

14

MATERIAL SUPPORTING THE AGENDA

Volume XIVb

April 1967 - August 1967

This volume contains the Material Supporting the Agenda furnished to each member of the Board of Regents prior to the meetings held on May 5-6, June 16-17, and July 28-29, 1967.

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

# Agenda

Meeting Date: ..... July 28-29, 1967 .....

Meeting No.: ..... 654 .....

Name: ..... *Office Copy* .....



CALENDAR  
BOARD OF REGENTS  
OF  
THE UNIVERSITY OF TEXAS SYSTEM

Date: July 28 - 29, 1967

Place: Academic Room (Suite 212), Main Building,  
Austin, Texas

Until all items for the Agenda have been submitted, it is difficult to prepare a calendar. Thus, the Calendar will be prepared and included with the Supplementary Agenda Material. However, the meeting is scheduled to begin at 9:00 a. m. on Friday morning and to be over by noon on Saturday, July 29, 1967.

CALENDAR  
BOARD OF REGENTS  
OF  
THE UNIVERSITY OF TEXAS SYSTEM

Place: Suite 212, Main Building, Austin, Texas

Telephone No.: GR 1 1265

Date: July 28 - 29, 1967

Friday, July 28, 1967

|            |   |
|------------|---|
| 9:00 a.m.  | Meeting of the Executive Committee<br>-- Academic Room              |
| 9:15 a.m.  | Academic and Developmental<br>Affairs Committee -- Academic<br>Room |
| 10:15 a.m. | Buildings and Grounds Committee<br>-- Academic Room                 |
| 11:15 a.m. | Land and Investment Committee<br>-- Academic Room                   |
| 12:00 noon | Lunch - Room 101  |
| 1:00 p.m.  | Medical Affairs Committee --<br>Academic Room                       |
| 2:00 p.m.  | Committee of the Whole --<br>Academic Room                          |

Saturday, July 29, 1967

|            |  |
|------------|--|
| 9:00 a.m.  | Committee of the Whole --<br>Room 209    |
| 10:30 a.m. | Meeting of the Board --<br>Academic Room |

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

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## **Executive Committee**

EXECUTIVE COMMITTEE

Date: July 28, 1967

Time: To be designated in the Supplementary Agenda Material.

Place: To be designated in the Supplementary Agenda Material.

No items have been submitted for consideration by the Executive Committee. The report of the interim actions taken by the Committee will be included in the Supplementary Agenda Material.

(F)

*Parsons  
Blakeslee  
Spencer  
Archie  
Taylor*

EXECUTIVE COMMITTEE

Supplementary Agenda

Date: July 28, 1967  
Time: 9:00 a. m.  
Place: Academic Room

REPORT OF INTERIM ACTIONS

|  | <u>Page</u><br><u>EXEC</u> |
|--|----------------------------|
| 1. Galveston Medical Branch: Permission to Mrs. Mildred Fitzsimmons to Travel (4T-9)   | 3                          |
| 2. Galveston Medical Branch: Permission to Patricia Weaver to Travel (4T-10)   | 3                          |
| 3. U. T. System Offices and U. T. Austin: Revision of 1967-68 Classified Personnel Pay Plan and Permissive Policies for Implementation in 1967-68 Budget (7-C1-66)   | 3                          |
| 4. Minutes of the Board of Directors of TSP, Inc. (27-M-66)  | 20                         |
| 5. U. T. Austin: Award of Contract to Thomas Brothers Construction Company for Elevator Hoistway for Taylor Hall (28-M-66)   | 20                         |
| 6. U. T. Austin: Award of Contracts to Abel Contract Furniture and Equipment Company, Inc., and Besco, Inc. for Furniture and Furnishings for the Collections Deposit Library and Reduction of the Contingency Allowance (29-M-66) | 20                         |
| 7. Amendments to the 1966-67 Budgets (U. T. Austin, Galveston Medical Branch, Dallas Medical School, Anderson Hospital, and GSBS) (14-B-66)  | 21                         |

## REPORT OF INTERIM ACTIONS

The Executive Committee has approved the following interim actions since the Committee's last report on June 17, 1967:

1. Galveston Medical Branch: Permission to Mrs. Mildred Fitzsimmons to Travel (4T-9).-- Permission was granted to Mrs. Mildred Fitzsimmons of Galveston Medical Branch to go to Las Vegas, New Mexico for the period from June 30-August 1, 1967. The purpose of this travel is to participate in a workshop in Psychiatric Nursing. Mrs. Fitzsimmons' expenses will be paid by E. R. Squibb and Sons, Inc., Grant No. 9-19511-602760-10.
2. Galveston Medical Branch: Permission to Patricia Weaver to Travel (4T-10).-- Permission was granted to Patricia Weaver of Galveston Medical Branch to go to Durham, North Carolina for the period from June 22-July 27, 1967. The purpose of this travel is to attend Medical Mycology Course at Duke University Medical Center. Miss Weaver's expenses not to exceed \$190 for transportation and \$190 for expenses will be paid by NIH Training Grant 5T01 GM 00185 08 Account No. 0-14346-578611-70.
3. U. T. System Offices and U. T. Austin: Revision of 1967-68 Classified Personnel Pay Plan and Permissive Policies for Implementation in 1967-68 Budget (7-C1-66).--The 1967-68 Classified Personnel Pay Plan for The University of Texas System offices and The University of Texas at Austin was revised as set out on the following Pages ( 4-19).

For implementation of the salary scale adjustment to the Classified position salary that will appear in the 1967-68 budgets to be presented to the Board of Regents at the July meeting, the following policies were adopted with the understanding that these adjustments will be financed from the presently approved budget levels:

- (a) That advancement to the new revised minimums be permissive during 1967-68. (Estimated cost - \$114,000)
- (b) That one-step "within-range adjustments" be permitted on the basis of 50% of the classified positions filled at October 31, 1966. (Estimated cost - \$250,000)
- (c) That not to exceed one-half of those employees selected to receive a one-step "within-range adjustment" in 2 above, may be given an additional one-step "within-range adjustment" to recognize exceptionally deserving cases. (Estimated cost - \$125,000)



- (d) That no employee be eligible to receive a "within-range adjustment" until he has been employed continuously for at least six months and unless he comes within the percentage limitations expressed in 2 and 3, above.
- (e) Appointments and salaries recommended in the 1967-68 budget would remain unchanged unless voluntary action is taken by the department head or nominating official under the policies enumerated above.

THE UNIVERSITY OF TEXAS  
AT AUSTIN  
UNIVERSITY PERSONNEL PAY PLAN

TABLE NO. I

1967-1968  
EFFECTIVE 9-1-67

I. ACADEMIC TITLES

CODE NO.

0- ACADEMIC

0010 PROFESSOR  
0012 VISITING PROFESSOR  
0020 ASSOCIATE PROFESSOR  
0022 VISITING ASSOCIATE PROFESSOR  
0030 ASSISTANT PROFESSOR  
0035 FACULTY ASSOCIATE  
0040 INSTRUCTOR  
0045 ASSISTANT INSTRUCTOR  
0050 LECTURER  
0055 TEACHING ASSOCIATE  
0060 TEACHING ASSISTANT  
0065 ACADEMIC ASSISTANT  
0070 ASSISTANT

II. CLASSIFIED PERSONNEL---CLASSIFICATIONS AND SALARY RANGES

R A N G E  
SEE TABLE II FOR ANNUAL RATES  
INTERMEDIATE STEPS, AND HOURLY RATES

| CODE NO.                               | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|--|-----------------|----------------------------|
| 2- FISCAL AND STAFF SERVICE            |                 |                            |
| 20- FISCAL AND ACCOUNTING GROUP        |                 |                            |
| 2006 ASSISTANT TO THE BUSINESS MANAGER | \$740-1000      | \$                         |

| CODE NO.                  |   | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|---------------------------|---|-----------------|----------------------------|
| 2009                      | SYSTEMS AUDITOR                                 | 710- 950        | 835-1100 T                 |
| 2012                      | AUDITOR, OIL AND GAS PRODUCTION                 | 680- 835        | 740- 910                   |
| 2015                      | ASSISTANT AUDITOR, OIL AND GAS<br>PRODUCTION    | 539- 680        | 592- 740                   |
| 2030                      | ASSISTANT TO THE ENDOWMENT OFFICER              | 740-1000        | 835-1100                   |
| 2033                      | SENIOR SECURITY ANALYST                         | 800-1100        | 870-1200                   |
| 2034                      | SECURITY ANALYST                                | \$539- 650      | \$ 592- 710                |
| 2060                      | ASSISTANT UNIVERSITY AUDITOR                    | 835-1050        | 870-1100                   |
| 2061                      | ASSISTANT TO THE AUDITOR                        | 650- 800        | 680- 835                   |
| 2062                      | INTERNAL AUDITOR                                | 710- 870        | 740- 910                   |
| 2063                      | CHIEF, ACCOUNTING DIVISION                      | 740- 950        |                            |
| 2066                      | BURSAR  | 740- 950        | 770-1000                   |
| 2069                      | ACCOUNTING AND PROCUREMENT OFFICER, DRL         | 620- 800        |                            |
| 2072                      | SUPERVISOR, PAYROLL DIVISION                    | 680- 870        | 740- 950                   |
| 2075                      | ACCOUNTING GROUP SUPERVISOR                     | 620- 800        | 680- 870                   |
| 2078                      | INVENTORY SUPERVISOR                            | 539- 680        | 565- 710                   |
| 2084                      | ACCOUNTANT II                                   | 592- 770        | 650- 835                   |
| 2085                      | ACCOUNTANT I                                    | 514- 650        | 565- 710                   |
| 2090                      | CASHIER II                                      | 382- 482        |                            |
| 2091                      | CASHIER I                                       | 319- 400        | 335- 419                   |
| 2095                      | ACCOUNTING CLERK III                            | 382- 482        | 400- 514                   |
| 2096                      | ACCOUNTING CLERK II                             | 350- 439        | 366- 460                   |
| 2097                      | ACCOUNTING CLERK I                              | 305- 382        | 319- 400                   |
| 21- STATISTICAL GROUP     |   |                 |                            |
| 2103                      | STATISTICIAN                                    | 439- 592        | 482- 650                   |
| 2105                      | STATISTICAL CLERK II                            | 366- 460        | 382- 482                   |
| 2106                      | STATISTICAL CLERK I                             | 305- 382        | 319- 400                   |
| 2130                      | FILM ANALYST                                    | 245- 319        | 267- 335                   |
| 2160                      | CLERK-DRAFTSMAN                                 | 256- 335        | 279- 350                   |
| 22- DATA PROCESSING GROUP |   |                 |                            |
| 2206                      | ASSISTANT DIRECTOR, DATA PROCESSING<br>DIVISION | 835-1050        | 950-1150                   |
| 2218                      | SUPERVISOR, COMPUTER EQUIPMENT<br>OPERATIONS    | 592- 740        | 620- 770                   |
| 2222                      | SUPERVISOR, AUXILIARY EQUIPMENT<br>OPERATIONS   | 460- 592        | 482- 620                   |
| 2229                      | SYSTEMS ANALYST AND PROGRAMMER III              | 770- 950        | 870-1100                   |
| 2230                      | SYSTEMS ANALYST AND PROGRAMMER II               | 680- 835        | 740- 910                   |
| 2231                      | SYSTEMS ANALYST AND PROGRAMMER I                | 592- 740        | 620- 770                   |
| 2236                      | COMPUTER PROGRAMMER III                         | 740- 870        | 800-1000                   |
| 2237                      | COMPUTER PROGRAMMER II                          | 680- 835        | 710- 870                   |
| 2238                      | COMPUTER PROGRAMMER I                           | 592- 740        |                            |
| 2240                      | COMPUTER PROGRAMMER-ASSISTANT                   | 419- 565        |                            |
| 2260                      | SCORING AND TABULATING SUPERVISOR               | 482- 620        | 514- 650                   |
| 2261                      | COMPUTER OPERATOR III                           | 565- 680        |                            |
| 2262                      | COMPUTER OPERATOR II                            | 460- 592        |                            |
| 2263                      | COMPUTER OPERATOR I                             | 366- 482        |                            |
| 2272                      | TABULATING EQUIPMENT OPERATOR II                | 419- 514        |                            |
| 2273                      | TABULATING EQUIPMENT OPERATOR I                 | 366- 439        |                            |
| 2282                      | KEY PUNCH SUPERVISOR                            | 419- 565        | 439- 592                   |

TABLE NO. I

1967-1968  
EFFECTIVE 9-1-67

| CODE NO.                          |  | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|-----------------------------------|--|-----------------|----------------------------|
| 2285                              | KEY PUNCH OPERATOR II                          | \$350- 439      | \$ 366- 460                |
| 2286                              | KEY PUNCH OPERATOR I                           | 305- 366        | 319- 382                   |
| 23- STORES AND PROCUREMENT GROUP  |  |                 |                            |
| 2303                              | PURCHASING AGENT                               | 680- 835        | 740- 910                   |
| 2306                              | ASSISTANT PURCHASING AGENT                     | 592- 740        | 650- 800                   |
| 2312                              | MANAGER, STENOGRAPHIC BUREAU                   | 514- 620        | 565- 680                   |
| 2321                              | SENIOR PROCUREMENT OFFICER                     | 565- 680        |                            |
| 2322                              | PROCUREMENT OFFICER                            | 419- 539        | 460- 592                   |
| 2333                              | MILITARY PROPERTY CUSTODIAN                    | 419- 592        | 460- 592                   |
| 2360                              | LABORATORY SERVICES SUPERVISOR                 | 335- 439        | 350- 460                   |
| 2363                              | LABORATORY STORES ASSISTANT                    | 245- 335        | 267- 350                   |
| 2366                              | LABORATORY ATTENDANT                           | 200- 292        |                            |
| 2384                              | STORES FOREMAN                                 | 565- 680        | 592- 710                   |
| 2390                              | CHAUFFEUR-STORES CLERK, BRC                    | 279- 350        | 279- 366                   |
| 2395                              | STORES CLERK III                               | 366- 482        | 382- 514                   |
| 2396                              | STORES CLERK II                                | 319- 419        | 335- 439                   |
| 2397                              | STORES CLERK I                                 | 245- 319        | 267- 335                   |
| 24- LEGAL GROUP                   |  |                 |                            |
| 2403                              | ASSISTANT UNIVERSITY ATTORNEY                  | 770-1000        | 800-1050                   |
| 2430                              | LEGAL AID DIRECTOR                             | 539- 650        |                            |
| 2433                              | LEGAL AID ATTORNEY                             | 400- 514        |                            |
| 25- PERSONNEL GROUP               |  |                 |                            |
| 2506                              | DIRECTOR OF EMPLOYEE BENEFITS                  | 710- 870        | 770- 950                   |
| 2512                              | SUPERVISOR, WORKMENS COMPENSATION<br>INSURANCE | 650- 770        | 710- 835                   |
| 2521                              | WAGE AND SALARY SUPERVISOR, UPO                | 680- 800        | 740- 870                   |
| 2524                              | EMPLOYMENT SUPERVISOR, UPO                     | 650- 770        | 710- 835                   |
| 2527                              | PERSONNEL REPRESENTATIVE                       | 565- 680        | 620- 740                   |
| 2531                              | PERSONNEL ASSISTANT                            | 439- 539        | 482- 592                   |
| 2539                              | PERSONNEL INTERVIEWER                          | 460- 565        | 514- 620                   |
| 26- BUSINESS AND MANAGEMENT GROUP |  |                 |                            |
| 2603                              | ADMINISTRATIVE SERVICES OFFICER                | 710- 910        | 770- 950                   |
| 2606                              | EXECUTIVE ASSISTANT                            | 592- 740        | 650- 800                   |
| 3- STUDENT SERVICE                |  |                 |                            |
| 30- STUDENT ADVISORY GROUP        |  |                 |                            |
| 3003                              | COORDINATOR OF STUDENT ACTIVITIES              | 680- 950        | 770-1000                   |
| 3012                              | STUDENT GROUP ADVISOR III                      | 620- 800        | 650- 835                   |

TABLE NO. I

1967-1968  
EFFECTIVE 9-1-67

| CODE NO.                         |   | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|----------------------------------|---|-----------------|----------------------------|
| 3013                             | STUDENT GROUP ADVISOR II                              | \$482- 620      | \$ 514- 650                |
| 3014                             | STUDENT GROUP ADVISOR I                               | 382- 482        | 400- 514                   |
| 3025                             | ASSISTANT DIRECTOR, STUDENT<br>FINANCIAL AIDS         | 620- 740        |                            |
| 3030                             | ASSISTANT DIRECTOR, INTERNATIONAL<br>OFFICE           | 620- 800        |                            |
| 3033                             | ASSISTANT COORDINATOR, INTERNATIONAL<br>OFFICE        | 565- 710        |                            |
| 3036                             | PROGRAM SPECIALIST, INTERNATIONAL<br>OFFICE           | 592- 770        |                            |
| 3037                             | ASSISTANT PROGRAM SPECIALIST,<br>INTERNATIONAL OFFICE | 539- 680        |                            |
| 3060                             | DORMITORY COUNSELING SUPERVISOR II                    | 366- 514        | 419- 592                   |
| 3063                             | DORMITORY COUNSELING SUPERVISOR I                     | 292- 350        | 335- 400                   |
| 3066                             | NIGHT SUPERVISOR, WOMENS RESIDENCE<br>HALLS           | 245- 319        | 279- 366                   |
| 3072                             | DORMITORY RESIDENT COUNSELOR                          | 200- 256        |                            |
| 31- TESTING AND COUNSELING GROUP |   |                 |                            |
| 3101                             | COORDINATOR OF COUNSELING                             | 870-1100        | 1000-1200                  |
| 3102                             | COORDINATOR OF MEASUREMENT SERVICES                   | 800-1000        | 910-1100                   |
| 3103                             | PSYCHOLOGIST III                                      | 770-1050        | 800-1050                   |
| 3104                             | PSYCHOLOGIST II                                       | 565- 770        | 620- 770                   |
| 3105                             | PSYCHOLOGIST I  | 400- 565        | 439- 592                   |
| 3108                             | SUPERVISOR, READING IMPROVEMENT<br>PROGRAM            | 565- 710        | 620- 770                   |
| 3110                             | READING IMPROVEMENT SPECIALIST                        | 419- 565        | 439- 592                   |
| 3113                             | EMERGENCY SERVICE COUNSELOR                           |                 | 650- 800 A                 |
| 3120                             | EXAMINATIONS SUPERVISOR                               | 565- 770        |                            |
| 3121                             | PSYCHOMETRIST II                                      | 400- 514        |                            |
| 3122                             | PSYCHOMETRIST I                                       | 319- 419        |                            |
| 32- STUDENT HEALTH GROUP         |   |                 |                            |
| 3201                             | HEALTH CENTER ADMINISTRATOR                           | 620- 770        | 770- 950                   |
| 3203                             | CHIEF PHARMACIST                                      | 740- 910        | 835-1050                   |
| 3204                             | PHARMACIST  | 592- 710        | 680- 800                   |
| 3205                             | ASSISTANT PHARMACIST                                  | 460- 592        |                            |
| 3212                             | PHYSICAL THERAPIST                                    | 460- 592        | 482- 620                   |
| 3230                             | CHIEF OF NURSES                                       | 592- 710        | 620- 740                   |
| 3233                             | SUPERVISING NURSE                                     | 482- 592        | 514- 650                   |
| 3236                             | SURGICAL NURSE  | 439- 539        | 482- 592                   |
| 3239                             | STAFF NURSE   | 419- 514        | 460- 565                   |
| 3242                             | EMERGENCY NURSE, CLINIC                               | 439- 539        | 460- 565                   |
| 3245                             | LICENSED VOCATIONAL NURSE                             | 292- 382        | 319- 400                   |
| 3260                             | SUPERVISING MEDICAL TECHNOLOGIST                      | 592- 710        | 620- 740                   |
| 3261                             | MEDICAL TECHNOLOGIST II                               | 514- 592        | 539- 620                   |

TABLE NO. I

1967-1968  
EFFECTIVE 9-1-67

| CODE NO.                      |  | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|-------------------------------|--|-----------------|----------------------------|
| 3262                          | MEDICAL TECHNOLOGIST I                           | \$460- 539      | \$ 482- 592                |
| 3266                          | CHIEF X-RAY TECHNICIAN                           | 460- 592        | 482- 620                   |
| 3267                          | X-RAY TECHNICIAN                                 | 350- 419        | 366- 439                   |
| 3272                          | MEDICAL RECORD LIBRARIAN                         | 419- 539        | 439- 565                   |
| 3275                          | MEDICAL RECORD TECHNICIAN                        | 305- 400        |                            |
| 3278                          | MEDICAL TECHNICIAN                               | 335- 400        |                            |
| 3290                          | NURSE AIDE II                                    | 245- 305        | 279- 350                   |
| 3291                          | NURSE AIDE I                                     | 215- 256        | 256- 319                   |
| 3293                          | HOSPITAL ORDERLY                                 | 200- 256        |                            |
| 33- SECURITY AND SAFETY GROUP |  |                 |                            |
| 3303                          | CHIEF, TRAFFIC AND SECURITY OFFICER              | 620- 770        | 680- 835                   |
| 3304                          | ASSISTANT CHIEF, TRAFFIC AND SECURITY<br>OFFICER | 539- 680        | 592- 740                   |
| 3306                          | TRAFFIC AND SECURITY CAPTAIN                     | 439- 565        | 460- 592                   |
| 3309                          | TRAFFIC AND SECURITY SERGEANT                    | 400- 514        | 419- 539                   |
| 3312                          | TRAFFIC AND SECURITY OFFICER                     | 335- 439        | 350- 460                   |
| 3315                          | CHIEF GUARD, BRC                                 | 366- 482        |                            |
| 3316                          | GUARD, BRC                                       | 279- 366        |                            |
| 3321                          | GUARD  | 256- 335        |                            |
| 3330                          | FIRE MARSHAL                                     | 514- 650        | 539- 680                   |
| 3333                          | FIRE SAFETY INSPECTOR                            | 460- 592        | 482- 620                   |
| 3360                          | HOUSING INSPECTOR                                | 419- 539        | 439- 565                   |
| 3363                          | ASSISTANT HOUSING INSPECTOR                      | 382- 460        |                            |
| 3375                          | EXTERMINATOR                                     | 335- 419        |                            |
| 34- STUDENT ACTIVITIES GROUP  |  |                 |                            |
| 3406                          | GAMES MANAGER                                    | 439- 565        | 482- 620                   |
| 3442                          | CRAFTS SUPERVISOR                                | 419- 539        |                            |
| 3443                          | ASSISTANT CRAFTS SUPERVISOR                      | 305- 400        | 335- 419                   |
| 3451                          | UNION PROGRAM ASSISTANT                          | 350- 439        |                            |
| 3460                          | BUILDING MANAGER, TEXAS UNION                    | 267- 350        | 292- 366                   |
| 3466                          | ACTIVITY ASSISTANT                               | 200- 292        |                            |
| 35- ATHLETICS GROUP           |  |                 |                            |
| 3501                          | ASSOCIATE BUSINESS MANAGER OF<br>ATHLETICS       | 650- 835        | 740- 910                   |
| 3503                          | ASSISTANT BUSINESS MANAGER OF<br>ATHLETICS       | 565- 710        | 620- 770                   |
| 3506                          | COUNSELOR, INTERCOLLEGIATE ATHLETICS             | 592- 800        |                            |
| 3536                          | INTRAMURALS ASSISTANT DIRECTOR                   | 592- 710        | 650- 800                   |
| 3545                          | ASSOCIATE DIRECTOR OF CO-RECREATION              | 460- 565        | 514- 620                   |
| 3575                          | INTRAMURALS TRAINER                              | 267- 366        | 292- 366                   |

TABLE NO. I

1967-1968  
EFFECTIVE 9-1-67

| CODE NO.                                     |   | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|--|---|-----------------|----------------------------|
| 36- ADMISSIONS AND REGISTRATION GROUP        |   |                 |                            |
| 3601   | ASSOCIATE DIRECTOR OF ADMISSIONS                    | \$800-1050      | \$ 870-1100                |
| 3603   | ASSISTANT REGISTRAR                                 | 650- 800        | 710- 870                   |
| 3606   | ASSISTANT REGISTRAR AND REGISTRATION<br>SUPERVISOR  | 650- 800        | 710- 870                   |
| 3621   | ASSISTANT DIRECTOR OF ADMISSIONS                    | 650- 800        | 710- 870                   |
| 3636   | TRANSCRIPT EXAMINER                                 | 366- 482        | 382- 514                   |
| 4- RESEARCH AND SCIENTIFIC SERVICE           |   |                 |                            |
| 40- SOCIAL SCIENCE/HUMANITIES RESEARCH GROUP |   |                 |                            |
| 4003   | SOCIAL SCIENCE/HUMANITIES<br>RESEARCH ASSOCIATE V   | 835-1150        |                            |
| 4004   | SOCIAL SCIENCE/HUMANITIES<br>RESEARCH ASSOCIATE IV  | 650- 835        | 680- 870                   |
| 4005   | SOCIAL SCIENCE/HUMANITIES<br>RESEARCH ASSOCIATE III | 565- 620        |                            |
| 4006   | SOCIAL SCIENCE/HUMANITIES<br>RESEARCH ASSOCIATE II  | 514- 565        |                            |
| 4007   | SOCIAL SCIENCE/HUMANITIES<br>RESEARCH ASSOCIATE I   | 419- 514        |                            |
| 4029   | SOCIAL SCIENCE/HUMANITIES<br>RESEARCH ASSISTANT III | 292- 400        | 305- 400                   |
| 4030   | SOCIAL SCIENCE/HUMANITIES<br>RESEARCH ASSISTANT II  | 235- 292        |                            |
| 4031   | SOCIAL SCIENCE/HUMANITIES<br>RESEARCH ASSISTANT I   | 200- 235        |                            |
| 42- PURE AND APPLIED SCIENCE GROUP           |   |                 |                            |
| 4202   | SPECIAL RESEARCH ASSOCIATE                          | 1100-1550       |                            |
| 4203   | RESEARCH ENGINEER/SCIENTIST<br>ASSOCIATE V          | 950-1325        |                            |
| 4204   | RESEARCH ENGINEER/SCIENTIST<br>ASSOCIATE IV         | 800- 950        | 800-1050                   |
| 4205   | RESEARCH ENGINEER/SCIENTIST<br>ASSOCIATE III        | 740- 870        | 770- 950                   |
| 4206   | RESEARCH ENGINEER/SCIENTIST<br>ASSOCIATE II         | 650- 770        | 680- 870                   |
| 4207   | RESEARCH ENGINEER/SCIENTIST<br>ASSOCIATE I          | 565- 680        | 592- 770                   |
| 4212   | RADIATION AND ENVIRONMENTAL HEALTH<br>ENGINEER      | 800- 950        |                            |
| 4213   | RADIATION AND TOXICOLOGICAL SPECIALIST              | 620- 770        |                            |
| 4230   | RESEARCH ENGINEER/SCIENTIST<br>ASSISTANT III        | 565- 620        |                            |

TABLE NO. I

1967-1968  
EFFECTIVE 9-1-67

| CODE NO.                                  |   | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|---|---|-----------------|----------------------------|
| 4231                                      | RESEARCH ENGINEER/SCIENTIST<br>ASSISTANT II                     | \$514- 565      | \$                         |
| 4232                                      | RESEARCH ENGINEER/SCIENTIST<br>ASSISTANT I                      | 419- 514        |                            |
| 4259                                      | LABORATORY RESEARCH ASSISTANT III                               | 292- 400        | 305- 400                   |
| 4260                                      | LABORATORY RESEARCH ASSISTANT II                                | 235- 292        |                            |
| 4261                                      | LABORATORY RESEARCH ASSISTANT I                                 | 200- 235        |                            |
| 43- TECHNICAL-SCIENTIFIC STAFF GROUP      |   |                 |                            |
| 4301                                      | NUCLEAR REACTOR SUPERVISOR                                      | 950-1325        |                            |
| 4303                                      | NUCLEAR TECHNICAL SPECIALIST III                                | 650- 800        |                            |
| 4304                                      | NUCLEAR TECHNICAL SPECIALIST II                                 | 565- 680        |                            |
| 4305                                      | NUCLEAR TECHNICAL SPECIALIST I                                  | 419- 592        |                            |
| 4312                                      | TECHNICAL STAFF ASSISTANT V                                     | 592- 800        | 620- 835                   |
| 4313                                      | TECHNICAL STAFF ASSISTANT IV                                    | 482- 620        | 482- 650                   |
| 4314                                      | TECHNICAL STAFF ASSISTANT III                                   | 382- 514        | 382- 539                   |
| 4315                                      | TECHNICAL STAFF ASSISTANT II                                    | 305- 400        | 305- 419                   |
| 4316                                      | TECHNICAL STAFF ASSISTANT I                                     | 235- 319        | 256- 335                   |
| 4330                                      | INSTRUMENT MAKER FOREMAN  | 592- 740        | 620- 770                   |
| 4333                                      | INSTRUMENT MAKER II   | 539- 680        |                            |
| 4334                                      | INSTRUMENT MAKER I  | 482- 592        |                            |
| 4362                                      | GLASSBLOWER III   | 770- 950        | 800-1000                   |
| 4363                                      | GLASSBLOWER II  | 565- 740        | 592- 740                   |
| 4364                                      | GLASSBLOWER I   | 400- 539        | 460- 592                   |
| 4366                                      | GLASSBLOWER APPRENTICE  | 292- 382        | 305- 382                   |
| 4370                                      | NIGHT ASSISTANT-OBSERVATORY                                     | 400- 514        |                            |
| 44- RESEARCH LABORATORY GROUP             |   |                 |                            |
| 4403                                      | MARINE LABORATORY MANAGER                                       | 620- 800        | 680- 835                   |
| 4406                                      | SENIOR RESEARCH VETERINARIAN                                    | 650- 770        |                            |
| 4407                                      | RESEARCH VETERINARIAN   | 539- 650        |                            |
| 4430                                      | LABORATORY BACTERIOLOGIST                                       | 514- 650        |                            |
| 4460                                      | ANIMAL CARETAKER SUPERVISOR                                     | 279- 335        | 305- 382                   |
| 4463                                      | ANIMAL CARETAKER II   | 235- 292        | 267- 335                   |
| 4464                                      | ANIMAL CARETAKER I  | 215- 267        | 256- 305                   |
| 5- ENGINEERING, TRADES, AND LABOR SERVICE |   |                 |                            |
| 50- ENGINEERING GROUP                     |   |                 |                            |
| 5003                                      | ARCHITECT AND SUPERINTENDENT OF<br>CONSTRUCTION AND MAINTENANCE | 1000-1250       | 1050-1325                  |
| 5006                                      | SUPERINTENDENT OF UTILITIES                                     | 1000-1250       | 1050-1325                  |
| 5009                                      | ELECTRICAL ENGINEER   | 910-1150        | 950-1200                   |
| 5012                                      | MAINTENANCE ENGINEER  | 740- 910        |                            |
| 5015                                      | POWER PLANT ENGINEER  | 910-1150        | 950-1200                   |

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| CODE NO.                             |   | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|--------------------------------------|---|-----------------|----------------------------|
| 5018                                 | REFRIGERATING AND HEATING ENGINEER              | \$910-1150      | \$ 950-1200                |
| 5024                                 | ASSISTANT POWER PLANT ENGINEER                  | 800-1000        | 835-1050                   |
| 5027                                 | ASSISTANT REFRIGERATING AND HEATING<br>ENGINEER | 800-1000        | 835-1050                   |
| 5030                                 | ASSISTANT MAINTENANCE ENGINEER                  | 565- 710        | 620- 770                   |
| 5060                                 | ARCHITECT II                                    | 770- 950        | 800-1000                   |
| 5063                                 | ARCHITECT I                                     | 620- 740        | 650- 770                   |
| 5066                                 | ARCHITECTURAL ASSISTANT                         | 460- 565        |                            |
| 5075                                 | CARTOGRAPHER                                    | 650- 870        | 710- 910                   |
| 5078                                 | CARTOGRAPHIC TECHNICIAN II                      | 482- 680        |                            |
| 5079                                 | CARTOGRAPHIC TECHNICIAN I                       | 382- 539        |                            |
| 5089                                 | DRAFTSMAN SUPERVISOR                            | 539- 650        | 592- 710                   |
| 5090                                 | DRAFTSMAN II                                    | 482- 620        | 539- 680                   |
| 5091                                 | DRAFTSMAN I                                     | 350- 460        | 382- 514                   |
| 51- PLANT OPERATION GROUP            |   |                 |                            |
| 5106                                 | DISTRIBUTION SUPERVISOR                         | 592- 710        | 620- 770                   |
| 5109                                 | STEAM DISTRIBUTION SUPERVISOR                   | 592- 710        | 620- 770                   |
| 5112                                 | AIR CONDITIONING SUPERVISOR                     | 592- 710        | 620- 770                   |
| 5115                                 | REFRIGERATION SUPERVISOR                        | 592- 710        | 620- 770                   |
| 5118                                 | UTILITIES OPERATIONS SUPERVISOR                 | 592- 710        | 620- 770                   |
| 5130                                 | ASSISTANT STEAM DISTRIBUTION<br>SUPERVISOR      | 539- 650        |                            |
| 5133                                 | ASSISTANT AIR CONDITIONING SUPERVISOR           | 539- 650        |                            |
| 5136                                 | ASSISTANT REFRIGERATION SUPERVISOR              | 539- 650        |                            |
| 5160                                 | UTILITIES STATION OPERATOR                      | 482- 592        |                            |
| 5172                                 | BUILDING UTILITY OPERATOR                       | 366- 439        |                            |
| 52- BUILDING AND ALLIED TRADES GROUP |   |                 |                            |
| 5203                                 | CABINETMAKER SUPERVISOR                         | 539- 650        |                            |
| 5206                                 | CARPENTER SUPERVISOR                            | 539- 650        |                            |
| 5209                                 | ELECTRICAL SUPERVISOR                           | 592- 710        | 620- 770                   |
| 5212                                 | COMMUNICATIONS SUPERVISOR                       | 592- 710        | 620- 770                   |
| 5215                                 | PAINTER SUPERVISOR                              | 514- 620        |                            |
| 5218                                 | PLUMBER SUPERVISOR                              | 592- 710        | 620- 770                   |
| 5221                                 | FURNITURE AND FURNISHINGS FOREMAN               | 539- 650        |                            |
| 5224                                 | ASSISTANT CABINETMAKER SUPERVISOR               | 482- 592        |                            |
| 5227                                 | ASSISTANT CARPENTER SUPERVISOR                  | 482- 592        |                            |
| 5230                                 | ASSISTANT ELECTRICAL SUPERVISOR                 | 539- 650        |                            |
| 5233                                 | ASSISTANT COMMUNICATIONS SUPERVISOR             | 539- 650        |                            |
| 5236                                 | ASSISTANT PAINTER SUPERVISOR                    | 460- 565        |                            |
| 5239                                 | ASSISTANT PLUMBING SUPERVISOR                   | 539- 650        |                            |
| 5242                                 | ASSISTANT FURNITURE AND FURNISHINGS<br>FOREMAN  | 460- 565        |                            |
| 5245                                 | CABINETMAKER                                    | 439- 539        |                            |
| 5248                                 | CARPENTER                                       | 439- 539        |                            |



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| CODE NO.                                |   | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|---|---|-----------------|----------------------------|
| 5251                                    | ELECTRICIAN   | \$482- 592      | \$                         |
| 5254                                    | CABLE SPLICER   | 482- 592        |                            |
| 5257                                    | COMMUNICATIONS TECHNICIAN                                   | 482- 592        |                            |
| 5260                                    | PAINTER   | 400- 482        |                            |
| 5263                                    | PLUMBER   | 482- 592        |                            |
| 5266                                    | STEAM FITTER  | 482- 592        |                            |
| 5269                                    | FURNITURE UPHOLSTERER                                       | 400- 514        |                            |
| 5272                                    | FURNITURE REPAIRMAN AND REFINISHER                          | 400- 514        |                            |
| 5275                                    | CEMENT FINISHER   | 400- 482        |                            |
| 5278                                    | MASON   | 482- 592        |                            |
| 5281                                    | PLASTERER   | 482- 592        |                            |
| 5284                                    | STEEL WORKER  | 482- 592        |                            |
| 5287                                    | SHEETMETAL WORKER   | 482- 592        |                            |
| 5290                                    | INSULATOR   | 482- 592        |                            |
| 5293                                    | CONSTRUCTION MACHINERY OPERATOR                             | 439- 539        |                            |
| 5296                                    | MAINTENANCE MAN   | 366- 460        |                            |
| 53-- MECHANICAL AND ALLIED TRADES GROUP |   |                 |                            |
| 5303                                    | MAINTENANCE MECHANIC SUPERVISOR                             | 592- 710        | 620- 770                   |
| 5312                                    | ASSISTANT MAINTENANCE MECHANIC<br>SUPERVISOR                | 539- 650        |                            |
| 5321                                    | PLANT MAINTENANCE MECHANIC                                  | 482- 592        |                            |
| 5324                                    | REFRIGERATION MECHANIC                                      | 482- 592        |                            |
| 5327                                    | TEMPERATURE CONTROL MECHANIC                                | 482- 592        |                            |
| 5330                                    | WELDER  | 482- 592        |                            |
| 5336                                    | LOCKSMITH   | 514- 620        |                            |
| 5342                                    | BOAT CAPTAIN  | 439- 565        |                            |
| 5345                                    | BOAT OPERATOR   | 319- 439        | 335- 460                   |
| 5348                                    | DECKHAND  | 245- 319        | 267- 350                   |
| 5360                                    | AUTOMOTIVE MECHANIC   | 366- 460        | 382- 482                   |
| 5372                                    | GAMES MECHANIC  | 350- 439        | 366- 460                   |
| 54- LABOR AND LABOR SUPERVISION GROUP   |   |                 |                            |
| 5401                                    | HORTICULTURIST  | 650- 770        |                            |
| 5403                                    | ASSISTANT SUPERINTENDENT OF<br>CONSTRUCTION AND MAINTENANCE | 620- 770        |                            |
| 5406                                    | TRANSPORTATION FOREMAN                                      | 514- 650        |                            |
| 5409                                    | GROUNDS MAINTENANCE SUPERVISOR                              | 514- 650        |                            |
| 5410                                    | ARBORIST II   | 482- 620        |                            |
| 5411                                    | ARBORIST I  | 382- 514        |                            |
| 5412                                    | ASSISTANT SUPERVISOR MAINTENANCE<br>AND REPAIR SHOP         | 482- 592        |                            |
| 5415                                    | ASSISTANT TRANSPORTATION FOREMAN                            | 439- 565        |                            |
| 5418                                    | ASSISTANT GROUNDS MAINTENANCE<br>SUPERVISOR                 | 439- 565        |                            |
| 5430                                    | GROUNDS CREW FOREMAN  | 319- 400        |                            |

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| CODE NO.                             |   | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|--------------------------------------|---|-----------------|----------------------------|
| 5433                                 | GARDENER  | \$279- 350      | \$                         |
| 5436                                 | GROUNDSKEEPER   | 256- 319        |                            |
| 5460                                 | UTILITY WORKER  | 256- 319        |                            |
| 5463                                 | LABORER   | 235- 292        | 256- 305                   |
| 5466                                 | HELPER  | 200- 256        |                            |
| 55- PRINTING AND ALLIED TRADES GROUP |   |                 |                            |
| 5506                                 | ASSISTANT MANAGER, PRINTING DIVISION                      | 680- 870        |                            |
| 5530                                 | OFFSET PRESS FOREMAN                                      | 382- 482        | 419- 539                   |
| 5532                                 | OFFSET PRESS OPERATOR II                                  | 335- 439        | 366- 482                   |
| 5533                                 | OFFSET PRESS OPERATOR I                                   | 279- 366        | 305- 400                   |
| 5560                                 | BOOK REPAIRER   | 256- 305        | 267- 319                   |
| 6- CUSTODIAL AND FOOD SERVICE        |   |                 |                            |
| 60- HOUSING MANAGEMENT GROUP         |   |                 |                            |
| 6003                                 | ASSISTANT DIRECTOR, HOUSING AND<br>FOOD SERVICE           | 800-1000        | 835-1050                   |
| 6012                                 | MANAGER, WOMENS RESIDENCE HALLS                           | 592- 770        | 650- 800                   |
| 6015                                 | MANAGER, UNIVERSITY APARTMENTS<br>AND MAINTENANCE SERVICE | 592- 770        | 650- 800                   |
| 6018                                 | MANAGER, MENS RESIDENCE HALLS                             | 539- 710        | 592- 770                   |
| 6030                                 | ASSISTANT MANAGER, WOMENS RESIDENCE<br>HALLS              | 482- 592        | 539- 650                   |
| 6033                                 | ASSISTANT MANAGER, MENS RESIDENCE<br>HALLS                | 439- 565        | 482- 620                   |
| 6036                                 | ASSISTANT MANAGER, UNIVERSITY<br>APARTMENTS               | 439- 565        | 482- 620                   |
| 6063                                 | DORMITORY SUPERVISOR                                      | 256- 319        |                            |
| 6066                                 | RECEPTIONIST  | 200- 215        |                            |
| 61- FOOD MANAGEMENT GROUP            |   |                 |                            |
| 6103                                 | MANAGER, UNIVERSITY COMMONS                               | 620- 800        | 680- 870                   |
| 6106                                 | MANAGER, VARSITY CAFETERIA                                | 514- 680        | 565- 740                   |
| 6109                                 | MANAGER, UNIVERSITY TEA HOUSE                             | 482- 650        | 539- 710                   |
| 6112                                 | ASSISTANT MANAGER, UNIVERSITY COMMONS                     | 482- 620        | 539- 680                   |
| 6130                                 | HOSPITAL DIETITIAN  | 460- 539        | 514- 650                   |
| 6150                                 | CATERING COORDINATOR                                      | 460- 592        | 514- 650                   |
| 6151                                 | ASSISTANT CATERING COORDINATOR                            | 319- 419        | 366- 482                   |
| 6157                                 | FOOD SERVICE COORDINATOR                                  | 482- 592        | 514- 620                   |
| 6160                                 | FOOD SERVICE SUPERVISOR III                               | 439- 592        | 514- 650                   |
| 6161                                 | FOOD SERVICE SUPERVISOR II                                | 335- 419        | 382- 482                   |
| 6162                                 | FOOD SERVICE SUPERVISOR I                                 | 235- 319        | 292- 382                   |
| 6175                                 | FOOD CHECKER AND CASHIER                                  | 235- 305        | 279- 366                   |
| 6181                                 | BAKER II  | 292- 382        | 350- 460                   |

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| CODE NO.                                  |   | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|---|---|-----------------|----------------------------|
| 6182                                      | BAKER I   | \$235- 292      | \$ 279- 350                |
| 6185                                      | CHIEF COOK  | 400- 539        | 460- 620                   |
| 6187                                      | COOK II   | 292- 382        | 350- 460                   |
| 6188                                      | COOK I  | 235- 292        | 279- 350                   |
| 6190                                      | CHIEF WAITER  | 335- 419        | 350- 460                   |
| 6192                                      | FOOD PREPARATION WORKER II                              | 279- 350        | 319- 400                   |
| 6193                                      | FOOD PREPARATION WORKER I                               | 225- 279        | 267- 335                   |
| 6195                                      | FOOD SERVICE WORKER II                                  |                 | 256- 319                   |
| 6196                                      | FOOD SERVICE WORKER I                                   | 215- 267        |                            |
| 62- BUILDING SERVICES AND CUSTODIAL GROUP |   |                 |                            |
| 6203                                      | SUPERINTENDENT OF BUILDINGS AND<br>GROUNDS              | 770- 950        | 800-1000                   |
| 6206                                      | ASSISTANT SUPERINTENDENT OF BUILDINGS<br>AND GROUNDS    | 650- 800        | 710- 870                   |
| 6230                                      | BUILDING SERVICES SUPERVISOR                            | 592- 740        | 650- 800                   |
| 6233                                      | ASSISTANT BUILDING SERVICES<br>SUPERVISOR               | 439- 565        |                            |
| 6236                                      | BUILDING CREW FOREMAN                                   | 350- 439        |                            |
| 6237                                      | ASSISTANT BUILDING CREW FOREMAN                         | 292- 366        | 305- 382                   |
| 6239                                      | HOUSEKEEPING SUPERVISOR                                 | 335- 419        | 335- 460                   |
| 6241                                      | HOUSEKEEPER II  | 267- 350        | 305- 382                   |
| 6242                                      | HOUSEKEEPER I   | 235- 279        | 279- 335                   |
| 6257                                      | GAMES AREA CUSTODIAN                                    | 245- 305        | 267- 335                   |
| 6260                                      | BUILDING ATTENDANT                                      | 256- 335        | 256- 350                   |
| 6275                                      | TOWER RECEPTIONIST                                      | 235- 292        | 256- 292                   |
| 6290                                      | CUSTODIAL WORKER  | 225- 279        | 256- 335                   |
| 6293                                      | BUILDING MAID   | 215- 267        | 256- 335                   |
| 7- OIL, LAND, AND GEOLOGY SERVICE         |   |                 |                            |
| 70- OIL, LAND, AND GEOLOGY GROUP          |   |                 |                            |
| 7003                                      | SUPERVISING GEOLOGIST                                   | 770- 950        | 950-1250                   |
| 7004                                      | SENIOR GEOLOGIST  | 680- 870        | 770-1050                   |
| 7005                                      | GEOLOGIST   | 514- 650        | 650- 800                   |
| 7021                                      | LAND AND TITLE REGISTRAR                                | 539- 680        | 592- 740                   |
| 7024                                      | LAND AND TITLE CLERK                                    | 366- 460        | 400- 514                   |
| 7030                                      | PETROLEUM ENGINEER                                      | 592- 770        | 740- 950                   |
| 7042                                      | ASSISTANT OIL SUPERVISOR                                | 514- 680        | 565- 740                   |
| 7045                                      | ASSISTANT LAND AGENT                                    | 514- 680        | 565- 740                   |
| 7051                                      | PRODUCTION AND DEVELOPMENT ANALYST,<br>UNIVERSITY LANDS | 482- 592        | 592- 800                   |
| 7060                                      | OIL SCOUT   | 482- 650        | 592- 800                   |
| 7090                                      | CHIEF OIL GAUGER  | 514- 650        | 565- 710                   |
| 7091                                      | OIL GAUGER  | 482- 592        | 539- 650                   |

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| CODE NO.                               |   | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|--|---|-----------------|----------------------------|
| 8- EDUCATIONAL AND INFORMATION SERVICE |   |                 |                            |
| 80- LIBRARY GROUP                      |   |                 |                            |
| 8006                                   | LAW LIBRARIAN II                                | \$650- 770      | \$ 650- 800                |
| 8007                                   | LAW LIBRARIAN I                                 | 565- 680        | 565- 710                   |
| 8021                                   | LIBRARIAN IV                                    | 710- 835        | 710- 870                   |
| 8022                                   | LIBRARIAN III                                   | 680- 800        | 680- 835                   |
| 8023                                   | LIBRARIAN II                                    | 620- 740        | 620- 770                   |
| 8024                                   | LIBRARIAN I                                     | 539- 650        | 539- 680                   |
| 8045                                   | ARCHIVES TRANSLATOR                             | 382- 482        |                            |
| 8060                                   | SENIOR LIBRARY ASSISTANT                        | 366- 439        | 366- 460                   |
| 8061                                   | LIBRARY ASSISTANT                               | 319- 382        | 319- 400                   |
| 8070                                   | BIBLIOGRAPHER                                   | 419- 565        |                            |
| 81- TRAINING - EDUCATIONAL GROUP       |   |                 |                            |
| 8103                                   | TRAINING SPECIALIST II                          | 680- 910        | 710- 950                   |
| 8104                                   | TRAINING SPECIALIST I                           | 539- 710        | 539- 740                   |
| 8121                                   | MENTAL HEALTH EDUCATION SPECIALIST              | 592- 870        |                            |
| 8130                                   | INTERSCHOLASTIC ACTIVITIES DIRECTOR             | 620- 800        |                            |
| 82- LANGUAGE GROUP                     |   |                 |                            |
| 8201                                   | ASSISTANT DIRECTOR, LANGUAGE<br>LABORATORY      | 565- 710        |                            |
| 8203                                   | TRANSLATOR                                      | 382- 482        |                            |
| 83- MUSIC, ART, AND DRAMA GROUP        |   |                 |                            |
| 8303                                   | ADVISOR TO UNIVERSITY PUBLICATIONS              | 650- 800        | 710- 870                   |
| 8306                                   | ASSISTANT ADVISOR TO UNIVERSITY<br>PUBLICATIONS | 539- 650        | 592- 710                   |
| 8318                                   | ART CURATOR AND EDUCATIONAL DIRECTOR            | 539- 710        |                            |
| 8321                                   | ART REGISTRAR                                   | 439- 565        | 460- 592                   |
| 8324                                   | ARTIST III                                      | 439- 565        | 482- 620                   |
| 8325                                   | ARTIST II                                       | 335- 419        | 366- 460                   |
| 8326                                   | ARTIST I  | 292- 350        | 319- 382                   |
| 8336                                   | SLIDE LIBRARIAN                                 | 350- 439        |                            |
| 8351                                   | DIRECTOR OF PUBLIC PROGRAMS                     | 514- 680        | 565- 710                   |
| 8360                                   | ASSISTANT DIRECTOR, LONGHORN BANDS              | 650- 800        |                            |
| 8375                                   | COACH-ACCOMPANIST                               | 335- 419        |                            |
| 8378                                   | IMPROVISATIONAL PIANIST                         | 305- 400        |                            |
| 8381                                   | PIANIST   | 215- 292        | 256- 319                   |
| 8390                                   | WARDROBE MISTRESS                               | 267- 350        | 279- 350                   |
| 8393                                   | DRESSER   | 267- 319        | 279- 350                   |

| CODE NO.                       |  | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|--------------------------------|--|-----------------|----------------------------|
| 84- RADIO AND TELEVISION GROUP |  |                 |                            |
| 8403                           | TELEVISION PROGRAM DIRECTOR                                      | \$680- 910      | \$ 770- 950                |
| 8404                           | TELEVISION PRODUCER-DIRECTOR                                     | 539- 740        |                            |
| 8406                           | TELEVISION PRODUCTION SUPERVISOR                                 | 539- 710        |                            |
| 8409                           | TELEVISION ART DIRECTOR  | 565- 710        | 592- 740                   |
| 8412                           | TELEVISION STAGING SERVICES SUPERVISOR                           | 514- 620        | 565- 710                   |
| 8415                           | TELEVISION FILM EDITOR   | 514- 620        | 592- 710                   |
| 8418                           | TELEVISION DIRECTOR  | 482- 620        | 539- 680                   |
| 8421                           | VIDEOTAPE RECORDING TECHNICIAN                                   | 439- 620        | 482- 620                   |
| 8442                           | RADIO PRODUCTION SUPERVISOR                                      | 539- 710        |                            |
| 8445                           | RADIO WRITER-PRODUCER  | 382- 482        | 419- 539                   |
| 8448                           | RADIO SCRIPT WRITER  | 366- 460        | 419- 539                   |
| 8460                           | ASSISTANT DIRECTOR IN CHARGE OF RADIO-<br>TELEVISION ENGINEERING | 740-1000        | 835-1100                   |
| 8463                           | RADIO-TELEVISION ASSISTANT CHIEF<br>ENGINEER                     | 514- 710        | 565- 710                   |
| 8466                           | RADIO-TELEVISION TECHNICAL SUPERVISOR                            | 514- 680        | 539- 680                   |
| 8469                           | RADIO-TELEVISION CONTROL TECHNICIAN                              | 439- 620        | 460- 650                   |
| 8472                           | RADIO-TELEVISION MUSIC SUPERVISOR                                | 482- 620        |                            |
| 8475                           | RADIO-TELEVISION SCRIPT EDITOR                                   | 460- 592        | 482- 620                   |
| 8480                           | RADIO-TELEVISION SPECIAL PROGRAMS<br>PRODUCER                    |                 | 539- 680 A                 |
| 8490                           | RADIO-TELEVISION PRODUCTION<br>ASSISTANT II                      | 279- 400        | 305- 400                   |
| 8491                           | RADIO-TELEVISION PRODUCTION<br>ASSISTANT I                       | 200- 292        |                            |
| 85- AUDIO-VISUAL GROUP         |  |                 |                            |
| 8503                           | ASSISTANT TO THE DIRECTOR, VISUAL<br>INSTRUCTION BUREAU          | 620- 770        | 650- 800                   |
| 8512                           | MOTION PICTURE PRODUCTION SUPERVISOR                             | 565- 680        | 592- 740                   |
| 8515                           | MOTION PICTURE DIRECTOR-<br>CINEMATOGRAPHER                      | 539- 710        |                            |
| 8518                           | MOTION PICTURE CAMERAMAN II                                      | 482- 592        | 514- 650                   |
| 8519                           | MOTION PICTURE CAMERAMAN I                                       | 366- 460        | 400- 514                   |
| 8524                           | MOTION PICTURE LABORATORY TECHNICIAN                             | 267- 335        | 292- 366                   |
| 8540                           | INSTRUCTIONAL MEDIA COORDINATOR                                  | 835-1100        |                            |
| 8542                           | AUDIO-VISUAL EDUCATIONAL SPECIALIST II                           | 592- 710        | 620- 770                   |
| 8543                           | AUDIO-VISUAL EDUCATIONAL SPECIALIST I                            | 482- 592        | 514- 650                   |
| 8548                           | AUDIO-VISUAL SPECIALIST II                                       | 400- 482        |                            |
| 8549                           | AUDIO-VISUAL SPECIALIST I  | 319- 400        |                            |
| 8552                           | AUDIO-VISUAL SHIPPING SUPERVISOR                                 | 319- 400        | 366- 460                   |
| 8572                           | CHIEF PHOTOGRAPHER   | 439- 539        | 460- 592                   |
| 8573                           | PHOTOGRAPHER   | 335- 439        | 350- 439                   |

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| CODE NO.                          |  | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|-----------------------------------|--|-----------------|----------------------------|
| 8575                              | PHOTOGRAPHIC TECHNICIAN  | \$279- 366      | \$ 305- 382                |
| 8581                              | PROJECTION TECHNICIAN  | 200- 292        |                            |
| 86- JOURNALISM-PUBLICATIONS GROUP |  |                 |                            |
| 8603                              | ASSISTANT DIRECTOR, UNIVERSITY PRESS                           | 650- 835        |                            |
| 8605                              | PROMOTION AND ADVERTISING MANAGER,<br>UNIVERSITY PRESS         | 592 770         |                            |
| 8606                              | PUBLICATIONS PRODUCTION MANAGER                                | 592- 800        |                            |
| 8609                              | SALES MANAGER, UNIVERSITY PRESS                                | 592- 770        |                            |
| 8612                              | BUSINESS MANAGER, UNIVERSITY PRESS                             | 650- 800        |                            |
| 8615                              | BOOK DESIGNER, UNIVERSITY PRESS                                | 539- 710        | 592- 770                   |
| 8621                              | EDITOR, OFFICIAL PUBLICATIONS                                  | 592- 740        | 650- 800                   |
| 8624                              | ASSISTANT EDITOR, OFFICIAL<br>PUBLICATIONS                     | 350- 439        | 382- 482                   |
| 8627                              | STAFF WRITER   | 565- 710        | 620- 800                   |
| 8630                              | EDITOR III   | 592- 740        | 620- 800                   |
| 8631                              | EDITOR II  | 460- 565        | 514- 650                   |
| 8632                              | EDITOR I   | 366- 460        | 382- 482                   |
| 8634                              | BOOK INDEXER   | 335- 439        | 366- 460                   |
| 8636                              | EDITORIAL ASSISTANT  | 305- 366        | 350- 419                   |
| 8651                              | TECHNICAL REPORTS EDITOR II                                    | 482- 620        | 514- 650                   |
| 8652                              | TECHNICAL REPORTS EDITOR I                                     | 400- 539        |                            |
| 8672                              | ASSISTANT DIRECTOR AND EDITOR,<br>NEWS AND INFORMATION SERVICE | 592- 740        |                            |
| 8674                              | INFORMATIONAL WRITER III                                       | 539- 680        | 565- 710                   |
| 8675                              | INFORMATIONAL WRITER II  | 419- 565        | 439- 592                   |
| 8676                              | INFORMATIONAL WRITER I   | 350- 439        | 382- 482                   |
| 8690                              | PROOFREADER  | 335- 400        |                            |
| 8693                              | JUNIOR REPORTER  | 200- 256        |                            |
| 9- CLERICAL AND OFFICE SERVICE    |  |                 |                            |
| 90- CLERICAL AND OFFICE GROUP     |  |                 |                            |
| 9004                              | ADMINISTRATIVE ASSISTANT                                       | 482- 620        | 482- 650                   |
| 9005                              | OFFICE SUPERVISOR  | 400- 482        | 419- 539                   |
| 9012                              | ADMINISTRATIVE SECRETARY                                       | 400- 514        | 419- 539                   |
| 9013                              | SENIOR SECRETARY   | 350- 439        | 366- 460                   |
| 9014                              | SECRETARY  | 305- 382        | 319- 400                   |
| 9020                              | SENIOR CLERK-TYPIST  | 305- 382        | 319- 400                   |
| 9021                              | CLERK-TYPIST   | 267- 319        | 279- 335                   |
| 9029                              | SENIOR ADMINISTRATIVE CLERK                                    | 382- 482        | 400- 514                   |
| 9030                              | ADMINISTRATIVE CLERK   | 335- 419        | 350- 460                   |
| 9031                              | SENIOR CLERK   | 292- 366        | 305- 382                   |
| 9032                              | CLERK  | 256- 305        | 267- 319                   |
| 9042                              | CHIEF SWITCHBOARD OPERATOR                                     | 279- 350        | 305- 382                   |

TABLE NO. I

1967-1968  
EFFECTIVE 9-1-67

| CODE NO. |                                     | MONTHLY<br>RATE | REVISED<br>MONTHLY<br>RATE |
|----------|-------------------------------------|-----------------|----------------------------|
| 9043     | SWITCHBOARD OPERATOR                | \$267- 319      | \$ 292- 350                |
| 9060     | PHOTOGRAPHIC DUPLICATION SUPERVISOR | 350- 460        | 382- 482                   |
| 9063     | PHOTOSTAT OPERATOR                  | 256- 319        | 267- 335                   |
| 9075     | CLERICAL ASSISTANT                  | 200- 256        |                            |

A - CLASS ADDED  
T - TITLE CHANGED

## UNIVERSITY PERSONNEL PAY PLAN

1967-68

TABLE II - Basic Rate Schedule for Classified Positions

| RATES       |        |         |               | RATES       |         |         |               |
|-------------|--------|---------|---------------|-------------|---------|---------|---------------|
| Salary Step | Hourly | Monthly | Twelve Months | Salary Step | Hourly  | Monthly | Twelve Months |
| 1           | \$ .75 | \$ 128  | \$ 1536       | 28          | \$ 2.65 | \$ 460  | \$ 5520       |
| 2           | .80    | 135     | 1620          | 29          | 2.80    | 482     | 5784          |
| 3           | .80    | 142     | 1704          | 30          | 2.95    | 514     | 6168          |
| 4           | .85    | 149     | 1788          | 31          | 3.10    | 539     | 6468          |
| 5           | .90    | 156     | 1872          | 32          | 3.25    | 565     | 6780          |
| 6           | .95    | 164     | 1968          | 33          | 3.40    | 592     | 7104          |
| 7           | 1.00   | 172     | 2064          | 34          | 3.55    | 620     | 7440          |
| 8           | 1.05   | 181     | 2172          | 35          | 3.75    | 650     | 7800          |
| 9           | 1.10   | 190     | 2280          | 36          | 3.90    | 680     | 8160          |
| 10          | 1.15   | 200     | 2400          | 37          | 4.10    | 710     | 8520          |
| 11          | 1.25   | 215     | 2580          | 38          | 4.25    | 740     | 8880          |
| 12          | 1.30   | 225     | 2700          | 39          | 4.45    | 770     | 9240          |
| 13          | 1.35   | 235     | 2820          | 40          | 4.60    | 800     | 9600          |
| 14          | 1.40   | 245     | 2940          | 41          | 4.80    | 835     | 10,020        |
| 15          | 1.50   | 256     | 3072          | 42          | 5.00    | 870     | 10,440        |
| 16          | 1.55   | 267     | 3204          | 43          | 5.25    | 910     | 10,920        |
| 17          | 1.60   | 279     | 3348          | 44          | 5.50    | 950     | 11,400        |
| 18          | 1.70   | 292     | 3504          | 45          | 5.80    | 1000    | 12,000        |
| 19          | 1.75   | 305     | 3660          | 46          | 6.05    | 1050    | 12,600        |
| 20          | 1.85   | 319     | 3828          | 47          | 6.35    | 1100    | 13,200        |
| 21          | 1.95   | 335     | 4020          | 48          | 6.65    | 1150    | 13,800        |
| 22          | 2.00   | 350     | 4200          | 49          | 6.90    | 1200    | 14,400        |
| 23          | 2.10   | 366     | 4392          | 50          | 7.20    | 1250    | 15,000        |
| 24          | 2.20   | 382     | 4584          | 51          | 7.65    | 1325    | 15,900        |
| 25          | 2.30   | 400     | 4800          | 52          | 8.10    | 1400    | 16,800        |
| 26          | 2.40   | 419     | 5028          | 53          | 8.50    | 1475    | 17,700        |
| 27          | 2.55   | 439     | 5268          | 54          | 8.95    | 1550    | 18,600        |



4. Minutes of the Board of Directors of TSP, Inc. (27-M-66). --  
The minutes of the meeting of the Board of Directors of Texas Student Publications, Inc., held on May 16, 1967, were approved and thereby approval was granted to the following in the minutes which require Regental approval:
  - a. A contract with the Marvin D. Evans Company of Fort Worth for the printing of the 1967-68 Student Directory at a cost of \$9,930 for 13,000 directories.
  - b. The purchase of a three-total Monroe posting machine and a cash register for the TSP business office at a cost of about \$3,000, funds to come from Unappropriated Income to the Equipment Account in the General Overhead section.
  - c. Appointment of Carolyn Nichols as Managing Editor of The Summer Texan at a salary rate of \$160 per month for three months.
  - d. Appointment of Brooks Peterson as Editor of The Texas Ranger Magazine for the school year 1967-68 at a salary to be approved later under the 1967-68 budgets.
5. U. T. Austin: Award of Contract to Thomas Brothers Construction Company for Elevator Hoistway for Taylor Hall (28-M-66). -- A contract was awarded to the low bidder, Thomas Brothers Construction Company, Austin, Texas, in the amount of \$13,540.00 for the elevator hoistway for Taylor Hall at The University of Texas at Austin.
6. U. T. Austin: Award of Contracts to Abel Contract Furniture and Equipment Company, Inc., and Besco, Inc. for Furniture and Furnishings for the Collections Deposit Library and Reduction of the Contingency Allowance (29-M-66). -- The Contingency Allowance in Base Proposal "A" for furniture and furnishings for the Collections Deposit Library at The University of Texas at Austin was reduced from \$2,000 to \$600. On the basis of this reduction of the Contingency Allowance a contract was awarded for the furniture and furnishings to Abel Contract Furniture and Equipment Company, Inc., Austin, Texas, in the amount of \$14,694.28.

A contract was awarded for the bookstacks, Base Proposal "B", to the low bidder, Besco, Inc., Dallas, Texas, in the amount of \$1,855.50.

7. Amendments to the 1966-67 Budgets (U. T. Austin, Galveston Medical Branch, Dallas Medical School, Anderson Hospital, and GSBS) (14-B-66). -- The amendments to the 1966-67 Budgets as set out below were approved:

THE UNIVERSITY OF TEXAS AT AUSTIN  
AMENDMENTS TO 1966-67 BUDGET  
Source of Funds - Departmental Appropriations  
(Unless Otherwise Specified)

| Item No. | Explanation  | Present Status  | Proposed Status   | Effective Dates |
|----------|--|---|---|-----------------|
| 132.     | John G. Jones<br>Testing and Counseling<br>Center  | Psychologist III  | Psychologist III  |                 |
|          | Salary Rate  | \$ 9,240  | \$11,400  | 6/1/67          |
| 133.     | Manoug N. Manougian<br>Mathematics   | Teaching Associate  | Teaching Associate  |                 |
|          | Academic Rate  | \$ 5,000  | \$ 7,000  | 6/1 - 7/18      |
|          | Source of Funds:<br>NSF Contract -<br>Summer Program<br>for Talented High<br>School Students |   |   |                 |
| 134.     | Fletcher M. Pool<br>Curriculum and In-<br>struction  | Teaching Associate  | Teaching Associate  |                 |
|          | Academic Rate  | \$ 6,000  | \$ 7,400  | 6/1 - 8/9       |
|          | Source of Funds:<br>NDEA Institute<br>in English for<br>Speakers of Other<br>Languages       |   |   |                 |
| 135.     | Bennett R. Peabody<br>Defense Research<br>Laboratory   | Research Scientist<br>Associate II                        | Research Scientist<br>Associate II                            |                 |
|          | Salary Rate  | \$ 7,440  | \$ 8,520  | 6/1/67          |
|          | Source of Funds:<br>Government Con-<br>tract Funds   |   |   |                 |
| 136.     | Extension Teaching and<br>Field Service Bureau<br>Transfer of Funds                          | From: Unappropri-<br>ated Balance via<br>Estimated Income | To: Extension<br>Classes and Con-<br>sultant Service \$42,740 |                 |

|      |   |  |   |                 |     |
|------|---|--|---|-----------------|-----|
|      |   |  | Maintenance, Oper-<br>ation, and Equip-<br>ment | <u>5,000</u>    |     |
|      | Amount of Transfer                        | \$47,740   |   | <u>\$47,740</u> | --- |
| 137. | Unallocated Accounts<br>Transfer of Funds | From: Unappropri-<br>ated Balance -<br>General Funds | To: Unallocated<br>Maintenance and<br>Operation | \$25,000        |     |
|      | Amount of Transfer                        | \$35,000   | Unallocated<br>Salaries                         | <u>10,000</u>   |     |
|      |   |  |   | <u>\$35,000</u> | --- |

THE UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON  
AMENDMENT TO 1966-67 BUDGET  
Source of Funds - Departmental Appropriations  
(Unless Otherwise Specified)

| Item<br>No. | Explanation                       | Present Status | Proposed Status | Effective<br>Dates |
|-------------|-----------------------------------|----------------|-----------------|--------------------|
| 19.         | Larry H. H. Lherisson<br>Pharmacy | Pharmacist     | Pharmacist      |                    |
|             | Salary Rate                       | \$ 7,800       | \$ 8,880        | 6/1/67             |

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL AT DALLAS  
AMENDMENT TO 1966-67 BUDGET  
Source of Funds - Departmental Appropriations  
(Unless Otherwise Specified)

| Item<br>No. | Explanation  | Present Status | Proposed Status | Effective<br>Dates |
|-------------|--|----------------|-----------------|--------------------|
| 30.         | Lee Alan Bricker<br>Internal Medicine                                  | Fellow         | Fellow          |                    |
|             | Salary Rate  | \$ 9,100       | \$10,100        | 7/1/67             |
|             | Source of Funds:<br>U.S.P.H.S. Grant                                   |                |                 |                    |
| 31.         | Martin G. White<br>Internal Medicine                                   | Fellow         | Fellow          |                    |
|             | Salary Rate  | \$ 7,500       | \$ 8,750        | 6/1/67             |
|             | Source of Funds:<br>Departmental Sal-<br>aries and U.S.P.H.S.<br>Grant |                |                 |                    |

| <u>Item No.</u> | <u>Explanation</u>   | <u>Present Status</u> | <u>Proposed Status</u> | <u>Effective Dates</u> |
|-----------------|--|-----------------------|------------------------|------------------------|
| 32.             | John C. Riley, III<br>Radiology                              | Fellow                | Fellow                 |                        |
|                 | Salary Rate  | \$ 1,500              | \$ 3,600               | 7/1/67                 |
|                 | Source of Funds:<br>Southwestern<br>Medical Foundation       |                       |                        |                        |
| 33.             | William J. Rea<br>Surgery                                    | Fellow                | Fellow                 |                        |
|                 | Salary Rate  | \$ 1,800              | \$ 3,600               | 7/1/67                 |
|                 | Source of Funds:<br>AMA Education and<br>Research Foundation |                       |                        |                        |
| 34.             | Jerome H. Herman<br>Internal Medicine                        | Fellow                | Fellow                 |                        |
|                 | Salary Rate  | \$ 7,500              | \$ 9,000               | 7/1/67                 |
|                 | Source of Funds:<br>U.S.P.H.S. Grant                         |                       |                        |                        |
| 35.             | Seth H. Lourie<br>Internal Medicine                          | Fellow                | Fellow                 |                        |
|                 | Salary Rate  | \$ 7,500              | \$ 8,500               | 7/1/67                 |
|                 | Source of Funds:<br>U.S.P.H.S. Grant                         |                       |                        |                        |
| 36.             | James W. Shorey<br>Internal Medicine                         | Fellow                | Fellow                 |                        |
|                 | Salary Rate  | \$ 8,000              | \$ 9,700               | 7/1/67                 |
|                 | Source of Funds:<br>U.S.P.H.S. Grant                         |                       |                        |                        |
| 37.             | Donald J. Ritt<br>Internal Medicine                          | Fellow                | Fellow                 |                        |
|                 | Salary Rate  | \$ 8,000              | \$10,300               | 7/1/67                 |
|                 | Source of Funds:<br>U.S.P.H.S. Grant                         |                       |                        |                        |
| 38.             | David A. Horwitz<br>Internal Medicine                        | Fellow                | Fellow                 |                        |
|                 | Salary Rate  | \$ 7,000              | \$ 8,700               | 7/1/67                 |
|                 | Source of Funds:<br>U.S.P.H.S. Grant                         |                       |                        |                        |

| <u>Item No.</u>   | <u>Explanation</u>   | <u>Present Status</u>                                | <u>Proposed Status</u>                               | <u>Effective Dates</u> |
|---|--|--|--|------------------------|
| 39.   | Jean D. Wilson<br>Internal Medicine                            | Associate Professor                                  | Associate Professor                                  |                        |
|   | Salary Rate  | \$18,000   | \$20,000   | 7/1/67                 |
|   | Source of Funds:<br>U.S.P.H.S. Career<br>Development Award     |  |  |                        |
| THE UNIVERSITY OF TEXAS M. D. ANDERSON HOSPITAL<br>AND TUMOR INSTITUTE AT HOUSTON<br>AMENDMENT TO 1966-67 BUDGET<br>Source of Funds - Departmental Appropriations<br>(Unless Otherwise Specified) |  |  |  |                        |
| 24.   | Shigemitsu Kamitsuna<br>Clinical Research<br>Center (Medicine) | Project Investigator                                 | Project Investigator                                 |                        |
|   | Salary Rate  | \$ 5,000   | \$ 6,000   | 7/1/67                 |
|   | Source of Funds:<br>NIH Grant                                  |  |  |                        |
| 25.   | Wataru W. Sutow<br>Developmental<br>Therapeutics               | Associate<br>Pediatrician;<br>Associate<br>Professor | Associate<br>Pediatrician;<br>Associate<br>Professor |                        |
|   | Salary Rate  | \$25,000   | \$27,000   | 6/1/67                 |
|   | Source of Funds:<br>NIH Grant and<br>Departmental<br>Salaries  |  |  |                        |
| 26.   | Cherry G. Lowry<br>Research Medical<br>Library                 | Assistant<br>Librarian I                             | Assistant<br>Librarian I                             |                        |
|   | Salary Rate  | \$ 6,780   | \$ 8,160   | 6/1/67                 |
| 27.   | Emerson S. Hawley<br>Biology                                   | Fellow   | Fellow   |                        |
|   | Salary Rate  | \$ 5,000   | \$ 6,000   | 7/1/67                 |
|   | Source of Funds:<br>NIH Grant                                  |  |  |                        |
| 28.   | Charles W. Haidle<br>Biology                                   | Fellow   | Fellow   |                        |
|   | Salary Rate  | \$ 6,000   | \$ 7,000   | 7/1/67                 |
|   | Source of Funds:<br>NIH Grant                                  |  |  |                        |

THE UNIVERSITY OF TEXAS GRADUATE SCHOOL  
 OF BIOMEDICAL SCIENCES AT HOUSTON  
 AMENDMENT TO 1966-67 BUDGET  
 Source of Funds - Departmental Appropriations  
 (Unless Otherwise Specified)

| Item<br>No. | Explanation                                    | Present Status                     | Proposed Status   | Effective<br>Dates |
|-------------|--|------------------------------------|---|--------------------|
| 1.          | Graduate Studies Division<br>Transfer of Funds | From:<br>Unappropriated<br>Surplus | To:<br>Educational and<br>General -<br>Maintenance and<br>Operation |                    |
|             | Amount of Transfer                             | \$ 9,000                           | \$ 9,000  | ---                |

**Academic and Developmental Affairs  
Committee**

ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE

Date: July 28, 1967

Time: To be designated in the Supplementary Agenda Material.

Place: To be designated in the Supplementary Agenda Material.

|   | <u>Page</u><br><u>A&amp;D</u> |
|---|-------------------------------|
| 1. U. T. Arlington: Request for Master's Degree Programs  | 2                             |
| 2. U. T. Arlington: Report on Status of New Degree Programs   | 2                             |
| 3. U. T. El Paso: Transfer of Department of Health and Physical Education from School of Science to School of Education | 3                             |
| 4. U. T. Austin: Appointment of Faculty Member to the Athletic Council  | 3                             |
| 5. U. T. Austin: Freshman Football Schedule for 1967  | 4                             |
| 6. U. T. Austin: Revision of Rules and Regulations Governing the E. D. Farmer International Scholarship Fund            | 5                             |



1. U. T. ARLINGTON: REQUEST FOR MASTER'S DEGREE PROGRAMS  
.-- Below is a Xerox copy of Chancellor Ransom's recommendation:

Chancellor Ransom and Vice-Chancellor Hackerman concur in the recommendation of the Graduate Assembly that the Board of Regents authorize the Administration to request the approval of the Coordinating Board for the establishment of the following Master's degree programs at The University of Texas at Arlington:

Master of Science in Accounting  
Master of Arts in Foreign Languages and Linguistics  
Master of Arts in Government

(Note: Chairman Erwin points out that this request is apparently doomed to disapproval by the Coordinating Board in view of Commissioner Williams' letter which is set out below and questions whether or not this request should be forwarded to the Coordinating Board under those circumstances.)

2. U. T. ARLINGTON: REPORT ON STATUS OF NEW DEGREE PROGRAMS.-- Below is a Xerox copy of a report from Chancellor Ransom:

The Board of Regents has approved the establishment of the Department of Art, Division of Architecture, Department of Music, and Department of Speech and Drama; and the awarding of Bachelor of Fine Arts in Art, Bachelor of Architecture, Bachelor of Music, and Bachelor of Arts, Undifferentiated, in Speech and Drama; and Master of Arts degree program in Biology, Master of Arts degree program in Chemistry, Master of Arts degree program in English, Master of Arts degree program in History, and Master of Business Administration program for The University of Texas at Arlington.

Requests for these programs have been forwarded to the Coordinating Board, and Chancellor Ransom and President Woolf have now been informed by Commissioner Williams that the Coordinating Board staff will recommend disapproval of these Arlington requests. The staff recommendations about the Arlington proposals contained in a letter of July 5, 1967 from Commissioner Williams to President Woolf are as follows:

- (1) In view of the fact that we have a study underway for Architectural Education needs in Texas, we will not recommend approval of your proposal to advance architecture at Arlington to divisional status and to offer a baccalaureate degree in Architecture.
- (2) For similar reasons, we will not recommend affirmative action on your proposal to establish Departments of Music, Art and Speech-Drama with degrees in these fields.
- (3) Until completion of our studies on Business Education in the State, we will not recommend approval for any of the several institutional requests before us for baccalaureate, masters, and doctors degrees in Business Administration.
- (4) We will not at this time recommend the addition of masters degrees in Biology, Chemistry, English, and History at Arlington. We propose to wait at least an additional year before authorizing further graduate developments at Arlington. By that time we should have a better grasp of what the State's plans will be for educational development in the Dallas-Fort Worth area; and you will have had an additional year to implement your graduate programs in social work, urban problems, and other fields.

3. U. T. EL PASO: TRANSFER OF DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION FROM SCHOOL OF SCIENCE TO SCHOOL OF EDUCATION.-- Below is a Xerox copy from the Chancellor's Office relating to a transfer of the Department of Health and Physical Education from the School of Science to the School of Education:

At the May 28, 1966 meeting of the Board of Regents, the School of Arts and Sciences was divided into four Schools. At that time the Department of Health and Physical Education was approved to be a department in the new School of Science.

The Dean of Science, the Dean of Education, and President Ray now agree that the Department of Health and Physical Education is properly a part of the School of Education and therefore recommend that the Board of Regents approve this administrative reclassification of the Department of Health and Physical Education from the School of Science to the School of Education. With the Board's approval, we will then request confirmation of this action by the Coordinating Board.

4. U. T. AUSTIN: APPOINTMENT OF FACULTY MEMBER TO THE ATHLETIC COUNCIL.-- Below is a Xerox copy of Chancellor Ransom's recommendation for a replacement for W. T. Guy on the Athletic Council:

Chancellor Ransom concurs in the recommendation of Vice-Chancellor Hackerman that James W. Reynolds; Professor of Curriculum and Instruction, be approved as a faculty member of the Athletic Council, replacing W. T. Guy.

The faculty members of the Athletic Council for the period September 1, 1967 through August 31, 1967 and the terms of their appointment will be:

| <u>Name</u>                 | <u>No. of years to serve</u> |
|-----------------------------|------------------------------|
| J. Neils Thompson, Chairman | At the pleasure of the Board |
| Orville Wyss                | 1                            |
| F. R. Hodge                 | 2                            |
| Charles A. Wright           | 3                            |
| James W. Reynolds           | 4                            |

5. U. T. AUSTIN: FRESHMAN FOOTBALL SCHEDULE FOR 1967.--  
Below is a Xerox copy of a recommendation from Chancellor  
Ransom:

Chancellor Ransom and Vice-Chancellor Hackerman concur in the recommen-  
dation of the Athletics Council that the 1967 freshman football schedule  
be approved, as set forth in the following memorandum of May 31, 1967:

May 31, 1967

Subject: Freshman Football Schedule for 1967

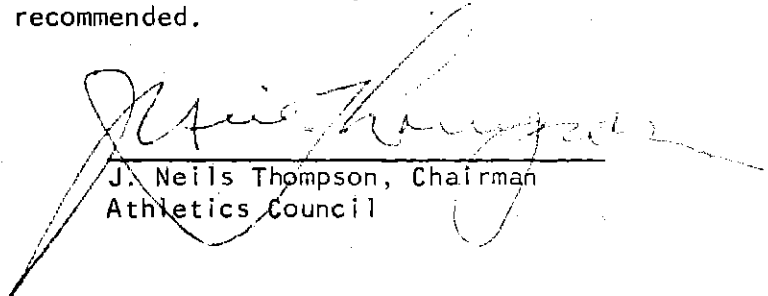
Reference: Telephone Vote of Athletics Council, May 30, 1967

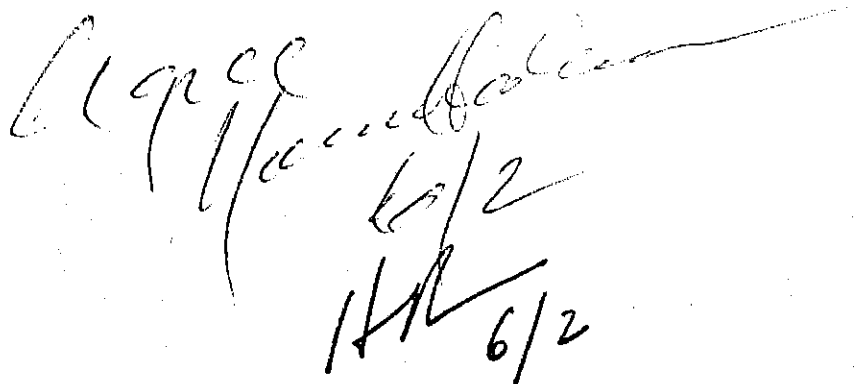
Athletics Director Royal recommended the 1967 freshman football schedule  
listed below:

|             |                     |           |
|-------------|---------------------|-----------|
| October 12  | Baylor at Waco      | 7:30 p.m. |
| October 27  | Rice at Austin      | 2:00 p.m. |
| November 3  | T.C.U. at Ft. Worth | 1:30 p.m. |
| November 10 | S.M.U. at Austin    | 2:00 p.m. |
| November 22 | A&M at San Antonio  | 2:00 p.m. |

By telephone vote the Athletics Council concurred in Athletics Director  
Royal's recommendation of the 1967 freshman football schedule and requests  
approval of this schedule by the Administration and Board of Regents.  
Your attention is called to the change in site of the A&M game, which  
Coach Royal and Coach Stallings have recommended.

  
Darrell Royal, Athletics Director

  
J. Neils Thompson, Chairman  
Athletics Council

  
6/2  
6/2

6. U. T. AUSTIN: REVISION OF RULES AND REGULATIONS GOVERNING THE E. D. FARMER INTERNATIONAL SCHOLARSHIP FUND.-- Below is a Xerox copy of Chancellor Ransom's recommendation:

Chancellor Ransom concurs in the recommendation of Vice-Chancellor Hackerman and University Attorney Waldrep that the Rules and Regulations of the Board of Regents of The University of Texas Governing the E. D. Farmer International Scholarship Fund be amended as set out below. Mr. Waldrep's letter of May 22 and memorandum of May 25 are included for your information.

Mr. Waldrep's letter of May 22:

May 22, 1967

BURNELL WALDREP  
UNIVERSITY ATTORNEY

W. R. LONG  
ASSISTANT UNIVERSITY ATTORNEY

Dr. Norman Hackerman  
Vice-Chancellor for Academic Affairs  
Main Building 102

Dear Dr. Hackerman:

There are attached for your consideration proposed changes in the rules and regulations of the Board of Regents of The University of Texas System relative to the control and management of the E. D. Farmer International Scholarship Fund. Presently, the University operates under the 1962 revision. It is hoped that the proposed 1967 revision of the rules and regulations will be accepted in order to make two necessary changes.

The first change is incorporated in Section 1, Part I, which states that the income is to be used "in support of research and study by students and faculty of The University of Texas at Austin in Mexico and in support of graduate or professional study and research at The University of Texas at Austin by students and faculty of Mexican universities."

The second change is in Section 2, Part II, which states that the Faculty Committee shall by majority vote "determine the policy best designed to realize the purpose of the Farmer Fund and administer the Fund in accordance with the authorization of the Chancellor and the Board of Regents of The University of Texas. Specifically the Committee shall (a) determine the manner of selecting the recipients of grants; . . ."

In the same section on page 4 of the proposed rules and regulations it is provided that "Applicants from The University of Texas must be of senior or graduate standing with a satisfactory academic record . . . ." Previously, this section required that all applicants from the State of Texas must have been born in Texas.

Dr. John P. Harrison, Director of the Institute of Latin American Studies, is the major author of the changes proposed, and Dr. Burdine, Dean of the College of Arts and Sciences, has carefully examined the proposed changes and has approved the same.

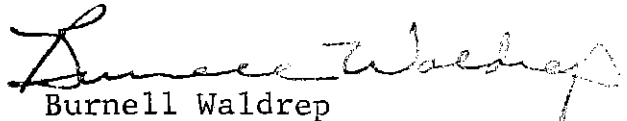
Mr. Chairman, below are suggested editorial changes to be incorporated in the minutes if this revision is approved:

1. 2nd line of title, add "System" between the words "Regents" and "Governing." A & D - 8
2. Page A&D-8, add "System" at the end of the first sentence of Section 2 of II Faculty Committee.
3. Page A&D-9, III. Farmer Scholarships, paragraph 1. Applications, in the last line "University" should be U. T. Austin or The University of Texas at Austin.

7-13-67

I believe this matter has also been presented to the Faculty Committee for adoption, and it is herewith submitted to you for your approval and that of the Board of Regents of The University of Texas System.

Sincerely yours

  
Burnell Waldrep

BW:tr  
Enc.

*OK*  
*5/25/67*

Memo dated May 25, 1967 from Mr. Waldrep:

BURNELL WALDREP  
UNIVERSITY ATTORNEY

May 25, 1967

W. R. LONG  
ASSISTANT UNIVERSITY ATTORNEY

MEMORANDUM

To: Dr. Norman Hackerman, Vice-Chancellor for Academic Affairs  
From: Burnell Waldrep, University Attorney  
Subject: E. D. Farmer Fellowship Fund

Chapter 25, page 59, Acts 41st Legislature, 1929, First Called Session, authorized the Board of Regents of The University of Texas to accept and hold in trust a gift from the Executor of the will of E. D. Farmer, deceased, for the purpose of establishing an international scholarship fund. The fund is administered by the Board of Regents of The University of Texas System. The income from the fund is used for the purpose of providing scholarships in The University of Texas to students from the Republic of Mexico and providing scholarships in the National University of Mexico to students of The University of Texas. All scholarships as may be provided shall be competitive and the awards made in a manner to be determined by the Executor of the will of E. D. Farmer, deceased.

The amount of money assessed as inheritance taxes against the estate was the amount paid directly to the Board of Regents, but liability for inheritance taxes to the State of Texas terminated.

In March 1959 Mr. George Beggs, Executor of the Estate, agreed to certain changes in the Committee's awarding of scholarships and stated that if further changes are necessary they may be made by the Board of Regents of The University of Texas upon recommendation of the Faculty Committee of the E. D. Farmer International Scholarship Fund and the President of The University of Texas.

In view of the discretionary powers delegated to the Board of Regents and the further delegation of powers by Mr. George Beggs, Executor, the Board of Regents has the authority to amend the rules and regulations of the E. D. Farmer Fellowship Fund, particularly in the area now under consideration by you.

Dr. Harrison and Dr. Burdine join with me in requesting your favorable consideration of the amended rules and regulations which already have the approval of the Faculty Committee of the E. D. Farmer International Scholarship Fund.

OK  
M  
5/29/67

Lawrence Washburn

BW:tr

(NOTE:

On Pages A - C are the present Rules and Regulations governing the E. D. Farmer International Scholarship Fund.

On Pages 8 - 10 are the proposed Rules and Regulations. Secretary Thedford has indicated in the margins those paragraphs in which there are changes other than editorial.)

Present

RULES AND REGULATIONS

OF THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS GOVERNING  
THE E. D. FARMER INTERNATIONAL SCHOLARSHIP FUND--1962 REVISION

I. THE FUND

The First Called Session of the Forty-first Legislature, May 23, 1929, created the "E. D. Farmer International Scholarship Fund" and directed that it should be held and administered by the Board of Regents of The University of Texas. These Rules and Regulations are applicable to it and the persons acting hereunder shall be subject to the direction of the Board and shall report to it annually and at such other times as it may require.

1. PURPOSE OF THE FUND. The main purpose for which this Fund was established is the building of added friendship and good will between the State of Texas and the Republic of Mexico. To this end, the income is to be used from year to year for the provision of scholarships, mainly in the National University of Mexico for students of The University of Texas and in The University of Texas for students from the Republic of Mexico.

2. PRINCIPAL INVESTMENT, INCOME, EXPENDITURE. The principal of the Fund shall be invested and reinvested in accordance with the regulations of the University applicable to the handling of trust funds. The income therefrom shall be used for the purposes specified in the Legislative Act and the scholarship stipends and other expenditures out of this income shall be paid by the Auditor in accordance with budgets recommended by the Faculty Committee and approved by the President and the Board of Regents, as provided in these Rules and Regulations.

II. THE FACULTY COMMITTEE

1. COMPOSITION OF COMMITTEE. The Faculty Committee shall be composed of the following members of the Faculty of The University of Texas:

The Dean of the College of Arts and Sciences, Chairman  
The Senior Professor of Spanish in the Department of Romance Languages  
The Dean of the Graduate School  
The Director of the Institute of Latin American Studies,  
Secretary

2. DUTIES OF COMMITTEE. The Faculty Committee shall, by majority vote, from time to time, (a) designate the number, stipends, and character of scholarships from Mexico and Texas, and the exchange instructorships, if any; (b) prepare and submit a budget to the President giving the stipends and awards to be paid and, also, an estimated maintenance account for necessary and reasonable expenses, said budget to be based upon the income estimate provided by the appropriate University official; (c) furnish, via its Secretary, the officially approved application blank, and any other necessary information, to the Committees of Award; and (d) attend to all other matters in connection with the administration of the scholarships and awards for which provision is not otherwise made.

In fixing the number of scholarships for any particular period, the Faculty Committee shall resolve any doubt in favor of Mexican scholarships, but normally seek to maintain practical equality between the scholarships from Mexico and Texas.



Proposed

RULES AND REGULATIONS

OF THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS GOVERNING  
THE E. D. FARMER INTERNATIONAL SCHOLARSHIP FUND--1967 REVISION

I. THE FUND

The First Called Session of the Forty-first Legislature, May 23, 1929, created the "E. D. Farmer International Scholarship Fund" and directed that it should be held and administered by the Board of Regents of The University of Texas. These Rules and Regulations are applicable to it and the persons acting hereunder shall be subject to the direction of the Board and shall report to it annually and at such other times as it may require.

1. PURPOSE OF THE FUND. The main purpose for which this Fund was established is the building of added friendship and good will between the State of Texas and the Republic of Mexico. To this end, the income is to be used from year to year in support of research and study by students and faculty of The University of Texas at Austin in Mexico and in support of graduate or professional study and research at The University of Texas at Austin by students and faculty of Mexican universities.

2. PRINCIPAL INVESTMENT, INCOME, EXPENDITURE. The principal of the Fund shall be invested and reinvested in accordance with the regulations of the University applicable to the handling of trust funds. The income therefrom shall be used for the purposes specified in the Legislative Act and the scholarship stipends and other expenditures out of this income shall be paid by the Auditor in accordance with budgets recommended by the Faculty Committee and approved by the Chancellor and Board of Regents, as provided in these Rules and Regulations.

II. THE FACULTY COMMITTEE

1. COMPOSITION OF COMMITTEE. The Faculty Committee shall be composed of the following members of the Faculty of The University of Texas at Austin:

The Dean of the College of Arts and Sciences, Chairman  
The Senior Professor of Spanish in the Department of Romance Languages  
The Dean of the Graduate School or his representative  
The Director of the Institute of Latin American Studies or his representative, Secretary

2. DUTIES OF FACULTY COMMITTEE. The Faculty Committee shall, by majority vote, determine the policy best designed to realize the purpose of the Farmer Fund and administer the Fund in accordance with the authorization of the Chancellor and the Board of Regents of The University of Texas. Specifically the Committee shall (a) determine the manner of selecting the recipients of grants; (b) designate the number, stipends, and character of scholarships from Mexico and Texas; (c) prepare and submit a budget to the Chancellor giving the stipends and awards to be paid and, also, an estimated maintenance account for necessary and reasonable expenses, said budget to be based upon the income estimate provided by the appropriate University official; and (d) attend to all other matters in connection with the administration of the scholarships and awards for which provision is not otherwise made.

In fixing the number of scholarships for any particular period, the Faculty Committee shall resolve any doubt in favor of Mexican scholarships, but normally shall seek to maintain practical equality between the scholarships from Mexico and Texas.

## Present

The Committee may, as to any phase of its plans or actions, invite and obtain the advice or aid of any person or persons at or near the seat of the National University of Mexico.

The application blanks, prepared or revised by the Secretary and approved by the Committee, shall be uniform and in clear accordance with these Rules.

The Committee may divide the scholarships from time to time into graduate and undergraduate scholarships.

The Faculty Committee should reserve a reasonable amount of the income each year to take care of imperative emergencies and charities among the appointees.

### III. FARMER SCHOLARSHIPS

1. APPLICATIONS. Requests for information and application blanks should be addressed to the Secretary of the Faculty Committee of the E. D. Farmer International Scholarship Fund, in care of the Director of the Institute of Latin American Studies, The University of Texas, Austin, Texas, or to the appropriate Committee of Award. Applications must be submitted on the official application blank and the instructions therein faithfully complied with by applicants. Application for admission to the University is a separate and additional requirement.

2. QUALIFICATIONS OF APPLICANTS. Applicants for awards may be of either sex. Selection shall be made without regard to political, religious, financial, or fraternal affiliations. The competition shall be on the basis of character, scholastic record, personality, and adequate use of the language of the country in which the study is to be pursued. Consideration will, of course, be given to facilities for study in the chosen field.

Applicants from the Republic of Mexico must have been born in Mexico. They must have completed satisfactorily the Preparatoria, or equivalent unit, in Mexico and must be able to meet the admission requirements of the particular college or school of The University of Texas to which admission is sought. Preference will be given to applicants who have been graduated from a Mexican University.

Applicants from the State of Texas must have been born in Texas. They must have completed satisfactorily at least two years of study in a reputable college or university, at least one year of which was at The University of Texas <sup>at Austin</sup> and they must be able to satisfy the admission requirements of the particular unit of the Mexican university to which admission is desired. Preference will be given to students who have been graduated from The University of Texas <sup>at Austin</sup>.

3. CONDITIONS OF APPOINTMENT. Scholarship appointments shall ordinarily be for one school session of nine months, but may be for a shorter period or for as long as twelve months. Applications for reappointment shall be considered along with those for first appointment. During their incumbency holders of Farmer Scholarships may not engage in any employment for pay. They may be dismissed for cause or otherwise disciplined, or rewarded, just as are other students. Stipends shall be paid in installments, for the convenience of the holder. Every appointee shall report his expenditures, study program, and general activities as specified by the Faculty Committee. Holders of Farmer fellowships shall be granted tuition scholarships.

Proposed

The Committee may, as to any phase of its plans or actions including the selection of Fellows, invite and obtain the advice or aid of Mexican university administrators, scholars or other qualified people.

The Faculty Committee shall reserve a reasonable amount of the income each year to take care of emergencies among the appointees.

III. FARMER SCHOLARSHIPS

1. APPLICATIONS. Requests for information and application blanks should be addressed to the Secretary of the Faculty Committee of the E. D. Farmer International Scholarship Fund, in care of the Director of the Institute of Latin American Studies, The University of Texas at Austin, or to the appropriate Committee of Award. Applications must be submitted on the official application blank and the instructions therein faithfully complied with by applicants. Application for admission to the University is a separate and additional requirement.

2. QUALIFICATIONS OF APPLICANTS. Applicants for awards may be of either sex. Selection shall be made without regard to political, religious, financial, or fraternal affiliations. The competition shall be on the basis of character, scholastic record, personality, and adequate use of the language of the country in which the study is to be pursued. Consideration will, of course, be given to facilities for study in the chosen field.

Applicants from the Republic of Mexico must have been born in Mexico and they must be able to meet the admission requirements of the particular college or school of The University of Texas at Austin to which admission is sought. Preference will be given to applicants who have graduated from a Mexican university.

Applicants from The University of Texas at Austin must be of senior or graduate standing with a satisfactory academic record and must be able to satisfy the admission requirements of the Mexican university to which admission is desired.

3. CONDITIONS OF APPOINTMENT. Scholarship appointments shall ordinarily be for one school session of nine months, but may be for a shorter period or for as long as twelve months. Applications for reappointment shall be considered along with those for initial appointment. During their incumbency holders of Farmer Scholarships may not engage in any employment for pay. They may be dismissed for cause or otherwise disciplined, or rewarded, just as are other students. Stipends shall be paid in installments, for the convenience of the Fellow. Every appointee shall report his expenditures, study program, and general activities as specified by the Faculty Committee. Holders of Farmer fellowships shall be granted tuition scholarships.

Present

IV. THE COMMITTEES OF AWARD

1. COMPOSITION OF COMMITTEES. The revision of the Committees of Award signed by Mr. George Beggs on March 18, 1959, and subsequently approved by the President and Board of Regents, with the substitution of the Director of the Institute of Latin American Studies for the official there named as the Secretary of the Texas Committee, is made a part of these "Rules and Regulations." These Committees are now as listed below.

The Committee of Award of Farmer Scholarships to students from the Republic of Mexico for study at The University of Texas: (1) The Secretary General of the National University of Mexico, Chairman; (2) The Director of Cultural Exchange at the National University of Mexico, Secretary; and (3) The Ambassador of the United States to Mexico, or his appointee.

*Handwritten initials: E. J. P.*

The Committee of Award of Farmer Scholarships to students from The University of Texas for study in Mexico: (1) the Dean of the Graduate School of The University of Texas, Chairman; (2) the Director of the Institute of Latin American Studies at The University of Texas, Secretary; (3) the Consul of the Republic of Mexico stationed at Austin, Texas; and (4) the Director of Loans and Scholarships (without vote).

2. DUTIES OF COMMITTEES OF AWARD. The Committees shall operate faithfully under these "Rules and Regulations" and the instructions printed on the application blank. Each Committee will seek to publicize Farmer Scholarships in the most effective ways available, will meet early after the final date for applications and will make a prompt certification, with application papers, to the Secretary of the Faculty Committee, who will send official notices to the Auditor and the successful applicants, and maintain permanent files.

V. EXCHANGE PROFESSORSHIPS

The founders of the Fund seem to have had in mind primarily, but not exclusively, the provision of scholarships for students. The possibility of exchange professorships was not ruled out but left to the "discretion" of the Faculty Committee after "due consideration to the propriety and the need of student awards."

VI. FUTURE CHANGES

Future changes in these Rules and Regulations may be made upon the recommendation of the Faculty Committee and the approval of the President and the Board of Regents.

Approved by the Board of Regents  
July, 1961  
June, 1962

Proposed

IV. FUTURE CHANGES

Future changes in these Rules and Regulations may be made upon the recommendation of the Faculty Committee and the approval of the Chancellor and the Board of Regents.

ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE

Supplementary Agenda

Date: July 28, 1967

Time: 9:15 a.m.

Place: Academic Room

No additional items have been submitted for the consideration of the Academic and Developmental Affairs Committee.

## **Buildings and Grounds Committee**

BUILDINGS AND GROUNDS COMMITTEE AND  
MEDICAL AFFAIRS COMMITTEE

Date: July 28, 1967

Time: To be designated in the Supplementary Agenda Material.

Place: To be designated in the Supplementary Agenda Material.

Page  
B & G  
& MED

ANDERSON HOSPITAL

1. Approval of Plans and Specifications for Clinical  
Radiotherapy Research Unit 2

SAN ANTONIO MEDICAL SCHOOL

2. Approval of Specifications for Office and Library  
Furniture 2
3. Approval of Inscription on Plaque for New Building 2
4. Approval of Rental of Space 3

GALVESTON HOSPITALS

5. Ratification of Approval of Plans and Specifications  
for Upgrading Air Conditioning in Operating Suite of John  
Sealy Hospital and Appointment of Committee to Award Contract 3

GALVESTON MEDICAL BRANCH

6. Approval of Rental of Space 3



THE UNIVERSITY OF TEXAS SYSTEM  
OFFICE OF THE DIRECTOR OF  
FACILITIES PLANNING AND CONSTRUCTION  
AUSTIN, TEXAS 78712

RECOMMENDATIONS TO THE  
REGENTS' BUILDINGS AND GROUNDS COMMITTEE AND  
MEDICAL AFFAIRS COMMITTEE

July 11, 1967

✓ 1. ANDERSON HOSPITAL - APPROVAL OF PLANS AND SPECIFICATIONS FOR CLINICAL RADIOTHERAPY RESEARCH UNIT.--At the Regents' Meeting held January 28, 1967, authorization was given for the firm of MacKie and Kamrath to prepare plans and specifications for the construction of a Clinical Radiotherapy Research Unit at The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston. These plans and specifications have now been completed and approved by Dr. R. Lee Clark, Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom, and it is recommended that they be approved by the Board, with authorization to the Director of Facilities Planning and Construction to advertise for bids to be presented to the Board or the Executive Committee for consideration at a later date.

*Handwritten:*  
Mackie  
Kamrath  
Approved

✓ 2. SAN ANTONIO MEDICAL SCHOOL - APPROVAL OF SPECIFICATIONS FOR OFFICE AND LIBRARY FURNITURE.--Specifications for Office and Library Furniture for The University of Texas Medical School at San Antonio have been prepared by the Office of Facilities Planning and Construction and have been approved by Dr. Pannill, Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom. It is recommended that they be approved by the Board, with authorization to the Director of the Office of Facilities Planning and Construction to advertise for bids to be presented to the Board or the Executive Committee for consideration at a later date.

*Handwritten:*  
Approved

✓ 3. SAN ANTONIO MEDICAL SCHOOL - APPROVAL OF INSCRIPTION ON PLAQUE FOR NEW BUILDING.--It is recommended that the inscription as set out below be approved for the plaque to be placed on the new building for The University of Texas Medical School at San Antonio. This inscription follows the standard pattern approved by the Board at the meeting held October 1, 1966.

*Handwritten:*  
Approved

1966

BOARD OF REGENTS

W. W. Heath, Chairman  
Frank C. Erwin, Jr., Vice-Chairman  
W. H. Bauer  
Walter P. Brenan  
H. Frank Connally, Jr., M. D.  
Frank N. Ikard  
Mrs. J. Lee Johnson III  
Jack S. Josey  
Rabbi Levi A. Olan

*Handwritten:* c.  
Harry H. Ransom, Chancellor  
The University of Texas System  
F. ~~Carter~~ Pannill, M. D., Dean  
The University of Texas Medical  
School at San Antonio

Brooks, Barr, Graeber, and White,  
Consulting Architects  
Phelps and Simmons and Associates  
and Bartlett Cocke and Associates,  
Associate Architects  
G. W. Mitchell and Sons,  
Contractor

✓ 4. SAN ANTONIO MEDICAL SCHOOL - APPROVAL OF RENTAL OF SPACE.--  
Pending completion of the new building for The University of Texas Medical School at San Antonio, space has been rented from Trinity University. Bids have been called for through the State Board of Control for space for the period beginning September 1, 1967, and one bid was received covering 6,180 square feet of space in the Library Building at Trinity University at a cost of \$0.30 per square foot per month. This is the same rate which is presently being paid, and it is recommended by Dr. Pannill, Comptroller Anderson, Vice-Chancellor Walker, and Chancellor Ransom that this bid be accepted and a lease agreement signed by Vice-Chancellor Walker after appropriate approvals as to content and legal form. Attention is called to the fact that the lease agreement will contain a thirty-day cancellation clause so that the lease can be cancelled whenever the new building is completed.

✓ 5. GALVESTON HOSPITALS - RATIFICATION OF APPROVAL OF PLANS AND SPECIFICATIONS FOR UPGRADING AIR CONDITIONING IN OPERATING SUITE OF JOHN SEALY HOSPITAL AND APPOINTMENT OF COMMITTEE TO AWARD CONTRACT.--  
At the Regents' Meeting held January 28, 1967, authorization was given for the preparation of plans and specifications by Ray S. Burns, Consulting Engineers, for the Upgrading of the Air Conditioning in the Operating Suite of John Sealy Hospital of The University of Texas Hospitals at Galveston, with further authority to the Director of the Office of Facilities Planning and Construction to approve these plans and specifications and advertise for bids. These actions have now been taken, and it is recommended by Dr. Truman G. Blocker, Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom that they be ratified by the Board. It is further recommended that a Committee, consisting of Chairman Erwin, Dr. Truman G. Blocker, Mr. V. E. Thompson, and Vice-Chancellor Walker, be appointed to award a contract for this project to the low bidder within the amount of money available for the project.

✓ 6. GALVESTON MEDICAL BRANCH - APPROVAL OF RENTAL OF SPACE.--A recommendation has been made by Dr. Spencer G. Thompson and concurred in by Dr. LeMaistre that space be rented for the Office of the Associate Coordinator of the Regional Medical Program at The University of Texas Medical Branch at Galveston. Approximately 450 square feet of space is needed, and this space is available in the Sealy-Smith Professional Building at their standard rate of \$0.35 per square foot per month. Funds for rental of the space are available in the planning grant for the Regional Medical Program of Texas. It is recommended by Vice-Chancellor Walker and Chancellor Ransom that this space be rented effective immediately and that a lease agreement be signed by Vice-Chancellor Walker after appropriate approvals as to content and legal form.

*Sp. Thompson is in that program*

BUILDINGS AND GROUNDS COMMITTEE

Date: July 28, 1967

Time: To be designated in the Supplementary Agenda Material.

Place: To be designated in the Supplementary Agenda Material.

Page  
B & G

U. T. SYSTEM

1. Resolution Re Signature on Behalf of The University of Texas System in Connection with Federal Grants 2

2. Approval of Final Plans and Specifications for Office Building in Midland, Texas 2

U. T. AUSTIN

3. Approval of Specifications for Furniture and Furnishings for Biological Sciences Building 2

4. Acceptance of Grant for Physics-Mathematics-Astronomy Building 2

5. Approval of Leasing of Space for Linguistics Research Center 3

U. T. EL PASO

6. Ratification of Award of Contracts for Furniture and Furnishings for Physical Science Building 3

7. Approval of Final Plans and Specifications for Addition to Student Union Building 4

U. T. ARLINGTON

8. Appointment of Engineers for Preparation of Plans and Specifications for Repair and Standardization of Primary Electrical Distribution System and a New Boiler 4

9. Approval of Naming of Certain Buildings 4



5. U. T. AUSTIN - APPROVAL OF LEASING OF SPACE FOR LINGUISTICS RESEARCH CENTER.--Since September 1, 1962, the Linguistics Research Center at The University of Texas at Austin has been leasing space off the Campus for its program, the entire rental being paid by a National Science Foundation grant. Bids for space for a two-year period from September 1, 1967, through August 31, 1969, have been called for through the State Board of Control, and one bid was received from the Texas Public Employees Association covering the space now occupied by the Center, 4,793 square feet in the TPEA Building at \$1,137.50 per month, the rate presently being paid. It is recommended by Comptroller Anderson, Vice-Chancellor Walker, and Chancellor Ransom that this bid be accepted and that a lease agreement be signed by Vice-Chancellor Walker, after appropriate approvals as to content and legal form.

6. U. T. EL PASO - RATIFICATION OF AWARD OF CONTRACTS FOR FURNITURE AND FURNISHINGS FOR PHYSICAL SCIENCE BUILDING.--In accordance with authorization of the Executive Committee, ratified by the Board at the meeting held June 17, 1967, bids for Furniture and Furnishings for the Physical Science Building at The University of Texas at El Paso were called for and were received and opened and tabulated on June 29, 1967, as shown below.

| Bidder  | Base Proposal "A" | Base Proposal "B" | Alt. No. 1 Deduct |
|---|-------------------|-------------------|-------------------|
| Abel Contract Furniture & Equipment Co., Inc.,<br>Austin, Texas | \$28,574.24       | No Bid            | --                |
| American Seating Company of Texas,<br>Dallas, Texas             | --                | \$48,449.80       | \$5,265.00        |
| Besco, Inc.,<br>Dallas, Texas                                   | 28,772.62         | No Bid            | No Bid            |
| Dallas Office Supply Company, Dallas,<br>Texas                  | 27,504.88         | No Bid            | --                |
| Oklahoma Seating Company, Oklahoma<br>City, Oklahoma            | No Bid            | 52,570.78         | 6,261.00          |

All bidders submitted with their bids a bidder's bond in the amount of 5% of the total amount bid except Oklahoma Seating Company, whose bid was not a valid bid since no bidder's bond, certified or cashier's check was submitted.

The Special Committee appointed by the Board at this same meeting has made contract awards to the low bidders, as follows:

|   |                 |                    |
|---|-----------------|--------------------|
| Base Proposal "A"                                   |                 |                    |
| Dallas Office Supply Company<br>Dallas, Texas       |                 | \$27,504.88        |
| Base Proposal "B"                                   |                 |                    |
| American Seating Company<br>of Texas, Dallas, Texas | \$48,449.80     |                    |
| Less deductive Alternate<br>No. 1                   | <u>5,265.00</u> |                    |
|   |                 | <u>43,184.80</u>   |
| Total Contract Awards                               |                 | <u>\$70,689.68</u> |

These contract awards are within the amount of \$90,000.00 allocated for this purpose. It is recommended that the Board approve the action taken by the Special Committee as outlined above.

8/18/67  
9PM  
for contract

7. U. T. EL PASO - APPROVAL OF FINAL PLANS AND SPECIFICATIONS FOR ADDITION TO STUDENT UNION BUILDING.--In accordance with authorization given by the Board at the meeting held January 28, 1967, working drawings and specifications for the Addition to the Student Union Building at The University of Texas at El Paso have been prepared by Garland and Hilles, Associate Architects for the project. These final plans and specifications have been approved by Dr. Ray, Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom, and it is recommended that they be approved by the Board, with authorization to the Director of the Office of Facilities Planning and Construction to advertise for bids when the financing for this project has been completed, these bids to be presented to the Board or the Executive Committee for consideration at a later date.

10/18/67  
Building Committee  
with final plans  
for contract

8. U. T. ARLINGTON - APPOINTMENT OF ENGINEERS FOR PREPARATION OF PLANS AND SPECIFICATIONS FOR REPAIR AND STANDARDIZATION OF PRIMARY ELECTRICAL DISTRIBUTION SYSTEM AND A NEW BOILER.--The 60th Legislature made appropriations for major improvement and repair projects for 1967-68 for The University of Texas at Arlington, as follows:

- |   |              |
|---|--------------|
| A. Repair and standardization of primary electrical distribution system | \$132,485.00 |
| B. Other repairs and rehabilitation                                     | 100,000.00   |

Project A is to change the primary voltage on the primary distribution system to conform with that in the newer part of the campus and to replace the overhead system with an underground system. Project B is to replace two old boilers in the central heating and cooling plant with one new larger capacity boiler. It is desirable to start the preparation of the plans and specifications for these two projects as soon as possible, and it is, therefore, recommended by President Woolf, Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom that the firm of Cowan, Love, and Jackson, Inc., Fort Worth, Texas, be appointed effective September 1, 1967, to prepare these plans and specifications to be presented to the Board for approval at a later date.

These projects are subject to the approval of the Coordinating Board, such approval to be obtained before expenditure of any funds. (Note: Chairman Erwin questions whether this statement is correct in view of the fact that these were specific authorizations by the Legislature.)

9. U. T. ARLINGTON - APPROVAL OF NAMING OF CERTAIN BUILDINGS.--Recommendations have been received from Dr. Woolf, reading as follows:

"It is thought desirable to name a number of buildings at The University of Texas at Arlington. This stems from the nearness of completion date of several buildings, from the planning of new buildings which have the same functional name as existing buildings (i. e., new administration and old administration buildings), and a desire to properly recognize men who were significant in the early history of the institution. We feel that the latter point is especially significant since in 1969-70 the school will be celebrating its 75th year.

"Accordingly, all of the faculty and staff were invited to nominate names to the Building Committee. The Building Committee has made the following recommendations in which I concur: (Note: All persons have been deceased at least five years.)"

| Building  | Name              |
|---|-------------------|
| "Mathematics and Language<br>Office Building                          | Hammond Hall      |
| Mathematics and Language<br>Classroom Building                        | Trimble Hall      |
| Faculty Office Building   | Carlisle Hall     |
| Old Administration Building   | W. A. Ransom Hall |
| Classroom Building (This is<br>\$3,000,000 building being<br>planned) | University Hall   |
| Auditorium  | Texas Hall        |
| New Administration Building   | E. E. Davis Hall  |
| Men's Dormitory (Davis Hall)  | Brazos House"     |

These recommendations are concurred in by Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom, and it is recommended that they be approved by the Board.

SUPPLEMENTARY AGENDA  
BUILDINGS AND GROUNDS COMMITTEE

Date: July 28, 1967

Time: 10:15 a.m.

Place: Academic Room

Page  
B & G

Continuation of Items Relating to Medical Installations

ANDERSON HOSPITAL

7. Name of Portion of Building "Gimbel Building"  
and Approval of Inscriptions on Plaques Therefor 5

Continuation of Items Other Than Medical Installations

U. T. SYSTEM

10. Approval of Lease of Office Space for  
University Lands, Surface Leasing and Oilfield  
Supervision and University Lands, Geology, in  
Midland, Texas 6

11. Approval of Appropriation for Expansion  
and Remodeling for Office of Facilities Planning  
and Construction 6

U. T. ARLINGTON

12. Appointment of Consultants 7

U. T. AUSTIN

13. Approval of Leasing of Space for Child  
Development Evaluation and Research Center 7

14. Additional Appropriation to East Mall 8

15. Stratford Drive Extension 8

16. Approval of Revised Exterior Design of  
Music Building No. 2 8

U. T. EL PASO

17. Approval of Master Plan 8

18. Appointment of Engineers for Remodeling  
of Existing Buildings 8

19. Approval of Leasing of County Coliseum  
for Basketball Games 9

20. Addition to Cotton Trust Budget 9



THE UNIVERSITY OF TEXAS  
OFFICE OF THE DIRECTOR OF  
FACILITIES PLANNING AND CONSTRUCTION  
AUSTIN, TEXAS 78712

SUPPLEMENT TO  
RECOMMENDATIONS TO THE  
REGENTS' BUILDINGS AND GROUNDS COMMITTEE

July 14, 1967

✓ 7. ANDERSON HOSPITAL: NAME OF PORTION OF BUILDING  
"GIMBEL BUILDING" AND APPROVAL OF INSCRIPTIONS ON PLAQUES  
THEREFOR.--It is recommended that the Basement, the Ground  
Floor, and Floors 1 through 5 of the North Wing of the Anderson  
Hospital be named the Gimbel Building and that the inscription as  
set out below be approved for one of the plaques to be placed in the  
lobby of the Gimbel Building at The University of Texas M. D. Anderson  
Hospital and Tumor Institute at Houston. This inscription follows  
the standard pattern approved by the Board at the meeting held  
October 1, 1966:

GIMBEL BUILDING

1964

BOARD OF REGENTS

W. W. Heath, Chairman  
A. G. McNeese, Jr., Vice-Chairman  
Walter P. Brenan  
H. F. Connally, Jr., M. D.  
Frank C. Erwin, Jr.  
Mrs. J. Lee Johnson III  
Wales H. Madden, Jr.  
Rabbi Levi A. Olan  
John S. Redditt

Harry H. Ransom, Chancellor  
The University of Texas System  
R. Lee Clark, M. D., Director  
The University of Texas M. D.  
Anderson Hospital and Tumor  
Institute at Houston

Jessen, Jessen, Millhouse,  
Greeven, and Crume, Consulting  
Architects  
MacKie and Kamrath, Associate  
Architects  
Manhattan Construction Company  
of Texas, Contractor

As a part of the agreement in the award of the Gimbel Estate to  
Anderson Hospital, it was agreed that a plaque indicating the dedication  
of the Building in the memory of Louis and Amelia Gimbel by the donor,  
Mr. Mose A. Gimbel, would be placed in the lobby of the building. It  
is recommended by Dr. Clark, Mr. V. E. Thompson, Vice-Chancellor Walker,  
and Chancellor Ransom that the inscription as outlined below be approved  
for this second plaque to be placed in the lobby of the Gimbel Building.

THE UNIVERSITY OF TEXAS

M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE

GIMBEL BUILDING

1967

Dedicated in the Memory of  
Louis and Amelia Gimbel

By Their Son, Mose A. Gimbel

THE UNIVERSITY OF TEXAS  
OFFICE OF THE DIRECTOR OF  
FACILITIES PLANNING AND CONSTRUCTION  
AUSTIN, TEXAS 78712

SUPPLEMENT TO RECOMMENDATIONS TO  
REGENTS' BUILDINGS AND GROUNDS COMMITTEE

July 14, 1967

10. U. T. SYSTEM - APPROVAL OF LEASE OF OFFICE SPACE FOR UNIVERSITY LANDS, SURFACE LEASING AND OILFIELD SUPERVISION AND UNIVERSITY LANDS, GEOLOGY, IN MIDLAND, TEXAS.--Bids were called for through the State Board of Control for lease of office space for the University Lands Offices in Midland for the period beginning September 1, 1967. Bids were received for space in the Oil and Gas Building, 105 West Wall Street, Midland, Texas, as set out below:

Office of University Lands, Surface Leasing and Oilfield Supervision - 682.6 square feet of space at a monthly rental of \$136.52 (This is the same rental rate as this year's lease).

Office of University Lands, Geology - 2,630 square feet of space at a monthly rental of \$657.50 (This year's lease carried a monthly rental of \$685.91 for the same space).

It is recommended by Comptroller Anderson, Vice-Chancellor Walker, and Chancellor Ransom, which recommendation is concurred in by Mr. Floyd Shelton, that these bids be accepted and that the lease agreements as prepared by the State Board of Control be signed by Vice-Chancellor Walker after appropriate approvals as to content and legal form.

Attention is called to the fact that the lease agreements will be drawn up with a thirty-day cancellation clause in order that they may be cancelled whenever the building to be constructed for these offices has been completed.

11. U. T. SYSTEM - APPROVAL OF APPROPRIATION FOR EXPANSION AND REMODELING FOR OFFICE OF FACILITIES PLANNING AND CONSTRUCTION.--With the action taken by the Board at the meeting held June 17, 1967, whereby the Office of Facilities Planning and Construction will now perform a large part of the work formerly performed by the Consulting Architects, it will be necessary to increase the staff of the office by adding three or four additional Architects, one additional Engineer, and one additional Secretary. In view of the number of new buildings soon to be completed and occupied, it is also necessary to add an additional specification writer for Furniture and Furnishings specifications for these new buildings. At the time this office first occupied the present space, there was a total staff working directly in the office of ten people, which has now increased to fourteen, and the current office space is not adequate for the present staff. It will not be possible even to provide the office space needed for any new employees in the quarters now occupied.

It is recommended by Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom that an appropriation not to exceed \$75,000.00 be made from the Unappropriated Balance of the Available University Fund

for the purpose of enlarging and remodeling the building at 26th and Guadalupe Streets, formerly the restaurant known as "The Grotto," which is in process of being acquired by The University of Texas System. To provide the required square footage, it will be necessary to add approximately 2,500 gross square feet to the existing building, which will provide approximately 7,000 net square feet of space. It is necessary to have a conference room for construction conferences, bid openings, etc., and a room for plan files, since this office is the repository of plans and specifications for buildings for the U. T. System. It is also desirable to have one large separate drafting room for use by all the Architects and Engineers in the office, as well as certain individual office space. Also, partitions, additional lighting, and specialized furniture and equipment will have to be provided. It is further recommended that the Office of Facilities Planning and Construction be authorized to prepare the plans and specifications for this remodeling and to advertise for bids, to be presented to the Board or the Executive Committee for consideration at a later date.

The quarters now occupied by the Office of Facilities Planning and Construction will be used by the Dean of the College of Engineering at The University of Texas at Austin after this office is moved.

12. U. T. ARLINGTON - APPOINTMENT OF CONSULTANTS.--With the construction of several new buildings already under way at The University of Texas at Arlington and others to be constructed in the near future, there must be some relocation of parking lots, rerouting of streets around the campus core, construction of access streets to the campus, and construction of interior surface areas for delivery of supplies, maintenance vehicles, security vehicles, and emergency vehicles. Also, with the contemplated closing of Second Street, Yates Street, and a portion of College Street on the north part of the campus core because of construction to be performed, certain street, lighting, and sidewalk improvements will be needed. In order to properly plan for all these various reroutings, improvements, etc., it is recommended by President Woolf, Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom that the firm of Schrickel, Rollins, and Associates of Arlington, Texas, be employed as Consultants for this work. It is further recommended that the sum of \$16,500.00 be appropriated from Account No. 85-9799-5000 - Arlington State College - Reserve for Architects' Fees and Miscellaneous Construction. It is understood that the firm will be reimbursed on an hourly charge of two and one-half times payroll rates, which will be set out in the agreement with the firm; it is further understood that the amount paid the firm will not exceed the \$16,500.00 appropriated above.

13. U. T. AUSTIN - APPROVAL OF LEASING OF SPACE FOR CHILD DEVELOPMENT EVALUATION AND RESEARCH CENTER.--The Child Development Evaluation and Research Center at The University of Texas at Austin now occupies approximately 2,125 square feet of rented space at 1709 San Antonio Street, Austin, Texas, with the rental being paid from funds under a contract with the Office of Economic Opportunity. The present lease and contract both expire August 31, 1967, but a contract with the Office of Economic Opportunity is presently in process of being signed, which provides rental funds through August 31, 1968. The lessor for the space now occupied by the Center, Stanley Hickman Company, has agreed to renew the present lease for the period from September 1, 1967, through August 31, 1968, at the same monthly rental rate of \$415.00 now being paid.

It is, therefore, recommended by Mr. J. H. Colvin, Comptroller Anderson, Vice-Chancellor Hackerman, Vice-Chancellor Walker, and Chancellor Ransom that this lease be extended for another year at the same rental rate, provided the contract with Office of Economic Opportunity is renewed.

It is further recommended that the lease agreement be signed by Vice-Chancellor Walker after appropriate approvals as to content and legal form.

14. U. T. AUSTIN - ADDITIONAL APPROPRIATION TO EAST MALL DEVELOPMENT.--It is desirable to extend the Utility Tunnel to the site for the Lyndon Baines Johnson Library and the East Campus Library and Research Center at the time the East Mall is under construction, as this action will result in a lower cost for this extension and will eliminate the continuing demolition of streets and sidewalks over an extended period of time, especially during the football and baseball seasons. It is, therefore, recommended by Mr. V. E. Thompson, Vice-Chancellor Hackerman, Vice-Chancellor Walker, and Chancellor Ransom that an appropriation of \$150,000.00 from Permanent University Fund Bond Proceeds to cover the cost of the extension of the Utility Tunnel be added to the East Mall Development at The University of Texas at Austin with authority to the Director of the Office of Facilities Planning and Construction to issue a change order or change orders to the contract for the East Mall Development to accomplish this extension. Sufficient funds are available in the Permanent University Fund Bond Proceeds Commitments Schedule to cover this additional appropriation.

15. U. T. AUSTIN - STRATFORD DRIVE EXTENSION.--At the Board meeting held June 17, 1967, the Board deferred action on the request made by the City of Austin for an easement for the extension of Stratford Drive and a water line through the Brackenridge Tract south of Lake Austin until an engineering study could be made to determine whether or not the proposed route was the best available. This study is in process at this time, and a report will be made at this meeting including the results of a study from Bryant-Curington, Inc., Consulting Engineers, on the matter.

16. U. T. AUSTIN - APPROVAL OF REVISED EXTERIOR DESIGN OF MUSIC BUILDING NO. 2.--At the Regents' Meeting held March 11, 1967, the preliminary plans and outline specifications for Music Building No. 2 at The University of Texas at Austin were approved and authorization given to the Associate Architect, Marmon and Mok, to proceed with the preparation of working drawings and specifications for the building. At the Regents' Meeting held June 17, 1967, the total estimated cost for the building was increased in order to take care of an increase in needed space which developed during the preparation of the plans and specifications. Further development of these plans has resulted in a change in the exterior design to effect the increase in space, and it is recommended by Mr. V. E. Thompson, Vice-Chancellor Hackerman, Vice-Chancellor Walker, and Chancellor Ransom that this revised exterior design be approved by the Board, with authorization to the Associate Architect, Marmon and Mok, to proceed with the preparation of working drawings and specifications on the basis of this revised design.

17. U. T. EL PASO - APPROVAL OF MASTER PLAN.--A Master Plan has been developed by Brooks, Barr, Graeber, and White for The University of Texas at El Paso and has been approved by Dr. Ray, Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom. It is recommended that it be approved by the Board in concept only, with individual buildings to be authorized by the Board, and with recommended changes in the plan to be brought back to the Board for approval.

18. U. T. EL PASO - APPOINTMENT OF ENGINEERS FOR REMODELING OF EXISTING BUILDINGS.--The 60th Legislature appropriated \$374,700.00 for the year 1967-68 for Rehabilitation and Remodeling (including Air Conditioning) of Certain Existing Buildings at The University of Texas at El Paso. In order that plans and specifications for this work can

be started as soon as possible, it is recommended by Dr. Ray, Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom that the firm of N. G. Coleman Engineers, El Paso, Texas, be appointed effective September 1, 1967, to prepare plans and specifications to be presented to the Board for approval at a later date.

The buildings to be remodeled with the appropriation referred to above were set out as follows in the Legislative Budget Board request:

Science Building (now Biology Building)  
Physics Building (now Old Main Building)  
Geology Building  
Education Building  
Kelly Hall

It is further recommended that \$150,000.00 be appropriated from the Unappropriated Balance of Auxiliary Enterprises at U. T. El Paso in order that remodeling, primarily air conditioning, utilities revisions, and painting can be performed in the following dormitories, insofar as funds will permit:

Worrell Hall  
Benedict Hall  
Hudspeth Hall

These projects are subject to the approval of the Coordinating Board, such approval to be obtained before expenditure of any funds.

19. U. T. EL PASO - APPROVAL OF LEASING OF COUNTY COLISEUM FOR BASKETBALL GAMES.--The Memorial Gymnasium at The University of Texas at El Paso is inadequate to take care of the spectators for the basketball games. Negotiations have been entered into with the County of El Paso for the use of the County Coliseum for the basketball games for U. T. El Paso for the next two school years, since this Coliseum seats 8,000 persons whereas the Memorial Gymnasium seats only 4,600. The County has agreed to lease the Coliseum to U. T. El Paso for a rental rate of \$100.00 a game, commencing in December, 1967, and terminating after the last game in March, 1969. Although the school will earn less money on the concessions since the basketball games concessions will now be handled by the Coliseum, it is believed there will be a total increase in the earnings on basketball games of about \$20,000.00 for a season.

It is recommended by President Ray, Vice-Chancellor Walker, and Chancellor Ransom that a lease agreement be entered into with the County of El Paso to lease the Coliseum for basketball games under the terms as set out above, with authority to Vice-Chancellor Walker to sign the lease agreement after appropriate approvals as to content and legal form.

20. U. T. EL PASO - ADDITION TO COTTON TRUST BUDGET.--In order to provide funds to pay for the installation of a 36-inch drain pipe under the new railroad embankment near Second Avenue to furnish drainage for Cotton Estate Lands west of the Franklin Canal at The University of Texas at El Paso, it is recommended by President Ray, Vice-Chancellor Walker, and Chancellor Ransom that the sum of \$1,750.00 be transferred from the Frank B. Cotton Trust Unappropriated Balance to Cotton Trust Expense. The installation of this drain pipe will be performed by one of the Chamizal Project contractors, which arrangement was negotiated with the International Boundary and Water Commission.

It is felt that the price of \$1,750.00 obtained from the Chamizal Project contractor was less than could be obtained from a separate contractor to be engaged by U. T. El Paso, and the work could be performed much more conveniently in this manner.

It is estimated that another \$1,000.00 will be needed to complete the drainage facility, which can be provided for in the 1967-1968 budget.

## **Land and Investment Committee**

LAND AND INVESTMENT COMMITTEE

Date: July 28, 1967

Time: To be designated in the Supplementary Agenda Material.

Place: To be designated in the Supplementary Agenda Material.

LAND AND INVESTMENT COMMITTEE

July 28, 1967

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I. PERMANENT UNIVERSITY FUND

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PERMANENT UNIVERSITY FUND -- INVESTMENT MATTERS.--

REPORT OF SECURITIES TRANSACTIONS.--The following securities transactions have been made for the Permanent University Fund from May 17, 1967 through June 30, 1967. The Executive Director of Investments, Trusts and Lands recommends approval by the Board of Regents of these transactions:

PURCHASES OF SECURITIES

U. S. GOVERNMENT SECURITIES

| <u>Date of Purchase</u> | <u>Security</u>  | <u>Maturity Value Bills Purchased</u> | <u>Market Price at Which Purchased</u> | <u>Total Principal Cost*</u> | <u>Equivalent Bond Yield on Cost</u> |
|-------------------------|--|---------------------------------------|--|------------------------------|--------------------------------------|
| 6/ 2/67                 | U. S. Treasury Bills, dated 8/31/66, due 8/31/67, on a 3.36% yield basis | \$400,000                             | 99.2066675N                            | \$396,826.67                 | 3.44%                                |
| 6/28/67                 | U. S. Treasury Bills, dated 3/30/67, due 9/28/67, on a 3.67% yield basis | <u>500,000</u>                        | 99.0825N                               | <u>495,412.50</u>            | <u>3.76</u>                          |
|                         | Total U. S. Government Securities Purchased                              | <u>\$900,000</u>                      |  | <u>\$892,239.17</u>          | <u>3.62%</u>                         |

CORPORATE BONDS

|         |  | <u>Par Value Purchased</u> |            |               | <u>Indicated Current Yield on Cost**</u> |
|---------|--|----------------------------|------------|---------------|--|
| 6/ 1/67 | Borden Co. 5-3/4% S. F. Debentures, dated 6/15/67, due 6/15/97 | <u>\$500,000</u>           | 100.00 Net | \$ 500,000.00 | <u>5.75%</u>                             |

COMMON STOCKS

|         |                                   | <u>No. of Shares Purchased</u> |        |              |       |
|---------|-----------------------------------|--------------------------------|--------|--------------|-------|
| 5/25/67 | Gulf Oil Corp. Capital Stock      | 1,300                          | 66-1/2 | \$ 87,043.45 | 3.88% |
| 5/26/67 | Owens-Illinois, Inc. Common Stock | 1,300                          | 54     | 70,777.20/   | 2.48  |

\*Includes brokerage commissions paid.

\*\*Yield to maturity on bond issue, yield at present indicated dividend rates on stocks.

COMMON STOCKS (Continued)

| Date of Purchase   | Security                               | No. of Shares Purchased | Market Price at Which Purchased                       | Total Principal Cost* | Indicated Current Yield on Cost** |
|--------------------|--|-------------------------|---|-----------------------|-----------------------------------|
| 5/29/67            | J. C. Penney Co., Inc.<br>Common Stock | 1,300                   | 62-3/4(300)<br>62-1/2(500)<br>62 (500)                | \$ 81,663.09          | 2.87%                             |
| 5/31/67            | Owens-Illinois, Inc.<br>Common Stock   | 1,300                   | 54-3/4  | 71,753.24             | 2.45                              |
| 6/ 1/67            | United Air Lines, Inc.<br>Common Stock | 1,200                   | 76-1/8  | 91,909.32             | 1.31                              |
| 6/ 2/67            | Gulf Oil Corp. Capital<br>Stock        | 700                     | 63  | 44,417.10             | 4.10                              |
| 6/ 2/67            | Owens-Illinois, Inc.<br>Common Stock   | 600                     | 57 (500)<br>56-3/4(100)                               | 34,443.18             | 2.35                              |
| 6/ 5/67            | J. C. Penney Co., Inc.<br>Common Stock | 1,300                   | 63-3/4  | 83,464.94             | 2.80                              |
| 6/14/67            | Owens-Illinois, Inc.<br>Common Stock   | 1,300                   | 56 (300)<br>55-1/2(1000)                              | 72,879.30             | 2.41                              |
| 6/15 &<br>16/67    | J. C. Penney Co., Inc.<br>Common Stock | 1,400                   | 63-1/2(500)<br>63-1/4(400)<br>63-5/8(500)             | 89,497.37             | 2.82                              |
| 6/16/67            | Owens-Illinois, Inc.<br>Common Stock   | 500                     | 55-3/4  | 28,097.90             | 2.40                              |
| 6/16/67            | United Air Lines, Inc.<br>Common Stock | 800                     | 78-1/8(100)<br>78 (300)<br>77-1/4(400)                | 62,486.63             | 1.28                              |
| 6/19/67            | Continental Oil Co. Common<br>Stock    | 2,988                   | 59 plus 9<br>rights                                   | 176,292.00            | 4.41                              |
| 6/20,21<br>& 22/67 | Sterling Drug Inc. Common<br>Stock     | 1,700                   | 48 (500)<br>48-1/2(400)<br>49-7/8(700)<br>49-3/4(100) | 83,926.48             | 1.82                              |
| 6/20/67            | United Air Lines, Inc.<br>Common Stock | 1,500                   | 79  | 119,203.50            | 1.26                              |
| 6/22/67            | United Air Lines, Inc.<br>Common Stock | 1,500                   | 76-3/4(1000)<br>76-5/8(300)<br>76-1/4(200)            | 115,687.54            | 1.30                              |
| 6/23/67            | Sterling Drug Inc. Common<br>Stock     | 1,700                   | 51-1/2(500)<br>51-3/8(1200)                           | 88,150.43             | 1.74                              |

\*Includes brokerage commissions paid.

\*\*Yield at present indicated dividend rates.

COMMON STOCKS (Continued)

| <u>Date of Purchase</u> | <u>Security</u>                      | <u>No. of Shares Purchased</u> | <u>Market Price at Which Purchased</u>                | <u>Total Principal Cost*</u> | <u>Indicated Current Yield on Cost**</u> |
|-------------------------|--------------------------------------|--------------------------------|---|------------------------------|--|
| 6/27/67                 | Sterling Drug Inc. Common Stock      | 1,600                          | 52-3/8(600)<br>52-1/4(200)<br>52-1/8(200)<br>52 (600) | \$ 84,207.52                 | 1.71%                                    |
|                         | Total Common Stocks Purchased        | <u>23,988</u>                  |   | <u>1,485,900.19</u>          | <u>2.45</u>                              |
|                         | TOTAL CORPORATE SECURITIES PURCHASED |                                |   | <u>\$1,985,900.19</u>        | <u>3.28%</u>                             |

\*Includes brokerage commissions paid.

\*\*Yield at present indicated dividend rates.

SALES OF CORPORATE SECURITIES

| <u>Date Sold</u> | <u>Security</u>   | <u>Net Sales Proceeds#</u> |
|------------------|---|----------------------------|
| 6/22/67          | 8 rights to subscribe for Continental Oil Co. Common Stock  | \$ 5.50                    |
| 6/26, 27 & 29/67 | 6,300 rights to subscribe for United Air Lines, Inc. 4-1/4% Subordinated Debentures, due 7/1/92, sold 3,300 rights at 8/32nds, 1,500 rights at 7/32nds, and 1,500 rights at 6/32nds | 1,338.34                   |

#Cash received deposited to principal endowment and holding of stock involved written down by the same amount.

EXCHANGES OF TREASURY SECURITIES  
(Continuation of 12/17/66 Authorization)

| <u>B O N D S E X C H A N G E D</u> |  |                            |                                |                               |
|------------------------------------|--|----------------------------|--------------------------------|-------------------------------|
| <u>Date Exchanged</u>              | <u>Description &amp; Par Value Exchanged</u> | <u>Book Value 2/15/67*</u> | <u>Amortized Annual Income</u> | <u>Current Rate of Return</u> |
| 6/22 & 23/67                       | 3s of 2/15/95 \$4,000,000                    | <u>\$3,998,105.52</u>      | <u>\$120,067.66</u>            | <u>3.00%</u>                  |

| <u>B O N D S R E C E I V E D</u>            |                                       |                           |                                |                               | <u>INCREASE IN</u>    |                      |
|---|---------------------------------------|---------------------------|--------------------------------|-------------------------------|-----------------------|----------------------|
| <u>Description &amp; Par Value Received</u> | <u>Principal Adjustment Required#</u> | <u>Book Value 6/23/67</u> | <u>Amortized Annual Income</u> | <u>Current Rate of Return</u> | <u>Rate of Return</u> | <u>Annual Income</u> |
| 3-1/2s of 11/15/98 \$4,000,000              | <u>\$35,000.00</u>                    | <u>\$4,033,105.52</u>     | <u>\$138,932.08</u>            | <u>3.44%</u>                  | <u>0.44%</u>          | <u>\$18,864.42</u>   |

\*Book value last interest payment date.

#Required to be paid by University to dealer.

PERMANENT UNIVERSITY FUND - INVESTMENT MATTERS. --

PERMANENT UNIVERSITY FUND INVESTMENTS - PROPOSAL TO INITIATE PROGRAM FOR PURCHASE OF FHA INSURED LOANS. --At the meeting of May 6, 1967, authority was granted by the Board of Regents for the development of a definite program for the purchase of FHA Insured First Mortgage loans for the Permanent University Fund, with the details of such program to be reported back to the Board of Regents for approval. Accordingly, the Executive Director of Investments, Trusts and Lands submits for consideration and respectfully recommends approval of the following general program to be used as one of the outlets for funds earmarked for fixed income type investment by policies of the Board:

1. Proposed loan standards.
  - 1.1 The security for the loans shall be single family, owner occupied residences of good design and construction, in good condition, and comparable in value to other homes in the neighborhood.
  - 1.2 At the outset, and until some experience with the operation of the program is acquired, loans shall be restricted to properties situated in the following metropolitan areas: Austin, Dallas, Fort Worth, Houston and San Antonio.
  - 1.3 Borrower must have a good credit rating and have adequate income to support the loan.
  - 1.4 Loans shall be for \$10,000 or more and shall be fully insured by the FHA to the maximum extent permitted under the law.
  - 1.5 Title and hazard insurance policies, written by companies acceptable to the Board of Regents, shall be furnished with respect to each loan purchased. Hazard insurance policies must be written by companies having a Best's rating of A-BBB or better.
  - 1.6 No loan shall be purchased from any Seller-servicer until a formal contract has been entered into with such Seller-servicer on a form approved by the Board of Regents.
2. Proposed minimum standards for Seller-servicers from which FHA loans are purchased.
  - 2.1 The Seller-servicer must be an approved FHA Mortgagee.
  - 2.2 It must have a satisfactory credit rating, and an unimpaired capital and surplus of at least \$250,000.
  - 2.3 It must have been actively engaged for at least five years in the mortgage loan business, and, except for commercial banks, the mortgage loan business must be its principal business.
  - 2.4 It must have a capable and experienced organization, together with the necessary equipment to furnish timely accountings on a block basis.
  - 2.5 It must be servicing at least \$25,000,000 of loans, and its clients (other than Federal National Mortgage Association) must include at least three institutional investors.
  - 2.6 It must have a capability of producing not less than \$1,000,000 per year in FHA loans.
  - 2.7 It must carry a Mortgage Bankers Blanket Bond in an amount not less than \$250,000.
3. Proposed form of purchase and servicing agreement to be entered into with Seller-servicers.

PURCHASING AND SERVICING AGREEMENT

THE STATE OF TEXAS     }  
                                  }  
COUNTY OF TRAVIS     }

This AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_, between the BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS SYSTEM, hereinafter referred to as the "Board," and \_\_\_\_\_, a corporation organized and existing under the laws of the State of Texas with its principal place of business in \_\_\_\_\_, hereinafter referred to as the "Seller-servicer," WITNESSETH:

WHEREAS, Section 11a of Article VII of the Constitution of Texas authorizes the investment of the Permanent University Fund in first lien real estate mortgage securities insured by the United States Government, or any agency thereof, and corporate bonds and stocks under certain conditions; and

WHEREAS, Seller-servicer represents to Board that it has duly qualified as an approved mortgagee with the Federal Housing Administration, hereinafter sometimes referred to as FHA, and that it has the requisite experience, skill and personnel properly to service the FHA mortgage loans which may be sold to Board hereunder, and Board in reliance on such assurances is willing to enter into this agreement; and

WHEREAS, the parties hereto desire to set forth the terms upon which purchases of mortgages may be made and upon which the related servicing will be accomplished:

NOW, THEREFORE, Board and Seller-servicer hereby agree as follows:

1. Seller-servicer shall undertake faithfully to serve the Board in submitting for its consideration and possible acquisition FHA mortgage loans which comply with minimum standards set by Board from time to time, copies of which have been forwarded to

Seller-servicer and amendments of which will also be furnished by Board from time to time, on certain properties located in the State of Texas. Seller-servicer understands that this agreement does not constitute an agency relationship and that Board retains the sole discretion to purchase or decline any mortgage loan or loans offered hereunder. Each such acceptance shall be made in writing by Board at its offices in Austin, Texas.

2. Seller-servicer represents and warrants as to each such mortgage offered for sale under this agreement that:

- A. The mortgage (whether deed of trust, vendor's lien or otherwise) is a good and valid instrument and has been duly recorded.
- B. The initial annual mortgage insurance premium has been paid to the FHA, the note secured by the mortgage bears the valid endorsement of the FHA, and nothing has been done or omitted, the effect of which would be to invalidate such contract of insurance.
- C. The full principal amount of the mortgage has been advanced to the mortgagor, either by payment direct to him or by payment made on his request or approval; the unpaid principal balance is as stated; all costs, fees and expenses incurred in making, closing, and recording the mortgage have been paid; no part of the mortgaged property has been released from the lien of the mortgage; the terms of the mortgage have in no way been changed or modified, and the mortgage is current and not in default.
- D. The mortgage meets the property and security standards established by Board.
- E. Seller-servicer has good title to the mortgage and authority to assign the same.
- F. There is in force a paid-up mortgagee's title insurance policy on the mortgage issued by a title company approved by Board in an amount at least equal to the outstanding principal balance of the mortgage.

3. Delivery and assignment of mortgages purchased by Board hereunder shall be made by Seller-servicer to Board and payment therefor shall be made at such office as may be designated by Board from time to time at Austin, Texas.

4. Seller-servicer shall deliver to Board with respect to the purchase of each mortgage (a) the mortgage note properly endorsed by Seller-servicer to Board without recourse, and duly endorsed by FHA; (b) those documents and instruments necessary to



record and perfect ownership in Board of all liens securing the mortgage note; (c) paid up mortgagee title insurance policy meeting the requirements of paragraph 2F; (d) certificates of hazard insurance policies meeting the requirements of paragraph 11; and (e) such other documents as may be reasonably required by Board.

5. Upon Board's request, Seller-servicer shall repurchase any mortgage theretofore sold to Board under either of the following circumstances:

- A. If the FHA insurance with respect to such mortgage lapses as a result of the Seller-servicer's act or omission; or
- B. If within 90 days following the sale to Board it notifies Seller-servicer that such mortgage materially and substantially deviates from the loan and property standards fixed by Board and in effect at the time of such purchase.

In either such event, Board shall tender to Seller-servicer a reassignment of such mortgage together with all documents that were delivered incident to and with the mortgage, and Seller-servicer shall pay to Board the unpaid principal amount of the mortgage based on the same percentage rate at which it originally was purchased, plus accrued interest to the date of payment, and costs incurred by Board for action taken.

6. Seller-servicer at its own expense and without cost or charge to the Board, except as provided in this agreement, shall hereafter perform for Board all services and duties incident to the servicing of such mortgages, and in the performance of its services and duties Seller-servicer shall at all times comply with all the applicable provisions of the National Housing Act, as amended, and the rules, regulations and other like material promulgated pursuant thereto as may be applicable to each such mortgage.

7. Seller-servicer shall keep detailed records pertaining to each mortgage and shall maintain adequate facilities for the collection and servicing of such mortgage, and complete accounting thereof, at Seller-servicer's sole expense.

Seller-servicer shall use its best efforts to collect all sums payable under the provisions of each mortgage as and when the same shall become due, and shall supervise such mortgage in a manner to insure that the terms of the mortgage are carried out and the interests of Board are fully protected. Seller-servicer shall also discharge all obligations arising under the contract of FHA insurance, including payments to FHA of appropriate mortgage insurance premiums on or before due, and to furnish evidence of such payment to Board as and when requested.

In the event of default by any mortgagor in the payment of taxes, assessments, fire and other hazard insurance premiums or mortgage insurance premiums, such taxes, assessments and premiums shall nevertheless be timely paid by the Seller-servicer, and any sums not collectible from mortgagor shall be refunded to Seller-servicer by Board within thirty (30) days after request from Seller-servicer.

8. All payments required to be made by a mortgagor which are collected by Seller-servicer shall be segregated from its general assets and shall forthwith be deposited as follows:

- A. All payments of principal and interest shall be deposited in a trust account in a bank whose deposits are insured by the Federal Deposit Insurance Corporation, which trust account shall be carried in the name of Seller-servicer as Trustee for Board.
- B. All other funds received from mortgagors and all payments required by FHA in connection with the insurance of the mortgages, until applied in accordance with the terms of the mortgages or as provided by the rules and regulations of FHA under the Housing Act, shall be deposited in a special trust account in a bank whose deposits are insured by the Federal Deposit Insurance Corporation, to the maximum extent for each individual mortgagor whose monies are included in such account. Such account shall be specifically designated in such manner as to disclose its custodial nature and shall clearly show the respective interests of each individual mortgagor.

9. At least twice each calendar month on agreed dates, Seller-servicer shall remit to Board all payments applicable to interest and principal (less deduction for service fee as herein provided) received by Seller-servicer since the last remittance to Board.

Whenever any collection represents payment in full of a mortgage, such collection, less the authorized service fee, shall be forwarded immediately to Board as a special remittance.

The Seller-servicer shall keep and maintain such books and records and render its reports in such manner as will be satisfactory to Board and in such manner as will fully meet and comply with all requirements and recommendations of the FHA. The Seller-servicer agrees that a representative of Board may at any time during ordinary business hours examine all books and records of the Seller-servicer relating to said mortgages.

10. Seller-servicer shall pay when due the hazard insurance premiums, and shall obtain when available and pay the official statements for taxes and assessments or other special charges against the mortgaged premises. Seller-servicer shall notify Board promptly of any special charges or assessments which are not paid by the mortgagor when due and which may be or become a lien on the mortgaged premises prior to the lien of the mortgage. Seller-servicer shall retain in its possession receipts for the payment of such charges and upon request exhibit the same or photostats thereof to Board.

11. Seller-servicer shall see that all buildings upon the premises covered by the mortgages are kept insured against loss by fire and such other insurable risks and other hazards as may be reasonably required by Board or by the FHA in insurance companies satisfactory to Board. Each policy shall be in an amount sufficient to comply with any co-insurance provision of the policy and shall be in an amount equal to the unpaid principal balance of the mortgage or the insurable value of improvements, whichever is less. All policies evidencing such insurance shall contain a Texas Standard Mortgagee Clause without contribution by the mortgagee and shall be in form and substance satisfactory to Board and shall be endorsed immediately on the records of the issuing company so as to provide for payment to Board as its interest may appear. If directed by Board, Seller-servicer shall

hold for Board's account such policy and renewal thereof. In case of loss or damage to the mortgaged premises by fire or any of such other causes, Seller-servicer shall promptly notify Board thereof and shall render such services as are requested by Board in adjusting the loss or supervising the repair of the damaged premises.

12. The Seller-servicer shall use due diligence to ascertain, and shall forthwith notify Board of the failure of any mortgagor to perform any obligations under the mortgage, and also of any of the following which might come to the attention of the Seller-servicer:

- A. The vacating of or any change in the occupancy of any premises securing a mortgage.
- B. The sale or transfer of any such premises.
- C. The death, bankruptcy or insolvency of a mortgagor.
- D. Any loss or damage to any such premises, in which event, in addition to notifying Board, the Seller-servicer shall also promptly notify the insurance companies concerned.
- E. Any lack of repair or any other deterioration or waste suffered or committed in respect to the premises covered by the mortgage.

It is understood, however, that the Seller-servicer shall not be obligated to give notice to Board of any facts other than those of which the Seller-servicer shall have actual notice, and those of which it would, except for its negligence, have had notice.

13. After any default by the mortgagor under the mortgage and during any foreclosure or other proceedings affecting the mortgage, Seller-servicer shall continue to maintain insurance thereon and to inspect the mortgaged premises monthly, or more frequently if required, so as to assure preservation of the property, and to pay taxes, assessments, water rates and mortgage insurance premiums with respect to the mortgaged premises and the mortgage, all as required by the rules and regulations of the FHA under the Housing Act. Seller-servicer shall, with the approval of Board, also make all other necessary reasonable

expenditures to preserve the mortgaged premises. Seller-servicer shall give both Board and FHA all notices of default required by the rules and regulations under the Housing Act to be given to maintain the FHA insurance of the mortgage in full force and effect.

In the event foreclosure of a mortgage is deemed to be necessary, Seller-servicer agrees, only upon prior approval of Board, to institute foreclosure proceedings, or proceed to acquire the property by other means, all of which shall be in accordance with the applicable FHA regulations. Seller-servicer will take title to the property in the name designated by Board. If the property is conveyed to FHA, Seller-servicer will attend to the settlement appertaining to such conveyance.

If Board becomes purchaser at foreclosure sale, Seller-servicer agrees to assume the care and management of the property after foreclosure, including collection and remittance of rentals, and such other procedures as necessary to protect interest of Board.

Board agrees to reimburse Seller-servicer for all reasonable out of pocket foreclosure and related expenses, including attorney's fees mutually agreed upon in advance, except that no charges will be assessed Board for Trustee's commissions or additional charges by Seller-servicer for supervision.

14. Unless otherwise amended in writing in connection with a specific mortgage, Seller-servicer shall receive with respect to each mortgage serviced by it hereunder (a) an amount payable from the interest portion of each monthly installment applicable to principal and interest collected by Seller-servicer, equal to the amount agreed upon at the time each mortgage is accepted and as evidenced by each commitment to purchase made by the Board; and (b) the late charges, if any, paid by the mortgagor. No service fee shall be due Seller-servicer for any period subsequent to the date of termination of this agreement, or, with respect to any mortgage withdrawn by Board, for any period after

the date such withdrawal shall become effective, and any amount withheld by Seller-servicer for such period shall be immediately paid to Board. In the event of foreclosure or acquisition of the mortgaged premises by Board, no service fee shall be payable from accrued interest not actually paid by mortgagor.

15. The Board may, by notice to the Seller-servicer, terminate this agreement as to mortgages being serviced if:

- A. The Seller-servicer becomes insolvent or bankrupt or is placed under trusteeship or receivership, or upon Seller-servicer being restrained, suspended or disqualified as an FHA lender.
- B. The Seller-servicer assigns or attempts to assign its rights and obligations hereunder, or there is a transfer of a controlling interest in Seller-servicer, without written consent of the Board.
- C. The Seller-servicer fails to take positive action to correct any deficiency in the performance of its obligations hereunder within sixty (60) days after the Board has given Seller-servicer written notice of such deficiency.
- D. In any event, and without cause, upon sixty (60) days' written notice and payment to the Seller-servicer of a sum equal to  $\frac{1}{2}$  of 1% of the aggregate principal amounts then outstanding of all of the mortgages subject to this agreement; provided that no such fee shall be paid as to any mortgages purchased more than five (5) years prior to the date of such termination.

16. This agreement may be terminated as to the future acceptance of mortgages by either party at any time upon giving thirty (30) days' written notice of termination to the other party, but such termination shall not in any respect change or modify the obligation of the Seller-servicer to service mortgages then already accepted, and the Seller-servicer shall continue to service such mortgages unless the Board shall act pursuant to paragraph 15 hereof.

17. Upon any termination of this agreement under paragraph 15, the Seller-servicer shall account for and turn over to the Board all funds collected under each mortgage, less only the compensation then due the Seller-servicer, and deliver to the Board all records and documents relating to each such mortgage that it may have in its possession.

18. Seller-servicer agrees to indemnify and hold harmless Board from any and all loss or liability that may arise out of, or on account of, any failure on the part of the Seller-servicer to perform any service or duty as herein agreed.

19. Seller-servicer shall, at its expense, maintain policies of fidelity, fire and extended coverage, theft, forgery and errors and omissions insurance and such other insurance normally covered by the Mortgage Bankers Blanket Bond in an amount and form and written by a company or companies satisfactory to Board.

20. In the event the Board shall assign its interest in whole or in part under the terms of this contract and any of the mortgages to a third party, the assignee shall succeed to all of the rights and obligations hereunder of the Board as to the mortgages so assigned and this agreement shall remain in full force and effect, and the Seller-servicer shall remit all principal and interest installments payable under the mortgages so assigned directly to such third party after deduction of the service fee as herein provided. The obligation to make direct remittances to such third party shall arise upon thirty (30) days' written notice of such assignment given by the Board to the Seller-servicer.

21. Within ninety (90) days after the close of Seller-servicer's fiscal year, Seller-servicer shall furnish Board a financial statement compiled in accordance with accepted accounting practices, showing its assets and liabilities and the general nature of same, which statement shall bear the certificate of a reputable, independent, certified public accountant showing the extent to which such accountant has audited Seller-servicer's books and records and showing such financial statement to be correct. Board, or its authorized representative, may examine such records at such time or times as it may elect during Seller-servicer's business hours.

22. The Seller-servicer shall furnish to, and maintain in a current condition for, the Board, on forms furnished by or satisfactory to the Board, such corporate resolutions, powers

of attorney, and other similar instruments and such evidence as to the genuineness of signatures as shall be required by the Board to establish to its satisfaction the complete validity of all contracts, assignments, and other instruments that may from time to time be executed by the Seller-servicer in connection with transactions under this agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed the day and year first above written.

ATTEST:

BOARD OF REGENTS OF  
THE UNIVERSITY OF TEXAS SYSTEM

\_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

By \_\_\_\_\_  
President

Approved as to Form:

Approved as to Content:

\_\_\_\_\_  
University Attorney

\_\_\_\_\_  
Executive Director,  
Investments, Trusts and Lands



4. Proposed budget for the operation.-- The major item of expense in this operation will be represented by the salary of the person employed to direct the program. It is felt that the budget for the first year should not exceed \$30,000. It is recommended that the Chairman of the Board and the Executive Director of Investments, Trusts and Lands be authorized to employ the necessary personnel, and work out the budget for the fiscal year ending August 31, 1968, in the Office of Investments, Trusts and Lands, within the limits suggested.
5. Recommendations of authorizations needed for implementation of program. The Executive Director of Investments, Trusts and Lands, and/or the Endowment Officer, should each be authorized:
  - 5.1 To recommend the Seller-servicers with which Purchase and Servicing Agreements should be made, and, after approval by the Board of Regents, to execute the Purchase and Servicing Agreements on the approved forms.
  - 5.2 To recommend a list of Title Insurance Companies, or standards for their selection, for approval by the Board of Regents, and pending the approval of such list or standards, to accept title policies written by Companies authorized to do business in Texas which are acceptable to the Executive Director of Investments, Trusts and Lands.
  - 5.3 To perform such acts and execute such documents as may be necessary from time to time in carrying out the provisions of any such Purchase and Servicing Agreement, including authority to accept or reject loans tendered under such agreements, to execute releases of the liens securing any loan or loans when paid in full, and to execute assignments of any notes and liens when appropriate to do so.
  - 5.4 To take any and all steps as may be considered necessary or advisable to protect the interests of the Permanent University Fund in event of default occurring with respect to any FHA Insured First Mortgage note held by such Fund. Not by way of limitation, but by way of illustration only, such authority should include power to acquire title on behalf of the Board of Regents to the property securing any such note, by Trustees sale, foreclosure, or otherwise; to execute on behalf of the Board of Regents the necessary deeds conveying the properties so acquired to the Federal Housing Administration; to handle any properties so acquired pending conveyance to the Federal Housing Administration; and to incur and pay such reasonable expenses as may be necessary in the acquisition and care of any such properties.
  - 5.5 To compile and issue, after appropriate communication with other University and State offices concerned, operating procedures for this program covering accounting, delivery, payment, servicing and the like.

PERMANENT UNIVERSITY FUND - INVESTMENT MATTERS.--

PERMANENT UNIVERSITY FUND - PROPOSED SUCCESSOR TO INVESTMENT ADVISORY COMMITTEE MEMBER WHOSE TERM EXPIRES AUGUST 31, 1967.--To take the place of Mr. Robert Stewart, Jr., whose term expires August 31, 1967, it is recommended by the Executive Director of Investments, Trusts and Lands that Mr. Harold M. Achziger, Vice President and Trust Officer of The Fort Worth National Bank, be appointed to the Investment Advisory Committee for a four year term beginning September 1, 1967, and ending August 31, 1971.

As a matter of record, the membership of the Committee as of September 1, 1967, after the above recommended appointment, would be as follows:

|  | <u>Expiration of Term</u> |
|--|---------------------------|
| Murray Kyger, Chairman of the Board<br>The First National Bank<br>Fort Worth, Texas                          | August 31, 1968           |
| Raymond R. Todd, Vice President<br>and Trust Officer<br>Capital National Bank<br>Austin, Texas               | August 31, 1969           |
| Jack G. Taylor, Executive Assistant<br>David C. Bintliff Interests<br>Houston, Texas                         | August 31, 1970           |
| Harold M. Achziger, Vice President<br>and Trust Officer<br>The Fort Worth National Bank<br>Fort Worth, Texas | August 31, 1971           |

PERMANENT UNIVERSITY FUND - LAND MATTERS.--

LEASES AND EASEMENTS.--It is recommended by the Executive Director of Investments, Trusts and Lands that the following applications for various leases, easements, and assignments on University Lands be approved. All are at the standard rates, unless otherwise stated, are on the University's standard forms with grazing leases carrying provisions for renewal for an additional five years at negotiated terms. Payments for easements and material source permits have been received in advance unless otherwise stated. All have been approved as to form by the University Attorney and as to content by the Endowment Officer and will be executed by the Executive Director of Investments, Trusts and Lands.

EASEMENTS AND SURFACE LEASES

| NO.  | GRANTEE   | TYPE OF PERMIT                   | COUNTY          | LOCATION | DISTANCE OR AREA    | PERIOD              | CONSIDERATION |
|------|---|----------------------------------|-----------------|----------|---------------------|---------------------|---------------|
| 2414 | Robert A. Davis                                     | Surface Lease<br>(Business Site) | Reagan          | Block 11 | 200' x 200'         | 4/1/67 -<br>3/31/68 | \$ 150.00*    |
| 2415 | Texaco Inc.   | Pipe Line                        | Andrews         | Block 9  | 520.18 rds 2-7/8"   | 6/1/67 -<br>5/31/77 | 312.11        |
| 2416 | Texaco Inc.   | Pipe Line                        | Andrews         | Block 9  | 160.37 rds 2-3/8"   | 6/1/67 -<br>5/31/77 | 96.22         |
| 2417 | Union Texas Petroleum                               | Pipe Line                        | Reagan          | Block 11 | 1,155.82 rds 4-1/2" | 5/1/67 -<br>4/30/77 | 693.49        |
| 2418 | Reeves County Gas Company                           | Pipe Line                        | Pecos           | Block 27 | 327.18 rds 2.375"   | 4/1/67 -<br>3/31/77 | 196.31        |
| 2419 | Texas-New Mexico Pipe Line Co.<br>(Renewal of 1015) | Pipe Line                        | Andrews         | Block 14 | 106.4 rds 4-1/2"    | 8/1/67 -<br>7/31/77 | 63.84         |
| 2420 | Shell Pipe Line Corporation<br>(Renewal of 936)     | Pipe Line                        | Crane,<br>Ector | Block 35 | 1,275.0 rds 6-5/8"  | 5/1/67 -<br>4/30/77 | 1,530.00      |

EASEMENTS AND SURFACE LEASES, Continued

| NO.  | GRANTEE  | TYPE OF PERMIT                              | COUNTY           | LOCATION          | DISTANCE OR AREA   | PERIOD                | CONSIDERATION |
|------|--|---|------------------|-------------------|--------------------|-----------------------|---------------|
| 2421 | Shell Oil Company<br>(Renewal of 1418)           | Surface Lease<br>(Cathodic Protection Unit) | Hudspeth         | Block "J"         | Less than 1/2 acre | 9/1/67 -<br>8/31/77   | \$ 50.00**    |
| 2422 | Shell Oil Company<br>(Renewal of 1692)           | Surface Lease<br>(Cathodic Protection Unit) | Hudspeth         | Block "L"         | Less than 1/2 acre | 9/1/67 -<br>8/31/77   | 50.00**       |
| 2423 | Carruth Trucking Company                         | Surface Lease<br>(Salt Water Disposal Site) | Andrews          | Block 3           | 1 acre             | 6/15/67 -<br>6/14/68  | 250.00*       |
| 2424 | Carruth Trucking Company                         | Surface Lease<br>(Salt Water Disposal Site) | Andrews          | Block 13          | 1 acre             | 6/15/67 -<br>6/14/68  | 250.00*       |
| 2425 | El Paso Natural Gas Company<br>(Renewal of 1026) | Pipe Line                                   | Andrews          | Block 1           | 167.879 rds 4-1/2" | 11/1/67 -<br>10/31/77 | 100.74        |
| 2426 | Shell Pipe Line Corporation<br>(Renewal of 1011) | Pipe Line                                   | Crockett         | Block 14          | 422.48 rds 6-5/8"  | 10/1/67 -<br>9/30/77  | 506.98        |
| 2427 | Texas Electric Service Co.                       | Power Line                                  | Winkler          | Block 21          | 73.09 rds          | 7/1/67 -<br>6/30/77   | 50.00         |
| 2428 | El Paso Natural Gas Company                      | Pipe Line                                   | Reagan,<br>Upton | Blocks 2<br>and 3 | 104.85 rds 4-1/2"  | 7/1/67 -<br>6/30/77   | 62.92         |
| 2429 | Cabot Corporation<br>(Renewal of 942)            | Surface Lease<br>(Plant Site)               | Ward             | Block 16          | 20 acres           | 7/1/67 -<br>6/30/77   | 2,000.00***   |
| 2430 | Pan American Petroleum Corp.                     | Surface Lease<br>(Salt Water Disposal Site) | Crockett         | Block 50          | 1 acre             | 6/20/67 -<br>6/19/77  | 100.00****    |

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EASEMENTS AND SURFACE LEASES, Continued

| NO.  | GRANTEE                                      | TYPE OF PERMIT | COUNTY  | LOCATION            | DISTANCE OR AREA    | PERIOD           | CONSIDERATION |
|------|--|----------------|---------|---------------------|---------------------|------------------|---------------|
| 2431 | Great Plains Water Company, Inc.             | Pipe Line      | Andrews | Blocks 13 and 14    | 3,654.2 rds 24-1/2" | 9/1/67 - 8/31/77 | \$6,577.56    |
| 2432 | Texas Electric Service Co. (Renewal of 960)  | Power Line     | Andrews | Block 13            | 797.09 rds          | 6/1/67 - 5/31/77 | 478.25        |
| 2433 | Texas Electric Service Co. (Renewal of 998)  | Power Line     | Andrews | Blocks 8 and 9      | 1,437.27 rds        | 6/1/67 - 5/31/77 | 862.36        |
| 2434 | Texas Electric Service Co. (Renewal of 1005) | Power Line     | Andrews | Blocks 3, 4, and 11 | 1,099.60 rds        | 6/1/67 - 5/31/77 | 659.76        |

\*Renewable from year to year, not to exceed a total of ten (10) years. Consideration shown is for the first year's rental.

\*\*Consideration in full (Ten (10) year Surface Lease).

\*\*\*First year's consideration; \$400.00 per year thereafter.

\*\*\*\*First year's consideration; \$100.00 per year thereafter.

WATER CONTRACT

| NO. | GRANTEE      | COUNTY  | LOCATION | ACREAGE  | CONSIDERATION | PERIOD  |
|-----|--------------|---------|----------|----------|---------------|---|
| 120 | David Fasken | Andrews | Block 4  | 1,202.01 | None          | 6/1/67 - 5/31/72 and so long thereafter as non-potable water is produced for secondary recovery operations. |

PERMANENT UNIVERSITY FUND - LAND MATTERS.--

WATER CONTRACT NO. 29, GULF OIL CORPORATION, CRANE COUNTY -  
CONSENT TO ASSIGNMENT OF PORTION OF LANDS COVERED BY LEASE TO B. H.  
MANSELL.--Brine Lease No. 2 to B. H. Mansell covers a portion of  
the NE/4 of section 4, Block 31, Crane County, already covered by  
Water Lease No. 29 to Gulf Oil Corporation. Since Lease No. 2 was  
made in June, 1960, Gulf has assigned a portion of the land covered  
by that lease to Mr. Mansell for the production of brine as well as  
1,000 barrels of fresh water per month to be produced and sold by  
Mr. Mansell. The renewal of the assignment is for a 3-year period  
from June 9, 1967. It is recommended by the Executive Director of  
Investments, Trusts and Lands that, in compliance with Section 14  
of Water Lease No. 29, the Board of Regents consent to the assignment  
with the Chairman of the Board authorized to execute the instrument  
when approved as to form by the University Attorney and as to content  
by the Executive Director of Investments, Trusts and Lands.

PERMANENT UNIVERSITY FUND AND REVENUE BOND MATTERS.--

PERMANENT UNIVERSITY FUND BONDS, SERIES 1958 THROUGH 1964, AND REVENUE BONDS OF THE UNIVERSITY OF TEXAS AT AUSTIN, THE UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON, THE UNIVERSITY OF TEXAS AT EL PASO, AND THE UNIVERSITY OF TEXAS AT ARLINGTON.-- On all Permanent University Fund Bonds Series prior to Series 1965, and on all revenue bond issues of component institutions prior to 1965, the resolutions and/or agreements with the Texas paying agents provided for the cancelled bonds and coupons to be forwarded to the respective institutions. In October, 1964, the State Auditor recommended that paid and cancelled bonds and interest coupons of the various State institutions be cremated to provide relief from the storage problem. Therefore, as to bonds issued in 1965 and subsequently, with the exception of two U. T. Arlington issues, we have incorporated provisions in the resolutions for cremation or total destruction of cancelled bonds and coupons by the Texas paying agent with a certificate of such destruction to be furnished the institution.

At the time the State Auditor advised of his recommendation on future issues, he further recommended that the University negotiate with its paying agents on outstanding issues. We have now communicated with the Texas paying agents on all of those issues concerning such a procedure and have had replies from all of them.

It is, therefore, recommended by the Executive Director, Investments, Trusts and Lands, that he be authorized to negotiate for the total destruction of paid and cancelled bonds and coupons by the Texas paying agent banks on the issues involved with an appropriate certificate to be furnished the University indicating the bonds and coupons so destroyed. On the basis of the replies from those banks, the maximum additional charge will not exceed 5 cents per coupon; \$1.00 per \$1,000 bond; and \$25 per destruction certificate. Such additional charges would be paid, as are the established paying agents' fees, from the Available University Fund, in the case of Permanent University Fund bonds, or from project revenues in the case of other revenue issues. A letter agreement with the respective banks will be filed with the appropriate administrative officials.

TRUST AND SPECIAL FUNDS -- INVESTMENT MATTERS.--

REPORT OF SECURITIES TRANSACTIONS.--The following securities transactions have been made for the Trust and Special Funds from May 27, 1967 through July 7, 1967. The Executive Director of Investments, Trusts and Lands recommends approval by the Board of Regents of these transactions:

PURCHASES OF SECURITIES

| Date of Purchase | Security  | Principal Cost |
|------------------|---|----------------|
| 6/13/67          | \$100,000 par value Capital National Bank 5-1/2% Time Certificate of Deposit, dated 6/13/67, due 9/13/67, purchased at par  | \$100,000.00   |
|                  | \$100,000 par value American National Bank 5-1/2% Time Certificate of Deposit, dated 6/13/67, due 9/13/67, purchased at par<br>(Estate of Lila Belle Etter)   | 100,000.00     |
| 6/16/67          | 61 shares Continental Oil Co. Common Stock, purchased at 59 plus 9 rights<br>(The University of Texas System Common Trust Fund)   | 3,599.00       |
|                  | 88 shares Ditto<br>(Hogg Foundation: W. C. Hogg Estate Fund)  | 5,192.00       |
| 6/20/67          | \$250,000 par value Pet Incorporated 5-7/8% Sinking Fund Debentures, dated 6/1/67, due 6/1/92, purchased at 99 Net to yield 5.95% to maturity, plus accrued interest to June 27, 1967<br>(The University of Texas System Common Trust Fund) | 247,500.00     |
| 6/26/67          | 700 Shares J. C. Penney Co., Inc. Common Stock, purchased 600 at 64 and 100 at 63-5/8   | 45,080.26      |
| 6/27/67          | 500 Shares PepsiCo, Inc. Common Stock, purchased at 90<br>800 Shares American Can Co. Common Stock, purchased at 60-3/8<br>(The University of Texas System Common Trust Fund)   | 45,240.00      |
| 6/27/67          | 100 Shares Chas. Pfizer & Co., Inc. Common Stock, purchased at 86-1/2<br>(The James W. McLaughlin Fellowship Fund - Reserve for Depletion - Galveston Medical Branch)   | 8,697.65       |
| 6/28/67          | 800 Shares Columbia Broadcasting System, Inc. Common Stock, purchased 100 at 62-3/4, 300 at 62-5/8 and 400 at 62-1/4<br>700 Shares Texaco Inc. Capital Stock, purchased at 69-7/8<br>(The University of Texas System Common Trust Fund)     | 50,324.48      |
|                  |   | 49,234.43      |



PURCHASES OF SECURITIES  
(Continued)

| Date of Purchase | Security   | Principal Cost |
|------------------|--|----------------|
| 6/29/67          | 1,900 Shares Square D Co. Common Stock, purchased at 27-7/8<br>(The University of Texas System Common Trust Fund)  | \$ 53,588.36   |
| 6/29/67          | 100 Shares Sterling Drug Inc. Common Stock, purchased at 51<br>(Archer M. Huntington Museum Fund)  | 5,144.10       |
| 7/ 7/67          | \$522.50 par value Austin National Bank 4-1/2% Time Certificate of Deposit, dated 7/7/67, due 7/7/68, purchased at par<br>(Lyndon B. Johnson School of Public Affairs - Scholarship Fund - Various Donors) | 522.50         |

THE UNIVERSITY OF TEXAS SYSTEM COMMON TRUST FUND - RECOMMENDATION RE ADDITIONS.--The Executive Director of Investments, Trusts and Lands recommends that the following supplemental additions made to the Common Trust Fund endowment account on June 1, 1967, be approved:

| Fund   | Recommended Addition |
|--|----------------------|
| E. Bagby Atwood Memorial Graduate Scholarship in English<br>(\$6,737.05 already in Common Fund)  | \$ 68.29             |
| Joseph F. Barthmaier, Jr. Memorial Scholarship (Business Administration)<br>(\$2,260.00 already in Common Fund)  | 100.00               |
| Henry Beckman Scholarship in Mathematics for University of Texas<br>First-Year Students<br>(Fund Transferred)(Book Value written off \$11,000.00)        | 20,921.13            |
| The Accounting Education Fund<br>(College of Business Administration Foundation)<br>(\$45,403.85 already in Common Fund)                                 | 210.00               |
| The Marquis G. Eaton Accounting Education Fund<br>(College of Business Administration Foundation)<br>(\$13,072.00 already in Common Fund)                | 25.00                |
| Department of Finance - Graduate Student Aid<br>(College of Business Administration Foundation)<br>(Fund Transferred)(Book Value written off \$2,848.50) | 2,835.00             |
| J. Anderson Fitzgerald Special Scholarship Fund<br>(College of Business Administration Foundation)<br>(\$6,907.91 already in Common Fund)                | 25.00                |
| Morgan and Hamah Smith Callaway Fund<br>(\$18,306.79 already in Common Fund)   | 211.96               |
| Emma Frances Clark Fellowship in Psychology<br>(\$25,893.75 already in Common Fund)  | 298.31               |
| Roy Crane Award in the Arts<br>(\$10,171.65 already in Common Fund)  | 23.17                |
| Wilbur S. Davidson Educational Fund<br>(Fund Transferred)(Book Value written off \$209,651.66)   | 336,644.80           |

COMMON TRUST FUND - RECOMMENDATION RE ADDITIONS  
(Continued)

| Fund  | Recommended<br>Addition |
|---|-------------------------|
| J. C. Dolley Finance Education Fund<br>(\$128.19 already in Common Fund)  | \$ 1.59                 |
| Alexander Caswell Ellis Fellowship in Education Fund<br>(Fund Transferred)(Book Value written off \$266,143.31)   | 257,863.30              |
| E. D. Farmer International Scholarship Fund<br>(Fund Transferred)(Book Value written off \$195,486.44)  | 380,854.08              |
| Advisory Council - Various Donors (College of Fine Arts Foundation)<br>(\$6,591.60 already in Common Fund)  | 10.00                   |
| Morton Brown Drama Scholarship Fund<br>(College of Fine Arts Foundation)<br>(\$7,000.00 already in Common Fund)   | 3,000.00                |
| Donna Dellinger Memorial Scholarship Fund<br>(College of Fine Arts Foundation)<br>(\$4,637.78 already in Common Fund)   | 200.00                  |
| E. William Doty Scholarship Fund (College of Fine Arts Foundation)<br>(\$2,645.55 already in Common Fund)   | 28.76                   |
| Department of Drama Ex-Students Scholarship Fund<br>(College of Fine Arts Foundation)<br>(\$9,480.00 already in Common Fund)  | 10.00                   |
| Mavis Alexander Fitzgerald Awards<br>(\$184.65 already in Common Fund)  | 2.42                    |
| Mary E. Gearing Bequest for Child Welfare and Parent Education<br>Foundation<br>(\$31,699.55 already in Common Fund)<br>(Fund Transferred)(Book Value written off \$7,213.67) | 6,084.54                |
| Hal P. Bybee Memorial Fund (Geology Foundation)<br>(\$133,973.75 already in Common Fund)  | 110.00                  |
| George S. Heyer Memorial Fund (Geology Foundation)<br>(\$57,039.17 already in Common Fund)<br>(Fund Transferred)(Book Value written off \$21,768.75)                          | 27,506.25               |
| The Gilbreth Award Fund<br>(\$342.67 already in Common Fund)  | 54.04                   |
| Joseph Lindsey Henderson Textbook Collection<br>(Fund Transferred)(Book Value written off \$14,197.43)  | 23,965.24               |
| The Dr. Joseph L. Henderson and Katherine D. Henderson Foundation<br>(\$12,000.00 already in Common Fund)<br>(Fund Transferred)(Book Value written off \$173,986.29)          | 159,147.47              |
| Hinds-Webb Scholarship Fund<br>(\$110.61 already in Common Fund)  | 1.14                    |
| The Governor and Mrs. James Stephen Hogg Memorial Scholarships<br>(\$30,000.00 already in Common Fund)<br>(Fund Transferred)(Book Value written off \$121,114.00)             | 97,650.51               |

COMMON TRUST FUND - RECOMMENDATION RE ADDITIONS  
(Continued)

| Fund   | Recommended<br>Addition |
|--|-------------------------|
| Thos. E. Hogg - Residuary Legacy<br>((\$3,237.83 already in Common Fund)   | \$ 29.67                |
| Will C. Hogg Memorial Scholarships Fund<br>(Fund Transferred)(Book Value written off \$136,433.80)   | 235,918.76              |
| Jesse H. Jones Professorship in Graduate School of Business<br>((\$25,275.68 already in Common Fund)   | 264.04                  |
| Journalism Department - Various Donors<br>((\$6,661.14 already in Common Fund)   | 1,163.00                |
| Bobby Layne Scholarship Fund<br>((\$6,470.89 already in Common Fund)   | 65.97                   |
| Littlefield Fund for Southern History - First Fund<br>(Fund Transferred)(Book Value written off \$26,376.16)   | 25,779.31               |
| The Will H. Mayes Scholarship in Journalism<br>(NEW FUND)  | 1,124.94                |
| The Perry and Tommie Patterson Scholarship in Political Science<br>((\$514.96 already in Common Fund)  | 5.16                    |
| Lora Lee Pederson Scholarship Fund, Graduate School of Social Work<br>((\$3,664.85 already in Common Fund)   | 71.67                   |
| Alma Jacobs House Piner Fund<br>((\$7,146.70 already in Common Fund)   | 84.65                   |
| DeWitt Reddick Journalism Scholarship Fund<br>((\$3,420.98 already in Common Fund)   | 37.29                   |
| The Amanda Stoltzfus Memorial Trust Fund<br>((\$2,759.81 already in Common Fund)   | 41.75                   |
| Mollie Fitzhugh Thornton Music Scholarship Fund<br>((\$408.17 already in Common Fund)  | 4.16                    |
| John Arch White Professorship in Business Administration<br>((\$11,100.00 already in Common Fund)  | 2,099.78                |
| The Robert Cantrell Feamster Foundation<br>(Galveston Medical Branch)<br>((\$2,744.81 already in Common Fund)  | 32.43                   |
| The Gaynelle Robertson and Edgar J. Poth Forum Fund for<br>Ophthalmology and General Surgery (Galveston Medical Branch)<br>((\$25,000.00 already in Common Fund) | 24.94                   |
| The William Buchanan Professorship in Pediatrics (Dallas Medical<br>School)<br>(Fund Transferred)(Book Value written off \$406,250.00)                           | 406,250.00              |
| Fessinger Memorial Lecture Fund (U. T. El Paso)<br>((\$1,700.00 already in Common Fund)  | 13.96                   |

COMMON TRUST FUND - RECOMMENDATION RE ADDITIONS  
(Continued)

| Fund   | Recommended<br>Addition |
|--|-------------------------|
| Lloyd A. Nelson Professorship in Geology (U. T. El Paso)<br>(\$24,724.61 already in Common Fund) | \$ 189.42               |
| Supplemental additions made to Common Trust Fund on June 1, 1967                                 | <u>\$1,991,052.90*</u>  |

\*The above total of \$1,991,052.90 (\$495,038.92 in cash and \$1,496,013.98 in securities) submitted for approval, supplements previously approved cash additions of \$49,451.62 made to the Common Trust Fund on June 1, 1967, making a total of \$2,040,504.52 (\$544,490.54 in cash in \$1,496,013.98 in securities) added or transferred to the Common Trust Fund on June 1, 1967, for a new book value for the endowment account of \$6,365,806.96.

It is also recommended by the Executive Director of Investments, Trusts and Lands that the following additions of cash to be made to the Common Trust Fund on September 1, 1967, be approved:

| Fund  | Recommended<br>Addition |
|---|-------------------------|
| Edward Louis Dodd and Alice Laidman Dodd Fellowship Fund<br>(\$50,559.64 already in Common Fund)                      | \$ 48.02                |
| Hal P. Bybee Memorial Fund (Geology Foundation)<br>(\$134,083.75 already in Common Fund)                              | 1,596.00                |
| Guy E. Green Scholarship Fund (Geology Foundation)<br>(\$7,348.45 already in Common Fund)                             | 25.00                   |
| Frederick W. Simonds Memorial Scholarship in Geology<br>(Geology Foundation)<br>(\$15,200.00 already in Common Fund)  | 2,000.00                |
| Dr. F. L. Whitney Memorial Scholarship Fund (Geology Foundation)<br>(\$20,171.75 already in Common Fund)              | 15.00                   |
| German Play Scholarship Fund - Various Donors<br>(\$1,885.53 already in Common Fund)                                  | 187.00                  |
| Hogg Foundation - Eloise Helbig Chalmers - Ima Hogg Fund<br>(\$1,041.21 already in Common Fund)                       | 94.56                   |
| Thos. E. Hogg - Residuary Legacy<br>(\$3,267.50 already in Common Fund)   | 25.55                   |
| The Albert Schweitzer Scholarship Fund<br>(\$375.70 already in Common Fund)   | 22.37                   |
| The J. V. and H. A. Stiles Foundation<br>(\$98,976.58 already in Common Fund)   | 22.13                   |
| W. G. C. Macdonald Fund for Cancer Research (Anderson Hospital)<br>(\$18,000.00 already in Common Fund)               | 1,658.98                |
| Gillette Professorship of Obstetrics and Gynecology<br>(Dallas Medical School)<br>(\$9,497.98 already in Common Fund) | 83.79                   |
| Additions to be made to the Common Trust Fund on September 1, 1967  | <u>\$5,778.40</u>       |



TRUST AND SPECIAL FUNDS - GIFT, BEQUEST AND ESTATE MATTERS.--

ANDERSON HOSPITAL - ESTATE OF WM. G. C. MACDONALD -  
REPORT ON FINAL DISTRIBUTION OF ESTATE.--At the May 22, 1965,  
meeting of the Board of Regents, the bequest under the will of  
Wm. G. C. MacDonald of Brady was accepted. In the will the residue  
of Mr. MacDonald's estate was left to the Board of Regents as  
Trustee "to use and spend any and all of such funds and property  
only for the purpose of cancer research at The University of Texas  
M. D. Anderson Hospital located in the County of Harris, State of  
Texas." The Commercial National Bank of Brady was executor of the  
estate.

Total distributions from the estate have amounted to  
\$41,158.98, with the first distribution of \$18,000 and the final  
distribution of \$1,658.98 being placed in the Common Trust Fund  
as endowment funds, and the second and third distributions of  
\$10,000 and \$11,500, respectively being sent to the Hospital as  
directed by the Administrator of the Hospital.

It is recommended by the Executive Director of Investments,  
Trusts and Lands that the final report on the estate be accepted  
and approved.

TRUST AND SPECIAL FUNDS - REAL ESTATE MATTERS.--

ANDERSON HOSPITAL - UNIVERSITY CANCER FOUNDATION - RECOMMENDATION FOR SALE OF PROPERTY IN PORT ARTHUR FROM THE ESTATE OF THOMAS BURNEY KERR AND DIVISION OF PROCEEDS WITH LIFE TENANT.--The Board of Regents authorized at its meeting on June 17 sale of the property at 1642 Stilwell Boulevard, Port Arthur, subject to final approval of the Board of price and terms. An independent appraisal of the property shows fair market value of \$5,000.00. Mr. Walter E. Arteaga of Port Arthur has offered \$5,500.00 for the property, payable \$1,000.00 down and the balance in monthly installments over a period of ten (10) years with interest at six (6) percent. Mrs. Marie Eoff, who owns the life estate in the property, is in favor of accepting this offer, and the Executive Director of Investments, Trusts and Lands so recommends. The value of Mrs. Eoff's life estate, which will amount to approximately \$1,200.00, will be paid her first from the down payment after deduction of costs of sale and then from the first principal installments on the note. No commission is involved in the sale.

U. T. AUSTIN - ARCHER M. HUNTINGTON MUSEUM FUND - RECOMMENDATION FOR PIPE LINE AND METERING STATION EASEMENT TO CHAMPLIN PIPE LINE COMPANY ON HUNTINGTON LANDS.--Champlin Pipe Line Company, a subsidiary of Celanese Corporation, has requested an easement 50' wide and 264' in length for pipe line and an easement for metering station 50' X 100' all on a small tract of approximately 1.5 acres in the Samuel C. Bundick League out of the Huntington Lands in Galveston County. This is to be part of a pipe line between the new plant of Celanese at Bayport and the Monsanto plant at Texas City. Champlin offers \$1,500 for the two easements which shall each be for ten years. Option will be granted to renew either, or both of the two easements for an additional ten year period at total rentals of \$700 for the pipe line easement, and \$800 for the metering station easement. The easement will provide for re-location of the pipe line and/or metering station on the tract at the request of the Board of Regents or its successors in title if the original location unreasonably interferes with use of the tract. The Executive Director of Investments, Trusts and Lands recommends granting the easement on the terms proposed.

(Note: Chairman Erwin requests that maps of the affected area and the proposed easements be available at the meeting.)

U. T. AUSTIN - ARCHER M. HUNTINGTON MUSEUM FUND - RECOMMENDATION FOR RENEWAL OF GRAZING LEASE TO JOE M. ROBINSON ON HUNTINGTON LANDS IN GALVESTON COUNTY.--A three-year grazing lease to Mr. Joe M. Robinson on all of the Huntington Lands at Texas City and Galveston County expired on May 15, 1967. Rental under this lease was at \$1.20 per acre. Mr. Robinson now offers \$3,500 annual rental for a new lease for three years beginning May 15, 1967, which rental amounts to approximately \$1.33 per acre on approximately 2,637 acres. The new lease, as in the past, will carry full rights of cancellation on 90 days' notice in the event of sale or lease for other purposes. Mr. Robinson has been a good tenant and has had leases from other owners at comparable or lower rates on tracts inside the Huntington Lands and not fenced off. This grazing lease is handled by V. J. Schmitt & Company, realtors of Texas City, at commission of 5% on rental. The Executive Director of Investments, Trusts and Lands recommends the acceptance of Mr. Robinson's proposal.

*Handwritten note:* See page 31

TRUST AND SPECIAL FUNDS - BOND MATTERS.--

U. T. ARLINGTON - RECOMMENDATION FOR AUTHORIZATION TO EXPLORE POSSIBILITIES OF BOND ISSUE OR ISSUES FOR LAND ACQUISITION PROGRAM.-- After conferences and discussion with President Woolf and Finance Director Barnes of U. T. Arlington, as well as with Vice Chancellor Walker, the Executive Director, Investments, Trusts and Lands recommends the authorization by the Board of exploring possibilities of a bond issue or issues of approximately \$2,000,000 for purchase of land for expansion in the foreseeable future of the campus at U. T. Arlington. Possible revenue sources for such bond issues would be parking fees, building use fees, and pledge of the exchange store net income.

It is further recommended by the Executive Director, Investments, Trusts and Lands, concurred in by the officials named above, that in developing this information, the services of McCall, Parkhurst & Horton, bond attorneys on all outstanding U. T. Arlington issues, and of Mr. Sam Maclin, financial consultant on many of the outstanding U. T. Arlington issues, be secured for legal and marketability advice. If this recommendation is approved by the Board, specific recommendations with respect to fee arrangements with Sam Maclin and McCall, Parkhurst, and Horton and the source of funds for the payment of such fees will be presented to the Board for approval prior to the employment of the bond attorneys or the financial consultant.

U. T. EL PASO - EXPANSION OF STUDENT UNION BUILDING - RECOMMENDATION PERTAINING TO BOND ISSUE.--At the February 26, 1966, meeting of the Board of Regents, the expansion and remodeling of the Student Union Building at U. T. El Paso was authorized at a total project cost not to exceed \$2,500,000 with financing to be provided by the issuance of revenue bonds and refunding of the outstanding bonds. The firm of McCall, Parkhurst & Horton of Dallas was named as bond counsel, and preliminary application was to be filed with the Department of Housing and Urban Development for the maximum amount available. At the January 28, 1967, meeting of the Board approval was given of preliminary plans for the addition as prepared by the Associate Architect, Garland and Hilles.

Approval of final plans and specifications is being recommended to the July, 1967, meeting of the Board of Regents through Buildings and Grounds Committee.

The Director of Facilities Planning and Construction has been advised by the Department of Housing and Urban Development that no funds will be available through the Department for this expansion. It is, therefore, recommended by the Executive Director of Investments, Trusts and Lands that plans be made for the sale of the \$2,500,000 issue in the open market and that he be authorized to go forward with preparation of the brochure advertising and calling for bids on the bonds to be received for action by the Board at the same meeting at which construction bids will be acted upon. In a recent conference with officials of the Department of Housing and Urban Development it was ascertained that the refunding of the Series 1957 bonds, now outstanding in the amount of \$475,000, would pose no problem to the new issue.





## **Medical Affairs Committee**

MEDICAL AFFAIRS COMMITTEE

Date: July 28, 1967

Time: To be designated in the Supplementary Agenda Material.

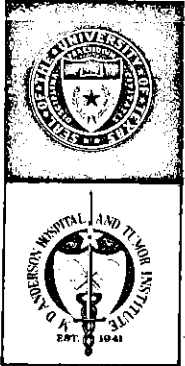
Place: To be designated in the Supplementary Agenda Material.

|   | <u>Page</u><br><u>MED</u> |
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| 1. Anderson Hospital: Appointment of Mr. William Lewis Moody, IV, to the Board of Visitors of the University Cancer Foundation                                  | 2                         |
| 2. Galveston Medical Branch: Special Committee to Negotiate Management Agreement with Sealy and Smith Foundation for the Operation of the Jennie Sealy Hospital | 4                         |

1. ANDERSON HOSPITAL: APPOINTMENT OF MR. WILLIAM LEWIS MOODY, IV, TO THE BOARD OF VISITORS OF THE UNIVERSITY CANCER FOUNDATION. -- Below is a Xerox copy of Chancellor Ransom's recommendation:

Chancellor Ransom concurs in the recommendation of Dr. R. Lee Clark that Mr. William Lewis Moody, IV, of Galveston, be appointed to the Board of Visitors of the University Cancer Foundation.

Dr. Clark's letter of June 23, 1967 to Chancellor Ransom and a brief biographical resume for Mr. Moody are included for your information:



THE UNIVERSITY OF TEXAS  
M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE

Texas Medical Center

Houston, Texas

77025

June 23, 1967

WDB, GWL

LEE CLARK, M. D., DIRECTOR

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

Dear Doctor Ransom:

We are pleased to recommend to you and to the Board of Regents the appointment of Mr. William Lewis Moody, IV, of Galveston, to our Board of Visitors of the University Cancer Foundation. Mr. Moody was recruited by one of our Houston Board Members, and has expressed his interest in serving.

The Moody family has for many years contributed much to public and private philanthropy in Texas. Mr. Moody is a director and former chairman of the Moody Foundation. A brief biographical resume is enclosed.

We are indeed pleased to make this recommendation and are confident that Mr. Moody will be a very important addition to our Board of Visitors.

Sincerely yours,

R. Lee Clark, M. D.  
Director

RLC:br

Enclosure

cc: (copy attached for Miss Thedford, if approved)

BIOGRAPHICAL DATA: WILLIAM LEWIS MOODY, IV

Personal Background: Born in Galveston, Texas, August 19, 1924, son of Mr. and Mrs. W. L. Moody, III. Presently married to the former Darlene Hendrick; father of four children.

Present Address: P. O. Box 248, Brackettville, Texas; and c/o The National Hotel Co., Galveston, Texas.

Corporate Positions: President, Silver Lake Ranches, Inc.; vice president and director, The National Hotel Co.; president, Moody Ranches, Inc.

Foundation Responsibility: Director and former chairman of the Moody Foundation.

2. GALVESTON MEDICAL BRANCH: SPECIAL COMMITTEE TO NEGOTIATE MANAGEMENT AGREEMENT WITH SEALY AND SMITH FOUNDATION FOR THE OPERATION OF THE JENNIE SEALY HOSPITAL. --Below is a Xerox copy of Chancellor Ransom's recommendation:

The Board of Regents at their meeting on December 11 - 12, 1964 appointed a committee consisting of Dr. Blocker, Mr. Walker, Mr. Landrum, and Mr. Waldrep to negotiate the terms of the management agreement with the Sealy and Smith Foundation for the operation of the Jennie Sealy Hospital. This committee has not functioned primarily because the Foundation would not consider terms so long as Mr. Bobbitt was in the position of Hospital Administrator.

In view of the several personnel changes that have taken place in the past two years, Chancellor Ransom recommends that a new University committee be named. He recommends that Vice-Chancellor LeMaistre and Vice-Chancellor Walker, representing the Chancellor's Office, and Vice-President Harding and Vice-President Thompson, representing the Galveston Medical Branch, be the official University committee to negotiate terms with the Sealy and Smith Foundation. It is also recommended that the Hospital Administrator or Acting Hospital Administrator serve with this committee in an ex-officio capacity.

MEDICAL AFFAIRS COMMITTEE

Supplementary Agenda

Date: July 28, 1967

Time: 1:00 p. m.

Place: Room 209

|   | <u>Page</u><br><u>MED</u> |
|---|---------------------------|
| 3. Galveston Medical Branch: Procedures<br>for Forfeited Deposits   | 6                         |
| 4. Galveston Medical Branch: Request for<br>New Department of Aerospace Medicine;<br>Contingent Upon Approval, Request for<br>Appointment of Charles A. Berry, M. D.,<br>and Allen Duane Catterson, M. D. | 9                         |

3. GALVESTON MEDICAL BRANCH: PROCEDURES FOR FORFEITED DEPOSITS. -- Below is a Xerox copy of Chancellor Ransom's recommendation:

Chancellor Ransom concurs with Vice-Chancellors LeMaistre, Walker and Landrum that the procedures for forfeited deposits as recommended by Dr. Blocker be approved:



THE UNIVERSITY OF TEXAS MEDICAL BRANCH  
GALVESTON, TEXAS 77550

July 5, 1967

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

Dear Dr. Ransom:

For many years The University of Texas Medical Branch has required a \$30.00 deposit by those individuals who accept positions in the medical class. This deposit was established in accordance with the procedures recommended by the Association of American Medical Colleges which further provides that the deposit is forfeited by any student who withdraws his acceptance after January 14 of the year in which he is scheduled to enroll. (Deposits range from \$10.00 to \$100.00 with most deposits at or above \$50.00). We have abided by the policy of the AAMC except that we have, by agreement with Southwestern, refunded the deposit to a student transferring to Southwestern without regard as to the date of withdrawal.

Funds accumulated at the Medical Branch from forfeited deposits now total approximately \$2,700. There appears to be no specific guidelines for the expenditures of these funds and we would, therefore, like to consider them in the same category as forfeited "Property Deposits" and recommend that all forfeited deposits be transferred to a Medical School Scholarship Fund. Expenditure of forfeited "Property Deposits" for Student Scholarships was authorized by Legislative Acts in 1949 and 1957 (Vernon's Civil Statutes, Article 2654d-1. Section 2 and 3, attached).

If the establishment of a Medical Student Scholarship Fund is approved, we further recommend that the scholarships be granted annually by the Dean of Student Affairs in an amount not to exceed tuition to a student or students above the first year class with major consideration given to need, but with the provision that to receive the scholarship a student must be in satisfactory scholastic standing (not on probation) and a resident of the State of Texas as defined for tuition purposes.

Sincerely yours,

Warren G. Harding  
Associate Director

APPROVED:

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

WGH:br



Sec. 2. There is hereby established a student deposit fund which shall be used for the purpose of scholarship awards and for the support of student union programs at the respective institutions in the manner hereinafter set forth. The income from the investment or time deposits shall become a part of this fund, and any general property deposits which heretofore or hereafter remain without call for refund for a period of four (4) years from the date of last attendance at any of the institutions shall be forfeited and become a part of and operative to the permanent use and purpose of the student deposit fund. Direct expenses of the administration of the funds shall be paid from the student deposit fund. Nothing in this Act shall be construed to prohibit refund of any balance remaining in the "General Property Deposits" when made on proper demand and provided the above limitation of four (4) years has not run. The governing boards of the respective institutions may require that no student withdraw his deposit until he has been graduated or has apparently withdrawn permanently from school.

Sec. 3. The student deposit fund, consisting of the income from the investment or time deposits of the "General Property Deposits" and forfeited "General Property Deposits," as provided in this Act, shall be used, at the discretion of the respective governing boards of the several institutions of higher education, either for the purpose of making student scholarship awards to needy and deserving students, or for the support of a general student union program, or for both such purposes. The governing boards shall administer the scholarship awards for the institutions under their jurisdiction, including the selection of recipients and the amounts and conditions of the awards; provided, however, that the recipients of such awards are residents of the State of Texas as defined for tuition purposes. Any use of such funds for the support of student union programs shall be approved as to amount and purpose by the respective governing boards of the several institutions; provided, however, that at the Main University of The University of Texas, A. & M. College at College Station, and Texas Technological College at Lubbock such funds shall be available for scholarship purposes only. Acts 1949, 51st Leg., p. 1189, ch. 602; Acts 1957, 55th Leg., p. 1349, ch. 459, § 1.

**Historical Note**

**Section 1:**

The act of 1957 substituted "That the governing boards of the several State institutions of higher education may, at their discretion" for "The Board of Regents of the University of Texas may, at its discretion" and "General Property Deposits" for "General Property Deposit."

**Section 2:**

Prior to amendment in 1957, the section provided: "Sec. 2. The income from any investment or time deposit shall be used for

the purpose of making student scholarship awards to needy and deserving students of The University of Texas who are residents of the State of Texas as defined for tuition purposes, and the Board of Regents of The University shall administer the scholarship awards including the selection of recipients and the amounts and conditions of the awards. Any of said general property deposits which heretofore or hereafter remain without call for refund for a period of four (4) years from date of last attendance at The University of Texas

shall be forfeited, and said deposits shall become operative to the permanent use and purpose of the scholarship fund. Direct expenses in the administration of the fund shall be paid from the income of the fund. Nothing in this Act should be construed to prohibit refund of any balance remaining in said 'General Property Deposit' when made on proper demand and provided the above limitation of four (4) years

has not run. The Board of Regents of The University of Texas may require, however, that no student may withdraw his deposit until he has been graduated or has apparently withdrawn permanently from The University of Texas."

## Section 3:

The section was added in 1957.

## Notes of Decisions

## Library references

Colleges and Universities  $\S$  9.  
C.J.S. Colleges and Universities  $\S$  24 et seq.

## 1. Construction and application

The student deposit fund established by this article could not be used for student

loans under the clause relating to scholarship awards to needy and deserving students nor under the clause relating to a general student union program. Op. Atty. Gen., 1963, No. C-170.

**Art. 2654e. Exemption from tuition fees of students from other nations of American continents; limitation on number**

The governing boards of the several institutions of collegiate rank, supported in whole or in part by public funds appropriated from the State Treasury, are hereby authorized and directed to annually exempt from the payment of tuition fees one hundred (100) native-born students from the other nations of the American continents. Five (5) students from each nation shall be exempt as provided herein, unless any nation fails to have five (5) students available and qualified for exemption in which case more than five (5) students from any other nation of the American continent may be exempt, subject to the limitation that no more than one hundred (100) students from all such nations shall be exempt each year, except that no student from Cuba shall be permitted to participate.

Every applicant claiming the benefit authorized herein shall furnish satisfactory evidence, certified by the proper authority of his native country, that he is a bona fide citizen and resident of the country which certifies his application, and that he is scholastically qualified for admission. The State Board of Education, in cooperation with representatives of the governing boards of the State institutions of higher learning, shall formulate and prescribe a plan for the admission and distribution of all applicants desiring to qualify under the provisions of this Act.

No student shall be allowed to take advantage of this Act who is not a native-born citizen of the country certifying his qualifications for receiving the privileges authorized by this Act and who has not lived in one of the nations of the American continents for a period of at least five (5) years. Acts 1941, 47th Leg., p. 38, ch. 25,  $\S$  1; Acts 1963, 58th Leg., p. 544, ch. 201,  $\S$  1.

4. GALVESTON MEDICAL BRANCH: REQUEST FOR NEW DEPARTMENT OF AEROSPACE MEDICINE; CONTINGENT UPON APPROVAL, REQUEST FOR APPOINTMENT OF CHARLES A. BERRY, M. D. AND ALLEN DUANE CATTERSON, M. D. -- Vice-Chancellor LeMaistre approves the recommendations as set out by Doctor Blocker in the following communication relating to the creation of a Department of Aerospace Medicine and in addition recommends that the Board authorize the Administration to request the Coordinating Board, Texas College and University System's approval for the establishment of this department:

July 14, 1967

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

Dear Dr. Ransom:

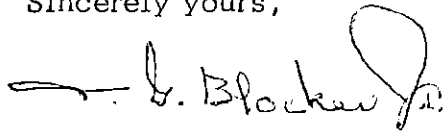
On the basis of numerous discussions with Dr. Charles A. Berry, Director of Medical Research and Operations, NASA Manned Spacecraft Center, I recommend the creation of a Department of Aerospace Medicine in the School of Medicine, The University of Texas Medical Branch, effective September 1, 1967. Subject to approval of the creation of this new department, I further recommend that Dr. Charles A. Berry, M.D., be appointed Professor and Chairman of the Department of Aerospace Medicine and that Allen Duane Catterson, M.D., Assistant to the Director of Medical Research and Operations, be appointed Associate Professor of Aerospace Medicine, both to serve without salary.

Members of our faculty have cooperated with Dr. Berry and his staff on several studies related to the medical phases of the Manned Spacecraft Program, and special studies are now being carried out by Dr. William Levin and Dr. Stephen R. Ritzmann, of our Department of Internal Medicine, with funds provided from a \$50,000 contract recently negotiated. We believe this official recognition of these two outstanding Aerospace physicians will open the door to additional areas of cooperative effort and greater participation by members of our faculty in the planning for, and appraisal of, medical phases of the Manned Spacecraft Program. Effective with the appointment, Dr. Berry has agreed that he and other members of his staff will be available to give regular lectures to our medical students as well as special seminars for house staff and faculty. For the present, their research participation will be on a cooperative basis in relation to grants and/or contracts secured by members of our faculty.

For the present, the only cost involved for the Medical Branch would be to provide an office for use by Dr. Berry and his staff when they are on our campus, and the availability of a part-time secretary to assist them in any writing or correspondence relative to their participation in our teaching and research program.

We have been advised, unofficially however, that NASA's plans include the eventual establishment of an Aerospace Institute (totally funded by NASA) on a medical school campus with the expectation that such an institute may eventually serve as the nerve center for the total program of Medical Research and Operations for the Manned Spacecraft Center. The establishment of a Department of Aerospace Medicine at this time, with cooperative efforts between our faculty and the NASA staff, should place us in a very favorable position when an Aerospace Institute is authorized.

Sincerely yours,



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

The University of Texas Medical Branch  
at Galveston

TGB, Jr:ms *Recommend approval*  
*Charles L. Mantie*

## **Committee of the Whole**

COMMITTEE OF THE WHOLE  
Chairman Erwin Presiding

Date: To be designated in the Supplementary Agenda Material.

Time: To be designated in the Supplementary Agenda Material.

Place: To be designated in the Supplementary Agenda Material.

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## DOCUMENTATION

### A. REPORTS AND SPECIAL ITEMS RELATING TO INSTITUTIONS OUT OF AUSTIN (See Page C of W - 76 for additional items submitted in Supplementary Agenda Material.)

1. U. T. El Paso (Doctor Ray)
2. U. T. Arlington (Doctor Woolf)
3. Galveston Medical Branch (Doctor Blocker)
4. Houston Dental Branch (Doctor Olson)
5. Anderson Hospital (Doctor Clark)
6. Dallas Medical School (Dean Sprague)
7. San Antonio Medical School (Doctor Pannill)
8. Graduate School of Biomedical Sciences at Houston (Doctor Arnim)
9. Division of Continuing Education (Doctor Taylor)



B. REPORTS AND SPECIAL ITEMS RELATING TO U. T. AUSTIN

1. U. T. AUSTIN: RECOMMENDED AWARD OF CONTRACT TO SOL FRANK COMPANY FOR AIR FORCE ROTC UNIFORMS.-- A Xerox copy of Chancellor Ransom's recommendation is set out below:

On July 5, 1967, bids were opened in the Business Manager's Office for Air Force R.O.T.C. uniforms. Bid Invitations and specifications were sent to the following:

Austin Army and Navy Store, Austin, Texas  
Joseph's Men's Shop, Austin, Texas  
Frank Brothers, San Antonio, Texas  
Sol Frank Company, San Antonio, Texas  
Lauterstein's, San Antonio, Texas  
Kel-Lac Uniforms Inc., San Antonio, Texas

Bids were received from the following:

|                       |          |
|-----------------------|----------|
| Sol Frank Company     | \$103.64 |
| Kel-Lac Uniforms Inc. | 112.59   |
| Lauterstein's         | 124.40   |

The samples submitted by the low bidder comply with specifications. It is recommended that the Board of Regents award the contract to Sol Frank Company and that the Business Manager, Mr. James Colvin, be authorized to sign the contract.

2. U. T. AUSTIN: APPROPRIATION FROM RETAINED EARNINGS OF CAMPUS SERVICES, INC. FOR SUPPORT OF BEVO.-- Below is a Xerox copy of Chancellor Ransom's recommendation:

\$300 each year for several years has been included in the approved budget for Retained Earnings of Campus Services, Inc. for the cost of feeding Bevo.

The Silver Spurs organization has an annual expense of something over \$700 in the maintenance of Bevo and the trailer. The amount in excess of \$300 has been paid out of Silver Spurs dues.

This year a repair bill on the trailer of approximately \$200 has been an unexpected expense over and above the normal operating expenses. The Silver Spurs have asked if it would be possible to have an additional appropriation for the trailer repairs. This appropriation can be made within the total allocations originally approved at the January meeting of the Board of Regents, since only \$1000 was used of the \$1250 allocated for expenses of the chess team to National Tournament.

Chancellor Ransom concurs with the recommendation of Vice-Chancellor Landrum that an additional appropriation of \$200 for the support of Bevo for 1966-67 be approved from the Retained Earnings of Campus Services, Inc.

*Just a note  
3/2/68  
J. R. Ransom*

3. U. T. AUSTIN: AMENDMENT TO 1967-68 CLASSIFIED PERSONNEL PAY PLAN FOR PROFESSIONAL LIBRARIANS.-- Below is a Xerox copy of Chancellor Ransom's recommendation to amend the 1967-68 Classified Personnel Pay Plan for U. T. Austin:

Chancellor Ransom recommends that the salary ranges for librarians be approved for 1967-68 as follows:

| <u>Title</u>  | <u>Class Code</u> | <u>Currently Approved 1967-68 Ranges</u> | <u>Recommended 1967-68 Ranges</u> |
|---------------|-------------------|--|-----------------------------------|
| Librarian IV  | 8021              | \$ 710-870                               | \$ 770-950                        |
| Librarian III | 8022              | 680-835                                  | 740-910                           |
| Librarian II  | 8023              | 620-770                                  | 680-835                           |
| Librarian I   | 8024              | 539-680                                  | 592-740                           |

A special study and survey of Texas state-supported colleges and universities reveals that The University of Texas is only average in the pay of its librarians. Our starting rates for librarians have traditionally been below the average beginning salaries received by the graduates of our Graduate School of Library Science. Nine state-supported institutions of higher education in Texas ranked higher than The University of Texas in the average annual salary for librarians during 1966-67.

The recommendation for the adjustment of librarian salary ranges is essential for the University to keep its experienced personnel and compete in the open market for additional librarians.

4. U. T. AUSTIN: CONTRACT WITH BOARD OF TRUSTEES OF DEL VALLE INDEPENDENT SCHOOL DISTRICT FOR PRACTICE TEACHING AND CLASSROOM OBSERVATION - PARTICIPATION.-- Below is a Xerox copy of a recommendation of Chancellor Ransom relating to a contract for practice teaching and classroom observation - participation in the Del Valle Independent School District:

The following contract between the Board of Regents of The University of Texas and the Board of Trustees of the Del Valle Independent School District has been signed by the President and the Secretary of the Board of Trustees of the Del Valle Independent School District. This contract includes the same provisions as the contract we have with the Austin Independent School District. Undoubtedly, there will be one or two others in the future as we normalize this program of payment for practice teaching and classroom observation-participation services provided by school districts cooperating with us in our Teacher Education Program. No additional funds are required since the amount budgeted for the coming year is sufficient to cover all of our students regardless of the school district in which they are placed.

It is recommended that the Chairman of the Board of Regents be authorized to execute this contract agreement for and on behalf of the Board of Regents of The University of Texas, after approval as to form by University Attorney Waldrep and as to content by Vice-Chancellor Hackerman.

The contract is on the following pages.

STATE OF TEXAS  
COUNTY OF TRAVIS

X  
X  
X

KNOW ALL MEN BY THESE PRESENTS:

THIS CONTRACT AND AGREEMENT by and between the Board of Regents of The University of Texas, hereinafter for convenience called University, acting herein by and through its duly authorized official, Frank C. Erwin, Jr., Chairman, and the Del Valle Independent School District, hereinafter for convenience called District, acting herein by and through Rowe Caldwell, Jr., President of the Board of Trustees, as follows:

1. For and in consideration of the covenants and conditions herein contained, it is agreed by and between University and District that practice teaching and classroom observation-participation by students of the University of Texas in the schools operated by District will be conducted under the following terms and provisions:

a. Definition: A student teacher is a student of the University of Texas who is enrolled in student teaching and is assigned by University to a school of District and who completes at least 1/2 of the semester of student teaching with a minimum credit of six (6) semester hours.

Illustration: An all-level music teacher who spends half the semester in an elementary assignment and half in a secondary assignment would be counted as one student teacher with the compensation divided between the two teachers.

An elementary student teacher who is also receiving certification in a field of special education would be counted as two student teachers since she is enrolled for six (6) semester hours of credit in elementary student teaching and six (6) semester hours in special education. Both classroom teachers would receive full compensation.

b. For the right and privilege of a student of the University of Texas conducting practice teaching and classroom observation activities in schools operated by District, University shall pay to District the following:

(1) \$75.00 per semester for each student teacher assigned to a school operated by District.

(2) \$15.00 per semester for each student of University enrolled in the elementary observation-participation course conducted in a school operated by District.

Provided however, if the Legislature of the State of Texas enacts a bill providing for the consideration to be paid by University to District for the students of University engaged in practice teaching and elementary observation-participation in the schools operated by District, said consideration as provided in said bill shall apply from the effective date of said bill.

The total consideration for each semester calculated under the above provisions shall be paid by University to District at the Administration Building, Del Valle Independent School District, Del Valle, Texas, not later than ten (10) days after the end of each semester.

c. The students of University conducting practice teaching and engaged in classroom observation activities shall be placed in the schools and classrooms of District in accordance with policy established by the officials of University and District, providing however, District reserves the right to designate the particular classroom to which a student teacher will be assigned and said practice teaching and elementary observation-participation shall be conducted in accordance with the policies established by District.

d. This contract and agreement shall become effective September 1, 1967, at which time all previous agreements, written or oral, between University and District pertaining to practice teaching and elementary observation-participation shall terminate and be of no force and effect.

2. This contract and agreement shall be for a term of two (2) years commencing on the date provided in the above paragraph and shall automatically renew for successive one-year periods. Either party to this contract shall have the right to terminate this contract by giving to the other party written notice of said party's intent to terminate this said contract. Written notice by the University to District to terminate this contract shall be sent by United States Mail to the Superintendent of District at his office in the

Administration Building, Del Valle Independent School District, Del Valle, Texas, and written notice by District to University to terminate this contract shall be sent by United States Mail to The Dean, College of Education, Sutton Hall, University of Texas, Austin, Texas. This contract shall terminate on the 31st day of August first occurring twelve (12) months after date of receipt of said written notice.

DATED, this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

ATTEST:

BOARD OF REGENTS OF  
THE UNIVERSITY OF TEXAS


\_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Chairman

ATTEST:

BOARD OF TRUSTEES OF  
THE DEL VALLE INDEPENDENT  
SCHOOL DISTRICT

  
Secretary

By   
President

C. REPORTS AND SPECIAL ITEMS RELATING TO U. T. SYSTEM

5. U. T. SYSTEM: OUT-OF-STATE TRAVEL AUTHORIZATIONS.-- Below is a Xerox copy of Chancellor Ransom's recommendation:

Article V, Section 17c ("Exceptions to the Per Diem and Travel Allowances") of the General Appropriation Bill (S. B. 15) passed by the Sixtieth Legislature reads:

c. Any Assistant Attorney General, or representative of the State Health Department, the Department of Mental Health and Mental Retardation, the Department of Agriculture, the Adjutant General, the State Board of Education, the Department of Public Welfare, the State Highway Commission, the Railroad Commission, the Parks and Wildlife Department, the Texas Employment Commission, or administrative officer of any higher education institution or agency, when any of the employees of these departments are directed by the appropriate governing Board or department head to represent the State of Texas outside the boundaries of the State of Texas, shall receive actual meals, lodging and incidental expenses, not to exceed Thirty-five Dollars (\$35) per day.

From time to time the following System administrative officers are directed by the Board of Regents or the Chancellor to represent The University of Texas outside the boundaries of the State of Texas:

All Vice-Chancellors  
Budget Officer  
Comptroller  
Director, Facilities Planning and Construction  
Executive Director, Investments, Trusts and Lands  
University Attorney

Chancellor Ransom recommends that for out-of-State travel during the fiscal year 1967-68 the above listed System administrative officers be authorized to receive actual expenses for meals, lodging and incidental expenses, not to exceed Thirty-five Dollars (\$35) per day, in lieu of the \$17 per diem allowance.

Executive heads are currently authorized to receive actual expenses for travel.

Chancellor Ransom further recommends that each institution in The University of Texas System be authorized to have two (2) administrative officers designated by title to represent the institution outside of the boundaries of the State of Texas and receive actual expenses on such trips, not to exceed Thirty-five Dollars (\$35) a day. After receiving the recommendations from the institutional head, Chancellor Ransom will submit them for approval of the Board of Regents.

(Note: Chairman Erwin questions whether or not this recommendation, if adopted, should be incorporated into Part Two of the Regents' Rules and Regulations.)

2. CHANCELLOR'S DOCKET NO. 17.-- The ballots on Chancellor's Docket No. 17 are due in the Secretary's Office at the close of business on July 25th. A report on the results of the ballots will be distributed at the meeting.
  
3. U. T. SYSTEM: 1967-68 OPERATING BUDGETS (INCLUDING AUXILIARY ENTERPRISES).-- Under separate cover are the proposed 1967-68 Operating Budgets for The University of Texas System, including auxiliary enterprises, consisting of the following volumes:
  - Central Administration and Available University Fund
  - The University of Texas at Austin
  - The University of Texas at Arlington
  - The University of Texas at El Paso
  - The University of Texas Medical Branch at Galveston
  - The University of Texas Southwestern Medical School at Dallas
  - The University of Texas Medical School at San Antonio
  - The University of Texas Nursing School at Austin
  - The University of Texas Dental Branch at Houston
  - The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston
  - Anderson Hospital: Physicians' Referral Service
  - The University of Texas Graduate School of Biomedical Sciences at Houston
  - The University of Texas School of Public Health at Houston
  
4. U. T. SYSTEM: SALARY RECOMMENDATIONS EFFECTIVE AUGUST 1, 1967.-- Below is a Xerox copy of Chancellor Ransom's recommendation:

It is recommended that the salary rates approved in the 1967-68 operating budgets be made effective August 1, 1967 for the following administrative positions:

System Offices:

- All Vice-Chancellors
- Budget Officer
- Comptroller
- Executive Director, Investments, Trusts and Lands
- Endowment Officer
- University Attorney

Component Units:

- Business Manager--U.T. Austin
- Vice-President for Fiscal Affairs--U.T. Arlington
- Business Manager--U.T. El Paso
- Vice-President for Administration--Galveston Medical Branch
- Administrator--Anderson Hospital
- Business Manager--Anderson Hospital
- Business Manager--San Antonio Medical School

THE RULES AND REGULATIONS OF THE BOARD OF REGENTS  
FOR THE GOVERNMENT OF THE UNIVERSITY OF TEXAS

THE UNIVERSITY SYSTEM

PART TWO

1960

Adopted by the Board of Regents on January 23, 1960  
(with Amendments to February 3, 1962)  
(This is referred to as the February, 1962 revision)





IX

Completely revised -  
Attention is directed to Sec. 1.3 and to the last  
word of 1.4. ✓<sup>0</sup>

X

Sec. 7 - what are they? Do not have copy of bill. ✓<sup>b</sup>

XI

Sec. 1 - The last sentence is not the way we are  
operating. ✓<sup>g</sup>

REGENTS' RULES AND REGULATIONS, PART TWO: REVISED. --\*  
Under the direction of Vice-Chancellor Walker, Part Two of the Rules and Regulations has been revised to conform to current practices, current names and titles, and to incorporate the necessary provisions of the riders to the Appropriation Bill effective September 1, 1967. (Wherein such provisions are incorporated that differ from previous rider provisions, it is understood that such provisions will not be effective until September 1, 1967.)

The revision of Chapter IX "Matters Relating to the Office of Investments, Trusts and Lands" has been prepared by Mr. Floyd O. Shelton, Executive Director, and his staff and supersedes all previous Rules and Regulations and Statements of Policies pertaining to that office.

It is recommended that Part Two of the Rules and Regulations of the Board of Regents for the Government of The University of Texas be deleted and that the following be substituted in lieu thereof.

RULES AND REGULATIONS  
OF THE  
BOARD OF REGENTS  
OF  
THE UNIVERSITY OF TEXAS SYSTEM  
FOR THE GOVERNMENT OF  
THE UNIVERSITY SYSTEM

PART TWO

1967

Adopted by the Board of Regents on January 23, 1960  
(with Amendments to July 29, 1967)

\*Note: The Secretary has indicated in the margin where changes have been made in the existing Rules and Regulations other than editorial changes.

## PART TWO

Part Two consists of rules and regulations which are fiscal in nature. These may be deleted or amended by the Board of Regents without the necessity for prior notice or action.

### CHAPTER I

#### GENERAL

##### Sec. 1. Gifts to the University

- 1.1 The authority to accept gifts to the University or to any of the component institutions is vested in the Board of Regents.
- 1.2 Recommendations for the acceptance of gifts showing details as to value, form, stipulations regarding use, and provisions for custody and disbursement of funds shall be transmitted by the institutional head to the Chancellor and by him, with recommendations, to the Board of Regents. These provisions, however, do not apply to contracts with public agencies.
- 1.3 The authority to accept gifts to a component institution is delegated to the institutional head when the gift is to a fund, foundation, or enterprise already approved by the Board of Regents or is a continuation of a series which has been previously approved by the Board. Such gifts shall be reported to the Board arranged uniformly as prescribed by the Office of the Board of Regents by the dockets of each component institution. Unconditional gifts to Texas Western College for support of the athletic program of the college may be reported to the Board of Regents in the manner prescribed in Section 1.4 following this subsection. (Adopted April 5, 1963)
- 1.4 Each administrative head is empowered to accept cash gifts to the University of Texas of less than \$100, within the policies of the Board of Regents and Legislature governing the acceptability of gifts, and to deposit such gifts to the appropriate accounts. A semi-annual report of such gifts showing name and address of donor, amount, purpose, and date of the gift shall be filed in the Office of the Board of Regents within thirty (30) days after August 31 and February 28 of each year. Such reports from the M. D. Anderson Hospital and Tumor Institute may exclude gifts of \$25 or less (Adopted June 30, 1962)

Explanatory Statement - Part Two

Part Two consists of rules and regulations which are fiscal in nature. These may be deleted or amended by the Board of Regents without the necessity for prior notice or action.

*Shall the portion  
- amending  
- and be deleted  
- be deleted*

CHAPTER I

GENERAL

Sec. 1. Gifts to The University of Texas System

- 1.1 The authority to accept gifts to The University of Texas System or to any of the component institutions is vested in the Board of Regents of The University of Texas System.
- 1.2 Recommendations for the acceptance of gifts showing details as to value, form, stipulations regarding use, and provisions for custody and disbursement of funds shall be transmitted by the institutional head to the Chancellor and by him, with recommendations, to the Board of Regents. These provisions, however, do not apply to contracts with public agencies.
- 1.3 The authority to accept gifts to a component institution is delegated to the institutional head when the gift is to a fund, foundation, or enterprise already approved by the Board of Regents or is a continuation of a series which has been previously approved by the Board. Such gifts shall be reported to the Board arranged uniformly as prescribed by the Office of the Board of Regents by the dockets of each component institution. Unconditional gifts to The University of Texas at El Paso for support of the athletic program of the institution may be reported to the Board of Regents in the manner prescribed in Section 1.4 following this subsection.
- 1.4 Each institutional head is empowered to accept cash gifts to a component institution of The University of Texas System of less than \$100, within the policies of the Board of Regents and Legislature governing the acceptability of gifts, and to deposit such gifts to the appropriate accounts. A semi-annual report of such gifts showing name and address of donor, amount, purpose, and date of the gift shall be filed in the

- 1.5 Except as provided in the preceding sections, no member of any staff has the power to accept gifts of money to the University or to any of its component institutions. Gifts to the component institutions of books or other objects of very small value and very obvious propriety, without conditions attached, may be accepted by individual members of the staffs provided these gifts are reported promptly to the institutional head. Such gifts need not be reported to the Board.
- 1.6 The University will not accept a gift for the benefit of any designated student unless the donor is exempt from Federal Income Taxes as defined by the Commissioner of Internal Revenue.
- 1.7 The acceptance of gifts of real property is prohibited without prior express approval of the Legislature except for establishing scholarships professorships, or other trust funds for educational purposes and then only on condition that such gifts must not later require legislative appropriations for maintenance, repair, or construction of buildings. (Current Appropriation Bill)

Sec. 2. Fellowships, Scholarships, and Loan Funds.

- 2.1 After gifts for fellowships, scholarships, and loan funds have been accepted by the Board of Regents, as indicated previously, they are administered jointly by designated committees and the business office of each component institution.
- 2.2 In the case of scholarships and fellowships, the appropriate committee, or designated individual, receives applications, makes the necessary inquiries, and determines the award. The committee advises the institutional head of the award and he, in turn, approves and forwards the notice of award to the business office. Payments on scholarships and fellowships are made through the business office of the component institution.
- 2.3 In the case of loan funds, the appropriate committee receives applications for loans, makes the necessary inquiries, and approves or declines the original loan as well as all renewals and extensions. The chairman notifies the business office of the granting of loans, and all records including notes, cash, accounts and collections are thereafter handled by that office. The principal of loan funds is kept intact so far as is possible. The chairman of the awarding committee may be requested by the business office to assist in collection of past due interest or principal.

Sec. 3. Tuition and Other Fees. -- Tuition and other fees will be fixed as prescribed or as authorized by statute, and will be set out in the institutional catalogue.

Sec. 4. Fiscal Year. -- The fiscal year of the University shall be September 1 through August 31.

Sec. 5. Policy Against Discrimination. -- With respect to the admission and education of students, with respect to the employment and promotion of teaching and non-

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Office of the Board of Regents within thirty (30) days after August 31 and February 28 of each year. Such reports from The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston may exclude gifts of \$25 or less.

- 1.5 Except as provided in the preceding sections, no member of any staff has the power to accept gifts of money to The University of Texas System or to any of its component institutions. Gifts to the component institutions of books or other objects of very small value and very obvious propriety, without conditions attached, may be accepted by individual members of the staffs provided these gifts are reported to the Board.
- 1.6 The University of Texas System will not accept a gift for the benefit of any designated student unless the donor is exempt from Federal Income Taxes as defined by the Commissioner of Internal Revenue.
- 1.7 The acceptance of gifts of real property is prohibited without prior express approval of the Legislature except for establishing scholarships, professorships, or other trust funds for educational purposes and then only on condition that such gifts must not later require legislative appropriations for maintenance, repair, or construction of buildings. (Current Appropriation Bill)

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Sec. 2. Fellowships, Scholarships, and Loan Funds.

- 2.1 After gifts for fellowships, scholarships, and loan funds have been accepted by the Board of Regents, as indicated previously, they are administered jointly by designated committees and the business office of each component institution.
- 2.2 In the case of scholarships and fellowships, the appropriate committee, or designated individual, receives applications, makes the necessary inquiries, and determines the award. The committee advises the institutional head of the award and he, in turn, approves and forwards the notice of award to the business office. Payments on scholarships and fellowships are made through the business office of the component institution.
- 2.3 In the case of loan funds, the appropriate committee receives applications for loans, makes the necessary inquiries, and approves or declines the original loan as well as all renewals and extensions. The chairman notifies the business office of the granting of loans, and all records including notes, cash, accounts and collections are thereafter handled by that office. The principal of loan funds is kept intact so far as is possible. The chairman of the awarding committee may be requested by the business office to assist in collection of past due interest or principal.

Sec. 3. Tuition and Other Fees.-- Tuition and other fees will be fixed as prescribed or as authorized by statute, and will be set out in the institutional catalogue.

Sec. 4. Fiscal Year.-- The fiscal year of The University of Texas System shall be September 1 through August 31.

Sec. 5. Policy Against Discrimination.-- With respect to the admission and education of students, with respect to the employment and promotion of teaching and

teaching personnel, with respect to student and faculty activities conducted on premises owned or occupied by the University, and with respect to student and faculty housing situated on premises owned or occupied by the University, neither The University of Texas nor any of its component institutions shall discriminate either in favor of or against any person on account of his or her race, creed, or color. (Adopted May 16, 1964)



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non-teaching personnel, with respect to student and faculty activities conducted on premises owned or occupied by any component institution of The University of Texas System, and with respect to student and faculty housing situated on premises so owned or occupied, The University of Texas System nor any of its component institutions shall not discriminate either in favor of or against any person on account of his or her race, creed, or color.

## CHAPTER II

### ACCOUNTING, AUDITING, REPORTING, AND BUDGETARY CONTROL

#### Sec. 1. Types of Funds.

- 1.1 General Funds.--General Funds are those unrestricted, operating funds which are available for any purpose. They are expended in accordance with the budgets and appropriations approved by the Board of Regents. General Budget Funds balances shall not be reappropriated from one fiscal year to another unless specific approval is given the institutional head and the business officer by the Chancellor and the Board of Regents.
- 1.2 Special Activities Funds.--Special Activities Funds are general funds restricted by the University; the income and expenditures are ordinarily related to a particular department. With few exceptions, expenditures are limited to the income derived from the project. They are subject to the same restrictions as General Budget Funds although balances are automatically reappropriated at the end of each fiscal year.
- 1.3 Current Restricted Funds.--Current Restricted Funds are those received from individuals, firms, agencies, corporations, etc., or income derived from private endowments, to be used only for a particular purpose or project, specified by the donor, such as research, conferences, scholarships, fellowships, etc. The period of use is usually designated in the agreement approved by the Board of Regents. Balances at the end of a fiscal year shall be carried forward to the succeeding year unless otherwise specified.
- 1.4 Agency Funds.--Agency Funds are funds handled through the institutional business office as the agent of the owner, after approval by the institutional head, the Chancellor, and the Board of Regents through the Institutional Docket. Balances shall be carried forward from year to year unless otherwise designated. Agency Funds shall be expended in accordance with the limitations of the agency agreement and the applicable rules and regulations of the Board of Regents.

#### Sec. 2. Accounting.

- 2.1 The financial accounts of the University shall be kept in accordance with the recommendations of the National Committee on the Preparation of a Manual on College and University Business Administration, as set forth in Volume I of "College and University Business Administration" (1952) published by the American Council on Education. Where those recommendations conflict with statutes applicable to the University or to official orders of the Coordinating Board, Texas College and University System, the latter shall be controlling.
- 2.2 All accounting records and procedures shall be subject to the approval of the institutional business officer and the University Comptroller.

CHAPTER II

ACCOUNTING, AUDITING, REPORTING, AND BUDGETARY CONTROL

Sec. 1. Types of Funds.

- 1.1 General Funds.--General Funds are those unrestricted, operating funds which are available for any purpose. They are expended in accordance with the budgets and appropriations approved by the Board of Regents. General Budget Funds balances shall not be reappropriated from one fiscal year to another unless specific approval is given by the Chancellor and the Board of Regents.
- 1.2 Special Activities Funds.--Special Activities Funds are general funds restricted by The University of Texas System; the income and expenditures are ordinarily related to a particular department. With few exceptions, expenditures are limited to the income derived from the project. They are subject to the same restrictions as General Budget Funds although balances are automatically reappropriated at the end of each fiscal year.
- 1.3 Current Restricted Funds.--Current Restricted Funds are those received from individuals, firms, agencies, corporations, etc., or income derived from private endowments, to be used only for a particular purpose or project, specified by the donor, such as research, conferences, scholarships, fellowships, etc. The period of use is usually designated in the agreement approved by the Board of Regents. Balances at the end of a fiscal year shall be carried forward to the succeeding year unless otherwise specified.
- 1.4 Agency Funds.--Agency Funds are funds handled through the institutional business office as the agent of the owner, after approval by the institutional head, the Chancellor, and the Board of Regents through the Institutional Docket. Balances shall be carried forward from year to year unless otherwise designated. Agency Funds shall be expended in accordance with the limitations of the agency agreement and the applicable rules and regulations of the Board of Regents.


Sec. 2. Accounting.

- 2.1 The financial accounts of The University of Texas System shall be kept as nearly as practicable in accordance with the recommendations of the National Committee on the Preparation of a Manual on College and University Business Administration, as set forth in Volume I of "College and University Business Administration" (1952), or subsequent edition thereof, published by the American Council on Education. Where those recommendations conflict with statutes or to regulations of the Coordinating Board, Texas College and University System or of other official state agencies, the latter shall be controlling.
- 2.2 All accounting records and procedures shall be subject to the approval of the institutional business officer and the Vice-Chancellor for Business Affairs, or his delegate.

- 2.3 The business office of each component institution shall be the central office for accounting control for all financial transactions of the institution. The institutional business officer shall confer with departmental and administrative officials and instruct them concerning the records of financial transactions to be kept by the departments.
- 2.4 Each departmental head shall keep an account of funds and property for which he is responsible, as detailed as necessary to supplement the business office records and to furnish accurate information on receipts, credits, expenditures, and other charges.
- 2.5 Records shall be kept for each fiscal year.
- 2.6 All expenditures must be in accordance with the approved budget.
- 2.7 Statements of departmental accounts shall be prepared monthly by the business office and shall be sent periodically to the department heads who will compare their records with those of the business office and report any differences promptly to the business office.
- 2.8 A person in each department may be designated by the department head with the approval of the institutional head, to sign vouchers, requisitions, etc., in his absence. These designations shall expire at the end of a fiscal year, or sooner if specified, and must be renewed each year.

Sec. 3. Auditing.

- 3.1 The institutional business officer is initially responsible for the preaudit of all business items. Financial transactions concerning the receipt, custody, and disbursement of moneys shall be preaudited to the extent necessary under the institutional accounting procedures and system of internal control, the fiscal regulations, and statutes or laws applicable to the University.
- 3.2 The preaudit of disbursements and other transactions shall be a part of the regular accounting procedures of the business offices. Post-audits of various units and departments shall be performed as directed by the institutional business officer or the University Comptroller.
- 3.3 Although the University Comptroller is responsible for the internal postauditing of business transactions affecting the component institutions, this work shall be done under the supervision of the business officers of the component institutions and the Branch College Auditor.
- 3.4 The business records of accounts and other records shall be verified and authenticated within the budgets, regental actions, and statutory requirements.

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- 2.3 The business office of each component institution shall be the central office for accounting control for all financial transactions of the institution. The institutional chief business officer shall confer with departmental and administrative officials and advise them concerning the records of financial transactions to be kept by the departments, as indicated in the next subsection.
- 2.4 Each departmental head shall keep an account of funds and property for which he is responsible, as detailed as necessary to supplement the business office records and to furnish accurate information on receipts, credits, expenditures, and other charges.
- 2.5 Records shall be kept for each fiscal year.
- 2.6 All expenditures must be in accordance with the approved budget.
- 2.7 Statements of departmental accounts shall be prepared monthly by the business office and shall be sent periodically to the department heads who will compare their records with those of the business office and report any differences promptly to the business office.
- 2.8 A person in each department may be designated by the department head, with the approval of the institutional head, to sign vouchers, requisitions, etc., in his absence. These designations shall expire at the end of a fiscal year, or sooner if specified, and must be renewed each year.

Sec. 3. Auditing.

- 3.1 The institutional chief business officer is initially responsible for the preaudit of all business items. Financial transactions concerning the receipt, custody, and disbursement of moneys shall be preaudited to the extent necessary under the institutional accounting procedures and system of internal control, the fiscal regulations, and statutes or laws applicable to The University of Texas System.
- 3.2 The preaudit of disbursements and other transactions shall be a part of the regular accounting procedures of the business office. Postaudits of various units and departments shall be performed as directed by the institutional chief business officer or the System Comptroller. Each institution is expected to develop, with the assistance of the System Comptroller, a strong internal audit staff to perform the basic postaudit functions and to augment the work of the System Comptroller's staff and the State Auditor.
- 3.3 The business records of accounts and other records shall be verified and authenticated within the budgets, regental actions, and statutory requirements.
- 3.4 The Systems audit staff of the System Comptroller shall review and/or conduct postaudits of business activities at the component institutions. Such audits shall be conducted in accordance with accepted auditing standards, including necessary tests of the records. Written reports will be prepared for all such audits, calling attention to transactions which may not be in accord with legal requirements, System and institutional accounting principles, policies and regulations. The Systems audit staff shall recommend corrective measures and procedures when appropriate.

- 3.5 The Branch College Auditor, under the supervision of the University Comptroller, shall be initially responsible for the postaudit of business activities at the component institutions, except the Main University. He shall conduct the audits in accordance with accepted auditing standards, including necessary tests of the records. He shall make a written report of each audit, calling attention to any transactions which may not be in accord with legal requirements, institutional accounting principles, and institutional policies and regulations.
- 3.6 The State Auditor, under State law, is responsible for the external audit of the University's books.

Sec. 4. Reporting.

- 4.1 All financial reports shall be prepared in accordance with the provisions of the statutes, official orders of Coordinating Board, Texas College and University System, and the directives of the Board of Regents and in conformity with the manual, "College and University Business Administration," referred to above. The forms shall be prepared by the institutional business officer and approved by the Vice-Chancellor for Business Affairs or his delegate.
- 4.2 Two reports, both of which shall be prepared under the direction of the institutional business officer and the University Comptroller, shall be prepared annually by the University:
- 4.21 Annual Financial Report.--On or before December 29, printed financial reports, set up in accordance with the forms recommended in Volume I, "College and University Business Administration" (1952) shall be filed with the Coordinating Board, Texas College and University System. The certificate of audit of the State Auditor is to be included if his report has been completed.
- 4.22 Salary Payment Report.--On or before December 31 each year, an itemized schedule shall be prepared of salaries and wages paid all employees for services during the preceding fiscal year out of any funds from any source or character under the control and/or custody of the Board of Regents, showing for each employee the total amount paid from each source during the twelve months of the fiscal year, the title of the position held or kind of service rendered, and a summary of all expenditures by departments. Three copies of this report shall be prepared, one copy for the Office of the Secretary of the Board of Regents, one copy for the Vice-Chancellor for Business Affairs, and one copy for the Office of the Comptroller.
- 4.3 A monthly financial report shall be prepared by each business office and distributed to administrative officials and to the Office of the Secretary of the Board of Regents.
- 4.4 Periodic financial reports reflecting income receipts, approved budget changes, and expenditures for each component institution shall be prepared by Central Administration.
- 4.5 Other reports, such as the quarterly report to the Bureau of the Census, may be made from time to time as well as internal reports pertaining to estimates of income, budgets, etc., but only those considered essential to effective administration shall be requested from the institutional business office.

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- 3.5 The Systems audit staff of the System Comptroller, in addition to the above duties, shall recommend internal audit programs for use at the component institutions, and shall conduct procedural studies and make recommendations for effective, and insofar as practical, uniform systems of accounting and reporting for all component institutions of The University of Texas System.
- 3.6 The State Auditor, under State law, is responsible for the external audit of the books of The University of Texas System.

Sec. 4. Reporting.

- 4.1 All financial reports shall be prepared in accordance with the provisions of the statutes, official directives of Coordinating Board, Texas College and University System, and directives of the Board of Regents, and in conformity with the manual, "College and University Business Administration", or its successor publication as referred to above. The reports shall be prepared by the institutional business officer and approved by the Vice-Chancellor for Business Affairs or his delegate.
- 4.2 Two reports, both of which shall be prepared under the direction of the institutional chief business officers and the Vice-Chancellor for Business Affairs or his delegate, shall be prepared annually:
  - 4.21 Annual Financial Report.-- On or before December 29, printed financial reports, in the format recommended in Volume I, "College and University Business Administration" (1952), or its successor publication, shall be filed with the Coordinating Board, Texas College and University System. The certificate of audit of the State Auditor is to be included if this report has been completed.
  - 4.22 Salary Payment Report.-- On or before December 31 each year, an itemized schedule shall be prepared of salaries and wages paid all employees for services during the preceding fiscal year out of any funds from any source or character under the control and/or custody of the Board of Regents, showing for each employee the total amount paid from each source during the twelve months of the fiscal year, the title of the position held or kind of service rendered, and a summary of all expenditures by departments. Three copies of this report shall be prepared by component institutions, one copy for the Vice-Chancellor for Business Affairs, one copy for the Secretary to the Board of Regent, and one copy for the System Comptroller.
- 4.3 Monthly financial reports shall be prepared by each business office and distributed to the institutional head, the Chancellor, the Secretary to the Board of Regents, and the System Comptroller.
- 4.4 Periodic financial reports reflecting income receipts, approved budget changes, and expenditures for each component institution shall be prepared by Central Administration.
- 4.5 Other reports may be made from time to time, such as internal reports pertaining to estimates of income, budgets, etc., but only those considered essential to effective administration shall be requested from the institutional business offices.

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Sec. 5. Annual Budgets.

- 5.1 Annual Budgets for all the component institutions shall be approved by the Board of Regents within the budget estimates of income prepared by the institutional business officer and the institutional head.
- 5.2 General policies for the budget preparation shall be recommended by the Chancellor to the Board of Regents and shall be followed in preparing the budgets. Instructions for details of budget preparation shall be furnished to the institutional heads by Central Administration.
- 5.3 The institutional head shall issue local instructions and shall furnish forms to the budget-recommending officials. Their recommendations for salaries, maintenance and operation, equipment, travel, and other pertinent items shall be reviewed by the institutional head and transmitted, with his recommendations, to the Chancellor for review and final recommendation to the Board.
- 5.4 Rules and procedures for budget administration shall be prepared by Central Administration, approved by the Board of Regents, and shall be included in the completed budgets.
- 5.5 A copy of each such budget, and any subsequent amendments thereto, shall be filed with the State Library to be available for public inspection.

(Subsection 5.5--Amendment No. 5 to September 1960 revision, Meeting No. 605, February 1962)

Sec. 6. Biennial Budget Requests.

- 6.1 The University shall submit biennial budget requests as may be required to the Coordinating Board, Texas College and University System, to the Legislative Budget ~~Budget~~ Board, and to the Executive Budget Office in the form and at the time prescribed.
- 6.2 These requests shall be prepared in conformity with the same general procedures as outlined above for the annual budgets:
  - 6.21 Approval of budget-writing policies by the Board of Regents upon recommendation of the Chancellor.
  - 6.22 Preparation of the budget of expenditures by the institutional head in conformity with these policies
  - 6.23 Approval of the finished budget by the Chancellor and the Board of Regents.
- 6.3 The estimates of income shall be included in the biennial budget requests prepared by the institutional business officer and the institutional head.



Sec. 5. Operating Budgets.

- 5.1 Operating Budgets for all the component institutions shall be approved annually by the Board of Regents within the budget estimates of income prepared by the institutional business officer and the institutional head. (7)  
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- 5.2 General policies for the budget preparation shall be recommended by the Chancellor to the Board of Regents and shall be followed in preparing the budgets. Instructions for details of budget preparation shall be furnished to the institutional heads by Central Administration.
- 5.3 The institutional heads shall issue local instructions and shall furnish forms to the budget-recommending officials. Their recommendations for salaries, maintenance and operation, equipment, travel, and other pertinent items shall be reviewed by the institutional head and transmitted, with his recommendations, to the Chancellor for review and final recommendation to the Board.
- 5.4 Rules and procedures for budget administration shall be prepared by Central Administration, approved by the Board of Regents, and shall be included in the completed budgets.
- 5.5 A copy of each such budget, and any subsequent amendments thereto, shall be filed with the State Library to be available for public inspection.

Sec. 6. Legislative Budget Requests.

- 6.1 Legislative budget requests, biennial or otherwise, as may be required shall be submitted to the Coordinating Board, Texas College and University System, to the Legislative Budget Board, and to the Executive Budget Office in the form and at the time prescribed.
- 6.2 These Legislative budget requests shall be prepared in conformity with the same general procedures as outlined above for the annual budgets:
- 6.21 Approval of budget-writing policies by the Board of Regents upon recommendation of the Chancellor. (4)
- 6.22 Preparation of the budget of expenditures by the institutional head in conformity with these policies.
- 6.23 Approval of the completed budget by the Chancellor and the Board of Regents.

## CHAPTER III

### RECEIPT, CUSTODY, AND DISBURSEMENT OF MONEYS

#### Sec. 1. Receipts, Cash Registers, and Admission Tickets.

- 1.1 No department, division, or individual staff member is authorized to receive money in the name of the University without prior approval of the institutional business officer and institutional head.
- 1.2 An official receipt in the form prescribed by the institutional business officer shall be issued for all moneys received.
  - 1.21 Where the volume of sales justifies their use, cash registers shall be used with recording tapes listing the amount of each sale. When cash registers are not used, cash sales tickets or receipts shall include, if practical, the name of the purchaser, itemization, and price of the articles sold.
  - 1.22 Admission tickets, including complimentary tickets, shall have the price of admission indicated thereon, and all such tickets shall be prenumbered, except for certain events where the section, row, and seat number are shown. Admission tickets and coupon books shall be purchased for delivery to the institutional business office and issued to the department concerned. Unused tickets or books shall be returned along with a prescribed ticket report to the business office within 30 days from the date of the event, and all receipts from such sales shall be deposited in the business office as outlined later.
  - 1.23 A list showing the names of all persons receiving complimentary tickets shall be furnished the business office as a part of the prescribed ticket report.

#### Sec. 2. Deposits with Institutional Business Office.

- 2.1 Money received by all departments from all sources shall be deposited in the institutional business office using an official form. The deposits shall be daily if the receipts are \$50 or more, and weekly even if the accumulation is less than \$50. When cash is included, the deposit shall be made in person by a departmental representative to whom an official receipt is issued.
- 2.2 Cash overages are deposited in the business office; notations pertaining to cash over or short shall be included on the deposit form.
- 2.3 Petty cash funds for making change shall be provided only on approval of, and by arrangement of, the department with the institutional business officer. Petty cash funds from which disbursements will be made shall have the approval of the institutional head as well.

#### Sec. 3. Deposits with the State Treasurer.

- 3.1 The Appropriation Bill requires that all cash receipts at the Main University, at Texas Western College, and at Arlington State College be deposited in the State Treasury with the exception of those from auxiliary

CHAPTER III

RECEIPT, CUSTODY, AND DISBURSEMENT OF MONEYS; ABSENCE  
FROM USUAL AND REGULAR DUTIES INCLUDING TRAVEL

Sec. 1. Receipts, Cash Registers, and Admission Tickets.

- 1.1 No department, division, or individual staff member is authorized to receive money in the name of a component institution of The University of Texas System without prior approval of the institutional business officer and institutional head.
- 1.2 An official receipt in the form prescribed by the institutional business officer shall be issued for all moneys received.
  - 1.21 Where the volume of sales justifies their use, cash registers shall be used with recording tapes listing the amount of each sale. When cash registers are not used, cash sales tickets or receipts shall include, if practical, the name of the purchaser, itemization, and price of the articles sold.
  - 1.22 Admission tickets, including complimentary tickets, shall have the price of admission indicated thereon, and all such tickets shall be prenumbered, except for certain events where the section, row, and seat number are shown. Admission tickets and coupon books shall be purchased for delivery to the institutional business office and issued to the department concerned. Unused tickets or books shall be returned along with a prescribed ticket report to the business office within 30 days from the date of the event, and all receipts from such sales shall be deposited in the business office as outlined later.
  - 1.23 A list showing the names of all persons receiving complimentary tickets shall be furnished the business office as a part of the prescribed ticket report.

Sec. 2. Deposits with Institutional Business Office.

- 2.1 Money received by all departments from all sources shall be deposited in the institutional business office using an official form. The deposits shall be daily if the receipts are \$50 or more, and weekly even if the accumulation is less than \$50. When cash is included, the deposit shall be made in person by a departmental representative to whom an official receipt is issued.
- 2.2 Cash overages are deposited in the business office; notations pertaining to cash over or short shall be included on the deposit form.
- 2.3 Petty cash funds for making change shall be provided only on approval of, and by arrangement of, the department with the institutional chief business officer. Petty cash funds from which disbursements will be made shall have the approval of the institutional head as well.

Sec. 3. Deposits with the State Treasurer.

- 3.1 The current appropriation bill requires that all cash receipts at The University of Texas at Austin, The University of Texas at El Paso, and The University of Texas at Arlington be deposited in the State

enterprises, noninstructional services, student service fees, student activity fees, parking fees, agency and restricted funds, endowment funds, student loan funds, and Constitutional College Building Amendment Funds.

- 3.11 To facilitate the transferring of institutional receipts to the State Treasury, it is provided that each institution may open a clearing account in a local depository bank to which it deposits all receipts daily.
  - 3.12 Not less than every seven days, the institutional business officer shall make remittances to the State Treasury in the form of checks drawn on the clearing account except that a balance of not more than \$500 may be maintained.
  - 3.13 The money deposited in the State Treasury shall be paid out via State warrants.
- 3.2 At its option, the University may use its local depository General Funds bank accounts instead of the special clearing account within the general requirements for deposits and transfers to the State Treasury.
- 3.3 The University, by law, is authorized to maintain Revolving Funds to facilitate the payment of nominal expenses - to pay bills within cash discount periods.
- 3.31 The University may use the revolving fund for regular monthly payrolls as well as for weekly and special payrolls.
  - 3.32 Disbursements from the revolving funds are reimbursed from state appropriations on claims filed with the State Comptroller under regularly prescribed procedures. One voucher and one warrant may cover a number of claims for this purpose. Reimbursement claims must meet the same requirements as other claims against state appropriations. Each institution shall prepare a reimbursement claim as of the close of business on the last day of each month or more often as may be expedient to avoid maintaining large revolving funds.
  - 3.33 The Board of Regents shall determine the amounts of the revolving funds and shall designate a depository bank for each such fund, specifying persons authorized to sign checks drawn on such funds. Depository banks shall secure revolving fund deposits as provided by law.
- 3.4 Under the current appropriation bill, any money deposited into the State Treasury which is subject to refund as provided by law shall be refunded from the fund into which such money was deposited.

(Subsections 3.3, 3.31, and 3.4--Amendment No. 5 to September 1960 revision, Meeting No. 605, February 1962)

#### Sec. 4. Local Institutional Funds.

- 4.1 All local income, not required to be deposited in the State Treasury, must by law be deposited in local depository banks for safekeeping. Requests for new depository bank accounts and for any authorized signatures to be accepted by the bank must have the approval of the University Comptroller and the Chancellor who shall notify the bank and others concerned. Depository agreements with the local banks shall be negotiated by the University Comptroller with the assistance of the institutional business office and the institutional head and shall be submitted to the Chancellor and Board of Regents for approval.

Treasury with the exception of those from auxiliary enterprises, noninstructional services, matriculation fees collected in lieu of student activity fees, agency and restricted funds, endowment funds, student loan funds, and Constitutional College Building Amendment Funds.

3.11 To facilitate the transferring of institutional receipts to the State Treasury, it is provided that each institution may open a clearing account in a local depository bank to which it deposits all receipts daily.

3.12 Not less than every five days, the institutional business officer shall make remittances to the State Treasury in the form of checks drawn on the clearing account except that a balance of not more than \$500 may be maintained.

3.13 The money deposited in the State Treasury shall be paid out via State warrants.

3.2 Optionally, the component institutions may use local depository bank accounts instead of the special clearing accounts within the general requirements for deposits and transfers to the State Treasury.

3.3 Component institutions of The University of Texas System are authorized by the current appropriation bill to maintain Revolving Funds to facilitate the payment of nominal expenses and to pay bills within cash discount periods.

3.31 These revolving funds may be used for regular monthly payrolls as well as for weekly and special payrolls.

3.32 Disbursements from the revolving funds are reimbursed from state appropriations on claims filed with the State Comptroller under regularly prescribed procedures. One voucher and one warrant may cover a number of claims for this purpose. Reimbursement claims must meet the same requirements as other claims against state appropriations. Each component institution shall prepare a reimbursement claim as of the close of business on the last day of each month or more often as may be expedient to avoid maintaining large revolving funds.

3.33 The Board of Regents shall determine the amounts of the revolving funds and shall designate a depository bank for each such fund, specifying persons authorized to sign checks drawn on such funds. Depository banks shall secure revolving fund deposits as provided by law.

3.4 Under the current appropriation bill, any money deposited into the State Treasury which is subject to refund as provided by law shall be refunded from the fund into which such money was deposited.

Sec. 4. Local Institutional Funds.

4.1 All local income, not required to be deposited in the State Treasury, must by law be deposited in official depository banks for safekeeping.

4.11 Depository agreements with official depository banks shall be negotiated, as necessary, by the Vice-Chancellor for Business Affairs or his delegate with those banks approved by the Board of Regents and in accordance with the then current policies of the Board. Such depository agreements shall be submitted through the Chancellor to the Board of Regents for approval.

- 4.2 Depository banks selected shall furnish adequate surety bonds or securities to assure safety of these funds. Local funds shall be deposited in the depository banks as soon as possible, but in no event later than seven days from the date of collection. Such funds are usually carried as demand deposits; however, they may be carried as time deposits at a negotiated interest rate.
- 4.3 The Board of Regents and the institutional heads may not, by law, borrow money from any person, firm, or corporation to be repaid from local funds except as specifically authorized by the Legislature.
- Sec. 5. Charge Sales. -- The University is not allowed, by law, to sell property or service on credit.
- Sec. 6. Sales to Staff Members. -- Sales of University property may be made to staff members only after authorization by the Board of Regents through docket approval.
- Sec. 7. Vouchers for Expenditures.
- 7.1 Main University Vouchers for disbursement of funds shall be prepared in the departmental offices at the Main University. They shall be signed by the head of the department, or someone recommended by him in writing and appointed by the Chancellor, and such vouchers shall be approved by an authorized person in the Auditor's Office.
- 7.2 At the other component institutions, vouchers shall be prepared, where possible, in the business offices, and all vouchers shall be approved by the Business Manager or some person to whom he may delegate such authority.
- 7.3 Vouchers shall be prepared on State of Texas Purchase Voucher Form, consisting of five copies as follows:  
No. 1 - For State Comptroller ( if paid from State funds)  
No. 2 - For Board of Control ( if purchase through Board of Control)  
No. 3 - For Institutional Business Office  
No. 4 - For Institutional Department ( file copy)  
No. 5 - For return with check to vendor ( sent by business office with payment)
- 7.4 Vouchers are to be coded in the business offices within the approved expenditure codes and, if payable by warrant from the State Treasurer, with the proper expenditure classifications furnished by the State Comptroller.
- 7.5 If two or more invoices from the same vendor and chargeable to the same account are to be paid, payment may be by one voucher, even though covered by more than one requisition and/or purchase order except:  
7.51 Separate vouchers shall be prepared for contract and noncontract invoices on purchases through the Board of Control.  
7.52 Separate vouchers shall be prepared for invoices for purchases made through the Purchasing Division and Printing Division of the Board of Control.

4.12 Requests for authorized signatures, or changes thereto, for bank accounts maintained in all depository banks, shall be forwarded to the System Comptroller, who shall refer such requests to the Chancellor for approval and notification of the banks concerned.

4.2 Depository banks selected shall furnish adequate surety bonds or securities to assure safety of these funds. Local funds shall be deposited in the depository banks as soon as possible, but in no event later than five days from the date of collection. The ratio between demand deposits and time deposits will be maintained in accordance with the current policies of the Board of Regents. *What will be done?*

4.3 The Board of Regents and the institutional heads may not, by law, borrow money from any person, firm, or corporation to be repaid from local funds except as specifically authorized by the Legislature.

Sec. 5. Charge Sales. -- The University of Texas System is not allowed, by law, to sell property or service on credit. *Why not charge sales?*

Sec. 6. Sales to Staff Members. -- Sales of surplus equipment may be made to staff members only after authorization by the Board of Regents through docket approval.

Sec. 7. Vouchers for Expenditures. *Should we differentiate between departments of all?*

7.1 At The University of Texas at Austin, vouchers for disbursement of funds shall be prepared in the departmental offices of the institution. Such vouchers shall be signed by the head of the department, or someone recommended by him in writing and appointed by the Chancellor, and such vouchers shall be approved by an authorized person in the Auditor's Office. *Should we differentiate between departments of all?*

7.2 At the other component institutions, vouchers shall be prepared, where possible, in the business offices, and all vouchers shall be approved by the institutional chief business officer or some person to whom he may delegate such authority.

7.3 Vouchers shall be prepared on prescribed State of Texas Purchase Voucher Form adapted for institutional use.

7.4 Vouchers are to be coded in the business offices within the approved expenditure codes and, if payable by warrant from the State Treasurer, with the proper expenditure classifications furnished by the State Comptroller.

7.5 If two or more invoices from the same vendor and chargeable to the same account are to be paid, payment may be by one voucher, even though covered by more than one requisition and/or purchase order except:

7.51 Separate vouchers shall be prepared for contract and noncontract invoices on purchases through the Board of Control.

7.52 Separate vouchers shall be prepared for invoices for purchases made through the Purchasing Division and Printing Division of the Board of Control.

- 7.6 Cash discounts and credits shall be shown in full on the vouchers and shall include the amount and number of the invoice, less discount or other credits, and the net amount. Explanations shall be made for all deductions.
- 7.7 A red "Rush - Discount" tag shall be attached to the face of the voucher and, in such cases, they shall be handled separately from other vouchers in the business office.

Sec. 8. Vouchers Payable from State Funds ( All funds on deposit in State Treasury).

- 8.1 When materials, supplies, and other items are purchased through the Board of Control, four copies of the Voucher Form are submitted to the business office and Copy No. 1 ( or the attached invoice) must be notarized if the amount is more than \$50.
- 8.2 If the amount is \$50 or less, either a notarization or a signed certification is required. The certification, if used, must read as follows:  
I certify under the penalty of perjury that this claim has been examined by me and to the best of my knowledge and belief is true and correct.
- 8.3 When purchases are not made through the Board of Control, all copies excepting Nos. 2 and 4 are submitted and Copy No. 1 (or the attached invoice) must be notarized or a certification made as indicated in the preceding paragraph.

Sec. 9. Vouchers Payable from Local Funds (All funds not on deposit in State Treasury).

- 9.1 When materials, supplies, etc., are purchased through the Board of Control, Copy No. 3 may become the original and, if so, Copy No. 1 need not be submitted unless the required notarization or certification appears thereon. Notarization or certification is required as stipulated in the preceding section entitled "Vouchers Payable from State Funds."
- 9.2 When materials are not purchased through the Board of Control, only Copies Nos. 3 and 5 need be submitted, with Copy No. 3 as the original. Notarization or certification is required.

Sec. 10. Outstanding Checks.

- 10.1 Outstanding checks shall be carried on the official accounting records for the two fiscal years following the year in which they are issued. (Example: if issued in 1963-64, they would be carried through August 31, 1966.) Those still outstanding at the end of the second fiscal year after issue shall be cancelled and written off the official accounting records.
- 10.2 Each business office is expected to make diligent effort to minimize the number of such outstanding checks, particularly those in excess of \$10.

Sec. 11. Institutional Membership Dues. --University funds shall be used to pay membership fees only in educational, scientific, or other associations of which the University is an institutional member, with initial memberships approved by the institutional heads and the Chancellor.

Sec. 12. Payrolls.

- 12.1 There are three general types of payrolls, those for (1) regular salaried employees; (2) weekly salaried employees; and (3) hourly salaried employees.



- 7.6 Cash discounts and credits shall be shown in full on the vouchers and shall include the amount and number of the invoice, less discount or other credits, and the net amount. Explanations shall be made for all deductions.
- 7.7 A red "Rush - Discount" tag shall be attached to the face of the voucher and, in such cases, they shall be handled separately from other vouchers in the business office.

Sec. 8. Vouchers Payable from State Funds (All funds on deposit in State Treasury)

- 8.1 When materials, supplies and other items are purchased through the Board of Control, the original copy of the prescribed purchase voucher form (or the attached invoice) must include a signed certification by the vendor in the form indicated below:

CERTIFICATION

I, \_\_\_\_\_, do hereby certify that I am \_\_\_\_\_  
\_\_\_\_\_, and that I am duly authorized to

(Title of person certifying)

make this certification for and on behalf of \_\_\_\_\_  
\_\_\_\_\_ (Name of payee

company/claimant). I further certify that the attached

invoice is correct and that it corresponds in every particular with the supplies and/or services contracted for. I further certify that the account is true, correct, and unpaid.

\_\_\_\_\_  
(Signature)

- 8.2 The State Comptroller has indicated that vouchers covering certain claims, authorized under statutes not amended by S. B. 111 and H. B. 362, 60th Legislature, will still require affidavits rather than the certification set forth above. *what are these?*

Sec. 9. Vouchers Payable from Local Funds (All funds not on deposit in State Treasury). Vouchers payable from local funds generally shall be subject to the same requirements as vouchers payable from funds in the State Treasury.

Sec. 10. Outstanding Checks.

- 10.1 Outstanding checks shall be carried on the official accounting records for the two fiscal years following the year in which they are issued. (Example: if issued in 1964-65, they would be carried through August 31, 1967.) Those still outstanding at the end of the second fiscal year after issue shall be cancelled and written off the official accounting records.

- 10.2 Each business office is expected to make diligent effort to minimize the number of such outstanding checks.

Sec. 11. Institutional Membership Dues. -- Funds of The University of Texas System may be used to pay membership fees only in educational, scientific, or other associations in which the System, or a component institution thereof, is an institutional member, with initial memberships approved by the institutional heads and the Chancellor.

Sec. 12. Payrolls.

- 12.1 There are three general types of payrolls, those for (1) regular salaried employees; (2) weekly salaried employees; and (3) hourly salaried employees.

- 12.2 At the Main University, payrolls for all regular salaried employees, except those for Auxiliary Enterprises, shall be prepared in the Payroll Division of the Auditor's Office and approved by the Auditor or Assistant Auditor.
- 12.21 Vouchers and payrolls for weekly and hourly employees, and regular salaried employees in Auxiliary Enterprises, shall be prepared in triplicate on proper forms by the department concerned.
- They shall be approved by the head of the department, or someone authorized to sign for him, and shall include the name of the payee, accurate calculations of pay, as well as the account to which charge is made.
- 12.22 Those covered by Workmen's Compensation Insurance shall be so indicated.
- 12.23 Two copies shall be transmitted to the Payroll Division for processing and for approval by the Auditor or Assistant Auditor.
- 12.3 At the other component institutions, all payrolls shall be prepared in the business office from regular budgets, appointment forms and letters, time cards, etc., and approved by the Business Manager or a person designated by him.
- 12.4 If payment for regular salaried employees is for less than a month, the salary shall be figured proportionately on the actual number of days in a given month, e.g., 28, 30, 31.
- 12.5 Deductions for income tax, teacher and employee retirement, and social security, as well as group life insurance, hospitalization insurance and income disability insurance, are made where applicable on all payrolls.\*
- 12.6 Dates for distribution of salary checks vary at the component institutions and are announced by the business office.

Sec. 13. Absence from Usual and Regular Duties, Authorization for Absence, Including Travel, and Travel Expense Reimbursement.

- 13.1 Absence from Usual and Regular Duties.
- 13.11 Authorization for any member of a faculty or staff of the University to be absent from his usual and regular duties will be granted only under the following conditions:
- 13.111 When such absence is on state business, which shall include among other purposes, the formal presentation of original researches by an employee before a national, regional, or state learned society, and
- 13.112 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the University.
- 13.2 Authorization for Absence for Staff Members Whose Regular Duty Does Not Require Travel. --Authorization for absence from usual and regular duties, including travel from the city or town where the University officer or employee is regularly stationed, will be granted by the Board of Regents, or by the Administrative Officer to whom the Board may delegate authority, only by advance permission obtained as follows:

- 12.2 At The University of Texas at Austin, payrolls for all regular salaried employees, except those for Auxiliary Enterprises, shall be prepared in the Payroll Division of the Auditor's Office and approved by the Auditor or Assistant Auditor.
- 12.21 Vouchers and payrolls for weekly and hourly employees, and regular salaried employees in Auxiliary Enterprises, shall be prepared in triplicate on proper forms by the department concerned. They shall be approved by the head of the department, or someone authorized to sign for him, and shall include the name of the payee, accurate calculations of pay, as well as the account to which charge is made.
- 12.22 Those covered by Workmen's Compensation Insurance shall be so indicated.
- 12.23 Two copies shall be transmitted to the Payroll Division for processing and for approval by the Auditor or Assistant Auditor.
- 12.3 At the other component institutions, all payrolls shall be prepared in the business office from regular budgets, appointment forms and letters, time cards, etc., and approved by the chief business officer or a person designated by him.
- 12.4 If payment for regular salaried employees is for less than a month, the salary shall be figured proportionately on the actual number of days in a given month, e. g., 28, 30, 31.
- 12.5 Deductions for income tax, teacher and employee retirement, and social security, as well as group life insurance, authorized health insurance, tax - sheltered annuities, and savings bonds, are made where applicable on all payrolls.
- 12.6 Dates for distribution of salary checks vary at the component institutions and will be announced by the respective business offices.

Sec. 13. Absence from Usual and Regular Duties, Authorization for Absence, Including Travel, and Travel Expense Reimbursement.

- 13.1 Absence from Usual and Regular Duties.
- 13.11 Authorization for any member of a faculty or staff of a component institution of The University of Texas System to be absent from his usual and regular duties will be granted only under the following conditions:
- 3.111 When such absence is on state business, which shall include among other purposes, the formal presentation of original researches by an employee before a national, international, regional, or state learned society, and
- 3.112 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution.
- 13.2 Authorization for Absence for Staff Members Whose Regular Duty Does Not Require Travel. -- Authorization for absence from usual and regular duties, including travel from the city or town where the officer or employee is regularly stationed, will be granted by the Board of Regents, or by the administrative officer as hereinafter delegated by the Board, only in advance, as follows:

- 13.21 Request for permission to be absent for a period not in excess of two weeks (fourteen calendar days) shall be transmitted through proper administrative channels to the executive head of the component institution for approval. At the Main University, requests for permission to be absent, including travel on official business, shall be transmitted, with reasons therefor, through proper administrative channels to the Vice-Chancellor (Academic Affairs) for approval, except that if the period does not exceed one week (7 days) the appropriate dean or equivalent administrative officer may approve the request for permission to be absent.
- 13.22 Request for permission to be absent for a period in excess of two weeks, but not in excess of twenty-nine days, including travel on official business, shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence.
- 13.23 Request for permission to be absent for a period in excess of twenty-nine days, (excluding holidays approved by the Board), including travel on official business, shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence. Such approvals are to be reported in the regular dockets of the institutions affected.
- 13.24 Request for permission to be absent by the administrative officers and staff of Central Administration shall be approved by the Chancellor.
- 13.25 Any travel which contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred outside the continental limits of the United States must have the written approval of the Chancellor and the Governor prior to the travel, in addition to the authorizations required in the appropriate preceding subdivisions.
- 13.26 In lieu of any of the delegations of authority to approve absence from usual and regular duties, including official travel, specified in the above subdivisions, the Chancellor may exercise such authority.
- 13.27 The chief administrative officers of the component institutions shall keep records of all approved absences and shall submit detailed summaries periodically to the Chancellor for distribution to the Board of Regents.
- 13.28 Approvals of travel shall not be routine or perfunctory, but shall be made only after the executive head, or his authorized representatives, have carefully examined the purpose and need for each trip with a view to the economic and effective utilization of all travel funds.

13.3 Approval of Travel Expense Reimbursements.

- 13.31 Travel expenses shall be reimbursed only from funds appropriated or authorized for travel. Heads of component institutions shall plan the travel of all employees under their authority to achieve maximum economy and efficiency. Each travel voucher submitted for reimbursement shall include such a description as to identify persons or places contacted and/or the nature of the official business of the State performed within the legal responsibilities of the institution.

- 13.21 Requests for authorization to be absent for a period not in excess of two weeks (fourteen calendar days) shall be transmitted through proper administrative channels to the executive head of the component institution for approval. At The University of Texas at Austin, requests for authorization to be absent, including travel on official business, shall be transmitted, with reasons therefor, through proper administrative channels to the Vice-Chancellor (Academic Affairs) for approval, except that if the period does not exceed one week (7 days) the appropriate dean or equivalent administrative officer may approve the request for authorization to be absent.
- 13.22 Requests for authorization to be absent for a period in excess of two weeks, but not in excess of twenty-nine days, including travel on official business, shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence.
- 13.23 Requests for authorization to be absent for a period in excess of twenty-nine days, (excluding holidays approved by the Board), including travel on official business, shall be transmitted through proper administrative channels to the Chancellor for approval prior to such absence. Such approvals are to be reported in the regular dockets of the institutions affected.
- 13.24 Requests for authorization to be absent by the administrative officers and staff of Central Administration shall be approved by the Chancellor.
- 13.25 Any travel which contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred outside the continental limits of the United States must have the written approval of the Chancellor and the Governor prior to the travel, in addition to the authorizations required in the appropriate preceding subsections.
- 13.26 In lieu of any of the delegations of authority to approve absence from usual and regular duties, including official travel, specified in the above subsections, the Chancellor may exercise such authority.
- 13.27 The executive officers of the component institutions shall keep records of all approved absences which shall be available for review by the Chancellor, the Board of Regents, or other duly authorized officers of The University of Texas System.
- 13.28 Approvals of travel shall not be routine or perfunctory, but shall be made only after the institutional head, or his authorized representatives, have carefully examined the purpose and need for each trip with a view to the economic and effective utilization of all travel funds.
- 13.3 Travel Expense Reimbursements.
- 13.31 Travel expenses shall be reimbursed only from funds appropriated or authorized for travel. Heads of component institutions shall plan the travel of all employees under their authority to achieve maximum economy and efficiency.
- 13.311 Each travel voucher submitted for reimbursement shall include such a description as to identify persons or places contacted and/or the nature of the official business of the State performed within the legal responsibilities of the institution.

13.32 Travel vouchers for reimbursement of all official travel authorized pursuant to the foregoing provisions shall be approved and signed as follows:

13.321 Central Administration - Reimbursement for all travel shall be approved either by the Chancellor or by the Auditor of the Main University.

13.322 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Chancellor or by the Administrative officers designated below:

Main University - the Vice-Chancellor for Academic Affairs, the Business Manager, or the Auditor.

Texas Western College - the President or the Business Manager.

Medical Branch, Galveston - the Executive Director and Dean, the Associate Director, or the Business Manager.

Southwestern Medical School - the Dean or the Business Manager.

Dental Branch - the Dean or the Business Manager.

M. D. Anderson Hospital and Tumor Institute - The Director, the Administrator, or the Business Manager.

Graduate School of Biomedical Sciences at Houston - the Dean or the Business Manager.

South Texas Medical School - the Dean or the Business Manager.

Arlington State College - the President or the Director of Business and Finance.

13.33 Per Diem Allowances.-- Travel Status for Continuous Period of Twenty-Four (24) Hours or More - An employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed at per diem rates, in lieu of actual expenses for meals and lodging, in accordance with the following schedules:

13.331 If there is attached to the employee's expense account when submitted a "Paid" bill or receipt from a commercial hotel, motel, or other commercial lodging establishment for the employee's lodging for the period for which per diem reimbursement is claimed:

When recruiting of faculty and staff is involved, names of persons contacted are required.

- 13.312 In submitting travel vouchers for payment from funds in the State Treasury, component institutions should recognize the regulations of the State Comptroller with respect to travel expense accounts, including the provision that "No travel expense account can be presented for payment until after the month in which it is incurred", and the interpretation that not more than one travel voucher is to be submitted for each month. When there is more than one trip a month by a staff member, all such trips should either be combined on the same travel voucher, or separate vouchers should be combined under a single "cover" voucher for submission to the State Comptroller.

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13.32 Travel vouchers for reimbursement of all official travel authorized pursuant to the foregoing provisions shall be approved and signed as follows:

13.321 Central Administration - Reimbursement for all travel shall be approved either by the Chancellor or by the Auditor or Assistant Auditor of The University of Texas at Austin.

13.322 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Chancellor or by the administrative officers designated below:

The University of Texas at Austin - the Vice-Chancellor for Academic Affairs, the Business Manager, the Auditor, or the Assistant Auditor.

The University of Texas at El Paso - the President, Vice-President, or the Business Manager.

The University of Texas Medical Branch at Galveston - the President, the Vice-Presidents for Administration or Business Affairs, or the Business Manager.

The University of Texas Southwestern Medical School at Dallas - the Dean, the Assistant Dean for Business Affairs, or the Business Manager.

The University of Texas Dental Branch at Houston - the Dean or the Business Manager.

The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston - the Director, the Administrator, or the Business Manager.

The University of Texas Graduate School of Biomedical Sciences at Houston - the Dean or the Business Manager.

The University of Texas Medical School at San Antonio - the Dean or the Business Manager.

The University of Texas at Arlington - the President, the Vice-President, Fiscal Affairs, or the Business Manager.

|  | Rates    |              |
|--|----------|--------------|
|  | In State | Out of State |
| Per diem per calendar day  | \$12.00  | \$15.00      |
| One-fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours) | 3.00     | 3.75         |

13. 332 If the employee's expense account voucher does not include a supporting "Paid" bill or receipt as described in Subsection 13. 331 above: \*

|   | Rates    |              |
|---|----------|--------------|
|   | In State | Out of State |
| Per diem per calendar day   | \$7.00   | \$10.00      |
| One-fourth ( 1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours) | \$1.75   | \$ 2.50      |

13. 34 Partial per Diem for Meals and Lodging.

13. 341 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses, as follows:

- 13. 3411 Breakfast allowance if the employee departs from designated headquarters before 7:00 A. M. (or, in case of his return to designated headquarters after 7:00 A. M. )..... \$1. 00
- 13. 3412 Lunch allowance if the employee is away from his designated headquarters after 1:00 P. M. .... \$1. 00
- 13. 3413 Dinner allowance if the employee is away from his designated headquarters after 7:00 P. M. .... \$2. 00

13. 342 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve overnight stay will be reimbursed for meals and lodging in an amount not in excess of:

- 13. 3421 \$12.00 at the rate of \$3.00 for each six (6) hour period involved or fraction thereof (at least 2 hours) provided a "Paid" bill or receipt as described in Subsection 13. 331 above is submitted.
- 13. 3422 \$7.00 at the rate of \$1.75 for each six (6) hour period involved or a fraction thereof ( at least 2 hours), if a "Paid" bill or receipt as described in Subsection 13. 331 above is not submitted.

13. 35 Per Diem Allowances - Travel Status for a Continuous Period of Less Than Six (6) Hours. --No partial per diem or actual expenses ( except transportation) will be paid an employee who is away from designated headquarters for a period of less than six hours.

13. 36 Day Defined for per Diem Purposes.

- 13. 361 The calendar day ( midnight to midnight) is the unit for computing the per diem allowance.
- 13. 362 For a fractional part of a day at the commencement or ending of



13.33 Per Diem Allowances. -- Travel Status for Continuous Period of Twenty-Four (24) Hours or More - An employee who is travelling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed at per diem rates, in lieu of actual expenses for meals and lodging, in accordance with the following schedule:

|  | Rates    |              |
|--|----------|--------------|
|  | In State | Out of State |
| Per diem per calendar day  | \$14.00  | \$17.00      |
| One-fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours) | 3.50     | 4.25         |

13.34 Partial per Diem for Meals and Lodging.

13.341 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does not involve over-night stay will be reimbursed a partial per diem for meals in lieu of actual expenses. In no event will the total of this partial per diem allowance exceed \$4.00 per day, and individual meal allowances will not exceed the following:

- 13.3411 Breakfast allowance if the employee departs from designated headquarters before 7:00 A.M. ( or, in case of his return to designated headquarters after 7:00 A.M. ). . . . . \$1.25
- 13.3412 Lunch allowance if the employee is away from his designated headquarters after 1:00 P.M. \$1.50
- 13.3413 Dinner allowance if the employee is away from his designated headquarters after 7:00 P.M. . . . . \$2.50

13.342 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve over-night stay will be reimbursed for meals and lodging in an amount not in excess of \$14.00 at the rate of \$3.50 for each six (6) hour period involved or fraction thereof (at least 2 hours).

13.35 Per Diem Allowances - Travel Status for a Continuous Period of Less Than Six (6) Hours. -- No partial per diem or actual expenses (except transportation) will be paid an employee who is away from designated headquarters for a period of less than six (6) hours.

13.36 Day Defined for per Diem Purposes.

- 13.361 The calendar day (midnight to midnight) is the unit for computing the per diem allowance.
- 13.362 For a fractional part of a day at the commencement or ending of continuous travel the six-hour periods of 12:01 A.M. to 6:00 A.M., 6:01 A.M. to 12:00 Noon, 12:01 P.M. to 6:00 P.M., and 6:01 P.M. to 12:00 Midnight are each considered to be one quarter (1/4) of a calendar

continuous travel the six-hour periods of 12:01 A. M. to 6:00 A. M. , 6:01 A. M. to 12:00 Noon, 12:01 P. M. to 6:00 P. M. , and 6:01 P. M. to 12:00 Midnight are each considered to be one quarter (1/4) of a calendar day. A fraction of a per diem period of six (6) hours is defined to be two (2) hours or more.

13. 363 Computation of per diem shall be on a quarter day basis, the initial quarter to be that in which travel begins and the final quarter to be that in which travel ends.
13. 364 Out-of-State travel status commences at the beginning of the next quarter after the employee in travel status crosses the state line and continues through the quarter in which the employee returns to the state line. Payments for both in-state and out-of-state per diem allowance will not be made for the same period of a calendar day.

13. 37 Transportation Allowance.

13. 371 Rented or Public Conveyance Including Taxis. -- An employee traveling by rented or public conveyance, or the commercial transportation company furnishing same, is entitled to a transportation allowance equal to the actual cost of necessary transportation for performing official business, excluding Federal tax. Payment of said transportation allowance may be made by either of the following methods, upon selection by the Chancellor or the head of the component institution, in advance of authorized official travel.

13. 3711 Where the employee pays for public transportation, including taxis, from his personal funds, receipts for such necessary transportation, excluding receipts for city bus, taxi or limousine fares in amounts of \$2. 50 or less, shall be obtained and attached to the employee's expense account when submitted. A detailed list of all claims for rented or public transportation including city bus, taxi, and limousine fares in amounts of \$2. 50 or less shall be shown on the Travel Expense Account under "Record of Transportation Claimed for Each Trip "

13. 3712 The Chancellor or heads of component institutions may request commercial transportation companies to furnish required transportation for official business to designated employees of Central Administration or such institutions upon the presentation to cooperating transportation companies of transportation requests approved by the Chancellor or the head of the institution requesting such transportation. The transportation request shall specify the class of transportation authorized. The monthly billings for such transportation services from the transportation company will be vouchered on a regular purchase voucher, showing the detail of such furnished transportation for each trip, with a complete statement attached setting out in detail why each trip listed was necessary in the operation and maintenance of the institution.

13. 372 Private Automobile: -- An employee traveling in his personally-owned automobile shall be reimbursed at the rate of eight cents (8¢) per mile on the basis of the shortest practical route between points. No additional expense incidental to the operation of such automobile shall be allowed.

day. A fraction of a per diem period of six (6) hours is defined to be two (2) hours or more.

13.363 Computation of per diem shall be on a quarter day basis, the initial quarter to be that in which travel begins and the final quarter to be that in which travel ends.

13.364 When both in-state and out-of-state travel occur in the same calendar day, the rate of travel allowance for all travel in that day shall be seventeen dollars (\$17.00) per diem.

13.37 Transportation Allowance.

13.371 Rented or Public Conveyance Including Taxis. -- An employee traveling by rented or public conveyance, or the commercial transportation company furnishing same, is entitled to a transportation allowance equal to the actual cost of necessary transportation for performing official business, excluding Federal tax. Payment of said transportation allowance may be made by either of the following methods, upon selection by the Chancellor or the head of the component institution, in advance of authorized official travel.

13.3711 Where the employee pays for public transportation, including taxis, from his personal funds, receipts for such necessary transportation, excluding receipts for city bus, taxi or limousine fares in amounts of \$2.50 or less, shall be obtained and attached to the employee's expense account when submitted. A detailed list of all claims for rented or public transportation including city bus, taxi, and limousine fares in amounts of \$2.50 or less shall be shown on the Travel Expense Account under "Record of Transportation Claimed for Each Trip."

13.3712 The Chancellor or heads of component institutions may request commercial transportation companies to furnish required transportation for official business to designated employees of Central Administration or such institutions upon the presentation to cooperating transportation companies of transportation requests approved by the Chancellor or the head of the institution requesting such transportation. The transportation request shall specify the class of transportation authorized. The monthly billings for such transportation services from the transportation company will be vouchered on a regular purchase voucher, showing the detail of such furnished transportation for each trip, with a complete statement attached setting out in detail why each trip listed was necessary in the operation and maintenance of the institution.

13.372 Private Automobile. -- An employee traveling in his personally owned automobile shall be reimbursed at the rate of ten cents (10¢) per mile on the basis of the shortest practical route between points. No additional expense incidental to the operation of such automobile shall be allowed.

- 13.3721 Reimbursement for Mileage in the State of Texas shall include the use of Farm-to-Market roads. The latest official highway map published by the State Highway Department shall be the official map for use during the current biennium. For out-of-state travel, mileage will be computed from standard highway maps.
- 13.3722 When two or more employees travel in a single private automobile, only one shall receive a transportation allowance, but this provision shall not preclude each traveler from receiving a per diem allowance.
- 13.3723 When two, three, or four officials or employees of Central Administration or of one of the component institutions of the University with the same itinerary on the same dates are required to travel on the same official state business for which travel reimbursement for mileage in a personal car is claimed, mileage reimbursement will be claimed and allowed for only one of the employees except as provided hereafter. If more than four employees attend such meeting or conference in more than one car, full mileage reimbursement shall be allowed for one car for each four employees and for any fraction in excess of a multiple of four employees. If, in any instance, it is not feasible for these officials or employees to travel in the same car, then prior official approval from the Chancellor for Central Administration, or the head of the component institution for employees of that institution shall be obtained and shall be considered as authorization and the basis for reimbursement for travel for each person authorized to use his personal car in such travel.
- 13.3724 Reimbursement for out-of-state transportation for the use of personally-owned automobiles together with per diem shall never exceed the cost of commercial first class transportation from the nearest airport and the per diem required had the employee travelled by such conveyance. The determination of the allowances due owners of personally-owned automobiles in compliance with this paragraph shall be as follows: (1) Per diem shall be determined by the use of an airline schedule which would have sufficed for the performance of the official business. (2) Expenses of transportation to airfields from points where airports are not available shall be allowed in addition to the cost of first class commercial air transportation. (3) When additional passengers are conveyed on out-of-state trips in personally-owned automobiles they shall receive as their expenses per diem based on automobile travel time. (4) Persons traveling to points not served by airlines shall receive mileage and per diem based on actual miles traveled and other expenses as authorized elsewhere in these regulations.

- 13.3721 "Shortest practical route" as indicated above shall include the use of Farm-to-Market roads in the State of Texas. The latest official highway map published by the State Highway Department shall be the official map for use in computing such mileage. For out-of-state travel, mileage will be computed from standard highway maps.
- 13.3722 When two or more employees travel in a single private automobile, only one shall receive a transportation allowance, but this provision shall not preclude each traveler from receiving a per diem allowance.
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- 13.3724 Reimbursement for out-of-state transportation for the use of personally owned automobiles together with per diem shall never exceed the cost of commercial first class transportation from the nearest airport and the per diem required had the employee travelled by such conveyance. The determination of the allowances due owners of personally owned automobiles in compliance with this paragraph shall be as follows: (1) Per diem shall be determined by the use of an airline schedule which would have sufficed for the performance of the official business. (2) Expenses of transportation to airfields from points where airports are not available shall be allowed in addition to the cost of first class commercial air transportation. (3) When additional passengers are conveyed on out-of-state trips in personally owned automobiles they shall receive as their expenses per diem based on automobile travel time. (4) Persons traveling to points not served by airlines shall receive mileage and per diem based on actual miles traveled and other expenses as authorized elsewhere in these regulations.

13.373 Private Airplane. -- The current appropriation bill provides that the rate of reimbursement to executive heads and key officials for travel in their personally-owned airplanes within the boundaries of Texas and between points of necessary official business shall be sixteen cents (16¢) per highway mile.

13.38 Reimbursement for Dues or Registration Fees. -- Reimbursement will not be allowed for dues, registration fees, or similar expense incurred in joining or attending any type of organizations or associations unless the membership is in the name of the State of Texas and/or The University of Texas. Reimbursement will not be allowed for the cost of meals that may be included in the registration fees. Receipts for such dues or registration fees shall be obtained and attached to the expense account. If reimbursement is claimed, vouchers shall include a statement that the membership is in the name of The University of Texas.

13.39 Exception to per Diem Allowance. -- Executive heads of Component Institutions shall be reimbursed for their actual meals, lodging and incidental expenses when traveling on official business either in or out of the State. Employees of State Agencies designated by the Governor to represent him officially at governmental meetings or conferences when held out of the State shall receive actual meals, lodging, and incidental expenses, and such employees may be reimbursed out of appropriations made to the agencies by which they are employed.

13.3(10) Special Exceptions to Foregoing General Travel Regulations. -- The provisions of the foregoing general travel regulations apply to all employees and all funds but employees may elect to take advantage of the specific exceptions authorized below:

13.3(10)1 Contracts -- Travel allowances under research or other contracts, which are 100 per cent reimbursable, will follow the terms of the contract, and in the absence of specifications the travel rules and regulations covering payments from Grants and Trust Funds will apply.

13.3(10)2 Grants and Trust Funds -- Travel allowances paid from grants and trust funds, unless otherwise specified under the grant or gift, may be on a per diem basis as specified in the foregoing general travel regulations except that a maximum of \$16.00 per calendar day per diem rate shall apply to both in-state and out-of-state travel. When anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the per diem for all or any part of the travel provided that the employee shall be notified of such reduced per diem before being allowed to incur any expense. In addition to per diem, costs of public transportation or rented vehicle, supported by receipts for expenses in excess of \$2.50 will be paid. If transportation is by private car, reimbursement will be paid at a rate not to exceed 10¢ per mile but limited to an amount not in excess of the cost of regular air transportation. When not otherwise prohibited by the terms of the gift or grant, employees may also be reimbursed for required registration fees or similar expenses incurred in attending meetings of organizations or associations. Receipts for registration fees or similar expenses shall be obtained and attached to the expense account.

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- 13.39 Exceptions to per Diem Allowance.-- Executive heads of component institutions shall be reimbursed for their actual meals, lodging and incidental expenses when traveling on official business either in or out of the State. Employees of State Agencies designated by the Governor to represent him officially at governmental meetings or conferences when held out of the State shall receive actual meals, lodging, and incidental expenses, and such employees may be reimbursed out of appropriations made to the agencies by which they are employed. Administrative officers of the System, when directed by the Board of Regents or Chancellor to represent the System outside the State of Texas, shall receive actual meals, lodging and incidental expenses, not to exceed \$35.00 per day.
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- 13.3(10)2 Grants and Trust Funds.-- Travel allowances paid from grants and trust funds, unless otherwise specified under the grant or gift, may be on a per diem basis as specified in the foregoing general travel regulations except that a maximum of \$17.00 per calendar day per diem rate shall apply to both in-state and out-of-state travel. When anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the per diem for all or any part of the travel, provided that the employee shall be notified of such reduced per diem before being allowed to incur any expense. In addition to per diem, costs of public transportation or rented vehicle, supported by receipts for expenses in excess of \$2.50, will be paid. If transportation is by private car, reimbursement will be paid at a rate not to exceed 10¢ per mile but limited to an amount not in excess of the cost of regular air transportation. When

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13.3(10)3 Intercollegiate Athletics. -- Actual expenses will be paid at no per diem limit, provided such expenditures in the amount of \$2.00 or more are supported by signed receipts.

(Subsections 13.33, 13.342, 13.362, 13.371, 13.39--Amendment No. 5 to September 1960 revision, Meeting No. 605, February 1962)

Sec. 14. Freight and Express, Advertising, Postage and Box Rent, Telephone, Telegraph, and Subscription Vouchers.

- 14.1 Vouchers for freight and express charges are, if practicable, made payable to the local agent but in the name of the transportation company. A careful check shall be made for damages or shortages and, if any, notation is made on the receipt of the transportation company before the shipments are accepted. The vendor shall be notified in writing when damages or shortages occur and a copy of the notification shall be attached to the voucher when deductions are made on the invoice. In general, charges for freight and express are made against the same accounts as those charged for the purchase of the related materials.
- 14.2 Transportation charges for purchases at delivered prices (f. o. b. destination) cannot be paid by the University. An acceptance shall, therefore, not be given the transportation company unless such charges are prepaid.
- 14.3 A copy of the advertisement, as well as the invoice and affidavit of the publisher, showing rates in conformity with State laws, shall be attached to vouchers for advertisements.
- 14.4 Vouchers for postage and postal box rent shall be made payable to the United States Postmaster. Postage stamps are available at a central supply center at most institutions. Where a postage meter is used by the institution, the use of stamps is limited.
- 14.5 Payment for telephone charges shall be handled at the Main University through the Office of the Director of Physical Plant. Interdepartmental vouchers are sent to the department being charged and all long-distance calls shall be carefully checked in the department before the vouchers are sent to the Business Office. At the other component institutions, the vouchering and checking shall be handled through the business offices. Only authorized persons shall make long distance calls on University business and personal long-distance calls shall not be charged to institutional accounts.
- 14.6 Copies of all telegrams sent shall be retained in the files of the department or office responsible for the charge for one fiscal year and shall be checked against the itemized bill from Western Union before vouchering the bill. The itemized statement from Western Union showing the persons sending each telegram and the person to whom the message was sent shall be attached to the voucher for payment.



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14.7 Subscriptions to publications shall be vouchered after the first copy is received. This is noted on the voucher or invoice for payment, as well as the period covered by the subscription.

Sec. 15. Supplies and Equipment. --At most of the component institutions, stationery, office supplies, and some other general supplies and equipment may be secured through an institutional supply center. Payment for such purchases shall be by interdepartmental transfer vouchers which originate in the office furnishing such materials. When supplies and equipment are purchased through the Board of Control, or are payable from local funds, the general regulations for preparation of vouchers shall be as outlined herein.

Sec. 16. Insurance on Money and Securities. --As approved by the Board of Regents, the University carries a blanket system-wide policy insuring against loss of money or securities at any of the component institutions. The premium paid by each institution is separately computed and is based on the coverage applicable at each institution. At the time a loss occurs the University Comptroller shall be notified by the appropriate Business Manager and shall approve all loss claims and settlements. Any settlement over \$1,000 and under \$10,000 shall be approved by the Chancellor as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of \$10,000 or more must have the advance approval of the Board of Regents.

Sec. 17. Receipting for Payments. --Any statutory or rider provision requirements as to receipts for warrants in payment of salaries, wages or reimbursement of official travel expenses shall be complied with by the component institutions.

(Section 17--Amendment No. 5 to September 1960 revision, Meeting No. 605, February 1962)

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## CHAPTER IV

### PURCHASING

- Sec. 1. Authority to Obligate Funds. -- The official purchasing agents of the component institutions shall have sole authority to obligate funds of their respective institutions for purchases unless otherwise provided in these regulations or otherwise specifically approved by the institutional head and the Chancellor or by the Board of Regents. The University can assume no liability for payment of obligations except those incurred in accordance with authority thus granted.
- Sec. 2. Purchasing Ethics.
- 2.1 All qualified, reputable bidders shall be given equal opportunity to submit bids on a uniform basis when competition is possible.
  - 2.2 No bidder shall receive special consideration or be allowed to revise his bid after the time set for opening bids.
  - 2.3 Purchasing agents and their staffs and others authorized by or under these regulations to make purchases shall not accept gratuities or become obligated to individuals or firms seeking business.
  - 2.4 Any violations of these purchasing ethics shall be reported promptly to the Chancellor and to the Board of Regents.
- Sec. 3. Purchases of Supplies and Equipment.
- 3.1 Unless otherwise provided in these Rules and Regulations or specifically approved by the Board of Regents, the State Purchasing Act of 1957 shall govern the purchasing policies of the University. This Act gives the authority to the University to purchase, without approval of the Board of Control:
    - (a) Supplies, materials, services, and equipment for resale.
    - (b) For Auxiliary Enterprises.
    - (c) For Organized Activities relating to instructional departments.
    - (d) From Gifts and Grants.
  - 3.2 Unless otherwise provided in these regulations or specifically authorized by the executive head and the Chancellor, all purchases of supplies and equipment shall be made through the official purchasing agents of the component institutions.
  - 3.3 The official University purchasing agents and divisions, departments, or offices of the University to whom the purchasing function has been delegated shall observe sound and generally accepted purchasing practices of educational institutions including the following:
    - 3.31 Items on State Contract processed through the Board of Control will be purchased through the official purchasing agents.

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  - (b) Supplies, materials, services, and equipment for Auxiliary Enterprises.
  - (c) Supplies, materials, services, and equipment for Organized Activities Relating to Instructional Departments.
  - (d) Supplies, materials, services, and equipment to be paid for from Gifts and Grants.
- 3.2 Unless otherwise provided in these regulations or specifically authorized by the executive head and the Chancellor, all purchases of supplies and equipment shall be made through the official purchasing agents of the component institutions.
- 3.3 The official institutional purchasing agents and divisions, departments, or offices to whom the purchasing function has been delegated shall observe sound and generally accepted purchasing practices of educational institutions including the following:
  - 3.31 Items on State Contract processed through the Board of Control will be purchased through the official purchasing agents.

- 3. 32 Purchases of supplies and equipment payable (or reimbursable) from Federal funds, trust funds, and auxiliary enterprises funds may be made directly from vendors if it is essential to efficient operation to do so or if monetary savings would result.
- 3. 33 Closed or noncompetitive specifications shall not be used except in unusual instances clearly justified as being essential to efficient operating performance. Reports of all such exceptions with a summary of the reasons therefor shall be filed quarterly with the Chancellor and with the Secretary of the Board of Regents.
- 3. 34 Competitive bids, usually a minimum of three, shall be secured whenever competition is available.
- 3. 35 Purchase awards should be made to the supplier submitting the "lowest and best bid" as defined in the State Purchasing Act of 1957.

Sec. 4. Contacts with the State Board of Control. -- All contacts, whether oral or written, with the State Board of Control and with vendors are handled through the official purchasing agents and the divisions, departments, or offices to whom the purchasing function has been specifically delegated, unless advance written authorization is obtained from the purchasing agents or the business managers for other persons to do so.

Sec. 5. Requisitions.

- 5. 1 Separate requisitions shall be made for:
  - 5. 11 State Contract items purchased through the Printing Division of the State Board of Control;
  - 5. 12 State Contract items purchased through the Purchasing Division of the State Board of Control; and
  - 5. 13 Items to be purchased in the open market by competitive bids, or otherwise.
- 5. 2 Requisitions for supplies and equipment shall be prepared on the official departmental requisition form, approved by the chairman of the department, or other administrative official, and the original forwarded to the business office or other designated office for approval as to availability of funds and to the official purchasing agent for approval of the purchase. Requisitions shall show an actual or estimated cost and shall be numbered consecutively. Separate requisitions shall be made for purchases on the open market for each class of items, such as hardware, electrical supplies, chemical supplies, etc. The department shall be furnished a copy of each purchase order issued against its funds by the purchasing agents.
- 5. 3 Requisitions shall not be required for perishable items, automobile repairs which include both material and labor, and service charges which include only labor. However, vouchers payable from State funds for perishable items, or automobile repairs including material must be approved by the State Board of Control.

Sec. 6. Requisitions for Space Leases.

- 6. 1 Space leases involving buildings must, by law, be approved by the State Board of Control and may not extend beyond the current biennium.
- 6. 2 Proposals for space leases require the approval of the Chancellor and the Board of Regents, and lease contracts drawn in accordance with such approval shall be signed by the University Comptroller.

- 3.32 Purchases of supplies and equipment payable (or reimbursable) from Federal funds, trust funds, and auxiliary enterprises funds may be made directly from vendors by institutional purchasing agents if it is essential to efficient operation to do so or if monetary savings would result.
- 3.33 Closed or noncompetitive specifications shall not be used except in unusual instances clearly justified as being essential to efficient operating performance. Reports of all such exceptions with a summary of the reasons therefor shall be filed quarterly with the Chancellor and with the Secretary of the Board of Regents.
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  - 5.11 State Contract items purchased through the Purchasing Division of the State Board of Control; and
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- 5.3 Requisitions shall not be required for perishable items, automobile repairs which include both material and labor, and service charges which include only labor. However, vouchers payable from State funds for perishable items, or automobile repairs including material must be approved by the State Board of Control.

Sec. 6. Requisitions for Space Leases.

- 6.1 Space leases involving buildings must, by law, be approved by the State Board of Control and may not extend beyond a four-year period.
- 6.2 Proposals for space leases require the approval of the Chancellor and the Board of Regents, and lease contracts drawn in accordance with such approval shall be signed by the Vice-Chancellor for Business Affairs or his delegate.

6.3 A requisition shall be submitted to the purchasing agent and the lease completed prior to occupancy of any space for office, storage, or other purposes. The requisition must show type of space and purpose of its use, approximate number of square feet, location, whether janitor service and/or utilities will be furnished by the lessor, period of the lease, and any other requirements.

Sec. 7. Rental of Machines and Equipment. -- Requisitions for rental of office machines or any equipment of any kind which exceed a rental cost of \$500.00 per annum are required, by law, to have the prior written approval of the Governor, and such approval shall be required before the requisition is submitted to the State Board of Control. Approval by the State Board of Control is required prior to the beginning of the rental period, and payment of the rentals shall be made only after such approval. The requisitions shall be submitted through the purchasing agents, checked by the business managers, and forwarded by the executive heads to the Chancellor's Office for transmittal to the Governor. Also see Section 11 of this Chapter.

(Adopted as amended September 1960 and July 1966.)

Sec. 8. Purchase of Air-Conditioning Equipment. -- It is the policy of the Board of Regents that expenditures for purchase of any new or additional air-conditioning equipment must be approved in advance by the Board or the Chancellor on recommendation of the executive head of the component institution. Because the installation or replacement of air-conditioning equipment frequently involves special electrical installations, departments shall secure the approval in writing, of the Director of Physical Plant and/or the Business Officer before initiating a request for such equipment. When departmental funds are the source of the original purchase, installation costs, as well as maintenance and repair costs shall be paid from departmental budgets.

Sec. 9. Purchase of Stationery, Office Supplies, Stenographic Services, Mimeograph and Multilith Work, Printing, Books, Periodicals, and Magazine Subscriptions.

9.1 Stationery, office supplies, stenographic services, mimeograph and multilith work shall be purchased by departments and administrative offices from the Stenographic Bureau at the Main University or from a central source of supply at the other component institutions. The department, in writing, shall authorize certain persons to make such purchases.

9.2 Printing at the Main University is usually purchased from the University Printing Division, and at the other component institutions purchases are made as designated by the business officer.

9.3 Books, periodicals, and magazine subscriptions, if payable from General Budget Funds, shall be purchased at the Main University through the University Library by the use of a book order card. Purchases payable from departmental funds, grants, or special projects at the Main University, and which are not to become an acquisition of the Library, are to be purchased through the Library Order Department by the use of the official Departmental Requisition Form. Purchases at the other component institutions shall be made by requisition through the purchasing agents.

9.4 The current appropriation bill provides that appropriated funds may not be expended for purchase of law books without the approval of the Attorney General. Purchases for the School of Law are exceptions to this provision.



6.3 A requisition shall be submitted to the purchasing agent and the lease completed prior to occupancy of any space for office, storage, or other purposes. The requisition must show type of space and purpose of its use, approximate number of square feet, location, whether janitor service and/or utilities will be furnished by the lessor, period of the lease, and any other requirements.

Sec. 7. Rental of Machines and Equipment. -- Requisitions for the purchase or rental of electronic tabulating or data processing equipment and requisitions for rental of office machines or other equipment of any kind which exceed a rental cost of \$1,000.00 per annum are required, by law, to have the prior written approval of the Governor, and such approval shall be required before the requisition is processed by the State Board of Control. Approval by the State Board of Control is required prior to the beginning of the rental period, and payment of the rentals shall be made only after such approval. The requisitions shall be submitted through the purchasing agents, checked by the business officers, and forwarded by the institutional heads to the Chancellor's Office for transmittal to the Governor. Requisition for rentals to become effective on September 1, should be submitted in advance of that date. Also see Section 10 of this Chapter.

Sec. 8. Purchase of Stationery, Office Supplies, Stenographic Services, Mimeograph and Multilith Work, Printing, Books, Periodicals, and Magazine Subscriptions.

8.1 Stationery, office supplies, stenographic services, mimeograph and multilith work shall be purchased by departments and administrative offices from the Stenographic Bureau at The University of Texas at Austin or from a central source of supply at the other component institutions. The department, in writing, shall authorize certain persons to make such purchases.

8.2 Printing at The University of Texas at Austin is usually purchased from the University Printing Division, and at the other component institutions purchases are made as designated by the business officer.

8.3 Books, periodicals, and magazine subscriptions, if payable from General Budget Funds, shall be purchased at The University of Texas at Austin through the Library by the use of a book order card. Purchases payable from departmental funds, grants, or special projects at The University of Texas at Austin, and which are not to become an acquisition of the Library, are to be purchased through the Library Order Department by the use of the official Departmental Requisition Form. Purchases at the other component institutions shall be made by requisition through the purchasing agents.

8.4 The current appropriation bill provides that appropriated funds may not be expended for purchase of law books without the approval of the Attorney General. Purchases for the School of Law are exceptions to this provision.

- Sec. 10. Purchases from Employees. -- Purchases are not permitted from any officer or employee of the University unless the cost is less than that from any other known source and until approved by the institutional heads, the Chancellor, and the Board of Regents. Details of such transactions shall be reported in the dockets or Minutes of the Board.
- Sec. 11. Purchase or Rental of Certain Typewriters. -- In accordance with the current appropriation bill purchase or rental of executive and/or proportional spacing typewriters is not permitted unless the head of the department makes an affidavit attached to the requisition for the purchase that the use of such typewriter shall be more economical than purchasing printed matter and such typewriter shall be in continuous use for at least six (6) hours a day. Also see Section 7 of this Chapter.
- Sec. 12. Acceptance of Used or Rented Equipment on Purchase of New Equipment. - Used or rented equipment shall not be accepted in fulfillment of an order for new machines or new equipment, even though such machines or equipment have been used by the component institution making the order.
- Sec. 13. Unlisted Telephone Numbers. -- The current appropriation bill prohibits the expenditure of funds appropriated thereby for payment of rental or toll charges on telephones for which numbers are not listed or available from "Information Operators" at telephone exchanges.

- Sec. 9. Purchases from Employees.--Purchases are not permitted from any officer or employee of The University of Texas System unless the cost is less than that from any other known source and until approved by the institutional heads, the Chancellor, and the Board of Regents. Details of such transactions shall be reported in the dockets or Minutes of the Board.
- Sec. 10. Purchase or Rental of Certain Typewriters.--In accordance with the current appropriation bill purchase or rental of executive and/or proportional spacing typewriters is not permitted unless the head of the department makes an affidavit attached to the requisition for the purchase that the use of such typewriter shall be more economical than purchasing printed matter and such typewriter shall be in continuous use for at least six (6) hours a day. Also see Section 7 of this Chapter.
- Sec. 11. Acceptance of Used or Rented Equipment on Purchase of New Equipment.--Used or rented equipment shall not be accepted in fulfillment of an order for new machines or new equipment, even though such machines or equipment have been used by the component institution making the order.
- Sec. 12. Unlisted Telephone Numbers.-- The current appropriation bill prohibits the expenditure of funds appropriated thereby for payment of rental or toll charges on telephones for which numbers are not listed or available from "Information Operators" at telephone exchanges.

## CHAPTER V

### PERSONNEL

Sec. 1. Classified Personnel. -- The Policy of the Board of Regents on the Development and Coordination of the Classified Personnel Programs. This policy covers:

1. 1 The development and operation of the Institutional Personnel Program as defined in the duties of the Institutional Personnel Officer. This extends to:
  1. 11 The administration of the Classified Personnel Program in his institution. The Institutional Personnel Officer shall:
    1. 111 Know the objectives and all of the details of the program.
    1. 112 Assume responsibility for recommending all changes in the written program to his chief executive officer.
    1. 113 Interpret the personnel program to his institution--administration, supervisors, and employees.
  1. 12 The classification plan. The Institutional Personnel Officer shall:
    1. 121 Recommend all changes in any existing job classification or the creation of any new job classification.
    1. 122 Write all class specifications.
    1. 123 Allocate all jobs to the proper job classification.
    1. 124 Assure that no person is appointed in a position in the classified service under a title not included in the Classification Plan.
  1. 13 The pay plan. The Institutional Personnel Officer shall:
    1. 131 Recommend all changes in approved salary ranges together with the ranges for all new job classifications.
    1. 132 Make salary studies to determine correctness of existing salary ranges and to substantiate recommendations for new ranges or changes in existing ranges.
    1. 133 Assure that no appointment and/or change of salary is made which is:
      1. 1331 Below the minimum salary for the class range (except for a "Trainee").
      1. 1332 Above the maximum salary for the class range.
      1. 1333 Not on a regular step (or fraction thereof if part-time).
  1. 14 The policies and rules. The Institutional Personnel Officer shall:
    1. 141 Provide a uniform interpretation of the institution's personnel policy.
    1. 142 Advise his chief executive officer and the System Personnel Adviser of any violation or abuse of this policy.
    1. 143 Recommend any necessary change in the written Policies and Rules.
  1. 15 Personnel transaction. The Institutional Personnel Officer shall:
    1. 151 Approve all budget recommendations, appointments, changes of status, military leaves, leaves without pay, separations or other personnel transactions involving classified employees prior to final consideration by his chief executive officer to assure conformity with all provisions of the Classified Personnel Program.

CHAPTER V

PERSONNEL

*no change*

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  - 1.11 The administration of the Classified Personnel Program in his institution. The Institutional Personnel Officer shall:
    - 1.111 Know the objectives and all of the details of the program.
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    - 1.131 Recommend all changes in approved salary ranges together with the ranges for all new job classifications.
    - 1.132 Make salary studies to determine correctness of existing salary ranges and to substantiate recommendations for new ranges or changes in existing ranges.
    - 1.133 Assure that no appointment and/or change in salary is made which is:
      - 1.1331 Below the minimum salary for the class range (except for a "Trainee").
      - 1.1332 Above the maximum salary for the class range.
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  - 1.15 Personnel transaction. The Institutional Personnel Officer shall:
    - 1.151 Approve all budget recommendations, appointments, changes of status, military leaves, leaves without pay, separations or other personnel transactions involving classified employees prior to final consideration by his chief executive officer to assure conformity with all provisions of the Classified Personnel Program.

- 1.152 Call to the attention of his chief executive officer in writing any violation of the program which may be approved outside the channels provided above, with a copy to the System Personnel Adviser.
- 1.16 Personnel services. The Institutional Personnel Officer shall provide necessary personnel services to departments of his institution as rapidly as time and staff permit. These services should include, as a minimum, the following:
  - 1.161 Centralized personnel records.
  - 1.162 A program of interdepartmental promotions.
  - 1.163 Centralized recruiting for job vacancies.
  - 1.164 A training program.
  - 1.165 A program of employee communication.
- 1.2 The development and coordination of the System-Wide Personnel Program.
  - 1.21 The Classification Plan.
    - 1.211 Coverage. --The Classified Service of The University of Texas system shall include all positions on the staff at the University which do not entail significant instructional responsibilities or responsibilities for the administration of instructional or research organizations. The chief executive officer of each component institution shall determine the inclusiveness of the classified service within this general definition, and shall submit to the Chancellor upon request a list of those administrative or research positions not included in the classified program.
    - 1.212 Type of Plan. --Uniform use shall be made of the "grading or Job Classification" system of job evaluation. Job specifications shall be prepared according to the Procedure for Writing Class Specifications provided by the Office of the Chancellor of The University of Texas.
    - 1.213 Job Titles. --Standardized job titles shall be used for similar job classes common to two or more of the component institutions in order that a particular job title shall describe similar work. Classes unique to a component institution shall have suitable descriptive titles.
    - 1.214 Job Code. --A uniform job code entitled the Personnel Classification Code shall be used to designate job classes. This code may be used on IBM cards to compile statistical information on classified employees.
  - 1.22 The Pay Plan.
    - 1.221 A uniform system of salary steps providing for an increase of 5 per cent, to the nearest dollar, above each preceding step shall be used for all pay plans. All salaries shall be on salary steps, or a fractional part thereof.
    - 1.222 A uniform system for setting forth the salary ranges for each job classification shall be used in the pay plans for each institution.
    - 1.223 A classified employee nominated for part-time teaching at rank of Assistant Instructor shall be paid at the rate applicable to each position. (Adopted March 13, 1965.)

- 1.152 Call to the attention of his chief executive officer in writing any violation of the program which may be approved outside the channels provided above, with a copy to the System Personnel Adviser.
  
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    - 1.223 A classified employee nominated for part-time teaching at rank of Assistant Instructor shall be paid at the rate applicable to each position.

- 1.224 Salary ranges for each job classification shall be dependent upon the competitive labor market situation for each institution, as determined by pay surveys.
  - 1.23 The policies and rules.
    - 1.231 Each institution shall operate its Classified Personnel Program under a policy statement covering the appointment, compensation, and working conditions of classified employees.
    - 1.232 Uniform policies shall be followed in providing vacation, sick leave, etc., within the limitations imposed by local operating conditions.
  - 1.24 Approval of additions to and changes in the Classified Personnel Program.
    - 1.241 Formal approval of the Classification Plan, Pay Plan, and Policies and Rules developed by each institution was obtained from the Board of Regents at the time each program was formally adopted.
    - 1.242 Changes in the Classification Plan, Pay Plan, and Policies and Rules at each institution must be made upon the recommendation of the institutional personnel office, the chief executive officer of the institution, and have the approval of the Chancellor and the Board of Regents. Such changes must have the approval of the Chancellor prior to inclusion in the Regents' Docket for the institution concerned.
  - 1.25 Institutional Personnel Officer.
    - 1.251 The chief executive officer of each component institution shall designate one qualified official who shall be responsible under the chief executive officer of that institution for the development and operation of the Classified Personnel Program.
    - 1.252 Functional direction and help on technical personnel matters shall be provided each classified personnel officer by the Office of the Chancellor of The University of Texas.
  - 1.26 System Personnel Adviser. -- The System Personnel Adviser serves as a staff officer advising the Chancellor through the Vice-Chancellor (Fiscal Affairs) on the Classified Personnel programs, Workmen's Compensation insurance, and other staff benefits, for each of the component institutions of the system.
- (Subsection 1.26--Amendment No. 1 to September 1960 revision, Meeting No. 596, March 1961)
- 1.27 Reports. -- Necessary reports concerning the status and operation of the various Classified Personnel programs may be required by the Chancellor of The University of Texas.

## Sec. 2. General Personnel.

### 2.1 Fidelity Bond.

- 2.11 As approved by the Board of Regents, the University shall carry a blanket position (fidelity) bond which shall cover employees of all component institutions. All employees shall be covered in the amount of \$5,000 each. It shall be the responsibility of the Comptroller to recommend to the Chancellor through the Vice-Chancellor (Fiscal Affairs) the administrative officials who are to be covered by amounts in excess of this figure, and the amount of coverage recommended for each. For total coverage in excess of \$10,000, approval of the State Auditor is necessary.



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  - 1.242 Changes in the Classification Plan, Pay Plan, and Policies and Rules at each institution must be made upon the recommendation of the institutional personnel office, the chief executive officer of the institution, the System Personnel Adviser and have the approval of the Chancellor and the Board of Regents. Such changes must have the approval of the Chancellor prior to inclusion in the Regents' Docket for the institution concerned.
- 1.25 Institutional Personnel Officer.
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  - 1.252 Functional direction and help on technical personnel matters shall be provided each classified personnel officer by the System Personnel Adviser.
- 1.26 System Personnel Adviser.-- The System Personnel Adviser serves as a staff officer advising the Chancellor through the Vice-Chancellor for Business Affairs on the Classified Personnel programs, Workmen's Compensation insurance, and other staff benefits, for each of the component institutions of the system.
- 1.27 Reports.-- Necessary reports concerning the status and operation of the various Classified Personnel programs may be required by the Chancellor.

Sec. 2. General Personnel.

2.1 Fidelity Bond.

- 2.11 As approved by the Board of Regents, The University of Texas System shall carry a blanket position (fidelity) bond which shall cover employees of all component institutions. All employees shall be covered in the amount of not less than \$5,000 each. It shall be the responsibility of the System Comptroller to recommend to the Chancellor through the Vice-Chancellor for Business Affairs the administrative officials who are to be covered by amounts in excess of this figure, and the amount of coverage recommended for each. For total coverage in excess of \$10,000, approval of the State Auditor is necessary.

- 2.12 The Secretary of State and the State Comptroller of Public Accounts shall be each furnished with an original of the bond. The bond shall be issued in "triplicate originals," with one original to remain with the University Comptroller. A copy of the bond shall be filed in the Office of the Secretary of the Board of Regents.
  - 2.13 The premium for the bond is prorated to the component institutions on the basis of the number of employees covered for which a premium charge is made.
  - 2.14 At the time a loss occurs, the University Comptroller shall be notified by the appropriate Business Manager and shall approve all loss claims and settlements. Any settlement over \$1,000 and under \$10,000 shall be approved by the Chancellor as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of \$10,000 or more must have the advance approval of the Board of Regents.
- 2.2 Withholding Exemption Certificate. -- Every employee must execute and file with the institutional business officer an Employees' Withholding Exemption Certificate before compensation can be paid, since the United States Treasury Department, Internal Revenue Service, requires collections of Income Tax on wages at the source. The deductions for taxes withheld are authorized by State law on payroll forms prescribed by the State Comptroller.
- 2.3 Leave for Military Duty.
- 2.31 A leave of absence not to exceed fifteen calendar days in any one calendar year is granted faculty or staff members who, as members of the National Guard or Official Militia of Texas, or Members of any of the Reserve Components of the Armed Forces, are engaged in field or coast defense training, parade or encampment as ordered or authorized by proper authority. During such periods, the employee is absent without loss of efficiency rating or vacation time, or salary, and is restored to the position and status he previously held when relieved from military duty.
  - 2.32 The institutional heads may prescribe forms and procedures for such requests.
- 2.4 Overtime.
- 2.41 Classified Personnel.
    - 2.411 The schedule of activities shall be so organized that employees are not required to work in excess of established work periods except when operating necessities demand it. Equivalent compensatory time off for required overtime of at least one hour or more above established work periods is given employees whose salaries are below the minimum for a full-time instructor at all institutions except the M. D. Anderson Hospital and Tumor Institute where definite salary limits are set.
    - 2.412 Overtime equivalent not to exceed a regular work week may be accumulated and compensatory time taken at a mutually convenient time. Under exceptional circumstances payment may be made to eligible employees on a straight time basis from the budget of the employing department, upon approval of the appropriate administrative officials.

- 2.12 The Secretary of State and the State Comptroller of Public Accounts shall be each furnished with an original of the bond. The bond shall be issued in "triplicate originals," with one original to remain with the System Comptroller. A copy of the bond shall be filed in the Office of the Secretary to the Board of Regents.
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- 2.15 The blanket position fidelity bond coverage may be combined with money and securities coverage. See Chapter III, Section 16.
- 2.2 Withholding Exemption Certificate.-- Every employee must execute and file with the institutional business officer an Employees' Withholding Exemption Certificate before compensation can be paid, since the United States Treasury Department, Internal Revenue Service, requires collections of Income Tax on wages at the source. The deductions for taxes withheld are authorized by State law on payroll forms prescribed by the State Comptroller.
- 2.3 Leave for Military Duty.
- 2.31 A leave of absence not to exceed fifteen working days in any one calendar year is granted faculty or staff members who, as members of the National Guard or Official Militia of Texas, or members of any of the Reserve Components of the Armed Forces, are engaged in field or coast defense training, parade or encampment as ordered or authorized by proper authority. During such periods, the employee is absent without loss of efficiency rating or vacation time, or salary, and is restored to the position and status he previously held when relieved from military duty.
- 2.32 The institutional heads may prescribe forms and procedures for such requests.
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- 2.411 The schedule of activities shall be so organized that employees are not required to work in excess of established work periods except when operating necessities demand it. Equivalent compensatory time off for required overtime of at least one hour or more above established work periods is given employees whose salary rate is below \$750.00 per month at all institutions except the M. D. Anderson Hospital and Tumor Institute at Houston where definite salary limits are set.
- 2.412 Overtime equivalent not to exceed a regular work week may be accumulated and compensatory time taken at a mutually convenient time. Under exceptional circumstances payment may be made to eligible employees on a straight time basis from the budget of the employing department, upon approval of the appropriate administrative officials.

- 2.413 Full-time employees on a twelve months' salary basis shall not be permitted extra employment on government and other sponsored projects, except in rare instances when the interest of the institution is paramount. In the event that such employment is approved, it is limited to a maximum of 10 additional hours per week.

(Subsection 2.4-- Amended July 1961 and March 1965)

2.5 Student Employment.

- 2.51 The employment of students as Teaching Assistants and Assistants at the Main University is effected through the appropriate departmental chairman and dean in accordance with the Quantity of Work rule with notification to the appropriate officers of Central Administration.
- 2.52 The employment of students as classified personnel is handled through that office; notices of work available are listed with the Student Employment Bureau.
- 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. (Adopted December 12, 1964)
- 2.54 Exceptions to this rule are rarely made and then shall be made only upon specific recommendation of the student's academic dean.

2.6 Patent Policy. -- Where no specific contract to the contrary has been approved by the Board of Regents, the following policy applies to patents obtained by University employees:

- 2.61 The title to the patent for a discovery or invention by a University employee shall belong to the employee subject to the following provisions:
- 2.611 When total net royalties, or other compensations, are less than \$1,000, no payment to the University is required.
- 2.612 When net royalties, or other compensations, amount to more than \$1,000 but less than \$5,000, 10 per cent of the excess of such royalties or other compensations over \$1,000 shall be paid to the University.
- 2.613 When net royalties, or other compensations, amount to more than \$5,000, the royalty or other compensation paid the University will be 10 per cent on the amount above \$1,000 but less than \$5,000, and 20 per cent on all amounts of \$5,000 or more.
- 2.614 Where contributions have been made to research projects by private donors, nonexclusive licenses on all inventions or discoveries resulting from such research may be issued on a reasonable basis without discrimination in favor of or against those making contributions in aid of the research.

Sec. 3. Certain Provisions in Current Appropriation Bill. -- The rules and regulations of the Board of Regents are subject to and shall comply with the provisions appearing in the current Appropriation Bill, including the following pertaining to personnel:

- 3.1 Use of Alcoholic Beverages. -- "None of the moneys appropriated under this Act shall be used for the payment of salaries to any employee who uses alcoholic beverages while on active duty. None of the funds appropriated under this Act for travel expenses may be expended for alcoholic beverages. "

2.413 Full-time employees on a twelve months salary basis shall not be permitted extra employment on government and other sponsored projects, except in rare instances when the interest of the institution is paramount. In the event that such employment is approved, it is limited to a maximum of 10 additional hours per week.

2.414 The above provisions are subject to change if provisions of the Fair Labor Standards Act are ruled applicable to The University of Texas System.

2.5 Student Employment

2.51 The employment of students as Teaching Assistants and Assistants at The University of Texas at Austin is effected through the appropriate departmental chairman and dean in accordance with the Quantity of Work rule.

2.52 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.

2.53 Exceptions to this rule are rarely made and then shall be made only upon specific recommendation of the student's academic dean.

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2.612 When net royalties, or other compensations, amount to more than \$1,000 but less than \$5,000, 10 per cent of the excess of such royalties or other compensations over \$1,000 shall be paid to The University of Texas System.

2.613 When net royalties, or other compensations, amount to more than \$5,000, the royalty or other compensation paid The University of Texas System will be 10 per cent on the amount above \$1,000 but less than \$5,000, and 20 per cent on all amounts of \$5,000 or more.

2.614 Where contributions have been made to research projects by private donors, nonexclusive licenses on all inventions or discoveries resulting from such research may be issued on a reasonable basis without discrimination in favor of or against those making contributions in aid of the research.

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3.2 Separation from State Employment. -- "No employee of the State shall be granted terminal annual or vacation leave subsequent to the effective day of the employee's resignation, dismissal, or separation from State employment. "\*"

Sec. 4. Other Regulations Concerning Personnel are Reported in the Rules and Regulations of the Board of Regents, Part One, as follows:

Affidavit - Chapter III, Sec. 1.6, page 19.

Political Aid and Legislative Influence - Chapter III, Sec. 1.7, page 20.

Physical Examination - Chapter III, Sec. 1.8, page 20.

Employment of Aliens - Chapter III, Sec. 3, page 21.

Indebtedness to the University or the State - Chapter III, Sec. 27, page 32.

Appointment of Relative ( Nepotism Rule) - Chapter III, Sec. 5, page 22.

Holidays - Chapter III, Sec. 14, page 28.

Vacation - Chapter III, Sec. 15, page 29.

Sick Leave - Chapter III, Sec. 18, page 30.

Leave for Jury Duty - Chapter III, Sec. 19, page 30.

Leaves of Absence Without Pay - Chapter III, Sec. 16, page 29.

Absence from Usual and Regular Duties - Chapter III, Sec. 20, page 30.

Office Hours - Chapter III, Sec. 12, page 28.

Outside Employment - Chapter III, Sec. 13, page 28.

Acceptance of Money from Students - Chapter III, Sec. 25, page 31.

Textbooks and Other Materials Prescribed for the Use of Students - Chapter III, Sec. 23, page 31.

Institutional Employees as Students - Chapter III, Sec. 29, page 33.

Power to Authorize Expenditures out of University Funds - Chapter III, Sec. 26, page 32.

Division of Salaries for Staff Engaged in Teaching and Non-teaching Activities - Chapter III, Sec. 17, page 29.

Compensation for Correspondence and Extension Teaching of Full-time Staff Members - Chapter III, Sec. 22, page 30.

Classified Personnel Systems - Chapter III, Sec. 2, page 20.

Code of Ethics - Chapter III, Sec. 4, page 21.

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Political Aid and Legislative Influence - Chapter III, Sec. 1.7, page 27.

Physical Examination - Chapter III, Sec. 1.8, page 27.

Employment of Aliens - Chapter III, Sec. 3, page 28.

Indebtedness to The University of Texas System or the State - Chapter III, Sec. 28, page 40.

Appointment of Relative (Nepotism Rule) - Chapter III, Sec. 5, page 29.

Holidays - Chapter III, Sec. 14, page 35.

Vacation - Chapter III, Sec. 15, page 36.

Sick Leave - Chapter III, Sec. 19, page 37.

Leave for Jury Duty - Chapter III, Sec. 20, page 37.

Absence from Usual and Regular Duties - Chapter III, Sec. 21, page 37.

Leaves of Absence Without Pay - Chapter III, Sec. 16, page 36.

Office Hours - Chapter III, Sec. 12, page 34.

Outside Employment - Chapter III, Sec. 13, page 35.

Acceptance of Money from Students - Chapter III, Sec. 26, page 39.

Textbooks and Other Materials Prescribed for the Use of Students - Chapter III, Sec. 24, page 38.

Institutional Employees as Students - Chapter III, Sec. 30, page 40.

Power to Authorize Expenditures out of The University of Texas System Funds - Chapter III, Sec. 27, page 39.

Division of Salaries for Staff Engaged in Teaching and Non teaching Activities - Chapter III, Sec. 18, page 37.

Compensation for Correspondence and Extension Teaching of Full-time Staff Members - Chapter III, Sec. 23, page 38.

Classified Personnel Systems - Chapter III, Sec. 2, page 27.

Code of Ethics - Chapter III, Sec. 4, page 28.

Tenure, Promotion, and Termination of Employment - Chapter III,  
Sec. 6, page 24.

Modified Service - Chapter III, Sec. 30, page 33.



Proposed

Tenure, Promotion, and Termination of Employment - Chapter III,  
Sec. 6, page 30.

Modified Service - Chapter III, Sec. 31, page 40.

Faculty Development Leaves - Chapter III, Sec. 17, page 37.

## CHAPTER VI

### STAFF BENEFITS

(Staff benefits may be subject to change by State and Federal Laws.  
Application in specific instances should be verified.)

#### Sec. 1. Teacher Retirement System.

- 1.1 There are two types of members in the Teacher Retirement System:
  - 1.11 Teacher members - employees occupying positions as teachers, clerks, administrators, supervisors, and related occupations in educational institutions; and
  - 1.12 Auxiliary employees - all other employees of educational institutions otherwise eligible, such as building attendants, carpenters, etc.
- 1.2 All employees of the University employed on a regular salaried basis are required by law to participate in the Teacher Retirement System, which became effective for teacher members September 1, 1937, and for auxiliary members September 1, 1949, except persons eligible at those times who executed waivers within the period allowed by law and have not revoked such waiver if later permitted, and members of the Employees Retirement System about which information is given later.
- 1.3 Annual membership dues in the Teacher Retirement System are \$3, which amount is deducted from the first salary payment in a fiscal year. Members contribute 6 per cent of their salary up to and including \$8,400 per year, with the maximum contribution of \$504 per year, which amount is deducted from the monthly salary payment. The contributions are sent monthly by the business offices to the Teacher Retirement System. Each year members receive a statement from the Teacher Retirement System, through the business offices, of their total contributions, plus accumulated interest through August 31 of the preceding year. Within the provisions of the law, the State also contributes to the member's account.
- 1.4 The annuity payable at retirement is based on the salaries earned by the member. Annuity payments are based upon the average salary earned in the ten highest years of creditable service, not to exceed \$8,400 of salary for any one year.
- 1.5 When a member leaves the employment of the public schools of Texas, he may withdraw the amount of his contribution, plus accumulated interest, upon application, or he may leave the funds at interest for not more than five out of six consecutive years during which period he pays the annual membership dues.
- 1.6 If a member dies before retirement, his beneficiary, depending upon the relationship to the member, will be entitled to death benefit pay-

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CHAPTER VI

STAFF BENEFITS

(Staff benefits may be subject to change by State and Federal Laws.  
Application in specific instances should be verified.)

Sec. 1. Teacher Retirement System.

- 1.1 There are two types of members in the Teacher Retirement System:
  - 1.11 Teacher members - employees occupying positions as teachers, clerks, administrators, supervisors, and related occupations in educational institutions; and
  - 1.12 Auxiliary employees - all other employees of educational institutions otherwise eligible, such as building attendants, carpenters, etc.
- 1.2 All employees of The University of Texas System employed on a regular salaried basis are required by law to participate in the Teacher Retirement System, which became effective for teacher members September 1, 1937, and for auxiliary members September 1, 1949, except persons eligible at those times who executed waivers within the period allowed by law and have not revoked such waiver if later permitted, and members of the Employees Retirement System about which information is given later.
- 1.3 Annual membership dues in the Teacher Retirement System are \$5, which amount is deducted from the first salary payment in a fiscal year. Members contribute 6 per cent of their salary up to and including \$8,400 per year, with the maximum contribution of \$504 per year, which amount is deducted from the monthly salary payment. The contributions are sent monthly by the business offices to the Teacher Retirement System. Each year members receive a statement from the Teacher Retirement System, through the business offices, of their total contributions, plus accumulated interest through August 31 of the preceding year. Within the provisions of the law, the State also contributes to the member's account.
- 1.4 The annuity payable at retirement is based on the salaries earned by the member. Annuity payments are based upon the average salary earned in the ten highest years of creditable service, not to exceed \$8,400 of salary for any one year.
- 1.5 When a member leaves the employment of the public schools, colleges, or universities of Texas, he may withdraw the amount of his contribution, plus accumulated interest, upon application, or he may leave the funds at interest for not more than five out of six consecutive years during which period he pays the annual membership dues. The performance of a period of active military duty by a member shall not be construed as absence from service; nor shall absence from service terminate membership if the member does not withdraw his accumulated contributions and has ten (10) or more years of creditable service, regardless of age, at or before the time he ceases to be employed in the public schools, colleges or universities of Texas.
- 1.6 If a member dies before retirement, his beneficiary, depending upon the relationship to the member, will be entitled to death benefit payments

ments or survivor benefit payments, whichever renders the greater advantage to the beneficiary. If there is no beneficiary with an insurable interest, payment will be limited to the accumulated contributions plus interest standing to the account of the member with the Teacher Retirement System.

- 1.7 Eligibility for retirement benefits is as follows:
  - 1.71 With ten years creditable service upon reaching age 65, member is entitled to retire with full benefits based on service rendered and salary earned. A teacher member is entitled to minimum benefits of \$75.00 per month. An auxiliary employee is entitled to minimum benefits of \$50.00 per month.
  - 1.72 With fifteen years creditable service upon reaching age 55, member is entitled to retire at reduced actuarial equivalent of benefit payable at age 65.
  - 1.73 With twenty years creditable service upon reaching age 60, member is entitled to retire with full benefits based on service rendered and salary earned. A teacher member is entitled to minimum benefits of \$100.00 per month. An auxiliary employee is entitled to minimum benefits of \$75.00 per month.
  - 1.74 With 25 years creditable service upon reaching age 55 or with 30 years creditable service at any age, member is entitled to retire at reduced actuarial equivalent of benefit payable at age 60.
- 1.8 Creditable service consists of prior service, former membership service, and current membership service. For teacher members, prior service is that before September 1, 1937; former membership service is that rendered during the period September 1, 1937, to August 31, 1955, and current membership service is that rendered subsequent to August 31, 1955. For auxiliary employees, prior service is that rendered prior to September 1, 1949, former membership service is that rendered during the period September 1, 1949, to August 31, 1955, and current membership service is that rendered subsequent to August 31, 1955.
- 1.9 Information pertaining to options under which retirement benefits may be drawn and to reciprocal service between the Teacher and Employees Retirement Systems, as well as other information, may be secured from the local institutional business or personnel office, the Central Administration System Personnel Office, or the Teacher Retirement System in Austin.

(Subsection 1.9--Amendment No. 1 to September 1960 revision, Meeting No. 596, March 1961)

## Sec. 2. Employees Retirement System.

- 2.1 There are relatively few employees of the University who are members of the Employees Retirement System since they are no longer eligible for initial membership in this system. Only those who were eligible between September 1, 1947, and August 31, 1949, and who did not waive membership as of September 1, 1947, are now members. Beginning September 1, 1949, new employees who would previously have been eligible for this plan became eligible for membership in the Teacher Retirement System as auxiliary employees.
- 2.2 Annual membership dues in this system are \$2, which sum is deducted from the first monthly salary payment in a fiscal year. Contributions of employees are 4-1/2 per cent of the total salary earned, which is deducted from monthly salary payments. The University contributes an amount equal to that of employees, payable from the same source as the salary. All contributions are deposited monthly with the Employees Retirement System and by law are deposited by that agency with the State Treasurer.

Proposed.

or survivor benefit payments, whichever renders the greater advantage to the beneficiary. If there is no beneficiary with an insurable interest, payment will be limited to the accumulated contributions plus interest standing to the account of the member with the Teacher Retirement System.

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- 2.2 Annual membership dues in this system are \$2, which sum is deducted from the first monthly salary payment in a fiscal year. Contributions of employees are 4 1/2 per cent of the total salary earned, which is deducted from monthly salary payments. The component institution contributes an amount equal to that of employees, payable from the same source as the salary. All contributions are deposited monthly with the Employees Retirement System and by law are deposited by that agency with the State Treasurer.

- 2.3 Members' deposits are handled in the same way as in the Teacher Retirement System.
- 2.4 Provisions for membership and retirement requirements and benefits are quite similar to those for the Teacher Retirement System; however, "prior service" in the Employees Retirement System is all creditable service rendered prior to September 1, 1947, and "membership service" is that which has been earned since that date.
- 2.5 Further details, including information pertaining to reciprocal service with Teacher Retirement System, may be secured from the local institutional business office, the Central Administration System Personnel Office, or the Employees Retirement System in Austin.

(Subsection 2.5--Amendment No. 1 to September 1960 revision, Meeting No. 596, March 1961)

### Sec. 3. Group Life Insurance

- 3.1 The University carries a master group life insurance policy, covering all institutions, with the Aetna Life Insurance Company for "One Year Term Plan." Premiums are payable monthly in advance, by payroll deduction, increase for each person with each year of age, and are payable entirely by the individual. The program is optional but is available only to full-time annual faculty and staff; new employees are notified of their eligibility by the personnel office at the time of employment.
- 3.2 The amount of insurance available is equal to the next highest thousand dollars above the annual salary with a maximum of \$20,000. Annual earnings for academic personnel shall be the nine-month or twelve month academic rate, as applicable. Annual earnings for non-teaching personnel shall be the twelve-month rate. When an employee classification changes, due to increase or decrease in earnings, including Modified Service, the amount of the insurance will be adjusted on the annual renewal date (January 1) following the date of the change provided the employee is available for work.
- 3.3 No medical examination is required if application is made for insurance within 60 days from date of employment. After the 60-day period, an "Evidence of Insurability" form, prepared by the company and available through the personnel office, is required. No medical examination is required if this form is accepted by the company after review, but, if it is not so accepted, the applicant must have a medical examination at his expense.
- 3.4 Beneficiaries are designated by the policyholders on the application forms and may be changed during the life of the policy upon application to the business office or personnel offices. Each policyholder receives a certificate issued by the company and transmitted through the business office or personnel office.
- 3.5 A policyholder who is less than 60 years of age and who becomes permanently and totally disabled may receive the face amount of the policy in accordance with one of several options. There are no disability benefits after age 60.
- 3.6 Benefits at death are payable according to one of several options. Upon notification of the death of a policyholder, the personnel office assists in the preparation of the required records to be sent to the company.

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- 2.5 Further details, including information pertaining to reciprocal service with Teacher Retirement System, may be secured from the component institution business office or personnel office, the System Personnel Office, or the Employees Retirement System in Austin.

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- 3.6 Benefits at death are payable according to one of several options. Upon notification of the death of a policyholder, the personnel office assists in the preparation of the required records to be sent to the company.

3.7 Participation in the Group Life Insurance Program automatically terminates when employment terminates unless (1) the policyholder retires under the provisions of the Teacher Retirement System or the Employees Retirement System with at least 10 years of coverage under the insurance; (2) the policyholder has attained 62 years of age with at least 10 years of coverage under the insurance; or (3) the policyholder converts the group policy into one for regular individual life insurance. When an employee retires, the amount of insurance will be reduced to \$5,000 or the amount in force immediately prior to retirement, whichever is less, provided the employee has been insured continuously during the ten years prior to retirement. (Adopted September 19, 1964)

3.8 The life insurance will cease at the end of the last policy month for which a contribution was made except that if death should occur within thirty-one days thereafter, the death benefits will be payable. Within this thirty-one day period, by making application and paying the first premium to the Aetna Life Insurance Company, one may convert his Group Life Insurance to an individual life insurance policy on any regular Whole Life or Endowment Plan. This individual policy will be issued without medical examination at the Insurance Company's regular rates.

Sec. 4. Group Hospitalization and Medical Benefit Plans.

4.1 Group hospitalization and medical benefit plans may be instituted or continued at each of the component institutions subject to approval of the institutional head, the University Comptroller, the Chancellor, and ratification through the Regents' docket.

Sec. 5. Workmen's Compensation Insurance.

5.1 The Workmen's Compensation Insurance Program is on a university-wide, self-insuring basis, financed by setting aside not more than 2 per cent of the annual payroll of covered employees, and provides certain benefits for injuries sustained on the job. These benefits include payments for reasonable medical aid, hospitalization, etc.; total or partial incapacity; specific losses; and death.

5.2 The Supervisor of Workmen's Compensation Insurance, in cooperation with other University officials, investigates accidents and injuries, and endeavors to develop, publish, and enforce safety rules and regulations. His office keeps a complete record of all injuries on the job and is responsible for reporting them to the Industrial Accident Board.

5.3 All employees whose names appear on the payrolls are eligible except:

5.31 Administrative staff, including officers of the administration;

5.32 Teaching staff, research staff, clerical and office employees and supervisory staffs unless hazardous work is required, such as handling or working in close proximity with dangerous chemicals, materials, machinery, or equipment; working in a dangerous area; performing manual labor; traveling regularly; or being exposed to hazards of occupational disease; and

5.33 Persons paid on a piece-work basis or any basis other than by the hour, day, week, month, or year.

5.4 Eligible employees who do not wish coverage may waive all rights to the benefits at the time of appointment. However, the waiver may be revoked at any time during continuous employment and the employee



3.7 Participation in the Group Life Insurance Program automatically terminates when employment terminates unless (1) the policyholder retires under the provisions of the Teacher Retirement System or the Employees Retirement System with at least 10 years of coverage under the insurance; (2) the policyholder has attained 62 years of age with at least 10 years of coverage under the insurance; or (3) the policyholder converts the group policy into one for regular individual life insurance. When an employee retires, the amount of insurance will be reduced to \$5,000 or the amount in force immediately prior to retirement, whichever is less, provided the employee has been insured continuously during the ten years prior to retirement.

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5.4 Eligible employees who do not wish coverage may waive all rights to the benefits at the time of appointment. However, the waiver may be revoked at any time during continuous employment and the employee

covered by insurance 30 days after the application form is signed, upon taking the necessary physical examination and being certified as physically fit.

- 5.5 A physical examination by a designated physician is required for all persons to be covered and, before the individual's name can be placed on the payroll, the executed original of the examination form must be filed in the System Personnel Office. The Supervisor furnishes a list of physicians for these examinations which is approved by the Board of Regents. A fee of \$5 is paid by the System Personnel Office for each examination. Persons who fail to pass the physical examination cannot be covered by the insurance. They may be employed only after signing a waiver of all rights.
- 5.6 A notice of coverage is signed by all employees who are covered, with the original filed in the Supervisor's office before a name is placed on the payroll. All personnel forms and payrolls include pertinent information on Workmen's Compensation Insurance by a symbol or other notation.
- 5.7 The percentage of the annual payroll, within the 2 per cent mentioned in Section 5.1 above is approved by the Board of Regents, and the amount is set aside from available appropriations other than itemized salary appropriations. Each business officer prepares and sends to the Comptroller of the University at Austin a monthly report of covered employees showing the source of their salaries and, if from local funds enclosing a check for the amount due. The Comptroller of the University deposits these checks in a local depository bank and requests the State Comptroller to transfer the amounts due on payrolls paid from State funds to the Workmen's Compensation Insurance Fund in the State Treasury.
- 5.8 Physicians are designated for treatment and care of injured employees upon recommendation of the Supervisor and approval of the Chancellor and the Board of Regents and are called for treatment when possible though other competent physicians may be authorized for treatment at the request of the employee. Emergency treatment, however, may be provided by any available physician and at any hospital, including institutional health centers or hospitals. The insured employee and the physician in charge choose the hospital to be used, except as indicated for emergency treatment. The designated physician authorized to treat injured employees files a Surgeon's Report with the Supervisor when treatment is first given. Fees for services rendered should be reasonable and fair and commensurate with services performed. They are, by law, subject to control of the Industrial Accident Board.
- 5.9 The supervisor of a covered employee who is injured during the course of employment must file a complete report with the Supervisor of the Workmen's Compensation Insurance Office whether or not time is lost from work. If time is lost, a supplemental report is filed when the employee returns to work. When the time lost is over 60 days, this report is filed at the end of each 60-day period. The same form is used if the employee is disabled later due to the original injury. In the event of death of the injured employee, the form is filed immediately.
- 5.(10) The employees' supervisors are also responsible for keeping in close touch with injured employees and their attending physicians and investigating medical attention to see that unnecessary aid and visits are avoided. They approve the statement from the physician as to services rendered although not actual charges for treatment.

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- 5.7 The percentage of the annual payroll, within the 2 per cent mentioned in Section 5.1 above is approved by the Board of Regents, and the amount is set aside from available appropriations other than itemized salary appropriations. Institutional chief business officers shall prepare and send to the System Comptroller a monthly report of covered employees showing the source of their salaries and, if from local funds, enclosing a check for the amount due. These checks will be deposited in a depository bank and the State Comptroller will be requested to transfer the amounts due on payrolls paid from State funds to the Workmen's Compensation Insurance Fund in the State Treasury.
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- 5.(10) The employees' supervisors are also responsible for keeping in close touch with injured employees and their attending physicians and investigating medical attention to see that unnecessary aid and visits are avoided. They approve the statement from the physician as to services rendered although not actual charges for treatment.

5. (11) Compensation paid is in lieu of salary and wages, and the employee's name is therefore dropped from the payroll when he is unable to work after injury, and is not returned to the payroll until he is back on the job after certification by the attending physician.
5. (12) The compensation for a covered employee injured in the course of his work is equal to 60 per cent of the average weekly earnings for the 12 months immediately preceding injury, though not more than \$35 nor less than \$9 per week. Compensation to an employee on less than a full work day basis is not more than 60 per cent of his average weekly earning, with the same maximum of \$35. Compensation is not paid for incapacity of less than one calendar week unless incapacity continues for 28 days at which time the compensation is paid for the first seven days. Benefits may be paid for no longer than 401 weeks from date of injury for total incapacity and no longer than 300 weeks for partial incapacity for work. For specific injuries, the Supervisor has information available on request concerning benefits for specific injuries such as the loss of a hand or an eye. In case of death, benefits are computed on the basis of 360 weeks from injury.
5. (13) Payment for physical examinations, medical aid, hospitalization and compensation is through the System Personnel Office.
5. (14) The System Personnel Office shall issue an annual report through proper channels to the Chancellor and to the Secretary of the Board of Regents for the information of the members of the Board which shall include at least the following information: The names of all employees receiving workmen's compensation benefits during the preceding year, and for each such employee the number of separate incidents involving loss of time, the total working days lost, and the total compensation received; a list of physicians to whom payments were made and the totals paid to each.

(Section 5--Amendment No. 1 to September 1960 revision, Meeting No. 596 March 1961)

Sec. 6. Social Security (Old Age and Survivors Insurance).

- 6.1 As an employer, the University complies with the relevant provisions of the Social Security Act. All University employees are required to participate in the Federal Social Security Program as a condition of employment.

Sec. 7. Tax Deferred Annuities

- 7.1 Under a plan approved by the Board of Regents, University employees may purchase 403B Tax Deferred Annuities from Texas-licensed insurance companies.
- 7.2 The University will contract with any employee to designate a portion of his monthly gross compensation to be used by the institution to purchase an annuity for the employee from the company selected by the employee. This agreement is irrevocable for one year.
- 7.3 The Business Manager of each institution in The University of Texas System is authorized to sign applications for annuities with the company requested by the employee. The University will employ the payroll deduction method for the annuity payments and will forward to each insurance company the amounts contracted for by the employees.

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- 7.2 An employee desiring to participate in this program may enter into an agreement with his component institution and designate a portion of his monthly gross compensation to be used by the component institution to purchase an annuity for the employee from the company selected by the employee. This agreement is irrevocable for one year.
- 7.3 The chief business officer (or his delegate) of each component institution in The University of Texas System is authorized to sign applications for annuities with the company requested by the employee. The payroll deduction method will be employed for the annuity payments and the amounts contracted for by the employees will be forwarded to each insurance company after the payroll deductions therefor.

- 7.4 The participation and purchase of 403B, Tax Deferred Annuities shall be in accordance with the authorization provided by Senate Bill Number 17, 57th Legislature, Third Called Session, 1962 and shall be in accordance with the Internal Revenue Code in amendments thereto.
- 7.5 Additional information may be secured from the business office or the personnel office.

Sec. 8. Group Long Term Disability Income Insurance.

- 8.1 The University carries a master group long term disability income insurance policy, covering all institutions, with the Aetna Life Insurance Company. Premiums are payable monthly in advance, by payroll deduction, and the rate applies to the monthly rate of basic earnings of each covered employee regardless of age. The program is optional but is available only to faculty members with the rank of Instructor or higher, or full-time monthly salaried employees. New employees are notified of their eligibility by the Personnel Office at the time of employment. The plan became effective initially on October 1, 1965.
- 8.2 Monthly rate of basic earnings is the rate in effect on the October 1 before the start of an individual's disability. Furthermore, monthly rate of basic earnings is defined as 1/9 of the base rate for academic personnel paid on a nine-month basis and 1/12 of the base annual rate for non-teaching employees or any other person paid on a twelve-month basis. In no case shall monthly rate of basic earnings exceed \$2,500.00 per month. All premiums and benefits are payable 12 months per year.
- 8.3 The plan guarantees benefits of 65% of the monthly rate of pay up to maximum monthly benefits of \$1625.00 per month, and any extra compensation is excluded. The plan will pay all of this 65% guarantee if the insured is not eligible for "other income benefits". If he is eligible for "other income benefits," the plan will add to the total of "other income benefits" to make up this 65% guarantee. In general, the plan counts as "other income benefits" any wages, salary, or other remuneration a person might receive from their component institution, or from any other employer, while they are eligible for income benefits from the plan. Also counted are any disability benefits payable under any law or under any plan sponsored by The University of Texas.
- 8.4 Covered employees will be eligible for the first income payment from the plan after having been "totally disabled" throughout a qualifying period of 90 days. Payments will be made as of the end of each calendar month. Benefits continue to be paid as long as a person is "totally disabled"; however, all income payments will stop when a person recovers, dies, or reaches age 65--whichever happens first.
- 8.5 No medical examination is required if application is made for insurance within 60 days from date of employment. After the 60 day period, an "Evidence of Insurability" form, prepared by the company and available through the Personnel Office is required. No medical examination is required if this form is accepted by the company after review, but, if it is not so accepted, the applicant must have a medical examination at his expense.

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- 7.5 Additional information may be secured from the institutional business offices or the personnel offices.

Sec. 8. Group Long Term Disability Income Insurance.

- 8.1 The University of Texas System carries a master group long term disability income insurance policy, covering all institutions, with the Aetna Life Insurance Company. Premiums are payable monthly in advance, by payroll deduction, and the rate applies to the monthly rate of basic earnings of each covered employee regardless of age. The program is optional but is available only to faculty members with the rank of Instructor or higher, or full-time monthly salaried employees. New employees are notified of their eligibility by the personnel office at the time of employment. The plan became effective initially on October 1, 1965.
- 8.2 Monthly rate of basic earnings is the rate in effect on the October 1 before the start of an individual's disability. Furthermore, monthly rate of basic earnings is defined as 1/9 of the base rate for academic personnel paid on a nine-month basis and 1/12 of the base annual rate for non-teaching employees or any other person paid on a twelve-month basis. In no case shall monthly rate of basic earnings exceed \$2,500.00 per month. All premiums and benefits are payable 12 months per year.
- 8.3 The plan guarantees benefits of 65% of the monthly rate of pay up to maximum monthly benefits of \$1625.00 per month, and any extra compensation is excluded. The plan will pay all of this 65% guarantee if the insured is not eligible for "other income benefits". If he is eligible for "other income benefits," the plan will add to the total of "other income benefits" to make up this 65% guarantee. In general, the plan counts as "other income benefits" any wages, salary, or other remuneration a person might receive from their component institution, or from any other employer, while they are eligible for income benefits from the plan. Also counted are any disability benefits payable under any law or under any plan sponsored by The University of Texas System.
- 8.4 Covered employees will be eligible for the first income payment from the plan after having been "totally disabled" throughout a qualifying period of 90 days. Payments will be made as of the end of each calendar month. Benefits continue to be paid as long as a person is "totally disabled"; however, all income payments will stop when a person recovers, dies, or reaches age 65 -- whichever happens first.
- 8.5 No medical examination is required if application is made for insurance within 60 days from date of employment. After the 60 day period, an "Evidence of Insurability" form, prepared by the company and available through the personnel office is required. No medical examination is required if this form is accepted by the company after review, but, if it is not so accepted, the applicant must have a medical examination at his expense.

8. 6 Each policyholder receives a certificate issued by the company which is prepared and transmitted through the Business Office or Personnel Office.
8. 7 The insurance of any employee under this policy shall terminate at the earliest time specified below:
  8. 71 Upon discontinuance of the policy.
  8. 72 At the end of a policy month during which the employee's employment with the University in the classes eligible for the insurance terminates.
  8. 73 On the date the employee attains the age of sixty-five years.
8. 8 A person may continue to keep the coverage during periods of Official Leave of Absence upon the direct payment of premiums through the Business Office of the appropriate component institutions.



Proposed

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  - 8.73 On the date the employee attains the age of sixty-five years.
- 8.8 A person may continue to keep the coverage during periods of official Leave of Absence upon the direct payment of premiums through the business office of the appropriate component institution.

## CHAPTER VII

### PHYSICAL PROPERTIES

- Sec. 1. Except as otherwise specifically authorized, University property shall be used only for official business. Only Library books and other items of similar nature of well-established use may be used for the personal benefit or pleasure of employees. A Property Manager is designated at each institution.
- Sec. 2. Use of Physical Facilities of the University by Outside Groups; The University of Texas as a Joint Sponsor. -- Use of University physical facilities, especially auditoriums, gymnasiums, and large rooms, by outside groups shall be subject to the following rules in which the "University" shall mean any component institution:
- 2.1 The University of Texas will not permit the unrestricted use by non-University groups of any of its facilities.
  - 2.2 The University will not enter into joint sponsorship of any project or program that is to result in private gain for the cooperating group or groups.
  - 2.3 The University, established as a public institution without regard to political affiliation or religious faith, cannot be a joint sponsor with any noncampus organization for political or sectarian gatherings. However, the appearance by or on behalf of a candidate for public office may be authorized under conditions prescribed by the Board of Regents.
  - 2.4 Whenever non-University groups share in the use of University buildings, it must be upon the invitation of The University of Texas and under its joint sponsorship, and with the further understanding that all the conditions governing such sponsorship are to be set by the University.
  - 2.5 The University when entering into joint sponsorship of any program or activity assumes full responsibility for all details and reserves the right to approve all copy for advertising, as well as news releases.
  - 2.6 The University will not enter into joint sponsorship of any program or activity in which the educational implications are not self-evident and which does not directly supplement the educational purposes of the University.
  - 2.7 It shall be understood that the availability of the University's auditorium facilities for functions other than the institution's own activities is strictly subject to the needs and the convenience of the University, which are always to have priority in the scheduling of facilities.
  - 2.8 The use of University auditoriums on Sundays will be limited to Sunday afternoons. Authorization for their use at that time will be given only for concerts or other programs appropriate to the day.

CHAPTER VII

PHYSICAL PROPERTIES

Sec. 1. Except as otherwise specifically authorized, property of The University of Texas System shall be used only for official business. Only Library books and other items of similar nature of well-established use may be used for the personal benefit or pleasure of employees. A Property Manager is designated at each component institution.

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  - 2.8 The use of University auditoriums on Sundays will be limited to Sunday afternoons. Authorization for their use at that time will be given only for concerts or other programs appropriate to the day.

- 2.9 In the case of programs for which the University is a joint sponsor with some other group or organization, the fee to be paid by the co-sponsor will be a matter for negotiation in each case and will be specified in the agreement providing for the joint sponsorship.

Sec. 3. Inventories.

- 3.1 An actual physical inventory of University property shall be made each fiscal year in accordance with the Law enacted by the 52nd Legislature. The institutional head is responsible for forwarding through administrative channels a statement describing the method of verifying the inventory within 45 days after the inventory date set for the University.
- 3.2 Department heads are initially responsible for all University property in their care and for the taking of the inventory on the prescribed record forms. The report is prepared in the department in triplicate, one copy being kept for departmental files and the original and one copy forwarded to the business office or other designated office.
- 3.3 Inventories as of August 31 include all equipment on hand and vouchered for payment, listed at cost plus freight. All nonconsumable property valued at \$5 or more per unit is equipment subject to inventory. Items which are worn out or discarded are listed as charged off in accordance with instructions furnished.

Sec. 4. Motor Vehicles.

- 4.1 Any motor vehicles permitted under State law to be owned and operated by the University shall be used only on official University business. Each vehicle shall carry an inscription on both sides as prescribed by law.
- 4.2 As required by statutes, a daily report shall be prepared by the person using the vehicle on the forms approved by the State Auditor and shall be filed with the office of the institutional head within ten days after use of the vehicle.
- 4.3 The operators of University-owned vehicles must hold, at their expense, an appropriate operator's license for the type of vehicle operated.
- 4.4 University-owned vehicles are subject to the compulsory inspection required by law.
- 4.5 It shall be the obligation of the Business Manager of each of the component institutions to see that all employees who are required to drive University-owned vehicles are fully informed of their personal responsibility and liability for their negligent operation.
- 4.6 The current appropriation bill provides that no funds appropriated thereby may be expended for the purchase or maintenance of motor vehicles by a state institution unless the institution submits to the Legislative Budget Board and the Governor's Budget Office within thirty (30) days after the beginning of each fiscal year a complete list of all rules, regulations, and policies prohibiting and penalizing the personal use of State-owned passenger vehicles by employees.

Proposed

- 2.9 In the case of programs for which the University is a joint sponsor with some other group or organization, the fee to be paid by the co-sponsor will be a matter for negotiation in each case and will be specified in the agreement providing for the joint sponsorship.

Sec. 3. Inventories.

- 3.1 An actual physical inventory of property of The University of Texas System shall be made each fiscal year in accordance with H. B. No. 753, 52nd Legislature, as amended, and in compliance with the "Manual of Instruction - Property Inventory Procedures", issued by the State Comptroller.
- 3.2 Department heads are responsible for all University property in their care and for the taking of the inventory on the prescribed record forms. The report is prepared in triplicate, one copy being kept for departmental files and the original and one copy forwarded to the business office or other designated office.
- 3.3 Inventories as of August 31 include all equipment on hand and vouchered for payment, listed at cost plus freight. All nonconsumable property valued at \$10 or more per unit is equipment subject to inventory. Items which are worn out or discarded are listed as charged off in accordance with instructions furnished.

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- 4.2 As required by statutes, a daily report shall be prepared by the person using the vehicle on the forms approved by the State Auditor and shall be filed with the office of the institutional head within ten days after use of the vehicle.
- 4.3 The operators of System-owned vehicles must hold, at their expense, an appropriate operator's license for the type of vehicle operated.
- 4.4 System-owned vehicles are subject to the compulsory inspection required by law.
- 4.5 It shall be the obligation of the chief business officer of each of the component institutions to see that all employees who are required to drive University-owned vehicles are fully informed of their personal responsibility and liability for their negligent operation. Under the terms of the current appropriation bill, employees whose terms of employment contemplate the "full-time use" of University-owned motor vehicles, may be reimbursed for costs incurred in purchasing any additional personal liability insurance for purpose of insuring against personal liability arising from such use.
- 4.6 The current appropriation bill provides that no funds appropriated thereby may be expended for the purchase or maintenance of motor vehicles by a state institution unless the institution submits to the Legislative Budget Board and the Governor's Budget Office within thirty (30) days after the beginning of each fiscal year a complete list of all rules, regulations, and policies prohibiting and penalizing the personal use of State-owned passenger vehicles by employees.

Sec. 5. Insurance on University Property.

- 5.1 The following types of insurance coverage, where practicable, shall be maintained on a system-wide basis:
- Fire and Extended Coverage Insurance
  - Boiler and Machinery Insurance
  - Blanket Position (Fidelity) Bond
  - Money and Securities Insurance
- 5.2 The terms of the policies covering the risks indicated above are negotiated by the University Comptroller in accordance with policies approved by the Office of the Chancellor and the Board of Regents. Unless otherwise authorized by the Board, insurance policies shall be purchased on a competitive bid basis.
- 5.3 When it is necessary or advisable to cover risks on a basis that is not system-wide, insurance policies covering such risks shall be approved by the University Comptroller on an individual basis upon recommendation by the Business Manager of the component institution affected.
- 5.4 At the time a loss occurs applicable to either system-wide or individual insurance policies, the University Comptroller shall be notified by the appropriate Business Manager and shall approve all loss claims and settlements. Any settlement over \$1,000 and under \$10,000 shall be approved by the Chancellor as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of \$10,000 or more must have the advance approval of the Board of Regents.

Sec. 6. Keys to Buildings, Offices, Etc.

- 6.1 Keys to buildings, offices, and other facilities shall be issued to the employee upon authorization by his chairman or administrative official. The Director of Physical Plant, or some other authorized person, shall have immediate responsibility for handling keys and he shall issue instructions and outline procedures as approved by the business offices and the institutional heads.
- 6.2 A deposit is usually required for keys which sum is in turn deposited in the business office or auditor's office. Department heads shall cooperate in requiring that keys be turned in at the termination of employment. Where a deposit has been required, refund is made to the employee upon turning in the key.

Sec 7. Safe and Vault Combination. -- The combination to all vaults and safes used by the University are filed under seal with the institutional business officer or other authorized person designated by the institutional head.

Sec. 8. Watchmen and Security Officers.

- 8.1 Watchmen and other security officers are employed at the component institutions to protect and safeguard the property of the University.
- 8.2 At the Main University, the watchmen shall carry clocks which shall be punched periodically each night during the course of their rounds. They shall be assigned specific buildings, with the supervisor cruising by car and checking on outlying buildings and grounds. The watchmen shall check for hazards of all kinds: fire, theft, vandalism, open doors and windows after hours, etc.

Sec. 5. Insurance on Property of The University of Texas System.

5.1 The following types of insurance coverage, where practicable, shall be maintained on a System-wide basis:

- Fire and Extended Coverage Insurance
- Boiler and Machinery Insurance
- Blanket Position (Fidelity) Bond ) May be in one policy
- Money and Securities Insurance )

5.2 The terms of the policies covering the risks indicated above are negotiated by the Vice-Chancellor for Business Affairs or his delegate in accordance with procedures approved by the Chancellor and the Board of Regents.

5.3 When it is necessary or advisable to cover risks on a basis that is not System-wide, insurance policies covering such risks shall be approved by the System Comptroller on an individual basis upon recommendation by the chief business officer of the component institution affected.

5.4 At the time a loss occurs applicable to either System-wide or individual insurance policies, the System Comptroller shall be notified by the appropriate business officer, and shall approve all loss claims and settlements. Any settlement over \$2,000 and under \$10,000 shall be approved by the Chancellor as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of \$10,000 or more must have the advance approval of the Board of Regents.

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8.2 Employees will cooperate in the security program by exercising caution to safeguard the equipment and supplies in their offices.

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Sec. 9. Telephones. -- The Director of Physical Plant, or the institutional business officer, shall be responsible for the installation of telephones and the administration of all telephone facilities. University telephones shall not be charged for personal toll calls. Charges for telephones and toll calls shall be under the supervision of the persons named above.

Sec. 10. Disposal of University Property.

10.1 Whenever any item of departmental equipment or other University equipment becomes obsolete or useless for the needs and purposes of the department concerned, a written report of such fact shall be made to the institutional Business Manager. Upon receipt of such report, it shall be the responsibility of the Business Manager to determine whether or not such item of equipment is needed by any other department and, if so, to transfer and assign the equipment to such department.

10.2 If the Business Manager shall determine that the equipment is not needed for any department and that it is not practicable to store the equipment for possible future use, he shall proceed to sell the item concerned.

10.3 For items of little value or limited use where sale on competitive bids is not practicable, the Business Manager shall have the authority to

dispose of the property on the basis of a negotiated bid in amounts under \$500.00.

10.4 Sale of property estimated to bring \$500.00 or more shall be made on a basis of competitive bids.

10.5 Sales in amount of \$1,000.00 or more shall be approved in advance by the Board of Regents.

Sec. 11. Transfer of Property. -- Property may be transferred from one State agency to another when it becomes surplus. Such transfers from one component institution to another, or from a component institution to another State agency shall have the advance approval of the institutional business managers concerned and shall be reported to the executive heads. The purchasing agents shall advise departments and administrative offices as to the procedure to be followed in disposing of or acquiring property by this means.

Sec. 12. Certain Special Provisions in Current Appropriation Bill. -- The rules and regulations of the Board of Regents are subject to and shall comply with the provisions appearing in the current Appropriation Bill, including the following:

12.1 Prohibition against Additional Museums. -- "None of the moneys appropriated in this Article, except bequests and gifts, may be used for establishing additional museums or for the maintenance and operation of museums unless the language of this Act or of other acts and resolutions of the Legislature specifically authorizes such use of appropriated funds."

12.2 TV Stations Prohibited. -- "None of the moneys appropriated in this Article may be expended for the acquisition, construction, or operation of television transmitter station; provided, however, this prohibition shall not be construed so as to prevent the medical schools, dental school, general academic institutions or other agencies of Higher Education named in this Article from using closed-circuit



Sec. 9. Telephones.-- The Director of Physical Plant, or the institutional chief business officer, shall be responsible for the installation of telephones and the administration of all telephone facilities. Personal toll calls shall not be charged to institutional telephones. Charges for telephones and toll calls shall be under the supervision of the persons named above.

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10.1 Whenever any item of equipment becomes obsolete or useless for the needs and purposes of the department concerned, a written report of such fact shall be made to the institutional chief business officer. Upon receipt of such report, it shall be the responsibility of the business officer to determine whether or not such item of equipment is needed by any other department and, if so, to transfer and assign the equipment to such department.

10.2 If the business officer shall determine that the equipment is not needed for any department and that it is not practicable to store the equipment for possible future use, he shall proceed to sell the item concerned.

10.3 For items of little value or limited use where sale on competitive bids is not practicable, the business officer shall have the authority to dispose of the property on the basis of a negotiated bid in amounts under \$1,000.00.

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12.2 TV Stations Prohibited.--"None of the moneys appropriated in this Article may be expended for the acquisition, construction, or operation of television transmitter stations; provided, however, this prohibition shall not be construed so as to prevent the medical schools, dental

television for purely instructional purposes, or to prevent general academic teaching institutions with existing transmitter stations to use same for educational purposes, or to prevent the continuance of operating arrangement with existing transmitter stations for purely educational purposes."

- 12.3 Parking Lots. -- "It is the intent of this Legislature that no educational and general funds whether from General Revenue Fund or from local sources as appropriated by this Act shall be used for the purpose of constructing, maintaining, or operating parking lots. It is the further intent that such facilities shall be constructed, maintained, and operated from fees charged to those using such facilities."
- 12.4 Presidents' Homes. -- "No funds appropriated by this act may be used for the purpose of constructing a home for a president of any of the general academic teaching institutions named herein, without obtaining the approval of the Governor and the advice of the Legislative Budget Board prior to obligating any funds for this purpose."
- 12.5 Use of Educational and General Funds for Alumni Activities Prohibited. -- "None of the educational and general funds or of the Constitutional funds appropriated by this Article may be expended by State agencies of higher education for the support and maintenance of alumni organizations or activities."
- 12.6 Vending Machines Authorized. -- "Vending machines may be placed on State-owned Property or in State-owned Buildings only with the approval of the governing Board and such approval shall be recorded in the minutes of the body. A copy of the contract shall be filed with the State Board of Control showing the location within the agency and the terms of the contract. Proceeds, net revenue, rentals or commissions received shall be accounted for as State revenue and the amount so collected is hereby appropriated to the Institution for use as directed by the Board authorizing the installation."
- 12.7 Pay Station Telephones Authorized. -- "Pay telephones may be located in State-owned Buildings or on State-owned Land only with the approval of the governing Board and the net proceeds shall be collected and accounted for as State revenue and the amount so collected is hereby appropriated for use by the agency as determined by the governing Board."
- 12.8 Full Disclosure of Expenditures. -- "The expenditures of appropriations made by this Article to the General academic teaching institutions shall be contingent upon the full reporting each fiscal year to the State Auditor, in the manner and at the times prescribed by him, of expenditures made by each program or activity of such institutions, including auxiliary enterprises, of the fund sources of such expenditures, and of the expenditure allocations by programs and purposes out of Federal, private, and other grants and gifts."

school, general academic institutions or other agencies of Higher Education named in this Article from using closed-circuit television for purely instructional purposes, or to prevent general academic teaching institutions with existing transmitter stations to use same for educational purposes, or to prevent the continuance of operating arrangement with existing transmitter stations for purely educational purposes."

- 12.3 Presidents' Homes.--"No funds appropriated by this act may be used for the purpose of constructing a home for a president of any of the general academic teaching institutions named herein, without obtaining the approval of the Governor prior to obligating any funds for this purpose; provided, however, that copies of such requests for the Governor's approval... shall be filed with the Legislative Budget Board."
- 12.4 Use of Educational and General Funds for Alumni Activities Prohibited.--"None of the funds appropriated by this Article may be expended by State agencies of higher education for the support or maintenance of alumni organizations or activities."
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## CHAPTER VIII

### PLANT IMPROVEMENTS

#### Sec. 1. New Construction.

- 1.1 New construction in an amount exceeding \$5,000 per project shall be approved by the Board of Regents upon recommendation of its Buildings and Grounds Committee, the Chancellor, the Vice-Chancellor for Business Affairs or his delegate, and the institutional head. It is the policy of the Board to employ a consulting architect for major new buildings and campus development plans at all component institutions, and to employ an associate architect for each major new building.
- 1.2 The institutional building committees shall study the physical plant needs of their respective institutions and make recommendations through administrative channels as to the priority of buildings, location of buildings, suggestions as to size, style, mechanical equipment, etc. The Vice-Chancellor for Business Affairs or his delegate shall be ex officio a member of all institutional building committees.
- 1.3 After the Board of Regents approves the construction of a new building and authorizes the preparation of preliminary plans, the procedures shall be as follows:
  - 1.31 The institutional head shall appoint a representative of the department or division concerned to serve as a member of the institutional building committee in planning the building.
  - 1.32 The institutional building committee shall prepare an outline of the needs of the building, with the Consulting Architect or his representative meeting with the group to discuss plans when necessary.
  - 1.33 The Consulting Architect shall prepare preliminary studies, including plans, elevation, exterior design, outline specifications, cost estimates, etc.
  - 1.34 Preliminary plans and estimates of costs recommended by the institutional building committee, the department or division concerned, the institutional head, the Vice-Chancellor for Business Affairs or his delegate and the Chancellor shall be approved by the Board of Regents. With the advice of the Consulting Architect and the Vice-Chancellor for Business Affairs or his delegate, the Board of Regents shall select an associate architect to prepare final plans and specifications.
  - 1.35 The associate architect shall meet with the institutional building committees, the Vice-Chancellor for Business Affairs or his delegate, the Consulting Architect or his representative being present on occasion.
  - 1.36 Final plans and specifications, recommended by the Buildings and Grounds Committee, the institutional building committees, the department or division concerned, the consulting architect, the institutional head, the Vice-Chancellor for Business Affairs or his delegate, and the Chancellor shall be approved by the Board of Regents. After such approval the Board shall authorize the Vice-Chancellor for Business Affairs or his delegate to advertise for bids. Advertisements for bids for permanent improvements must, under State law, be carried for four consecutive weeks.

*Multi-line construction  
project for  
physical improvements  
January 1958*

CHAPTER VIII

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- 1.2 The institutional building committees shall study the physical plant needs of their respective institutions and make recommendations through administrative channels as to the priority of buildings, location of buildings, suggestions as to size, style, mechanical equipment, etc. The Vice-Chancellor for Business Affairs or his delegate shall be ex officio a member of all institutional building committees.
- 1.3 After the Board of Regents approves the construction of a new building and authorizes the preparation of preliminary plans, the procedures shall be as follows:
  - 1.31 The institutional head shall appoint a representative of the department or division concerned to serve as a member of the institutional building committee in planning the building.
  - 1.32 The institutional building committee shall prepare a program outlining the needs of the building, with a representative of the Office of Facilities Planning and Construction meeting with the group to discuss plans when necessary.
  - 1.33 Preliminary plans and estimates of costs recommended by the institutional building committee, the department or division concerned, the institutional head, the Vice-Chancellor for Business Affairs or his delegate, and the Chancellor shall be approved by the Board of Regents. With the advice of the Vice-Chancellor for Business Affairs or his delegate, the Board of Regents shall select a project architect to prepare final plans and specifications.
  - 1.34 The project architect in coordination with the Office of Facilities Planning and Construction shall prepare preliminary studies, including plans, elevation, exterior design, outline specifications, cost estimates, etc.
  - 1.35 The project architect shall meet with the institutional building committees, the Vice-Chancellor for Business Affairs or his delegate, and the Director of Facilities Planning and Construction or his representative being present on occasion.
  - 1.36 Final plans and specifications, recommended by the Buildings and Grounds Committee, the institutional building committees, the department or division concerned, the institutional head, the Vice-Chancellor for Business Affairs or his delegate, and the Chancellor shall be approved by the Board of Regents. After such approval the Board shall authorize the Vice-Chancellor for Business Affairs or

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- 1.37 The Vice-Chancellor for Business Affairs or his delegate shall receive and open bids, with the Consulting Architect and associate architect and others, tabulate and study such bids, and make recommendations to the Board of Regents through their Buildings and Grounds Committee.
- 1.38 The Board of Regents shall award contracts, and the contract documents shall be prepared by the associate architect, checked and approved by the Vice-Chancellor for Business Affairs or his delegate and the University Attorney, and signed by all contractors involved and the Chairman of the Board of Regents. Work orders shall then be issued by the associate architect.
- 1.39 The Vice-Chancellor for Business Affairs or his delegate shall approve contractors' estimates, sign change orders, and provide general supervision of all new construction for the University. He shall advise the Board of Regents, through its Buildings and Grounds Committee, if developments during construction require additional funds or other decisions of the Board.
- 1.3(10) The Board of Regents shall appoint a committee from its membership and/or administrative officials to inspect the completed building and recommend final acceptance.
- 1.3(11) Final payment shall be made to the contractors only after approval of the above committee, the associate and consulting architects.

1.4 New construction which involves a total expenditure of \$5,000.00 or less per project may be handled at the component institution involved without the necessity for approval by the Chancellor, the Vice-Chancellor for Business Affairs or his delegate, and the Board of Regents. In each case, however, the appropriation for the project must have been approved by the Director of Physical Plant, the Business Manager, and the Executive Head of the institution involved, and the plans and specifications must be approved by the institutional Building Committee (on buildings), the head of the department or school primarily concerned, the Director of Physical Plant and/or the Business Manager, and the Executive Head of the institution involved. This shall not include authority, however, to engage outside architects or engineers, as such employment must have the prior approval of the Board of Regents.

Sec. 2. Minor Repairs and Remodeling. -- Minor repairs and remodeling of the physical plant involving proposed expenditures of less than \$20,000 per project shall be made under the supervision of the Director of Physical Plant and/or the institutional business officer at the component institutions, with the approval of the institutional head, provided that necessary funds have been approved through proper procedure.

Sec. 3. Major Repairs and Remodeling.

- 3.1 Any repair or remodeling project of the Physical Plant involving an estimated expenditure of \$20,000 or more shall be deemed a major repair or remodeling project.
- 3.2 Unless otherwise approved by the Board of Regents, the procedures and regulations pertaining to new construction shall apply to major repair and remodeling projects.

his delegate to advertise for bids. Advertisements for bids for permanent improvements must, under State law, be carried for four consecutive weeks.

- 1.37 The Vice-Chancellor for Business Affairs or his delegate shall receive and open bids, with the project architect and others, tabulate and study such bids, and make recommendations to the Board of Regents through their Buildings and Grounds Committee.
- 1.38 The Board of Regents shall award contracts, and the contract documents shall be prepared by the project architect, checked and approved by the Vice-Chancellor for Business Affairs or his delegate and the University Attorney, and signed by all contractors involved and the Chairman of the Board of Regents. Work orders shall then be issued by the project architect.
- 1.39 The Vice-Chancellor for Business Affairs or his delegate shall approve contractors' estimates, sign change orders, and provide general supervision of all new construction. He shall advise the Board of Regents, through its Buildings and Grounds Committee, if developments during construction require additional funds or other decisions of the Board.
- 1.3(10) The Vice-Chancellor for Business Affairs or his delegate shall appoint a committee consisting of the Director of Facilities Planning and Construction, an architect and engineer from the staff of the Office of Facilities Planning and Construction, the component institution's chief business officer and director of physical plant, and the project architect to inspect the completed building and recommend to the Board of Regents final acceptance.
- 1.3(11) Final payment shall be made to the contractors only after approval of the above committee, and project architect.

- 1.4 New construction which involves a total expenditure of \$5,000 or less per project may be handled at the component institution involved without the necessity for approval by the Chancellor, the Vice-Chancellor for Business Affairs or his delegate, and the Board of Regents. In each case, however, the appropriation for the project must have been approved by the Director of Physical Plant, the chief business officer, and the executive head of the institution involved, and the plans and specifications must be approved by the institutional Building Committee (on buildings), the head of the department or school primarily concerned, the Director of Physical Plant, the chief business officer, and the executive head of the institution involved. This shall not include authority, however, to engage outside architects or engineers, as such employment must have the prior approval of the Board of Regents.

Sec. 2 Minor Repairs and Remodeling. -- Minor repairs and remodeling of the physical plant involving proposed expenditures of less than \$25,000 per project shall be made under the supervision of the Director of Physical Plant and/or the chief business officer at the component institutions, with the approval of the institutional head, provided that necessary funds have been approved through proper procedure.

Sec. 3 Major Repairs and Remodeling.

3.1 Any repair or remodeling project of the Physical Plant involving an estimated expenditure of \$25,000 or more shall be deemed a major repair or remodeling project.

3.2 Unless otherwise approved by the Board of Regents, the procedures and

Sec. 4. Institutional Building Committees. -- At each of the component institutions there shall be a building committee.

- 4.1 At institutions regularly offering instruction, this committee shall be appointed from the institutional faculty by the institutional head as other faculty committees are appointed.
- 4.2 At other institutions, this committee shall be appointed by the institutional head as other institution-wide committees are appointed.
- 4.3 The composition of the several building committees shall be set forth in the Institutional Supplement of each component institution.
- 4.4 The Chancellor or his delegate and the Vice-Chancellor for Business Affairs or his delegate shall be ex officio members of all institutional building committees.
- 4.5 Duties of institutional building committees shall be as follows.
  - 4.51 To hold necessary hearings and to make proper investigations regarding the building needs of the particular component institutions and to report conclusions to the institutional head.
  - 4.52 To recommend to the institutional head the priority of need and location of specific buildings, with reasons for such recommendations.
  - 4.53 When approval by the Board of Regents is given for the construction of a particular building to make suggestions to and through the institutional head to the Vice-Chancellor for Business Affairs or his delegate and the Consulting Architect of the University as to style, size, function, location, mechanical equipment, and general nature of the building, so as to facilitate the preparation of tentative plans and preliminary sketches.
  - 4.54 To work with the Vice-Chancellor for Business Affairs or his delegate and the Consulting Architect and the associate architect until final plans and specifications for the construction of the building are prepared for presentation to the institutional head, the Vice-Chancellor for Business Affairs or his delegate, the Chancellor and the Buildings and Grounds Committee of the Board of Regents.
  - 4.55 To make its reports and recommendations from time to time to the institutional head and the Vice-Chancellor for Business Affairs or his delegate, with summary reports to the Chancellor and to each member of the Buildings and Grounds Committee of the Board of Regents.
- 4.6 When requested by the institutional head or the Board of Regents (or its Building Committee) an institutional building committee shall confer directly with the Board.
- 4.7 The institutional building committee shall be relieved of further direct responsibility whenever a building contract is awarded, but shall be available as the building progresses for consultation as requested by the institutional head, the Vice-Chancellor for Business Affairs or his delegate, or the Consulting Architect and the associate architect.



regulations pertaining to new construction shall apply to major repair and remodeling projects.

Sec. 4. Institutional Building Committees. -- At each of the component institutions there shall be a building committee.

- 4.1 At institutions regularly offering instruction, this committee shall be appointed from the institutional faculty by the institutional head as other faculty committees are appointed with the chief business officer as a voting or ex officio member.
- 4.2 At other institutions, this committee shall be appointed by the institutional head as other institution-wide committees are appointed.
- 4.3 The composition of the several building committees shall be set forth in the Institutional Supplement of each component institution.
- 4.4 The Chancellor or his delegate and the Vice-Chancellor for Business Affairs or his delegate shall be ex officio members of all institutional building committees.
- 4.5 Duties of institutional building committees shall be as follows:
  - 4.51 To hold necessary hearings and to make proper investigations regarding the building needs of the particular component institutions and to report conclusions to the institutional head.
  - 4.52 To recommend to the institutional head the priority of need and location of specific buildings, with reasons for such recommendations.
  - 4.53 When approval by the Board of Regents is given for the construction of a particular building to make suggestions to and through the institutional head to the Vice-Chancellor for Business Affairs or his delegate and the appointed project architect as to style, size, function, location, mechanical equipment, and general nature of the building, so as to facilitate the preparation of tentative plans and preliminary sketches.
  - 4.54 To work with the Vice-Chancellor for Business Affairs or his delegate and the project architect until final plans and specifications for the construction of the building are prepared for presentation to the institutional head, the Vice-Chancellor for Business Affairs or his delegate, the Chancellor and the Buildings and Grounds Committee of the Board of Regents.
  - 4.55 To make its reports and recommendations from time to time to the institutional head and the Vice-Chancellor for Business Affairs or his delegate, with summary reports to the Chancellor and to each member of the Buildings and Grounds Committee of the Board of Regents.
- 4.6 When requested by the institutional head or the Board of Regents (or its Buildings and Grounds Committee) an institutional building committee shall confer directly with the Board.
- 4.7 The institutional building committee shall be relieved of further direct responsibility whenever a building contract is awarded, but shall be available as the building progresses for consultation as requested by the institutional head, the Vice-Chancellor for Business Affairs or his delegate, and the project architect.

Sec. 5. Constitutional and Legislative Restrictions.

- 5.1 Section 18, Article VII, of the Texas Constitution requires approval by the Legislature, or an agency designated by the Legislature, prior to the construction of physical improvements financed by bonds authorized under this section at the component institutions other than the Main University and Texas Western College.
- 5.2 Under the provisions of the current Appropriation Bill, none of the funds arising from the issuance of bonds under the authority of Section 18, Article VII, of the Texas Constitution, may be obligated for the construction of buildings until a summary of the proposed building program showing the character and location of buildings, the number of square feet, the type of construction, the estimated cost and the estimated completion date of each proposed building has been filed with the Legislative Budget Board.
- 5.3 Under the provisions of the current Appropriation Bill, prior to the allocation, expenditure or encumbrance of any funds arising from the issuance of bonds under the authority of Section 18, Article VII, of the Texas Constitution, for individual building construction projects costing in excess of Twenty-five Thousand Dollars (\$25,000), other than classroom, library and laboratory building projects, the planned expenditure of such funds shall be approved by the Governor after seeking the advice of the Legislative Budget Board.

Sec. 6. Modification of Bids.

- 6.1 No bid shall be changed, amended, or modified by telegram or otherwise after it has been submitted or filed in response to an advertisement for bids in connection with the construction or erection of permanent improvements at The University of Texas or any of its component institutions under Article 2593, Revised Civil Statutes of Texas, 1925.
- 6.2 The substance of this requirement shall be stated in the advertisement for such bids; provided, however, that this requirement shall not be construed to prohibit the submission of filing of more than one separate and independent bid by any bidder.

Sec. 7. Furniture and Furnishings. -- The current Appropriation Bill provides that no money appropriated shall be expended for furniture or furnishings which has been imported from a foreign country.

Sec. 8. Architectural Fees. -- The current Appropriation Bill provides that no funds appropriated may be expended for architectural fees without the advance written approval of the Governor after obtaining the advice of the Legislative Budget Board.

Sec. 5 Constitutional and Legislative Restrictions.

5.1 Section 18, Article VII, of the Texas Constitution requires approval by the Legislature, or an agency designated by the Legislature, prior to the construction of physical improvements financed by bonds authorized under this section at the component institutions other than The University of Texas at Austin and at El Paso.

5.2 Under the provisions of the current Appropriation Bill, prior to the allocation, expenditure or encumbrance of any funds provided under the authority of Article VII, Sections 17 and 18, of the Texas Constitution, for individual building construction projects costing in excess of Twenty-five Thousand Dollars (\$25,000), other than classroom, library and laboratory building projects, the planned expenditure of such funds shall be approved by the Governor. Copies of such requests for the Governor's approval shall be filed with the Legislative Budget Board.

Sec. 6 Modification of Bids.

6.1 No bid shall be changed, amended, or modified by telegram or otherwise after it has been submitted or filed in response to an advertisement for bids in connection with the construction or erection of permanent improvements at any of the component institutions of The University of Texas System under Article 2593, Revised Civil Statutes of Texas, 1925.

6.2 The substance of this requirement shall be stated in the advertisement for such bids; provided, however, that this requirement shall not be construed to prohibit the submission of filing of more than one separate and independent bid by any bidder.

Sec. 7 Furniture and Furnishings. -- The current Appropriation Bill provides that no money appropriated shall be expended for furniture or furnishings which have been imported from a foreign country.

Chapter IX has been  
completely revised.  
Prior unamended  
version follows below

CHAPTER IX

Amended Aug. 26, 1960  
but revision not issued

MATTERS RELATING TO THE ENDOWMENT OFFICE

Sec. 1. Certain Specific Authorizations to the Endowment Officer.

1.1 Permanent University Fund.

- 1.11 Authority to Effect Purchases and Sales of Securities for the Permanent University Fund. -- Under the Revised Investment Program for the Permanent University Fund of The University of Texas, adopted by the Board of Regents on January 12, 1957, and as subsequently amended, the Endowment Officer of The University of Texas is empowered to effect purchases and sales of securities for the Permanent University Fund within the approved investment policies. Such transactions are subject to prior approval as to timing and specific securities to be purchased by the Staff Investment Committee, comprised of the Vice-Chancellor (Fiscal Affairs), the Endowment Officer, the Assistant to the Endowment Officer, and the Senior Security Analyst. (The investment policy for the Permanent University Fund follows as Section 2, page 54, in summarized form. The policy in full detail is on file in the offices of the Secretary of the Board of Regents and in the Endowment Office.)
- 1.12 Authority to Endorse Securities Held by the Permanent University Fund. -- The Endowment Officer (or the Assistant to the Endowment Officer) and the Treasurer of the State of Texas (or the Acting Treasurer of the State of Texas) are jointly authorized and empowered to sell, assign, and transfer any and all of the bonds, stocks, notes, and other evidences of indebtedness and ownership of any description whatsoever owned by the Permanent University Fund of The University of Texas and registered in the name of "The University of Texas," "The University of Texas for Permanent University Fund, A State Endowment Fund, Austin, Texas," "Permanent University Fund of The University of Texas," or in any other registration required for securities purchased for the account of the Permanent University Fund.

1.2 Trust and Special Endowment Funds.

- 1.21 Authority to Effect Purchases and Sales of Securities for the Trust and Special Endowment Funds. -- Under the general investment policy for the various trust and special endowment funds under the control of the Board of Regents of The University of Texas as trustee, as adopted by the Board of Regents on September 21, 1946, and as amended on May 30, 1958, the Endowment Officer of The University of Texas is empowered to effect purchases and sales of securities for the trust and special endowment funds within the approved investment policy, such transactions being subject to prior approval as to timing and specific securities to be purchased and sold by the Staff Investment Committee, comprised of the Vice-Chancellor (Fiscal Affairs), the Endowment Officer, the Assistant to the Endowment Officer, and the Senior

*Entire Chapter Revised*

CHAPTER IX

MATTERS RELATING TO THE OFFICE OF INVESTMENTS, TRUSTS AND LANDS

Sec. 1. Certain Specific Authorizations to the Executive Director of Investments, Trusts, and Lands and the Endowment Officer.

- 1.1 Authority to Sell, Assign, and Transfer Securities Held by the Permanent University Fund.-- The Executive Director of Investments, Trusts and Lands ( or the Endowment Officer ) and the Treasurer of the State of Texas ( or the Acting Treasurer of the State of Texas ) are jointly authorized to sell, assign, and transfer any and all of the bonds, stocks, notes, and other evidences of indebtedness and ownership of any description whatsoever owned by the Permanent University Fund of The University of Texas System (formerly The University of Texas ) and registered in the name of "The University of Texas", "The University of Texas System", "The University of Texas for Permanent University Fund, A State Endowment Fund, Austin, Texas", "The University of Texas System for Permanent University Fund, a State Endowment Fund, Austin, Texas", "Permanent University Fund of The University of Texas", "Permanent University Fund of The University of Texas System", or in any other form of registration of such securities held for the account of the Permanent University Fund of The University of Texas System.
- 1.2 Authority to Sell, Assign, and Transfer Securities Held by the Board of Regents of The University of Texas System.-- The Executive Director of Investments, Trusts and Lands and/or the Endowment Officer are each authorized to sell, assign, and transfer any and all bonds, stocks, notes, and other evidences of indebtedness and ownership of any description whatsoever registered in the name of the Board of Regents of The University of Texas System (formerly Board of Regents of The University of Texas) in whatever manner, including all fiduciary capacities, and including those registered in the names of trusts or foundations managed and controlled by said Board of Regents.
- 1.3 Authority to Execute Instruments Relating to Land and Mineral Interests.-- The Chairman of the Board of Regents, the Vice Chairman, and the Executive Director of Investments, Trusts and Lands, are each authorized to execute conveyances, deeds, surface and/or mineral leases, easements, rights of way, oil and gas division orders and transfer orders, geophysical and material source permits, water contracts, pooling and unitization agreements, and any other instruments as may be necessary or appropriate from time to time, relating to the handling, management, control and disposition of any real estate or mineral interests under the control and management of the Board of Regents of The University of Texas System.
- 1.4 Authority to Receive and Collect Money and/or Property.-- The Executive Director of Investments, Trusts and Lands and/or the Endowment Officer are each authorized and empowered to ask, demand, collect, recover, and receive any and all sums of money, debts, dues, rights, property, effects or demands whatsoever due, payable or belonging, or which may become due, payable or belonging to any of the above funds, from any person or persons whatsoever, and to execute any and all necessary or proper receipts, releases, and discharges therefore.

Security Analyst. (The investment policy for the trust and special endowment funds follows as Section 3, page 56, in summarized form. The policy in full detail is on file in the office of the Secretary of the Board of Regents and in the Endowment Office.)

- 1.22 Authority to Endorse Securities Held for the Trust and Special Endowment Funds. -- The Endowment Officer (or the Assistant to the Endowment Officer) is authorized and empowered to sell, assign, and transfer any and all of the bonds, stocks, notes, and other evidences of indebtedness and ownership registered in the name of "The University of Texas," "Board of Regents of The University of Texas," or in the name of any of the trust and special endowment funds coming under the control of the Board of Regents of The University of Texas as trustee or which may be assigned thereto.
- 1.23 Authority to Receive and Collect Money and/or Property Due the Trust and Special Endowment Funds. -- The Endowment Officer is designated, authorized, and empowered to ask, demand, collect, recover, and receive any and all sums of money, debts, dues, rights, property, effects or demands whatsoever due, payable, or belonging, or which may at any time be or become due, payable, or belonging to any of the trust and special endowment funds coming under the control of the Board of Regents of The University of Texas as trustee from any person or persons whatsoever and to execute any and all necessary or proper receipts, releases, and discharges therefor, including the execution of oil and gas division orders and transfer orders covering interests owned in trust and special endowment funds.

Sec. 2. Investment Policy for Permanent University Fund. -- Pursuant to the provisions of a Constitutional Amendment approved by a popular majority at the General Election on November 6, 1956, which authorized the Board of Regents of The University of Texas to invest up to 50 per cent of the Permanent University Fund in corporate securities, the following policy in summarized form for the revised investment program for the Permanent University Fund was adopted by the Board of Regents on January 12, 1957, and as subsequently amended, has been in operation since May 7, 1957:

- 2.1 Purchases of securities are to be limited exclusively to corporate securities until the distribution of the fund is as follows, the percentages to be based on book value, that is, cost or amortized cost, of all securities purchased:

|  |             |
|--|-------------|
| Government Bonds (United States, State of Texas, and Texas Municipal) . . . . .              | 50 per cent |
| Corporate bonds (including rail equipment trust certificates) and Preferred Stocks . . . . . | 10 per cent |
| Common Stocks . . . . .  | 40 per cent |

Only new money coming into the Permanent University Fund and proceeds received from bond maturities will be committed to non-government securities until the above distribution is achieved.
- 2.2 To be eligible for purchase, corporate bonds and stocks must meet both the requirements of the Constitutional Amendment and the financial ratio, rating, and price standards as adopted in the policy by the Board of Regents.
  - 2.21 Any corporate bond meeting the Constitutional Amendment requirements and the policy standards may be purchased either on original offering or in the secondary market without prior approval of the Land and Investment Committee.
  - 2.22 Corporate stocks to be eligible for purchase must be issued by corporations which have been formally approved by the Land and Investment Committee and the Board of Regents and may be purchased without prior approval of the Land and Investment Committee as to specific stocks.

- 1.5 Authority to Execute Proxies.-- The Executive Director of Investments, Trusts and Lands and/or the Endowment Officer are each authorized to execute proxies within the approved investment policies.

Sec. 2. Investment Policy for Permanent University Fund.-- The following statement of policies was adopted by the Board of Regents of The University of Texas System on March 11, 1967, as the governing principles to be observed in the investment of funds and management of assets of the Permanent University Fund of The University of Texas System. This statement of policies was intended to, and did, replace all declarations of policy theretofore adopted by such Board. (Provisions designated \* are required by the Sections 11 and 11a, Article VII of the Constitution of the State of Texas).

2.1 Investments Authorized for Purchase.

- \*2.11 Bonds of the United States, the State of Texas or counties of said State, or in school bonds of municipalities, or in bonds of any city of said State, or in bonds issued under and by virtue of the Federal Farm Loan Act approved by the President of the United States, July 17, 1916, and amendments, thereto.
- \*2.12 First lien real estate mortgage securities guaranteed in any manner in whole by the United States Government or any agency thereof.
- \*2.13 Corporation bonds, preferred stocks and common stocks.
- 2.14 Bonds issued by corporations operated as instrumentalities of the United States Government (which shall be considered as falling within the classification set out in paragraph 2.13 above.)

2.2 Standards as to Quality.

2.21 Corporate Stocks:

- \*2.211 Stocks eligible for purchase shall be restricted to stocks of companies incorporated within the United States which have paid dividends for ten (10) consecutive years or longer immediately prior to the date of purchase.
- \*2.212 Except for bank and insurance shares, stock must be listed upon an exchange registered with the Securities and Exchange Commission or its successors.
- 2.213 To be eligible for purchase, preferred and common stocks must be issued by corporations which have been formally approved by the Board of Regents.

2.22 Corporate Bonds: Corporate bonds must be rated "A" or better by Moody's or Standard & Poor's. Bonds offered by private placement, or which for other reasons are not rated by such agencies, may be purchased if they bear a rating of equivalent quality by the University's Investment Counsel.

2.3 Diversification.

- \*2.31 Not more than 50% of the Permanent University Fund shall be invested at any given time in corporation bonds, preferred stocks and common stocks (described in paragraphs 2.13 and 2.14 above).
- \*2.32 The balance of the Fund not invested as provided in paragraph 2.31 above shall be invested in those securities described in paragraphs 2.11 and 2.12.

- 2.3 Corporate securities are to be purchased on the dollar cost averaging principle, without any attempt to appraise the short-term market trend, the averaging to be based on industry groupings rather than on individual corporations.
- 2.4 All purchases of securities are to be subject to prior approval as to timing of the purchases and the specific securities to be purchased by the Staff Investment Committee, comprised of the Vice-Chancellor (Fiscal Affairs), the Endowment Officer, the Assistant to the Endowment Officer, and the Senior Security Analyst.
- 2.5 All sales of securities are to be authorized in advance by the Land and Investment Committee and the Board of Regents, with timing of the specific sales subject to the approval of the Staff Investment Committee.
- 2.6 All purchases and sales of securities are to be reported at the next subsequent meeting of the Land and Investment Committee and the Board of Regents for ratification and approval. (For full details of the Constitutional Amendment requirements and policy standards, copies of the revised investment program for the Permanent University Fund may be obtained from the Endowment Office. A full copy is on file in the Office of the Secretary of the Board of Regents.)



- \*2.33 Not more than 5% of the voting stock of any one (1) corporation shall be owned at any given time by the Permanent University Fund.
  - \*2.34 Not more than 1% of the Permanent University Fund shall be invested at any given time in securities issued by any one (1) corporation.
  - 2.35 The percentage limitations set out in paragraphs 2.31 and 2.34 above relate to book values of the Permanent University Fund.
- 2.4 Standard of Care.
- 2.41 Prudent Man Rule: In making or retaining each and all investments for the Permanent University Fund, and in the management, purchase and sale of such investments from time to time, there shall be exercised the judgment and care under the circumstances then prevailing which men of ordinary prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation, but in regard to the permanent disposition of their funds, considering the probable income therefrom as well as the probable safety of their capital.
  - 2.42 Consistent with the foregoing it is contemplated that:
    - 2.421 Investment of funds in corporate securities shall be reasonably diversified among the various industries operating in our economy, and among the outstanding corporations operating within the respective industry groups.
    - 2.422 Ours is a dynamic and ever-changing economy. Therefore, a proper observance of the Prudent Man Rule requires that changes be made in the diversification of the Fund from time to time as conditions change the earnings outlook or the relative market level for a particular company. Accordingly, in keeping with the duty to be prudent, purchases and sales of Fund assets shall be made from time to time when circumstances dictate the prudence of doing so.
    - 2.423 With a monthly inflow of funds available for investment, an opportunity is afforded to purchase investments in each month of every year, thus providing the Permanent University Fund with a reasonable dollar cost averaging experience.
- 2.5 Policies with Respect to Stock Rights, Fractional Shares and Proxies.
- 2.51 As a general rule, stock rights received are to be exercised. In each instance, exercise or sale of the rights is to be made at the discretion of the Executive Director of Investments, Trusts and Lands, after consultation with the Staff Investment Committee.
  - 2.52 As a general rule, fractional shares received from stock dividends, etc., are to be sold. In each instance, the decision to round out fractional shares or to sell will be made by the Executive Director of Investments, Trusts and Lands, after consultation with the Staff Investment Committee.

Sec. 3. Investment Policy for Trust and Special Endowment Funds. --A general investment policy for the trust and special endowment funds under the control of the Board of Regents as trustee was adopted by the Board of Regents on September 21, 1946, and amended on May 30, 1958, such policy as summarized below being currently in operation:

- 3.1 All purchases are to be selected from the following classes of securities:
  - 3.11 United States Government direct or guaranteed obligations;
  - 3.12 Texas Municipal Bonds, including revenue bonds;
  - 3.13 Corporate bonds rated "A" or better by at least one national rating service;
  - 3.14 Preferred and common stocks which have had continuous net earnings and paid annual common stock dividends for at least ten years prior to purchase.
- 3.2 Purchases of United States direct or guaranteed obligations and of Texas Municipal and corporate bonds rated "A" or better by at least one national rating service may be purchased without prior approval of the Land and Investment Committee.
- 3.3 The approved list of corporations for purchases of common and preferred stocks for the Permanent University Fund is approved for purchases of common and preferred stocks for the trust and special endowment funds without prior approval of the Land and Investment Committee.
- 3.4 All purchases of securities are to be subject to prior approval as to timing of the purchases and the specific securities to be purchased by the Staff Investment Committee, comprised of the Vice-Chancellor (Fiscal Affairs), the Endowment Officer, the Assistant to the Endowment Officer, and the Senior Security Analyst.
- 3.5 All sales of securities are to be authorized in advance by the Land and Investment Committee and the Board of Regents.
- 3.6 All purchases and sales of securities are to be reported at the next subsequent meeting of the Land and Investment Committee and the Board of Regents for ratification and approval.
- 3.7 The Endowment Officer is empowered and authorized to manage the trust and special endowment funds and in turn is authorized to carry out the operational details involved in the purchases and sales of securities for the funds through the Securities Division of the Endowment Office.
- 3.8 The Land and Investment Committee is to review all trust and special endowment funds periodically in the light of the size and purpose of each fund and the investment provisions of the instrument establishing

2.53 With few exceptions, voting stocks held are to be voted by returning proxies to present management. Exceptions require approval of the Board of Regents.

2.6 Implementation of Policies.

- 2.61 Two approved lists.-- Two lists of companies whose stocks are considered suitable for purchase or retention shall, after consultation with the Staff Investment Committee, the Investment Counsel, and the Investment Advisory Committee, be submitted by the Executive Director of Investments, Trusts and Lands for approval by the Board of Regents through the Regents' Land and Investment Committee:
- 2.611 List "A" shall consist of those companies whose stocks are approved for purchase.
- 2.612 List "B" shall consist of those companies whose stocks are approved for retention only.
- 2.62 Recommendations re diversification.-- Annually, and at such oftener intervals as may be considered advisable, the Executive Director of Investments, Trusts and Lands, after consultation with the Staff Investment Committee, the Investment Counsel, and the Investment Advisory Committee (where possible), shall recommend for approval by the Board of Regents through the Regents' Land and Investment Committee:
- 2.621 The percentage of new monies which shall, during the ensuing period, be invested in fixed income securities and in common stocks.
- 2.622 The percentage of new common stock monies to be invested in the various industry groups. The basis approved by the Board of Regents shall be the guidelines for the Executive Director of Investments, Trusts and Lands to follow in the investment of funds until the guidelines are changed by subsequent action of the Board of Regents.
- 2.63 Authority re purchase of securities.-- Within the revised policies and in conformance with paragraphs 2.61 and 2.62 above, it shall be the responsibility of the Executive Director of Investments, Trusts and Lands, after consultation with the Staff Investment Committee and Investment Counsel:
- 2.631 To determine the stocks to be purchased from time to time and the timing of the purchases made.
- 2.632 To determine the bonds to be purchased from time to time and the timing of the purchases made.
- 2.633 To execute all purchases of securities.
- 2.64 Authority re sale of securities.-- It is contemplated that from time to time the best interests of The University of Texas System and the Permanent University Fund may best be served by the sale of certain securities (stocks or bonds), and the reinvestment of the proceeds in other securities (whether similar or dissimilar). It is likewise contemplated that some such sales may be advisable even though they might result in some loss in book value of the Fund. In any such transaction, it is recognized that time is of importance. A requirement that such sale or

the fund. (For full details of the investment policy for trust and special endowment funds, copies of the policy may be obtained from the Endowment Office. A full copy is on file in the Office of the Secretary of the Board of Regents.)

Sec. 4. Investment Policy for Funds Grouped for Investment.

- 4.1 A common trust fund, known as "Funds Grouped for Investment," was established by the Board of Regents on February 27, 1948, and amended on July 9, 1948, and is currently in operation for trust and special endowment funds under the control of the Board of Regents as trustee where the size of the fund suggests commingling in order to obtain proper investment diversification and a better rate of return on the endowment.

*With 2 copies  
to the President of the Board  
of Regents  
12*

*12*

exchange transactions be first approved by the Board of Regents would be impractical because of the time involved in obtaining such approval. Accordingly, the Executive Director of Investments, Trusts and Lands, after consultation with the Staff Investment Committee and Investment Counsel and the approval of at least ~~three~~ *five* members of the Regents' Land and Investment Committee (whose vote may be obtained by telephone), is hereby authorized.

- 2.641 To sell stocks from time to time from List "B" and effect delivery thereto to the purchaser or purchasers.
- 2.642 With the proceeds of any such sale or sales, to purchase other securities (stocks or bonds authorized for purchase under the revised policies), even though the investment so made may represent some deviation from the general investment pattern authorized as set out in paragraph 2.62 above.
- 2.65 Advice of Investment Advisory Committee.-- The Executive Director of Investments, Trusts and Lands shall seek the advice and counsel of the Investment Advisory Committee at its regular quarterly meetings on all of the major matters involving the Permanent University Fund, and particularly on the matters set out in paragraphs 2.61 and 2.62 above.
- 2.66 Reports of purchases, sales and exchanges of investments.-- All purchases, sales and exchanges of investments shall be reported by the Executive Director of Investments, Trusts and Lands for ratification by the Board of Regents through the Regents' Land and Investment Committee at each meeting of the Board.

Sec. 3. Investment Policy for Trust and Special Funds.

- 3.1 Investments authorized for purchase:
  - 3.11 Unless otherwise limited by the terms of the instrument by which the fund was created, trust and special funds under the control of the Board of Regents shall be invested and reinvested in such securities and investments as are permitted by the Texas Trust Act as legal investments for funds held by trustees.
  - 3.12 Except as broadened by the foregoing Section 3.11, the general statement of policies outlined in Section 2 with respect to the Permanent University Fund shall likewise apply to the investment and management of any trust or special funds under the control of the Board of Regents.
- 3.2 Implementation of Policies.-- The provisions of Section 2.6 with respect to the implementation of policies for the investment and management of the Permanent University Fund shall likewise apply to trust and special funds, provided that approval of the Board of Regents shall be required before any stock is purchased which is not on approved list "A".

Sec. 4. Investment Policy for Common Trust Fund.--The policies for the investment and management of funds for The University of Texas System Common Trust Fund shall be the same as those outlined in Section 3 with respect to trust and special funds.

- 4.2 The general provisions of the policy for the "Funds Grouped for Investment" are summarized below:
- 4.21 No fund is to be admitted unless it is under the sole control of the Board of Regents and/or some administrative official of the University in his official capacity, and full discretion as to investments rest therein. No administrative official is to have any direction over the management of the common trust fund other than to request admittance or withdrawal of any fund under his direction except as he is authorized and empowered to manage the fund under the investment policy adopted by the Board of Regents. No fund is to be admitted which contains a specific provision against commingling or which contains restrictions prohibiting purchase of securities approved for purchase by the Board of Regents as trustee under the adopted investment policy for trust and special endowment funds.
- 4.22 Investments for the "Funds Grouped for Investment" are to be limited to such investments as are eligible under the investment policy for trust and special endowment funds as adopted and amended by the Board of Regents.
- 4.23 The Endowment Officer is empowered and authorized to manage the common trust fund within the adopted policy and in turn is authorized to carry out the operational details involved in the purchases and sales of securities for the fund through the Securities Division of the Endowment Office. (For full details of the investment policy adopted for "Funds Grouped for Investment," copies may be obtained from the Endowment Office. A full copy is on file in the Office of the Secretary of the Board of Regents.)

Sec. 5. Staff Investment Committee.

- 5.1 Membership.-- The Staff Investment Committee shall consist of the Executive Director of Investments, Trusts and Lands, the Endowment Officer, the Assistant to the Endowment Officer, and such other members as may be designated from time to time by the Executive Director of Investments, Trusts and Lands.
- 5.2 Duties.-- The Staff Investment Committee shall cooperate and advise with the Executive Director of Investments, Trusts and Lands on matters relating to the management of investments for which he is responsible.

Sec. 6. Investment Advisory Committee.-- To assist and advise with the Executive Director of Investments, Trusts and Lands on matters relating to the management of investments for which he is responsible, the Investment Advisory Committee, heretofore established, shall be continued. The following rules shall apply to such Committee:

- 6.1 Membership.-- The four members of the Committee shall be selected because of their particular qualifications and experience in the field of investments, with primary emphasis being placed on their experience in bond and corporate stock investments. ~~Selection of such members may, but neednot, be restricted to the official staffs of the larger Texas banks and life insurance companies.~~
- 6.2 Selection Procedure.-- Appointments to such Committee shall be made by the Board of Regents after recommendation by the Executive Director of Investments, Trusts and Lands.
- 6.3 Term of Office and Compensation.-- Each member shall serve a four year term on a rotating basis, with the term of one member expiring each August 31, and shall be compensated at the rate of \$100 per meeting attended.
- 6.4 Meetings.-- Meetings shall be held quarterly and at such other dates as may be considered advisable by the Executive Director of Investments, Trusts and Lands.

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Sec. 7. Brokerage Firms.

- 7.1 Approved List.-- Normal purchase and sale transactions shall be effected through firms which have been approved by the Board of Regents after recommendation by the Executive Director of Investments, Trusts and Lands.
- 7.2 Unlisted Securities.-- Purchases and sales will generally be effected through brokers on the approved list. Where the best interests of The University of Texas System seem to require it, such transactions may be effected through such broker or brokers as the Executive Director of Investments, Trusts and Lands may select.
- 7.3 Block Transactions.-- Block purchases and sales will generally be effected through brokers on the approved list. Where the best interests of The University of Texas System seem to require it, such transactions may be effected through such broker or brokers as the Executive Director of Investments, Trusts and Lands may select.

u.s. 9902...
   
 of revenues therefor

## CHAPTER X

### AUXILIARY ENTERPRISES

- Sec. 1. Auxiliary Enterprises are those operated primarily for service to students and staff which are expected to be self-supporting. Examples are residence halls, dining halls, student hospitals, student unions, and bookstores.
- Sec. 2. Annual budgets for these activities shall be prepared and submitted through regular administrative channels, and expenditures shall be within budgets approved by administrative officials and the Board of Regents. Income of Auxiliary Enterprises is not deposited with the State Treasurer, however, and any balances or deficits at the end of a fiscal year may be reappropriated for the succeeding year.
- Sec. 3. With the exception of intercollegiate athletic departments, to which the general and special provisions of the Appropriation Bill do not apply, the same regulations and applicable laws shall govern as apply to the budgeting and expenditure of general funds unless otherwise specifically authorized. The Board of Regents, upon recommendation of appropriate administrative officials, approves the regulations for the management and operation of athletic departments.
- Sec. 4. Rentals and related policies and rates for dormitories and housing facilities shall be approved in advance by the institutional head, the Chancellor, and the Board of Regents.
- Sec. 5. Rules and regulations for the administration of dormitories, other housing facilities, dining halls, and other eating facilities, shall be promulgated by administrative officials and the institutional head at the institution concerned.
- Sec. 6. The money values of meals, lodging, and other services which employees are authorized to receive in lieu of additional wages or salary, are recommended to the institutional head by the Business Manager and approved by the Chancellor and the Board of Regents.
- Sec. 7. Statutory Provisions Currently in Effect. -- Auxiliary Budgets shall comply with statutory provisions and rider provisions of current Appropriation Bill.
- Sec. 8. Texas Student Publications, Inc.
- 8.1 At least fifteen copies of the minutes of all meetings of the Board of Directors of Texas Student Publications, Inc., shall be delivered promptly to the Chancellor of The University of Texas for distribution to the Members of the Board of Regents, to the Secretary of the Board of Regents, and to such members of the University's administration as the Chancellor may direct. No action of the Board of Directors of Texas Student Publications, Inc., shall have any force or effect until it has been approved by the Board of Regents.
- 8.2 No budget or budget amendment adopted by the Board of Directors of Texas Student Publications, Inc., shall have any force and effect until such budget or budget amendment has been approved by the Board of Regents of The University of Texas.



CHAPTER X

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- 8.2 No budget or budget amendment adopted by the Board of Directors of Texas Student Publications, Inc., shall have any force and effect until such budget or budget amendment has been approved by the Board of Regents.

- 8.3 No expenditure shall be made by Texas Student Publications, Inc., unless it is made in accordance with and pursuant to a budget item which has been previously adopted by the Board of Directors of Texas Student Publications, Inc., and approved by the Board of Regents of The University of Texas.
- 8.4 Within ninety days following the close of each fiscal year of Texas Student Publications, Inc., there shall be furnished to the Chancellor of The University of Texas for distribution to the Members of the Board of Regents, the Secretary of the Board of Regents, and to such members of the University's administration as the Chancellor may direct, at least fifteen copies of a complete audit of the fiscal affairs of Texas Student Publications, Inc., during the preceding fiscal year, prepared by a certified public accountant selected by the Board of Directors of Texas Student Publications, Inc.
- 8.5 All persons employed on salary by Texas Student Publications, Inc., shall be subject to approval by the Board of Regents of The University of Texas, both as to salary and as to qualification, provided, however, that the Executive Committee of the Board of Directors of Texas Student Publications, Inc., shall appoint and make awards to all members of the editorial staffs of the publications except the Editor and Managing Editor of The Daily Texan, the Editor of the Cactus, the Editor of the Ranger, the Editor of the Riata, and the Editor of Texas Engineering and Science Magazine, so long as such appointments and awards are made consistent with budgets previously approved by the Board of Regents and provided further that no action taken by the Board of Directors of Texas Student Publications, Inc. with respect to the employment, dismissal, salary, or duties and responsibilities of either the TSP General Manager or the Editorial Manager of The Daily Texan shall have any force or effect until it has been approved by the Board of Regents.
- 8.6 In order to minimize sharply rising publishing costs, outside the campus of the Main University no copy or copies of any issue of The Daily Texan shall be given, delivered, or in anywise made available to any person or persons other than one copy for each paid subscription, no more than three copies to each advertiser in the issue in question, and one copy for each purchase price paid for an individual copy of the issue in question; provided, however, that The Summer Texan shall be permitted to furnish one edition free of charge to persons who indicate that they intend to enter the University as freshmen the following September. No individual copies shall be sold at less than the published price of such issue and in no event shall any individual copies be sold at a price less than five cents each.
- 8.7 Any amendment to the Handbook of Texas Student Publications, Inc., may be made by a majority vote of the Board of Directors of Texas Student Publications, Inc., subject to the laws of the Students' Association, the Charter of Texas Student Publications, Inc., and the approval of the Board of Regents of The University of Texas.

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- 8.4 Within ninety days following the close of each fiscal year of Texas Student Publications, Inc., there shall be furnished to the Chancellor for distribution to the Members of the Board of Regents, the Secretary of the Board of Regents, and to such members of the administration as the Chancellor may direct, at least fifteen copies of a complete audit of the fiscal affairs of Texas Student Publications, Inc., during the preceding fiscal year, prepared by a certified public accountant selected by the Board of Directors of Texas Student Publications, Inc.
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## CHAPTER XI

### RESEARCH AND TRAINING CONTRACTS, ETC.

- Sec. 1. Research and Training contracts, grants or agreements with outside agencies shall be recommended by the institutional head, and the University Comptroller, and approved by the Chancellor or his designated representative before final ratification by the Board of Regents. Funds shall not be encumbered or expended under any such contract or grant without the approval of the Chancellor or his designated representative.
- Sec. 2. Application for research, development and training contracts and grants, whether with government agencies, or industry, or foundations or other private granting agencies, shall be initiated by the faculty member who will direct the work. However, all such applications must be approved by designated administrative officials.
- Sec. 3. Under State law, a copy of all contracts between the University and the Federal Government shall be filed with the Secretary of State except those contracts classified in the interest of national security, in which case only a statement of the research project shall be filed. These copies and statements shall be filed with the Secretary of State through the Office of the Secretary of the Board of Regents.
- Sec. 4. If the work is to be financed by government agencies, the negotiations shall be handled with the advise and assistance of the Office of Sponsored Projects at the Main University and by the equivalent office at the other component institutions.
- Sec. 5. Information as to overhead rates applicable to the type of contract to be entered into should be secured from the Vice-Chancellor for Business Affairs or his delegate or the Office of Sponsored Projects if with government agencies and otherwise from the business officers.
- Sec. 6. Before final approval of any sponsored research or training contract or grant, the Vice-Chancellor for Business Affairs or his delegate shall examine and recommend approval of the proposed overhead rate therein contained. Proposals as to overhead rates on cost-reimbursement contracts with the Army, Navy, and Air Force shall be worked out in preliminary form by the Business Manager concerned and shall be reviewed and approved by the Vice-Chancellor for Business Affairs or his delegate before being submitted.

CHAPTER XI

RESEARCH AND TRAINING CONTRACTS, GRANTS OR AGREEMENTS

- Sec. 1. Research and Training contracts, grants or agreements with outside agencies shall be approved by the institutional head, and ratified via the institutional dockets by the Board of Regents. (The Chancellor may modify this requirement at his discretion for certain contracts and grants by issuing appropriate instructions for so doing.) Funds shall not be encumbered or expended under any such contract or grant prior to final approval thereof.
- Sec. 2. Applications for research, development and training contracts and grants, whether with government agencies, or industry, or foundations or other private granting agencies, shall be initiated by the faculty member who will direct the work and approved by designated administrative officials, including the institutional head. The chief business officer at each institution is responsible for the business aspects of the proposals.
- Sec. 3. Under State law, a copy of all contracts between a component institution of The University of Texas System and the Federal Government shall be filed with the Secretary of State, except those contracts classified in the interest of national security, in which case only a statement of the research project shall be filed. These copies and statements shall be filed with the Secretary of State through the Office of the Secretary to the Board of Regents in the manner prescribed by that office.
- Sec. 4. If the work is to be financed by government agencies, the negotiations shall be handled with the advice and assistance of the Office of Sponsored Projects at The University of Texas at Austin and by the equivalent office at the other component institutions.
- Sec. 5. Proposals as to overhead rates on cost-reimbursement contracts and other government contracts and grants shall be worked out in preliminary form by the chief business officer concerned and shall be reviewed and approved by the System Comptroller before being submitted. Subject to approval of the Vice-Chancellor for Business Affairs, the System Comptroller shall negotiate all such overhead rates for the component institutions of The University of Texas System.
- Sec. 6. Information as to overhead rates applicable to the type of contract, grant or agreement to be entered into shall be secured from the System Comptroller via the business officers and/or the appropriate research administration officer.

6a. REGENTS' RULES AND REGULATIONS, PART ONE:  
AMENDMENT TO CHAPTER V (EX OFFICIO MEMBERS  
OF GRADUATE ASSEMBLY).-- Below is a Xerox copy  
of Chancellor Ransom's recommendation:

Chancellor Ransom and Vice-Chancellor LeMaistre concur in the recommendation of Dr. Marilyn D. Willman, Acting Dean of the School of Nursing, that Section 6.11 of Chapter V, Part One, of the Regents' Rules and Regulations be amended so that the Dean of the Nursing School (System-Wide) will be entitled to a seat with vote on the Graduate Assembly with the stipulations presently indicated.

The present and proposed Section 6.11 are as follows:

PRESENT

6.11 Ex officio Members without Vote.--The Chancellor of The University of Texas System, the Vice-Chancellor for Academic Affairs of The University of Texas System, the institutional heads of the component institutions other than The University of Texas at Austin, the graduate school administrator at each component institution, the Associate Graduate Deans of The University of Texas at Austin, and the administrative heads of colleges and schools (which are not subdivisions of colleges) are ex officio members without vote. However, the administrative heads of the Graduate School of Library Science and the Graduate School of Social Work shall be entitled to seats with vote until such time as there shall be in such schools two or more members of The University of Texas System Graduate Faculty eligible for nomination and election to the Assembly. Ex officio members of The University of Texas System Graduate Assembly shall not be eligible for nomination and election to said Assembly.

PROPOSED

6.11 Ex officio Members without Vote.--The Chancellor of The University of Texas System, the Vice-Chancellor for Academic Affairs of The University of Texas System, the institutional heads of the component institutions other than The University of Texas at Austin, the graduate school administrator at each component institution, the Associate Graduate Deans of The University of Texas at Austin, and the administrative heads of colleges and schools (which are not subdivisions of colleges) are ex officio members without vote. However, the administrative heads of the Graduate School of Library Science, the Graduate School of Social Work, and the Nursing School (System-Wide) shall be entitled to seats with vote until such time as there shall be in such schools two or more members of The University of Texas System Graduate Faculty eligible for nomination and election to the Assembly. Ex officio members of The University of Texas System Graduate Assembly shall not be eligible for nomination and election to said Assembly.

- 6b. REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENT TO CHAPTER VII (MEMBERSHIP, DEVELOPMENT BOARD).-- Chairman Erwin recommends that the Regents' Rules and Regulations, Part One, Chapter VII, first paragraph of Section 1.61 be amended to read as follows:

"The University of Texas System Development Board shall consist of one member of the Board of Regents designated by the Chairman, with the consent of the Board of Regents, the Chancellor, six members named by the Executive Council of the Ex-Students' Association of The University of Texas at Austin, and fifteen members named by the Board of Regents."

The effect of this amendment is to change the number of members named by the Board of Regents to The University of Texas System Development Board to fifteen rather than fourteen.

- 6c. REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENT TO CHAPTER VII (INTERNAL FOUNDATIONS).-- Chairman Erwin recommends that the Regents' Rules and Regulations, Part One, Chapter VII, Section 2.2, Page 77, be amended by adding to the list of Internal Foundations the following:

The University of Texas Medical  
Branch at Galveston Foundation      1967

This foundation was established at the same meeting (May 1967) that Part One of the Regents' Rules and Regulations was revised.

7. SCHEDULED MEETINGS OF THE BOARD. --Below is a revision of the list of scheduled events as compiled by the Secretary:

1967

July 27 Board for Lease - 10 a. m.  
 July 28-29 Board of Regents' meeting in Austin

**AUGUST**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**SEPTEMBER**

| S  | M  | T  | W  | T  | F  | S  |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Sept. 15-16 Board of Regents' meeting in Austin  
 Sept. 23 USC at Los Angeles (Football)  
 Sept. 30 Texas Tech at Austin (Football)

**OCTOBER**

| S  | M  | T  | W  | T  | F  | S  |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

Oct. 7. Oklahoma State at Austin (Football)  
 Oct. 14 Oklahoma at Dallas (Football)  
 Oct. 21 Arkansas at Fayetteville (Football)  
 Oct. 27 Ex-Students Distinguished Alumni Banquet  
 Oct. 28 Rice at Austin (Football)  
 Nov. 4 SMU at Dallas (Football)  
 Nov. 11 Baylor at Austin (Football)  
 Dad's Day

**NOVEMBER**

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| 26 | 27 | 28 | 29 | 30 |    |    |

Nov. 16, 17, 18 Dedication of Geology Building  
 Nov. 18 TCU at Austin (Football)  
 Nov. 23 Texas A & M at College Station (Football)  
 Nov. 23-25 Holidays  
 Dec. 22 -  
 Jan. 2 Christmas Vacation

**DECEMBER**

| S  | M  | T  | W  | T  | F  | S  |
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1968

**JANUARY**

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**FEBRUARY**

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| 25 | 26 | 27 | 28 | 29 |    |    |



**MARCH**

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**APRIL**

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**MAY**

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| 26 | 27 | 28 | 29 | 30 | 31 |    |

**JUNE**

| S  | M  | T  | W  | T  | F  | S  |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

April 18-23 Spring Vacation (Students)

May 25 U. T. El Paso Commencement

\_\_\_\_\_ U. T. Arlington Commencement

June 1 U. T. Austin Commencement

June 3 Dallas Medical School  
Commencement  
Houston Dental Branch  
Commencement

\_\_\_\_\_ Galveston Medical Branch  
Commencement

LIST OF COMMITMENTS

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D. REPORTS AND SPECIAL ITEMS BY CHANCELLOR (Orange Book)

E. REPORTS AND SPECIAL ITEMS BY REGENTS (Not Listed on Agenda)

1. Chairman Frank C. Erwin, Jr.
2. Vice-Chairman Jack S. Josey  
*Report by Mr. Blend on Univ. Dev. Bd.*
3. Regent W. H. Bauer
4. Regent Walter P. Brennan
5. Regent H. F. Connally, Jr.
6. Regent Frank N. Ikard
7. Regent (Mrs.) J. Lee Johnson III
8. Regent Levi A. Olan

F. ITEMS FOR THE RECORD.-- The following items are reported for the record in order to have complete the approved lists as previously approved in parts by the Regents at various meetings.

1. PERMANENT UNIVERSITY FUND INVESTMENT PROGRAM: LIST OF BROKERS FOR LISTED STOCK TRANSACTIONS.-- To the list of brokers for listed stock transactions for the Permanent University Fund of The University of Texas System, additions were approved by the Board of Regents at its meeting on June 17, 1967, and so reported in the minutes. Since the original list of brokers has been revised on occasions, the complete list as approved by the Board of Regents is set out on the following pages (Pages 74 & 75).

PERMANENT UNIVERSITY FUND OF THE UNIVERSITY OF TEXAS  
 (Approved List of Brokers for Listed Stock Transactions)  
 - Through June 17, 1967, Additions -

| <u>Texas Dealers<br/>with NYSE Memberships</u>  | <u>New York City<br/>Correspondent</u>    | <u>Date<br/>Approved<br/>by Board<br/>of Regents</u> |
|---|---|--|
| 1. Dittmar & Company, Inc.  | Loeb, Rhoades & Company                   | 1/11/57  |
| 2. Eppler, Guerin & Turner  | Vilas & Hickey                            | 3/16/57  |
| 3. Lentz, Newton & Co.  | Hayden, Stone & Co.                       | 1/11/58  |
| 4. Rauscher Pierce Securities<br>Corp.  | None                                      | 1/11/57  |
| 5. Rotan, Mosle - Dallas Union,<br>Inc.   | Clark, Dodge & Co.                        | 1/11/57)<br>3/14/59)                                 |
| 6. Rowles, Winston & Co., Inc.  | Eastman Dillon, Union Securities<br>& Co. | 4/25/64  |
| 7. Dallas Rupe & Son, Inc.  | Gregory & Sons                            | 3/16/57  |
| 8. Russ & Co., Inc.   | Pershing & Company                        | 5/ 4/57  |
| 9. Sanders & Co., Inc.  | Kerr & Company (West Coast)               | 5/ 4/57  |
| 10. Schneider, Bernet & Hickman,<br>Inc.  | Pershing & Company                        | 2/ 9/57  |
| 11. Underwood, Neuhaus & Co.,<br>Inc.   | Pershing & Company                        | 1/11/57  |
| 12. Weber, Hall, Cobb & Caudle,<br>Inc.   | Vilas & Hickey                            | 6/17/67  |
| <br>  |   |  |
| <u>Texas Branches<br/>of New York City Firms</u>  | <u>Texas Branch Used</u>                  |  |
| 13. Bache & Co., Inc.   | San Antonio                               | 6/29/57  |
| 14. Burnham & Co.   | Dallas                                    | 6/17/67  |
| 15. Dominick & Dominick, Inc.   | Houston                                   | 6/17/67  |
| 16. Drexel Harriman Ripley, Inc.  | Houston                                   | 6/17/67  |
| 17. Francis I. du Pont & Co.  | Dallas                                    | 5/ 4/57  |
| 18. Eastman Dillon, Union<br>Securities & Co.   | Dallas                                    | 5/ 4/57  |
| 19. Goodbody & Co.  | Dallas                                    | 5/ 4/57  |
| 20. Harris, Upham & Co.   | Dallas                                    | 1/11/57  |
| 21. Hornblower & Weeks, Hemphill<br>Noyes - Dewar, Robertson &<br>Pancoast,<br>Southwest Division | Austin                                    | 6/17/67*<br>(1/11/57)                                |
| 22. E. F. Hutton & Co., Inc.  | Austin                                    | 1/11/57  |
| 23. Kidder, Peabody & Co, Inc.  | Dallas                                    | 6/17/67  |
| 24. Lehman Brothers   | Houston                                   | 1/11/57  |
| 25. Merrill Lynch, Pierce, Fenner<br>& Smith, Inc.  | Austin                                    | 1/11/57  |
| 26. Paine, Webber, Jackson &<br>Curtis  | Dallas                                    | 6/17/67  |
| 27. Salomon Brothers & Hutzler  | Dallas                                    | 1/11/57  |
| 28. Shearson, Hammill & Co., Inc.   | Dallas                                    | 2/ 9/57  |
| 29. Smith, Barney & Co., Inc.   | Dallas                                    | 6/29/57  |
| 30. Walston & Co., Inc.   | Houston                                   | 6/17/67  |
| 31. Wood, Struthers & Winthrop  | Dallas                                    | 6/29/57  |

\* Merger of Dewar, Robertson & Pancoast with Hornblower & Weeks, Hemphill Noyes, effective July 1, 1967, approved 6/17/67 (Dewar, Robertson & Pancoast formerly approved 1/11/57).

| <u>New York City Brokerage Firms</u>   | <u>Date Approved</u> |
|--|----------------------|
| 32. Tucker, Anthony & R. L. Day  | 5/ 4/57              |
| 33. H. C. Wainwright & Co.   | 1/11/57              |
| 34. White, Weld & Co.  | 1/11/57              |
| 35. Dean Witter & Co. (Formerly<br>Dean Witter Consolidated<br>with L. M. Marks) | 1/11/57              |

2. MEMBERSHIP, THE UNIVERSITY OF TEXAS SYSTEM DEVELOPMENT BOARD. -- Though the minutes of the Board of Regents reflect the appointees of the Regents on The University of Texas System Development Board, the full membership as of this date is set out below for the record:

| <u>From the Board of Regents</u> | <u>Term Expires</u> |
|----------------------------------|---------------------|
| Jack S. Josey                    |                     |
| <u>Appointed by the Board</u>    |                     |
| Ernest Cockrell, Jr.             | 1970                |
| Marvin Collie                    | 1970                |
| Mrs. Charles Devall              | 1968                |
| Dan Krausse                      | 1970                |
| J. Mark McLaughlin               | 1969                |
| Wales H. Madden, Jr.             | 1968                |
| E. G. Morrison                   | 1969                |
| J. M. Odom                       | 1968                |
| B. D. Orgain                     | 1969                |
| Charles N. Prothro               | 1968                |
| Preston Shirley                  | 1970                |
| John P. Thompson                 | 1969                |
| Dan C. Williams                  | 1968                |
| Mrs. Robert F. Windfohr          | 1969                |
| Gus S. Wortham                   | 1969                |

Appointed by the Ex-Students' Association

|                     |      |
|---------------------|------|
| Hines H. Baker      | 1967 |
| Edward Clark        | 1967 |
| H. H. Coffield      | 1968 |
| L. L. Colbert       | 1968 |
| Joe M. Dealey       | 1968 |
| Ralph H. McCullough | 1968 |

Ex-Officio

Chancellor Harry H. Ransom

COMMITTEE OF THE WHOLE  
Chairman Erwin Presiding

Supplementary Agenda

Date, Time, and Place: July 28, 1967, Academic Room, 2:00 p.m.  
July 29, 1967, Room 209, 9:00 a.m.

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| A. REPORTS AND SPECIAL ITEMS RELATING TO INSTITUTIONS OUT OF AUSTIN   |                              |
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A. REPORTS AND SPECIAL ITEMS RELATING TO INSTITUTIONS  
OUT OF AUSTIN

1. GALVESTON MEDICAL BRANCH: REQUEST TO REMODEL CLAY  
HALL FOR CHRONIC RENAL DIALYSIS UNIT.--Below is a Xerox  
copy of a recommendation from Chancellor Ransom relating to the  
remodeling of Clay Hall (Dormitory Facilities) for the Chronic  
Renal Dialysis Unit at the Galveston Medical Branch:

In accordance with authorization given by the Board at the meetings held November 24, 1965, and March 10, 1967, a proposal was filed on March 30, 1967, with the Bureau of Disease Prevention and Environmental Control of the Public Health Service for the establishment of a Chronic Renal Dialysis Development and Training Center at The University of Texas Medical Branch at Galveston. The proposal set for the utilization of approximately 3,800 square feet of space on the first floor of Clay Hall to house the Center and included a "Space Use Charge" in lieu of rent at a rate of \$2.23 per square foot per year. The cost of remodeling this space for use as a Chronic Renal Dialysis Unit is estimated to be \$39,000.00. Clay Hall is a dormitory facility which was constructed with proceeds from Revenue Bonds: this conversion of the facility is for a purpose other than of original design and usage; however, the funds received from the "Space Use Charge," is approximately \$1,000 more per year than would be received if the space were used for dormitory purposes.

At the time the proposal was filed, it was not expected that the contract would be funded during the current fiscal year; however, a telephone notification was received on June 19, 1967, that the proposal had been approved and that a contract must be executed prior to July 1, 1967. The contract was signed with the understanding that it would be provisional and subject to ratification by the Board of Regents.

In order that this important research contract may be implemented, it is recommended by Dr. Blocker, Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom that approval be given (1) to utilize 3,800 square feet of space in Clay Hall for the establishment of a Chronic Renal Dialysis Center and (2) to remodel said space for use as offices and laboratories, with an appropriation of \$39,000.00 to cover this remodeling being made from Unappropriated Plant Funds of The University of Texas Medical Branch at Galveston.

It is further recommended that authorization be given to the Physical Plant staff of the Galveston Medical Branch to prepare plans and specifications for this work, with the Director of the Office of Facilities Planning and Construction authorized to approve these plans and specifications and advertise for bids, to be presented to the Board or the Executive Committee for consideration at a later date.

2. GALVESTON MEDICAL BRANCH: SALARY PLAN.-- Vice-Chancellor LeMaistre and the Health Affairs Council recommend the following salary plan for The University of Texas Medical Branch at Galveston:

Participation is required (1) for all present members of the geographic or full-time faculty\* and (2) for all new members of the full-time faculty who are to have the privilege of consultation practice in either the basic or clinical sciences.

Basic Program Policy

Full-Time Faculty

Base Salary Range

|                      |                       |
|----------------------|-----------------------|
| Professor & Chairman | \$ 25,000 - \$ 30,000 |
| Professor            | 21,000 - 28,000       |
| Associate Professor  | 18,000 - 24,000       |
| Assistant Professor  | 15,000 - 22,000       |
| Instructor           | 11,000 - 16,000       |

Salary Augmentation

The income level for each individual is determined annually, subject to the availability of funds and the specific recommendation of his Chairman, approval by the Dean, Administrative Head of the institution, the Chancellor, and

---

\* Hereafter, there will be no "geographic full-time" faculty at the Galveston Medical Branch.

the Board of Regents.

Sources of income for direct and indirect (side benefit) augmentation will be derived from sources of professional income as outlined herein and/or other trust funds available to the department or school. Funds appropriated by the legislature may not be used for augmentation.

Part A: Direct Augmentation Scale: As listed below these permit up to the level indicated for full-time faculty.

|                      |             |
|----------------------|-------------|
| Professor & Chairman | 0 to 15,000 |
| Professor            | 0 to 15,000 |
| Associate Professor  | 0 to 12,000 |
| Assistant Professor  | 0 to 11,000 |
| Instructor           | 0 to 8,000  |

These ranges of augmentation are permissive. The individual faculty member's level of augmentation is recommended annually by the Departmental Chairman, approved by the Dean, Administrative Head of the institution, the Chancellor, and the Board of Regents. Funds for direct augmentation must be generated by the individual, and/or the school.

The total potential maximum income for full-time faculty by academic rank are provided from monies derived from University base plus direct augmentation. Only the University base is guaranteed.

Part B. Exceptions

1. When it will advance the academic development of a department and the institution, a full-time faculty member may be excepted from the operation of this plan, but no such exceptions will be approved for a period of more than five years and by September 1972 all full-time faculty will be required to conform to the plan (base salary plus direct augmentation = total income). Recommendations



for such exceptions will be initiated by the department chairman and must be approved by the dean, administrative head of the institution, the Chancellor and the Board of Regents before any such exceptions shall be effective.

Part C: Side Benefits

Based on the availability of funds, full-time faculty will participate in all contributory and non-contributory side benefits described herein.

Part D: Professional Fees for Services Rendered

Participants' professional fees from the sources listed below will be used to augment their University salaries:

- a. Fees generated within the University of Texas Medical Branch
- b. Fees from all professional consultations
- c. Fees for services rendered at any other state supported medical facility or institution in the State of Texas
- d. Fees for individual services at the Shrine Burn Institute and USPHS Hospital in Galveston
- e. Fees from court appearances

All professional income is included with the exception of:

- a. Honoraria, royalties, lecture fees, non-professional retainers
- b. Payments for editing scientific publications
- c. Consultation fees (honorarium) as a regional or national consultant to any branch of the United States Government such as NIH, USPHS, military service

Each department will establish a Physicians' Referral Service Trust (PRST) for the use of its full-time faculty members for the billing and collection of fees.

All professional fees will be billed and collected by the departmental PRST; the

income will be deposited in an appropriate Departmental Trust Fund Account(s). No other form of billing or collection will be permitted for full-time faculty members.

Part E: Operation of Physicians' Referral Service Trust

The Physicians' Referral Service Trust will be operated as follows:

1. Each Departmental Trust Fund Account will allocate not less than 8% of their gross collections to a Medical Branch Trust Fund Account. Expenditures from the MBTF are authorized for contribution to Medical Branch Retirement and Family Protection Plan for all full-time faculty who are:

- a. Tenure Appointees as of September 1967
- b. Faculty members who have been Assistant Professors of this faculty for one year or who have been in rank in an academic medical institution for 2 years

These funds will be administered by the Board of Clinical Chairman and provide a Medical Branch Retirement and Family Protection Plan for all full-time faculty in the clinical and basic sciences:

- a. Additional non-contributory annuities to provide full retirement benefits for all full-time individuals at age 65 will be purchased as availability of funds permit
- b. Such annuities will supplement and complement, and will not duplicate, those offered by the University
- c. Additional non-contributory life insurance to provide adequate protection for the full-time faculty member and his family will be purchased to cover the years until his retirement.

2. The Departmental Trust Fund Account will be used for:

- a. Operation of DPRST

b. Full-time faculty

- (1) Direct augmentation of full-time faculty
- (2) Side benefits

Depending on the availability of funds, the trust funds may be used to pay the individual full-time faculty member's expenses for:

- (a) The University of Texas Life Insurance Plan
  - (b) Blue Cross-Blue Shield Major Medical
  - (c) The University of Texas Disability Insurance Program
  - (d) Professional Liability Insurance Plan
  - (e) Professional Society Memberships
  - (f) Authorized travel, registration fees at authorized meetings
- (3) Support of departmental teaching, research and patient care activities.

3. HEALTH AFFAIRS COUNCIL: RECOMMENDATION FOR INSTITUTIONAL RATHER THAN DEPARTMENTAL TRUSTS BY 1970  
.--Institutional rather than departmental trusts to receive and administer professional income are preferred for two reasons: economy in administration of the funds and institution wide-- rather than departmental--utilization of the funds. Of course, departments contributing such trust income should participate in the recommendations for the dispersal of that income. Doctor LeMaistre and the Health Affairs Council recommend that institutional rather than departmental Physicians' Referral Service Trust be established at all medical schools within The University of Texas System no later than September 1970. An institutional rather than a departmental trust is already in effect at Anderson Hospital.
4. HEALTH AFFAIRS COUNCIL: PROPOSAL RELATING TO BASE SALARY RANGES FOR THE UNIVERSITY OF TEXAS M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE AT HOUSTON  
.-- The base salary plan proposed for Galveston Medical Branch conforms in principle to that in effect at the San Antonio Medical School, the Dallas Medical School, and the Anderson Hospital. However, the present base salary ranges at the Anderson Hospital are below the approved levels. Doctor LeMaistre and the Health Affairs Council recommend that the base salary ranges at Anderson Hospital be adjusted to conform to the approved ranges as soon as possible and that the upper limits for total income be the same at the three medical schools and at the Anderson Hospital.

5. THE UNIVERSITY OF TEXAS SCHOOL OF PUBLIC HEALTH IN HOUSTON: REPORT OF EXECUTIVE ADMINISTRATIVE COMMITTEE OF THE UNIVERSITY OF TEXAS AT HOUSTON RELATING TO DETAILS TO INITIATE OPERATION.-- Vice-Chancellor LeMaistre presents the following report of the Executive Administrative Committee of The University of Texas at Houston relating to details for initiating operation of The University of Texas School of Public Health in 1967. Doctor LeMaistre and the Health Affairs Council and Chancellor Ransom concur in these recommendations:

June 23, 1967

LEE CLARK, M. D., DIRECTOR

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

Dear Doctor Ransom:

CHANCELLOR'S OFFICE U. OF T.  
Acknowledged ..... File.....  
JUN 23 1967  
TO: [Signature] FOR INFO AND REVIEW  
TO: G.W.L. [Signature]

Pursuant to the action taken by the Board of Regents at its meeting June 16-17, 1967, the Executive Administrative Committee of The University of Texas at Houston makes the following recommendations relating to The University of Texas School of Public Health at Houston.

Selection of Dean

The Health Affairs Council has been charged with the responsibility of taking necessary steps to secure a Dean for the School of Public Health. Candidates suggested by the Executive Administrative Committee of The University of Texas at Houston to date include:

- Dr. Charles A. Berry
- Dr. Fratis L. Duff
- Dr. John R. Hall
- Dr. Herbert L. Ley
- Dr. John D. Porterfield

Members will continue to explore sources of information for additional candidates, and a meeting should be considered of consultants in the field of Public Health and Environmental Medicine for further recommendations.

It is recommended that Dr. John R. Hall be appointed as acting dean on a part-time basis under terms to be negotiated with him. Doctor Hall, whose curriculum vitae is attached, is a diplomate of the Board of Preventive Medicine and retired from a distinguished career in the U. S. Army Medical Corps. He is presently a member of the Kelsey-Seybold Clinic and has expressed interest in a part-time affiliation with the School of Public Health. His connection with the medical program for the National Aeronautics and Space Administration will immediately make available to the School of Public Health all of the environmental health facilities of the various NASA installations.

### Other Personnel

It is most important that this School be activated as soon as possible after September 1, as continuing appropriations will be requested at the special session of the Legislature in 1968. A much better reception will be received if it can be demonstrated that the present appropriation of \$250,000 has been utilized. With NASA, the large industrial complexes in the Houston area, and an active Public Health Service in Houston housed in a separate building in the Texas Medical Center, there are a number of qualified individuals who are most interested in the activation of the School of Public Health. It is therefore recommended that available personnel in the Houston area be given temporary assignments with permanent appointments subject to the approval of the dean when appointed.

### Advisory Committee

An advisory committee composed of the persons listed below was appointed by the Executive Administrative Committee to assist with planning the School of Public Health when the legislative budget was being prepared for submission to the Board of Regents.

Dr. Sumter S. Annim  
Dr. Val Baird  
Dr. Howard Barkley  
Dr. Charles Berry  
Dr. Mylie Durham  
Dr. Richard Eastwood  
Dr. Lee E. Farr  
Dr. Noel Ferguson  
Dr. John R. Hall  
Dr. Robert D. Moreton  
Dr. James Peavy  
Dr. Charles Pigford  
Dr. Kenneth Pitzer  
Dr. Raymond Pruitt  
Dr. Hampton Robinson  
Dr. Grant Taylor

It is recommended that the Executive Administrative Committee be authorized to appoint from this group a committee to continue to serve in an advisory capacity.

### Departments for Initial Activation

It is recommended that authority be granted to establish the following departments for initial activation of the School of Public Health:

Environmental Health  
Industrial Medicine  
Library Sciences

It is recommended that Dr. Lee E. Farr be appointed as Head of the Department of Environmental Health. Doctor Farr is presently Chief of the Section of Nuclear Medicine in the Department of Medicine of M. D. Anderson Hospital, and Professor of Nuclear and Environmental Medicine in The University of Texas General Faculty at Houston. His curriculum vitae is attached.

It is recommended that, in addition to his appointment as acting dean, Dr. John R. Hall's services be utilized to activate the Department of Industrial Medicine.

Possible candidates for a suitable person to head the Department of Library Sciences are under study for recommendation at a later date.

It is proposed that this person also would represent The University of Texas on the Library Committee of the Houston Academy of Medicine.

Space

It is recommended that the Executive Administrative Committee be authorized to negotiate for suitable temporary space, and that the Chairman of the Board of Regents be authorized to execute a contract after approval by the Chairman of the Executive Administrative Committee, the Vice-Chancellor for Health Affairs, the University Attorney, and the Vice-Chancellor for Business Affairs. Possibilities for such space include:

Hermann Professional Building  
Hermann Professional Building Garage  
Prudential Building  
Center Pavilion

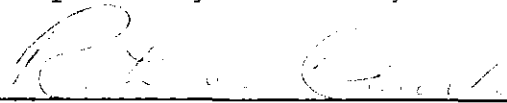
Budget

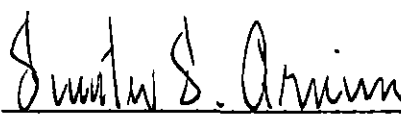
Funds are available for operation of the Office of the Dean as well as for implementation of the above recommendations.

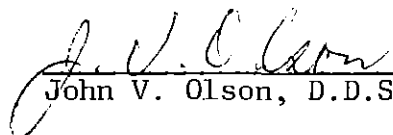
It should be recognized that the maximum of \$22,500 specified in the appropriations bill for the position of dean will not be adequate to secure an individual with the qualifications and abilities required. It is therefore recommended that authority be granted for supplementation of the dean's salary, source to be determined before appointment of a permanent dean.

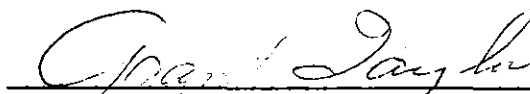
Due to the urgency of this matter, it is requested that the above recommendations be placed on the agenda for the July meeting of the Board of Regents.

Respectfully submitted,

  
R. Lee Clark, M. D., Chairman  
and Members of Executive  
Administrative Committee  
The University of Texas at Houston:

  
Sumter S. Arnim, D.D.S., Ph. D.

  
John V. Olson, D.D.S.

  
H. Grant Taylor, M. D.

cc: Dr. C. A. LeMaistre  
Copy attached for Miss Thedford, if approved

*Recommend approval  
Charles LeMaistre*

**CURRICULUM VITAE: John Randolph Hall, Jr., MD, FACP**

**Birth:** Nipton, Missouri, 20 June 1913. Raised at various posts in U.S. and overseas as the son of a United States Army physician.

**COLLEGIATE EDUCATION:**

- 1931 - Graduate Balboa High School, Balboa, Canal Zone
- 1935 - A. B., Central Methodist College, Fayette, Mo.
- 1938 - B.S. in Med., Univ. of Nebraska, Omaha
- 1939 - M. D., Washington Univ., St. Louis, Mo.
- 1939 - 1940 - Rotating intern, St. Louis City Hospital
- 1949 - M. Sc. in Pharmacology, Univ. of Chicago
- 1954 - M. P. H., Johns Hopkins

**MILITARY EDUCATION:**

- 1941 - Medical Field Service School (MFSS)
- 1942 and 1954 - Command & General Staff College (CGSC)
- 1949 - Armed Forces Staff College
- 1959 - National War College

**TEACHING APPOINTMENTS:**

- 1946 - Visiting Lecturer, Atomic Effects, Univ of Ill.
- 1951-54 - Med Instructor, CGSC, Ft Leavenworth, Kansas
- 1954-58 - Visit. Lect. in Military Med, US Military Academy, West Point, New York
- 1954-58 - Visit. Lect., Radiobiology, Johns Hopkins
- 1962-63 - Lecturer, Military Medicine, MFSS

**PROFESSIONAL EXPERIENCE:**

All in Regular U.S. Army Medical Corps, 1940 to date. 1st Lt (1940) to Colonel (1946). C, OPS, Ft Leavenworth, 1940-41. CO, Tr A, 1st Med Sq, 1st Cav Div, 1941-42. Div Surg, 1st Cav Div, U.S., Southwest Pacific (SWPA), 1942-45. Commander, 167th Evac Hosp, SWPA, 1945. Surgeon, X Corps, SWPA & Hiroshima, Japan (Chief Med Off) 1945-46. Refresher Training in Surgery, Wm. Beaumont GH, El Paso, 1946. Div Surg, 2d Inf Div, Ft Lewis, Wash, 1946-47. Student, Research Assoc. & Lecturer in Physiology & Pharmacology, Univ of Chicago and Los Alamos Scientific Laboratory (Radiobiology), 1947-49. C, Prev Med & Occupational Med, Panama 1949-51. Med Instr, CGSC, Ft Leavenworth 1951-54. Student, National War College, 1958-59. Surg, V Corps, 1959-60. CO, USAH, Augsburg (250 beds), 1960-61. CO, USAH, Nurnberg (400 beds), 1961-62, CO, USACDCMSA, 1962-date. *1955-58 Chief Occupational Medicine for Surgeon General, USAH*

**CERTIFICATIONS:**

American Board of Preventive Medicine in Public Health (1955) and in Occupational Medicine (1956).

**PROFESSIONAL AFFILIATIONS:**

AMA (Service); FACP; FEMA; FAC Prev Med; Mil Surgeons; Alpha Epsilon Delta; Nu Sigma Nu.

**RESIDENCE:**

Missouri, New Mexico, Texas.

**PUBLICATIONS:**

Ten in various domestic and foreign journals; all on public health, occupational medicine, or medical aspects of ionizing radiation.

**DECORATIONS:**

Combat Medical Badge, Silver Star, Legion of Merit, Bronze Star with V and two Oak Leaf Clusters, Air Medal, Purple Heart, Presidential Unit Citation from United States and Philippine Islands, and six service medals.

**MARITAL STATUS:**

Married. Four children (23, 21, 10, 7).

**PRESENTLY DR. HALL IS:** Chief of Occupational Medicine, Kelsey-Leary-Seybold Clinic and Acting Project Manager of Occupational Medicine and Environmental Health, NASA.

CURRICULUM VITAE

I. NAME: Lee Edward Farr

DATE OF BIRTH: October 13, 1907

II. EDUCATION:

|  |      |
|--|------|
| Albuquerque High School, Albuquerque, New Mexico       | 1924 |
| Bachelor of Science, Yale University                   | 1929 |
| Doctor of Medicine, Yale University School of Medicine | 1933 |
| Diplomate National Board of Medical Examiners          | 1933 |
| Licentiate American Board of Pediatrics                | 1935 |

III. ACADEMIC AND PROFESSIONAL EXPERIENCE:

Professor of Nuclear and Environmental Medicine, General Faculty  
Department of Medicine, The University of Texas M. D. Anderson  
Hospital and Tumor Institute at Houston. 1965-

Professor of Nuclear and Environmental Medicine, Division  
of Continuing Education, The University of Texas Graduate  
School of Biomedical Sciences at Houston 1963-

Chief, Section of Nuclear Medicine, Department of Medicine  
The University of Texas M. D. Anderson Hospital and Tumor  
Institute at Houston. 1962-

Captain, Medical Corps, U.S. Naval Reserve, Retired.

Professor of Nuclear Medicine, The University of Texas  
Postgraduate School of Medicine 1962-1963

Medical Director, Chairman Medical Department and Physician-  
in-Chief, Brookhaven National Laboratory, Upton, New York. 1949-1962

Director of Research and Physician-in-Chief, Alfred I. Dupont  
Institute, Wilmington, Delaware 1940-1949

Visiting Associate Professor of Pediatrics, University of  
Pennsylvania School of Medicine 1940-1949

Associate in Medicine, The Hospital of the Rockefeller  
Institute for Medical Research, New York, New York 1937-1940

Assistant in Medicine, The Hospital of the Rockefeller  
Institute for Medical Research, New York, New York 1934-1937

Assistant in Pediatrics, Yale University School of Medicine 1933-34

IV. HONORS AND AWARDS:

|  |      |
|--|------|
| Mead Johnson Award for Research in Pediatrics          | 1940 |
| Honorary Member of Medical Society of Athens, Greece   | 1955 |
| Gold Cross Order of Phoenix from Greece                | 1960 |
| Citation of Merit - Suffolk County Mental Health Asso. | 1962 |
| Gold Cross Order of Merit (First Class) Germany        | 1963 |



V. MAJOR ACTIVITIES:

Protein metabolism; nephrosis; the use of nuclear reactors in medicine; neutron capture therapy and biological effects of neutrons; radioactive isotopes in medicine; environmental contaminants of air, water, and soil as health hazards, and the development of biomedical nuclear sciences as a field of study.

VI. HONORARY LECTURESHIPS:

|  |         |
|--|---------|
| Lecturer, Lippitt, Marquette University Medical School, Milwaukee, Wis.  | 1941    |
| Lecturer, Sigma Xi National Lecturer   | 1952-53 |
| Lecturer, Atomic Energy Programs, International Educational Exchange Division of U. S. State Department to Denmark, Egypt, Greece and Turkey | 1955    |
| Lecturer, Les Journee Medicales des Bruxelles  | 1956    |
| Lecturer, Gordon Wilson Lecturer, Amer. Clin. and Climat. Asso.  | 1956    |
| Lecturer, Sommers Memorial Lectures, Portland, Oregon  | 1960    |
| Lecturer, Honorary Member, VII Pan American and So. American Pediatric Congress, Quito, Ecuador  | 1965    |
| Lecturer, Deutsche Therapiewoche, Karlsruhe, Germany   | 1965    |

VII. CONSULTANT AND ADVISORY APPOINTMENTS:

Present

|  |         |
|--|---------|
| Consultant, U.S. Naval Medical Research Mission to Formosa   | 1953-19 |
| Consultant, Board of Editors, <u>Pediatrics Digest</u>   | 1962-19 |
| Member, Expert Advisory Panel on Radiation, World Health Organization  | 1957-19 |
| Member, National Academy of Sciences National Research Council Committee on Naval Medical Research                                       | 1953-19 |
| Member, National Academy of Sciences National Research Council Advisory Committee to Atomic Bomb Casualty Commission Chairman since 1956 | 1955-19 |
| Member, Board of Visitors U.S. Naval Radiological Defense Laboratory San Francisco, California   | 1965-19 |
| Member, Long Range Planning Committee, City of Houston Chamber of Commerce   | 1965-19 |
| Member, Radioisotopes Committee for Human Use, NASA Manned Spacecraft Center, Houston, Texas   | 1966-   |

Previous

|  |           |
|--|-----------|
| Consultant, Secretary of the Army  | 1947-194  |
| Consultant, Project East River Civil Defense Study   | 1952      |
| Consultant, Radioactive Isotopes, U.S. Naval Hospital, St. Albans, N.Y.  | 1952-19   |
| Consultant, Medicine, Nassau Hospital, Mineola, N.Y.   | 1952-19   |
| Consultant, And Technical Advisor, U. S. Delegation to Geneva, Switzerland International Conference for Peaceful Uses in Atomic Energy | 1955      |
| Member, National Academy of Sciences National Research Council Executive Committee   | 1957-1960 |
| Consultant, Nuclear Medicine, The University of Texas M. D. Anderson Hospital and Tumor Institute, Houston, Texas                      | 1959-1960 |
| Consultant, Atomic Medicine Programs to Greece, Germany, Belgium, and Portugal for U. S. Atomic Energy Commission                      | 1960      |

CONSULTANT AND ADVISORY APPOINTMENTS: (continued)

Previous

|                               |  |           |
|-------------------------------|--|-----------|
| Member,                       | International Congress in Neuropathology, Brussels, Belgium  | 1960      |
| Consultant,<br>U.S. Delegate, | Cholera Commission to SEATO LAB, Dacca, East Pakistan<br>to IAEA WHO Symposium on Uses of Radioisotopes in Study of Endemic and Tropical Diseases, Bangkok, Thailand | 1961      |
| Member,                       | Medical Advisory Board, National Nephrosis Foundation  | 1954-1959 |
| Member,                       | New York State Advisory Committee for Atomic Energy  | 1956-1957 |
| Member,                       | Advisory Panel on Medical Sciences, U. S. Department of State  | 1959      |
| Member,                       | Advisory Panel on Medical Sciences, U. S. Department of Defense  | 1959      |
| Member,                       | U. S. Department of Defense Ad Hoc Scientific Advisory Committee for Armed Forces Radiobiology Facility  | 1960      |
| Member,                       | New York State Ad Hoc Advisory Committee Atomic Energy Directory for Radiation Personnel and Equipment   | 1960      |
| Member,                       | Ad Hoc Committee for Development of Environmental Health and Training Institutions for Environmental Health Division, U. S. Public Health Service                    | 1965      |
| Guest Scientist,              | Kernforschungsanlage, Julich, Germany  | 1966      |

STATE AND NATIONAL ACTIVITIES:

|  |           |           |
|--|-----------|-----------|
| American Medical Association (Fellow   |           |           |
| Member, Council on Scientific Assembly   |           | 1960-1963 |
| Chairman   |           | 1967-     |
| Member, Council on Post Graduate Programs  |           | 1963-1967 |
| Vice Chairman  | 1965-1967 |           |
| Member, Committee on Nuclear Medicine  |           | 1963-1966 |
| Member, Committee on Continuing Professional Education Programs of Voluntary Health Agencies |           | 1965-     |
| Texas Medical Association  |           |           |
| Harris County Medical Society  |           |           |
| Post Graduate Medical Assembly of South Texas  |           |           |
| American Academy of Pediatrics (Fellow)  |           |           |
| Member, Committee on Environmental Hazards   |           |           |
| Chairman   | 1959-19   | 1959-19   |
| Member, Advisory Council to Food and Drug Administration                                     |           | 1963-19   |
| Liaison Representative to National Research Council Division of Medical Sciences             |           | 1957-1963 |
| American Pediatric Society   |           |           |
| American Society for Pediatric Research  |           |           |
| Member, Council  |           | 1947-1951 |
| Institute of Environmental Sciences  |           |           |
| National Director  |           | 1963-1964 |
| American Society of Clinical Investigation   |           |           |
| Editorial Committee  |           | 1946-1948 |
| Radiation Research Society   |           |           |
| American Therapeutic Society   |           |           |

STATE AND NATIONAL ACTIVITIES: (continued)

Society of Nuclear Medicine  
American Association for the Advancement of Science (Fellow)  
American Society for Experimental Pathology  
American Society for Experimental Biology and Medicine  
Harvey Society  
American Bureau for Medical Aid to China (Director) 1954-1955  
Royal Society of the Arts (Fellow)  
New York Academy of Sciences (Fellow)  
Delaware Academy of Medicine  
Yale University Committee on Medical Affairs 1958-1962  
Medical Alumni Representative to Yale University Alumni Board 1962-1965

AUTHOR:

Books

Treatment of the Nephrotic Syndrome. Farr, L. E., Charles C. Thomas, Springfield, Illinois, 1951.

Clinical Aspects of Nuclear Medicine. Farr, Knipping, and Lewis, West Deutscher Verlag, Koln and Opladen, 1961.

Chapters in Books

Radioactive Isotopes, Metabolic, Diagnostic and Therapeutic Uses. Farr, L. E. and Easterday, O.D. Clinical Principles and Drugs in the Aging, Chapt. 13, 238-281, Joseph T. Freeman, Editor, Charles C. Thomas, Springfield, Illinois, 1963.

Neutron Capture Therapy: Its Experimental Trial in Glioblastoma Multiforme. Farr, L. E. Chap. 7, 82-86. Treatment of Cancer and Allied Diseases, 2nd Ed., Pack and Airel, Editors, Paul B. Hoeber, Inc., 1959.

Recent Advances in Neutron Capture Therapy. Farr, L. E., Robertson, J. S. Stickley, E. E., Bagnall, H. J. and Easterday, O.D. 128-138, Proc. II International United Nations Conference on Peaceful Uses of Atomic Energy Medical Sciences 2:, Pergamon Press, 1959.

The Development of the Nuclear Reactor as a Device for Medical Therapy and Diagnosis: Status in 1958. Farr, L. E. Chap. 21, 522-540, Radiation Biology and Medicine, Walter D. Claus, Editor, Addison, Wesley, 1958.

The Use of Radioactive Isotopes in a Study of Extracellular Space. Farr, Lee E. Chap. 33, 469-483, Radioisotopes in Medicine, U. S. Atomic Energy Commission, 1953.

Protein Metabolism. Farr, L. E. 93-115, Cyclopedia of Med. Surg. and Specialties IX. F. A. Davis Co., Philadelphia, Pa., 1952.

Nephrosis. Farr, Lee E. 225-245, Advances in Internal Medicine Vol 1. Interscience Inc., New York, 1951.

Chapters in Books

Treatment of Diseases of the Kidneys and Urinary Tract. Farr, Lee E., 126-132, Treatment in General Medicine, H. A. Reimann, M. D., Editor. F. A. David Co., 1949.

Over 130 articles reporting original investigations dealing with protein metabolism, renal function, nephrosis, nuclear medicine, neutron capture therapy treatment of cancer, design of nuclear reactor facilities for biomedical uses, environmental contamination, and biomedical nuclear sciences as a field of study published in national and international scientific journals.

I. LISTINGS:

Who's Who in America; American Men in Science; Directory of Medical Specialists; American Men in Medicine; Leaders in American Science; Who's Who in the Southwest, and Who's Who in Atoms.

I. CLUBS:

Doctor's Club, Warwick Club, Houston, Texas  
Cosmos Club, Washington, D. C.

II. MEDICAL LICENSURE:

Connecticut, California, New York and Texas

II. OFFICE:

The University of Texas M. D. Anderson Hospital and Tumor Institute,  
6723 Bertner Avenue, Houston, Texas, 77025

B. REPORTS AND SPECIAL ITEMS RELATING TO U. T. AUSTIN

1. U. T. AUSTIN: LAND ACQUISITION PROGRAM.--It is recommended by Chancellor Ransom that the following resolution be adopted:

RESOLUTION

WHEREAS, the Legislature of the State of Texas enacted Chapter 73, page 140, Acts 60th Legislature, Regular Session, 1967, and thereby authorized the Board of Regents of The University of Texas System to acquire certain lands for campus expansion and University purposes; and

WHEREAS, the Board of Regents desires to carry out the duties thus authorized by the Texas Legislature;

NOW, THEREFORE, BE IT RESOLVED by the Board of Regents of The University of Texas System:

1. That the lots, tracts or parcels of land situated in the hereinafter described tract in Austin, Travis County, Texas, are among those needed for campus expansion and University purposes at The University of Texas at Austin;

2. That the Board of Regents hereby delegates to a committee composed of the Chairman of the Board of Regents, the Vice-Chancellor for Business Affairs, and the Vice-Chancellor for Staff Operations the responsibility of determining when suits in eminent domain are to be filed, and authorizes the said committee to direct that suit be instituted in eminent domain for and on behalf of the Board of Regents and prosecuted to final judgment to obtain fee simple title to any part or all of those certain lots, tracts or parcels of land within the following described area in the City of Austin, Travis County, Texas, after negotiations result in a failure to agree with the landowner as to the value of the said land and as to damages:

BEGINNING at the Northeast corner of West 21st and Guadalupe Streets in the City of Austin;

THENCE North with the East line of Guadalupe Street to the South line of 27th Street;

THENCE East with the South line of 27th Street to the East line of Speedway;

THENCE North with the East line of Speedway to the Southwest line of San Jacinto Boulevard;

THENCE in a Southeasterly direction with the Southwest line of San Jacinto Boulevard to a projection of the South line of Park Place;

THENCE East with the South line of Park Place to the East line of Red River Street;

THENCE South with the East line of Red River Street to the North line of 19th Street;

THENCE West with the North line of 19th Street to the East line of the alley running in a North-South direction between Wichita Street and University Avenue;

THENCE North with the East line of said alley to the North line of West 21st Street;

THENCE West with the North line of 21st Street to the place of beginning; SAVE AND EXCEPT Lots 1-6, Block 1, Whitis Addition, and Lots 10-15 and Lots 18-23, Block 10, Whitis Addition, a subdivision of Outlots 15, 16 and 17, Division "D".

3. That the Attorney General of Texas, or an attorney or attorneys duly approved by the Attorney General, be requested to file such condemnation suits and prosecute the same to final judgment, when directed by the said committee so to do, and that possession be obtained at the earliest possible time.

2. U. T. AUSTIN: FEASIBILITY STUDY RELATING TO SALE OF BONDS FOR THE PURPOSE OF CONSTRUCTING, EXTENDING, IMPROVING AND EQUIPPING THE UTILITY PLANT; BOND CONSULTANT; ENGINEERING FIRM, AND BOND COUNSEL.-- The following is a report from the Administration relating to the Utility Plant:

Time did not permit a detailed analysis to be made, but a report will be made at the Board meeting by Mr. Shelton and Mr. Walker.

#### G. DISCUSSION ITEMS

1. U. T. AUSTIN: PORT ARANSAS MARINE INSTITUTE.-- Below is a Xerox copy of Vice-Chancellor Hackerman's recommendation:

Dr. Hackerman wishes to have placed on the Agenda for discussion the Port Aransas Marine Institute on land utilization, land acquisition, and docking facilities at Port Aransas.

*Approved*

H. EMERGENCY ITEMS

1. CHANCELLOR'S DOCKET NO. 17.--The Secretary wishes to report that Chancellor's Docket No. 17 has been approved by mail ballot without exception.

2. GALVESTON MEDICAL BRANCH - RECOMMENDATION FOR SALE OF OLD MACO STEWART GALVESTON ISLAND HOME.--By deed dated July 1, 1944, Maco Stewart and wife, Margie B. Stewart, conveyed to the Board of Regents their home on Galveston Island comprising approximately 15.3 acres with residence and other improvements. All minerals were reserved. The following is quoted from the deed:

"It is understood and agreed, however, that the property is conveyed for the use and benefit of the Medical Branch of The University of Texas at Galveston, Texas, for the purpose of being used predominantly as a convalescent hospital for crippled children and to be known and designated as the 'Margie B. Stewart Convalescent Home for Children.'"

It being no longer feasible for the University to use the property as a convalescent home for children, sealed bids for purchase of the property were invited, upon direction by the Chairman of the Board of Regents, by advertising in Houston and Galveston papers on June 16, June 26 and July 10, and by mailing invitations to a list of Galveston and Houston realtors and possible prospects. Copies of the Invitation for Bids and related materials were mailed to Mrs. Margie B. Stewart O'Daniel and other members of the immediate family. No response was received from any of the family. Bids were to be received by the Executive Director, Investments, Trusts and Lands until 10:00 a.m. on July 20 and then publicly opened. Minimum bid stated in the advertising, based on an independent appraisal made in 1964, was \$70,000.00, all cash. The only bid received was from Mr. R. J. St. Germain of Houston in the amount of \$81,532.23. Contract of sale signed by Mr. St. Germain in form distributed with the Invitation for Bids accompanied the bid, together with Cashier's Check in the amount of \$3,500.00 as earnest money.

Cost of Owner's Title Policy to be issued by Stewart Title Guaranty Company upon delivery of deed from the Board of Regents will be paid, together with costs of advertising and other incidental expenses of the sale, from sales proceeds.

It is recommended by Dr. Blocker, Vice Chancellor Walker, and the Executive Director, Investments, Trusts and Lands, that Mr. St. Germain's bid be accepted, and that execution of the deed and any other appropriate papers be authorized. It is further recommended that the net proceeds from the sale be dedicated to the same purpose at the Galveston Medical Branch expressed in the deed to the Board of Regents, recommendations on which will be presented through appropriate channels in due course.

Allocation

3. U. T. AUSTIN - INCREASE IN ALLOCATION FOR STEAM GENERATING EQUIPMENT, WATER CHILLING EQUIPMENT, AND EXTENSION OF UTILITY DISTRIBUTION SYSTEM.--At the Regents' Meeting Held August 27, 1966, an allocation of \$4,500,000.00 was made for one additional steam boiler and building, two water chilling stations, and utility distribution systems therefor at The University of Texas at Austin. Bids have now been taken for the steam generating and water chilling equipment for these projects, and recommendations are being made at this meeting for award of contracts for this equipment. These recommendations involve purchasing a 500,000 pounds per hour capacity boiler rather than a 300,000 pounds per hour capacity boiler originally contemplated and four 3,000 ton water cooling units with a capacity of 12,000 tons of air conditioning rather than four 2,000 ton units with a capacity of 8,000 tons originally contemplated.

These recommendations for contract awards of the total 12,000 tons of air conditioning and 500,000 pound boiler are based on added capacities necessary to supply the present building program which has increased in scope since the original allocations were made, for example:

1. Dormitory-Academic Complex increased from 2400 to 3000 students.
2. Music Building No. 2 increased by 35,000 square feet.
3. Humanities Research Center increased by 30,000 square feet.
4. Women's Cooperative Housing No. 2 increased by 30,000 square feet.
5. Engineering Center No. 2 added, with an estimated 130,000 square feet.

Attention is also called to the fact that the purchase of the additional capacity boiler at this time will cost only \$210,000.00 more than the smaller one and represents quite a saving compared to adding the capacity at a later time. Also, there is a shortage of chilled water now due to the completion or near completion of the New Geology Building, South Mall Office and Classroom Building, and the Biological Sciences Building.

In order to make the recommended contract awards for this equipment, to construct the buildings necessary to house the equipment, to purchase the cooling towers, pumps, piping, etc. and to extend the utility distribution system in connection therewith, it will be necessary to raise the allocation of \$4,500,000.00 for this purpose to \$6,000,000.00, and it is recommended by Mr. J. H. Colvin, Vice-Chancellor Hackerman, Mr. V. E. Thompson, Vice-Chancellor Walker, and Chancellor Ransom that this increase in the allocation be approved by the Board. This is to be financed from the proceeds of the proposed "Utility Plant Fee Bond System" revenue series.

Approved



4. U. T. AUSTIN - AWARD OF CONTRACT FOR A COMPLETE STEAM GENERATING SYSTEM FOR THE MAIN HEATING AND POWER PLANT.--In accordance with authorization given by the Regents at the meeting held June 17, 1967, bids were called for and opened and tabulated on July 18, 1967, for a Complete Steam Generating System for the Main Heating and Power Plant on the Campus of The University of Texas at Austin, as shown below:

| Bidder  | Base Bid<br>(300,000 lbs.<br>per hour) | Alternate Bid<br>(500,000 lbs.<br>per hour) |
|---|--|---|
| Combustion Engineering, Inc.,<br>Houston, Texas     | \$800,000.00                           | \$1,110,000.00                              |
| Erie City Iron Works, Erie,<br>Pennsylvania         | 630,000.00                             | 858,320.00                                  |
| Henry Vogt Machine Company,<br>Louisville, Kentucky | 673,002.00                             | 889,217.00                                  |

Each bidder submitted with his bid a bidder's bond in the amount of 5% of the greatest amount bid.

Brown and Root, Inc., Engineers on the project, have submitted the following Summary of Costs based on the bids received:

I. SUMMARY OF COSTS FOR 300,000 POUND PER HOUR UNIT

| <u>Item</u>         | <u>Vendor</u> |                      |            |
|---------------------|---------------|----------------------|------------|
|                     | Comb. Engr.   | Erie City            | Henry Vogt |
| a. Base Bid         | \$800,000     | \$630,000            | \$673,002  |
| b. Instrument Adder | None          | 260                  | None       |
| c. Fan Performance  | Base          | 38,160               | 8,586      |
| d. Superheater Drop | Base          | 7,400 <sup>(1)</sup> | Base       |
|                     | <hr/>         | <hr/>                | <hr/>      |
|                     | \$800,000     | \$675,820            | \$681,588  |

(1) Not using submitted value of 75 psig pressure drop

Evaluated Differential \$124,180 Base \$ 5,768

II. SUMMARY OF COSTS FOR 500,000 POUND PER HOUR UNIT

| <u>Item</u>            | <u>Vendor</u> |           |            |
|------------------------|---------------|-----------|------------|
|                        | Comb. Engr.   | Erie City | Henry Vogt |
| a. Base Bid            | \$1,110,000   | \$858,320 | \$889,217  |
| b. Instrument Adder    | None          | 260       | None       |
| c. Fan Performance     | 37,200        | 23,900    | Base       |
| d. Superheater Drop    | Base          | 12,510    | 3,060      |
|                        | <hr/>         | <hr/>     | <hr/>      |
|                        | \$1,147,200   | \$894,990 | \$892,277  |
| Evaluated Differential | \$ 254,923    | \$ 2,713  | Base       |

After this evaluation of the bids and on consideration of various other aspects of the bids, Mr. F. J. Evans, Jr., on behalf of Brown and Root, Inc., has made the following recommendation for the 500,000 lbs. per hour system:

For the 500,000 #/hr. system

- a. Evaluated Price: On the same considerations as the 300,000 #/hr. unit, Vogt was lowest, at \$892,277; Erie City next at \$894,990; Combustion Engineering next at \$1,147,200.
- b. Contract Performance: The same scope as used for the 300,000 #/hr. unit applies, except that Combustion Engineering had other general exceptions, such as: superheater temperature limits  $\pm 15^{\circ}\text{F}$ , limits on liquidated damages clause and others. This was not pursued due to their high submitted price.
- c. Mechanical Considerations: The same features apply to Vogt and Erie City, but Combustion Engineering offered a fin-tube, welded wall unit.
- d. Recommendation: On the basis of the same mechanical considerations applicable to the 300,000 #/hr. unit and a slightly lower price, 0.3%, the Vogt unit should be purchased.

It should be pointed out that the larger unit represents the better investment. The price per pound of steam for the base 300,000 #/hr. unit is \$2.41. For the additional 200,000 #/hr. acquired with the larger unit the incremental price is only \$1.05.

These recommendations were made heavily weighing the requirements of compatibility with the header type operation of the existing power plant.

Based on the recommendation made by the Engineers and on studies made by the Physical Plant staff of The University of Texas at Austin, it is recommended by the U. T. Austin Physical Plant staff, Mr. J. H. Colvin, Mr. V. E. Thompson, Vice-Chancellor Hackerman, Vice-Chancellor Walker, and Chancellor Ransom that a contract award in the amount of \$889,217.00 be made to Henry Vogt Machine Company, Louisville, Kentucky, on the basis of that company's Alternate Bid on a Complete Steam Generating System of 500,000 pounds per hour capacity.

It is further recommended that an appropriation of \$889,217.00 to cover the cost of this generating system be made. This is to be financed from the proceeds of the proposed "Utility Plant Fee Bond System" revenue series.

5. U. T. AUSTIN - AWARD OF CONTRACT FOR WATER CHILLING EQUIPMENT FOR CENTRAL WATER CHILLING STATIONS NOS. 3 AND 4.--In accordance with authorization given by the Board at the meeting held June 17, 1967, bids were called for and were received, opened, and tabulated on July 18, 1967, as shown below for Water Chilling Equipment for Central Water Chilling Stations No. 3 and No. 4 at The University of Texas at Austin:

|   | York Corporation<br>Subsidiary of<br>Borg Warner<br>Houston, Texas | Carrier Air<br>Conditioning Company<br>A Division of<br>Carrier Corporation<br>Dallas, Texas |
|---|--|--|
| Base Bid  |  |  |
| 2 Units   | \$372,676  | \$358,588  |
| Alternate "A"   |  |  |
| 1 Additional Unit<br>(Third Unit)                           | 179,588  | 177,544  |
| Alternate "B"   |  |  |
| 1 Additional Unit<br>(Fourth Unit)                          | 179,588  | 177,544  |
| Alternate "C"   |  |  |
| Add per unit for cupro-nickel<br>clad condenser tube sheets | 1,690  | 5,450  |
| Alternate "D"   |  |  |
| Add per unit for fabricated<br>steel base                   | 2,000  | No Bid   |

Each bidder submitted with his bid a bidder's bond in the amount of 5% of the greatest amount bid.

Brown and Root, Inc., Engineers for this project, have evaluated the bids received and on the basis of the evaluation, Mr. K. C. Fink, on behalf of Brown and Root, states in the letter quoted below that York Corporation has submitted the lowest and best bid due to the savings in operating costs.

"Attached are copies of work sheets tabulating and evaluating bids received for subject job. As seen on the bid evaluation sheets, Carrier Corporation submitted the lowest tabulated first cost. However, allowing for the savings due to lower operating costs, York Corporation more than offset the first cost difference in the first year of operation.

"York's bid was based on a three pass cooler with a resulting water-side pressure drop in excess of that specified. I requested additional data from York for the same cooler with only two passes which would lower the water-side pressure drop to within specifications. No price change was involved as the same equipment is used for a two or three pass arrangement. Carrier was also requested to offer operating data for their three pass cooler to enable us to make equal comparisons. Carrier, however, was not able to make such an arrangement and, therefore, submitted new data based on the same cooler but with additional tube fins at no change in price. Comparison was made on this basis.

"All other equipment features of each vendor either meets or exceeds the specifications.

"Based on the foregoing, I would recommend purchase of York Corporation equipment. Selection of number of passes within the cooler will be an engineering decision and can be the choice of the customer."

A summary of the operating cost savings for York Corporation equipment compared to Carrier Corporation equipment as compiled by Brown and Root, Inc., is shown below:

The following amounts are operating cost savings for York Corporation Equipment as compared to Carrier Corporation Equipment

|         | One Year's Operating Cost Savings                |  |
|---------|--|--|
|         | Carrier 19 Fins/in. Cooler<br>York 2 Pass Cooler | Carrier 26 Fins/in. Cooler<br>York 3 Pass Cooler |
| 2 Units | \$20,588   | \$13,960   |
| 3 Units | 30,882   | 20,940   |
| 4 Units | 41,176   | 27,920   |

|         | 20 Years' Operating Cost Savings                 |  |
|---------|--|--|
|         | Carrier 19 Fins/in. Cooler<br>York 2 Pass Cooler | Carrier 26 Fins/in. Cooler<br>York 3 Pass Cooler |
| 2 Units | \$411,760  | \$279,200  |
| 3 Units | 617,640  | 418,800  |
| 4 Units | 823,520  | 558,400  |

York's greater first cost is offset by operating cost savings in the first year of operating.

Alternate "D" for fabricated steel base was not used due to lower estimate for concrete base.

Based on these recommendations by the Engineers and studies made by the Physical Plant staff at U. T. Austin, it is recommended by the U. T. Austin Physical Plant staff, Mr. J. H. Colvin, Mr. V. E. Thompson, Vice-Chancellor Hackerman, Vice-Chancellor Walker, and Chancellor Ransom that a contract award be made to York Corporation, Houston, Texas, as follows:

|                                     |                     |
|-------------------------------------|---------------------|
| Base Bid                            | \$372,676.00        |
| Add Alternate "A"                   | 179,588.00          |
| Add Alternate "B"                   | 179,588.00          |
| Add Alternate "C"                   | <u>1,690.00</u>     |
| Total Recommended<br>Contract Award | <u>\$733,542.00</u> |

It is further recommended that an appropriation of \$733,542.00 to cover the cost of this equipment be made. This is to be financed from the proceeds of the proposed "Utility Plant Fee Bond System" revenue series.

6. 1967-68 BUDGETS: ACADEMIC RATES FOR TEACHING ASSISTANTS, TEACHING ASSOCIATES, AND FELLOWS.--

It is recommended that the following 1967-68 academic rates for Teaching Assistants, Teaching Associates, and Fellows be approved at the institutions listed below:

| <u>Institution</u>   | <u>Full-time<br/>Nine-month<br/>Rate</u> |
|--|--|
| The University of Texas at Austin<br><u>Teaching Assistants</u><br><u>Teaching Associates</u>                | \$ 4,800 - \$ 7,400<br>5,600 - 8,000     |
| The University of Texas at Arlington<br><u>Teaching Assistants</u>   | \$ 5,000 - \$ 5,850                      |
| The University of Texas at El Paso<br><u>Teaching Assistants</u>   | \$ 4,500 - \$ 6,000                      |
| The University of Texas M. D. Anderson<br>Hospital and Tumor Institute at Houston<br><u>Clinical Fellows</u> |  |

One year of internship and one year of residency training are required to qualify as a first year fellow, provided all the training has been in the United States. If the training has been foreign, one year of internship and two years of training are required to qualify as a first year fellow.

|                           | <u>Twelve-month<br/>Rate</u> |
|---------------------------|------------------------------|
| 1st year                  | \$ 5,000                     |
| 2nd year                  | \$ 6,000                     |
| 3rd year                  | \$ 7,000                     |
| 4th year                  | \$ 8,000                     |
| 5th year                  | \$ 9,000                     |
| 6th year or Senior Fellow | \$10,000                     |

7. TRANSFER OF LEGISLATIVE APPROPRIATIONS AND AVAILABLE UNIVERSITY FUND  
INCOME ADJUSTMENTS.--

THE UNIVERSITY OF TEXAS  
MEDICAL SCHOOL AT SAN ANTONIO

In Senate Bill No. 15, passed by the Sixtieth Legislature, an item (No. 10) for Furnishings and Equipment was included for The University of Texas Medical School at San Antonio in the amount of \$800,000. This item was "blue-penciled" by the Governor in his veto proclamation. In order to continue the acquisition of equipment and furnishings needed for the school, certain transfers among appropriation line-items are necessary. The effect of these transfers is outlined in the following tabulation:

| Item                                | S.B. 15<br>after Veto | Transfers<br>Increase<br>or<br>Decrease* | Proposed<br>Operating<br>Budget<br>1967-68 |
|-------------------------------------|-----------------------|--|--|
| 1. Dean                             | \$ 22,500             | \$ ---                                   | \$ 22,500                                  |
| 2. All Other General Administration | 176,477               | ---                                      | 176,477                                    |
| 3. General Institutional Expense    | 119,580               | ---                                      | 119,580                                    |
| 4. Instructional Salaries           | 1,385,050             | 172,500*                                 | 1,212,550                                  |
| 5. Departmental Operating Expense   | 400,000               | 336,884*                                 | 63,116                                     |
| 6. Organized Activities             | 120,502               | 50,325*                                  | 70,177                                     |
| 7. Library                          | 246,446               | ---                                      | 246,446                                    |
| 8. Physical Plant Operation         | 400,000               | 159,481*                                 | 240,519                                    |
| 9. Merit Scholarships               | 900                   | ---                                      | 900  |
| 10. Furnishings and Equipment       | -0-                   | 719,190                                  | 719,190                                    |
| Total                               | <u>\$ 2,871,455</u>   | <u>\$ ---</u>                            | <u>\$ 2,871,455</u>                        |

Inasmuch as equipment vouchers may be paid by the State Comptroller from any of the appropriation items listed above other than items 1, 4, and 9, it is requested that the Board approve the following recommendation:

The Board of Regents of The University of Texas System requests the State Comptroller to transfer appropriations for The University of Texas Medical School at San Antonio in the amount of \$172,500 from Item 4, Instructional Salaries, to Item 5, Departmental Operating Expense, in order to continue furnishing and equipping the school.

AVAILABLE UNIVERSITY FUND  
EXPENSES OF REVENUE-BEARING PROPERTY

After the 1966-67 Available Fund Budget was approved by the Board, certain additions were made during the year that included, for example, the salary for the Executive Director of Investments, Trusts, and Lands, a new clerical position, an increase in the Investment Advisor Service, etc. This increased level of operation follows through the 1967-68 Budget. In order to increase the State Comptroller's account for "Expenses of Revenue-Bearing Property" to the adjusted budget level, it is requested that the Board of Regents approve the following recommendation:

The Board of Regents of The University of Texas System requests the State Comptroller to increase the Available University Fund Estimated Income by \$80,000, and that this amount be added to the State Appropriation Number 7-24652 - Expenses of Revenue-Bearing Property.

8. REGENTS' RULES AND REGULATIONS, PART TWO: AMENDMENTS (CONTINUATION OF ITEM C.5) .--

Chancellor Ransom recommends the following amendments to Part Two of the Regents' Rules and Regulations as set out in the Material Supporting the Agenda, Pages C of W - 11 to 68:

- a. In lieu of Section 13.25 of Chapter III of Part Two, substitute the following:  

"13.25 Any travel which contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred must have the advance written approval of the Governor, with the exception of travel to, in, and from the several states, United States possessions, Mexico, and Canada. Prior written approval of the Chancellor is required for travel expenses incurred in Canada and Mexico, in addition to the authorizations required in the preceding subsections."
- b. In the last sentence of Section 1 of Chapter XI of Part Two, delete the word "final" so that the sentence will read:  
"Funds shall not be encumbered or expended under any such contract or grant prior to approval thereof."
- c. In Section 2 of Chapter XI of Part Two, change the first word in this Section from "Applications" to "Proposals."

9. THE UNIVERSITY OF TEXAS AT AUSTIN

LAND ACQUISITION

Business Manager Colvin recommends the transfer of \$400,000 from the Unappropriated Balance, Available University Fund, to Account No. 63-1016-0000 Land Acquisition.

This transfer is necessary in order to begin the land acquisition program authorized by the 60th Legislature. This area is indicated in red on the "Land Acquisition Map" distributed at the June meeting.



10. U. T. AUSTIN: FEASIBILITY STUDY RELATING TO SALE OF BONDS FOR THE PURPOSE OF CONSTRUCTING, EXTENDING, IMPROVING AND EQUIPPING THE UTILITY PLANT AND STRUCTURES APPURTENANT THERETO; BOND CONSULTANT; ENGINEERING FIRM, AND BOND COUNSEL.--The following is a report from the Administration relating to the Utility Plant:

It is understood that Utility Plant expansion, facilities and equipment which will be necessary to provide steam and chilled water for University buildings and facilities which are under construction and financed through 1972, will cost approximately \$6,000,000. Possibly \$1,500,000. of this expenditure could be deferred for a year or so, but the Office of Facilities, Planning and Construction, and the engineering firm of Brown & Root, Inc., strongly recommend installation of facilities which would necessitate the early commitment of the entire estimated cost of \$6,000,000.

#### Financing

The following plan of financing has been worked out in general with Mr. Sam Maclin. The feasibility of the plan has been verified with Mr. Hobby McCall.

It is proposed that the bonds to be issued would be secured by the pledge of an Unlimited Student Fee, under the provisions of Article 2909c, V.T.C.S. It would be contemplated that the bonds would actually be serviced by net revenues from the operation of the Utility Plant, even though such revenues are not to be pledged as security for the payment of the bonds. It is felt that the bonds could be serviced without the necessity of assessing the Student Fee.

The plan contemplates that a reasonable rate for power, steam and chilled water would be developed which would be charged to all University facilities. The rate would be sufficient to pay all operating costs plus the amount necessary to service the bonds.

It is proposed that funds for the proposed program be provided by the sale of approximately \$6,400,000. bonds. This would be sufficient to provide the needed funds plus a funding of the reserve of one year's debt service requirements. Based on a  $4\frac{3}{4}\%$  rate and thirty year bonds, the annual debt service would be approximately \$400,000.

The plan contemplates that all funds needed for future Utility Plant expansion would be provided by the sale of additional parity bonds. Likely the bond system would be styled "Utility Plant Fee Bond System." It should be pointed out that the base for rate determination will be materially broadened as each new building is completed and comes on stream.

Should the plan for payment of the bonds out of Utility revenues fail to materialize, the Student Fee could be assessed. It is estimated that \$1.00 per semester, per student will produce sufficient revenue to fund \$1,000,000. of bonds. Thus the proposed bonds could be funded by a Student Fee of \$6.50 per semester.

It should also be pointed out that the plan of financing outlined will free Permanent University Fund Bond proceeds heretofore earmarked for this project, so they might be used for other purposes. This could possibly serve to expedite the entire construction program, and lead to an earlier completion of the contemplated plant expansion.

CONCLUSION

It is respectfully recommended by Messrs. Walker, Shelton, Anderson, Thompson and Colvin:

1. That the purchase and installation of steam and chilled water equipment and facilities at a total cost of approximately \$6,000,000. ~~being~~ recommended by the Office of Facilities, Planning and Construction be approved;
2. That the continued employment of Brown & Root, Inc. be authorized to develop acceptable rates to be charged to service the proposed bonds.
3. That the Executive Director of Investments, Trusts, and Lands be authorized, with the assistance of Mr. Sam Maclin, Consultant, and the law firm of McCall, Parkhurst & Horton, Bond Counsel, to develop a plan for the marketing of the bonds along the general lines set out above.

*Develop*  
*Contract \$6,000,000*  
*with B&R*  
*McCall, Parkhurst & Horton*  
*to develop a plan for the marketing of the bonds*  
*along the general lines set out above.*

(Came in on July 28)

11. U. T. SYSTEM: REVISION IN BANK DEPOSITORY AGREEMENT.--

The current Bank Depository Agreement, Form BDA-1 (Revised 9/66) as approved by the Board of Regents provided for an expansion of collateral permitted to be pledged by depository banks to secure deposits of The University of Texas System. Considerations in expanding the collateral including permitting the banks greater leeway in collateralizing the deposits and in paying the maximum interest allowed on time deposits under Federal Reserve Board Regulations. The additional collateral permitted was highly rated tax bonds of the State of Texas and its cities, counties and independent school districts.

In recent months, proceeds of bond issues totalling nearly \$30,000,000 have been deposited in certain depository banks in the form of Certificates of Deposit at the maximum <sup>without</sup> rate of 5½% under the terms of the current depository agreement. During this time a study has been made of the required collateral. It is felt that the types of securities permitted by terms of our depository agreement can again be expanded to provide adequate security, within provision of the statutes, for System deposits, and to allow the banks some additional flexibility in earnings on their own investments used as collateral.

Mr. Anderson, Mr. Walker, and Chancellor Ransom, joined by Mr. Shelton, recommend that the following types of securities be added to those presently eligible.

Bonds or other evidences of indebtedness issued by the following agencies of the U.S. Government:

Federal Home Loan Bank  
Federal Land Bank  
Federal National Mortgage Association

Bonds of the State of Texas or its political subdivisions, rated A or better, as follows:

Veterans Land Bonds  
Junior College Districts

Statewide Tax Bonds of any State of the United States if rated "AA" or better:

If the addition of the above securities is approved, it is recommended that Article IV of the Bank Depository Agreement be amended to read:

#### IV.

All funds on deposit with DEPOSITORY to the credit of the above DEPOSITOR (including "Demand Deposit(s)," "Time Deposit(s), Open Account" and "Time Certificate(s) of Deposit") shall be secured as follows:

1. Bonds or other evidences of direct indebtedness of the United States.
2. Bonds or other evidences of indebtedness issued by the following agencies of the United States Government:  
Federal Home Loan Bank

Federal Land Bank

Federal National Mortgage Association

3. Bonds of the Board of Regents of The University of Texas System.
4. Permanent University Fund Bonds of <sup>the</sup> Texas A&M University System.
5. Bonds of the following categories which are rated "A" or better by Moody's and Standard and Poor's or by either if not rated by both:
  - a. Tax Bonds of the State of Texas.
  - b. State of Texas Veteran's Land Banks <sup>and</sup>
  - c. Colleges of the State of Texas Constitutional Tax Bonds
  - d. Tax Supported Bonds of Texas Cities, Texas Counties, Texas Independent School Districts, and Texas Junior College Districts.
  - e. Revenue Bonds of Utility Systems issued by Texas Cities.
6. State wide Tax Bonds of any State of the United States if rated "AA" or better by Moody's and Standard and Poor's or by either if not rated by both.

The bonds so pledged shall have an aggregate market value, exclusive of accrued interest, at all times at least equal to the sum of the balances on deposit with DEPOSITORY in all accounts of the DEPOSITOR.

At the time Securities are pledged hereunder, under items 5 and 6 above, Depository shall furnish to depositor a list of such <sup>securities</sup> ~~rewrites~~ on which it shall certify the ratings of such securities by Moody's and Standard and Poor's and the then <sup>21</sup> Market value thereof.

It is further recommended that if the above revision is approved, letter amendment of existing Bank Depository Agreements to include the revised Article IV be authorized.

Original Copy

PROPOSED UNIVERSITY OF TEXAS MEDICAL BRANCH SALARY PLAN

Effective with the implementation of this plan (with exceptions outlined under Part C), participation is required 1) for all faculty members who currently hold a geographic or full-time appointment in the School of Medicine and 2) for all new full-time faculty. The basis for each individual's participation in the plan shall be recommended by the Departmental Chairman and subject to the approval of the Dean of Medicine, President, Chancellor, and authorization of the Board of Regents.

Basic Program Policy  
Full-time Faculty

Under the provisions of this plan, each full-time faculty member's income shall be determined annually, subject to the availability of funds and the specific recommendations of his chairman, approval by the Dean of Medicine, President, Chancellor, and authorization of the Board of Regents. Income may consist of 1) a base salary determined in accordance with the approved Base Salary Range and 2) permissive augmentation from professional income or other trust funds available to the department or school. Funds appropriated by the legislature may not be used for augmentation. Only the University base is guaranteed.

A. Basic Salary Range

The Basic Salary Range will be determined annually upon recommendation of the Dean of Medicine and approval by the President, Chancellor, and authorization of the Board of Regents. The Base Salary Range for Clinical Faculty effective with the implementation of this plan and until changed by

the procedure indicated above shall be as follows:

|                        |                     |
|------------------------|---------------------|
| Professor and Chairman | \$25,000 - \$30,000 |
| Professor              | 21,000 - 28,000     |
| Associate Professor    | 18,000 - 24,000     |
| Assistant Professor    | 15,000 - 22,000     |
| Instructor             | 11,000 - 16,000     |

B. Permissive Augmentation

Augmentation is strictly permissive and each faculty member's level of augmentation shall be determined annually upon recommendation of the Departmental Chairman, approval by the Dean of Medicine, President, Chancellor, and authorization by the Board of Regents. Funds for augmentation must be generated by the individual and/or the school. Subject to approval as outlined above, augmentation may be recommended within the range authorized by the Board of Regents. Effective with the implementation of this plan, augmentation will be permitted within the range set forth below.

|                        |                 |
|------------------------|-----------------|
| Professor and Chairman | \$0 to \$15,000 |
| Professor              | 0 to 15,000     |
| Associate Professor    | 0 to 12,000     |
| Assistant Professor    | 0 to 11,000     |
| Instructor             | 0 to 8,000      |

C. Exceptions

Exceptional situations involving the academic development of a department and/or the institution will be considered individually. In such instances, a full-time faculty member may be excepted from this plan upon the recom-



mendation by the Departmental Chairman, approval by the Dean of Medicine, President, the Chancellor, and authorization by the Board of Regents. Exceptions will be approved for a period of not more than five years. By September 1972, the income of all faculty approved in this manner will be reviewed in relation to the then current base plus permissive augmentation for their academic rank. After that date all faculty who wish to continue as full-time faculty will conform to the plan.

D. Side Benefits

Based on the availability of funds, full-time faculty will be eligible to participate in all contributory and non-contributory side benefits described under sections F and G of this plan.

E. Professional Fees

Within the framework of this plan, professional fee income shall be considered to include the following:

1. Fees generated within The University of Texas Medical Branch.
2. Fees from all professional consultations.
3. Fees for services rendered at any other state supported medical facility or institution in the State of Texas.
4. Fees for individual services at the Shriners Burns Institute and USPHS Hospital in Galveston.
5. Fees for court appearances.
6. All other professional income with the exception of the following:
  - a. Honorariums, royalties, lecture fees, non-professional retainers.
  - b. Payments for editing scientific publications.
  - c. Consultation fees (honorarium) as a regional or national consultant to any branch of the United States Government.

F. Physicians Referral Service Trust

Each department will establish a Physicians Referral Service for the use of participating full-time faculty members for billing and collection of fees. All professional fees will be billed and collected by the departmental PRS and the income will be deposited in the appropriate Departmental Trust Fund Account. No other form of billing will be permitted for full-time faculty members.

Within the framework of this plan, Departmental Trust Fund Accounts may be used for:

1. Contribution to the Medical Branch Trust Fund Account (see Part G)
2. Expenses for operation of the Departmental Physicians Referral Service.
3. Augmentation of full-time faculty salaries.
4. Additional side benefits for full-time faculty. Depending on the availability of funds, Departmental Trust Funds may be used to pay the individual full-time faculty member's expenses for:
  - a. The University of Texas Life Insurance Plan
  - b. Blue-Cross - Blue-Shield Major Medical
  - c. The University of Texas Disability Insurance Program
  - d. Professional Liability Insurance Plan
  - e. Professional Society Memberships
  - f. Authorized travel, registration fees at authorized meetings
5. Support of departmental teaching, research and patient care activities.

G. Medical Branch Trust Fund Account

A Medical Branch Trust Fund Account will be established for the opera-

tion of a Medical Branch Retirement and Family Protection Plan. Eight (8) percent of the gross collections deposited to each Departmental Trust Fund Account will be allocated to the Medical Branch Trust Fund Account with expenditures authorized to provide a Retirement and Family Protection Plan for all full-time faculty who are:

1. Tenure Appointees as of September 1, 1967.
2. Faculty members who have been Assistant Professors of this faculty for one year or who have been in rank in an academic medical institution for two years.

The Medical Branch Trust Fund Account will be administered by the Board of Clinical Chairmen and on the basis of a plan developed actuarially, approved by the Internal Revenue Service, and authorized by the Board of Regents, funds will be expended to provide the following benefits for all full-time faculty in the clinical and basic sciences:

1. Non-contributory annuities to provide full retirement benefits for all full-time individuals at age 65 as availability of funds permit. Such annuities will supplement, and will not duplicate, those offered by the University.
2. Additional non-contributory life insurance to provide adequate protection for the full-time faculty member and his family to cover the years until his retirement.

## HEALTH AFFAIRS COUNCIL

The Board of Regents instructed the Health Affairs Council to consider changing of titles of the heads of the biomedical institutions in light of the administrative organization adopted at The University of Texas Medical Branch, June 1967.

After discussion, the Health Affairs Council recommends no additional changes in titles at the present time. Determination of such changes should be based on their academic and administrative merits for a particular institution (or group of institutions) rather than upon the desire for uniformity.

The Board of Regents affirms that the responsibility for all patient care facilities at The University of Texas Medical Branch hospitals resides with the chief executive officer of that institution. Dr. Blocker is instructed to present to the Board at their September meeting plans and procedures related to bed allocation, patient assignment and medical supervision. In such plans and procedures, it is recommended that the responsibility for medical supervision and patient assignment be delegated only to full time chairmen of departments and that bed allocation be on the basis of needs for teaching and research.

## **Meeting of the Board**

AGENDA  
MEETING OF THE BOARD OF REGENTS  
OF  
THE UNIVERSITY OF TEXAS SYSTEM

After all items have been submitted, the Agenda for the July 1967 meeting will be prepared and incorporated in the Supplementary Agenda Material.

AGENDA  
MEETING OF THE BOARD OF REGENTS  
OF  
THE UNIVERSITY OF TEXAS SYSTEM

Chairman Erwin, Presiding

Date: July 29, 1967

Time: 10:30 a.m.

Place: Academic Room

A. INVOCATION

B. CONSIDERATION OF MINUTES,  
June 16-17, 1967

C. SPECIAL ITEMS

1. Chancellor Harry Ransom
2. Chief Administrative Officers of the  
Component Institutions

U. T. El Paso (Doctor Ray)

U. T. Arlington (Doctor Woolf)

Galveston Medical Branch  
(Doctor Blocker)

Houston Dental Branch  
(Doctor Olson)

Anderson Hospital (Doctor Clark)

Dallas Medical School  
(Doctor Sprague)



San Antonio Medical School  
(Doctor Pannill)

Graduate School of Biomedical  
Sciences at Houston (Doctor Arnim)

Division of Continuing Education  
(Doctor Taylor)

3. Members of the Board of Regents

Chairman Frank C. Erwin, Jr.

Vice-Chairman Jack S. Josey

Regent W. H. Bauer

Regent Walter P. Brennan

Regent Frank N. Ikard

Regent (Mrs.) J. Lee Johnson III

Regent Joe Kilgore

Regent Levi A. Olan

Regent E. T. Ximenes, M.D.

D. REPORTS OF STANDING COMMITTEES

1. Executive Committee by Committee  
Chairman Bauer
2. Academic and Developmental Affairs  
Committee by Committee Chairman Olan
3. Buildings and Grounds Committee by  
Committee Chairman Johnson

4. Land and Investment Committee by  
Committee Chairman Brennan
5. Medical Affairs Committee by Committee  
Chairman Josey
6. Board for Lease of University Lands  
Regent Brennan

E. REPORTS OF SPECIAL COMMITTEES, IF ANY

F. REPORT OF THE COMMITTEE OF THE WHOLE

G. ADJOURNMENT