	2	.667
1250-1299	147	122	.830	128	113	.883	12	7	.583	5	2	.400	2	0	.000
1200-1249	208	171	.822	173	145	.838	25	21	.840	5	2	.400	5	3	.600
1150-1199	261	209	.801	201	178	.886	42	28	.667	15	3	.200	3	0	.000
1100-1149	275	187	.680	201	163	.811	53	21	.396	18	3	.167	3	0	.000
1050-1099	324	193	.596	200	146	.730	88	37	.420	28	7	.250	8	3	.375
1000-1049	288	172	.597	171	126	.737	84	38	.452	20	3	.150	13	5	.385
950-999	242	99	.409	124	65	.524	77	28	.364	31	4	.130	10	2	.200
900-949	222	105	.473	113	69	.611	69	30	.435	29	6	.207	11	0	.000
850-899	182	72	.396	73	38	.521	69	27	.391	39	7	.180	1	0	.000
800-849	160	48	.300	53	22	.415	71	19	.268	36	7	.194	-	-	-
750-799	79	15	.190	32	9	.281	42	6	.143	5	0	.000	-	-	-
700-749	54	10	.185	23	5	.217	30	5	.167	1	0	.000	-	-	-
650-699	11	3	.273	9	2	.222	2	1	.500	-	-	-	-	-	-
600-649	7	1	.143	6	1	.167	-	-	-	1	0	.000	-	-	-
	2668	1588	.595	1683	1243	.739	686	282	.411	240	48	.200	59	15	.254

BUILDINGS AND GROUNDS COMMITTEE

BACKGROUND INFORMATION ON RADIO HOUSE (REFERRING TO ITEM NO. 14). --On Pages 12 and 13 are recommendations of the Administration for the Buildings and Grounds Committee.

With reference to Item 14 and for those who may not be familiar with the background of the Radio House, the Radio studio -- actually the carriage house back of the Littlefield Home -- was completed and named the Radio House by the Board of Regents on November 18, 1939. Radio-Television which occupied this space was moved to the old Press Building when the Printing Division was moved to its present location on Red River Street. Then upon recommendation of the Faculty Building Committee of Main University, processed through appropriate channels, the old Press Building was renamed by the Board of Regents the Radio-Television Building in May 1963.

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

SUPPLEMENT TO
RECOMMENDATIONS TO REGENTS'
BUILDINGS AND GROUNDS COMMITTEE

December 1, 1964

10. MAIN UNIVERSITY - CHANGE OF OFFICIAL DESIGNATION FOR LIBRARY STORAGE BUILDING AND APPROVAL OF SCHEMATICS THEREFOR.--At the June, 1964 meeting the Regents authorized preparation of preliminary plans and outline specifications for this structure with designation as "Storage Library Building." However, the building is being designed to accommodate a wide variety of collections, and specifically those which are to be shared in use by other Texas colleges and universities. Chancellor Ransom recommends, therefore, that the official designation of this project be changed to Collections Deposit Library, in order to convey more accurately its usage.

Schematics for a Storage Library Building, showing the conception of Consulting Architects Brooks and Barr, have now been approved, in general, by the Faculty Building Committee, the Main University Librarian, and the Chancellor's Office, and are presented for examination by the Regents' Buildings and Grounds Committee, and for such instructions as the Committee wishes to give.

11. MAIN UNIVERSITY - APPROVAL OF FINAL PLANS AND SPECIFICATIONS FOR EAST MALL DEVELOPMENT.--At the Regents' Meeting held December 1, 1962, authorization was given for the preparation of working drawings and specifications for the East Mall Development at the Main University by C. H. Page and Son, Associate Architect on the project. These final plans and specifications have now been completed and have been approved by the Consulting Architect, Jessen, Jessen, Millhouse, and Greeven, the Main University Faculty Building and Space Allocation Committee, Vice-Chancellor Hackerman, Comptroller Sparenberg, and Chancellor Ransom. It is recommended that they be approved by the Board and that Comptroller Sparenberg be given authority to advertise for bids to be presented to the Board for consideration at a later meeting.

12. MAIN UNIVERSITY - MODIFICATION OF CAMPUS DEVELOPMENT PLAN, NE QUADRANT.--The following recommendation was presented and discussed in Committee of the Whole at the meeting of the Regents on October 24, but was not acted upon because of lack of a quorum when discussion was concluded. It is recommended that the Master Campus Plan be amended to show for the Northeast quadrant the site utilization schematics and tentative building designations presented in drawings by the consulting architects at this meeting. It is specifically understood, however, that particular projects and their locations, sizes and configurations are subject to specific approval by the Board of Regents when such projects are recommended for consideration.

13. MAIN UNIVERSITY - APPROVAL OF SPECIFICATIONS FOR NEW WASTE HEAT STEAM GENERATING SYSTEM (NEW BOILER).--At the Regents' Meeting held November 9, 1963, an appropriation of \$1,800,000.00 was made for Expansion of Electrical Power Generating Facilities at the Main University, this appropriation to cover the overall project, including a new Gas Turbine Unit, a new Boiler Unit, a building to house these units, and related equipment. Award of a contract for the Gas Turbine Unit has already been made, the preliminary plans for the new building have been approved (authorization to commence working drawings is being requested at this meeting), and a purchase order has been issued covering part of the related equipment. The specifications for the boiler unit have now been prepared by the Main University Physical Plant staff and approved by the Comptroller's Office. It is recommended that they be approved by the Board and that authorization be given to the Comptroller to advertise for bids to be presented to the Board for approval at a later meeting.

14. MAIN UNIVERSITY - NAMING OF CERTAIN BUILDINGS.--At a recent meeting of the Main University Faculty Building and Space Allocation Committee, the following actions were taken:

"Recommend that the name of Radio House be changed to Carriage House.

"Recommend that the new married student housing on the Brackenridge Tract be named Colorado Apartments."

These recommendations have been concurred in by Comptroller Sparenberg and by the Chancellor's Office, and it is recommended that they be approved by the Board.

15. MEDICAL BRANCH - ACQUISITION OF REAL PROPERTIES.--Pursuant to the policies and procedures for the acquisition of properties previously approved by the Board of Regents, all sales contracts are to be submitted to the Board of Regents before closing. Mr. Jack W. McKenzie, our negotiator for the acquisition of properties in Galveston, has submitted to Mr. Walker, Business Manager of the Medical Branch, a contract of sale executed by the sellers for the specific property and for the stated amount as listed below. The amount listed represents the appraisal price by Mr. T. A. Waterman, the University's appraiser, and includes the appraisal price plus necessary closing costs.

<u>Block</u>	<u>Lot</u>	<u>Seller</u>	<u>Purchase Price</u>
490	A out of a sub- division of Lots 1 & 2	Edith Silva	\$ 13,112.00
		Total	<u>\$ 13,112.00</u>

Mr. E. D. Walker and Assistant to the Chancellor Landrum recommend the Board of Regents approve the purchase of the aforementioned property at the price indicated and they request that Mr. E. D. Walker be authorized to sign the contract of sale for the Board of Regents. This sale is to be consummated on or before February 1, 1965, and we request that authority be given for voucher and check to be issued, and deliver said check in exchange for warranty deed and evidence of good title to the property. The source of funds for the payment for the acquisition of this property will be from funds received from the Sealy and Smith Foundation and/or the appropriations previously made by the Board of Regents for acquisition of properties in Galveston.

MEDICAL AFFAIRS COMMITTEE

ITEM NO. 3

SUBJECT: Oral Report by Doctor Clark on Recommendations of President's Commission on Heart Disease, Cancer and Stroke

COMMITTEE OF THE WHOLE

ITEM NO. 2

SUBJECT: Report of Meeting, Saturday P.M., October 24, 1964

The following is a report of action taken at the meeting of the Committee of the Whole on Saturday P.M., October 24, 1964, and will be included in the Report of the Committee of the Whole presented at the meeting on Saturday morning, December 12:

1. Main University, Physics-Mathematics-Chemistry Construction Project: Preliminary Plans and Application for Grants. -- After a detailed discussion, upon motion of Regent Erwin, seconded by Regent McNeese, the following recommendation of the Administration was unanimously approved:

It is recommended that the Consulting Architects be authorized to proceed with preliminary plans for a new building comprising approximately 280,000 sq. ft. gross to be located on Women's Playing Field to house Physics and Mathematics, and for remodeling and equipping present Physics Building, connecting it to present Chemistry Building, to house Chemistry, within a total estimated cost of \$9,000,000. Financing of construction costs is to be with

not to exceed \$4,500,000 from Permanent University Fund Bond proceeds with the remainder from Federal government and/or private matching grants. The Chancellor is authorized to prepare and submit necessary applications for such grants from suitable agencies of the Federal Government, and/or from other appropriate sources. Appropriation of \$90,000 from Permanent University Fund bond proceeds to cover architects' fees for preliminary plans and outline specifications is also recommended.

2. Main University: Purchase of North Archway Property. -- After due deliberation, the Committee of the Whole approved the following recommendation of the Administration:

It is recommended that the 59th Legislature be requested to authorize by appropriate legislation modeled upon S. B. 142, Chapter 119, Acts of the 56th Legislature, Regular Session, acquisition by the Board of Regents of the property containing approximately 4 acres, bounded by 26-1/2 Street, Speedway, and San Jacinto Boulevard; such authorization to include the exercise of eminent domain. (This item is included in the proposed Legislation on Page _____.)

3. Main University: Rental of Space. -- After due deliberation, the following recommendation of the Administration was withdrawn at Doctor Haskew's request:

It is recommended that the Vice-Chancellor for Academic Affairs be authorized to negotiate for lease of building space necessary to accommodate overflow needs (for 1964-65, 1965-66, and possibly 1966-67) of the Main University on a temporary basis, such space not to exceed 35,000 sq. ft. in total nor 30 cents per month per square foot in rental price. Lease of rental agreements proposed pursuant hereto shall be routed through the channels required by law and by the Regents' rules and regulations and be presented to the Board of Regents for final approval.

4. Main University: Amendment to the Main Campus Master Plan. -- The following recommendation of the Administration was presented orally in detail but because there was not a quorum of the Board present no action was taken:

It is recommended that the Master Campus Plan be amended to show for the NE quadrant the site utilization schematics and tentative building designations presented in drawings by the Consulting Architects at this meeting. It is specifically understood, however, that particular projects and their locations, sizes and configurations are subject to specific action by the Board of Regents.

ITEM NO. 3Committee of the WholeSUBJECT: Proposed Legislation, 59th Legislature

Pursuant to authorization of the Board of Regents at its October meeting in Houston, the Administration presents bills and resolutions for introduction in the 59th Legislature to accomplish the purposes set out below:

	<u>Page No.</u>
1. Bill (similar to previous Archway acquisition Bill) to permit acquisition, by condemnation if necessary, of	18
a. Area north of Archway	
b. Area between 19th and 21st extending one block west of Speedway	
c. Specific area east of Red River and north of 19th.	
(The Bill would be drawn to comply with the exact areas approved by the Board in separate considerations at the meeting.)	
2. Bill transferring fee title from State to Board of Regents on	
a. Brackenridge Property	20
b. Little Campus property (2 tracts)	21
3. Permission to acquire ten (10) acres in Medical Center in Houston.	22
4. Resolution authorizing construction previously approved by the Board at	
a. Medical Branch	24
b. Dental Branch	25
c. Graduate School of Biomedical Sciences at Houston	25
d. Southwestern Medical School	26
5. Bill similar to existing statute for A. & M. permitting contracts between University and State Highway Department.	27

On Page 29 also is a proposed bill for the transfer of the Moody State School as requested by the Regents at its February 1964 meeting.

Bills are submitted with the material for the Land and Investment Committee to accomplish the following purposes:

1. Bill permitting use of 1% fee fund on West Texas lands to construct office building for staff.
2. Bill authorizing the Board for Lease of University Lands to accept compensatory royalty on University oil and gas leases in lieu of drilling offset wells which are not economically feasible.

____. B. No. _____

By _____

A B I L L

to be entitled

AN ACT authorizing the Board of Regents of The University of Texas to acquire by purchase or otherwise certain properties in the City of Austin, Travis County, Texas; conferring upon the Board of Regents the power of eminent domain to acquire land for the use of the University; exempting the Regents from depositing bond as provided in Section 2 of Article 3268, Revised Civil Statutes of Texas; and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. The Board of Regents of The University of Texas is hereby authorized to acquire by purchase or otherwise any part, parcel, or all of the lands adjacent to the University Campus in the City of Austin for the use of The University of Texas and described as follows:

(Description)	(Parcels to be included to be determined by Board)
---------------	---

SEC. 2. The title to said land shall be taken in the name of the Board of Regents of The University of Texas and shall be subject to the control and management of the Board of Regents in the same manner and to the extent that the lands now held by The University of Texas in Austin, Texas, are held and controlled. If the purchase price cannot be agreed upon, the Board of Regents is hereby authorized and empowered to institute condemnation proceedings for such land. The Board of Regents of The University of Texas is hereby vested with the power of eminent domain to acquire for the use of the University the above-described lands in the manner prescribed in Title 52, Revised Civil Statutes of Texas of 1925, as amended.

Sec. 3. The taking of such property is hereby declared to be for the use of the State, and the Board of Regents of The University of Texas shall not be required to deposit a bond or the amount equal to the awarding of damages by the commissioners as provided in Section 2 of Article 3268, Revised Civil Statutes of Texas.

SEC. 4. The fact that the Board of Regents of The University of Texas is in need of additional land for the expansion of its campus facilities, and the fact that such lands are needed for the proper development of the University, create an emergency and an imperative public necessity that the Constitutional Rule requiring bills to be read on three several days in each House be suspended, and the same is hereby suspended, and this Act shall take effect and be in force from and after its passage, and it is so enacted.

.B. No.

By _____

A B I L L

to be entitled

AN ACT transferring and conveying to the Board of Regents of The University of Texas all the right, title and interest owned by the State of Texas in and to the George W. Brackenridge tract described in that certain deed dated June 17, 1910, from George W. Brackenridge to The University of Texas comprising approximately 445 acres out of the Daniel J. Gilbert, George W. Spears and Henry P. Hill Leagues, said deed being recorded in Volume 244, page 77, Deed Records of Travis County, Texas; repealing all laws in conflict; and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. From and after the effective date of this Act all right and interest owned by the State of Texas in and title to that certain property known as the George W. Brackenridge tract in Austin, Travis County, Texas, and specifically described in that certain deed dated June 17, 1910, to which reference is here made for all purposes, from George W. Brackenridge to The University of Texas, comprising approximately 445 acres out of the Daniel J. Gilbert, George W. Spears and Henry P. Hill Leagues, is hereby vested in the Board of Regents of The University of Texas.

SEC. 2. All laws or parts of laws in conflict herewith are hereby repealed.

SEC. 3. The fact that in many instances the Board of Regents of The University of Texas has only been given the control and management of property, and in order for the Board of Regents to obtain Federal matching funds it is necessary that said Board have fee simple title to such property, creates an emergency and an imperative public necessity that the Constitutional Rule requiring bills to be read on three several days in each House be suspended, and the same is hereby suspended, and this Act shall take effect from and after its passage, and it is so enacted.

____.B. No. _____

By _____

A B I L L

to be entitled

AN ACT to vest fee simple title in the Board of Regents of The University of Texas to the property described as the East One-half of Outlot No. 63, the same being Lots 8, 9, 10, 11, 12, 13 and 14 of Division E of the City of Austin, Travis County, Texas; repealing all laws in conflict; and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. From and after the passage of this Act title to that property located on the West side of Red River Street between East Nineteenth and Eighteenth Streets, being the East One-half of Outlot No. 63, consisting of Lots 8, 9, 10, 11, 12, 13 and 14 of Division E of the City of Austin, Travis County, Texas, is hereby vested in the Board of Regents of The University of Texas in fee simple, said property having been transferred to the control and management of the Board of Regents of The University of Texas pursuant to Chapter 272, page 472, Acts 50th Legislature, 1947, Regular Session.

SEC. 2. All laws or parts of laws in conflict herewith are hereby repealed.

SEC. 3. The fact that in many instances the Board of Regents of The University of Texas has only been given the control and management of property, and in order for the Board of Regents to obtain Federal matching funds it is necessary that said Board have fee simple title to such property, creates an emergency and an imperative public necessity that the Constitutional Rule requiring bills to be read on three several days in each House be suspended, and the same is hereby suspended, and this Act shall take effect from and after its passage, and it is so enacted.

. B. No. _____

By _____

A B I L L

to be entitled

AN ACT authorizing the Board of Regents of The University of Texas to acquire by donation or deed of gift from The Texas Medical Center in Houston for the use and benefit of The University of Texas M. D. Anderson Hospital and Tumor Institute, The University of Texas Dental Branch, The University of Texas Graduate School of Biomedical Sciences at Houston, or such other branch or unit of The University of Texas System as may be established by the Legislature in Houston, certain properties in the City of Houston, Harris County, Texas; and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. The Board of Regents of The University of Texas is hereby authorized and empowered to acquire by donation or deed of gift from The Texas Medical Center in Houston for the use and benefit of The University of Texas M. D. Anderson Hospital and Tumor Institute, The University of Texas Dental Branch, The University of Texas Graduate School of Biomedical Sciences at Houston, or such other branch or unit of The University of Texas System as may be established by the Legislature in Houston, any part, parcel, or all of the lands adjacent to the M. D. Anderson Hospital and Tumor Institute in the City of Houston, Harris County, Texas, described as follows:

That certain 8.144 acre tract or parcel of land out of the P. W. Rose Survey in the City of Houston, Harris County, Texas, a part of the tract designated as The Texas Medical Center tract conveyed by the M. D. Anderson Foundation to Texas Medical Center, Inc., by deed dated February 22, 1946, recorded in Volume 1381, page 22, Deed Records of Harris County, Texas, to which reference is made, and being that tract between the 21.536 acre tract occupied by M. D. Anderson Hospital and Tumor Institute and Holcombe Boulevard, and more particularly described by metes and bounds as follows:

BEGINNING at the Southwest corner of that certain tract conveyed by Texas Medical Center, Inc., to the Board of Regents of The University of Texas by deed dated December 31, 1951, recorded in Volume 2400, page 408, Deed Records of Harris County, Texas;

THENCE South 88° 53' East 1,075 feet with the South line of said tract to its Southeast corner;

THENCE South $1^{\circ} 7'$ West 330 feet to a point for corner;

THENCE North $88^{\circ} 53'$ West 1,075 feet to a point for corner;

THENCE North $1^{\circ} 7'$ East 330 feet to the point of beginning, containing within said metes and bounds 8.144 acres, more or less.

SEC. 2. The title to said land shall be taken in the name of the Board of Regents of The University of Texas and shall be subject to the control and management of the Board of Regents in the same manner and to the extent that other lands are held and controlled by the Board of Regents of The University of Texas.

SEC. 3. The fact that such lands are needed for the proper development of The University of Texas System creates an emergency and an imperative public necessity that the Constitutional Rule requiring bills to be read on three several days in each House be suspended, and the same is hereby suspended, and this Act shall take effect and be in force from and after its passage, and it is so enacted.

S.C.R. No. _____

By _____

WHEREAS, the Board of Regents of The University of Texas is desirous of constructing additions to The University of Texas Medical Branch at Galveston, Texas, and to pay for the same from grants, donations, gifts, Permanent University Fund Bond Funds, and matching grants from federal and state agencies; now, therefore, be it

RESOLVED by the Senate of Texas, the House of Representatives concurring, that the Board of Regents of The University of Texas is hereby authorized to accept grants, donations, gifts, and matching grants from federal and state agencies and to expend Permanent University Fund Bond Funds for the purpose of adding the following additions to the existing buildings at The University of Texas Medical Branch at Galveston, Texas:

1. Clinical sciences unit
2. Basic science--administrative unit
3. Animal quarters
4. Laundry addition
5. Expansion of central air conditioning and water chilling system
6. Expansion of warehouse facilities
7. Library and auditorium

S.C.R. No. _____

By _____

WHEREAS, the Board of Regents of The University of Texas is desirous of constructing additions to The University of Texas Dental Branch at Houston, Texas, and The University of Texas Graduate School of Biomedical Sciences at Houston, Texas, and to pay for the same from grants, donations, gifts, and matching grants from federal and state agencies; now, therefore, be it

RESOLVED by the Senate of Texas, the House of Representatives concurring, that the Board of Regents of The University of Texas is hereby authorized to accept grants, donations, gifts, and matching grants from federal and state agencies for the purpose of constructing a dental science research building for The University of Texas Dental Branch at Houston, Texas, and a laboratory-classroom-office building, either as a separate facility or as a part of the dental science research facilities, for The University of Texas Graduate School of Biomedical Sciences at Houston, Texas.

S.C.R. No. _____

By _____

WHEREAS, the Board of Regents of The University of Texas is desirous of constructing additions to The University of Texas Southwestern Medical School at Dallas, Texas, and to pay for the same from grants, donations, gifts, Permanent University Fund Bond Funds, and matching grants from federal and state agencies; now, therefore, be it

RESOLVED by the Senate of Texas, the House of Representatives concurring, that the Board of Regents of The University of Texas is hereby authorized to accept grants, donations, gifts, and matching grants from federal and state agencies and to expend Permanent University Fund Bond Funds for the purpose of adding the following additions to the existing buildings at The University of Texas Southwestern Medical School at Dallas, Texas:

1. Radiation laboratory
2. Animal building
3. Library unit
4. Auditorium and continuation center
5. Student recreation center (no appropriated state funds)
6. Central air conditioning and heating system
7. Record storage and physical plant operating building
8. Basic science laboratory building

____. B. No. _____

By _____

A B I L L

to be entitled

AN ACT authorizing the payment of reasonable fees and charges to The University of Texas for services rendered by members of the staff of said University to the Texas Highway Department and for equipment and materials necessary for research and experimentation in all phases of highway activity, economics, materials, specifications, design of roadways, construction, maintenance, pavements and structures, drainage, traffic control, safety, the economics of highway design and construction, and such other fields of highway design, construction, maintenance or operation as may be agreed upon between the Texas Highway Department and The University of Texas; such payment to be based upon proper vouchers or claims to be submitted by the Texas Highway Department to and approved by the State Comptroller of Public Accounts and upon warrants issued by the Comptroller to be paid out of any funds appropriated by the Legislature to the Texas Highway Department for the construction and maintenance of highways, roads, and bridges, providing that such payments shall be credited and deposited to the local accounts administered by The University of Texas; and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. The State Comptroller of Public Accounts is hereby authorized to draw proper warrants in favor of The University of Texas, Main University, Austin, based on vouchers or claims submitted by said University through the Texas Highway Department covering reasonable fees and charges for services rendered by members of the staff of said University to the Texas Highway Department and for equipment and materials necessary for research and experimentation in all phases of highway activity, economics, materials, specifications, design of roadways, construction, maintenance, pavements and structures, drainage, traffic control, safety, the economics of highway design and construction, and such other fields of highway design, construction, maintenance or operation, based upon an agreement between the Texas Highway Department and The University of Texas, Main University, Austin, as passed by the Texas Highway Department on May 29, 1963, in accordance with the provisions of Texas Highway Department Minute Order Number 52742 dated May 24, 1963; and the State Treasurer is

hereby authorized and directed to pay warrants so issued against any funds appropriated by the Legislature to the Texas Highway Department for the construction and maintenance of highways, roads, and bridges. Such payments made to said University shall be credited and deposited to local institutional funds under its control.

SEC. 2. The fact that the State in operating and maintaining its extensive network of highways and in designing and constructing new transportation facilities can benefit immediately from the results of research, and the fact that The University of Texas, Main University, Austin, is uniquely qualified to conduct the subject research and experimentation, create an emergency and an imperative public necessity that ~~the Constitutional~~ Rule requiring bills to be read on three several days in each House be suspended, and the same is hereby suspended, and this Act shall take effect and be in force from and after its passage, and it is so enacted.

____.B. No. _____

By _____

A B I L L

to be entitled

AN ACT transferring fee simple title and the control and management of Moody State School for Cerebral Palsied Children to the Board of Regents of The University of Texas; providing for the appointment of a staff; providing for jurisdiction over the physical assets; providing that all appropriations, grants and gifts made for the benefit of the Moody State School for Cerebral Palsied Children shall be administered and expended by the Board of Regents of The University of Texas; repealing all laws; and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. From and after the passage of this Act the control, management and supervision of the Moody State School for Cerebral Palsied Children and the fee simple title to said property shall be transferred from the Board for Texas State Hospital and Special Schools to the Board of Regents of The University of Texas.

SEC. 2. Fee simple title to said property shall vest in the Board of Regents of The University of Texas, and it shall have exclusive control, management and supervision of the Moody State School for Cerebral Palsied Children, and shall appoint such staff as is necessary to carry out the functions of the school. Such control shall extend to all physical assets, including lands, property, etc., now owned or purchased for the benefit of the Moody State School for Cerebral Palsied Children, and all appropriations, grants, funds, and gifts made for the benefit of the Moody State School for Cerebral Palsied Children shall be administered and expended by the Board of Regents of The University of Texas as all other funds of The University of Texas.

SEC. 3. All laws or parts of laws in conflict with this Act are hereby repealed.

SEC. 4. The fact that the Moody State School for Cerebral Palsied Children can be more effectively administered by the

Board of Regents of The University of Texas as a part of its teaching and research program creates an emergency and an imperative public necessity that the Constitutional Rule requiring bills to be read on three several days in each House be suspended, and the same is hereby suspended, and this Act shall take effect and be in force from and after its passage, and it is so enacted.

ITEMS FOR THE RECORD

In order to complete the record, below is a report of the action of the Texas Commission on Higher Education relating to programs requested by the Administration upon authorization of the Board of Regents:

1. Main University: Master of Arts Degree in Astronomy; Master of Arts Degree in Communication. -- The Texas Commission on Higher Education on October 12, 1964, unanimously approved the request for the addition of the Master of Arts degree in Communication with fields of study in Journalism, Speech, and Radio-Television-Film, in lieu of Master of Arts in Speech and Master of Journalism, at the Main University.

On the same date the Commission also unanimously approved the request of The University of Texas for Master of Arts in Astronomy. (The request for these programs was authorized by the Board of Regents on May 23, 1964. Permanent Minutes, Volume XI, Page 1105.)

2. Texas Western College: (1) Division of Department of Mathematics and Physics and (2) Division of Department of Psychology and Philosophy. -- On October 12, 1964, the Texas Commission on Higher Education unanimously approved the request of the Administration authorized by the Regents to divide the (1) Department of Mathematics and Physics into two separate departments and (2) the Department of Psychology and Philosophy into two separate departments, both at Texas Western College of The University of Texas. (This request was authorized by the Board of Regents on April 3, 1964. Permanent Minutes, Volume XI, Page 886.)
3. Southwestern Medical School: Graduate Programs for Ph.D. in Biochemistry, M. A. and Ph. D. in Radiobiology, and M. A. and Ph.D. in Pharmacology. -- At its meeting on October 12, 1964, the Texas Commission on Higher Education unanimously approved the request of the Administration authorized by the Board of Regents (1) for a Graduate Program in Biochemistry leading to the degree of Doctor of Philosophy, (2) for Graduate programs in Radiobiology leading to the degree of Master of Arts and Doctor of Philosophy, and (3) for Graduate programs in Pharmacology leading to the degree of Master of Arts and Doctor of Philosophy, all at The University of Texas Southwestern Medical School. (The request for these programs was authorized by the Board of Regents on February 8, 1964. Permanent Minutes, Volume XI, Page 465.)

To Chancellor Harry Ransom:

No. 2T-2

In compliance with the Rules and Regulations of the Board of Regents, Part Two, Chapter III, Subsections 13.22 and 13.23, page 15, I should like to present for your approval, and commendation to the Executive Committee where appropriate, the following travel item:

NAME AND TITLE: Austen F. Riggs, II, Associate Professor of Zoology

PERIOD OF ABSENCE: January 5 - February 10, 1965

DESTINATION: Portland, Oregon

PURPOSE: To do research and conduct experiments on abnormal human hemoglobins at the University of Oregon Medical School

SOURCE OF SALARY DURING ABSENCE: Grant

SOURCE OF FUNDS FOR TRAVEL EXPENSES: Grant funds

ESTIMATED EXPENSES TO BE REIMBURSED: \$300.00 TRANSPORTATION; \$576.00 PER DIEM (36 Days)

DISPOSITION OF WORK DURING ABSENCE: To be taken care of by others

JUSTIFICATION:

Professor Riggs has a Career Research Award and this research is in connection with his grant. It is, in effect, a reassignment of duties for this period.

If reimbursement is to be from General Funds, will the remaining balance in the travel account charged be adequate for the balance of the fiscal year? Yes; No. If no, attach a statement justifying overspending the original budget.

December 7, 1964
Date

Norman Hackerman
Institutional Head
Norman Hackerman, Vice-Chan. for
Academic Affairs

APPROVED: 12/8/64
Date

DISAPPROVED: _____
Date

Harry Ransom
For the Chancellor Harry Ransom, Chancellor

REMARKS:

APPROVED: _____
Date

DISAPPROVED: _____
Date

APPROVED: _____
Date

DISAPPROVED: _____
Date

Walter P. Brenan, Chairman

Executive Committee: Mr. Brenan
Dr. Connally
Mr. Madden
Mr. McNeese
Mr. Redditt

Member

cc: Mr. Heath
Chancellor's Office
Institutional Head

OFFICE OF THE CHANCELLOR
THE UNIVERSITY OF TEXAS
AUSTIN, TEXAS

December 2, 1964

MEMORANDUM TO THE EXECUTIVE COMMITTEE

Mr. Brenan, Chairman
Dr. Connally
Mr. Madden
Mr. McNeese
Mr. Redditt

Attached is the ninth interim report relating to adjustments to the 1964-65 budgets that under Rule 10 require advance Regental approval.

Budget amendments are requested for the following component institutions with the justifications supplied by the institutional head concerned.

MAIN UNIVERSITY

- 99. William J. Moore (Economics)
- 100. Douglas K. Shaffer (English)
- 101. Michael H. Proffitt (Mathematics)
- 102. Robert G. Shoemaker (Philosophy)

MEDICAL BRANCH

- 18. Curtis P. Artz (Surgery)
- 19. Robert J. Seymour (Obstetrics and Gynecology)

SOUTHWESTERN MEDICAL SCHOOL

- 13. Nellie R. Luhn (Anesthesiology)

I recommend approval.

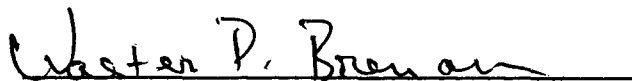


Harry Ransom
Chancellor

HR:nc

APPROVED: December 6th 1964
(Date)
DISAPPROVED: _____
(Date)
EXCEPTIONS (IF ANY): _____

APPROVED: _____
(Date)
DISAPPROVED: _____
(Date)
EXCEPTIONS (IF ANY): _____


Walter P. Brenan, Chairman
Executive Committee

Member

cc: Mr. Heath
Chancellor's Office

MAIN UNIVERSITY
 AMENDMENTS TO 1964-65 BUDGETS
 Source of Funds - Departmental Appropriations
 (Unless Otherwise Specified)

Item No.	Explanation	Present Status	Proposed Status	Effective Dates
99.	William J. Moore Economics Auxiliary Enterprises - Gymnasium Store (1963-64) Academic Rate	Clerical Assistant (P. T.) \$ 1,935 (9 mos. equiv.)	Teaching Assistant \$ 3,600	9/1/64
100.	Douglas K. Shaffer English University Research Institute Project (1963-64) Academic Rate	Humanities Research Assistant II \$ 2,745 (9 mos. equiv.)	Teaching Assistant \$ 4,600	9/1/64
101.	Michael H. Proffitt Mathematics Chemistry-Government Contract Funds (1963-64) Academic Rate	Technical Staff Assistant III \$ 3,150 (9 mos. equiv.)	Teaching Assistant \$ 4,200	9/1/64
102.	Robert G. Shoemaker Philosophy University Research Institute Project (1963-64) Academic Rate	Humanities Research Assistant II \$ 2,745 (9 mos. equiv.)	Teaching Assistant \$ 4,000	9/1/64

MAIN UNIVERSITY
AMENDMENTS TO 1964-65 BUDGETS
ITEM EXPLANATION AND JUSTIFICATION

The following statements justifying and explaining the recommended amendments to the budget were furnished to Dr. Hackerman by the appropriate administrative officials, as indicated. Dr. Hackerman concurs in these recommendations.

It should be pointed out that in each of the four items (Nos. 99 - 102), the case relates to the original appointment of a person not in the budget or under a previous appointment in 1964-65; therefore, the effective date of September 1 is appropriate. Post audit indicates that, based on the previous year rates, the 1964-65 reappointments are at effective rate increases of \$1,000 or more.

99. William J. Moore. Chairman Thompson writes:

"We have been informed that William Jefferson Moore was employed as a clerical assistant last year by another department.

"Mr. Moore received his B.A. last spring. We have nominated him as a teaching assistant (statistic labs) at the basic rate for teaching assistants with only a B.A. degree."

100. Douglas K. Shaffer. Chairman Cline writes:

"Mr. Douglas Kay Shaffer was given an emergency appointment in the Department of English when we had an unexpected resignation. His brilliant record and his employment as a teacher--in contrast to his previous assignment as a research assistant--justify his present higher rate of pay."

101. Michael H. Proffitt. Chairman Guy writes:

"Mr. Michael H. Proffitt was working as a Technical Staff Assistant last year. In May he received a bachelor's degree and is now a Teaching Assistant in this department at the base rate for this position."

102. Robert G. Shoemaker. Chairman Silber writes:

"Approval is requested for the appointment of Mr. Robert Shoemaker as a Teaching Assistant in the Department of Philosophy. We feel that his continuing good work as a graduate student and as a dependable and conscientious worker fully justifies this increase."

MEDICAL BRANCH
 AMENDMENTS TO 1964-65 BUDGETS
 Source of Funds - Departmental Appropriations
 (Unless Otherwise Specified)

<u>Item No.</u>	<u>Explanation</u>	<u>Present Status</u>	<u>Proposed Status</u>	<u>Effective Dates</u>
18.	Curtis P. Artz Surgery (p. 79) Salary Rate Source of Funds: Shrine Institute for Burns	Shrine Professor of Surgery \$25,000	Shrine Professor of Surgery \$27,500	12/1/64
19.	Robert J. Seymour Obstetrics and Gynecology (p. 54) Salary Rate	Teaching Fellow \$ 5,400	Instructor \$ 9,000	11/1/64

MEDICAL BRANCH
AMENDMENTS TO 1964-65 BUDGETS
ITEM EXPLANATION AND JUSTIFICATION

Dr. Blocker presents the following statements in support of the recommended budget amendments:

18. Curtis P. Artz.

"The Board of Governors of the Shriners Burn Institute of the Shriners Hospitals for Crippled Children has recommended, on the basis of meritorious service, that the salary for Dr. Curtis Price Artz, Shrine Professor of Surgery, be increased.

"During the past year, Dr. Artz has worked very closely with the Board of Governors of the Shrine Burn Institute and with the architects in the design of the building now under construction. This close liaison has not only sped up the construction of the new Shrine Burn Institute, but has actually placed us in the enviable position of being the first institute, of the three selected, to begin operation. Largely through Dr. Artz's efforts, we have secured a very able administrator for the hospital and have begun recruiting other key staff members who will be needed at the time the hospital opens in late 1965."

19. Robert J. Seymour.

"Upon the recommendation of Dr. William J. McGanity, Chairman of the Department of Obstetrics and Gynecology, I recommend that Robert J. Seymour, M.D., Teaching Fellow in the Department of Obstetrics and Gynecology be appointed Instructor with an increase in salary.

"Dr. Seymour received his M.D. degree from Queen's University, Kingston, Ontario in 1959. During the next year he served a rotating internship at Victoria Hospital in London, Ontario and then accepted a one-year appointment as Research Assistant in the Department of Physiology, University of Western Ontario. In 1962-63 he served a senior internship in medicine and surgery at St. Joseph's Hospital, London, Ontario and during the next two years completed his residency training in Obstetrics and Gynecology at St. Joseph's Hospital and Victoria Hospital, both in London, Ontario. Dr. Seymour came to the Medical Branch September 1, 1964 as a Teaching Fellow. In the short time he has been here, he has applied for citizenship and is now in the process of completing his application for licensure. He has proven to be an extremely well-trained and capable physician and we feel he is very deserving of this recognition of appointment to the Faculty of the School of Medicine."

SOUTHWESTERN MEDICAL SCHOOL
 AMENDMENTS TO 1964-65 BUDGETS
 Source of Funds - Departmental Appropriations
 (Unless Otherwise Specified)

<u>Item No.</u>	<u>Explanation</u>	<u>Present Status</u>	<u>Proposed Status</u>	<u>Effective Dates</u>
13.	Nellie R. Luhn Anesthesiology (p. 17)	Clinical Associate Professor	Associate Professor	
	Salary Rate	\$10,800	\$16,000	1/1/65
	Source of Funds: Unallocated Salaries and Children's Medical Center Anesthesiology Grant			

SOUTHWESTERN MEDICAL SCHOOL
AMENDMENTS TO 1964-65 BUDGETS
ITEM EXPLANATION AND JUSTIFICATION

Dr. Gill presents the following statement in support of the recommended budget amendments:

13. Nellie R. Luhn.

"Due to a greatly increased work-load in Anesthesiology, Dr. M. T. Jenkins, Chairman of the Department, has recommended that Dr. Nellie R. Luhn, who was formerly paid by us on a part-time basis, be appointed as a full-time Associate Professor in Anesthesiology effective January 1, 1965. Doctor Luhn has primary responsibility for the Anesthesiology program in the Children's Medical Center."

THE UNIVERSITY OF TEXAS
OFFICE OF THE COMPTROLLER
AUSTIN 78712

SUPPLEMENT TO
RECOMMENDATIONS TO REGENTS'
BUILDINGS AND GROUNDS COMMITTEE

December 8, 1964

16. SOUTHWESTERN MEDICAL SCHOOL - AWARD OF CONTRACT FOR SKILLERN STUDENT UNION BUILDING.--In accordance with authorization given by the Regents at the meeting held October 24, 1964, bids on the Skillern Student Union Building at Southwestern Medical School were called for and were opened and tabulated on December 2, 1964, as shown on the attached tabulation sheet. After consideration of the bids, it is recommended by the Consulting Architects, Jessen, Jessen, Millhouse, and Greeven, the Associate Architects, J. Herschel Fisher and Pat Y. Spillman, Dean Gill, Comptroller Sparenberg, and Chancellor Ransom that award of a contract be made to the low bidder, as follows:

Hyatt Cheek, Builders-Engineers Company Dallas, Texas	
Base Bid	\$229,793.00
<u>Deduct</u> Alternate No. 1 (Change bronze glass and bronze aluminum to gray glass and standard aluminum finish)	- 1,731.00
<u>Add</u> Alternate No. 2 (Change vinyl asbestos tile to carpeting in Dining and Recreation Rooms)	+ 5,156.00
<u>Deduct</u> Alternate No. 6 (Omit service elevator)	- 5,240.00
<u>Add</u> Alternate No., 7 (Add vertical blinds in certain areas)	+ <u>750.00</u>
Total Recommended Contract Award	<u>\$228,728.00</u>

The total amount of money available as at December 2, 1964 for this project, according to the Southwestern Medical Foundation, via Business Manager Thompson, and our own records, was approximately \$251,800.00, all from gift funds and interest thereon. If the contract award recommended is approved, the total cost of the project, including Architects' fees, estimated cost of movable furniture and furnishings, preliminary expenses, advertising, etc. will be approximately \$261,800.00. It is, therefore, recommended that the Board approve an additional appropriation of \$10,000.00 to the Allotment Account for this project, from the account on the books of Southwestern Medical School in the Current Restricted Funds section entitled "Undistributed Interest on Temporary Investments and Trust Funds", which had a balance of \$49,044.15 on October 31, 1964.

17. MAIN UNIVERSITY - AWARD OF CONTRACT FOR CHAIN LINK FENCE FOR BIOLOGICAL SCIENCES EXPERIMENTAL FIELD LABORATORY ON BRACKENRIDGE TRACT.--In accordance with authorization given by the Regents at the meeting held April 25, 1964, bids for Chain Link Fencing for the Biological Sciences Experimental Field Laboratory on the Brackenridge Tract at the Main University were called for and were opened and tabulated on December 1, 1964, as shown on the attached tabulation sheet. After consideration of the bids, it is recommended by the Consulting Architects, Brooks and Barr, the Associate Architects, Coates and Legge, Comptroller Sparenberg, and Chancellor Ransom that award of a contract be made in the amount of \$19,867.00 to the low bidder, Allied Chain Link Fence Company of Austin, Austin, Texas. There was no specific amount of money set up for this project, but it is believed that the amount of the low bid is a reasonable price for the quantity of chain link fencing involved.

18. MAIN UNIVERSITY - AWARD OF CONTRACT FOR LANDSCAPING ART BUILDING AND MUSEUM.--In accordance with authorization given by the Regents at the meeting held October 24, 1964, bids for Landscaping the Art Building and Museum at the Main University were called for and were opened and tabulated on December 1, 1964, as shown on the attached tabulation sheet. After consideration of the bids, it is recommended by Architects Brooks and Barr, Comptroller Sparenberg, and Chancellor Ransom that award of a contract be made to the low bidder, as follows:

Thomas Hinderer, Austin, Texas	
Base Bid	\$30,412.00
Less Alternate No. 1	<u>750.00</u>
Total Recommended Contract Award	<u>\$29,662.00</u>

The total appropriation for this project was \$30,000.00, which was to include 6% Architects' Fees. If the recommended contract award as listed above is approved, the total cost of the project including the Architects' Fees and advertising expense would be \$31,468.78. In order to bring this contract award within the amount of money available for the project, it is recommended that a change order be written simultaneously with the signing of the contract deducting \$1,400.00 from the Contingency Allowance included in the contract. The Contingency Allowance originally set up was \$2,500.00, which is larger than usual for this size contract, and it is believed that the sum of \$1,100.00 left after the change order recommended above would be adequate for this contract, this amount being approximately 4% of the net amount of the contract award, exclusive of the contingency allowance.

19. MAIN UNIVERSITY - AWARD OF CONTRACTS FOR NEW GEOLOGY BUILDING.--In accordance with Regents' authorization given at the meeting held September 19, 1964, bids for the New Geology Building at the Main University were called for and were opened and tabulated on December 3, 1964, as shown on the attached tabulation sheets. After careful consideration of the bids received, it is recommended by the Consulting Architects, Jessen, Jessen, Millhouse, and Greeven, the Associate Architects, Page, Southerland, and Page, Dr. Clabaugh, Chairman of the Department of Geology, Comptroller Sparenberg, and Chancellor Ransom that award of contracts be made to the low bidders, as follows:

General Contract:

B. L. McGee Construction Company,
Austin, Texas

Base Bid	\$1,183,000.00	
Add Alternate No. G-1	+ 11,200.00	
Add Alternate No. G-2	+ 12,400.00	
Deduct Alternate No. G-3	- 12,000.00	\$1,194,600.00

Heating, Ventilating, and Air
Conditioning Contract:

J. M. Boyer, Mechanical Contractor,
Austin, Texas

Base Bid	\$ 281,827.00	
Add Alternate No. AC-1	+ 2,685.00	
Add Alternate No. AC-2	+ 700.00	
Add Alternate No. AC-3	+ <u>4,500.00</u>	289,712.00

Plumbing Contract:

C. G. Puryear, Austin, Texas

Base Bid	\$ 131,120.00	
Add Alternate No. P-1	+ 100.00	
Add Alternate No. P-2	+ 300.00	
Deduct Alternate No. P-3	- <u>240.00</u>	131,280.00

Electrical Contract:

Walter A. Tew Electric, Inc.,
Austin, Texas

Base Bid	\$260,714.00	
Add Alternate No. E-1	+ 1,700.00	
Add Alternate No. E-2	<u>No Change</u>	\$ 262,414.00

Elevator Contract:

Westinghouse Electric Corporation,
Elevator Division
Dallas, Texas

Base Bid		63,797.00
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Laboratory Equipment Contract:

The Abel Stationers, Austin, Texas

Base Bid		<u>193,488.00</u>
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Total Recommended Contract Awards		<u>\$2,135,291.00</u>
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The reasons why it is believed desirable to accept the additive alternates are as follows:

Acceptance of Alternates Nos. G-1, AC-1, P-1, and E-1 in the total amount of \$15,685.00 will provide 4,222 square feet of additional space in the basement of the new building.

Acceptance of Alternates Nos. G-2, AC-2, P-2, and E-2 in the total amount of \$13,400.00 will provide 3,306 square feet of additional space in the attic of the new building for bookstacks.

Acceptance of Alternate No. AC-3 is for the purpose of providing necessary temporary rerouting of the chilled water lines and chilled water return lines in order to maintain service to the Drama Building while the Geology Building is under construction.

According to a recent written statement given us by Dr. Clabaugh, Chairman of the Geology Department, and Dr. Ellison, Executive Secretary of the Geology Foundation, the Executive Committee of the Geology Foundation has agreed to contribute \$14,204.00 to defray part of the cost of these alternates and Architects' fees thereon, and it is, therefore, recommended that the sum of \$14,204.00 be transferred from Account No. 57-9047-0735 "Geology Foundation - Various Donors" to the Allotment Account for this project.

The recommended contract awards above listed plus Architects' fees thereon are approximately \$800.00 over the total amount of money available for this project. In order to be sure that there will be plenty of money for movable furniture and equipment and furnishings, it is recommended that an additional amount of \$135,000.00 be appropriated to this project from Permanent University Fund Bond proceeds. There is a chance, probably not better than "50-50", that some money can be obtained to help finance this project under the new Higher Education Facilities Act of 1963, in addition to the grant of \$401,500.00 already approved by National Science Foundation.

SKILLERN STUDENT UNION BUILDING
THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL
DALLAS, TEXAS

Bids Opened: 2:30 P.M., Wednesday, December 2, 1964

Contractor	Bid Bond	Base Bid	Alt. #1 Deduct	Alt. #2 Add	Alt. #3 Deduct	Alt. #4 Deduct	Alt. #5	Alt. #6 Deduct	Alt. #7 Add	Alt. #8	Completion Time or Date
Avery Mays Construction Co. Dallas, Texas	5%	\$257,800.00	\$1,800.00	\$4,900.00	\$625.00	\$3,100.00	-\$1,950.00	\$4,900.00	\$ 740.00 95.00 (Add. #1)	-\$ 525.00	---
Canterbury Engineering Company* Dallas, Texas	5%	259,168.00	1,240.00	4,622.00	650.00	3,100.00	- 3,514.00	4,696.00	1,370.00	+ 800.00	---
Cecil Carr Construction Company Dallas, Texas	5%	244,770.00	1,835.00	5,235.00	620.00	3,200.00	+ 2,850.00	4,900.00	900.00	- 2,700.00	250 days after work order
Coker Brothers Con- struction Company, Inc. Dallas, Texas	\$13,500.00	261,975.00	1,450.00	5,675.00	700.00	1,000.00	- 6,035.00	4,900.00	1,320.00 310.00 (Add. #1)	N.C.	270 calendar days
R. G. Farrell Company Dallas, Texas	5%	271,000.00	1,800.00	4,900.00	550.00	3,150.00	- 4,800.00	4,900.00	1,000.00	+1,300.00	275 calendar days
Hagler Construction Company Dallas, Texas	5%	270,000.00	1,678.00	4,847.00	629.00	4,831.00	- 4,080.00	4,904.00	796.00	-2,831.00	Aug. 15, 1965
Hyatt Cheek, Builders- Engineers Company Dallas, Texas	5%	229,793.00	1,731.00	5,156.00	642.00	3,560.00	- 2,600.00	5,240.00	750.00 850.00 (Add. #1)	+ 534.00	June 1, 1965
The Schwarz Company Dallas, Texas	5%	248,716.00	1,874.00	4,847.00	550.00	3,300.00	- 5,900.00	4,896.00	1,050.00	+ 500.00	240 calendar days

* Not a valid bid. Bid bond not signed by surety company.

CHAIN LINK FENCING
 BIOLOGICAL SCIENCES EXPERIMENTAL FIELD LABORATORY
 ON THE BRACKENRIDGE TRACT
 MAIN UNIVERSITY

Bids Opened: 2:30 P. M., Tuesday, December 1, 1964

Bidder	Bidder's Bond, Certified or Cashier's Check	Base Bid
Alamo Iron Works San Antonio, Texas	5% Bond	\$28,933.00
Allied Chain Link Fence Company of Austin Austin, Texas	5% Bond	19,867.00
East Texas Fence Company Lufkin, Texas	5% Bond	21,853.14
Lone Star Fence and Patio, Inc. Kilgore, Texas	\$1,200.00 Cashier's Check	22,464.00
Southwest Nipples Company, Inc. San Antonio, Texas	5% Bond	29,785.76
United States Steel Corporation Fort Worth, Texas	\$1,400.00 Certified Check	26,672.66

LANDSCAPING FOR THE ART BUILDING AND MUSEUM
 MAIN UNIVERSITY
 AUSTIN, TEXAS

Bids Opened: 2:30 P. M., Tuesday, December 1, 1964

Bidder	Base Bid	Alternate No. 1 Deduct
A. W. Bryant Construction Company	\$34,000.00	\$1,050.00
Everhard Construction Company	36,645.00	850.00
Thomas Hinderer	30,412.00	750.00
Maufrais Brothers, Inc.	34,900.00	1,000.00

All bidders submitted with their bids a bidder's bond in the amount of 5% of the total bid.

All bidders are located in Austin, Texas.

THE NEW GEOLOGY BUILDING
 MAIN UNIVERSITY OF THE UNIVERSITY OF TEXAS
 AUSTIN, TEXAS

Bids Opened: 2:30 P. M., Thursday, December 3, 1964

GENERAL CONTRACT

Bidder	Base Bid	Alternates		
		G-1 Add	G-2 Add	G-3 Deduct
R. G. Farrell Co. Odessa, Texas	\$1,323,600.00	\$16,333.00	\$12,042.00	\$16,852.00
R. F. Ball Construction Company, Inc. San Antonio, Texas	1,339,367.00	17,550.00	13,400.00	16,800.00
Martin Brothers General Contractor, Inc. San Antonio, Texas	1,340,000.00	14,801.00	14,614.00	15,977.00
B. L. McGee Construction Company Austin, Texas	1,183,000.00	11,200.00	12,400.00	12,000.00
O. J. Beck and Sons, Corpus Christi, Texas	1,348,000.00	16,000.00	15,000.00	16,000.00
H. R. Bergstrom, General Contractor Marshall, Texas	1,347,768.00	13,000.00	13,000.00	11,000.00
J. C. Evans Construction Company, Inc. Austin, Texas	1,326,285.00	17,870.00	10,542.00	14,600.00
Everhard Construction Company Austin, Texas	1,405,000.00	19,000.00	13,500.00	14,000.00
Warrior Constructors, Inc. Houston, Texas	1,349,000.00	11,800.00	9,700.00	16,250.00

All Bidders submitted with their bid a bond in the amount of 5% of the amount bid.

ELEVATOR CONTRACT

Bidder	Base Bid
Hunter-Hayes Elevator Company Dallas, Texas	\$65,620.00
Otis Elevator Company Austin, Texas	66,400.00
Westinghouse Electric Corporation, Elevator Division Dallas, Texas	63,797.00

All Bidders submitted with their bid a bond in the amount of 5% of the amount bid.

THE NEW GEOLOGY BUILDING
 MAIN UNIVERSITY OF THE UNIVERSITY OF TEXAS
 AUSTIN, TEXAS

Bids Opened: 2:30 P. M., Thursday, December 3, 1964

Bidder	HEATING, VENTILATING, AND AIR CONDITIONING				PLUMBING				Combination Bid
	Base Bid	Alternates			Base Bid	Alternates			
		AC-1 Add	AC-2 Add	AC-3 Add		P-1 Add	P-2 Add	P-3	
J. M. Boyer, Mechanical Contractor Austin, Texas	\$281,827.00	\$2,685.00	\$700.00	\$4,500.00	No bid	\$210.00	\$260.00	No change	\$430,724.00
C. G. Puryear Austin, Texas					\$131,120.00	100.00	300.00	± \$240.00	
Fox-Schmidt Austin, Texas					151,100.00	195.00	422.00	- 200.00	
Young and Pratt Austin, Texas	282,481.00	2,420.00	200.00	5,150.00					
Ed Thomas Plumbing Company, Inc. Houston, Texas					169,254.00	No change	350.00	- 237.00	
Porter Plumbing and Heating Company Austin, Texas	No bid	2,340.00	189.00	60.00	No bid	120.00	250.00	- 300.00	429,237.00
The Strandtmann Company Austin, Texas	306,600.00	3,500.00	500.00	7,500.00					
McCarty-Conley Company Austin, Texas	309,400.00	3,800.00	650.00	10,900.00	157,000.00	310.00	900.00	- 210.00	462,800.00
Har-Con Engineering, Inc. Houston, Texas	294,200.00	3,450.00	350.00	7,900.00	--	No change	350.00	- 350.00	442,200.00
The Emde Company Houston, Texas	311,567.00	1,985.00	316.00	9,071.00					

All bidders submitted with their bid a bond in the amount of 5% of the amount bid.

THE NEW GEOLOGY BUILDING
 MAIN UNIVERSITY OF THE UNIVERSITY OF TEXAS
 AUSTIN, TEXAS

Bids Opened: 2:30 P. M., Thursday, December 3, 1964

ELECTRICAL CONTRACT

	Base Bid	Alternates	
		E-1	E-2
Dear Johnston, Inc. Austin, Texas	\$264,984.00	+ \$1,757.00	No change
Walter A. Tew Electric, Inc. Austin, Texas	260,714.00	+ 1,700.00	No change
A A Electric Austin, Texas	292,957.00	+ 1,657.00	+ \$257.00
O. H. Cummins Electric Company Austin, Texas	262,876.00	+ 2,263.00	--
J. S. Copeland Electric Company Houston, Texas	274,627.00	+ 1,750.00	+ 200.00
Grimes Electric Company of Austin, Inc. Austin, Texas	271,900.00	+ 1,790.00	+ 223.00
Alder Electric Company, Inc. San Antonio, Texas	334,436.00	± 2,697.00	± 582.00

All bidders submitted with their bid a bond in the amount of 5% of the amount bid

THE NEW GEOLOGY BUILDING
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 AUSTIN, TEXAS

Bids Opened: 2:30 P. M., Thursday, December 3, 1964

LABORATORY EQUIPMENT

Bidder	Bid Bond	Base Bid	Alternate No. LAB-1
Taylor Manufacturing Company Taylor, Texas	\$11,500.00		
Proposal No. 1		\$220,000.00	- \$10,000.00
Proposal No. 2		200,000.00*	--
The Abel Stationers Austin, Texas	5%	193,488.00	No Bid
Metalab Equipment Company Labcraft Division Hicksville, New York	**	207,117.00	- 7,635.00
Hamilton Manufacturing Company Two Rivers, Wisconsin	\$11,500.00	219,762.00	+ 5,600.00
Prassell Manufacturing Company San Antonio, Texas	5%	205,474.00	--
Royal School Laboratories, Inc. Richmond, Virginia	5%	208,753.00***	- 24,258.00

*Proposal No. 2 was a voluntary alternate which is not in accordance with the specifications.

**No amount was inserted in bid bond; not a valid bid.

***This is not a complete bid; does not include library equipment for four certain rooms.