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MATERIAL SUPPORTING THE AGENDA

Volume XIb

November 1963 - February 1964

This volume contains the <u>Material Supporting the Agenda</u> furnished to each member of the Board of Regents prior to the meetings held on November 7-10, 1963, and February 7-8, 1964.

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

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

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



THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS

Material Supporting the Agenda

(Including Attachments Nos. 1 and 2 and

Amendments to the Annual Budgets)

Meeting No. 620 Name OFFICE COPY Date February 7-8, 1963

Dince additional is letter size, the following has been incorporated following "meeting the Board": i. Proposed 9964-65 Classified Phoonnel Jay Plan. 2. Documents from Chancellor at the back of this bolume is the Supplementary agenda materna (Blue Paper) Bas

CALENDAR BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS February 6-8, 1964

Main Building Place: Telephone No.: GR 1-1265 Thursday, February 6: Land and Investment Committee 2:30 p.m. Conference Room, Attorney General Seventh Floor, Supreme Court Building Friday, February 7: Meeting of the Standing Committees 8:30 a.m. Land and Investment Committee Room 210 Academic and Developmental Affairs Committee Room 209 Meeting of the Committee of the Whole 10:00 a.m. followed by Meeting of Executive Committee Room 209 Meeting of the Board 11:00 a.m. Room 212 Lunch - Room 101 12:00 noon ... Joint Meeting of the Buildings and 1:30 p.m. Grounds Committee and Medical Affairs Committee* (Followed by separate committee meetings) Room 210 Buildings and Grounds Committee 2:00 p.m. (Continue in Room 210) Medical Affairs Committee Room 209 Meeting of the Committee of the Whole 3:00 p.m. Room 209

: 20

^{*} To dispose of those matters of common interest after which Medical Affairs Committee will convene in <u>Room 209</u>.

Saturday, February 8: 8:45 a.m.

Meeting of the Committee of the Whole Room 209

10:30 a.m.

Meeting of the Board Room 212

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

MESSAGE FROM THE CHANCELLOR

In order to give members of the Board and others attending the meeting February 7-8 an opportunity to participate in events scheduled earlier for that week end, no social affairs have been planned by the Chancellor's Office during the Regents' meeting.

Executive Committee

EXECUTIVE COMMITTEE

Date: Friday, February 7, 1964

- Time: 10:00 a.m., Following Brief Meeting of Committee of the Whole
- Place: Regents' Room, Main Building 209

Members:

			Regent Brenan, Chairman		
	Regent Connally				
	Regent Madden				
			Regent McNeese		
			Regent Redditt		
			Chairman Heath - Ex Officio Member		
				Page No.	
1.			of Executive Committee Meeting on December 13,		
	196	3, fo	r Approval by Full Board	5	
	a.	196	4-65 Budget Policies and Limitations	5	
	Ъ.	Sum	nmaries of Proposed 1964-65 Budgets	6	
	c.	Use	s of Unappropriated Surplus, 1963-65,		
		Tex	as Western College	7	
2.	Rep	port d	of Interim Actions of Executive Committee,		
	Dec	cemb	er 13, 1963 - January 20, 1964	8	
	a.	Rec	commended Requests for Permission to Travel		
		(1)		_	
		(2)	Main University (2T-14, 2T-15)	8	
		(3)	Texas Western College (None)		
		(4)	Medical Branch (None)		
		(5)	Dental Branch (None)		
		(6)	M. D. Anderson Hospital and Tumor		
			Institute (None)		
		(7)		8	
		(8)	Graduate School of Biomedical Sciences		
			(None)		
		(9)	South Texas Medical School (None)		
	b.	Rec	commended Amendments to the Budget		
		(1)	Central Administration (None)		
		(2)	Main University (2B-7, 2B-8, 2B-9)	9,10	
		(3)	-	10	
		(4)	Medical Branch (4B-2, 4B-3)	10	
		(5)	Dental Branch (None)		
		(6)	M. D. Anderson Hospital and Tumor		
			Institute (None)		
		(7)		11	
		(8)			
		(9)	South Texas Medical School (None)		

Page No. Recommended Amendments to the 1963-64 c. 12 Classified Personnel Pay Plan 9-CL-63 - Main University (1) (2) 10-CL-63 - Medical Branch Other Interim Actions Since Distribution of the 3. Material, If Any 13 4. Budget Docket Legislative Budget Requests, 1965-67, Policies 5. 13 for Preparing 1964-65 Classified Personnel Pay Plan * 6.

Note from Secretary: 1. Committee Chairman Brenan has not had an opportunity to read the Report of the Executive Committee Meeting on December 13 and the Report of Interim Actions (Pages <u>8 - 12</u>). It is subject to any changes which he may wish to make or that any member of the committee may wish to make prior to presentation to the Board.

> *2. The recommended amendments to the 1963-64 Classified Personnel Pay Plan (1964-65 Plan) have been forwarded in a separate volume.

3

TO ALL REGENTS:

I have tried to prepare the material in this volume, and particularly the material of the Executive Committee, in such a manner that the mats may be used for the minutes assuming that the recommendations are approved by the full Board.

Betty Anne Thedford

EXECUTIVE COMMITTEE

RECOMMENDATIONS

- 1. If there is no objection raised, the Report of the Meeting of the Executive Committee held in Austin on December 13, 1963, will be reported to the full Board at its meeting on Friday for approval and ratification of the actions and recommendations contained therein. This report is on the following page (Page 5).
- On Page 8 is a Report of Interim Actions of the Executive Committee since December 13, 1963. If these are found in order, then this report is ready for presentation on Friday morning to the full Board for ratification. Copies of the recommendations to the Executive Committee will follow Page 14 for those Regents who are not members of the Executive Committee.
- 3. Other Interim requests by the Administration since distribution of the material will need action of the Executive Committee at the meeting on Friday, February 7.
- 4. It is recommended that the Budget Docket of Chancellor Ransom, dated January 17, 1964, be approved in the form as distributed to each Regent and that a copy be attached to the report of the Executive Committee and made a part thereof. (There is a Budget Docket for Central Administration and each component institution except South Texas Medical School and the Graduate School of Biomedical Sciences.)
- 5. It is recommended that the policies as set out on Pages 13 & 14 for preparing the 1965-67 Legislative Budget Requests be adopted.

Report of Executive Committee Meeting December 13, 1963

The Executive Committee met on December 13, 1963, at 9:30 a.m. as scheduled. The purpose was to discuss the 1964-65 budgets for The University of Texas system, and all members of the Board were invited to attend.

ATTENDANCE. - -

Present

Committee Members:

Regent Brenan, ChairmanRegent McNeese -Regent Connally, MemberExcusedRegent Madden, MemberRegent Redditt -Chairman Heath, Ex-Officio MemberExcused

Other Regents:

Regent Erwin Regent Johnson

Chancellor Harry Ransom Secretary Thedford

Central Administration Officials:

> Mr. Lanier Cox, Vice-Chancellor (Administrative Services) Doctor James C. Dolley, Vice-Chancellor (Fiscal Affairs) Mr. Frank D. Graydon, Budget Officer Doctor Norman Hackerman, Vice-Chancellor (Academic Affairs) Doctor L. D. Haskew, Vice-Chancellor (Developmental Affairs) Mr. Graves Landrum, Assistant to the Chancellor Doctor Wilson Stone, System Advisor for Graduate Program

1964-65 Budget Policies and Limitations.--At the November 1963 meeting, the Executive Committee adopted in principle 'Budget-Writing Policies for 1964-65'' with the understanding that Doctor Hackerman would recommend at the December meeting of the Executive Committee an amount to be budgeted from the Available University Fund for Main University Operating Budget purposes. Doctor Hackerman proposed the amount of \$4,258,000 at the December committee meeting. The 1964-65 Budget Policies and Limitations, as approved by the Executive Committee and recommended to the full Board, are:

The second year of the biennium affords limited opportunity for additional improvement of salaries or expansion of services, because general revenue appropriations for that year are little

Regent Olan - Excused

Absent

changed from the amounts provided for the first year. With that situation in mind, it is recommended that the policies listed below be followed in the preparation of operating budgets for the year 1964-65.

- 1. Over-all budget totals, including reasonable reserves, must be limited to the funds available for the year.
- 2. Only selective salary advances should be provided for the teaching and professional staff.
- 3. Merit salary advances for classified personnel who have been in the position for at least six months should not exceed 1/2 of the total institutional staff.
- 4. New positions should be provided <u>only</u> where increased work-load justifies.
- 5. Maintenance, Operation, and Equipment items should be based only on such amounts as are needed, but increases are not to exceed 10% in total over amounts budgeted in 1963-64.

Justify all increases in Maintenance and Operation and Travel with performance type data. Prior year expenditures are not to be considered as adequate justification.

- 6. Travel funds are to be shown as separate line items.
- 7. All requests for Special Equipment must be supported with detailed description and justification.
- 8. Use of Available University Fund Main University For operating budget purposes, use of the Available University Fund is limited to \$4,258,000. The Excellence Program is to be included in the Main University 1964-65 Budget at \$1,371,000. The budget for the Excellence Program is to be presented with the regular operating budget. The format should be detailed by project and summarized by elements of institutional cost.

Summaries of Proposed 1964-65 Budgets. --Summaries of the proposed 1964-65 budgets based on the foregoing Budget Writing Policies and Limitations were distributed by Doctor Dolley at the meeting. (A copy is in the <u>Secretary's Files</u>, Volume XI, Page _____.) The summary for each institution was reviewed by the Executive Committee in the presence of the respective institutional head, who was given an opportunity to discuss plans and particular needs in his area. Though recommendations were presented and approval was given by the Committee to include them in the proposed 1964-65 budget, certainly all are subject to being worked out with the Chancellor before they are incorporated in the final budget to be considered by the Regents at the regular budget meeting. #Uses of Unappropriated Surplus During the Year Ending August 31, 1964, <u>Texas Western College.</u>--In addition to the discussion of the 1964-65 Budget, proposed uses of the Unappropriated Surplus during the year ending August 31, 1964, for Texas Western College were presented by President Ray. This proposal was approved upon motion of Regent Connally, seconded by Regent Madden, with the understanding that the individual items would be presented as the need arises for the expenditures:

Resident Instruction			
Teaching Salaries			
English	\$ 5,000		
Summer Workshops	19,000	\$24,000	
Departmental Operating Expense			
Biological Sciences - Electron			
Microscope Accessories	3,000		
Drama and Speech - Speech &			
Hearing Therapy Equipment	4,000		
Engineering - Instructional			
Materials	4,000	11,000	\$ 35,000
		<u> </u>	
Library			
Books, Periodicals and Binding		60,000	
All Other Library Expense		8,000	68,000
		<u></u>	
Special Items			
Biological Sciences - Special Equipmen	nt	10,000	
Engineering - Electrical Engineering			
Laboratory		40,000	
Closed-Circuit Television Equipment		33,000	
Printing Division Equipment - Printing			
Press		12,000	95,000
Major Repairs and Rehabilitation of Buildin	gs		
and Facilities			
Rehabilitation of Magoffin Auditorium			
Stage			25,000
			\$223,000

Recommendation. --It is recommended by the Executive Committee that the Board of Regents accept the foregoing report and approve the actions and/or recommendations contained therein.

*Secretary's All of these items are in the TWC portion of the Budget Note: Docket, namely:

> Items 5, 8, 2, 3, 7, 9, 10, 11, respectively (W-b-1 and W-b-2)

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REPORT OF INTERIM ACTIONS OF EXECUTIVE COMMITTEE SINCE DECEMBER 13, 1963. -- The following actions have been submitted to, and unanimously approved by, the Executive Committee since the special meeting of the Board of Regents on December 13, 1963:

- A. Recommended Requests for Permission to Travel
 - 1. Central Administration There were no requests for permission to travel for Central Administration.
 - 2. Main University

Name	Period of Absence	Destination
M. J. S. Dewar, Robert A. Welch	April 6-28, 1964	Birmingham and other places in England;
Professor of Chemistry (2T-	14)	Dearborn, Michigan

Purpose: Invited speaker at annual meeting of the Chemical Society in Birmingham, England; visiting universities in England; lecturing at Ford Motor Company, Dearborn, Michigan.

Expenses are estimated to be \$580 for Transportation and Expenses: \$320 for Per Diem (20 Days), payable from Gift Funds.

Name	Period of Absence	Destination
J. W. Foster, Professor of Microbiology (2T-15)	December 25, 1963 - February 2, 1964	Sweden, Soviet Union, and possibly Czecho- slovakia and other

European countries

Destination

To lecture and discuss microbiological science in various Purpose: universities, institutes and research laboratories in the USSR at the invitation of the Academy of Sciences in the USSR, Moscow.

Expenses are estimated to be \$1,500 for Transportation and Expenses: \$600 for Per Diem (39 Days) payable from Government Contract (NIH grant partial).

> 3.4.5.6. There were no requests for permission to travel for either Texas Western College, Medical Branch, Dental Branch, or M. D. Anderson Hospital and Tumor Institute.

> > Period of Absence

7. Southwestern Medical School

Name

Carleton B. Chapman, M.D. Professor of Medicine (7T-3)	March 30 through September 1, 1964	Oxford, Edinburgh; Stockholm; Frei- burg i. Br.

Survey of laboratories and studies in human exercise physiology. Purpose:

Estimated to be \$1,500 for transportation and \$1,500 for Per Expenses: Diem (150 Days) payable from Account No. 5645 (HE-06296) (Program Project Grant)

- B. Recommended Budgetary Amendments
 - 1. <u>Central Administration</u> There were no amendments to the Budget for <u>Central</u> Administration.
 - 2. Main University
 - a. Amend the 1963-64 Main University Budget on Page 208 by creating the position of Associate Director of Radio-Television and by appointing Harvey R. Herbst as Associate Director (1/2 T) at a full-time salary rate of \$12,000 for twelve months, effective November 1, 1963, and payable from Departmental Salaries. (2B-7, Item 1)
 - b. Amend the 1963-64 Budget for the Drug Plastics Laboratory by changing the status of Harold F. Berg from Research Scientist Assistant II to Research Scientist Associate I in the Drug Plastics Laboratory and by increasing his salary rate from \$4,800 to \$6,168 for twelve months, effective December 1, 1963, and payable from Government Contract - NIH Grant (CA-06120-03). (2B-7, Item 2)
 - c. Amend the 1963-64 Auxiliary Enterprises Budget for Main University on Page 38 by changing the status of Cora J. Strehli from Food Service Supervisor II to Food Service Supervisor III in the Division of Housing and Food Service - Women's Residence Halls and by increasing her salary rate from \$3,504 to \$4,800 for twelve months, effective December 1, 1963, and payable from Auxiliary Enterprises - Women's Dormitories. (2B-7, Item 3)
 - d. Amend the 1963-64 Main University Budget on Page 420 by increasing the salary rate of Lester J. Reed, Director of the Clayton Foundation Biochemical Institute, from \$18,667 to \$21,067 for twelve months, effective January 1, 1964, and payable from Clayton Foundation Grant (Research in Biochemistry). (2B-8, Item 1)
 - e. Amend the 1963-64 Budget for Contract Research -Taxonomic Problems in the Myxomycetes by increasing the salary rate of Richard N. Lester, Research Scientist Associate II, from \$7,104 to \$8,160 for twelve months, effective January 1, 1964, and payable from NSF Grant GB-248. (2B-8, Item 2)
 - f. Amend the 1963-64 Budget for the Fine Arts Foundation by transferring \$1,500 from the Fine Arts
 Foundation Official Entertainment into the Travel Account. (2B-8, Item 3)

g. Budget for 1964 (Calendar Year) Football Coaching Staff. -- Appoint the following as Assistant Football Coaches for the period January 1 through December 31, 1964, funds to come from Athletic Council Salaries:

Name	1964 Salary Rate (12 Months)
James N. Pittman	\$11,700
Charles N. Shira	11,700
William M. Campbell	11,700
Arthur Davis	9,200
Billy M. Ellington	10, 300
Robert C. Schulze	10,300
Russell W. Coffee	9,300

Create a new budget position of Assistant Football Coach at an annual salary rate of \$6,000, payable from Athletic Council Salaries. Appoint Pat Culpepper to this position, effective February 1, 1964. (2B-9)

3. Texas Western College

Amend the 1963-64 Texas Western College Budget on Page 79 by dividing the total budget of \$5,000 for the Excellence Fund, Inter-American Institute into two accounts: (3B-2)

Maintenance and Operations	\$3,000
Travel	2,000

4. Medical Branch

- a. Amend the 1963-64 Medical Branch Budget on Page 60 by increasing the salary rate of Julian M. Chen, Assistant Professor of Pathology, from \$13,500 to \$15,000 for twelve months, effective December 1, 1963, and payable from USPHS Grant T2-CA-05046 and Current Restricted Funds - Pathology Fees. (4B-2, Item 1)
- b. Amend the 1963-64 Medical Branch Budget on Page 60 by increasing the salary rate of Joe H. Fulcher, Jr., Instructor in Pathology, from \$7,600 to \$16,000 for twelve months, effective December 1, 1963, and payable from Unallocated Salaries and Current Restricted Funds Pathology Fees. (At the request of Doctor Fulcher, the salary of \$9,000 as in the printed budget on Page 61 was readjusted to \$7,600, effective September 1, 1963.) (4B-2, Item 2)
- c. See Item 10-CL-63.
- d. Amend the 1963-64 Medical Branch Budget on Page 65 by increasing the salary rates of the following Assistant Professors of Pediatrics, effective January 1, 1964, and payable from Current Restricted Funds - Shrine Institute for Burns: (4B-3, Items 1 and 2)

Luther B. Travis - From \$13,300 to \$15,400 for twelve months Warren F. Dodge - From \$14,375 to \$16,475 for twelve months

7. Southwestern Medical School

- a. Amend the 1963-64 Southwestern Medical School Budget on Page 23 by increasing the salary rate of Alan K. Pierce, Assistant Professor of Internal Medicine, from \$12,500 to \$14,500 for twelve months, effective January 1, 1964, and payable from Parkland Memorial Hospital Service. (7B-4, Item 1)
- b. Amend the 1963-64 Southwestern Medical School Budget on Page 33 by increasing the salary rate of Philip O'B. Montgomery, Professor of Pathology, from \$16,500 to \$22,000 for twelve months, effective January 1, 1964, and payable from USPHS Research Career Award 1-K3-Gm-19,909. The Public Health Service has approved a Research Career Award for Dr. Montgomery for five years beginning January 1, 1964. (7B-4, Item 2)
- c. Amend the 1963-64 Southwestern Medical School Budget on Page 33 by changing the status of Thomas F. Dutcher from Assistant Professor to Associate Professor of Pathology and by increasing his salary rate from \$15,500 to \$18,000 for twelve months, effective January 1, 1964, and payable from Departmental Teaching Salaries. (7B-5, Item 1)
- d. Amend the 1963-64 Southwestern Medical School Budget on Page 46 by increasing the salary rate of Lawrence W. Martin, Assistant Professor of Psychiatry, from \$13,000 to \$18,000 for twelve months, effective January 1, 1964, and payable from U. S. Public Health Service Grant MH-6528. (7B-5, Item 2)
- e. Amend the 1963-64 Southwestern Medical School Budget on Page 19 by increasing the salary rates of the following Professor and two Associate Professors of Biochemistry, effective February 1, 1964, and payable from Departmental Teaching Salaries:

Professor	From	To
Donald S. Wiggans	\$13,400	\$14,750
Associate Professor		
John M. Johnston	12,150	14,000
Joseph Lospalluto	12,500	14,000

(7B-6)

8.9. There were no amendments to the budget for either the Graduate School of Biomedical Sciences or South Texas Medical School.

- C. Recommended Amendments to the 1963-64 Classified Personnel Pay Plan
 - Amend the 1963-64 Classified Personnel Pay Plan for <u>Main University</u> by changing the classifications of Student Group Advisor I, II, and III, effective January 1, 1964, to read as follows: (9-CL-63)

Code	Title	Monthly Range	Annual Range	Step <u>No.</u>
1030	Student Group Advisor I	\$335-419	\$4020-5028	30
1031	Student Group Advisor II	\$419-539	\$5028-6468	35
1032	Student Group Advisor III	\$539-710	\$6468-8520	40

 Amend the 1963-64 Classified Personnel Pay Plan for the <u>Medical Branch</u> by changing the classifications below, effective January 1, 1964, to read: (10-CL-63)

Code	Title	Monthly Range	Annual Range	Step No.
1204	Operating Room Technician	\$256-319	\$3072-3828	24
1205	Vocational Nurse	\$256-319	\$3072-3828	24
1210	Staff Nurse	\$382-482	\$4584-5 7 84	33
1215	Operating Room Nurse	\$382-482	\$4584-5784	33

Amend the 1963-64 <u>Medical Branch</u> Budget by appropriating \$65,000 from the General Funds Unappropriated Surplus to put into effect the foregoing changes in classified personnel. BUDGET DOCKET.--It is recommended that the Budget Docket of Chancellor Ransom, dated January 17, 1964, be approved in the form as distributed in this volume and be attached to and made a part of the minutes.

LEGISLATIVE BUDGET REQUESTS, 1965-67, POLICIES FOR PREPAR-ING.--It is recommended that the following policies be adopted for preparing the 1965-67 Legislative Budget Requests:

In preparing the Legislative budget requests for the biennium beginning September 1, 1965, the instructions issued by the Texas Commission on Higher Educations and by the Legislative Budget Board and the Executive Budget Office shall be fully complied with. In preparing our submissions, the following policies and limitations shall be observed:

1. Salary Advances for the Teaching and Professional Staff

At the medical units the maximum increase shall not exceed 10% over institutional 1964-65 budgeted salaries for the first year of the biennium with an additional 5% increase for the second year.

2. Salary Advances for the Non-Teaching Staff

One step over institutional 1964-65 salaries, the entire amount to be included in the request for the first year of the biennium.

In the case of classified positions where the 1964-65 salary rate is below the minimum for the job classification, the salary rate is to be requested at the first step in the classification pay range, or, in the event that the resulting advance is less than 5%, at the second step in the pay range.

3. New Teaching Positions

Estimate requirements for Main University on the basis of the 1963-64 budgeted student-teacher ratio and for Texas Western College at a ratio no lower than 20:1. (Ratio in 1963-64 is 22:1).

4. New Non-Teaching Positions

Generally few; hold to a minimum and justify fully.

5. Maintenance and Equipment

Only such amounts as are needed, but not to exceed 10% over the amounts budgeted in 1964-65.

6. Special Equipment

Special Equipment includes capital outlay items which are of a non-recurring nature; it excludes equipment items which constitute the normal expenditure of departmental funds for either additions or replacements. All Special Equipment requests must be fully justified.

7. Special Situations

a. Non-Classified Administrative Personnel

Salaries for these classifications to be recommended at rates which will keep the salaries competitive.

b. Medical Branch, Galveston

The request is to be based on the operation of the number of beds in use in 1964-65, including in the total such new beds as may become available as a result of remodeling operations.

c. Main University

The utilization of the Available Fund in the Legislative submission is not to exceed the amount of Available Fund used in writing the operating budget for 1964-65 plus \$2,000,000 for the Excellence Fund.

Academic and Developmental Affairs Committee

ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE

Date: Friday, February 7, 1964

Time: 8:30 a.m.

Regents' Room, Main Building 209 Place:

Members:

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

CENTRAL ADMINISTRATION Ι.

- A. Docket (Attachment No. 2)
- B. Amendment to Rules and Regulations, One, III, 3.1 (Final Consideration)

MAIN UNIVERSITY II.

Α.	Football	Coaches	(Status,	Salaries,	and	17
	Suppleme	entation)				

- Southwest Texas Educational TV Council, Trustees 17 В. 18 C. Request for Approval and for Submission to TCHE
 - Major in Classics for B.A. Degree 1. 18 19 2. Establishment of Department of Linguistics, College of Arts and Sciences 20 Anthropology, Doctoral Level 3.

TEXAS WESTERN COLLEGE III.

- 21 A. Title of Emeritus Professor for Dr. Floyd E. Farquear
- B. Reorganization of the School of Engineering into Four Departments

SOUTHWESTERN MEDICAL SCHOOL IV.

- A. Request for Graduate Programs
 - Ph.D. in Biochemistry biology
 M.A. & Ph.D. in Radiology

 - 3. M.A. & Ph.D. in Pharmacology
 - 4. M.A. & Ph.D. in Physiology
 - B. Cooperative Agreement for Graduate Studies in the Dallas Area

Page No.

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"15. RORDISCRIPTION IN EMPLOYMENT

"During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this mondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified application will 'meetra' consideration for employment without regard to race, creed, color, or national origin.

(3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency Contracting Officer, advising the said labor union or workers' representative of the Contractor's commitments under this section, and shall post copies of the notice in completions places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order No. 10925 of March 6, 1961, as amended, and of the rules, regulations, and relevant orders of the President's Committee on Equal Maployment Opportunity created thereby.

(5) The Contractor will furnish all information and reports required by Executive Order Mb. 10925 of March 6, 1961, as amended, and by the rules, regulations, and orders of the said Committee, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Committee for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) Is the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared inaligible for further Government contracts in accordance with procedures authorised in Executive Order No. 10925 of March 6, 1961, as smended, and such other sanctions may be imposed and remedies invoked as provided in the said Executive Order or by rule, regulation, or order of the Fresident's Committee on Equal Employment Sportunity, or as otherwise provided by law.

(7) The Contractor will include the provisions of paragraphs (1) through (7) in every subcontrast or purchase order unless exampted by rules, regulations, or orders of the President's Constitute on Equal Employment Opportunity issued pursuant to section 303 of Executive Order No. 10925 of March 6, 1961, as amended, so that such provisions will be binding upon each subcontractor or vendor.* The Contractor will take such action with respect to any subcontractoor purchase order as the contracting agency may direct as a means of enforcing such provisions, including sametions for moncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

In accordance with regulations of the President's Committee on Equal Employment Opportunity, subcontractors below the first tier shall not be required to insert the Mondiscrimination in Employment clause in their subcontracts, except that under contracts calling for construction, rehabilitation, alteration, conversion, extension, or repaid of buildings, highways, or other improvements to real property, each subcontractor below the first tier shall include the clause in every subcontract which calls for such work to be performed at the site of constructions, or except upon special Order of the Secretary of the Department of the Executive WhiterChairman of the President's Committee."

O appreciate your calling me. This clause re Construction sub- contractors was the change made in the recent moision of 4 nondiscrimination of Beth anne

A & D Committee

16

I. CENTRAL ADMINISTRATION

A. Docket (Attachment No. 2)

RECOMMENDATION

It is recommended that the Docket of Chancellor Ransom dated January 16, 1964, be approved in the form as distributed in this volume and be attached to and made a part of the minutes.

ADDITIONAL INFORMATION

Immediately preceding the Docket is an outline by the Secretary with your attention directed to those items in all CAPS. At the close of the outline is a summary of the gifts and grants as reported in the Docket.

B. Amendment to Rules and Regulations, Part One, III, 3.1 (Final Approval)

RECOMMENDATION

At the Regents' meeting on November 9, the Board gave approval to the first reading of an amendment to Part One, Chapter III, Subsection 3.1. The proposed amendment merely adds Item (5) to the present rule. It is recommended that final approval be given to this amendment which deletes Subsection 3.1, Chapter III, Part One of the <u>Rules and Regulations</u> and substitutes in lieu thereof the following:

3.1 As may be required by current Appropriation Bill, employees, other than those paid from trust funds, must be citizens of the United States, or have instituted naturalization proceedings, in order to be appointed for a period longer than 90 days unless (1) their appointment is for instructional purposes; (2) they are regular students appointed as student assistants or minor employees; (3) they are appointed as nurses or medical or dental technicians at the Medical Branch, Southwestern Medical School, Dental Branch, or M. D. Anderson Hospital and Tumor Institute; (4) they are employed as librarians at the Main University; or (5) they are employed as research workers at the component institutions of The University of Texas.

This recommendation is in compliance with Subsection 4.1, Chapter VII, Part One, requiring that amendments of <u>Rules</u> and <u>Regulations</u> must be "given to each member of the Board not less than thirty (30) days before the meeting at which it is adopted, or such proposed amendment to Part One must receive the required vote at two duly called meetings of the Board."

II. MAIN UNIVERSITY

A. Football Coaches (Status, Salaries, and Supplementation)

Doctor Ransom proposes a full discussion of the status and salaries of the football coaches and of gifts to the Coaches' Fund. Final recommendations and action are expected as a result of the discussion.

B. Appointments to Vacancies, Trustees of Southwest Texas Area Educational Television Council

RECOMMENDATION

Chancellor Ransom presents the following recommendation:

The terms of three members who are Regental appointees to the Board of Trustees of the Southwest Texas Educational Television Council expire in January 1964. The three members are: E. G. Morrison, Dr. Lester Harrell of the Texas Commission on Higher Education, and L. D. Haskew. Mr. Morrison asks that he not be reappointed. Chancellor Ransom nominates, with the concurrence of the nominees, Mrs. St. John Garwood of Austin, Doctor Lester Harrell and Vice-Chancellor L. D. Haskew for three years expiring in January 1967.

BACKGROUND INFORMATION

The Southwest Texas Area Educational Television Council which operates station KLRN (Channel 9) is governed by a twenty-five member Board of Trustees. Terms of the trustees are three years with staggered expiration dates. Eight of the trustees are appointed by the Board of Regents. The present appointees of the Regents on this council are:

	Term Expires
Regent Walter P. Brenan Superintendent Irby Carruth,	January 1965
Austin Independent School	
District	January 1965
President J. G. Flowers,	
Southwest Texas State College	January 1966
Mr. E. W. Jackson	January 1966
Vice-Chancellor Norman	January 1965
Hackerman	

C.

1. Request for Major in Classics for B.A. Degree. -- Chancellor Ransom presents the following:

Chancellor Ransom and Vice-Chancellor Hackerman recommend that the Board of Regents approve the recommendation of the Department of Classics and the College of Arts and Sciences for a major in Classics in accordance with the action of the Faculty Council quoted below:

RECOMMENDATIONS OF THE COLLEGE OF ARTS AND SCIENCES

Recommendation of the Department of Classics

On Page 50 of the Catalogue of the College of Arts and Sciences for 1963-65 under "Requirements for the Degree of Bachelor of Arts" under "C. Majors and Minors" it is proposed to insert the requirements for a major in Classics as follows:

"CLASSICS

"<u>Major</u>: Completion of six semester hours on the senior level in either Latin or Greek, together with six hours of junior level in the other of these languages. (Candidates for Honors may take 679H in addition.) All programs for this major must be approved by departmental adviser.

"First Minor: Eighteen semester hours as follows: (a) six hours chosen from History 321, 321L, 321M, 321N; (b) Classical Civilization 630 or 635 (a student must choose the opposite civilization course from the area of his concentration); and (c) six hours chosen from Classical Civilization 321, 342, 343, 345, 346, 354, 362.

''Second Minor: Six semester hours chosen
from History 321, 321L, 321M, 321N, 353M, 353N,
372; Philosophy 362, 367K, 369K.''

Reason: The languages of Greece and Rome are of little educational value without a thorough knowledge of their background and the civilizations that used them. A classical education should be a well-rounded whole, and the civilizations should be studied in depth by anyone who wishes to enter the classical profession. The Department of Classics believes that this proposed program will not only provide a good education in itself, considering the diversity of the subject-matter and techniques involved in it, but will also better equip high-school and college teachers of Latin and/or Greek for their professions. Ph.D. programs will be aided by getting through at an early stage much of the elementary background.

The program is only for the well-trained Latinist or the bright and well-motivated student, and it is expected that it will be taken predominantly by candidates for Honors. The Department of Classics states that it will in effect provide from various sources the type of classical education which at present is found only in European Universities and which gives European classicists such a head start over their American counterparts.

The new program will in no way affect the existing programs in Greek and Latin.

We further request that authorization be given to submit this item to the Texas Commission on Higher Education for approval as well as the change of name of the Department of Classical Languages to the Department of Classics which was approved by the Board of Regents at their May 24-25, 1963, meeting.

2. Request for Establishment of Department of Linguistics, College of Arts and Sciences. --Below is the proposal of Chancellor Ransom:

> Dr. Burdine, Dean of the College of Arts and Sciences, recommends the establishment of a Department of Linguistics within the College of Arts and Sciences at the Main University. Vice-Chancellor Hackerman and Chancellor Ransom concur in this recommendation. This action does not call for approval of additional degree programs or course offerings, but represents an administrative organization for existing programs.

Many conferences between faculty members, dean, and administrative officials were held pertaining to this administration organization. Dean Burdine reports the Language Department, as well as the Departments of Anthropology and Speech, endorse the proposals for the establishments of a Department of Linguistics. Dean Gordon Whaley, Dean of the Graduate School, and the Graduate Council have endorsed the development of linguistics within the graduate programs and in the formation of a Department of Lingiustics within the College of Arts and Sciences.

We respectfully request permission to file with the Texas Commission on Higher Education, a request for approval of a Department of Linguistics at Main University with the understanding that the department to be established requires no additional approval of degree programs.

3. <u>Request for Anthropology, Doctoral Level</u>.--Below is <u>Chancellor Ransom's recommendation regarding this</u> doctoral program: :

> At the July meeting of the Board of Regents, the Board approved that the necessary change be incorporated in the catalogue of The University of Texas and further authorized that a proposal be submitted to the Texas Commission on Higher Education for approval of the doctoral program in anthropology.

On July 25, Chancellor Ransom received a telegram from Mr. A. G. Martin, Executive Director of the Governor's Committee on Education beyond the High School, requesting there be a moratorium on requests for additional programs at the graduate level. At the August 17, 1963, meeting of the Board of Regents, the Board authorized holding off filing the request with the Commission on Higher Education.

It is now recommended by Chancellor Ransom that the Board reaffirm the action taken at the July 12-13 meeting, with authorization to submit to the Texas Commission on Higher Education for its approval, that anthropology be included among the areas authorized to offer the Doctor of Philosophy degree.

III. TEXAS WESTERN COLLEGE

A. Title of Emeritus Professor for Dr. Floyd E. Farquear. --Chancellor Ransom presents the following recommendation:

> President Ray recommends and Chancellor Ransom concurs in the recommendation that the title of Emeritus Professor be awarded to Doctor Farquear effective with the date of his retirement which was August 31, 1963.

> > ****

B. Reorganization of the School of Engineering into Four Departments. --Below is the recommendation of Chancellor Ransom with respect to this reorganization:

> President Ray, upon the prior request of the Dean of School of Engineering and the proper faculty committees, and with the endorsement of the Chancellor, requests approval by the Regents of a proposal to establish a new departmental structure for the School, and endorsement of a request to the Texas Commission on Higher Education that for the present two-department internal structure a four-department structure be substituted, namely, Departments of Civil Engineering, Electrical Engineering, Mechanical Engineering, and Metallurgical Engineering.

The change will not expand the present degree curricula of the School of Engineering nor necessitate addition of faculty members not already contemplated in the development of the School. It follows the advisory recommendations and standards of the Engineers' Council for Professional Development and of the Texas Western Engineering Advisory Committee. It offers a significant advantage over the present departmental arrangement, since it corresponds with the separate degree programs offered and corresponds to the standard practice in other Schools of Engineering. President Ray has submitted a more detailed memorandum of justification for the change which is filed with the Secretary of the Board of Regents.

DOCUMENTS AND PROCEEDINGS OF THE GRADUATE ASSEMBLY

THE UNIVERSITY OF TEXAS

JANUARY 30, 1964

EMERGENCY MEETING

An emergency meeting of the Graduate Assembly of The University of Texas has been called for Tuesday, February 4, 1964, at 2:00 p.m. in Old Library Building 107 on the Main Campus. This emergency meeting is made necessary to consider certain aspects of doctoral programs at Dallas and Houston, respectively. Items to be considered have been studied and approved by a Special Ad Hoc Committee of the Graduate Faculty and will be reviewed by the Graduate Council on February 3. The provisional agenda includes:

- 1. Recommendations concerning areas at the Southwestern Medical School to be approved for Ph.D. programs.
 - a. Biochemistry (presently approved at M.A. level).
 - b. Pharmacology (presently included in interdepartmental programs).c. Radiobiology (presently included in interdisciplinary programs).
- 2. Admission and Degree Requirements of The University of Texas Graduate School of Biomedical Sciences at Houston, Division of Graduate Studies. (This school has been established by act of the State Legislature and their catalogue material follows with fidelity the wording and intent of the Graduate Catalogue of this University).

It is regretted that it is not possible to reproduce all the pertinent documents in time to mail them to you for your careful study. The reasons for this emergency action will be made apparent during the called meeting.

> H. R. Henze, Secretary Graduate Assembly

HRH: 1m

Distributed among the Members of the Graduate Assembly January 30, 1964.

SOUTHWESTERN MEDICAL SCHOOL IV.

> With reference to the following requests relating to the Southwestern Medical School, Chancellor Ransom's proposals are set out below:

Request for Graduate Programs: 1. Ph.D. in Biochemistry Α. 2. M.A. & Ph.D. in Radiobiology, 3.M.A. & Ph.D. in Phar-4. M.A. & Ph.D. in Physiology macology

> Upon approval of the Graduate Assembly, Doctor Ransom requests permission to submit the following graduate programs at Southwestern Medical School, Dallas, Texas, for approval of the Texas Commission on Higher Education at their April, 1964 meeting:

Program

Degree

1.	Biochemistry	Ph.D.
2.	Radiobiology	M. A . and Ph . D .
3.	Pharmacology	M.A. and Ph.D.
4.	Physiology	 M.A. and Ph.D.

Alelete Das These programs have been recommended by Dean Gill, and Dr. Wilson Stone and Dr. Norman Hackerman concur in the recommendation. Approval of the Graduate Assembly has been requested and this body is now studying the proposals. Normally, we do not submit recommendations to the Regents for their approval until after the program has been recommended by the Graduate Assembly.

It is important that this item be presented to the Texas Commission on Higher Education at their April meeting, and, since we must present our material to them thirty days prior to their meeting, this is the last opportunity we have to secure Regents' authorization to meet the deadline. These programs are particularly important to the Southwestern Medical School and The University of Texas because of the developments in cooperative arrangements for graduate work in the Dallas area.

Β. Cooperative Agreement for Graduate Studies in the Dallas Area

Chancellor Ransom recommends that the Board of Regents approve the participation of The University of Texas in the cooperative agreement for graduate studies in the Dallas area. Following this page is a document entitled, "A Program of Inter-Institutional Planning and Cooperation in Graduate Study and Research Among Universities and Colleges of the Dallas and Fort Worth Metropolitan Areas." This document, in principle, is acceptable to Dean Gill and Chancellor Ransom and there is substantial

agreement on the terms and conditions set forth, although certain minor changes in wording may be necessary in the final document.

Chancellor Ransom will give an oral report on the background and discussion meetings in support of this recommendation.

THE HOUSTON POST TUESDAY, JANUARY 14, 1964_____ SECTION I, PAGE 7 **Dallas-Fort Worth Area To Co-Ordinate Study**

AUSTIN — (#) — The State Commission on Higher Educa-tion announced the formation Monday of a program to co-ordinate graduate study and re-search among universities in the Dallas-Fort Worth area. Dr Lester Harreli commission

Dr Lester Harreli, commission director, said the program will "set a precedent for planning and policy for similar programs in other metropolitan areas of the state." A SIMILAR commission studie course offerings in North Texas showed that none of the four universities is meeting the area's needs. The commission

in other metropolitan areas of the state." A SIMILAR concept is under study by Gov John Connally's 25-man higher education study committee. The program will be guided by the Inter-University Council of the Dallas and Fort Worth metropolitan areas, formed as a result of a study by a com-mission committee headed by Rex Baker of Houston. Baker outlined the study at the com-put at the study at the com-sion: Approved curricula for Angelo State College at San Angelo and

Approved curricula for Angelo State College at San Angelo and Pan American College at Edin-burg. Both will join the state's system of 20 senior colleges next year

APPROVED course requests made by the University of Texas, Texas A&M, Texas Tech, University of Houston and Sam Houston and Stephen F. Austin State Colleges Texas, Texas A&M, Texas Tech, University of Houston and Sam Houston and Stephen F. Austin State Colleges. Rejected A&M's request for Rejected A&M's request for Discrete the program "a Discrete th

ing to have to be served by high quality graduate programs. I believe we can come to some bold new approach to the problem," Gray said. Dr John Guinn,

president of Texas Woman's University, out-lined the council's objectives,

A PROGRAM OF INTER-INSTITUTIONAL PLANNING AND COOPERATION IN GRADUATE STUDY AND RESEARCH AMONG UNIVERSITIES AND COLLEGES OF THE DALLAS AND FORT WORTH METROPOLITAN AREAS

Foreword

Officials of colleges and universities in the Dallas and Fort Worth metropolitan areas have over a span of years periodically given earnest consideration to the subject of inter-institutional cooperation. Although the deliberations of the past have produced significant instances of progress in joint or cooperative activities, their greatest value has been to lay foundations of understanding for a great new challenge which the administrative heads of five large institutions of higher learning, all with securely established doctoral programs in the two metropolitan areas, have recently determined to accept: namely, that of inaugurating, maintaining, and fostering major new areas of cooperation in graduate study and research.

Through their combined strengths, it is hoped and believed that 'each can contribute better to the area's resources in graduate education, thus helping to meet the North Texas region's insistent demands for more and more men and women who have had master's and doctoral training of the highest quality. The institutions which have now formally initiated the establishment of what will be called the "Inter-University Council of the Dallas and Fort Worth Metropolitan Areas," hereinafter called either Inter-University Council or simply Council, are the following: NORTH TEXAS STATE UNIVERSITY, SOUTHERN METHODIST UNIVERSITY, TEXAS CHRISTIAN UNIVERSITY, TEXAS WOMAN'S UNIVERSITY, and THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL. The Council would be alert to the needs for academic balance, but, also mindful of the particularly urgent needs of this area, would initially emphasize opportunities to strengthen graduate training in the sciences and engineering.

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While the five institutions named above will, as Corporate Members, have final authority in matters of organization, management, and policy for the projected Inter-University Council, which will be chartered as a non-profit educational corporation, it is emphasized that other degreegranting colleges, professional schools, and research entities will be invited to become affiliated with the Council. It is specifically provided are Now being invited to join educational that the following four, institutions will be-identified, with the Council as Associate Members, These four are ARLINGTON STATE COLLEGE, BISHOP COLLEGE, TEXAS WESLEYAN COLLEGE, and the UNIVERSITY OF DALLAS. An Associate Member will become eligible for approval of change in status from Associate substantial operations Member to Corporate Member whenever significant progress in graduate programs and research would appear to warrant the change. It is further specifically provided that the GRADUATE RESEARCH CENTER OF THE SOUTHWEST is being nvited to join will be identified with the Council as an Advisory Associate Member. Other degree-granting or graduate-education or research entities of the Dallas and Fort Worth Metropolitan areas may from time to time be added to the roster of Advisory Associate Members.

Each of the administrative heads of the five organizing, or Corporate Member, institutions will recommend promptly to his governing Board and/or superior in administration that approval be given for the creation of this Council to serve the purposes hereinafter set forth. Immediate development of a formal, detailed statement of policies and rules under which this inter-university organization will operate has also been committed by the five executive heads of the Corporate Member institutions.

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The Need

The great concentration of science-oriented industries in the Dallas and Fort Worth metropolitan areas has led to a requirement for broad programs of formal training at the graduate level for scientists and engineers employed by these companies. The requirement is for quantity without any sacrifice of quality, and for accessibility to the area of residence and employment. Even though vigorous efforts have been made by individual universities and colleges to meet the needs for graduate education, the requirement still is in excess of the available programs. The individual companies have spent and are spending substantial sums of money to provide tuition costs and leaves of absence for their scientists and engineers, to help satisfy their growing needs for minds trained to cope with the challenges of today's science-oriented industries.

The industries in Dallas and Fort Worth emphasize that this area's limited range in graduate education programs, particularly at the doctoral level, seriously handicaps them in recruiting and retaining the men and women they require. With industries throughout the country bidding for them, the men and women of the greatest abilities often choose employment in the area which offers them the best opportunities to pursue their respective ambitions for advanced education. The quality and variety of graduate education programs in an area, with maximum accessibility to residence and employment, is a basic consideration in acceptance of employment offers.

In addition to the demand for graduate degree work, industries in the area also demonstrate a strong requirement for "refresher" courses and seminars for their personnel who need to keep abreast of current developments, particularly in the sciences and engineering.

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A Challenge from the TCHE

In consideration of factual presentations, written and oral, which had previously been made before the Texas Commission on Higher Education in support of pending requests from North Texas State University and Texas Woman's University for approval of new doctoral programs in science fields, the Commission decided some months ago to evaluate the two sets of requests in the light of overall needs and existing resources for the further development of graduate programs in the Dallas and Fort Worth metropolitan areas. This manifestation of interest in the total needs of the metropolitan areas led to an important meeting in Dallas on December 16, 1963, under the sponsorship of the Commission. At this all-day session an ad hoc subcommittee of Commission members, together with the Director and other members of the Commission staff, thoroughly explored the question of need for additional doctoral and other graduate programs in the Dallas and Fort Worth areas. Leading business men and industrialists of the two metropolitan complexes presented a wealth of pertinent data; and the administrative heads of Texas Woman's University, North Texas State University, Southern Methodist University, Texas Christian University, Arlington State College, Texas A & M University, and The University of Texas described the capabilities of their respective institutions.

Near the close of the historic gathering held in Dallas on December 16, the TCHE subcommittee chairman, as well as the Director of the Commission staff, strongly emphasized the point that a plan for inter-institutional cooperation, involving both private and public universities of the Dallas and Fort Worth areas, should be developed at the earliest possible time. It was indicated that such a plan would materially contribute to early favorable action on the pending requests of NTSU and TWU for doctoral programs in science fields. A letter of December 19, 1963, written by

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the Director of the Commission to A. Earl Cullum, Jr. reinforced the position that, in the context of cooperation, "if not a well developed plan, at least the outline of a plan should be visible to the Commission and the schools before a decision is made."

The organization of the Inter-University Council is a direct response to the Commission's challenge. Essential details about the operational plans and objectives of the Council are set forth below under eight numbered headings.

The Inter-University Council

1. Membership

As indicated earlier, there will be five Corporate Members and $_{\delta}f_{1}^{\prime}ev$ two categories of affiliate membership: namely, Associate and Advisory Associate. The presidents or executive heads of all member institutions will be expected to attend regular Council meetings in person but may designate ranking associates to represent them when necessary.

2. Meetings

Regular meetings will be held every two months. Special meetings will be scheduled as necessary. Regular attendance by institutional representatives will be mandatory.

3. Chairmanship

The chairmanship of the Council will be rotated among the administrative heads of Corporate Member institutions on an annual basis.

4. Minutes and reports

Careful records will be kept and copies of all minutes will be furnished to the Texas Commission on Higher Education and

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5. Agenda

The chairman of the Council will invite suggestions from all categories of members in preparing agenda. Agenda will be mailed to all members at least one week in advance of any regular bi-monthly meeting.

6. Visitors

Representatives of the Texas Commission on Higher Education and members of governing boards of member institutions will always be welcome to attend regular bi-monthly meetings of the Council. Any member of the Council may invite a guest to any meeting of the Council.

7. General functions of the Council.

The Council will explore seriously all possible ways of achieving quality, prestige, balance, economy, efficiency, and harmony through inter-institutional cooperation in the further development of graduate programs, particularly doctoral programs, in the Dallas and Fort Worth metropolitan areas. Obviously, these goals must be sought within the framework of existing laws and institutional responsibilities. It would be clearly inappropriate for the Council, composed of both state-supported and privatelysupported universities, to act either as proponent or opponent of proposals for basic changes in the existing laws. Explorations, investigations, and discussions should, when appropriate, lead to recommendations for the attention of governing boards and/or the Texas Commission on Higher Education. Institutional aims, character, integrity, and identity shall be scrupulously respected.

8. Specific responsibilities of member institutions

The Corporate Members of the Council have agreed that they will undertake, within the framework of law and institutional policy, to provide all possible support for

(a) The immediate establishment of a coordinated program of library acquisitions. This will involve, among other things, the re-constitution of a regional union list of serials. Librarians will be instructed to meet regularly for the purpose of reaching understandings related to library use and library acquisitions. As is now the case in Denton for all students, the graduate students of member institutions should have access to the library resources of all the other member graduate institutions. A bookmobile plan could provide <u>daily service</u> for interlibrary loans. The effect would be a regional library of great strength and greater promise for graduate students, teaching faculty, and research staffs;

(b) The launching of procedures designed to make possible acceptable interchanges of faculty skills;

(c) The establishment of an Inter-University Graduate Faculty Council, with such auxiliary and affiliate faculty subcommittees as would be deemed appropriate. These groups would also meet at regular intervals, keep records, and submit recommendations for the consideration of the Council; and

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(d) Initiation of various types of feasibility studies for possible cooperation in specialized activities, such as the creation and utilization of an area network for closed circuit educational television; and, perhaps, the employment of a common facility for data processing and storing.

: 2

University of Dallas

POST OFFICE BOX 1330 DALLAS, TEXAS 75221

January 6, 1964

Mr. Gifford K. Johnson Ling-Temco-Vought, Inc. 9314 West Jefferson Dallas, Texas

Dear Mr. Johnson:

All of us are most appreciative of the initiative you and Mr. J.B. Thomas took in getting us together at Six Flags Inn last Thursday. I am sure you were aware that I was quite taken aback by the proposal that the University of Dallas join belatedly in a combine which would plage it in a disadvantageous position in the seeking of funds and give to the public the impression that it is a peculiar or inconsequential school. I am certain that the proposal did not appear in that light to you, and I shall not belabor the point here, but I should like to clarify in your mind the status of the University of Dallas. If I strain the bonds of niceties somewhat in drawing comparisons, it is to rectify the impression left by the meeting on Thursday.

Far from having a minor effect on the supply of scientific talent in the region, the University of Dallas will have a quite major one. Last year we graduated seven-physics majors: S.N.U. graduated three. Our undergraduate physics program is more advanced than that of the other schools in our area, our seniors taking a course out of Leighton's text on Modern Physics; I believe N.T.S.U. has a roughly equivalent course but it is only rarely elected by undergraduates. Our biology program is, I believe, the only one in the region which has been reformulated along biophysical lines and requires all majors to take the calculus and physics. Our mathematics is at least equally as demanding do any in the region and may be more so. We have an excellent scientific faculty, eight members holding at least one doctor's degree, four having completed course work for the doctorate and progressing on the dissertation, and two a little short of that point; all science faculty members pursue research, most have published, and three enjoy a reputation of some breadth. I believe my college president colleagues are aware of our scientific abilities and are aware, too, of our plans to proceed to graduate work, which, as Dr. Willis Tate pointed out, are more imminent for us than for Arlington State. We shall initiate graduate work in 1968, and contramy to what was said at the meeting, I am not violating any requirement of the Southern Association of Senools and Colleges, which recently accredited our undergraduate work; in stating to you our intentions, according to the secretary of the Association. Of course, the Association does not accredit programs which are not yet in operation. The program we have designed will carry students straight through from their freshman year into graduate work, and, since the major problem in running a graduate school is the acquisition of adequately prepared students, we might well become the major source of graduate scientific talent in the region. There is no major source at present, although there are some promising beginnings. Our excellent Southwastern Medical School has produced Ph.D.'s for a number of years; T.C.U. turned out two doctors in physics last year and has more coming along; N.T.S.U. has a good history of Masters in physics; S.M.U. turned out three Masters' in physics last year and has some advanced work going in engineering; I suppose T.M.U. has no plans along this line and Arlington State is some time away in its plans. Now and for the next few years the production will be meager; and it is no time to harden plans. My point is that it is unrealistic to consider graduate work in this area apart from the plans of the University of Dallas.

The University of Dallas has no desire to force itself upon any group who care to get together on any basis whatever. Our relations with our neighboring institutions have always been most friendly, and they have consistently extended to us the ancient academic courtesies. There is much to be gained from cooperation between our educational institutions for the good of this region, and I trust we shall never fail in this cooperation: But I believe it would be misleading to list the University of Dallas as an associate only to a group which exists more in hope than in fact. Therefore we should like to withdraw our name from the list of associate members and be listed as friendly cooperators, with assurances given to any interested state commissions that we shall always participate in realistic plans for education in our region.

> Donald A. Cowan President

Yours truly,

DAC:31

Copies to members present at Thursday meeting

Buildings & Grounds Committee

BUILDINGS AND GROUNDS COMMITTEE

Date: Friday, February 7, 1964

Time: 1:30 a.m.

Place: Main Building, Room 210 (Office of the Secretary)

Members:

Regent Redditt, Chairman Regent Brenan Regent Johnson Regent McNeese Chairman Heath, Ex-Officio Member

A. Joint Meeting of the Buildings and Grounds and Medical Affairs Committees

1. MEDICAL BRANCH

	a.	Outpatient-Clinical Diagnostic Building: Approval of Inscription on Plaque	26
	b.	Acquisition of Real Properties	26
	c.	Ratification of Agreement with Negotiator for Acquisition of Real Properties	27
	d.	Ratification of Agreement with Appraiser for Acquisition of Real Properties	27
	e.	Outpatient-Clinical Diagnostic Building	
		 Approval of Specifications for Furniture and Furnishings (Basement and Floors 1, 2, and 3) 	27
		 (2) Authorization to Executive Committee or Special Committee for Award of Contract for Fourth, Fifth, and Sixth Floors 	28
	f.	Central Water Chilling Station: Award of Con- tract for Addition No. 1 (Equipment Only) and Appropriation Therefor *	*
2.	м.	D. ANDERSON HOSPITAL AND TUMOR INSTITUTE	
		Two Temporary Buildings: Award of Contract for Construction	28, 34
3.	SO	UTH TEXAS MEDICAL SCHOOL	
		South Texas Medical School Building: Approval of Certain Contract Provisions with Bartlett Cocke and Associates and Phelps and Simmons and Asso- ciates as Associate Architects	**

* Bids to be Opened February 4, 1964

Me	eting	of the Buildings and Grounds Committee	Page No.		
1.	1. MAIN UNIVERSITY				
	a.	Central Water Chilling Station No. 2: Approval of Plans and Specifications for Addition (Equip- ment Only)	29		
	Ъ.	Joe C. Thompson Conference Center: Approval of Preliminary Plans	29		
	C.	Records Storage Building: Approval of Prelim- inary Plans	29		
	d.	Power Generating Equipment: Award of Contract	29,35		
	e.	Main University Power Plant: Authorization to Consulting Architects to Prepare Preliminary Plans for Addition (Building to House Additional Power Generating Equipment)	30		
	f.	Music Building: Ratification of Award of Contract for Revision of Air Conditioning System	30,36		
	g.	Electrical Distribution System: Ratification of Issuance of Purchase Orders for Material in Connection with Revision	31		
	h.	Engineering-Science Building: Appointment of Committee to Approve Specifications for Furni- ture and Furnishings	31		
	i.	C. P. Hall: Authorization to Prepare Plans, Specifications, and Cost Estimates for Moving and Renovating	*		
	j.	. New Defense Research Laboratory Building: Oral Report on Status			
2.	TE	TEXAS WESTERN COLLEGE			
	a.	Physical Sciences-Mathematics Building	32		
		 Authorization to Consulting Architect to Prepare Preliminary Plans Appropriation to Cover Consulting Archi- tect's Fees and Preliminary Expenses 			
	b.	Certain Lots Owned by First Unitarian Church, El Paso: Authorization to Secure Additional Appraisal	32		

* No Documentation

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THE UNIVERSITY OF TEXAS OFFICE OF THE COMPTROLLER AUSTIN 12

RECOMMENDATIONS TO REGENTS' BUILDINGS AND GROUNDS COMMITTEE

January 21, 1964

1. MEDICAL BRANCH - APPROVAL OF INSCRIPTION ON PLAQUE FOR OUTPATIENT-CLINICAL DIAGNOSTIC BUILDING .-- It is recommended that the inscription as set out below be approved for the plaque for the Outpatient-Clinical Diagnostic Building at the Medical Branch:

OUTPATIENT-CLINICAL DIAGNOSTIC BUILDING 1962

BOARD OF REGENTS

Thornton Hardie, Chairman

W. W. Heath, Vice-Chairman

Walter P. Brenan

J. P. Bryan

H. F. Connally, Jr., M. D.

Wales H. Madden, Jr.

A. G. McNeese, Jr.

John S. Redditt

French M. Robertson

Harry H. Ransom, Chancellor, The University of Texas Charles H. Sparenberg, Comptroller, The University of Texas

---000---

John B. Truslow, M. D., Executive Director and Dean, Medical Branch

---000---

Jessen, Jessen, Millhouse, and Greeven, Consulting Architect George Pierce - Abel B. Pierce, Associate Architect Spaw-Glass, Inc., General Contractor

This inscription follows the standard pattern approved by the Board.

2. MEDICAL BRANCH - ACQUISITION OF REAL PROPERTIES .-- Pursuant to the policies and procedures for the acquisition of properties previously approved by the Board of Regents, all sales contracts are to be submitted to the Board of Regents before closing.

At the November 8 and 9, 1963, meeting of the Board, the Administration was authorized to engage an independent appraiser outside of Galveston to appraise the initial piece of property to be purchased under the land acquisition program approved at the September 27-28, 1963, meeting of the Board. Mr. Neville F. Allison, M.A.I.-S.R.E.A., of Houston, Texas, was engaged to appraise Lot 13, Block 548, City of Galveston, Texas. Mr. Allison appraised this property for \$24,500 and in his certificate indicated that this was the market value.

Mr. E. D. Walker, Business Manager of the Medical Branch, has negotiated a contract of sale with the owners, Miss Hazel L. Walton, femme sole, and Mr. T. A. Waterman of the County of Galveston, Texas.

Assistant to the Chancellor Landrum and Vice-Chancellor Dolley recommend that the Board of Regents approve the purchase and ratify the signing of the contract of sale with Hazel L. Walton and T. A. Waterman in the amount of \$24,646 for the purchase of: Lot 13, Block 548, according to the Galveston City Company's map of said city in common use.

The purchase price recommended is the appraised value plus certain necessary closing costs. It is further recommended that the Business Manager of the Medical Branch be authorized to issue a voucher and check in the amount of \$24,646 and deliver said check in exchange for warranty deed and evidence of good title to said property. The source of funds for this initial payment is from payment received from The Sealy and Smith Foundation in the amount of \$25,000 as the initial payment on their commitment of \$3,800,000 to be paid over a five-year period in accordance with the agreement approved by the Board of Regents in the September 27-28, 1963, meeting.

3. MEDICAL BRANCH - RATIFICATION OF AGREEMENT WITH NEGOTIATOR FOR ACQUISITION OF REAL PROPERTIES.--At the November 8-9, 1963, meeting of the Board of Regents, Mr. J. W. McKenzie of Galveston was approved as negotiator for the purchase of the properties authorized by the Legislature for acquisition in blocks 430, 488, 489, 547, 548, 549, 550, 610, and 671. The fee to be paid is \$30,000. The Administration was authorized to execute a contract with Mr. McKenzie and the contract agreement has been signed for the University by Mr. E. D. Walker, Business Manager of the Medical Branch. Form of the agreement has been approved by Attorney Burnell Waldrep and we ask the Board of Regents to ratify signing of the agreement with Mr. McKenzie to act as the University's negotiator for the acquisition of properties in Galveston.

4. MEDICAL BRANCH - RATIFICATION OF AGREEMENT WITH APPRAISER FOR AQUISITION OF REAL PROPERTIES.--At the September 27-28, 1963, meeting of the Board of Regents, Mr. T. A. Waterman of Galveston, Texas, was approved as appraiser of the properties authorized by the Legislature for acquisition in blocks 430, 488, 489, 547, 548, 549, 550, 610, and 671. The fee to be paid is \$7,900 for the appraisal of some seventy nine lots. At the November 8-9, 1963, meeting of the Board, a progress report was given relating to negotiations with the understanding that the outcome of final negotiations would be reported at the next meeting of the Board.

We wish to report that the negotiations have been completed and that an agreement has been signed by and between T. A. Waterman, dba Waterman Realty Agency of Galveston, Texas, and the Board of Regents of The University of Texas. This agreement has been signed by Mr. E. D. Walker, Business Manager of the Medical Branch, and the form of the agreement has been approved by Attorney Burnell Waldrep and we ask the Board of Regents to ratify signing of the agreement with Mr. Waterman for appraisal of the properties in Galveston.

5. MEDICAL BRANCH - APPROVAL OF SPECIFICATIONS FOR FURNITURE AND FURNISHINGS FOR NEW OUTPATIENT-CLINICAL DIAGNOSTIC BUILDING (BASEMENT AND FLOORS 1, 2, and 3).--Specifications for Furniture and Furnishings for the Basement and First Three Floors of the New Outpatient-Clinical Diagnostic Building at the Medical Branch have been prepared by members of the staff of the Comptroller's Office and approved by Dr. Truslow, Comptroller Sparenberg, and Chancellor Ransom. It is recommended that they be approved by the Board and that Comptroller Sparenberg be authorized to advertise for bids to be considered by the Board at a later meeting.

The estimated cost of the furniture and furnishings covered by these specifications and by requisitions which will be issued later for certain types of hospital furniture and equipment is \$137,500.00. This estimated amount is considerably less than the balance in the project allotment account.

6. MEDICAL BRANCH - AUTHORIZATION TO EXECUTIVE COMMITTEE OR SPECIAL COMMITTEE FOR AWARD OF CONTRACT FOR FOURTH, FIFTH, AND SIXTH FLOORS OF OUTPATIENT-CLINICAL DIAGNOSTIC BUILDING.--In accordance with authorization given by the Board at the meeting held May 25, 1963, bids have been called for to be opened February 11, 1964 for construction of the Fourth, Fifth, and Sixth Floors of the Outpatient-Clinical Diagnostic Building at the Medical Branch. Since this bid opening accidentally falls right after the Regents' Meeting, it might delay construction on this project considerably if a contract award could not be made before the next Board meeting. It is, therefore, recommended that authorization be given to the Executive Committee or a Special Committee to award a contract for this project, after consideration of the bids and recommendations concerning the award from the architects involved, the Medical Branch, the Comptroller's office, and the Chancellor's office.

It should be explained that the time schedule for this project had to be worked out primarily on the basis of the estimated date of completion of the first part of the building now under construction (rather than the time of a Regents' meeting) which could not be forecast accurately in advance. Associate Architects Pierce and Pierce and the Clerk-of-the-Works on the project now estimate completion of the current project on March 31, 1964, although the contractor says he will be finished three or four weeks earlier.

Another factor involved is that the contract award is not considered final, as far as the State Department of Health and the U. S. Public Health Service are concerned, until the contract award is approved by the Surgeon General, after the award is made by the Board of Regents.

The contract award should be made as quickly as possible after February 11, 1964, although the Associate Architects have been instructed to call for extra time before issuance of work order to allow for the Surgeon General's approval.

7. M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE - AWARD OF CONTRACT FOR CONSTRUCTION OF TWO TEMPORARY BUILDINGS.--At the Regents' Meeting held September 28, 1963, authorization was given for taking of bids on the construction of two temporary buildings on Texas Medical Center property, south of the present building of M. D. Anderson Hospital and Tumor Institute, at an estimated cost of \$185,000.00. In accordance with this authorization, bids were called for and were opened and tabulated on January 14, 1964, as shown on the attached tabulation sheet. Since the acceptance of the low bid plus Architect's Fees and other costs would bring the total cost of the buildings to more than the \$185,000.00 authorized, it is recommended that an additional authorization of \$10,000.00 be made, bringing the total authorization to \$195,000.00.

Dr. R. Lee Clark now recommends that this \$195,000.00 be appropriated from the accounts named below:

All Current Restricted Funds:

Account Number	Account Title	Amount
51,512	Various Donors Unallocated Gift Fund	\$ 3,400.00
55,201	Various Donors for Melanoma Research	,
65,131	Various Donors for University	1,100.00
65,261	Cancer Foundation Various Donors Community Funds	186,000.00
65,271	for Research in Chemo-Therapy Sophie Caroline Steves Fund	4,100.00
	for Cancer Research	400.00
Total		\$195,000.00

Upon the basis of this appropriation, it is recommended that a contract be awarded to the low bidder, Epco Constructors, Inc., Houston, Texas as follows:

Base Bid Add Alternate No. l	\$134,468.00 41,105.00
Add Alternate No. 2	6,214.00
Total Recommended Contract Award	\$181,787.00

There was no Contingency Allowance included in the specifications for this contract, since it was thought by the Architects that the addition of such a Contingency might cause the bids to be in an amount larger than the authorization. Since it is believed desirable by the Comptroller to have at least a small contingency allowance against which additive change orders might be written during the progress of the construction, in accordance with the usual practice, it is further recommended that a Contingency Allowance of \$2,097.00 be added to this contract, bringing the total of the contract to \$183,884.00, with authorization to Comptroller Sparenberg to approve change orders to the contract within this amount.

These recommendations are made by Architects Brooks and Barr, Mr. Boyd, Dr. R. Lee Clark, and Comptroller Sparenberg, and are concurred in by Chancellor Ransom.

8. MAIN UNIVERSITY - APPROVAL OF PLANS AND SPECIFICATIONS FOR ADDITION TO CENTRAL WATER CHILLING STATION NO. 2 (EQUIPMENT ONLY).--At the Regents' Meeting hald September 28, 1963, authorization was given for the firm of Zumwalt and Vinther to prepare plans and specifications for the equipment necessary for the expansion of Central Water Chilling Station No. 2 at the Main University. These plans and specifications have now been prepared and approved by Main University Physical Plant Director Eckhardt, Main University Business Manager Colvin, Comptroller Sparenberg, and Chancellor Ransom. It is recommended that they be approved by the Board and that Comptroller Sparenberg be authorized to advertise for bids to be presented to the Board for consideration at a later meeing.

9. MAIN UNIVERSITY - APPROVAL OF PRELIMINARY PLANS FOR JOE C. THOMPSON CONFERENCE CENTER.--At the Regents' Meeting held December 1, 1962, authorization was given to the Consulting Architect to prepare preliminary plans for the Joe C. Thompson Conference Center. These preliminary plans and outline specifications have now been completed and approved by Dean Eddy, Main University Faculty Building Committee, Comptroller Sparenberg, and Chancellor Ransom, and the project has received the approval of the Governor. It is therefore, recommended that the preliminary plans and outline specifications be approved by the Board.

It is contemplated that a recommendation for appointment of an Associate Architect for this building will be made at a later date, since the construction of this building cannot be started until the new building for the Defense Research Laboratory has been properly financed, planned, and built.

10. MAIN UNIVERSITY - APPROVAL OF PRELIMINARY PLANS FOR RECORDS STORAGE BUILDING.--At the Regents' Meeting held May 25, 1963, authorization was given for the Consulting Architect to prepare preliminary plans for the Records Storage Building at the Main University. These preliminary plans and outline specifications have now been completed and approved by the Main University Faculty Building Committee, Main University Business Manager Colvin, Comptroller Sparenberg, and Chancellor Ransom, and it is recommended that they be approved by the Board. Authorization has already been given by the Board to the Main University Physical Plant staff to prepare the working drawings and specifications on this low-cost structure, which will be presented to the Board for approval at a later meeting.

11. MAIN UNIVERSITY - AWARD OF CONTRACT FOR POWER GENERATING EQUIPMENT.--In accordance with authorization at the Regents' Meeting held November 9, 1963, bids were called for and were opened and tabulated on January 7, 1964, for a Complete Power Generating System for the Main University, as shown on the attached tabulation sheet. These bids covered a Gas Turbine Unit Complete, with a complete Boiler Unit to be bid later. After consideration of the bids by all concerned, it is recommended by Main University Physical Plant Director Eckhardt, Main University Business Manager Colvin, Comptroller Sparenberg, and Chancellor Ransom that a contract be awarded to the low bidder, Westinghouse Electric Corporation, San Antonio, in the amount of \$1,085,000.00 on the basis of that company's bid No. V for a generating system with a guaranteed capacity of 15,030 KW, and a unit price of \$72.19 per KW.

Please note that although the recommended award is based on the high bid dollar-wise of Westinghouse Electric Corporation, because it covers a generating system of greater capacity than the other bids, it is the lowest bid per KW and is lower than the General Electric Company bid which was on a lower capacity system than any of the Westinghouse bids.

Since the load of the Main University is constantly increasing, it would appear to be wise to accept the bid on the largest capacity system offered by Westinghouse.

12. MAIN UNIVERSITY - AUTHORIZATION TO CONSULTING ARCHITECTS TO PREPARE PRELIMINARY PLANS FOR ADDITION TO MAIN UNIVERSITY POWER PLANT (BUILDING TO HOUSE ADDITIONAL POWER GENERATING EQUIPMENT).--At the Regents' Meeting held November 9, 1963, an appropriation was made for Expansion of Electrical Power Generating Facilities at the Main University, including the building to house the additional equipment authorized, and approval was given to the specifications for a power generating unit. At this meeting a recommendation is being made for award of a contract for the power generating unit, and it is believed desirable to start preparing plans for the building to house this equipment. It is, therefore, recommended that authorization be given for the Consulting Architects to prepare preliminary plans and outline specifications for an Addition to the Main University Power Plant (Building to House Additional Power Generating Equipment), these plans to be presented to the Board for approval at a later meeting. It is understood that Central Administration will secure the written approval of the Governor after obtaining the advice of the Legislative Budget Board.

It is estimated that the total cost of this separate building, to house the new Gas Turbine Unit power generating system, will not exceed \$300,000.00, including special foundations, crane, etc..

13. MAIN UNIVERSITY - RATIFICATION OF AWARD OF CONTRACT FOR REVISION OF AIR CONDITIONING SYSTEM IN THE MUSIC BUILDING.--The following memorandum from Comptroller Sparenberg dated January 9, 1964 has been approved by Chancellor Ransom and Vice Chancellor Dolley and a contract awarded on the basis of these approvals.

"At this time there is an appropriation of \$28,000.00 on the University's books for a project at the Main University entitled Music Building - Retirement of Refrigeration Plant and Conversion to Supply of Chilled Water. In connection with this project, plans and specifications for Revision of the Air Conditioning System in the Music Building were prepared by the Main University Physical Plant staff and approved by the Comptroller's Office. In accordance with the appropriation for this project as set out above and with the Comptroller's approval of plans and specifications, bids were called for and were opened and tabulated on January 8, 1964 as shown on the attached tabulation sheet. It is recommended that a contract be awarded to the low bidder, H. L. Arnold Company, Inc., Austin, Texas, in the amount of \$26,995.00.

"In order to make the contract award recommended above, since certain costs have already been incurred in connection with this project, it will be necessary to increase the appropriation for the overall project, as shown below:

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Costs Already Incurred:	
Advertising	\$ 27.72
Purchase Order for Fans and	Coils 5,029.00
Purchase Order for Pump	725.00
	5,781.72 26,995.00
Recommended Contract Award	<u>26,995.00</u>
Total Costs of Project	<u>\$32,776.72</u>

"It is, therefore, recommended that a transfer be made of the unused balance of \$5,012.61 in Account No. 36-0604-0083 - Major Repair and Rehabilitation Projects - Chemical Engineering Building - Refinishing Attic to Account No. 85-9038-0090 - Major Repair and Rehabilitation Projects - Retirement of Refrigeration Plant and Conversion to Supply of Chilled Water - Music Building.

"The recommendations made above are concurred in by Main University Physical Plant Director Eckhardt and Main University Business Manager Colvin.

"These recommendations are being made at this time because of the urgency of completing this work as quickly as possible. The refrigeration plant now in the Music Building was installed at the time the building was built and could fail in operation at any time; therefore, the cooling of this building should now be tied on to the Central Chilled Water System. Also, due to the nature of the construction of the Music Building, and particularly due to the fact that a number of the practice rooms are completely enclosed without any windows at all, it is highly desirable to push this work so that it can be completed by April 15, at which time the cooling will be needed in this building. If the recommended contract award is not made until the Board meeting, it would be at least another month before the work could be completed."

It is recommended that the actions taken as set out above be ratified and approved by the Board.

14. MAIN UNIVERSITY - RATIFICATION OF ISSUANCE OF PURCHASE ORDERS FOR MATERIAL IN CONNECTION WITH REVISION OF ELECTRICAL DISTRIBUTION SYSTEM.--At the Regents' Meeting held December 1, 1962, an appropriation was made for the Revision of the Electrical Distribution System at the Main University, and authority was given to Comptroller Sparenberg to approve requisitions for material needed in connection therewith, based on plans and specifications prepared by the Main University Physical Plant staff. It has been the practice of the Comptroller's Office to ask for ratification of these requisitions by the Board when the amount of the purchase was \$5,000.00 or more. It is, therefore, recommended that the actions taken as described below be ratified by the Board.

On the basis of two requisitions approved by Comptroller Sparenberg, purchase orders were issued as follows, awards being made to the lowest bidders meeting specifications and proper delivery schedules:

> The Exide Company, Houston, Texas (Battery Units and Chargers Therefor) \$ 7,836.68 The Okonite Company, Dallas, Texas (Cable) 19,814.87

15. MAIN UNIVERSITY - APPOINTMENT OF COMMITTEE TO APPROVE SPECIFICATIONS FOR FURNITURE AND FURNISHINGS FOR ENGINEERING-SCIENCE BUILDING.--Specifications for Furniture and Furnishings for the Engineering-Science Building being constructed on the Campus of the Main University are in process of being prepared, but are not yet ready for presentation to the Board. Since it is anticipated that they will be completed before the next meeting of the Board and should be advertised for bids as soon as they have been completed, so that the furniture, etc. may be installed as soon as possible after the building is ready for occupancy, it is recommended that a Special Committee composed of Comptroller Sparenberg, Vice Chancellor Hackerman, Chancellor Ransom, and Regent Heath be appointed to approve these specifications, with authorization to Comptroller Sparenberg to advertise for bids after such approval, these bids to be presented to the Board for consideration at a later meeting.

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16. TEXAS WESTERN COLLEGE - AUTHORIZATION TO CONSULTING ARCHITECT TO PREPARE PRELIMINARY PLANS FOR PHYSICAL SCIENCES-MATHEMATICS BUILDING AND APPRO-PRIATION TO COVER CONSULTING ARCHITECT'S FEES AND PRELIMINARY EXPENSES.--At the Regents' Meeting held November 9, 1963, authorization was given to file an application or applications for Federal Funds to be used in connection with the construction of a Physical Sciences-Mathematics Building at Texas Western College at an estimated cost of \$2,000,000.00, and the Consulting Architects were authorized to prepare <u>schematic</u> plans as needed for these applications. It is now believed desirable to start preparing preliminary plans for this building, and it is recommended that authorization be given for the Consulting Architect to prepare preliminary plans and outline specifications for a Physical Sciences-Mathematics Building at Texas Western College within the estimated cost shown above, to be presented to the Board for approval at a later meeting. It is understood that Central Administration will secure the written approval of the Governor after obtaining the advice of the Legislative Budget Board.

It is further recommended that an appropriation of \$20,000.00 be made to cover Consulting Architect's Fees and preliminary expenses (topographical surveys, test holes, etc.), with \$1,000.00 to come from Constitutional Tax Funds and \$19,000.00 to come from Permanent University Fund Bond Proceeds.

The Chancellor's Office has information to indicate that under H. R. 6143, the College Academic Facilities Act, the maximum grant is 33-1/3% of the total cost. The Board of Regents is therefore requested to authorize Texas Western College, the Comptroller's Office, and the Chancellor's Office to state to the Federal Government that \$1,333,333.00 will be available from Permanent University Fund Bond Proceeds for our share.

17. TEXAS WESTERN COLLEGE - AUTHORIZATION TO SECURE ADDITIONAL APPRAISAL OF CERTAIN LOTS OWNED BY FIRST UNITARIAN CHURCH, EL PASO.--At the Regents' Meeting held May 25, 1963, authorization was given to institute condemnation proceedings to obtain ten lots adjacent to the Texas Western College Campus owned by the First Unitarian Church in El Paso (Lots 11-20, Block 120, Alexander Addition). A hearing was held on December 18, 1963 before a group of three Commissioners appointed by the Judge of the County Court at Law, and these Commissioners confirmed the value of \$300.00 a lot, which was the value set in an appraisal by Mr. J. C. Holmes, employed by Texas Western College for this purpose. County officials and Assistant Attorney General Wayne Rodgers, who is handling the matter for the Attorney General's office, have informed the College that an appeal has been made by the Church, which appeal is to be heard by the County Court at Law; it is reported that it will probably be next September before the case will come up for hearing.

Mr. Rodgers believes that in the event either of a settlement before the hearing or of the hearing before the County Court at Law, another appraisal will be needed. Mr. Rodgers has further suggested that the appraisal now be made not only on the ten lots which the college wishes to purchase, but also on the ten lots on which the church is located.

In view of the circumstances set out above, and with the hope that with another appraisal there may be a possibility of settling the matter with the Church out of court, it is recommended by President Ray, Comptroller Sparenberg, and Chancellor Ransom that authorization be given for an additional appraisal of the ten lots owned by First Unitarian Church, El Paso, which the College wishes to purchase, and also for an appraisal of the lots on which the church is located, with the understanding that the cost of this appraisal will be paid from the same source of funds approved September 28, 1963 for the purchase of the lots, namely, General Funds Unappropriated Surplus of Texas Western College.

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

- Medical Branch Award of Contract for Addition No. 1 to Central Water Chilling Station (Equipment Only) and Appropriation Therefor (Bids to be Opened February 4, 1964)
- South Texas Medical School Approval of Certain Contract Provisions with Bartlett Cocke and Associates and Phelps and Simmons and Associates as Associate Architects for South Texas Medical School Building
- Main University Authorization to Prepare Plans, Specifications, and Cost Estimates for Moving and Renovating C. P. Hall
- Main University Oral Report on Status of New Defense Research Laboratory Building

BIDS ON TWO TEMPORARY BUILDINGS AT THE UNIVERSITY OF TEXAS M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE HOUSTON, TEXAS

Bids Opened: 2:30 P. M., Tuesday, January 14, 1964

BIDDER	BASE BID	ADD ALTERNATE NO. 1	ADD ALTERNATE NO. 2	METAL BUILDING
Aetna Construction Company: Bid No. 1	\$139,850.00	\$43,290.00	\$7,290.00	Metallic Building Co.
Bid No. 2	144,850.00	45,290.00	7,790.00	Armco Metal Products
Baxter Construction Co., Inc.	150,000.00	43,700.00	5,700.00	A. and S.Steel Bldg. Co.
W. S. Bellows Construction Corporation	146,700.00	45,000.00	6,500.00	Metallic Building Co.
Chambers & McGregor, Inc.	162,339.00	44,054.00	7,586.00	Metallic Building Co.
Epco Constructors, Inc.	134,468.00	41,105.00	6,214.00	Mes-Tex Steel Bldgs.
Houston Builders, Inc.: Bid No. 1	143,000.00	45,000.00	5,000.00	Mes-Tex Steel Bldgs.
Bid No. 2	146,200.00	46,600.00	5,500.00	Armco Metal Products
Meyerson Construction Company	144,300.00	44,000.00	6,500.00	Metallic Building Co.
Stag Construction Company	152,411.00	59,279.00	8,301.00	A. and S. Steel Bldg. Co.

All bidders are located in Houston, Texas.

All bidders submitted with their bids a bidder's bond in the amount of 5% of the total bid.

BIDS ON A COMPLETE POWER GENERATING SYSTEM MAIN UNIVERSITY OF THE UNIVERSITY OF TEXAS AUSTIN, TEXAS

Bids Opened: 2:30 P. M., Tuesday, January 7, 1964

BIDDER	BID B OND	GUARANTEED CAPACITY, KW	TOTAL BID	PRICE/KW	TIME OF COMPLETION
General Electric Company Schenectady, New York	5%	12,150	\$1,149,700	\$94.62	340 Cal. Days
Westinghouse Electric Corporation San Antonio, Texas:	\$75,000				
Bid No. I		13,500	1,060,000	78.51	300 Cal. Days
Bid No. II		13,630	1,060,000	77.77	300 Cal. Days
Bid No. III		12,360	1,030,000	83.33	180 Cal. Da ys
Bid No. IV		13,760	1,055,000	76.67	180 Cal. Days
Bid No. V		15,030	1,085,000	72.19	300 Cal. Days

BIDS ON REVISION OF AIR CONDITIONING SYSTEM IN THE MUSIC BUILDING MAIN UNIVERSITY OF THE UNIVERSITY OF TEXAS AUSTIN, TEXAS

Bids Opened: 2:30 P. M., Wednesday, January 8, 1964

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Bidder	Bid
H. L. Arnold Company, Inc. Austin, Texas	\$26,995.00
J. M. Boyer, Mechanical Contractor Austin, Texas	32,930.00
F and S Company Austin, Texas	32,500.00
Newmann and Payne, Inc. Austin, Texas	39,800.00

All bidders submitted with their bids a bidder's bond in the amount of 5% of the total bid.

Medical Affairs Committee

MEDICAL AFFAIRS COMMITTEE

Date: Friday, February 7, 1964

Time: 1:30 p.m.

Place: Main Building, Room 210 (Office of the Secretary)-After the Joint Meeting with B&G Committee, will meet in the Regents' Room (209)

Members:

Regent Connally, Chairman Regent Erwin Regent Madden Regent Olan Chairman Heath, Ex Officio Member

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A. Joint Meeting of Medical Affairs and Buildings and
 Grounds Committees (1:30 p.m.) - Room 210

 B. Meeting of the Medical Affairs Committee (2:00 p.m.) Room 209
 1. Medical Branch: Proposed Legislation
 (50th Legislature) Transfer of Marche State

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- . Medical Branch: Proposed Legislation (59th Legislature) Transfer of Moody State School from Board for Texas State Hospitals and Special Schools
- 2. Dental Branch: Establishment of an Institute for Dental Science

B1. MEDICAL BRANCH

Proposed Legislation (59th Legislature) Transfer of Moody State School from Board for Texas State Hospitals and Special Schools

Chancellor Ransom presents the following report and recommendation:

In late October, 1963, we inquired of Mr. Raymond Vowell, Executive Director of the Board for Texas State Hospitals and Special Schools, if The University of Texas would assume a different role in assisting with or preparing budget requests for the next biennium.

Mr. Vowell has advised us that by appropriate motion, the Board for Texas State Hospitals and Special Schools at the regular meeting on November 4, 1963, had requested that the Board of Regents of The University of Texas join with it in submitting a bill for consideration of the 59th Legislature to transfer the Moody State School to The University of Texas Medical Branch at Galveston. Mr. Vowell, in his letter to us, asked that we consider the letter an official request to the Board of Regents on this subject.

Doctor Ransom recommends favorable action on the request of the Board for Texas State Hospitals and Special Schools relating to the transfer of the Moody State School to The University of Texas. In the event of favorable action, Mr. Vowell has requested that The University of Texas prepare the biennial budget request for the Moody State School.

The Moody State School is now operated and maintained by the Medical Branch under the terms of Interagency Contract No. 4413-841.

B2. Dental Branch: Establishment of an Institute for Dental Science. --

Dean John Victor Olson of the Dental Branch submits on behalf of his faculty and with the concurrence and endorsement of Chancellor Ransom and Central Administration the following proposal for Regental consideration and action as indicated below:

1. The proposal is for establishment of a basic research arm of the Dental Branch to be known as the Institute for Dental Science. The Institute will be an organizational entity to provide for assembling carefully selected research scholars (in the basic sciences primarily, but also in clinical disciplines) to conduct inquiries related to dental health. In effect, it will add a major research dimension to the present role and scope of the Dental Branch. Research facilities of the Dental Branch are presently overburdened, so that it is impossible to expand basic research and initiate needed clinical research. The proposed Institute would provide facilities for individual as well as group or team research. It would allow investigators to integrate knowledge from widely diverse disciplines into an approach to clinical and basic dental problems. The Institute would also provide facilities for the training of students for careers in dental research.

2. At the same time, the Institute is considered to be an integral unit within the developing Graduate School of Biomedical Sciences in Houston. Its program, personnel, graduate teaching and physical quarters will be under the same controls and direction as those established for other units composing the GSBMS-Houston. Utmost flexibility to provide for groupings of researchers, allocations of physical space, and interdisciplinary as well as intradisciplinary collaboration between all institutes will be maintained. In brief, the Institute of Dental Science is proposed as an undertaking within the context of the Graduate School of Biomedical Sciences at Houston. Its initial activation through the Dental Branch simply capitalizes upon existing organizational and financial structures.

3. The present proposal climaxes two years of exploration by Dental Branch faculty members and extended discussions with officials of the National Institute of Dental Research. These latter officials have been most encouraging. NIDR is committed to the development of three or four major centers for basic research and the training of researchers in the United States. Officials have visited the Dental Branch several times and voice the opinion that the Dental Branch is uniquely capable of becoming one such center--with consequent major financial and programmatic support from NIDR. As tangible evidence of their favorable attitude, a major research grant has been made; the Dental Branch is encouraged to submit requests for Career Awards and Career Development Awards as suitable researchers are found, and an informal reservation of \$2,500,000 in Research Facilities construction funds has been made for The University of Texas pending completion of our decisions and plans. These and other facts point to high significance attached to this proposed move.

4. The Institute for Dental Science will be developed gradually, always under the closest guidance of Central Administration and the Graduate School of Biomedical Sciences in Houston. It will offer, by the way, an immediate means to recruit potential faculty members for the latter. 4.1. In personnel, the first step is to provide in the 1964-65 budget of the Dental Branch--within the framework agreed upon at the December 13 meeting--(a) for two to four members of the present Dental Branch faculty to be assigned part-time to the Institute, (b) for one or two new positions to be filled by basic science scholars of high caliber. These persons will, as will all appointees, be selected with the active participation and advice of Dr. Wilson Stone and of the Dean of the Graduate School of Biomedical Sciences in Houston when he is selected. Financial aids from the National Institute of Dental Research will be sought to supplement or replace budgeted provisions. Then, in subsequent years, additional positions will be created as Career Awards, Career Development Awards, other grants, and normal budgetary prospects indicate.

4.2. Persons must be on the ground before NIDR research grants can be secured, but there is every indication that after the starting period of two or three years almost all the non-faculty costs of Institute research can be cared for by such grants.

4.3. Physical space for the Institute becomes an inevitable necessity. For two or three years this can be provided on an austerity basis in the Old Dental School Building. But a major new structure is almost certainly implied as an immediate project if the Institute is authorized and gets started well. Tentatively, we estimate need for 125,000 sq. ft. at a cost approximating \$5,000,000. Preferably, this space would be in the structures for the GSBMS at Houston, not an extension of the present Dental Branch Building. It need not even be a separate building; the Institute could be one of the tenants in a composite building so long as its essential identification with research in dental health could be maintained. As indicated, matching funds in the amount of \$2,500,000 seem to be readily available from NIDR. With authorization from the Regents, the Chancellor and the Dean would proceed at once, with the assistance of the Development Board, to see what could be anticipated from private gift support. However, \$1,000,000 to \$1,500,000 may be the minimum necessary from Permanent University Fund sources.

5. If the proposal appears sound, the Regents are requested to approve the establishment of the Institute, thereby expressing a favorable attitude toward the idea and

(1) Empowering Dean Olson to prepare and submit 1964-65 Budget Requests as indicated.

(2) Indicating approval of the organization and development forecasts made herein, and authorizing Dean Olson to submit a prospectus of the Institute to the National Institute of Dental Research for advice and information.

(3) Authorizing preparation of a plan to finance the new construction necessary, to be submitted to the Regents for study and consideration. (This plan will also embrace recommendations from the Chancellor on location and nature of construction.)

It is specifically pointed out, however, that launching this Institute constitutes assumption of a major undertaking. While immediate additions to the operating budget of the Dental Branch are modest, over a period of five to seven years the Legislative appropriation request may have to increase by \$200,000 to provide salaries for the added research faculty. Most, and probably all, other research costs including those for supporting personnel, can come from grants. And, while the Regents make no commitment at this time to provide a new building, success by the Institute will almost certainly necessitate a construction project of the size indicated. At the same time, the prospect that the Institute will furnish a major impetus for properly housing the Graduate School of Biomedical Sciences at Houston is quite real.

Committee of the Whole

COMMITTEE OF THE WHOLE Chairman Heath, presiding

Time: 10:00 a.m., Friday, February 7 10:30 a.m., Saturday, February 8

Place: Regents' Room, Main Building 209

I. REPORT FROM ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE RE COACHES

II. ITEMS PRESENTED BY CHANCELLOR

III. EMERGENCY ITEMS BY INSTITUTIONAL HEADS, IF ANY

- A. Texas Western College (Doctor Ray)
- B. Medical Branch (Doctor Truslow)
- C. Dental Branch (Doctor Olson)
- D. M. D. Anderson Hospital and Tumor Institute (Doctor Clark)
- E. Southwestern Medical School (Doctor Gill)
- F. Graduate School of Biomedical Sciences at Houston (Doctor Taylor)
- G. South Texas Medical School (Doctor Berson)

IV. AMENDMENT TO RULES AND REGULATIONS, PART TWO, III, 13 (TRAVEL). --At the September meeting of the Executive Committee, Chancellor Ransom was requested to study the rules and regulations regarding permission to travel and to report to the Board. In this connection, Doctor Ransom presents the following recommendation:

The Administration was requested to study the present travel regulations and approvals for authorized absences and to recommend a revision in the existing Rules and Regulations for consideration of the Board.

In accordance with this request, Chancellor Ransom recommends approval of the Administration's recommendations as follows:

Current

13.21 Request for permission to be absent for a period not in excess of one week (7 calendar days) shall be transmitted through the proper administrative channels

Proposed

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

Current

to the executive head of the component institution for approval. At the Main University, request for such absence, including travel on official business without expense to the University, shall be transmitted, with reasons therefor, through the departmental chairman or administrative superior to the appropriate dean or equivalent administrative officer for approval; but if reimbursement for travel is involved, the approval of the President is required.

- 13.22 Request for permission to be absent for a period in excess of one week but not in excess of two weeks, including travel on official business, shall be transmitted through proper administrative channels to the Chancellor of the University for approval prior to such absence.
- 13.23 Request for permission to be absent for a period in excess of two weeks (excluding holidays approved by the Board), including travel on official business, shall be transmitted through proper administrative channels to the Chancellor of the University and to the Board of Regents or the Executive Committee of the Board for approval prior to such absence.

Proposed

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.

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 of the University for approval prior to such absence.

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 of the University and to the Board of Regents or the Executive Committee of the Board for approval prior to such absence.

V. RATIFICATION, AWARD OF CONTRACTS ON BLANKET SYSTEM-WIDE POLICIES FOR MONEY AND SECURITIES INSURANCE, BLANKET POSITION (FIDELITY) BOND, AND BOILER AND MACHINERY INSURANCE. -- The Administration's recommendation is on the following page.

-2-

THE UNIVERSITY OF TEXAS OFFICE OF THE COMPTROLLER AUSTIN 12

SPECIAL ITEM

January 21, 1964

Premium

\$ 2,388.29

SYSTEM-WIDE - RATIFICATION OF AWARDS OF CONTRACTS ON BLANKET SYSTEM-WIDE POLICIES FOR MONEY AND SECURITIES INSURANCE, BLANKET POSITION (FIDELITY) BOND, AND BOILER AND MACHINERY INSURANCE.--The blanket system-wide policies for Money and Securities Insurance and Blanket Position (Fidelity) Bond expired as at noon December 15, 1963. The blanket system-wide policy for Boiler and Machinery Insurance expired as at noon January 1, 1964. Awards of contracts for these three policies have been made for a three-year period as indicated below:

Money and Securities Insurance Policy -Hartford Accident and Indemnity Company, Hartford, Connecticut. Agent: Nieman, Hanks, and Puryear, Austin, Texas.

Blanket Position (Fidelity) Bond - The Travelers Indemnity Company, Hartford, Connecticut. Agent: Consolidated Insurance Agency, Austin, Texas.

Boiler and Machinery Insurance Policy - The Hartford Steam Boiler Inspection and Insurance Company, Hartford, Connecticut. Agent: Consolidated Insurance Agency, Austin, Texas

24,670.00

4,219.40

Hartford Accident and Indemnity Company and The Travelers Indemnity Company were required to submit three competitive bids each: on money and securities, on the fidelity bond, and on the two together. Awards made were in each case to the low bidder.

In accordance with previous practice, the Hartford Steam Boiler Inspection and Insurance Company policy was renewed without competitive bidding, because the premium includes inspection and reporting service, in which area this company is considered to be definitely superior.

In accordance with the Regents' Rules and Regulations, these awards were made by Comptroller Sparenberg, with the concurrence of Dr. Dolley, acting for the Chancellor's Office. Some premium adjustments will be made from time to time during the policy terms, of course, on account of changes in coverages brought about by more up-to-date information.

It is recommended that the Board of Regents ratify the actions above reported.

OFFICE OF THE BOARD OF REGENTS

MEMORANDUM

DATE January 21, 196

ro: Chairman W. W. Heath

FROM: Betty Anne Thedford

SUBJECT: Request for Special Operating Fund

Mr. Heath, attached is a report of the expenditures for use of this office on September 1, 1963, of the Special Operating Fund appropriated for use of this office on September 1, 1961. In accordance with the <u>Rubis and Regulations</u>, Part One, I, 4.21, the Secretary of the Board makes preparations for all meetings of the <u>Regents</u>. And certainly, it is the variety of duties in addition to the record keeping that makes the work of this office interesting. In this connection, I order the refreshments for the Regents' meetings. There are other things that we need which will cost a very small amount, as "dutch cobler!", water pitcher and glasses and things of this native for which we now pay rental to the cafeteria.

The foregoing rampling statements are a preface to my request for a transfer of \$500 from the Lila B. Etter Estate Fund to the Spedial Operating Fund of the Board of Regents.

Mak I add that we often need to have resolutions framed which have been passed by the Board and which should be the duty of the Secretary. You can see from this list the items for which I need this amount. VI. ITEMS REFERRED BY STANDING COMMITTEES, IF ANY

A. Executive Committee

- B. Academic and Developmental Affairs Committee (7).
- C. Buildings and Grounds Committee
- D. Land and Investment Committee
- E. Medical Affairs Committee

VII. REPORTS REFERRED BY SPECIAL COMMITTEES, IF ANY

VIII. SPECIAL ITEMS BY MEMBERS OF THE BOARD

A. Chairman Heath appenp, Legents Office -

- B. Vice-Chairman McNeese
- C. Regent Brenan

D. Regent Connally

E. Regent Erwin

F. Regent (Mrs.) Johnson

G. Regent Madden

H. Regent Olan

I. Regent Redditt

Land & Investment Committee

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LAND AND INVESTMENT COMMITTEE

- Date: Friday, February 7, 1964
- Time: 8:30 a.m.
- Place: Main Building, Room 210 (Office of the Secretary)

Members:

Regent Madden, Chairman Regent Brenan Regent Erwin Regent Olan Chairman Heath, Ex-Officio Member

- A. Detailed Agenda for the Land and Investment Committee as Prepared by the Endowment Officer (Pages i, ii, and iii)
- B. Trust and Special Funds Grouped for Investment
 - Recommendations for Additions--for action by Committee only (Item II.A. 3)
 - 2. Quarterly Review
- C. Outline by Secretary of Recommendations of the Administration to the Land and Investment Committee and Attachment No. 1.
- D. Discussion Matters
 - 1. Permanent University Fund
 - a. Pyote Air Force Base Easement No. 186
 - (1) Prospective Release by Federal Government
 - (2) Use as Special State School
 - b. Andrews County Boundary Matter
 - 2. Trust and Special Fund
 - a. Mary Heard Ellis Estate Executors' Fees
 - b. Miss Ima Hogg's Plans re Mineral and Royalty Interests
 - c. Archer M. Huntington Museum Fund
 - (1) Prospective Proposals from Union Carbide Corp.
 - (2) Advisability of New Appraisal of Huntington Lands
 - d. Special Fund for John Sealy Hospital Suggested Sale of R. J. Reynolds Tobacco Company Stock
 - e. Stevens Estate Texas Western College Possible Sale of Stevens Building
 - f. Frank B. Cotton Trust Chamizal Zone TWC Appraisal Work to be Done by Mr. Harold Legge

LAND AND INVESTMENT COMMITTEE February 7, 1964

PERMANENT UNIVERSITY FUND

INVESTMENT MATTERS: Α.

- l. Report of Purchases, Sales, and Calls of Securities.
- Permanent University Fund Investment Program Annual Review of 2. Investment Practices as Required by Senate Resolution.

LAND MATTERS: в.

- 1. Surface Lease No. 1805 (Renewal of 592), Magnolia Pipe Line Company, Andrews County, (Pump Station).
- 2. Pipe Line Easement No. 1806 (Renewal of 617), Phillips Pipe Line Company, Andrews County.
- 3. Pipe Line Easement No. 1807, Phillips Petroleum Company, Andrews County
- 4. Pipe Line Easement No. 1808, Northwest Production Corporation, Crockett County.
- Pipe Line Easement No. 1809, Union Texas Petroleum, a Division of Allied Chemical Corporation, Upton and Reagan Counties. 5۰
- 6. Power Line Easement No. 1810 (Renewal of 613), Texas Electric Service Company, Andrews County.
- 7. Power Line Easement No. 1811, Texas Electric Service Company, Ward County.
- 8. Pipe Line Easement No. 1812 (Renewal of 616), Phillips Pipe Line Company, Andrews County.
- 9. Pipe Line Easement No. 1813 (Renewal of 625), Texas-New Mexico Pipe Line Company, Andrews County.
- Pipe Line Easement No. 1814, Shell Oil Company, Andrews County.
 Pipe Line Easement No. 1815, Phillips Pipe Line Company, Andrews
- County .
- 12. Pipe Line Easement No. 1816 (Renewal of 629), Humble Pipe Line Company, Reagan County.
- 13. Pipe Line Easement No. 1817 (Renewal of 632), Humble Pipe Line Company, Reagan County.
- 14. Pipe Line Easement No. 1818 (Renewal of 633), Humble Pipe Line Company, Reagan County.
- 15. Surface Lease No. 1819, (Cathodic Protection Unit), El Paso Natural Gas Company, Hudspeth County.
- Pipe Line Easement No. 1820, El Paso Natural Gas Company, Andrews County. Pipe Line Easement No. 1821, Humble Oil & Refining Company, Andrews 16. 17. County.
- 18. Pipe Line Easement No. 1822, Texaco Inc., Ward County.
- 19. Pipe Line Easement No. 1823, El Paso Natural Gas Company, Crockett County.
- Pipe Line Easement No. 1824 (Renewal of 618), Phillips Petroleum Company, 20. Andrews County.
- Pipe Line Easement No. 1825, Phillips Petroleum Company, Crane County. 21.
- 22. Pipe Line Easement No. 1826 (Renewal of 611), Phillips Petroleum Company, Andrews County.
- 23. Surface Lease No. 1827, (Salt Water Disposal Well), Jocelyn-Varn Oil Company, Andrews County
- 24。 Power Line Easement No. 1828 (Renewal of 1610), General Telephone Company of the Southwest, Reagan County.
- Surface Lease No. 1829, (Tank Battery), Phillips Petroleum Company, 25. Crockett County.
- Pipe Line Easement No. 1830, Phillips Petroleum Company, Crockett County. Pipe Line Easement No. 1831, Phillips Petroleum Company, Andrews County. 26.
- 27.
- 28. Power Line Easement No. 1832, Southwest Texas Electric Cooperative, Inc., Upton, Crockett, Pecos and Reagan Counties.
- Pipe Line Easement No. 1833 (Renewal of 615), Humble Pipe Line Company, 29. Andrews County.

- 30. Pipe Line Easement No. 1834, Magnolia Pipe Line Company, Andrews County.
- Pipe Line Easement No. 1835, Magnolia Pipe Line Company, Andrews 31。 County.
- Pipe Line Easement No. 1836, Magnolia Pipe Line Company, Andrews 32, County.
- 33. Surface Lease No. 1837 (Renewal of 610), Gulf Oil Corporation, Crane County, (Salt Water Disposal).
- 34. Pipe Line Easement No. 1838, Gulf Oil Corporation, Crane County. 35, Pipe Line Easement No. 1839, Warren Petroleum Corporation, Crane County.
- 36, Power Line Easement No. 1840 (Renewal of 596), Southwestern Bell Telephone Company, Pecos, Crockett, Ector and Winkler Counties. 37. Surface Lease No. 1841 (Renewal of 603), (Camp Site) Amerada
- Petroleum Corporation, Reagan County.
- 38. Surface Lease No. 1842, (Plant Site) Cabot Corporation, Andrews County.
- Grazing Lease No. 902 (Renewal of 757), Three Kers, Ltd., Ward County. Grazing Lease No. 903 (Renewal of 774), Doyle Wheeler, Lamar County. 39。
- 40.
- 41. Material Source Permit No. 253, Ace Construction Company, Crane County. 42. Material Source Permit No. 254, Howard Shaw Contracting Company,
- Andrews County.
- 43。 Material Source Permit No. 255, H. & W. Construction Company, Inc., Crane County.
- 44. Material Source Permit No. 256, State Highway Department, Hudspeth County.
- 45. Material Source Permit No. 257, Border Road Construction Company, Ward County.
- Material Source Permit No. 258, Parker & Parker, Inc., Andrews County. 46.
- Power Line Easement No. 1784, Texaco Inc., Andrews County Correction 47. of Description.
- Grazing Lease No. 850, E. L. Hawkins, Pecos County Amendment to Lease. 48.
- 49. Mineral Lease No. 3, W. M. Clayton, Crane County - Assignment to B. H. Mansell and Amendment to Lease.
- 50. Water Contract No. 98, Pan American Petroleum Corporation, Andrews County - Amendment of Terms of Contract.
- C. **DISCUSSION MATTERS:**
 - Pyote Air Force Base Easement No. 186 Prospective Release by Federal Government to the University and Inquiries Regarding Use as Special State School.
 - 2. Andrews County Boundary Matter.

II. TRUST AND SPECIAL FUNDS

- A. INVESTMENT MATTERS:
 - 1. Report of Purchases, Sales and Calls of Securities.
 - 2. Report on Trust and Special Funds Investments for the Fiscal Year Ended August 31, 1963.
 - *3. Funds Grouped for Investment Quarterly Review and Recommendations re Additions.
- B. GIFT. BEQUEST AND ESTATE MATTERS:

1. M. D. Anderson Hospital and Tumor Institute - Establishment of Dorothy Calvert McLeod Fund for Patient Care.

- C. REAL ESTATE MATTERS:
 - Hogg Foundation: W. C. Hogg Memorial Fund Extension of Lease to 1. Houston Poster Advertising Company, McAshan Property, Main and Clay, Houston.
 - 2. Hogg Foundation: W. C. Hogg Memorial Fund Recommendation re Prospects for Sale of Main and Clay Property in Houston.
 - 3. Texas Western College Frank B. Cotton Trust Approval of Sub-Lease of Portion of Lease from Western GMC Trucks, Inc., to GMC Quality Trucks, Inc.
- D. BOND MATTERS:
 - 1. Main University \$1,800,000 Board of Regents of The University of Texas Student Housing Revenue Bonds of 1963 (HHFA Project CH-TEX-121[D]) (Brackenridge Tract) - Recommendation for Adoption of Resolution Authorizing Issuance of Bonds.
- E. DISCUSSION MATTERS:

 - Main University Mary Heard Ellis Estate Executors' Fees.
 Main University Hogg Foundation Progress Report on Miss Ima Hogg's Plans on Mineral and Royalty Interests.
 - 3. Main University Archer M. Huntington Museum Fund Prospective Proposals from Union Carbide Corporation and Others and Advisability of a New Appraisal of Huntington Lands.
 - 4. Medical Branch Special Fund for John Sealy Hospital Under the Joint Control of the Sealy and Smith Foundation and the Board of Regents -Suggested Sale of R. J. Reynolds Tobacco Company Stock.
 - 5. Texas Western College Stevens Estate Possible Sale of Stevens Building.
 - 6. Texas Western College Frank B. Cotton Trust Chamizal Zone -Appraisal Work to Be Done by Mr. Harold Legge.

*For action by the Land and Investment Committee only. For information of other members.

To the Members of the Regents' Land and Investment Committee The University of Texas

SUBJECT: FUNDS GROUPED FOR INVESTMENT

Gentlemen:

It is recommended that the following additions, representing new money and funds transferred, made to the "Funds Grouped for Investment" as of December 1, 1963, be approved, pursuant to the policy adopted by the Committee on July 9, 1948:

Lillian Barkley Scholarship Fund (\$2,887.51 already in Grouped)	\$	25。34
The Accounting Education Fund (College of Business Administration Foundation) (\$31,736.04 already in Grouped)		189 °00
J. Anderson Fitzgerald Special Scholarship Fund (College of Business Administration Foundation) (\$3,590.03 already in Grouped)		110.00
E. Bagby Atwood Memorial Graduate Scholarship in English (New Fund)	5	, 551.00
Morgan and Hamah Smith Callaway Fund (\$70,638.15 already in Grouped)		686。03
Emma Dallenbach Clark Fellowship in Psychology (\$18,183.49 already in Grouped)		182 _c 02
D. A. R. Scholarship (\$8,464.13 already in Grouped)		24.00
John Wallace Dallenbach Fellowship in Psychology (\$42,035.56 already in Grouped)		494°Ji
Kate J. Decherd Bible Scholarships (\$4,477.27 already in Grouped)		43,22
Edward Louis Dodd and Alice Laidman Dodd Fellowship Fund (\$37,000.00 already in Grouped)	1	, 220,54
J. C. Dolley Finance Education Fund (\$109.70 already in Grouped)		1,06
Frederick Eby Research Prize in Humanistic Studies (\$282.98 already in Grouped)		2.55
Advisory Council - Various Donors (College of Fine Arts Foundation) (\$1,866.91 already in Grouped)		903.17
Lucy Barton Scholarship (College of Fine Arts Foundation) (\$3,667.50 already in Grouped)		500 ₀00
Donna Dellinger Memorial Scholarship Fund (College of Fine Arts Foundation) (\$4,037.78 already in Grouped)		200 e 00
E. William Doty Scholarship Fund (College of Fine Arts Foundation) (\$1,582.03 already in Grouped)		114.18
Department of Drama Ex-Students Scholarship Fund (College of Fine Arts Foundation) (\$646.65 already in Grouped)		2。99

To the Members of the Regents' Land and Investment Committee February 8, 1964 - Page 2

FUNDS GROUPED FOR INVESTMENT (Continued)

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Mavis Alexander Fitzgerald Awards (\$155,54 already in Grouped)	\$ 1.73	
Mary E. Gearing Bequest for Child Welfare and Parent Education Foundation (\$17,298.47 already in Grouped)	350.07	
Hal P. Bybee Memorial Fund (Geology Foundation) (\$64,743.58 already in Grouped)(See page 3 for stock added)	535.00	
Robert H. Cuyler Memorial Scholarship (Geology Foundation) (\$10,792.42 already in Grouped)	365.00	
Carolyn G. and George M. Knebel Fund (Geology Foundation) (\$20,633.54 already in Grouped)	5,834.71	
Dr. F. L. Whitney Memorial Scholarship Fund (Geology Foundation) (\$7,720.00 already in Grouped)(See page 3 for stock added)	485.00	
The Gilbreth Award Fund (\$294.20 already in Grouped)	2.91	
Kappa Epsilon Scholarship Fund (\$1,029.30 already in Grouped)	12.49	
Bobby Layne Scholarship Fund (New Fund)	5 ,72 6.80	
Lora Lee Pederson Scholarship Fund, Graduate School of Social Work (\$1,453.94 already in Grouped)	12.67	
W。F。Gidley Appreciation Endowment Fund (Pharmaceutical Foundation) (\$1,638.51 already in Grouped)	22.05	
The Senior Class Endowment Fund (Pharmaceutical Foundation) (\$5,006.95 already in Grouped)	50.00	
Alma Jacobs House Piner Fund (\$6,131.85 already in Grouped)	60.68	
Milton Brockett Porter Memorial Fund (\$36.01 already in Grouped)	1.03	
DeWitt Reddick Journalism Scholarship Fund (\$2,954.18 already in Grouped)	36.58	
James M. Rockwell and Sarah Wade Rockwell Endowment Fund (\$34,187.50 already in Grouped)	1,000.00	
The Amanda Stoltzfus Memorial Trust Fund (\$2,259.47 already in Grouped)	29.89	
Dorothy Calvert McLeod Fund for Patient Care (M. D. Anderson Hospital and Tumor Institute) (New Fund)	13 , 785.44	
The Robert Cantrell Feamster Foundation (Medical Branch) (\$2,355.68 already in Grouped)	23.29	

To the Members of the Regents' Land and Investment Committee February 8, 1964 - Page 3 FUNDS GROUPED FOR INVESTMENT (Continued) Marvin Lee Graves Fellowship Fund \$ 1,000.00 (Medical Branch) (\$13,185.00 already in Grouped) Standard Oil Company (New Jersey) Capital Stock, transferred at market close 11/29/63 of 71 (close as of last business day of the quarter) to the following funds: Hal P. Bybee Memorial Fund - 179 Shares 9,514.00 (Geology Foundation) (\$65,278.58 already in Grouped) Frederick W. Simonds Memorial Scholarship - 10 Shares 710.00 (Geology Foundation) (\$10,575.00 already in Grouped) Dr. F. L. Whitney Memorial Scholarship Fund - 35 Shares 2,485.00 (Geology Foundation) (\$8,205.00 already in Grouped) Additional Total Added to Funds Grouped for Investment on December 1, 1963 \$52,293.58* *The above total of \$52,293.58, herewith submitted for approval, supplements additions to Funds Grouped on December 1, 1963, in the amount of \$4,249.75, previously approved by the Land and Investment Committee, making the total added to Funds Grouped on December 1, 1963, \$56,543.33. It is also recommended that the following additions, representing cash to be added to Funds Grouped as of March 1, 1964, be approved: The Accounting Education Fund Ś 110.00 (College of Business Administration Foundation) (\$31,925.04 already in Grouped) Mary E. Gearing Bequest for Child Welfare and Parent Education Foundation 71.40 (\$17,648.54 already in Grouped) Robert H. Cuyler Memorial Scholarship 20.00 (Geology Foundation) (\$11,157.42 already in Grouped) Dr. F. L. Whitney Memorial Scholarship Fund 5.00 (Geology Foundation) (\$10,690.00 already in Grouped) Hal P. Bybee Memorial Fund 1,746.00 (Geology Foundation) (\$74,792.58 already in Grouped) Senior Class Endowment Fund 10.00 (Pharmaceutical Foundation) (\$5,056.95 already in Grouped) Additions to Be Made to Funds Grouped March 1, 1964 \$ 1,962.40 Respectfully submitted STAFF INVESTMENT COMMITTEE

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4 * J. C. Dolley, Vice Chancellor (Fiscal Affairs) Wm. W. Stewart, Endowment Officer Mary E. Cook, Assistant to the Endowment Officer

FUNDS*GROUPED FOR INTESIME I As of November 30, 1963

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Par Valué or No. Shs.	Description	Book Value 11/30/63	Curren Book	t Yield Market	Current Mkt. Price 11/29/63*	Current Mkt. Value 11/29/63*	8 of Book	Total Market	Estimated Annual Income
	FIXED INCOME SECURITIES								
•	1. U. S. Government Bonds:				(1)				
\$ 10,000	2-1/2% Treasury Bonds, due 3/15/70-65	\$ 9,370.28	3.72%	3.78%	91.84375	\$ 9,184,38	0。43%	0.32%	\$ 346.88
20,000	2-1/2% Treasury Bonds, due 12/15/72-67	18,485.89	3.57	3.72	88,59375	17,718.75	0.86	0.61	659.38
12,000 24,500	3-7/8% Treasury Bonds, due 11/15/74	12,180,18	3.68	3.82	97,96875	11,756.25	0.57	0.41	448.64
15,000	3-1/4% Treasury Bonds, due 6/15/83-78 3% Treasury Bonds, due 2/15/95	24,551.90	3.23	3.65	88.625	21,713.13	1.14	0.75	792.79
	54 Heasury Bonds, due 2/15/95	15,007,56	3.00	3.49	86,00	12,900.00	0.70	0,44	449.76
81,500	Total U. S. Government Bonds	79,595.81	3.39	3.73		73,272.51	3.70	2,53	2,697.45
	2. Corporate Bonds:								
	Industrial Corporations Bonds								
10,000	Allied Chemical & Dye Corp. 3-1/2% Debs.,								
	due 4/1/78	9,865,15	3.64	3.84	93-1/2	9,350.00	0.46	0.32	359.30
15,000	Aluminum Co. of America 4-1/4% S. F. Debs.,			· .		-		•	
CO 000	due 1/1/82	15,074.00	4.20	4.21	100-1/4	15,037.50	0.70	0.52	633.50
60,000	Deere & Co. 4-1/2% Debs., due 10/31/86	60,207.46	4.47	4.43	101-1/4 B(2)	60,750.00	2.80	2.10	2,690.98
10,000	General Electric Co. 3-1/28 Debs., due 5/1/76	10,050.75	3.44	3.71	93-1/4	9,325.00	0.47	0.32	345。94
10,000 9,000	General Motors Corp. 3-1/4% Debs., due 1/1/79	10,100.44	3.15	3.27	97-1/2 (2)	9,750.00	0.47	0,34	318.52
9,000	P. Lorillard Co. 4-7/8% S. F. Debs., due 6/1/86	0 070 00							
15,000	National Steel Corp. First Mtge. Bonds,	8,979.30	4.90	4.79	102 B(2)	9,180.00	0.42	0.32	439.65
10,000	3-7/8% Series, due 11/1/86	14,808,18	3~98	4.20	93-5/8 B(2)	14 040 75	0.69	0.00	589.59
8,000	Procter & Gamble Co. 3-7/8% S. F. Debs.	149000010	2020	4020	9343/8 B(2)	14,043.75	0.09	0.49	283*23
- y	due 9/1/81	7,949,96	3。94	4.10	95-3/8 (2)	7,630.00	0.37	0.26	312.78
30,000	Sears, Roebuck & Co. 4-3/4% S. F. Debs.,	19545650	0004	4010	9 3- 5/6 (2)	/ 9030 000	0.37	0020	312.070
•	due 8/1/83	30,815,60	4,49	4.41	104-5/8	31,387.50	1.43	1.09	1,384.22
25,000	Standard Oil Co. (Indiana) 4-1/2% Debs.,						_0.0		-,
-	due 10/1/83	25,250.00	4.40	4.30	103-3/8	25,843.75	1.17	0,89	1,112.50
10,000	United States Steel Corp. 4% S. F. Debs.,	•			· · · · · · · · · · · · · · · · · · ·	•			
	due 7/1/83	10,040.00	3.96	4.11	96-7/8	9,687,50	0.47	0.33	398.00
202,000	Total Industrial Corporations Bonds	203,140.84	4.23	4 25	er L	201,985.00	0 45	6 00	9 5 94 00
20000	rotal industrial corporations bollds	200,140,04	7420	4.25	÷	201,303,00	9,45	6,98	8,584,98

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Par Value					Current	Current	_		Estimated
or		Book Value	Curren	t Yield	Mkt。Price	Mkt. Value	<u>% of</u>		Annual
No. Shs.	Description	11/30/63	Book	Market	11/29/63*	11/29/63*	Book	Market	Income
	2. Corporate Bonds: (Continued)					•			
	Public Utility Corporations Bonds								
\$ 10,000	American Tel. & Tel. Co. 2-3/4% Debs.								
	due 10/1/75	\$ 9,970.00	2。78%	3.27%	84-7/8	\$8,487.50	0。478	0.29%	\$ 277.50
10,000	Commonwealth Edison Co. 4-5/8% S. F. Debs.,		• •						
-	due 1/1/2009	9,954,50	4.66	4.53	102-1/4 B(2)	10 , 225.00	0。46	0.35	463.50
10,000	Consolidated Edison Co. of New York, Inc.								
-	First & Ref. Mtge. 3-1/2% Series I Bonds,								
	due 2/1/83	10,146.64	3.38	3。86	88-3/4 (2)	8,875.00	0。47	0.31	342.48
5 ,000	Ditto, 5% Series N Bonds, due 10/1/87	5,448.80	4.24	4.35	106-1/4	5 , 312.50	0.25	0.18	231.30
26 000	Ditto, 4-3/8% Series V Bonds, due 6/1/92	25,873.56	4.41	4.35	101 L(2)	26 ₉ 260.00	1.21	0.91	1,141.86
13,000	Consolidated Natural Gas Co. 5% Debs.,								
	due 9/1/82	13 , 872.43	4。35	4。43	105	13 , 650,00	0.65	0。47	604。18
1,000	Consumers Power Co. First Mtge. Bonds, 4-3/4%	·							
. •	Series, due 10/1/87	1,074,40	4,13	4.29	103-1/2	1,035.00	0.05	0.04	44。40
5,000	Dallas Power & Light Co. First Mtge. 3-1/8%	-							
•.	Bonds, due 2/1/86	5,025.65	3.09	3.15	98 <u>-</u> 1/2 B(2)	4,925.00	0.23	0.17	155.11
5,000	Duquesne Light Co. 3-5/8% First Mtge. Bonds,	-							
•	due 9/1/83	5,064,40	3.51	3。93	90-1/2 B(2)	4,525.00	0.24	0.16	178.03
10,000	Gulf States Utilities Co. 3-1/8% First Mtge.								
-	Bonds, due 12/1/82	8,649.04	4.41	4。56	83-3/4 B(2)	8,375.00	0.40	0.29	381.78
10,000	Houston Lighting & Power Co. First Mtge. Bonds,								
-	3-1/4% Series, due 3/1/86	10,086.40	3.18	3.83	83-3/4 B(2)	8,375.00	0.47	0.29	321.16
15,000	New England Tel. & Tel. Co. 3-1/8% Debs.,								
	due 12/15/88	15,235°75	3.00	3.76	81 B(2)	12,150.00	0.71	0.42	457.25
5,000	Ditto, 3-1/4% Debs., due 11/15/91	4,298.88	4。38	4.56	82-1/4 B(2)	4,112.50		0.14	187.54
26,000	Ditto, 4-1/2% Debs., due 7/1/2002	26,507.78	4。36	4.38	101-1/2 B(2)	26,390.00	1.23	0.91	1 ₉ 156 _° 98
12,000	New York Tel. Co. 4-1/8% Ref. Mtge. Bonds,								
	Series K, due 7/1/93	12 , 257.40	3。97	4.22	96 (2)	11,520.00		0.40	486.42
23,000	Ditto, 4-5/8% Bonds, Series M, due 1/1/2002	23,512.05	4.47	4.42	103-1/4 L(2)	23 , 747。50	1.10	0.82	1,050,45
46,000	Northern Illinois Gas Co. First Mtge. Bonds,								
-	5% Series, due 6/1/84	46 , 277.20	4。94	4。73	105 B(2)	48,300.00	2.15	1,67	2,286.80
30,000	Ohio Edison Co. First Mtge. Bonds, 4-1/2%								1 005 01
	Series, due 4/1/89	29 , 616.48	4.61	4,48	101-1/2 B(2)	30,450.00	1.38	1.05	1,365.04

Par Value or		•	Book Value	0	t Yield	Curren Mkt. Pr			Current ct. Value	% of	Total	Estimated Annual
No. Shs.	Description		11/30/63	Book	Market	11/29/			L1/29/63*	Book	Market	Income
108 01136	2. Corporate Bonds: (Continued)		11/30/03	BOOK	Market		0.5**	-	1/25/00	DOOK		
	Public Utility Corporations Bonds (Continued)											
\$ 30,000	Ohio Power Co. First Mtge. Bonds, 4-5/8%											
+ 00,000	Series, due 4/1/89	\$	29,904.12	4。65%	4.51%	102-3/4	B(2)	Ś	30,825.00	1.39%	1.07%	\$ 1,391.26
5,000	Oklahoma Gas & Electric Co. First Mtge. Bonds,	Ŷ	23,501822	18000	10010	202 07 1	2(2)	Ŧ	00 90200000	20000		• •
- • • • • •	4-1/28 Series, due 1/1/87		5,073 <i>.</i> 79	4.37	4.39	101	B(2)		5,050.00	0.24	0.17	221.86
5,000	Pacific Gas & Electric Co. First & Ref. Mtge.		0,00000			202	2(2)		•9••••			
	Bonds, 2-7/8% Series T, due 6/1/76		5,075.92	2.72	3。24	85-1/4	(2)		4,262.50	0.24	0.15	137,91
10,000	Ditto, 3-3/8% Series U, due 12/1/85		8,833,15	4.41	4.52	86-1/8			8,612,50	0.41	0.30	389.36
5,000	Ditto, 3-3/8% Series Z, due 12/1/88		4,802.12	3.68	4.20	84	(2)		4,200.00	0.22	0.15	176.51
10,000	Ditto, 5% Series BB, due 6/1/89		10,369,20	4,69	4,65	104-1/2	••		10,450.00	0.48	0.36	485。80
28,000	Ditto, 4-1/4% Series II, due 6/1/95		28,000.00	4.25	4.28	99-1/4	B(2)		27 790.00	1.30	0。96	1,190.00
10,000	Pacific Tel. & Tel. Co. 2-7/8% Debs.,		•						•			
-	due 10/1/86		9,819.22	3.01	3.80	77-5/8	(2)		7,762.50	0.46	0.27	295。36
5,000	Ditto, 3-5/8% Debs., due 8/15/91		4,614.72	4.23	4.39	88-7/8	(2)		4,443.75	0.22	0.15	195.01
15,000	Philadelphia Electric Co. First & Ref. Mtge.		•									
	Bonds, 3-1/8% Series, due 4/1/85		14,546.78	3.37	3。97	82-1/4	B(2)		12,337.50	0.68	0。43	489,83
5,000	Public Service Electric & Gas Co. First & Ref.		-									
	Mtge. Bonds, 3-1/4% Series, due 10/1/83		4,983.20	3.28	3,71	88	(2)		4,400.00	0.23	0.15	163.34
5,000	Ditto, 4-3/8% Series, due 11/1/86		5,178,94	4.07	4.22	100	B(2)		5 , 000.00	0.24	0.17	210.97
20,000	Ditto, 4-5/8% Series, due 8/1/88		20,209.50	4.54	4,47	102-1/2	B(2)		.20,500,00	0.94	0.71	916.62
29,000	Ditto, 4-3/4% Deb. Bond, due 10/1/81		29,614.92	4.53	4。48	103-3/8	B(2)		29 , 978,75	1.38	1.04	1,343.34
60,000	Southern Bell Tel. & Tel. Co. 4-5/8% Debs.,											
	due 12/1/93		60,685.03	4.54	4,45	103	B(2)		61,800.00	2.82	2.14	2,752.54
10,000	Southern California Edison Co. First & Ref.											
	Mtge. Bonds, 3-5/8% Series G, due 4/15/81		9,796.65	3.82	4.15	90-1/8			9,012.50	0.46	0.31	374.12
25,000	Ditto, 4-5/8% Series K, due 9/1/83		25 , 652.00	4.38	4.39	102-3/8	(2)		25 , 593.75	1.19	0.88	1,123.65
15,000	Southwestern Bell Tel。Co。3-1/8% Debs。,				,							
	due 5/1/83		13,792.17	3。86	4.21	84	B(2)		12,600.00	0.64	0。44	530.69
10,000	Texas Electric Service Co. First Mtge. Bonds,									3		053 34
	3-1/4% Series, due 5/1/82		,9,516,41	3.69	4.09	85-3/4			8,575.00	0.44	0.30	351,14
10,000	Ditto, 3-1/4% Series, due 3/1/85		10,152,22	3.13	3.74	85	B(4)		8,500.00	0。47	0.29	317.92
10,000	Texas Power & Light Co. 3-1/8% First Mtge.											001 00
	Bonds, due 10/1/84		10,172.62	2.99	3.67	83	B(2)		8,300.00	0.47	0.28	304.28
5,000	West Penn Power Co. First Mtge, Bonds,						-			a a1	0.15	100 50
	3-1/4% Series 0, due 4/1/82		4,445.00	4.35	4,49	85~3/4	B(2)		4 , 287.50	0.21	0.15	192.50

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Par Value or No. Shs.	Description	Book Value 11/30/63	Curren Book	t Yield Market	Current Mkt. Price 11/29/63*	Current Mkt. Value 11/29/63*	% of Total Book Market	Estimated Annual Income
NO 8 5115 8	2. Corporate Bonds: (Continued)	11/30/03	BOOK	Market	11/29/03*	11/29/03*	DOOK Harket	
	Public Utility Corporations Bonds (Continued)							
\$ 10,000	West Texas Utilities Co. First Mtge. Bonds,							
	3-7/8% Series E, due 1/1/88	\$ 10,109.27	3.79%	4,15%	92-1/4 B(2)	\$ 9,225.00	0.478 0.328	\$ 383.04
5,000	Wisconsin Electric Power Co. 3-7/8% First							
	Mtge. Bonds, due 4/15/86	5,009,45	3.86	4.18	92-1/2 B(2)	4,625.00	<u>0.23</u> <u>0.17</u>	193.33
60k 000	Matal Dutile Heliter Armanut from D.						00 07 00 00	05 060 16
604 ₉ 000	Total Public Utility Corporations Bonds	603,227.76	4.19	4.32		584,846.25	28.07 20.23	262,16 و25
806,000	TOTAL CORPORATE BONDS	806,368.60	4.20	4.30		786,831.25	37.52 27.21	33,847.14
	·							
	3. Preferred Stocks:							
140 Shs.	American Tobacco Co. 6% Cum. Pfd.	19 , 475.15	4.31	4.61	130-1/4	18 , 235.00	0.91 0.63	840.00
70 "	Dallas Power & Light Co. \$4.24 Cum. Pfd.	7,175.00	4.14	4.01	105-3/4 (4)	7,402.50	0.33 0.26	296.80
100 "	E. I. du Pont de Nemours & Co. \$3.50 Cum. Pfd.	10,068.63	3。48	4.12	85	8,500.00	0.47 0.29	350.00
150 "	General Motors Corp. Cum. Pfd. \$3.75 Series	14,306.00	3.93	4.21	89	13,350.00	0.67 0.46	<u>562.50</u>
	TOTAL PREFERRED STOCKS	F1 00% 70		h 00		N7 N07 50	0.00 1.60	2 040 30
	IOTAL PREFERRED STOCKS	51,024.78	4.02	4.32	. •	47,487.50	2.38 1.64	2,049.30
	TOTAL FIXED INCOME SECURITIES	936,989,19	4.12	4.25		907,591.26	43.60 31.38	38,593,89
					r - 100	مىرىمى يورى بىلى مىڭ مەرىپىلىدىك بىرىمىر.		<u>ە يېرىنى بەر بەر بەر بەر يېرىك بەر الەر يەر بەر بەر بەر بەر بەر بەر بەر بەر بەر ب</u>
•	EQUITY INCOME SECURITIES							
	4. Common Stocks							
	Industrial Corporations Common Stocks AUTOS & AUTO PARTS:							
400 Shs.	Ford Motor Company	18,129.76	3。97	3。47	51-7/8	20,750.00	0.85 0.72	720.00
1015 "	General Motors Corporation	22,839.57	17.78	5.07	78-7/8	80,058,13	1.06 2.77	4,060.00
400 **	Libbey-Owens-Ford Glass Company	18,118,25	5.74	4.99	52-1/8	20,850.00	0.84 0.72	1,040.00
		•						
	Total Autos & Auto Parts	59,087.58	9.85	<u>4°18</u>		121,658.13	2.75 4.21	5,820.00
	BUILDING MATERIALS:							
200 Shs.	Armstrong Cork Company	15,518,43	2.71	2.09	100-1/2	20,100,00	0.72 0.69	420.00
500 "	Johns-Manville Corporation	23,838.15	4,19	4.26	47	23,500.00	1.11 0.82	1,000.00
200 "	United States Gypsum Company	17,495.40	3.54	3.55	87-1/4	17,450.00	0,82 0,60	620.00
					- • ·			
	Total Building Materials	56,851,98	3.59	3.34		61,050,00	2.65 2.11	2,040.00

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Par Value			0	+ V ² -13	Current	Current	¢ "E	Total	Estimated Annual
or No. Cha	De souistion	Book Value	the second se	t Yield	Mkt. Price	Mkt。Value 11/29/63*	Book	Market	Income
<u>No. Shs.</u>	Description 4. Common Stocks: (Continued)	-11/30/63	Book	Market	11/29/63*	11/29/03*	DOOK	Market	
	4. Common Stocks: (Continued) Industrial Corporations Common Stocks								
	(Continued)								
	CHEMICAL PRODUCTS:								
532 Shs.	Allied Chemical Corporation	\$ 17,028,19	5.62%	3.33%	54-1/8	\$ 28,794.50	0.79%	1.00%	\$ 957 _° 60
401 "	Dow Chemical Company	12,671.41	5,06	2.52	63-1/2	25,463,50	0.59	0.88	641.60
150 "	E. I. du Pont de Nemours & Company	11,259,55	10.32	3.30	234-1/2	35,175.00	0.53	1.22	1,162.50
410 "	Monsanto Chemical Company	10,056.02	4.89	2.20	54-5/8	22,396.25	0.47	0.77	492.00
350 "	Union Carbide Corporation	26,429.30		3.21	112	39,200.00	1.23	1.35	1,260.00
	onion curdiae corporation	20,420,00	<u>4.77</u>						
	Total Chemical Products	77,444,47	5.83	2.99		151,029.25	3.61	5.22	4,513.70
								and the local data in the loca	
	CONTAINERS:								
400 Shs.	American Can Company	17,969.56	4.45	4.76	42	16,800.00	0.84	0.58	800.00
200 "	Continental Can Company, Inc.	3,511.50	11.39	4.71	42-1/2	8,500.00	0.16	0.29	400.00
200 "	Owens-Illinois Glass Company	5,694,16	8.78	2.86	87-1/2	17,500.00	0.27	0.61	500.00
	-				·		ىرى بايلانكى يوري مەر ە		
	Total Containers	27,175.22	6.26	3.97		42,800.00	1.27	1.48	1,700.00
			فيتنقص ويتك						
	DRUGS :								
300 Shs.	American Home Products Corporation	10,774.73	4.45	2.64	60-5/8	18,187.50	0.50	0.63	480.00
1200 "	Bristol-Myers Company	5,193.99	20.79	1.57	57-3/8	68 , 850.00	0.24	2.38	1,080.00
300 "	Parke-Davis Company	12,041.64	2.49	3.08	32-1/2	9,750.00	0.56	0.34	300.00
1200 🐂	Sterling Drug, Inc.	12,890.06	6.05	2.22	29-1/4	35,100.00	0.60	1.21	780.00
	Total Drugs	40,900.42	6.45	2.00		131,887.50	1.90	4.56	2,640.00
	ELECTRICAL-ELECTRONICS:								
900 Shs.	General Electric Company	32,388,41	6.11	2.67	82-1/2	74,250.00	1.51	2.57	1,980.00
800 "	Westinghouse Electric Corporation	19,454,84	4.93	3.32	36-1/8	28,900.00	0.90	1.00	960.00
	"				, -				
	Total Electrical-Electronics	51,843.25	5.67	2.85		103,150.00	2.41	3,57	2,940.00

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Par Value or		:	Book Value	Curren	t Yield	Current Mkt. Price		Current kt。Value	And the second sec	Total	Estimated Annual
No. Shs.	Description		11/30/63	Book	Market	11/29/63*		11/29/63*	Book	Market	Income
	4. Common Stocks: (Continued)							• •			
	Industrial Corporations Common Stocks										
	(Continued)										
	FOOD AND HOUSEHOLD:			0						0 004	\$ 790.40
416 Shs. 200 "	Borden Company	\$	11,844.27	6.67%	2.98%	63-3/4	\$	26,520.00	0.55%	0.92%	\$ 790.40 540.00
2.00	Coca-Cola Company		17,808.21	3.03	2.57	104-7/8		20,975.00	0.83	0.73	450,00
0/0	Colgate-Palmolive Company		5,590.55	8.05	2.96	40-1/2		15,187.50	0.26	0.52	
600 " 600 "	General Foods Corporation		17,020.21	7.05	2.31	86-5/8		51,975.00	0.79	1.80	1,200.00 960.00
000	National Biscuit Company		17,874.00	5.37	2.80	57-1/8		34,275.00	0.83	1.19	827.20
376 "	National Dairy Products Corporation		17,808.24	4.65	3.43	64-1/8	. —	24,111.00	0.83	0.83	027.20
	Total Food and Household		07 015 10	5 40	0 76			173,043.50	4.09	5,99	4,767.60
	total tood and household	-	87,945.48	5.42	2.76			1/0,040,00			
	METALS-NONFERROUS:										
400 Shs.	American Smelting & Refining Company		24,194,82	4.63	3,38	82-3/4		33,100.00	1.13	1.14	1,120.00
400 "	International Nickel Co. of Canada, Ltd.		7,859,00	12.22	3.75	64		25,600.00	0.36	0.89	960.00
	· ·						****	د. داری در مدر بیند و میران از این ا ر می	·		
	Total Metals-Nonferrous		32,053.82	6.49	3.54			58,700.00	1.49	2.03	2,080.00
							-				**
	OFFICE EQUIPMENT:										500 00
100 Shs.	International Business Machines Corporation		33,791.97	1.48	1.03	485-1/4		48,525.00	1.57	1.68	500.00
	PAPER PRODUCTS:										
200 Shs.	Kimberly-Clark Corporation		10.016.00	0.05	2 00	66 F/0		13,325.00	0.65	0.46	400.00
200 5115 8	Kimberty-clark corporation		14,016.92	2.85	3.00	66-5/8	-	13,323,00	0.00	0840	
	PETROLEUM PRODUCTS:										
311 Shs.	Continental Oil Company		17,391.50	3.58	3,48	57-1/2		17,882.50	0.81	0.62	622.00
2011 "	Gulf Oil Corporation		33,284.27	9.67	3.55	45-1/8		90,746.38	1.55	3.14	3,217.60
870 "	Phillips Petroleum Company		25,490.82	6.83	4,13	48-3/8		42,086.25	1.19	1.46	1,740,00
344 "	Standard Oil Company of California		13,444.83	5.12	3.33	60		20,640.00	0.62	0.71	688.00
1344 "	Standard Oil Company (New Jersey)		62,851.24	5.88	3.87	71		95,424,00	2.92	3.30	3,696.00
452 "	Texaco Inc.		16,899.00	5.62	3,19	65-7/8		29,775.50	0.79	1.02	949.20
				and the second second	مشترينية م	·		ى بىرى بەر يېلىكى بەر يېلىكى بىرى بالكى بىرى بەر يېلىكى ب ەر يېلىكى بىرى بەر يېلىكى بىرى بىرى بىرى بىرى بىرى بىر		والمتركبين والمركبينين والمراجب	
	Total Petroleum Products		169,361.66	6.44	3.68			296,554.63	7.88	10.25	10,912.80
							-			· · · · · · · · · · · · · · · · · · ·	

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Par Value			0	+ 25-23	Current	Current	۹ of	Total	Estimated Annual
or		Book Value	and the second se	t Yield	Mkt. Price	Mkt. Value	Book	Market	
No. Shs.	Description	11/30/63	Book	Market	11/29/63*	11/29/63*	BOOK	Market	Income
	4. <u>Common Stocks:</u> (Continued)								
	Industrial Corporations Common Stocks (Continued)								
	RETAIL TRADE:								
400 Shs.	J. C. Penney Company, Inc.	\$ 18,492.64	3.24%	3.40%	44-1/8	\$ 17,650.00	0.86%	0.61%	\$ 600.00
400 5118.	o. C. renney company, inc.	5 10,492.04	3.240	3.408	44-1/0	J 17,030.00			· <u>······</u>
	STEEL & IRON:								
500 Sh s 。	Bethlehem Steel Corporation	20 , 537.78	3.65	4。86	30-7/8	15 , 437.50	0,95	0.53	750.00
212 "	United States Steel Corporation	16,714.22	2.54	3.71	53-7/8	11,421.50	0.78	0.40	424.00
		0.5.050.00					1 70	0.02	1,174.00
	Total Steel & Iron	37,252.00	3.15	4.37		26,859.00	1.73	0.93	191/4000
	TIRES & RUBBER:								
604 Shs.	Goodyear Tire & Rubber Company	20,487.95	2.95	2.45	40-7/8	24,688,50	0.95	0.85	604.00
00 . 0 .00	oodytal ille e nabbel tompany	20,107,000							<u>خىنى بىرا بۇرىيە سەتىيات الىرى .</u>
	TOBACCO PRODUCTS:								
1200 Sh s .	R. J. Reynolds Tobacco Company	20,937,94	10.32	4.57	39-3/8	47,250.00	0.98	1.63	2,160.00
	TOTAL INDUSTRIAL CORPORATIONS								NO 050 10
	COMMON STOCKS	747,643.30	5.73	3.25		1,318,170,51	34.79	45.58	42,852.10
	Public Utility Corporations Common Stocks								
	LIGHT & POWER:								
500 Shs.	American Electric Power Company, Inc.	17,770.44	3.26	3.08	37-5/8	18,812,50	0.83	0.65	580.00
600 "	Baltimore Gas & Electric Company	13,421.64	5.54	3.54	35	21,000.00	0.62	0.73	744.00
800 "	Cincinnati Gas & Electric Company	14,560.57	5,05	3,70	24-7/8	19,900.00	0.68	0.69	736.00
400 "	Cleveland Electric Illuminating Company	11,614.52	4.13	3.76	31-7/8	12,750.00	0.54	0.44	480.00
420 "	Commonwealth Edison Company	12,924,19	4。55	2,90	48-1/4	20,265.00	0.60	0.70	588,00
400 "	Consumers Power Company	13,792.60	4.35	3.35	44-3/4	17,900.00	0.64	0.62	600.00
800 "	Detroit Edison Company	18,759.50	5.12	3.72	32-1/4	25,800.00	0.87	0.89	960.00
600 "	Gulf States Utilities Company	21,922.50	3.07	3.05	36-3/4	22,050.00	1.02	0.76	672.00
600 "	Ohio Edison Company	17,955.83	6.35	3,98	47-3/4	28,650.00	0.83	0.99	1 ,1 40.00
800 "	Oklahoma Gas & Electric Company	13,030.30	4.42	2.84	25-3/8	20,300.00	0.61	0.70	576.00
900 "	Pacific Gas & Electric Company	9,955.05	9.04	3.23	31	27,900.00	0.46	0 • 96	900.00
500 "	Philadelphia Electric Company	14,125.00	4.67	4.00	33	16,500.00	0.66	0.57	660.00

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Par Value					Current	Current			Estimated
or		Book Value	and the second se	t Yield	Mkt. Price	Mkt. Value	and the second se	Total Market	Annual Income
No. Shs.	Description	11/30/63	Book	Market	11/29/63*	11/29/63*	Book	Market	Income
	4. Common Stocks: (Continued)								
	Public Utility Corporations Common Stocks								
	(Continued) LIGHT & POWER: (Continued)								
816 Shs.	Potomac Electric Power Company	\$ 15,546.24	4,20%	3,95%	20-1/4	\$ 16,524.00	0.72%	0.57%	\$ 652.80
800 "	Public Service Co. of Indiana, Inc.	18,011.85	5,77	3.34	38-7/8	31,100.00	0.84	1.08	1,040.00
400 "	Public Service Electric & Gas Company	16,721.33	6.22	3.51	74-1/8	29,650.00	0.78	1.03	1,040.00
624 "	Southern California Edison Company	12,140,06	5,40	3.31	31-3/4	19,812.00	0.57	0.69	655.20
200 "	Southern Company	11,214,12	3,03	3.29	51-3/4	10,350.00	0.52	0.36	340.00
400 "	Texas Utilities Company	15,193.10	3,16	2.22	54	21,600.00	0.71	0.75	480.00
450 "	Virginia Electric & Power Company	14,227,50	3.29	2.46	42-1/4	19,012.50	0.66	0.65	468.00
884 "	Wisconsin Electric Power Company	17,747.02	4.98	3.60	27-3/4	24,531.00	0.83	0.84	884.00
			-			مىرى كى تىكىنى <u>تى بىرى بى تى بى</u>			
	Total Light & Power	300,633,36	4.72	3.34		424,407.00	13.99	14.67	14,196.00
		•							
	TELEPHONE :				100 1/4		0.96	1.76	1,317.60
366 Shs.	American Telephone & Telegraph Company	20,612.35	6.39	2.59	139-1/4	50,965.50	0.50	1.70	
	TOTAL PUBLIC UTILITY CORPORATIONS								
	COMMON STOCKS	321,245.71	4,83	3.26		475,372.50	14.95	16.43	15,513.60
		0229210372					فيكذل مغيرة الجرعة	الكالانتيان الكالينية بيب	
	Railroad Corporations Common Stocks								
500 Shs.	Atchison, Topeka & Santa Fe Railway Company	12,647.50	5.73	5.04	28-3/4	14,375.00	0.59	0.50	725.00
200 "	Norfolk & Western Railway Company	15,203.76	7.89	5.33	112-1/2	22,500.00	0.70	0.78	1,200.00
406 "	Union Pacific Railroad Company	12,039.20	5.73	4.11	41-3/8	16,798.25	0.56	0.58	690.20
								<u>.</u> ·	
	TOTAL RAILROAD CORPORATIONS					FO 680 05	1 05	1 06	2,615.20
	COMMON STOCKS	39,890.46	6,56	4.87		53,673.25	1.85	1.86	2,013,20
	Financial Corporations Common Stocks	•							
	BANKS:				(3)				
315 Shs.	Bank of America NT & SA (San Francisco)	13,050.06	4.83	3.15	63.5625	20,022.19	0.61	0.69	630.00
300 "	Bankers Trust Company (New York)	18,062.50	3.32	3.72	53-3/4	16,125.00	084	0.56	600.00
208 "	Chase Manhattan Bank (New York)	11,775.00	4.59	2.78	93-1/2	19,448.00	0.55	0.67	540.80
300 "	Chemical Bank New York Trust Company	16,225.00	5.18	3.51	79-7/8	23,962.50	0.75	0.83	840,00
216 "	First National City Bank of New York	13,785.08	4.70	2.74	109-1/2	23,652.00	0.64	0.82	648.00
	Total Banks	72,897.64	4.47	3.16		103,209,69	3.39	3.57	3,258,80
	Iorat Baiks		Charles Statistics	0.10) constant <u>Anna an Anna an Anna an</u>
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FUNDS GROUPED FOR INVESTMENT As of November 30, 1963

(Continued)

Par Value or		Book Value	and the second second second second	t Yield	Current Mkt. Price 11/29/63*	Current Mkt. Value 11/29/63*	% of Book	Total Market	Estimated Annual Income
No. Shs.	Description 4. Common Stocks: (Continued)	11/30/63	Book	Market	11/29/03**	11/25/00			
	Financial Corporations Common Stocks (Continued) FINANCE COMPANIES:								
400 Shs.	C. I. T. Financial Corporation	\$ 11,038.96	5.80%	4.10%	39	\$ 15,600.00	0.52%	0。54%	\$ 640.00
400 "	Commercial Credit Company	17,010.24	4.23	4.50	40	16,000,00	0.79	0.55	720.00
	Total Finance Companies	28,049.20	4.85	4.30		31,600.00	1.31	1.09	1,360.00
	TOTAL FINANCIAL CORPORATIONS COMMON STOCKS	100,946.84	4,58	3.43		134,809.69	4.70	4.66	4,618,80
	TOTAL COMMON STOCKS (TOTAL EQUITY INCOME SECURITIES)	1,209,726.31	5.42	3.31		1,982,025.95	56,29	68,53	65,599.70
	TOTAL SECURITIES	2,146,715.50	4.85%	3.61%		2,889,617.21	99.89	99,91	\$104,193.59
	5. Cash on Hand 11/30/63:	2,453.08				2,453.08	0.11	0.09	
	TOTAL FUND	\$2,149,168.58				\$2,892,070.29	100.00%	100.00%	

* Market close November 29, 1963, The Wall Street Journal, unless otherwise indicated.

(1) Average of Bid-Ask, November 29, 1963, C. J. Devine & Co.

(2) Bid price, last sale or average of Bid-Ask as of November 29, 1963, Bond Guide. (Standard & Poor's)

(3) Average of Bid-Ask as of November 29, 1963, The First Boston Corporation.

(4) Bid price or average of Bid-Ask as of November 29, 1963, Merrill Lynch, Pierce, Fenner & Smith Inc.

MEC:rg:cm December 10, 1963 Unit Value = $\frac{\$2,892,070.29}{1,434,275}$ = \$2.016398731

TRUST AND SPECIAL FUNDS COMMINGLED UNDER FUNDS GROUPED FOR INVESTMENT AS OF DECEMBER 1, 1963

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		Fund Balance	Total Units	Units Issued	Total Units
Fund	-	12/1/63*	9/1/63	<u>12/1/63</u> #	<u>12/1/63*</u>
MAIN UNIVERSITY FUNDS:		-	v		
American Association of University Women	\$	10,001.00	10,255		10,255
Fellowship . Belle Clayton Atkeisson Scholarship.	Ψ	5,000.00	2,782		2,782
		1,000.00	1,061	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	1,061
Ballinger and Jack Law Fund		2,500.00	2,651		2,651
		2,912.85	1,508	112	1,620
Lillian Barkley Scholarship Fund		2,912.09	1,000	112	02061
W. J. Battle Scholarship in Classical		2,750.00	2,916		2,916
Languages		36,000.00	23,218		23,218
Harriet F. Batts Art Scholarship		50,000.00	01260		012 و 22
- · · · ·		1,820.00	1,742		1,742
and Loan Fund		1,020,00	247 67	W (3	19 [42
		10 000 00	6,605		6 605
Engineering)		10,000.00 4,602.77	3,551		6,605 3,551
		30,000.00	19,711		19,711
The Herbert S. Bonham Law Scholarship.		28,500.00	16,980		16,980
Bromberg Memorial Fund for Faculty Awards Florence Ralston Brooke Austin High School		20,700.00	10,900	68	10,900
Athletic Cup and Scholarship Fund		2,000.00	2,086	43 (3)	2,086
Florence Relston Brooke Fund for Library		2,000.00	2,000	60	2,000
		17,681.15	14,082	_	14,082
Books		T1,001,15	14,002		200 و14
English Fund		4,160.30	4,159	(3 (3)	4,159
Brown Scholarship Fund		10,000.00	10,000		10,000
W. J. Bryan Prize in Government.		1,877.33	1,727		1,727
Burleson Texas History Prize Endowment Fund.		1,050.00	693		-, 121 693
Thomas Frederic Bush Scholarship Fund		20,553.58	14,689		14,689
College of Business Administration Foundation:		~~,,,,,,,,,	14,009		9009 وجد
The Accounting Education Fund		31,925.04	18,194	94	18,288
The Marquis G. Eaton Accounting		JIJ JE / 104		9 +	002 و10
Education Fund		13,047.00	8,020		8,020
J. Anderson Fitzgerald Special Scholarship			0,020		0,020
Fund		3,700.03	2,063	55	2,118
Cabot Education Grant in Journalism.		9,492.66	6,247		6,247
Morgan and Hamah Smith Callaway Fund		71,324.18	40,825	340	41,165
ALilia M. Casis Fellowship.		5,000.00	5,016		5,016
Lilia M. Casis Spanish Research Fund		5,607.40	5,609	40 gp	5,609
Chemistry Fund - Various Donors for					///
Various Purposes		5,200.00	2,884	53 69	2,884
Chimes Scholarship Fund.		1,240.40	1,045	د به	1,045
Emma Dallenbach Clark Fellowship in		-			-, -, -, -,
- Psychology		18,365.51	10,832	90	10,922
Cora Crawford Scholarship.		5,000.00	,5,303		5,303
The L. H. Cullum Fund.		20,000.00	10,882		10,882
D. A. R. Scholarship		8,488.13	7,532	12	7,544
Daily-Times Herald Scholarship		5,000.00	5,303		5,303
John Wallace Dallenbach Fellowship in		-			<u> </u>
Psychology		42,529.70	29,406	245	29,651
Karl M. Dallenbach Scholarship in Psychology .		2,000.00	1,152	==	1,152
		-	• •		

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	Fund Balance	Total Units	Units Issued	Total Units
Fund	12/1/63*	9/1/63	12/1/63#	12/1/63*
MAIN UNIVERSITY FUNDS: (Continued)				
Kate J. Decherd Bible Scholarships	\$ 4,520.49	2,572	21	2,593
Mamie Sue Bastian Scholarship	10,000.00	8,744	a #	8,744
Annie Webb Blanton Scholarship	10,000.00	9 , 218	a e	9,218
Eula Lee Carter Scholarship.	10,000.00	8,806	Ca C	8,806
Maggie C. Murchison Scholarship.	1,500.00	1,407	68 62 62 68	1,407
Clara M. Parker Scholarship.	1,525.00	1,606		1,407
Edward Louis Dodd and Alice Laidman Dodd		000 ولد		-,000
Fellowship Fund.	38,220.54	18,054	605	18,659
J. C. Dolley Finance Education Fund.	110.76	63	1	64
Department of Drama Scholarships	4,499.49	4,083	ل جو	4,083
Clara Driscoll Scholarship for Research	ッ・フフ・サブ	-+ , UUJ		
in Texas History	10,103.45	8,970	ga en	8,970
James R. Dougherty Foundation: Rachael		01560		0,710
James R. Dougherty Foundation: Rachael Dougherty Vaughan Fund	33,013.41	20,608		20,608
Frederick Eby Research Prize in Humanistic	4⊥+• ٦±∿ ورر	000 و22		000
Studies in Education	285.53	152	ı	153
College of Engineering Foundation:	207.73	172	1	±73
College of Engineering Foundation: Alfred and Nellie King Graduate Fellowship	20,350.38	13,040		13,040
The F. B. Plummer Scholarship Recognition	20,370,30	040 و ج		040 و ٦ ـ
Fund in Petroleum Engineering	1,198.46	691		691
Various Donors - Various Purposes	1,198.46 1,639.76	691 858	cat 65	691 858
Sally Carruth Farley Scholarship	1,639.76 3,000.00	2,673		858 2,673
Felsing Memorial Fund.	3,000.00 917.45			
College of Fine Arts Foundation:	ソエ (・4)	734		734
College of Fine Arts Foundation: Advisory Council - Various Donors	0 770 A	1,022	448	1 1.000
Lucy Barton Scholarship.	2,770.08 4,167.50			1,470
Morton Brown Drama Scholarship Fund	4,167.50 5,000.00	1,971 2,650	372	2,343 2,650
Morton Brown Drama Scholarship Fund Donna Dellinger Memorial Scholarship Fund.	5,000.00 4,237.78	2,650 3,051		2,650 3,150
E. William Doty Scholarship Fund	4,237.78 1,696.21	3,051 844	99 57	3,150 901
Department of Drama Ex-Students	L - 170 و	044	21	901
Scholarship Fund	649.64	178	164	342
Anna and Fannie Lucas Memorial	<u>↓</u> ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	T 10	104	5+ C
Scholarship Fund	3,750.00	3,445	ge #**	3,445
Mavis Alexander Fitzgerald Awards.	157.27	3,447 103	 1	3,445 104
W. H. Francis, Jr. Chair - School of Law .	25,030.93	14,622	ية. س	14,622
I. Friedlander Building and Loan Prize	1,557.61	14,022		14,022 1,250
Mary E. Gearing Bequest for Child Welfare			~ 3	U(2 و ل
and Parent Education Foundation.	17,648.54	9,526	174	9,700
Geology Foundation:	÷1 و ۲۰۰۵ ک	7,720	⊥/*	00) ولا
Hal P. Bybee Memorial Fund.	74,792.58	36,230	5,754	41,984
Robert H. Cuyler Memorial Scholarship.	(4, (92.50 11, 157.42	30,230 5,940		
Miss Effie Graves Scholarship Fund	10,000.00		315	6,255 5,968
Ceorge Stuart Heyer Memorial Fund.	57,039.17	5,968 29,542	60 60	5,968 29,542
Carolyn G. and George M. Knebel Fund	26,468.25	29,542 11,237	2,894	29,542 14,131
Mr. and Mrs. L. F. McCollum Scholarship		\C>(±+	4℃ وے	14,131
in Geology	8,525.00	5,154		r - 1 - 1.
Frederick W. Simonds Memorial Scholarship.	0,525.00 11,285.00	5,154 5,992	352	5,154 6,344
Various Donors	16,257.21			6,344 10,368
Dr. F. L. Whitney Memorial Scholarship	-U,27(02L	10,368	60 ch	10,368
	10,690.00	4,002	1,497	E lico
F. L. Whitney Memorial Book Fund -		7,002	→ッ サブ (5,499
Various Donors	1,000.00	523		E @2
German Play Scholarship Fund - Various	<u>لار</u> ، 000 و	J~3		523
· Donors	1,351.96	801		801
The Gilbreth Award Fund.	297.11	001 173		801 174
	2 -	-10	<u>т</u>	14
4				

		Fund	Total	Units	Total
TA		Balance	Units 9/1/63	Issued 12/1/63#	Units 12/1/63*
Fund MAIN INTERPRETERY FUNDS: (Continued)		12/1/63*	9/1/63	<u>12/1/63#</u>	/ 1/03*
MAIN UNIVERSITY FUNDS: (Continued)	¢	1 000 00	1	, 	1 ~~~
	\$	1,000.00	1,061 19,285		1,061 19,285
Frances Eggleston Goldbeck Scholarship		21,396.97	19,285		19,285
Mary Cornelia Gregory Scholarship.		1,250.00	1,222 15,210	Ca S	1,222
Ima Hogg Scholarship in Mental Hygiene		23,111.17	15,210		15,210
Richard Holdsworth Memorial Scholarship Fund		10 000 00	8		8 ~~~
in Business Administration		10,000.00 11,504.30	8,928	(-	8,928
Home Economics Club Scholarship.		11,504.30	10,160	6 6	10,160
The John Dorlin Howson and Emilie Wheelock		10 000 00	6,581	- ·	6,581
Howson Scholarships Fund		10,000.00 3,000.00	6,581 3,000		6,581 3,000
Interfraternity Council Scholarship Fund		00.000	00000	40 (C)	000 ور
Interfraternity Council - Panhellenic		65,118.88	20 015	—	39,215
Council Trust Fund		65,118.88 1,000.00	39,215 954		39,215 954
Moses and Adel Iralson Scholarship		1,000.00 19,249.25	954 12,668	- a a	954 12,668
-		<i></i> と+Y。どり	000 وعد	700 GB	000 وعد
Junior Fellows Program: Faith Foundation Gift		20,000.00	0 01-7		0 01-
Faith Foundation Gift		20,000.00 1,800.00	9,941 895	20 AD AD AD AD AD AD AD AD AD AD AD AD AD A	9,941 895
Beaumont Stinnett Fund		1,800.00 1,041.79	895 743	-6	895 749
Kappa Epsilon Scholarship Fund		1,041.79 27,200.00	743 25,607	6 496	749 26,103
Bobby Layne Scholarship Fund		27,200.00 5,726.80	25,607	496 2,840	26,103 2,840
Bobby Layne Scholarship Fund		5,726.80 1,672.95	1,298	04U وت سم	2,840 1,298
The Margaret Jane McKinney Lewis Fellowship		-, -, -, -, -, -, -, -, -, -, -, -, -, -	042 و 4	CP	70 مرد
in Bacteriology.		22,247.98	13,867	-	13,867
Library Memorial Fund - Various Donors		22,247.98 501.35	13,867 247	- - -	13,867 247
Mr. and Mrs. L. F. McCollum Scholarship -		~~···??	<u> </u>		<u> </u>
Department of Petroleum Engineering		3,825.00	2,297	ت ته	2,297
Dr. John O. McReynolds Memorial Award in		00 ه ارسان و ب	-1-71		レコビント
Pre-Medical Studies.		6,000.00	3,933	a e	3,933
Mrs. Jane Gregory Marechal Endowment Fund		30,765.28	3,933 15,850		3,933 15,850
Sidney E. Mezes Fund		30,765.28	15,850	(2) 40 (2) 40	15,850 18,187
Lourania Miller Scholarship in Greek		000.00	7′0£ و∪£) کلوںید
or Latin		6,416.48	3,323	re = -	2 200
The Roger Q. Mills Scholarship Fund.		6,416.48 37.50	3,323 25		3,323 25
* Mortar Board Endowment		37.50 488.36	25 446		25 446
Music Scholarship Fund		488.36 80.00	446 85	CH #	
Roswell Standish Nothwang Bequest.		80.00 7,971.69		42-40	85 4.067
Roswell Standish Nothwang Bequest		7,971.69 45,129.63	4,067 29,638		4,067
Charles D. Oldright Fellowship in Philosophy.		45,129.63 17,747.24			29,638 17,559
S. H. Osmond Scholarship Fund.		17,747.24 869.47	17,559 688		17,559 688
Panhellenic Scholarship Fund		869.47 20,000.00		(# CF	688 19.375
B. Iden Payne Fund, College of Fine Arts		•	19,375	-	19,375
Peabody Scholarship in Education		5,325.00 6.000.00	2,963 6,363		2,963 6 363
Lora Lee Pederson Scholarship Fund, Graduate		6,000.00	6,363		6,363
School of Social Work.		1,466.61	1 و	E	
Pharmaceutical Foundation:		400.61	754	6	760
Raoul Rene Daniel "Daddy" Cline					
Memorial Endowment Fund.		721.94	466	بي م	1.00
W. F. Gidley Appreciation Endowment Fund .		721.94 1,660.56	466 952	 11	466 963
The Senior Class Endowment Fund		1,000.50 5,056.95			963 2. 826
Various Donors		5,056.95 7,187.58	2,752 4,393	74	2,826
Pharmaceutical Research Fund		7,187.58 647.50	4,393 647	er er	⁴ ,393 647
Alma Jacobs House Piner Fund		647.50 6,192.53	647 3,611		647 3.641
Milton Brockett Porter Memorial Fund		0,192.53 37.04	3,611 20	30 1	3,641 21
Wm. L. Prather Scholarship		37.04 3,333.34	20 3,535	1	21 3,535
Mattie B. Randall Scholarship Fund		3,333,34 5,734,67	3,535 4,980	07	3,535 4,980
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	Fund Balance	Total Units	Units Issued	Total Units
Fund	 12/1/63*	9/1/63	<u>12/1/63#</u>	12/1/63*
MAIN UNIVERSITY FUNDS: (Continued) DeWitt Reddick Journalism Scholarship Fund James M. Rockwell and Sarah Wade Rockwell	\$ 2,990.76	1,582	18	1,600
Endowment Fund	35,187.50	20,243	496	20,739
The Will Rogers Memorial Scholarship Fund	117,142.43	73,123		73,123
E. M. Scarbrough Loan Fund	10,000.00	10,605		10,605
Aaron Schaffer Memorial Scholarship Fund	4,775.21	3,228		3,228
Charles Morton Share Trust Graduate	• • • •	·		
Fellowship Fund.	20,000.00	10,344		10,344
Ascher Silberstein Scholarship	5,000.00	5,303		5,303
Jonas and Dora Silberstein Scholarship	1,000.00	1,061		1,061
Lee Lytton Smith Scholarship	5,750.00	3,506	100 gH	3,506
Spain-Leff Memorial Scholarship.	3,530.00	2,235		2,235
The Amanda Stoltzfus Memorial Trust Fund	2,289.36	1,779	15	1,794
Jack G. Taylor Endowment Fund	1,249.67	805		805
Scholarship and Loan Fund	3,500.00	3,712		3,712
Guidance Center.	25,000.00	17,540	* =	17,540
Carl Abramson Fund	281.19	185		185
Garwood-Clayton Fund	•	12,541		12,541
	19,055.79			
Wright Chalfant Morrow Fund	5,331.30	3,509	-	3,509
U. D. C. Scholarship	5,000.00	5,303	** **	5,303
Journalism Scholarship Fund	13,886.29	11,673	40 99	11,673
Journalism Prizes Endowment Fund	2,000.00	1,866		1,866
Edith Pye Weeden Fund.	1,000.00	970	42 48	970
FO. B. Williams Memorial Fund	1,782.23	1,065		1,065
York Rite Masonic Bodies Scholarship	10,000.00	10,605		10,605
*M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE FUNDS: M. D. Anderson Foundation Fund for				
Purchase of Books	25,000.00	16,628		16,628
Cancer Research	6,066.10	3,826		3,826
Melanoma Research Fund	1,408.97	850	8	850
Cancer of the Blood.	26,632.37	15,539	80 69	15,539
Dorothy Calvert McLeod Fund for Patient Care . Mary Adline Gillespie Nixon Fund	13,785.44		6,837	6,837
for Cancer Research.	4,749.40	2,524		2,524
The Robert and Esther Stadtler Lectures Fund . The Sophie Caroline Steves Endowment Fund	13,700.00	8,069	بو ک	8,069
for Cancer Research. University Cancer Foundation: The Agnes Vaughan Boazman Memorial Fund	38,225.58	25,959	29	25,959
for Cancer Research	4,251.98	2,494	600° 580	2,494
* for Cancer Research.	386.46	243		243

- 4 -

Fund	Fund Balance 12/1/63*	Total Units 9/1/63	Units Issued 12/1/63#	Total Units 12/1/63*
TEXAS WESTERN COLLEGE FUNDS: Grace Ann Beal Memorial Fund	<pre>\$ 1,625.00 4,647.00 13,833.24 2,500.00 2,000.00</pre>	964 3,125 8,081 2,049 994		964 3,125 8,081 2,049 994
Percival Henderson Gift for Engineering Division	3,700.00 1,900.00 1,250.20 15,000.00 23,529.77	3,452 1,685 849 7,470 13,807		3,452 1,685 849 7,470 13,807
Reserve for Profit and Losses on Sale of Investments	<u>46,144.33</u>	<u></u> <u>1,434,275</u>	<u></u> 25,289	<u>1,459,564</u>

*After additions of funds on December 1, 1963.

#Units for funds added December 1, 1963, issued on basis of Unit value as of November 29, 1963, of \$2.016398731.

MEC:rg December 20, 1963

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- 6 -

OUTLINE RECOMMENDATIONS OF ADMINISTRATION TO LAND AND INVESTMENT COMMITTEE

The Secretary has outlined the Recommendations of the Administration to the Land and Investment Committee (Attachment No. 1, L-1 through L-23) with your attention directed to those items in all CAPS:

I.	Perma	nent (Jniversity Fund	Page No.
	А.		stment Matters - PURCHASES, SALES AND CALLS e Last Report	
		.1.	Corporate Bonds \$1,996,400 Purchased (Total Principal Cost)	L-1
		2.	Common Stocks \$5,219,310.23 Purchased (Principal Cost Including Commissions)	L-7
		3.	Sales of Corporate Securities \$85.08	L-8
		4.	Calls of Corporate Securities \$304,473.30	L-8
	в.	Inves	stment Program	
			Annual REVIEW of Investment Practices Separate Bound Book	L-9
	C.	Land	Matters	
		1.	Easements Nos. 1805-1842	L~10
		2.	Grazing Leases Nos. 902 and 903	L-14
		3.	Material Source Permits Nos. 253-258	L-14
		4.	Easement No. 1784 - Correction of Description	L-15
		5.	AMENDMENT to Grazing Lease No. 850	L-15
		6.	Assignment of Mineral Lease No. 3 and AMENDMENT	<u>L-15</u>
		7.	AMENDMENT of Terms of Water Contract No. 98	L-15
II.	Trust	and Sp	pecial Funds	
	А.	Repo	ort of Securities	
		1.	PURCHASES Approximately \$800,493.74 (Principal Cost)	L-17
		2.	SALES Approximately \$42,188.14	L-18

(Net Sales Proceeds)

	3.	CALLS Approximately \$15, 155.87	L-20
		(Total Principal Proceeds)	
в.	Prog	ram, Investment	
		Report on Trust and Special Funds Investments – Separate Bound Book	L-20
c.	Gift,	Bequest and Estate Matters	
	a	Dorothy Calvert McLeod Fund for Patient Care (M. D. Anderson Hospital and Tumor Institute)	L-20
D.	Real	Estate Matters	
	1.	Hogg Foundation - W. C. Hogg Memorial Fund	
		a. Extension of Lease to Houston Poster Advertising Company, McAshan Property, Houston	L-22
		 Extension of Time Regarding Sale of Main and Clay Property in Houston 	L-22
	2.	Frank B. Cotton Trust - Approval of Sub-Lease of Portion of Lease from Western GMC Trucks, Inc. to GMC Quality Trucks, Inc. (Texas Western College)	L-22
E.	Bond	Matters *	
		Student Housing Revenue Bonds of 1963 - Recommendation	L-23

for Adoption of Resolution Authorizing Issuance of Bonds (Attachment No. 4)

NOTE: *

- 1. Your attention is directed to Pages 22 & 23 of Annual Review of Investment Practices (Separate Volume).
- 2. If the bound resolution is adopted, it will be Attachment No. 4 to the minutes of this meeting. To prevent duplication, you will not receive an additional copy.

Meeting of the Board

AGENDA MEETING OF THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS February 7-8, 1964

- I. Invocation (Friday, 11:00 a.m.)
- II. Approval of Minutes
 - A. Regular Meeting November 8-9, 1963
 - B. Special Meeting December 13, 1963
- III. Reports by Chancellor
- IV. Report of Executive Committee (Committee Chairman Brenan)
 - A. Meeting, December 13, 1963
 - B. Interim Actions
- V. Report of Meeting of Committee of the Whole, If Any
- VI. Reports by Regents, If Any
 - A. Chairman Heath
 - B. Vice-Chairman McNeese
 - C. Regent Brenan
 - D. Regent Connally
 - E. Regent Erwin
 - F. Regent (Mrs.) Johnson
 - G. Regent Madden
 - H. Regent Olan
 - I. Regent Redditt
- VII. RECESS for Committee Meetings
- VIII. Special Items (Saturday, 10:30 a.m.)
 - A. Institutional Heads (None has been submitted)
 - 1. Central Administration and Main University (Chancellor Ransom)
 - 2. Texas Western College (Doctor Ray)
 - 3. Medical Branch (Doctor Truslow)
 - 4. Dental Branch (Doctor Olson)
 - 5. M. D. Anderson Hospital and Tumor Institute (Doctor Clark)
 - 6. Southwestern Medical School (Doctor Gill)
 - 7. Graduate School of Biomedical Sciences at Houston (Doctor Taylor)
 - 8. South Texas Medical School (Doctor Berson)
 - B. Chancellor

C. Regents

1. Chairman Heath

Honor's Day Program, April 4, 1964

- 2. Vice-Chairman McNeese
- 3. Regent Brenan
- 4. Regent Connally
- 5. Regent Erwin
- 6. Regent (Mrs.) Johnson
- 7. Regent Madden
- 8. Regent Olan
- 9. Regent Redditt
- IX. Report of Committee of the Whole by Chairman Heath
- X. Reports of Standing Committees
 - A. Executive Committee by Committee Chairman Brenan
 - B. Academic and Developmental Affairs Committee by Committee Chairman McNeese
 - C. Buildings and Grounds Committee by Committee Chairman Redditt
 - D. Land and Investment Committee by Committee Chairman Madden
 - E. Medical Affairs Committee by Committee Chairman Connally
- XI. Report of Board for Lease of University Lands by Regent Madden

XII. Report of Special Committees, If Any

XIII. Scheduled Meetings of the Board. -- Doctor Ransom in a letter to Chairman Heath recommended that the regular meetings of the Board for 1963-64 be scheduled as follows:

> April 24-25, 1964, Austin. -- The 1964-65 Budget will be presented at this meeting.

May 22-23, 1964, El Paso. -- This meeting will coincide with the Committee of '73 convocation and commencement at Texas Western College

June 26-27, 1964, Austin. --Biennial Budget Requests and authorization for sale of Permanent University Fund Bonds, Series 1964, will be presented.

XIV. Adjournment

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THE UNIVERSITY OF TEXAS

AUSTIN 12, TEXAS

January 20, 1964

BOARD OF REGENTS BETTY ANNE THEDFORD, SECRETARY

> Chairman W. W. Heath Vice-Chairman A. G. McNeese, Jr. Regent Walter P. Brenan Regent H. Frank Connally, Jr. Regent Frank C. Erwin, Jr. Regent (Mrs.) J. Lee Johnson III Regent Wales H. Madden, Jr. Regent Levi A. Olan Regent John S. Redditt

Mrs. Johnson and Gentlemen:

The adoption of the 1964-65 Classified Personnel Pay Plan for the system is listed on the agenda of the Executive Committee for the February 1964 meeting. In this connection Chancellor Ransom has submitted, as set out in this volume, recommended changes to the 1963-64 Classified Personnel Pay Plan, effective September 1, 1964, and the justification therefor. Since this is rather voluminous, it seems wise to submit it in advance of the other supporting material that will be mailed on January 29.

Of the material prepared and/or reproduced in this office, I am making an effort to prevent duplication of time and materials. With this in mind, it is my suggestion that when the 1964-65 Classified Personnel Pay Plan 1s adopted that the minute order read:

It is recommended that the 1964-65 Classified Personnel Pay Plan for The University of Texas system be adopted as set out in Attachment No. 3 which incorporates in the 1963-64 Plan the amendments adopted at this meeting.

Attachment No. 3 will be checked carefully against the amendments adopted at the meeting.

Sincerely yours,

Betty Anne Thedford

T/st Attachment cc: Chancellor Harry Ransom

PROPOSED 1964-65 CLASSIFIED PERSONNEL PAY PLAN FOR THE UNIVERSITY OF TEXAS

Below are recommended changes in the Classified Personnel Pay Plan to be effective September 1, 1964, as proposed by Chancellor Ransom:

Annually, at the first Board of Regents meeting following the month of December, recommended changes in the Classified Personnel Pay Plan, to become effective the following September 1, have been presented to the Board of Regents through the Executive Committee for approval.

Recommended changes in the Classified Personnel Pay Plan to become effective September 1, 1964, have been received from each executive head of The University of Texas and copies are attached for your consideration.

The recommendations have been reviewed by Mr. Jack Holland, System Personnel Adviser. Surveys within the areas of our competition have been conducted and the positions have been studied with relation to the listings in the State Classified Program.

Competition in specific areas and for specific positions have been studied in relation to the recommendations that have been submitted.

Vice-Chancellor Dolley recommends, and Chancellor Ransom concurs, that the proposed changes in the Classified Personnel Pay Plan, as submitted by each executive head, be approved to become effective September 1, 1964, with the exceptions as noted below:

Main University No Exceptions Texas Western College No Exceptions Dental Branch No Exceptions

Southwestern Medical School

Item 1

Approve Item 26, Code Number 0320, Data Processing Manager at a salary range of \$592 to \$740 per month and \$7104 to \$8880 per year instead of the requested range of \$680 to \$835 per month and \$8160 to \$10,020 per year.

Item 2

Approve a change in range for the position of Assistant to the Registrar, Code Number 0031, from \$366-\$460 per month and \$4392-\$5520 annually to \$439-\$565 per month and \$5268-\$6780 annually. This would change the step number from 32 to step number 36 (This item was erroneously omitted from the proposed changes in the Classified Personnel Pay Play as originally submitted by Southwestern Medical School.).

Medical Branch

Item 1

Approve Laundry Manager, Code Number 4015, at \$620 beginning monthly rate and \$7440 beginning annual rate with no maximum on the position instead of the recommended range of \$650 to \$800 per month and \$7800 to \$9600 annually.

Item 2

Approve the removal of the maximum limit, but leave the starting salary as now approved for the following positions:

Position	Code Number
Chief Medical Records Librarian	0510
Chief X-Ray Technician	1125
Chief Pharmacist	1305
Director Social Service	1415
Director Occupational Therapy	1530
Executive Housekeeper	4245

The basis of this recommendation is that these positions should be retained in the Classified Personnel Pay Plan with the beginning salary range at the presently existing minimum and that the maximum ceiling be removed in order that it will be possible to negotiate to fill vacancies in these positions at a rate necessary to compete for the best individuals available.

M. D. Anderson Hospital and Tumor Institute

Approve the removal of the maximum limit, but leave the starting salary as now approved for the following positions:

Position Co	ode Number
Chief Medical Records Librarian	0505
Laundry Manager	4010
Executive Housekeeper	4225

The basis of this recommendation is that these positions should be retained in the Classified Personnel Pay Plan with the beginning salary range at the presently existing minimum and that the maximum ceiling be removed in order that the Administrative Officer of M. D. Anderson may negotiate competitively for the services of the persons most qualified to fill these positions.

THE UNIVERSITY OF TEXAS

AUSTIN 12, TEXAS

December 9, 1963

UNIVERSITY PERSONNEL OFFICE

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

Dear Dr. Hackerman:

In compliance with instructions from the Chancellor that changes in the Classified Personnel Pay Plan for 1964-65 be submitted in sufficient time for them to be received by his office on or before December 15, we are forwarding to you for your consideration the attached recommendations.

Representatives of this office contacted academic deans, directors, departmental chairmen, and other administrative officials in an effort to anticipate the changes that will be necessary in the program.

In preparing our recommendation for changes in the Classified Personnel Pay Plan for 1964-65, we have conducted surveys within the areas of our competition, and have studied our positions in relation to those listed in the recently revised and upgraded State Classification Program. In this preparation we have been confronted by conflicting circumstances that have made the preparation of the requested revisions more difficult. Since 1964-65 will be an "off year" in the biennium, we have been told that we will have relatively little opportunity for improvement of salaries, and for this reason we accepted the responsibility to be conservative in recommending adjustments in pay raises. On the other hand every source of information on which we rely for salary information indicates the need for a general and sometimes a drastic upward adjustment in our ranges. We have tried to take both of these circumstances into consideration as we prepared the attached material.

Our primary sources of salary information have been:

1. The State Classification Plan.--The State Classification Office was successful in getting the last Legislature to adopt a new employee salary schedule for State employees. Under this new plan every State employee could have received at least a nominal salary increase, but most significant were the changes which were provided for employees in professional, technical, supervisory and management classifications. In these groups salary

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increases soared to as much as \$76 per month. A large number of the range adjustments which we are proposing had to be related to this change. However, in practically every case the range provided by the State for work comparable to that performed by employees of the University will be higher than we propose at this time.

- 2. Federal Civil Service Rates.--Our most difficult competitor after the first of the year will be the Federal Civil Service. The ranges provided by the Civil Service for clerical classifications are much higher than we propose. In fact, in a speech recently delivered to the Austin Personnel Association, the Personnel Manager for the new IRS Center was quite frank in saying that he hoped to be able to hire away from the institutions and businesses represented at the meeting a group of trained employees on which to build his permanent staff. He told us that no one on his clerical staff would be classified at less than a GS-2 position and that the minimum salary would be \$302 per month. In addition to clerical staff, the Civil Service rates also greatly affect certain of our specialized classifications. We presently have difficulty in employing people for our data processing installations because of extreme competition from the Internal Revenue Service.
- 3. Associated General Contractors.--Publications of wage rates being paid to the labor and trades classifications indicate that without exception these rates continue to rise each time new union contract figures are agreed upon. We must consider this rising trend in any study of our pay plan. In the past the Board has approved our salary ranges for the trades classifications when we took 66 per cent of the current union rate as the midpoint of our range. We have followed that procedure wherever possible in this presentation but in some instances we could not increase our range to the limit of that policy because it would have placed certain positions out of line with others for which no increase could be provided. This situation was particularly true in several of the Physical Plant areas.
- 4. Information on Increasing Cost-of-Living and Wage Rates as Reported in Various State and Federal Agencies.--We studied the information available to us in publications from the United States Department of Labor and the Texas Employment Commission. These publications without exception indicated the upward trend in salary levels for all classifications.
- 5. Information from the College and University Personnel Association.--The study of what other universities and colleges of comparable size and purpose are doing for their nonteaching staff is an integral part of our salary considerations.

We believe that with the approval of these recommendations we can have an operative University Personnel Pay Plan for the next year that will be reasonably competitive in the areas in which we must recruit applicants for work. With the approval of this plan we would hope to keep to a minimum the number of emergency requests that may be suggested for program revisions during the next fiscal year.

We have made every effort to give complete explanations for the changes that we are recommending. You will note that the first seven pages of the attached material indicate the deletions, additions, and changes being proposed with relation in each case to comparable information that is obtainable from the new State Classification Plan. The pages following these first seven pages contain the explanations which are tied by footnote reference to the specific items being considered.

It is our recommendation that the attached revisions be made effective September 1, 1964. It is my understanding that this material will be used in preparing the 1964-65 budget for the Main University. Early approval of the material would permit the Personnel Office to provide other University departments with information which is basic to their 1964-65 budget recommendations.

As nearly as we can estimate, on the basis of last year's experience and a detailed study of the automatic increases provided for in the requested revisions of the Classified Personnel Pay Plan, salary increases which may be granted from the general budget under the instructions for budget preparation which you issued on December 2, 1963, should approximate the following schedule:

One-step merit increase for 1/2 of the classified staff	\$139,972
Position reclassification	20,772
"Trainee" increases	5,824
Automatic rate increases to be provided for by the revised pay plan	72,059
TOTAL	\$238,627

At the request of the Director of the Data Processing Division and the Accounting Systems Coordinator, we have made a change in the format of our plan which will improve and expedite the procedure in those departments for the printing and distribution of budget information. We have worked out a new position code number system by which the Data Processing Division will be enabled to save many hours of time in the printing and preparation of the annual budget.

Should you have questions concerning this material, we would appreciate your calling on us. In addition to the usual number of copies for distribution after approval, I am attaching additional copies for the Chancellor and the Secretary of the Board of Regents.

Very ruly yours, ach Hallow Jack Holland Director

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Attachments

Distribution of Approved Copies:

Office of the Chancellor Mr. James H. Colvin Mr. G. C. Starnes University Personnel Office

RECOMMENDED CHANGES IN THE CLASSIFIED PERSONNEL PAY PLAN TO BE EFFECTIVE SEPTEMBER 1, 1964

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DELETE :

Code	Title	Monthly Range		Annual Range	Step Number	State Classification Monthly Range
0115	Budget Analyst	\$ 382-514	(D1)	\$ 4584-6168	33	NCC *
0721	Associate Director of Student Financial Aids	482-620	(D2)	5784-7440	38	NCC
1051	Crafts Assistant	181-267	(D3)	2172-3204	17	NCC
3371	Laboratory Machinist	382-460	(D4)	4584-5520	33	\$397-484
3373	Machinist Foreman	460-565	(D4)	5520-6780	37	NCC
3380	Scientific Instrument Maker I	382-460	(D4)	4584-5520	33	\$397-484
3381	Scientific Instrument Maker II	439-565	(D4)	5268-6780	36	NCC
6030	Archivist	565-710	(D5)	6780-8520	41	NCC
6040	Chief Catalog Librarian	565-710	(D5)	6780-8520	41	NCC
6041	Loan Librarian	565-710	(D5)	6780-8520	41	NCC
6042	Acquisition Librarian	565-71 0	(D5)	6780-8520	41	NCC
6043	Humanities Research Center Librarian	565-710	(D5)	6780-8520	41	NCC
6045	Latin American Collections Librarian	565-710	(D5)	6780-8520	41	NCC
6047	Chief Reference Librarian	565-710	(D5)	6780-8520	41	NCC
6048	Texas History Center Librarian	565-710	(D5)	6780-8520	41	NCC
	Undergraduate Library Librarian	565-710	(D5)	6780-8520	41	NCC
6060	Director, Package Loan Library	565-710	(D5)	6780-8520	41	NCC
6210	Interscholastic Music Director	514-650	(D6)	6168-7800	39	NCC
6220	Interscholastic Speech-Drama Director	514-650	(D6)	6168-7800	39	NCC
	Interscholastic Journalism Director	514-650	(D6)	6168-7800	39	NCC
63 10	Intramurals Assistant	181-225	(D7)	2172-2700	17	NCC
6512	Professional Actor		hour fo		•	
		perfor		r rehearsal and 08)	31	NCC
6620	Radio Production Assistant	156-215	(D9)	1872-2580	14	NCC
6629	Television Production Assistant I	156-215	(D9)	1872-2580	14	NCC
6630	Television Production Assistant II	225-292	(D9)	2700-3504	21	NCC
6743	Cameraman	400-482	(D10)	4800-5784	34	\$453-552
ADD:						
2282	Key Punch Supervisor	366-460	(A1)	4392-5520	23	\$348-424 ;\$397-484
3443	Assistant Crafts Supervisor	292-382	(A2)	3504-4584	18	NCC
3466	Activity Assistant	149-256	(A3)	1788-3072	4	NCC
4330	Instrument Maker Foreman	482-620	(A4)	5784-7440	29	NCC
4433		460-592	(A4)	5520-7104	28	NCC
4434	Instrument Maker I	400-514	(A4)	4800-6168	25	\$397
* No	comparable classification					•

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<u>ADD</u> : Code	Title	Monthly 		Annual Range	Step Number	State Classification Monthly Range
6015	Assistant Manager, Women's Residence Halls	\$ 460-565	(A5)	\$ 5520-6780	28	NCC
8021	Librarian IV	620-740	(A6)	7440-8880	34	NCC
8130	Interscholastic Activity Director	514-650	(A7)	6168-7800	30	NCC
8487	Radio-Television Production Assistant II	225-292	(8A)	2700-3504	12	NCC
8488	Radio-Television Production Assistant I	156-215	(8A)	1872-2580	5	NCC
8519	Motion Picture Cameraman I	350-460	(A9)	4200-5520	22	\$348-424
8518	Motion Picture Cameraman II	439-565	(A9)	5268-6780	27	\$453-552

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CHANGE :

0			FROM:			TO:			State Classi
Cod 01d	e New	Title	Monthly Range	Annual	Step	Monthly	Annual	Step	fication
	New	11110	Range	Range	No.	Range	Range	No.	Monthly Rang
0000	9036	Clerical Assistant	\$ 128-215	\$ 1536-2580	10	\$ 128-225 (C1)	\$ 1536-2700	1	NCC
0001	9032	Clerk	225-279	2700-3348	21	235-305 (C1)	2820-3660	13	\$235-286
0002	9031	Senior Clerk	256-319	3072-3828	24	267-350 (C1)	3204-4200	16	\$268-326
0010	9021	Clerk-Typist	235-292	2820-3504	22	245-319 (C2)	2940-3828	14	\$235-286;
0011	9020	Senior Clerk-Typist	267-335	3204-4020	25	279-366 (C2)	3348-4392	17	251-305 \$268-326; 286-348
0020	9014	Secretary	256-305	3072-3660	24	267-350 (C3)	3204-4200	16	\$268-326
0021	9013	Senior Secretary	279-350	3348-4200	26	292-382 (C3)	3504-4584	18	\$286-348
0030	9004	Administrative Assistant	382-514	4584-6168	33	419-565 (C4)	5028-6780	26	\$424-517
0031	9003	Executive Assistant	439-592	5268-7104	36	482-650 (C4)	5784-7800	29	\$552-673
0040	2312	Manager, Stenographic							•
		Bureau	400-514	4800-6168	34	439-539 (C5)	5268-6468	27	NCC
0050	3636	Transcript Examiner	292-382	3504-4584	27	305-400 (C6)	3660-4800	19	NCC
0051 0052	3621 3606	Assistant Director of Admissions	482-620	5784-7440	38	514-680 (C7)	6168-8160	30	NCC
0092	2000	Assistant Registrar and Registration Supervisor	514-650	6168-7800	39	514-680 (C7)	6168-8160	70	NCC
0055	3603	Assistant Registrar	514-650	6168-7800	39 39	514-680 (C7)		30	
0069	2512	Supervisor of Workmen's	514-050	0108-7800	29	514-080	6168-8160	30	NCC
		Compensation Insurance	482-592	5784-7104	38	482-650 (C8)	5784-7800	29	\$552-673
0070	2506	Director of Employee	+02-372	2104-7104	50	402-090	2704=7000	23	\$JJZ=07J
		Benefits	539-740	6468-8880	40	565-800 (C8)	6780-9600	32	\$673-820
0800	8061	Library Assistant	267-319	3204-3828	25	279-335 (C9)	3348-4020	17	NCC
0081	8060	Senior Library Assistant	305-350	3660-4200	28	319-366 (C9)	3828-4392	20	NCC

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Kecommended onanges - Tage 5			FROM:				TO:				
Cod	le		Monthly	Annual	Step	Monthly		Annual	Step	fication	
<u>01d</u>	New	Title	Range Range N	No.	Range		Range	No.	Monthly Range		
0095	0003	Assistant to the					(
		Comptroller	\$ 680-835	\$ 8160-10020	45	\$ 680-NM	(C10)	\$ 8160-NM	36	NCC	
0100	2097	Accounting Clerk I	25 6-3 05	3072-3660	24	207-220	(C11)	3204-4200	16	\$268-326	
0101	2096	Accounting Clerk II	305-366	3660-4392	28	202	(C11)	3660-4800	19	\$305-372	
0102	2091	Accountant I	400-482	4800-5784	34	127 276	(C12)	5268-7104	27	\$453-552	
0103	2090	Accountant II	482-592	5784-7104	38	514-680	(C12)	6168-8160	30	\$552 -673	
0104	2063	Chief, Accounting					(
		Division	620-770	7440-9240	43	620-800	(C13)	7440-9600	34	NCC	
0106	2075	Accounting Group					(01)				
		Supervisor	514-650	6168-7800	39	539-710	(C14)	6468-8520	31	\$552 -673	
0108	2078	Inventory Supervisor	439-565	5268-6780	36	460-592	(C15)	5520-7104	28	NCC	
0111	2033	Senior Security Analyst	740-910	8880-10920	47	770-NM	(C16)	9240-NM	39	\$768-936	
0112	2030	Assistant to the Endowne	nt				()				
		Officer	650-835	7800-10020	44	680-NM	(C16)	8160-NM	36	NCC	
0120	2066	Bursar	592-740	7104-8880	42	59 2-77 0	(C13)	7104-9240	33	NCC	
0130	2072	Supervisor, Payroll					(()				
		Division	514-620	6168-7440	39	539-710	(C14)	6468-8520	31	\$552 ~673	
0140	2009	Branch College Auditor	620-770	7440-9240	43	620-800	(C13)	7440-9600	34	NCC	
0150	2069	Accounting and Procureme	nt				(
		Officer, DRL	565-680	6780-8160	41	565-740	(C17)	6780-8880	32	NCC	
0160	0006	Assistant to the Busines	S				(
•		Manager	680-835	8160-10020	45	680-NM	(C10)	8160-NM	36	NCC	
0200	2109	Statistical Aide	215-267	2580-3204	20	235-3 05	(C18)	2820-3660	13	\$268-326	
0201	2160	Clerk-Draftsman	225-279	2700-3348	21	235-305	(C19)	2820-3660	13	\$286-348	
0202	2130	Film Analyst	235-292	2820-3504	22	245-319	(C19)	2940-3828	14	NCC	
0205	2106	Statistical Clerk	279-350	3348-4200	26	305-400	(C18)	3660-4800	19	\$305-372	
0210	2103	Statistician	400-514	4800-6168	34	439-592	(C18)	5268-7104	27	\$453-552	
0309	2273	Tabulating Equipment								•	
		Operator I	292-350	3504-4200	27	305-382	(C20)	3660-4584	19	\$326-397	
0310	2272	Tabulating Equipment								4- - - - - - - - -	
		Operator II	350-419	4200-5028	31	366-460	(C20)	4392-5520	23	\$372-453	
0312	2260	Scoring and Tabulating								¥2. = . 22	
		Supervisor	400-482	4800-5784	34	419-539	(C20)	5028-6468	26	\$424-517	
0315	2263	Electronic Computing			2.			2020-0400		φ (
		Machine Operator	335-419	4020-5028	30	350-439	(C20)	4200-5268	22	\$348-424	
0316	2231				20			+200-2200	~ ~	₩270~72 7	
		Programmer I	482-592	5784-7104	38	514-650	(C21)	6168-7800	30	\$552-673	
				2/04-/104	20	214-020		0100-7000	20	<i>φ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</i>	

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FR					TO:	State Classi-				
Cod	е		Monthly	Annual	Step	Monthly		Annual	Step	fication
01 <u>d</u>	New	Title	Range	Range	No.	Range		Range	No.	Monthly Rang
0317	2230	Systems Analyst and								
		Programmer II \$	514-650	\$ 6168-7800	39	\$ 539-680 (0	C21)	\$ 6468-8160	31	\$590-719
0320	9063	Photostat Operator	225-279	2700-3348	21	235-305 (0	C22)	2820-3660	13	\$251-305
0321	9060	Photographic Duplication					-			
		Supervisor	292-366	3504-4392	27	305-400 ((C23)	3660-4800	19	\$348-424
0400	2397	Stores Clerk I	225-279	2700-3348	21	235-305 ((2820-3660	13	\$235-286
0401	2396	Stores Clerk II	292-366	3504-4392	27	305-400 ((C24)	3660-4800	19	\$305-372
0405	2390	Chauffour-Stores Clerk, BRC	256-305	3072-3660	24	267-335 ((C24)	3204-4020	16	NCC
0729	2506	Assistant Director, UPO	565-770	6780-9240	41	565-800 ((C25)	6780-9600	32	\$673-820
1000	3052	Dormitory Resident								
		Counselor I	110-164	1320-1968	7	128-164 (0	C26)	1536-1968	1	NCC
1001	3051	Dormitory Resident								
		Counselor II	128-225	1536-2700	10	142-225 ((C26)	1704-2700	3	NCC
1046	3409	Games Manager I	305-382	3660-4584	28	292-382 ((C27)	3504-4584	18	NCC
1048	3442	Crafts Supervisor	382-482	4584-5784	33	400-514 ((C28)	4800-6168	25	NCC
1110	3105	Psychologist I	319-419	3828-5028	29	350-460 ((C29)	4200-5520	22	\$453-552
1111	3104	Psychologist II	439-539	5268-6468	36	460-565 ((C29)	5520-6780	28	NCC
1112	3103	Psychologist III	565-710	6780-8520	41	592-740 ((C29)	7104-8880	33	\$590-719
1120	3122	Psychometrist I	292-382	3504-4584	27	305-400 ((C30)	3660-4800	19	NCC
1121	3121	Psychometrist II	366-460	4392-5520	32	382-482 ((C30)	4584-5784	24	\$453-552
2230	2238	Computer Programmer I	482-592	5784-7104	38	514-650 ((C21)	6168-7800	30	\$552-673
2231	2237	Computer Programmer II	514-620	6168-7440	39	539-680 ((C21)	6468-8160	31	\$590-719
2232	2236	Computer Programmer III	565-680	6780-8160	41	592-710 ((C21)	7104-8520	33	\$630-768
2301	2363	Laboratory Stores								
		Assistant	225-305	2700-3660	21	235-319 ((C24)	2820-3828	13	NCC
2302	2360	Laboratory Services								
		Supervisor	305-400	3660-4800	28	319-419 ((C24)	3828-5028	20	NCC
2303	2322	Procurement Officer	366-439	4392-5268	32	382-482 ((C 5)	4584-5784	24	\$424-517
2304	2321	Senior Procurement Officer	439-539	5268-6468	36	460-565 ((C 5)	5520-6780	28	\$517-630
2803	8203	Translator	350-439	4200-5268	31	366-460 ((C31)	4392-5520	23	\$397-484
3000	5091	Draftsman I	279-366	3348-4392	26	305-400 ((C32)	3660-4800	19	\$348-424
3001	5090	Draftsman II	382-514	4584-6168	33	419-539 ((C32)	5028-6468	26	\$453-552
3003	5079	Cartographic Technician I		3504-4584	27	319-419 ((C32)	3828-5028	20	\$348-424
300 4	5078	Cartographic Technician II		4584-6168	33	419-539 ((C32)	5028-6468	26	\$453-552
3015	5000	Architect and Assistant								- ···
		to the Comptroller	770-1100	9240-13200	48	770-NM ((C33)	9240-NM	39	NCC
3101	5160	Utilities Station Operator		4392-5268	32	382-460 ((C34)	4584-5520	24	\$372-453

			FROM:			<u>TO:</u>				State Classi
Cod			Monthly	Annual	Step	Monthly		Annual	Step	fication
<u>01d</u>	New	Title	Range	Range	No.	Range		Range	No.	Monthly Range
3102	51 1 8	Utilities Operations								
			460-565	\$ 5520-6780	37	\$ 482-592 (C35)	\$ 5784-7104	29	\$517-630
3130	5136	Assistant Refrigeration				,	(a a b b			
		Foreman	419-514	5028-6168	35	439-539 ((C35)	5268-6468	27	\$453-552
3131	5115	Refrigeration Foreman	460-565	5520 -6 780	37	482-592 (C35)	5784-7104	29	\$517-630
3135	5133	Assistant Air Conditioning				,	>			
		Foreman	419-514	5028-6168	35	439-539 ((C35)	5268-6468	27	\$453-552
3135	5112	Air Conditioning Foreman	460-565	5520-6780	37	482-592 (C35)	5784-7104	29	\$517-630
3140	5130	Assistant Steam Distri-				,	(0==)			
		bution Foreman	419-514	5028-6168	35	439-539 ((C35)	5 268-646 8	27	\$453-552
3141	5109	Steam Distribution Foreman		5520-6780	37	482-592 ((C35)	5784-7104	29	\$517-630
3160	5106	Distribution Supervisor	460-565	5520-6780	37	482-592 ((C35)	5784-7104	29	\$517-630
3200		Maintenance Man	279-366	3348-4392	26	305-400 ((C36)	3660-4800	19	\$305-372
3208		Cabinetmaker	350-419	4200-5028	31	366-439 ((C37)	4392-5268	23	\$372-453
3211	5248	Carpenter	350-419	4200-5028	31	JUU J /	(C37)	4392-5268	23	\$305-372
3220		Electrician	382-460	4584-5520	33	400-402	(C38)	4800-5784	25	\$305-372
3225	5254	Cable Splicer	382-460	4584-5520	33		(C38)	4800-5784	25	NCC
3226	5257	Communications Technician	382-460	4584-5520	33		(C38)	4800-5784	25	\$372-453
3240	5236	Plumber	382-460	4584-5520	33		(C39)	4800-5784	25	\$305-372
3260	5266	Steamfitter	382-460	4584-5520	33	400-482 ((C39)	4800-5784	25	NCC
3268		Furniture Upholsterer	319-382	3828-4584	29	335-400 ((C40)	4020-4800	21	NCC
3269	5272	Furniture Repairman and								
		Refinisher	319-382	3828-4584	29	335-400 ((C40)	4020-4800	21	NCC
3270	5242	Assistant Furniture and				_				
		Furnishings Foreman	350-419	4200-5028	31	200=422	(C40)	4392-5268	23	\$372-453
3280	5275	Cement Finisher	335-400	4020-4800	30		(C41)	4200-5028	22	NCC
3281	5 27 8	Mason	382-460	4584-5520	33		(C42)	4800-5784	25	NCC
3283	5281	Plasterer	382-460	4584-5520	33	400-482 ((C42)	4800-5784	25	\$305-372
3285	5284	Steel Worker	382-460	4584-5520	33	400-482 ((C42)	4800-5784	25	NCC
3287	5287	Sheetmetal Worker	382-460	4584-5520	33	400-482 ((C42)	4800-5784	25	\$305-372
3290	5290	Insulator	382-460	4584-5520	33	400-482 ((C42)	4800-5784	25	NCC
3295	52 93	Construction Machinery								100
		Operator	319-382	3828-4584	29	382-460	(C43)	4584-5520	24	NCC
5310	5360	Automotive Mechanic	292-350	3504-4200	27	305-400 ((C44)	3660-4800	19	\$305-372;
					<i>-</i> .			2000-4000	.,	\$348-424
5331	5312	Assistant Maintenance								yJ+U-424
		Mechanic Foreman	419-514	5028-6168	35	439-539 ((C35)	5268-6468	7 7	\$45% 550
3332	5303	Maintenance Mechanic		5020-0200					27	\$453-552
		Foreman	460-565	5520-6780	37	482-592 ((C35)	5784-7104	29	\$517-630

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			FROM:				TO:	State Classi-			
Coć	le		Monthly	Annual	Step		Monthly		Annual	Step	fication
<u>01d</u>	New	Title	Range	Range	No.		Range		Range	No.	<u>Monthly Ran</u>
3340	5324	•	382-460	\$ 4584-5520	33	\$	400-482	(C38)	\$ 4800-5784	25	NCC
3350	5327	Temperature Control Mechanic	382-460	4584-5520	33		400-482	(C38)	4800-5784	25	NCC
3360	5330	Welder	382-460	4584-5520	33		100 100	(0+2)	4800-5784	25	\$348-424
3370	5336	Locksmith	319-382	3828-4584	29		366 430	(C45)	4392-5268	23	\$372-453
3400	5533	Offset Press Operator	279-350	3348-4200	29		292-382	(C46)	3504-4584	18	\$286-348;
3449		Assistant Manager, Print-	279-990	JJ40-4200	2.0		272-202		5504-4504	10	\$348-424
7447	2200	ing Division	592-710	7104-8520	42		650-835	(C47)	7800-10020	35	NCC
3450	5503	Manager, Printing Division		8520-10440	46		740-NM	(C48)	8880-NM	38	NCC
3540		Transportation Foreman	419-514	5028-6168	40 35		439-539	(C49)	5268-6468	27	\$453-552
4000		Receptionist	100-128	1200-1536	5		128-172	(C50)	1536-2064	1	NCC
4030		Manager, University Apart-	100-128	1200-1550	2		120-172		1990-2004	1	NCC
4000	0021	ments and Maintenance									
		Services	460565	5520-6780	37		514-650	(C51)	6168-7800	30	NCC
4040	6012	Manager, Women's Residence	400	9920-0780	57				0100-7000	50	NCC
4040	0012	Halls	482-592	5784-7104	38		514-650	(C51)	6168-7800	30	NCC
4045	6018	Manager, Men's Residence	402-992	5764-7104	50				0100-7000	50	NCC
4042	0010	Halls	460-565	5520-6780	37		482-620	(C51)	5784-7440	29	NCC
4151	6103	Manager, University	400-909	JJ20=0700	57				5704-7440	29	NCC
	0105	Common's	565-680	6780-8160	41		565-740	(C52)	6780-8880	32	NCC
4155	6109	Manager, University Tea	202-000	0700-0100	41		505=740		0700-0000	22	TACC
	,	House	400-514	4800-6168	34		419-565	(C52)	5028-6780	26	NCC
4157	6106	Manager, Varsity Cafeteria		5268-6468	36		460-620	(C52)	5520-7440	28	NCC
4240		Exterminator	292-350	3504-4200	27		305-382	(C53)	3660-4584	28 19	\$424-517
4310		Guard	190-256	2280-3072	18		215-279	(C54)	2580-3348	11	\$220-268
		Guard, BRC	235-279	2820-3348	22		245-319	(C54)	2940-3828	14	\$251-305
4312		Chief Guard, BRC	279-335	3348-4020	26		305-400	(C54)	3660-4800	14	\$286-348
4320	3378	Traffic and Security '	212-222	JJ40-4020	20		505=400		5000-4000	19	φ 200− J40
		Officer	267-319	3204-3828	25		305-400	(C55)	3660-4800	19	NCC
4322	3377	Traffic and Security	20, 0019	5204-3020	4.7		505-400	. ,	2000-4000	19	NCC
		Sergeant	292-350	3504-4200	27		335-419	(C56)	4020-5028	21	NCC
4325	3376	Traffic and Security	272-320	JJ04-4200	41		JJJ-419		4020-3020	21	NUC
		Captain	335-400	4020-4800	30		366-460	(C56)	4392-5520	27	NCC
4330	3375	Chief Traffic and Security		4020 4 4000	0		200-400		4372-3320	23	NUC
		Officer	439-539	5268-6468	36		460-592	(C56)	5500 7104	20	NCC
5004	7072	Geophysical Inspector	419-514	5028-6168	35 35		480-592	(C57)	5520-7104 5268-6780	28	NCC
5040	7030	Petroleum Engineer	482-565	5784-6780	38		565-740	(C57)		27	\$453-552
5049		Land and Title Clerk	482-969 335-419	4020-5028	30 30			(C57)	6780-8880	32	\$552-673
	1024	Hand and ITCLE OTELY	555-419	4020-9028	50		JJU~438		4200-5268	22	\$348-424

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Recommended Changes - Page 7

			FROM:			<u>TO:</u>			State Classi
Cod	e		Monthly	Annual	Step	Monthly	Annual	Step	fication
<u>01d</u>	New	Title	Range	Range	No.	Range	Range	No.	Monthly Rang
6010	8024	Librarian I	\$ 439-539	\$ 5268-6468	36	\$ 460-565 (C58)	\$ 5520-6780	28	NCC
6011	8023	Librarian II	514-620	6168-7440	39	539-650 (C58)	6468-7800	31	NCC
6012	8022	Librarian III	565-680	6780-8160	41	592-710 (C58)	7104-8520	33	NCC
6020	8045	Archives Translator	350-439	4200-5268	31	366-460 (C 9)	4392-5520	23	\$397-484
6050	8007	Law Librarian I	460-565	5520-6780	37	482-592 (C58)	5784-7104	29	NCC
6051	8006	Law Librarian II	539-620	6468-7440	40	565-650 (C58)	6780-7800	32	NCC
6052	8003	Law Librarian	650-800	7800-9600	44	680 <u>-</u> 835 (C58)	8160-10020	36	NCC
6115	8121	Mental Health Education							
		Specialist	482-620	5784-7440	38	620-NM (C59)	7440-NM	34	\$630-768
6321	3530	Intramurals Director	620-770	7440-9240	43	620 <u>-800</u> (C60)	7440-9600	34	NCC
6340	350 3	Assistant Business Manage	r						
		of Athletics	514-620	6168-7440	39	565-770 (C61)	6780-9240	32	NCC
6527	8521	Art Registrar	382-460	4584-5520	33	419-539 (C62)	5028-6468	26	NCC
6529	8536	Slide Librarian	256-305	307/2-3660	24	279-366 (C63)	3348-4392	17	NCC
6535	8526	Artist I	225-279	2700-3348	21	256-335 (C64)	3072-4020	15	\$305-372
6536	8525	Artist II	292-366	3504-4392	27	305-400 (C64)	3660-4800	19	\$372-453
6537	8524	Artist III	382-482	4584-5784	33	419_539 (C64)	5028 646 8	26	\$453-552
6540	8390	Wardrobe Mistress	190-256	2280-3072	18	256-335 (C65)	3072-4020	15	NCC
6550	85 31	Director of Public							
		Programs	460-592	55 20-71 04	37	482-650 (C66)	5784-7800	29	NCC
664 0	840 3	Television Program							
		Director	620-740	7440-8880	43	620-800 (C67)	7440-9600	34	NCC
6720	8575	Photographic Technician	235-279	2820-3348	22	256-335 (C68)	3072-4020	15	\$268-326
6721	8573	Photographer	279-335	3348-4020	26	305-400 (C68)	3660-4800	19	\$326-397
6722	8572	Chief Photographer	335-419	4020-5028	30	382-482 (C68)	4584-5784	24	\$397-484
6744	8515	Motion Picture Director-					• •		y · r · · r ·
		Cinematographer	514-620	6168-7440	39	514-680 (C69)	6168-8160	30	NCC
6825	8652	Technical Reports Editor	[335-419	4020-5028	30	350-460 (070)	4200-5520	22	\$372-453
6826	8651	Technical Reports EditorII	E:400-514	4800-6168	34	419-539 (C70)	5028-6468	26	\$453-552

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FOOTNOTE EXPLANATIONS

- (D1) This classification is not in use as the duties of the one position covered by this classification grew to be that of an Executive Assistant. It is, therefore, recommended that this classification be deleted.
- (D2) Mr. John Dodson, Director of Student Financial Aids, and Dean Glenn Barnett have asked that this class be deleted from the Pay Plan since it is no longer to be used. This request is made in order to remove an obsolete class from the Pay Plan.

(D3) We have proposed the addition to the Pay Plan of the class Activity Assistant which will have a broader range and which will cover areas in addition to the Texas Union. Therefore, the classification Crafts Assistant will no longer be needed. We have received the approval of Mr. Jack Steele, Director, Texas Union, to recommend the deletion of this obsolete classification.

(D4) It has become apparent over the past few years that we needed to take some action to clarify the use of our classes in the Instrument Maker area. We presently have two classes, Laboratory Machinist and Scientific Instrument Maker I, with the same range. Those working in both of these classes could be covered by one combined class, thereby eliminating an unnecessary classification as well as some confusion and misunderstanding. Essentially it is for this reason that the proposed changes are being proposed. The Instrument Maker classifications should be broad enough to cover existing positions and allow us more flexibility in our growing scientific area.

The ranges proposed for these classifications are based primarily on information in the State Classification Plan. It is apparent that these classes are included in the middle Professional, Technical, and Supervisory group for which the State provided such significant adjustments.

Even if we compare with the State's class of Machinist (9511) which is of a lower level in duties and responsibilities than the lowest class in our series, we find that their range is \$397-484 per month.

In order that we are able to compete it is mandatory that we adjust our ranges to begin at \$400 for the subordinate class and maintain the existing relationship between it and the two higher classes.

It should also be pointed out that competent instrument makers are becoming increasingly hard to find because of the growing demand in the Austin area. Within the present ranges, we may find it impossible to retain our present instrument makers or to employ competent replacements. DRL, for example, has lost four competent instrument makers to Austin concerns in the last 18 months.

- (D5) Ten classifications which are highly professional and supervisory in nature are being deleted to be replaced by the added classification, Librarian IV. The ranges for these 10 classes were identical in 1963-64 and although there is some variation in specific assignments, all these positions require highly professional and supervisory abilities in directing the work of a specialized library area. This new class will recognize the highly professional and supervisory nature of the positions and it is requested that a higher range replace the 10 ranges of 1963-64 for those classes deleted. (Also See C58.)
- (D6) In the past, three separate classes have developed for these positions, all of which have basic similarities. Rather than retain three separate classes, all with similar responsibilities and an identical range, it is proposed that one classification would be more in keeping with standard classification procedures.
- (D7) We have proposed the addition to the Pay Plan of the class Activity Assistant which will have a broader range and which will cover areas in addition to the Intramurals Program. Therefore, the classification Intramurals Assistant will no longer be needed. We have received the approval of Mr. A. A. Rooker, Director, Intramural Sports, to recommend the deletion of this obsolete classification.

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- (D8) The deletion of this class has been discussed with Mr. Loren Winship, Chairman of the Department of Drama. He states that the class is no longer used or needed in our Pay Plan. Therefore, the removal of this obsolete class from the Pay Plan is proposed.
- (D9) This revision is to delete from the Pay Plan an unnecessary classification. In addition the creation of the two new classes will provide more flexibility and will enable us to employ students, both graduate and undergraduate, in either Radio or Television. The range provided for Radio-Television Production Assistant I is the same as that which was provided for the two old classes, which are being combined. The range provided for Radio-Television Production Assistant II is identical to that which was provided for Television Production Assistant II. (See A8.)
- (D10) The Defense Research Laboratory has requested that we provide a classification in which they may recruit a Cameraman at a lower level than the present Cameraman classification calls for. Their position is not to require as high a level of duties and responsibilities as the present classification calls for.

The two Cameraman classifications also reflect comparable classifications provided in the State Classification Plan for the next biennium. Cameraman I (0371) will be comparable to our new Motion Picture Cameraman I classification. The State Salary Schedule provides the salary range from \$348-424 for this classification. Cameraman II (0373) in the State Classification Plan has a salary range from \$453-552. Our new range for Motion Picture Cameraman II is to reflect this range. Although our recruiting rate will be somewhat lower than the State recruiting rate, our maximum will be a little higher. (See A9.)

(A1) The area of supervision of key punch operations has become, in recent months, one of the most keenly competitive areas in Austin. Primarily this is due to the opening of the new Internal Revenue Service Center which is recruiting under the Civil Service Program which provides salary ranges considerably higher than for comparable work in the University Classified Pay Plan and in the State Classification Plan. Prior to this time we have been able to use our Key Punch Operator II classification as a supervisory classification; however, with the keen competition from the Internal Revenue Service and also some pressure from the State Classification Plan, it appears necessary to set up a separate supervisory classification. In establishing the range for this classification it was noted that the State provides for two supervisory levels. We feel that our single supervisory level falls somewhere between these two levels in the State Classification Plan. For that reason a range a little above that provided in the State for Key Punch Supervisor II (0213). The establishment of this classification with a range which is comparable to that provided in other State agencies may enable us to retain our staff although it certainly is no guarantee since it does not approach the level being provided by the Federal Civil Service.

Internal Revenue Service is hiring those who can pass a typing test and Civil Service Exam and training them as Key Punch Operators I. They are being recruited at the GS-2 level at \$297. On January 1, 1964, this figure will advance to \$302. In addition, this figure is the amount being paid to "temporary" staff of approximately 350. The permanent staff of approximately 350 are being hired at the GS-3 and GS-4 level which start at \$318 and \$343 respectively. On January 1, 1964, the beginning rates for these levels will become \$323 and \$351 respectively. It is readily apparent that we cannot bring our ranges to the level necessary to compete with the Federal rates. (A2) Mr. Jack Steele, Director, Texas Union, has requested that the additional class Assistant Crafts Supervisor be placed in the Pay Plan.

The need for this class is based on the great expansion in the Arts and Crafts Center activity and the fact that the Crafts Supervisor is now the only full-time position in the Arts and Crafts Center. Since the Center is open 63 hours a week, this creates a problem of supervision particularly for evening and weekend activities. The only assistance which the Crafts Supervisor presently has comes from 2 student employees who are able to work 20 hours a week. However, it ordinarily takes about one semester to train a student employee adequately and due to the fact that they are not considered permanent employees, this does not provide the stability necessary for operating the Arts and Crafts Center effectively. The range proposed for this category is comparable to that which is to be provided for Games Manager I, a comparable level position in the Texas Union operation. This range is also in line with our proposal for ranges for the Artist series. The most nearly comparable class in the Artist series is Artist II for which we have proposed a range for 1964-65 of \$305-400. Although there is a one step difference in the ranges for these two similar classes, this difference is needed to maintain existing relationships between related classes in the Texas Union.

- (A3) For some time we have felt the need of providing an additional classification for varied duties performed by students who have been classified as Clerical Assistants. These students perform in various areas such as the Intramurals Program, Cultural Entertainment Events, etc., and their duties, although covered by the Clerical Assistant classification, could be more appropriately and specifically classified. We have talked to Mr. Ed Price, Director of Student Activities; Mr. Jack Steele, Director, Texas Union; T'Odon Leshikar, Bursar; Mr. A. A. Rooker, Director of Intramurals Sports Program; and Mr. Ed Olle, Business Manager for Intercollegiate Athletics. All of these men are in agreement that we need a classification of Activity Assistant. The description for this proposed classification is attached. In establishing the range for this classification, the individuals who requested the class stated that a range from 85¢ to \$1.50 an hour would be necessary to employ students in this classification.
- (A4) See Footnote (D4).
- (A5) The addition of this classification has become necessary due to the large number of women residents (Kinsolving 776, Blanton 270, Littlefield 163, Andrews 126, Carothers 126, Whitis 20), the many varied responsibilities and services required and the importance of this department to the Division of Housing and Food Service and the University. The range proposed for this classification is based on the fact that the Assistant Manager, Women's Residence Halls will have greater duties and responsibilities than that of the Assistant Manager, University Apartments and Assistant Manager, Men's Residence Halls, due to the added cafeteria services provided for the residents and the strict rules and regulations that are required, particularly for women residents. The range will relate to other classes in our plan with comparable management responsibilities and counseling duties in both the Food Management Group and the Student Advisory Group.
- (A6) See Footnote (D5).
- (A7) See Footnote (D6).
- (A8) See Footnote (D9).
- (A9) See Footnote (D10).

(C1) A study of the turnover in the clerical classes revealed that we had a 95.17 per cent turnover in the fiscal year 1962-63. The study was made in the same departments in which our annual report figures are gathered. The over-all turnover for classified positions was 53.2 per cent. This indicates our problem in recruiting and retaining a competent and experienced clerical staff. The proposed increases in the ranges for the clerical classifications would cost far less than the present loss of efficiency and morale due to high turnover.

The adjustment in the range for Clerical Assistant is to insure that no "gap" is created between ranges for classes which have always functioned as a series.

The adjustment in the ranges for Clerk classes is based upon the adjustment for comparable classes in the State Classification Plan for this biennium. The new range for Clerk I (0051) is \$235-286. The new range for Clerk II (0053) is \$268-326. The competition for clerical personnel is extremely keen in the Austin area at all times, but is made particularly critical periodically by certain State government functions such as the meeting of the Legislature. Since we always feel the presence of the Legislature by losses on our clerical staff, it seems mandatory that we provide at least the same recruiting rates for clerical personnel that other State offices are able to provide. Actually, this will only be a partial help in holding staff since Legislators are not bound by the State Classification Plan in their hiring.

The recruiting rates requested for these classes are also based upon information which we received as a participant in a survey conducted by the City of Austin Personnel Department in August, 1963. Their salary survey shows an over-all average of \$231 for File Clerk I which is comparable to our Clerk. The File Clerk II classification which they surveyed receives an over-all average of \$263 per month. These figures represent answers from 25 agencies and firms in our area of competition.

Based on the figures reported in this survey and upon the new State figures, it appears that we will be required to raise our recruiting ranges in order to remain competitive.

(C2) Although it is difficult to determine the exact comparability of our two classes with the three Clerk-Typist classes in the State Classification Plan, it will be necessary for us to make an adjustment in the ranges provided for these classes in order to stay abreast of the new ranges provided by the State. For the next biennium the State will provide the following ranges: Clerk-Typist I at \$235-286, Clerk-Typist II at \$251-305, and Clerk-Typist III at \$268-326. The range proposed for our Clerk-Typist I (0010) is based on the fact that our classification falls between the Clerk-Typist I and II classifications in the State Plan. The range proposed for our Clerk-Typist III (0011) is based on the fact that Clerk-Typist III and the Secretary classifications.

The proposed ranges will also maintain the established relationship between our clerical classes and will provide a salary differential between classes for which there is a clear difference in duties and responsibilities.

In addition, we have more competition with jobs which fall under the U. S. Civil Service Commission, particularly with the opening of the new IRS Center. Although we do not propose a comparable range, it should be pointed out that a Senior Clerk-Typist is comparable to GS-4 level jobs which will receive a monthly range of \$351-456 effective January 1, 1964.

(C3) The reason for this change again is the pressure of competition to relate closely to the State Classification Plan.

Comparable classes in the State Plan are Secretary I (0131) which has a range from \$268-326 per month, Secretary II (0133) which has a range of \$286-348 per month, and Secretary III (0135) which has a range of

(C4)

\$326-397 per month. Although the recruiting rate which we are requesting for Senior Secretary is not at the exact level provided by the State Classification Plan, our recruiting rate varies less than \$10 from the State recruiting rate. In the case of Secretary, the new State Classification recruiting rate is more than one step higher than our present rate and it appears that it will be necessary for us to adjust our recruiting rate by at least that one step to remain reasonably competitive.

A survey conducted by the Austin National Bank in October, 1963, included classes comparable to our Secretary and Administrative Secretary classes. For Secretary the salary range was from \$275 to \$352 per month. For Administrative Secretary the range was from \$322 to \$433 per month. The Austin National Bank survey figures were reported by 15 local firms and organizations. It appears that the ranges which we have proposed should be adequate if based on the new State ranges and this local survey.

The City of Austin conducted a survey in August, 1963. Their summary reported figures for Secretaries I and II. Since only two classes were reported, it is difficult to compare the City of Austin figures with figures for our three classes. However, the report gives us an indication of our competition situation. The report shows that the over-all average minimum salary for a Secretary I (beginning level secretary) in 27 reporting agencies is \$280 a month. This is \$24 a month more than our present minimum for a beginning level secretary. This information substantiates our request for an adjustment in the ranges for Secretary and Senior Secretary. The City of Austin summary shows that a Secretary II (administrative level secretary) receives an over-all average minimum of \$318 per month. This figure represents replies from 29 reporting agencies and coupled with the Austin National Bank survey and new State ranges indicates that our present range is adequate.

Although we do not propose raising our range to that level paid under the U. S. Civil Service Commission schedule, it is important that we recognize our present competitive disadvantage. For Senior Secretary level jobs the Commission uses the GS-5 level which has a range of \$391-510 per month effective January 1, 1964. The ranges recommended for these classifications primarily reflect the ranges provided in the State Classification Plan for comparable classes. The series of classes most nearly comparable are Administrative Technician II

(1502) at \$424-517, and Administrative Technician III (1503) at \$552-673.

The range proposed for Executive Assistant is critically needed at this time. It will be noted that our proposed range is still significantly less than that which is provided in the State Plan for the comparable class for this biennium. This class definitely falls within the group of supervisory, technical, and professional classes for which the State made very significant increases. At the University the incumbents in this class are employees who have been with the University over a long period of time. These employees are at or near the maximum for their range. A study of the increases in minimum ranges for various classifications indicates that the minimum for this class has increased only 22.9 per cent since 1948. This is less than the increase in the Consumer Price Index which has increased from 85.4 to 107.1 or 25.4 per cent since 1948. It is also much less than the increases in gross average earnings in Texas which increased from \$1.75 to \$2.34 or 33.7 per cent.

(C5) The adjustment in the range for Manager, Stenographic Bureau is needed to bring this range into line with others provided within our plan and with those provided by the State for work in the procurement and stores management area. This range has been overlooked in previous years and has fallen behind ranges for classes with comparable level management responsibilities.

The procurement and stores classes fall into the group which would compare to the group of technical, supervisory and professional classes in the State Classification Plan which have received such significant range adjustments for the present biennium. It should be pointed out that in previous studies we have compared our Procurement Officer and Senior Procurement Officer to Purchaser I (1941) and Purchaser II (1942) in the State Classification Plan. During this biennium Purchaser I has a range of \$424-517, Purchaser II has a range of \$517-630. Since it is necessary to maintain existing relationships between our Procurement Officer classes and other classes in our Pay Plan, we do not propose to make drastic adjustments in the ranges. However, we are proposing limited adjustments in the ranges for both of these classifications.

(C6) This one-step adjustment in minimum and maximum of range is based on several factors. First, it should be noted that one of the requirements for employment in this classification is a bachelor's degree. It is becoming increasingly difficult to recruit and retain employees with a degree at the range presently provided. Mr. Shipp states that he has lost three employees in this classification during the past few months because he was unable to provide an adequate and competitive salary.

The adjustment in range for this classification is also based upon the changes recommended for the clerical group and for the professional-level employees in the Registrar's Office. Since employees in the Transcript Examiner classification work so closely with employees in both of these groups, it is essential that we maintain the present relationship between ranges for the classifications involved.

Mr. Shipp, the University Registrar, has requested that we study the ranges for these three classifications with particular emphasis on the maximum. Based upon information that we have been able to find and upon Mr. Shipp's request, we are recommending the identical range for these three classes.

One of the primary considerations in the adjustment of these ranges must be the new ranges provided by the State for professional, supervisory, and technical classes. These are the classes which have been given significant increases under the State Classification Plan for this biennium, and although our classifications in the Registrar's Office do not relate exactly to a comparable State class, they are in the group for which competition will become more keen because of the higher State ranges.

The only change in minimum will be for the Assistant Director of Admissions. The adjustment in this minimum is to bring it to the level provided for the other two classes. The adjustment in maximum for these classes is based not only on the effect of the new State Plan but upon information which we have concerning comparable classes in other colleges and universities.

Our latest information indicates that registrars of colleges with enrollments of 1,000 to 4,999 in the South Central Area (Kansas, Missouri, Kentucky, Tennessee, Arkansas, Oklahoma, Louisiana, Mississippi, Texas, Alabama) receive a mean of \$6,771 and up to \$8,800. The comparable figures for <u>all</u> institutions in the area were a mean of \$8,630 and a maximum of \$12,600. The figures for <u>all</u> institutions in the same area for directors of admissions were a mean of \$8,228 and a maximum of \$13,000. Since the University of Texas is the largest university in this 10 state area, it seems imperative that we adjust our maximum to a level approaching the mean salary paid for comparable work in the competing area in order that we hold a trained and competent professional staff.

(C8) The adjustment in the ranges for these two classifications is based upon adjustments for the ranges for comparable classes in the State Plan. These classes fall into the technical, professional, and supervisory group which has been given significant increases for this biennium. The most nearly comparable classes in the State Plan are WCI Unit Assistant Manager (2727) which has a range of \$552-673 and WCI Unit Manager (2728) which has a range of \$673-820. Based upon this information the adjustment in the ranges for our classes appear to be necessary in order to maintain a competitive position.

(C7)

(C9) The ranges proposed for Archives Translator, Library Assistant, and Senior Library Assistant are to be adjusted because of several influencing factors.

First, these classes are closely related to the professional librarian classifications, all of which are to have an adjusted range. Although the Assistants and Translator are of a subprofessional level the present range relationships should be maintained.

In addition, employees in these classifications perform some clerical functions and work in close conjunction with the clerical staff. The proposed range adjustment for these classes will maintain the present relationship between these ranges and those being proposed for the clerical group.

It should be pointed out, as in several other instances, our proposed ranges are still below those provided under the State Classification Plan. For example, the range being proposed for Archives Translator is still somewhat lower than that provided for Translator Spanish (7413), the most nearly comparable State class. The range provided by the State is \$397-484 per month.

- (C10) There have been significant changes made in the State Classification Plan for supervisory, technical, and professional classes for this biennium. In order that we maintain a competitive stature with the State Classification Plan, it has been necessary for us to propose adjustments in many of our classes and pract-ically all of our classes in the Clerical and General Administrative and Accounting Group. The two classes here specifically mentioned are definitely within the technical, professional, and supervisory group, but in order to maintain equity within our Pay Plan and not distort our recruiting rate, no change in the minimum for these two classes is proposed. Both of these classes are one position classes occupied by incumbents who have been with the University over a long period of time. The incumbents in both of these classes are presently at the maximum for their range as has been the case previously. It is proposed that a "no maximum" be established for these two classifications in order that we are able to reward the incumbents with periodic merit increases without distorting our recruiting rate for these two classes.
- (C11) The new range for Accounting Clerk I is based upon the change made in the State Classification Plan. The range provided for the comparable class, Accounting Clerk I (1001) is to be \$268-326 per month. We are requesting that our beginning rate be brought to the step most comparable to the beginning rate which will be provided for the comparable State class.

The new range provided for Accounting Clerk II will begin at the same figure which the State Classification provides for Accounting Clerk II (1002) and will enable us to maintain a competitive standing with other State agencies and with private business in Austin.

(C12) The State Classification Plan for the next biennium made its most drastic changes for classes in the middle professional, technical, and supervisory levels. These two classifications definitely fall into this group. Heretofore, we have compared our two Accountant classes to Accountant II (1162) and Accountant III (1163) in the State Classification Plan. These are the two classes which have appeared to be more comparable in level of duties and responsibilities and which had reasonably comparable ranges. Last year the ranges were as follows: Accountant II, \$395-466, and Accountant III, \$481-568. This year with the changes in the State Classification ranges the same two classifications have significantly higher ranges. Accountant II has a range of \$453-552 per month and Accountant III has a range of \$552-673 per month. It will be noted that even with the adjustments that we propose our recruiting rates will not be competitive with the new ones provided by the State. However, the proposed ranges are at the step closest to the new ranges for the State . and will not wholly disrupt our Pay Plan.

- (C13) Although these classes do not relate directly to any in the State Classification Plan, they definitely fall within the group of technical, professional, and supervisory classes for which the State has provided such significant increases for the present biennium. In addition, because of the significant increases under the State Classification Plan for Accountants and Accounting Clerks, it has been necessary for us to propose similar changes for our comparable classes. It is therefore desirable for us to adjust the ranges for these three supervisory classes in order that the proper relationships be maintained between these and subordinate level classes. We are requesting no adjustments in the minimums for these classifications although such adjustments could be justified on the basis of the new State ranges. This will insure that we do not distort our recruiting rates. Incumbents in two of these three classes, Chief, Accounting Division and Bursar, are presently at the maximum for the class and the adjustment in the range will allow us to provide for merit increases for the individuals in these classes for a limited time.
- (C14) The new range proposed is one which will maintain a relationship between our classifications and the class most comparable in the State Plan which is Accountant III (1163) which has a range of \$552-673 per month. Although we could justify a beginning rate of one step more on the basis of the new State range, we are requesting \$539 in order to maintain established relationships between classes in our plan. These classes are comparable to those in the State Plan which received most significant increases since they are in the professional, technical, and supervisory category. It is essential that we adjust our ranges somewhat in order to hold our trained, supervisory and professional personnel.
- (C15) The adjustment in the range for this classification is based primarily upon the adjustments which we have proposed for our Fiscal and Accounting Group and our Stores and Procurement Group which both relate closely to the work performed in this class. The adjustments in both of these groups have been based on the significant increases for this biennium under the State Classification Plan for professional, supervisory, and technical classifications. The one-step adjustment in the range for this classification will maintain existing relation-ships between this class and other classes within our Pay Plan.
- (C16) Our present range for Senior Security Analyst is not competitive when compared to the State Classification Plan's Chief Securities Examiner (1147) which begins at \$768. We propose a beginning rate at our nearest salary step \$770, and propose that no maximum be established in order to help us remain competitive in this one-position class.

The Assistant to the Endowment Officer is directly related to the Senior Security Analyst and should be increased proportionately. An increase of one step in the minimum and no maximum are recommended for this class.

Although the work performed in our Endowment Office is not exactly comparable to that performed in the State agencies, it does appear to be of a comparable level in degree of duties and responsibilities. Salaries are highly competitive in this field and it is essential that we maintain adequate salary ranges.

(C17) The proposed adjustment in the range for this classification is based on several important factors. First, it is necessary to make this adjustment in order to recognize and maintain relationships which have been established between this and subordinate level classes in the Fiscal and Accounting Group. Although there is no classification in the State Classification Plan which is directly comparable to this specific classification, we have been required to propose adjustments in related classifications which are comparable to State classes. Since this is one of the classes which is in our professional, technical and supervisory group, we must recognize that it is in this category that the State has made significant range adjustments for the present biennium.

In addition, we have a statement from Captain Krick, the Assistant Director of the Defense Research Laboratory, stating that "as DRL grows this position becomes increasingly important. The responsibility for purchasing and accounting for large quantities of scientific and technical equipment rests on the incumbent whose zeal, initiative, and performance must be recognized by a periodic merit increase." The incumbent in this classification is now at the maximum for the class and the adjustment in the range should enable us to reward and hold this employee.

(C18) The ranges proposed for these classifications are requested to keep us somewhat comparable to the State Classification Plan.

The new range provided by the State Classification Plan for Statistical Clerk I (1801) is from \$268-326 per month. Although our proposed range of \$235-305 for Statistical Aide is not quite comparable to that provided by the State, it should be a sufficient range at this time and will not require drastic adjustments in salaries for incumbents in this class. However, it will likely be necessary to adjust this range at a later date to bring it up to the level provided by the State. The proposed range for this classification also takes into account ranges for the clerical classes which are not to be adjusted so drastically at this time and will maintain existing relationships between this classification and the classifications in the clerical group.

The range for Statistical Clerk is based upon the new range to be provided for Statistical Clerk II (1802) in the State Classification Plan. This range is now \$305-372 per month.

The new range provided for Statistician is comparable to that provided for the classification in the State Plan which has comparable level of duties and responsibilities. That classification is Statistician II (1812) and now has a range of \$453-552.

(C19) The minor adjustments in the ranges for these classifications are based on adjustments which we have proposed in three of our groups which relate closely to these classes. The changes in these three groups have been based on the significant adjustments in the State Classification Plan for this biennium. These two classes relate closely to our Clerical Group, Statistical Group, and also to the Draftsman classifications in our Engineering Group. Classifications in all of these groups have been proposed for range increases. The adjustments proposed for these two classifications will maintain the relationships between these classes and other classes in these groups.

It should be pointed out that the ranges which we have proposed are still significantly lower than those which will be provided for comparable work under the State Classification Plan. For example, we propose a range of \$235-305 for Clerk-Draftsman while the most nearly comparable class in the State Plan is Engineering Aide II (2012) which receives a range of \$286-348 per month.

(C20) These classes are in a group which has become quite competitive and appears to have a rapidly expanding future. We are seeking to approach, in the case of these four classes, the new ranges provided under the State Classification Plan for comparable classes. For this biennium the State will provide a range of \$326-397 for Tabulating Equipment Operator I (0221) and \$372-453 for Tabulating Equipment Operator II (0223). We are under keen competition to maintain at least the same recruiting rate that other State agencies are able to provide in order that we maintain adequate and trained staff.

The classification most comparable to our Scoring and Tabulating Supervisor is the State class of Tabulating Equipment Supervisor I (0225) which has a range of \$424-517. Again in this case it will be necessary for us to adjust our ranges somewhat in order to be able to compete and to maintain relationships between this classification and the subordinate Tabulating Equipment Operator classifications.

The State class most comparable to our Electronic Computing Machine Operator is Computer Machine Operator I (0236) which has a range of \$348-424. The State also has two higher level Computer Machine Operator classifications which receive ranges of \$424-517 and \$517-630 respectively. Our classification plan provides for only one level of Computing Machine Operator and it appears from the examination of the job descriptions that our classification is higher than the first level in the State plan although the range which we request is at the level provided for that classification. It is desirable, however, that we make at least this adjustment in order to be able to recruit and retain competent staff for our Data Processing operations.

- (C21) The proposed ranges for these classifications will better enable us to retain present staff and have a fairly competitive recruiting rate, although we will not approach the new ranges provided under the State Classification Plan for comparable classes. It appears that in the State Classification Plan, Programmers are paid even more than their supervisors and directors. This has never been the case in our operation; therefore, we are not seeking to raise the ranges for our Programmers to the level provided by the State. For this biennium the State will provide a range of \$552-673 for Computer Programmer I (0241) which is comparable to our Computer Programmer I and to our Systems Analyst and Programmer I. For Computer Programmer III (0242) the State pays \$590-719. This classification is comparable to our Computer Programmer II and Systems Analyst and Programmer II. For Computer Programmer III (0243) the State provides a range of \$630-768. It is apparent that we are not raising our ranges to the level provided by the State, but it is hoped that we may take this more conservative approach and retain existing relationships between these classes in our Pay Plan.
- (C22) The proposed increase in the range for Photostat Operator is based on new ranges provided in the State Classification Plan for similar work. Although there are no strictly comparable classes, the State provides for Mimeograph Operator (0301) with a range of \$235-286, Duplicating Machine Operator I (0306) with a range of \$286-348, and Photocopyist I (0356) with a range of \$251-305. The proposed increase in our range will bring the minimum for our class only to the level of the lowest State class although the work performed could be compared to work in all three of the State classes. The adjustment in the range for this class will also maintain the relationship between it and classes in our clerical group.
- (C23) The adjustment in the range for Photographic Duplication Supervisor is to maintain an established relationship between this class and the subordinate level classes and classes in the clerical group. Although we cannot compare this class directly to one in the State Plan, the most nearly comparable class, Reproducing Equipment Supervisor I (0311), receives a monthly range of \$348-424. Our proposed range is somewhat lower than that provided by the State.
- (C24) The proposed adjustments in these classes are based primarily on the new ranges provided under the State Classification Plan and although the adjustments in the ranges are small and the differences between our present ranges and the ones provided by the State for the next biennium are small, it is mandatory that we maintain a competitive posture with other State agencies in order that we are able to recruit and to retain competent staff. During this biennium the State provides for three levels of Stock Clerk with ranges of \$235-286, \$268-326, and \$305-372, respectively. Our two Stores Clerk classifications appear to compare to the State Stock Clerks I and III and the ranges which we propose would approximate what the State provides. The adjustments which have been proposed for the Chauffeur-Stores Clerk, BRC, Laboratory Stores Assistant and Laboratory Services Supervisor are to maintain the existing relationships between these classes and the Stores Clerk classifications. It is particularly important that we maintain the differential between the Laboratory Stores classes and the ordinary Stores Clerk classifications since the level of duties and responsibilities in the Laboratory work is higher than that ordinarily required of a Stores Clerk.

- (C25) The adjustment for the range in this classification is recommended in order to keep this range in line with that provided for comparable work under the State Classification Plan and with the range provided for Director of Employee Benefits in our Plan. The most nearly comparable class in the State Plan is Personnel Director I (1750) which has a range of \$673-820.
- (C26) We propose to bring the minimum for Dormitory Resident Counselor I up to \$.75 an hour. The adjustment from \$110 to \$128 per month on an hourly basis computes to only \$.10 an hour. This is one of only two remaining classes in the Classified Personnel Pay Plan with a minimum below \$.75 an hour, and this adjustment is only to bring the minimum up to that point. The adjustment in the range for Dormitory Resident Counselor II is to maintain the relationship between the two ranges which have always had a slight differential in both minimum and maximum. The adjustment in the minimum for Dormitory Resident Counselor II will amount to only \$.05 an hour when computed on an hourly basis.
- (C27) A request has been made by Mr. Jack Steele, Director, Texas Union, to adjust the beginning rate for this classification downward by one step. At present, the Union does not have an employee as Games Manager I. Mr. Steele recommends that the range be lowered since the primary function of this class is to provide support to the Games Manager II and the range he requests is comparable to what he has proposed for a new classification of Assistant Crafts Supervisor.
- (C28) The adjustment in the range for Crafts Supervisor has been requested by Mr. Jack Steele, Director, Texas Union, in order to provide a more adequate salary for the incumbent in this classification. This is a oneposition classification and the incumbent is in charge of the Arts and Crafts Center which has expanded its services considerably over the past two years. The Center is now open 63 hours per week and provides a diversified arts and crafts program to the entire student body and University staff. The range proposed for this classification is in line with our proposal for the Artist series which is closely related. The range proposed for Crafts Supervisor will approximate the range for Artist III. (See C64)
- (C29) The changes in ranges for these classifications are based primarily upon the ranges for comparable classes in the State Classification Plan. We are able to relate our classes to existing classes in the State Plan and it is apparent that the ranges which we now provide are inadequate for us to be able to recruit and retain competent staff in this critical area. In the Welfare Group of the State Classification Plan there are numerous classes related to psychological and psychiatric work. The most nearly comparable classes are Psychological Assistant, Health Department (5252) with a range of \$453-552 per month. Psychologist (5250) with a range of \$590-719 per month, and Clinical Psychologist (5253) with a range of \$630-768 per month. There is also a series of Mental Health Research classes and Research Assistant classes; however, the lowest range for any of these classes is \$517-630 a month. Based upon this information, we feel that the adjustments in our ranges for psychologists are quite conservative. However, these adjustments should allow us to retain our staff and be able to maintain existing relationships between classes in our own Pay Plan. In making direct comparisons of our classes to State classes, our Psychologist I would most likely compare to the State Psychological Assistant in the Health Department. Our Psychologist III would compare favorably with the State Psychologist. The ranges provided by the State for these two classes are \$453-552 and \$590-719, respectively. (C30) In considering the ranges for our Psychometrists the most appropriate comparisons which we could make to the State Plan were with the classes of Test Technician I (1781) and II (1782). The ranges provided by the State for these two classifications are \$453-552 and \$590-719, respectively. Once again, it was difficult to make an exact comparison and there is undoubtedly a difference in the level of duties and responsibilities required by the State for its Test Technicians and those required of us for our Psychometrists. However, the new State

ranges indicate the need for us to make at least minor adjustments in ranges for our classes. The ranges provided for these two classes will also maintain the relationship between these ranges and those provided for the Psychologist group which is a closely related group both in terms of duties and responsibilities and in proximity of work since employees in both these groups are employed in the Testing and Counseling center.

- (C31) The adjustment proposed in the range for this classification is based on information which we have concerning comparable work in the State Classification Plan. Under the State Plan, Translator-Spanish (7413) receives a range of \$397-484 for this biennium. Although the adjustment which we propose in our range does not bring us to the level provided by the State, it should better enable us to recruit and retain employees in this classification and will allow us to maintain the existing relationship between this classification and other classes within our Pay Plan.
- (C32) The changes recommended for these classes are based on the adjustments in the State Classification Plan for the next biennium. The classes are comparable to State classes which are in the professional, technical, and supervisory group which received the largest salary increases this year. For this biennium Draftsman I (2000) will receive \$348-424 per month. This classification is comparable to our Draftsman I and Cartographic Technician I. Draftsman II (2001) will receive a monthly range from \$453-552. This classification is comparable in level of responsibilities and duties to our Draftsman II and Cartographic Technician II.

The City of Austin survey of which The University of Texas was a participant indicates that the average minimum salary paid to a Class "A" Draftsman is \$442. This class appears to be most nearly comparable to Draftsman II in both our plan and the State Classification Plan. Our proposed beginning rate is still lower than this average but will allow us to maintain the existing relationships between our classes in addition to more closely approximating the rates paid in the area of competition.

- (C33) The proposal to take the maximum off of the range for this one-position class arises from the fact that it is one of two high level professional classes in the Office of the Comptroller with which we continually have a problem. The incumbent has been with the University for a number of years and is always at or close to the maximum. In order that we may be able to provide this individual with merit increases without adjusting the range from year to year, we propose removing the maximum but retaining a minimum recruiting rate in order that we not distort the recruiting rate for the classification.
- (C34) The adjustment in the range for this classification has been requested by Mr. Curt von Bieberstein, Superintendent of the Department of Utilities. He points out that the ranges provided by the University are considerably less than the journeyman level tradesman could make at union wages outside the University employment. In addition, an examination of the State Classification Plan reveals that the present range for this classification is in need of a one-step adjustment. The most nearly comparable class in the State Plan is Boiler Plant Operator II (9062) which has a range of \$372-453.
- (C35) The adjustment in the ranges for these classifications is based upon a request from Mr. Curt von Bieberstein, Superintendent of the Department of Utilities, pointing out the inadequacy in the ranges which we now provide for our Foreman and Assistant Foreman classes. Incumbents in both of these groups perform at a level which compares with union foremen who receive considerably more money, yet the responsibilities which are assumed by our Foreman and Assistant Foreman classes are of greater magnitude and complexity than those assumed by union foremen. In addition, we have made studies with the most nearly comparable classes in the State Classification Plan and find that the range provided for the next biennium for most Assistant Foreman level positions is \$453-552 and the range for Foreman level positions is \$517-630 or \$552-673. Based upon this information the adjustments in our ranges are recommended.

Specifically the State provides the following ranges: first, the assistant foreman level classes which will receive a range of \$453-552 are Air Conditioning Mechanic II (9048), Maintenance Foreman II (9052), Maintenance Construction Foreman II (9288), Shop Foreman II (9542), Communications Superintendent I (9722). Foreman level of classifications which will receive a range of \$517-630 are Air Conditioning Mechanic III (9049), Maintenance Foreman III (9053), Maintenance Construction Foreman III (9289), Motor Vehicle Repair Supervisor (9421), Communications Superintendent II (9723).

(C36) The adjustment in the range for this classification has been requested by Mr. Curt von Bieberstein, Superintendent of the Department of Utilities. The Maintenance Man classification is one of utmost importance to the Department of Utilities. When skilled positions become vacant such as those occupied by Refrigeration and Temperature Control Mechanics, Plumbers, Steamfitters, Insulators, Electricians, etc., replacements are usually selected from the Maintenance Man positions. Individuals who occupy this position serve as helpers to skilled mechanics and develop the skills and qualifications to occupy skilled positions when they become vacant. The individuals who are selected to fill Maintenance Man positions must be intelligent and possess sufficient experience to enable them to learn and become skillful enough to occupy more responsible positions.

A study of the State Classification Plan indicates that the most nearly comparable class is Maintenance Mechanic I (9041) which has a range of \$305-372. In order that we may be able to recruit and retain competent employees in this entry level classification, it is recommended that our range be at least at the level provided for other State agencies.

(C37) The adjustment in the range for these two classifications is based upon information from the Associated General Contractors in Austin concerning the prevailing wage rates in Austin, Texas, on July 1, 1963. Based upon this information, the beginning wage for comparable level work is now or will become \$3.60 per hour prior to our fiscal year 1964-65. For the past two years we have established our ranges using 66 per cent of the union wage for the midpoint of the range. Using this same computation 66 per cent of union wage for Carpenter will compute to \$412 per month. Using the same computation we find that the ranges presently provided for our Assistant Carpenter Foreman, Assistant Cabinetmaker Foreman, Carpenter Foreman, and Cabinetmaker Foreman are adequate. Therefore, in order to maintain the proper relationships between the ranges as well as provide an adjustment for the range of Carpenter, the proposed range is recommended.

(C38) A study of the ranges for these classifications has been requested by Mr. Curt von Bieberstein, Superintendent of the Department of Utilities. As a result of his request, we have made a study of union wages for most nearly comparable work as reported by the Associated General Contractors in their latest publication dated July 1, 1963. Based upon this information, the wage which is paid now or will be in effect prior to our fiscal year 1964-65 is \$4.00 an hour. If we establish the midpoint of our range at approximately 66 per cent of this figure, it would be \$457.

A study of the ranges for the Assistant Electrical Foreman, Assistant Communications Supervisor, Electrical Foreman, and Communications Supervisor indicates that the ranges for these classifications are now adequate without change. Therefore, in order to provide an adjustment for the journeyman level classes and yet retain the proper relationship between these subordinate classes and the supervisory classes, we recommend the range of \$400-482.

The recommendation for Refrigeration Mechanic and Temperature Control Mechanic will maintain these classes at the same level since they have comparable duties and responsibilities.

- (C39) The adjustment in the ranges for these classifications has been requested by Mr. Curt von Bieberstein, Superintendent of the Department of Utilities. We are not now keeping pace with union scale according to a comparison with information supplied by the Associated General Contractors. The union wage is now \$4.15 an hour for comparable work. Sixty-six per cent of this figure on a monthly basis is \$475 a month. Therefore, we would be able to adjust our range for these classifications by two steps. However, a similar computation for Assistant Foreman and Foreman indicates that the ranges provided for these foreman classifications are now adequate. Therefore, in order to maintain the proper relationships between the subordinate level classes and the foreman classes, we recommend only the one-step adjustment in minimum and maximum.
- (C40) The adjustment in these ranges is based upon several factors. First, we have a request from Mr. J. G. Mitchell, Superintendent of Buildings and Grounds, requesting a study of the ranges for these classifications. He points out that severe quality production standards and the institutional work load for these classifications is extremely heavy. He further points out the present journeyman rate now being paid to Carpenters and that the degree of skill required in the furniture repair area is comparable to or higher than that required of a Carpenter. Since we are proposing an adjustment in the range for journeyman level Carpenter, proportionate adjustments in the ranges for the furniture and furnishings area employees are in line. In addition, a comparison to the State Classification Plan indicates that an adjustment in the assistant foreman level classifications is in order. This range is also to be more nearly comparable to that provided for Assistant Carpenter Foreman.
- (C41) The proposed adjustment in the range for this classification is based upon information from the Associated General Contractors in Austin. The union wage for comparable work is \$3.65 an hour. Based upon this figure, \$418 should be the midpoint of our range, if it is to represent 66 per cent of union rate. The proposed adjustment will not provide a range quite at this level, but will maintain the proper relationship between this and other classes in the Physical Plant.
- (C42) The adjustments in these ranges are all based upon our figures from the Association of General Contractors of Austin. It is also important to keep the ranges for these classifications at the same level since they are considered to be on the same level in the Physical Plant. For this reason, although we could adjust some of the classes more than we propose, we have been conservative in our recommendation. The midpoint for all these classes will be \$439. The midpoints on the basis of 66 per cent union scale would be: Mason, \$486; Plasterer, \$457; Steel Worker, \$451; Sheet Metal Worker, \$473; Insulator, \$475. Therefore, our proposals are conservative in the case of each class.
- (C43) The adjustment for this range was requested by Mr. Ralph Huber, Superintendent of the Department of Construction and Maintenance. The range which we presently provide is considerably below that paid for comparable union work. This range has also been overlooked in previous studies of the Pay Plan. The present Associated General Contractor's wage scale for this classification is \$3.93 per hour. Based upon 66 per cent of union scale, our closest step for midpoint of the range would be \$460. Although the proposal which we have made will not bring our range to this level, it will maintain the proper relationship between this classification and others in our Plan.
- (C44) The adjustment in the range for this classification is based primarily on the range provided by the State Classification Plan for comparable work. The State has two classifications, Motor Vehicle Mechanic I (9416) and Motor Vehicle Mechanic II (9417). Both of these classes relate closely to our class. The respective ranges for these classes are \$305-372 and \$348-424.

(C45) The adjustment in the range for this classification is based primarily upon the range provided by the State Classification Plan for comparable work. The comparable class in the State Plan is Locksmith and Cabinetmaker (9122) which has a range of \$372-453 per month. Since the University's Locksmith operation is the largest and most diversified operation in this locality, and since it is one of the largest in the State, our range for this classification is inadequate. The University's Locksmith operation includes the installation, repair and maintenance of all locks in academic and administrative buildings, and all dormitories and resident housing belonging to the University. The University's Locksmith sets up key schedules and combinations which most agencies have to have contracted out. This factor is very important because delays in making changes are reduced and the security of our buildings is enhanced immeasurably. Based upon this information the range adjustment for this class is recommended.

- (C46) The adjustment in this range is to place the range more nearly in line with the rate paid to Offset Press Operators in this city under the union agreements and more importantly with salary scales under the State Classification Plan. The present range makes it impossible for the University of Texas to retain on staff qualified and experienced Offset Press Operators. Offset Press Operator falls between the classes Duplicating Machine Operator I (0306) and II (0308) in the State Plan. The ranges provided for these classes are \$286-348 and \$348-424, respectively. The adjustment in the range for our single classification provides for a range which is between the two ranges provided by the State and should enable us to recruit new employees if necessary and to retain our present staff. We have a particular problem in the Bureau of Business Research with this classification. The Bureau has two Offset Press Operators on the staff. These men are high school graduates with specialized training in lithographic work. They work under established office policies and procedures with a minimum of supervision. They print in multicolors and reproduce half-tone and line drawings. They supervise part-time student employees who assist with the mimeograph work and the assembling and the binding. These employees are undoubtedly at a higher level than the ordinary Offset Press Operator or than the Duplicating Machine Operator I in the State Plan.
- Based upon this information we consider it essential to provide a more competitive range for this class. (C47) An adjustment in the range for this classification has been requested by Mr. Claude Eads, Manager, Printing Division. He states that the "change is important to assist in recruiting for an urgently needed competent graphic arts management assistant with experience in cost estimating, typographic planning, detailed manufacturing specifications and job cost accounting. Past recruiting efforts have failed. The reason is that the present salary is below that prevailing in local industry or with comparable university graphic arts programs." He further states, "efforts to train potential management personnel to work for lower salary have proved unsatisfactory, time-consuming and uneconomical. The change will not require any budget appropriation since the program is financially self-sustaining from work processed."

We have also discussed the Printing Division management classes with representatives of the State Classification Office. They indicate that the State actually has nothing comparable to our Printing Division since it is a much more "sophisticated" operation than exists in any other State agency. For this reason we cannot make a direct comparison to classes in the State Plan. The new range provided for this classification is comparable to that provided for related classes in our plan such as the Advisor to the University Publications and the Assistant Director, University Press.

(C48) This change is important to keep pace with present program growth plus strengthen the administrative organization for further growth. The Printing Division's actual performance for 1962-63 exceeded \$709,000 -- an \$89,000 work volume increase over the \$620,000 estimated budget figure. The program includes the University

System in addition to the Main University. The program is operated on sound graphic arts business management principles without any appropriation or subsidy of University funds. Work volume is approaching three-fourths of a million dollar value, and administrative responsibility includes both day and second shift night operations. The total number of employees averages 64 people. Being unable to recruit competent management, the Manager is required to spend extra long work days, weekends, holidays, and vacation hours devoted to the program. The change will, in part, remedy existing inequity of top management salary being so far below prevailing figures both locally and/or with comparable University graphic arts programs. The recommended change is in line with existing administrative organization in similar areas. Further justification supporting the change is the past decade's performance in rebuilding an obsolete operation to one of the better University graphic arts programs in the nation. Professional qualifications of the incumbent include 27 years of graphic arts experience plus a Master of Arts degree from The University of Texas. The incumbent is presently at the maximum for the range for this one position classification. Removing the maximum from the range will alleviate the problem of having to consider the range each year when the incumbent becomes eligible for an increase. Retaining a minimum salary based upon information from the area of competition will allow us to have an undistorted recruiting rate.

- (C49) The adjustment in the range for this classification is based primarily upon information which we have concerning the range provided by the State for comparable work. The most nearly comparable class in the State Plan is Supervisor of Rolling Equipment (9436). An examination of the description for this class reveals that it is of approximately comparable level in duties and responsibilities as our Transportation Foreman. The range provided by the State, however, is \$453-552. Based upon this information the one-step adjustment in the minimum and maximum is proposed for our classification. It should also be pointed out that the present incumbent in the class of Transportation Foreman is at the maximum and this adjustment will enable us to provide merit increases for a limited period of time.
- (C50) The adjustment in the range for this classification is to bring the minimum for the class up to 75¢ an hour. This is one of only two classes in our Pay Plan which has a minimum rate below 75¢. This is a class which is occupied by a few part-time student employees who live and work in dormitories. The amount of the adjustment in the range is actually only 15¢ per hour since \$100 equates to 60¢ per hour and the new minimum of \$128 equates to 75¢ per hour. The proposed range for this class will provide an hourly range from 75¢ to \$1.00 per hour. This adjustment has been discussed with and approved by Mr. J. H. Colvin, Business Manager, and Mr. F. C. McConnell, Director, Housing and Food Service.
- (C51) The adjustment in the ranges for these classifications are based upon comparisons with other management level classes in our Pay Plan and in the State Classification Plan. With the continuing increase in management level salaries it would now be impossible to employ qualified staff for these positions at the present beginning steps. These positions are at the department head level and require the services of well-trained persons with specific and successful experience in this field of work.

The University is confronted with a particular problem in the case of the Manager, University Apartments and Maintenance Service since this employee has the dual function of managing 570 University-owned apartments, 52 trailer lots, and 7 University-owned co-operatives in addition to providing supervision over the maintenance service for these University-owned housing units. If we compare the range to ranges provided for employees in the administrative group, the need for an adjustment is indicated. If we compare his functions as a maintenance supervisor to comparable level classes in the Physical Plant, an adjustment is also indicated.

(C52) The proposed salary adjustments for these managerial classifications in our Food Service area are based on several factors in the competitive situation. The ranges for Manager, Tea House and Manager, Varsity Cafeteria have not been adjusted since September, 1959, and it would now be difficult, if not impossible, to employ a

qualified person for these positions at the present beginning step. Both classifications are at departmenthead level and require the services of a well-trained person with specific and successful experience in the field of food service management. These classifications fall into the group of middle-management, technical, and supervisory classes which received significant adjustments in the State Classification for the next biennium. The two most comparable classes in the State Classification Plan are Food Service Manager I (8150) which had a range of \$378-446 during the last biennium but which has a range of \$424-517 for the present biennium, and Food Service Manager II (8151) which had a range of \$422-498 during the last biennium but which has a range of \$484-590 for this biennium.

No change in minimum is being recommended for Manager, University Commons. An adjustment in maximum is being recommended to keep this class in the proper relation with the other two mangerial classes.

- (C53) The adjustment in the range for this classification is based upon the range paid by the State for comparable work. The State provides for Exterminator (9124) to be paid from \$424-517 per month. This is considerably more than we presently pay or than we propose; however, because of the difference in the level of duties and responsibilities some differential is justified. We presently have two employees in this classification, one at the maximum and one at a step above the minimum. In order to be able to retain these employees we propose the adjustment in range which will not require any automatic increases in salary but which will provide a longer range for both incumbents, thereby permitting them future merit increases.
- (C54) These classes relate closely to the Watchman classes in the State Classification Plan. Because of the increased ranges in the State Plan, it is necessary that we adjust our ranges in order to recruit and retain competent staff. The classes and ranges provided by the State this biennium are Watchman I (8044) \$220-268, Watchman II (8045) \$251-305, and Watchman III (8046) \$286-348.
- (C55) This is one of the most critical areas in the Classified Personnel Pay Plan. We have requests from Mr. J. G. Mitchell, Superintendent of Buildings and Grounds, and from Mr. C. J. Eckhardt, Director of the Physical Plant, relating to this classification. Although admittedly the job requirements of University officers are not as severe as City and DPS requirements, the University's officers frequently are required to cope with police matters and problems equally as varied and different as those encountered by City and DPS officers, such as thefts, robbery, assaults, breaking and entering, mob rioting, drunks, sexual perverts, traffic control, and accidents, traffic and otherwise. The significant fact is that University officers must handle these offenses without full authority to act or adequate protection, which means that these cases must be handled with extreme care not only for the protection of the individual but as well to protect both the University and its officers against adverse publicity and liability suits. In short, like the City and DPS, the University community needs officers who can satisfy reasonably high physical, mental, and moral standards.

This being true, the University cannot recruit qualified persons at a starting rate of \$267 monthly if the City and DPS experience great difficulty trying to do so with much higher salary inducements.

We have discussed the proposed range for this classification with representatives of the State Classification Office. It is their opinion that the work involved in this class is of a higher level than that required in their Guard classifications, and it is their opinion that the range which we are proposing is in line for our area of competition. We have also contacted Mr. Phil Morgette, Personnel Director of the City of Austin, concerning this problem. His reply to our question is quoted in part: "your rate for Security Officer scems rather low. We pay our Parkaidettes, which as you know are the girls that give traffic tickets and information and aid to motorists and pedestrians alike, in our group 6 range which is \$273 to \$360 per month. These girls have no police powers and, of course, do not carry fire arms nor can they make arrests but are in fact attached to our Traffic and Transportation Department rather than the Police Department.

"As a general basis, I might give you our salary range for our Fire Inspectors which might be classed as a similar type position, especially since they are uniformed but, of course, do not carry fire arms but can enter places of business with authority and have the power to file charges in court. Their salary range falls approximately in our group 8 classification which is \$334 to \$443. The Senior Inspector falls in our group 9 range with a salary of \$368 to \$481 and our Chief Inspector in group 10 from \$405 to \$530 per month. Our Police Chief feels that your men might possibly be in similar type groups.

"For informational purposes, our uniformed policemen have the following salaries:

Patrolmen	•	•	•		•	•		•					٠	٠	\$362
after s															
Sergeant.			•					•		•	•	•	•	•	410
Lieutenan															
Captain.	•	•	•	•	•	•	٠	٠	٠	•	٠	٠	٠	٠	525."

Although we cannot compare directly to the classes Tunnel Guard I and II (9201 and 9202) in the State Classification Flan, it should be pointed out that the level of duties and responsibilities for Traffic and Security Officer is equivalent and in some cases higher, yet the range provided by the State for these two classifications is \$326-397 and \$376-453 respectively.

(C56) The proposal to raise these ranges relates to the information which we have submitted for subordinate classifications and also to information which we have been able to gather for comparable positions on other campuses. We were a participant in a survey conducted in October, 1963, by the Department of Civil Service of the State of Louisiana. Their survey was sent to seven colleges and universities in the South and were for classes which were comparable to our Traffic and Security Captain and Chief Traffic and Security Officer. Based on the information which they received, they established a range of \$360-460 for their classification which is comparable to our Traffic and Security Captain and a range of \$525-650 for their classification which is comparable to our Chief Traffic and Security Officer. Our proposed ranges reflect this information and should better enable us to recruit and maintain a staff and will also maintain relationships between ranges which have been established over a number of years.

(C57) The Geophysical Inspector compares in level of duties and responsibilities to the State Classification Plan's Field Inspector, General Land Office (2059) which has a range of \$453-552. A change in our range to more nearly compare with that of the class range for Field Inspector in the State Plan is recommended.

Our Petroleum Engineer compares to the Engineer II, Railroad Commission, \$552-673. A range to be more nearly comparable to the range of that class in the State Plan and such classes as Assistant Maintenance Engineer and Research Engineer Scientist Associate II in our plan is recommended. The present incumbent is at his maximum and a replacement could not be recruited at the minimum rate. A survey of 17 companies in the area of competition has shown that our range is in serious need of adjustment. The mean recruiting rate reported for comparable level work was \$572.

In keeping with increases proposed for the Clerical and Office Service Group, to which the Land and Title Clerk is directly related, it is proposed that minimum and maximum for this class also be increased to keep the proper relationship between related classes in our Pay Plan. A survey of the comparable class in companies in the Midland-Odessa area shows our salary to be in need of adjustment. The mean recruiting rate paid to incumbents is \$491. It should also be pointed out that the State pays \$348-424 for work comparable to our Land and Title Clerk.

(C58) A survey of 32 libraries with 21 responses furnished us with a mean starting salary for five year graduates with no experience (our Librarian I level) of \$5579. The mean for graduates with 2 to 3 years' professional experience was \$6549.

The Strout and Strout survey, an annual authoritative survey, University of Illinois, based on 28 reporting United States schools, set the mean for the equivalent of Librarian I at \$5661 for 1962-63, and showed that the beginning salary average has since 1951 "exhibited a consistent annual increase of about \$200-300." If this trend continues, even with the adjustments proposed, our recruiting salaries, based on 1962-63 findings, will be far behind the national average when they become effective in 1964-65. It is therefore proposed that ranges for all classifications in the Library Group be increased to hold personnel in these classes and to provide for recruiting rates which are more realistic so that vacancies which occur can be filled.

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- (C59) This compares with the State Classification Plan's Mental Health Research Associate (5262) and Mental Health Education Consultant (5264) which both begin at \$630 per month. The incumbent in this one-person position has received outside offers of \$10,000 per year. Because of the recognized ability of the incumbent, the University is under constant competitive pressure to meet outside offers of employment. Rather than continue in a situation in which we are in a constant competitive disadvantage, it is necessary that we be able to establish no maximum on the class in order to meet outside offers in this now highly competitive field for which there are all too few qualified available persons. Within the past two months she has received an offer from another Austin agency at a rate starting at \$1,000 above her present salary. Three years ago she received an outright offer from another State agency in Austin, which we encouraged her not to accept on the grounds that the University was attempting to work out a more adequate compensation for professional personnel not engaged in teaching. Had she accepted this position, her exact rate now would be just \$2,000 above her present salary. If we were to mention offers which she has received outside of Austin, we would suffer even more in comparison. She had an offer from the Devereux Foundation of Pennsylvania at a rate of \$10,000, and the associate director of the National Institute of Mental Health has indicated that he would put her to work immediately if she were available in Washington at a rate of \$12,000.
- (C60) With the opening of the addition to Gregory Gymnasium the Intramurals Program has already expanded considerably. In addition, it is expected that this program will grow even more rapidly within the next few months. With this expansion of the program, the duties and responsibilities of the Director have greatly increased. No adjustment in the minimum for the classification has been recommended; therefore, there should not be a distortion of the recruiting rate. However, the maximum for the class is to be increased by one step. Since the incumbent in this classification is presently at the maximum for the range, this adjustment in range will allow us to provide for a merit increase for a limited period of time.
- (C61) The adjustment in the range for this classification is based on several factors. First, this managerial classification is closely related to our supervisory, technical, and professional group of classes that is one of the most critically affected by the adjustments in the State Classification Plan for this biennium, since the "middle management" group in the State Plan received the most significant increases. In addition, we have a request from Coach Darrell Royal, Athletic Director, for an adjustment in this class. Coach Royal states:

"An employee in this class does responsible supervisory and administrative work in the management of ticket sales, business and related activities of the Department of Intercollegiate Athletics; is responsible for planning, coordinating, and supervising the distribution and sale of tickets; for supervising the receipt and recording of funds; for the purchase of athletic equipment; and for maintaining good public relations. Work is performed in accordance with Athletic Council and Administration policies and directives and under the direction of the Business Manager of Athletics. The nature of the work requires the employee to have considerable knowledge of all departmental functions and programs.

"During the past fifteen years, seven of the Southwest Conference schools have enlarged their stadiums. This, together with the increased interest and success that The University of Texas has enjoyed, has doubled the volume of sales during that period of time. With this, added responsibility has been thrust on the two men holding the position under discussion. Only two persons on the campus hold this position: Alfred R. Rochs, with 16 years of experience on the athletic staff; and Albert H. Lundstedt, with 12 years. Both hold degrees from The University of Texas and are key members of the department. Each of these men is extremely capable and the loss of either would seriously handicap the business and ticket operations of the Athletic Department. It so happens that there is always a possibility of losing one or both of them since there are professional teams now in Dallas and Houston and since colleges frequently look for experienced personnel.

"It is important to upgrade the position in order that Mr. Rochs and Mr. Lundstedt will be assured so far as their future at the University is concerned. No raise in pay is proposed at this time, but for reasons outlined above, the Athletic Council and I consider that upgrading of this position is essential."

- (C62) The range for Art Registrar should compare to the range for Artist III in order to maintain internal equity in pay for equal responsibility. Although there is no exactly comparable State classification, the demands of this one person class will certainly be equal to that of our Artist III classification and should be compensated for accordingly.
- (C63) The range for Slide Librarian should be increased to be equal at least to the range for Senior Clerk-Typist since this is highly specialized work involving responsibility for valuable slides for the Art Department. A range of \$279-366, equal to that for Senior Clerk-Typist, is therefore proposed. This class requires a BA degree and it is virtually impossible to recruit and retain competent employees within the present range. In addition, with the vast expansion in the new Art Building the duties required of incumbents in this class have increased significantly.
- (C64) Our Artist I compares to the State's Graphic Artist (2004) with a range of \$305-372. Our range needs to be raised to \$256-335 which is still considerably less than the comparable State classification.

Our Artist II compares to the Illustrator I (2009) with a range of \$372-453 in the State Plan. We propose \$305-400, still less than the State range.

Artist III compares to Illustrator II (2010) with a range of \$453-552 in the State Plan. We propose \$419-539, again less than the State Plan range.

Although the ranges proposed for the Artist series are lower than those provided for the most nearly comparable classes by the State, these ranges will maintain established relationships within the University Pay Plan.

- (C65) The Wardrobe Mistress must use her abilities to interpret designs and accurately make costumes to period standards for Shakespearean and other plays for the Drama Department. Student assistants assigned to these projects look to her for instructions. Our rate for this classification should be considerably higher than at present in order to hold a competent person in the position. A range of \$256-335 is proposed. This range will be at a level paid to many of the students which she must instruct and supervise.
- (C66) The Director of Public Programs has responsibilities as great as, if not exceeding, those for Executive Assistant, in the arrangements for Cultural Entertainment, Solo Artist Series, and other programs. It is therefore recommended that the range be raised to a level equal to that proposed for Executive Assistant, \$482-650, in order to maintain equity within the Pay Plan.

(C67) A review of the range for this classification has been requested by Mr. Robert F. Schenkkan, Director of Radio-Television. Because of our unique organization it has been difficult to get sufficient survey data. Several of the organizations which we contacted reported a salary range for this class which would be more appropriate for Director, Radio-Television. However, the information has indicated that we should support Mr. Schenkkan in his request for a higher maximum for this classification. In fact, our limited information indicates that the beginning step for the class should probably be at approximately the level of our present maximum; however, in order to maintain equity within our Pay Plan, we can make no such proposal. Therefore, the two-step increase in the maximum is all that we propose at the present time. In addition, in support of his request, Mr. Schenkkan has provided us with the following information:

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"The duties of the TV Program Director have been greatly increased in the past few years. He is now responsible for the programming of KLRN-TV (a facility not in existence when the present scale was drawn) which the University operates under contract with the Southwest Texas ETV Council. This full-power VHF station serves audiences all the way from Laredo on the South to Lampasas and Hamilton on the North, from Victoria to Uvalde, either by direct signal or by cable system.

"This is an enormous responsibility. The programming and production schedule has reached a level of 212 per week, exceeding the total year's production and playback by Radio/Television in 1958. The staff responsible to Mr. Squier has also grown considerably (though not in proportion to the production)."

(C68) The recommended adjustments in the ranges for these classifications reflect the revisions in the State Pay Schedule for this biennium. The comparable classes in the State Classification Plan fall within the group of professional, technical and supervisory classes which have received the largest adjustments. Darkroom Technician (0351) which is comparable to our Photographic Technician has a salary range of \$268-326 per month. Photographer I (0361) has a salary range of \$326-397 per month. Photographer II (0363) has a salary range of \$397-484 per month.

The State also has a classification, Photographer III (0365) with a salary range of \$517-630 per month. At this time we have no position comparable to this classification. Our Chief Photographer falls between the State classification of Photographer II and Photographer III, but we are requesting that our range approximate only to the level of Photographer II.

- (C69) The adjustment in the range for this classification is to reflect adjustments made from the Motion Picture Camerman classes and maintains the existing range between these classes. It should also be pointed out that this is a one-position classification and that the present incumbent's salary is now at the maximum for the range. The two-step adjustment in the maximum will allow us to provide merit increases for the incumbent. The minimum for the class will remain the same. Therefore, our recruiting rate will not be distorted.
- (C70) The recommended adjustment in the ranges for these classifications is based upon the new ranges for comparable classes in the State Classification Plan. These classes are among the professional, technical, and supervisory classes which have received large adjustments under the new schecule. For this biennium Journalist I (1890) has a salary range of \$372-453 and Journalist II (1891) has a salary range of \$453-552. Technical Writer (1582) has a range of \$552-673. Although it is somewhat difficult to make an exact comparison between our two classes and the State classes it is essential that we adjust our ranges in order to recruit and retain employees in these classes.

We have already experienced some difficulty in retaining incumbents in these classes. For example, two Technical Reports Editors have been hired from DRL by General Electric Company during the past year with salaries in excess of \$600 per month.

TEXAS WESTERN COLLEGE

RECOMMENDED CHANGES IN THE CLASSIFIED PERSONNEL PAY PLAN TO BE EFFECTIVE SEPTEMBER 1, 1964

DELETIONS:

7

<u>DELETIO</u>	<u>TITLE</u>	MONTHLY RANGE	ANNUAL RANGE	HOURLY RANGE	STEP NO.	STATE CLASSIFICATION MONTHLY RANGE
4141	Manager, Snack Bar & Recreation Room	539-680	6468-8160 (1)	3.10-3.90	40	NCC*
4150	Assistant Manager, Snack Bar & Rec. Room	382-482	4584-5784 (1)	2.20-2.80	33	NCC
7100	Assistant Dormitory Director	100-172	1200-2064 (2)	.60-1.00	5	NCC
7101	Dormitory Director	172-256	2064-3072 (2)	1.00-1.50	16	NCC
ADDITI	ONS:					
0021	Senior Secretary	2 79-350	3348-4200 (3)	1.60-2.00	26	273-321
0304	Bookkeeping Machine Operator II	305-382	3660-4584 (4)	1.75-2.20	28	NCC
0311	Tabulating Equipment Supervisor	460 - 592	5520-7104 (5)	2.65-3.40	37	450 - 531
1000	Assistant Dormitory Director	100-172	1200-2064 (6)	.60-1.00	5	NCC
1001	Dormitory Director	172-256	2064-3072 (7)	1.00-1.50	16	NCC
1021	Intramurals Director	620-770	7440-9240 (3)	3.55-4.45	43	NCC
1047	Manager, Recreation Room	419 - 539	5028-6468 (8)	2.40-3.10	35	NCC
1110	Psychologist I	319-419	3828-5028 (3)		29	NCC
1111	Psychologist II	439 - 539	5268-6468 (3)		36	NCC
1112	Psychologist III	565-710	6780-8520 (3)		41	513-605
1120	Psychometrist I	292-366	3504-4392 (3)		27	395-466
11 2 1	Psychometrist II	366-460	4392-5520 (3)		32	513-605
1 2 62	Supervising Nurse	382-482	4584-5784 (3)		33	378-466
2 108	Research Engineer Scientist Assistant I	350-400	4200-4800 (3)		31	Exempt
2 109	Research Engineer Scientist Assistant II	400-439	4800-5268 (3)		34	Exempt
2 110	Research Engineer Scientist Assistant III	4 39- 539	5268-6468 (3)		36	Exempt
2 140	Assistant to the Director, SRL	514-650	6168-7800 (9)		39	NCC
22 11	Technical Staff Assistant II	279-350	3348-4200 (3)		2 6	NCC
2212	Technical Staff Assistant III	350-460	4200-5520 (3)		31	NCC
2213	Technical Staff Assistant IV	4 39- 565	5268-6780 (3)		36	NCC
22 14	Technical Staff Assistant V	5 39- 680	6468-8160 (3)	3.10-3.90	40	NCC

* No Comparable Classification

TEXAS WESTERN COLLEGE

PAY PLAN TO BE EFFECTIVE SEPTEMBER 1, 1964

Recommended Changes - Page 2

3310	Automotive Mechanic	292-350	3504-4200 (3)	1.70-2.00	27	331-391
4100	Food Service Worker	105 -2 56	1260-3072 (10)	.60-1.50	6	168-197
4111	Cook	181-235	2172-2820 (11)	1.05-1.35	17	19 2-22 6
4130	Food Checker & Cashier	200-267	2400-3204 (12)	1.15-1.55	19	NCC*
4141	Manager, Snack Bar	539-680	6468-8160 (13)	3.10-3.90	40	NCC
4150	Assistant Manager, Snack Bar	382-482	4584-5784 (14)	2.20-2.80	33	NCC
4320	Campus Policeman	17 2- 256	2064-3072 (15)	1.00-1.50	16	NCC
5011	Librarian II	439-565	5268-6780 (16)	2.55-3.25	36	NCC
501 2	Librarian III	565-710	6780-8520 (16)	3.25-4.10	41	NCC
5040	Chief Catalog Librarian	565 - 710	6780-8520 (16)	3.25-4.10	41	NCC
5041	Loan Librarian	565-710	6780-8520 (16)	3.25-4.10	41	NCC
5042	Acquisition Librarian	565 - 710	6780-8520 (16)	3.25-4.10	41	NCC

CHANGES:

CHANGE	<u>S:</u>	FROM:			TO:	State		
		Monthly Range	Annual Range	Step No.	Monthly Range	Annua1 <u>Range</u>	Step No.	Class. <u>Range</u>
0001	Clerk	200-256	2400-3072 (17)	19	225-279	2 700-3 3 48	2 1	225-265
0010	Clerk-Typist	200-256	2400-3072 (17)	19	225-279	2 700-3348	21	225-265
0011	Senior Clerk-Typist	2 56-319	3072-3828 (17)	2 4	2 67-335	3204-4020	2 5	256-300
0020	Secretary	2 45-305	2940-3660 (17)	23	256-319	3072-3828	24	2 56-300
0022	Administrative Secretary	305-382	3660-4584 (17)	28	319-400	3828-4800	29	310-366

* No Comparable Classification

FOOTNOTE EXPLANATIONS

(1) Change of title only.

(2) Change of code number only.

(3) It is recommended that this position be established in order to provide orderly recognition, distinction, and increments commensurate with duties and responsibilities performed and to conform with the practice in other component institutions within the university system where this same position is classified.

Recommended Changes Footnote Explanations - Page 3

- (4) It is requested that this position be established in order to allow for promotion, orderly recognition, distinction and increments commensurate with more complex duties and responsibilities than those in the existing class of bookkeeping machine operator. Incumbents in the existing class are at the upper limits of the range. A reclassification to another title would not be feasible, thus requiring a higher additional classification at this time.
- (5) It is recommended that this class be established in order to make available to the college the position in which we will classify a person to be employed whose duties are to supervise our entire IBM complex. The level of duties and responsibilities is adequate to justify the inclusion of this classification as well as the salary range.
- (6) This is a change of code number from 7100 to 1000, thus permitting transfer to the more properly identified Guidance, Counseling, and Health Service area.
- (7) This is a change of code number from 7101 to 1001, thus permitting transfer to the more properly identified Guidance, Counseling, and Health Service area.
- (8) It is our purpose to classify this position in which we have employed an individual to perform the duties of a manager of the Recreation Room in the Student Union Building. Formerly the management of the Recreation Room was assumed by the manager of the Snack Bar in addition to his other duties. The work load justifies the separation of these responsibilities and the creation of this new classification. The recommended salary range will be commensurate with the duties and responsibilities for this position.
- (9) This position is presently unclassified. It is recommended that the position be classified in order to provide orderly recognition, distinction, and increments commensurate with the duties and responsibilities for the work to be performed. The incumbent is the only employee in this class.
- (10) It is recommended that this position be classified. Heretofore, persons employed in this class have been unclassified. The existing salary scale in El Paso begins at 60¢ an hour for individuals doing this type of work and extends to \$1.50 an hour. These persons are employed in our Student Union Snack Bar and perform various duties, such as Busboy, Student Helper, Dishwasher, etc. It is felt this classification would more properly describe all of the positions related to this type of work.
- (11) It is recommended that this position be established in order to properly classify persons employed in our college Snack Bar doing the duties of a Cook who have heretofore been unclassified. The duties and responsibilities are certainly adequate to justify the proposed salary range.
- (12) It is recommended that this position be established in order to properly classify persons employed in our college Snack Bar doing the duties of Food Checker and Cashier who have heretofore been unclassified. The duties and responsibilities are certainly adequate to justify the proposed salary range.

Recommended Changes Footnote Explanations - Page 4

- (13) This is a change of title more accurately describing the existing position since the management of the Recreation Room has been deleted from the incumbent's responsibilities.
- (14) This is a change of title more accurately describing the existing position since the assistant management of the Recreation Room has been deleted from the incumbent's responsibilities.
- (15) It is requested that this classification be established in order to accomplish the classification of students performing these duties on a part-time basis. Such classification does not exist at this time. This will permit correct classification rather than the non-descriptive titles now being used.
- (16) It is recommended that these positions be established in our classification and pay plan at this time in order to be ready for the expected hiring of persons in our Library to perform the duties described by this title. It is extremely difficult to recruit and retain professionally trained library personnel at salary ranges any less than those requested herewith.
- (17) The proposed adjustment in the range for this class is to place the college in a better position competitively with the various other business firms and agencies employing people of this type in the community. It has become necessary to employ persons at 2 steps above the minimum of the existing salary range in order to attract and retain qualified applicants. It is our hope that this will prevent the loss of employees to those employers who offer them somewhat higher salaries after they gain job experience on our campus. In addition, this brings Texas Western salary ranges in these classes up to the salaries being paid in other component institutions within the university system.

THE UNIVERSITY OF TEXAS DENTAL BRANCH

EXPLANATION PERTINENT TO ADJUSTMENTS RECOMMENDED FOR POSITIONS IN THE CLASSIFIED SERVICE EFFECTIVE SEPTEMBER 1, 1964

THE UNIVERSITY OF TEXAS DENTAL BRANCH

7

ADJUSTMENTS RECOMMENDED FOR POSITIONS IN THE CLASSIFIED SERVICE EFFECTIVE SEPTEMBER 1, 1964

							CLASSIF	IABLE STATE ICATION RANGE
CLASS NUMBER	ATTACHMENT ITEM NUMBER	TITLE	PRESEN MONTHLY	T RANGE ANNUAL	RECOMMEN MONTHLY	DED RANGE ANNUAL	CLASS NUMBER	MONTHLY RATE
0415	l	Assistant Purchasing Agent	\$382 - 482	4584-5784	\$419 - 539	5028 - 6468		None
1105	2	Dental Technician III	350 - 439	4200-5268	366 - 460	4392-5520		None
1106	3	Dental Technician IV	439-565	5268 - 6780	460-592	5520 - 7104		None
1212	24	Dental Nursing Supervisor	439-565	5268-6780	482 - 620	5784 - 7440		None
1401	5	Senior X-ray Technician	419 - 539	5028-6468	460 - 592	5520 - 7104	Not co	mparable
2042	6	Laboratory Technician Supervisor	439 - 565	5268-6780	482-620	5784 - 7440		None
2325	7	Medical Illustration Supervisor	514 - 650	6168-7800	565 - 710	6780 - 8520		None
3210	8	Carpenter	350-439	4200-5268	366-460	4 3 92 - 5520	9017	4156-4904
3400	9	Printing Plant Operator	382 - 539	4584-6468	419 -53 9	5028-6 468		None
4201	10	Custodian Watchman	215-267	2580-3204	235 - 292	2820 - 3504	8046	3 276 - 3852

THE UNIVERSITY OF TEXAS DENTAL BRANCH

EXPLANATION PERTINENT TO ADJUSTMENTS RECOMMENDED FOR POSITIONS IN THE CLASSIFIED SERVICE EFFECTIVE SEPTEMBER 1, 1964

0415 Assistant Purchasing Agent Item 1

This is a key position that requires an individual who assumes considerable responsibility. Not only must the person who fills the position have a knowledge of good techniques of purchasing, she must have an extensive knowledge of the rules and regulations that govern the procedures of the State Board of Control. In our particular situation, this person supervises the Central Receiving, also the small Bookstore activity, as well as all purchasing routine. A comparable position is not identifiable in either the State Classified Plan or in a recent survey of salaries in Houston, however, the salary range that is recommended is less than revealed in the Houston Survey of salaries under the title of this position. The knowledge and experience that are essential to satisfactory performance in this position are gained only through years of service to our institution.

1105 and1106Dental Technician III and IVItem 2 and 3

These levels of this classification do not follow the proper sequence in our salary range. This is an adjustment to start the third level where the second level ends. To maintain consistency, and to retain the services of highly qualified personnel in these levels of classification, the recommended increases are necessary.

1212 Dental Nursing Supervisor Item 4

To retain the services of experienced and qualified key personnel, the salary range in this classification must be increased. This is a position where great responsibility for the satisfactory performance of the work of others is involved. In addition to the role of supervisor of a fairly large number, the individual teaches dental hygiene students and trains dental students in the use of the services of dental assistants, and in various phases of clinical procedures. To retain the person in this position, this change in the salary range is necessary. 1401 Senior X-ray Technician Item 5

Here a two-step increase in the salary range of this position is recommended to retain the service of experienced qualified personnel. Involved in the duties of this position is the training of students in the application and use of X-ray apparatus. Personnel with the qualifications that are essential for the proper performance of this position are most difficult to recruit, therefore, the recommended increase is necessary.

2042 Laboratory Technician Supervisor Item 6

This position is among the most critical in recruitment. The salary must be adjusted to retain the services of experienced, qualified personnel. Within the hospitals in The Texas Medical Center, there is a constant demand for personnel with the background that is essential for the individual to qualify for this position. Our recommended salary range is less than the salaries that are offered elsewhere, therefore, the recommended increase is necessary.

2325 Medical Illustration Supervisor Item 7

This is a specialized field that requires that the individual must be qualified to supervise in an area of diversified artistic skills, as well as in the area of printing and preparation of manuals that are essential to our teaching and research program. The recommended increase in the salary range is necessary to retain qualified and experienced personnel.

Item 8

3210 Carpenter

The one-step adjustment is recommended in view of our experience in recruitment. We have found that our prevailing rate does not attract qualified personnel. The salary must be adjusted to retain experienced qualified personnel. Our experience in recruitment of qualified personnel in this classification has convinced us that our present minimum salary is not competitive and realistic, therefore, the increase in the minimum salary is requested.

4201 Custodian Watchman Item 10

Current local surveys of salaries and our own experience in recruitment have indicated that our present salary range is not sufficient to attract personnel in this classification. The salary range must be increased to retain qualified personnel.

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PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1964-65

I. CHANGES:

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			FROM:			TO:				
Item	Code	Title	Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number		ssification y Range
1.	0010	Clerk Typist	\$225-292	\$27003 504	21	\$245=305	\$2940-3660	23	\$235≈ 305	(a)
2.	0011	Senior Clerk Typist	279-35 0	3348-420 0	26	292⊷366	3504=43 92	27	251⊷326	(b)
3.	0100	Accounting Clerk	256-319	3072-382 8	24	279-3 50	3348-4200	26	286-372	(c)
4.	0101	Senior Accounting Clerk	319-400	3828-4800	29	335-419	4020-5028	30	337-424	(d)
5.	0113	Internal Auditor	482-5 92	5784-71 04	38	565-71 0	67808520	41	No compa	rable Positio
6.	0410	Purchasing Agent	482-620	5784-7440	38	539-680	6468-8160	40	630-768	(e)
7.	0700	Personnel Director	439-565	5268-6780	36	539-680	6468 8160	40	552-673	(f)
8.	1201	Clinic Nurse	319-400	3828-4 800	29	382-482	4584- 5784	33	424-517	
9.	2200	Research Technician I	305-382	36604584	28	319-400	3828-4800	29	305-397	(g)
10.	2201	Research Technician II	366-482	4392-5784	32	400-514	4800-6168	34	424-517	(h)
11.	2202	Research Technician III	460-565	5520-6780	37	482-620	5784-7440	38	517-630	(i)
12.	3100	Utilities Station Operator	319-400	3828-4800	29	350-439	4200-5268	31	372- 438	(j)
13.	3200	Maintenance Man	267-350	3204-4200	25	2923 60	3504-4392	27	No compa	rable positio
14.	4301	Traffic and Security Officer	235-292	2820-3 504	22	267-335	3204-4020	25	235-305	(k)
15.	5000	Library Attendant	190-256	2280-3072	18	225-292	27 00-3504	21	No compe	arable position

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PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1964-65 - Continued

I. CHANGES

			FROM:			TO:			
Item	Code	Title	Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	State Classification Monthly Range
16.	5010	Assistant Librarian I	\$292-400	\$3504-4800	27	\$350-460	4200-5520	31	\$326-424 (1)
17.	5100	Assistant Librarian II	400-482	4800-5784	34	460-592	5520-7104	37	No comparable position

(a)	State	Classification Plan		Clerk Typist II
(b)	State	Classification Plan	-	Clerk Typist III
(c)	State	Classification Plan	-	Accounting Clerk II
(d)	State	Classification Plan	-	Accounting Clerk III
(e)	State	Classification Plan	-	Purchaser III
(f)	State	Classification Plan	-	Personnel Officer I
(g)	State	Classification Plan	-	Laboratory Technician I
(h)	State	Classification Plan	-	Chemist I
(i)	State	Classification Plan	-	Chemist II
(j)	State	Classification Plan	-	Air Conditioning & Boiler Operator III
		Classification Plan		
(1)	State	Classification Plan	-	Librarian I

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PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1964-65 - Continued

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II. ADD

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	ITEM	Code	Title	Monthly Range	Annual Range	Step Number	State Classification Monthly Range
	18.	0025	Executive Assistant	\$482-620	\$5784-7440	38	No comparable position
	19.	0301	Chief Switchboard Operator	279-350	3348-4200	26	\$259-326
	20.	0305	Key Punch Operator	279-3 50	3348-4200	26	235-305
	21.	0306	Senior Key Punch Operator	335-419	4020-5028	30	268348
	22.	0309	Unit-Record Equipment Operator I	305-382	36 60⊶4584	28	315-397
	23.	0310	Unit-Record Equipment Operator II	382- 482	4584-5 784	33	372-453
	24.	0316	Systems Analyst & Programmer I	482-620	5784-7440	38	552-673 (a)
	25.	0317	Systems Analyst & Programmer II	565-710	6780-8520	41	590-719 (b)
,	26.	0320	Data Processing Manager	680-835	8160-10020	45	590-719
	27.	0409	Assistant Purchasing Agent	460-592	5520-7104	37	517-630 (c)
	28.	2322	Medical Art Technician III	400-514	4800-6168	34	No comparable position
	29.	3022	Co-ordinator of Remodeling and Construction	514-650	6168-7800	39	517-630 (d)
	30.	3034	Assistant Director, Physical Plant	620-770	7440-9240	43	No comparable position
	31.	3102	Chief Stationary Engineer	539-680	6468-8160	40	No comparable position
	32.	3222	Electrical Foreman	419-539	5028-6468	35	517-630 (e)
	33.	3232	Painter Foreman	400-514	4800-6168	34	372-453

		THE UNIVERSITY OF PROPOSED CHANGES IN CL	ASSIFIED PAY PLAN			
11.	ADD					
74.0	Code	Title	Monthly Range	Annual Range	Step Number	State Classification Monthly Range
Item 34.		Plumber Foreman	\$400-514	\$4800-6168	34	\$372-453
35.	3401		366-460	4392-5520	32	397-484 (f)
	3501	Utility Worker I	200-256	2400-3072	19	No Comparable position
36. 37.	3502	· · · · · · · · · · · · · · · · · · ·	267-335	3204-4020	25	No comparable position

- (a) State Classification Plan Computer Programmer I
- (b) State Classification Plan Computer Programmer II
- (c) State Classification Plan Purchaser II

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- (d) State Classification Plan Maintenance Foreman III
- (e) State Classification Plan Superintendent of Electrical Maintenance
 (f) State Classification Plan Reproducing Equipment Supervisor II

PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1964-65 - Continued

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111.	DELET	ß				
Item	Code	Title	Monthly Range	Annual Range	Step Number	State Classification Monthly Range
-0	3035	Director, Physical Plant	\$620-770	\$7440-9240	43	No comparable position
38. 39.	3501	Utility Worker	200-256	2400-3072	19	No comparable position

-5-

JUSTIFICATIONS FOR CHANGES IN CLASSIFIED PAY PLAN 1964-65

I. CHANGES:

Item

 There has been no adjustment in the range for these two classifications since the Legislative increase in 1959, and salaries for this type position have been steadily rising in the Dallas area along with the cost of living.
 The Occupational Wage Survey made by the U. S. Department of Labor in November 1962 for the Dallas area shows the average salary for a Clerk Typist to be \$250 per month and for a Senior Clerk Typist \$303. The ranges recommended here are comparable to those at M. D. Anderson Hospital and the Dental Branch in Houston.

3. The range for these two classifications needs to be adjusted to put us in a more competitive position with the

- & State and with the Dallas area. The classifications in the State Plan which compare with our classifications are Accounting Clerk II and III. The salary range for the State Accounting Clerk II is \$286-\$372 and for the Accounting Clerk III, \$337-424. The Occupational Wage Survey made by the U. S. Department of Labor in November 1962 for the Dallas area shows the salary range for Accounting Clerk to be \$262-368 with an average of \$305, and for Senior Accounting Clerk, \$350-\$410 with an average of \$394. The National Office Management Association Survey for the Dallas area in March 1963 shows these two salary ranges to be \$325-\$440 and \$390-\$516, respectively. This salary adjustment was made at M. D. Anderson Hospital in their 1963-64 Pay Plan and is comparable to that at the Dental Branch in Houston, and the Medical Branch at Galveston.
- 5. The proposed adjustment in this classification is to maintain the proper relationship between the ranges for Accountant II and Assistant Auditor, changes which have been previously recommended. A person experienced in college and university accounting is necessary in this position and, although an Internal Auditor has been badly needed in the Business Office, the position has remained unfilled due to the fact that no one with the experience and background needed is interested in the present salary range. The range recommended here is the same as that at the Medical Branch at Galveston.
- 6. The range for this class is no longer adequate due to the increase in the purchasing activities. With the completion of the Danciger Research Building the volume of work and responsibilities placed on this office will increase even further. The job description for Purchaser III in the State Plan is comparable to our Purchasing Agent except that theirs does not include many of the activities which are the responsibility of this office, such as, General Stores, Mail Service, Shipping and Receiving, Telephone Service, and this salary range is \$630-\$768. The Salary Survey made by the Houston Area Hospital Personnel Association in the Fall of 1963 shows a salary range for a Purchasing Agent to be \$571-\$756. The range recommended here is comparable to those at the other component institutions of the University System.

7. This adjustment is to bring the salary range more nearly to the level provided for comparable positions both outside and within the University System. The salary range for Personnel Officer I in the State Classification Plan (which has the lowest range in their Personnel Group) is \$552-673; the range for <u>Assistant</u> Personnel Director at the Medical Branch in Galveston is \$565-\$710, at the Main University \$454-770, at M. D. Anderson

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JUSTIFICATIONS FOR CHANGES IN CLASSIFIED PAY PLAN 1964-65 - Continued

I. CHANGES

Item

\$460-592, whereas the Personnel Director at Southwestern Medical School has the complete responsibility for the entire operation of the Personnel Office. The number of classified employees has almost tripled since the Personnel Office was established in 1954, and in addition the Personnel Office is responsible for all personnel records of the 1,027 Faculty and Clinical Faculty. The National Survey of Professional, Administrative, Technical and Clerical Pay published by the U. S. Department of Labor in March 1963 shows a range of \$639-837 for similar position.

8. The range adjustment recommended for this class is to provide a salary commensurate with the growing responsibilities of the Student Health Service. The duties vary from the professional services of an R.N., with supervisory responsibilities for the operation of the Health Service, to the keeping of all types of records. A salary survey made in the Fall of 1963 by the Houston Area Hospital Personnel Association shows the salary range for a Staff Nurse to be \$352-440, and a similar survey made by the Medical Branch in Galveston reflects a range of \$359-\$448. The salary range recommended here has recently been approved for M. D. Anderson Hospital in Houston and if approved for us will provide us with a salary competitive enough to keep a qualified employee in this position.

9. The range adjustments recommended for the three grades of Research Technicians is to bring our salaries into line with those provided by the State and the other component institutions of the University System, and to thru compete with the various hospitals, laboratories, and other research organizations in the Dallas area. A college degree in one of the sciences is required to qualify for the Research Technician II and III and it has become impossible to even interest anyone with these qualifications for less than \$400, and with the experience required 11. of the Research Technician III we cannot expect to keep them unless we increase this salary range. A survey of salaries paid to research workers comparable to our Research Technician II in Medical Schools in the United States, made by the Medical Branch at Galveston, shows a salary range of \$399-\$551, and a similar one made by the Houston Area Hospital Personnel Association reflects a range of \$403-\$549. A survey made by the College Placement Council of Beginning salaries offered to male, bachelor's-degree candidates by research organizations for graduates with a chemistry degree shows an average of \$566 as the starting salary offered, with no experience. In the State Plan the salary range for the classification comparable to our Research Technician II is \$424-\$517 and for our Research Technician III it is \$517-630. The other component institutions of the University System now have the salary ranges we are recommending here. As our research laboratories expand into the new Danciger Building our need for research personnel will continue to grow and we must be in a position to compete for the services of the too few qualified people.

12. There has been no change in this range since 1960 and it has become too low to be usable in recruiting men in the Dallas area who have the mechanical abilities to operate the highly complex machinery in the boiler room. The range for a comparable position in the State Plan is \$372-438, and the range recommended here is still below the Main University and the Medical Branch at Galveston.

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JUSTIFICATIONS FOR CHANGES IN CLASSIFIED PAY PLAN 1964-65 - Continued

I. CHANGES

Item.

- 13. The adjustment recommended here is needed to bring this salary range more in line with that at the other component institutions in the University System. The work performed by Maintenance Men approaches the level of that performed by journeymen in the trades, and this classification is used in training men for the more skilled jobs. This adjustment will enable us to recruit the caliber men needed and those who are capable of learning the skilled trades.
- 14. It is becoming increasingly difficult to employ men with the qualities needed for this classification. The men selected for these positions must be reliable, dependable, trustworth, alert and have average intelligence and we cannot interest this type individual in a beginning salary of \$235 per month. In our recent recruiting experience most of the applicants were too old to be trusted alone on duty, or too illiterate to comprehend instructions and duties. The survey made by the Houston Area Hospital Personnel Association this fall shows the average salary for this classification to be \$250-\$256. The salary range for this classification at the Medical Branch in Galveston is \$292-\$366 and at the Main University \$267-\$319.
- 15. The range for this classification has not been changed since 1958, and the incumbent (who has been with the Medical School since 1950) has been at the maximum salary for the range for the past 3 years. As the library has increased in size and in services, the duties delegated originally to this classification have grown more numerous, requiring a speedier and a more skilled performance of routine duties. Not only have tasks increased in quantity, but the nature of at least one of them - library processing - has changed in our particular library. Increased use of library books and journals has resulted in more wear and tear on those books and journals, adding greatly to the number which require varying degrees of repair. The attendant doing the repairing must possess a type of skill which can be acquired only through practice and experience. The library will continue to grow, and more and more time will be required for library processing, book repair and simple binding. There seems to be no comparable classification in the State Plan. We feel this adjustment should be made to compensate for the more detailed skills which are becoming increasingly necessary to this work.
- 16. This change is needed to enable the Medical School Library to recruit from a highly competitive market qualified professional library personnel. Good librarians are difficult to find, and when found expect much higher salaries than our present level. The School of Library Science of Texas Woman's University at Denton reports that in 1962 their graduates without any experience were employed in positions ranging from \$4,500 to \$5,700 per year, the average beginning salary being \$5,580 per year. The June 15, 1963 issue or the Library Journal reports the average salary range for library graduates without experience to be \$4586-\$5816 per year.

JUSTIFICATIONS FOR CHANGES IN CLASSIFIED PAY PLAN 1964-65 - Continued

- I. CHANGES:
- Item

17. Our present library staff, with library degrees and years of valuable experience in a Medical Library are not being paid the average salary (mentioned in item 16 above) for graduate librarians withour working experience. Library duties, a few years ago simpler and more generalized, are becoming increasingly specialized and detailed. Knowledge of foreign languages and one or more of the basic sciences is becoming highly necessary if we are to handle intelligently the multiple bibliographic requests presented in our medical library. In addition, more supervisory duties are required as clerical assistants must be trained and supervised as our library grows in size and in services. The Medical School Library collection of books and bound journals has grown from 24,200 in 1950 to 62,514 in 1963, and from journals received currently during the same period from 580 to 1,210. In the Circulation Department the total books and journals have increased during this period from 17,994 to 104,434, and the borrowers using the library from 10,128 to 30,082. The School of Library Science of Texas Woman's University reports their 1962 graduates with experience were employed in positions ranging from \$5,000 to \$6,500 per year with an average salary of \$5,800. The June 15, 1963 issue of the Library Journal reported the average salary range for library graduates with experience to be \$5,027 to \$8,239 per year.

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JUSTIFICATIONS FOR CHAGES IN CLASSIFIED PAY PLAN 1964-65 - Continued

II. ADD

Item.

18. This new classification is to replace the Administrative Assistant which is being revised to be used for this type personnel throughout the Medical School. This Executive Assistant will be the assistant to the Head of the Institution. This is a highly responsible position and requires extensive knowledge of University and Medical School structure, policies, rules and procedures. In addition to the many other responsibilities, the Executive Assistant is responsible for all official publications since there is no Publications Department at Southwestern Medical School. There does not seem to be a comparable position in the State Classification Plan, however, the salary range recommended here is comparable to this same classification at the Main University and at M. D. Anderson Hospital.

19. With the growth of the Medical School and the many additional telephone installations throughout the School the switchboard operation has grown from a one person operation to a three person operation. The switchboard has been enlarged to a two position board to absorb this additional load and with the completion of the Danciger Research Building an even larger switchboard will be required and it is necessary to have a competent person to supervise this growing operation. The salary recommended here is a step below the range for this classification at M. D. Anderson Hospital in Houston, and comparable to the range at the Medical Branch in Galveston. The National Office Management Association Salary Survey for 1963 in the Dallas area shows a salary range for a Switchboard Operator to be \$230-\$355 - the position of Chief Switchboard Operator. The Occupational Wage Survey for the Dallas area, made by the U. S. Department of Labor in November 1962 reported a salary range for Switchboard Operator-Receptionist, without supervisory responsibilities, to be \$283-\$377.

20. Since Southwestern Medical School has not had a Data Processing Section in the past, and since recommendations for the initial installation of such operating functions have been submitted for approval, it will be necessary thru for these seven new job classifications and job descriptions to be added to our existing Classified Pay Plan. The salaries recommended here compare favorably with similar classifications in the State Plan, with those shown in the National Office Management Association Survey for 1963, and are consistent with all other component in-

26. in the National Office Management Association Survey for 1963, and are consistent with all other component institutions of The University System.

27. Over the past three years, the Purchasing Office has increased the volume of business 20% each year, represented in both dollar volume and the number of purchase orders. For example, over 16,000 purchase orders were issued during the fiscal year 1962-63 and from all indications, we will average at least 1,500 purchase orders per month during the fiscal year 1963-64. With this tremendous increase, it has become necessary to diversify the operations of this office and provide additional skilled employees to handle this increase. The Purchasing Office is also responsible for the operation of the General Stores, Mail Service, Shipping and Receiving Department, and Telephone Service. In order to adequately maintain these operations satisfactorily, an assistant is

JUSTIFICATIONS FOR CHANGES IN CLASSIFIED PAY PLAN 1964-65 - Continued

II. ADD

Item

27. needed in this area to represent the School in many and varied operations. The salary range recommended here Contd. is the same as that for the same classification at the Medical Branch in Galveston and approximately the same as that at the Main University. The salary survey made by the Houston Area Hospital Personnel Association in November 1962 of salaries in the southwest revealed that the average salary for this classification was \$439-\$577. The job description for Purchaser II in the State Classification Plan is comparable to our Assistant Purchasing Agent and their salary range is \$517-\$630.

28. Due to the growing needs in the Medical Art Department with its increasing volume of work the addition of Medical Art Technician III is recommended. Although our job description does not call for a creative artist, the skills and responsibilities are almost comparable to the Medical Artist at M. D. Anderson Hospital where the range is the same as recommended here, and the Medical Illustrator II at the Medical Branch in Galveston with a salary range of one step above our recommendation. The salary for Illustrator II in the State Plan is \$453-\$552. The salary survey made by the Medical Branch at Galveston this fall reflects a salary range for a Medical Photographer of \$426-\$536 and for a Medical Illustrator \$487-\$605.

29. Due to the increasing amount of remodeling and construction being done by the Physical Plant, it has become necessary to have someone co-ordinate the jobs, hence this recommendation. The Co-ordinator of Remodeling and Construction will require a man who is familiar with all building trades and capable of supervising a number of men. He will have jurisdiction over the Trades Foremen in the Physical Plant area, and the salary recommendation made will provide the proper relationship between this classification and the Trades Foremen. Since the job requirements for this classification are similar to those for a construction superintendent, we have contacted several construction companies in Dallas and found that the salary for a construction superintendent, on small commercial construction, is usually between \$500 and \$600 per month. The Maintenance Foreman III in the State Plan compares with this classification and the salary range is \$517-\$630.

30. Due to the rapid growth of the Physical Plant facilities at Southwestern Medical School it has become impossible for the Director of Physical Plant to meet the demands placed upon him, and with the opening of the Danciger Research Building these demands will be even greater. In order to meet these demands and to have assistance to properly carry out the operation of the Physical Plant Department the addition of Assistant Director of Physical Plant is recommended. Due to the unusual nature of this new classification it is difficult to compare the recommended salary range to similar positions in the Dallas area since our position, as a medical school, is unique and our organization such that there are no comparable positions in this area. However, the salary survey made by the College Placement Council for "Beginning Salary Offers to Male, Bachelor's-Degree Candidates" shows the average salary offered to graduates in Engineering in June 1963 to be from \$570-\$621 with no experience. Our job description calls for a minimum of one to two years' experience with a preferance of three to five years' experience. In checking with local aircraft plants and electronic plants,

JUSTIFICATIONS FOR CHANGES IN CLASSIFIED PAY PLAN 1964-65 - Continued

II. ADD

Item

30. with whom we will have to compete when recruiting for this position, we found that salaries for Plant Engineers Contd. are considerably higher than the range recommended here, specifically, the Plant Engineer with two or three years' experience at Ling-Temco-Vought is currently receiving \$750 per month. The salary range for this classification at the Medical Branch in Glaveston is \$710-\$870.

- 31. The mechanical systems of Southwestern Medical School are highly complicated and with the completion of the building now under construction, more and better operators will be needed and a Chief Stationary Engineer will be needed to supervise the operation of the plant. This is a highly responsible, supervisory position requiring considerable experience in the operation and maintenance of high pressure steam generating equipment, water chilling and air handling equipment. The salary range recommended compares with similar positions in the hospitals and better hotels in the Dallas area, where the base rate quoted is \$500-\$550 plus overtime and in most instances considerable overtime is being paid for work over 40 hours per week, making the gross salary range of \$550-\$650. Since we do not pay overtime, but expect the Chief Engineer to work as long as needed in the plant, it is necessary to have a salary range which will be competitive in this area. The Statler Hilton Hotel quotes a base salary of \$536 plus overtime. Baylor Hospital does not have a position exactly like this one, but their Assistant Chief Engineer has a salary of \$550 per month. Therefore, we feel that the recommended salary range is in line with similar positions in the Dallas area and it is also in line with those for similar classifications in the other component institutions in the University system.
- 32. With the growth of our Physical Plant, and the increasing work load placed on this department, it has become necessary to provide a foreman of the various crafts to insure proper supervision and efficient use of crafts-man time. The classification for Electrical Foreman is a responsible and supervisory position requiring considerable experience as a journeyman electrician. The Assistant Electrical Foreman at the Main University has the same salary range which is recommended here, and the Foreman at the Medical Branch in Galveston has a range of \$565-710. The Superintendent of Electrical Maintenance in the State Plan compares fairly well with this classification and it has a range of \$517-\$630. The union scale for an Electrical Foreman in the Dallas area is approximately \$4.25 per hour 62% of this is about \$2.65 per hour which is equivalent of \$460 per month and this is about the middle of the range recommended.
- 33. This classification will be necessary in the Fall of 1964 due to the number of painters which will be required to carry out the painting program. We currently have three full time painters, with occasional temporary painters bringing this total up as high as eight. This will, of course, increase as our Physical Plant grows, and a Painter Foreman is needed to supervise this crew. The Painter Foreman at the Main University has a salary range of \$439-\$539 and at the Medical Branch in Galveston of \$514-\$650. The union scale for a Painter

JUSTIFICATIONS FOR CHANGES IN CLASSIFIED PAY PLAN 1964-65 - Continued

II. ADD

Item

33. Foreman in the Dallas area is between \$389 per hour to slightly over \$4.00 per hour depending on the type Contd. of painting being done. 65% of this scale is about \$2.55 per hour which is the equivalent of \$439 per month and this is about the middle of the range recommended.

34. With the growth of the Physical Plant a real need for a Plumbing Foreman has developed to assure adequate supervision and efficient use of the time of plumbers and semi-skilled and unskilled laborers who work in the plumbing division. The salary range recommended compares with the Assistant Foreman at the Main University with a range of \$419-\$514. The union scale for a Plumbing Foreman in the Dallas area is \$4.20 per hour. 60% of this scale is approximately \$2.55 per hour which is the equivalent of \$439 per month and this is the mid-point of the range recommended here.

35. When the Duplicating Service was established at Southwestern Medical School, it was a small operation with one person handling it. During the six years of this operation the demands for these services have grown with the School; new equipment has been added to handle these growing needs; a small stenographic service is now available, so that this has grown from a one person operation to a staff of three. With the growth and additional personnel, someone must be in charge to plan, schedule and supervise the operation and work in the Duplicating Service, hence the recommendation here of the Chief Offset Press Operator. The salary recommended here is below that for the Reproducing Equipment Supervisor II in the State Classification Plan, the job description of which is comparable to the one recommended here. This salary range is also comparable with similar classifications at all the component institutions of the University System. In both the National Office Management Salary Survey and the Occupational Wage Survey by the U. S. Department of Labor for the Dallas area the salary range for a Duplicating Machine Operator, with just routine operation duties and no supervisory responsibilities, is \$250-\$400, so that the salary range for the person in charge of this operation will necessarily need to be higher in order to recruit and to keep qualified people in this position.

36. This is merely a change of title, changing the Utility Worker to Utility Worker I with no change in salary.

37. This classification is primarily for the semi-skilled people whose skill increases considerably while working on the job as a Utility Worker I. Many of these men become quite proficient as helpers in many trades areas. In fact, they become quite proficient in minor maintenance and unless we have some provision for recognizing their progress on the job by promotion, we lose them to small hotels, motels, etc. where they work as maintenance men. The salary range recommended will provide the proper relationship between the Utility Worker I and the II, allowing a one step increase as he reaches the top of the range for the Utility Worker I and is promoted to the II.

Note 1. Effective date of all changes proposed herein will be September 1, 1964.

Note 2. Approximate cost of making the recommended changes would be \$6,000.

Note 3. Job descriptions for the new proposed classifications are attached hereto.

Revised 9-1-64

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0024 Administrative Assistant

Monthly: Annual:

SUMMARY

- Function...To relieve the administrator of a sizeable department at Southwestern Medical School of a large volume of decisions complex in nature, answering correspondence and personal interviews without referring to the administrator, and supervising a staff of considerable size in the operation of the department.
- Scope.....Responsible for many involved, complex office decisions with little direction from above, in a large department, and for supplying dependable information from a variety of sources.

DUTIES

- Typical....Develops schedules, plans the processing of work. Reads and routes correspondence, assigns tasks, evaluates job progress, issues section rules and regulations, reviews and reports personnel and work status. Reviews correspondence, checks reports or manuscripts for accuracy, edits speech drafts, proofreads outgoing correspondence. Gathers or supervises compiling of information from a number of sources, refers pertinent information to the administrator. Performs related duties as required.
- Periodic...Reviews statistics, drafts annual reports, assists in the preparation of the annual departmental budget.

SUPERVISION

Received...Some general instructions from his supervisor. Specific work methods and procedures usually devised by the incumbent.

Given.....Some direct instructions to one or more departmental staff members, such as Administrative Secretary, Senior Clerk-typist, or Senior Clerk.

EDUCATION

Required...Graduation from a four-year college or university. Preferred..A major related to the endeavor of the department.

EXPERIENCE

Required...5 to 8 years' progress, usually as an Administrative Secretary or Administrative Clerk at the Medical School, or similar related outside experience. Preferred..More than 8 years Medical School experience, or similar related outside ex-

perience.

EQUIPMENT

Required...Use of standard machines common to most offices. Preferred..Use of special equipment which may be used in the particular department.

ACCURACY

Proficiency in examining and organising data, thoroughness in reporting information to supe ior.

WORKING CONDITIONS Usual.....Excellent Special....No special hazards.

OTHER

Thorough knowledge of: modern office and accounting techniques; Madical School procedures, organization, personnel; and the trends current in the specific field.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

Monthly: Annual: 0025 Executive Assistant

SUMMARY

Function...To relieve the executive officer of Southwestern Medical School of a large volume of decisions, highly complex in nature, conducting interviews and answering correspondence without referring to the administrator, and supervising a staff in the operation of the administrative office and its many interdepartmental relationships with a high degree of initiative and judgment.

Scope.....Responsible for executing with minimal direction from above the supervision of a clerical staff immediately supporting the executive offices of Southwestern Medical School.

DUTIES

- Typical....Examines correspondence, determines work priority, supervises employees engaged in obtaining and dispersing information for the office. Reads pertinent information gathered by assistants, compiles averages, statistics; prepares or directs the preparation of charts, graphs, reports, the school directory and catalogue. Supervises employees in gathering of information; edits speeches, memoranda, reports, and proposed publications. Assigns tasks, checks department efficiency; reports fiscal and personnel status and unit activities to the executive. Performs related duties as required. Periodic...Provides counsel for the executive officer on departmental or divisional
- matters, supplying to him information from a variety of sources. Makes arrangements for official guests; acts as a hostess for the executive offices.

SUPERVISION

Received...General instructions on those decisions involving major policy changes. Given.....General instructions to one or more office or clerical staff members.

EDUCATION

Required...Bachelor's degree Preferred..Some graduate work or a Master's degree.

EXPERIENCE

Required...8 to 12 years progress, usually with 5 years experience as an Administrative Assistant or its equivalent, with the Medical School, or 12 to 14 years progress in outside experience related to the specific field of endeavor. Preferred..12 to 14 years progress in the specific field with the Medical School, or University.

EQUIPMENT

Required...Standard machines common to most offices. Preferred..Special equipment which may be used in the particular office.

ACCURACY

Proficiency in all phases of the duties performed.

WORKING CONDITIONS Usual....Excellent. Special....In some cases, occasional travel.

OTHER

Thorough knowledge of: University structure, policies, rules and procedures; modern business practices and techniques; current trads in the specialized field.

Any qualifications to be considered as equivalents, in lieu of stated minimum, require the prior approval of the Personnel Office.

9-1-64

Monthly: Annual: 0301 Chief Switchboard Operator

SUMMARY

Function... To provide for the supervision and efficient operation of the switchboard at Southwestern Medical School.

Scope.....Responsible for supervising and scheduling the work of regular and relief switchboard operators, training new operators, participating in the operation of the switchboard, and serving as receptionist for the Medical School.

DUTIES

Typical....Trains and supervises regular and relief operators; keeps records and controls long distance service from campus number. From monthly telephone bill, makes and sends statements of long distance charges to each department and prepares statement for accounting division of amount and accounts to be charged. Makes a variety of connections in disposing of incoming, outgoing, and inter-office calls. Serves as receptionist, gives information to public; routes callers to proper persons. Keeps directory of faculty and staff current.

Periodic...Performs incidental clerical work including typing, filing, and record keeping as required.

SUPERVISION

Received...General direction and review of operational effectiveness from the Purchasing Agent.

Given.....Supervision over two or more switchboard operators.

EDUCATION

Required...High school education. Preferred..Some courses in business or commercial practices.

EXPERIENCE

Required...3 years experience with a central station at a telephone company multiple position board or at a multiple position private branch exchange switchboard. Preferred..5 years such experience, preferably at Southwestern Medical School.

EQUIPMENT

Required...Two position switchboard Preferred...Multiple position switchboard, typewriter.

ACUURACY

Proficiency in operation of switchboard and accuracy in clerical duties.

WORKING CONDITIONS Usual.....Excellent Special....No unusual hazards.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office. Annual:

0305 Key Punch Opérator

SUMMARY

Function...To provide for skilled keypunch and verifier operations for the accurate transfer of coded information to cards, in many instances coding the information to be punched.

Scope.....Responsible for the prompt performance of assigned alphabetical and numerical keypunching and verifying duties, and a variety of other related clerical tasks.

DUTIES

Typical....From routine coded forms, punches and verifies information according to the code shown. From uncoded forms, codes, transfers, and verifies information. Alphabetizes or organizes vouchers, statistical reports, financial records, and other similar forms prior to punching and verifying. Performs other duties (especially clerical and/or typing) as required.

Periodic...Assists in the preparation of annual reports; places data in a special form for processing; searches for information needed to complete reports, etc.

SUPERVISION

Received...Direct: Supervision during the initial period of employment and when new procedures are begun. General supervision during routine performance of duties.

Given.....Infrequently, some instruction to new or part-time clerical or keypunching employees.

EDUCATION

Required...High school education. Preferred..High school or college-level courses in accounting or bookkeeping.

EXPERIENCE

Required...Some keypunch and/or verifier experience. Preferred..l year's keypunch and/or verifier experience.

EQUIPMENT

Required...Use of keypunch machine. Preferred..Use of verifier and, in some instances, typewriter or adding machine.

ACCURACY

Proficiency in all punching and verifying activities.

WORKING CONDITIONS Usual.....Usual office conditions. Special.....No special hazards.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

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Monthly: Annual: 0306 Senior Key Punch Operator

SUMMARY

Function...To provide for skilled keypunch and verifier operation, coding of information, and supervision of a limited number of Key Punch Operators. Scope.....Responsible for the coding and verifying of data and the assignment and checking of such work by others, occasionally involving other related clerical duties.

DUTIES

Typical....Codes or instructs others in the coding of information for punching. Punches cards and verifies information. Alphabetizes or organizes vouchers, statistical reports, financial records, or other similar forms prior to punching and verifying. Performs related duties as required.

Periodic...May work out or assist in developing new codes or procedures for small unit.

SUPERVISION

Received...General supervision with some special instructions on especially complex or new procedures.

Given.....Direct supervision of Key Punch Operators during training and starting of new procedures. General supervision thereafter.

EDUCATION

Required...High school education.

Preferred..High school or college-level courses in accounting or bookkeeping.

EXPERIENCE

Required...2 years' key punch and/or verifier experience.

Preferred..3 or more years' such experience, preferably with some supervision of others.

EQUIPMENT

Required...Use of keypunch and verifier, and in some instances, other office machines.

ACLURACY

Proficiency in all coding, keypunching, and verifying activities.

WORKING CONDITIONS

Usual.....Usual office conditions.

Special.... No special hazards.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

9-1-64

0309

Unit-Record Equipment Operator I

Monthly: Annual:

SUMMARY

Function...To provide for skilled operation of a variety of tabulating machines. Scope.....Responsible for wiring and testing boards for tabulating operations, and for accurately operating tabulating machines to obtain counts and printed results on accounting, registration, and other data records.

DUTIES

Typical....Inserts batches of punched cards into machines which count the various items punched, multiply and make other calculations, and print the results. From wiring diagrams and other instructions wires boards and test-runs to verify accuracy of wiring. Runs assignments. Checks results for completeness. Uses a variety of machines (see Equipment) to sort, interpret, reproduce, and collate punched cards and to tabulate data. Performs related duties as required.

Periodic...Assists in the preparation of periodic reports. Aids other data processing personnel in obtaining results during peak periods.

SUPERVISION

Received...Direct supervision during training or while beginning new tasks, general supervision thereafter, from a Unit-Record Equipment Operator II.

EDUCATION

Required...High school education. Preferred..Business college courses in bookkeeping and use of tabulating machines.

EXPERIENCE

Required...Some experience operating tabulating equipment. Preferred..l year's experience operating tabulating equipment.

EQUIPMENT

Required...Use of sorters, interpreters, reproducers, collators, tabulators, and transfer posting machines.

ACCURACY

Considerable accuracy is necessary in all phases of the duties.

WORKING CONDITIONS

Usual.....Usual office environment. Special....No special hazards.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

0310 Unit-Record Equipment Operator II

Monthly: Annual:

SUMMARY

Function...To provide for skilled operation of a variety of data processing equipment and for the instruction and supervision of other operators in the Data Processing Division of Southwestern Medical School.

Scope.....Responsible for developing wiring diagrams, wiring and testing board for tabulating run and for acting as lead operator of the Unit-Record Section.

DUTIES

- Typical....Makes a wide variety of sorts and tabulations of information punched on cards through utilization of all unit-record equipment and operators; maintains correct title card files on all new accounts; prepares or supervises the preparation of reports such as local funds vouchers, inter-departmental transfers, purchase orders, etc. From instructions as to the results desired, develops wiring diagrams or uses established diagrams to wire boards. Test-runs to verify wiring accuracy. Runs assignments.
- Periodic...Assists in the preparation of financial reports; makes reconciliations and statements to summarize accounts; prepares reports of information processed.

SUPERVISION

Received...General supervision and instructions on standard operations, some detailed instructions on new or complex assignments. Specific assignments through Data Processing Manager, and Systems Analysts and Programmers.

Given.....General supervision of key punch operators and Equipment Operator I. Trains and assists in supervising the work of other operators.

EDUCATION

Required...High school education.

Preferred..College level courses in accounting or bookkeeping or supplementation of courses in unit-record operations.

EXPERIENCE

Required...l year's experience in the operation of tabulating equipment.

Preferred..2 or more years' such experience, part of which should be supervising.

EQUIPMENT

Required...Use of tabulators, sorters, collators, summary punches, alphabetic and numeric key punches and all other related tabulating equipment.

ACCURACY

Exacting accuracy required in all phases of the operation.

WORKING CONDITIONS

Usual.....Us_al office environment. Special....No unusual hazards

OTHER

Thorough knowledge of machine records methods. Ability to instruct and supervise others imm in machine operation.

Monthly: Annual:

0316

Systems Analyst and Programmer I

SUMMARY

Function...To provide for entry-level analysis of fiscal, numerical, record keeping and systematizing problems involving selective machine responses, to determine if the use of data processing equipment is practical. Scope.....Responsible for basic technical work in the processing of accounting

and statistical records.

DUTIES

Typical....Analyzes departmental data to be processed. Modifies existing programs for specific uses. Writes programs for which a precedent has been established. Designs flow charts and/or block diagrams. Determines how data will be converted into the proper forms for data processing. Processes data. Performs related duties as required. Periodic...Assists in the preparation of reports.

SUPERVISION

Received...General supervision by Systems Analyst and Programmer II.

EDUCATION

Required...4 year college degree in business administration, accounting, mathematics; or the equivalent.

Preferred..Some graduate work in such a major.

EXPERIENCE

Required...l year's experience in analysis and programming. Preferred..2 or more years' such experience.

EQUIPMENT

Required...Knowledge of the capabilities of the 1401, 1402, 1403 tabulating machines, and other related units. Preferred..Able to operate all such equipment effectively.

ACCURACY

Verifies problem solutions to insure accuracy of the results. Exacting accuracy is required.

WORKING CONDITIONS

Usual.....Usual office conditions. Special....No unusual hazards.

OTHER

Thorough knowledge of machine record methods, ability to analyze problems and design the most efficient processing for effective utilization of existing techniques.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

Monthly: Annual:

SUMMARY

Systems Analyst and Programmer II

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Function...To provide skilled analysis for fiscal, numerical, record keeping and systematizing problems involving selective machine responses, to determine if the use of data processing equipment is practical. Scope.....Responsible for specialized technical work of a highly complex nature in the processing of accounting and statistical records.

DUTIES

Typical....Analyzes departmental data to be processed. Designs flow charts and block diagrams. Devises methods for converting data into proper form for data processing equipment. Writes complete new programs for solving complex problems. Evaluates programs developed by others to determine applicability for local needs. Processes data. Performs other related duties as required.

Periodic...Aids in training of new programmers. Assists in the preparation of reports.

SUPERVISION

Received...Operates without too much supervision, but jobs are specifically designated by the Accounting Systems Coordinator through the Data Processing Manager.

Given.....Gives specific training and supervision to System Analysts and Programmers I in the more complex areas of analysis and programming.

EDUCATION

Required...4 year college degree in business administration, accounting, or mathematics; or the equivalent.

Preferred..Some graduate work in such a major.

EXPERIENCE

Required...2 years' experience in analysis and programming. Preferred..3 or more years in analysis and programming, preferably with complex data and some supervisory experience.

EQUIPMENT

Required...Knowledge of the capabilities of the 1401, 1402, 1403, tabulating machines and other related units.

Preferred..Able to operate all such equipment effectively.

ACCURACY

Verifies problem solutions to insure accuracy of the results. Exacting accuracy is required.

WORKING CONDITIONS

Usual.....Usual office conditions. Special....No unusual hazards.

OTHER

Thorough knowledge of machine record methods, ability to analyze problems and design the most efficient processing for effective utilization of existing techniques.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

0317

Monthly:

Annual:

0320 Data Processing Manager

SUMMARY

- Function... To provide specialized technical data processing service for Southwestern Medical School.
- Scope.....Responsible for either the Systems Analysis and Programming or Operations Section of the Data Processing Division and for supervision of employees in this section.

DUTIES

- Typical....Assigns work, instructs and checks the work of analysts and programmers and tabulating equipment operators. Acts as lead analyst and programmer and tabulating equipment operator as well as supervisor. Designs standard flow charts and diagrams and develops programming procedures. Diagnoses and corrects programs involving complex problems. Trains subordinates to analyze problems, prepare and write programs, routines, flow charts, and diagrams. Schedules utilization of all equipment and personnel. Performs related duties as required.
- Periodic...Reviews equipment logs for accuracy, neatness and equipment efficiency for the section. Coordinates work of personnel in transferring to meet peak loads. Prepares reports concerning section progress.

SUPERVISION

- Received...General supervision from the Business Manager, specific assignments through the Auditor for Systems Analysts and Programmers.
- Given.....Section supervision of either Systems Analysis and Programming or Operations personnel.

EDUCATION

Required...Graduation from a 4 year college or university with a degree in business administration, accounting, or mathematics, or related majors, plus courses in data processing; or the equivalent. Preferred..Some graduate work in such major.

EXPERIENCE

Required...3 years' progressive experience in data processing. Preferred..4 years' such experience, preferably partially supervisory.

EQUIPMENT

Required...Familiar with all key punch, IBM 1401 processing unit, 1402 card re-punch, 1403 printer, and other auxiliary units and tabulating machines. Preferred..Ability to operate effectively all such equipment.

ACCURACY

Exacting accuracy required in all phases of the operation.

WORKING CONDITIONS Usual.....Excellent. Special....No unusual hazards.

OTHER

Thorough knowledge of machine record methods. Ability to analyze problems and work effectively with fellow employees.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

0409

Assistant Purchasing Agent

Monthly: Annual:

SUMMARY

Function... To assist the Purchasing Agent in providing for the purchase of materials, supplies and equipment requisitioned by the various departments of Southwestern Medical School.

Scope.....Responsible for assisting in the organization and supervision of the work of the Purchasing Division.

DUTIES

- Typical....Assists the Purchasing Agent in supervising and participating in the pricing of requisitioned items, the issuance of bid invitations, the acceptance or rejection of bids, and other purchasing functions in accordance with the rules and regulations of the Board of Regents and the laws of the State governing university purchases. Assists in the supervision of General Stores, Mail Service, Telephone Service and Shipping and Receiving.
- Periodic...Provides statistical information on types of purchases made as to number of units, prices, competitive bids, etc. Makes periodic reports on operations of General Stores, Mail Service and Shipping and Receiving Departments.

SUPERVISION

Received...General supervision from the Purchasing Agent, and periodic review of overall effectiveness.

Given....Assists in the general supervision of the entire Purchasing Department's area of responsibility.

EDUCATION

Required...Bachelor's degree in Business Administration. Preferred..Advanced graduate courses in governmental accounting, marketing and/or management.

EXPERIENCE

Required...1 to 2 years experience in governmental, institutional or private purchasing. Preferred..3 to 5 years experience in governmental, institutional purchasing preferably with the University system.

EQUIPMENT

Required ... Adding machine and calculator.

ACCURACY

Accuracy in recording and quoting prices of materials, and thoroughness in understanding and carrying out the provision of the rules and regulations of the State Board of Control governing institutional purchasing.

LIRKING CONDITIONS

Usual.....Excellent Special....Possibly some small hazards in the area of General Stores and Shipping and Receiving

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

Hourly: 2322 Monthly: Medical Art Technician III Annual:
SUMMARY FunctionTo provide technical specialized skills for the creation of visual aids for medical research and other projects at Southwestern Medical School. ScopeResponsible for the preparation of medical diagrams, charts, statistical copy and research data for lantern slides and for offset plates, and for occasional supervision of projects involving other employees in the Medical Art Department.
DUTIES TypicalPrepares medical diagrams, charts and graphs from statistical and related data resulting from research projects within the medical research laboratories. Operates the Varityper and Plate-making Machine and performs related photographic work. Prepares statistical copy and research data for lantern slides, prints and for use in exhibits. PeriodicPrepares copy of materials for use in answer to inquiries in the teaching program.
SUPERVISION ReceivedGeneral supervision from the Chairman of the Medical Art Department. GivenOccasional supervision to employees in this area.
EDUCATION RequiredGraduation from a 4 year college with major course in art. PreferredSome courses in pre-medical curriculum.
EXPERIENCE Required3 to 5 years experience in illustrative preparation of medical and scientific data. Preferred1 or 2 years of above experience at Southwestern Medical School.
EQUIPMENT RequiredVarityper, Plate-making Machine, Plate-burning Machine, Coxheadliner, and drafting machine. PreferredCopy camera and enlarging equipment.
ACCURACY Accuracy in preparation of charts, graphs and diagrams and proficiency in operation of machines used.
WORKING CONDITIONS UsualUse of developing chemicals in Plate-making machine and photographic area SpecialNo special hazards.
Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

9-1-64

3022

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL JOB DESCRIPTION

Hourly: Co-ordinator of Remodeling Monthly: and Construction Annual: SUMMARY Function... To provide supervision on a semi-professional level for the building trade section of the Physical Plant and to assist the Director of Physical Plant in making costs and time estimates for remodeling and construction. Scope.....Responsible for planning, scheduling and overseeing the work of all crafts concerned with remodeling and construction carried out by the Physical Plant. DUTIES Typical....Receives plans for remodeling or construction from Director of Physical Plant and by use of the Physical Plant crew carries these plans to completion. Schedules various crafts to work on the assigned job, supervises all phases of the work and inspects each job to ascertain that it meets the specifications. Periodic..Assists Director of Physical Plant in making costs and time estimates for remodeling and construction. SUPERVISION Received...Reviewed by Director of Physical Plant for overall effectiveness of work. performed. Given....Supervises from one to twenty skilled and semi-skilled workers and labo-ers. EDUCATION Required..Graduation from a standard high school, supplemented by some college work. EXPERIENCE Required ... Five years experience in Physical Plant work. Preferred.10 years such experience. EQUIPMENT Required...Skilled in the use of all normal construction tools. Preferred..Familiarity with machine shop equipment, in addition to accuracy. ACCURACY Accuracy in use of tools and equipment, thoroughness in layout and job scheduling. WORKING CONDITIONS

Usual....Some exposure to weather and physical hazards. Special...Exposure to mechanical hazards in operation of power tools.

Any qualifications to be considered as equivalents, in lieu of stated minimum, require the prior approval of the Personnel Office.

Monthly: Annual:

Assistant Director of Physical Plant

SU. MARY

- Function...To provide assistance of a professional and administrative level to the Director of Physical Plant in the operation and maintenance of Southwestern Medical School.
- Scope....Responsible for assisting in the administration and technical direction of the Physical Plant and for directing these activities in the absence of the Director.

DUTIES

- Typical....Assists the Director in the general administration of the physical plant. Plans and assigns technical engineering work in the investigation, design, and construction of various engineering projects related to the maintenance repair and remodeling of the Medical School. Inspects all Medical School facilities and confers with departmental officials relative to requested maintenance work. Instigates necessary work to provide complete maintenance of facilities. Performs related work as required.
- Periodic...Assists the Director of Physical Plant in planning and preparing budgets and reports, and in interviewing employees.

SUPERVISION

Received...Reviewed by Director of Physical Plant for overall effectiveness of work performed.

Given....Assists in advising and supervising the physical plant foremen.

EDUCATION

Required...Bachelor's Degree in Engineering. Preferred..Some college courses or training in management practices.

EXPERIENCE

Required...1 to 2 years' experience in maintenance and construction. Preferred..3 to 5 years such experience with related administrative background.

EQUIPMENT

Required...Drafting and designing equipment. Preferred..Knowledge of the tools used by tradesmen.

ACCURACY

Proficiency in at least one field in engineering and capable of administrative duties.

WORKING CONDITIONS

Usual.....Some exposure to weather and physical hazards. Special....Exposure to mechanical and electrical hazards during construction and maintenance.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

3102

Chief Stationary Engineer

Monthly: Annual:

SUMMARY

Function...To provide responsible supervisory and skilled work for the operation of a steam generating and air conditioning plant. Scope.....Responsible for the supervision of the operation and maintenance of high pressure steam generating equipment, water chilling equipment and air handling equipment.

DUTIES

Typical....Directs the work of the firemen and operators of above listed equipment. Supervises and participates in the maintenance and repair of all such equipment. Performs related work as required. Periodic....Assists the Director of Physical Plant in planning and estimating plant expense and remodeling.

SUPERVISION

Received....Review by Director and Assistant Director of Physical Plant for overall effectiveness of the operation and maintenance of the plant. Given.....Detailed instructions to new operators and general supervision of all Utilities Station Operators, and other crafts and labor that may be necessary for repairs and maintenance.

EDUCATION

Required....Graduation from a standard high school or vacational school. Preferred...Some college courses in mechanical engineering.

EXPERIENCE

Required....3 to 5 years' experience in the operations of similar equipment. Preferred...Machine shop experience.

EQUIPMENT

Required....Skilled in the use of all wrenches, pipe fitting tools, metal saws, etc.

Preferred...Machine shop equipment.

ACCURACY

Proficiency in the operation and maintenance of steam generating and air conditioning equipment.

WORKING CONDITIONS

Usual.....Some exposure to weather and physical hazards. Special....Exposure to mechanical hazards during construction and maintenance.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

3222 Electrical Foreman Monthly: Annual: SUMMARY Function....To provide skilled supervision in installation, construction, maintenance, and service of electrical systems throughout Southwestern Medical School. Scope.....Responsible for supervision of electricians, helpers and laborers in the performance of assigned electrical and related duties. DUTIES Typical....Assigns men to specific jobs of electrical maintenance, explains the work to be done, and inspects the completed jobs. Gives supervision to workers and participates in the work as needed. Makes periodic check of electrical facilities and reports findings to Director or Assistant Director of Physical Plant. Periodic....Consults with Director of Physical Plant in the planning of new facilities or remodeling projects. Helps provide data for job cost estimates. SUPERVISION Received....Review of operational effectiveness with some specific instructions from Director or Assistant Director of Physical Plant. Given.....Supervises several skilled electricians, and several semi-skilled or unskilled workers. EDUCATION Required.... Graduation from a standard high school or equivalent. Preferred....Vocational school or some secondary education. EXPERIENCE Required....3 to 5 years as a journeyman electrician. Preferred....3 to 5 years' experience with small refrigeration systems and some supervisory experience. EQUIPMENT Required.... Use of all hand tools common to electrical trades and use of meters, gauges, etc. Preferred... Use of refrigeration gauges, leak detector, etc. ACCURACY Accuracy in use of tools and layout of jobs. WORKING CONDITIONS Usual.....Dampness, dust, sometimes in very restricted spaces requiring some bodily strain and discomfort. Special.....Danger of falls, electrical shock and burns inherent to the electrical trades. Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

3232

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL JOB DESCRIPTION

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Monthly: Annual:	Painter: Foreman
Scope	To provide skilled supervision in painting, caulking, glazing and maintenance throughout the Medical School. Responsible for planning, scheduling, and supervising the work of painters and helpers and for participating in this work as needed.
Periodic	Plans and schedules the work and assigns men to specific job. Makes periodic checks of condition of paint throughout the Medical School and reports his findings to the Director or Assistant Director of Physical Plant. Performs related work as required. Consults with Director of Physical Plant concerning general main- tenance painting and helps provide data for job cost estimates.
Given	Review of operational effectiveness with some specific instructions from Director or Assistant Director of Physical Plant. Supervises several skilled painters, and several semi-skilled or unskilled workers.
EDUCATION Required Preferred	Graduation from a standard high school or equivalent. Vocational school or some secondary education.
	.3 to 5 years as journeyman painter. .2 years' experience in supervising men.
	Use of all paint tools, brush, roller and spray. Special coating application.
ACCURACY	Proficiency in use of tools and layout of jobs and in color matching.
	DITIONS Work is sometimes off the ground, on ladder or stage and sometime in

very restricted areas requiring bodily strain and discomfort. Special.....Danger of falls, Danger from solvent inhalation.

Any qualifications to be considered as equivalents, in lieu of stated minimums, required the prior approval of the Personnel Office.

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3242 Monthly: Plumber Foreman
Annual:
SUMMARY FunctionTo provide skilled supervision in the installation, construction, maintenance, and servicing of the plumbing systems throughout the Medical School. ScopeResponsible for planning, scheduling, and supervising the work of plumbers, helpers and laborers and for participating in this work as needed.
DUTIES TypicalPlans and schedules the work and assigns men to specific jobs, ex- plains the work to be done, and inspects the completed jobs. Gives supervision to workers and participates in the work as needed. Makes periodic checks of plumbing facilities and reports his findings to the Director or Assistant Director of Physical Plant. Performs re- lated work as required. PeriodicConsults with Director of Physical Plant on planning for new facilities or remodeling projects. Helps provide data for job cost estimates.
SUPERVISION ReceivedReview of operational effectiveness with some specific instructions from Director or Assistant Director of Physical Plant. GivenSupervises several skilled plumbers and several semi-skilled, or unskilled workers.
EDUCATION RequiredHigh School graduate or equivalent. PreferredVocational school or some secondary education.
EXPERIENCE Required3 to 5 years as journeyman plumber. Preferred2 to 5 years' experience in supervising men.
EQUIPMENT RequiredSkilled use of wrenches, pipe-cutting and threading tools, metal saws, and other similar tools of the trade. PreferredUse of gauges and pressure equipment in checking for leaks.
ACCURACY Accuracy in the use of tools and equipment, thoroughness in the application of safety principles.
 WORKING CONDITIONS UsualDampness, dust, sometimes working at close tolerances in narrow quarters requiring some bodily strain and discomfort. SpecialMuch outdoor work in trenches and under buildings; manual operations subject fingers, hands, and eyes to more than usual exposure to bruises and cuts. Use of hot lead in sealing joints can result in burns.
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Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office

(REVISED) 9-1-64

3400

Monthly: Annual:

Offset Press Operator

SUMMARY

Function... To provide for skilled operation of various types of duplicating equipment.

Scope.....Responsible for producing neat and clean printed material, maintaining and repairing the duplicating machines, and in some instances, training or checking the work of new or temporary employees,

DUTIES

Typical.... Prints varied documents such as letters, folders, forms, and other material by the offset process; makes close adjustments and alignments to achieve clean, legible, well-centered images; mixes and dilutes inks and chemicals; regulates flow of ink to rollers; maintains and repairs duplicating machines. Collates, stitches, staples or binds booklets, reports and similar articles. Performs related work as required. Periodic...Checks supply of regularly used stock, and assists in taking inventory

annually.

SUPERVISION

Received... General supervision from the Chief Offset Press Operator. Given.....In some instances, checks the work of new or temporary employees.

EDUCATION

Required... Graduation from standard high school or vocational school. Preferred..Some business courses either in high school or later.

EXPERIENCE

Required...l year experience in the operation and maintenance of offset and other duplicating equipment.

Preferred..3 years experience in the operation and maintenance of offset and other duplicating equipment.

EQUIPMENT

Required... Offset press, mimeograph, xerox, collator, paper cutter, power hole punch, stapling machine, binding equipment, automatic exposure unit for making plates.

Preferred..Special equipment which may be used in Duplicating Service.

ACCURACY

Care in operation of all duplicating equipment.

WORKING CONDITIONS

Usual.....Standing with some mechanical and chemical hazards. Special.... Operation of electric powered paper cutter.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

Annual:

SUMMARY

- Function... To provide supervision and coordination of the work in the Duplicating Service, and the skilled operation of various types of duplicating equipment.
- Scope.....Responsible for the planning, scheduling, and supervising the work of Offset Press Operators and clerical staff, for the completion of all work-orders on schedule and for the participation in all the work of the Duplicating Service.

DUTIES

- Typical...Plans, schedules, assigns, and supervises the work of clerical and skilled operators in the accomplishment of varied duplicating tasks and participates in the operation of all duplicating equipment. Maintains daily record of work-orders and prepares Inter-departmental Transfer Vouchers monthly to be used by Accounting Division for charging departments for duplicating work done. Maintains supply stock by requisitioning materials, supplies, and equipment as needed. Schedules the activities of the small stenographic service, and performs related work as required.
- Periodic...Takes physical inventory of stock annually.

SUPERVISION

Received...General occasional supervision from Accountant II. Given....Supervision over 2 or more Offset Press Operators and clerical personnel. Occasional close supervision over specific assignments.

EDUCATION

Required...Graduation from standard high school or vocational school. Preferred..Some business courses in high school or a business college.

EXPERIENCE

Required...3 years experience in the operation and maintenance of offset and other duplicating experience with some supervisory experience.

Preferred..5 years experience in the operation and maintenance of offset and other duplicating experience preferably at Southwestern Medical School, and supervisory experience.

EQUIPMENT

Required...Offset press, mimeograph, xerox, collator, paper cutter, power hole punch, stapling machine, binding equipment, automatic exposure unit for making plates.

Preferred..Typewriter, and special equipment which may be used in Duplicating Service.

ACCURACY

Proficiency in the operation of all duplicating equipment and accuracy in keeping records.

WORKING CONDITIONS

Usual.....Standing, and some mechanical and chemical hazards. Special....Operation of electric powered paper cutter.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

	3502
Hourly:	Utility Worker II
Monthly:	
Annual:	
SUMMARY	
	.To provide semi-skilled work in the performance of building trade
Scope	tasks. .Responsible for making minor plumbing, electrical, and mechanical repairs, and for working as a helper to craftmen in larger jobs.
DUTIES	
	.Installs bibb washers, fuses, unstops sinks, does unskilled main- tenance painting, and other minor maintenance work. Acts as lead man when working in group with Utility Workers I and Laborers. Performs related duties as required.
Periodic	.Drives truck, supervises loading and unloading of vehicles.
	N Direct supervision by skilled worker or foreman. .Frequently supervises from one to five Utility Workers I and Laborers.
-	.Completion of the eight grade. .High school graduate.
	.3 years experience around construction or maintenance work. .3 years experience as a Utility Worker I in Physical Plant at Southwestern Medical School.
	.Skilled use of basic building trade tools. .Skill in hoisting and/or rigging.
ACCURACY	Accurate in the use of basic hand tools.
	NDITIONS Dampness, dust, sometimes working at close tolerances in narrow quarters requiring some bodily strain and discomfort. Much outdoor work in trenches and under buildings; manual operations subject fingers, hands, and eyes to more than usual exposure to bruises and cuts.
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Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

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THE UNIVERSITY OF TEXAS - MEDICAL BRANCH

GALVESTON

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

December 14, 1963

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

Dr. Harry Ransom Chancellor The University of Texas Austin 12, Texas

Dear Doctor Ransom;

Revisions in the classification and pay plan of The University of Texas - Medical Branch for the 1964-65 fiscal year are submitted for your approval.

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

If the revisions meet with your approval, it is respectfully requested that they become effective September 1, 1964.

Very truly yours,

SLOW, M. D Tru Executive Dean and Director

JET/JRJ/ga Enclosures

Return approved copies to: Dr. J. B. Truslow Mr. E. D. Walker (2) Mr. J. R. Jannasch I. <u>CHANGE</u>:

		FROM:			<u>TO:</u>			
Code	Title	Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	State Classification Monthly Range
0000	Clerical Assistant	\$172 - 235	\$2064 -28 20	16	\$181-235 (2)	\$2172-2820	17	\$220-268
0001	Clerk I	225 - 279	2700 - 3348	21	235 - 292 (3)	2820 - 3504	22	235-286
0002	Clerk II	279 - 350	3348 - 4200	26	292-366 (4)	3504-4392	27	305-372
0003	Clerk III	350-460	4200 - 5520	31	366-460 (5)	4392-5520	32	372-453
0004	Chief Clerk (Group of Classes)	400-539	4800 - 6468	34	419 - 539 (6)	5028 - 6468	35	424-517
0010	Clerk-Typist I	225 - 279	2700 - 3348	21	245 - 305 (7)	2940 - 3660	23	235-286
0011	Clerk-Typist II	279 - 350	3348-4200	26	305-382 (8)	3660-4584	28	268-326
0014	Medical Records Typist	245-305	2940 - 3660	23	267-335 (9)	3204-4020	25	NCP
0020	Secretary I	245 - 305	2940 - 3660	23	267-335 (10)	3204-4020	25	268-326
0021	Secretary II	292-366	3504-4392	27	319-400 (11)	3828-4800	29	326-397
0022	Secretary III	350-439	4200-5268	31	382-482 (12)	4584-5784	33	372-453
0023	Administrative Assistant	419-565	5028 -67 80	35	482 - 620 (13)	5784-7440	38	NCP
0032	Assistant Admitting Officer	366-460	4392 - 5520	32	382-482 (14)	4584 - 5784	33	NCP
0033	Admitting Officer	439 - 565	5268-6780	36	482 - 620 (15)	5784-7440	38	NCP
0050	Communications Supervisor	539 - 680	6468-8160	40	565-710 (16)	6780-8520	41	NCP
0100	Accounting Clerk	279 - 350	3348-4200	26	292-366 (17)	3504-4392	27	305-372
0109	Accountant I	400-514	4800-6168	34	439 - 565 (18)	5268 - 6780	36	453-552
0110	Accountant II	460 - 565	5520-6780	37	482 - 620 (19)	5784 - 7440	38	552-673
0111	Chief, Accounting Division	565 - 710	6780-8520	41	620-770 (20)	7440-9240	43	NCP

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Code	Title	Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	State Classification Monthly Range
0112	Assistant Auditor	\$ 565 - 710	\$ 6780 - 8520	41	\$ 650-800 (21)	\$7800-9600	44	NCP
0113	Internal Auditor	565 - 710	6780 - 8520	41 4	650 - 800 (22)	7800-9600	44	NCP
0130	Supervisor, Payroll Division	482 - 620	5784 - 7440	38	514 - 650 (23)	6168-7800	39	NCP
0200	Switchboard Operator	225 - 279	2700-3348	21	256 - 319 (24)	3072-3828	24	\$ 251 - 305
0205	Chief Switchboard Operator	267-335	3204-4020	25	305 - 382 (25)	3660-4584	28	268-326
0208	Control Clerk-Coder	256 - 319	3072-3828	24	279 - 350 (26)	3348-4200	31	305 - 372
0213	Unit-Record Equipment Operator I	305 - 382	3660 - 4584	28	350-439 (27)	4200-5268	31	326-397
0214	Unit-Record Equipment Operator II	382 - 482	4584-5784	33	419-539 (28)	5028-6468	35	NCP
0217	Systems Analyst & Programmer I	419 - 539	5028-6468	35	482-620 (29)	5784-7440	38	552 - 673
0218	Systems Analyst & Programmer II	539 - 680	6468-8160	40	565 - 740 (30	6780-8880	41	590-719
0230	Computer Operator I	350 - 439	4200-5268	31	382 - 482 (31	4584-5784	33	424-517
0231	Computer Operator II	439 - 565	5268-6780	36	460 - 592 (32) 5520 - 7104	37	517 - 630
0232	Supervisor, Computer Operations	514 - 650	6168-7800	39	565 - 710 (33) 6780 - 8520	41	NCP
0235	Assistant Data Processing Manager	592 - 740	7104-8880	42	680 - 835 (34	8160-10020	45	NCP
0313	Assistant Stores Supervisor	439 - 565	5268-6780	36	460 - 592 (35) 5520 - 7104	37	NCP
0315	Stores Supervisor	514 - 650	6168-7800	39	539 - 680 (36) 6468-8160	40	NCP
0400	Store Manager	419 - 539	5028 - 6468	35	460-592 (37) 5520 - 7104	37	NCP
0500	Medical Records Librarian	350 - 439	4200-5268	31	400 - 514 (38	4800-6168	34	484-590
0505	Assistant Chief Medical Records Librarian	439-565	5268 - 6780	36	482 - 620 (39) 5784 - 7440	38	NCP
0720	Personnel Assistant I	382 - 482	4584-5784	33	419 - 539 (40) 5028-6468	35	424-517

FROM:					TO:		State		
Code	Title	Monthly Range	Annual Range	Step Number	Monthly Range	-	Annual Range	Step Number	Classification Monthly Range
0721	Personnel Assistant II	\$ 460 - 592	\$ 5520 -7 104	37	\$482-620	(41)	\$ 5784 - 7440	38	\$ 484 - 590
0729	Assistant Director, Staff Personnel	565-710	6780-8520	41	620-770	(42)	7440-9240	43	NCP
0730	Director, Staff Personnel	680-835	8160-10020	45	710-870	(43)	8520-10440	46	NCP
1000	Dental Assistant	215 - 267	2580 - 3204	20	225 - 279	(44)	2700 - 3348	21	268-326
1005	Dental Technician	319-400	3828-4800	29	350-439	(45)	4200-5268	31	NCP
1100	Heart Station Technician	215 - 267	2580 - 3204	20	225 - 279	(46)	2700 - 3348	21	NCP
1105	Heart Station Supervisor	319-400	3828-4800	29	350-439	(47)	4200-5268	31	NCP
1121	X-Ray Technologist I	319-400	3828-4800	29	350-439	(48)	4200-5268	31	425-517
1200	Hospital Aide	142-235	1704-2820	12	164 - 235	(49)	1968-2820	15	181-235
1203	Ward Clerk	215-267	2580-3204	20	235 - 29 2	(50)	2820-3504	22	NCP
1204	Operating Room Technician	225-279	2700 - 3348	21	256 - 319	(51)	3072-3828	24	NCP
1205	Vocational Nurse	225-279	2700-3348	21	256 - 319	(52)	3072-3828	24	251-305
1210	Staff Nurse	350-419	4200-5268	31	382-482	(53)	4584-5784	33	See footnote
1215	Operating Room Nurse	350-419	4200-5268	31	382-482	(54)	4584-5784	33	NCP
1218	Assistant Head Nurse	366-439	4392-5268	32	400-514	(55)	4800-6168	34	NCP
1220	Head Nurse	400-482	4800-5784	34	439 - 565	(56)	5268 - 6780	36	NCP
1225	Assistant Nursing Supervisor	439 - 539	5268 - 6468	36	460 - 592	(57)	5520 - 7104	37	NCP
1230	Nursing Supervisor	482-592	5784-7104	38	514 - 650	(58)	6168-7800	39	NCP
1240	Assistant Director, Nursing Service	565 - 680	6780-8160	41	565 - 710	(59)	6780 - 8520	41	NCP

							A	Ctor	State Classification
Code	Title	Monthly Range	Annual Range	Step Number	Monthly Range		Annual Range	Step Number	Monthly Range
1245	Associate Director, Nursing Service	\$620- 740	\$ 7440 - 8880	43	\$680 - 835 ((60)	\$ 8160 - 10020	45 .	NCP
1302	Pharmacist	539 - 680	6468-8160	40	592-740 ((61)	7104-8880	42	590-719
1303	Assistant Chief Pharmacist	592 - 740	7104-8880	42	650-800 ((62)	7800-9600	44	NCP
1405	Social Case Aide	319-400	3828-4800	29	350-439 ((63)	4200-5268	31	NCP
1408	Social Case Worker I	460 - 592	5520 - 7104	37	482-620 ((64)	5784-7440	38	484-590
1410	Social Case Worker II	514 - 650	6168-7800	39	539-680 ((65)	6468-8160	40	NCP
1412	Social Work Supervisor	539 - 680	6468 - 8160	40	592-740 ((66)	7104-8880	42	NCP
1414	Assistant Director, Social Service	620 - 770	7440 - 9240	43	650-800 ((67)	7800-9600	44	NCP
1505	Physical Therapy Assistant	215 - 267	2580-3204	20	235-292 ((68)	2820-3504	22	251-305
1510	Physical Therapist	382-482	4584-5784	33	400-514	(69)	4800-6168	34	484-590
1520	Occupational Therapy Assistant	215 - 267	2580-3204	20	235-292	(70)	2820-3504	22	251 - 305
1525	Occupational Therapist	382-482	4584-5784	33	400-514	(71)	4800-6168	34	424-517
1526	Recreational Therapist	319-400	3828-4800	29	366-460	(72)	4392-5520	32	NCP
1528	Speech Therapist	319-400	3828-4800	29	400-514	(73)	4800-6168	34	NCP
2020	Laboratory Technical Assistant	215 - 319	2580-3828	20	235 - 350	(74)	2820-4200	22	235 - 295
2100	Laboratory Technologist I	382-482	4584-5784	33	400-514	(75)	4800-6168	34	424-517
2101	Laboratory Technologist II	439 - 565	5268 - 6780	36	460-592	(76)	5520 - 7104	37	517-630
2113	Histology Technician	319-400	3828-4800	29	335-419	(77)	4020-5028	30	NCP
2200	Research Technician	366-514	4392 - 6168	32	382-539	(78)	4584-6468	33	NCP
2201	Research Associate I	482-620	5784-7440	38	514 - 650	(79)	6168-7800	39	NCP

		FROM:			TO:		State	
Code	Title	Monthly Range	Annual Range	Step Number	Monthly Range	Annual Range	Step Number	Classification Monthly Range
2202	Research Associate II	\$ 565 - 710	\$ 6780 - 8520	41	\$ 650 - 800	(80)\$ 7800-9600	44	NCP
3007	Clerk-of-the-Works	460 - 592	5520 - 7104	37	514-650	(81) 6168-7800	39	NCP
3310	Instrument Mechanic	439 - 565	5268-6780	36	460-592	(82) 5520-7104	37	NCP
3415	Bookbinder	400 - 514	4800-6168	34	439 - 565	(83) 5268 - 6780	36	424-517
4012	Assistant Laundry Manager	305 - 382	3660 - 4584	28	350 - 439	(84) 4200-5268	31	NCP
4015	Laundry Manager	439 - 565	5268 - 6780	36	65 0- 800	(85) 7800-9600	44	51 7- 630
6702	Audiovisual Equipment Technician III	366-460	4392-5520	32	400-514	(86) 4800-6168	34	NCP

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- (1) The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay conducted by the United States Department of Labor quoted in summary: "Among the numerically more important occupations studied, increases during the year (February-March, 1962 to February-March, 1963) averaged 2.6% for clerical employees at all levels surveyed." Since their 1960-61 survey, the percent increase of average salaries for all levels of clerical employees has been 8.6%. A total of 5,057 industries were studied and salaries were reported on 280,123 clerical positions similar to those for which we are requesting changes. On September 1, 1958 a one-step range adjustment was made in the Clerk and Clerk-Typist groups. Changes being recommended are for an effective date of 9-1-64, and it will have been five years since any adjustment was requested. New salary ranges approved for this clerical group will have to be competitive through August 31, 1965.
- (2) Title used in State Classification Plan is File Clerk I (0071). A 1963 salary survey for this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$236.00 per month for positions with similar responsibilities. A comparable position at M. D. Anderson_Hospital has an approved monthly salary range of \$181-235. This adjustment will provide for a six-step range for this classification. See Footnote (1).
- (3) Title used in State Classification Plan is Clerk I (0051). A 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$241 per month for positions with similar responsibilities. The City of Galveston Classified Pay Plan carries a salary range of \$239-294 for a comparable position. See footnote (1).
- (4) Title used in State Classification Plan is Clerical Supervisor I (0061). It is necessary for us to adjust this salary range to provide for a proper relationship between this position, the Clerk I (0001), and Clerk III (0003). The City of Galveston Classified Pay Plan has a salary range of \$294-368 for a comparable position. See Footnote (1).
- (5) Title used in State Classification Plan is Clerical Supervisor III (0065). It is necessary for us to adjust the salary range to provide for a proper relationship between this position and the Clerk II (0002). See footnote (1).
- (6) Title used in State Classification Plan is Clerical Supervisor IV (0067). This adjustment will provide for a six-step range for this classification. See footnote (1).
- (7) Title used in State Classification Plan is Clerk-Typist I (0101). Position formerly carried the title of Clerk-Typist. A 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$237 per month for positions with similar responsibilities. The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay conducted by the United States Department of Labor indicated a monthly inter-quartile range of \$253-322 for positions with similar responsibilities (62,436 positions in the survey). A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$245-305. See footnote (1).
- (8) Title used in State Classification Plan is Clerk-Typist III (0106). Position formerly carried the title of Senior Clerk-Typist. The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay conducted by the United States Department of Labor indicated a monthly inter-quartile range of \$300-384 for

positions with similar responsibilities (38,492 positions in the survey). It is necessary for us to adjust this salary range to provide for a proper relationship between this position, the Clerk-Typist I (0010), and the Clerk-Typist III (0012). See footnote (1).

- (9) Position formerly carried the Classification Code Number (0012). Our 1963 Salary Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$280 per month for positions with similar responsibilities. A 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$275 per month for positions with similar responsibilities. See footnote (1).
- (10) Title used in State Classification Plan is Secretary I (0131). Position formerly carried the title of Secretary. A 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$302 per month for positions with similar responsibilities. A 1963 N.O.M.A. survey of the Houston area indicated a starting salary of \$351 for similar positions. The City of Galveston Classified Pay Plan has a beginning salary of \$280 per month. A comparable position at M. D. Anderson Hospital has an approved salary range of \$335-419. In September, 1962 a one-step range adjustment was requested in all of our secretarial classifications to provide recognition for shorthand skills in these classes. See footnote (1).
- (11) Title used in State Classification Plan is Secretary III (0135). Position formerly carried the title of Senior Secretary. A 1963 N.O.M.A. survey of the Houston area indicates a salary range of \$399-525 for comparable positions. It is necessary for us to adjust this salary range to provide for a proper relationship between this position, the Secretary I (0020), and the Secretary III (0022). A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$382-482. See footnote (1).
- (12) Title used in State Classification Plan is Administrative Secretary (0138). Position formerly carried the title of Administrative Secretary. A 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$383 per month for positions with similar responsibilities. A comparable position at M. D. Anderson Hospital has an approved salary range of \$419-539. It is necessary for us to adjust this salary range to provide for a proper relationship between this position and the Secretary II (0021) and the Administrative Assistant (0023). See footnote (1).
- (13) Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$466 per month for positions with similar responsibilities, and an average maximum salary of \$619 per month. There were 172 jobs in the sample. A comparable position at M. D. Anderson Hospital has an approved salary range of \$460-592. It is necessary for us to adjust this salary range to provide for a proper relationship between this position and the Secretary III (0022).
- (14) The activities of the Patient Admitting Office are vital and demanding. This office is a twenty-four hour operation, and the Assistant Admitting Officer is responsible for supervision of twenty (20) departmental employees and/or the complete operation of this unit on the evening shift. Due to the large area of supervision and the complexity of personally dealing with the public in emergency situations, it is felt such a salary is not only desirable but necessary. A comparable position in Classified Pay Plan at The University of Washington Medical Center carries a salary range of \$381-487 per month.

- (15) Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$536 per month for positions with similar responsibilities. There were 35 positions in the sample. It is necessary for us to adjust the salary range to provide for a proper relationship between this position and the Assistant Admitting Officer (0032). The responsibility for patient admissions to the 900 plus beds in the Medical Branch Hospitals demands executive ability and a vast background of knowledge and experience in this type work. The availability of such qualified individuals is extremely limited.
- (16) The incumbent manages an official contract postal station in receiving and sending mail. He directs the receipt and delivery of campus mail which currently totals more than 2,000,000 pieces per year. A further responsibility involves working with the telephone company in administering their services to the more than 1800 telephone instruments and auxiliary equipment on the campus. Assists telephone engineers in major projects performed for the Medical Branch in such matters as the proper type of material to be installed, the proper location for installations, and the location of underground cables; works in close cooperation with representatives of the telephone company in administering their services; works with Architects and Engineers in the design, lay-out, and planning for communication facilities in all new buildings. The continuing growth of the educational, patient-care, and research activities constantly expand the size and complexity of the operation. It is very difficult to compare to another position in industry or another institution as the duties are not similar to others in the geographical area. Based on the degree of knowledge, skill, and experience required for this position, the salary level requested is in keeping with other jobs in the Medical Branch organization at a similar level of responsibility.
- (17) Title used in the State Classification Plan is Accounting Clerk II (1002). The 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$333 per month for positions with similar requirements. The 1963 N.O.M.A. survey of the Houston area indicated a salary range of \$351-615 for positions of similar responsibilities. The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay conducted by the United States Department of Labor indicated a monthly inter-quartile range of \$290-358 for positions with similar responsibilities (1,106 positions in the survey).
- (18) Title used in State Classification Plan is Accountant II (1162). The 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$444 per month for positions with similar responsibilities. The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay conducted by the United States Department of Labor indicated a monthly inter-quartile range of \$474-550 for positions with similar responsibilities (4,372 positions in the survey). A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$439-565.
- (19) Title used in State Classification Plan is Accountant III (1163). It is necessary for us to adjust the salary range to provide for a proper relationship between this position and the Accountant I (0109). The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay conducted by the United States Department of Labor indicated a monthly inter-quartile range of \$505-606 for positions with similar responsibilities (8,000 positions in the survey). A comparable position at M. D. Anderson Hospital has an approved salary range of \$514-650 and at the Main University an approved salary range of \$482-592.

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- (20) The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay conducted by the United States Department of Labor indicated the monthly inter-quartile range of \$718-972 for positions with similar responsibilities (301 positions in the survey). A 1962 National Survey of Hospital Center and Medical School Salaries indicated an inter-quartile range for positions with similar responsibilities to be \$651-850 per month. A comparable position at The Main University has an approved monthly salary range of \$620-770.
- (21) It is necessary for us to adjust this salary range to provide for a proper relationship between this position and the Chief, Accounting Division (Olll). The incumbent in this position may exercise supervisory responsibilities over the Chief, Accounting Division. A comparable position at The Main University has an approved monthly salary range of \$680-835.
- (22) A line of promotion to this position is from the Chief, Accounting Division. It is necessary therefore for us to adjust the **sala**ry range to provide for a proper relationship between this position and the Chief, Accounting Division.
- (23) A comparable position at The Main University has an approved monthly salary range of \$514-620. The 1963-64 Pay Plan of Texas Technological College has an approved monthly salary range of \$505-674 for a comparable position. The University of California 1962 Pay Plan carried a monthly salary range of \$717-870 for a similar position.
- (24) Title used in State Classification Plan is Switchboard Operator (0005). A 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$279 per month for positions with similar responsibilities. A 1963 N.O.M.A. survey of the Houston area indicated an average starting salary of \$282 per month. The City of Galveston Classified Pay Plan has a salary range of \$251-312 for comparable positions. A comparable position at M. D. Anderson Hospital has an approved salary range of \$256-319.
- (25) Title used in State Classification Plan is Switchboard Operator Supervisor (0008). It is necessary for us to adjust this salary range to provide for a proper relationship between this position and the Switchboard Operator (0200). A 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$328 per month for positions with similar responsibilities.
- (26) The title used in State Classification Plan is Computer Data Control Clerk (0244). The salary range recommended for this position is the same as that of Key Punch Operator. In order to qualify for the position of Control Clerk-Coder, applicants are required to have had some experience as a Key Punch Operator. Philip H. Weber and Associates, Inc., Management Consultants, made a survey of data processing salaries in 1963, and the minimum average salary reported for this position was \$316 per month and the maximum average salary reported in Business Automation).
- (27) The title used in State Classification Plan is Tabulating Equipment Operator II (0223). A 1963 survey of data processing salaries reported in <u>Business Automation</u> reveals an average minimum salary of \$333 per month and an average maximum salary of \$442 per month for similar positions. A 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average start-

ing salary of \$353 per month for positions with similar responsibilities. A comparable position at M. D. Anderson Hospital has an approved salary range of \$350-439.

- (28) A 1963 survey of data processing salaries reported in <u>Business Automation</u> reveals an average minimum salary of \$446 per month and an average maximum salary of \$589 per month for such positions. A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$419-539.
- (29) A 1963 survey of data processing salaries reported in <u>Business Automation</u> reveals an average minimum salary of \$516 per month and an average maximum salary of \$725 per month for such positions. A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$482-620, and a comparable position at The Main University has an approved monthly salary range of \$482-592.
- (30) A 1963 survey of data processing salaries reported in <u>Business Automation</u> reveals an average minimum salary of \$606 per month and an average maximum salary of \$830 per month for such positions. It is necessary for us to adjust this salary range to provide for a proper relationship between this position, the Systems Analyst and Programmer I (0217), and the Systems Analyst and Programmer Supervisor (0219).
- (31) The title used in the State Classification Plan is Computer Machine Operator II (0237). A 1963 survey of data processing salaries reported in <u>Business Automation</u> reveals an average minimum salary of \$372 per month and an average maximum salary of \$489 per month for similar positions. Applicants for such positions should have experience as Computer Operators and/or as Unit-Record Operators at The Medical Branch as this is the normal line of promotion. We have therefore established a two-step differential between this job and the Unit-Record Equipment Operator I.
- (32) The title used in the State Classification Plan is Computer Machine Operator III (0238). A 1963 survey of data processing salaries reported in <u>Business Automation</u> reveals an average minimum salary of \$455 per month and an average maximum salary of \$610 per month for such positions. It is necessary for us to adjust the salary range to provide for a proper relationship between this position, the Computer Operator I (0230), and the Supervisor, Computer Operations (0232).
- (33) A 1963 survey of data processing salaries reported in <u>Business Automation</u> reveals an average minimum salary of \$528 per month and an average maximum salary of \$728 per month for similar positions. It is necessary for us to adjust this salary range to provide for a proper relationship between this position and the Computer Operator II (0231).
- (34) A 1963 survey of data processing salaries reported in <u>Business Automation</u> reveals a mean salary of \$820 per month for positions with similar responsibilities. During a six-month period in 1963, the Medical Branch recruited unsuccessfully for this position. Of those individuals that applied and were qualified to work under general direction and to be responsible for supervising and maintaining the various activities existing or being developed at the Medical Branch, no one was interested in discussing the position for a salary less than \$750 per month. Some of the applicants indicated that a salary of \$10,000-12,000 per annum was more realistic for a position with such responsibilities. Since the new position of Systems Analyst and Programmer Supervisor (0219) reports to this person, we feel it necessary to provide at least a one-step salary differential in the starting rate.

- (35) The proposed increase in the range is recommended to provide for a deserved merit increase for the incumbent in the class as he is now at the maximum.
- (36) It is necessary for us to adjust this salary range to provide for a proper relationship between this position and the Assistant Stores Supervisor (0313). The Medical Branch warehouses for central receiving, storage, and distribution, at present, annually receive and process 360,000 items valued at \$2,225,000, and the activities are increasing each year. In addition to planning, supervising, and coordinating the ordering, receiving, issuing, and accounting for these materials, the supervisor is now required to serve on the Purchasing Standardization Committee to review and approve all stocking and deletion requests. The continuing growth of educational, patient care, and research activities continually increase the size and complexity of the stores and warehousing operation. It is very difficult to compare with another position in industry or another institution as the operation is not similar to other operations in the geographical area. Based on the degree of knowledge, skill, and experience required for this position, the salary level requested is in keeping with other salary levels in the Medical Branch organization.
- (37) Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$474 per month for positions with similar responsibilities.
- (38) Title used in the State Classification Plan is Registered Medical Record Librarian (7452). Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$423 per month for positions with similar responsibilities.
- (39) The salary range recommended for this position is necessary if we are to provide for a proper relationship between this position and the Medical Records Librarian (0500).
- (40) The title used in the State Classification Plan is Personnel Assistant I (1711). A comparable position at The Main University has an approved salary range of \$419-514.
- (41) The title used in the State Classification Plan is Personnel Assistant II (1712). A comparable position at The Main University has an approved salary range of \$482-592. It is necessary for us to adjust this salary range to provide for a proper relationship between this position, the Personnel Assistant I (0720), and the Assistant Director, Staff Personnel (0729).
- (42) A comparable position at The Main University has an approved salary range of \$565-770. The Federal Civil Service salary range for a position with similar responsibilities is \$670-847 per month (GS-11). It is necessary for us to adjust the salary range to provide for a proper relationship between this position, the Personnel Assistant II (0721), and the Director, Staff Personnel (0730).
- (43) The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay, conducted by the United States Department of Labor indicated a monthly inter-quartile range of \$969-1,243 (911 positions in the sample). This inter-quartile range was developed in a survey of 1,771 establishments for professional and administrative occupations. The Federal Civil Service salary range for a position with similar responsibilities is \$929-1,170 per month (GS-13).

- (44) Title used in the State Classification Plan is Dental Assistant (4481). A comparable position at the Dental Branch has an approved monthly salary range of \$225-279.
- (45) Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$402 per month for positions with similar responsibilities. A comparable position at the Dental Branch has an approved monthly salary range of \$350-439.
- (46) The 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$253 per month for positions with similar responsibilities.
- (47) The present salary range for this classification was established on September 1, 1957; on September 1, 1964 it will have been seven (7) years since the range was adjusted. The incumbent is responsible for the instruction and work-supervision of subordinate technicians performing electrocardiograph and basal metabolism tests and/or personal participation in calculating metabolic rates and assisting in stethograms. We feel it necessary to adjust the range of this supervisory level technical position thereby enabling us to recruit and retain qualified persons in this paramedical specialty. The Pay Plan of The University of California provides a monthly salary range of \$486-619 for a position with similar responsibilities.
- (48) The title used in the State Classification Plan is Radiographic Technician I (9281). Position formerly carried the title of X-Ray Technician (1121). Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$348 per month for positions with similar responsibilities (253 positions in the sample).
- (49) The title used in the State Classification Plan is Hospital Aide (4372). A 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$170 per month for positions with similar responsibilities. A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$164-215, and at The Main University an approved monthly salary range of \$164-225.
- (50) We feel it necessary to adjust the range of this position to provide an equal relationship between this position and Clerk I (0001). See footnote (1).
- (51) We feel it necessary to adjust the range of this position to provide an equal relationship between this position and Vocational Nurse (1205). See footnote (52).
- (52) Title used in the State Classification Plan is Licensed Vocational Nurse (4411). A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$256-319. A recent salary survey of hospitals in this vicinity indicates that we must recommend a range with this beginning minimum rate if we are to recruit in this highly competitive area.
- (53) Two titles are used in the State Classification Plan, Staff Nurse I, RN (4431) and Staff Nurse II, RN (4432), but we are unable to compare positions due to the lack of written job descriptions. A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$382-482. A recent salary study of hospitals in this vicinity indicates that we must recommend a range with this beginning minimum

rate if we are to recruit in this highly compestep range for this classification.

(54) We feel it necessary to adjust the range of this position to provide a parallel relationship between this position and the Staff Nurse (1210). See footnote (53). This adjustment will also provide for a six-step range for this classification.

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- (55) We feel it necessary to adjust the range of this position to provide a proper relationship between this position, the Staff Nurse (1210), and the Head Nurse (1220). A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$419-539. This adjustment will also provide for a six-step range for this classification.
- (56) We feel it necessary to adjust the range of this position to provide a proper relationship between this position, the Assistant Head Nurse (1218), and the Assistant Nursing Supervisor (1225). A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$439-565. This adjustment will also provide for a six-step range for this classification.
- (57) We feel it necessary to adjust the range of this position to provide a proper relationship between this position, the Head Nurse (1220), and the Nursing Supervisor (1230). A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$460-592. This adjustment will also provide for a six-step range for this classification.
- (58) We feel it necessary to adjust the range of this position to provide a proper relationship between this position, the Assistant Nursing Supervisor (1225), and the Assistant Director, Nursing Service (1240). A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$514-650. This adjustment will also provide for a six-step range for this classification.
- (59) We feel it necessary to adjust the range of this position to provide a proper relationship between this position, the Nursing Supervisor (1230), and the Associate Director, Nursing Service (1245). A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$565-710. This adjustment will also provide for a six-step range for this classification.
- (60) We feel it necessary to adjust the range of this position to provide a proper relationship between this position and the Assistant Director, Nursing Service (1240). This adjustment will also provide for a six-step range for this classification.
- (61) Title used in the State Classification Plan is Pharmacist Registered (4498). A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$592-740.
- (62) We feel it necessary to adjust the range of this position to provide a proper relationship between this position and the Pharmacist (1302).
- (63) The salary range requested is being recommended for this position because of the demands of the job itself which require personnel with at least a college degree, plus a high level of intelligence and maturity. This range must also provide for the recruiting of applicants with a year or more graduate study in the field of social work.

- (64) The title used in the State Classification Plan is Medical Social Worker (4085) and Staff Psychiatric Social Worker, Health Department (5258). A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$482-620. A Federal Civil Service salary for a position with similar responsibilities has a monthly salary range of \$556-725 (GS-9).
- (65) We feel it necessary to adjust the range of this position to provide a proper relationship between this position, the Social Case Worker I (1408), and the Social Work Supervisor (1412).
- (66) We feel it necessary to adjust the range of this position to provide a proper relationship between this position, the Social Case Worker II (1410), and the Assistant Director, Social Service (1414). This adjustment will also provide for a six-step range for this classification. The City and County of Denver has an approved salary range of \$601-750 which was developed from information they accumulated in a national survey in 1963.
- (67) We feel it necessary to adjust the range of this position to provide a proper relationship between this position and the Social Work Supervisor (1412).
- (68) The title used in the State Classification Plan is Therapist Technician Assistant (4349). Our recruiting pattern is to normally recruit applicants for this position that have the same basic qualifications as we require for the position Clerk I (0001).
- (69) The title used in the State Classification Plan is Registered Physical Therapist (4326). Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$419 per month for positions with similar responsibilities. The City and County of Denver has an approved salary range of \$400-500 which was developed from information they accumulated in a national survey in 1963.
- (70) The title used in the State Classification Plan is Therapist Technician Assistant (4349). See footnote (68).
- (71) The title used in the State Classification Plan is Occupational Therapist I (4313). Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$446 per month for positions with similar responsibilities.
- (72) Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$428 per month for positions with similar responsibilities. The City and County of Denver has an approved salary range of \$366-458 which was developed from information they accumulated in a national survey in 1963.
- (73) Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$455 per month for positions with similar responsibilities. It is necessary to recruit applicants for this position with a degree in Speech Therapy supplemented by clinical training in university or hospital clinics.
- (74) The title used in the State Classification Plan is Laboratory Assistant I (4203). A 1961 salary survey by the College and University Personnel Association indicated an inter-quartile range of \$221-311 per month. A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$292-366. Texas City salary ranges quoted for this position are \$437-542 and \$459-530.

- (75) The State Classification Plan has various specialties (such as Bacteriologist I, 4221; Serologist I, 4245; etc.). The Laboratory Technologist I at The Medical Branch may be called upon to perform any of these specialized techniques and is registered by the American Society of Clinical Pathologists. The Federal Civil Service salary range for this position is \$461-600 per month (GS-7).
- (76) The State Classification Plan has various specialties (such as Bacteriologist II, 4222; Serologist II, 4246; etc.). The Laboratory Technologist II at The Medical Branch may be called upon to perform and/or supervise in any of these specialized areas, and is registered by the American Society of Clinical Pathologists. It is necessary for us to adjust this salary range to provide for a proper relationship between this position and the Laboratory Technologist I (2100).
- (77) Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$359 per month for positions with similar responsibilities. An incumbent in this position must be certified by the American Society of Clinical Pathologists.
- (78) This position formerly carried the title of Research Technician I (2200). Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$399 per month for positions with similar responsibilities. There were 1,378 positions in the sample. A 1963 salary survey of this vicinity completed in November by the Hospital Personnel Association of the Houston Area indicated an average starting salary of \$403 per month for positions with similar responsibilities. A comparable position at M. D. Anderson Hospital has an approved salary range of \$400-514 and the Main University an approved salary range of \$482-\$592. A Texas City industrial salary range quoted for this position is \$453-628 per month (presently hiring at \$500 per month). The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay, conducted by the United States Department of Labor, indicated a monthly inter-quartile range for the position of Chemist I (Beginner) to be \$492-582 (1,348 positions in the sample). This inter-quartile range was developed in a survey of 1,771 establishments for professional and administrative occupations.
- (79) This position formerly carried the title of Research Technician II (2201). Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$461 per month for positions with similar responsibilities. A comparable position at M. D. Anderson Hospital has an approved monthly salary range of \$514-650 and at the Main University \$565-680. A Texas City industrial salary range quoted for this position is \$550-732 per month. A 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay, conducted by the United States Department of Labor, indicated a monthly interquartile range for the position of Chemist II to be \$546-646 (3,722 positions in the sample). This interquartile range was developed in a survey of 1,771 establishments for professional and administrative occupations. It is necessary for us to adjust this salary range to provide for a proper relationship between this position and the Research Technician (2200).
- (80) This position formerly carried the title of Research Associate (2202). Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$738 per month for positions with similar responsibilities. A comparable position at the Main University has an approved monthly salary range of \$650-770. A Texas City industrial salary range quoted for this position is \$595-823 per month. It is necessary for us to adjust this salary range to provide for a proper relationship between this position and the Research Associate I (2201) and the Research Scientist (2210).

- (81) While the State Classification Plan does not have a comparable position to that at The Medical Branch, the State Classification Plan has a Clerk-of-the-Works I (9096) with a salary range of \$453-552 and a Clerk-ofthe-Works II (9097) at \$673-820 per month. The position at The Medical Branch actually falls between these two classifications. The salary level requested is in keeping with other salary levels in The Medical Branch organization.
- (82) In 1961 Texas City industrial salaries for this position ranged from \$543 to \$600 per month. This is skilled work requiring journeyman level skills. There has been a great increase in instrumentation that is inherent in more precise air conditioning requirements, humidity controls (particularly in research areas), and full instrumentation of the water chilling station. There is a basic trend toward greater automation, and increased areas of responsibilities result.
- (83) The title used in the State Classification Plan is Bindery Supervisor (0327). The present salary range for this classification was established on September 1, 1958; on September 1, 1964 it will have been six (6) years since the range was adjusted. Prevailing rates indicate such an adjustment is required.
- (84) The present salary range for this classification was established on September 1, 1958; on September 1, 1964 it will have been six (6) years since the range was adjusted. The salary level requested is in keeping with other salary levels in The Medical Branch organization.
- (85) The title used in the State Classification Plan is Superintendent of Laundries (8280). A comparable position at M. D. Anderson Hospital has an approved salary range of \$650-800. Four major institutions in the Texas Medical Center were contacted with reference to the salary being paid their position of Laundry Manager. This position is usually considered an administrative one and salaries are considered confidential. Actual salaries paid the present incumbent in each case: Hospital #1 \$8,748; Hospital #2 \$7,000 (to contractor); Hospital #3 \$8,142; Hospital #4 \$7,920. While the Superintendent of Laundries position in the State Classification Plan at a salary range of \$517-630 appears similar, this salary is misleading when considered in the light of the appropriations bill which also provides for maintenance which can be computed at \$300 per month.
- (86) This is a technical position with supervisory responsibilities. The job content suggests that it be kept at a salary level with the Laboratory Mechanic (3340).

II.	ADD:		Monthly		Annual	,	tate Classification
	Code	Title	Range		Range	Number	Monthly Range
	0012	Clerk-Typist III	\$382-482	(1)	\$ 4584 - 5784	33	NCP
	0219	Systems Analyst and Programmer Supervisor	650-800	(2)	7800-9600	45	\$ 630 - 763
	0234	Work-Processing Scheduler	482-620	(3)	5784-7440	38	NCP
	1120	X-Ray Darkroom Supervisor	279-350	(4)	3348-4200	26	NCP
	1122	X-Ray Technologist II	400-514	(5)	4800-6168	34	NCP
	1124	X-Ray Technologist Supervisor	482-620	(6)	5784-7440	38	NCP
	1140	Technical Director, Nuclear Medicine	482-620	(7)	5784-7440	38	NCP
	1150	Inhalation Therapy Technician (Trainee)	100	(8)	1200	*see footno	te NCP
	1152	Inhalation Therapy Technician I	335 - 419	(9)	4020-5268	30	NCP
	1154	Inhalation Therapy Technician II	400-514	(10)	4800-6168	34	NCP
	1155	Technical Director, Inhalation Therapy	482-620	(11)	5784-7440	38	NCP
	2103	Cytotechnologist	366-460	(12)	4392-5520	32	NCP
	3347	Electronics Equipment Supervisor	680-870	(13)	8160-10440	45	NCP

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* Position held for one year only.

(1) This is a new clerical position. The need for such a classification at this level of responsibility has long been apparent at The Medical Branch. Our pay plan presently recognizes three levels of clerk positions as well as three levels of secretarial positions. The basic difference between this recommended position and that of Clerk III is that the Clerk-Typist III must be able to successfully pass typing and other standard clerical tests. The basic difference between this recommended position. The salary level recommended is necessary to provide for a proper relationship between this position, the Clerk-Typist II (0011), and Administrative Assistant (0023).

- (2) The title used in the State Classification Plan is Computer Programmer III (0243). This is a new professional level position to be used in the Central Data Processing Department. Philip H. Weber and Associates, Inc., Management Consultants, made a survey of data processing salaries, and the minimum average salary reported for this position was \$650 per month and the maximum average salary reported was \$916 per month (as reported in <u>Business Automation</u>). It is difficult to recruit applicants that possess the necessary skills and abilities to perform the duties required for this job. <u>Business Automation</u> reported that the greatest increases in salaries for data processing personnel were reflected in jobs requiring greatest degree of skill and training; such as the level of this job which is being requested. The recommended salary range will provide for a proper relationship to the Systems Analyst and Programmer II as well as to the Assistant Data Processing Manager.
- (3) This is a new position to be used in the Central Data Processing Department. <u>Business Automation</u> reports that the size of the nation's computer installations is increasing. An incumbent in this position is responsible for keeping unassigned time to a minimum through maintaining liaison with section heads and reassigning unused time as it becomes available in an effort to reduce operational costs. A 1963 survey of data processing salaries reported in <u>Business Automation</u> reveals an average <u>minimum</u> salary of \$507 per month and an average maximum salary of \$641 per month for such positions.
- (4) This is a new technical position with supervisory responsibilities in the Radiology Service Department. An incumbent is responsible for supervising the manual and mechanized processing of all x-ray film in the department. The duties of this position require technical skill and accuracy to insure the proper developing of film and efficient and effective equipment utilization. A salary range of this level is necessary to attract and retain a person with the required qualifications. An incumbent is responsible for making repairs to equipment <u>often</u> during critical periods of emergency where x-ray results are of paramount importance.
- (5) This is a new professional position to be used in the Radiology Service Department. The salary level recommended is necessary to provide for a proper relationship between this position, the X-Ray Technologist I (1121), and X-Ray Technologist Supervisor (1124). Major work emphasis in this position is on ability to act as a working supervisor of a unit, thereby relieving the supervisor of the many minor supervisory and and operational problems that occur. In anticipation of a Radiation Therapy Service and the increasing areas of specialization in radiographic techniques, it is felt that more than one level of technologist is required.
- (6) This is a new professional supervisory position in the Radiology Service Department. The recommended salary range will provide for a proper relationship between this position and the X-Ray Technologist II (1122).

The need for such a classification at this level of responsibility is a mecessity if we are to maintain competent administrative and technical supervision in the Out-Patient and In-Patient work areas of the Radiology Service.

- (7) This is a new professional supervisory position to be used in the Nuclear Medicine Service. This is a new paramedical specialty which is rapidly being recognized as an integral part of patient care due to the use of radioisotopes. This is a relatively new position in medical centers and the most comparable position was found at Hartford Hospital in Hartford, Connecticut. The salary rate for that position is \$502 per month.
- (8) This is the first of a series of four new positions in the Inhalation Therapy Service Division. The salary recommended will assist in recruiting applicants to train in this new paramedical specialty. This is a one year training program leading to certification as an Inhalation Therapist eligible for registration by The American Registry of Inhalation Therapists.
- (9) This is a new technical position in the Inhalation Therapy Service Division. Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$336 per month for positions with similar responsibilities. This survey included a sample of 57 positions (a good sample for this relatively new speciality). This is a new paramedical specialty which is rapidly being recognized as an integral part of patient care involving the use of oxygen, helium, carbon dioxide, and various other gaseous mixtures for therapy.
- (10) This is a new technical supervisory position in the Inhalation Therapy Service Division. The salary level recommended is necessary to provide a proper relationship between this position, the Inhalation Therapy Technician I, and the Technical Director, Inhalation Therapy. In anticipation of an expanded Inhalation Therapy program, it is felt that more than one level of technician is required to provide for proper instruction and supervision of trainees and staff therapists.
- (11) This is a professional and supervisory position with administrative responsibilities in the Inhalation Therapy Service Division. Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$484 per month for positions with similar responsibilities. There were 10 positions in the sample which is a relatively good return for registered inhalation therapists at this level of responsibility. The salary level recommended is necessary to provide a proper relationship between this position and the Inhalation Therapy Technician II.
- (12) This is a new technical position in the Department of Pathology. Our 1963 National Survey of Hospital Center and Medical School Salaries indicated an average starting salary of \$383 per month for positions with similar responsibility. There were 71 positions in the sample. A comparable position at M. D. Anderson Hospital has a recommended monthly salary range of \$366-\$460. The Federal Civil Service salary range for this position is \$380-\$500 per month (GS-5). An incumbent in this position must be certified by the American Society of Clinical Pathologists.
- (13) This is a professional and supervisory level position which originally became part of The Medical Branch pay plan on September 1, 1959 and was deleted effective September 1, 1963. Due to a reorganization of the service departments, it is necessary to re-establish the position for the supervisor of the Medical

Electronics Laboratory. The 1963 National Survey of Professional, Administrative, Technical, and Clerical Pay, conducted by the United States Department of Labor, indicated a monthly interquartile range of \$806-\$974 for positions with similar responsibilities (80,867 positions in the survey).

0012 Clerk-Typist III

Hourly: Monthly: Annual:

SUMMARY

Function...To provide a high degree of clerical skills for the performance of more difficult, varied duties in the preparation, processing and maintaining of records and correspondence, including supervision of a number of other clerical personnel.

Scope.....Responsible for the proper disposition of the clerical operations of a large division or department.

DUTIES

- Typical....Records payroll, personnel, accounting, and correspondence information systematically. Makes computations, posts items for statistical purposes, collects and prepares information for reports. In some instances manages the office activities of the assigned area and is responsible for its day-to-day operation. Reviews for accuracy vouchers, medical records, department reports or manuscripts. Supervises other clerical employees. Performs other related duties as required.
- Periodic...Prepares quarterly or annual production or activity reports. Reviews work of other clerical employees. Greets and directs visitors, other staff members, or students. Edits and proofreads.

SUPERVISION

Received...Subject to general supervision of superiors who review work through conferences and by observation of overall office efficiency.

Given....Direct supervision to subordinate clerical employees and others as may be assigned.

EDUCATION

Required...High school graduate including or supplemented by courses in business practices.

Preferred..Completion of 2 years' college in business administration.

EXPERIENCE

- Required...6 years' office experience at The Medical Branch or 8 years' of similar related outside experience.
- Preferred..10 years' prior experience at The Medical Branch or similar related outside experience.

EQUIPMENT

Required...Use of modern office machines including calculators, typewriters, adding machines, and various duplicating equipment. Successful completion of typing and other required clerical tests.

Preferred..Knowledge of latest technical advances in office equipment.

ACCURACY

Precise accuracy required in all phases of administration and supervision.

WORKING CONDITIONS

Usual.....Usual office conditions. Special....No unusual hazards.

Hourly: Monthly:

Systems Analyst and Programmer, Supervisor

Function...To provide a high degree of technical programming skill in developing methodological approaches to solve specific accounting and other record processing problems.

Scope.....Responsible for supervising a programming staff in the analyses of record processing systems, and for developing detailed procedures for the effective production of the reports required.

DUTIES

- Typical....Supervises the development of new and/or modified procedures by adapting specific phases to data processing equipment. Supervises and participates in preparing block diagrams, flow charts, and computer program instructions. Plans and wires control panels. Schedules test runs on the computer and other equipment to determine accuracy and practicability of the new or modified procedures and orders necessary changes or corrections. Oversees and trains personnel. Supervises studies of jobs currently being processed to plan and organize ways of improving programming. Performs related duties as required.
- Periodic...Prepares periodic reports as required. Coordinates schedules of programmers to meet emergency situations.

SUPERVISION

- Received...Work is reviewed in conference with superiors and through review of the results obtained.
- Given.....Supervises subordinate Systems Analysts and Programmers.

EDUCATION

Required...Graduation from a 4 year college or university with major course work in accounting, statistics, mathematics, or related majors, plus courses in data processing.

Preferred..Some graduate work in such major.

EXPERIENCE

Required...2 years' progressive experience in programming. Preferred..3 years' such experience including some supervisory experience.

EQUIPMENT

Required...Knowledge of the capabilities of the IBM 1401, 1410, and related unit record equipment.

Preferred..Ability to operate effectively all such equipment.

ACCURACY

Exacting accuracy in all phases of technical work and supervision.

WORKING CONDITIONS

Usual.....Usual office conditions. Special....No unusual hazards.

SUMMARY

- Function...To provide a high degree of technical skill in scheduling the work of the Central Data Processing Department's equipment activities.
- Scope.....Responsible for keeping the data processing equipment constantly supplied with projects at all times and thereby insuring maximum effective utilization.

DUTIES

- Typical....Plans, organizes, and schedules data processing equipment time, reassigns unused time, and keeps records and submits reports concerning effectiveness and efficiency of operational equipment. Suggests and/or implements changes in procedures which will increase out-put and improve operations. Performs related duties as required.
- Periodic...Confers with section heads regarding preventive maintenance programs. Prepares reports as required.

SUPERVISION

Received...Subject to general supervision of superiors who review work through conference and by observation of scheduling activities.

Given....None, except as assumed at direction of superiors.

EDUCATION

Required...Completion of 2 years' college with major course work in accounting, statistics, or related majors, plus courses in data processing.

Preferred..Graduation from a 4 year college or university with major course work as outlined above.

EXPERIENCE

Required...l years' experience in scheduling data processing work.

Preferred..Some administrative experience in addition, preferably in a commercial data processing installation.

EQUIPMENT

- Required...Knowledge of all the operational capabilities of a specific computer and its installation.
- Preferred..Knowledge of the operational capabilities of the IBM 1401, 1410, and related unit record equipment.

ACCURACY

Considerable accuracy required in the administration of time schedules.

WORKING CONDITIONS

Usual.....Usual office conditions. Special....No unusual hazards.

1120

X-Ray Darkroom Supervisor

Monthly: Annual:

Hourly:

SUMMARY

Function...To provide for the supervision of technical assistants assigned in the manual and mechanized processing of all x-ray film.

Scope.....Under the direction of the Technical Director, X-Ray Technology, is responsible for supervising, planning, and scheduling the work of subordinates for effecting quantity and quality production.

DUTIES

Typical....Plans and supervises the developing of x-ray film received at predesignated work areas. Performs preventive maintenance on mechanized x-ray film developer machines, making minor repairs and adjustments. Trains new darkroom personnel in mixing solutions, developing film, and in the proper sanitary maintenance of all darkroom apparatus. Reports major machine and/or equipment failure. Performs related duties as required.

Periodic...Installs or suggests methods for improving film-processing. May assist in replacement operations during periods of mechanized machine failure.

SUPERVISION

Received...Routine daily special instructions supplementing standardized procedures. Work is reviewed by evaluation of the quality and quantity of the finished product.

Given.....Specific training and regular instruction to subordinates.

EDUCATION

Required...High school graduation.

Preferred..Some vocational school training in film developing processes, mechanics, and electricity.

EXPERIENCE

Required...l years' experience as an x-ray darkroom technician in a hospital. Preferred..2 to 3 years' such experience, including some supervision.

EQUIPMENT

Required...Skilled operation of mechanical x-ray developing equipment.

Preferred..Knowledge of the tools used by tradesmen in making minor mechanical and electrical repairs to equipment.

ACCURACY

Exacting accuracy in producing quality x-ray film.

WORKING CONDITIONS

Usual.....Varied darkroom conditions involving occasional mechanical, electrical, and chemical hazards.

Special....Sometimes works near sources of radiation.

Scope.....Responsible for performing independent radiographic work in an area of specialization such as neurological, cardio-vascular, therapy, or research; or for first-line supervision of an x-ray unit and its staff.

DUTTES

- Typical....Plans, organizes, and schedules the work of the specialized area or independent unit. Supervises or performs all radiographic work independently but in accordance with established procedures of the area and with the physician's instructions as to the plates needed. Positions patients, regulates controls to expose film and operates fluoroscopic equipment. Instructs and demonstrates procedures to students and others. Performs related duties as required.
- Periodic...Keeps records, performs routine preventive maintenance, and insures that sanitary conditions are maintained in the unit.

SUPERVISION

- Received...Routine daily conferences supplement standardized procedures. Receives advice and consultation when unusual problems occur.
- Given.....Specific training and regular instruction to staff technologists and others that may be assigned.

EDUCATION

Required...Graduation from an approved School of X-Ray Technology and registration with The American Registry of X-Ray Technicians. Preferred..2 to 4 years' college work.

EXPERIENCE

Required...3 years' experience in the area of specialization or particular type unit assigned.

Preferred..4 or more years' of such experience.

EQUIPMENT

Required...Skilled operation of all the various types of x-ray machines and equipment normally found in the particular work-area or area of specialization.

Preferred..Use of other types equipment normally found in a medical center of this magnitude.

ACCURACY

Exacting accuracy in all phases of technical work and supervision.

WORKING CONDITIONS

Usual.....Considerable walking, standing, bending, and lifting, with minimal radiation exposure.

Special....Excess radiation hazards may exist as well as occasional mechanical and electrical hazards.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director, Staff Personnel.

1122 X-Ray Technologist II

1124

X-Ray Technologist Supervisor

Hourly: Monthly: Annual:

SUMMARY

- Function...To assist the Technical Director, X-Ray Technology, in providing highly skilled technical supervision in the Out-Patient or In-Patient work-area of the Radiology Service Department.
- Scope.....Responsible for relieving the Technical Director of supervisory duties in a major work-area in an effort to provide satisfactory radiography service for patients.

DUTIES

- Typical....Plans, organizes, and schedules the work of technologists and other employees assigned to the area. Assists the Technical Director in instructing and supervising Student X-Ray Technologists. Takes and develops radiographs, operates fluoroscopic equipment, and inspects x-ray rooms. Keeps records of employees and makes recommendations in various personnel actions. Responsible for the inventory of supplies and equipment necessary for the operation of the area. Performs related duties as required. Periodic...Reviews production of developed x-ray film for quality and quantity de
 - sired. Prepares reports as may be required.

SUPERVISION

Received...Routine daily conferences supplement standard procedures. Work is basically reviewed through observation of satisfactory patient-service.

Given.....Specific training and regular instruction to staff technologists, students, and other assigned subordinates.

EDUCATION

Required...Graduation from an approved School of X-Ray Technology and registration with The American Registry of X-Ray Technicians. Preferred..2 to 4 years' college work.

EXPERIENCE

Required...5 years' experience as a radiographic technologist in a hospital, including some supervisory experience. Preferred..6 or more years' such experience.

EQUIPMENT

Required...Skilled operation of all the various types of x-ray machines and equipment normally found in a medical center of this magnitude.

ACCURACY

Exacting accuracy in all phases of technical work and supervision.

WORKING CONDITIONS

Usual.....Considerable walking, standing, bending, and lifting, with minimal radiation exposure.

Special....Excess radiation hazards may exist as well as occasional mechanical and electrical hazards.

Hourly: Monthly: Annual:	1140 Technical Director, Nuclear Medicine
Scope	To supervise the technical work in the Nuclear Medicine Service in per- formance of clinical procedures, to instruct technical trainees, and to perform developmental research within the unit. Responsible, under the Director of the Nuclear Medicine Service, for pro- viding clinical service, training, and research in the use of radioiso- topes to all departments concerned.
Periodic	Supervises assignment of work, quality control, and maintains employee discipline among technical personnel in the Nuclear Medicine Service. Maintains inventory of supplies and equipment. Interviews applicants and advises the Director regarding promotions and employee disputes. Keeps records of tests and procedures performed. Organizes formal course of instruction for technical trainees. Through developmental research, maintains procedures and training at top efficiency. Substitutes in performance of clinical procedures when the need arises. Assists in preparation of standard operating procedures. Establishes liaison with technical personnel in nuclear medicine units of other medical centers and the national organization.
1	General supervision by the Director of the Nuclear Medicine Service by means of conferences, verbal and written instructions. Direct supervision to the technical staff members.
Preferred	Bachelor's degree in a field of science or its equivalent. In addition, completion of a formal training course in nuclear medicine technology.
-	l year experience in a well-rounded clinical radioisotope or nuclear med- icine unit. Previous laboratory supervisory experience.
EQUIPMENT Bequired	Ability to use scintillation counters scanners and monitoring equin-

Required...Ability to use scintillation counters, scanners, and monitoring equipment.

Preferred..Ability to calibrate, repair, and design radioisotope equipment.

ACCURACY

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Exacting accuracy required in all phases of supervision and clinical procedures.

WORKING CONDITIONS

Usual.....Clinic and laboratory for patient diagnosis and treatment using radioactive isotopes.

Special....Some radiation exposure of minimal hazard.

Hourly: 1150 Monthly: Inhalation Therapy Technician (Trainee) Annual: <u>SUMMARY</u> Function...To pursue studies of the basic technical and theoretical applications of inhalation therapy. Scope.....Responsible for participation in classroom lectures and practical demonstrations in an effort to meet the requirements for graduation.

DUTIES

- Typical....Studies the techniques of administering inhalation therapy treatments using respiratory devices such as intermittant positive pressure breathing apparatus and tank respirators. Must learn how to administer gases used in therapy work such as oxygen, helium, carbon dioxide, and other gaseous mixtures. Studies inhalation therapy textbook courses related to physiological functions, respiratory diseases, and the various therapy techniques. Performs related duties as required.
- Periodic...Must take oral and written examinations on material covered. Prepares reports as may be required.

SUPERVISION

Received...Direct supervision and classroom instruction from the Technical Director and staff therapists that may be assigned.

Given....None.

EDUCATION

Required...High school graduation. Preferred..Completion of 2 years of college.

EXPERIENCE

Required...None. Preferred..None.

EQUIPMENT

Required ... None.

Preferred. An aptitude for operating equipment or machines and using hand tools in making minor repairs and adjustments.

ACCURACY

Accuracy in passing assigned coursework and in performing inhalation therapy in a trainee capacity.

WORKING CONDITIONS

Usual.....Usual classroom, laboratory, and hospital patient-areas. Special....Normal hazards of equipment, toxic and inert gases, and infectious diseases.

1152

Inhalation Therapy Technician I

Hourly: Monthly: Annual:

SUMMARY

- Function... To provide highly skilled inhalation therapy techniques in the treatment of patients.
- Scope.....Responsible for administering prescribed inhalation therapy to patients using recognized techniques and procedures.

DUTIES

- Typical....Consults with superiors and medical staff in relation to inhalation therapy treatments prescribed for patients. Administers inhalation treatments using respiratory devices such as intermittant positive pressure breathing apparatus and tank respirators. Sets up, operates, and maintains hot and cold steam generators as may be required. Sets up and maintains oxygen tents. Uses oxygen, helium, carbon dioxide, and various other gaseous mixtures for therapy. Performs oropharyngeal insufflation, nasalpharyngeal insufflation, and other therapeutic techniques. Performs related duties as required.
- Periodic...May assist in demonstrations of inhalation therapy techniques for students as required.

SUPERVISION

- Received...Advice and prescriptions from attending physicians and general review for standard working procedures from superiors in the Inhalation Therapy Department.
- Given.....May be assigned some general instruction and job supervision of Trainees and Aides.

EDUCATION

Required...Graduation from a School of Inhalation Therapy which is recognized by the American Medical Association. Must be registered with the American Registry of Inhalation Therapists.

Preferred..Completion of 2 years of college.

EXPERIENCE

Required...2 years' experience in inhalation therapy which can include the formalized training program.

Preferred..3 or more years of such experience.

EQUIPMENT

Required...Skilled use of the inhalation therapy equipment normally found in a medical center of this magnitude.

Preferred..Use of all routine and special equipment in the field.

ACCURACY

Exactness in all phases of the work.

WORKING CONDITIONS

Usual....Usual office, laboratory, and hospital patient-areas. Special....Shift work, handling heavy equipment, toxic and inert gases, and exposure to infectious diseases.

Hourly: Monthly: Annual:	1154 Inhalation Therapy Technician II
<u>SUMMARY</u> FunctionTo assist the Technical Director in tion therapy techniques in the trea ScopeResponsible for supervising the adm therapy to patients using recognized	tment of patients. inistration of prescribed inhalation
intermittant positive pressure breat Sets up, operates, and maintains ox bon dioxide, and various other gased	bed for patients. Supervises the ents using respiratory devices such as thing apparatus and tank respirators. ygen tents. Uses oxygen, helium, car- ous mixtures for therapy. Performs rygeal insufflation, and other thera- d duties as required.

SUPERVISION

Received...Advice and prescriptions from attending physicians and general supervision from the Technical Director of Inhalation Therapy. Given.....Supervises staff technicians, trainees, and aides.

EDUCATION

Required...Graduation from a School of Inhalation Therapy which is recognized by the American Medical Association. Must be registered with the American Registry of Inhalation Therapists. Preferred..Completion of 2 years of college.

EXPERIENCE

Required...2 years' experience in inhalation therapy. Preferred..3 or more years of such experience.

EQUIPMENT

Required...Skilled use of the inhalation therapy equipment normally found in a medical center of this magnitude.

Preferred..Use of all routine and special equipment in the field.

ACCURACY

Exactness in all phases of the work and in performing supervisory duties.

WORKING CONDITIONS

Usual.....Office, laboratory, and hospital patient-areas. Special....Shift work, handling heavy equipment, toxic and inert gases, and exposure to infectious diseases.

Hourly: Monthly: Annual: 1155

Technical Director, Inhalation Therapy

SUMMARY

Function...To provide professional, technical, and administrative direction for the clinical department and training program in inhalation therapy. Scope.....Responsible for the orderly operation and technical adequacy of the clinical department and inhalation therapy school.

DUTIES

Typical....Plans, organizes, and supervises the work of staff inhalation therapists. Performs inhalation therapy techniques as prescribed by physicians. Interviews, selects, and trains students in a recognized course of inhalation therapy. Interviews, selects, and maintains records on employees of the department. Orders supplies, maintains proper inventory levels, and supervises routine preventive maintenance on all equipment. Confers with medical advisory board and designated superiors regarding changes in therapy schedules, techniques, and prescribed procedures. Performs related duties as required.

Periodic...Prepares recapitulation reports of inhalation therapy activities.

SUPERVISION

Received...Advice from physicians on professional matters and direction from office of Director of Hospitals on departmental policy.

Given....General supervision of Inhalation Therapy Technicians, Aides, and Students. Close supervision during some phases of training.

EDUCATION

Required...School of Inhalation Therapy which is recognized by the American Medical Association. Must be registered with the American Registry of Inhalation Therapists. Completion of 2 years of college. Preferred..B. S. Degree and above.

EXPERIENCE

Required...4 years' experience in inhalation therapy supervision and teaching. Preferred..5 years or more of such experience.

EQUIPMENT

Required...Skilled use of inhalation therapy equipment and devices normally found in a medical center of this magnitude.

Preferred..General knowledge of how to make minor repairs and adjustments to such equipment and devices.

ACCURACY

Exacting accuracy in all phases of the work, teaching, and supervision.

WORKING CONDITIONS

Usual.....Usual office, laboratory, and hospital patient-areas. Special....Normal hazards of equipment, toxic and inert gases, and infectious diseases.

Hourly:	
Monthly:	
Annual:	

2103

Cytotechnologist

Function... To provide technical service in the Pathology Department concerned with the diagnostic study of cells which have desquamated from the external or internal surfaces of the body for the purpose of recognition and classification of malignancies as well as benign inflammatory and irritative conditions.

Scope.....Responsible for exfoliative cytologic studies and for interpretation of the results for diagnosis by a Pathologist as to the presence or absence of cancer cells, etc.

DUTIES

SUMMARY

Typical....Performs a variety of standard and specialized cytological procedures involving the microscopic screening of stained, completed smears of exfoliated cytological specimens. Emphasis is made on the attempted recognition and classification of malignancies; benign inflammatory and irritative conditions; identification of infections; interpretation of results of hormonal states; and interpretation of results of hormonal therapy. Performs sex chromatin percentage cell counts.

Periodic...Assists with teaching and supervision of technician stainer; keeps records and prepares reports as required or requested by the department.

SUPERVISION

Received...General instruction except on the more complex studies. Given.....Occasional supervision given to technician stainer.

EDUCATION

Required... Graduation from an acceptable school of cytotechnology as approved by the American Society of Clinical Pathologists, plus certification by that organization.

Preferred..None

EXPERIENCE

Required...None

Preferred..6 months or more hospital experience in all phases of exfoliative cytology, including gynecological, pulmonary, gastro-intestinal tract, urinary tract, and serous fluids cytology.

EQUIPMENT

Required... Use of microscope and centrifuge.

ACCURACY

Exacting accuracy required in micro-interpretation of all phases of cytology.

WORKING CONDITIONS

Usual.....Good Special....Service or scientific hazards may exist.

3347 Electronics Equipment Supervisor

SUMMARY

- Function...To provide highly skilled technical and supervisory work in the design, construction, and repair of a wide variety of medical and scientific electronics equipment and apparatus in the centralized Medical Electronics unit.
- Scope.....Responsible for consulting with members of the teaching and research staff to plan, design, construct, and repair special equipment in the field of electronics which will perform a desired function.

DUTIES

- Typical....Plans, organizes, and schedules the work of subordinate employees. Assists in creating working drawings and models, prepares cost estimates, orders components, and constructs electronic equipment. Tests and repairs equipment constructed as well as commercially manufactured items which need servicing. Modifies a wide variety of specialized medical and laboratory electronics equipment. Often designs and constructs specialized equipment from requests that come in the form of a function to be performed. Performs related duties as required.
- Periodic...Advises and consults with others as to improved shop techniques and methods of work. Prepares reports as required.

SUPERVISION

Received...Work is reviewed basically through observation by teaching and research staff as to the satisfactory operation of completed apparatus and equipment.

Given.....Specific training and daily work-routine outlined to subordinates.

EDUCATION

Required...Bachelor's degree in electronics or electronic engineering. Preferred..Some graduate work in such major.

EXPERIENCE

Required...3 years' progressive experience in electronics equipment design and fabrication for medical-scientific purposes.

Preferred..5 years' such experience including some supervisory experience.

EQUIPMENT

Required...Skilled operation of testing equipment, machines, and hand tools of the electronics trade.

Preferred..Knowledge of the tools used by machinists and other related craftsmen.

ACCURACY

Exacting accuracy in all phases of technical work and supervision.

WORKING CONDITIONS

Usual.....Good

Special....Excess electrical and minimal mechanical hazards.

III. DELETE

Code	Title	Monthly Range	Annual Range	Step No.
0510	Chief Medical Records Librarian	\$ 592 - 740	\$7 104-8880	42
, 1125	Chief X-Ray Technician	592-740	7104-8880	42
1305	Chief Pharmacist	680-835	8160-10020	45
1415	Director, Social Service	680-835	8160-10020	45
1530	Director, Occupational Therapy	539-680	6468-8160	40
1600	School Teacher	419-539	5028-6468	35
1605	Psychometrist	245 - 319	2940-3828	23
2340	Medical Sculptor	565 -7 10	6780-8520	41
4123	Butcher-Helper	215-267	2580-3204	20
4125	Butcher	366-460	4392-5520	32
4135	Cafeteria Manager I	350-439	4200-5268	31
4137	Cafeteria Manager II	382-482	4584-5784	33
4147	Chief Administrative Food Production Dietitian	514 - 650	6168-7800	39
4149	Employee Training Dietitian	514 - 650	6168-7800	39
4153	Assistant Director, Dietary Department	650-800	7800-9600	44
<u></u> 4250	Executive Housekeeper	592 - 740	7104-8880	42

RECOMMENDED CHANGES IN THE CLASSIFIED PERSONNEL PAY PLAN TO BE EFFECTIVE SEPTEMBER 1, 1964

DELETE:

Code Title Range Range Number Monthly R 0001 Clerk \$ 225-279 (D1) \$ 2700-3348 21 \$ 251-326 0013 Medical Secretary 319-400 (D2) 3628-4800 29 NCC * 0400 Warehouseman-Storekeeper 279-350 (D3) 3348-4200 26 286-372 0505 Chief Medical Records Librarian - 511-650 (D4) 6168-7800 39 NCC 1000 Pharmacy Technician 215-267 (D5) 2580-3204 20 NCC 2020 Diener 200-256 (D6) 2400-3072 19 NCC 3111 Building Maintenance Chief 482-620 (D8) 5784-7440 38 453-552 4010 Laundry Manager 620-770 (D10) 7440-9240 43 517-630 4100 Laundry Manager 514-650 (D11) 2280-3504 22 220-286 4225 Executive Housekeeper 514-650 (D13) <							State
0001 Clerk \$ 225-279 (D1) \$ 270-3348 21 \$ 251-326 0001 Medical Secretary 319-400 (D2) 3828-4800 29 NCC * 0400 Warehouseman-Storekeeper 279-350 (D3) 3348-4200 26 286-372 0505 Chief Medical Records Librarian 215-267 (D5) 2580-3204 20 NCC 100 Pharmacy Technician 200-256 (D6) 2400-3072 19 NCC 2002 Diener 200-256 (D6) 2400-3072 19 NCC 3107 Stationary Engineer Foreman 482-620 (D8) 5784-7440 38 453-552 4010 Landry Manager 620-770 (D10) 7440-9240 43 517-630 4109 Waitress 190-245 (D11) 2200-2940 18 NCC 4110 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4205 Executive Housekeeper 514-650 <t< th=""><th></th><th></th><th>-</th><th></th><th></th><th>Step</th><th>Classification</th></t<>			-			Step	Classification
0013 Medical Secretary 319-400 (D2) 3828-4800 29 NCC * 0400 Warehouseman-Storekeeper 279-350 (D3) 3348-4200 26 286-372 0505 Chief Medical Records Librarian - 514-650 (D4) 6168-7800 39 NCC 1100 Pharmacy Technician 2055 (D5) 2580-3204 20 NCC 2020 Diener 200-256 (D6) 2400-3072 19 NCC 3107 Stationary Engineer Foreman 482-620 (D8) 5784-7440 38 453-554 3111 Building Maintenance Chief 482-620 (D8) 5784-7440 38 453-552 4010 Laundry Manager 620-770 (D10) 744-9240 43 517-653 4109 Waitress 190-245 (D11) 2280-2940 18 NCC 4110 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4225 Executive Housekeeper 514-650 (D13) 6168-7800 39 NCC 4110 <t< th=""><th>Code</th><th>Title</th><th>Range</th><th></th><th>Range</th><th>Number</th><th>Monthly Range</th></t<>	Code	Title	Range		Range	Number	Monthly Range
0400 Warehouseman-Storekeeper 279-350 (D3) 3348-4200 26 286-372 0505 Chief Medical Records Librarian - 514-650 (D4) 6168-7800 39 NCC 1100 Pharmacy Technician 215-267 (D5) 2580-3204 20 NCC 2020 Diener 200-256 (D6) 2400-3072 19 NCC 3101 Equipment Maintenance Chief 482-620 (D8) 5784-7440 38 453-534 3111 Building Maintenance Chief 482-620 (D8) 5784-7440 38 MCC 31110 Building Maintenance Chief 482-620 (D9) 5784-7440 38 MCC 31110 Building Maintenance Chief 482-620 (D9) 5784-7440 38 MCC 3110 Building Maintenance 190-245 (D11) 2280-2940 48 MCC 4110 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4225 Executive Housekeeper 514-650 (D13) 6168-7800 39 MCC	0001	Clerk	\$ 225-279	(D1)	\$ 2700-3348	21	\$ 251-326
0505 Chief Medical Records Librarian - 514-650 (D4) 6168-7800 39 NCC 1100 Pharmacy Technician 215-267 (D5) 2580-3204 20 NCC 0202 Diener 200-256 (D6) 2400-3072 19 NCC 3107 Stationary Engineer Foreman 482-620 (D7) 5784-7440 38 453-534 3111 Building Maintenance Chief 482-620 (D8) 5784-7440 38 NCC 3111 Building Maintenance Chief 482-620 (D8) 5784-7440 38 NCC 4100 Laundry Manager 620-770 (D10) 7440-9240 43 517-630 4100 Waitress 190-245 (D11) 2280-2940 18 NCC 4110 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4125 Executive Housekeeper 514-650 (D13) 6168-7800 39 NCC 5000 Library Attendant 142-181 (D14) 1704-2172 12 NCC 4202 C	0013	Medical Secretary	319-400	(D2)	3828-4800	29	NCC *
1100 Pharmacy Technician 215-267 (DS) 2580-3204 20 NCC 2020 Diener 200-256 (D6) 2400-3072 19 NCC 3107 Stationary Engineer Foreman 482-620 (DF) 5784-7440 38 453-534 3110 Equipment Maintenance Chief 482-620 (D9) 5784-7440 38 453-552 4010 Laundry Manager 620-770 (D10) 7440-9240 43 517-630 4109 Waitress 190-245 (D11) 2280-2940 18 NCC 4110 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4225 Executive Housekeeper 514-650 (D13) 6168-7800 39 NCC 5000 Library Attendant 142-181 (D14) 1704-2172 12 NCC 4DD: 200-286 (D13) 6168-7800 29 NCC 0001 Clerk I 235-292 (A1) 2820-3504 22 220-286 0002 Clerk II 235-391 (A2)	0400		279-350	(D3)	3348-4200	26	286-372
2020 Diener 200-256 (D6) 2400-3072 19 NCC 3107 Stationary Engineer Foreman 482-620 (D7) 5784-7440 38 453-534 3110 Equipment Maintenance Chief 482-620 (D8) 5784-7440 38 NCC 3111 Building Maintenance Chief 482-620 (D9) 5784-7440 38 453-552 4010 Laundry Manager 620-770 (D10) 7440-9240 43 517-630 4100 Waitress 190-245 (D11) 2280-2940 18 NCC 4110 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4225 Executive Housekeeper 514-650 (D13) 6168-7800 39 NCC 5000 Library Attendant 142-181 (D14) 1704-2172 12 NCC ADD: 0001 Clerk I 235-292 (A1) 2820-3504 22 220-286 0002 Clerk I 235-301 (A2) 3072-3828 24 251-326	05 05	Chief Medical Records Librarian -	514-650	(D4)	6168-7800	39	NCC
3107 Stationary Engineer Foreman 482-620 (D7) 5784-7440 38 453-534 3110 Equipment Maintenance Chief 482-620 (D8) 5784-7440 38 NCC 3111 Building Maintenance Chief 482-620 (D9) 5784-7440 38 453-552 4101 Laundry Manager 620-770 (D10) 7440-9240 43 517-630 4109 Waitress 190-245 (D11) 2280-2940 18 NCC 4100 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4225 Executive Housekeeper 514-650 (D13) 6168-7800 39 NCC 5000 Library Attendant 142-181 (D14) 1704-2172 12 NCC 0001 Clerk I 256-319 (A2) 3072-3828 24 251-326 0002 Clerk II 256-319 (A2) 3072-3828 24 251-326 0013 Medical Stenographer 319-400 (A3) 3828-4800 29 NCC 0010 Watehousema	1100	Pharmacy Technician	215-267	(D5)	2580-3204	20	NCC
3110 Equipment Maintenance Chief 482-620 (D8) 5784-7440 38 NCC 3111 Building Maintenance Chief 482-620 (D9) 5784-7440 38 453-552 4010 Laundry Manager 620-770 (D10) 7440-9240 43 517-630 4109 Waitress 190-245 (D11) 2280-2940 18 NCC 4110 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4225 Executive Housekeeper 514-650 (D13) 6168-7800 39 NCC 5000 Library Attendant 142-181 (D14) 1704-2172 12 NCC ADD: 0001 Clerk I 235-292 (A1) 2820-3504 22 220-286 0002 Clerk II 266-319 (A2) 3072-3828 24 251-326 0013 Medical Stenographer 319-400 (A3) 3828-4800 29 NCC 0400 Warehouseman 305-382 (A4) 3660-4584 28 286-372	2020	Diener	200-256	(D6)	2400-3072	19	NCC
3110 Equipment Maintenance Chief 482-620 (D8) 5784-7440 38 NCC 3111 Building Maintenance Chief 482-620 (D9) 5784-7440 38 453-552 4010 Laundry Manager 620-770 (D10) 7440-9240 43 517-630 4109 Waitress 190-245 (D11) 2280-2940 18 NCC 4110 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4225 Executive Housekeeper 514-650 (D13) 6168-7800 39 NCC 5000 Library Attendant 142-181 (D14) 1704-2172 12 NCC ADD: O001 Clerk I 235-292 (A1) 2820-3504 22 220-286 0002 Clerk II 256-319 (A2) 3072-3828 24 251-326 0013 Medical Stenographer 319-400 (A3) 3828-4800 29 NCC 0400 Warehouseman 305-382 (A4) 3660-4584 28 286-372	3107	Stationary Engineer Foreman	482-620	(D7)	5784-7440	38	453-534
4010 Laundry Manager 620-770 (D10) 7440-9240 43 517-630 4109 Waitress 190-245 (D11) 2280-2940 18 NCC 4110 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4225 Executive Housekeeper 514-650 (D13) 6168-7800 39 NCC 5000 Library Attendant 142-181 (D14) 1704-2172 12 NCC ADD:	3110		482-620	(D8)	5784-7440	38	NCC
4109 Waitress 190-245 (D11) 2280-2940 18 NCC 4110 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4225 Executive Housekeeper 514-650 (D13) 6168-7800 39 NCC 5000 Library Attendant 142-181 (D14) 1704-2172 12 NCC ADD:	3111	Building Maintenance Chief	482-620	(D9)	5784-7440	38	453-552
4110 Cafeteria Assistant 200-256 (D12) 2400-3072 19 235-305 4225 Executive Housekeeper 514-650 (D13) 6168-7800 39 NCC 5000 Library Attendant 142-181 (D14) 1704-2172 12 NCC ADD:	40 10	Laundry Manager	620-770	(D10)	7440-9240	43	517-630
4225 Executive Housekeeper 514-650 (D13) 6168-7800 39 NCC 5000 Library Attendant 142-181 (D14) 1704-2172 12 NCC ADD:	4109	Waitress	190-245	(D11)	2280-2940	18	NCC
5000 Library Attendant 142-181 (D14) 1704-2172 12 NCC ADD:	4110	Cafeteria Assistant	200-256	(D12)	2400-3072	19	235-305
ADD: 0001 Clerk I 235-292 (A1) 2820-3504 22 220-286 0002 Clerk II 256-319 (A2) 3072-3828 24 251-326 0013 Medical Stenographer 319-400 (A3) 3828-4800 29 NCC 0400 Warehouseman 305-382 (A4) 3660-4584 28 286-372 1007 Operating Room Technician 305-382 (A4) 3660-4584 28 286-372 1007 Operating Room Technician 335-419 (A6) 4020-5028 30 372-453 1450 Electroencephalograph Technician 366-460 (A7) 4392-5520 32 372-453 1451 Senior Electroencephalograph Technician 366-460 (A7) 4392-5520 32 372-453 12020 Autopsy Assistant 267-335 (A8) 3204-4020 25 NCC 2202 Research Technician IIII 460-592 (A9) 5520-7104 37 453-552 3107 Chief Stationary Engineer 482-620 (A10) 5784-7440 38 </td <td>4225</td> <td>Executive Housekeeper</td> <td>514-650</td> <td>(D13)</td> <td>6168-7800</td> <td>39</td> <td>NCC</td>	4225	Executive Housekeeper	514-650	(D13)	6168-7800	39	NCC
0001Clerk I235-292(A1)2820-350422220-2860002Clerk II256-319(A2)3072-382824251-3260013Medical Stenographer319-400(A3)3828-480029NCC0400Warehouseman305-382(A4)3660-458428286-3721007Operating Room Technician279-350(A5)3348-420026NCC1450Electroencephalograph Technician335-419(A6)4020-502830372-4531451Senior Electroencephalograph Technician366-460(A7)4392-552032372-4532020Autopsy Assistant267-335(A8)3204-402025NCC2202Research Technician III460-592(A9)5520-710437453-5523107Chief Stationary Engineer482-620(A10)5784-744038452-5343110Chief, Equipment Maintenance482-620(A11)5784-744038NCC	5000	Library Attendant	142-181	(D14)	1704-2172	12	NCC
0002Clerk II256-319(A2)3072-382824251-3260013Medical Stenographer319-400(A3)3828-480029NCC0400Warehouseman305-382(A4)3660-458428286-3721007Operating Room Technician279-350(A5)3348-420026NCC1450Electroencephalograph Technician335-419(A6)4020-502830372-4531451Senior Electroencephalograph Technician366-460(A7)4392-552032372-4532020Autopsy Assistant267-335(A8)3204-402025NCC2202Research Technician III460-592(A9)5520-710437453-5523107Chief Stationary Engineer482-620(A10)5784-744038452-5343110Chief, Equipment Maintenance482-620(A11)5784-744038NCC	ADD:						
0013Medical Stenographer319-400(A3)3828-480029NCC0400Warehouseman305-382(A4)3660-458428286-3721007Operating Room Technician279-350(A5)3348-420026NCC1450Electroencephalograph Technician335-419(A6)4020-502830372-4531451Senior Electroencephalograph Technician366-460(A7)4392-552032372-4532020Autopsy Assistant267-335(A8)3204-402025NCC2202Research Technician III460-592(A9)5520-710437453-5523107Chief Stationary Engineer482-620(A10)5784-744038452-5343110Chief, Equipment Maintenance482-620(A11)5784-744038NCC	0001	Clerk I	235-292	(Al)	2820-3504	22	220-286
0400Warehouseman305-382(A4)3660-458428286-3721007Operating Room Technician279-350(A5)3348-420026NCC1450Electroencephalograph Technician335-419(A6)4020-502830372-4531451Senior Electroencephalograph Technician366-460(A7)4392-552032372-4532020Autopsy Assistant267-335(A8)3204-402025NCC2202Research Technician III460-592(A9)5520-710437453-5523107Chief Stationary Engineer482-620(A10)5784-744038452-5343110Chief, Equipment Maintenance482-620(A11)5784-744038NCC	0002	Clerk II	256-319	(A2)	3072-3828	24	251-326
1007Operating Room Technician279-350(A5)3348-420026NCC1450Electroencephalograph Technician335-419(A6)4020-502830372-4531451Senior Electroencephalograph Technician366-460(A7)4392-552032372-4532020Autopsy Assistant267-335(A8)3204-402025NCC2020Research Technician III460-592(A9)5520-710437453-5523107Chief Stationary Engineer482-620(A10)5784-744038452-5343110Chief, Equipment Maintenance482-620(A11)5784-744038NCC	0013	Medical Stenographer	319-400	(A3)	3828-4800	29	NCC
1450 Electroencephalograph Technician 335-419 (A6) 4020-5028 30 372-453 1451 Senior Electroencephalograph Technician 366-460 (A7) 4392-5520 32 372-453 2020 Autopsy Assistant 267-335 (A8) 3204-4020 25 NCC 2020 Research Technician III 460-592 (A9) 5520-7104 37 453-552 3107 Chief Stationary Engineer 482-620 (A10) 5784-7440 38 452-534 3110 Chief, Equipment Maintenance 482-620 (A11) 5784-7440 38 NCC	0400	Warehouseman	305-382	(A4)	3660-4584	28	286-372
1451Senior Electroencephalograph Technician366-460 (A7)4392-552032372-4532020Autopsy Assistant267-335 (A8)3204-402025NCC2202Research Technician III460-592 (A9)5520-710437453-5523107Chief Stationary Engineer482-620 (A10)5784-744038452-5343110Chief, Equipment Maintenance482-620 (A11)5784-744038NCC	1007	Operating Room Technician	279-350	(A5)	3348-4200	26	NCC
2020Autopsy Assistant267-335 (A8)3204-402025NCC2202Research Technician III460-592 (A9)5520-710437453-5523107Chief Stationary Engineer482-620 (A10)5784-744038452-5343110Chief, Equipment Maintenance482-620 (A11)5784-744038NCC	1450	Electroencephalograph Technician	335-419	(A6)	4020-5028	30	372-453
2202Research Technician III460-592 (A9)5520-710437453-5523107Chief Stationary Engineer482-620 (A10)5784-744038452-5343110Chief, Equipment Maintenance482-620 (A11)5784-744038NCC		Senior Electroencephalograph Technician	366 -460		4392-5520		
3107 Chief Stationary Engineer482-620 (Al0)5784-744038452-5343110 Chief, Equipment Maintenance482-620 (Al1)5784-744038NCC			267-335	(A8)	3204-4020		
3110 Chief, Equipment Maintenance 482-620 (All) 5784-7440 38 NCC	2202	Research Technician III	460-592	(A9)	5520-7104		
3110 Chief, Equipment Maintenance 482-620 (All) 5784-7440 38 NCC	3107	Chief Stationary Engineer	482-620	(AlO)	5784-7440	38	
3111 Chief, Building Maintenance $\mu 82-620$ (A12) 5784-7440 38 NCC	3110		482-620		5784-7440		
	3111	Chief, Building Maintenance	482-620	(A12)	5784-7440	38	NCC

* No comparable classification

	<u>GE:</u> ass)		FROM:		(Step)	TO:			(Step)	State Classi
		Title	Monthly	Annual	Range	Monthly		Annual	Range	fication
01 <u>d</u>	INEW	11116	Range	Range	No.	Range	•	Range	No.	Monthly Rang
0000	0000	Clerical Assistant \$	181-235	\$ 2172-2820	17	\$ 190-245	(Cl)	\$ 2280-2940	18	\$206–268
0002	0003	Senior Clerk	279-350	3348-4200	26	292-366	(C2)	3504-4392	27	286-372
0003	0004		319-400	3828-4800	29	335-419	(C3)	4020-5028	31	305-397
0011	0011	Clerk-Typist III	279-350	3348-4200	26	292-366	(C4)	3504-4392	27	251-326
0024	0024	Executive Assistant	460-592	5520-7104	37	514-650	(C5)	6168-7800	39	552-673
0040	0040	Assistant Personnel								
		Manager	460-592	5520-7104	37	514-650		6168-7800	39	590-719
0333	0350	Print Shop Assistant	215-267	2580-3204	20		(C7)			268–348
0331		Multilith Operator	350-439	4200-5268	31		(C7)	•		326-464
0332	0352	A A C	400-514	4800-6168	34		(C7)			397-484
0405	0405	Supply Supervisor	350-439	4200-5268	31	382-482	(C8)	4584-5784	33	372-453
0410	0410	Assistant Supply								
		Manager	382-482	4584–5784	33	419-539	(C9)	5028-6468	35	424-517
0500	0500	Medical Record								
		Librarian	335-419	4020-5028	30	400-514	(C10)	4800-6168	34	NCC
1001	1001	Orderly	181–235	2172-2820	17	200–256	(Cll)	2400-3072	19	206–268
1040	1040	Nurse Anesthetist	514-650	6168-7800	39	539-680	(Cl2)	6468-8160	40	484-590
1041	1041	Nurse Anesthetist								
		Supervisor	539-680	6468-8160	40	565-710	(Cl3)	6780-8520	41	NCC
1210	1210	X-Ray Therapy								
		Technician	382-482	4584-5784	33	400-514	(C14)	4800-6168	34	NCC
1211	1211	Senior X-Ray Therapy								
		Technician	400-514	4800-6168	34	439-539		5268-6468	36	NCC
1303	1303	Senior Case Aide	335-419	4020-5028	30	400-514		4800-6168	34	NCC
2005	2005	Laboratory Attendant	135-172	1620-2064	11	164-256		1968-3072	15	235-305
2010	2010		164-256	1968-3072	15	181-235		2172-2820	17	235-305
2101		Histology Technician	319-400	3828-4800	29	335-419	(C18)	4020-5028	30	NCC
2103	2103	Chief Histology								
		Technician	400-514	4800-6168	34	419-539		5028-6468	35	NCC
2105	2105	Cytotechnologist	335-419	4020-5028	30	366-460		4392-5520	32	NCC
2107	2107	Chief Cytotechnologist	419-539	5028-6468	35	439-565		5268-6780	36	NCC
	2110	Medical Technologist I	292-366	3504-4392		305-382		3660-4584	28	NCC
2111	2111	Medical Technologist II	382-482	4584–5784		400-514		4800-6168	34	397-484
2112	2112	Medical Technologist III	419-539	5028-6468	35	439565	(C20)	5268-6780	36	NCC
2115	2115									
		Medical Technologist	482–620	5784-7440		539-680		6468-8160	40	517-630
2340			235–292	2820-3504		305-382		3660-4584	28	NCC
3200	3200		181-235	2172-282 0	17	200-256	(C22)	2400-3072	19	169-220
3210	3210	▲	366-460	4392-5520	32	382-482	(C23)	4584-5784	33	286-372
3215	3215	Electrician	382-482	4584-5784	33	400-514	(C24)	4800-6168	34	372-453

Recommended	Changes	 page	3	

(Cla			FROM:			TO:				State Classi-
01 <u>d</u>	le New	Title	Monthly	Annual	Range	Monthly		Annual	Range	fication
010	INCW	*TTTC	Range	Range	No.	Range		Range	No.	Monthly Range
3220	3220	Painter	\$ 366-460	\$ 4392-5520	32	\$ 382-482	(C25)	\$ 4584-5784	33	\$286-372
3221	3221	Maintenance Man	366-460	4392-5520	32	382-482	•	4584-5784	33	305-372
3225	3225	Plumber	382-482	4584-5784	33	400-514		4800-6168	34	348-424
3227	3227	Refrigeration							•••	
		Mechanic	400-514	4800-6168	34	419-539	(C28)	5028-6468	35	517-630
4000	4000	Laundry Worker I	135-172	1620-2064	11	164-256		1968-3072	15	169-220
4001	4001	Laundry Worker II	181-235	2172-2820	17	200-256		2400-3072	19	193-251
4005	4005	Washman	215-267	2580-3204	20	235-292		2820-3504	22	268-348
4008	4008	Laundry Supervisor	215-267	2580-3204	20	256-319		3072-3828	24	235-305
4100	4100	Kitchen Helper I	135-172	1620-2064	11	164-256	• · ·	1968-3072	15	181-235
4101	4101	Kitchen Helper II	181-235	2172-2820	17	200-256		2400-3072	19	193-251
4103	4103	Cook I	149-190	1788-2280	13	172-225		2064-2700	16	206-268
4200	4200	Maid	135-172	1620-2064	11	164_256		1968-3072	15	169-220
4201	4201	Porter I	181-235	2172-2820	17	200-256		2400-3072	19	169-220
4202	4202	Porter II	215-267	2580-3204	20	235-292		2820-3504	21	181-235
4205	4205	Elevator Operator	149-190	1788-2280	13	164-215		1968-2580	15	181-235
4210	4210	Seamstress	172-225	2064-2700	16	190-245		2280-2940	18	206-268
4215	4215	Assistant Matron	149-190	1788-2280	13	172-225		2064-2700	16	193-251

Recommended Changes in The Classified Personnel Pay Plan To Be Effective September 1, 1964 (Supplemental)

CHANGE: (Class)			FROM:		(Step)	то:			(Step)	State Classi-
Code 01d	New	Title	Monthly Range	Annual Range	Range No.	Monthly Range		Annual Range	Range No.	fication Monthly Range
4216	4216	Matron	\$ 181 - 235	\$ 2172 - 2820	17	\$200-256	(C34	\$2400-3072	19	NCC

Since this proposed change was inadvertently omitted at the time the original proposed changes were submitted it is being added at this time to bring it in line with the position of Assistant Matron.

(C34) The positions of Assistant Matron and Matron appear to be closely akin to that of Homemaker in the State Classification Plan for which the range is shown. Employees in this class have in their regular duties, supervisory responsibilities for the day to day operation of patient convalescent type of homes. Each is on call on a twenty-four hour per day basis. Recruitment for this position has always been extremely difficult because of the salary. In our current recruitment an applicant was interviewed who had been doing similar work and her salary was \$300 per month plus other benefits. The proposed range is needed to recruit and retain qualified persons for the position.

Page 4	FOOTNOTE EXPLANATIONS
(D1)	The title of Clerk is to be abolished and in its place a Clerk series of titles will be substituted to provide adequate recognition for experience and training. See Addition 1 (Al).
(D2)	This title is to be dropped and the title of Medical Stenographer used. This proposed title more accurately describes the assigned duties of the position and recognizes the recruiting qualifications for applicants. No change is recommended in the salary rate.
(D3)	This title will be dropped and a salary revision made under (A4). The revised title, which drops "Store- keeper" from the present title will serve to more appropriately identify the duties of this position.
(D4)	The position of Chief Medical Record Librarian is to be deleted since it is a staff position with primary duties involving significant administrative responsibilities.
(D5)	The duties originally assigned to this title are now being performed by a clerical employee.
(D6)	A more descriptive title of the duties which are performed in the autopsy room by employees of this class- ification is Autopsy Assistant. This change in title will be reflected in the "ADD" section under (A8).
(D7)	This title is to be changed to Chief Stationary Engineer, a more acceptable and descriptive title for this position in the Houston area. See (AlO) for new class title. No change is recommended in the salary rate.
(D8)	This title is to be changed to Chief, Equipment Maintenance. No change is recommended in the salary rate. See (All) for corrected title.
(D9)	This title is to be changed to Chief, Building Maintenance, a more acceptable and descriptive title. No change is recommended in the salary rate. See (A-12).
(D10)	The position of Laundry Manager is primarily a supervisory and administrative position. This position is to be deleted from the Classified Service.
(D11)	This position and the duties assigned to it are obsolete in this institution. The title is therefore to be deleted from the Classified Service.
(D12)	The duties of incumbents in this position and recruiting requirements are almost identical to those of the Dietary Assistant. The title of Cafeteria Assistant is to be deleted from the plan.
(D13)	The position of Executive Housekeeper is considered to be primarily a supervisory and administrative posi- tion. This position is to be deleted from the Classified Service.
(D14)	The title Library Attendant is not used in the library organization and is therefore to be deleted from the Classified Service.

Footnote Explanations - page 5

- (Al) The title of Clerk I 0001 replaces that of Clerk 0001 for which a revised position description is attached. In a current study conducted by the Hospital Personnel Association of the Houston Area, hereafter referred to as the HPAHA study, of the salary paid this position in Houston industry it was learned that in 337 positions the average starting salary and the average maximum salary paid were \$248 and \$320 respectively.
- (A2) This is a new position in the Clerk series for which a position description is attached. This position provides recognition for previous experience in this hospital or in a similar institution. In a current study of 966 positions in Houston industry conducted by the National Office Management Association (hereafter referred to as the NOMA Survey) the inter-quartile range was found to be \$275-348. In the HPAHA study, it was found that for 283 employees with experience in Houston industry the average salary was \$391 per month with the average maximum salary being \$565 per month. According to a current study in the Houston area conducted by the United States Department of Labor, Bureau of Labor Statistics, hereafter referred to as the BLS Report, the average weekly earnings for the position of Clerk (File) has risen from \$316 per month in 1962 to \$329 per month in 1963.
- (A3) See Footnote (D2).
- (A4) In the past the task of recruiting suitable and qualified applicants has meant screening numerous applicants in order to be able to select the proper person. Honesty, sobriety and dependability are extremely important characteristics for this position - especially honesty. In our opinion, the recommended range will encourage incumbents to remain and make a real contribution in recruiting new personnel when that becomes necessary. Much of the recruiting difficulty is explained by examining the HPAHA Report in which the average starting salary for 11 positions in industry was \$365 with \$645 the average maximum salary. The average monthly salary was found to be \$398 in 252 positions according to the BLS Report. Here again the recommended range is well below the rates paid by industry in comparable positions making the proposed change completely justifiable.
- (A5) This is a new class of position resulting from the need for sub-professional personnel with specialized training in operating room techniques over and above that received as a Licensed Vocational Nurse. The addition of this class and recruitment of qualified personnel for it is expected to significantly relieve the critical shortage of surgical nurses. This salary recognizes the additional training and experience requirement beyond the Vocational Nurse level and maintains a proper range relation between this position and that of Licensed Vocational Nurse and Staff Nurse classes.
- (A6) The addition of this position to the Classified System results from a broadening of clinical services in the Department of Medicine, and contributes significantly to the well being of the patients. The recommended salary range is comparable to that of a Component Institution of the University but considerably less than that provided in the State Classification Plan. The disparity between the recommended range and that in the State Pay Plan may partially be explained by the fact that only one level of position is provided in the State Pay Plan. There appears to be no justification for advancing the salary range of this position at this time.
- (A7) The addition of this class position serves to provide day-to-day supervision in the Electroencephalography Laboratory during the absence of the physician in charge. For the salary justification, please refer to (A6) immediately preceding.

Footnote Explanations - page 6

- (A8) In a recent survey of salaries paid the position of Autopsy Assistant in the Houston area the following monthly salaries were reported: \$265 (plus overtime), \$285, \$318, \$330, \$342, and \$385. In a national survey covering 30 positions the inter-quartile range was found to be from \$329-\$382.
- (A9) By adding the Research Technician III class position the opportunity will be provided for retaining qualified personnel of the Research Technician II class. Past experience indicates that recruitment for employees with basic qualifications for the Research Technician II position has posed no serious problems. However, after 2 or 3 years of satisfactory employment and after a considerable investment in training by the institution these employees all too frequently leave to accept positions paying higher salaries than we can offer. With the adoption of this class title, it is expected that this class would furnish a supply of those employees who appear to have good potentialities for continuing their studies at the graduate level. In the past, there has been an insufficient financial inducement for graduates with a BA or BS degree to remain for any significant length of time. This class of position would primarily afford recognition of those employees with at least three years experience at this institution as well as recognition for those who present an outstanding experience record at the time of their initial appointment. One institution within the University system provides a maximum recruiting rate to \$482 with a Bachelor's degree with one to three years experience.
- (AlO) This title replaces the obsolete title of Stationary Engineer Foreman, see (D7). No other change is contemplated at this time.
- (All) This replaces the obsolete title of Equipment Maintenance Chief, see (D8). No other change is contemplated at this time.
- (Al2) This replaces the obsolete title of Building Maintenance Chief, see (D9). No other change is contemplated at this time.

Footnote Explanations - page 7

- (C1) Among 111 employees occupying this type of position in industry the HPAHA Survey found the average starting salary to be \$245 with \$300 the average maximum salary. In the BLS Survey the average weekly salary for Clerk (file) A, a position for which recruiting standards are comparable to those of the Clerical Assistant position, the average monthly salary was \$225. In the NOMA Survey the average monthly salary was \$254 with an inter-quartile range of \$215-\$275. This position serves as an excellent training position from which qualified employees may be transferred and promoted to others within the institution. The new range will make it possible to attract more qualified beginners.
- (C2) The class number for the Senior Clerk position is changed to 0003. This change relates to the new Clerk II class of position which has been assigned class number 0002, (see A2). The one step increase in the range serves to maintain the relation between it and other positions in the Clerk series. The recommended increase is more than justified by the results of these studies: (1) For 287 positions HPAHA Survey reported \$391 as the average starting salary and \$565 as the average maximum salary paid. (2) Among 843 employees the NOMA Survey found the inter-quartile range to be from \$327-\$464. It is apparent from these figures that the recommendations are extremely conservative.
- (C3) The class number change results from the addition of the new Clerk II class of position, (see A2). The new range is adequately justified by comparing the proposed range of \$335-\$419 with the survey results of \$319-\$565 and \$327-\$464 reported in (C2). The one-step increase serves to retain the relation between it and other positions in the Clerk series.
- (C4) The proposed one step increase retains the proper salary balance between the Clerk Typist III position and the revised Senior Clerk position. In the BLS Repost the average salary for 642 positions was \$314 which compares to \$303 for this identical position in 1962. A mid-range of \$328 was reported in the HPAHA Report with an average starting salary of \$273 and an average maximum salary of \$382.
- (C5) This is a highly responsible administrative level position in which an incumbent by the performance of duties relieves the administrative superior of all day-to-day details. Because of the highly confidential nature of the work performed, it is very difficult to secure realistic salary information on this position in the local area since it is considered to be on their restricted budget. A comparison between the duties and requirements of the Administrative Technician III position in the State Classification Plan and the Executive Assistant position in the State Classification Plan show a marked similarity.
- (C6) Among the major institutions comparable to M.D. Anderson Hospital the Assistant Personnel Directors all having less experience but comparable responsibilities receive salaries of \$500, \$525, \$550, \$500 going to \$525). The incumbent in this position has had a total of twelve years and nine months responsible personnel experience, over eleven years of it at this institution. A replacement would be extremely difficult at the present range.
- (C7) To change class number only.

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- (C8) While this position was not surveyed, the results for the Warehouseman in the preceding section with no supervisory responsibilities can be translated into terms applicable to Supply Supervisor, a position with supervisory responsibilities. These results plus the salary provided in the State Classification Plan range necessitates this recommendation. It retains the inter-range relationship between this and the Warehouseman position and recognizes the supervisory responsibilities of the position.
- (C9) In five positions of Assistant Supply Manager surveyed in the HPAHA Report the average starting salary was \$671 and the average maximum salary paid was \$758. While the position description in the survey questionnaire left no doubt that this was an "Assistant" position it is possible that the results may have included some salaries of Purchasing Agents. The latter position however, was also included in the study. Comparing the proposed salary with that of the State Classification Plan and considering the responsibilities of the position, two step increase is recommended.
- (C10) The position of Medical Record Librarian has been vacant for almost six months. Active recruitment has thus far provided few qualified applicants willing to accept the salary available under the old range. One Medical Record Technician applied knowing the salary but was not employed since she failed to meet the minimal educational requirements. Two local hospitals are currently recruiting for a Chief Medical Record Librarian and will probably employ someone who has been employed as a Medical Record Librarian and promote her, resulting in an additional shortage. The proposed salary would placeit in a favorable position with similar positions in the Houston area according to the THA Study in which \$442 was the average starting salary while the HPAHA Study showed the average starting salary as \$372 with \$406 being the average maximum salary paid. This salary will more adequately recognize the educational requirements of the position.
- (C11) A two step increase is needed in view of (1) the minimum wage of \$1.25 per hour currently effective and a \$1.40 per hour minimum to become effective later. Since industry is paying this minimum wage it attracts the best qualified and highest type of employees (2) the type of employee whom we have been able to attract is normally undependable, has little sense of responsibility toward his position and usually leaves without giving any notice of intention to resign. A recent study revealed an 84% turnover among the custodial group which compares with an overall institutional turn over rate of 39%. In the BLS Report the following average monthly salaries were reported (1) Elevator Operator (female) \$190 (2) Janitor (female) \$213 (3) Janitor (male) \$254 Laborer \$284. The HPAHA Report showed the average starting monthly salary for a maid as \$197 with the average maximum salary as \$229. The same range for the position of Janitor was reported as \$407 -\$430 (a more realistic range is that of \$245 \$293 representing the average of all ranges reported). Based upon these figures a two step range adjustment is recommended.
- (C12) \$527 is the average starting salary and \$715 the average maximum salary paid the position of Nurse Anesthetist according to the HPAHA Report. The Texas Hospital Association Salary Survey reported the average starting salary in the Houston area as \$536 with \$591 the average current salary. One Houston hospital is currently advertising for a Nurse Anesthetist at an average commission of \$800 per month.

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- (Cl3) The one-step adjustment serves to retain the inter-range relation between this position and that of the Nurse Anesthetist.
- (Cl4) The X-ray Therapy Technician class of positions is peculiar to an institution such as M.D. Anderson Hospital making availability of salary information for this position practically non-existent. Because a basic qualification of the position is the completion of the graduate nurse training program in addition to experience as a graduate nurse, the salary has always been established in the light of the nurse salaries. With the recent salary adjustment in the nurse series it becomes necessary to also adjust the salary of X-ray Therapy Technician series.
- (C15) A minimum qualification for this position is graduation from an accredited college with a bachelors degree in the social sciences. This revised salary raises it to a level comparable to other positions where similar educational requirments exist.
- (C16) A comparison between the Laboratory attendant position and the Laboratory Assistant I in the State Classification shows the duties and requirements of the two positions to be almost identical. This comparison and to the justification found in (C11) above Orderly class 1001 make this recommendation a reasonable one and should significantly decrease the high turn-over found in this class of position.
- (C17) This change reflects a two step increase in the range and a reduction of the number of intermediate steps from eight to four. For a justification of this change, in addition to the State Classification Plan, please refer to (C11) Orderly.
- (C18) For twenty-seven positions of the Histology Technician Class the HPAHA Survey found that the average starting salary was \$327, the average maximum salary paid was \$395 and mid-range of \$361. This adjustment will serve to encourage graduates of our training program to remain with institution. The adjustment in the Chief Histology Technician position retains the inter-range relation between this position and the Histology Technician position.
- (C19) Salary information is virtually non-existent for the Cytology Technicians in the Houston area except that available from M.D. Anderson Hospital. In a survey of national scope conducted by the medical branch, it was found that for seventy-one positions the average starting salary was \$383 and the average maximum salary paid was \$435. Except for students trained in this institution recruitment must be done at a national level thus making necessary a competitive salary range as that proposed.
- (C20) For the Medical Technologist registered by American Society of Clinical Pathologists the Texas Hospital Association found the average salary paid in the Houston area among 164 positions was \$419.00. The HPAHA report found the average salary for 111 positions was \$436. The proposed adjustments in the Medical Technology series retain the inter-range relationship between the positions.

Footnote Explanations - page 10

- (C21) Information on this type of position is difficult to secure since few hospitals utilize the services of this type of person. From the offices of the movie operators union, local 279, it was learned that there is no formal apprentice training program for this position; that such training as is given is on-the-job and lasts no more than two or three months; that for neighborhood theaters a typical weekly salary is \$117, Drive-in Theaters it is \$120 and for the downtown theaters it is \$130. The duties of the Projectionist at this institution are made more difficult since the incumbent is frequently required to work nights and weekends. Converting the above weekly salaries into monthly rates of \$503, \$516 and \$559 and comparing these with the \$305 recommended, it is apparent that the revision is needed.
- (C22) A two step increase is necessary in view of the justification submitted in (C11) Orderly. It is significant to note that in another study conducted by a state association of manufacturers the average salary paid a laborer was found to be \$389 with an inter-quartile range of \$329-\$441.
- (C23) In the BLS Report the average salary paid a Maintenance Carpenter in the Houston area was found to be \$557, an increase of \$6 over the 1962 rate.
- (C24) In the BLS Report the average monthly salary paid a maintenance Electrician was found to be \$565, a \$7 increase over the 1962 rate.
- (C25) In the BLS Report the average monthly salary paid a maintenance Painter was found to be \$550, a \$21 increase over the 1962 rate.
- (C26) No survey information is available on this position. The one step increase as proposed will serve to retain the correct range relation between this and other maintenance type of positions.
- (C27) No BLS Report information is available for this position. However, in the HPAHA Report the average starting salary and the average maximum salaries were \$439 and \$460.
- (C28) No current survey information on this position could be found. In the State Classification Plan, the salary shown is adequate justification for a change. This increase will also maintain the inter-range relation between this and other trades position.
- (C29) The proposed adjustments for the Laundry Worker series are necessary for the same reasons as those given above in (C11) Orderly. Additional weight is given these recommendations by comparing the proposed ranges with those in effect for similar positions in the State Classification Plan.
- (C30) The average starting salary and average maximum salary paid is \$277 and \$404 according to the HPAHA Survey.
- (C31) The proposed adjustments for the Kitchen Helper series including Cook I are necessary for the same reasons as those given in (C11) Orderly. The State Classification Plan bears out the validity of these proposals, just as the HPAHA Report does. In this the average starting salary for Kitchen Helper was found to be \$160, while \$208 per month was the average maximum salary paid according to this report.

Footnote Explanations - page 11

- (C32) The proposed adjustments for the Building Services Group are necessary for the reasons given in (C11) Orderly. Except for the Porter group of positions the present ranges in the State Classification Plan for comparable position exceed the proposed adjustments.
- (C33) Employees in this class have a certain amount of supervisory responsibility. This proposed adjustment would more adequately recognize that responsibility and would serve to keep it in proper relation to the salary of those under her supervision and finally approaches the approved range for a similar position without Supervisory responsibilities in the State Classification Plan.
- (C34) This position of Assistant Matron and Matron appear to be closely akin to that of Homemaker in the State Classification Plan for which the range is shown. Employees in this class have in their regular duties, supervisory responsibilities for the day to day operation of patient convalescent type of homes. Each is on call on a twenty-four hour per day basis. Recruitment for this position has always been extremely difficult because of the salary. In our current recruitment an applicant was interviewed who had been doing similar work and her salary was \$300 per month plus other benefits. The proposed range is needed to recruit and retain qualified persons for the position.

NATURE AND EXAMPLES OF WORK: This is clerical work of limited complexity.

Clerks of this class ordinarily perform repetitive duties according to extablished routines. All work situations, however, require some understanding of general clerical procedures and processes such as might be gained by high school business training. The duties are not difficult in that the same process, once learned, is applied repetitively and, while the steps required to complete a process may be numerous, each step follows a regular pattern. At the beginning of employment and on subsequent new assignments employees receive detailed instructions and, as they become more familiar with work procedures, they may work with considerable independence within a limited range of work situations. Work of positions of this class differs from that found in the Clerical Assistant class by the fact that Clerks must possess some clerical ability.

Illustrative Examples: Files reports of x-rays and x-ray films in accordance with prescribed procedures.

Files laboratory, x-ray and other reports of clinical tests into medical records.

May act as receptionist for a small unit by answering the telephone and directing visitors and patients.

This is considered an entry level position.

Checks reports and records of many varieties or reconciles one report or record with another set of reports or records for the accuracy and completeness of the routine data which they contain; such checking in most cases being done under conditions in which errors or omissions are rendered clearly apparent by the headings on the media dealt with, by reference to well known standards, or by simple computations.

May operate a typewriter in work situations not requiring skilled touch typewriting; operates other standard office machines such as adding, calculating, duplicating, graphotype, and addressograph.

Performs related work as required.

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REQUIREMENTS OF WORK: Some experience in general office and clerical work; and graduation from a standard high school, including or supplemented by courses in business practice; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow: (1) Limited knowledge of business English, spelling, and arithmetic. (2) Limited knowledge of modern office practices and procedures including filing, sorting, checking, and posting. (3) Ability to learn clerical tasks readily, to adhere to prescribed routines, and to develop skill in the operation of common office appliances. (4) Ability to establish and maintain effective working relationships with other employees and the public.

CLERK II

NATURE AND EXAMPLES OF WORK: This is varied clerical work of considerable complexity requiring some exercise of independent judgment.

Clerks of this class ordinarily perform repetitive duties according to established routines. All work situations, however, require a good understanding of general clerical procedures and processes such as might be gained by high school business training and experience. The duties are not difficult in that the same process, once learned, is applied repetitively and, while the steps required to complete a process may be numerous, each step follows a regular pattern. At the beginning of employment and on subsequent new assignments employees receive detailed instructions, and as they become more familiar with work procedures, they work with considerable independence within the range of the work situations. Work of positions of this class differs from that found in the Clerk I class by the fact that a Clerk II must possess clerical ability as evidenced by previous successful training or experience in the clerical field. This experience should have been gained in this institution or one comparable to it.

Illustrative Examples: As a clinic control clerk; arranges for and coordinates transportation services for patients; schedules trips between clinic and various other hospitals, laboratories, or outside consulting agencies; assists in registering patients; directs patients to proper clinics and to social service; relays a variety of instructions to patients relative to follow-up examinations, specimens desired, and dates for future visits.

Checks reports and records of many varieties or reconciles one report or record with another set of reports or records for the accuracy and completeness of the routine data which they contain; such checking in most cases being done under conditions in which errors or omissions are rendered clearly apparent by the headings on the media dealt with, by reference to well known standards, or by simple computations.

Operates a typewriter in work situations not requiring skilled touch typewriting; operates other standard office machines such as adding, calculating, duplicating, graphotype, and addressograph.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in general office and clerical work, and graduation from a standard high school, including or supplemented by courses in business practice; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow: (1) Knowledge of business English, spelling, arithmetic. (2) Knowledge of modern office practices and procedures including filing, sorting, checking, and posting. (3) Ability to learn clerical tasks readily, to adhere to prescribed routines, and to develop skill

CLERK II (cont'd)

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in the operation of common office appliances. (4) Marked ability to establish and maintain effective working relationships with other employees and the patients.

SENIOR ELECTROENCEPHALOGRAPH TECHNICIAN

NATURE AND EXAMPLES OF WORK: This is highly specialized technical and supervisory work in the operation of electroencephalographic equipment in examination of the brain.

Work involves responsibility for the preparation of all neurological, neurosurgical, pediatric and psyciatric patients for examinations, the operation of equipment, a continuing observation of patient during examination, and analysis of finished recordings for possible false readings caused by improper equipment operation or patient activity. Inaccuracy in machine operation or improper conditioning of the patient can result in a distorted recording giving invalid results. The work is a central service for all hospital and clinic areas. The incumbent has considerable latitude in the performance of work and may supervise the in-service training of technical students. Works under general supervision of physician responsible for the work.

<u>Illustrative Examples</u>: Participates, supervises and instructs in the following procedures: attaching of metal electrodes to the scalp in accordance with standard examination procedures, instructing and assisting the patient to obtain complete relaxation; operating electroencephalographic equipment; calibrating the channels in order that pens respond equally to a given electrical influence; timing length of recordings; observing movements and behavior of patient, and observing records to detect distortion and abnormal wave forms. Reviews recordings for possible defect caused by improper functioning of equipment or unusual behavior of patient; makes necessary notations on the recordings to identify the electode attachments.

Diagnoses electric and electronic failures and adjusts or arranges for adjustment or replacement; performs such minor maintenance work on equipment as replacing fuses and defective radio tubes, replacing and soldering pen tip filaments, cleaning switch points, and oiling equipment. Maintains and services special files of recordings classified by type of disorder; keeps files and records of examinations given; orders miscellaneous supplies and equipment; arranges for examination appointments; performs other incidental clerical work. May secure a medical history from the patient, which supplements that secured in the routine admission of the patient, for use within the department.

Supervises and assigns duties of technical employees in the laboratory.

Performs related work as required.

REQUIREMENTS OF WORK: Graduation from a standard high school, supplemented by the completion of an approved training course in electroencephalographic technique; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow: (1) Considerable knowledge of the operation, care, and adjustment of electroencephalographic equipment. (2) Some knowledge of physiology, psychology, and neurology. (3) Ability to direct, instruct and supervise others in the operation of electroencephalographic equipment. (4) Ability to maintain a sympathetic attitude toward and establish

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SENIOR ELECTROENCEPHALOGRAPH TECHNICIAN (cont'd)

harmonious working relationships with patients. (5) Ability to perform minor repairs on electroencephalograph and related equipment. (6) Ability to secure medical history from the patient for departmental use. (7) Ability to recognize and distinguish characteristics of the normal electroencephalograph from the abnormal one. (8) Ability to establish and maintain effective working relationships with subordinates, professional personnel and patients.

NATURE AND EXAMPLES OF WORK: This is technical nursing work involving care, preparation and maintenance of sterile and unsterile supplies and equipment used in the operating rooms.

All work is performed under the direct and continuous supervision of a professional registered nurse. The Operating Room Technician functions as a scrub nurse on the operating team caring for the patients, and assists in the preparation and maintenance of sterile and unsterile supplies and equipment used in the operating rooms.

Duties are based upon knowledge, principles, and practice of surgical asepsis within the operating rooms. The Operating Room Technician is prepared to function intelligently in varying conditions which exist during all surgical procedures.

Illustrative Examples: Assists in preparing operating rooms for a variety of surgical procedures; uses aseptic technique; sets up tables and trays required; lays out instuments, syringes, sutures, needles, and other supplies.

As scrub nurse; scrubs sterile and opens operative packs using sterile techniques; counts sponges with and under the direction of the circulating nurse; prepares sutures; gloves and gowns surgical team; assists the surgeon in draping patient; anticipates surgeon's needs; gives appropriate instruments and equipment to surgeon; cleans table and cares for instruments after completion of surgery; prepares for subsequent cases.

Assists in the maintenance and care of supplies, equipment and instruments in operating rooms. Assembles special supplies and equipment needed for procedures.

Performs related duties as assigned.

REQUIREMENTS OF WORK: Graduation from an accredited high school; graduation from an accredited school of vocational or practical nursing; eligibility for Texas Licensure; formal training or on-the-job training as an Operating Room Technician; good health, physically and emotionally; or a similar combination of experience and training which provides knowledges, abilities and skills as follows: (1) Enthusiasm for work in an environment that demands extreme conscientiousness. (2) Ability to work effectively in an environment which tends to be tension provoking. (3) Ability to take directions, work under supervision and accept constructive criticism. (4) Manual dexterity to permit safe and rapid handling of instruments and sutures. (5) Ability to demonstrate mature judgment and flexibility in reacting to emergency situations.

ELECTROENCEPHALOGRAPH TECHNICIAN

NATURE AND EXAMPLES OF WORK: This is specialized technical work in the operation of electroencephalograph equipment in examination of the brain.

Work involves responsibility for the preparation of all neurological, neurosurgical, pediatric and psyciatric patients for examination, the operation of equipment, a continuing observation of patient during examination, and analysis of finished recordings for possible false readings caused by improper equipment operation or patient activity. Inaccuracy in machine operation or improper conditioning of the patient can result in a distorted recording giving invalid results. The work is a central service for all hospital and clinic areas. The incumbent works under the immediate supervision of the Senior Electroencephalograph Technician or the physician in charge.

Illustrative Examples: Attaches metal electrodes to the scalp in accordance with standard examination procedures, and instructs and assists patient to obtain complete relaxation.

In the operation of electroencephalographic equipment; may calibrate the channels in order that pens respond equally to a given electrical influence; times length of recordings; observes movements and behavior of patient, and observes records to detect distortion and abnormal wave forms.

Reviews recordings for possible defect caused by improper functioning of equipment or unusual behavior of patient and reports such improper functioning to the senior technician; makes necessary notations on the recordings to identify the electrode attachments.

May diagnose electric and electronic failures and adjusts or arranges for adjustment or replacement; performs such minor maintenance work on equipment as replacing fuses and defective radio tubes, replacing and soldering pen tip filaments, cleaning switch points, and oiling equipment.

Maintains files of records classified by type of disorder; keeps files and records of examinations given; orders miscellaneous supplies and equipment; arranges for examination appointments; performs other incidental clerical work. May secure a medical history from the patient, for use within the department.

Performs related work as required.

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REQUIREMENTS OF WORK: Graduation from a standard high school, supplemented by the completion of an approved training course in electoencephalographic technique; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow: (1) Some knowledge of the operation, care, and adjustment of electroencephalographic equipment. (2) Limited knowledge of physiology, psychology, and neurology. (3) Ability to maintain a sympathetic attitude

ELECTROENCEPHALOGRAPH TECHNICIAN (cont'd)

toward and establish harmonious working relationships with patients. (4) Ability to perform minor repairs on electroencephalograph and related equipment. (5) Ability to secure medical history from the patient for departmental use. (6) Ability to recognize and distinguish characteristics of the normal electroencepahalograph from the abnormal one.

NATURE AND EXAMPLES OF WORK: This is skilled work in giving technical assistance to a pathologist in the autopsy room.

The Autopsy Assistant is caretaker of the autopsy room and is responsible for the care of its cadavers, materials and equipment. A highly important responsibility of the work is in the skilled utilization of a variety of surgical instruments in dissecting bodies and removing designated specimens. Work is performed under the supervision of medical superiors, the employee must assume responsibility for the day-to-day management of the autopsy room and conduct of the more routine aspects of autopsies.

<u>Illustrative Examples:</u> Receives cadavers brought to the autopsy room; uses electrical saws, a wide variety of knives, and other surgical equipment in assisting the autopsy surgeon; as the surgeon lectures to observing students and other personnel. The Autopsy Assistant removes the designated part; opens skull and removes brain, being careful to keep tissue damage to a minimum; removes members, bones, organs, and any anatomical part as directed.

Takes gross autopsy material from autopsy room to pathology laboratory for conferences and for teaching purposes. Under supervision, is responsible for preparing gross specimens.

Assists staff in discarding specimens, in maintaining adequate supplies of specimens, and in preparing instructional aids and materials.

Maintains the cleanliness of the operating table and autopsy room; sharpens knives, and maintains and makes minor repairs and adjustments to machinery and equipment.

An important requirement of the position is the ability to be available on an on-call basis at any time outside the regular work hours.

Performs related work as required.

REQUIREMENTS OF WORK: Skilled experience in the rough dissection of cadavers; and graduation from a standard high school with courses in the sciences, preferably supplemented by courses in mortuarial science; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow: (1) Considerable knowledge of gross human anatomy. (2) Knowledge of dissecting techniques. (3) Ability and willingness to work with cadavers. (4) Ability to maintain routine work records and prepare simple reports. (5) Skill in making incisions in craniums and other bodily areas and in removing parts without causing undue physical disfigurement to the cadaver. (6) Physical strength and agility sufficient to lift and move heavy bodies, and good finger dexterity to perform various dissecting tasks.

Permanent retention by properly preserving and storage of these specimens.

RESEARCH TECHNICIAN I

NATURE AND EXAMPLES OF WORK: This is limited research work in medical and related areas involving the use of skills and technical and academic knowledges in planning methods and techniques, carrying out procedures, and recording results for a particular experiment or closely related series of experiments.

All work of this class is assigned by superiors who are usually available in the same or a nearby laboratory for conference, criticism, or suggestions as needed. Although duties are performed under the direction of superiors, incumbents are responsible for reading literature relating to possible procedures, experimenting with these, modifying them to suit the particular needs of the experiment, carrying out the experiment, recording the data, and reporting to superiors the results of work. All work is performed under the direction of and subject to the review and criticism of the superior through observation of the procedures and techniques employed and of the results obtained. Work of this position differs from that assigned to the Research Technician II position in the degree of responsibility assigned to it and the amount of supervision given to it.

<u>Illustrative Examples</u>: At the suggestion or under supervision of a superior, conducts experiments and carries out research problems in varied areas and specialties of biology, chemistry, biochemistry, parasitology, microbiology, physics and radiation, and other medical and related scientific fields; reads literature and consults a superior relative to procedures to be employed in experiments; writes up results of work in accordance with the forms and methods requested; confers with superiors frequently regarding results obtained and receives suggestions for modification of procedures.

Performs other research and technical functions as assigned in the field of specialization which reflect in terms of difficulty the level of experience and training required for positions of the class.

Performs related work as required.

REQUIREMENTS OF WORK: Some experience in and aptitude for scientific research and experimental work within the field of specialization; and graduation from an accredited high school preferably supplemented by college or university work at the undergraduate level in that branch of science which is a basic qualification for the type of work to be performed; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow: (1) Limited knowledge of the branch of the science in which work is to be performed. (2) Knowledge of the over-all science of which the particular branch is a part and of related sciences in so far as they apply to or bear on the area of specific interest. (3) Some knowledge of scientific, experimental, and research techniques as applied to the field of assignment. (4) Some knowledge of the practical and potential values of research and experimentation in the field involved. (5) Ability to participate in the evaluation and analysis of existing techniques and RESEARCH TECHNICIAN I (cont'd)

procedures and to assist in devising new ones for the specific experiments to be performed. (6) Ability to observe and analyze objectively the results of research experimentation. (7) Skill in setting up scientific apparatus and in performing the techniques for the types of experiments involved.

December, 1963

RESEARCH TECHNICIAN III

NATURE AND EXAMPLES OF WORK: This is research work in medical and related areas involving the use of skills and technical and academic knowledges in planning methods and techniques, carrying out procedures, and recording results for a particular experiment or closely related series of experiments.

All work of this class is assigned by superiors who are usually available in the same or a nearby laboratory for conference, criticism, or suggestions as needed. Although duties are performed under the direction of superiors, incumbents are responsible for reading literature relating to possible procedures, experimenting with these, modifying them to suit the particular needs of the experiment, carrying out the experiment, recording the data, and reporting to superiors the results of work. All work is performed under the direction of and subject to the review and criticism of the superior through observation of the procedures and techniques employed and of the results obtained. Work of this position differs from that assigned to the position of Research Technician II in the degree of reaponsibility assigned to it and the amount of supervision received, both factors being regulated by the amount of experience the employee has had.

<u>Illustrative Examples</u>: Working independently or at the suggestion or under supervision of a superior, conducts experiments and carries out research problems in varied areas and specialties of biology, chemistry, biochemistry, parasitology, microbiology, physics and radiation, and other medical and related scientific fields; reads literature and consults a superior relative to procedures to be employed in experiments; writes up results of work in accordance with the forms and methods requested; confers with superiors occasionally regarding results obtained and receives suggestions for modification of procedures.

Performs other research and technical functions as assigned in the field of specialization which reflect in terms of difficulty the level of experience and training required for positions of the class.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in and aptitude for scientific research and experimental work within the field of specialization; and graduation from a four year college or university with major course work in that branch of science which is a basic qualification for the type of work to be performed; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow: (1) Considerable knowledge of the branch of the science in which work is to be performed. (2) Knowledge of the over-all science of which the particular branch is a part and of related sciences in so far as they apply to or bear on the area of specific interest. (3) Considerable knowledge of scientific, experimental, and research techniques as applied to the field of assignment. (4) Knowledge of the RESEARCH TECHNICIAN III (cont'd)

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practical and potential values of research and experimentation in the field involved. (5) Ability to participate in the evaluation and analysis of existing techniques and procedures and to devise new ones for the specific experiments to be performed. (6) Ability to observe and analyze objectively the results of research experimentation. (7) Skill in setting up scientific apparatus and in performing the techniques for the types of experiments involved.

RESEARCH ASSISTANT

NATURE AND EXAMPLES OF WORK: This is research work in medical and related research projects in accordance with general plans approved by a scientific superior.

Work involves responsibility for a series of experiments designed to supply specific information as a part of a larger project, an answer to questions in a limited field, or in development of improved techniques, production methods, or procedures. A Research Assistant is assigned to the field of his experimentation and either receives from a superior, or works out in consultation with the superior the general plans for the experiments. He must be able, however, to exercise considerable imagination, initiative, and inventiveness in planning and executing the details of the experiments, and in evaluating and inter-preting his results. He may supervise others in his work, and is responsible for major participation in the development and revision of techniques, and for recording procedures used and results obtained. Sufficient knowledge of the scientific field is required to enable employees to work effectively and with considerable independence in a limited range of characteristic work situations. All work is performed in collaboration with or under the direction of a superior who is available for consultation and who reviews and analyzes work in the light of its contribution to the scientific results desired. Work in this class is distinguished from that found in the Research Technician II class by the necessity for possession of more detailed scientific knowledge in the area of inquiry, by the greater independence of action utilized in carrying out scientific procedures, in the development of new procedures, and by greater responsibility for the end product of the experiment or series of experiments.

Illustrative Examples: Under the general supervision and direction of a senior research staff member, does advanced experimental, scientific, and medical research work; supervises limited research projects in accordance with plans determined by scientific superiors; constructs, assembles, and operates laboratory apparatus and equipment; records and evaluates data obtained for use in scientific papers; collaborates with supervisor and senior research staff in preparation of scientific papers for publication.

Performs other research or experimental tasks in the field of specialization which reflect in terms of difficulty and level of experience and training required for position of the class.

Performs related work as required.

REQUIREMENTS OF WORK: Experience in scientific research in the field of science involved, including some experience in the conduct of complete research projects; and graduation from a four year college or university with major course work in that branch of science which is a basic qualification for the work to be performed, and supplemented by graduate study in this science or related fields; or a similar combination of experience and training which provides knowledges, abilities, and skills as follow: (1) Thorough knowledge of the branch of the science in which the work is to be performed. (2) Considerable knowledge of the over-all science of which the particular branch is a part and of related

RESEARCH ASSISTANT (cont'd)

sciences, in so far as they apply to or bear on the particular area of specific interest. (3) Considerable knowledge of scientific, experimental, and research techniques as applied to the branch of science involved. (4) Knowledge of the practical and potential values of research and experimentation in the field involved. (5) Ability to evaluate and analyze existing techniques and procedures as they relate to particular experiments and ability to devise new methods, techniques, and equipment. (6) Ability to write or assist in writing scientific papers, articles, pamphlets, or books, and to prepare and supervise the preparation of the necessary illustrations, diagrams, and charts pertaining thereto. (7) Skill in designing and setting up scientific apparatus and in performing the techniques for the types of experiments involved.

December, 1963

THE UNIVERSITY OF TEXAS AUSTIN 12. TEXAS



January 31, 1964

Memorandum for the Board of Regents

Meeting February 7-8: Topics for information, discussion, action

This memorandum follows the plan established last semester to provide a substitute for random oral recommendation and comment formerly introduced by the Chancellor in the course of a regular meeting. For many years, the earlier plan had been used. While it had advantages, it left the Regents without much chance to discriminate among emergencies. It often left gaps in the record of recommendations and it sometimes evaporated important of mere information in casual comment.

The difficulty in the present plan is principally the mether of time. Most of the topics introduced in this memorandum gained or lost significance in the period January 21-31 (that is, the season of preparing recommendations ten days prior to the meeting and the five-day deadline for supplementary items). As a rule, this memorandum can be closed on Friday preceding the the week of the meeting. In some cases, however, additional comment should be introduced later for two reasons: the announced date of Regents meetings often attracts outside communications of primary consequence shortly before that date; in the case of other topics, we must sometimes follow calendars which we cannot control (Foundation grants, Commission meetings, etc.).

I shall be glad to have suggestions from the Board for improvement of this method of official communication.

Harry Ransom

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

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

INTER-UNIVERSITY COUNCIL, DALLAS AND FORT WORTH

and Cent On January 15, 1964, institutions in the Dallas-Fort Worth-Denton "Megapolitan area" (including the U.T. Southwestern Medical School) agreed on terms for formation of a new "Inter-University Council." The agreement grew out of hearings held by a sub-committee of the TCHE, chaired by Mr. Rex Baker (members; Mr. Dan Williams and Mr. John Gray). Basically, the proposal is one of cooperative planning in matters such as library exchange, cooperation among faculties, and mutual consultation in development of doctoral programs. The terms have been carefully reviewed by the Chancellor, Vice-Chancellor Cox, and others. The administration recommends our participation.

INFORMATION-DEVELOPMENT PUBLICATIONS: LISTING OF BOARD OF REGENTS

In the course of the Spring, the Chancellor will arrange to have the full membership of the Board of Regents listed in major information and development publications of the University except for publications so transient or so informal as to make such a listing inappropriate or undignified.

DIPLOMAS: SIGNATURE OF CHAIRMAN OF THE BOARD ADDED:

The Chancellor has directed that the signature of the Chairman of the Board be included among the engraved signatures on University diplomas at all institutions in the System. The reason for the omission of the Chairman's signature originally (a fairly general practice among American universities) was that all diplomas were signed in person by each University official until recently, and it was physically impossible for the Chairman to participate in the handwriting job. Now that engraved signatures are used, the inclusion of the Chairman is both practical and appropriate.

ACADEMIC CENTER DEDICATION DATE (APRIL 5-6)

The dedication of the Academic Center has been set for April 5-6. The program will begin late Sunday and continue through dinner on Monday. The Chancellor will coordinate details with the Chairman of the Board and members will be notified as early as possible of hours and places for the ceremonies. Since this dedication is joined with Honors Day and Round-Up, we hope that Regents will be able to attend at least some of the meetings.



CALENDAR FOR SUBMISSION OF SECTIONS OF THE RULES AND REGULATIONS

In the present report, the proposed revision of the Rules and Regulations concerning graduate education in the System is included. It is the product of long consideration, faculty recommendation, and administrative conviction. Other sections of the Rules and Regulations will be submitted to the Board in the interim before the April meeting.

DEVELOPMENT BOARD MEMBERSHIP AND MEETING

Mrs. Robert Windfohr's acceptance of the Regents' election to the Board completes the current membership.

The next meeting of the Development Board has been set for March 4, 1964. Problems and opportunities involved in operation of the Board office at Austin will be brought to the attention of the Regents. At present, there is no recommendation concerning a "professional" director, although numerous applications for the position are being received.

USE OF UNIVERSITY OF TEXAS FACILITIES BY NON-STUDENT GROUPS FOR SUMMER CONFERENCES:

Com. Hutele The University has been asked by several national organizations for assurance that housing in summer conferences of these organizations in Austin will not be segregated. Several Conferences have been withdrawn because of our ambiguous situation.

The Chancellor therefore recommends that unsegregated housing of such conferences be approved for University housing facilities in which undergraduates are not simultaneously quartered for the summer session.

CHANCELLOR'S DISCRETIONARY FUNDS: PROGRAM WITH EX-STUDENTS

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The arrangement made by the Regents' committee for establishment and use of discretionary funds in cooperation with the Ex-Students' Association is working smoothly. The Chancellor will continue to discuss this program with Mr. Erwin, who was appointed by the Chairman to consider the problem jointly with this office and the Ex-Students Association.

Unfortunately, the council of the Ex-Students' Association reported in publicly circulated minutes, the full resolution of the Resolution the support of the cooperative arrangement was not approved by the Council unanimously, and the result has been an unnecessary (not to say irrelevant) number of questions and suggestions about a matter which can easily be misrepresented or misunderstood.

TRAVEL APPROVALS

Com. Ju . Chin meeting The Regents have asked the administration to recommend possible revision of our system for approving travel by members of the faculty and staff. The Chancellor is serving as a member of the AAU committee surveying practices of leading universities and will report to the Regents in view of this committee's findings as soon as possible.

IAU MEETING, TOKYO, SEPTEMBER 1965

The next meeting of the International Association of Universities has been set at the University of Tokyo, August 31 - September 6, 1965. At the proper time the Chancellor will ask permission to attend this meeting as president of the Commission on Library Cooperation. No expense to the University will be involved.

OFFICE OF INSTITUTIONAL STUDIES

Chen / White For many months the administration has considered the possibility of establishing an office of institutional studies designed principally to gather effective information about operation of the University. Our activity in this field is now slow, less than accurate, often outdated, and sometimes wasteful of effort and money. Vice-Chancellor Haskew is in charge of planning this office.

INSTITUTE OF PUBLIC AFFAIRS: PRESENT AND FUTURE STATUS

Attention of the Regents will be called to the present difficulties confronting the IPA. The difficulties are partly historical and partly departmental. In any case, a decision in April (reflected in the annual budget) must be made on a simple question: should the Institute proceed with small support toward minuscule results or expect strong support in a really effective program? I would suggest that this is a matter not of academic piety but of public responsibility.

PHASING OUT OF OLD PSM PROGRAMS The Chancellor has sent to institutions and organizations concerned the (Fillering statement termination extra-mural programs sponsored by the

"Between January 1 and July 1, 1964, all programs sponsored by the University of Texas Postgraduate School of Medicine outside Houston will be terminated. The Division of Continuing Education will continue its program in Houston. Medical schools of the University at Galveston, Dallas, and San Antonio, will conduct such programs in those institutions as have already been approved by the administration and the Regents."

ASTRONOMY BUDGET AND DEVELOPMENT

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In connection with the Main University presentation, Vice-Chancellor Hackerman will discuss the immediate need and the prospects of the Astronomy program. I would preface his suggestions with two statements. First, we acquired a topflight scholar in Professor Harlan Smith of Yale; it now appears that he is also a topflight administrator. Second, our modified agreement with Chicago is really working and our long-sought prospects in federal cooperation seem likely to become (after five years) a reality.

ORGANIZATION OF COMPUTER SCIENCES IN THE SYSTEM

A per muitin Vice-Chancellor Hackerman will discuss the new prospects of interinstitutional cooperation in "computer sciences" -- notably at the Main University and the University of Houston. The comments prepared jointly by Dr. Hackerman and Dr. Stone follow (they will be brought down to detail by Dr. Hackerman).

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What is needed now is an approval of policy and an instruction to proceed with application for grants.

It seems to me that this is the most significant example of intra-System cooperation to be proposed in the past ten years. It has the unanimous support of the medheads. It has the very real possibility of making history in view of the Governor's Committee of 25 program. Above all, it guarantees real prospects at Houston and El Paso and at the same time it prevents random and wasteful mushrooming of computation hardware collections.

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In any consideration of computation facilities for the University of Texas complex in Houston and for the Main University in Austin, it is apparent that costs would be so great as to be impossible to handle except by some clear-cut cooperative arrangement and long range plan. It is, of course, possible to make a cooperative arrangement in Houston, for example with other institutions in the Medical Center or others in the city. This involves certainly the necessity for smoothing out all of the points of disagreement that are bound to crop up between institutions. Therefore, a plan which was almost wholly within The University of Texas System was developed. It involves cooperation between all of the units of the University and includes a sequence of steps which can be forecast, although at this point without exact specifications as to timing. It depends on the level of sophistication of computer science staffs at the several units at this time and in the foreseeable future.

The first step in the sequence would be for the Main University to request matching funds from federal agencies (NSF, NIH and perhaps NASA and AEC) for an advanced computer system for delivery preferably by 1966. The computer system is typified now only by the CDC 600. The possibility of an equivalent system by some other company must be kept in consideration. The request would include funds for the support either of a machine intermediate between the present CDC 1604 and the very high speed computer system or one of essentially equivalent character to the CDC 1604. With this intermediate step it would be possible to supply the Houston complex quickly with a computer of the level of the CDC 1604.

With that, the M. D. Anderson Hospital, the Dental Branch, and the Graduate School of Biomedical Sciences, as well as the Medical Branch at Galveston, the Southwestern Medical School and the South Texas Medical School in time, would be in a position to develop appropriate staff capable of making use of this equipment. If all the medical groups use the same machine, there could be a great deal of cooperation and information exchanged to the benefit of the medical profession in Texas and elsewhere. In order to get this operation in effect we would also try to provide several hours of the CDC 1604 in Austin for their training and learning to convert their programs into the language used in the 1604. Furthermore, arrangements could be made with the University of Houston, Rice, and the Texas Medical Center for the use of the remaining time on the machine.

Specifically, with respect to equipment, there seems to be at this time that which is available from Control Data Corporation and that which might be available from International Business Machines. With respect to the former, the sequence of events would be the purchase of a CDC 6600, the leasing of a CDC 3600 for installation in Austin, and the transfer of the CDC 1604 from Austin to the Houston complex. With respect to IBM which apparently is going to announce a very high speed computer system late in March 1964, the sequence of events would be the leasing of a machine in the IBM 7090 or 7094 class for Houston, and the retention of the CDC 1604 in Austin until the delivery of the IBM xxxx at which time the 1604 would be transferred from Austin to Houston.

Finally, either one of these alternatives envisions that within four or five years the need and personnel to use a larger computer would have developed at Houston involving all of our medical units plus the Medical Center, Rice, and the University of Houston so that we would need to place a larger machine there. With this background and development of our personnel in the area obtaining such a larger machine should be possible mainly with NIH support. This would allow us to place the CDC 1604 in El Paso in about four to five years. In the meanwhile they could be developing their skill in using the machine to take full advantage of it.

NURSING IN SAN ANTONIO

Dr. Merton Minter has been ill and therefore inactive in consultation about the Nursing prospects in San Antonio. The Chancellor has indicated that at present the University of Texas is not ready to bow out of the picture there. Meanwhile, the sub-committee of the Governor's Committee of 25 (which will report to the committee of the whole on February 19) will make suggestions which may clarify proposals coming from other sources than TWU. The Board will be asked to state an official position in April.

COUNCIL OF PRESIDENTS AND COST COMMITTEE RECOMMENDATIONS

The Council of Presidents (acting also as Advisory Committee to the Commission on Higher Education) met in Austin on January 27 to consider reports of committees--especially the Cost Committee. Vice-Chancellor Cox will comment on the specific significance of the amendment and adoption of these reports. It seems to me that one general aspect should be reported emphatically here. For the first time in my memory, the Council acted vigorously and unanimously in support of graduate education and research programs. This fact is important in view of the University's future; it is equally important in connection with statewide concern for development of graduate education. Specifically it marks a new era in development of graduate teaching salary formulas, library development, and organized research.

PERMANENT DEANSHIP, GSBMS IN HOUSTON

Dr. Paul Weiss of the Rockefeller Institute, in a letter dated January 27, 1964, indicates that he is seriously considering the prospects of the deanship of the Graduate School of Biomedical Sciences. A final answer concerning his willingness to be nominated to the Regents is expected within two weeks.

PSYCHIATRIC INSTITUTE, HOUSTON

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Careful inquiry by the administration indicates clearly that there is literally no inclination in the Board for State Hospitals and Special Schools to consider joining the Psychiatric Institute to the University of Texas in the Medical Center. Since the University was not responsible for earlier suggestions that this be done, I feel that the matter should be considered closed, so far as U.T. is concerned. Later possibilities of cooperation with the Psychiatric Institute will be considered as they are brought up.

SOUTH TEXAS MEDICAL SCHOOL: PROVISIONAL MEMBERSHIP IN AAMC - Copen method

The AAMC has notified the Chancellor that the South Texas Medical School has been elected to Provisional Membership in the Association.

ACCREDITATION REPORT ON SOUTHWESTERN MEDICAL SCHOOL

The Liaison Committee on Medical Education (American Medical Association \mathcal{A}_{ℓ} and Association of American Medical Colleges) notified the Chancellor on \mathcal{A}_{ℓ} January 23 that the copies of the Survey Report on the Southwestern Medical School were being forwarded. Acceptance of the report carries with it full approval of the SWMS as of October 25, 1963. The particulars of this report will be provided as soon as they can be reproduced.

UNIVERSITY PROFESSORSHIP: NON-DEPARTMENTAL.

The Chancellor proposes to recommend to the Board of Regents, in anticipation of the annual budget for 1964-65 to be considered at the April meeting that

The Main University establish a category of general university professorship not involving membership in a departmental budget council.

The reason for this proposal is dual. The University stands in real need of a small number of professors (ca. ten) to carry on important academic activities--mainly the direction of interdepartmental programs, teaching experiments, etc. Usually such professors do not fit the arbitrary assignments to departmental organization. Often they are disadvantaged by budget council assignment (and conversely, they are not always welcome in particular budget council negotiation). Although the program should be strictly limited, I am sure that it would bolster our academic development. In each instance, of course, the appointment would be submitted to the Board under regular procedures.

HOGG PROFESSORSHIPS: SUTHERLAND AND HOLTZMAN (IMA HOGG AGREEMENT)

The Regents will remember that the Chancellor's proposal for the establishment of two Hogg Professorships (to be supported beyond the base salary from appropriations by supplementation through the Foundation budget) was greeted with great reluctance by Miss Hogg and her advisers.

Miss Hogg has agreed, however, that the directorship and the associate directorship of the Foundation should be so supported and so titled.

I therefore recommend that Professor Robert Sutherland and Professor Wayne Holtzman be included in the next annual budget as Hogg Professor of Sociology and Hogg Professor of Psychology respectively, with a salary in each case supplemented by the Hogg Foundation to a level equal to that of the Ashbel Smith Professors. Their appointments and the title of Hogg Professorship should be limited to the tenure of the present director and associate director. If their successors meet the high standards which they have set, they would be eligible for consideration <u>de novo</u>. RECOMMENDATION OF DR. D. R. REDDICK AS DIRECTOR, SCHOOL OF COMMUNICATIONS. ACTION POSTPONED UNTIL 1965.

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I concur in Dr. Hackerman's recommendation that Dr. Dewitt Reddick be named Director of the new School of Communications, effective September 1, 1964. The administration believes, however, that the School itself should not be activated until September 1965. Many broad principles of operation and more details of budget, personnel, curriculum, etc., need to be settled before effective operation can begin.

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

In response to a request from Mr. Erwin, the following report is presented on fund balances of the Department of Intercollegiate Athletics. If the Regents wish, periodic summaries can be made of these expenses independent of the usual budget presentation.

Subject: FUND BALANCES - DEPARTMENT OF INTERCOLLEGIATE ATHLETICS -AUGUST 31, 1963

The University of Texas Financial Report for the fiscal year ended August 31, 1963, to be published very soon, will show the following Fund Balances for the Department of Intercollegiate Athletics (Schedule B-4).

Balances, August 31, 1963		\$ 461,313.98
Made up as follows: Cash Inventory Prepaid Insurance	\$,783,343.13 1,267.58 2,372.86	
Investments	34,840.00	821,823.57
Deduct: Deferred Income (Preser football ticket sales)		360,509.59 \$ 461,313.98
An analysis of the Fund Balance shows the fol	llowing:	
Current Assets: Cash with Auditor Petty Cash (in bank) Prepaid Insurance Inventory		\$ 409,833.54 13,000.00 2,372.86 1,267.58

Investments:		
Real Estate	\$ 1,200.00	
Bonds	33,640.00	34,840.00
General Funds		\$ 461,313.98

In addition to the General Funds Balance shown above, the Department of Intercollegiate Athletics has the following additional cash balances:

Current Restricted Funds: Various Donors - Various Purposes Cotton Bowl, Gift and Entertainment	\$ 2,332.75 1,749.94 4,082.69
Plant Funds: Letterman's Lounge	5,550.00
Total Funds Balances	<u>\$ 470,946.67</u>

None of these balances were used in writing the 1963-1964 operating budget.

There is available a detailed 20 page Summary of Receipts and Disbursements which was prepared by Mr. Olle. If this report is to be distributed, the following reconciliation should be made a part of that report.

Balances shown on page 14 - Athletic Council Report

Athletic Council-General Account Athletic Council-Laundry at Stadium		\$ 720,005.72 1,068.59
Athletic Council-Operating Reserve- Unappropriated		50,000.00 \$ 771,074.31
Additions: Petty Cash Fund Hill Hall Encumbrances	\$ 13,000.00 <u>910.03</u> 13,910.03	
Deductions: Hill Hall Operating Account	1,641.21	\$ 12,268.82
Cash Balance - Annual Financial	Report	<u>\$ 783,343.13</u>

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FOOTBALL COACHES: STATUS AND SALARY

It is necessary that the Board consider at this meeting the salary schedule of coaches, and more particularly certain proposals concerning the Director of Athletics and football coach.

The Chancellor's initial recommendation concerning Mr. Royal stands:

- (1) that he be listed in the budget as "Director of Athletics and Head Football Coach (with vote; professorial status)"
- (2) that his basic salary for nine months be \$18,000
- (3) that his summer compensation be \$6,000.

Implications of academic status in these terms as well as proposals of additional supplementation for coaches outside the University budget will require oral discussion in executive session.

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COMMISSION APPROVAL OF U.T. PROGRAMS

At its regular quarterly meeting on January 13, 1964, the Texas Commission on Higher Education

- Approved the request for a School of Communication within the Main University with the exception of the program leading to the degree of Master of Arts in Communication with a major in Radio-Television-Film.
 - A. Department of Journalism Journalism - Bachelor of Science in Journalism Journalism - Master of Arts in Communication
 - B. Department of Radio-Television-Film Radio-Television-Film - Bachelor of Science in Radio-Television-Film
 - C. Department of Speech
 Speech Bachelor of Science in Speech
 Speech Master of Arts in Communication
 - D. Bureau of Communication Research
- Approved the request for a graduate program in music leading to the degree of Doctor of Musical Arts with majors in (1) Applied Music, (2) Music Education, and (3) Composition
- 3. Approved the request for a separate Graduate School of Business Administration within the Graduate School of the Main University to administer the master's degree programs in Business Administration.

FORD FOUNDATION GRANT TO LATIN-AMERICAN STUDIES

On January 21, 1964, the Ford Foundation notified the Chancellor officially that the grant of \$575,000 "for training and research in Latin American Studies" over a three-year period beginning this month had been approved. This grant will give new impetus to the work of the Latin-American Institute and to the project in the Graduate School of Library Science for training librarians in the field. Public announcement of the grant will have to be coordinated with the Foundation.

FIRST YEAR GRADUATE STUDENTS AWARDED WOODROW WILSON, NDEA TITLE IV, NSF REGULAR AND NSF COOPERATIVE FELLOWSHIPS 1960 through 1963 (LDH from American Council on Education)

Institution	Total No. Fellow Recipients	Total No. and % to top 12* (except Self)		Total No. and % to Self	
		No.	%	No.	%
M. I. T.	291	73	37	184	60
Harvard	277	150	52	83	30
Michigan	226	73	31	124	51
Cornell	212	91	44	68	33
Calif. (Berkeley)) 189	72	39	94	50
Wisconsin	189	45	25	107	55
Illinois	182	45	26	109	55
Columbia	179	81	47	55	30
Minnesota	174	47	27	90	51
Princeton	169	108	80	28	17
Chicago	168	51	30	83	· 50
Yale	163	97	60	28	17
Stanford	156	64	40	74	48
Texas (19th)	117	34		60	52

Institution	Total No. These Fellows Received		Received divided Produced
	Rank	No.	
M. I. T.	(5)	505	1.7
Harvard	(1)	851	3.0
Michigan	(9)	343	1.5
Cornell	(12)	258	1.2
Calif. (Berkeley)	(2)	605	3.5
Wisconsin	(8)	373	1.9
Illinois	(11)	279	1.5
Columbia	(4)	537	3.0
Minnesota	(13)	197	1.1
Princeton	(7)	427	2.8
Chicago	(10)	339	2.0
Yale	(6)	465	2.9
Stanford	(3)	543	3.5
Texas (19th)	(23)	152	1.3

*Harvard, California (Berkeley), Stanford, Columbia, MIT, Yale, Princeton, Washington, Michigan, Chicago, Illinois, Cornell.

THE 10 INSTITUTIONS REPORTING THE LARGEST NUMBER OF DEGREES CONFERRED AT EACH LEVEL, BY ORDER OF DECREASING MAGNITUDE 1960-61

Order	4-year bachelor's and first- professional		5-or-more-years first- professional		
of rank	Institution	Num- ber of degrees	Institution	Num- ber of degree	
1	University of Califor- nia, all campuses.	6, 500	Harvard University	1, 351	
2	State University of New York, all campuses.	4, 182	Columbia University	1, 049	
3	University of Minne- sota, all campuses.	3, 120	University of Califor- nia, all campuses.	1, 010	
4	University of Illinois	3, 057	University of Michigan.	777	
5	Michigan State Uni- versity of Agricul- ture and Applied	2, 999	University of Minne- sota, all campuses.	750	
•	Science.	0.007	TT to the AMD	~	
6 7	University of Michigan_ University of Wiscon-	2, 987 2, 986	University of Texas New York University	627 621	
8	sin, all campuses. Ohio State University	2, 814	Cornell University	604	
9	Pennsylvania State Uni-	2, 695	University of Illinois	601	
10	versity. University of Texas	2, 631	University of Southern California.	553	

Order	Second level (master's first-professional)		Doctor's (Ph. D., Ed. D., etc.)		
of rank	Institution	Num- ber of degrees	Institution	Num- ber of degrees	
1	New York University	2, 486	Columbia University	583	
2	Columbia University	2, 425	University of Califor-	579	
3	University of Michigan_	2, 165	nia, all campuses. University of Illinois	423	
4	University of Califor- nia, all campuses.	1, 975	University of Wiscon- sin, all campuses.	397	
5	Indiana University	1, 480	University of Michigan.	357	
6 7	University of Illinois University of Wiscon-	1, 435 1, 312	Harvard University New York University	339 313	
8	sin. State University of New York, all cam-	1, 107	Ohio State University	260	
9	puses. University of Southern California.	966	Yale University	256	
10	University of Minne- sota, all campuses.	959	Cornell University	241 200	
			U. of Texas (0+300		

(Excerpt from U. S. Department of Health, Education, and Welfare publication OE-54013-61, Circular No. 721, "Earned Degrees Conferred, 1960-1961, Bachelor's and Higher Degrees.")

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CONFIDENTIAL

SALARIES OF MEDICAL SCHOOL DEANS

Below are listed the results of a recent survey which gives some information on geographic distributions of salary ranges of medical school deans for the year 1963-64. This tabulation is based on replies from 64 medical schools.

Salary	Northeast	<u>Central</u>	South	West	<u>Total</u>
Under \$22,000	1	2	4	1	8
\$22,000 - \$23,900	2	3	4	-	9
\$24,000 - \$25,900	4	4	7	3	18
\$26,000 - \$27,900	1	3	4	1	9
\$28,000 - \$29,900	1	3	-	1	5
\$30,000 - \$31,900	2	2	3	1	8
Over \$32,000	5	1		1	7
	16	18	22	8	64

Geographic Distribution of Salary Ranges

Minimum Salary - \$16,000 Median Salary - \$25,667 Maximum Salary - \$35,000

National Aeronautics and Space Administration

Research Contracts and Grants in effect at the University

Principal <u>Investigator</u>	Amount	Period of Time	Statement of Work
A.A.Dougal	\$39,935	1/15/63- 1/14/64	Propagation and Dispersion of Hydromagnetic and Ion Cyclotron Waves in Plasmas Immersed in Magnetic Fields.
EERL	125,000	4/1/63- 3/31/64	Research on Millimeter Wavelength Radiation from Solar Bodies.
F. A. Matsen	140,784	6/1/62- 6/30/66	Quantum Mechanical Calculations and Studies of Atomic Systems of Astrophysical Interest.
SMRL L.C.Reese	19,936	5/3/63- 2/2/64	Investigation of the effects of various soil conditions on the landing characteristics of a manned spacecraft.
SMRL E.A.Ripperger	16,000	5/8/63- 5/7/64	Development of a Theoretical Analysis of the Fragmenting Tube Energy Absorption Process.
B. D. Tapley	21,138	11/1/63- 10/31/64	Study of Theory and Analysis of Low-Thrust Guidance Problems in Deterministic Linear Control.
	132, 0 00	9/1/63- 8/31/66	Training Grant

Proposals from the University to the

National Aeronautics and Space Administration

Principal Investigator	Amount	Period of Time	Statement of Work
J. C. Thompson	\$71,045.00	3 years	The Properties of Metal Ammonia Solutions.
Also submitted to:	Office of Nava National Scien		solutions.
L.C. Reese	49,857.50	l year	Development of Procedures for Modelling Soils for Impact Studies of Model Spacecraft.
C. Hwang	92,606.40	3 years	An Optimum Programming Approach to the Non-Linear Stress Analysis of Shells with Applications to Space Vehicle Structures.
A. A. Dougal	39,935.00	l year	Propagation and Dispersion of Hydromagnetic and Ion Cyclotron Waves in Plasmas Immersed in Magnetic Fields.
Volterra/			
Yuan	52,639.20	2 years	Investigation of Dynamic and Physical Properties of Materials at Elevated Temperatures.
EERL	125,000.00	l year	Research on Millimeter Wave- length Radiation from Solar Bodies.
M.J. Thompson	318,886.59	3 years	Boundary Layer and Heat Transfer Characteristics at Supersonic and Hypersonic Speeds.
DRL	75,600.00	18 months	Development of Radio Telescope of Novel Design.
Also Submitted to:	Office of Aero	al Research space Research bridge Research C	

SCIENCE DOCTORATES

Eight of the top ten universities which produced the highest number of science doctorates in the decade of the fifties were state universities and land-grant institutions.

These institutions, in addition, comprised 11 of the top 20 and 27 of the top 50 universities awarding doctorates in all fields of science, according to a report just issued by the U. S. Office of Education. Entitled Degrees in the Biological and Physical Sciences, Mathematics and Engineering, the report covered 135 institutions awarding doctorates in these subjects and 208 awarding them in any field at all during the period 1949-50 through 1958-59.

"Because of the importance of the biological and physical sciences, mathematics and engineering to the national security and welfare," the report said, "there has been increased interest in the number of graduates in these fields at all degree levels."

Leading the top ten was the <u>University of California</u>, with 2,432 doctorates awarded in scientific and mathematical fields during the decade. Next in order were: the <u>Massachusetts Institute of Technology</u>, 1,627 doctorates; <u>University of Illinois</u>, 1,603; <u>University of Wis-</u> <u>consin</u>, 1577; <u>University of Michigan</u>, 1,179; <u>Ohio State University</u>, 1,144; Columbia University, 1,039; <u>Cornell University</u>, 1,023; Harvard University, 1,008 and <u>Purdue University</u>, 999.

Other state and land-grant institutions and their rank in awarding science doctorates were: <u>University of Minnesota</u>, twelfth with 795; <u>Iowa State University</u>, fourteenth with 723; <u>University of Texas</u>, eighteenth with 615; <u>Pennsylvania State University</u>, nineteenth with 585; <u>State University of Iowa</u>, twenty-second with 490; <u>Michigan State University</u>, twenty-fourth with 435; <u>University of Washington</u>, twentyseventh with 407; <u>University of North Carolina</u>, thirtieth with 358.

AVERAGE TEACHING SALARIES - AAU STATE UNIVERSITIES 1963-64 Compared with 1962-63 (Salaries on 9-Month Basis)

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Rank 1963-6 	4 PROFESSOR	Average Salary 1963-64	Average Salary 1962-63	Rank 1962-63
1	U. of California	\$14,969	\$14, 717	1
2	U. of Michigan	14,743	13,687	2
3	U. of Illinois	14,185	13,501	3
4	Indiana U.	13,702	13,236	6
5	U. of Virginia	13,663	13,390	5
6	U. of Wisconsin	13,512	12,447	8
7	U. of Washington	13,432	13,408	4
8	U. of Minnesota	13,387	12,870	7
9	Ohio State U.	13,017	12,056	9
10	U. of Texas	12,971	11,777	10
11	U. of North Carolina	12,956	11,595	13
12	State U. of Iowa	12,905	11,671	12
13	U. of Missouri	12,426	11,684	11
14	U. of Nebraska	11,887	10,878	15
15	U. of Kansas	11,568	11,053	14

Rank 1963-64	ASSOCIATE PROFESSOR	Average Salary 1963-64	Average Salary 1962-63	Rank 1962-63
1	U. of California	\$10,526	\$10, 487	1
2	U. of Michigan	10,395	9,808	2
3	Ohio State U.	10,115	9,398	6
4	U. of Wisconsin	10,062	9,187	10
5	Indiana U.	10,052	9,558	5
6	U. of Illinois	10,048	9,628	3
7	U. of North Carolina	9,754	8,820	13
8	U. of Texas	9,727	9,276	9
9	U. of Washington	9,725	9,601	4
10	U. of Minnesota	9,701	9,359	8
11	State U. of Iowa	9,543	8,950	11
12	U. of Virginia	9,487	9,380	7
13	U. of Missouri	9,446	8,944	12
14	U. of Nebraska	9,075	8,407	15
15	U. of Kansas	8,806	8,536	14

Average Teaching Salaries - AAU State Universities Page 2

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Rank 1963-6	ASSISTANT 4 PROFESSOR	Average Salary 1963-64	Average Salary 1962-63	Rank 1962-63
1	State U. of Iowa	\$9,243	\$7,523	11
2	U. of Michigan	8,303	7,922	2
3	U. of Wisconsin	8,255	7,745	8
4	Indiana U.	8,190	7,795	6
5	U. of California	8,177	8,160	1
6	U. of Illinois	8,152	7,832	4
7	Ohio State U.	8,131	7,855	3
8	U. of Texas	8,071	7,709	9
9	U. of Minnesota	7,954	7,644	10
10	U. of Washington	7,929	7,760	7
11	U. of Missouri	7,856	7,383	12
12	U. of North Carolina	7,796	7,251	13
13	U. of Virginia	7,736	7,800	5
14	U. of Kansas	7,534	7,212	14
15	U. of Nebraska	7,410	6,911	15

Rank 1963-6	INSTRUCTOR 4	Average Salary 1963-64	Average Salary 1962-63	Rank 1962-63
1	U. of Washington	\$7,722	\$6,316	4
2	U. of Illinois	6,765	6,445	2
3	U. of California	6,700	6,702	1
4	Indiana U.	6,700	6,432	3
5	U. of Wisconsin	6,497	6,144	6
6	Ohio State U.	6,408	6,176	5
7	U. of Virginia	6,208	6,000	9
8	U. of Michigan	6,159	6,108	7
9	U. of Minnesota	6,102	6,033	8
10	State U. of Iowa	6,099	5,556	11
11	U. of North Camlina	5,946	5,600	10
12	U. of Nebraska	5,771	5,388	13
13	U. of Kansas	5,654	5,497	12
14	U. of Texas	5,550(a)	5,270	14
15	U. of Missouri	5,389	5,125	15

(a) Includes Special Instructors and Lecturers. (Instructors only - Av. sal. \$6,125) Average Teaching Salaries - AAU State Universities Page 3

Rank 1963-64	ALL RANKS	Average Salary 1963-64	Average Salary 1962-63	Rank 1962-63
1	U. of Michigan	\$11,253	\$10,512	2
2	U. of California	10,998	10,919	1
3	U. of Illinois	10,680		
4	U. of North Carolina	10,347	9,317	8
5	Indiana U.	10,334	9,879	5
6	U. of Washington	10,247	10,054	3
7	Ohio State U.	9,947	9,323	7
8	U. of Virginia	9,895	10,040	4
9	U. of Minnesota	9,865	9,557	6
10	U. of Wisconsin	9,805	9,057	9
11	State U. of Iowa	9,791		
12	U. of Texas	9,445	8,774	10
13	U. of Kansas	8,854	8,330	11
14	U. of Nebraska	8,760	8,181	12
15	U. of Missouri	8,628	8,081	13

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The Recommended Graduate Organization:

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- Increases the number representing each unit outside Austin to a minimum of 2, except South Texas Medical School which Dr. Berson represents until Graduate Faculty are appointed.
- Establishes one system-wide graduate faculty and brings El Paso into the single graduate school.
- Places more responsibility on the graduate faculty and their elected representatives, the Graduate Assembly, especially in the area of membership and policy.
- 4. Replaces the Graduate Council with a committee on membership responsible to the Graduate Assembly.
- 5. Sets up a local graduate school unit administrator at all component units. Under this change the present Graduate Dean becomes Dean of the Graduate School of the Main University at Austin. (This change has been recommended by the joint foculty committee on budget and personnel policy.)

- C. G. C. A. S. C.

The Louis Silver Library

At the meeting on December 13, 1963, the Board of Regents authorized the Chancellor to negotiate for purchase of the Louis Silver Library in Chicago at a price of \$2,750,000.

The major sections of this library are devoted to European history and philosophy, scriptural writing, the American-English intellectual tradition (including strong holdings in American and English literature), the history of science, political science, and the art of the book.

The development of the library is part of the major record of research resources in the United States. The basis of the collections was formed from holdings of the Rosenbach Corporation. It includes Silver's purchase <u>en bloc</u> of the Charles W. Clark library, major acquisitions from the Duke of Devonshire's library, and a large number of single acquisitions of first consequence. In general, the collections supplement the holdings in Wrenn, Aitken, Stark, Parsons, Hanley, and other Texas collections.

The strenuous efforts of Harvard and Yale to acquire the collections are a good measure of their importance. The confidential report to the Yale administration made by their top bibliographical experts includes this summary statement:

> Yale lacks 50 of the 84 incun**k**bula, 82 of the 300 STC books, 424 of the 550 Wing-list books, 50 of the 60 separate monumenta, and all 35 of the major manuscript books.

(STC books are in the area of the Renaissance, Wing books are those published in the period following 1640, the manuscript books--typically produced by monasteries--range from the classical period through the Renaissance.)

The equally strenuous efforts of Sotheby's in London and Parke-Bernet to put these collections up at auction confirm the dollar-value of Silver's holdings. Sotheby's calculated the successive sales at \$3,000,000 up and promptly agreed on a cash deposit of \$1,500,000 and highly favorable auction fees on the remainder to be brought by the sales.

The Chancellor's Office has received the letter of delegation by the Board of Control for purchase of the library at a sum not to exceed \$2,750,000. Legal details involved in settling the estate are now being submitted to the executors and the court.

Meanwhile, the status of the library is attracting attention throughout the university world.

I am deeply convinced that if the University of Texas acquires the library, we will have a much better chance to get the Pforzheimer Library by combined gift and purchase. I am also sure that we should assume the following points of policy in any discussion or public announcement:

--That the Silver Library will become the property of the whole state and all the scholars and graduate students in the state--not the sole preserve of the faculties in Austin.

--That this is a major part--but by no means the only part--of a library development program begun in 1958 and supported generously by eminent Texans and Texas foundations (without the Clayton, Knopf, Hoblitzelle, Marcus, and other gifts and without the previous Regents program, Texas would never have been considered as a location of this library).

Negotiations concerning the library will conclude or fail before the next meeting of the Board. I hope there will be no public notice of a failure; I am sure that any public notice of success should be carefully planned and aimed at values other than dollars and at significance other than bibliographical eminence.

The Pforzheimer Library

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I have spent a week-end in discussion of the prospects of coming to terms with the Pforzheimer Foundation with Leonard McCollum and Carl Pforzheimer and an afternoon with Leonard McCollum, Ernest Cockrell, and George Brown of Houston discussing possibilities of private support.

Financial terms are still uncertain. Alumni who have been working on the project for months have underwritten outside evaluations separately prepared by the Gomme firm; by John Fleming, Inc.; and by the James Drake Corporation.

The chief advantage of the University is that the Pforzheimer Foundation wishes to locate the library at some point outside the east coast and outside California. They have said--but they have not written-that they will give Texas special priority in all negotiations.

The chief handicap to negotiations is, of course, financial. Time of payment or payments is no problem. Hence it is barely possible that Texas philanthropists may be able to make the difference.

As in the case of the Silver Library--but with much more politic and academic imperative--the project can succeed finally only if it is considered an advancement of research and library eminence of the whole state. No one university, even if it owned the library, could lay sole claim to it.

STATUS OF COACHES' SALARIES - MAIN UNIVERSITY THE UNIVERSITY OF TEXAS

<u>Name</u>	Title		intment riod	1963-64 <u>Rate</u>	1964-65 Recommanded Rate
Darrell K. Royal	Athletic Director and Head Football Coach	9-01	8-31	\$ 20,0 00	\$
Edwin W. Olle	Assistant Athletic Director and Business Manager	9-01	8-31	14,000	
James N. Pittman	Assistant Football Coach	1-01	12-31	11,000	11,700
Charles N. Shira	Assistant Football Coach	1-01	12-31	11,000	11,700
William M. Campbell	Assistant Football Coach	1-01	12-31	10,700	11,700
Billy M. Ellington	Assistant Football Coach	1-01	12-31	9,800	10,300
Robert C. Schulze	Assistant Football Coach	1-01	12-31	9,800	10,300
Arthur Davis	Assistant Football Coach	1-01	12-31	8,700	9,200
Russell W. Coffee	Assistant Football Coach	1-01	12-31	8,800	9,300
Pat Culpepper	Assistant Football Coach	2-01	12-31	6,000	
Harold L. Bradley	Head Basketball Coach	9-01	8-31	12,000	
Jesse L. Richardson	Assistant Basketball Coach	9-01	8-31	7,300	
Bibb A. Falk	Baseball Coach	9-01	8-31	8 ,6 00	
Jack Coleman Patterson	Head Track and Cross Country Coach, Director of Texas Relays	6-01	5-31	10,000	
Cleburne Price, Jr.	Assistant Cross Country and Assistant Track Coach; Assistant Director of Texas Relays; Football Program Sales Manager	9-01	5-31	7,000	
Wilmer L. Allison	Tennis Coach	9-01	8-31	2,800	
Henry W. Chapman	Swimming Coach	9-01	5-31	4,100	

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CHAPTER VI

GRADUATE EDUCATION IN THE UNIVERSITY SYSTEM

Sec. 1. Authority and Function. The Graduate Faculty of The University of Texas is the system wide organization, The Graduate School. It is composed of full members (with vote) and associates (without vote) of the graduate faculty, and such special members as need be approved, from all component institutions in the system. All policy recommendations of the Graduate Faculty are recommended through channels to the Chancellor. The Chancellor may call upon any member of the central administration or other officer to advise him concerning policy, plans and operation of the Graduate School. At each institution, the Graduate School or the graduate program is a responsibility of the institutional head, who reports concerning it to the Chancellor. The Chancellor may delegate to other members of the administration, central or institutional, authority and responsibility for specific. aspects of planning and operation. Institutional heads affected by any delegation will be kept informed. The Graduate School and its constituent faculty and councils are actively responsible for the graduate program--graduate studies, membership in the Graduate Faculty, and other activities in graduate education. The graduate program, however, shall not include the M.D. and D.D.S. degrees at the medical institutions, nor the LL.B. and LL.M. degrees of the School of Law.

of the Main University at Austin:

Sec. 2.

The Dean of the Graduate School A--The Dean of the Graduate School Ashall be Vice for Academic Affairs. appointed upon recommendation of the Chancellor On all matters of at Austin policy and planning related to the Graduate School, he will advise the Chancellor (through the Vice Chancellor for Academic Affairs . The Dean shall be the responsible administrative officer of the Graduate School at Austin.

Main University

at Austin

2.1 The Dean of the Graduate School shall keep the chief administrative officers of the component institutions affected, and the undergraduat deans of the schools or colleges of the Main University directly involved fully informed at all stages in planning and development, and shall submit all recommendations of policy and action to the approval to the Graduate Assembly. chief administrative officers of the institutions in any way concerned, who shall in turn transmit these recommendations to the Chancellor with their own comments and recommendations.

- 2.2 He shall consult and advise with the Vice Chancellor for Academic Affairs in the preparation of the annual budgets of the teaching departments of the Main University and the research budgets directly related to graduate instruction at that institution, and he shall consult and advise with the chief administrative officers of the other component institutions concerning their graduate teaching budgets and their research budgets which are directly related to graduate instruction.
- 2.3 Research assignments or grants at the Main University involving reduced teaching loads recommended by the Graduate Dean, or by committees or councils responsible to him, shall have the prior the Chairman of the Department and approval of the dean of the undergraduate school or college affected

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and shall be transmitted for approval to the Vice Chancellor for Academic Affairs.

Sec. 3. <u>Institutional Graduate School Administrators</u>.--Each component
institution of The University of Texas shall have a graduate school administrator. At the Main University this shall be the Dean of at Austin the Graduate School, at the Graduate School of Biomedical Sciences this shall be the dean, at other institutions this shall be a Director institutional head of Graduate Studies. The Dean of the Graduate School shall recommend the Director of Graduate Studies at each component institutions with the advice and consent of the institutional head, to the Chancellor to serve until replaced.

- Sec. 4. <u>Graduate Advisers</u>.--One member of the Committee on Graduate Studies in each academic area shall be appointed as Graduate Adviser by the Graduate at Austin or by the graduate school administrators at the other institutions Dean, after consultation with the department chairman and undergraduate dean concerned and with members of the Committee on Graduate Studies. His duties and responsibilities shall include the following:
 - School administrator 4.1 He shall be the representative of the Graduate Dean in all matters pertaining to the advising of graduate students taking major work in that academic area.
 - 4.2 He shall register each graduate student and act on adds, drops, section changes, and special examinations.
 - 4.3 He shall receive a record of each student's work for previous degrees and copies of registrations and grades in work at this University.

4.4 He shall send students to the Graduate Dean for exceptions requiring his action, by the Dean.

- 4.5 He shall give students information about graduate work and shall send students to other faculty members for advice about courses.
- Graduate School administrator 4.6 He shall act as an assistant to the Dean of the Graduate School in all matters that may be assigned.
- 4.7 In institutions outside Austin he shall be appointed by and report to the Director of Graduate Studies, or, in the case of the Graduate School of Biomedical Sciences at Houston, to the Dean.

Sec. 5. The Graduate Faculty.

- 5.1 Membership.--Nominations for membership in the Graduate Faculty shall be made by the appropriate Committee on Graduate Studies; however, in exceptional cases, the Graduate Assembly may accept applications initiated in other ways.
 - 5.11 Nominations, after their initiation, shall be considered by th Committee on Membership of the Graduate Assembly, and Dean (see below). Recommendations by the Committee on Membership shall go to the Graduate Assembly at their next regular meeting. Their action will be conveyed by the Chairman of the Assembly to the Chancellor, with notification of the Graduate Administrators, Dean and the institutional heads (the Vice Chancellor for Academic Affairs in the case of faculty at Austin), and to the Committee on Graduate Studies of the department concerned.
 - 5.12 Considerations in making nominations for regular membership wi vote.--The nominating committee, ordinarily the Committee on Graduate Studies of a department, shall consider the several qualifications of a member of the Graduate Paculty. These would include high competence and national reputation as a

scholar, highly significant productive of scholarly work, research or artistic creations, active interest and effectiveness as a teacher of graduate students through the M.A. and Ph.D. degrees.

5.121 Exceptions in qualifications may be made for particularl outstanding men from government, industry or the pro-fessions.

5.2 Associates.

5.21 Associates of the Graduate Faculty shall be appointed by the Chancellor Dean Aupon recommendation of the appropriate Committee on Graduate Studies. All such appointments shall terminate on August 31 of even-numbered years.

5.22 An Associate shall be eligible to supervise master's theses; and under exceptional circumstances and by request of the appropriate Committee on Graduate Studies and on approval institutional administrator of the Dean of the AGraduate School, an Associate may be permitted to supervise specific doctoral dissertations, in general not exceeding a total of three during the entire period of his status as an Associate of the Graduate School.
5.23 Authorization to teach graduate courses other than thesis or

dissertation courses shall not constitute appointment as an Associate of the Graduate Faculty.

Sec. 6. The Graduate Assembly.

6.1 Composition of the Assembly .-- The Graduate Assembly shall consist of the following members:

6.11 Ex officio Members without Vote.--The Chancellor of the University, the Vice Chancellor for Academic Affairs, administrative head heads of the component institutions, the DeanAof the unit at each branch graduate at Austin, and Graduate School, the Associate, Deansof the Graduate School, administrative heads of colleges and schools (which are not subdivisions of colleges), and the Director of graduate studies at the other component institutions. 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 designated school one or more members of the Graduate School eligible for nomination and election to the Assembly. Ex officio members of the Assembly shall not be eligible for nomination and election to the Assembly.

6.12 Elected Members with Vote: -- The elected voting members shall be apportioned among the following branches, and electoral divisions of the Main University:

6.121 Main University:

College of Arts and Sciences:

Electoral Group A - Astronomy, Bacteriology, Botany, Chemistry, Geology, Physics, Zoology, Home Economics, Mathematics

Electoral Group B - Anthropology, Economics, Geography, Government, History, Philosophy, Psychology, Sociology

Electoral Group C - Classical Languages, English, Germanic Languages, Romance Languages Electoral Group D - School of Journalism College of Engineering College of Business Administration College of Fine Arts College of Pharmacy School of Architecture Graduate School of Library Science: Graduate School of Social Work

(Subsection 6.121--Amendment No. 4 to September 1960 revision, Meeting No. 600, July 1961)

6.122 School of Medicine (Medical Branch, Galveston), two members.

- 6.123 Southwestern Medical School, Dallas, two members.
- 6.124 Texas Western College, El Paso, two members.
- 6.125 South Texas Medical School, San Antonio, two members
 - when a committee of graduate studies of at least six

members has been elected to the Graduate Faculty.

Meanwhile the Dean shall have a vote.

The Graduate School of Biomedical Sciences at Houston, two members. 6.126 AThe interests of the M. D. Anderson Hospital and Tumor

Institute and the Dental Branch will be represented through The Graduate School of Biomedical Sciences at Houston, which shall have two members.

6.2 Puture Apportionment of Seats.

6.21 Until 1960 the apportionment of seats on the Assembly among the electoral divisions of the Main University remained as adopted in 1956. In 1964, and every fourth year thereafter, Chairman of the Assembly the Dean of the Assembly the Abean of the Graduate School shall appoint a committee to recommend to the Assembly a plan for apportioning

its seats among the electoral divisions, which, when adopted by and approved by the Chancellor, the Assembly shall become effective at the next election.

5.22 Each component institution of the University shall be entitled

to further elective representation on the Assembly whenever the number of faculty members directing graduate work at such unit, in relation to the ratio of representation at the Main University, warrants such representation.

- 6.3 Method of Election.
 - 6.31 The members of the Graduate Faculty of each electoral division having two or more members shall nominate and elect their representatives in a primary and final election, the latter to be conducted according to an equitable system of proportional representation. The names of the candidates receiving the highest number of votes in the primary equal to twice the number of places to be filled shall be placed on the final election ballot.
 - 6.32 The members of the Graduate Paculty of each electoral division having one representative shall nominate and elect their representative in a primary and an election, the election ballot to contain the names of the two receiving the largest number of votes in the primary.
 - 6.33 No department shall have more than two members on the election ballot.
- 5.4 Time of Election; Terms of Members.
 - 6.41 Primary elections shall be held on the third Tuesday in April of odd-numbered years.
 - 6.42 Final elections shall be held on the second Tuesday in May following the primary election.
 - 6.43 Special elections to fill vacancies shall be held as occasion arises.
 - 6.44 The Secretary of the Graduate Assembly shall be responsible for the holding and conduct of primaries and elections provided

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herein. The Secretary may request the assistance of the heads of branches, colleges, and schools in carrying out this responsibility.

6.45 The elected members of the Assembly shall serve for a term of four years, and no members shall be eligible to serve for more than two full non-successive terms. Half the members of the Assembly shall be elected every two years.
→ 6.451

6.46 Members of the Assembly shall take office on the third Monday in September following their election. Members filling vacancies shall take office immediately after their election.

6.5 Attendance by Members of Graduate Faculty at Assembly Meetings.--Any member of the Graduate Faculty of the University may attend meetings of the Assembly and, with permission of the Assembly, may speak.

6.6 Organization of Graduate Assembly.

- 6.61 The Assembly shall elect one of its members who has served two years as Chairman for the remaining two years. He shall serve only one term. He shall have a casting vote. In his absence a Chairman pro tempore shall be elected from the Assembly. No Dean or higher administrative official may be Chairman.
- 6.62 The Secretary of the Assembly shall be elected from members of the Assembly in the same fashion as the Chairman. He shall:
 6.621 Send out all notices and communications; prepare the agenda; keep an attendance record and record of proceed-ings; receive all communications; and preserve all

records of the Assembly.

6.451 In order to implement this new term and replacement in the Assembly, in the fall of 1964 the Secretary will cast lots to determine which members of the Assembly (half) shall serve two additional years.

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- 6.622 Supervise the conduct of primaries and elections.
- 6.623 Classify all legislation as (a) Emergency (b) Minor, or (c) Major. This classification may be revised by the Assembly.
- Report recommendations of the Assembly for the Chairman 6.624 to the Chancellor, Graduate Dean, and administrative heads of component institutions, graduate administrators of the component institutions. 6.625 Refer all matters classified as major to the members of bhecGrdduate Faculty at all branches.

- 6.626 Distribute minutes of meetings to members of the Assembly, to all other graduate faculty members who request copies, to all institutional heads, and to the Chancellor and the Board of Regents through the Secretary of the Board.
- Present an annual report to the Graduate Faculty at all 6.627 component institutions; also copies to the secretaries of the General Faculty at the Main University and of the appropriate faculties of the other institutions.

Meetings .-- The Graduate Assembly shall meet the first Tuesday 6.63

in October, February and May, and at other times if need be. called by the Chairman, or requested by five members of the Assembly. At least two of the meetings will be held in Austin.

6.64 Procedure.

6.641 The general authority shall be Robertis Rules of Order.

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- 6.642 A quorum shall be a majority of the elected voting membership.
- 6.643 Three elected members may demand a record vote.
- 6.644 The Order of Business shall be determined by the

Assembly.

Committees .-- The Graduate Assembly may create from 6.65

time to time such standing or special committees as it may desire consisting of its own members, or of nonmembers entitled other members of the Graduate Faculty,

of a combination of the two.

at least 6.651 The Graduate Assembly shall have none permanent committee the Membership Committee of the Graduate Faculty. The committee shall be selected in the following way. The Chairman of the Assembly shall select four members from elected members of the Assembly, who have served two years, including one each from two branches outside Aust

Dean of the Graduate School of the Main University the Graduate Dean shall Select four members from the membership of the University of Texas Graduate School. The terms of the members of the committee shall be two years. All correspondence concerning membership shall g to this committee, who shall report on any nominees at the next regular meeting of the Assembly. Qualification for candidates are described generally in 5 above. The Secretary of the Graduate Assembly shall be Secretary and presiding officer (without vote) of the Committee on Membership in the Graduate Faculty. All votes shall be recorded. Any recommendation shall be made on a majority vote.

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6.7 Authority and Functions of the Graduate Assembly .-- In general, the Graduate Assembly shall exercise all legislative powers and duties for the University as a whole that formerly were exercised for the Main University by the Graduate Faculty of the Main University, and its legislative authority shall supersede

that of the Graduate Faculty of the Main University. These powers and duties shall include:

- 6.71 Determination of standards for the admission and retention of students in the Graduate School.
- 6.72 Recommendation of new graduate degree programs and their requirements as well as changes in existing graduate programs.
- 6.73 Approval of graduate courses.
- 6.74 Establishment of criteria for membership in the Graduate Faculty
- 6.75 Establishment of policies relating to graduate studies, research and faculties for the University as a whole.
- 6.76 Elect members of the Graduate Faculty on the recommendation of the Committee on Membership. subject to the approval of the Chancellor and the Board of Regents.
- 6.8 Emergency and Minor Legislation.--Emergency and minor legislation enacted by the Graduate Assembly shall be referred to the appropriate institutional head for transmission with recommendation to the Chancellor and the Board of Regents. Emergency legislation shall be in effect from the date of its enactment and continue in effect unless disapproved by the Chancellor or Board of Regents.

6.9 Major Legislation.

6.91 The Assembly's initial decisions with respect to major legislation shall not go into effect for a period of two weeks after such decisions are made. Such major legislation shall within this period be circularized among the regular members of the Graduate Faculty of The University of Texas. In the event that any five regular members of the University shall request it within the two-week period, the Assembly shall reconsider its initial action on such major legislation at a special meeting

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called promptly thereafter for the purpose, at which meeting those presenting the request and other voting members may appear to oppose the final enactment of such legislation. After such hearing the Assembly shall send its final recommendations to the appropriate institutional head for transmission with his recommendations to the Chancellor and the Board of Regents.

6.92 Major legislation may be initiated outside the Assembly by any five regular members of the Graduate Faculty of the University, which proposals the Assembly shall be required to consider. Any of the ex officio members of the Assembly may initiate legislation within the Assembly as may voting members.

- 6.(10) Appeals by Faculty from Recommendations of Assembly.--Appeals concerning recommendations of the Graduate Assembly may be addressed to the Chancellor and the Board of Regents by the Graduate Faculty in any component institution of The University of Texas where graduate work is offered or proposed. When an appeal has been voted by the faculty in any component institution, the Secretary of the Graduate Assembly shall notify the secretaries of the faculties in all the other component institutions for study and action by those faculties.
- 6.(11) Special Meetings of the Graduate Faculties of Component Institutions.--Special meetings of the Graduate Faculty of the Main University or of the voting members of the other component institutions of the University may be held whenever the Graduate Dean or the administrative head of such other component

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institution shall desire, or upon petition of five members of the Graduate Paculty of the Main University, or of five voting members in other component institutions. Such meetings may recommend legislation for submission to the Assembly.

Sec. 7. Committees on Graduate Studies.

7.1 Membership.---In each major academic area in which graduate work is offered, as determined by the Graduate Assembly, there shall be a Committee on Graduate Studies. This Committee shall be composed of all persons in that area who have been appointed as members of the Graduate Faculty. The Committee shall select its own chairman.

7.2 Duties.

- 7.21 Recommendations concerning new degree programs, new graduate courses, changes in graduate courses, and designation of teachers of graduate courses shall be made by the Committee on Graduate Studies of the appropriate academic area to the Graduate School unit administrator.
 Graduate Dean These recommendations shall be reviewed by the undergraduate dean concerned, or by the appropriate administrative officer of the budgetary unit of the University, relative to their budgetary and personnel implications, and meturned graduate Dean for his approval. If they involve general policy decisions, the Graduate Dean should they go to have these reviewed by the Assembly@for review.
- 7.22 Each Committee on Graduate Studies shall be in charge of the admission to candidacy for all graduate degrees in its academic area.

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7.23 The Committee on Graduate Studies shall recommend suitable faculty members for full membership in the Graduate Faculty. Such recommendations shall go to the Secretary of the Graduate Assembly for action by the Assembly Committee on Membership and then by the Assembly.

All recommendations should be sent to the Secretary of the Assembly at least three weeks before the meeting date of the Assembly in order for the membership committee to review them to report at the meeting.

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Sec. 8. Authorization to Teach Graduate Courses. -- Authorization to teach graduate courses shall be given by the appropriate Committee on Graduate Studies graduate administrator subject to approval by the Graduate Dean And the institutional head.

February 1964 Meeting

OUTLINE OF DOCKET (Attachment No. 2)

> Referred to Academic and Developmental Affairs Committee

Below is an outline of Chancellor Ransom's Docket (Attachment No. 2) which is prepared and assembled by the Administration. Customary procedure is for the Secretary of the Board to outline this document in order that each Regent may easily pinpoint items or locate those areas in which he is particularly interested. Your especial attention is directed to items in all CAPS.

			Page No.
I.	Cer	ntral Administration (C-1 through C-2)	
	A.	Gifts (16) Totaling Approximately \$10,268.39 \$4,300 \$A Med Grant for STMS, Dean's Salary \$1,227 Unrestricted	1
		\$1,741.39 Income from Endowment Fund	2
	в.	Membership, Graduate Faculty (4)	
II.	Ma	in University (M-1 through M-45)	
	Α.	Research Contracts with Federal Government (73) Totaling Approximately \$3,060,743 ITEM 32	1
		It is interesting to note that these contracts are under the direction of academic people in the following areas: <u>College of Arts and Sciences</u>	
		1. Anthropology	
		2. Astronomy	
		3. Chemistry	
		4. Geology	
		5. Germanic Languages	
		6. Mathematics	
		7. Microbiology	
		8. Physics	
		9. Psychology	
		10. Sociology	
		11. Speech	
		12. Zoology and Botany	

Page No.

College of Engineering

- 1. Aero-Space Engineering
- 2. Chemical Engineering
- 3. Civil Engineering
- 4. Electrical Engineering
- 5. Engineering Mechanics
- 6. Mechanical Engineering

College of Business Administration

Accounting

College of Pharmacy

College of Education

Educational Psychology

в.	CONTRACTS, Miscellaneous (13)	10
c.	Cancellation, Texas State Department of Health License	11
D.	FACULTY LEGISLATION (3)	12
E.	TRAVEL PAID FROM NON-TRAVEL FUNDS (4)	13
F.	Curtain Club Scholarship Fund Change in Name	14
G.	USE OF TEXTBOOKS WRITTEN BY FACULTY MEMBERS (47), Royalty ranges from 0% to 27%	14
H.	OUTSIDE EMPLOYMENT (21)	17
I.	Gifts and Grants (357) Totaling Approximately \$746,918.09*	19
	Additional Non-Monetary Gifts (23) Valued at Approximately \$120, 479.50	43

* Includes approximately \$105,082.23 of Gifts for Endowment Purposes.

III.	Texas Western College (W-1 through W-5)						
	A.	Leaves of Absence (2)	1				
	в.	NEPOTISM (2)	1				
	С. с.	Laboratory Fees - Department of Chemistry LEASE, Barber Shop	1				
	D.	Gifts and Grants (29) Totaling Approximately \$11,070.00	2				
	E.	Government Contracts and Grants (13) Totaling Approximately \$154,196.75	4				
IV.	Me	dical Branch (G-l through G-8)					
	A.	THE JAMES W. MCLAUGHLIN FELLOWSHIP FUND	1				
	В.	Membership, Medical Staff of The University of Texas Medical Branch Hospitals (9)	1				
	C.	Student Health Fees, INCREASE	2				
	D.	Government Contracts and Grants (24) Totaling Approximately \$706,937.00	2				
	E.	Docket Errata - November 8-9, 1963 Meeting	4				
	F.	Gifts and Grants (29) ITEMS 22-26 Totaling Approximately \$242,209.33	5				
v.	Der	ntal Branch (D-1 through D-2)					
	A .	Faculty (Without Salary and Without Tenure) 1. Cancellation (1) 2. Appointments (15)	1				
	в.	Gifts and Grants (2) Totaling Approximately \$1,600.00	1				
	c.	Government Contracts (7) Totaling Approximately \$78,932.00	2				
VI.		D. Anderson Hospital and Tumor Institute 1 through A-6)					
	А.	Government Contracts and Grants (22) Totaling Approximately \$958,893.00	1				
	в.	*Contracts and Agreements (Academic) (5) Totaling Approximately \$109,000.00	3				
	C.	GIFTS and Grants (29) Totaling Approximately \$40,052.99	3				

^{* \$89,000.00} from Welch Foundation

VII.	Southwestern Medical School (S-1 through S-9)							
	Α.	Clinical Faculty (Appointments and Resignations)	1					
	в.	Fellows (Appointments and Resignations)	1					
	C.	Departmental Trust Agreement	2					
	D.	EASEMENT and Right of Way Agreement, Dallas P&L Co.	2					
	E.	Gifts of Equipment (2)	2					
	F.	Change in Grant Previously Awarded	2					
	G.	Docket Errata - Dated August 26, 1963	2					
	н.	Gifts and Grants (11) Totaling Approximately \$19,845.13	2					
	I. *	Government Contracts and Grants (27) Totaling Approximately \$ 512,316.00	4					
	J.	Non-Government Contracts, Grants and Other Agreements (9) Totaling Approximately \$47,542.40	8					
	K.	Industrial Gas Service CONTRACT	9					
VIII.	Graduate School of Biomedical Sciences at Houston (B-1)							
	A.	Contracts and Agreements (1)	1					
	в.	Gifts and Grants (3) Totaling Approximately \$2,307.92	1					

SEE THE FOLLOWING PAGE FOR A SUMMARY OF GIFTS AND GRANTS

^{*} Item 11 - Career Award

Below is a SUMMARY of GIFTS AND GRANTS and FEDERAL CON-TRACTS as REPORTED in the Docket:

Institution	Gifts and Grants	Government Contracts
Central Administration	\$ 10,268.39	\$
Main University	746,918.09*	3,060,743.00
Texas Western College	11,070.00	154,196.75
Medical Branch	242,209.33	706,937.00
Dental Branch	1,600.00	78,932.00
M. D. Anderson Hospital and Tumor Institute	149,052.99	958,893.00
Southwestern Medical School	19,845.13	512,316.00
Graduate School of Biomedical Sciences at Houston	2,307.92	
South Texas Medical School		
Totals	\$1,183,271.85	\$5,472,017.75

* Also non-monetary gifts of \$120,479.50

SUPPLEMENTARY AGENDA

BOARD OF REGENTS

OF

THE UNIVERSITY OF TEXAS

MEETING NO. 620

FEBRUARY 7-8, 1964

NAME Office Copy

February 1964 Meeting

SUPPLEMENTARY AGENDA

I.	EXECUTIVE COMMITTEE	Page No.
	A. Report of Interim Requests Since January 20, 1964	
	 Recommended Request for Permission to Travel Main University - 2T-16 	2
	 2. Recommended Amendments to 1963-64 Budget a. Main University (2B-10) b. Texas Western College (3B-3) c. Southwestern Medical School (7B-7) 	2 3 3
	B. Appointment of Dr. Bernice M. Moore as Associate Direc- tor of Hogg Foundation	4
п.	ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE	
	Waiver of Nepotism Rule (Mr. Richard Krebs, McDonald Observatory)	5
ш.	JOINT MEETING, BUILDINGS AND GROUNDS AND MEDICAL AFFAIRS COMMITTEES	6
	South Texas Medical School Approval of Certain Contract Provisions with Associate Architects for South Texas Medical School Building	7
IV.	BUILDINGS AND GROUNDS COMMITTEE	
	Main University South Mall Office Building (or Graduate Facilities Center) NO DOCUMENTATION	8
v.	LAND AND INVESTMENT COMMITTEE	
	 A. Hogg Foundation: Mineral and Royalty Interests and Certain Stocks, Miss Ima Hogg 	10
	 B. Archer M. Huntington Museum Fund (Main University): Sun Oil Company - Oil, Gas, and Mineral Lease, S. C. Bundick Survey, Galveston 	
VI.	COMMITTEE OF THE WHOLE	
	Proposed Office of Institutional Studies	12
	B. Tine-months ! Contract, non- Unir. Housing	-

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MEMBERS OF THE EXECUTIVE COMMITTEE TO: FOR RECOMMENDATION TO THE FULL BOARD

REPORT OF INTERIM ACTIONS OF EXECUTIVE COMMITTEE SINCE JANUARY 20, 1964. -- The Material Supporting the Agenda included all the requests that had been approved by the Executive Committee as of January 20, 1964. Below are the requests that have been submitted to and unanimously approved by the committee since January 20:

1. Recommended Request for Permission to Travel

Main University

Name	Period of Absence	Destination
Ralph T. Rockafellar, Assistant Professor of Mathematics; Research Mathematician, Computation Center (2T-16)	January 17 through September 13, 1964	Copenhagen, Denmark

Research at the Mathematiske Institut, Copenhagen Purpose:

- Estimated to be \$500 for transportation payable from Expenses: Contract Funds
 - Recommended Amendments to the 1963-64 Budget 2.
 - Main University a.
 - (1) Amend the 1963-64 Main University Sponsored Research Budget on Page 9 by changing the status of Terry D. Plemons from Research Scientist Assistant I (3/4 T) to Research Scientist Associate I (F. T.) in the Defense Research Laboratory and by increasing his salary rate from \$4,800 to \$6,468 for twelve months, effective February 1, 1964, and payable from Government Contract Funds. (2B-10, Item 1)
 - (2) Amend the 1963-64 Main University Budget on Page 110 by changing the status of Larry Jones from Research Scientist Assistant III (5/8 T) to Research Scientist Associate II (F.T.) in Metabolic Controls in Algae (Zoology), and by increasing his salary rate from \$5,520 to \$6,780 for twelve months, effective January 1, 1964, and payable from Government Contract Funds. (2B-10, Item 2)
 - (3) Amend the 1963-64 Main University Budget on Page 166 by transferring \$1,500 from the Office of the Dean of Engineering - Reserve for Budget Adjustments Account into the Travel Account for the same Office. (2B-10, Item 3)

- (4) Amend the 1963-64 Main University Budget on Page 53 by establishing a Chemicals Revolving Fund in the Department of Chemistry in the amount of \$10,000, to be transferred from Unappropriated Balance - General Funds. (2B-10, Item 4)
- (5) Amend the 1963-64 Auxiliary Enterprises Budget for Main University on Page 22 by appropriating an amount not to exceed \$12,342 from the Athletic Council Unappropriated Balance for remodeling and renovating track facilities, as outlined below and a ten per cent contingency, such work to be prepared by the Main University physical plant staff.

	Estimates
<pre>l pole vault pit and l high jump pit ("Port-A-Pits") l runway for pole vault 143'0" long and l runway for broad jump 133'-0" long, each 2'6" wide, 4" re-</pre>	\$ 2,715.00
inforced concrete base	400.00
Synthetic resin composition topping on runways,	
"Tartan" surfacing material for 2'-6" wide runways	2,035.00
Concrete base for high jump approach	75.00
"Tartan" surfacing for high jump approach, 16'-0" radius	1,500.00
Broad jump pit	400.00
Removing present pits and runways	350.00
If an additional high jump pit and approach is added	
in the north end of the field, add to the above	2,820.00
If the two runways are made 3'-6" wide in lieu of the	
2'-6" wide runways, add to the above	925.00
Total	\$11,220.00

b. Texas Western College

Amend the 1963-64 Texas Western College Budget on Page 9 by transferring \$150 from Departmental Assistants Account in the Office of Personnel and Placement into the Travel Account. (3B-3)

c. Southwestern Medical School

Amend the 1963-64 Southwestern Medical School Budget on Page 53 by changing the status of Behrman Ducote from Engineering Technician I to Engineering Technician II in the Department of Surgery, and by increasing his salary rate from \$5,028 to \$6,780 for twelve months, effective February 1, 1964, and payable from U.S. Public Health Service Grant NO-01647. (7B-7)

It is recommended that the foregoing interim actions of the Executive Committee be ratified, confirmed, and approved.

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TO:

MEMBERS OF THE EXECUTIVE COMMITTEE FOR RECOMMENDATION TO THE FULL BOARD

In accordance with the Rules and Regulations, Part One, Chapter I, Subsection 7.65, Chancellor Ransom submits the following proposal:

SUBJECT: Appointment of Dr. Bernice M. Moore as an Associate Director of the Hogg Foundation for Mental Health .-- Dr. Sutherland and Dr. Hackerman have recommended the appointment of Dr. Bernice M. Moore as Associate Director, Hogg Foundation, effective February 10, 1964, at a 12 months salary rate of \$12,600. Dr. Moore has a Ph.D. degree and years of experience in working with universities and colleges of the state and is experienced in community organization and modern approaches to juvenile delinquency prevention. Her work has been sponsored for the past 20 years by the Texas Education Agency and by the Hogg Foundation and has attained national recognition through her publications, her consultation work and her professional education responsibility as well as her service with various national, professional, and learned societies. It is proposed that Dr. Moore's salary be paid from the Ford Foundation grant which requires a full time staff member who has the combination of outstanding abilities.

> Dr. Harry E. Moore, Professor of Sociology, is the husband of Dr. Bernice Moore and within three years he will reach the 70 year retirement age.

Chancellor Ransom approves the appointment of Dr. Bernice Moore and respectfully requests approval of the Board of Regents in compliance with Part One, Chapter III, Section 5.34 of the Rules and Regulations of the Board of Regents which reads:

When a person holds a tenure position, or a non-teaching position with a monthly salary rate of \$600 or more, initial appointment or promotion of a relative to a tenure position, or to a non-teaching position with a salary rate of \$600 or more, in another department must be approved in advance by the Chancellor and the Board of Regents.

SUGGESTED MINUTE ORDER No. 41- -64 to be conformed to action of Regents: It is recommended

That approval be given to name Dr. Bernice M. Moore, whose husband is Professor of Sociology, as Associate Director of the Ford Foundation Grant for Consultation Service for Local Foundations in the Southwest, administered by the Hogg Foundation, effective February 10, 1964, at an annual salary rate of \$12,600. This is in conformity with the <u>Rules and Regulations</u>, Part One, Chapter III, Section 5.34.

Note: The first payment of the Ford Foundation grant referred to above is reported in the docket as Item 129 on page M-27. However, the award of the grant (\$550,000 for a five-year program) was reported at the September meeting.

Item No. II

TO:

MEMBERS OF THE ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE FOR RECOMMENDATION TO THE FULL BOARD

In accordance with the Rules and Regulations, Part One, Chapter I, Subsection 7.65, Chancellor Ransom and Vice-Chancellor Hackerman submit the following request:

SUBJECT: Request for Waiver of Nepotism Rule.--Vice-Chancellor Hackerman and Chancellor Ransom recommend a waiver of the nepotism rule in the employment of Mr. Richard Krebs at the McDonald Observatory. Explanation and justification for this recommendation are as follows:

> Dr. Harlan J. Smith, Director of McDonald Observatory, wishes to appoint Mr. Richard Krebs on a part-time, week-end basis to the position of Receptionist or as Clerical Assistant at the Observatory. Mr. Krebs is the son of Mr. Marlyn Krebs, Superintendent at the Observatory, and while Mr. Krebs, senior, would not act in any official capacity on the appointment of his son, the son would be under his administrative supervision. Section 5.32 of the Rules and Regulations of the Board, Part One, Chapter III, prohibits appointments "... if either person would be under the administrative supervision of the other..." Section 5.42 of the rules permits the Board to suspend these regulations except as to the appointment of any relative of a Regent, the Chancellor of the University, or the head of any component institution in extraordinary cases.

Suspension of the rule is requested in this case on the basis of the following information from Dr. Smith:

The Observatory staff is still relatively small, and finds plenty to do to keep the regular working hours occupied. However, at all hours of the day and night a considerable number of visitors are likely to be present at the mountain, particularly during early evening and week-end times when the staff would normally be gone. Nevertheless, they have arranged, in addition to their regular work, an effective program of tours through the telescope building and dome on every week-end (both Saturdays and Sundays) and on Sunday evenings. It would be an appreciable relief to the present staff, and would improve the general efficiency of operation of the Observatory, if a part-time employee who was free on week-ends could regularly take the Saturday and Sunday tours, and could perform miscellaneous weekend services; such as deliver the Saturday mail, make trips to town on errands for resident astronomers, assist with maintenance problems which must be handled over the week-end, etc.

The reason for suggesting Richard Krebs for this position is that I know him to be old enough, able, responsible, and interested in doing it; this combination is not easy to obtain in this sparsely populated area. In addition, young Krebs has grown up at the Observatory and thus knows it intimately, thereby being a much more useful person in the suggested categories than we are likely to be able to obtain in starting from scratch. In a year or so when Krebs goes off to college we must try to find and train another person for the work, but I would favor and recommend that we begin this position with Richard Krebs.

SUGGESTED MINUTE ORDER No. 400- -64 to be conformed to action of Regents: It is recommended

That Section 5. 32, Chapter III, Part One of the Rules and Regulations, be waived so that Mr. Richard Krebs, son of Mr. Marlyn Krebs, Superintendent of the McDonald Observatory, can be employed on a part-time, week-end basis as receptionist or as clerical assistant at the Observatory.

NOTE: Though the documentation is correct in the <u>Material Support-</u> ing the <u>Agenda</u> previously mailed, there is a typographical error on Page 15 in Item IV. A. 2. The Graduate Program is in Radiobiology rather than in Radiology.

* * *

Item No. 3

TO: MEMBERS OF THE BUILDINGS AND GROUNDS AND MEDICAL AFFAIRS COMMITTEES NOTE: The time of the meeting is 1:30 p.m. (not 1:30 a.m. as on Page 24 of Material Supporting the Agenda.)

SUBJECT: South Texas Medical School: Approval of Certain Contract Provisions with Associate Architects for South Texas Medical School Building. -- On Pages 7 & 8 is the Administration's supporting material.

SUGGESTED MINUTE ORDER No. 200- -64 to be conformed to action of Regents: It is recommended

That no official authorization be given to the Associate Architects to prepare working drawings and specifications on any part of this project, until we know exactly how much money will be available for it. This means that any work heretofore or hereafter done by them is at their own risk, until further notice.

THE UNIVERSITY OF TEXAS OFFICE OF THE COMPTROLLER AUSTIN 12

SUPPLEMENT TO RECOMMENDATIONS TO REGENTS' BUILDINGS AND GROUNDS COMMITTEE

January 29, 1964

18. SOUTH TEXAS MEDICAL SCHOOL - APPROVAL OF CERTAIN CONTRACT PROVISIONS WITH BARTLETT COCKE AND ASSOCIATES AND PHELPS AND SIMMONS AND ASSOCIATES AS ASSOCIATE ARCHITECTS FOR SOUTH TEXAS MEDICAL SCHOOL BUILDING.--On November 9, 1963 the Board of Regents approved a recommendation that the preliminary plans and outline specifications for the South Texas Medical School Building, based on a total overall cost of \$12,000,000.00, be approved. At the same meeting the Board also took the following action:

"The Associate Architects, Bartlett Cocke and Associates and Phelps and Simmons and Associates, are authorized to proceed with the working drawings and specifications, on the basis of an overall project cost of \$12,000,000.00, provided that either a letter will be secured from them, or a clause will be inserted in their contract, to the effect that the maximum amount which the University will pay the Associate Architects will be the usual fee based on the total cost of the building as actually constructed, regardless of whether it is lower than the present estimated cost, and regardless of how much extra work is caused by later changes in the overall amount of the project."

After several conferences, both in San Antonio and Austin, beginning on November 14, 1963 in San Antonio, a letter was written to Comptroller Sparenberg by Bartlett Cocke and Associates and Phelps and Simmons and Associates, which was received in the Comptroller's Office on December 10, 1963. This letter states their counter-proposal to the action taken by the Regents on November 9, 1963 and all the relevant portions of said letter are quoted below:

"At our meeting Thursday, November 14th, attended by yourself, Dr. Berson, Max Brooks, Howard Barr, Raymond Phelps and Bartlett Cocke, the discussions centered around a workable solution of the intent of MEMORANDUM NO. 1* namely: how the dievelopment of final Plans and Specifications could be accomplished by the Associate Architects without committing The University of Texas to Architectural fees, other than on that portion of the project on which construction funds are now available?

"We also discussed our recommendation that as additional funds became available the Associate Architects would be authorized to proceed with final Plans and Specifications for additional portions of the project.

"As a result of these discussions, we propose that the project be divided into Units for PHASE PLANNING. The units suggested would be as follows -

UNIT 1:	BASIC SCIENCES WING
UNIT 2:	CLINICAL SCIENCES WING
UNIT 3:	AUDITORIUM
UNIT 4:	LIBRARY
UNIT 5:	CENTRAL POWER PLANT AND UTILITY TUNNEL
UNIT 6:	SITE IMPROVEMENT AND SITE UTILITIES

"This is a natural division of the component parts of the project, as illustrated on the attached sketch, phased for planning only. This is not a Construction priority.

*"Memorandum No. 1" quoted the action of the Regents on November 9, 1963, as shown above.

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"It appears logical that we be authorized to proceed with the final Plans and Specifications for UNIT 1: BASIC SCIENCES WING and UNIT 2: CLINICAL SCIENCES WING at this time in accordance with the approved Preliminary Plans and Outline Specifications. Final Plans and Specifications on the four remaining component parts are to be developed by the Associate Architects when instructed by The Office of The Comptroller and in compliance with the previously approved Preliminary Plans and Outline Specifications.

"In the event authorization is given to the Associate Architects to develop the final Plans and Specifications for UNITS 1 and 2 at this time and no additional authorizations are made on the other portions of the project, the Associate Architects agree to accept a Fee of 3.5% of \$5,090,000.00 in payment of the said Final Plans and Specifications on UNITS 1 and 2 in the event the Units are not constructed. If these Units are constructed, Fee will be predicated on Construction Costs in compliance with the Standard Form of Agreement.

"In the event any of the Units are abandoned and not constructed, on which Final Plans and Specifications have been completed and as authorized by The Office of The Comptroller of The University of Texas, we are to be paid in accordance with Article 6 of The Standard Form of Agreement."

Subsequent discussions after the receipt of this letter make it very clear that what Bartlett Cocke, Phelps, et al, are willing to do conforms to the action taken by the Regents on November 9, 1963, only to a very limited extent. Their estimates of the construction costs of what they call Units 1 and 2, the Basic Sciences Wing and the Clinical Sciences Wing, are from \$7,000,000.00 to \$7,200,000.00, although Comptroller Sparenberg and Architect Walter C. Moore think that these estimates of costs are too low. They are offering to do the working drawings and specifications on Units 1 and 2 for a fee of 3.5% of \$5,090,000.00, instead of a fee of 3.5% of \$7,000,000.00 or \$7,200,000.00, in case it develops that funds are not sufficient to do the project on the basis of the approved preliminary plans, in which case the working drawings and specifications on Units 1 and 2 would have to be scaled down and revised drastically. Other than in this one respect, they propose to take no calculated risks whatever and expect to be paid fully for all work done, in accordance with the usual provisions of the Associate Architect's contract, regardless of what changes are made later and regardless of the reasons for said changes.

It is quite clear that the Regents intended for the Associate Architects to take practically all of the risks associated with this project, due to the fact that we still do not know exactly how much money we shall have for the project, and that, conversely, the Associate Architects propose for The University of Texas to take the major part of the calculated risks involved.

Information available to Central Administration indicates that Congress has not yet actually appropriated the money to put H. R. 12 into full force and effect, even though the Bill has been passed by Congress and approved by the President.

In view of the facts above reported, it is again recommended by Comptroller Sparenberg, and now with the concurrence of the Chancellor's Office, that no official authorization be given to the Associate Architects to prepare working drawings and specifications on any part of this project, until we know exactly how much money will be available for it. This means that any work heretofore or hereafter done by them is at their own risk, until further notice.

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

Main University - South Mall Office Building (or Graduate Facilities Center)

TO: MEMBERS OF THE LAND AND INVESTMENT COMMITTEE FOR RECOMMENDATION TO THE FULL BOARD

On Pages 10 & 11 are the Administration's presentations to the Land and Investment Committee on the following subjects:

- A. Hogg Foundation: Mineral and Royalty Interests and Certain Stocks, Miss Ima Hogg
- B. Archer M. Huntington Museum Fund (Main University): Sun Oil Company - Oil, Gas, and Mineral Lease, S. C. Bundick Survey, Galveston

SUPPLEMENTAL DOCKET ITEMS Land and Investment Committee February 7, 1964

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

HOGG FOUNDATION - RECOMMENDATION FOR ACCEPTANCE IN TRUST OF MINERAL AND ROYALTY INTERESTS AND CERTAIN STOCKS FROM MISS IMA HOGG WITH RESERVATION OF INCOME FOR LIFE. -- At the September, 1963, meeting of the Board of Regents, Miss Ima Hogg's tentative plans for conveyance of mineral and royalty interests, and perhaps certain stocks, were presented to the Board of Regents, and the Board expressed approval and appreciation. The staff has continued in touch with Miss Hogg and her representatives. It was not expected that her plans would be completed until later this year, but she has now notified the University that she would like to proceed with such conveyance without delay.

It is expected that this arrangement will be covered by a trust agreement giving the Board of Regents full powers of sale, reinvestment, and the like, setting out provisions for income from these properties, including oil and gas royalties, bonuses, and the like to be paid to Miss Hogg during her lifetime. Thereafter the purposes of the trust will be in line with those of the Will C. Hogg Memorial Fund for the benefit of Hogg Foundation for Mental Health.

Under this arrangement, Miss Hogg plans first to transfer and convey to the Board of Regents as Trustee her 1,866-2/3 shares of capital stock of Ingleside Land Co. and her 46-2/3 shares of the capital stock of Ingleside Channel & Dock Co. As to each company, Miss Hogg's holdings represent 1/6 of the outstanding capital stock. In addition, she will transfer her undivided 1/6 interest in minerals and royalties under the land, amounting to 3,500 to 4,000 acres, near Ingleside owned by the Land Company. It is estimated that her stock and minerals together are worth in the range of \$500,000.

Ingleside Land Co. was organized in 1924 by the Hogg Brothers and the David M. Picton family. Thereafter, minerals under the land were conveyed by the Company to its stockholders, in pro rata shares and have been so held to date. The Picton family now owns 50% of both companies and 50% of the minerals. Miss Hogg owns 1/6 of the companies and the minerals, and 1/6 is owned by the Mike Hogg Estate with Mrs. Alice Nicholson Hanszen holding a life estate and the remainder to the University under Mr. Mike Hogg's Will. The Thomas E. Hogg Estate, with his widow, Mrs. Margaret Hogg, having a life estate and remainder to the University, owned 1/6 of the stock and 1/6 of the minerals. In 1959, Mrs. Margaret Hogg proposed to exchange her life interest in certain minerals in Arkansas for the University's remainder interest in the Ingleside minerals. This proposal was accepted and conveyances exchanged. The Ingleside stock was not involved in this exchange. In the partition of the Hogg Brothers' interests, the Will C. Hogg Estate did not receive an interest in the Ingleside stock or minerals.

It is recommended that the Board of Regents accept Miss Hogg's proposal and authorize the execution of an appropriate trust agreement by its Chairman when approved as to form by the Land and Trust Attorney and as to content by the Endowment Officer.

TRUST AND SPECIAL FUNDS - REAL ESTATE MATTERS .--

MAIN UNIVERSITY - ARCHER M. HUNTINGTON MUSEUM FUND - PROPOSAL FROM SUN OIL COMPANY FOR OIL, GAS, AND MINERAL LEASE ON ACREAGE IN S. C. BUNDICK SURVEY, GALVESTON COUNTY, TEXAS.--The University has received on January 29 a proposal from Mr. W. L. K. Trotter of Houston on behalf of Sun Oil Company for an oil, gas, and mineral lease on approximately 362 acres in the S. C. Bundick Survey out of the Huntington Lands at Texas City. They propose cash bonus of \$60 per acre, \$10 per acre annual delay rental, and 1/6 royalty for a five-year lease which would have reasonable limitations on the use of the surface in line with other leases made by the Board of Regents on Huntington Lands in recent years. Part of this acreage was included in a lease made in 1960 to The British-American Oil Producing Company under the same terms as proposed by Sun Oil Company. British-American and their associates drilled a well on their lease north of Swan Lake which was dry and abandoned and drilled another unsuccessful test in Galveston Bay offshore from this acreage. The last part of the British-American lease was released in March, 1963.

Sun Oil Company is proposing to lease from Texas City Terminal Railway Co. an additional 120 acres under which the Board of Regents owns 1/2 of the minerals, fully participating, but with leasing rights in the surface owner. If this lease is made, the Museum Fund will receive 1/2 of that bonus and any rentals and royalties.

It is recommended that the Board of Regents accept the proposal of Sun Oil Company and authorize its Chairman to execute the appropriate lease when it is approved as to form by the Land and Trust Attorney and as to content by the Endowment Officer.

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The Board authorized Chancellor Ransom to start txxxxxx toward the

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establishment of an office of institutional studies within Central Administration to 20 leta to operate under his direction for the following specific purposes:

It was understood that for 1963-64 two persons (one professional grade and one clerical grade) would be appointed through regular amendments to the budget at a cost of not more than \$10,000 and that an item for the activitation of such office would be included in the 1964-65 Central Administration Budget.

COMMITTEE OF THE WHOLE

TO: MEMBERS OF THE BOARD OF REGENTS

In accordance with the <u>Rules</u> and <u>Regulations</u>, Part One, Chapter I, Subsection 7.65, Chancellor Ransom submits the following proposal:

SUBJECT: Proposed Office of Institutional Studies. -- After extensive consideration over a period of two years, it is concluded that Central Administration should be expanded to include an office of Institutional Studies. Under the direction of the Chancellor, this office will undertake the assembly of data which will

- enable us to answer the many external inquiries on University operations reaching us from state government, national government and other sources;
- (2) provide constant and up-to-date data on the functioning of the University system;
- (3) conduct studies of costs, faculty progress, student performance, and operational procedures which are so necessary to managerial decisions; and
- (4) conduct surveys and other inquiries to compare University of Texas functioning with that elsewhere.

The Regents will recognize that all of these activities are now going on to some degree, and that most of the data needed are already being produced at one point or another in our organization. But, we lack the personnel and the structure to bring them to focus and to make them useful in planning and in administration. More than 100 universities are now using a central Office of Institutional Studies for this purpose, and we are favorably impressed by the results secured. The Texas Commission on Higher Education now plans to ask appropriation support for such entities in several Texas institutions because of the great need for accurate and readily-accessible factual data to shape planning.

We recommend starting toward establishment of the Office by appointing two persons (one professional grade and one clerical grade) for the remainder of 1963-64. This would be handled through regular proposals to amend the budget, and should not cost more than \$10,000. Then we would propose to include in the 1964-65 Central Administration budget proposals an item for the activation of an Office of Institutional Studies; it will total approximately \$25,000. We point out that such activation will imply a long-range commitment and it is almost inevitable that the annual budgetary allocation will grow to \$40,000 to \$50,000 per year. Therefore, we request the reaction of the Regents to this proposal and hope that oral elaboration through discussion can bring out other pertinent facts about the proposition.

MINUTE ORDER No. 800- -64 to be conformed to action taken by the Regents at the meeting:

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