## 30

## MATERIAL SUPPORTING THE AGENDA

Volume XIb
November 1963 - February 1964

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

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

## Material Supporting the Agenda

(Including Attachments Nos. 1 and 2<br>and<br>Amendments to the Annual Budgets)



Since additional is letter size, the fallowing? has been incoypoutes following "Mutiny g the Bowl"; 1. Propane 9964 - 65 -Clasinfüs Plovinal Pay Plan.
$\therefore$ 2. Document from
at the tack of this volume is the Supplementary Agents Material (Blu (Ages).

$$
1342
$$

# CALENDAR <br> BOARD OF REGENTS <br> OF <br> THE UNIVERSITY OF TEXAS <br> February 6-8, 1964 

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

8:45 a.m.

10:30 a. m.

Meeting of the Committee of the Whole Room 209

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 ofCommittee of the Whole
Place: Regents' Room, Main Building 209
Members:
Regent Brenan, Chairman
Regent Connally
Regent Madden
Regent Redditt
Chairman Heath - Ex Officio Member
Page No.1. Report of Executive Committee Meeting on December 13,1963, for Approval by Full Board5
a. 1964-65 Budget Policies and Limitations ..... 5
b. Summaries of Proposed 1964-65 Budgets ..... 6
c. Uses of Unappropriated Surplus, 1963-65, Texas Western College ..... 7
2. Report of Interim Actions of Executive Committee, December 13, 1963 - January 20, 1964 ..... 8
a. Recommended Requests for Permission to Travel
(1) Central Administration (None)
(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 TumorInstitute (None)(7) Southwestern Medical School (7T-3)8(8) Graduate School of Biomedical Sciences(None)
(9) South Texas Medical School (None)
b. Recommended Amendments to the Budget
(1) Central Administration (None)
(2) Main University (2B-7, 2B-8, 2B-9) ..... 9, 10
(3) Texas Western College (3B-2) ..... 10
(4) Medical Branch (4B-2, 4B-3) ..... 10
(5) Dental Branch (None)
(6) M. D. Anderson Hospital and TumorInstitute (None)(7) Southwestern Medical School (7B-4, 7B-5, 7B-6)11
(8) Graduate School of Biomedical Sciences (None)
(9) South Texas Medical School (None)
c. Recommended Amendments to the 1963-64 Classified Personnel Pay Plan
(1) 9-CL-63-Main University
(2) 10-CL-63-Medical Branch
3. Other Interim Actions Since Distribution of the Material, If Any
4. Budget Docket
5. Legislative Budget Requests, 1965-67, Policies for Preparing
6. 1964-65 Classified Personnel Pay Plan *

Note from 1. Committee Chairman Brenan has not had an opporSecretary: tunity to read the Report of the Executive Committee Meeting on December 13 and the Report of Interim Actions (Pages 8-12_). 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 Clas sified Personnel Pay Plan (1964-65 Plan) have been forwarded in a separate volume.

## MEMORANDUM

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

## 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).
2. 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

Absent

Committee Members:

| Regent Brenan, Chairman | Regent McNeese - |
| :--- | :---: |
| Regent Connally, Member | Excused |
| Regent Madden, Member | Regent Redditt - |
| Chairman Heath, Ex-Officio Member | Excused |

Other Regents:

Regent Erwin<br>Regent Olan - Excused

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 er expansion of services,
because general revenue appropriations for that year are little
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 only 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 Secretary's Files, Volume XI, Page $\qquad$ .) 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, Texas Western College. --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

## Library

Books, Periodicals and Binding
60,000
All Other Library Expense
8,000
68, 000

## Special Items

| Biological Sciences - Special Equipment | 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 Buildings
and Facilities
Rehabilitation of Magoffin Auditorium
Stage

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.

## $\begin{array}{ll}\text { *Secretary's All of these items are in the TWC portion of the Budget } \\ \text { Note: } & \text { Docket, namely: }\end{array}$

Items $5,8,2,3,7,9,10,11$, respectively ( $\mathrm{W}-\mathrm{b}-1$ and $\mathrm{W}-\mathrm{b}-2$ )

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
April 6-28, 1964
M. J. S. Dewar,

Robert A. Welch
Professor of Chemistry (2T-14)

Destination

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

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

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

Expenses: Expenses are estimated to be $\$ 1,500$ for Transportation and $\$ 600$ 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.
7. Southwestern Medical School

| Name | Period of Absence |  | Destination |
| :---: | :---: | :---: | :---: |
| Carleton B. Chapman, M.D. | March 30 through |  | Oxford, Edinburgh; |
| Professor of Medicine (7T-3) | September 1, 1964 | Stockholm; Frei- <br> burg i. Br. |  |

Purpose: Survey of laboratories and studies in human exercise physiology.
Expenses: Estimated to be $\$ 1,500$ for transportation and $\$ 1,500$ for Per Diem (150 Days) payable from Account No. 5645 (HE-06296) (Program Project Grant)
B. Recommended Budgetary Amendments

## 1. Central Administration

There were no amendments to the Budget for Central 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 l, 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 l through December 3l, 1964, funds to come from Athletic Council Salaries:

$$
1964 \text { Salary Rate }
$$

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

$$
\begin{array}{lr}
\text { Maintenance and Operations } & \$ 3,000 \\
\text { Travel } & 2,000
\end{array}
$$

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 increas ing 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 <br> Donald S. Wiggans | From | To |
| :---: | :---: | :---: |
| Associate Professor | $\$ 13,400$ | $\$ 14,750$ |
| 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

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

| Code | Title | Monthly <br> Range | Annual Range | Step <br> No. |
| :---: | :---: | :---: | :---: | :---: |
| 1030 | Student Group Advisor I | \$335-419 | \$4020-5028 | 30 |
| 1031 | Student Group Advisor II | \$419-539 | \$5028-6468 | 35 |
| 1032 | Student Group Advisor 1 II | \$539-710 | \$6468-8520 | 40 |

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

| Code | Title | Monthly <br> Range | Annual <br> Range | Step <br> No. |
| :--- | :--- | :--- | :--- | :--- | :--- |
| 1204 | Operating Room Technician | $\$ 256-319$ | $\$ 3072-3828$ | 24 |
| 1205 | Vocational Nurse | $\$ 256-319$ | $\$ 3072-3828$ | 24 |
| 1210 | Staff Nurse | $\$ 382-482$ | $\$ 4584-5784$ | 33 |
| 1215 | Operating Room Nurse | $\$ 382-482$ | $\$ 4584-5784$ | 33 |

Amend the 1963-64 Medical Branch 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 PREPARING. --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 palicies 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 <br> Committee 

ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE

| Date: | Friday, February 7, 1964 |
| :---: | :---: |
| Time: | 8:30 a.m. |
| Place: | Regents' Room, Main Building 209 |
|  | Members: |
|  | Vice-Chairman McNeese, Chairman <br> Regent Connally <br> Regent (Mrs.) Johnson <br> Regent Redditt <br> Chairman Heath, Ex-Officio Member |

## I. CENTRAL ADMINISTRA TION

A. Docket (Attachment No. 2)

Page No.
B. Amendment to Rules and Regulations, One,16 III, 3.1 (Final Consideration)
II. MAIN UNIVERSITY
A. Football Coaches (Status, Salaries, and
Supplementation)
B. Southwest Texas Educational TV Council, Trustees 17
C. Request for Approval and for Submission to TCHE 18

1. Major in Classics for B.A. Degree 18
2. Establishment of Department of Linguistics, 19

College of Arts and Sciences
3. Anthropology, Doctoral Level 20
III. TEXAS WESTERN COLLEGE
A. Title of Emeritus Professor for Dr. Floyd E. 21
Farquear
B. Reorganization of the School of Engineering into 21 Four Departments
IV. SOUTHWESTERN MEDICAL SCHOOL
A. Request for Graduate Programs

1. Ph.D. in Biochemistry poology
2. M.A. \& Ph.D. in Radiofogy
3. M.A. \& Ph.D. in Pharmacology
4. M. A. \& Ph. D. in Physiology
B. Cooperative Agreement for Graduate Studies in
the Dallas Area

## 

Firing the performance of the contract, the Contractor agrees as follows:
(1) The Contractor will not diacriainate against any employee or applicant for esploynart because of race, creed, color, or national origin. The Contractor will table affirmative action to ensure that applicants are employed, and that employees are troated turing employment, without regard to their rect, creed, color, or national origin. Such action shall include, but not be limited, to the folloorlag: employment, upgrading, demotion or transfer; recrustapett or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; aud selection for traialag; including appremicicewhip. The Contractor agrees to poet in eanapicuous plans, available to engloyees ard. applicants for employment, notice to be provided by the Contracting officer potting forth the provisions of this nondiscrimination claus.
(2) The Comerector will, in all solicitations or advertisements for employees pissed by or on behalf of the Contractor, state that all qualified agplieomes. alillisocted consideration for employment without regard to race, cred, color, or national origin.
(3) The Coutreetor will send to each Labor union or representative of workers with which he has a collective bargaining agroenant or other contract or understanding, a notice, to be provided by the agency Contracting Officer, advising the wald labor union or workers representative of the Contractor's ecasaltwante under this section, end they port copter of the notice in conopieuons plicae available to aployeos and applicants for employment.
(4) The Contractor will comply with all provielcas of Executive Order Wo. 10925 of March 6, 196i, as amended, and of the rules, regulations, and relevant orders of the Proas dent's Coundttee on Havel Maployment Opportunity erected thereby.
(5) The Contractor will furaiah all information and reports required by Executive Order H. 20985 of March 6,1961 , as amended, and by the rules, regulations, and orders of the ald Consdttee, or pursuant thereto, and Mill permit access to ils books, words, and seoount by the concreting egoncy and tho Comittee for purposes of inverilention to ascertain compliance with such rules, regulations, and orders.
(6) Ia the event $0 \%$ the Contractor's noncouplisace with the nowdiscrisinstion claws of this contract or with any of the said rules, regulations, or orders, this coutreet say be oazcelied, texninated, or suspended in whole or in pert and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorised in Executive Greer Fo. IO925 of March 6, 1961, as amended, and such other sanctions may be imposed sad remedies invoked as provided in the said errecufive Order or by rule, regulation, or order of the President's Committee ca Fqual haployment opportunity, or ae otherwise provided by law.
(7) The Contractor will ineluas the provisions of paragraphs (1) through (7) in every eubooatraet or purchase order unless exempted by rules, regulations, or orders of

 be bindlag upon each subeontreator or vendor. *The Contractor will take such action with respect to any subbontructoor purchase order sa the contracting agency nay direct an a monas of enforatne such provisions, including sanctions for nomeoneplisaces provided, however, that in the event the Contractor becomes involved in, or is threatened with, $11 \frac{\text { pin }}{t i-}$ getica with a nubcontractor of vendor as a result of such direction by the contracting agency, the Contractor may request the Doited States to enter into such Litigation to protect the interests of the Whited states.

TH aceordanoe with regulations of the President's Coasittiee on Equal Theployment Opportunity, subcontractors below the first tier shall not be required to peart the Fondiecrladsation in Hoployneat clause in their subcontracts, except that under contracts calling for construction, rehabilitation, alteration, conversion, extension, or repaid of buildings, highway, or other improvements to real property, eco subcontreetor below the
 performed at the site of conetructree, or except upon apecial Order of the Secretary of


Betty anne appreciate yous calling me. This claus ne Constuactum sub-iontactors was the charge made in the recent nioision, it nondiscremenater,
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 Rules and Regulations 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 Rules and Regulations 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
January 1965
Superintendent Irby Carruth,
Austin Independent School District

January 1965
President J. G. Flowers,
Southwest Texas State College
Mr. E. W. Jackson
Vice-Chancellor Norman
Hackerman
January 1966
January 1966
January 1965

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

'Major: 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 679 H 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, $321 \mathrm{~L}, 321 \mathrm{M}, 321 \mathrm{~N}$; (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 $321,321 \mathrm{~L}, 321 \mathrm{M}, 32 \mathrm{lN}, 353 \mathrm{M}, 353 \mathrm{~N}$, 372; Philosophy 362, $367 \mathrm{~K}, 369 \mathrm{~K} .{ }^{\prime \prime}$

Reason：The languages of Greece and Rome are of little educational value without a thorough knowledge of their background and the civili－ zations that used them．A classical education should be a well－rounded whole，and the civili－ zations should be studied in depth by anyone who wishes to enter the classical profession．The Department of Classics believes that this pro－ posed 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 sub－ mit 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 Linguis tics at Main University with the understanding that the department to be established requires no additional approval of degree programs.
3. Request for Anthropology, Doctoral Level.-- Below is Chancellor Ransom's recommendation regarding this 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.
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.

## 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 <br> Graduate Assembly

HRH: lm

## IV. SOUTHWESTERN MEDICAL SCHOOL

With reference to the following requests relating to the Southwestern Medical School, Chancellor Ransom's proposals are set out below:
A. Request for Graduate Programs: 1. Ph.D. in Biochemistry 2. M.A. \& Ph.D. in Radiobiology, 3.M.A. \& Ph. D. in Pharmacology 4. M.A. \& Ph.D. in Physiology

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

Program

1. Biochemistry
2. Radiobiology
3. Pharmacology
4. Physiology

Degree
Ph. D.
M.A. and Ph.D.
M.A. and Ph.D.
M.A. and Ph.D.

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.
B. 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 InterInstitutional 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.

HE HOUSTON POST
SECTION I, PAGE TUESDAY, JANUARY 14, 1964

AUSTIN - $(\mathbb{P})$ - The State undergraduate programs in conCommission on Higher Educa- struction engineering and geotion announced the formation graphy and a graduate program Monday of a program to co- in urban planning, and Southordinate graduate study and re- west Texas State College's research among universities in the quest for a graduate program Dallas-Fort Worth area. quest for a graduate prog
Dr Lester Harreli, commission in business administration.
uate course offerings of gradarector, said the program will Texas showed that in North "set a precedent for planning fexas showed that none of the in other metropolitan areas of the state." area's needs.

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 commission committee headed by Rex Baker of Houston. Baker Rex Baker of Houston. Baker
outlined the study at the comoutlined the study at the com-
mission's regular quarterly mission's regular quarterly meeting Monday.
In other actions, the commission:
Approved curricula for Angelo
Approved curricula for Angelo Pan American College at Edinburg. Both will join the state's system of 20 senior colleges next year.
for moreatest need, he said, is "There is a need courses. all resources through a co-operative effort," Baker said. To accomplish this, he said, represen tatives from the five area tatives from the five area Inter-University Council.
"IF TEXAS IS to take a position of leadership in higher education, we must bring high qual ity graduate programs to metropolitan areas," said John Gray of Beaumont, a member of Baker's committee.
The population concentrations in the Houston, San Antonio and Lubbock areas are going to have to be served by high quality oraduate programs, ige lieve we can come to some bold new approach to the problem," Gray said.
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.

Dr John Guinn, president of Texas Woman's University, outlined the council's objectives, which include immediate coordination of library acquisitions and interchange of faculty.
Rejected A\&M's request for Guinn called the program "a milestone in the progress "exas higher education,"

A PROGRAM OF INTER-INSTITUTIONAL PLANNING AND COOFERATION IN GRALUATE STUDY AND RESEARCH AMONG UNIVERSITIES AND COLLEGES OF THE DALLAS AND FORI 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 recentiy 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.
doetoral-gtentives
While the fiveninstitutions 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 degree. granting colleges, professional schools, and research entities will be invited to become affiliated with the Council. It is specifically provided
educational are Nowbeing invited to join that the following four institutions will be-dentified with the Council as Associate Members; These four are ARLINGTON STATE COLLEGE, BISHOP COLIEGE, IEXAS WESLEYAN COLLEGE, and the UNIVERSITY OF DALLAS. An Associate Member will become eligible for approval of change in status from Associate substartial operations
Member to Corporate Member whenever signifieant 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 bein;
jurited to join
will-identified with the Council as an Advisory Associate Member. Other degerestang 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.

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 unịversities 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.

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 Dellas n Dowenber 16,郎 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 subcomittee chaiman, 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 NISU and TWU for doctaral programs in science fields. A letter of December 19, 1963, written by
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 Comission 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 eariler, there will be five Corporate Members and other
two categories of affiliate membership: namely, Associate and Akvisory fssociate. 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 institu. tional 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
to the chairmen of the governing boards of all member institutions. Annual reports will be prepared and appropriately disseminated.
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 Commisaion 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 privately. supported 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 scrupulousiy 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 frmediate 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 daily service 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
(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 cormon facility for data processing and storing.

# Uaziversity of Dallas 

POST OFFICE BOX 1330
DALLAS, TEXAS 75221

Mr.-Gifford K. Johnson
Ling-Temeo-Vought, Inc. 9314 West Jefferson
Dallas, Texas
Dear Mr. Johnsón:
All of us are most appreciative of the initiative you and Mr: J.B. Thomas fook in ecting 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 belatediy in a combine which would plage it in a disadvanta:gcous position in the seexing of funds and give to the puplic the impression that it is a peculiar or inconsequential school. I am certain that the proposal did rat appear in that light to you, and I shall not belabon the point here, but I should like to clarify in your mind the status of the University of Dallas. If intrain the bonds of niceties somewhat in drawing comparisons, it is to rectify the imprestion left by the meeting on Thurscay. $\because$,

Far zrom having a minor effcct on the supply of scientific talerit i-. The region, the University of Dallas will have a
 S.M.U. praduated three. Our uncercraduate physics program is. more advanced thidn that of the other schools in our area, our senicts raking a course oft of Leizhton's text on Modern Physics; I believe s. . S S U. has a roughiy epuivalent course but it is oniy rarely elected by unceraraduees. our biology program is, I believe, the cnly one in the revion which has been reformulated along biophysical linet and requiris all majors to take the calculus and physics. our mathematice is at least equally as demandfag axany in the region and may be more so. We have an excellent scientific faculty, cight mamers holding at least one doctor's degree. four having completed course work for the coctorate and progressing on the disscrtation, and two a little short of that point; all science facuity hembers pursue research, most have published. and threce enjoy a reputation of some breadth. I belicive ry college procident colleagues are aware of our scientific abilities ase are aware, too, of our plans to proceed to eraduate work, wich, as Dr. Wilis Tate pointcdout, are more imanent for us than for Arpington State. We shall fnitiate gracuate work in
 vioinaing any reglizement of the Scutherin Asseadation e: Sononis and Colleics, which recenfiy accredited our undergraduate work. in statirg to you our intentions, according to the secretary of . the Associatiot. 0 E course, the Association does not aceredi. programs. which are not yot in operation. The prognam we have designed wizl carry studerts stanizht. through from their froshmar. year into graduate work, and, since the major probiem in muning a graduate school is. the acquisition of adequate: ${ }^{\text {m }}$ prepared studerts, we might well become the major source of binduate scicntivic talent in the region. There is no major source at present, although there are some promising beginnings. 0un excellone Sonzhwastern Medical School:has produced Ph, D. s for a numten of yenss; $\quad, \quad$ C.U. turned out tro doctors in physics las: year
 in ghysics; S,M.U. thined out three Masters' in physics last yeat anc has some atvanced wiok going ine engineering; I suppose T. wi. has no :ians aicne =his line and Arlincton State is some time away in its plans: Now and for the next few years the production wili be meager; and it is no time to harden plans. My peint is that it is unrealistic tod consider graduate worik in this area apart from the plans of the Uriversity of Dallas.

The University of Deizas has no cesire to force itself upon any group who care to get together on any basis whatever. our relations with our neighborite institutions have always been most Eriencly, and they have consistent?y extended to us the ancient academic countesies. There is much to be gained from cooperation between our educational irstitutions for the good of this region, and I trust ve shall never $\bar{a}$ al in this cooperation: But I believe it would be misleading to inst the University of Dallas as an associate only to a group which exists more in hope than in fact. Therefore we should like to withcraw our name from the list of associate members and be iisted as Eriendiy cooperators, with assurances given to any ir:erested state commissions that we shall always participate in realistic plans for education in our region.

Yours trily, DAC:Bl . . . . . . Donald A. Cowan

Copies to members present at Thursday meeting

## Buildings \& Grounds Committee

## BUILDINGS AND GROUNDS COMMITTEE

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Date: Friday, February 7, 1964
Time: 1:30 a.m.
Place: Main Building, Room 2l0 (Office of the Secretary)
    Members:
        Regent Redditt, Chairman
        Regent Brenan
        Regent Johnson
        Regent McNeese
        Chairman Heath, Ex-Officio Member
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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
b. Acquisition of Real Properties 26
c. Ratification of Agreement with Negotiator 27 for Acquisition of Real Properties
d. Ratification of Agreement with Appraiser for Acquisition of Real Properties
e. Outpatient-Clinical Diagnostic Building
(1) Approval of Specifications for Furniture and Furnishings (Basement and Floors 1, 2, and 3)
(2) Authorization to Executive Committee or Special Committee for Award of Contract for Fourth, Fifth, and Sixth Floors
f. Central Water Chilling Station: Award of Contract for Addition No. 1 (Equipment Only) and Appropriation Therefor *
2. M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE
Two Temporary Buildings: Award of Contract 28, 34
for Construction
3. SOUTH TEXAS MEDICAL SCHOOL

South Texas Medical School Building: Approval of Certain Contract Provisions with Bartlett Cocke and Associates and Phelps and Simmons and Associates as Associate Architects

[^0]B. Meeting of the Buildings and Grounds Committee

## 1. MAIN UNIVERSITY

$$
\begin{aligned}
& \text { a. Central Water Chilling Station No. 2: Approval } \\
& \text { of Plans and Specifications for Addition (Equip- } \\
& \text { ment Only) }
\end{aligned}
$$

b. Joe C. Thompson Conference Center: Approval of Preliminary Plans
c. Records Storage Building: Approval of Preliminary Plans
d. Power Generating Equipment: Award of Contract
e. Main University Power Plant: Authorization to Consulting Architects to Prepare Preliminary Plans for Addition (Building to House Additional Power Generating Equipment)
f. Music Building: Ratification of Award of Contract for Revision of Air Conditioning System
g. Electrical Distribution System: Ratification of Issuance of Purchase Orders for Material in Connection with Revision
h. Engineering-Science Building: Appointment of Committee to Approve Specifications for Furniture and Furnishings
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. TEXAS WESTERN COLLEGE
a. Physical Sciences-Mathematics Building 32
(1) Authorization to Consulting Architect to Prepare Preliminary Plans
(2) Appropriation to Cover Consulting Architect's Fees and Preliminary Expenses
b. Certain Lots Owned by First Unitarian Church, El Paso: Authorization to Secure Additional Appraisal

[^1]
## THE UNIVERSITY OF TEXAS OFFICE OF THE COMPTROLLER AUSTIN 12

## RECOMMENDATIONS TO REGENIS BUILDINGS AND GROUNDS COMMITTTEE

January 21, 1964

1. MEDICAL BRANCH - APPROVAL OF INSCRIPIION ON PLAQUE FOR OUTPATIENTCLINICAI DIAGNOSTIC BUIIDING.--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

Harry H. Ransom, Chancellor, The University of Texas<br>Charles H. Sparenberg, Comptroller, The University of Texas<br>---000---<br>Jessen, Jessen, Millhouse, and Greeven, Consulting Architect<br>George Pierce - Abel B. Pierce, Associate Architect<br>Spaw-Glass, Inc., General Contractor

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

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 COMMITIEE FOR AWARD OF CONTRACT FOR FOURTH, FIFTH, AND SIXTH FLOORS OF OUTPATIENT1CLINICAL 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 OutpatientClinical 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 | 00 |
| 55,201 |  | Various Donors for Melanoma Research | 0 |
| 65,131 |  | Various Donors for University Cancer Foundation | 186,000.00 |
| 65,261 |  | Various Donors Community Funds for Research in Chemo-Therapy | 4,100.00 |
| 65,271 |  | Sophie Caroline Steves Fund 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. I
Add Alternate No. 2
$\$ 134,468.00$
41,105.00
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 l, 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 $15,030 \mathrm{KW}$, and a unit price of $\$ 72.19$ per KW.

Please note that although the recomended 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 buildine, 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:

Costs Already Incurred: Advertising \$ 27.72
Purchase Order for Fans and Coils 5,029.00
Purchase Order for Pump
725.00

Recommended Contract Award
5,781.72
26,995.00
Total Costs of Project
\$32,776.72


#### Abstract

"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:

$$
\begin{aligned}
& \text { The Exide Company, Houston, Texas } \\
& \text { (Battery Units and Chargers Therefor) } \$ 7,836.68 \\
& \text { The Okonite Company, Dallas, Texas } \\
& \text { (Cable) }
\end{aligned}
$$

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.
16. TEXAS WESTERN COLLEGE - AUTHORIZATION TO CONSULTING ARCHITECT TO PREPARE PRELIMINARY PLANS FOR PHYSICAL SCIENCES-MATHEMATICS BUILDING AND APPROPRIATION TO COVER CONSULIING 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-Mathematice Building at Texas Western College at an estimated cost of $\$ 2,000,000.00$, and the Consulting Architects were authorized to prepare schematic 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 SciencesMathematics 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 LOMS 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 handing 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 fansom 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 TEXXAS <br> M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE HOUSTON, TEXAS 

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

| BIDDER | BASE BID | $\begin{gathered} \text { ADD } \\ \text { ALIMRRNATE } \\ \text { NO. } 1 \end{gathered}$ | $\begin{gathered} \text { ADD } \\ \text { ALITERNATE } \\ \text { NO. } 2 \end{gathered}$ | 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 bia.

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

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

| BIDDER | BID <br> BOND | GUARANTGED <br> CAPACITY, KW | TOTAL BID | PRICE/KW | TIMR OF <br> COMPLETION |
| :--- | :---: | :---: | :---: | :---: | :---: |
| Flectric Company | $5 \%$ | 12,150 | $\$ 1,149,700$ | $\$ 94.62$ | 340 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

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, willmeet in the Regents' Room (209)
Members:
Regent Connally, Chairman
Regent Erwin
Regent Madden
Regent OlanChairman Heath, Ex Officio Member
Page No.
A. Joint Meeting of Medical Affairs and Buildings and ..... 24
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 ..... 38
(59th Legislature) Transfer of Moody StateSchool from Board for Texas State Hospitalsand Special Schools
2. Dental Branch: Establishment of an ..... 39
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 Schoolis merated and maintained by the Medical Branch under the terms of Interagency Contract No. 4413-841.

Dean John Victor O1son of the Dental Branch submits on behalf of This 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 personne1, 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 $125,000 \mathrm{sq}$. 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

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Time: 10:00 a.m., Friday, February 7
    10:30 a.m., Saturday, February 8
Place: Regents' Room, Main Building 209
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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 channell 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 fermission 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, hall 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 SYSTEMWIDE POLICIES FOR MONEY AND SECURITIES INSURANCE, BLANKET POSITION (FIDELITY) BOND, AND BOILER AND MACHINERY INSURANCE. --The Administration's recommenddion is on the following page.

THE UNIVERSITY OF TEXAS OFFICE OF THE COMPIROLLER

AUSTIN 12

SPECIAL ITEM
January 21, 1964

SYSTEMM-WIDE - RATIFICATION OF AWARDS OF CONTRACTS ON BLANKET SYSTEM-WIDE POLICIES FOR MONEY AND SECURITIES INSURANCE, BLANKET POSITION (FIDELITY) BOND, AND BOILER AND MACHINERY INSURANCT.--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:

Premium
Money and Securities Insurance Policy Hartford Accident and Indemnity Company, Hartford, Connecticut. Agent: Nieman, Hanks, and Puryear, Austin, Texas.
\$2,388. 29
Blanket Position (Fidelity) Bond - The
Travelers Indemnity Compeny, Hartford, Connecticut. Agent: Consolidated Insurance Agency, Austin, Texas.

$$
4,219.40
$$

Boiler and Machinery Insurance Policy - The Hartford Steam Boiler Inspection and Insurance
Company, Hartford, Connecticut. Agent:
Consolidated Insurance Agency, Austin, Texas 24,670.00
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
J.адиаху 2. 2 ....26

ro:<br>Chairman W. W. Heath<br>FROM:<br>Betty Anne Thedford<br>subject:<br>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 Rehis and Regulations, Part One, I, 4. 21, the Secretary of the Board makes preparations for all meetings of the hogents. And certainly, it is the variety of duties in addttion to the record keeping that makes the work of this office interesting. In this connection, I order the refreshments for the Regente' meatings. There are other things that we need which will coat a very small amount, as "dutch cobler!', water pitcher and glassea and things of this natyre for which we now pay rental to the cafeteria.

The foregoing rambling statements are a preface to my request for atransfer of $\$ 500$ from the Lila B. Etter Estate Fund to the Spedial Operating Fund of the Board of Regent s .

May 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,

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

B. Vice-Chairman McNeese
C. Regent Brennan
D. Regent Connolly
E. Regent Erwin
F. Regent (Mrs.) Johnson
G. Regent Madden
H. Regent Olan
I. Regent Redditt

## Land \& 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

1. 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. l.
D. Discussion Matters
3. 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
4. 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

## I：PERMANENT UNIVERSITY FUND

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

B．LAND MATTERS：
1．Surface Lease No。 1805 （Renewal of 592），Magnolia Pipe Line Company， Andrews County ${ }_{8}$（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
5．Pipe Line Easement No。 1809，Union Texas Petroleum，a Division of Allied Chemical Corporation，Upton and Reagan Counties．
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。
10．Pipe Line Easement No，1814，Shell Oil Company，Andrews County．
11．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．
16．Pipe Line Easement No．1820，El Paso Natural Gas Company，Andrews County
17．Pipe Line Easement No．1821，Humble Oil \＆Refining Company，Andrews County．
18．Pipe Line Easement No．1822，Texaco Inc．，Ward County．
19．Pipe Line Easement No．1823，El Paso Natural Gas Company，Crockett County。
20．Pipe Line Easement No。1824（Renewal of 618），Phillips Petroleum Company， Andrews County．
21．Pipe Line Easement No．1825，Phillips Petroleum Company，Crane County．
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．
25．Surface Lease No。1829，（Tank Battery），Phillips Petroleum Company， Crockett County
26．Pipe Line Easement No。1830，Phillips Petroleum Company，Crockett County．
27．Pipe Line Easement No．1831，Phillips Petroleum Company，Andrews County．
28．Power Line Easement No。1832，Southwest Texas Electric Cooperative，Inc．， Upton，Crockett，Pecos and Reagan Counties．
29．Pipe Line Easement No。1833（Renewal of 615），Humble Pipe Line Company， Andrews County．

30．Pipe Line Easement No．1834，Magnolia Pipe Line Company，Andrews County。
37．Pipe Line Easement No。1835，Magnolia Pipe Line Company，Andrews County
32．Pipe Line Easement No．1836，Magnolia Pipe Line Company，Andrews 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
39．Grazing Lease No． 902 （Renewal of 757），Three Kers，Ltd．，Ward County．
40．Grazing Lease No． 903 （Renewal of 774），Doyle Wheeler，Lamar County．
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．
46．Material Source Permit No．258，Parker \＆Parker，Inc．，Andrews County
47．Power Line Easement No．1784，Texaco Inc．，Andrews County－Correction of Description。
48．Grazing Lease No．850，E．L。Hawkins，Pecos County－Amendment to Lease
49．Mineral Lease No．3，W．M．Clayton，Crane County－Assignment to Bo Ho Mansell and Amendment to Lease．
50．Water Contract No．98，Pan American Petroleum Corporation，Andrews County－Amendment of Terms of Contract．

C．DISCUSSION MATTERS：
1．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．

A．INVESTMENT MATTERS：
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．

Bo GIFT，BEQUEST AND ESTATE MATTERS：
I．M．Do Anderson Hospital and Tumor Institute－Establishment of Dorothy Calvert McLeod Fund for Patient Care．

C．REAL ESTATE MATTERS：
I。 Hogg Foundation：W．C．Hogg Memorial Fund－Extension of Lease to 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 Bo 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：
1。 Main University－Mary Heard Ellis Estate－Executors＇Fees．
2．Main University－Hogg Foundation－Progress Report on Miss Ima Hogg＇s Plans on Mineral and Royalty Interests．
3．Main University－Archer Mo 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 。

[^2]

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

## FUNDS GROUPED FOR INVESTMENT

(Continued)

| Mavis Alexander Fitzgerald Awards ( $\$ 155.54$ already in Grouped) | 1.73 |
| :---: | :---: |
| Mary E. Gearing Bequest for Child Welfare and Parent Education Foundation <br> ( $\$ 17,298.47$ already in Grouped) | 350.07 |
| Hal P。Bybee Memorial Fund (Geology Foundation) <br> ( $\$ 64,743.58$ 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) <br> ( $\$ 20,633.54$ already in Grouped) | 5,834.71 |
| Dr. Fo L. Whitney Memorial Scholarship Fund (Geology Foundation) <br> ( $\$ 7,720.00$ 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) | 5,726.80 |
| Lora Lee Pederson Scholarship Fund, Graduate School of Social Work <br> ( $\$ 1,453.94$ already in Grouped) | 12.67 |
| W. F. Gidley Appreciation Endowment Fund (Pharmaceutical Foundation) <br> ( $\$ 1,638.51$ 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) <br> ( $\$ 2,355.68$ 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 （Medical Branch） <br> （\＄13，185．00 already in Grouped） | \＄1，000．00 |
| :---: | :---: |
| Standard Oil Company（New Jersey）Capital Stock，transferred at market close ll／29／63 of 71 （close as of last business day of the quarter）to the following funds： |  |
| Hal P。Bybee Memorial Fund－ 179 Shares （Geology Foundation） <br> （ $\$ 65,278.58$ already in Grouped） | 9，514．00 |
| Frederick W．Simonds Memorial Scholarship－ 10 Shares （Geology Foundation） <br> （ $\$ 10,575.00$ already in Grouped） | 710.00 |
| Dr．F．L．Whitney Memorial Scholarship Fund－ 35 Shares （Geology Foundation） <br> （ $\$ 8,205.00$ already in Grouped） | 2，485，00 |
| 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 l，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 | \＄110．00 |
| :---: | :---: |
| （College of Business Administration Foundation） （ $\$ 31,925.04$ already in Grouped） |  |
|  |  |
| Mary E．Gearing Bequest for Child Welfare and |  |
| （\＄17，648．54 already in Grouped） |  |
| Robert H．Cuyler Memorial Scholarship （Geology Foundation） | 20.00 |
| （\＄11，157．42 already in Grouped） |  |
| Dr。F。L。Whitney Memorial Scholarship Fund （Geology Foundation） | 5.00 |
| （\＄10，690．00 already in Grouped） |  |
| Hal P．Bybee Memorial Fund （Geology Foundation） | $1,746.00$ |
| （\＄74，792．58 already in Grouped） |  |
| Senior Class Endowment Fund （Pharmaceutical Foundation） （ $\$ 5,056.95$ already in Grouped） | 10.00 |

Additions to Be Made to Funds Grouped March I． 1964

Respectfully submitted<br>STAFF INVESTMENT COMMITTEE J．C．Dolley，Vice Chancellor（Fiscal Affairs） Wm．W．Stewart，Endowment Officer Mary E．Cook，Assistant to the Endowment Officer


（Continued）

| Par Value or | Description | Book Value$11 / 30 / 63$ | Current Yield |  | Current Mkt．Price 11／29／63＊ |  | Current Mkt。Value 11／29／63奐 |  | \％of Total |  | Estimated Annual Income |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| No．Shs． |  |  | Book | Market |  |  | Book | Market |  |  |
|  | Corporate Bonds：（Continued） <br> Public Utility Corporations Bonds－－ | 9，970，00 | 2．78\％ | 3．27\％ | 84－7／8 |  |  |  | \＄ | 8，487．50 | 0．47\％ | 0．29\％ | \＄ | 277．50 |
| \＄10，000 | ```American TeI. & Telo Co. 2-374% Debs., due 10/1/75``` |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 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 E 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 |  | 8 |  |  |
| 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 $1,141.86$ |  |  |
| 26,000 | Ditto，4－3／8\％Series V Bonds，due 6／1／92 | 25，873．56 | 4.41 | 4.35 | 101 | L（2） |  | 26，260．00 | 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 $E$ Light Co。First Mtge。 $3-1 / 8 \%$ Bonds，due 2／1／86 | 5，025．65 | 3.09 | 3.15 | 98－1／2 | 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 $\varepsilon$ Power Co．First Mtge．Bonds， $3-1 / 48$ 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 TeI。 $\varepsilon$ Tel．Co。 $3-1 / 8 \%$ Debs．， due $12 / 15 / 88$ | 15，235．75 | 3.00 | 3.76 |  | $B(2)$ |  | 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 | 0.20 | 0.14 |  | 187.54 |  |  |
| 26,000 | Ditto，4－1／2\％Debso，due 7／1／2002 | 26，507．78 | 4.36 | 4.38 | 101－1／2 | $B(2)$ |  | 26，390．00 | 1.23 | 0.91 |  | 1，156．98 |  |  |
| 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 |  | （2） |  | 11，520，00 | 0.57 | 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 | Northem 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\％ 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 |  |  |


| $\begin{gathered} \text { Par Value } \\ \text { or } \\ \text { No. Shs. } \\ \hline \end{gathered}$ | Description | $\begin{gathered} \text { Book Value } \\ 11 / 30 / 63 \end{gathered}$ | Current Yield |  | Current Mkt．Price 11／29／63\％ |  | Current Mkt．Value 11／29／63 |  | \％of Total |  | Estimated Annual Income |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Book | Market |  |  | Book | Market |  |
|  | Corporate Bonds：（Continued） |  |  |  |  |  |  |  |  |  |  |  |  |
| \＄30，000 | Ohio Power Co．First Mtge．Bonds， $4-5 / 8 \%$ Series，due 4／1／89 | \＄29，904．12 | 4．65\％ | 4．51\％ | 102－3／4 | B（2） | \＄ | 30，825．00 | 1．39\％ | 1．07\％ | \＄1，391。26 |
| 5，000 | Oklahoma Gas $\varepsilon$ Electric Co．First Mtge。Bonds， 4－1／2\％Series，due 1／1／87 | 5，073．79 | 4．37 | 4．39 | 101 | B（2） |  | 5，050．00 | 0.24 | 0.17 | 221．86 |
| 5 2000 | Pacific Gas $\varepsilon$ Electric Co。First $\varepsilon$ Refo Mtge。 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 | $B(2)$ |  | 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.E Tel.Co. 2-7/8% Debso, 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 6 Refo 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 $\varepsilon$ Gas Co．First $\varepsilon$ 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．$\varepsilon$ 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 $\varepsilon$ Refo Mtge Bonds；3－5／8\％Series G，due 4／15／81 | 9，796．65 | 3． 82 | 4．15 | 90－1／8 | $L(2)$ |  | 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\％Debso， due 5／l／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， 3－1／4\％Series，due 5／1／82 | 9，516．41 | 3.69 | 4.09 | 85－3／4 | B（2） |  | 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 $\varepsilon$ Light Co。3－1／8\％First Mtge。 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， 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 |




| $\begin{aligned} & \text { Par Value } \\ & \text { or } \\ & \text { No. Shs. } \\ & \hline \end{aligned}$ |  | Description | Book Value$11 / 30 / 63$ |  | Current Yield |  | Current Mkt. Price 11/29/63* | Current <br> Mkt. Value <br> 11/29/63* |  | \% of Total |  | Estimated Annual Income |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Book |  |  | Market | Book |  |  |  | Market |  |  |
| 4. $\frac{\text { Common }}{\text { Industrial }} \frac{\text { Stocks: (Continued) }}{\text { (Continued) }}$ |  |  |  |  |  |  |  |  |  |  |  |  |  |
| FOOD AND HOUSEHOLD: |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 416 | Shs. |  | Borden Company | \$ | 11,844.27 | 6.67\% | 2.98\% | 63-3/4 | \$ | 26,520.00 | 0.55\% | 0.92\% | \$ | 790.40 |
| 200 | " | Coca-Cola Company |  | 17,808.21 | 3.03 | 2.57 | 104-7/8 |  | 20,975,00 | 0.83 | 0.73 |  | 540.00 |
| 375 | " | Colgate-Palmolive Company |  | 5,590.55 | 8.05 | 2.96 | 40-1/2 |  | 15,187,50 | 0.26 | 0.52 |  | 450.00 |
| 600 | " | General Foods Corporation |  | 17,020.21 | 7.05 | 2.31 | 86-5/8 |  | 51,975,00 | 0.79 | 1.80 |  | 1,200.00 |
| 600 | " | National Biscuit Company |  | 17,874.00 | 5.37 | 2.80 | 57-1/8 |  | 34,275.00 | 0.83 | 1.19 |  | 960.00 |
| 376 | " | National Dairy Products Corporation |  | 17,808.24 | 4.65 | 3.43 | 64-1/8 |  | 24,111.00 | 0.83 | 0.83 |  | 827.20 |
|  |  | Total Food and Household |  | 87,945.48 | 5.42 | 2.76 |  |  | 173,043.50 | 4.09 | 5.99 |  | 4,767.60 |
| METALS-NONFERROUS: |  |  |  |  |  |  |  |  |  |  |  |  |  |
| $\begin{aligned} & 400 \\ & 400 \end{aligned}$ | Shs. | American Smelting $\varepsilon$ Refining Company |  | 24,194.82 | 4.63 | 3.38 | 82-3/4 |  | 33,100.00 | 1.13 | 1.14 |  | 1,120.00 |
|  | " | International Nickel Co, of Canada, Ltd. |  | 7,859,00 | 12.22 | 3.75 | 64 |  | 25,600.00 | 0.36 | 0.89 |  | 960.00 |
|  |  | Total Metals-Nonferrous |  | 32,053.82 | 6.49 | 3.54 |  |  | 58,700,00 | 1.49 | 2.03 |  | 2,080,00 |
| OFFICE EQUIPMENT: |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 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 |
| 200 Shs. |  | PAPER PRODUCTS: <br> Kimberly-Clark Corporation |  | 14,016.92 | 2.85 | 3.00 | 66-5/8 |  | 13,325.00 | 0.65 | 0.46 |  | 400.00 |
| 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 |
|  |  | Total Petroleum Products |  | 169,361.66 | 6044 | 3.68 |  |  | 296,554.63 | 7.88 | 10.25 |  | 10,912.80 |


| $\begin{aligned} & \text { Par Value } \\ & \text { or } \\ & \text { No. Shs. } \\ & \hline \end{aligned}$ |  | Description | Book Value | Current Yield |  | Current Mkt。 Price 11／29／63＊ | Current <br> Mkt．Value <br> 11／29／63＊ | \％of Total |  | Estimated Annual Income |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | 11／30／63 | Book | Market | Book |  |  | Market |  |
|  |  |  |  |  |  |  |  |  |  |  |
| $\begin{aligned} & 500 \text { Shs。 } \\ & 212 \text { " } \end{aligned}$ |  |  | STEEL E IRON： 750 |  |  |  |  |  |  |  |  |
|  |  | Bethlehem Steel Corporation | 20，537．78 | 3.65 | 4．86 | 30－7／8 | 15，437．50 | 0.95 | 0.53 | 750.00 |
|  |  | United States Steel Corporation | 16，714．22 | $\underline{2.54}$ | 3.71 | 53－7／8 | 11，421．50 | 0.78 | 0.40 | 424，00 |
|  |  | Total Steel $\varepsilon$ Iron | 37，252．00 | 3.15 | 4.37 |  | 26，859，00 | 1.73 | 0.93 | 1，174，00 |
| 604 | Shs． | TIRES $\varepsilon$ RUBBER： Goodyear Tire $\varepsilon$ Rubber Company | 20，487．95 | $\underline{2.95}$ | $\underline{2.45}$ | 40－7／8 | $24,688.50$ | 0.95 | 0.85 | 604．00 |
| 1200 Shs． |  | TOBACCO PRODUCTS： |  |  |  |  |  |  |  |  |
|  |  | R。 Jo 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 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 $\varepsilon$ 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 E Electric Company | 13，421．64 | 5.54 | 3.54 | 35 | 21，000．00 | 0.62 | 0.73 | 744.00 |
| 800 | ＂ | Cincinnati Gas $\varepsilon$ 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 | 1，140．00 |
| 800 | ＂ | Oklahoma Gas $\varepsilon$ Electric Company | 13，030．30 | 4.42 | 2，84 | 25－3／8 | 20，300．00 | 0.61 | 0.70 | 576.00 |
| 900 | ＂ | Pacific Gas $\varepsilon$ 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 |




* Market close November 29, 1963, The Wall Street Journal, unless otherwise indicated.
(1) Average of Bid-Ask, November 29, $1963, \mathrm{C}$ 。 J. Devine $E$ CO.
(2) Bid price, last sale or average of Bid-Ask as of November 29, 1963, Bond Guide. (Standard $\varepsilon$ 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

| Fund | Fund Balance 12/1/63* | Total Units 9/1/63 | Units <br> Issued <br> 12/1/63\# | $\begin{gathered} \text { Total } \\ \text { Units } \\ 12 / 1 / 63 * \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: |
| MAIN UNIVERSITY FUNDS: |  |  |  |  |
| American Association of University Women |  |  |  |  |
| Fellowship . . . . . . | 10,001.00 | 10,255 | - | 10,255 |
| Belle Clayton Atkeisson Scholarship. | 5,000.00 | 2,782 | po | 2,782 |
| Ballinger and Jack Law Fund. | 1,000.00 | 1,061 | -- | 1,061 |
| Eugene C. Barker History Collection. | 2,500.00 | 2,651 |  | 2,651 |
| Lillian Barkley Scholarship Fund | 2,912.85 | 1,508 | 12 | 1,620 |
| W. J. Battle Scholarship in Classical |  |  |  |  |
| Languages. | 2,750.00 | 2,916 | -- | 2,916 |
| W. J. Battle Fellowship in Greek | 36,000.00 | 23,218 | -- | 23,218 |
| Harriet F. Batts Art Scholarship |  |  |  | 1,742 |
| The Henry Beckman Fund (College of |  |  |  |  |
| Engineering) . . . . | 10,000.00 | 6,605 | -- | 6,605 |
| Albert A. Bennett Mathematics Prizes | 4,602.77 | 3,551 | -- | 3,551 |
| The Herbert S. Bonham Law Scholarship. | 30,000.00 | 19,711 | -- | 19,711 |
| Bromberg Memorial Fund for Faculty Avands. | 28,500.00 | 16,980 | -- | 16,980 |
| Florence Ralston Brooke Austin High School |  |  |  | 2,086 |
| Books. | 17,681.15 | 14,082 | -- | 14, 082 |
| Florence Ralston Brooke Scholarship in |  |  |  |  |
| English Fund | 4,160.30 | 4,159 | -- | 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 |  | - |  |
| Thomas Frederic Bush Scholarship Fund. | 20,553.58 | 14,689 | =- | 14,689 |
| * College of Business Administration Foundation: |  |  |  |  |
| The Accounting Education Fund . | 31,925.04 | 18,194 | 94 | 18,288 |
| The Marquis G. Eaton Accounting |  |  |  |  |
|  | 13,047.00 | 8,020 | -- | 8,020 |
| J. Anderson Fitzgerald Special Scholarship |  |  |  |  |
| Fund - … - . . . . | 3,700.03 |  | 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 |
| vilila M. Casis Fellowship. | 5,000.00 |  | - |  |
| Lilia Mo Casis Spanish Research Fund | 5,607.40 | 5,609 | -- | 5,609 |
| Chemistry Fund - Various Donors for |  |  |  |  |
| Various Purposes . . - | 5,200.00 | 2,884 | -- | 2,884 |
| Chimes Scholarship Fund. . . . . | 1,240.40 | 1,045 | $\cdots$ | 1,045 |
| Mrma Dallenbach Clark Fellowship in 1, |  |  |  |  |
| Psychology | 18,365.51 | 10,832 | 90 | 10,922 |
| Cora Crawfora Scholarship. | 5,000.00 | 5,303 | 0 | 5,303 |
| The I. Ho Cullum Fund. | 20,000.00 | 10,882 |  | 10,882 |
| Do A. Ro Scholarship .-.-. | 8,488.13 |  | 12 |  |
| Daily-Times Herald Scholarship | 5,000.00 | 5,303 | -- | 7,54 5,303 |
| John Wallace Dallenbach Fellowship in 5,303 |  |  |  |  |
| Psychology . . . . . . | 42,529.70 | 29,406 | 245 |  |
| Karl Mo Dallenbach Scholarship in Peychology | 2,000.00 | 1,152 | $\cdots$ | 1,152 |



| Fund | $\begin{gathered} \text { Fund } \\ \text { Balance } \\ 12 / 1 / 63^{*} \end{gathered}$ | Total Units 9/1/63 | Units <br> Issued $12 / 1 / 63 \#$ | $\begin{aligned} & \text { Total } \\ & \text { Units } \\ & 12 / 1 / 63^{*} \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: |
| MAIN UNIVERSITY FUNDS: (Continued) - |  |  |  |  |
| Clarence E. Gilmore Prize. . | 1,000.00 | 1,061 | - | 1,061 |
| Frances Eggleston Goldbeck Scholarship | 21,396.97 | 19,285 | - | 19,285 |
| Mary Cornelia Gregory Scholarship. - | 1,250.00 | 1,222 | -- | 1,222 |
| Ima Hogg Scholarship in Mental Hygiene | 23,111.17 | 15,210 | - | 15,210 |
| Richard Holdsworth Memorial Scholarship Fund in Business Administration . | 10,000.00 | 8,928 | - | 8,928 |
| Home Economics Club Scholarship. | 11,504.30 | 10,160 | - | 10,160 |
| The John Dorlin Howson and Emilie Wheelock |  |  |  |  |
| Howson Scholarships Fund . . . . . | 10,000.00 | 6,581 | -- | 6,581 |
| Interfraternity Council Scholarship Fund | 3,000.00 | 3,000 | - | 3,000 |
| Interfraternity Council - Panhellenic Council Trust Fund | 65,118.88 | 39,215 | -- | 39,215 |
| Moses and Adel Iralson Scholarship | 1,000.00 | 954 | $\cdots$ | 954 |
| W. A. James Scholarship Fund . | 19,249.25 | 12,668 | - | 12,668 |
| \% Junior Fellows Program: |  |  |  |  |
| Faith Foundation Gift. | 20,000.00 | 9,941 | - | 9,941 |
| Beaumont Stinnett Fund | 1,800.00 | 895 | -* | 895 |
| Kappa Epsilon Scholarship Fund | 1,041.79 | 743 | 6 | 749 |
| Frank Kell Library Fund. . . | 27,200.00 | 25,607 | 496 | 26,103 |
| Bobby Layne Scholarship Fund | 5,726.80 | -- | 2,840 | 2,840 |
| I. M. Lewis Memorial Fund in Bacteriology. | 1,672.95 | 1,298 | -- | 1,298 |
| The Margaret Jane McKinney Lewis Fellowship |  |  |  |  |
| Library Memorial Fund - Various Donors | 501.35 | 247 | - | 247 |
| Mr. and Mrs. L. F. McCollum Scholarship Department of Petroleum Engineering. | 3,825.00 | 2,297 | - | 2,297 |
| Dr. John O. McReynolds Memorial Award in |  |  |  |  |
| Pre-Medical Studies. | 6,000.00 | 3,933 | $\cdots$ | 3,933 |
| Mrs. Jane Gregory Marechal Fndowment Fund. | 30,765.28 | 15,850 | - | 15,850 |
| , Sidney E. Mezes Fund . | 20,000.00 | 18,187 | - | 18,187 |
| Lourania Miller Scholarship in Greek or Latin | 6,416.48 | 3,323 | -- | 3,323 |
| . The Roger Q. Mills Scholarship Fund. | 37.50 | 25 | -- | 25 |
| Mortar Board Endowment | 488.36 | 446 | -- | 446 |
| Music Scholarship Fund . | 80.00 | 85 | -- | 85 |
| Roswell Standish Nothwang Bequest. | 7,971.69 | 4,067 | $\cdots$ | 4,067 |
| LaVerne Noyes Foundation . . | 45,129.63 | 29,638 | - | 29,638 |
| Charles D. Oldright Fellowship in Philosophy | 17,747.24 | 17,559 | -- | 17,559 |
| S. H. Osmond Scholarship Fund. | 869.47 | 688 | -- | 688 |
| Panhellenic Scholarship Fund | 20,000.00 | 19,375 | -- | 19,375 |
| VB. Iden Payne Fund, College of Fine Arts | 5,325.00 | 2,963 | - | 2,963 |
| Peabody Scholarship in Education . . . . . | 6,000.00 | 6,363 | - | 6,363 |
| Lora Lee Pederson Scholarship Fund, Graduate <br> School of Social Work. |  |  |  |  |
| School of Social Work. . . . . . . . . . Pharmaceutical Foundation: | 1,466.61 | 754 | 6 | 760 |
| Raoul Rene Daniel "Daddy" Cline |  |  |  |  |
| Memorial Endowment Fund. | 721.94 | 466 | - | 466 |
| W. F. Gidley Appreciation Endowment Fund | 1,660. 56 | 952 | 11 | 963 |
| The Senior Class Endowment Fund. | 5,056.95 | 2,752 | 74 | 2,826 |
| Various Donors - . . . . ${ }^{\text {Pharmaceutical }}$ | 7,187.58 | 4,393 |  | 4,393 |
| Pharmaceutical Research Fund Alma Jecobs House Piner Fund | 647.50 | 647 | - | 647 |
| Alma Jacobs House Piner Fund . . . . | 6,192.53 | 3,611 | 30 | 3,641 |
| Milton Brockett Porter Memorial Fund | -37.04 | 2, 20 | 1 | 3, 21 |
|  | 3,333.34 | 3,535 | $\cdots$ | 3,535 |
| Mattie B. Randall Scholarship Fund | 5,734.67 | 4,980 | - | 4,980 |


| Fund | Fund Belance 12/1/63* | Total <br> Units <br> 9/1/63 | Units Issued 12/1/63\# | $\begin{aligned} & \text { Total } \\ & \text { Units } \\ & 12 / 1 / 63^{*} \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: |
| MATN UNIVERSITY FUNDS: (Continued) |  |  |  |  |
| DeWitt Reddick Journailsm Scholarship Fund | 2,990.76 | 1,582 | 18 | 1,600 |
| Jomes M. Rockwell and Sarah Wade Rockwell |  |  |  |  |
| 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 Schatier 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 | -- | 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 |
| $\checkmark$ Jack G. Taylor Endowment Fund. . . | 1,249.67 | 805 | -- | 805 |
| Texas Federation of Women's Clubs |  |  |  |  |
| Scholarship and Loan Fund. - | 3,500.00 | 3,712 | -- | 3,712 |
| DeRossette Thomas Fund for the Asa Mitchell |  |  |  |  |
| Guidance Center. | 25,000.00 | 17,540 | -- | 17,540 |
| John Charles Townes Foundation: |  |  |  |  |
| Carl Abramson Fund . | 281.19 | 185 | -- | 185 |
| Gerwood-Clayton Fund | 19,055.79 | 12,54I | -- | 12,541 |
| Wright Chalfant Morrow Fund. | 5,331.30 | 3,509 | -- | 3,509 |
| U. D. C. Scholarship . . . | 5,000.00 | 5,303 | -- | 5,303 |
| David M. Warren and Alvah Meyer Warren |  |  |  |  |
| Journalism Scholarship Fund. - . | 13,886.29 | 11,673 | -- | 11,673 |
| - David M. Warren and Alvah Meyer Warren <br> Journalism Prizes Endowment Fund . . . . . 2,000.00 1,866 -. 1,866 |  |  |  |  |
| Fdith Pye Weeden Fund. . | 1,000.00 | 970 | -- | 970 |
| O. 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 |  |  |  |  |
|  |  |  |  |  |
| M. D. Anderson Foundation Fund for |  |  |  |  |
| Purchase of Books. . . . . | 25,000.00 | 16,628 | -- | 16,628 |
| Frances King Black Memorial Fund for |  |  |  |  |
| Cancer Research. | 6,066.10 | 3,826 | -- | 3,826 |
| A. J. Gruner and Howard Levy Memorial |  |  |  |  |
| Melanoma Research Fund ${ }^{\text {Mary Isabella Love Fund for Research of }}$ | 1,408.97 | 850 | $\cdots$ | 850 |
| *Mary Isabella Love Fund for Research of |  |  |  |  |
| Dorothy Calvert McLeod Fund for Patient Care | 13,785.44 |  | 6,837 | 6,837 |
| Mary Adline Gillespie Nixon Fund 6, 6,837 6,031 |  |  |  |  |
| for Cancer Research. ${ }_{\text {The }}$ Robert and Esther Stadtier Lectures Fund | 4,749.40 | 2,524 | -- | 2,524 |
| The Sophie Caroline Steves Endowment Fund | 13,700.00 | 8,069 | -* | 8,069 |
| for Cancer Research. . . . | 38,225.58 | 25,959 | - | 25,959 |
| University Cancer Foundation: 2, 2,959 |  |  |  |  |
| The Agnes Vaughan Boazman Memorial Fund for Cancer Research. | 4,251.98 | 2,494 | -* | 2,494 |
| ${ }^{*}$ for Cancer Research. . . . . . . | 386.46 | 243 | -- | 243 |


| Fund | $\begin{gathered} \text { Fund } \\ \text { Balance } \\ 12 / 1 / 63^{*} \end{gathered}$ | Total Units 9/1/63 | Units Issued 12/1/63\# | $\begin{aligned} & \text { Total } \\ & \text { Units } \\ & 12 / 1 / 63^{*} \\ & \hline \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: |
| TEXAS WESTERN COITEGE FUNDS: |  |  |  |  |
| Grace Ann Beal Memorial Fund | \$ 1,625.00 | 964 | -- | 964 |
| C. D. Belding Memorial Fund. | 4,647.00 | 3,125 | -- | 3,125 |
| Frank B. Cotton Trust. . - | 13,833.24 | 8,081 | -- | 8,081 |
| DKG - Yvette C. Rosenthal Scholarship Fund | 2,500.00 | 2,049 | -- | 2,049 |
| Davis and Bertha Green Scholarship Fund. | 2,000.00 | 994 | -- | 994 |
| Percival Henderson Gift for Engineering 3 |  |  |  |  |
|  |  |  |  |  |
| Lucy Claire Hoard Scholarship Fund | 1,900.00 | 1,685 | -- | 1,685 |
| Dr. J. M. Roth Memorial Fund | 1,250.20 | 849 | -- | 849 |
| William L. Staley Fund . . . . . . . | 15,000.00 | 7,470 | - | 7,470 |
| Student General Property Deposits Fund | 23,529.77 | 13,807 | -* | 13,807 |
| , Reserve for Profit and Losses on Sale of <br> Investments. . . . . . . . . . . . . . 46,144.33 |  |  |  |  |
| TOTALS . . | \$2,200,160.91 | ,434,275 | 25,289 | $\underline{1,459,564}$ |

**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

## OUTLINE <br> RECOMMENDA TIONS OF ADMINISTRATION <br> TO <br> 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 $\overline{\mathrm{CAPS}}$ :
I. Permanent University Fund
A. Investment Matters - PURCHASES, SALES AND CALLS Since Last Report

| 1. Corporate Bonds $\$ 1,996,400$ Purchased | $\mathrm{L}-1$ |
| :--- | :--- |
| (Total Principal Cost) |  |$\quad \mathrm{L}-7$

3. Sales of Corporate Securities $\$ 85.08$
4. Calls of Corporate Securities $\$ 304,473.30$ L- 8
B. Investment Program
Annual REVIEW of Investment Practices
Separate Bound Book
C. Land Matters
5. Easements Nos. 1805-1842 L~10
6. Grazing Leases Nos. 902 and 903 L-14
7. Material Source Permits Nos. 253-258 L-14
8. Easement No. 1784 - Correction of Description L-15
9. AMENDMENT to Grazing Lease No. 850 L-15
10. Assignment of Mineral Lease No. 3 and AMENDMENT L-15
11. AMENDMENT of Terms of Water Contract No. 98 L-15
II. Trust and Special Funds
A. Report of Securities
12. PURCHASES Approximately $\$ 800,493.74$
(Principal Cost) $\quad$ L-17
```
3. CALLS Approximately \(\$ 15,155.87\)
(Total Principal Proceeds)
```

B. Program, Investment

Report on Trust and Special Funds Investments -
Separate Bound Book
C. Gift, Bequest and Estate Matters

$$
\begin{array}{ll}
\text { Dorothy Calvert McLeod Fund for Patient Care } & \text { L-20 } \\
\text { (M. D. Anderson Hospital and Tumor Institute) }
\end{array}
$$

D. Real Estate Matters

1. Hogg Foundation - W. C. Hogg Memorial Fund
a. Extension of Lease to Houston Poster Advertising
Company, McAshan Property, Houston
$\begin{array}{ll}\text { b. Extension of Time Reganding Sale of } & \text { L-22 } \\ \text { Main and Clay Property in Houston }\end{array}$
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)
E. Bond Matters *
Student Housing Revenue Bonds of 1963 - Recommendation L-23
for Adoption of Resolution Authorizing Is suance 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
9. 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 ${ }^{\prime} 73$ 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. Brennan
Regent H. Frank Connally, Jr.
Regent Frank C. Erwin, Jr.
Regent (Mrs.) J. Lee Johnson III
Regent Wales H. Madden, Jr.
Regent Levi A. Olin
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 is 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 <br> 1964-65 CLASSIFIED PERSONNEL PAY PLAN FOR <br> 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 l, 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 sub-- mitted 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 |
| :--- | :--- |
| Chief | Code Number |
| Chiedical Records Librarian | 0510 |
| Chief Pharmacist Technician | 1125 |
| Director Social Service | 1305 |
| Director Occupational Therapy | 1415 |
| Executive Housekeeper | 1530 |

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 | Code 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 celling 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.

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 recomendation 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 legisiature 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
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 recomendations.

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

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.

ff
Attachments
Distribution of Approved Copies:
Office of the Chancellor
Mr. James H. Colvin
Mr. G. C. Starnes
University Personnel Office

| Code | Title | $\begin{gathered} \text { Monthly } \\ \text { Range } \\ \hline \end{gathered}$ |  | Annual <br> 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 | 565-710 | (D5) | 6780-8520 | 41 | NCC |
| 6043 | Humanities Research Center Librarian | 565-710 | (D5) | 6780-8520 | 41 | NCC |
| 6045 | Latin American Collections Librarian | 565-710 | (D | 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 |
| 6049 | 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 |
| 6230 | Interscholastic Journalism Director | 514-650 | (D6) | 6168-7800 | 39 | NCC |
| 6310 | Intramurals Assistant | 181-225 | (D7) | 2172-2700 | 17 | NCC |
| 6512 | Professional Actor | 2.00 per hour for rehearsal and perf ormance <br> (D8) |  |  | 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 | Instrument Maker II | 460-592 | (A4) | 5520-7104 | 28 | NCC |
| 4434 | Instrument Maker I | 400-514 | (A4) | 4800-6168 | 25 | \$397 |
| - No | comparable classification |  |  |  |  |  |

Recomended Changes - Page 2
ADD:

| Code | Title |
| :---: | :---: |
| 6015 | Assistant Manager, Wonen's Residence Halls |
| 8021 | Librarian IV |
| 8130 | Interscholastic Activity Director |
| 8487 | Radio-Television Production Assistant II |
| 8488 | Radio-Television Production Assistant I |
| 8519 | Motion Picture Cameraman I |
| 8518 | Motion Picture Cameraman II |

Monthly

## Range

\$460-565 (A5)
620-740 (A6)
$514-650$ (A7)
514-650 (A7)
225-292 (A8)
156-215 (A8)
350-460 (A9)
439-565 (A9)

| Annual <br> Range |
| :--- |

\$ 5520-6780 7440-8880 8880 6168-7800 $2700-3504$
$1872-2580$ 4200-5520 5268-6780

State
Classification Monthly Range
NCC
NCC
NCC
NCC
NCC
\$348-424
\$453-552

CHANGE:

| $\frac{\mathrm{Co}}{\mathrm{Co}}$ | New | Title |
| :---: | :---: | :---: |
| 0000 | 9036 | Clerical Assistant |
| 0001 | 9032 | Clerk |
| 0002 | 9031 | Senior Clerk |
| 0010 | 9021 | Clerk-Typist |
| 0011 | 9020 | Senior Clerk-Typist |
| 0020 | 9014 | Secretary |
| 0021 | 9013 | Senior Secretary |
| 0030 | 9004 | Administrative Assistant |
| 0031 | 9003 | Executive Assistant |
| 0040 | 2312 | Manager, Stenographic Bureau |
| 0050 | 3636 | Transcript Examiner |
| 0051 | 3621 | Assistant Director of Admissions |
| 0052 | 3606 | Assistant Registrar and Registration Supervisor |
| 0055 | 3603 | Assistant Registrar |
| 0069 | 2512 | Supervisor of Workmen's Compensation Insurance |
| 0070 | 2506 | Director of Employee Benefits |
| 0080 | 8061 | Library Assistant |
| 0081 | 8060 | Senior Library Assistant |


| ERCM: |  |  |
| :---: | :---: | :---: |
| $\begin{gathered} \text { Monthly } \\ \text { Range } \\ \hline \end{gathered}$ | Annual Range | $\begin{aligned} & \text { Step } \\ & \text { No. } \end{aligned}$ |
| \$ 128-215 | \$ 1536-2580 | 10 |
| 225-279 | 2700-3348 | 21 |
| 256-319 | 3072-3828 | 24 |
| 235-292 | 2820-3504 | 22 |
| 267-335 | 3204-4020 | 25 |
| 256-305 | 3072-3660 | 24 |
| 279-350 | 3348-4200 | 26 |
| 382-514 | 4584-6168 | 33 |
| 439-592 | 5268-7104 | 36 |
| 400-514 | 4800-6168 | 34 |
| 292-382 | 3504-4584 | 27 |
| 482-620 | 5784-7440 | 38 |
| 514-650 | 6168-7800 | 39 |
| 514-650 | 6168-7800 | 39 |
| 482-592 | 5784-7104 | 38 |
| 539-740 | 6468-8880 | 40 |
| 267-319 | 3204-3828 | 25 |
| 305-350 | 3660-4200 | 28 |


| TO: |  |  |  |  | State Classification |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Monthly |  | Annual |  | Step |  |
| Range |  |  | Range | No. | Monthly Range |
| \$ 128-225 | (C1) | \$ | 1536-2700 | 1 | NCC |
| 235-305 | (C1) |  | 2820-3660 | 13 | \$235-286 |
| 267-350 | (C1) |  | 3204-4200 | 16 | \$268-326 |
| 245-319 | (C2) |  | 2940-3828 | 14 | \$235-286; |
|  |  |  |  |  | 251-305 |
| 279-366 | (C2) |  | 3348-4392 | 17 | \$268-326; |
|  |  |  |  |  | 286-348 |
| 267-350 | (C3) |  | 3204-4200 | 16 | \$268-326 |
| 292-382 | (C3) |  | 3504-4584 | 18 | \$286-348 |
| 419-565 | (c4) |  | 5028-6780 | 26 | \$424-517 |
| 482-650 | (C4) |  | 5784-7800 | 29 | \$552-673 |
| 439-539 | (C5) |  | 5268-6468 | 27 | NCC |
| 305-400 | (C6) |  | 3660-4800 | 19 | NCC |
| 514-680 | (C7) |  | 6168-8160 | 30 | NCC |
| 514-680 | (C7) |  | 6168-8160 | 30 | NCC |
| 514-680 | (C7) |  | 6168-8160 | 30 | NCC |
| 482-650 | (C8) |  | 5784-7800 | 29 | \$552-673 |
| 565-800 | (C8) |  | 6780-9600 | 32 | \$673-820 |
| 279-335 | (C9) |  | 3348-4020 | 17 | NCC |
| 319-366 | (C9) |  | 3828-4392 | 20 | NCC |

Recommended Changes - Page 3


| FROM: |  |  |
| :--- | :--- | ---: |
| Monthly | Annual | Step |
| Range | Range | No. |


| TO: |  |  |
| :--- | :--- | ---: |
| Monthly | Annual | Step |
| Range | Range | No. |

State Classi-

| $\$ 680-835$ | $\$ 8160-10020$ | 45 |
| :---: | :---: | :---: |
| $256-305$ | $3072-3660$ | 24 |
| $305-366$ | $3660-4392$ | 28 |
| $400-482$ | $4800-5784$ | 34 |
| $482-592$ | $5784-7104$ | 38 |
|  |  |  |
| $620-770$ | $7440-9240$ | 43 |


| 45 | \$ | 680-Nmi | (C10) |
| :---: | :---: | :---: | :---: |
| 24 |  | 267-350 | (C11) |
| 28 |  | 305-400 | (C11) |
| 34 |  | 439-592 | (C12) |
| 38 |  | 514-680 | (C12) |
| 43 |  | 620-800 | (C13) |


| \$ 8160-NM | 36 | NCC |
| :---: | :---: | :---: |
| 3204-4200 | 16 | \$268-326 |
| 3660-4800 | 19 | \$305-372 |
| 5268-7104 | 27 | \$453-552 |
| 6168-8160 | 30 | \$552-673 |
| 7440-9600 | 34 | NCC |
| 6468-8520 | 31 | \$552-673 |
| 5520-7104 | 28 | NCC |
| 9240-NM | 39 | \$768-936 |
| 8160-NM | 36 | NCC |
| 7104-9240 | 33 | NCC |
| 6468-8520 | 31 | \$552-673 |
| 7440-9600 | 34 | NCC |
| 6780-8880 | 32 | NCC |
| 8160-NM | 36 | NCC |
| 2820-3660 | 13 | \$268-326 |
| 2820-3660 | 13 | \$286-348 |
| 2940-3828 | 14 | NCC |
| 3660-4800 | 19 | \$305-372 |
| 5268-7104 | 27 | \$453-552 |
| 3660-4584 | 19 | \$326-397 |
| 4392-5520 | 23 | \$372-453 |
| 5028-6468 | 26 | \$424-517 |
| 4200-5268 | 22 | \$348-424 |
| 6168-7800 | 30 | \$552-673 |

\$268-326

Recommended Changes - Page 4
Code

## Title

Systems Analyst and
Programmer II


| FROM: |  |  |
| :--- | :--- | ---: |
| Monthly | Annual | Step |
| Range | Range | No. |

Programmer II
otographic Duplication Supervisor k I tores Clerk II II
$\begin{array}{lll}0405 & 2390 & \text { Chauffour-Stores Clerk, BRC } \\ 0729 & 2506 & \text { Assistant Director, UPO }\end{array}$
RC $\quad 2$ Dormitory Resident

| 0317 | 2230 | Systems Analyst and <br> Programmer II | $\$ 514$ |
| :--- | :--- | :--- | :--- |
| 0320 | 9063 | Photostat Operator | 2 |
| 0321 | 9060 | Photographic Duplication <br> Supervisor |  |
| 0400 | 2397 | Stores Clerk I |  |

Counselor I
ormit ory Resident

$$
\begin{aligned}
& \text { Counselor II } \\
& \text { Games Manager I }
\end{aligned}
$$

$$
\begin{array}{lll}
1046 & 3409 & \text { Games Manager I } \\
1048 & 3442 & \text { Crafts Supervisor }
\end{array}
$$

$$
\begin{array}{lll}
1048 & 3442 & \text { Crarts Supervi: } \\
1110 & 3105 & \text { Psychologist I }
\end{array}
$$

$$
\begin{array}{lll}
1110 & 3105 & \text { Psychologist I } \\
1111 & 3104 & \text { Psychologist I }
\end{array}
$$

$$
\begin{array}{lll}
1111 & 3104 & \text { Psychologist II } \\
1112 & 3103 & \text { Psychologist III }
\end{array}
$$

$$
\begin{array}{lll}
1112 & 3103 & \text { Psychologist III } \\
1120 & 3122 & \text { Psychometrist I }
\end{array}
$$

$$
11213121 \text { Psychometrist II }
$$

$$
\begin{array}{llll}
1121 & 3121 & \text { Psychometrist II } & 366-460 \\
2230 & 2238 & \text { Computer Programmer I } & 482-592 \\
2231 & 2237 & \text { Computor Proorammer TT } & 514-630
\end{array}
$$

$$
\begin{array}{llll}
2230 & 2238 & \text { Computer Programmer I } & 482-592 \\
2231 & 2237 & \text { Computer Programmer II } & 514-620
\end{array}
$$

$$
22322236 \text { Computer Programmer III }
$$

$$
\begin{array}{lll}
2232 & 2236 & \text { Computer Programmer } \\
2301 & 2363 & \text { Laboratory Stores }
\end{array}
$$

Assistant
aboratory Services
Supervis or
rocurement officer
23032322 Procurement Officer
28038203 Translator

439-539

30005091 Draftsman I | $379-366$ |
| :--- | :--- |

30015090 Draftsman II 382-514

30035079 Cartographic Technician I 292-382
30045078 Cartographic Technician II 382-514
30155000 Architect and Assistant
to the Comptroller


State Classification Monthly Range

## \$590-719

 \$251-305\$348-424 \$235-286 \$305-372 NCC \$673-820

NCC
NCC
NCC
NCC
\$453-552
$\$ 45$
\$590-719
NCC
\$453-552
\$552-673 \$590-719 \$630-768

NCC
3828-5028 20 NCC

4584-5784 $\quad 24 \quad \$ 424-517$
5520-6780 28 \$517-630
4392-5520 $23 \quad \$ 397-484$

3660-4800 $\quad 19 \quad \$ 348-424$
5028-6468 26 \$453-552
3828-5028 $20 \quad \$ 348-424$
5028-6468 26 \$453-552
9240-NM 39 NCC
4584-5520 24 \$372-453

[^3][^4]| $01 \frac{\mathrm{Cod}}{\mathrm{~d}}$ | New | Title |
| :---: | :---: | :---: |
| 3102 | 5118 | Utilities Operations Foreuan |
| 3130 | 5136 | Assistant Refrigeration Foreman |
| 3131 | 5115 | Refrigeration Foreman |
| 3135 | 5133 | Assistant Air Conditioning Foreman |
| 3135 | 5112 | Air Conditioning Foreman |
| 3140 | 5130 | Assistant Steam Distribution Foreman |
| 3141 | 5109 | Steam Distribution Foreman |
| 3160 | 5106 | Distribution Supervis or |
| 3200 | 5296 | Maintenance Man |
| 3208 | 5203 | Cabinetmaker |
| 3211 | 5248 | Carpenter |
| 3220 | 5251 | Electrician |
| 3225 | 5254 | Cable Splicer |
| 3226 | 5257 | Communications Technician |
| 3240 | 5236 | Plumber |
| 3260 | 5266 | Steamfitter |
| 3268 | 5269 | Furniture Upholsterer |
| 3269 | 5272 | Furniture Repairman and Refinisher |
| 3270 | 5242 | Assistant Furniture and Furnishings Foreman |
| 3280 | 5275 | Cement Finisher |
| 3281 | 5278 | Mas on |
| 3283 | 5281 | Plasterer |
| 3285 | 5284 | Steel Worker |
| 3287 | 5287 | Sheetmetal Worker |
| 3290 | 5290 | Insulator |
| 3295 | 5293 | Construction Nachinery Operator |
| 3310 | 5360 | Automotive Mechanic |
| 3331 | 5312 | Assistant Maintenance Mechanic Forenan |
| 3332 | 5303 | Maintenance Mechanic Foreman |

Recommended Changes - Page 6


## Recommended Changes - Page 7

| Code |  | FROM: |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Title | Monthly Range | Annual Range |  | $\begin{gathered} \text { Step } \\ \text { No. } \end{gathered}$ |
| 01 d | New |  |  |  |  |  |
| 6010 | 8024 | Librarian I | \$ 439-539 | \$ | 5268-6468 | 36 |
| 6011 | 8023 | Librarian II | 514-620 |  | 6168-7440 | 39 |
| 6012 | 8022 | Librarian III | 565-680 |  | 6780-8160 | 41 |
| 6020 | 8045 | Archives Translator | 350-439 |  | 4200-5268 | 31 |
| 6050 | 8007 | Law Librarian I | 460-565 |  | 5520-6780 | 37 |
| 6051 | 8006 | Law Librarian II | 539-620 |  | 6468-7440 | 40 |
| 6052 | 8003 | Law Librarian | 650-800 |  | 7800-9600 | 44 |
| 6115 | 8121 | Mental Health Education Specialist | 482-620 |  | 5784-7440 | 38 |
| 6321 | 3530 | Intramurals Director | 620-770 |  | 7440-9240 | 43 |
| 6340 | 3503 | Assistant Business Manager of Athletics | r $514-620$ |  | 6168-7440 | 39 |
| 6527 | 8521 | Art Registrar | 382-460 |  | 4584-5520 | 33 |
| 6529 | 8536 | Slide Librarian | 256-305 |  | 3072-3660 | 24 |
| 6535 | 8526 | Artist I | 225-279 |  | 2700-3348 | 21 |
| 6536 | 8525 | Artist II | 292-366 |  | 3504-4392 | 27 |
| 6537 | 8524 | Artist III | 382-482 |  | 4584-5784 | 33 |
| 6540 | 8390 | Wardrobe Mistress | 190-256 |  | 2280-3072 | 18 |
| 6550 | 8531 | Director of Public Programs | 460-592 |  | 5520-7104 | 37 |
| 6640 | 8403 | Television Program Director | 620-740 |  | 7440-8880 | 43 |
| 6720 | 8575 | Photographic Technician | 235-279 |  | 2820-3348 | 22 |
| 6721 | 8573 | Photographer | 279-335 |  | 3348-4020 | 26 |
| 6722 | 8572 | Chief Photographer | 335-419 |  | 4020-5028 | 30 |
| 6744 | 8515 | Motion Picture DirectorCinematographer | 514-620 |  | 6168-7440 | 39 |
| 6825 | 8652 | Technical Reports Editor I | I 335-419 |  | 4020-5028 | 30 |
| 6826 | 8651 | Technical Reports EditorII | I :400-514 |  | 4800-616 | 34 |


| Monthly Range |  |  | Annual Range | Step No. |
| :---: | :---: | :---: | :---: | :---: |
| \$ 460-565 | (C58) | \$ | 5520-6780 | 28 |
| 539-650 | (C58) |  | 6468-7800 | 31 |
| 592-710 | (C58) |  | 7104-8520 | 33 |
| 366-460 | (C 9) |  | 4392-5520 | 23 |
| 482-592 | (C58) |  | 5734-7104 | 29 |
| 565-650 | (C58) |  | 6780-7800 | 32 |
| 680-835 | (C58) |  | 8160-10020 | 36 |
| 620-NM | (C59) |  | 7440-NM | 34 |
| 620-800 | (C60) |  | 7440-9600 | 34 |
| 565-770 | (C61) |  | 6780-9240 | 32 |
| 419-539 | (C62) |  | 5028-6468 | 26 |
| 279-366 | (C63) |  | 3348-4392 | 17 |
| 256-335 | (C64) |  | 3072-4020 | 15 |
| 305-400 | (C64) |  | 3660-4800 | 19 |
| 419-539 | (C64) |  | 5028-6468 | 26 |
| 256-335 | (C65) |  | 3072-4020 | 15 |
| 432-650 | (C66) |  | 5784-7800 | 29 |
| 620-300 | (C67) |  | 7440-9600 | 34 |
| 256-335 | (C68) |  | 3072-4020 | 15 |
| 305-400 | (C68) |  | 3660-4800 | 19 |
| 382-482 | (C68) |  | 4584-5784 | 24 |
| 514-680 | (C69) |  | 6168-8160 | 30 |
| 350-460 | (C70) |  | 4200-5520 | 22 |
| 419-539 | (C70) |  | 5028-6468 | 26 |

This classification is not in use as the duties of the pne position covered by this classification grew to This classification is not in use as the duties of the pne position covered by this of an Executive Assistant. It is, therefore, recommended that this classification be deleted. 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 additi on to the Texas Union. Theref ore, 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.
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 responsiblities 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.
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.)
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. 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.

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 $f$ or 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 ( 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.)
(Al) 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 I is recommended. The State provides $\$ 348-424$ for Key Punch Supervisor I ( 0211 ) and $\$ 397-484$ for Key Punch Supervis or 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 gtart 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. 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 Imtramurals 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. See Footnote (D4).
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.
ootnote (D9).
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 II (0011) is based on the fact that this classification falls between the State 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
\$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 minimun 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 Conmission 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. 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 recomending 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 all institutions in the area were a mean of $\$ 8,630$ and a maximum of $\$ 12,600$. The figures for all 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.
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.
(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 practically 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 wich 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 relationships 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 Endownent 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. The proposed adjustment in the range for 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 $\mathbf{\$ 3 0 5 - 3 7 2}$ 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 $\$ 52-673$ for Computer Programmer I (0241) which is comparable to our Computer Programmer I and to our Systems Analyst and Programer I. For Computer Programmer II (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 ot 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 recomended 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 reconmends 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.
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. 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 theae groups are employed in the Testing and Counseling center 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 recomended 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. in 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 Comanications 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 recomend 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. 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 recomendation. 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 recomended.
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 Cperators. 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 recomended 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.
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.
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 c per hour since $\$ 100$ equates to $60 c$ per hour and the new minimum of $\$ 128$ equates to 75 c per hour. The proposed range for this class will provide an hourly range from 75 co $\$ 1.00$ 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. 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 department head 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 recomended to keep this class in the proper relation with the other two mangerial classes.
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 employecs 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. 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 tiue, 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:
, our uniformed policemen have the followin
Patrolmen . . . . . . . . . . $\$ 362$
after six months training. . . . . 380
Sergeant. . . . . . . . . . . . 410
Lieutenant. . . . . . . . . . . . 475
Captain. . . . . . . . . . . . . $525 .{ }^{\prime \prime}$
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 coraparable 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 Comission, $\$ 552-673$. 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 recomended. 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.
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 Healch 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 timc.
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 onc 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 employce 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." 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 \$419539, 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. 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.

A review of the range for this classification has been requested by Mr. Robert F. Schenkkan, Director of RadioTelevision. 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:
"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 programing 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 recomended 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 1 (0361) has a salary range of $\$ 326-397$ per month. Fhotographer 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 recomended 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.

|  |  |  |  |  |  | STATE |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | MONTHLY | ANNUAL |  | HOURLY | STEP | CLASSI FICATION |
| CODE | TITLE | RANGE | RANGE |  | RANGE | NO. | MONTHLY RANGE |
| 4141 | Manager, Snack Bar \& Recreation Room | 539-680 | 6468-8160 | (1) | 3.10-3.90 | 40 | NCC* |
| 4150 | Assistsnt 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 |
| ADDITIONS: |  |  |  |  |  |  |  |
| 0021 | Senior Secretary | 279-350 | 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) | 1.85-2.40 | 29 | NCC |
| 1111 | Psychologist II | 439-539 | 5268-6468 | (3) | 2.55-3.10 | 36 | NCC |
| 1112 | Psychologist III | 565-710 | 6780-8520 | (3) | 3.25-4.10 | 41 | 513-605 |
| 1120 | Psychometrist I | 292-366 | 3504-4392 | (3) | 1.70-2.10 | 27 | 395-466 |
| 1121 | Psychometrist II | 366-460 | 4392-5520 | (3) | 2.10-2.65 | 32 | 513-605 |
| 1262 | Supervising Nurse | 382-482 | 4584-5784 | (3) | 2.20-2.80 | 33 | 378-466 |
| 2108 | Research Engineer Scientist Assistant I | 350-400 | 4200-4800 | (3) | 2.00-2.30 | 31 | Exempt |
| 2109 | Research Engineer Scientist Assistant II | 400-439 | 4800-5268 | (3) | 2.30-2.55 | 34 | Exempt |
| 2110 | Research Engineer Scientist Assistant III | 439-539 | 5268-6468 | (3) | 2.55-3.10 | 36 | Exempt |
| 2140 | Assistant to the Director, SRL | 514-650 | 6168-7800 | (9) | 2.95-3.75 | 39 | NCC |
| 2211 | Technical Staff Assistant II | 279-350 | 3348-4200 | (3) | 1.60-2.00 | 26 | NCC |
| 2212 | Technical Staff Assistant III | 350-460 | 4200-5520 | (3) | 2.00-2.65 | 31 | NCC |
| 2213 | Technical Staff Assistant IV | 439-565 | 5268-6780 | (3) | 2.55-3.25 | 36 | NCC |
| 2214 | Technical Staff Assistant V | 539-680 | 6468-8160 | (3) | 3.10-3.90 | 40 | NCC |

[^5]PAY PLAN TO BE EFFECTIVE SEPTEMBER 121964
Recommended Changes - Page 2

| 3310 | Automotive Mechanic |  | 292-350 |  | 4200 | (3) | 1.70-2.00 |  | 276 | 331-391 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 4100 | Food Service Worker |  | 105-256 |  | -3072 | (10) |  |  |  | 168-197 |  |
| 4111 | Cook |  | 181-235 |  | -2820 | (11) | ) 1.0 | 35 | 17 | 192-226 |  |
| 4130 | Food Checker \& Cashier |  | 200-267 |  | -3204 | (12) | ) 1.1 | 55 | 19 | NCC* |  |
| 4141 | Manager, Snack Bar |  | 539-680 |  | -8160 | (13) | ) 3.10 | 90 | 40 | NCC |  |
| 4150 | Assistant Manager, Snack Bar |  | 382-482 |  | -5784 | (14) | ) 2.20 | 80 | 33 | NCC |  |
| 4320 | Campus Policeman |  | 172-256 |  | -3072 | (15) | ) 1.00 | 50 | 16 | NCC |  |
| 5011 | Libxarian II |  | 439-565 |  | -6780 | (16) | ) 2.5 | 25 | 36 | NCC |  |
| 5012 | Librarian III |  | 565-710 |  | -8520 | (16) | ) 3.2 | 10 | 41 | NCC |  |
| 5040 | Chief Catalog Librarian |  | 565-710 |  | -8520 | (16) | ) 3.2 | 10 | 41 | NCC |  |
| 5041 | Loan Librarian |  | 565-710 |  | -8520 | (16) | ) 3.2 |  | 41 | NCC |  |
| 5042 | Acquisition Librarian |  | 565-710 |  | -8520 | (16) | ) 3.2 | 10 | 41 | NC |  |
| CHANGES: |  | FROM: |  |  |  | TO: |  |  |  |  | State <br> Class. <br> Range |
|  |  | Month1y | Annual |  | Step | Range |  | Annual Range |  | Step |  |
|  |  |  | Range |  | No. |  |  | No. |  |  |
| 0001 | Clerk | 200-256 | 2400-3072 | (17) | 19 |  | 225-279 |  |  | 270 | 3348 | 21 | 225-265 |
| 0010 | Clerk-Typist | 200-256 | 2400-3072 | (17) | 19 |  | 225-279 | 270 | 3348 | 21 | 225-265 |
| 0011 | Senior Clerk-Typist | 256-319 | 3072-3828 | (17) | 24 |  | 267-335 | 320 | 4020 | 25 | 256-300 |
| 0020 | Secretary | 245-305 | 2940-3660 | (17) | 23 |  | 256-319 | 307 | 3828 | 24 | 256-300 |
| 0022 | Administrative Secretary | 305-382 | 3660-4584 | (17) | 28 |  | 319-400 | 382 | 4800 | 29 | 310-366 |

* No Comparable Classification
(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
(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 E1 Paso begins at 60 c 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

(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.

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

THE UNIVERSITY OF TEXAS DENTAL BRANCH

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

| $\begin{aligned} & \text { CLASS } \\ & \text { NUMBER } \end{aligned}$ | ATTACHMENT ITEM NUMBER | TITIE | PRESENT RANGE |  | RECOMMENDED RANGE |  | IDENTIFIABLE STATE CLASSIFICATION RANGE CLASS |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | MONTHLY | ANINUAL | MONTHLY | ANINUAL | NUMBER | R MONTHLY RATE |
| 0415 | 1 | Assistant Purchasing Agent | \$382-482 | 4584-5784 | \$419-539 | 5028-6468 |  | None |
| 1105 | 2 | Dental Technician III | 350-439 | 4200-5268 | 366-450 | 4392-5520 |  | None |
| 1106 | 3 | Dental Technician IV | 439-565 | 5268-6780 | 460-592 | 5520-7104 |  | None |
| 1212 | 4 | Dental Nursing Supervisor | 439-565 | 5268-6780 | 482-620 | 5784-7440 |  | None |
| 1401 | 5 | Senior X-ray Technician | 419-539 | 5028-6468 | 460-592 | 5520-71.04 | Not cond | comparable |
| 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 | 4392-5520 | 9017 | 4156-4904 |
| 3400 | 9 | Printing Plant Operator | 382-539 | 4584-6468 | 419-539 | 5028-6468 |  | None |
| 4201 | 10 | Custodian Watchman | 215-267 | 2580-3204 | 235-292 | 2820-3504 | 8046 | 3276-3852 |

EXPLANATION PERTINENT TO ADJUSIMENIS RECOMMENDED FOR POSITIONS IN THE CLASSIFTED SERVICE EFFECTIVE SEPTEMBER 1, 1964

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 recormended 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 and
1106

## Dental Technician III and IV

Item 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.

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.

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.

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
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.

## THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL

 PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1964-65I. CHANGES:

Item Code Title

1. W10 Clerk Typist
2. 0011 Senior Clerk Typist
3. 0100 Accounting Clerk
4. 0101 Senior Accounting Clerk
5. 0113 Internal Auditor
6. 0410 Purchasing Agent
7. 0700 Personnel Director
8. 1201 Clinic Nurse
9. 2200 Research Technician I
10. 2201 Research Technician II
11. 2202 Reserch Technician III
12. 3100 Utilities Station Operator
13. 3200 Maintenance Man
14. 4301 Traffic and Security Officer
15. 5000 Library Attendant

\$225m292 \$2700世350\% 21
279 350 3348~4200 26
256-319 3072-3828 24
$319-400 \quad 3828-4800 \quad 29$

| $482-592$ | $5784-7104$ | 38 |
| :--- | :--- | :--- |
| $482-620$ | $5784-7440$ | 38 |

439-565 5268-6780 36
319-400 3828-4800 29
305-382 3660-4584 28

366-482 4392-5784 32
460-565 5520w6780 37
$319-400 \quad 3828-4800 \quad 29$

267-350 3204-4200 25
235-292 2820-3504 22

190-256 2280-3072 18

TO:


THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SGHOOL
PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1964-65 - Continued
I. CHANGES

(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 IIX
(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
(k) State Classification Plan - Watchman II
(1) State Classification Plan - Librarian I
II. $\operatorname{ADD}$

| ITEM | Code | Title |
| :--- | :--- | :--- |
| 18. | 0025 | Executive Assistant |
| 19. | 0301 | Chief Switchboard Operator |
| 20. | 0305 | Key Punch Operatcia |
| 21. | 0306 | Senior Key Punch Operator |
| 22. | 0309 | Unit-Record Equipment Operator I |
| 23. | 0310 | Unit-Record Equipment Operator II |
| 24. | 0316 | Systems Analyst \& Programmer I |
| 25. | 0317 | Systems Analyst \& Programmer II |
| 26. | 0320 | Data Processing Manager |
| 27. | 0409 | Assistant Purchasing Agent |
| 28. | 2322 | Medical Art Technician III |
| 29. | 3022 | Comordinator of Remodeling and |
| 30. | 3034 | Assistant Director, Physical Plant |
| 31. | 3102 | Chief Stationary Engineer |
| 32. | 3222 | Electrical Foreman |
| 33. | 3232 | Painter Foreman |


| $\begin{gathered} \text { Monthly } \\ \text { Range } \end{gathered}$ | Annual Range | Step Number | State Classification Monthly Range |
| :---: | :---: | :---: | :---: |
| \$482-620 | \$5784-7440 | 38 | No comparable position |
| 279-350 | 3348-4200 | 26 | \$259-326 |
| 279-350 | 3348-4200 | 26 | 235-305 |
| 335-419 | 4020-5028 | 30 | 268-348 |
| 305-382 | 3660-4584 | 28 | 315-397 |
| 382-482 | 4584~5784 | 33 | 372-453 |
| 482-620 | 5784-7440 | 38 | 552-673 (a) |
| 565-710 | 6780-8520 | 41 | 590-719 (b) |
| 680-835 | 8160-10020 | 45 | 590-719 |
| 460-592 | 5520-7104 | 37 | 517-630 (c) |
| 400-514 | 4800-6168 | 34 | No comparable position |
| 514-650 | 6168-7800 | 39 | 517-630 (d) |
| 620-770 | 7440-9240 | 43 | No comparable position |
| 539-680 | 6468-8160 | 40 | No comparable position |
| 419-539 | 5028-6468 | 35 | 517-630 (e) |
| 400-514 | 4800-6168 | 34 | 372-453 |

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL PROPOSED CHANGES IN CLASSIFIED PAY PLAN 1964-65 - Continued


[^6]THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL proposed changes in classified pay plan 1964-65 - Continued


1. 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. 2. 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 rem commended here are comparable to those at M. D. Anderson Hospital and the Dental Branch in Houston.
2. The range for these two classifications needs to be adjusted to put us in a more competitive position with the 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
3. are Accounting Clerk II and III. The salary range for the State Accounting Clerk II is $\$ 286 \mathbf{\$} \mathbf{~} 372$ 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 Glerk 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.
4. 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 recomended here is the same as that at the Medical Branch at Galveston.
5. 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.
6. 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 Assistant Personnel Director at the Medical Branch in Galveston is \$565-\$710, at the Main University \$454m770, at M. D. Anderson

## THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL SCHOOL

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

$\$ 460-592$, 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 superm visory 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 Iine 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 im-
11. possible to even interest anyone with these qualifications for less than $\$ 400$, and with the experience required 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 chemiatry 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 $\$ 424 \mathrm{~m} \$ 517$ and for our Research Technician III it is $\$ 517-630$. The other component institutions of the University System now have the selary 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.

## I. CHANGES

Item.
13. The adjustment recommended here is needed to bring this salary range more in ine 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 tradss, 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 8 hows 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 1 ibrary 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 Jounrnal reports the average salary range for library graduates without experience to be $\$ 4586-$ $\$ 5816$ per year.
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 ilbrary. 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 1 ibrary 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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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 was not surveyed, but obviousiy would reflect a much higher range than that for 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 OperatormReceptionist, without supervisory responsibilities, to be $\$ 283-\$ 377$.
20. Since Southwestern Medical School has not had a Data Processing Section in the past, and since recomendations 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 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 $1962 m 63$ 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 Comordinator 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 recomendation 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'siDegree 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 mimimum of one to two years' experience with a preferance of three to five years' experience. In checking with local aircraft plants and electronic plants,
31. 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 $\$ 710-\$ 870$.
32. 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 for their Chief Engineer, and the Adolphus Hotel indicates their Chief Engineer receives $\$ 525$ 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.
33. 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 craftsman 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.
34. 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

## II. ADD

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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 recomended 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.
57. 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 recomended 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.

## 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 anmal reports, assists in the preparation of the annual departmental budget.

## gUPERVISION

Received...Some general instructions from his supervisor. Specific work methods and procedures uaually devised by the incumbent.
Given.......Some direct instructions to one or more departmental staff members, auch as Administrative Secretary, Senior Clerk-typist, or Senior Clerk.

## EDUCATION

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

## EXPBRIENCE

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 experience.

EQUIPMERT
Required... Use of andard machines common to most offices. Preferred..Ose of apecial equipment which may be used in the particular department.

## ACCURACY

Proficiency in exanining and organisiag data, choroughness in reporting information to supe ior.

WORKING COMDITIONS
Usual......Excelient
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 minimum, require the prior approval of the Personnel Office.

# THE UNIVERSITY OF TEXAS 

## 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.

DOTIES
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
Qequired... 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 Schoolp 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 trends in the specialized field.

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

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 eerving 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 tele-: phone 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.
ACUDRACY

> Proficiency in operation of awitchboard 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.

Monthly:
Key Punch Operator
Annual:
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 empioyees.

EDUCATION
Required... High school education.
Preferrec. .High school or college-level courses in accounting or bookkeeping.
EXPERRIENCE
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, rem quire the prior approval of the Personnel office.

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 inforpation for punching. Punches cards and verifies information. Alphabetizes or organizes vouchers, statistical reports, financial records, or other similar forms prior to punching and verifying. Performi related duties as required.
Periodic... May work out or assist in developing new codes priprocedures 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.

ACUURACY
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.

## 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 Vnit-Record Equipment Operator II.

EDUCATION
Required...High school education.
Preferred..Business college courses in bookkeeping anc use of tabulating machines.
EXPERIENCE
Required...Some experience operating tabulating equipment.
Preferred.. 1 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.

## 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 diabrams 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 Progranmers.
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 Usal office environment.
Stecial....No unusual hazards

## OTHER

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

SUMMARY
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 programing.

EDUCAIION
Required... 4 year college degree in business administration, accounting, or mathematics; or the equivalent.
Preferred..Some graduate work in such a major.

## EXPERIENCE

Reyuired... 2 years' experience in analysis and programming.
Preferred.. 3 or more years in analysis and programing, 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.

Monthly:
0320
Annual:
Data Processing Manager

SUMMARY
Function...To provide specialized technical data processing service for Southwestern Medical School.

Scope.......Responsible for either the Systems Analysis and Programing 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 Programing 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.

## 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.
Preferced..Advanced graduate courses in governmental accounting, marketing and/or management.

## EXPERIENCE

Required... to 2 years experience in governmental, institutional or private purchasing.
Preferrec.. 3 to 5 years experience in govermmental, 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.

EDETNG 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.

SUMMARY
Function....To provide technical specialized skills for the creation of visual aids for medical research and other projects at Southwestern Medical School.
Scope........Responsible 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
Typical.....Prepares 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.
Periodic....Prepares copy of materials for use in answer to inquiries in the teaching program.

SUPERVISION
Received....General supervision from the Chairman of the Medical Art Department. Given.......Occasional supervision to employees in this area.

EDUCATION
Required....Graduation from a 4 year college with major course in art. Preferred...Some courses in pre-medical curriculum.

EXPERIENCE
Required.... 3 to 5 years experience in illustrative preparation of medical and scientific data.
Preferred...l or 2 years of above experience at Southwestern Medical School.
EQUIPMENT
Required....Varityper, Plate-making Machine, Plate-burning Machine, Coxheadliner, and drafting machine.
Preferred... Copy camera and enlarging equipment.
ACCURACY
Accuracy in preparation of charts, graphs and diagrams and proficiency in operation of machines used.

WORKING CONDITIONS
Usual.......Use of developing chemicals in Plate-making machine and photographic area. Special.....No special hazards.

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

# THE UNIVERSITY OF TEXAS <br> SOUTHWESTERN MEDICAL SCHOOL JOB DESCRIPTION 

Hourly:
Monthly:
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.

Assistant Director of Physical Plant

SU. 1 ARY
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 ingineering 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.

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.

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

Annual:

SUMAARY
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.

SUPERVISIOR
keceived....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. Preferrec... Vocational school or some secondary education.

EXPERIERCE
Required.... 3 to 5 years as a journeyman electrician.
Preferred... 3 to 5 years' experience with small refrigeration systems and some supervisory experience.

EQUIPGENT
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.

[^7]THE UNIVERSITY OF TEXAS
SOUTHWESTERN MEDICAL SCHOOL
JOB DESCRIPTION


## EDUCATICN

Required....Graduation from a standard high school or equivalent. Preferred...Vocational school or some secondary education.

EXPERIENCE
Required.... 3 to 5 years as journeyman painter.
Preferredv*. 2 years' experience in supervising men.
EQUIPMENT
Required....Use of all paint tools, brush, roller and spray.
Preferred...Special coating application.
ACCIJRACY
Proficiency in use of tools and layout of jobs and in color matching.
WORKING CONDITIONS
Usual......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.

[^8]THE UNIVERSITY OF TEXAS
SOUTHWESTERN MEDICAL SCHOOL
JOB DESCRIPTION
3242
Monthly:
PIumber Foreman
Annual:

SUMMARY
Function....To provide skilled supervision in the installation, construction, maintenance, and servicing of the plumbing systems throughout the Medical School.
Scope........Responsible for planning, scheduling, and supervising the work of plumbers, helpers and laborers and for participating in this work as needed.

DUTIES
Typical.....Plans and schedules the work and assigns men so specific jobs, explains 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 related work as required.
Periodic.... Consults with Director of Physical Plant on planning for 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 plumbers and several semi-skilled, or unskilled workers.

EDUCATION
Required....High School graduate or equivalent.
Preferred..Vocational school or some secondary education.

EXPERIENCE
Required.... 3 to 5 years as journeyman plumber.
Preferred... 2 to 5 years' experience in supervising men.
EQUIPMENT
Required....Skilled use of wrenches, pipe-cutting and threading tools, metal saws, and other similar tools of the trade.
Preferred...Use 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
Usual.......Dampness, dust, sometimes working at close tolerances in narrow quarters requiring some bodily strain and discomfort.
Special..... Much 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.

Any qualifications to be considered as equivalents, in lieu of atated minimums, require the prior approval of the Personnel office

SUMMARY
Function...To provide for skilled operation of various types of duplicating equipment.
Scope...... Responsible for producing neat and clean printed uterial, 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 adjustuents 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 rocational 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.

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 duplicopting 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 smáll 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
Prof: aiency 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.

[^9]THE UNIVERSITY OF TEXAS
SOUTHWESTERN MEDICAL SCHOOL
JOB DESCRIPTION
3502
Hourly:
Utility Worker II
Monthly:
Annual:
SUMMARY
Function....To provide semi-skilled work in the performance of building trade tasks.
Scope.......Responsible for making minor plumbing, electrical, and mechanical repairs, and for working as a helper to craftmen in larger jobs.

DUTIES
Typical....Installs bibb washers, fuses, unstops sinks, does unskilled maintenance 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.
SUPERVISION
Received...Direct supervision by skilled worker or foreman.
$G$ : ven.......Frequently supervises from one to five Utility Workers $I$ and Laborers.

EDUCATION
Required...Completion of the eight grade.
Preferred..High school graduate.
EXPERIENCE
Required... 3 years experience around construction or maintenance work. Preferred. 3 years experience as a Utility Worker I in Physical Plant at Southwestern Medical School.

## EQUIPMENT

Required...Skilled use of basic building trade tools.
Preferred..Skill in hoisting and/or rigging.
ACCURACY
Accurate in the use of basic hand tools.
WORKING CONDITIONS
Usual.....Dampness, dust, sometimes working at close tolerances in narrow quarters requiring some bodily strain and discomfort.
Special....Much outdoor work in trenches and under buildings; manual operations subject fingers, hands, and eyes to more than usual exposure to bruises and cuts.

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

| THE SCHOOL OF MEDICINE | THE JOHN SEALY HOSPITAL |
| :--- | :--- |
| THE SCHOOL OF NURSING | THE CHILDREN'S HOSPITAL |
| THE TECHNICAL CURRICULA | THE PSYCHOPATHIC HOSPITAL |
| THE POSTGRADUATE PROGRAM | THE ROSA AND HENRY ZIEGLER HOSPITAL |

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Dx. Harry Ransom
Chancellor
The University of Texas
Austin 12, Texas
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## 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 reconmended by his office.

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

## Very truly yours,



## JBY/JRJ/ ga

maclosures
Return approved copies to:
Dr. J. B. Truslow
Mr. I. D. Walker (2)
Mr. J. R. Jannasch
I. CHANGE:

## Code Title

0000 Clerical Assistant
0001 Clerk I
0002 Clerk II
0003 Clerk III
0004 Chief Clerk (Group of Classes)
0010 Clerk-Typist I
0011 Clerk-Typist II
0014 Medical Records Typist
0020 Secretary I
0021 Secretary II
0022 Secretary III
0023 Administrative Assistant
0032 Assistant Admitting Officer
0033 Admitting Officer
0050 Communications Supervisor
0100 Accounting Clerk
0109 Accountant I
0110 Accountant II
Olll Chief, Accounting Division

| F'ROM: |  |  | TO: |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Monthly Range | Annual Range | Step <br> Number | Monthly <br> Range | Annual <br> Range | Step <br> Number | Classification Monthly Range |
| \$172-235 | \$2064-2820 | 16 | \$181-235 ( 2) | \$2172-2820 | 17 | \$220-268 |
| 225-279 | 2700-3348 | 21 | 235-292 ( 3) | 2820-3504 | 22 | 235-286 |
| 279-350 | 3348-4200 | 26 | 292-366 ( 4 ) | 3504-4392 | 27 | 305-372 |
| 350-460 | 4200-5520 | 31 | 366-460 (5) | 4392-5520 | 32 | 372-453 |
| 400-539 | 4800-6468 | 34 | 419-539 ( 6) | 5028-6468 | 35 | 424-517 |
| 225-279 | 2700-3348 | 21 | 245-305 (7) | 2940-3660 | 23 | 235-286 |
| 279-350 | 3348-4200 | 26 | 305-382 ( 8) | 3660-4584 | 28 | 268-326 |
| 245-305 | 2940-3660 | 23 | 267-335 (9) | 3204-4020 | 25 | NCP |
| 245-305 | 2940-3660 | 23 | 267-335 (10) | 3204-4020 | 25 | 268-326 |
| 292-366 | 3504-4392 | 27 | 319-400 (11) | 3828-4800 | 29 | 326-397 |
| 350-439 | 4200-5268 | 31 | 382-482 (12) | 4584-5784 | 33 | 372-453 |
| 419-565 | 5028-6780 | 35 | 482-620 (13) | 5784-7440 | 38 | NCP |
| 366-460 | 4392-5520 | 32 | 382-482 (14) | 4584-5784 | 33 | NCP |
| 439-565 | 5268-6780 | 36 | 482-620 (15) | 5784-7440 | 38 | NCP |
| 539-680 | 6468-8160 | 40 | 565-710 (16) | 6780-8520 | 41 | NCP |
| 279-350 | 3348-4200 | 26 | 292-366 (17) | 3504-4392 | 27 | 305-372 |
| 400-514 | 4800-6168 | 34 | 439-565 (18) | 5268-6780 | 36 | 453-552 |
| 460-565 | 5520-6780 | 37 | 482-620 (19) | 5784-7440 | 38 | 552-673 |
| 565-710 | 6780-8520 | 41 | 620-770 (20) | 7440-9240 | 43 | NCP |


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| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Code | Title | Monthly <br> Range | Annual <br> Range | Step <br> Number | Monthly <br> Range | Annual <br> Range | Step Number | 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 | 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 |


| Code |  | FROM: |  |  | TO: |  |  | State |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Title | Monthly <br> Range | Annual <br> Range | Step Number | Monthly <br> Range | Annual <br> Range | $\begin{aligned} & \text { Step } \\ & \text { Number } \\ & \hline \end{aligned}$ | Classification Monthly Range |
| 0721 | Personnel Assistant II | \$460-592 | \$5520-7104 | 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 | 235-292 (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 |


| Code | Title |
| :--- | :--- |
| 1245 | Associate Director, Nursing <br> Service |
| 1302 | Pharmacist |
| 1303 | Assistant Chief Pharmacist |
| 1405 | Social Case Aide |
| 1408 | Social Case Worker I |
| 1410 | Social Case Worker II |
| 1412 | Social Work Supervisor |
| 1414 | Assistant Director, Social |
| 1505 | Service |
| 1510 | Physical Therapy Assistant Therapist |
| 1520 | Occupational Therapy Assistant |
| 1525 | Occupational Therapist |
| 1526 | Recreational Therapist |
| 1528 | Speech Therapist |
| 2020 | Laboratory Technical Assistant |
| 2100 | Laboratory Technologist I |
| 2101 | Laboratory Technologist II |
| 2113 | Histology Technician |
| 2200 | Research Technician |
| 2201 | Research Associate I |
| 102 |  |


| Code | Title | FROM: <br> Monthly <br> Range | Annual <br> Range | Step Number | Monthly <br> Range |  | Annuel <br> Range | Step Number | State 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 | 650-800 | (85) | 7800-9600 | 44 | 517-630 |
| 6702 | Audiovisual Equipment Technician III | 366-460 | 4392-5520 | 32 | 400-514 | (86) | 4800-6168 | 34 | NCP | 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 l960-6l 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 onestep 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 sixstep range for this classification. See footnote (l).
(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 (OlOl). 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 (I).
(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 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 (l).
(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 (Ol35). 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 $\$ 36$ per month for positions with similar responsibilities. 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 engineevs 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.
(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 Schbol 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 monthiy 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 (0111). 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 salary 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 was $\$ 437$ per month (as 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 Business Automation 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 Business Automation 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 Business Automation 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 Business Automation 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 Business Automation 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 twomstep 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 Business Automation 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 (O230), and the Supervisor, Computer Operations (0232).
(33) A 1963 survey of data processing salaries reported in Business Automation 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 Business Automation reveals a mean salary of $\$ 820$ per month for positions with similar responsibilities. During a six-month period in l963, 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 recomended 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 Salariés 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 (17ll). 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 l, 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). 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
(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.
(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 sixstep 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 l963.
(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 Saleries 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 menth 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-of-the-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:


0219 Systems Analyst and Programmer Supervisor
0234 Work-Processing Scheduler
1120 X-Ray Darkroom Supervisor
1122 X-Ray Technologist II
1124 X-Ray Technologist Supervisor
1140 Technical Director, Nuclear Medicine
1150 Inhalation Therapy Technician (Trainee)
1152 Inhalation Therapy Technician I
1154 Inhalation Therapy Technician II
1155 Technical Director, Inhalation Therapy
2103 Cytotechnologist
3347 Electronics Equipment Supervisor

## Monthly <br> Range

\$382-482
650-800
482-620
279-350
400-514
482-620
482-620
100
335-419
400-514
482-620
366-460
680-870

## Annual

 Range(1) $\$ 4584-578$

Step Number

33
tate Classification Monthly Range

NCP
$\$ 630-763$
NCP
NCP
NCP
NCP
$482-620$ (7) 5784-7440- $38 \quad$ NCP

NCP NCP

NGP
9) 4020-5268 30 NCP NCP NCP NCP

NCP

* 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 recomended 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 and Secretary III is that Secretary III in addition to the tests mentioned above must be able to successfully pass the shorthand examination. The salary level recommended is necessary to provide for a proper relationship between this position, the clerkTypist 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 Business Automation). It is difficult to recruit applicants that possess the necessary skills and abilities to perform the duties required for this job. Business Automation 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. Business Automation reports that the size of the nationds 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 Business Automation reveals an average minimum 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 often 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 salery range will provide for a proper relationship between this position and the X -Ray Technologist II (1122). 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, Admifistrative, 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).

## 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 CONDITITONS
Usual......Usual office conditions.
Special....No unusual hazards.
Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director, Staff Personnel.

Hourly:
0219
Systems Analyst and Programmer, Supervisor
Monthly:
Annual:

## SUMMARY

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.
EXPERTENCE
Required... 2 years' progressive experience in programming.
Preferred.. 3 years' such experience including some supervisory experience.
ERUIPMENT
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 CONDITIIONS
Usual.....Usual office conditions.
Special.... No unusual hazards.
Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director, Staff Personnel.

## 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.

## EXPERTENCE

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

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

Hourly:
Monthly:
Annual:

## SUMMARY

Function...To provide highly skilled technical work involving radiography in specialized clinic and hospital cases and/or supervising a work-unit of the Radiology Service Department.
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.

DUTIES
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.
EQUTPMENT
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.

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 desired. 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.0.5 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.

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

Hourly:
1140
Monthly:
Annual:

## SUMMARY

Function...To supervise the technical work in the Nuclear Medicine Service in performance of clinical procedures, to instruct technical trainees, and to perform developmental research within the unit.
Scope.......Responsible, under the Director of the Nuclear Medicine Service, for providing clinical service, training, and research in the use of radioisotopes to all departments concerned.

DUTIES
Typical....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.
Periodic...Assists in preparation of standard operating procedures. Establishes liaison with technical personnel in nuclear medicine units of other medical centers and the national organization.

SUPERVISION
Received...General supervision by the Director of the Nuclear Medicine Service by means of conferences, verbal and written instructions.
Given.......Direct supervision to the technical staff members.
EDUCATION
Required...Bachelor's degree in a field of science or its equivalent.
Preferred..In addition, completion of a formal training course in nuclear medicine technology.

EXPERTENCE
Required...I year experience in a well-rounded clinical radioisotope or nuclear medicine unit.
Preferred..Previous laboratory supervisory experience.
EQUTPMENTT
Required...Ability to use scintillation counters, scanners, and monitoring equipment.
Preferred..Ability to calibrate, repair, and design radioisotope equipment.
ACCURACY
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.
Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director, Staff Personnel.

## SUMMARY

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.oAn 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.

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

Hourly:
1152
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.

DUTITES
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.

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

Function...To assist the Technical Director in providing for highly skilled inhalation therapy techniques in the treatment of patients.
Scope.......Responsible for supervising the administration of prescribed inhalation therapy to patients using recognized techniques and procedures.

DUTIES
Typical.... Consults with the Technical Director and medical staff in relation to inhalation therapy treatments prescribed for patients. Supervises the administration of inhalation treatments using respiratory devices such as intermittant positive pressure breathing apparatus and tank respirators. Sets up, operates, and maintains oxygen tents. Uses oxygen, helium, carbon dioxide, and various other gaseous mixtures for therapy. Performs oropharyngeal insufflation, nasalphrygeal insufflation, and other therapeutic techniques. Performs related duties as required.
Periodic...Assists in demonstrations of inhalation therapy techniques for students 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.

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

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.

EQUIPMENTT
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.

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

Hourly:
Monthly:
Annual:

## SUMMARY

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

Hourly:
3347
Monthly:
Annual:
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.
Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director, Staff Personnel.
III. DELETE

| Code | Title | Monthly <br> Range |
| :--- | :--- | ---: |
| 0510 | Chief Medical Records Librarian | $\$ 92-740$ <br> 1125 |
| Chief X-Ray Technician | $592-740$ |  |
| 1305 | Chief Pharmacist | $680-835$ |
| 1415 | Director, Social Service | $680-835$ |
| 1530 | Director, Occupational Therapy | $539-680$ |
| 1600 | School Teacher | $419-539$ |
| 1605 | Psychometrist | $245-319$ |
| 2340 | Medical Sculptor | $565-710$ |
| 4123 | Butcher-Helper | $215-267$ |
| 4125 | Butcher | $366-460$ |
| 4135 | Cafeteria Manager I | $350-439$ |
| 4137 | Cafeteria Manager II | $382-482$ |
| 4147 | Chief Administrative Food Production Dietitian | $514-650$ |
| 4149 | Employee Training Dietitian | $514-650$ |
| 4153 | Assistant Director, Dietary Department | $650-800$ |
| 4250 | Executive Housekeeper | $592-740$ |

Annual
Range
\$7104-8880
7104-8880
8160-10020
8160-10020
6468-8160
5028-6468
2940-3828
6780-8520
2580-3204
4392-5520
4200-5268
4584-5784
6168-7800
6168-7800
7800-9600
7104-8880

33 39

39


* No comparable classification



32203220 Painter 32213221 Maintenance Man 32253225 Plumber 32273227 Refrigeration Mechanic

| 4000 | 4000 | Laundry Worker I |
| :--- | :--- | :--- |
| 4001 | 4001 | Laundry Worker II | 40054005 Washman

40084008 Laundry Supervisor
41004100 Kitchen Helper I
41014101 Kitchen Helper II
41034103 Cook I
4200 Maid
42014201 Porter
42024202 Porter
42054205 Elevator Operator
42104210 Seamstress
42154215 Assistant Matron

| FROM: |  |  |
| :--- | :--- | :---: |
| Monthly | Annual | Range |
| Range | Range | No. |


| T0: |  |  |
| :--- | :--- | :---: |
| Monthly | Annual | Range |
| Range | Range | No. |

4392-5520 32
382-482 4584-5784 33
400-514 4800-6168 34 181-235 215-267 215-267 215-267 135-172 181-235 149-190 135-172 181-235 181-235 215-267 149-190 172-225 149-190

1620-2064 11 2172-2820 17 2580-3204 20 1620-2064 11 2172-2820 17 1788-2280 13 1620-2064 1 2172-2820 $\quad 17$ $\begin{array}{ll}2172-2820 & 17 \\ 2580-3204 & 20\end{array}$ $\begin{array}{ll}2580-3204 & 20 \\ 1788-2280 & 13\end{array}$ 2064-2700 16 1788-2280 13
\$ 38
382-482 (C25) 382-482 (C26) 400-514 (C27)

419-539 (C28) 164-256 (C29) 200-256 (C29) 235-292 (C29) 256-319 (C30) 164-256 (C31) 200-256 (C31) 172-225 (C31) 164-256 (C32) 164-256 (C32) 200-256 (C32) 164-215 (C32) 190-245 (C33) 172-225 (C34)
$\$ 4$
\$4584-5784

| $4584-5784$ | 3 | $386-372$ |
| ---: | ---: | ---: |
| $4584-5784$ | 33 | $305-372$ |
| $4800-6168$ | 34 | $348-424$ |
|  |  |  |
| $5028-6468$ | 35 | $517-630$ |
| $1968-3072$ | 15 | $169-220$ |
| $2400-3072$ | 19 | $193-251$ |
| $2820-3504$ | 22 | $268-348$ |
| $3072-3828$ | 24 | $235-305$ |
| $1968-3072$ | 15 | $181-235$ |
| $2400-3072$ | 19 | $193-251$ |
| $2064-2700$ | 16 | $206-268$ |
| $1968-3072$ | 15 | $169-220$ |
| $2400-3072$ | 19 | $169-220$ |
| $2820-3504$ | 21 | $181-235$ |
| $1968-2580$ | 15 | $181-235$ |
| $2280-2940$ | 18 | $206-268$ |
| $2064-2700$ | 16 | $193-251$ |

State Classification Monthly Range

| CHANGE: <br> (Class) |  |  | FROM: |  | (Step) | TO: | (Step) |  | State Classi- |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |
| Code |  |  | Monthly | Annual | Range | Manthly | Annual | Range | fication |
| O1d | New | Title | Range | Range | No. | Range | Range | No. | Monthly Range |
| 4216 | 4216 | Matron | \$ 181-235 | 2172-2 | 17 | 200-256 | \$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.
(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 revisian made under (A4). The revised title, which drops "Storekeeper" 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 classification 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 ( $\mathrm{A}-12$ ).
(D10) The position of Laundry Manager is primarily a supervisory and administrative position. This position is to be deleted from the Classified Service.
(DII) 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 position. 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

(AI) 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. Acconding 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 reconmended 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 recomended 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) irmediately 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.
(A10) This title replaces the obsolete title of Stationary Engineer Foreman, see (D7). No other change is contemplated at this time.
(Al1) 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 thistime.
(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 recomended 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 reconmendations 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 superion 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.
(C8) While this position was not surveyed, the results for the Warehouseman in the preceding section with no supervisory respansibilities 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 recomendation. 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.
(Cl0) 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.
(ClI) A two step increase is needed in view of (I) 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.
(C13) The one-step adjustment serves to retain the inter-range relation between this position and that of the Nurse Anesthetist.
(C14) The X-ray Therapy Technician class of positions is peculiar to an institution such as M.D. Andersan 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 minimu 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 positians 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 (Cll) 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 (Cll) 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.
(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 leamed 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 on three months; that for neighborhood theaters a typical weekly salary is \$ll7, 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 (Cll) 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 $\$ 565$, $a \mathbf{~} 7$ 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 survev 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 survev 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 intermange 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 (Cll) Orderlv. 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 maximm salary paid according to this report.
(C32) The proposed adjustments for the Building Services Group are necessary for the reasans given in (Cll) 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 manth plus other benefits. The proposed range is needed to recruit and retain qualified persons for the position.

## CLERK I

NATURE AND EXAMPLES OF WORK: This is clerical work of limited complexity.

Clerks of this class ondinarily 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 on recond with another set of reports on 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 camputations.

May operate a typewriter in work situations not requiring skilled touch typewriting; operates other standard of fice machines such as adding, calculating, duplicating, graphotype, and addressograph.

Performs related work as required.
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: (I) 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 cormon 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 clenk; 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 leam clerical tasks readily, to adhere to prescribed routines, and to develop skill

CLERK II (cont'd)
in the operation of common office appliances. (4) Marked ability to establsih 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.

Illustrative Examples: 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 reconds 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
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.

## OPERATING ROOM TECHNICIAN

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 inmroper 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 inmediate 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 disonder; 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.
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
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.

## AUTOPSY ASSISTANT

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.

Illustrative Examples: Receives cadavers brought to the autopsy room; uses electrical saws, a wide variety of knives, and other surgical equipment in assisting the autopsy surgean; 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

NAIURE 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 respansibility assigned to it and the amount of supervision given to it.

Illustrative Examples: 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.

## 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 reconding 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.

Illustrative Examples: 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 wtih 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
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 interpreting 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.
REQUTREMENTS 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, diagnams, and charts pertaining thereto. (7) Skill in designing and setting up scientific apparatus and in performing the techniques for the types of experiments involved.

THE UNIVERSITY OF TEXAS
AUSTIN 12. TEXAS
chancellor

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 mich chance to discriminate among emergencies. It oitten left gaps in the record of recommendations and it sometines ovaporited importan. .. of mere information in casual comnent.

The difficulty in the present plan is principaliy the me or 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 coment should be introduced later for two reasons: the announced date of Regents meetings of ten attracts outside comilunications 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 communcation.

# 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

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.

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 involyed 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:

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 undergradugtes are not simultaneously guartered for the gumar session.

## CHANCELLOR'S DISCRETIONARY FUNDS: PROGRAM WITH EX-STUDENTS

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-Studenta Association.

Unfortunately, the Counctl of the Ex-Students'Association reported in publicly cifaty 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

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

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 following statement termination extra-mural programs sponsored by the Postgraduate School of Medicine:
"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

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
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).

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 $\operatorname{CDC} 1604$.

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
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 -
The AAMC has notified the Chancellor that the South Texas Medical School has been elected to Provisional Membership in the Association.

The Liaison Committee on Medical Education (American Medical Association and Association of American Medical Colleges) notified the Chancellor on 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 recomend 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 de novo.

RECOMMENDATION OF DR. D. R. REDDICK AS DIRECTOR, SCHOOL OF COMMUNICATIONS. ACTION POSTPONED UNTIL 1965.

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.

Suoject: FUND BALANCES - DEPARIMENT OF INTERCOLTEGIATE ATHEETICS 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 Find Belances for the Department of Intercollegiate Athletics (Schedule B-4).

Balances, August 31, 1963 \$461,313.98
Made up as follows:

$$
\begin{array}{ll}
\text { Cash } \\
\text { Inventory } \\
\text { Prepaid Insurance } \\
\text { Investments }
\end{array}
$$

\$, 783,343.13
1,267.58
2,372.86
34,840.00
$821,823.57$

360,509.59
\$461,313.98
An analysis of the Fund Balance shows the following:
Current Assets:
Cash with Auditor
\$ 409, 833.54
13,000.00
Petty Cash (in bank)
2,372.86
Prepaid Insurance
1,267.58
Investments:
Real Estate
$\$ 1,200.00$
Bonds
General Funds
$33,640.00$
$34,840.00$
$\$ 461,313.98$

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 | \$ 2,332.75 |
| Cotton Bowl, Gift and Entertainment | 1,749.94 |
|  | 4,082.69 |
| Plant Funds: |  |
| Letterman's Lounge | 5,550.00 |
| Total Funds Balances | \$ $470,946.67$ |

None of these balances were used in writing the 1963-1964 operating budget.
There is available a detailed 20 page Sumary 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
$50,000.00$
\$771,074.31

Additions:
Petty Cash Fund
Hill Hall Encumbrances
$\begin{array}{r}\$ \quad 13,000.00 \\ 910.03 \\ \hline 13,910.03\end{array}$
Deductions:
Hill Hall Operating Account $\qquad$ $\$ 12,268.82$
Cash Balance - Annual Financial Report
$\$ 783,343.13$

## 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.

At its regular quarterly meeting on January 13,1964 , the Texas Commission on Higher Education

1. 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 RadioTelevision -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-TelevisionFilm
C. Department of Speech

Speech - Bachelor of Science in Speech Speech - Master of Arts in Communication
D. Bureau of Communication Research
2. 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 of rank | 4-year bachelor's and firstprofessional |  | 5-or-more-years firstprofessional |  |
| :---: | :---: | :---: | :---: | :---: |
|  | Institution | $\begin{array}{\|c\|} \text { Num- } \\ \text { ber of } \\ \text { degrees } \end{array}$ | Institution | Num- ber of degrees |
| 1 | University of California, all campuses. | 6,500 | Harvard University ...- | 1,351 |
| 2 | State University of New | 4, 182 | Columbia University... | 1,049 |
| 3 | University of Minnesota, all campuses. | 3,120 | University of California, all campuses. | 1,010 |
| 4 | University of Illinois... | 3, 057 | University of Michigan. | 777 |
| 5 | Michigan State University of Agriculture and Applied Science. | 2, 999 | University of Minnesota, all campuses. | 750 |
| 6 | University of Michigan. | 2, 987 | University of Texas...- | 627 |
| 7 | University of Wisconsin, all campuses. | 2, 986 | New York University-- | 621 |
| 8 | Ohio State University -- | 2, 814 | Cornell University....-- | 604 |
| 9 | Pennsylvania Stato University. | 2, 695 | University of Illinois.-- | 601 |
|  | University of Texas..-- | 2,631 | University of Southern California. | 553 |


| Order of rank | Second level (master's except first-professional) |  | Doctor's (Ph. D., Ed. D., eto.) |  |
| :---: | :---: | :---: | :---: | :---: |
|  | Institution |  | Institution | Number 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 | Unia, all campuses. | 423 |
| 4 | University of Califor- | 1,975 | University of Wiscon- | 397 |
| 5 | nia, all campuses. Indiana University .... | 1,480 | sin, all campuses. University of Michigan. | 357 |
| 6 | University of Illinois.-- | 1,435 | Harvard University-..- | 339 |
| 7 | University of Wisconsin. | 1,312 | New York University -- | 313 |
| 8 | State University of New York, all cam. | 1, 107 | Ohio State University.- | 260 |
| 9 | University of Southern | 966 | Yale University. | 256 |
| 10 | California. <br> University of Minnesota, all campuses. | 959 | Cornell University. U. of Texal... | 241 |

[^10]
## 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.

## Geographic Distribution of Salary Ranges

| Salary | Northeast | Central | South | West | Total |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 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 |
|  |  | Minimum Salary - \$16,000 |  |  |  |
|  |  | Median Salary - \$25,667 |  |  |  |
|  |  | Maximum Salary - \$35,000 |  |  |  |

Research Contracts and Grants in effect at the University

| Principal Investigator | Amount | $\begin{aligned} & \text { Period of } \\ & \text { Time } \\ & \hline \end{aligned}$ | Statement of Work |
| :---: | :---: | :---: | :---: |
| A.A.Dougal | \$39,935 | $\begin{aligned} & 1 / 15 / 63- \\ & 1 / 14 / 64 \end{aligned}$ | Propagation and Dispersion of Hydromagnetic and Ion Cyclotron Waves in Plasmas Immersed in Magnetic Fields. |
| EERL | 125,000 | $\begin{aligned} & 4 / 1 / 63- \\ & 3 / 31 / 64 \end{aligned}$ | Research on Millimeter Wavelength Radiation from Solar Bodies. |
| F. A. Matsen | 140,784 | $\begin{aligned} & 6 / 1 / 62- \\ & 6 / 30 / 66 \end{aligned}$ | Quantum Mechanical Calculations and Studies of Atomic Systems of Astrophysical Interest. |
| SMRL <br> L.C.Reese | 19,936 | $\begin{aligned} & 5 / 3 / 63- \\ & 2 / 2 / 64 \end{aligned}$ | Investigation of the effects of various soil conditions on the landing characteristics of a manned spacecraft. |
| SMRL <br> E.A.Ripperger | 16,000 | $\begin{aligned} & 5 / 8 / 63- \\ & 5 / 7 / 64 \end{aligned}$ | Development of a Theoretical Analysis of the Fragmenting Tube Energy Absorption Process. |
| B. D. Tapley | 21,138 | $\begin{aligned} & 11 / 1 / 63- \\ & 10 / 31 / 64 \end{aligned}$ | Study of Theory and Analysis of Low-Thrust Guidance Problems in Deterministic Linear Control. |
|  | 132, 800 | $\begin{aligned} & 9 / 1 / 63- \\ & 8 / 31 / 66 \end{aligned}$ | Training Grant |

Proposals from the University to the
National Aeronautics and Space Administration

| Principal <br> 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 Naval Research National Science Foundation |  |  |
| L.C. Reese | 49,857.50 | 1 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 | 1 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 | 1 year | Research on Millimeter Wavelength 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 Naval Research Office of Aerospace Research Air Force Cambridge Research |  |  |

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 University of California, with 2,432 doctorates awarded in scientific and mathematical fields during the decade. Next in order were: the Massachusetts Institute of Technology, 1,627 doctorates; University of Illinois, 1,603 ; University of Wisconsin, 1577; University of Michigan, 1,179; Ohio State University, 1,144; Columbia University, 1,039; Cornell University, 1,023; Harvard University, 1,008 and Purdue University, 999.

Other state and land-grant institutions and their rank in awarding science doctorates were: University of Minnesota, twelfth with 795; Iowa State University, fourteenth with 723 ; University of Texas, eighteenth with 615; Pennsylvania State University 2 nineteenth with 585; State University of Iowa, twenty-second with 490; Michigan State University, twenty-fourth with 435; University of Washington, twentyseventh with 407; University of North Carolina, thirtieth with 358.
average teaching salaries - anu state univers ities
1963-64 Compared with 1962-63
(Salaries on 9-Month Basis)

| $\begin{aligned} & \text { Rank } \\ & \text { 1963-64 } \end{aligned}$ | PROFESSOR | Average Salary 1963-64 | Average Salary 1962-63 | $\begin{aligned} & \text { Rank } \\ & \text { 1962-63 } \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: |
| 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 | $\underline{\mathrm{U}}$. of Texas | 12,971 | 11,777 | 10 |
| 11 | $\bar{U}$. 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 | ASSOCIATE | Average | Average | Rank |
| 1963-64 | PROFESSOR | Salary | Salary | 1962-63 |
|  |  | 1963-64 | 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 | $\underline{U}$. 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 |


| $\begin{aligned} & \text { Rank } \\ & \text { 1963-64 } \end{aligned}$ | ASSISTANT <br> PROFESSOR | Average Salary 1963-64 | Average Salary 1962-63 | $\begin{aligned} & \text { Rank } \\ & \text { 1962-63 } \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: |
| 1 | State U. of Lowa | \$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 1963-64 | INSTRUCTOR | Average Salary 1963-64 | Average Salary 1962-63 | $\begin{aligned} & \text { Rank } \\ & \text { 1962-63 } \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: |
| 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 Camo lina | 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. $\$ 6,125$ )

| Rank 1963-64 | ALJ RANKS | Average Salary 1963-64 | Average Salary 1962-63 | $\begin{aligned} & \text { Rank } \\ & \text { 1962-63 } \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: |
| 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 | $\vec{U}$. 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 |

1. 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.
2. Establishes one system-wide graduate fuck ; and brings El Pas into the single graduate school.
3. Places more responsibility on the graduate faculty and :lir elected representatives, the Graduate Assembly, especie y 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 or the Main $\cdot$ :...verity at Austin. (This change has pen recommended by the joint Jury committee on budget and personnel policy.)

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 en bloc 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 incuntbula, 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 ParkeBernet 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
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 <br> THE UNIVERSITY OF TEXAS

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 recomendations 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 Gpaduate 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: Main University at Austin
Sec. 2. The Dean of the Graduate School $h--$ The Dean of the $\Lambda_{\text {Graduate }}$ School 1 shall b Vice for Academic Affairs. appointed upon recommendation of the $\wedge_{\text {Chancellor, }}$ On all matters of at Austin policy and planning related to the Graduate Schools he will advise the Chancellor through Vice Chancellor for Academic Affairs. The . Dean shall be the responsible administrative officer of the Graduate School. at Austin.
at Austin
2.1 The Dean of the Graduate School $\wedge^{\text {shall }}$ keep the eniedmintrativeofficers of the component institutions affected, and the undergradua 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 tortureapproval 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 institutiond,and-he sha ti consul and -advise wt the chief administrative officerg-of the other component institutions concerning their graduate teacining budgets and the in researah-budgets which are directly related to graduate instruction.

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$$

2.3 Research assignments or grants at the Main University involving reduced teaching loads recommended by the Graduate Dean, or by coommittopa or conation responsible 10 him , shall have the pion $\therefore$ the Chairman of the Department and approval of A the dean of the undergraduate school or aolioge affected
and shall be transmitted for approval to the Vice Chancellor for Academic Affairs.

Sec. 3. Institutional Graduate School Administrators. --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 ppean-of the Graduate-schoot shall recommend the Director of Graduate Studies at each component institution with the-advice and consent of the instituionathead, to the Chancellor to serve until replaced.

Sec. 4. Graduate Advisers.--One member of the Comittee on Graduate Studies in each academic area shall be appointed as Graduate Adviser by the Graduate Dean Austin or by the graduate school administrators at the other institutions dean concenned 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 ${ }_{\wedge}$ ean 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, sectic 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 Gradun his action, the nearn. a!
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 praduate School administrator 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 Geaduate 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 Comnittee on Membership of the Graduate Assembly, and-Dean. (seee beiow) Recommendations by the Committee on Membership shall go to the Graduate Assembly at their next regular meeting. Their action will be conveyed by the Chaiman of the Assembly to the Chancellor, with notification of the Graduate Administrators, Dean and $n$ the institutional heads (the Vice Chancellor for Academic Affairs in the case of faculty at Austing and to the Comittee on Graduate Studies of the department concerned.
5.12 Considerations in making nominations for regular membership wi vote.--The nominating committee, ondinarily the Committee on Graduate Studies of a deparment, shall consider the geveral ©qualitications of member of the Graduate Paculty. These : would include high competenoe 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 particular l outstanding men from government, industry or the prom fessions.
5.2 Associates.
5.21 Associates of the Graduate Faculty shall be appointed by the Chancellor
Bean upon 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 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 sinai 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: i.
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 Deam of the unit at each branch graduate at Austin, and Graduate School, the Associate, Deans of theGratate $\lambda$ schoot administrative heads of colleges and schools (which are not subdivisions of colleges), the Directon of graduate studies at che other compenent 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 two 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 Imingungos, Englioh, Germanic languages, Rumance Languages
Electoral Group D - School of Journaliom 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--Anendment No. 4 to September 1960 revision,
Meeting No. 600, July 1961)
6.122 Schooi of Medicine (Medical Branch, Galveston), two memoers.
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 $s i x$ members has been elected to the Graduate Faculty. Meanwhile the Dean shall have a vote.
The Graduate School of Biome dical Sciences at Houston, two members. $6.126 \wedge$ The 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 shail have two members.

### 6.2 Future Apportionnent 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
 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 ghall become effective at the next election.
6.22 Lach component inatitution of the Univaraity slail be entitied
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 represencatives 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 Faculty 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.
6.4 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 vacarcics shall bo held a occasion
arlsen.
6.44 The Secretary of the Graduate Assenbly shall be responsible for the holding and conduct of primaries and elections provided
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 shail be eligible to serve for more than two full non-successive tems. Half the menbers of the Assembly shail be elected every tro years. 6.451
6.46

Members of the Assembiy shail take office on the third Monday in Septemben foliowing their election. Members filling vacancies shall take office immediately after their election.
6.5 Attendance by Members of Onaduate Zaculty at Assembiy yeetings.-Any member of the Graduate Faculty of the University may attend meetings of the Assembly and, with pemission 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 Chaiman 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 Cheirman.
6.62 The Secretary of the Assembly shall be elected from members of the Assembly in the same fashion as the Chairman. He shail: 6.621 Send out all notices and communications; prepare the agenda; keep an attendance record anc record of proceedSing: rechive all comuaicstions; and preserva all recoris of the Assembly.
6.451 In order to implement this new term and replacement in the

[^11]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.
6.624 Report recommenciaclons of the Assembly for the Chairman to the Concellow, Gratuate ism, and adrainistrative heads of component institutions, graduate administrators of the component institutions.
6.625 Refer all matters classified assajor to the members of dheghaduate facsity at ail branches.
6.626 Distribute minutes of meetings to members of the Assembly, to all other gradiate faculty members who request copias, to all institutional heade, and to the Cinanceilon and the Board of Regents through tine secretary or the board.
6.627 Present an annual report to the Graduate Faculty at all component insticutions; also copies to the secretaries on the General Facuity at the Main University and of the appropriate facuities of the other institutions.
6.63 Meetings.-The Gaduate Assembly shall meet the first Tuesday
 called by the Chairman, or requested by five members of the At least two of the meetings will be held in Austin. Assembly
6.64 Procedure.
6.641 The general authority shall be Robertss Rules of Order.
6.642 A quorvin shall be a majority of the elected voting membership.

[^12]6.65 Committees.--Tne Graduate assemily nay create from time to time such standing on speciai comnittees as it may desire consicting of ite vin menbers, on of nonmenbers entitisd other members of the Graduate Faculty, To vote in incerccion or wating nentors of the Assembly, or of a combination of the two.
at least
6.651 The Gaubuite Ascrioly shall havepone pemanent comittee the hembership committee of fis Gnacuate Faculty. The committee shali be selected in the Eollowing way. The Chatiana of the lasembly shall select four members from elected members of the Assembly, who have served two years, incluairy one aach inom two branches outside Aust Dean of the Graduate School of the Main University the fracinteden shail seject four members from the membership of the University of gexas Graduate School. The teme of the monbers of the comictee shall be two years. All correspondence concerning membership shall gg to this comittee, who shall report on any nominees at the next regular meeting of the Assembly. Qualification for candidates are described generally $\operatorname{in} 5$ above. The Secretary of the Graduate Assembly shall de Secretary and presiding officer (without vote) of the Committee on Membership in the Graduate Faculty. All votes shall. be recorded. Any recommendation shail be: made on a mafority vote.
6.7 Authority and Functions of the Graduate Assembly.--In general, the Graduate Asoenbiy shall exercise all legislative powers and duties for the university as a whole that formerly were exarcised for the Rain 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.legisiation 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 legislatin 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 shin request it Within the two-week period, the Assembly sha ll reconsider its initial action on such major legislation at a pedal meeting
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 recomendations 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.--8pecial meetings of the Graduate Faculty of the Main University or of the on g members of the other component institutions of the University may be held whenever the Oxaduate Dean or the administrative head of such other component
institution shall desire, or upon petition of five members of the Graduate Faculty 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 a 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 returned graduate administrator then $\Lambda$ sent to the Graduate Dean for his approval. If they involve general policy decisions, the cruciate Dean shout they go to
have these reviewed by the Assemblyofor review.
7.22 Each Committee on Graduate Studies shall be in charge of the admission to candidacy for all graduate degrees in its comdemio area.
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.
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 Demand the institutional head.

## 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.
I. Central Administration (C-1 through C-2)
A. Gifts (16) Totaling Approximately $\$ 10,268.39$
$\$ 4,300$ SA Med Grant for STMS, Dean's Salary
\$1,227 Unrestricted
\$1,741. 39 Income from Endowment Fund
2
B. Membership, Graduate Faculty (4)
II. Main University ( $\mathrm{M}-1$ through M-45)
A. Research Contracts with Federal Government (73)

1 Totaling Approximately $\$ 3,060,743$
ITEM 32

It is interesting to note that these contracts are under the direction of academic people in the following areas:

College of Arts and Sciences

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
13. Aero-Space Engineering
14. Chemical Engineering
15. Civil Engineering
16. Electrical Engineering
17. Engineering Mechanics
18. Mechanical Engineering

College of Business Administration
Accounting
College of Pharmacy
College of Education
Educational Psychology
B. 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
$\begin{array}{ll}\text { F. Curtain Club Scholarship Fund } & 14\end{array}$
Change in Name
$\begin{array}{lll}\text { G. USE OF TEXTBOOKS WRITTEN BY FACULTY } & 14 \\ \text { MEMBERS (47), Royalty ranges from } 0 \% \text { to } 27 \% & \end{array}$
H. OUTSIDE EMPLOYMENT (21) 17
$\begin{array}{ll}\text { I. Gifts and Grants (357) } & 19 \\ \text { Totaling Approximately } \$ 746,918.09 *\end{array}$
Additional Non-Monetary Gifts (23) 43
Valued at Approximately \$120, 479. 50

* 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
B. NEPOTISM (2) 1
C. Laboratory Fees - Department of Chemistry I
c. LEASE, Barber Shop
D. Gifts and Grants (29)

Totaling Approximately \$11,070.00
$\begin{array}{ll}\text { E. Government Contracts and Grants (13) } & 4 \\ \text { Totaling Approximately } \$ 154,196.75\end{array}$
IV. Medical Branch (G-1 through G-8)
A. THE JAMES W. MCLAUGHLIN FELLOWSHIP FUND 1
B. Membership, Medical Staff of The University of
Texas Medical Branch Hospitals (9)
C. Student Health Fees, INCREASE 2
D. Government Contracts and Grants (24) 2

Totaling Approximately \$706,937.00
E. Docket Errata - November 8-9, 1963 Meeting 4
F. Gifts and Grants (29) ITEMS 22-26 5

Totaling Approximately $\$ 242,209.33$
V. Dental Branch (D-1 through D-2)
A. Faculty (Without Salary and Without Tenure) 1

1. Cancellation (1)
2. Appointments (15)
B. Gifts and Grants (2)
Totaling Approximately $\$ 1,600.00$
C. Government Contracts (7) 2

Totaling Approximately $\$ 78,932.00$
VI. M. D. Anderson Hospital and Tumor Institute (A-1 through A-6)
A. Government Contracts and Grants (22) l

Totaling Approximately $\$ 958,893.00$
B. *Contracts and Agreements (Academic) (5) 3

Totaling Approximately \$109,000.00
C. GIFTS and Grants (29)

Totaling Approximately $\$ 40,052.99$

[^13]
## VII. Southwestern Medical School (S-1 through Sm9)

$\begin{array}{ll}\text { A. Clinical Faculty } & 1 \\ \text { (Appointments and Resignations) }\end{array}$
B. Fellows
(Appointments and Resignations)
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, 19632
H. Gifts and Grants (11) 2

Totaling Approximately $\$ 19,845.13$
I. * Government Contracts and Grants (27)

Totaling Approximately \$ 512,316.00
J. Non-Government Contracts, Grants and

Other Agreements (9)
Totaling Approximately \$47,542. 40
K. Industrial Gas Service CONTRACT
VIII. Graduate School of Biomedical Sciences at Houston (B-1)
A. Contracts and Agreements (1)
B. Gifts and Grants (3)

Totaling Approximately \$2,307.92

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 CONTRACTS 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 |

[^14]
## SUPPLEMENTARY AGENDA

BOARD OF REGENTS

OF

THE UNIVERSITY OF TEXAS

MEETING NO. 620

FEBRUARY 7-8, 1964

NAME


## SUPPLEMENTARY AGENDA

I. EXECUTIVE COMMITTEE

Page No.
A. Report of Interim Requests Since January 20, 1964

1. Recommended Request for Permission to Travel Main University - 2T-16
2. Recommended Amendments to 1963-64 Budget
a. Main University (2B-10)
b. Texas Western College (3B-3) 3
c. Southwestern Medical School (7B-7)
B. Appointment of Dr. Bernice M. Moore as Associate Director of Hogg Foundation
II. ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE

Waiver of Nepotism Rule (Mr. Richard Krebs, McDonald Observatory)
III. JOINT MEETING, BUILDINGS AND GROUNDS AND MEDICAL AFFAIRS COMMITTEES

South Texas Medical School
Approval of Certain Contract Provisions with
Associate Architects for South Texas Medical School Building

## IV. BUILDINGS AND GROUNDS COMMITTEE

Main University
South Mall Office Building (or Graduate Facilities 8 Center) NO DOCUMENTATION
V. LAND AND INVESTMENT COMMITTEE
A. Hogg Foundation:

Mineral and Royalty Interests and Certain Stocks, 10 Miss Ama Hogg
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
4. Proposed Office of Institutional Studies


#### Abstract

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)

Purpose: Research at the Mathematiske Institut, Copenhagen
Expenses: Estimated to be $\$ 500$ for transportation payable from Contract Funds
2. Recommended Amendments to the 1963-64 Budget
a. Main University
(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 $(3 / 4 \mathrm{~T})$ 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 ( $5 / 8 \mathrm{~T}$ ) 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 |
| :---: | :---: |
| 1 pole vault pit and 1 high jump pit ("Port-A-Pits ") | \$ 2, 715.00 |
| 1 runway for pole vault $143^{\prime} 0^{\prime \prime}$ long and 1 runway for broad jump 133'-0'1 long, each 2'6' wide, 4'reinforced concrete base | 400.00 |
| Synthetic resin composition topping on runways, "Tartan" surfacing material for $2^{\prime}-6$ " 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 |
| $2^{\prime}-6^{\prime \prime}$ 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.

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 Rules and Regulations, 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 $\mathrm{M}-27$. However, the award of the grant ( $\$ 550,000$ for a five-year program) was reported at the September meeting.

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.


TO: MEMBERS OF THE BUILDINGS AND GROUNDS AND MEDICAL AFFAIRS COMMIT TEES
NOTE: The time of the meeting is $1: 30 \mathrm{p} . \mathrm{m}$. (not $1: 30 \mathrm{a} . \mathrm{m}$. 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.

SUPPLEMENT TO<br>RECOMMENDATIONS TO REGENTS<br>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 BUIIDING...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. I* 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 IMPROVEMENI 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.

[^15]
#### Abstract

"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)

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.


The Board authorized Chancellor Ransom to start toward the
establishment of an office of institutional studies within Central Administration

to operate under his direction for the following specific purposes:
"
QUOTE

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.

In accordance with the Rules and Regulations, 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
(1) 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 budgetaryallocation 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:


[^0]:    * Bids to be Opened February 4, 1964
    ** No Documentation

[^1]:    * No Documentation

[^2]:    ＊For action by the Land and Investment Committee only．For information of other members．

[^3]:    - 

[^4]:    $$
    31015160 \text { Utilities Station Operator } 366-439
    $$

[^5]:    * No Comparable Classification

[^6]:    (a) State Classification Plan - Computer Programmer I
    (b) State Classification Plan - Computer Programaer II
    (c) State Classification Plan - Purchaser II
    (d) State Classification Plan - Maintenance Foreman III
    (e) State Classification Plan - Superintendent of Electrical Maintenance
    (f) State Classification Plan - Reproducing Equipment Supervisor II

[^7]:    Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel office.

[^8]:    Any qualifications to be considered as equivalents, in lieu of stated minimus, required the prior approval of the Personnel Office.

[^9]:    Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Office.

[^10]:    (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.")

[^11]:    Assembly, in the fall of 1964 the Secretary will cast lots to
    determine which members of the Assembly (half) shall serv determine which members of the Assembly (half) shall serve two additional years.

[^12]:    6.643 Threa eleated members may dernand a record vote. 6.64s The Ordex of Businegs shall be detemined by the Assembly.

[^13]:    * $\$ 89,000.00$ from Welch Foundation

[^14]:    * Also non-monetary gifts of $\$ 120,479.50$

[^15]:    *"Memorandum No. 1" quoted the action of the Regents on November 9, 1963, as shown above.

